

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 12, 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. Carissa Dougherty, 4 year term
5. Approval of Minutes
6. Financial Matters
 - a. November 2018 Financial Report
 - b. December 2018 InvoicesRequested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. Election of Officers
 - b. Acceptance of Donation to Art CollectionRequested Action: Approval
Requested Action: Approval
10. Unfinished Business
 - a. 2019 HVAC, Boilers, and Controls Project Bid Award
 - b. Personnel PolicyRequested Action: Approval
Requested Action: Approval
11. Library Director's Report
12. Trustee Comments and Requests for Information
13. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 14, 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 Jennifer Morrow, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Carissa Dougherty.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered the oath of office to Trustee Jennifer Morrow for a two year, unexpired term.
5. **Approval of Minutes.** Milavec noted one minor change. Trustee Carissa Dougherty should have been listed on the Roll Call as absent. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the October 24, 2018 Regular Monthly Meeting be approved as revised. Motion passed by voice vote.
6. **Financial Matters.**
 - a. October 2018 Financial Report. Milavec presented the report. The revenue is at 99.6% collected as of October 31. The expenditure budget is 83% spent through October 31. Expenditures are all on track and the lines over budget are planned and will be offset by other lines that will remain under spent.
 - b. November 2018 Invoices. It was moved by Humphreys and seconded by Stapleton THAT the payment of November 2018 capital replacement invoices totaling \$11,881.50, the payment of November 2018 operating invoices totaling \$127,159.23, the acceptance of November 2018 credit memos totaling \$115.07, and the ratification of October 2018 payrolls totaling \$208,753.72 be approved. Roll call: Ayes: Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

8. **Public Comment on Other Library Business.** President Graber invited comment. There was none.
9. **New Business.**
 - a. Resolution 2018-1: Resolution of Appreciation for Milestone Anniversaries.
President Graber read the resolution aloud to have it on record. It was moved by Morrow and seconded by Gigani THAT the 2018-1 Resolution of Appreciation for Milestone Anniversaries be approved. Motion passed by voice vote.
 - b. 2019 Closing Schedule. It was moved by Humphreys and seconded by Gigani THAT the 2019 Closing Schedule be approved as presented. Motion passed by voice vote.
 - c. 2019 Board Meetings. President Graber requested that the March 2019 meeting be moved up a week, from March 27 to March 20, to avoid scheduling conflicts with District 58's Spring Break. It was moved by Humphreys and seconded by Stapleton THAT the 2019 Board Meeting Schedule be approved as amended. Motion passed by voice vote.
10. **Unfinished Business.** There was none.
11. **Library Director's Report.** Milavec presented the report (attached). The library is on track so far with the 2018 project. Crews are in the process of closing up the wall in Circulation and the service desk should be moved in the next week. The second floor lighting project is in progress. The plumbing inspection is scheduled for Monday. Communications Coordinator Cris Niels is keeping the website up to date with the progress of the project. The library's liability insurance renewal went well and Milavec was reelected to the LIRA Board at their last meeting. That meeting's presentation is included in the Board packet. The Foundation will be underwriting year one of the library's deposit collections for the senior service centers in Downers Grove. The DuPage Foundation gave the library \$2,000 for next summer's teen art program, View from the Artist's Studio. Staff toured the PADS shelter at First United Methodist and are moving forward with the planned shelter services at three shelter locations in Downers Grove. Community Engagement Coordinator Cindy Khatri started on November 5.
12. **Trustee Comments and Requests for Information.**
Trustee Humphreys wanted to celebrate the off-site work that the library is doing, both at the senior facilities and the PADS shelters. He is thrilled the library is getting involved with both of these communities.
13. **Adjournment.** President Graber adjourned the meeting at 7:59 p.m.

DOWNERS GROVE LIBRARY

11/30/2018

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,809,394	\$ 1,693,762
FUND BALANCE	1,704,736	\$ 1,693,762

Revenue by Object Report

Village of Downers Grove
11/1/2018 through 11/30/2018

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,182,314.00	50,081.64	5,185,399.86	-3,085.86	100.06
4109 Prior Year Property Taxes	100.00	99.56	103.91	-3.91	103.91
4313 Personal Property Replacement Tax	60,000.00	3.51	55,166.03	4,833.97	91.94
4410 Sales of Materials	10,000.00	923.24	9,114.20	885.80	91.14
4502 Charges For Services	15,000.00	2,643.00	37,139.86	-22,139.86	247.60
4509 Fees For Non-Residents	16,000.00	1,022.00	16,076.50	-76.50	100.48
4571 Rental Fees	4,500.00	420.00	6,240.00	-1,740.00	138.67
4581 Fines	42,000.00	1,632.88	32,579.18	9,420.82	77.57
4590 Cost Recovered For Services	15,000.00	1,092.48	9,937.10	5,062.90	66.25
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	3,977.85	8,144.32	-6,144.32	407.22
4712 Investment Income - Property Taxes	0.00	0.00	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	2,000.00	7,868.44	-2,868.44	157.37
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	63,896.16	5,431,254.89	-42,430.89	100.79

CAPITAL REPLACEMENT FUND

Expenditures by Object Report

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Periods: 11 through 11

Village of Downers Grove
11/1/2018 through 11/30/2018

Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Use</u>
5870 Capital Equipment	660,000.00	11,881.50	84,977.18	0.00	575,022.82	12.8
Grand Totals	660,000.00	11,881.50	84,977.18	0.00	575,022.82	12.8

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OPERATING FUND
Expenditures by Object Report

Village of Downers Grove
11/1/2018 through 11/30/2018

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,328,658.00	106,851.18	1,237,609.07	0.00	91,048.93	93.1
5111 Salaries, Non-Exempt	342,852.00	15,038.46	177,500.58	0.00	165,351.42	51.7
5119 Part-Time Employee Wages	1,241,170.00	90,484.47	1,046,054.83	0.00	195,115.17	84.2
5131 IMRF Pension Contributions	257,339.00	18,461.32	224,908.95	0.00	32,430.05	87.4
5133 Medicare Contributions	41,935.00	3,008.16	34,979.28	0.00	6,955.72	83.4
5134 Social Security Contributions	179,315.00	12,861.86	149,562.89	0.00	29,752.11	83.4
5190 Life Insurance	1,044.00	74.80	765.00	0.00	279.00	73.2
5191 Health Insurance	360,420.00	25,400.00	272,427.50	0.00	87,992.50	75.5
5195 Optical Insurance	2,492.00	162.32	1,738.53	0.00	753.47	69.7
5197 Dental Insurance	38,808.00	2,399.60	25,202.60	0.00	13,605.40	64.9
5210 Supplies	87,200.00	7,400.06	75,240.01	0.00	11,959.99	86.2
5251 Maintenance Supplies	18,000.00	695.90	19,065.08	0.00	-1,065.08	105.9
5280 Small Tools & Equipment	34,600.00	2,439.52	14,506.48	0.00	20,093.52	41.9
5302 Dues And Memberships	7,500.00	757.00	7,425.00	0.00	75.00	99.0
5303 Seminars, Conferences & Meetings	34,250.00	1,765.98	19,071.19	0.00	15,178.81	55.6
5308 Recognition Program-Staff	5,000.00	187.49	4,639.84	0.00	360.16	92.8
5315 Professional Services	60,000.00	975.78	35,142.22	0.00	24,857.78	58.5
5322 Personnel Recruitment	2,000.00	0.00	150.00	0.00	1,850.00	7.5
5323 Special Legal	6,000.00	0.00	3,587.20	0.00	2,412.80	59.7
5346 Data Processing Services	105,000.00	0.00	98,161.38	0.00	6,838.62	93.4
5380 Printing Services	18,700.00	2,911.00	14,532.00	0.00	4,168.00	77.7
5391 Telephone	20,000.00	1,359.87	19,749.60	0.00	250.40	98.7
5392 Postage	25,500.00	3,000.00	14,723.50	0.00	10,776.50	57.7
5407 Advertising And Public Relations	20,375.00	1,211.95	12,453.61	0.00	7,921.39	61.1
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	8,362.00	79,775.43	0.00	10,224.57	88.6
5450 Cleaning Services	80,000.00	5,545.00	66,587.62	0.00	13,412.38	83.2
5461 Utilities	25,000.00	1,614.71	15,246.78	0.00	9,753.22	60.9
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	10,323.65	0.00	1,176.35	89.7
5481 Rentals	20,500.00	898.07	19,264.77	0.00	1,235.23	93.9

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Periods: 11 through 11

OPERATING FUND

Expenditures by Object Report

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Village of Downers Grove
11/1/2018 through 11/30/2018

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	4,000.00	89.52	2,047.93	0.00	1,952.07	51.2
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	916.00	21,902.00	0.00	-11,902.00	219.0
5770 Capital Equipment	60,000.00	9,601.97	39,020.74	0.00	20,979.26	65.0
5851 Electronic Resources	223,000.00	11,671.35	193,673.67	0.00	29,326.33	86.8
5852 Print Materials	345,000.00	40,955.43	310,482.62	0.00	34,517.38	89.9
5853 Audiovisual Materials	148,500.00	8,366.15	111,753.57	0.00	36,746.43	75.2
5870 Capital Equipment	65,000.00	16,399.00	50,683.64	0.00	14,316.36	77.9
5880 Intangible Assets (Software)	43,000.00	1,228.33	29,669.15	0.00	13,330.85	69.0
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	403,094.25	4,849,257.91	0.00	917,400.09	84.0

Invoice Edit Listing
Village of Downers Grove
December 12, 2018
CAPITAL REPLACEMENT FUND

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
012157 CLASSIC HARDWARE, INC.	1	417.00	0.00	417.00
018808 ELARA ENGINEERING	1	6,712.26	0.00	6,712.26
005572 FIA CARD SERVICES, N.A.	2	6,399.79	0.00	6,399.79
012666 INTERIOR INVESTMENTS, LLC	2	824.84	0.00	824.84
015079 SHALES MC NUTT, LLC	1	22,410.00	0.00	22,410.00
014414 SHAW SUBURBAN MEDIA	1	195.02	0.00	195.02
 Grand Total:	 8	 36,958.91	 0.00	 36,958.91

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For Library Board Meeting on December 12, 2018

2018 Budget

012157	Classic Hardware, Inc (lock cylinders)	\$417.00
001880	Elara Engineering (HVAC consultants)	\$6,712.26
005572	FIA Card Services, N.A. (appliances, prox cards, mini fridge)	\$6,399.79
012666	Interior Investments, LLC (chairs)	\$824.84
015079	Shales McNutt, LLC (construction)	\$22,410.00
014414	Shaw Suburban Media (ad for HVAC project)	\$195.02

Invoice Edit Listing
Village of Downers Grove
December 12, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000165 ADVANTAGE MICROFILM SERVICES, INC.	1	2,100.65	0.00	2,100.65
018984 AFFILIATED CUSTOMER SERVICE, INC.	1	1,204.00	0.00	1,204.00
000186 AFFORDABLE ALTERNATIVES INC	1	111.63	0.00	111.63
000265 ALL AMERICAN PAPER CO	2	1,259.38	0.00	1,259.38
018213 AMAZON CAPITAL SERVICES, INC.	3	959.70	0.00	959.70
000322 AMAZON.COM	1	3,224.86	0.00	3,224.86
018995 AMETHYST COOPER	2	125.00	0.00	125.00
018998 ANDY HEAD	1	450.00	0.00	450.00
009114 APPLE INC.	1	1,920.00	0.00	1,920.00
000403 AT&T	1	224.07	0.00	224.07
000672 BAKER & TAYLOR - L0217582	88	32,116.47	0.00	32,116.47
016893 BIBLIOTHECA, LLC	2	3,640.02	0.00	3,640.02
014883 BOOKPAGE	1	484.00	0.00	484.00
018469 BRIAN MICHALSKI	1	250.00	0.00	250.00
009483 BRODART CO	1	393.12	0.00	393.12
001223 CASE LOTS INC	1	119.40	0.00	119.40
001259 CCH INCORPORATED	2	286.93	0.00	286.93
001264 CDW GOVERNMENT, INC	2	200.97	0.00	200.97
008323 CENGAGE LEARNING	12	1,045.26	0.00	1,045.26
001277 CENTER POINT PUBLISHING	5	437.39	0.00	437.39
002319 CHAMBER630	1	55.50	0.00	55.50
013235 CHILDREN'S PLUS, INC.	2	103.89	0.00	103.89

Invoice Edit Listing
Village of Downers Grove
December 12, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
001553 COMCAST CABLE	1	306.63	0.00	306.63
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	1	164.61	0.00	164.61
002330 DOWNERS GROVE DOWNTOWN MANAGEM	1	195.00	0.00	195.00
002359 DOWNERS GROVE SANITARY DIST.	2	226.33	0.00	226.33
002539 EBSCO SUBSCRIPTION SERVICES	1	2,279.00	0.00	2,279.00
002645 EMBURY LTD	1	1,916.16	0.00	1,916.16
005572 FIA CARD SERVICES, N.A.	13	16,804.18	0.00	16,804.18
009775 FINDAWAY WORLD, LLC	1	2,099.70	0.00	2,099.70
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
013544 GOOGLE, INC.	1	670.83	0.00	670.83
003188 GRAHAM CRACKERS COMICS, LTD.	1	96.52	0.00	96.52
008770 GRAINGER	2	3,304.66	0.00	3,304.66
014494 GRUBER, SHANNON	1	164.41	0.00	164.41
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
012666 INTERIOR INVESTMENTS, LLC	1	6,517.65	0.00	6,517.65
012834 IPROMOTEU	1	1,939.78	0.00	1,939.78
002133 JAKOSZ, DIANE	1	31.42	0.00	31.42
018997 JO-ANN STORES, LLC	1	1,551.00	0.00	1,551.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	589.00	0.00	589.00
004814 KNICKERBOCKER ROOFING & PAVING	1	1,725.00	0.00	1,725.00
017675 LEBARON, C FREDERICK	1	30.00	0.00	30.00
015812 LINSSENMEYER, ERIN	1	21.78	0.00	21.78

Invoice Edit Listing
Village of Downers Grove
December 12, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018877 MASTNY, NORA	1	8.39	0.00	8.39
015080 MATTESON, JOY	2	67.15	0.00	67.15
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	30	8,176.89	0.00	8,176.89
017279 NADINE LYNN JOHNSTONE	1	500.00	0.00	500.00
012499 OVERDRIVE, INC.	2	3,745.57	0.00	3,745.57
006361 PADDOCK PUBLICATIONS INC	1	147.20	0.00	147.20
018283 PARTIES WITH CHARACTER	1	193.00	0.00	193.00
018491 PEOPLEFACTS, LLC	1	138.71	0.00	138.71
006698 PRINT SMART	4	913.11	0.00	913.11
018708 QUIPU GROUP, LLC	1	2,500.00	0.00	2,500.00
006859 R.H. DONNELLEY	1	14.19	0.00	14.19
016325 RADIKO LLC	1	400.00	0.00	400.00
006897 RANDOM HOUSE, INC	2	89.25	0.00	89.25
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	7,500.00	0.00	7,500.00
006944 RECORDED BOOKS, LLC	4	379.16	0.00	379.16
006956 REGENT BOOK CO, INC.	1	47.94	0.00	47.94
016519 RIDDLE, KIRA	1	12.91	0.00	12.91
007517 SCHOLASTIC LIBRARY PUBLISHING	1	67.68	0.00	67.68
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,838.65	0.00	5,838.65
007612 SHANES OFFICE SUPPLY CO	5	836.76	0.00	836.76
013611 SKOCIK, TRACI	2	27.92	0.00	27.92
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75

Invoice Edit Listing
Village of Downers Grove
December 12, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
007918 STEVEN G. HASHIMOTO	1	700.00	0.00	700.00
009112 STRAUSS TAX SERVICE	1	100.00	0.00	100.00
019018 THE NATURAL PATH, INC.	1	320.00	0.00	320.00
016841 TSAI FONG BOOKS, INC.	1	57.99	0.00	57.99
015177 ULINE	3	1,177.29	0.00	1,177.29
011517 UNIQUE MANAGEMENT SERVICES, IN	1	80.55	0.00	80.55
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
008621 USI, INC	1	62.07	0.00	62.07
008649 VAUGHAN PLANTSCAPES, INC	1	155.31	0.00	155.31
009043 WORLD BOOK,INC	1	999.00	0.00	999.00
 Grand Total:	 248	 129,104.52	 0.00	 129,104.52

INVOICES OF NOTE

For Library Board Meeting on December 12, 2018

2018 Budget		
000165	Advantage Microfilm Services, Inc. (annual agreement)	\$2,100.65
018984	Affiliated Customer Service, Inc. (fire alarm repairs)	\$1,204.00
018998	Andy Head (juggler program)	\$450.00
018469	Brian Michalski (mysterious myanmar program)	\$250.00
002539	EBSCO Subscription Services (electronic magazine subscriptions)	\$2,279.00
002645	Embury LTD (sensory panels and backstops)	\$1,916.16
012666	Interior Investments, LLC (remaining balance for kids chairs)	\$6,517.65
012834	iPromoteU (pens)	\$1,939.78
018997	Jo-Ann Stores, LLC (Creative Bug subscription)	\$1,551.00
004814	Knickerbocker Roofing & Paving (repair & inspection)	\$1,725.00
017279	Nadine Lynn Johnstone (adult storytelling workshop)	\$500.00
018708	Quipu Group, LLC (PITS annual fee)	\$2,500.00
016325	Radiko LLC (website maintenance)	\$400.00
014549	Reaching Across Illinois, Library System (Communico renewal)	\$7,500.00
007918	Steve G. Hashimoto (jazz concert)	\$700.00

Credit Memo Edit Listing

Village of Downers Grove
December 12, 2018

Vendor Totals

Vendor	Number of Memos	Amount
000672 BAKER & TAYLOR - L0217582	8	562.59
006944 RECORDED BOOKS, LLC	5	252.11
008770 GRAINGER	1	106.66
Grand Total:	14	921.36

Library Credit Card Details for the December 12, 2018 Board Meeting

Julie Milavec				
971	5870 Capital Replacement Fund	Kitchen appliances	\$	5,943.00
973	5853 AV Materials	Button machine	\$	474.95
			Total	\$ 6,417.95
Katelyn Vabalaitis				
971	5308 Staff Recognition	Staff party supplies	\$	15.12
			Total	\$ 15.12
Ian Knorr				
971	5870 Capital Replacement Fund	Mini fridge for wellness room, prox cards	\$	456.79
978	5251 Maintenance Supplies	Mouse traps	\$	12.18
978	5280 Small Tools & Equipment	Socket adapters	\$	13.72
978	5470 Other Equipment Repair & Maint	Fan motor	\$	99.23
			Total	\$ 581.92
Elizabeth Matkowski				
971	5302 Dues & Membership	ALA membership renewals	\$	221.69
971	5870 Capital Equipment	Whiteboards	\$	540.38
972	5210 Supplies	Program supplies	\$	358.77
972	5280 Small Tools & Equipment	Chalkboards, magnets	\$	13.59
972	5303 Seminars, Mtgs, & Conferences	ATLAS and Chamber630 meetings	\$	37.55
972	5851 Electronic Resources	eBooks	\$	181.11
			Total	\$ 1,353.09
Karen Bonarek				
972	5210 Supplies	Department holiday decorations	\$	17.98
973	5210 Supplies	Gift cards for program prizes	\$	22.50
976	5315 Professional Services	Program supplies	\$	312.34
			Total	\$ 352.82
Amelia Prechel				
972	5852 Printed Materials	Adult materials	\$	249.11
972	5853 AV Materials	DVDs	\$	54.48
977	5210 Supplies	Labels, distilled water	\$	70.72
			Total	\$ 374.31
Sharon Hrycewicz				
973	5210 Supplies	Glitter markers	\$	34.87
973	5280 Small Tools & Equipment	STEM case supplies	\$	280.20
973	5853 AV Materials	Cubelets, microscope slides	\$	681.42
			Total	\$ 996.49

Allyson Renell				
972	5280 Small Tools & Equipment	Charging hub	\$	149.00
973	5280 Small Tools & Equipment	Charging hub, storage items	\$	965.42
			Total	\$ 1,114.42
Traci Skocik				
973	5210 Supplies	Program supplies	\$	555.09
973	5853 AV Materials	BluRay/DVD	\$	24.83
			Total	\$ 579.92
Christine Lees				
971	5308 Staff Recognition	EOM supplies, retirement party supplies	\$	84.98
974	5210 Supplies	Office supplies	\$	357.61
			Total	\$ 442.59
Paul Regis				
971	5870 Capital Equipment	Desk chairs	\$	1,370.94
975	5280 Small Tools & Equipment	Thumb drives, cord sleeves	\$	192.56
975	5770 Capital Equipment	Computer monitor, iTunes	\$	280.14
975	5880 Intangible Assets	Pantheon Systems	\$	125.00
			Total	\$ 1,968.64
Melody Danley				
971	5870 Capital Equipment	Display fixture for Teen Central	\$	260.87
973	5280 Small Tools & Equipment	Frame for Kid's Room display	\$	19.99
976	5210 Supplies	Supplies for teen art project	\$	355.55
976	5407 Advertising & Public Relations	Framing, acrylic displayers	\$	1,561.81
			Total	\$ 2,198.22
Jen Fredericks				
971	5210 Supplies	Office supplies	\$	17.53
971	5302 Dues & Membership	ILA membership renewal	\$	150.00
971	5870 Capital Equipment	Parts for new door keys	\$	53.28
976	5210 Supplies	Bulletin board storage pockets	\$	167.88
976	5303 Seminars, Mtgs, & Conferences	Chamber630 Holiday Party	\$	20.00
			Total	\$ 408.69
			Library Credit Card December 2018 Totals	\$ 16,804.18

PAYROLLS FOR NOVEMBER 2018

NOVEMBER 9	\$104,611.72
NOVEMBER 23	\$107,762.39
TOTAL NOVEMBER 2018 PAYROLLS	\$212,374.11

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 12, 2018**

**AGENDA ITEM 9A
Election of Officers**

According to the Board of Library Trustees Bylaws, 1.5.2 Section, 2. Election of Officers: "Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held."

The Officers of the Board of Library Trustees are President and Secretary. Officers are appointed to 2 year terms and do not have term limits. Jonathan Graber became President in 2017 for a 1 year unexpired term. Dave Humphreys has served as Secretary since November 2016.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 12, 2018**

AGENDA ITEM 9B

Acceptance of Donation to Art Collection

On Saturday, November 24, 2018, Library Director Julie Milavec received an email, offering donation of a Sergey Cherep painting to the Downers Grove Public Library by Matthew Mullen, in honor of his parents Don and Lorraine Mullen, long-time residents of Downers Grove. The offer came with requests that:

1. they receive a letter from the library acknowledging the transfer and receipt of the painting;
2. its display in the building include a plaque acknowledging the gift in honor of Don and Lorraine Mullen; and
3. the donation be concluded by December 31, 2018.

All of the requests are in keeping with the library's policy on other donations and recognition of donors:

4.6.4 Other Donations

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

4.6.5 Recognition of Donors

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

A small plaque, similar to those by each piece in the library art collection, will contain the additional line: Donated in Honor of Don and Lorrain Mullen." The March/April issue of the Discoveries newsletter could feature an article on the donation, including a picture of its new location (TBD).

The library's art collection contains one oil painting by Seregy Cherep, titled *Renee's Landscape*, acquired by the library in 2006. It is located near the elevator doors on the library's second floor.



Graphics and Display Coordinator Melody Danley and I highly recommend acceptance of an untitled oil painting by Sergey Cherep as a donation in honor of Don and Lorraine Mullen.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 12, 2018**

**AGENDA ITEM 10A
2019 HVAC, Boilers, and Controls Project Bid Award**

Attached is the Recommendation to Award (RTA) from our consulting engineer, Robert St. Mary of Elara Engineering, along with the bid tabulation. No bid alternates were recommended to award.

The Capital Assessment Report Reordered Projects and Estimated Costs updated for the 2019 budget gave an estimated total project cost of \$624,000 for this project, including both the construction and professional services. With this bidder and engineering consultant contract, the total cost of the project, excluding any unforeseen circumstances, will be \$578,500.

I recommend approval of the recommendation to award to Mechanical Concepts of Illinois Inc. for the base bid with no alternates.



#18272

December 6, 2018

Ms. Julie Milavec
Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

Re: 2019 HVAC Upgrade Project – Bid Review and Recommendation

Dear Julie,

As you know, bids were received and opened publicly at 1pm on Tuesday, December 4, 2018 for the 2019 HVAC Upgrade Project at Downers Grove Public library. We received and opened nine (9) bids from Mechanical Contractors. Refer to attached bid tabulation sheet for information associated with each of the bids received.

The apparent lowest bidder was Mechanical Concepts of Illinois, Inc. whose base bid with the required \$15,000.00 allowance was \$534,000.00. Based on our scope review with David Wozniak & Joseph Senese of Mechanical Concepts of Illinois, Inc., it was determined that Mechanical Concepts of Illinois, Inc. has a full understanding of the scope of work and covered all components within their bid. Mechanical Concepts of Illinois, Inc. also provided the required forms, bid bond, and references as part of the bid package.

In discussions with Ian Knorr, it was determined that at this time no alternate bids indicated on the bidding documents will be accepted.

Therefore, based on the above, we recommend the construction contract for the 2019 HVAC Upgrade Project for Downers Grove Public Library be awarded to the lowest responsible bidder, Mechanical Concepts of Illinois, Inc. in the amount of Five Hundred and Thirty Four Thousand Dollars (\$534,000.00).

Respectfully Submitted,

A handwritten signature in black ink, reading "Robert N. St. Mary". The signature is written in a cursive, flowing style.

Robert N. St. Mary
Senior Project Engineer
Elara Energy Services, Inc.

Enclosures:

- Bid tabulation sheet

DOWNERS GROVE PUBLIC LIBRARY
2019 HVAC UPGRADE PROJECT - BID FORM

12/4/2018
1:00 PM Bid Opening

Company	Addenda # 1 & 2	Bid Bond 10%	Base Bid with Allowance	Add Alternate Bid #1A	Add Alternate Bid #1B	Add Alternate Bid #1C	Add Alternate Bid # 2	Unit Price RTU	Unit Price BAS	Sub Contractors & Supplies Sheet	Bidders Certification	Illinois Drug Free Work Place	Sexual Harassment Policy	Bidders Reference
Amber Mechanical Contractors, Inc.	X	X	\$549,400.00	\$6,240.00	\$6,490.00	\$6,750.00	\$10,500.00	\$216,000.00	\$67,900.00	X	X	X	X	X
Commercial Mechanical, Inc.	X	X	\$570,500.00	\$6,500.00	\$6,700.00	\$6,900.00	\$10,600.00	\$216,000.00	\$67,900.00	X	X	X	X	X
FE Moran	X	X	\$624,000.00	\$7,000.00	\$7,200.00	\$7,500.00	\$11,500.00	\$216,000.00	\$67,900.00	X	X	X	X	X
Hayes Mechanical	X	X	\$577,800.00	\$6,864.00	\$7,139.00	\$7,425.00	\$11,400.00	\$216,000.00	\$67,900.00	X	X	X	X	X
Ideal Heating	X	X	\$576,000.00	\$6,550.00	\$6,800.00	\$7,100.00	\$11,000.00	\$216,000.00	\$67,900.00	X	X	X	X	X
Mechanical Concepts of Illinois	X	X	\$534,000.00	\$6,240.00	\$6,490.00	\$6,750.00	\$10,365.00	\$246,000.00	\$78,000.00	X	X	X	X	X
Mechanical Incorporated	X	X	\$593,500.00	\$7,000.00	\$7,200.00	\$7,500.00	\$11,500.00	\$239,800.00	\$75,400.00	X	X	X	X	X
Monaco Mechanical, Inc.	X	X	\$577,600.00	\$6,900.00	\$7,100.00	\$7,400.00	\$11,900.00	\$225,000.00	\$68,000.00	X	X	X	X	X
Oakbrook Mechanical Services	X	X	\$567,000.00	\$6,800.00	\$7,200.00	\$7,500.00	\$11,300.00	\$216,000.00	\$68,000.00	X	X	X	X	X

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 12, 2018**

**ITEM 10B
Personnel Policy**

The update to the Personnel policy presented here has been reviewed by library attorney Dennis Walsh and his associate Tom Melody. The management team reviewed, edited, and provided feedback on the initial draft that was incorporated into the draft forwarded to the attorneys. The Board of Library Trustees discussed the draft at their October regular meeting. Only minor wording changes have been made since the October draft.

The major changes from previous policy are:

- Changes to Vacation
The Library offers vacation leave to all employee classifications. While some libraries offer vacation leave to part time employees, it is very uncommon to offer vacation leave for employees working less than 20 hours per week. Current policy provides the same pro-rated vacation leave for all part time employees, starting at 2 weeks to a maximum of 4 weeks. This draft separates part time IMRF qualified staff (working 20 hours per week or more) and part time non-IMRF staff (working 19 hours per week or less). It reduces vacation leave for part time non-IMRF qualified staff to begin at 1 week to a maximum of 3 weeks. Generally, part time non-IMRF qualified staff have more flexibility to trade shifts and request schedule changes to meet their time off needs. Especially when accruing 4 weeks of vacation leave per year, those staff are frequently unable to use their accrued time off without adversely affecting department schedules and desk staffing.
- Removed Leave Sharing with Employees Facing Major Injury or Illness
There has been no leave in the “leave bank” in more than 3 years. The only inquiries regarding this were by retiring staff who chose instead to convert unused leave to additional service with the Illinois Municipal Retirement Fund.
- Changes to General Leave of Absence
The changes include extending General Leaves of Absence to 12 weeks, at the Library Director’s discretion, and reducing the amount of time someone must be employed at the Library to 6 months. This would allow General Leave to cover maternity leaves of part time employees and provide for full time employees not yet qualifying for Family Medical Leave.

The minor changes from previous policy are:

- Meal and Rest Breaks - Tightened up use of Rest Breaks to extend Meal Breaks and called out mandated break periods and those not required by law.

- Sick Leave - Added required doctor's note for illness of more than 3 consecutive days.
- Meetings, Workshops, and Conferences - Added reimbursement information, including IRS per diem and mileage rates.
- Membership in Professional Organizations - Added memberships in professional organizations beyond Illinois Library Association and American Library Association.
- Compassionate Leave - Added leave under this section for catastrophic personal emergency and for services held at a later time.
- Parking Permits – Added employee responsibility for fee to replace lost parking permit.
- Family Medical Leave Act (FMLA) - Updated with the latest version from HR Source (formerly Management Association of Illinois).
- Victims' Economic Security and Safety Act (VESSA) - Updated with the latest version from HR Source (formerly Management Association of Illinois).
- Continuation of Benefits – Added retiree and disability coverage statement.

Because vacation leave is settled at the end of the calendar year (or upon separation) and annual leave advanced on January 1, an effective date of January 1, 2019 should be specified in the motion to approve this policy.

I recommend the approval the new Personnel Policy, effective January 1, 2019.

3 Personnel

The Personnel Policy addresses the employment practices of the library.

3.1 At Will Employment

The Personnel Policy does not create a contract of employment. It is intended to generally describe the library's policies and employee benefits. Unless an employee has an employment agreement signed by the Board of Library Trustees, employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the library.

3.2 Amendments

The Board of Library Trustees reserves the right to amend its Personnel Policy at any time, and to change, limit, restrict, remove, revoke or eliminate any right or benefit given to any library employee hereunder, with or without prior notice.

3.3 Administration

Legal responsibility is vested in the Board of Library Trustees which is the policy-forming body of the Library. The responsibilities of the Board of Library Trustees includes selection of a Library Director, who is the administrative officer of the Library. The Library Director is responsible for the implementation of the policies and decisions of the Board of Library Trustees as they affect employees. The Library Director is in overall charge of Library personnel and is responsible for the hiring and termination of all employees, the assignment of duties, establishing standards of service and staff development. In the absence of the Library Director, the Assistant Director serves as the administrative officer of the Library.

3.4 Equal Opportunity Employment

The Downers Grove Public Library affords equal employment opportunities as required by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination. The Library does not discriminate on the basis of race, color, sex, age, disability, religion, ancestry, national origin, marital status, sexual orientation, military or veteran status, or any other characteristic that is protected by applicable law.

3.5 Appointments

The Board of Library Trustees appoints the Library Director. The Library Director is responsible for the hiring and appointment of all other Library employees. For all positions, notice of employment is made in writing and states the position to which the applicant is appointed, wages and benefits. Acceptance of employment carries with it

an obligation to abide by the terms specified in the offer letter and by the policies, procedures, rules and regulations of the Library.

Immediate family members will not be appointed within the same line of supervision, subject to any applicable legal provisions. The appointment of immediate family members of Library Trustees, Library Director, or Assistant Director is prohibited. The term "immediate family member" includes the following for the purposes of this policy:

Grandparent, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, domestic partner, child, stepchild, foster child, grandchild, ward, stepmother, stepfather, stepbrother, stepsister, a legal guardian or other person who stands in place of a parent, aunt, uncle, cousin, niece, and nephew, as well as any relative residing at the employee's address and requiring the care and attention of the employee.

3.6 Recruitment and Hiring

The Downers Grove Public Library provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. All recruitment shall be conducted in an ethical, professional, and nondiscriminatory manner. Notice of position openings may be posted internally, as well as any external locations deemed appropriate by library administration. The Library reserves the right not to post a particular opening. The Director may reassign staff without posting a vacancy if it is deemed to be in the best interest of the Library. The Director may also reassign staff or eliminate positions, due to financial considerations, changes in library services, or the adoption of new methods.

Individuals whose education and experience do not meet the minimum requirements as set forth in the job description will not be considered.

The Library abides by state and federal laws regulating the hiring of minors (person under 18 years of age). A minor age 14 or 15 may work at the Library outside of school hours and during school vacations based on a valid work permit.

The Library complies with all applicable state and federal laws in its hiring practices, including, but not limited to: Equal Employment Opportunity, Nondiscrimination and Anti-Harassment, Americans with Disabilities Act, and the Immigration Reform and Control Act.

3.7 Pre-Employment Testing and Criminal Background Checks

All new hires are conditional and subject to pre-employment testing, at the Library's expense. Employment is dependent upon satisfactory completion of the pre-employment testing, including a criminal background check. The criminal background check will be in accordance with state and federal laws. Refusal to submit to and/or

failing a criminal background check will remove the employment candidate from consideration for hire with the Library. A background check shall not be required for transfers or promotions of current employees. Having a criminal history will not automatically preclude employment. The nature of the offense and its relevance to the particular work assignment will be considered on a case-by-case basis.

3.8 Immigration Compliance

Downers Grove Public Library is committed to employing only United States citizens and aliens who are authorized to work in the United States. The library does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Downers Grove Public Library within the past three years or if their previous I-9 is no longer retained or valid. Employees who have a work authorization that expires will need to provide an updated work authorization. Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate suspension without pay or termination.

3.9 Introductory Period

During the initial 60-day period of employment, the employee is not entitled to use vacation, sick leave, or personal days. Vacation, sick, and personal day hours will be recorded and will accrue during this period. Exceptions for use of leave during the introductory period may be made with the approval of the Library Director. If termination occurs before the end of the 60 day period, the employee will be paid for all vacation time which has been accrued. Sick or personal time accrued will not be paid.

3.10 Employee Classifications

Full time employees are those who are regularly scheduled to work a standard 7.5 hour work day and a weekly average of 37.5 hours.

Part-time employees are those who are regularly scheduled to work a weekly average of less than 37.5 hours.

Temporary employees are those who work over a designated, predetermined period of time, usually not to exceed six months.

Substitute employees are those who fill-in for staff as necessary (maternity leaves, other types of leaves, illnesses, etc.). Generally, substitute employees have

resigned/retired from their Library jobs, but may, at the discretion of the Library Director and Manager, be hired from outside the library.

Exempt employees are classified as exempt under the Fair Labor Standards Act and are not entitled to overtime pay.

Non-exempt employees are classified as non-exempt under the Fair Labor Standards Act. Non-exempt employees who work in excess of 40 hours per week receive compensation at a rate of one and one-half times the regular rate of pay for all hours over 40. Only hours actually worked is counted toward getting to 40 hours; paid time off such as vacation, sick and holiday time is not counted..

3.11 Employee Handbook

Employee Handbook provides procedures to apply the Personnel Policy to the day-to-day library work environment. Procedures contained in the Employee Handbook not directly impacted by Library policy may be changed or updated at the discretion of the Library Director. Departmental manuals may be changed or updated at the discretion of the Department Manager. Upon receipt and review of the Employee Handbook, the Employee Acknowledgement Form contained therein must be signed by all new employees.

3.12 Employee Code of Conduct

Employees of the Library shall adhere to the policies and procedures contained in the current Employee Handbook, Policy Manual and departmental manuals. This includes, but is not limited to:

- **Customer Service**

Employees and volunteers are to adhere to the Culture Code, Customer Service Promise, and customer service expectations contained in the Employee Handbook for all interactions in the workplace and when representing the Library. Employees shall give the same standard of service to all co-workers and patrons regardless of sex, race, creed, age, national origin, or any other characteristic that is protected by applicable law; and handle all contact with the public in a friendly, professional and courteous manner.

- **Patron Confidentiality and Professional Ethics**

The Library abides by the Illinois Library Records Confidentiality Act (P.A. 83-179). All employees shall honor the provisions of this Act when dealing with patrons and his/her registration, circulation and other confidential information. Employees of the Library shall comply with the *ALA Statement of Professional Ethics* and the Library's ethics policies.

- **Personal Appearance**

Employees and volunteers are expected to dress in neat and clean clothes which are appropriate for the position and wear a name tag while working. Inappropriate dress may cause the immediate supervisor to send the employee home to change. Continued inappropriate dress may result in disciplinary action, up to and including termination.

- **Trustee/Employee Relations**

Trustees are not to be contacted by employees with any Library issues. Doing so will result in disciplinary action. Employees should discuss any problems or concerns with his/her supervisor and/or follow the chain of command.

Exceptions to this policy may be made in the following situations:

1. if the Library Director is not available in the event of an emergency
2. to contact the Board President in accordance with the Internal Complaint or Reporting Harassment sections of this policy
3. for joint Trustee/employee committee work
4. to speak as a member of the public at an open meeting of the Board of Library Trustees

Newly hired employees receive an orientation that includes: the operations, policies, and practices of the Library, the current Employee Handbook, a tour of the Library, and any safety procedures appropriate to the newly hired employee's position.

3.13 Reasonable Accommodations

The Downers Grove Public Library supports the Illinois Human Rights Act, Illinois Pregnancy Accommodation Act, and the Americans with Disabilities Act. The Library provides reasonable accommodations for pregnant employees and qualified individuals with disabilities in the workplace unless such accommodations would present an undue hardship for the Library. Reasonable accommodations apply to all covered employees and include, but are not limited to: hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures. The employee should contact his or her supervisor or the Assistant Director for further clarification regarding the library's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

3.14 Employee Privacy

The Library conducts its business in such a way that the rights and privacy of all employees are respected in accordance with applicable law. Administrative employees will request, use, and retain only that personal information about employees which is required for business or legal reasons and shall protect and preserve the confidentiality of all personal information in its records and files to the extent allowed by law. Personal information will not be released to outside sources without the employee's written approval, except as required by law. Exceptions are limited to simple employment verification and fulfillment of legal requirements, which includes the publishing of salaries and compensation. The Library also recognizes its duty to protect the privacy of sources of information contained in an employee's personnel file.

The Library requires each employee to follow Library standards concerning the confidentiality of any personal information about other employees. Violation of this principle is cause for termination.

The Library reserves the right to search any employee's office, desk, computer, file, locker, or any other area or article on the premises. Desks, cabinets and other storage devices, as well as office space and office equipment, including without limitation computer hardware and software and all communication servers and systems remain the property of the Library and are issued for the use of employees only during their employment. The Library Director or a specified agent may conduct an inspection of these areas or any articles found within them at any time with or without prior notice and with or without cause. Employees should have no expectation of privacy in any of these areas.

3.15 Payment of Wages

Employee wages shall be determined from the appropriate pay grade on the Salary Schedule. Wages shall be paid to all employees bi-weekly. Overtime payment, which is included with the non-exempt employee's base wage payment, is also paid bi-weekly with such payment covering hours worked in the prior bi-weekly period. Employees may be paid by check or through direct deposit of funds to either a savings and/or checking account at his or her bank of choice. Payments other than on authorized paydays and advances in pay are not permitted. Terminated employees receive their final paycheck on the first regularly scheduled payday following the date of termination. The final pay stub will be mailed to the employee. Any accrued vacation leave will be added to the final check.

3.16 Deductions from Pay

The Library will not take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations [specifically Section 541.602(a)] or any relevant state law or local ordinance. Any employee whose pay is improperly deducted shall be reimbursed no later than the next pay period after the improper deduction is communicated to Library Administration.

3.17 Work Day, Work Week, and Work Year

Full-time employees are normally scheduled to work an average of 37.5 hours per week, normally consisting of five 7.5 hour work days. For the purpose of determining pay and number of hours worked, the work week runs from Sunday through Saturday. Work schedules will include evening hours and work on Saturdays and Sundays as needed by each department. The Library's fiscal year ("work year") begins January 1 and ends December 31.

3.18 Scheduling and Attendance

Employees are expected at work on all scheduled work days and during all scheduled work hours. Employees are expected to report to work on time.

The Library requires supporting documentation, such as a doctor's note, be furnished in connection with any absence of 4 consecutive days or more, or in any other situation where it is determined that supporting documentation is required.

Failure to comply with these expectations according to established procedures will result in disciplinary action up to and including termination. Unreported or excessive absences, tardiness, or abuse of sick leave will lead to disciplinary action, up to and including termination.

Three consecutive days of absence without notice to the Library constitutes job abandonment; thus, the Library will consider employees who are absent for three days without notice to have voluntarily separated from the Library.

3.19 Time Records

The attendance of all employees is recorded by written time records. Attendance records are Library records and subject to applicable laws governing such records. No employee may maintain another employee's time record. Once an employee signs in, work is to commence immediately. Failure to do so is considered falsification of time records and may result in discipline, up to and including termination.

3.20 Overtime

Non-exempt employees must have supervisory authorization prior to working overtime. Working unauthorized overtime is prohibited and will result in disciplinary action, up to and including termination. Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week. Holiday, vacation, personal, and sick time do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half the employee's regular hourly rate.

Exempt employees are not entitled to overtime pay or compensatory time. However, the Library recognizes there may be situations where a department experiences extraordinary increases in work demand and/or where an exempt employee must commit exceptional time and effort beyond the employee's usual work schedule. In such situations, managers may extend the opportunity for scheduling flexibility at other times that are mutually agreeable between the employee and the manager and which do not negatively impact the operation of the Library. Scheduling flexibility is just that—flexibility—and has no specific time or hour implications, entitlements, or tracking.

3.21 Compensation for Work on Sunday

Part-time non-exempt employees shall receive monetary compensation for work on Sunday equal to one and one half times their normal pay.

Full-time staff shall receive bonus time off for work on Sunday equal to one and one half times the hours they worked. Full-time employees must use this Sunday bonus time during the four-week period in which the Sunday is worked.

3.22 Meal and Rest Breaks

The normal workday for full-time employees is 7.5 hours with a 30-minute, unpaid lunch period. If an employee works between 5 and 7.5 hours in a day, he or she may take a 30-minute, unpaid meal period. If an employee works 7.5 hours or more in a day, he or she must take a 30-minute, unpaid meal period. Exceptions to this policy may be made for exempt employees. Meal period times are set at the discretion of the immediate supervisor.

Staff members may request one 15-minute paid rest break for each continuous 4 hours worked. Break time is considered work time and employees are considered “on call” during breaks. Breaks should never be taken at the expense of service to the public. Rest breaks shall not be taken in conjunction with or instead of regular meal periods or at the beginning or end of a work shift without prior supervisory authorization. Rest breaks are not mandated by law. Lost time may not be made up by skipping meals or rest periods. A 15-minute rest break is a privilege and not a guaranteed right. Employees will be expected to forgo the rest break if, due to personnel shortages or other unusual conditions, patron service will be affected.

3.23 Use of Library Equipment

It is the policy of the Library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Library’s information systems are Library property and are to be used primarily for job-related purposes during working time. To ensure the proper use of communications systems and business equipment, the Library may monitor the use of these systems and equipment from time to time. When using the Library’s business equipment, employees should note the following:

- Electronic systems are owned/leased and maintained by the Library and electronic communications are the sole property of the Library. Excessive personal use of electronic systems or distribution of personal messages by employees during working time is prohibited. Personal software or messages shall not be installed or stored on the Library’s equipment unless prior approval is obtained. In general, Library employees may use Library equipment, such as portable tablet devices, for personal as well as Library business, with the understanding that such use advances employee skills and knowledge. No expectation of employee privacy applies to this use.
- Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization.
- The use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the electronic or communications systems.

The Library reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the Library to allow access to the systems.

- In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their passwords. Passwords should not be written down or left in places where they are accessible to others.

- Likewise, employees are prohibited from bringing unauthorized electronic communications equipment to work to use with Library-provided electronic communications equipment and/or from accessing Library systems with their devices absent explicit permission from the Library Director. Such prohibited equipment includes but is not limited to: any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such unauthorized equipment with Library-provided electronic communications equipment and/or accessing Library systems without permission is considered to be theft of the Library's intellectual property.

- Employees who create a Library profile/email account on their personal devices without permission (or who refuse to delete their Library profile/email account on their personal devices when asked to do so) will be asked to reset to factory default. Failure to comply may result in disciplinary action or termination.

- The Library will, or reserves the right to monitor the use of all electronic systems including without limitation email and internet and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.

- The Library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of electronic and telecommunications systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor or the Assistant Director.

- Professional discretion should be used in the exchange of privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, and should not be exchanged haphazardly by email, facsimiles, or other means of communication.

- The Library requires all staff to respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Library's own copyrights, trademarks, and brands.

- Electronic messages are subject to disclosure under the Illinois Freedom of Information Act. This means that members of the public can request and obtain copies of your emails. Messages believed to have been erased or deleted can frequently be retrieved by systems experts. These conditions require that employees use the systems only in an

appropriate manner.

- Employees should exercise care so that no personal correspondence appears to be an official communication of the Library. Employees may not utilize Library stationary or postage for personal letters.

3.23.1 Telephones and Texting

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for Library phones. Employees are expected to make personal calls on non- work time when possible and to ensure that friends and family members are aware of the Library's policy. Employees should not use their personal cell phones in public areas, unless permission from a supervisor is given for circumstances demanding immediate attention.

The Library requires cell phone safety when operating a motor vehicle for Library business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following must be observed:

- Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
- Employees must not compose, send, or read electronic messages while operating a motor vehicle.

3.23.2 Social Media

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to: LinkedIn, Facebook, Pinterest, and Twitter.

I. General Rules and Guidelines

The following rules apply to the use of social media, whether such use is for the Library during working time, outside the workplace, or during working time while using Library- owned equipment.

- Employees are prohibited from discussing confidential Library matters through the use of social media such as the Library's marketing lists, patron account information, and other proprietary and nonpublic Library information.
- Employees may not use social media to harass, threaten, bully, or discriminate against co-workers, managers, patrons, vendors or suppliers, any organizations associated or doing business with the Library, or any members of the public, including Web site visitors who post comments. The Library's anti-harassment and EEO policies apply to use of social media in the workplace.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours, and working conditions with co-workers.

II. Library-Sponsored Social Media

Library-sponsored social media is used to: convey information about the Library's facilities and services; advise the public about upcoming events; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; issue or respond to breaking news, or respond to negative publicity; and brainstorm with employees and patrons.

All such Library-related social media is subject to the following rules, in addition to rules set forth above:

- Only employees designated and authorized by the Library may prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media.
- Library employees must respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.
- Designated employees are responsible for ensuring that the Library-sponsored social media conform to all applicable Library rules. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as sexually explicit material, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies.
- Employees who want to post comments in response to content must identify themselves as employees.

3.23.3 Staff Bulletin Boards

Library bulletin boards in staff areas are used to communicate official government information on EEO, wage and hour, health and safety, and other issues. They are also used to communicate information regarding Library policy and its business and announcements, including but not limited to: job postings, safety rules, health items, benefit programs, and notices regarding special events. Employees may not remove official postings from bulletin boards. Employees who wish to post personal notices (e.g., sale of a car, rental of an apartment) on the Library bulletin board in the staff lounge may do so as space and time permit. The employee posting the material is responsible for its timely removal. Administration staff are responsible for keeping the bulletin boards up-to-date and attractive and may remove postings as necessary.

3.23.4 Violations and Disciplinary Action

The Library will investigate and respond to all reports of violations of the Library's policies, procedures, rules and regulations. Employees are urged to report any violations of this policy to their supervisor or Department Head. A violation of this policy may result in discipline up to and including termination of employment.

3.24 Library Information and Property

No Library-related information or property may be removed from the Library's premises except in the ordinary course of performing duties on behalf of the Library. This includes without limitation: documents, files, records, computer files, equipment,

office supplies or similar materials. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including termination.

In addition, when an employee leaves the employ of the Library, the employee must return to the Library all Library-related information and property that they have in his or her possession, including without limitation: documents, files, records, manuals, information stored on a personal computer or on any external storage device, supplies, and equipment or office supplies.

3.25 Driver's License and Proof of Insurance

All employees who drive a motor vehicle in the course of Library business must present a valid, current driver's license and proof of personal automobile insurance to the Administrative Office on an annual basis.

3.26 Meetings, Workshops, and Conferences

The Library will pay the full cost for employees, both full- and part-time, to attend job-related meetings and workshops as assigned or approved by Library Administration. Budgetary constraints may limit attendance.

Employees who are required to travel for Library-related business will be reimbursed for actual mileage incurred above the employee's regular commute to and from the Library. In other words, mileage reimbursement will be given only when the distance to an alternate location is greater than the employee's normal work commute. When using a private vehicle for Library business, the employee assumes liability for the vehicle. All employees who use their personal vehicles for Library business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law. Otherwise, the vehicle is not authorized for Library use. Mileage reimbursement must be submitted to the supervisor within 90 days.

Within budgetary constraints, approved travel to Library meetings and conferences, employees, Library Director, and Trustees, will be reimbursed reasonable airline or train fares, mileage, shuttles, and parking. When an overnight stay is required or advisable for employees, the Library Director or Trustees, usual and customary rates will be reimbursed. Accompanying spouses or non-staff must pay additional expenses. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Meal reimbursement will be based on the current per diem rates allowed by the Internal Revenue Service.

A Library-issued credit card may be used to reserve and pay for hotel or travel expenses for approved meeting and conference attendance. It is the responsibility of the employee to keep all receipts for travel, hotel and meals to be turned in to the Administration Office within 10 days of return from the trip. No reimbursement will be made without receipts to document the expense.

3.27 Membership in Professional Organizations

Membership in the American Library Association (ALA) and Illinois Library Association (ILA) shall be paid in full by the Library for the Library Director, members of the Board of Library Trustees who wish to participate, and full-time professional staff. Individual memberships in other library-related organizations or for other employees may be paid at the discretion of the Library Director.

All professional membership dues are paid dependent on budgetary considerations and may not be renewed as financial constraints of the Library warrant.

3.28 Emergency Closings

In the event the Library is closed due to an emergency such as heavy snow, power failure, etc., all staff will be paid for their regularly scheduled hours.

In the event of a closing that may be only temporary, staff who are being paid for closed times will be considered to be "on call" and are expected to return to the Library for the remainder of their scheduled work day should conditions allow the Library to reopen. If an employee chooses not to come to work or leaves early due to inclement weather when the Library remains open or reopens, the employee may choose to use any remaining vacation or personal time or take the time off without pay.

3.29 Smoke-Free Illinois Act

The Smoke-Free Illinois Act prohibits smoking in public libraries. Smoking is not permitted in any area of the building, or within 15 feet of any entrance, exit, window that opens, or ventilation intake. This policy also applies to the use of smokeless tobacco, herbal products, e-cigarettes, vaporizers, and other electronic smoking devices.

3.30 Employment Verification and Letters of Reference

When contacted to verify employment, the Administrative Office will confirm that an employee works for the Library, the position held, the dates of employment, and the rate of pay. No other reference will be provided concerning an employee unless a signed release form is provided by the employee. An employee may request in writing, on the Notice of Separation or other appropriate release form, that their supervisor write a reference to be kept in their personnel file and released to those requesting a performance-related reference. This is the only performance-related reference that will be given by the library.

3.31 Contest and Program Prizes

Members of the Board of Library Trustees and employees shall not be eligible to win any prize or award that may be given in any program or contest sponsored by the

Library with the exception of participation and completion prizes or awards given to all residents who participate in a program.

3.32 Solicitation and Fundraising for Outside Organizations

Employees are encouraged to participate in community events, including fundraisers in support of worthy causes and support of local businesses, including recommendation of products and services to fellow employees. The Library does not sponsor or contribute to individual employees' fundraising efforts for organizations outside the Library or endorse any local business.

3.33 Violence in the Workplace

Acts or threats of violence will not be tolerated. Any instances of violence must be reported immediately. All complaints will be fully investigated. In order to maintain workplace safety, the Library may suspend employees with or without pay pending an investigation. The Library will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination and possible legal action.

Employees are expected to refrain from fighting or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the Library premises.

3.34 Reference Checks

To ensure that individuals who join Downers Grove Public Library are well qualified and have a strong potential to be productive and successful, before extending an employment offer, the Downers Grove Public Library will check references and verify application information.

3.35 Performance Evaluations

Performance evaluations are conducted at least annually, within a time frame set by the Director. New employees and employees who have changed jobs are usually reviewed at or before the completion of three months of employment, at the completion of six months of employment, at the completion of twelve months of employment, and then during the regular evaluation period. A Manager may conduct more frequent performance evaluations as appropriate.

The goals of performance evaluation include the following:

- To ensure that the employee understands his or her work assignments and the level of performance required
- To give the employee feedback on the quality of his or her work
- To identify problems in work and develop a plan for correcting those problems
- To recognize exceptional performance and to provide the administration with a tool for rewarding an employee's job performance

- To provide information for making decisions related to continued employment
- To set appropriate goals for the employee to accomplish in the coming year

One of the functions of the evaluation process is to document employee performance and problems and provide a developmental plan for resolving such problems. Failure on the part of the employee to follow the developmental plan could result in further disciplinary action, including termination.

Completed performance evaluation forms are signed by the employee and the supervisor. The employee's signature indicates that the evaluation was discussed with the employee and does not necessarily indicate that the employee agrees with the evaluation. The employee has the opportunity to make comments on the performance evaluation form concerning the evaluation of his or her performance. Performance evaluations, along with the other contents of the personnel file, may be reviewed by the employee.

3.36 Personnel File Review

Personnel files are the property of the Library. Only Library Administration personnel with a legitimate reason to review information in a file are allowed to do so. Employees in Illinois have a right to review and copy parts of their personnel records, as well as attach their own position statement regarding disputed personnel matters concerning themselves. All requests must be made in writing and inspections are permitted within 7 working days of the request. Photocopying permitted portions of his or her personnel records is at a cost to the employee. The employee will inspect the personnel records in the Administration Office at a time mutually convenient to the Library and employee. The employee may not remove any part of his or her record from the file and may not remove any part of the record from the Administration Office.

3.37 Internal Complaints

An employee having a complaint arising out of his or her employment by the Library will have the right to appeal first to his or her supervisor. If an employee feels his or her concern has not received due consideration, he or she should submit his or her written complaint to Assistant Director in a timely manner. The matter will then be discussed with the Library Director and a written response will be given to the employee.

If the employee still feels the matter is not satisfactorily handled, the employee may then request, in writing, that the Library Director submit the matter to the Board of Library Trustees. The Board of Library Trustees shall investigate the situation. In all cases, this investigation may include personally interviewing the employee concerned, the supervisor, and the Library Director. After completing the investigation, action may be taken by the Board of Library Trustees at the next regular meeting. Personnel

matters may be discussed in closed session at the discretion of the Trustees. The decision of the Board of Library Trustees is final.

If a complaint involves the performance of the Library Director, the Board President will be the first contact to resolve the problem. The Board Officers will investigate and submit a recommendation to the Board of Library Trustees for action. The decision of the Board of Library Trustees is final.

3.38 Progressive Discipline and Termination

The purpose of disciplinary action is to correct the problem, prevent reoccurrence and prepare the employee for satisfactory performance. Violations of the law, policies, rules, regulations and procedures of the Library may result in disciplinary action. All employees of the Library are employees at will who can be disciplined or discharged at any time, with or without cause and without or without notice. Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the supervisor or Library Director, based on violations of any Library policies, rules, regulations, or procedures, the employee will be subject to disciplinary action as follows:

- Step One - Oral Warning
- Step Two - Written Warning
- Step Three - Final Written Warning or Administrative Leave
- Step Four - Discharge

The Library is not required to go through the entire disciplinary action process. Discipline may begin at any step, including termination, dependent upon the severity of the incident or infraction. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment or to any particular disciplinary procedure.

The Library reserves the right to investigate the infraction for which an employee may face discharge. In this case, the Library may place the employee on administrative leave, with or without pay, pending the investigation. The objective of this administrative leave will be to determine if discharge is the proper decision. Following the investigation, if the Library decides not to discharge the employee, the employee will be reinstated, with or without back pay, depending on the circumstances.

Any violation of the following may result in the immediate termination of the employee:

- Refusal to obey a direct, reasonable order that pertains to an employee's position as described,
- Deliberate destruction of or damage to Library property,
- Falsification of any kind or type of Library records, including time records, or the completion of time records for another employee,
- Violating the Library's Drug and Alcohol Use policy,

- Theft of Library property or the property of a co-worker or patron,
- Unlawful activities on Library premises. This includes gambling, the use of controlled substances, the possession and/or use of weapons, etc.,
- Fraudulent or indecent actions on Library premises,
- Failure to return from an absence on the agreed upon date,
- Failure to protect confidential Library or patron information,
- Stopping work before the specified end of the workday without the approval of a supervisor,
- Failure to accurately account for time worked and adhere to scheduled hours of work,
- Excessive absenteeism or tardiness,
- Smoking in prohibited places,
- Posting or removing official notices on or from staff bulletin boards without prior approval of Library Administration,
- Obscene, abusive, inflammatory or derogatory language which includes the spreading of rumors and/or malicious gossip,
- Improper usage of any Library-owned equipment or computer technology including internet, e-mail or cell phones,
- Fighting or violence in the workplace (threatening and/or coercing co-workers during working hours),
- Outside employment which conflicts with Library interests or inhibits the employee's ability to function effectively,
- Negligent actions that resulted in injury to co-workers or damage to Library property, and/or
- Failure to properly supervise or account for Library property under the employee's control.

Other violations, not listed here, may also result in disciplinary action or immediate termination of an employee. Such violations include, but are not limited to, actions which directly endanger the health and/or safety of any person and which significantly disrupt the orderly performance of work.

The Library strives to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial.

All terminations must be authorized by the Library Director.

3.39 Anti-Discrimination and Anti-Harassment

It is the policy of the Downers Grove Public Library to maintain a work environment free from all forms of discrimination and harassment. In keeping with this commitment, the library will not tolerate discrimination against or harassment of library employees by anyone, including any supervisor, co-worker, vendor, contractor, member of the public, or other regular visitor of the library. The library takes allegations of

discrimination and harassment seriously and will respond promptly to complaints. Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

3.39.1 Definition of Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law. In other words, discrimination occurs when an individual is treated differently, unequally, and usually negatively because the individual is a member of a protected group.

3.39.2 Definition of Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by law. The library will not tolerate harassing conduct that affects employment conditions or job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

3.39.3 Definition of Sexual Harassment

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature when made to an employee where:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting such individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment, as defined above, may include, but is not limited to:

- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendos, leers,

gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature

- Graphic or suggestive comments about an individual's dress or body
- Displaying sexually explicit objects, photographs, writings, or drawings
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears such conduct.

3.39.4 Reporting Harassment

All Library employees are responsible to help ensure that harassment does not occur and/or is not tolerated. Any employee who believes that he or she has been subjected to sexual or other types of harassment, or who has witnessed harassment, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Assistant Director. In the event the Assistant Director is the alleged harasser, the complaint may be submitted directly to the Director or any supervisor. In the event the Director is the alleged harasser, the complaint may be submitted to the President of the Library Board. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to the Assistant Director.

The Assistant Director shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Director or his designee, who will review the investigation report and make a final decision. At the Director's option, he or his designee may conduct further investigation, if necessary.

3.39.5 Discipline

If the complaint is found to be valid, appropriate disciplinary action will be taken against the perpetrator. Such disciplinary action could include termination of employment. (The Library's disciplinary procedures are listed in section 3.38.)

3.39.6 Retaliation

Reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

It is hoped that most harassment complaints and incidents can be resolved within the Library. However, an employee has the right to contact the Illinois Department of Human Rights at 800-662-3942, the Illinois Human Rights Commission at 312-814-6269, or the Equal Employment Opportunity Commission at 800-669-4000 about filing a formal complaint.

The filing of a complaint under the procedures described herein shall not limit, extend, replace, or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

3.39.7 False Reporting

Given the nature of this type of discrimination, the Library recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. Individuals found to file a knowingly false report will be subject to appropriate disciplinary action. Such disciplinary action could include termination of employment. (The Library's disciplinary procedures are listed in section 3.38.)

3.40 Alcohol and Drug-Free Workplace

The library provides a drug and alcohol free workplace. The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol or any controlled substance on library premises or while conducting library business is absolutely prohibited. Violations of this policy will result in disciplinary termination of employment. Violations may also have legal consequences.

3.41 State Officials and Employees Ethics Act

Downers Grove Public Library officers and employees are prohibited from offering or accepting gifts and engaging in political activities as prohibited by the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq).

3.42 Bloodborne Pathogens

While normal Library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

3.42.1 Exposure Determination

No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which Library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.

3.42.2 Universal Precautions

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

3.42.3 Exposure Control Plan

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.). If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

3.42.4 Training and Immunizations

The Library shall provide directly, through state or associational programs, or annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

3.43 Benefits Disclaimer

Eligible employees of the library are provided with a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification. A Summary Plan Description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents are the final authority in all matters relating to benefits described in this policy or in the SPD and will govern in the event of any conflict.

Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Library and its employees, retirees or dependents, for benefits or for any other purpose. All employees shall remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

The Library reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein.

3.44 Insurance Benefits

Health, dental, and vision insurance are available to all Library employees who work 30 or more hours per week and their spouses and dependent children. The Library participates in the Village of Downers Grove group insurance program. Costs of the health insurance premium are shared between the Library and the employee. The amount of each party's share depends on the specific insurance plan selected by the employee. The Village of Downers Grove group insurance program also includes a life insurance policy.

Part-time employees working in IMRF-qualified positions are eligible to participate in the health, dental, and vision insurance program. They must pay the full premium.

Eligible employees who choose not to participate in the health insurance program must provide a written release to be kept in their personnel file.

All coverage and conditions of insurance are determined by the group policy managed by the Village of Downers Grove. Explanation and coordination of benefits is handled by the Village's Human Resources Department.

3.45 Flexible Spending Account

The Library participates in a Flexible Spending Account program for all employees for dependent and medical expenses. This program is managed by the Village of Downers Grove. Annually, each employee must elect to participate and how much, if any, to contribute. Contributions are made through an automatic payroll deduction.

3.46 Illinois Municipal Retirement Fund (IMRF)

The Library participates in the Illinois Municipal Retirement Fund (IMRF) which serves as the Library's supplier of tax-deferred pensions, retirement, long-term disability and death benefits. Employees hired prior to January 18, 1982 at any IMRF employer and working 600 hours or more and employees hired on or after January 19, 1982 working 1,000 hours or more per year are qualified to be members of IMRF and required to contribute at the rate prescribed by law. Employees' required IMRF contributions are automatically deducted from each paycheck and credited to their account with IMRF. The IMRF employer contribution rate is also prescribed by law. Payment of the IMRF employer contribution is made monthly, as required. The Downers Grove Public Library has no administrative or fiduciary responsibility for IMRF.

Additional voluntary retirement options are available.

3.47 Workers Compensation

All employees are covered by Workers' Compensation Insurance for work-related injuries. Employees must notify their supervisors immediately when an injury occurs. The employee is required to obtain clearance to work after an injury occurs. Failure to immediately report an accident may result in disciplinary action, up to and including discharge.

3.48 Parking Permits

Downtown Business Employee parking permits are provided for all full-time employees and all part-time employees who work weekday daytime hours. Upon leaving the Library's employ, employees are required to return their parking permits to the office. Employees will be charged for lost parking permits.

3.49 Vacation

Vacation time begins accruing on an employee's first day at the rates set forth below. However, employees may only begin to use their vacation after two months of employment. If a part-time employee becomes a full-time employee, the number of consecutive years worked as a part-time employee will be counted towards the years of service used to determine the rate at which the employee will

accrue vacation time. For example, if a 10 hour per week part time employee works for 5 years, then moves into a full time position, vacation accrual will be at the full time rate at the 5 year level and increase from there. A permitted leave of absence does not qualify as a break in service.

Vacation leave for executive positions (Library Director, Assistant Director) is individually negotiated in conjunction with the setting of the executive's compensation.

Managers and professional MLS employees shall have the following vacation leave schedule:

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 or more	four (4)

Other full-time, nonprofessional employees have the following vacation leave schedule:

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	two (2)
Over 5 through 10	three (3)
Over 10	four (4)

Part-time employees, working in an IMRF-qualified position, accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	two (2)
Over 5 through 10	three (3)
Over 10	four (4)

Part-time employees, working in non-IMRF-qualified positions, accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	one (1)
Over 5 through 10	two (2)
Over 10	three (3)

Vacation leave may be claimed in hourly segments, but vacation leave payments shall not exceed the normal scheduled workday or workweek. The equivalent of one week's vacation hours may be carried from one year to the next. All other earned but unused vacation time will be lost at the end of the calendar year.

Leave balances will be settled at the conclusion of each year or upon separation from employment. Upon separation if the employee has used more of the advanced leave than he/she was entitled to use, the employee must reimburse the library for this time. If the employee has accrued, unused vacation leave remaining upon separation, the Library will pay out the leave hours. That amount shall be reflected in the employee's final paycheck from the Library.

Holidays falling within a vacation period shall not be charged against an employee's vacation allowance.

Before a leave of absence without pay is granted, employees must have exhausted all his/her earned vacation leave.

When an employee changes status from full-time to part-time or part-time to full-time, the employee may carry over accrued, unused vacation leave.

3.50 Personal Time

Full-time employees are granted 15 paid personal hours on January 1 of each work year. With the advance permission of the department manager, these hours may be taken any time during the year. Personal hours are lost if not used by the end of each work year.

3.51 Holidays

The Library is closed and full-time employees are paid for seven holidays each year. These holidays are:

- New Year's Day
- Memorial Day (Monday observance)
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve Day
- Christmas Day

The Library is also closed, but employees are not paid for:

- Easter Sunday
- Sunday before Memorial Day
- After 7:00pm on Friday of Rotary Grove Fest
- After 1:00pm on Saturday of Rotary Grove Fest
- Sunday of Rotary Grove Fest

- Sunday before Labor Day
- After 5:00pm on New Year's Eve

Part-time employees are not paid for holiday closings but may make up hours lost due to the closings. When a paid holiday falls on a weekend, full-time employees will be scheduled for a day off with pay during the week preceding or following the holiday.

3.52 Sick Leave

Sick leave with pay is granted at a rate of 7.5 hours per month for full-time employees up to a maximum of 90 hours per year. Unused sick days are accumulated up to a maximum of 1,800 hours (240 days).

Part-time employees are granted sick leave at the same rate as full-time employees, pro-rated on the actual number of hours worked the previous year. For the first year of employment, sick leave is prorated on the number of hours authorized for the position. Unused sick leave is accumulated up to a maximum of 1,800 hours.

All new employees may begin using sick leave after two months of employment.

Sick leave accrues on a monthly basis. However, for recordkeeping purposes, on January 1 of each year, employees will be granted the amount of sick leave they would earn if they stayed employed by the Library for the entire upcoming calendar year. Leave balances will be settled at the conclusion of each year or upon separation from employment. Upon separation, if the employee has used more of the advanced leave than he or she was entitled to use, the employee must reimburse the library for this time.

Sick leave may be used only on those days an employee is scheduled to work. Sick leave may be claimed in hourly segments, but sick leave payments shall not exceed the usual number of hours in the employee's scheduled work day or work week. An employee may not be paid for more sick leave than has been earned.

Sick leave shall be granted to an employee only on approval of the supervisor and for the following reasons:

- Illness (including conditions related to pregnancy or childbirth) or injury of the employee
- Illness or injury of a member of the employee's immediate family who requires the care and attendance of the employee (See 3.5 for definition of immediate family.)
- Medical, dental, or optical examinations for treatment of the employee or a member of the immediate family who requires the care and attendance of the employee

Appropriate medical documentation of the need for sick leave, or for an employee's fitness to perform his or her job functions, may be required at any time as determined necessary by the Library, and will be required for any absence of 4 or more consecutive days.

Unused sick leave is not paid at the time of termination or retirement, but may be used for IMRF service credit as allowed by IMRF and in accordance with the terms and conditions set by IMRF.

3.53 Compassionate Leave

Compassionate leave will be granted in the case of the death of a member of the immediate family. Up to 5 days will be granted, depending on the circumstances. Hours scheduled during the leave will be paid. If circumstances require additional time off, accrued vacation time must be used or a written request must be submitted to the Library Director who may extend the leave without pay. Proof of the need for the leave may be required. In special cases where services are postponed or held at a later time, the Library Director may opt to allow the use of compassionate leave to be split up and used as needed to accommodate said arrangements.

Leave for a catastrophic personal emergency involving an employee or a member of their immediate family may also be granted, at the discretion of the Library Director. In all such cases, the Library Director is to be notified at the earliest possible opportunity.

Refer to 3.5 for definition of immediate family.

3.54 Jury or Other Civic Duty

If an employee is required to serve as a juror or under subpoena as a witness in a court proceeding, the library will pay the regular salary or hourly wage of the individual upon documentation of the service provided and surrender of jury pay. During periods of such service, the employee is expected to report for work when not actually engaged in court proceedings, as practicable.

3.55 Family or Medical Leave of Absence (FMLA)

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months AND if at least 50 employees are employed by the Library within 75 miles. The "12 month period" is measured as a forward-rolling 12 month period.

3.55.1 Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the

placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

3.55.2 Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FML entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12 month period. This single 12 month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: “(i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.”

Employees may not be granted a FML leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

3.55.3 Notice of Leave

If the FML is foreseeable, the employee must give the Library at least 30 days notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

3.55.4 Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

3.55.5 Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

3.55.6 Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

3.55.7 Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

3.55.8 Substitution of Paid Leave

FML is unpaid leave. If you request leave for any FML covered reason, you may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy.

3.55.9 Benefits During Leave

During an approved FML leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed.

3.55.10 Intermittent Leave

Leave because of a serious health condition, to care for a servicemember with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

3.55.11 Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

3.56 General Leave of Absence

Employees who do not qualify for leave under the Family Medical Leave Act (FMLA) may request a leave of absence without pay for up to 12 weeks. Before a general leave of absence without pay is granted, the employee must have exhausted all accrued vacation, personal days, and sick leave in cases of illness of an employee or an employee's family member or all accrued vacation and personal days in cases not due to illness. Employees must be employed for at least 6 months prior to the requested leave. General Leave of Absence is granted at the discretion of the Library Director.

No guarantee is made that the employee returning from a leave of absence without pay will be returned to active employment.

A doctor's note must be provided during the period of medical leave of absence. Failure to provide certification will result in termination of the leave of absence. An employee returning to work following a medical leave of absence must present a doctor's statement stating they are able to resume activities on a regular basis prior to return to work.

Sick leave, vacation leave, personal days and IMRF credits cannot be earned while an employee is on a leave of absence without pay. While on leave of absence without pay, the employee is responsible for the continuation of health insurance and other benefits.

Failure to return from a leave of absence at the time agreed upon will be regarded as a voluntary resignation, unless otherwise agreed to in writing by the Library Director.

3.57 Military Leave

Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation time for the absence. Training leaves will not normally exceed two weeks per year, plus reasonable travel time. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable.

3.58 Victims' Economic Security and Safety Act (VESSA)

Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period (as defined in 3.5) for any one or more of the following reasons:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member
- Obtaining services from a victim services organization for the employee or the employee's family or household member
- Obtaining psychological or other counseling for the employee or the employee's family or household member
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence

3.58.1 Definitions

"12-Month Period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

"Domestic or Sexual Violence" means domestic violence, sexual assault, or stalking.

"Family or Household Member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

"Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

3.58.2 Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

3.58.3 Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

3.58.4 Substitution of Paid Leave

An employee may elect to substitute accrued paid vacation, sick, or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), or for short-term or long-term disability, these leaves will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

3.58.5 Notice Requirement

An employee is required to give 48 hours' notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

3.58.6 Certification

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The employee in most cases must provide the certification within 15 days after it is requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance in addressing domestic or sexual violence and/or its effects
- A police or court record
- Other corroborating evidence

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

3.58.7 Effect on Benefits

During an approved VESSA leave, the Library will maintain the employee's health benefits, as if he or she continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, he or she must pay his or her portion of the premium during the leave. The employee's group health care coverage may cease if his or her premium payment is more than 30 days late. If the employee does not return to work at the end of the leave period, he or she may be required to reimburse the Library for the cost of the

premiums paid by the Library for maintaining coverage during the employee's unpaid leave, unless he or she cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond his or her control.

3.58.8 Job Protection

If the employee wishes to return to work at the expiration of his or her leave, the employee is entitled to return to his or her same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of his or her own medical condition, the employee is required to provide medical certification that he or she is fit to resume work. Employees failing to provide medical certification that they are fit to return to work will not be permitted to resume work until it is provided.

3.58.9 Reasonable Accommodations

The Library supports VESSA and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should an employee wish to request a reasonable accommodation pursuant to this policy, he or she should contact his or her supervisor or the Assistant Director.

3.59 Resignations and Terminations

All resignations are to be submitted in writing stating the date of resignation. Employees are requested to give at least 2 weeks' notice of resignation or 4 weeks for professional positions.

Upon resignation the employee will be paid for accrued vacation leave. Accumulated sick and personal days will not be paid upon resignation. Any employee who resigns

and later returns to the employ of the Library shall be considered a newly-hired employee for all purposes.

Every Library employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in the Library's employ. The Library may terminate an employee's employment or an employee may terminate his or her employment, with or without cause and with or without notice, at any time for any reason. No supervisor or other representative of the Library (except the Library Director, in writing) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Terminated employees shall be paid for accrued vacation leave.

The employee leaving the Library is requested to return building and office keys, credit card, parking permit, and any other Library property or equipment before leaving. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

3.60 Continuation of Benefits

The Comprehensive Omnibus Budget Reconciliation Act (COBRA) offers employees and eligible dependents the opportunity for temporary extension of health and life coverage in certain instances where coverage under the Library's plan would otherwise end. In compliance with the Municipal Employees Continuance Privilege law, 215 ILCS 5/367j, the Library offers the continuation of its group health care coverage to:

- any employee who retires from employment and is 55 years of age or older and has sufficient years of service credit with IMRF or a reciprocating entity necessary to qualify for retirement, and;
- to employees on the first day of a disability period as long as the employee is removed from the Library's payroll.

Conditions for continuation of coverage and the length of coverage are determined by the group policy managed by the Village of Downers Grove.

3.61 Retirement

Retirement is defined as leaving the employment of the Library and receiving a pension under the provisions of the Illinois Municipal Retirement Fund (IMRF). Employees retiring from the Library who are eligible for an IMRF pension may convert unused sick days up to 240 for additional IMRF service credit.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 12, 2018**

**AGENDA ITEM 11
Librarian's Report**

Construction Update

The 2018 project is on schedule to wrap up in time for Christmas. Punchlist meeting is scheduled for December 19. Staff Lounge furniture will be delivered on December 21. Daily updates, including photos, are posted here: <http://dglibrary.org/let-updates-begin>

In-Service Day

The library will be closed to the public on Friday, January 18, 2019 for the annual library staff in-service training day. The focus of our day will be safety and security and will include practice of procedures for fire, tornado, and other emergency situations.

Expanded Discoveries

In keeping with the library's Communications Plan, the January/February issue of the library's *Discoveries* newsletter will be 12 pages for the first time. This expanded format will allow for additional information, particularly about programming, without increasing postage cost.

FY2019 Illinois Public Library Per Capita Grant Application Submitted

The FY2019 Illinois Public Library Per Capita Grant Application for the Downers Grove Public Library was submitted. Please note that the required expenditures report was for FY2016, due to the delayed payment of the FY2017 grants and 18-month window for expenditure of those grant funds.

DGPL Foundation Request for Proposals for Next Art Donation

The Downers Grove Public Library Foundation has made selection and donation of a focal point work of art for the Lobby, on the wall next to the Checkout Desk and Book Return. The Foundation's Art Planning Committee has, with the help of Graphics and Display coordinator Melody Danley and Library Director Julie Milavec, identified 7 artists to approach with a request for proposal to create a piece specifically for this location.

Those artists are:

- Carol J. Hamilton: <http://caroljhamiltonartist.com/CarolJHamiltonArtist/Home.html>
- Julia Fish: <http://juliafish.com/>
- Maja Bosen: <https://www.majabosen.com/>
- Mario Gonzalez Jr.: <http://mariogonzalezjr.com/index.html>
- Melissa Leandro: <https://melissaleandro.com/section/266463.html>
- Nikkole Huss: <http://www.nikkolehuss.com/index.html>
- Sarvin Haghighi: <http://www.sarvinhaghighi.com/>

The draft RFP for art work is attached. Final approval and acceptance of any art work will rest with the Board of Library Trustees. To clarify the process being followed by the Foundation, their new and as yet untried Art Purchase Donation Policy is also attached. We envision a collaborative process between the Foundation, Board, and library staff for this entirely new venture.

Amended Budget for 2019

Due to several large changes to staffing and award of donations and grants, I would like to present an amended operating budget for 2019 to the Board of Library Trustees in January. This will include the revenue associated with the DuPage Foundation's grant for "View From the Artist's Studio" and DGPL Foundation's donation of first year seed money for deposit collections at senior living centers in Downers Grove. For staffing, retirements and vacancies provided an opportunity to move interlibrary loan functions and staff from the Circulation Department to the Adult & Teen Services Department. This change will impact the salary lines of each department. Since the August passage of this budget, we now have more accurate expenditure forecasts for several significant budget lines. A full report will be submitted with the proposed amended budget in January. Overall, revenue and expenditures will increase only by the amount of the grant and donation.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

☐ By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: _____

2. Library's control number: _____ Branch number: _____

3. Contact information of person completing this grant application:

Preparer's name: _____
(First name) (Last name)

Preparer's title: _____

Preparer's telephone number: _____

Preparer's email: _____

4. **Population Served:** _____

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall 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 check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes ☐ No ☐
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please ☐ Not at this time ☐

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Downers Grove Public Library City: Downers Grove

Control Number: 30236 Branch Number: 00

Fiscal Year: 2017 Exact amount of Per Capita Grant received: \$38,210.94

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☒ Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

Books, audiovisual materials, and electronic resources for all ages were purchased.

☐ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ Personnel

☐ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

☐ Continuing Education (staff and/or board)

☐ Supplies

☐ Equipment (office equipment, computer software and hardware, etc.)

☐ Travel

☐ Public Relations (newsletters, media ads, etc.)

☐ Telecommunications (phone, fax, internet, cable, etc.)

☐ Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

☐ Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

Request for Proposals for Art Work at the Downers Grove Public Library

By Invitation Only

Project Summary

The Downers Grove Public Library Foundation is a 501(c)3 organization dedicated to providing extraordinary enhancements to the Downers Grove Public Library (DGPL). The recently expanded Foundation board is excited to bring fresh thinking and the highest standards of excellence to the artwork displayed at the Library. To do this, we are acquiring new, contemporary work by emerging artists: work that is striking, powerful, and helps the Library integrate the arts into the fabric of community life. We are inviting seven artists to submit proposals for a major project at the Library. We seek either to purchase work or to commission a site-specific work for a large wall with high public visibility in the newly renovated Library lobby. This wall space will become available in January 2019 following a renovation project at the Library.

Downers Grove Public Library Foundation

The Downers Grove Public Library Foundation is a 501(c)(3) nonprofit corporation dedicated to providing extraordinary enhancements to the Downers Grove Public Library (DGPL) beyond traditional expenses and taxpayer support. It does this through funding of special programs, books, and contributions of artwork to the DGPL's art collection. contact@dgplfoundation.org.

Downers Grove Public Library

The Downers Grove Public Library (DGPL) is one of the busiest libraries in suburban Chicagoland, and has a long history as a beloved community institution, serving a community population of 48,724, and celebrating its 125th anniversary year in 2016, when more than 542,008 visitors checked out over 1,036,494 items. Goals included in DGPL's current strategic plan include connecting people to the arts and cultural experiences, enriching the library experience through art displays and collections, and supporting cultural programs that embrace equity, diversity, and inclusion.

The Village of Downers Grove

Only 20 miles west of Chicago, Downers Grove was ranked one of the 100 best places (its size) to live by Livability (<https://livability.com>). Livability notes that: "The Village has a strategic location near the Interstate 88 and 355 corridors and is known for its business friendly environment. Downers Grove houses several corporate and regional headquarters as well as Class A office parks, and Advocate Good Samaritan Hospital is the top employer. Designated a Tree City USA, Village attractions include two forest

preserves and several parks that give residents places to enjoy the outdoors.” Downers Grove has a population of 49,555, which is 51.4% female and 48.6% male. The median age is 42, and the median home price is \$330,000. Follow this link for more information about the Village: <https://livability.com/il/downers-grove>

Site Description

We seek either to purchase existing work or to commission a work for a large wall (7.4’ high by 12’ wide by 20” deep) that is prominently situated in the highly-trafficked Library lobby. Since virtually all Library visitors will see it, we want the work on this wall to make a powerful artistic statement that both represents the Library’s commitment to the arts and engages the public. Also, due to this public exposure, the work will need to be protected by some type of protective covering.

Budget

The request for proposal budget should itemize artist fee, supplies, framing or other type of protection of the work, and artwork transport to Library. It should also include description and estimated cost of any special installation needs, including but not limited to lighting and maintenance considerations.

Proposal Development Fee

Each artist responding to the request for proposals will be paid a \$100 honorarium for the artist’s development and preparation of the proposal including travel expenses for a site visit to the DGPL.

Proposal Requirements

Proposals must include an artist bio, a list of the artist’s works that are installed in public places including their specific locations, an artist statement of concept and intent, a description and dimensions of the proposed art work (if proposing a site-specific work), the proposed schedule/timeline for design and fabrication of the work (if site-specific), an image of the work(s) and their dimension(s) if proposing work(s) be purchased for the project, and the itemized budget referenced above. Artists are encouraged, but not required, to visit the Library to experience the site in person. Proposals may be submitted either in electronic and/or hard-copy format(s) to Robin Tryloff, 1225 Parkway Drive, Downers Grove, Illinois, 60515-3536, email: trymac2004@comcast.net. Proposal deadline is [insert date 30 days after the RFP will be sent]

Presentation

Seven artists are being invited to submit proposals for this project. Proposals are due [insert date 30 days after the RFP will be sent]. Following review of the proposals, it is expected that two to three artists will be invited to discuss their proposals in person to

the Art Planning Committee. That date will be arranged with the artists at the time. Final selection will be made by the Foundation's board of directors thereafter, and the selected artist may asked to be present at that meeting.

Contacts

- Robin Tryloff, RFP Coordinator and Downers Grove Public Library Foundation board member, trymac2004@comcast.net, 630-515-8495.
- Julie Milavec, Downers Grove Public Library Director, (630) 960-1200 ext. 4300, jmilavec@dglibrary.org

DRAFT

Downers Grove Public Library Foundation Art Purchase/Donation Policy¹

Policy Purpose

The Downers Grove Public Library Foundation (hereinafter referred to as Foundation) is dedicated to providing extraordinary enhancements to the Downers Grove Public Library (hereinafter referred to as Library) beyond government support. Through private donations, the Foundation provides the Library gifts to enrich the Library's aesthetics and services with the goals of connecting people to creativity, fostering ideas, and promoting conversations. The purpose of this policy is to establish the Foundation's policy and procedures regarding its support for the Library's art collection.

Code of Ethics

The Foundation is committed to conducting its work, decision making, and all other behavior with values and ethical standards that enable the Foundation to fulfill its mission and put the interests of the Library and the public ahead of the interests of the Foundation or its members.

Foundation members must avoid potential conflicts of interest, both perceived and real, that could interfere with their ability to make judgments solely in the Foundation's best interest. Members must not accept gifts in exchange for anything of personal benefit to themselves, their friends, or their family members. And they must not allow influence from related parties such as friends, family, business relationships, or artists that would entice them to give preference or favor in a decision, or would interfere with their ability to make judgments solely in the Foundation's best interests.

Helping the Library Develop a Cohesive Art Collection

The Library's art is a critical component of its collections, and is culturally enriching in and of itself. The works of art also enhance visitors' experiences, make the Library a destination, invite new audiences to the Library, and complement the Library's programs. Therefore, the need to help build a cohesive, diverse art collection of high artistic merit for the Library is a priority. The Foundation's role is to seek, select, purchase, and donate to the Library works that fulfill, strengthen, and build the Library's art collection.

¹ Adopted by the Downers Grove Public Library Foundation board on April 2, 2018.

Methods of Acquisition

The Foundation may acquire art for donation to the Library in any of the following ways: direct purchase, commission, donation, or bequest. Artists considering donating works are advised that acceptance is extremely rare, as the Library's limited exhibition space is dedicated to works sought for their relationship to the collection. Bequests will only be considered if the works have previously been approved and no conditions are attached.

Criteria and Decision-making Process for Purchasing Art

The Art Committee is responsible for evaluating potential art purchases using the following selection process.

In consultation with the Library designee, the Art Committee will identify an artist or a particular work of art for consideration. Then the Art Committee will review and evaluate information about the artist and the work according to the criteria below.

- *Artistic Merit*: Conduct a rigorous critical assessment of the work. Is it of high artistic merit and consistent with professional standards? Consider the artist's background, professional, and exhibition experience. The Art Committee may engage appropriate professionals to assist in evaluating works of art.
- *Role in Building the Collection*: Will the work fulfill, strengthen and build the Library's art collection? How would it relate to the other works in the collection? What would its specific contribution be to the collection? Is it compatible within the overall context of the Library's collections and programs?
- *Physical Considerations*: Are the work's scale and design appropriate for the Library's exhibit space? Are there any conditions attached to the work (i.e. periodic or permanent display, lighting, placement, etc.)?
- *Cost*: Is the cost practical in light of the Foundation's budget? If not, should the Foundation consider saving or fundraising to pay for the work? What are the costs of its installation, and would the Foundation or the Library pay for it? Can the Library afford the estimated costs of proper care, conservation, and maintenance?
- *Intellectual Property Rights*: Would purchase include intellectual property rights (i.e. trademark, fair use, electronic use, licensing, image use, commercial use, royalties, fees, reproductions, filming, photography)?
- *Conflict of Interest*: To avoid conflict of interest, or the appearance of conflict of interest, the Foundation will not purchase work by any member of the Foundation, or anyone who has been a member of the Foundation during the most recent two years.

Once a work of art has been selected by a majority vote of the Art Committee, its recommendation is forwarded for consideration by the Foundation board. An affirmative vote by a majority of Foundation board members is required to finalize the recommended purchase to the Library board of trustees, which makes the decision whether to accept the recommended Foundation donation. When a purchase is approved, the purchase of the work and its donation to the Library will be completed through coordination between the Foundation Treasurer, the seller, and the Library designee.

Transfer of Responsibility

Once the purchase and donation of the art work are completed, the Foundation no longer has any responsibility for the work, and the Library accepts ownership and complete responsibility for the work including, but not limited to display, conservation, security, risk management, registration, and documentation of the work. The art work transfer will be accompanied by a donation letter from the Foundation stating that the Foundation shall have no further responsibility for the piece.

Legal Obligations

Foundation art purchases will comply with all applicable local, state, and federal laws governing ownership and import of works of art.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 12, 2018**

DEPARTMENT REPORTS – NOVEMBER 2018

Administration – Jen Fredericks

- Met with the Outreach Team: members started contacting organizations via phone and email to solicit participation in our upcoming Service Fair. We have received a lot of positive feedback thus far (17 confirmed participants) and the nonprofits are really excited about this opportunity.
- Met with Innovation Team: members are brainstorming potential collections to offer as part of our Anything Emporium; subject areas include: technology, crafts, outdoor recreation, science, and gadgetry.
- Toured the First United Methodist Church PADS shelter. We discussed: 1) the logistics of a permanent giveaway collection for shelter users which would include books and activity kits for children; 2) Kids Room staff providing on-site programming; 3) Circulation staff registering users for library cards; and 4) distributing a survey about programming to cater to shelter users' wants and needs.
- Attended an 8-hour mental health first aid training class provided by NAMI (National Alliance on Mental Illness). The goal was to help us to understand and recognize the risk factors and warning signs of mental health challenges within the community and where to go for help.
- Worked with our new Community Engagement Coordinator, Cindy Khatri, and helped to identify and assign to her some short-term goals for the remainder of the year and gave her a couple of projects to spearhead.
- Met with programming staff to discuss how we compile and maintain program numbers and participation for the library. We have refined our process and eliminated several superfluous steps to streamline the process for 2019.
- Interviewed practicum student, Lexy T., who will begin in January. Her focus will be primarily on teen librarianship, but will also have rotations in adult reference and children's STEM demonstrations and activities.
- Attended Service Design for Libraries at Oakton Community College, which focused on design-thinking and deep work. Presenters discussed principles of service-design thinking and the process of taking a service-design challenge from an idea to reality.
- Attended monthly DGPL Friends of the Library meeting. The Friends expressed deep appreciation for all of our hard work assisting them with their annual book sale. Over the three-day book sale, the FOL made \$2,435.35. The partnership between the Friends and the Library is budding very nicely. They have agreed to participate in our 2019 Service Fair.

Adult & Teen Services – Lizzie Matkowski

- ATS staff helped organize and took part in the DGPL Bookology Fair.
- Karen B. organized board game programs for International Games Week.
- Most of ATS staff attended Mental Health First Aid Training.
- Teen Services Coordinator Amanda organized ornament decoration programs for the DGS multi-needs and District 99 Transitions classes as well as a drop in program in Teen Central. Some of the ornaments are on the DGPL tree in the lobby!
- ATS staff hosted a program on 3 Steps to College Planning and Career Success.
- Suzy Miller and Lizzie prepared a proposal for deposit collections to be housed at local senior living communities. These collections would allow us to greatly expand access to library materials to residents who are unable to independently access services and materials at the library building itself. Suzy worked hard to make contact with the local senior living communities and proposed this partnership idea to each of them, securing their enthusiastic support. I presented our proposal to the DGPL Foundation, which has graciously agreed to fund the first year of this service. Many thanks to the Foundation for their support.

Children's Services – Allyson Renell

- Allyson Renell, Erin Linsenmeyer, Sharon Hrycewicz, and Traci Skocik all attended the Mental Health First Aid training provided by NAMI on November 6 and 7.
- Two new part-time library assistants, Holly McIntyre and Sandy Rizzo, started in the Kids Room on November 8. We are very excited to have them!
- On Saturday, November 17, T-Rexplorers visited the library bringing with them real dinosaur fossils! 184 people attended this exciting event and learned all about being a real life paleontologist!
- On Friday, November 23, the library participated in the Downtown Management Association's annual Gingerbread Festival by providing a Gingerbread Storytime prior to the Tree Lighting Ceremony. We hosted two simultaneous storytimes, one in the meeting room and one in the Kids Program Room. A total of 296 people attended the event! We are also participating in the Gingerbread Man Hunt where kids find the gingerbread man hiding around downtown business and receive a prize.

Circulation Services – Christine Lees

- Our biggest news this month is that our Circulation Desk, holds, and self-checks all now have a new home! The construction in our department came to a wrap on Wednesday, November 27, exactly as scheduled! The Circulation Desk sightlines are dramatically improved, the material return inlets are much more visible, the two self-check locations next to the holds are easily accessible and the new

lobby location for the third self-check is being heavily used as well. We are thrilled with the new look and our patrons seem to be thrilled as well!

- Assistant Circulation Manager, Cheryl Pawlak, was elected for another two-year term for the SWAN Circulation Advisory Board. Congratulations, Cheryl!
- Christine Lees and Cheryl Pawlak participated in the NAMI Mental Health training. The time was well spent and we are thankful for such important training opportunities.
- The PADS location at First United Methodist was our first recipient of the new cart full of materials, crafts, and board games for PADS clients to enjoy. Carts are ready to be delivered to First Congregational and St. Mary's as soon as contact information is provided from PADS.
- Many DGPL staff members toured the PADS facility at First United Methodist this month in preparation for our first outing there in December to register PADS clients for library cards onsite.

Information Technology – Paul Regis

- As interviews came to a close early in the month for the vacant Computer Help Desk Associate position, Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis offered the position to Omar Martin, who thankfully accepted. Omar has worked at Indian Prairie Public Library and has an interesting biology background focused on food science. Welcome aboard, Omar!
- In mid-November, Director Julie Milavec, Graphics and Display Coordinator Melody Danley, and Paul Regis visited Image Systems & Business Solutions (ISBS) in Elk Grove Village. The library's lease for the five multi-function copiers will soon end, so it was time to assess how to move forward – it was proposed to buy out four of the current copiers and replace the Admin copier with one geared more towards print materials. Additionally, four printers (two black and white, two color) used by the public computers will be replaced with two cost-efficient models under the new lease.
- With November in mind, it is a fitting time to let some underlying sincerity peek out from behind the defensive sarcasm façade. With that, Paul Regis is appreciative of IT staff. The dedication to helping all patrons, unrelenting patience, and depth of knowledge that is put on display day-in and day-out is frankly inspiring. Thank you.

Public Relations – Jen Fredericks

- Cindy has been getting acquainted with her new role: meeting and talking with people in the community and other staff members here to see how she can help their efforts.
- Cindy, along with Fred from ATS, attended the Chamber 630 Holiday Party: an annual holiday networking event for businesses and nonprofits. Cindy met several community leaders and representatives from businesses around

Downers Grove. It was a great opportunity for Cindy to introduce herself as the new Community Engagement Coordinator, and numerous people were excited to hear that the library was making an effort to reach out and elevate community resources in future collaborations.

- The home page of the library's website has a new look. Cris worked with our web consultant and directed his efforts to create a headline and subheading for the images on the home page so our patrons could get more information at first glance. (In the last month, two of those images were among the top ten most accessed pages on the website).
- Melody and Amanda (in ATS) wrote and subsequently received a grant from the DuPage Foundation in the amount of \$2,000 for an upcoming teen program called View Behind the Artist's Studio.

Access Services – Amy Prechel

Inventory and Cataloging

- For ATS collection: added 1563 print items, 340 AV items, and 50 canvas totes; discarded 2829 print items and 491 AV items.
- For Kids Room collection: added 730 print items and 143 AV items; discarded 1244 print items and 72 AV items.
- We claimed 2 magazines that arrived damaged and 9 that did not arrive when expected.
- 11 new book discussion bags were added to the collection this month!

Reclassification and Repairs

- Repaired 916 ATS and Kids Room books and audiovisual items.
- Reclassified 64 general adult and ATS and Kids Room items.
- Maria Patacsil is working on relabeling Kids Room non-fiction books, and updating and refreshing the labels on Adult and Teen Biography DVDs. Maria and Michelle Litwin are also working on salvaging audio book cases in good condition and using them to refresh older items in the collection.

Projects and Updates

- The Access Department was delighted to host a break area for staff during the staff lounge renovation. Visitors were charmed by our holiday sculpture, and the table was stocked with cookies to spread cheer during construction.
- On November 1, Access Services met with ATS, Youth, and Circulation to discuss potential changes to the workflow around incoming material.
- This year ATS invited staff who work behind the scenes to participate in Bookology, and MaryKellie Marquez was one of the twelve Bookologists presenting at the fair on Sunday, November 4. She book-talked and distributed *Girl, Wash Your Face* by Rachel Hollis for adults and *Ninja Red Riding Hood* by Corey Rosen Schwartz for kids.

- This month, MaryKellie also updated our records after our annual serials renewal, completed direct subscriptions renewals, and created new serial control records for weekly subscriptions for the new year.
- On November 20, Amy met with Cheryl in Circulation about adjusting the RFID sorter to accommodate new and reorganized collections. We anticipate making further progress next month with assistance from Bibliotheca.
- On Monday, November 26, Access met with ATS to discuss refreshing the Consumer Information collection. A large portion of the collection will be reclassified and will now be allowed to circulate. We anticipate completing the project next month.

Staff Training and Professional Development

- On Friday, November 2, Amy Prechel and Nora Mastny attended the LACONI Technical Services Section: 21st Century Cataloging Training at the Schaumburg Township District Library.
- On Tuesday November 6, Amy attended NAMI training. Nora Mastny attended Wednesday November 7.
- Amy attended the Sirsi Dynix Connections Summit online conference Tuesday, November 12 and Wednesday, November 13.
- Access staff met for a department meeting November 15 to discuss new and ongoing projects, and to receive a special presentation by the Service Excellence Committee on the new staff culture code.
- On November 23, Nora completed OCLC's "Connexion Client Module 08: Original Cataloging" course.
- On November 29, Kira Riddle from ATS worked with Nora to observe the Baker & Taylor and Midwest Tape ordering procedures.
- On November 30, Amy and Nora attended the SWAN cataloging user group meeting in Burr Ridge.

Facilities Services – Ian Knorr

- Construction remodeling started. Ian has been working with Shales McNutt to keep the schedule on track.
- LED lamps are being installed in the office areas. When complete, all staff offices, workrooms, and meeting/study rooms will be replaced with LED lamps.
- Ian met with Elara Engineering multiple times to prepare the scope for the 2019 HVAC upgrade.
- A pre-bid meeting for the 2019 HVAC upgrade project was held on November 21.
- New evening custodian Ana Rosa Herrera started on November 5.
- Ian met with the library's U-Line rep to lock in pricing for the rest of 2018-2019 custodial products.
- Ian renegotiated with Air Filter Engineers to keep their cost in line with other vendors.

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	NOV 18	%	NOV 17	%	NOV 16	%
2	Checkouts						
3	Selfchecks	40,555	70%	44,774	73%	44,223	77%
4	Staff desk	17,443	30%	16,333	27%	12,954	23%
5	Total checkouts	57,998		61,107		57,177	
6							
7	Renewals						
8	Auto Renewal	32,372		33,158			
9	Selfchecks	30		18		1,463	
10	Staff desk (incl. phone)	254		307		2,418	
11	Patron renewals on website	549		569		10,268	
12	Patron renewals on Bookmyne	17		12		206	
13	Total renewals	33,222		34,064		14,355	
14							
15	Total item checkout and renewals	91,220		95,171		71,532	
16							
17	Digital Circulation	8,353		6,567		7,408	
18							
19	Total circulation	99,573		101,738		78,940	
20							
21	Reserves Processed						
22	Received from ILL	5,743		6,777		6,689	
23	ILL sent	4,189		4,213		4,011	
24	OCLC requests processed	136		461		736	
25							
26	Gate count						
27	North	26,212		27,547		27,454	
28	South	13,837		14,583		15,274	
29	Total	40,049		42,130		42,728	
30							
31							
32	Registrations						
33	New resident cards	133		140		144	
34	New fee cards	5		3		10	
35	Current borrowers	x		29,094		32,899	