

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JANUARY 23, 2019, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
  - a. December 2018 Financial Report
  - b. January 2019 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Library Services PolicyRequested Action: Approval
9. Unfinished Business
  - a. Personnel PolicyRequested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
DECEMBER 12, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Jennifer Morrow, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Facilities Manager Ian Knorr, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Director Robin Tryloff, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Bob St. Mary of Elara Engineering, Resident Porus Dadabhoy, Resident David Haugen.

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 Carissa Dougherty for a four-year term.
5. **Approval of Minutes.** It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the November 14, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
6. **Financial Matters.**
  - a. November 2018 Financial Report. Milavec presented the report. As of November 30, the library is 92% through the year and has received over 100% of revenue projections. Most expenditure lines are well below the 92% mark, especially in salaries and benefits.
  - b. December 2018 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of December 2018 capital replacement invoices totaling \$36,958.91, the payment of December 2018 operating invoices totaling \$129,104.52, the acceptance of December 2018 credit memos totaling \$921.36, and the ratification of November 2018 payrolls totaling \$212,374.11 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.

**7. Public Comment on Agenda Items.** President Graber invited comment.

David Haugen had numerical questions about the bid for the HVAC improvement. He could not make the numbers add up. The recommendation was to award Mechanical Concepts of Illinois the contract of \$534,000 unless they do not run into any unforeseen issues, which would make it \$15,000 less. Bob St. Mary of Elara Engineering clarified that once the bid is approved, the \$15,000 is added to the contract. He outlined the allowance process, which allows library staff to make change order decisions without having to wait for Board meetings. David Haugen questioned Ian Knorr's decision to not accept any alternate bids at the current time. Ian clarified that the library has up until the end of the two-year warranty to add the alternates back in. David also asked for clarification on bid alternate 2, which Bob St. Mary provided.

David Haugen also commented on the personnel policy, noting that he has been watching it improve month by month and he finds it superlative.

**8. Public Comment on Other Library Business.** President Graber invited comment.

Porus Dadabhoy spoke about a meeting he attended a month ago in Elmhurst where an educator spoke of her troubles in providing books to schoolchildren who live in the local trailer park. Their parents could not afford library cards to give their children access to materials. Porus asked how this issue is handled in unincorporated DuPage or Downers Grove Township. He mentioned a charity called First Book, which provides free or discounted books. He would like to see all kids in unincorporated areas have library cards at rates based on their families' incomes. Milavec responded with the State of Illinois' rules regarding nonresidents and their access to library cards.

Joni Hansen, Friends of the Library President, noted that anyone living in unincorporated Downers Grove who cannot afford a card can sign a hardship statement and the Friends of the Library will cover half of the cost of a nonresident card. Joni also noted that the Friends of the Library's October book sale made over \$2,000 and the Friends appreciate the library's help.

David Haugen commented that he is a library volunteer who delivers books to homebound patrons. He thinks the new satellite stacks at local senior service centers is a great idea.

**9. New Business.**

- a. Election of Officers. Humphreys outlined the Board's bylaws regarding officer elections, reminding trustees that elections are for two-year terms. Humphreys nominated Jonathan Graber for President. Stapleton nominated David Humphreys for Secretary. It was moved by Gigani and seconded by Morrow THAT nominations be closed. It was moved by Dougherty and seconded by Morrow THAT the nominations for President and Secretary be accepted. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Acceptance of Donation to Art Collection. Milavec presented an offer of donated artwork that the library received in November. Matthew Mullen wanted to donate a Sergey Cherep painting to the library in honor of his parents, Don and Lorraine Mullen, who are long-time residents of Downers Grove. Milavec highly recommended the Board accept the donation. Dougherty inquired about the library's process of deaccessioning artwork and artwork appraisal. It was moved by Humphreys and seconded by Stapleton THAT the untitled Sergey Cherep painting from the Mullen Family, in honor of Don and Lorraine Mullen, be accepted into the artwork collection. Motion passed by voice vote.

**10. Unfinished Business.**

- a. 2019 HVAC, Boilers, and Controls Project Bid Award. The recommendation to award was for the base bid from Mechanical Concepts of Illinois. Bob St. Mary of Elara Engineering summarized the bid results, noting that there were nine bidders and the bids were incredibly tight. It was moved by Gigani and seconded by Morrow THAT the recommendation to award Mechanical Concepts of Illinois, Inc. the bid for the 2019 HVAC project be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Gruber. Nays: None. Abstentions: None.
- b. Personnel Policy. Milavec reiterated the three major changes to the proposed personnel policy, noting that Dennis Walsh and Tom Melody of Klein, Thorpe, and Jenkins reviewed the full draft. The Board discussed the portion of the policy on hiring family members and Milavec stated she is more than willing to look at updating that section of the policy in the future. Gruber requested a wording change in section 3.37 regarding internal complaints. It was moved by Humphreys and seconded by Morrow THAT the Personnel Policy be approved as presented with a minor change in section 3.37. Motion passed by voice vote.

- 11. Library Director's Report.** Milavec presented the report. Ian Knorr gave a construction update that the project should be done in about two weeks. The Circulation Desk and hold shelves have been moved. The final punch list will take place next Wednesday and all that will be left are little fixes. Things are right on schedule. Milavec talked about the satellite stacks, which is the name of the deposit collections at six senior living centers in Downers Grove. The Foundation generously gave an \$11,500 donation to fund the first year of the program. The Foundation is working on a request for proposals for the donation of a work of art to live on the wall that used to house the hold shelves in the lobby. In January, Milavec will be creating an amended budget to account for staffing changes and donations that have been received. The Board decided that a full amended budget is not needed, but they would like a list of anticipated changes in budget lines for the year.

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

Trustee Humphreys commented on the library's art collection and how proud he is of what the library has built. The library had the first public art collection in the Village of Downers Grove and he is happy to continue growing the collection. Trustee Humphreys also mentioned the remote collections the library has placed in three local PADS shelters as well as the ability for homeless patrons to get a restricted use library card. He thinks the outreach has been wonderful and that we are more and more becoming a library without walls.

**13. Adjournment.** President Graber adjourned the meeting at 8:40 p.m.

DOWNERS GROVE LIBRARY

12/31/18 unaudited

	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,468,402
FUND BALANCE	\$ 1,363,511
	\$ 1,402,512

## Revenue by Object Report

Village of Downers Grove  
12/1/2018 through 12/31/2018

***Grand Totals***

<b>Object/Title</b>	<b>Adjusted Estimate</b>	<b>Revenues</b>	<b>Year-to-date Revenues</b>	<b>Balance</b>	<b>Prct Rcvd</b>
4101 Current Property Taxes	5,182,314.00	41,429.93	5,226,829.79	-44,515.79	100.86
4109 Prior Year Property Taxes	100.00	0.00	103.91	-3.91	103.91
4313 Personal Property Replacement Tax	60,000.00	0.00	55,166.03	4,833.97	91.94
4410 Sales of Materials	10,000.00	934.23	10,048.43	-48.43	100.48
4502 Charges For Services	15,000.00	1,817.44	38,957.30	-23,957.30	259.72
4509 Fees For Non-Residents	16,000.00	1,314.00	17,390.50	-1,390.50	108.69
4571 Rental Fees	4,500.00	140.00	6,380.00	-1,880.00	141.78
4581 Fines	42,000.00	2,553.71	35,132.89	6,867.11	83.65
4590 Cost Recovered For Services	15,000.00	923.31	10,860.41	4,139.59	72.40
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	2,788.06	10,932.38	-8,932.38	546.62
4712 Investment Income - Property Taxes	0.00	0.00	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	180.31	8,048.75	-3,048.75	160.98
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
<b>Grand Totals</b>	<b>5,388,824.00</b>	<b>52,080.99</b>	<b>5,483,335.88</b>	<b>-94,511.88</b>	<b>101.75</b>

## CAPITAL REPLACEMENT FUND

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 Periods: 12 through 12

## Expenditures by Object Report

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Village of Downers Grove  
 12/1/2018 through 12/31/2018

***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 Used</u>
5870 Capital Equipment	660,000.00	322,566.46	407,543.64	0.00	252,456.36	61.7
<b>Grand Totals</b>	<b>660,000.00</b>	<b>322,566.46</b>	<b>407,543.64</b>	<b>0.00</b>	<b>252,456.36</b>	<b>61.7</b>

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OPERATING FUND  
**Expenditures by Object Report**

Village of Downers Grove  
12/1/2018 through 12/31/2018

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5101 Salaries, Exempt	1,328,658.00	108,641.58	1,346,250.65	0.00	-17,592.65	101.3
5104 Bonus	0.00	4,697.56	4,697.56	0.00	-4,697.56	0.0
5111 Salaries, Non-Exempt	342,852.00	15,003.09	192,503.67	0.00	150,348.33	56.1
5119 Part-Time Employee Wages	1,241,170.00	86,870.42	1,132,925.25	0.00	108,244.75	91.2
5131 IMRF Pension Contributions	257,339.00	19,087.47	243,996.42	0.00	13,342.58	94.8
5133 Medicare Contributions	41,935.00	3,049.23	38,028.51	0.00	3,906.49	90.6
5134 Social Security Contributions	179,315.00	13,037.87	162,600.76	0.00	16,714.24	90.6
5190 Life Insurance	1,044.00	74.80	839.80	0.00	204.20	80.4
5191 Health Insurance	360,420.00	25,400.00	297,827.50	0.00	62,592.50	82.6
5195 Optical Insurance	2,492.00	162.32	1,900.85	0.00	591.15	76.2
5197 Dental Insurance	38,808.00	2,399.60	27,602.20	0.00	11,205.80	71.1
5210 Supplies	87,200.00	9,626.93	84,866.94	0.00	2,333.06	97.3
5251 Maintenance Supplies	18,000.00	3,337.39	22,402.47	0.00	-4,402.47	124.4
5280 Small Tools & Equipment	34,600.00	4,679.35	19,185.83	0.00	15,414.17	55.4
5302 Dues And Memberships	7,500.00	371.69	7,796.69	0.00	-296.69	103.9
5303 Seminars, Conferences & Meetings	34,250.00	682.91	19,754.10	0.00	14,495.90	57.6
5308 Recognition Program-Staff	5,000.00	1,409.90	6,049.74	0.00	-1,049.74	120.9
5315 Professional Services	60,000.00	4,419.79	39,671.02	0.00	20,328.98	66.1
5322 Personnel Recruitment	2,000.00	0.00	150.00	0.00	1,850.00	7.5
5323 Special Legal	6,000.00	1,597.00	5,184.20	0.00	815.80	86.4
5346 Data Processing Services	105,000.00	2,500.00	100,661.38	0.00	4,338.62	95.8
5380 Printing Services	18,700.00	4,090.00	18,622.00	0.00	78.00	99.5
5391 Telephone	20,000.00	2,460.23	22,209.83	0.00	-2,209.83	111.0
5392 Postage	25,500.00	111.00	14,834.50	0.00	10,665.50	58.1
5407 Advertising And Public Relations	20,375.00	6,781.07	19,234.68	0.00	1,140.32	94.4
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	5,257.75	85,033.18	0.00	4,966.82	94.4
5450 Cleaning Services	80,000.00	11,285.00	77,872.62	0.00	2,127.38	97.3
5461 Utilities	25,000.00	1,991.41	17,238.19	0.00	7,761.81	68.9
5470 Other Equipment Repair And Maintenance	11,500.00	99.23	10,422.88	0.00	1,077.12	90.6

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Periods: 12 through 12

# OPERATING FUND

## Expenditures by Object Report

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Village of Downers Grove  
12/1/2018 through 12/31/2018

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5481 Rentals	20,500.00	3,323.07	22,587.84	0.00	-2,087.84	110.1
5620 Recoverables	4,000.00	205.85	2,253.78	0.00	1,746.22	56.3
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	21,902.00	0.00	-11,902.00	219.0
5770 Capital Equipment	60,000.00	11,644.26	50,665.00	0.00	9,335.00	84.4
5851 Electronic Resources	223,000.00	21,544.05	215,217.72	0.00	7,782.28	96.5
5852 Print Materials	345,000.00	41,490.57	351,973.19	0.00	-6,973.19	102.0
5853 Audiovisual Materials	148,500.00	27,177.31	138,930.88	0.00	9,569.12	93.5
5870 Capital Equipment	65,000.00	12,264.88	62,948.52	0.00	2,051.48	96.8
5880 Intangible Assets (Software)	43,000.00	11,943.13	41,612.28	0.00	1,387.72	96.7
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
<b>Grand Totals</b>	<b>5,766,658.00</b>	<b>468,717.71</b>	<b>5,318,084.63</b>	<b>0.00</b>	<b>448,573.37</b>	<b>92.2</b>

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**Invoice Edit Listing**  
Village of Downers Grove  
**Capital Replacement - 2018**

Vendor	Vendor Totals		Retained/Withheld Amount	Total
	Number of Invoices	Amount		
012666 INTERIOR INVESTMENTS, LLC	1	8,010.10	0.00	8,010.10
014991 LIBRARY FURNITURE INTER'L, INC	2	10,913.00	0.00	10,913.00
014548 PRODUCT, LLC	2	6,502.45	0.00	6,502.45
<b>Grand Total:</b>	<b>5</b>	<b>25,425.55</b>	<b>0.00</b>	<b>25,425.55</b>

**Invoice Edit Listing**  
Village of Downers Grove  
**2019 Capital Replacement**

Vendor	Vendor Totals		Retained/Withheld Amount	Total
	Number of Invoices	Amount		
018808 ELARA ENGINEERING	1	2,225.00	0.00	2,225.00
005572 FIA CARD SERVICES, N.A.	1	682.07	0.00	682.07
<b>Grand Total:</b>	<b>2</b>	<b>2,907.07</b>	<b>0.00</b>	<b>2,907.07</b>

## INVOICES OF NOTE

For Library Board Meeting on January 23, 2019

### 2018 Capital Replacement Budget

012666	Interior Investments, LLC (chairs)	\$8,010.10
014991	Library Furniture Inter'l, Inc (staff lounge chairs, tables, dividers)	\$10,913.00
014548	Product, LLC (construction admin/completion of project)	\$6,502.45

### 2019 Capital Replacement Budget

018808	Elara Engineering (engineering services)	\$2,225.00
005572	FIA Card Services, N.A. (corner guards)	\$682.07

**Invoice Edit Listing**  
**Village of Downers Grove**  
**2018 Budget**

Vendor	<b>Vendor Totals</b>		Retained/Withheld Amount	Total
	Number of Invoices	Amount		
000195 AIR FILTER ENGINEERS INC.	1	457.36	0.00	457.36
000265 ALL AMERICAN PAPER CO	1	295.46	0.00	295.46
018213 AMAZON CAPITAL SERVICES, INC.	6	2,091.22	0.00	2,091.22
000322 AMAZON.COM	1	3,389.15	0.00	3,389.15
018995 AMETHYST COOPER	1	75.00	0.00	75.00
009114 APPLE INC.	1	1,676.00	0.00	1,676.00
000403 AT&T	1	289.56	0.00	289.56
017882 ATLAS	1	75.00	0.00	75.00
000656 B. GUNTHER & COMPANY, INC	1	507.00	0.00	507.00
000672 BAKER & TAYLOR - L0217582	43	10,515.82	0.00	10,515.82
016893 BIBLIOTHECA, LLC	2	1,318.90	0.00	1,318.90
017633 BONAREK, KAREN	1	272.86	0.00	272.86
009483 BRODART CO	1	599.76	0.00	599.76
001223 CASE LOTS INC	1	119.40	0.00	119.40
008705 CASH - LIBRARY	1	119.97	0.00	119.97
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC	7	4,743.62	0.00	4,743.62
008323 CENGAGE LEARNING	1	55.98	0.00	55.98
002056 DEMCO INC	2	431.26	0.00	431.26
002539 EBSCO SUBSCRIPTION SERVICES	1	486.40	0.00	486.40
019064 GOLIAS, DAWN	1	35.21	0.00	35.21
013544 GOOGLE, INC.	1	670.83	0.00	670.83

**Invoice Edit Listing**  
**Village of Downers Grove**

<b>Vendor</b>	<b>Vendor Totals</b>		<b>Retained/Withheld Amount</b>	<b>Total</b>
	<b>Number of Invoices</b>	<b>Amount</b>		
008770 GRAINGER	5	1,847.80	0.00	1,847.80
009102 HAGG PRESS INC	1	4,090.00	0.00	4,090.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &	1	813.64	0.00	813.64
017608 IMPACT NETWORKING, LLC	1	91.50	0.00	91.50
012834 IPROMOTEU	2	5,873.09	0.00	5,873.09
002133 JAKOSZ, DIANE	1	18.78	0.00	18.78
019062 KHATRI, CYNTHIA	1	71.98	0.00	71.98
004812 KLEIN, THORPE AND JENKINS, LTD	1	1,008.00	0.00	1,008.00
017676 KLENK, AMANDA	1	31.93	0.00	31.93
004928 LAKESHORE LEARNING MATERIALS	4	1,253.58	0.00	1,253.58
017113 LASLO LANDSCAPING	1	650.00	0.00	650.00
014991 LIBRARY FURNITURE INTER'L, INC	1	560.00	0.00	560.00
018876 LIBRARY IDEAS, LLC	1	670.13	0.00	670.13
014465 MATKOWSKI, ELIZABETH	1	34.77	0.00	34.77
005866 MIDWEST TAPE	27	8,138.87	0.00	8,138.87
017442 MILAVEC, JULIE	2	250.01	0.00	250.01
019063 NATASHA LEHRER LEWIS ART	1	290.00	0.00	290.00
010603 NELSON FIRE PROTECTION	1	620.00	0.00	620.00
006161 NICOR GAS	1	1,765.08	0.00	1,765.08
012499 OVERDRIVE, INC.	2	1,759.27	0.00	1,759.27
018491 PEOPLEFACTS, LLC	1	77.84	0.00	77.84
006698 PRINT SMART	2	562.01	0.00	562.01

**Invoice Edit Listing**  
**Village of Downers Grove**

<b>Vendor</b>		<b>Vendor Totals</b>		<b>Retained/Withheld Amount</b>	<b>Total</b>
		<b>Number of Invoices</b>	<b>Amount</b>		
006859	R.H. DONNELLEY	1	14.19	0.00	14.19
006944	RECORDED BOOKS, LLC	3	235.11	0.00	235.11
007604	SERVICEMASTER COMMERCIAL CLEAN	3	6,403.53	0.00	6,403.53
007612	SHANES OFFICE SUPPLY CO	6	367.54	0.00	367.54
010471	TWIST OFFICE PRODUCTS	1	30.16	0.00	30.16
008539	U S TOY CO INC	1	259.82	0.00	259.82
015177	ULINE	3	410.17	0.00	410.17
011517	UNIQUE MANAGEMENT SERVICES, IN	1	125.30	0.00	125.30
009792	WESTON WOODS STUDIOS INC	2	227.60	0.00	227.60
009056	XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	656.48	0.00	656.48
<b>Grand Total:</b>		<b>159</b>	<b>67,737.87</b>	<b>0.00</b>	<b>67,737.87</b>

**Invoice Edit Listing**  
**Village of Downers Grove**  
**2019 Budget**

Vendor		<b>Vendor Totals</b>		<b>Retained/Withheld Amount</b>	<b>Total</b>
		<b>Number of Invoices</b>	<b>Amount</b>		
000265	ALL AMERICAN PAPER CO	1	461.92	0.00	461.92
018213	AMAZON CAPITAL SERVICES, INC.	3	1,258.16	0.00	1,258.16
000351	AMERICAN LIBRARY ASSOCIATION	1	550.00	0.00	550.00
017992	ARTHUR J GALLAGHER RISK MGMT	1	9,728.00	0.00	9,728.00
000672	BAKER & TAYLOR - L0217582	64	14,709.43	0.00	14,709.43
019102	CAROLINE MARYA KISIEL	1	300.00	0.00	300.00
001259	CCH INCORPORATED	1	1,987.00	0.00	1,987.00
008323	CENGAGE LEARNING	8	941.45	0.00	941.45
001277	CENTER POINT PUBLISHING	1	113.25	0.00	113.25
001374	CHICAGO SUN-TIMES INC	1	270.40	0.00	270.40
001377	CHICAGO TRIBUNE	1	481.00	0.00	481.00
002056	DEMCO INC	1	971.87	0.00	971.87
017328	ELM USA, INC.	1	377.20	0.00	377.20
005572	FIA CARD SERVICES, N.A.	12	7,152.05	0.00	7,152.05
015168	FREDERICKS, JENNIFER	1	44.39	0.00	44.39
003188	GRAHAM CRACKERS COMICS, LTD.	1	293.78	0.00	293.78
008770	GRAINGER	1	13.16	0.00	13.16
018411	HAYES MECHANICAL, LLC	1	1,730.00	0.00	1,730.00
009880	IMAGE SYSTEMS &	1	22.89	0.00	22.89
019101	JEANIE B. MUSIC, LLC	1	500.00	0.00	500.00
017676	KLENK, AMANDA	1	61.50	0.00	61.50
017994	LIBRARIES OF ILL RISK AGENCY	1	28,947.00	0.00	28,947.00

**Invoice Edit Listing**  
**Village of Downers Grove**

<b>Vendor</b>	<b>Vendor Totals</b>		<b>Retained/Withheld Amount</b>	<b>Total</b>
	<b>Number of Invoices</b>	<b>Amount</b>		
009577 LIBRARIESFIRST	2	4,938.00	0.00	4,938.00
005866 MIDWEST TAPE	6	1,583.76	0.00	1,583.76
006161 NICOR GAS	1	1,578.23	0.00	1,578.23
018283 PARTIES WITH CHARACTER	1	192.00	0.00	192.00
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	5.00	0.00	5.00
006698 PRINT SMART	1	254.65	0.00	254.65
013422 RUNCO OFFICE SUPPLY & EQUIP CO	4	343.33	0.00	343.33
012698 SWAN	1	13,404.50	0.00	13,404.50
016841 TSAI FONG BOOKS, INC.	3	195.36	0.00	195.36
018118 TUMBLEWEED PRESS, INC.	1	799.00	0.00	799.00
011517 UNIQUE MANAGEMENT SERVICES, IN	1	116.35	0.00	116.35
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	655.12	0.00	655.12
<b>Grand Total:</b>	<b>129</b>	<b>95,179.75</b>	<b>0.00</b>	<b>95,179.75</b>

## INVOICES OF NOTE

**For Library Board Meeting on January 23, 2019**

### 2018 Budget

009114	Apple Inc. (iPads and accessories)	\$1,676.00
000656	B. Gunther & Company, Inc. (name badges)	\$507.00
001264	CDW Government, Inc. (monitors)	\$4,743.00
008770	Grainger (maintenance tools/supplies)	\$1,847.80
009102	Hagg Press Inc. (Jan/Feb Discoveries)	\$4,090.00
017113	Laslo Landscaping (holiday lighting)	\$650.00
012834	Ipromteu (bags, jackets)	\$5,873.09
019063	Natash Lehrer Lewis Art (adult craft program)	\$290.00

### 2019 Budget

000351	American Library Association (database fee)	\$1,258.16
017992	Arthur J Gallagher Risk Mgmt (workers compensation)	\$9,728.00
019102	Caroline Marya Kisiel (adult program)	\$300.00
018411	Hayes Mechanical, LLC (quarterly maintenance fee)	\$1,730.00
019101	Jeanie B. Music, LLC (children's program)	\$500.00
017994	Libraries of Ill Risk Agency (annual policy renewal)	\$28,947.00
009577	LibrariesFirst (LexisNexis database, museum adventure passes)	\$4,938.00
018283	Parties With Character (children's program)	\$192.00
012698	SWAN (quarterly fee)	\$13,404.50
018118	Tumbleweed Press, Inc. (database)	\$799.00

## Credit Memo Edit Listing

Village of Downers Grove

2018 Budget

### *Vendor Totals*

<b>Vendor</b>	<b>Number of Memos</b>	<b>Amount</b>
005866 MIDWEST TAPE	1	58.48
008323 CENGAGE LEARNING	1	21.59
008770 GRAINGER	2	1,810.00
<b>Grand Total:</b>	<b>4</b>	<b>1,890.07</b>

## Library Credit Card Details for the January 23, 2019 Board Meeting

### Julie Milavec

**Total \$ -**

### Katelyn Vabalaitis

971	5210 Supplies	Toners, staff room supplies	\$	318.95
971	5280 Small Tools & Equipment	Staff room supplies - utensils, cutting boards	\$	183.85
971	5308 Staff Recognition	Staff party supplies	\$	13.93
			<b>Total \$</b>	<b>516.73</b>

### Ian Knorr

971	5870 Capital Replacement Fund	Corner guards, wall guards, white boards	\$	682.07
971	5870 Capital Equipment	Shelving for Kids Room	\$	104.89
973	5280 Small Tools & Equipment	Corner guards	\$	102.00
978	5210 Supplies	Locks, extension cords, bulbs, white board	\$	204.78
978	5280 Small Tools & Equipment	Bolts, washers,access panel,paint rollers	\$	111.56
978	5430 Building Maintenance Services	Annual irrigation maintenance contract	\$	220.00
978	5470 Other Equipment Repair & Maint	Corner trim	\$	6.99
			<b>Total \$</b>	<b>1,432.29</b>

### Elizabeth Matkowski

972	5210 Supplies	Girls Who Code supplies	\$	106.47
972	5280 Small Tools & Equipment	Literature floor stand and holders	\$	247.31
972	5303 Seminars Mtgs, & Conferences	ARRT Membership	\$	15.00
972	5315 Professional Services	Second City Training	\$	800.00
			<b>Total \$</b>	<b>1,168.78</b>

### Karen Bonarek

972	5210 Supplies	Program supplies	\$	10.81
972	5315 Professional Services	Program supplies	\$	135.88
			<b>Total \$</b>	<b>146.69</b>

### Amelia Prechel

972	5852 Printed Materials	Adult & Teen Services materials	\$	196.40
972	5853 AV Materials	DVDs	\$	17.30
977	5210 Supplies	Labels, distilled water, office supplies	\$	104.84
			<b>Total \$</b>	<b>318.54</b>

### Sharon Hrycewicz

973	5210 Supplies	Program supplies	\$	27.95
			<b>Total \$</b>	<b>27.95</b>

### Allyson Renell

973	5853 AV Materials	AV Materials	\$	57.83
			<b>Total \$</b>	<b>57.83</b>

**Traci Skocik**

973	5210 Supplies	Program supplies	\$	812.72
972	5280 Small Tools & Equipment	Kids bathroom trash cans	\$	49.98
			<b>Total</b>	<b>\$ 862.70</b>

**Christine Lees**

971	5308 Staff Recognition	Retirement party food and supplies	\$	243.70
974	5210 Supplies	Office supplies	\$	137.66
			<b>Total</b>	<b>\$ 381.36</b>

**Paul Regis**

975	5280 Small Tools & Equipment	Easel, microphone, USB wall chargers	\$	80.83
975	5880 Intangible Assets	Pantheon Systems, LibraryHelp, Log Me In	\$	1,971.18
			<b>Total</b>	<b>\$ 2,052.01</b>

**Melody Danley**

<b>Total</b>	<b>\$</b>	<b>-</b>
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**Cynthia Khatri**

972	5210 Supplies	Program supplies	\$	21.32
			<b>Total</b>	<b>\$ 21.32</b>

**Jen Fredericks**

971	5880 Intangible Assets	Constant Contact - 1 year subscription	\$	847.92
			<b>Total</b>	<b>\$ 847.92</b>
			<b>Library Credit Card January 2019 Totals</b>	<b>\$ 7,834.12</b>

PAYROLLS FOR DECEMBER 2018

DECEMBER 1	\$104,361.95
DECEMBER 15	\$110,850.70
TOTAL DECEMBER 2018 PAYROLLS	\$215,212.65

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 23, 2019**

**AGENDA ITEM 8A  
Library Services Policy**

The Library Services Policy is a significant change from the old policy manual. It incorporates the former Library Services and Circulation policies. Overall, library rules and operational guidelines were removed. Simplified wording was used throughout.

Restructured sections include:

- Library Cards
- Fines and Fees
- Interlibrary Loan
- Public Internet Access
- Programming
- Service to Special Populations, Schools, and Organizations
- Meeting Rooms

New sections include:

- Reciprocal Borrowing
- Holds
- Computer Help
- Notary
- Bulletin Boards
- Gaming Systems
- Home Delivery Services
- Appendix 1 – Notary Sample

Major changes include:

- Reference Service policy expanded to Reference and Readers Advisory.
- Conference and Study Rooms split into separate sections.
- Exhibits and Displays has new subsections for Kids Room Display Cases and Gallery Spaces and Lobby Display Cases.

The management team recommends the approval of the Library Services Policy as presented.

## **5 Library Services**

The Library Services Policy addresses specific services provided by the Downers Grove Public Library.

### **5.1 Access to Library Materials**

All residents, regardless of age, race, national origins, gender, gender identity, sexual orientation, background, appearance, and/or social or economic status, receive free and equal access to the collections of the Downers Grove Public Library. Library staff facilitate access to the collection by responding to requests for information and assisting in locating library materials and information that meets the individual's needs. The library affirms the right and responsibility of a parent or legal guardian to determine and monitor their own children's use of library materials and resources. The Board of Library Trustees and staff of the Downers Grove Public Library do not act "in loco parentis" (in the place of a parent) for any child.

### **5.2 Library Cards**

Library cards providing access to the materials and services of the Downers Grove Public Library will be issued to all borrowers eligible under the policies and guidelines set forth by the Board of Library Trustees, in accordance with Illinois law. Proof of residency is required at the time of application. Because library cards do not expire, proof of residency is thereafter required periodically for verification purposes.

Registration for cards for minor children require that a parent or legal guardian accept responsibility for monitoring the selection of items to be borrowed by their minor child and accept financial responsibility for all materials borrowed on their minor child's card.

#### **5.2.1 Resident Card**

A Resident Card will be issued without charge to any person who lives within the corporate boundaries of the Village of Downers Grove. A parent/guardian must sign the application for children 17 and under and provide proof of residency on the child's behalf. The Resident Card is valid as long as the person remains a Downers Grove resident. Resident Cards provide access to the full services of the Downers Grove Public Library and reciprocal borrowing privileges at other libraries.

#### **5.2.2 Temporary Resident Card**

A Temporary Resident Card will be issued without charge to residents who plan to live within the corporate boundaries of the Village of Downers Grove for less than one year. Residents who reside in hotels, motels, rooming houses, and other types of temporary housing and who do not have proof of long-term residency must show proof of short-term residency within the corporate boundaries of the Village of Downers Grove.

Temporary Resident Cards provide access to the full services of the Downers Grove Public Library and reciprocal borrowing privileges at other libraries. The Temporary Resident Card is valid for three months and may be renewed every three months upon proof of continued short-term residency.

Students living in student housing in schools located in Downers Grove will receive a Temporary Resident Card valid for the current school year. Proof of residency and enrollment are required.

#### **5.2.3 Restricted Use Card**

A Restricted Use Card will be issued without charge to any person without a fixed address upon verification of temporary residence at a shelter within the corporate boundaries of the Village of Downers Grove. Additionally, a restricted use card will be issued to teen users, ages 13-17, who reside within the corporate boundaries of the Village of Downers Grove who present a valid photo ID, but do not have a parent or legal guardian present. Restricted Use Cards provide access to most services of the Downers Grove Public Library and a maximum checkout of two items at any time. Restricted Use cards may not be used to check out equipment for at home use and do not have reciprocal borrowing privileges at other libraries. The Restricted Use Card is valid for one year and may be renewed upon verification of either continued temporary residence at a shelter within the corporate boundaries of the Village of Downers Grove or teen status.

#### **5.2.4 Non-Resident Taxpayer Card**

Those who own property in the corporate boundaries of the Village of Downers Grove, but do not reside in Downers Grove, are eligible for a Non-Resident Taxpayer card. The most recent property tax bill showing the owner's name and property address is required at the time of application. One Non-Resident Taxpayer card will be issued per parcel of taxable land owned. Proof of home address is also required. Cards issued are valid for one year may be renewed as long as eligibility continues. Non-Resident Taxpayer cards provide access to the full services of the Downers Grove Public Library and reciprocal borrowing privileges at other libraries.

#### **5.2.5 Business, Government, and Organization Card**

Businesses, governmental entities, and non-profit organizations located in the corporate boundaries of the Village of Downers Grove are eligible without charge for a Business, Government, and Organization card. By submitting a business card, letterhead, or other documentation indicating ownership or management and accepting financial responsibility for all materials borrowed on a business library card, the owner or manager may request cards for up to five employees. Proof of address such as a current utility bill or property tax bill is required at the time of application. The owner or manager of the business is responsible for notifying the library if a cardholder is no longer eligible for card use. Business, Government, and Organization Cards are valid for one year.

#### **5.2.6 Non-Resident Fee Card**

Individuals or families who do not live within the corporate boundaries of the Village of

Downers Grove and who are not eligible for service from another public library may purchase a Downers Grove Public Library card. According to Illinois State Library Laws and Rules, Section 3050.25 Applying for a Non-Resident Library Card: "A non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident." The fee is determined annually by the Board of Library Trustees according to the formula mandated by the Illinois law. This fee provides cards for all immediate family members residing in the same household. Cards are valid for one year after payment is received. No refunds will be issued for non-use.

#### **5.2.7 Staff Cards**

A Staff card may be issued to staff members of the Downers Grove Public Library who reside outside the corporate boundaries of the Village of Downers Grove. The Staff card will be canceled when the staff member leaves the Library's employment.

#### **5.2.8 Reciprocal Borrowers**

Any person holding a valid library card from a library participating in the "Illinois Reciprocal Borrowing Program" will be granted reciprocal borrowing privileges at the Downers Grove Public Library.

### **5.3 Cardholder Responsibilities**

Cardholders are responsible for all materials borrowed on their cards and are expected to return the materials on time and in good condition. Parents or legal guardians are responsible for monitoring the selection of items to be borrowed by their minor children and are financially responsible for materials checked out on their minor children's cards. Cardholders are also responsible for materials checked out on their cards by other individuals. In order to protect and ensure library privileges, cardholders should notify the Library immediately if their card is lost or stolen. Materials checked out on a card up to the time the card is reported lost or stolen are the responsibility of the cardholder. Cardholders are required to report a change in address, phone number, or email address.

### **5.4 Lending of Materials**

The Downers Grove Public Library circulates materials in a variety of formats. Most library materials circulate for a three week loan period and may be renewed for two additional loan periods unless another cardholder has requested the item. A vacation loan period of six weeks with no renewal may be available for materials that regularly check out for three weeks. Items with a two week loan period include Cameras, DVDs, Blu-rays, Hot Reads, Music CDs, Video Games, Wireless Hotspots, Rokus, and some items designated New. Some two week loan items may not be eligible for renewal. Items

that are in-library use only include Board Games, Laptops, Media Lab Equipment, Microfiche, Microfilm, Reference, and the latest issue of any Magazine.

Downers Grove cardholders may have up to 199 items checked out on their cards at any one time. Reciprocal borrowers are governed by any lower limits set at their home libraries or SWAN. All library card types are subject to the same loan periods, fines, fees, and limits on materials. Library users may checkout materials by presenting a library card, library card number, or valid photo ID with address on file.

### **5.5 Reciprocal Borrowing**

The Downers Grove Public Library will provide reciprocal borrowing privileges to individuals presenting a valid library card that qualifies for reciprocal borrowing privileges from another library. Reciprocal borrowers are subject to the responsibilities listed in section 5.3. Borrowers from libraries not participating in the SWAN cooperative catalog who are using the Downers Grove Public Library for the first time will be limited to a maximum of five items checked out on their library card until library staff is able to verify that the borrowers are in good standing at their home library. Reciprocal borrowing privileges will not be provided to any user whose card has been stopped for outstanding fines or other obligations at another library.

### **5.6 Holds**

Cardholders from any SWAN member library may request any holdable item owned by any SWAN library by placing a hold through the SWAN cooperative catalog. The hold may be placed by the cardholder directly or by a staff member.

### **5.7 Fines and Fees**

Overdue fines for circulating materials are generally \$0.15 per day per item. High value, high demand items may have fines of up to \$5.00 per day per item. Overdue fines will accumulate for 42 days, after which the user will be billed for the replacement cost of items.

The accounts of Downers Grove cardholders with Downers Grove materials valued at \$50.00 or more that have been overdue for more than 60 days may be sent to a material recovery agency. Material recovery agency service charges will be added to overdue fines or to the cost of the item as listed on the computer record. Accounts of reciprocal borrowers, both cardholders of other libraries borrowing Downers Grove materials, or Downers Grove cardholders borrowing materials owned by other libraries, may be handled by SWAN and are subject to additional system fees.

Some services, including printing, photocopying, 3D printing, faxing, and out-of-state interlibrary loans, are available subject to a fee.

#### **5.7.1 Lost or Damaged Materials**

Charges for lost or missing Downers Grove Public Library materials, other than equipment, will be the cost of the item as listed on the computer record minus the then applicable discount, if any, received from the library's vendor. Charges for lost or missing equipment will be the cost of the item as listed on the computer record.

Charges for essential missing pieces in audiovisual materials will be the cost of the item minus the then applicable discount received from the library's vendor. Charges for a non-essential missing piece in audiovisual materials will be \$5.00. The library will not accept replacement copies of lost or damaged items in lieu of payment. The cost charged for a lost Downers Grove Public Library item will be refunded if the lost item is returned before 90 days. After 90 days, no refund is given.

### **5.8 Confidentiality of Circulation Records**

As required by the Illinois Library Confidentiality Act, the registration and circulation records of the library are confidential. No individual's registration or circulation records, relating to borrowing of library materials or use of library services will be released to any individual or agency, except pursuant to a court order. Information about the identity of a suspect, witness, or victim may be released if law enforcement officers state that they have probable cause to believe that there is an imminent danger of physical harm to an individual.

Because of their financial responsibility, parents and legal guardians may be informed of overdue material borrowed on their minor child's library card.

### **5.9 Reference and Readers' Advisory**

Reference and readers' advisory services facilitate access to the library's collections and resources. Trained staff provide accurate information, materials, and answers to library users' questions during all hours the library is open, within the limits imposed by available resources and the Library's policies, practices and guidelines. Reference and readers advisory services provide answers to questions, regardless of their nature. No judgments are made about the nature of the question asked. All materials, across all formats, are available to all users, regardless of intended audience.

Inquiries are accepted in person, by telephone, by electronic means, and through the mail. Requests will generally be handled in the order in which they are received. Priority is given to in-person requests.

If information needed is not available in the library, referral will be made to local or regional resources. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the user's visit or telephone call. Staff will attempt to answer a question within a user's required deadline. If necessary, staff will inform the user that a longer response time is needed or that assistance should be sought from another library or agency.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the user to the material available on the topic of interest. Staff may not evaluate or interpret the information provided, nor define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Users needing assistance beyond the materials and guidance provided will be advised to consult with a professional from the above listed fields for additional information or advice.

Another role of reference service is to educate customers about the use of library resources. One-on-one instruction is offered, dependent upon staff availability and service desk time constraints. Classes on library resources may also be available.

Tutorial assistance (e.g., proofreading, editing, correcting, math computations, etc.) is outside the scope of reference service.

#### **5.9.1 Ethics and Standards**

Reference service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, gender identity, sexual orientation, background, appearance, social or economic status, or personal view of the user making the inquiry. Names of users and the transactions which occur between users and the staff are confidential and except as may be required by law, not discussed outside a professional context.

The Downers Grove Public Library subscribes to the American Library Association's Code of Ethics and Core Values of Librarianship.

#### **5.9.2 Fees and Charges**

Most reference and readers advisory questions can be answered without charge. Users will be charged the usual fees for printing from library computers when staff prints from online resources on their behalf. Materials borrowed via interlibrary loan are subject to the fees listed in section 5.10.5.

### **5.10 Interlibrary Loan (ILL)**

An interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library. The Interlibrary Loan (ILL) service of the Downers Grove Public Library obtains materials from other libraries for Downers Grove Public Library cardholders and provides other libraries with access to the collection of the Downers Grove Public Library.

#### **5.10.1 Standards**

The Downers Grove Public Library complies with established ILL standards, including the Reaching Across Illinois Library System (RAILS) *Resource Sharing Policy*, *ILLINET Interlibrary Loan Code*, *ILLINET Online Library Resource Sharing Code*, and the *National Interlibrary Loan Code for the United States*.

#### **5.10.2 Eligibility**

Requests for SWAN library materials are accepted from any cardholder registered in SWAN. Requests for materials held by Non-SWAN libraries are accepted only from Downers Grove Public Library cardholders. The Downers Grove Public Library will supply materials to other libraries which have adopted the ILLINET Interlibrary Loan Code or a similar interlibrary loan code.

#### **5.10.3 Requesting**

Requests for materials not available in the SWAN catalog may be initiated by cardholders in person, electronically, by mail, or by telephone. The Library will accept up to 25 out of system interlibrary loan requests per month, per cardholder. As the requesting library, the Downers Grove Public Library honors the supplying library's conditions of loan, including special handling provisions. If an item is owned but not available for interlibrary loan from another library, staff will provide the name of the holding library to the user. Staff cannot determine or guarantee when material will arrive in the library. The Library does not request materials outside of North America.

Copyright restrictions apply to the filling of all requests.

#### **5.10.4 Supplying**

The Downers Grove Public Library accepts interlibrary loans requests from any library in North America. Requests will not be filled for new materials that have been in the collection for three months or less, video games, e-books, materials in special collections, microfilm, periodicals (other than photocopies of individual articles), and most reference books.

The library reserves the right to refuse to lend through interlibrary loan any material deemed new or in high demand. Some reference books may be loaned to other libraries for in-library use only. Copyright restrictions apply to the filling of all requests.

#### **5.10.5 Fees**

Downers Grove cardholders will be charged a fee of \$5.00 for all interlibrary loan requests that are filled by out-of-state libraries within North America. All fees and expenses for loans from libraries outside North America must be paid by the user.

Out-of-state libraries that participate in LVIS (Libraries Very Interested in Sharing or libraries that do not charge for loans) will not be charged for interlibrary loans of materials from the Downers Grove Public Library's collection. Out-of-state libraries in North America that do not participate in LVIS will be charged a fee of \$10.00 for the loan

of library materials or for photocopies from the Downers Grove Public Library collection. Libraries outside of North America will be charged \$20 for the loan of library materials or for photocopies from the Downers Grove Public Library collection.

## **5.12 Public Internet Access**

The First Amendment of the United States Constitution applies to people accessing content on the Internet, protecting the rights of citizens from governmental intrusion into what they see, hear, view, and read. The Downers Grove Public Board of Library Trustees has adopted the Library Bill of Rights and endorses an individual's right of access to information. With the exception of the public computers in the Kids' Room, the library's public computers do not have filtering software.

The public computers in the Kids' Room are filtered to limit access to known sexually explicit material. Even with filtering software in place, there can be no complete assurance about the appropriateness of Internet content for any particular age group.

Much of the Library's computing equipment can be used to access the Internet. The Library assumes responsibility only for the information contained on the websites of the Downers Grove Public Library.

The Library reserves the right to suspend the use of its computers, equipment, and/or the Library by anyone who uses Library computing equipment, electronic devices, or network for an illegal purpose or for a purpose in violation of the standards outlined in the Library's Code of Conduct, General Policy section 2.9.

### **5.12.1 Availability of Service**

Internet access is available on many of the computers located in the Adult department and Kids' Room. The Internet may be accessed on the public computers on a walk-up basis when they are not being used, but users may not reserve time in advance. The amount of computer time available to any user may be limited by demand. Users can also access the Internet with their own computers through the library's wireless network. The public computers in the Kids' Room have filters for adult content and social media. The Library may adopt additional rules and/or operations guidelines for the use of the computers and/or public Internet access.

### **5.12.2 Computer Help**

Staff will provide a limited amount of basic guidance to computer users; however, staff cannot provide in-depth instruction to individuals. One-on-one computer instruction is dependent upon staff availability and service desk time constraints. Classes may be available for individuals who have little or no experience using computers or who are interested in improving their computer skills.

## **5.13 Programming**

The Downers Grove Public Library offers programs that encourage attendees to discover, grow, play, and learn. Library programs support the purpose of the Library and goals of the Strategic Plan. The Downers Grove Public Library provides programming to users of all ages. The selection of Library programs, topics, and classes are chosen by staff for their relevance to community needs or interests, popular appeal, and suitability for a general audience. Presenters are chosen for their proven or unique expertise and public performance experience. Other factors influencing the selection of programs include availability of staff, budget, and space considerations.

Some programs may be restricted by age level, room capacity, minimum or maximum attendance requirements, or residency. The library's values of equal access for all and freedom to seek, receive, and share information extends to its programming by offering a broad spectrum of opinions, viewpoints and ideas. However, presentation of a program or topic does not constitute an endorsement of that presenter, their policies, or their beliefs.

Presentations should be free of solicitations, sales pitches, or proselytizing. Booking a Library meeting room does not constitute a Library-sponsored program. Programs may be canceled for reasons such as severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled.

#### **5.14 Service to Special Populations, Schools, and Organizations**

Library tours, instruction, and special programs are available to groups of all ages. Priority for service is given to residents of the Village of Downers Grove, schools and organizations located in the Village of Downers Grove, and schools and organizations whose students or members are comprised of 60% or more Downers Grove residents. Within the constraints of public service responsibilities and available staff, library tours, instruction, and programs will be scheduled at the convenience of the organization.

#### **5.15 Notary**

Notary service is available at no charge to Library users. The Library cannot guarantee a Notary will be available, but users may call ahead to make an appointment. Notary services close fifteen minutes before the Library closes.

Users must present current, unexpired photo identification with a signature issued by a U.S. state or federal government. Examples include a Driver's License, State ID Card, or Passport. The document being notarized must be signed in front of the Notary and all people signing must be present.

If witnesses are required in addition to a Notary, users must provide their own witnesses. The Library cannot provide witnesses and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

Library Notaries are not permitted to communicate with a Notary service customer through a translator.

Library Staff who serve as a Notary will:

- Follow the notary laws of the State of Illinois;
- Not give professional advice on legal matters pertaining to notarizing documents; and
- Reserve the right to refuse notary service if State requirements are not met.

Items Notary staff are unable to notarize:

- Cook County real estate transactions;
- Visa and immigration paperwork;
- Documents from foreign governments;
- Vital records, including birth, death, marriage, or divorce certificates and citizenship or naturalization certificates;
- Military IDs; and/or
- Certified copies of identification.

Certified copies of vital records must be requested from the county clerk, local registrar, or state Department of Public Health/Vital Records.

While Notary staff cannot certify copies of identification, they can notarize a copy that has the information contained in Appendix 1 - Sample Passport/ID Authentication.

## **5.16 Meeting Rooms**

The Downers Grove Public Library meeting rooms support library functions, meetings, programs, and partnerships. When not being used for Library functions, these rooms are available for use by community groups, organizations (both nonprofit and ad-hoc), and businesses.

The meeting rooms are a limited public forum, in the legal and practical context. The Library will not regulate the content of programs or meetings, but it may regulate activities in the limited public forum under the traditional rubrics of time, place, and manner. Presentation of a program or holding of a meeting does not constitute Library endorsement of the views of the persons holding the meeting, program speakers, or other participants. Use of the meeting room and approval of individual meeting situations not described here will be determined by the Library Director or the Library Director's designee.

Individuals or groups presenting and attending meetings, programs, and events are subject to all Library policies, rules, and regulations. The Library reserves the right to suspend or revoke permission to use the meeting room for any violation of Library policies, rules, or regulations. Inclusion of false information on the application form will

result in automatic and immediate revocation of permission. Failure to comply with Library policies, rules, and regulations (including this policy) will be grounds for suspension of meeting room privileges for up to one year.

### **5.16.2 Reservations**

- I. Downers Grove Public Library cardholders over 18 years of age or groups that include Downers Grove Public Library cardholders over 18 years of age are eligible to reserve library meeting rooms.
- II. Reservations must be made three days in advance.
- III. Reservations are accepted on a first-come, first-served basis. The time of completion of the Meeting Room application and payment of applicable fees will determine priority among community users.
- IV. Reservations are restricted to two per month per group. This includes different subgroups of the same group. If the participants of a meeting are substantially the same as the participants of a subsequent meeting, this will count the same as a group or subgroup.
- V. Reservations may be up to four hours long.
- VI. Each year beginning on June 1, advance reservations open for the 12-month period beginning September 1.
- VII. The maximum capacity of the meeting room is 100. When halved to make two separate rooms, each room's capacity is 50. Certain layouts of the room may reduce this number, and maximum capacity is determined by the Library in its sole discretion.
- VIII. A fee, based on the room reserved, is required.
- IX. Priority is given to the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation for use of meeting rooms.
- X. Library staff review each request for compliance with this policy after the reservation has been submitted online. The applicant will receive approval or denial of most requests within three business days.
- XI. Additional equipment may be available and must be requested at the time of reservation.
- XII. Reservations for musical programs or other noisy activities must book the full Meeting Room. Library staff may define activities that are too noisy for a divided room booking.
- XIII. The Library reserves the right to change, relocate, or cancel meeting room reservations.
- XIV. Meetings canceled by an individual or group at least seven days before the meeting will receive a full refund of any fees paid. No refund will be given for meetings canceled with less than seven days notice. Notice must be given to the Administrative Office.

### **5.16.3 Use**

- I. No admission charges, collections, tuition, sales, or other money raising activities are permitted, except those sponsored by the Library, Friends of the Downers Grove Public Library, or Downers Grove Public Library Foundation. All meetings must be open to the public.
- II. Permitted uses include educational, cultural, recreational, informational, religious, political, commercial, or other programs or meetings of interest to members of the community.
- III. Meeting rooms may not be used for private social gatherings, commercial purposes, sales, fundraising, marketing, or personal and/or financial gain, including presentations of products or services, or activities that disrupt the normal operations of the Library or involve a threat to public safety.
- IV. Time limits are enforced. Meeting preparation and take down must be made within the approved reservation time period. Groups using the meeting rooms must end programs at least 15 minutes prior to the library's closing time, or at such other time as directed by Library staff.
- V. Room setup must be requested at the time of meeting room application. Several standard setups are available. Staff will not be made available to change the arrangement if a non-standard setup is required or if changes not on the application are requested. Groups are expected to rearrange the room to their own needs
- VI. Refreshments that do not require on-site preparation or warming may be served, such as pizza, prepared sandwiches, and other similar refreshments. Refreshment supplies (cups, paper goods, coffee, tea, etc.) must be provided by the group. Alcoholic beverages are prohibited.
- VII. The Library Meeting Room is physically accessible to people with disabilities. Users of meeting rooms are responsible for complying with the provisions of the Americans with Disabilities Act and all other Federal, State and local laws, ordinances, regulations, and directives.
- VIII. The booking cardholder is responsible for cleanup at the conclusion of a program or meeting. The Library may charge an additional fee to a user who does not perform this responsibility.
- IX. Publicity for any event in the meeting rooms must include the disclaimer, "This event is not sponsored by the Downers Grove Public Library." The Library telephone number is not to be included in any news releases or flyers publicizing the event. The name, address, and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation. No publicity will be done by the Library for groups booking the meeting room.

- X. Non-library equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
- XI. The Library may adopt additional rules and/or operations guidelines for the use of the Meeting Room.

#### **5.16.4 Damages and Liability**

The Library is not responsible for possessions left in a meeting room. Any individual, group, or organization using the meeting room shall be held responsible for damage to the meeting room, building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its meeting. All individuals, groups, or organizations shall indemnify, defend, and hold harmless the Library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind relating to injuries, or damage arising from any act or omission of the individual, group, or organization's use of the meeting room.

#### **5.17 Conference Rooms**

The Downers Grove Public Library conference rooms support library functions, meetings, programs, and partnerships. When not being used for Library functions, these rooms are available for use by individuals, community groups, organizations (both nonprofit and ad-hoc), and businesses.

The conference rooms are not a public forum, in the legal and practical context. The presentation of a program or holding of a meeting does not constitute Library endorsement of the views of the persons holding the meeting, program speakers, or other participants. Use of the conference room and approval of individual meeting situations not described here will be determined by the Library Director or the Library Director's designee.

Individuals or groups presenting and attending meetings, programs, and events are subject to all Library policies, rules, and regulations. The Library reserves the right to suspend or revoke permission to use a conference room for any violation of Library policies, rules, or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission. Failure to comply with Library policies, rules, and regulations (including this policy) will be grounds for suspension of conference room privileges for up to one year.

#### **5.17.2 Reservations**

- I. Downers Grove Public Library cardholders are eligible to reserve library conference rooms in advance.
- II. Reservations may be up to four hours long.
- III. Reservations are accepted on a first-come, first-served basis.
- IV. Reservations are restricted to two per month per user.

- V. Each year beginning on June 1, advance reservations open for the 12-month period beginning September 1.
- VI. The maximum capacity of Conference Room A is 16. The maximum capacity of Conference Room B is 10.
- VII. Priority is given to the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation for use of conference rooms.
- VIII. Library staff review each advance reservation for compliance with the Library's Conference Rooms Policy after the reservation has been submitted online. The applicant will receive approval or denial of most requests within three business days.
- IX. The Library reserves the right to change, relocate, or cancel conference room reservations.

#### **5.17.3 Use**

- I. No admission charges, collections, tuition, sales, or other money raising activities are permitted, except those sponsored by the Library, Friends of the Downers Grove Public Library, or Downers Grove Public Library Foundation.
- II. Permitted uses include educational, cultural, recreational, informational, religious, political, commercial, or other programs or meetings of interest to members of the community.
- III. Conference rooms may not be used for private social gatherings, commercial purposes, sales, fundraising, marketing, or personal and/or financial gain, including presentations of products or services, or activities that disrupt the normal operations of the Library or involve a threat to public safety.
- IV. Time limits are enforced. Meeting preparation and take down must be made within the approved reservation time period. Groups using the conference rooms must end programs at least 15 minutes prior to the library's closing time, or at such other time as directed by Library staff.
- V. Each room is equipped with a table, chairs and whiteboard.
- VI. Beverages in covered cups and limited refreshments, such as cookies or packaged snacks, are permitted. Alcoholic beverages are prohibited.
- VII. Conference rooms are not soundproof. Everyone is expected to show consideration for those using adjoining rooms. Loud or disruptive behavior will result in everyone being asked to leave the room and possibly the Library.
- VIII. The Conference Rooms are physically accessible to people with disabilities. Users of conference rooms are responsible for complying with the provisions of the Americans with Disabilities Act and all other Federal, State and local laws, ordinances, regulations, and directives.

- IX. The booking cardholder is responsible for cleanup at the conclusion of a program or meeting. The Library may charge an additional fee to a user who does not perform this responsibility.
- X. Publicity for any event in the conference rooms must include the disclaimer, "This event is not sponsored by the Downers Grove Public Library." The Library telephone number is not to be included in any news releases or flyers publicizing the event. The name, address and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation. No publicity will be done by the Library for groups booking the meeting room.
- XI. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.
- XII. The rooms are to be left as found. If there is damage to a room or equipment, the booking cardholder will be held responsible and will promptly compensate the library for repairs, cleaning or loss.
- XIII. The Library may adopt additional rules and/or operations guidelines for the use of the Conference Rooms.

### **5.18 Study Rooms**

The Downers Grove Public Library provides study rooms for use by individuals or small groups. Study rooms cannot be used for public meetings. Use of study rooms may not be publicly advertised. The Library does not post meetings taking place in a study room.

#### **5.18.2 Reservations**

- I. Downers Grove Public Library cardholders are eligible to reserve study rooms in advance.
- II. Reservations may be up to two hours long.
- III. Reservations are accepted on a first-come, first-served basis.
- IV. Reservations are restricted to two per week per user.
- V. The maximum capacity of study rooms varies from two to six.
- VI. Priority is given to the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation for use of Study Rooms.
- VII. The Library reserves the right to change, relocate, or cancel study room reservations.

#### **5.18.3 Use**

- I. Time limits are enforced. Individuals or groups are expected to vacate the room within the approved reservation time period. Individuals or groups using the study rooms must end at least 15 minutes prior to the library's closing time, or at such other time as directed by Library staff.
- II. Each room is equipped with a table, chairs and whiteboard.

- III. Beverages in covered cups and limited refreshments, such as cookies or packaged snacks, are permitted. Alcoholic beverages are prohibited.
- IV. Study rooms are not soundproof. Everyone is expected to show consideration for those using adjoining rooms. Loud or disruptive behavior will result in everyone being asked to leave the room and possibly the Library.
- V. Non-library equipment, supplies, or personal effects cannot be stored or left in study rooms before or after use.
- VI. The rooms are to be left as found. If there is damage to a room or equipment, the booking cardholder will be held responsible and will promptly compensate the library for repairs, cleaning or loss.
- VII. Use of Study rooms does not constitute Library endorsement of the views of the people using these rooms.
- VIII. Those who do not comply with the Study Rooms Policy may lose their access to the rooms.
- IX. The Library may adopt additional rules and/or operations guidelines for the use of the Study Rooms.

## **5.19 Exhibits and Displays**

The Downers Grove Public Library hosts exhibits and displays within the Library building to help provide cultural enrichment to the community. Library staff is responsible for administration of all exhibits and displays.

### **5.19.1 Kids Room Display Cases**

The Library provides small exhibit cases in the entrance to the Kids Room where children exhibit their personal collections of books, toys, or other items. Library staff develop rules and procedures for use of Kids Room Display Cases.

### **5.19.2 Gallery Spaces and Lobby Display Cases**

The Library provides gallery spaces and lobby display cases suitable for the display of works of art. Exhibits in these spaces may promote Library collections and services or may feature the work of local artists and arts organizations.

- I. The Library is responsible for the selection of artists, as well as the hanging, labeling, and removal of all exhibits.
- II. There is no special security for artwork exhibits. The Library is not responsible for loss of or damage to artwork on display.
- III. Individuals who are interested in purchasing artwork must contact the artist directly. The Library provides contact information and may provide price lists.
- IV. The Library reserves the right to refuse to display any piece of artwork, the work of any artist, or the use of exhibit and display space to anyone whose exhibit is disruptive of library functions.

V. Exhibits do not necessarily reflect the views of the Library or the Board of Library Trustees.

## **5.20 Bulletin Boards**

Bulletin Boards, administered and maintained by staff, promote awareness of services and events of interest to community members. Organizations based in Downers Grove will be given priority. Space permitting, promotion of services and events offered by commercial entities will be posted if they are of an artistic, cultural, educational, civic, or historical nature. A public bulletin board provides space for flyers advertising the activities of local educational, cultural, civic, and government groups. Advertisements of for-profit organizations and partisan political activities are not posted on the public bulletin board. A bulletin board for job seekers provides space for job ads.

- I. Under no circumstances may facilities be used to advertise or sell personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Promotions of fundraising by Downers Grove area non-profit organizations will be permitted.
- II. Magazines or newspaper format publications with advertisements are not generally available as handouts in the library.
- III. Postings from outside organizations are subject to the availability of space. Materials will not be returned to any organization or individual.
- IV. Material that advocates the election of or the defeat of a ballot issue, referendum or candidate for public office will not be displayed.
- V. Questionable items are referred to the Library Director, or designee. The library reserves the right to make exceptions based on existing policy and will make final decisions regarding the availability and use of the facilities. Unapproved postings will be removed from the facilities.
- VI. Specific time periods for postings cannot be guaranteed.
- VII. The Library accepts up to 50 copies of flyers for public distribution, within the same limits as postings on the bulletin boards.
- VIII. The Library may adopt additional rules and/or operations guidelines for the use of the Bulletin Boards.

### **5.20.1 Disclaimers**

The Library does not endorse or recommend any organization, business, or potential employer. The Library explicitly makes no representations or guarantees about the accuracy of postings on bulletin boards. It is the responsibility of the user to perform due diligence in researching and/or verifying information contained in any posting.

Employers and applicants are encouraged to perform their own due diligence when offering, applying for, or accepting private employment by requesting references or any other information needed to establish qualifications, credentials and overall fit between employer and applicant.

Postings may contain links to third party sites. The Library does not review materials or information posted at websites so linked, and therefore, the Library disclaims any responsibility for the contents of such sites. Any such linking to a third party website should not be interpreted as a form of endorsement or recommendation.

### **5.21 Gaming Systems**

Gaming systems are available in Teen Central and the STEM Room. Use of gaming consoles ends 15 minutes prior to closing. The Library will establish rules of use for the gaming systems in the library. Programming taking place in these areas takes precedence over open gaming.

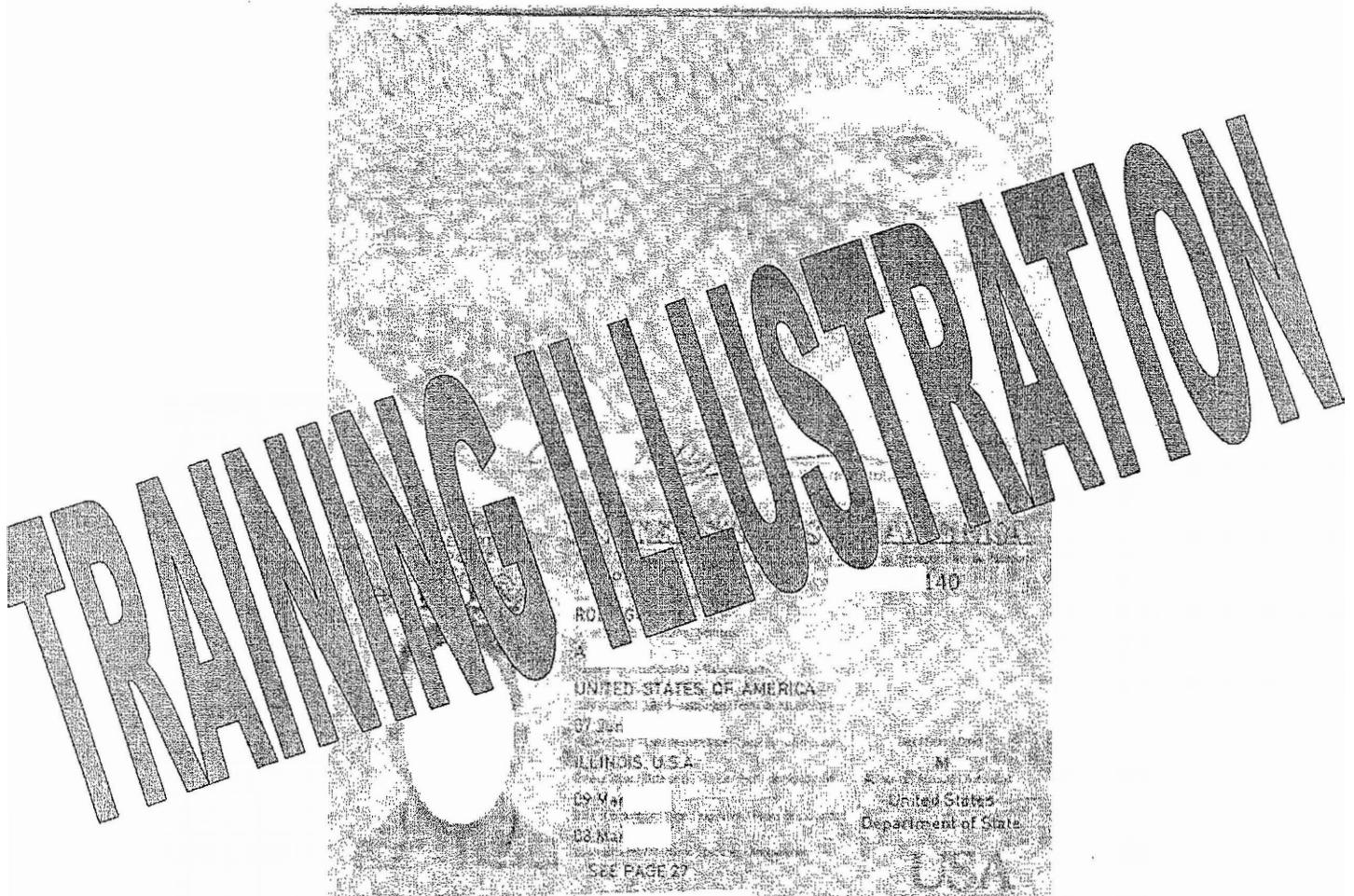
### **5.22 Home Delivery Services**

Downers Grove Public Library offers home delivery services to users residing in the Village of Downers Grove who are unable to visit the Library. To qualify, the resident must be generally confined to one's residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility issues. The Library is committed to ensuring that all patrons receiving homebound delivery services are treated with dignity, respect, and impartiality. In addition, the Library is committed to ensuring that the staff and volunteers of Library are treated with dignity and respect and that they are safe while serving the public. Home delivery service users will not be charged overdue fines, but will be charged for borrowed items that are lost or damaged. The Library may adopt additional rules and/or operations guidelines for Home Delivery Services.

## Appendix 1 - Sample Passport/ID Authentication

I, John S. Doe, certify this to be a true and authentic copy of my \_\_\_\_\_

SIGNATURE: John S. Doe (name of document)



STAMP NOTARY LANGUAGE HERE – SIGNER MUST CHOOSE WHICH STAMP TO USE

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 23, 2019**

**AGENDA ITEM 9A  
Personnel Policy**

As requested at the December 12, 2018 meeting, I have reviewed the updated Personnel Policy for the definition of immediate family and for inclusion of gender identity in the context of anti-harassment and anti-discrimination.

In section 3.4 Equal Opportunity Employment, 3.12 Employee Code of Conduct, and section 3.39.2 Definition of Harassment, I recommend changing “sex” to “gender” and adding “gender identity.”

In the third paragraph of section 3.5 Appointments, I recommend striking “aunt, uncle, niece, and nephew” from the definition of immediate family.

### **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, gender, gender identity, 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, as well as any relative residing at the employee's address and requiring the care and attention of the employee.

### **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 gender, gender identity, 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 that are appropriate for the position and wear a nametag 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.

### **3.39.2      Definition of Harassment**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a characteristic protected by law, such as gender, gender identity, 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.

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

**AGENDA ITEM 10  
Librarian's Report**

**Financial Reports in Packet**

You will notice that this packet contains two sets of financial reports, one for the end of the 2018 fiscal year and one for the beginning of 2019. Because the invoices processed between the December and January Board meetings may be posted in either year, both reports are included. The 2018 expenditure report is not final. After the last of the 2018 invoices are approved for payment at this meeting, the final 2018 expenditure report will be included in the February Board meeting packet.

**DGPL Foundation Request for Proposals for Next Art Donation**

Artist proposals are due Friday, January 18 to the Downers Grove Public Library Foundation. The Foundation's banner on the wall where the new work will be hung has generated positive buzz.

**2019 Anticipated Budget Line Variations**

The brief spreadsheet included in your packet shows budget lines with anticipated variations of \$1,000 or more for 2019. The DuPage Foundation's grant for "View from the Artist's Studio" was received in 2018 but expenses will be paid in 2019. DGPL Foundation's donation of first year seed money for Satellite Stacks, deposit collections at senior living centers, is reflected in both revenue and expenses. Interlibrary loan functions and staff moved from the Circulation Department to the Adult & Teen Services Department. Due to personnel changes and the actual renewal rates, there are some significant variations in the Health Insurance budget lines.

**Construction Update**

A cost update for the 2018 project is included in your packets. The original project cost of \$656,418 included \$30,000 for construction contingency. Only \$2,391 was used for contingency. \$27,609 will be returned by Shales McNutt Construction for the unused contingency. Positive feedback from library users has focused on the new family restrooms, as shown by the How Did We Do? Comment card included in your packet.

**FY2019 Illinois Public Library Per Capita Grant Application Submitted**

The FY2019 Illinois Public Library Per Capita Grant Application for the Downers Grove Public Library is included in your packet.

Julie Milavec  
Library Director

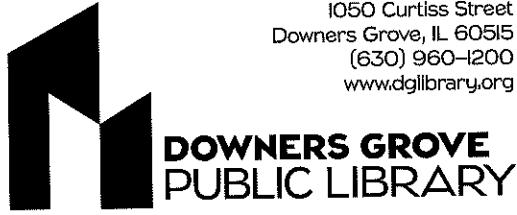


# Downers Grove Public Library

Interior Renovations 01/10/18 Cost Update



Bid Packages	Contract Amount with Accepted Alternates		
BP-06A General Trades	\$	187,200	
BP-09A Painting	\$	9,469	
BP-09B Flooring	\$	32,710	
BP-22A Plumbing	\$	35,800	
BP-26A Electrical	\$	220,543	
<b>Total Trade Contractor Cost</b>			<b>485,722</b>
SMC Field Supervision	\$	40,000	
General Requirements	\$	13,574	
SMC OH+P	\$	28,142	
Approved Change Orders (Value Engineering)	\$	(33,259)	
Construction Contingency	\$	30,000	
<b>Subtotal</b>			<b>\$ 78,457</b>
<b>Total Construction Cost</b>			<b>\$ 564,179</b>
SMC Preconstruction Fees	\$	8,000	
A/E Fees	\$	46,500	
Furniture/Equipment	\$	31,796	
Appliances	\$	5,943	
Permit Fees	\$	-	
<b>Subtotal</b>			<b>\$ 92,239</b>
<b>Current Project Cost</b>			<b>\$ 656,418</b>
<b>Remaining Change Orders</b>			
Installation of Fencing Around Dumpster	\$	800	Actual
Credit for unused CM Misc Allowance	\$	(1,668)	Actual
Credit for unused Dumpster Allowance	\$	(550)	Actual
T-2 Tile Change Per Submittal Review	\$	295	Actual
Addition of 3 Added Outlets in Kids Area Per Owner Request	\$	1,319	Actual
Install FA Device in Wellness Room Per 12/18/18 FD Comment	\$	917	Actual
Installation of Added Outlet in Alternate #6 area per Owner Req	\$	631	Actual
Installation of New Floor Drains in 152, 151, and 157	\$	647	Actual
<b>Total</b>	\$	<b>2,391</b>	
<b>Final Project Cost with Remaining Change Orders</b>			<b>\$ 658,809</b>
<b>Unused Contingency Amount</b>			<b>\$ (27,609)</b>
<b>Final Project Cost</b>			<b>\$ 631,200</b>



## How Did We Do? Tell Us.

Use this form or tell us online at [www.dglibrary.org/feedback](http://www.dglibrary.org/feedback).

Date: 1/6/19

wonderful job on kids room bathroom  
renovation! So user friendly. Very well  
thought out.

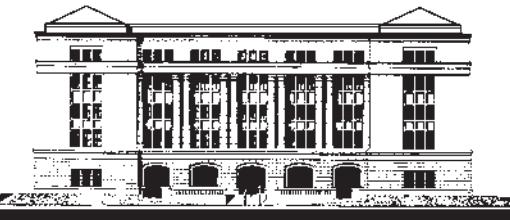
Name: Amy Dunbar

Address: \_\_\_\_\_

Yes, I'd like a response.

Email: hdunbar@hotmail.com

Phone: 203-927-6602



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.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

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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 remodeling, 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.)

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 23, 2019**

**DEPARTMENT REPORTS – DECEMBER 2018**

**Administration – Jen Fredericks**

- Met with two employees from DuPage County Continuum of Care with Julie Milavec, Cindy Khatri, and Karen Bonarek to learn about opportunities to better serve vulnerable populations in our community. We were introduced to an online resource, CRIS, which is the Community Resource Information System of DuPage County and aggregates nonprofit service providers in DuPage County.
- Attended a Gale Analytics on Demand webinar with Cindy Khatri and Annie Jagielski to better understand how we can use this marketing tool to integrate library user data with village demographics to potentially help us make better and more informed decisions about reaching out to new users, creating new programs and services, and allocating resources more efficiently. As a result of the webinar, an Analytics on Demand cross-departmental team has been assembled and we will work together to better utilize library resources.
- Three area residents reached out to inquire about distributing handmade scarves and winter bundles to our patrons in the library experiencing homelessness. Because of the sensitive nature of their gesture, I took the winter bundles to the PADS shelter at First United Methodist Church, where they were handed out to residents.

**Adult & Teen Services – Lizzie Matkowski**

- From Dec. 14 to Dec. 19, we held Final Exam Cram and had more than 500 students here over the course of 5 days. During the busiest of times, there were about 120-140 students! Congrats to Amanda for organizing!
- Several staff attended ATLAS' Annual Multi-Library Staff Day: Serving Patrons with Different Ability Levels with the Disability Awareness Players on December 7.
- On Dec. 27, we held an Adult Craft: Cricut Tote Bags program. Participants made some amazing designs!
- On Dec. 14, we were notified that DGPL was one of 50 libraries selected to participate in the American Library Association (ALA) Public Programs Office American Creed: Community Conversations project. Thanks to Karen B for her hard work organizing the grant application and programs for this project!
- Amanda visited Herrick and O'Neill middle schools with Erin for book talks.

**Children's Services – Allyson Renell**

- On December 4, the Library hosted District 58 Grove Preschool's Family Reading Night. The Kids Room provided a storytime while Grove Preschool teachers

provided other family activities. There was even a visit from Curious George! 150 students and their families attended.

- Curious George also visited the Kids Room twice in December. On December 7, 172 people lined up for picture with the famous storybook monkey and on December 8, 134 attended.
- The Kids Room continued their participation in the Downtown Management Association's Gingerbread Man Hunt this year as a place where children could find the gingerbread man and pick up their prizes. We had 171 children visit the Kids Desk to pick up their prize after finding the Gingerbread Man at various location around Downers Grove.
- In general, the Kids Room had a very busy December! Most of our programs were very well attended. Top programs were JG's Reptile Road Show that brought in 300 people and our Bubble Dance Party that brought in 155.

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

- We ended the year on a busy note with our annual circulation for the year coming in at 1,270,017! Through amazing teamwork across the library, we were able to meet the demands of being such a busy library while still providing our patrons stellar patron service.
- Staff brought the last two carts to the PADS locations at St. Mary Gostyn and First Congregational Church. The book carts are home to donated books, board games, and crafts for the PADS clients to enjoy.
- Our first on-site library card registration event at the First United Methodist PADS location was a huge success! On our first night there, we registered 14 new cardholders for the restricted use card. Last year we had a total of 16 clients register for this card so we almost met that registration amount in one night! We plan on visiting this location monthly as well as the First Congregational location.
- We hosted a retirement party for Circulation Clerk Cindy Nicolas, who was with DGPL for 20 years.
- With many patrons traveling and visiting the library for last minute materials to bring on their vacations and with school being out, we were kept very busy at the Circulation Desk. We opened 139 new library cards in December!

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

- Apparently, December happened! For IT, this was a month of figuring out who was taking off when, as vacations were in full swing in preparation for the holiday season. Despite this, staff led four computer classes and completed 21 hour-long (ish), one-on-one Book-an-Expert sessions during December.
- Fourth quarter purchases were finalized in December, which resulted in a host of much needed upgrades for staff and public equipment. Additionally, items were ordered for the newly minted Anything Emporium, where many of the “what do we do with this?” IT devices and gadgets will live. Once tested, vetted, catalogued, and labeled, patrons can look forward to checking out devices ranging from

portable projectors to something all the kids are going crazy over – TI-83 Plus graphing calculators (there is demand!).

### **Public Relations – Jen Fredericks**

- Staff produced our first 12-page newsletter, which reached homes during the holidays. It has a fresh crisp layout that includes:
  - more white space
  - colorful graphics and softer color headlines to showcase Discover • Grow • Play • Learn
  - complete children's programs—also replaces the separate kids program flyer
  - expanded pages for adult and teen programming
  - Future Bestsellers now featured with book covers
  - new simplified legend for program registrations that replaces the old symbols with colored letters
    - R = Register in advance...
    - A = Children must attend with an adult
    - D = GPL card required
    - P = Prerequisite required
- Cris and Melody presented at a Department Heads meeting to share specifics about their individual roles, duties, and timelines for projects.

### **Access Services – Amy Prechel**

#### Projects and Updates

- Thursday December 6 was Maria Patacsil's 25th service anniversary with the library! Access services placed commemorative bookplates in collection items in recognition of her and 8 other staff members being recognized for their service anniversaries.
- On December 4, Amy Prechel and Cheryl Pawlak worked with representatives from Bibliotheca to update the matrix for our RFID sorter. We can now use an additional data facet to more accurately accommodate new and reorganized collections.
- Amy Prechel began the process of evaluating our item types, circulation, and hold rules to ensure the Sirsi ILS software configurations are in line with current library procedures, and to set parameters for the upcoming "Anything Emporium" collection.
- The Access Department's holiday party took place Thursday December 20.
- On December 28, Bernie's Books picked up 6 bins of withdrawn children's material.
- Over 150 items were prepared for the inaugural installations of the library's "Satellite Stacks" coming to community assisted living facilities in the new year.

## Staff Training and Professional Development

- Kira Riddle cross-trained with Nora Mastny on cataloging Tuesday December 4 and on the acquisitions process Thursday December 6. Amy Prechel also cross-trained and undertook cataloging and acquisitions duties while Nora was out of the office at the end of the month.
- Amy Prechel attended a Blue Cloud Analytics workshop at SWAN Thursday December 13, and met with Cindy Khatri and Annie Jagielski December 18 to share her knowledge.

## Inventory and Cataloging

- For ATS collection: added 1138 print items, 313 AV items; discarded 4304 print items and 491 AV items.
- For Kids Room collection: added 674 print items and 347 AV items; discarded 1200 print items and 79 AV items.
- A collection of 30 Playaway Launchpads were added, as well as 13 new reading and math resource kits.
- 1175 magazines were withdrawn and prepared for an upcoming giveaway on January 19.
- We claimed 17 magazines that did not arrive when expected.

## Reclassification and Repairs

- Repaired 682 ATS and Kids Room books and audiovisual items.
- Reclassified 488 general adult and ATS and Kids Room items.
- On December 27, the Consumer Information collection was reclassified to make labeling consistent, and many items were changed from reference to circulating.
- MaryKellie Marquez has given particular effort to refreshing the kids Read Along collection. They are now classified in a way that is consistent with our other collections.

## **Facilities Services – Ian Knorr**

- A new maintenance contract was signed for one year with Hayes Mechanical, which runs from April 1, 2019 to April 1, 2020.
- Ian met with Davis Moore from ServiceMaster to revisit contractual obligations.
- Ian replaced the exhaust fan motor and assembly in the staff restrooms.
- Ian had a welcome meeting with new Custodian Ana Herrera.
- Ian worked with Shales McNutt to schedule punch list items for repair.
- Ian worked with Tom Andrys from Grainger on pricing out lamps for the can lights on the second floor, which would complete the LED swap-over in all public areas.

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	DEC 18	%	DEC 17	%	DEC 16	%
2	<b>Checkouts</b>						
3	Selfchecks	38,006	68%	40,446	72%	41,297	78%
4	Staff desk	17,726	32%	15,870	28%	11,912	22%
5	<b>Total checkouts</b>	<b>55,732</b>		<b>56,316</b>		<b>53,209</b>	
6							
7	<b>Renewals</b>						
8	Auto-renewal	32,481		32,770			
9	Selfchecks	37		53		1,245	
10	Staff desk (incl. phone)	241		354		2,847	
11	Patron renewals on website	614		615		11,355	
12	Patron renewals on BookMyne	13		18		235	
13	<b>Total renewals</b>	<b>33,386</b>		<b>33,810</b>		<b>15,682</b>	
14							
15	<b>Total item checkout and renewals</b>	<b>89,118</b>		<b>90,126</b>		<b>68,891</b>	
16							
17	<b>Digital Circulation</b>	<b>7,850</b>		6,903		7,082	
18							
19	<b>Total circulation</b>	<b>96,968</b>		<b>97,029</b>		<b>75,973</b>	
20							
21	<b>Reserves Processed</b>						
22	Received from ILL	5,661		6,101		6,435	
23	ILL sent	4,103		4,307		3,894	
24	OCLC requests processed	207		344		716	
25							
26	<b>Gate count</b>						
27	North	24,537		24,720		24,524	
28	South	12,951		12,939		13,318	
29	<b>Total</b>	<b>37,488</b>		<b>37,659</b>		<b>37,842</b>	
30							
31	<b>Registrations</b>						
32	New resident cards	139		102		123	
33	New fee cards	4		8		4	
34							
35	Current borrowers	x		28,993		31,358	

	DGPL Circulation - 3 year comparison		
	2018	2017	2016
January	101,682	87,838	85,984
February	102,874	80,824	83,848
March	111,984	96,836	90,823
April	98,516	84,331	85,194
May	106,869	88,998	81,533
June	115,280	106,241	97,150
July	118,870	120,148	99,122
August	112,134	115,194	92,942
September	101,071	104,155	82,504
October	104,196	104,595	82,481
November	99,573	101,738	78,940
December	96,968	97,029	75,973
	<b>1,270,017</b>	<b>1,187,927</b>	<b>1,036,494</b>



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

**Circulation**

	Dec 2017	Dec 2018	YTD Totals		
Adult	54,145	50,975	622,629	650,364	
Teen	1,789	1,733	25,836	29,417	
Children	34,192	36,398	449,820	505,007	
Download	6,993	7,850	87,125	89,877	
Total	97,119	96,956	1,185,410	1,274,665	89,255    7.5%

**Circulation - By Item**

	Books	Audio	Video	Misc.	Total
Adult	27,384	53.72%	6,209	12.18%	13,824
Teen	1,607	92.73%	59	3.40%	46
Children	27,659	75.99%	1,725	4.74%	5,879
Total	56,650	63.58%	7,993	8.97%	19,749
					22.16%    4,714    5.29%    89,106

**Collection - All Items**

	Books	Audio	Video	Misc.	Total
Adult	111,607	74.65%	15,096	10.10%	14,895
Children	72,950	84.02%	2,860	3.29%	8,296
Total	184,557	78.09%	17,956	7.60%	23,191
					9.81%    10,620    4.49%    236,324

**Book Collection**

	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Adult	124,404	111,607			
Children	75,035	72,950			
Total	199,439	184,557	199,439	184,557	-14,882    -7.5%

**Audio Collection**

	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Adult	16,516	15,096			
Children	2,874	2,860			
Total	19,390	17,956	19,390	17,956	-1,434    -7.4%

**Video Collection**

	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Adult	15,631	14,895			
Children	7,645	8,296			
Total	23,276	23,191	23,276	23,191	-85    -0.4%

**Miscellaneous Collection**

	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Adult	8,641	7,905			
Children	2,694	2,715			
Total	11,335	10,620	11,334	10,620	-714    -6.3%



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

### Rooms & Spaces

	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Community Use of Rooms <i>Meeting, Conference, Study Rooms</i>	929	1,077			
Community Use of Spaces <i>Media Lab, STEM Room, Teen Gaming</i>	120	136			
Rooms and Spaces Total	1,049	1,213	14,536	15,107	571    3.9%

### Programs Offered

Programs Offered	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Library Programs Offered					
Adult	10	12			
Teen	8	7			
Children	55	54			
Outreach Programs Offered					
Adult	0	0			
Teen	2	5			
Children	5	10			
Passive Programs Offered					
Adult	0	2			
Teen	0	2			
Children	14	5			
Programs Offered Total	94	97	1,305	1,422	117    9.0%

### Program Attendance

Program Attendance	Dec 2017	Dec 2018	YTD Totals		YTD Difference
Library Program Attendance					
Adult	156	150			
Teen	688	544			
Children	1,292	1,753			
Outreach Program Attendance					
Adult	0	0			
Teen	37	151			
Children	164	337			
Passive Program Attendance					
Adult	0	7			
Teen	0	51			
Children	350	216			
Program Attendance Total	2,687	3,209	45,734	44,533	-1,201    -2.6%



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

### Gate Count

	Dec 2017	Dec 2018	YTD Totals	YTD Difference	
	37,659	37,488	526,648	499,061	-27,587 -5.2%

### Reference Questions

	Dec 2017	Dec 2018	YTD Totals	YTD Difference	
One on One Tutorials	18	31	330	362	32 9.7%

### Computer User Sessions

	Dec 2017	Dec 2018	YTD Totals	YTD Difference	
Adult	3,103	3,271			
Children	914	1,033			
Total	4,017	4,304	63,109	58,113	-4,996 -7.9%
Wireless Sessions	2,620	2,643	28,416	31,080	