

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 27, 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. January 2019 Financial Report
 - b. February 2019 Invoices

Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 27, 2019, IMMEDIATELY FOLLOWING REGULAR MEETING**

The Board of Library Trustees will tour the recently completed library renovations, beginning in the Library Meeting Room immediately following regular meeting. Members of the public are welcome to join the tour. The Committee of the Whole will not reconvene following the tour.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 23, 2019, 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, Resident Terry Pavesich.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** Milavec noted a correction in Agenda Item 4, where Trustee Carissa Dougherty's term should be listed as a six-year term, not a four-year term. It was moved by Humphreys and seconded by Morrow THAT the Minutes of the December 12, 2018 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. December 2018 Financial Report. Milavec presented the report. A new version of the 2018 invoice edit list was distributed due to a \$0.63 change in one of the invoice totals. The final 2018 expenditure report will be in the February Board packet. The 2018 revenues as seen in the January Board packet should be final and came in at 2% over the estimated amount. The 2018 expenditures are at about 92% of the budget. Milavec noted that the final invoice of the 2018 construction project would be paid in 2019. Included in the January Board packet is a comparison of the original project totals versus the final project totals, showing that the project came in under budget. The final construction bill will be approved in February.
 - b. January 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of December 2018 capital replacement invoices totaling \$25,425.55, the payment of January 2019 capital replacement invoices totaling \$2,907.07, the payment of December 2018 operating invoices totaling \$67,737.87, the payment of January 2019 operating invoices

totaling \$95,179.75, the acceptance of December 2018 credit memos totaling \$1,890.07, and the ratification of December 2018 payrolls totaling \$215,212.65 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.

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

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

Terry Pavesich, resident and DGPL Circulation Clerk, commented on an issue with the new vacation schedule. Terry, along with other Circulation staff, are not pleased with the new vacation schedule and feel that the clerks and shelvers are the ones losing vacation time with the new policy. Staff cannot request unpaid time off, instead having to find replacements for shifts. She should be able to take unpaid time off if she would like. Staff also cannot make up holidays. Many staff had three holiday days off at Christmastime this year and were not allowed to make that time up. That is what the extra week of vacation was helpful for – to cover unpaid holidays. Terry would like to see the policy be left the way it was before. If the Board is going to take the week of vacation away from staff, she thinks staff who are normally scheduled to work on holidays should be paid for the time off. It would cost the library \$5,400 a year.

8. **New Business.**

- a. Library Services Policy. This is the final piece of the new policy manual and incorporates the old library services policy and circulation policy into one. Milavec tried to get rid of rules and operational guidelines and tried to simplify language. Policies covering notary services, bulletin boards, gaming systems, and home delivery services were added.

It was moved by Gigani and seconded by Humphreys THAT the Library Services Policy be approved as presented. Motion passed by voice vote.

9. **Unfinished Business.**

- a. Personnel Policy. Milavec presented the changes to the personnel policy approved in December. Throughout the personnel policy, the term “sex” was changed to “gender and gender identity.” The definition of immediate family was also changed. It was moved by Humphreys and seconded by Morrow THAT the updated Personnel Policy be approved as presented. Motion passed by voice vote.

10. **Library Director’s Report.** Milavec presented the report. Staff In Service Day was Friday. The focus was safety and security and staff participated in fire and

tornado drills. The Downers Grove Police Department presented on active intruder procedures, the Downers Grove Fire Department did fire extinguisher training, and staff had training on the new AED machines. The artists' proposals were due to the Foundation last Friday. The Art Committee will be meeting to review the three proposals that were received. The Per Capita Grant application was completed and is included in the packet. Jen is working on the Illinois Public Library Annual Report that is due at the end of February. The 2018 circulation total was 1,270,000 items, which is a new all-time high. There will be all sorts of new and interesting things available for checkout in 2019. The library is starting an Anything Emporium collection, which is DGPL's version of a library of things.

11. Trustee Comments and Requests for Information.

Trustee Morrow knows multiple people who volunteer with PADS and they have all had wonderful things to say about the mobile library and the library's involvement with the program.

Trustee Morrow also commented that her SWAN account was frozen because she had changed addresses in the last year, but she received no notification of this happening and did not find out until she tried to use her card. She was wondering if an alert could be sent out to patrons who experience this issue so they can correct it right away. President Graber mentioned that the same thing happened to him. Milavec commented that this is a SWAN report that runs every year so she will look into what they can do about notifications across the consortium.

President Graber commented that the construction numbers look good and the changes he has seen around the library look good as well. He would like to have a walk-through with the rest of the Board at the next meeting for everyone to see all of the changes that occurred during the project.

President Graber also commented that he came in to check out CDs and realized he did not have a CD player at home anymore. He thought it might be a good idea to offer CD players for patrons to check out. Jen Fredericks mentioned that CD players are on the list to be added to the Anything Emporium.

Trustee Humphreys works with the PADS site at First Congregational Church across the street and the library's involvement is very much appreciated.

Trustee Humphreys has also received a couple of unsolicited comments from people about the construction project, especially about the family restrooms and how great they are.

Trustee Morrow mentioned that she wanted to attend the library's genealogy program but it was during the week at 2:00 p.m. She was wondering if that is an inconvenient time for patrons. Milavec mentioned that historically, the genealogy programs have been filled with retired patrons who are available at that time. Trustee Morrow thinks the genealogy programs might become more popular with 23 and Me and ancestry.com gaining popularity and suggested the library try to hold a couple more programs in the evening as well.

Trustee Gigani asked if the school district schedule is checked when planning In Service Day, as this year's In Service Day closure fell on a day that the schools were off, which inconvenienced more patrons.

Trustee Dougherty appreciates the department reports in each packet. She would like to see comparisons for some of the numbers listed in the reports.

12. Adjournment. President Graber adjourned the meeting at 8:06 p.m.

DOWNERS GROVE LIBRARY

12/31/18 unaudited

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,468,402	\$ 1,402,512
FUND BALANCE	\$ 1,276,843	\$ 1,402,512

Katelyn, this changed since I originally sent it.

DOWNERS GROVE LIBRARY

1/31/2019

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,060,999	\$ 1,376,540
FUND BALANCE	\$ 934,156	\$ 1,376,540

2018 FINAL REVENUE
Revenue by Object Report

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

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,182,314.00	5,226,829.79	5,226,829.79	-44,515.79	100.86
4109 Prior Year Property Taxes	100.00	103.91	103.91	-3.91	103.91
4313 Personal Property Replacement Tax	60,000.00	57,206.80	57,206.80	2,793.20	95.34
4410 Sales of Materials	10,000.00	10,048.43	10,048.43	-48.43	100.48
4502 Charges For Services	15,000.00	38,957.30	38,957.30	-23,957.30	259.72
4509 Fees For Non-Residents	16,000.00	17,390.50	17,390.50	-1,390.50	108.69
4571 Rental Fees	4,500.00	6,380.00	6,380.00	-1,880.00	141.78
4581 Fines	42,000.00	35,132.89	35,132.89	6,867.11	83.65
4590 Cost Recovered For Services	15,000.00	10,860.41	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	61,516.25	61,516.25	-24,606.25	166.67
4711 Investment Income	2,000.00	10,932.38	10,932.38	-8,932.38	546.62
4712 Investment Income - Property Taxes	0.00	1,969.24	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	8,048.75	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
Grand Totals	5,388,824.00	5,485,376.65	5,485,376.65	-96,552.65	101.79

2018 FINAL EXPENDITURES - CAPITAL

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Periods: 1 through 14

Expenditures by Object Report

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

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5870 Capital Equipment	660,000.00	407,543.64	407,543.64	0.00	252,456.36	61.7
Grand Totals	660,000.00	407,543.64	407,543.64	0.00	252,456.36	61.7

2018 FINAL EXPENDITURES - OPERATING

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Periods: 1 through 14

Expenditures by Object Report

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

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,328,658.00	1,359,039.22	1,359,039.22	0.00	-30,381.22	102.2
5104 Bonus	0.00	4,697.56	4,697.56	0.00	-4,697.56	0.0
5111 Salaries, Non-Exempt	342,852.00	192,503.67	192,503.67	0.00	150,348.33	56.1
5119 Part-Time Employee Wages	1,241,170.00	1,132,925.25	1,132,925.25	0.00	108,244.75	91.2
5131 IMRF Pension Contributions	257,339.00	243,996.42	243,996.42	0.00	13,342.58	94.8
5133 Medicare Contributions	41,935.00	39,705.50	39,705.50	0.00	2,229.50	94.6
5134 Social Security Contributions	179,315.00	169,771.06	169,771.06	0.00	9,543.94	94.6
5190 Life Insurance	1,044.00	839.80	839.80	0.00	204.20	80.4
5191 Health Insurance	360,420.00	297,827.50	297,827.50	0.00	62,592.50	82.6
5195 Optical Insurance	2,492.00	1,900.85	1,900.85	0.00	591.15	76.2
5197 Dental Insurance	38,808.00	27,602.20	27,602.20	0.00	11,205.80	71.1
5210 Supplies	87,200.00	84,868.60	84,868.60	0.00	2,331.40	97.3
5251 Maintenance Supplies	18,000.00	22,402.47	22,402.47	0.00	-4,402.47	124.4
5280 Small Tools & Equipment	34,600.00	19,185.83	19,185.83	0.00	15,414.17	55.4
5302 Dues And Memberships	7,500.00	7,796.69	7,796.69	0.00	-296.69	103.9
5303 Seminars, Conferences & Meetings	34,250.00	19,754.73	19,754.73	0.00	14,495.27	57.6
5308 Recognition Program-Staff	5,000.00	6,049.74	6,049.74	0.00	-1,049.74	120.9
5315 Professional Services	60,000.00	39,671.02	39,671.02	0.00	20,328.98	66.1
5322 Personnel Recruitment	2,000.00	150.00	150.00	0.00	1,850.00	7.5
5323 Special Legal	6,000.00	5,184.20	5,184.20	0.00	815.80	86.4
5346 Data Processing Services	105,000.00	100,661.38	100,661.38	0.00	4,338.62	95.8
5380 Printing Services	18,700.00	18,622.00	18,622.00	0.00	78.00	99.5
5391 Telephone	20,000.00	22,209.83	22,209.83	0.00	-2,209.83	111.0
5392 Postage	25,500.00	14,834.50	14,834.50	0.00	10,665.50	58.1
5407 Advertising And Public Relations	20,375.00	19,234.68	19,234.68	0.00	1,140.32	94.4
5420 Insurance - Other Policies	43,000.00	39,630.00	39,630.00	0.00	3,370.00	92.1
5430 Building Maintenance Services	90,000.00	85,033.18	85,033.18	0.00	4,966.82	94.4
5450 Cleaning Services	80,000.00	77,872.62	77,872.62	0.00	2,127.38	97.3
5461 Utilities	25,000.00	17,238.19	17,238.19	0.00	7,761.81	68.9
5470 Other Equipment Repair And Maintenance	11,500.00	10,422.88	10,422.88	0.00	1,077.12	90.6

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Expenditures by Object Report

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

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5481 Rentals	20,500.00	22,587.84	22,587.84	0.00	-2,087.84	110.1
5620 Recoverables	4,000.00	2,253.78	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	21,902.00	21,902.00	0.00	-11,902.00	219.0
5770 Capital Equipment	60,000.00	49,922.89	49,922.89	0.00	10,077.11	83.2
5851 Electronic Resources	223,000.00	215,217.72	215,217.72	0.00	7,782.28	96.5
5852 Print Materials	345,000.00	351,973.19	351,973.19	0.00	-6,973.19	102.0
5853 Audiovisual Materials	148,500.00	138,930.88	138,930.88	0.00	9,569.12	93.5
5870 Capital Equipment	65,000.00	62,948.52	62,948.52	0.00	2,051.48	96.8
5880 Intangible Assets (Software)	43,000.00	41,612.28	41,612.28	0.00	1,387.72	96.7
5910 Transfer For Capital Projects	350,000.00	350,000.00	350,000.00	0.00	0.00	100.0
Grand Totals	5,766,658.00	5,338,980.67	5,338,980.67	0.00	427,677.33	92.5

JANUARY 2019
Revenue by Object Report

Village of Downers Grove
1/1/2019 through 1/31/2019

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,337,785.00	0.00	0.00	5,337,785.00	0.00
4109 Prior Year Property Taxes	100.00	4,839.82	4,839.82	-4,739.82	4,839.82
4313 Personal Property Replacement Tax	60,000.00	7,011.55	7,011.55	52,988.45	11.69
4410 Sales of Materials	11,000.00	721.85	721.85	10,278.15	6.56
4502 Charges For Services	20,000.00	1,185.81	1,185.81	18,814.19	5.93
4509 Fees For Non-Residents	16,000.00	2,920.00	2,920.00	13,080.00	18.25
4571 Rental Fees	5,000.00	350.00	350.00	4,650.00	7.00
4581 Fines	37,500.00	2,519.49	2,519.49	34,980.51	6.72
4590 Cost Recovered For Services	10,000.00	768.72	768.72	9,231.28	7.69
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	2,470.92	2,470.92	-470.92	123.55
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	25.00	25.00	4,975.00	0.50
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,541,295.00	22,813.16	22,813.16	5,518,481.84	0.41

JANUARY 2019 - CAPITAL
Expenditures by Object Report

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Village of Downers Grove
1/1/2019 through 1/31/2019

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5870 Capital Equipment	624,000.00	2,907.07	2,907.07	0.00	621,092.93	0.4
Grand Totals	624,000.00	2,907.07	2,907.07	0.00	621,092.93	0.4

JANUARY 2019 - OPERATING

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Periods: 1 through 1

Expenditures by Object Report

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Village of Downers Grove
1/1/2019 through 1/31/2019

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Use</i>
5101 Salaries, Exempt	1,406,416.00	110,906.51	110,906.51	0.00	1,295,509.49	7.8
5111 Salaries, Non-Exempt	247,835.00	16,692.46	16,692.46	0.00	231,142.54	6.7
5119 Part-Time Employee Wages	1,237,473.00	80,892.17	80,892.17	0.00	1,156,580.83	6.5
5131 IMRF Pension Contributions	194,334.00	14,261.19	14,261.19	0.00	180,072.81	7.3
5133 Medicare Contributions	41,930.00	2,958.37	2,958.37	0.00	38,971.63	7.0
5134 Social Security Contributions	179,287.00	12,649.23	12,649.23	0.00	166,637.77	7.0
5190 Life Insurance	1,044.00	78.20	78.20	0.00	965.80	7.4
5191 Health Insurance	450,182.00	28,537.34	28,537.34	0.00	421,644.66	6.3
5195 Optical Insurance	1,992.00	151.15	151.15	0.00	1,840.85	7.5
5197 Dental Insurance	38,044.00	2,417.08	2,417.08	0.00	35,626.92	6.3
5210 Supplies	91,050.00	4,179.88	4,179.88	0.00	86,870.12	4.5
5251 Maintenance Supplies	18,500.00	0.00	0.00	0.00	18,500.00	0.0
5280 Small Tools & Equipment	35,300.00	828.42	828.42	0.00	34,471.58	2.3
5302 Dues And Memberships	7,500.00	275.00	275.00	0.00	7,225.00	3.6
5303 Seminars, Conferences & Meetings	30,525.00	15.00	15.00	0.00	30,510.00	0.0
5308 Recognition Program-Staff	5,000.00	302.02	302.02	0.00	4,697.98	6.0
5315 Professional Services	60,000.00	1,936.23	1,936.23	0.00	58,063.77	3.2
5322 Personnel Recruitment	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5323 Special Legal	6,000.00	0.00	0.00	0.00	6,000.00	0.0
5346 Data Processing Services	108,950.00	13,404.50	13,404.50	0.00	95,545.50	12.3
5380 Printing Services	25,100.00	0.00	0.00	0.00	25,100.00	0.0
5391 Telephone	20,200.00	655.12	655.12	0.00	19,544.88	3.2
5392 Postage	25,500.00	0.00	0.00	0.00	25,500.00	0.0
5407 Advertising And Public Relations	20,500.00	254.65	254.65	0.00	20,245.35	1.2
5420 Insurance - Other Policies	45,150.00	38,675.00	38,675.00	0.00	6,475.00	85.6
5430 Building Maintenance Services	91,500.00	2,150.00	2,150.00	0.00	89,350.00	2.3
5450 Cleaning Services	80,500.00	0.00	0.00	0.00	80,500.00	0.0
5461 Utilities	25,250.00	2,130.60	2,130.60	0.00	23,119.40	8.4
5470 Other Equipment Repair And Maintenance	11,550.00	6.99	6.99	0.00	11,543.01	0.0
5481 Rentals	20,500.00	0.00	0.00	0.00	20,500.00	0.0

Expenditures by Object Report

Village of Downers Grove
1/1/2019 through 1/31/2019

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	3,000.00	116.35	116.35	0.00	2,883.65	3.8
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5770 Capital Equipment	60,000.00	1,258.16	1,258.16	0.00	58,741.84	2.1
5851 Electronic Resources	226,000.00	6,012.00	6,012.00	0.00	219,988.00	2.6
5852 Print Materials	345,000.00	18,944.32	18,944.32	0.00	326,055.68	5.4
5853 Audiovisual Materials	147,000.00	1,658.89	1,658.89	0.00	145,341.11	1.1
5870 Capital Equipment	65,000.00	104.89	104.89	0.00	64,895.11	0.1
5880 Intangible Assets (Software)	43,000.00	2,824.10	2,824.10	0.00	40,175.90	6.5
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
Grand Totals	5,778,112.00	365,275.82	365,275.82	0.00	5,412,836.18	6.3

Invoice Edit Listing
Village of Downers Grove
Capital Replacement
February 27, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	1	129.97	0.00	129.97
015079 SHALES MC NUTT, LLC	2	261,978.00	0.00	261,978.00
Grand Total:	3	262,107.97	0.00	262,107.97

INVOICES OF NOTE

For Library Board Meeting on February 27, 2019

Capital Replacement Fund

005572	FIA Card Services (whiteboard)	\$129.97
015079	Shales Mc Nutt, LLC (2018 renovation payments)	\$261,978.00

Invoice Edit Listing
Village of Downers Grove
February 27, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000011 A & A CASH REGISTER	1	145.00	0.00	145.00
000265 ALL AMERICAN PAPER CO	1	985.03	0.00	985.03
000280 ALL WINDOW CLEANING SERVICE, INC.	1	1,670.00	0.00	1,670.00
018213 AMAZON CAPITAL SERVICES, INC.	6	1,765.74	0.00	1,765.74
000322 AMAZON.COM	1	2,416.40	0.00	2,416.40
000351 AMERICAN LIBRARY ASSOCIATION	1	98.30	0.00	98.30
000403 AT&T	1	261.55	0.00	261.55
000672 BAKER & TAYLOR - L0217582	66	21,883.69	0.00	21,883.69
016893 BIBLIOTHECA, LLC	3	3,254.46	0.00	3,254.46
019148 BOLLY DANCEFIT	1	200.00	0.00	200.00
017633 BONAREK, KAREN	2	26.69	0.00	26.69
001223 CASE LOTS INC	2	278.60	0.00	278.60
014684 CAVENDISH SQUARE PUBLISHING	1	215.56	0.00	215.56
001264 CDW GOVERNMENT, INC	2	883.93	0.00	883.93
008323 CENGAGE LEARNING	14	1,889.61	0.00	1,889.61
001277 CENTER POINT PUBLISHING	1	92.28	0.00	92.28
002319 CHAMBER630	2	76.50	0.00	76.50
001553 COMCAST CABLE	1	286.62	0.00	286.62
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	907.16	0.00	907.16
018349 DEBRA MARGUERITE DUDEK	1	175.00	0.00	175.00
002056 DEMCO INC	2	1,676.63	0.00	1,676.63
002356 DOWNERS GROVE ROTARY CLUB	1	255.00	0.00	255.00

Invoice Edit Listing
Village of Downers Grove
February 27, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002359 DOWNERS GROVE SANITARY DIST.	2	176.61	0.00	176.61
017328 ELM USA, INC.	1	940.00	0.00	940.00
019111 EMILIE LUCCHESI	1	250.00	0.00	250.00
005572 FIA CARD SERVICES, N.A.	14	7,718.27	0.00	7,718.27
013544 GOOGLE, INC.	1	670.83	0.00	670.83
003188 GRAHAM CRACKERS COMICS, LTD.	2	318.94	0.00	318.94
008770 GRAINGER	3	350.14	0.00	350.14
003306 HAINES & COMPANY INC	1	463.50	0.00	463.50
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &	1	864.00	0.00	864.00
002133 JAKOSZ, DIANE	1	28.29	0.00	28.29
004070 JANWAY COMPANY USA INC	1	757.24	0.00	757.24
019114 KATHERINE R. WILLSON	1	115.00	0.00	115.00
017628 KEVIN FARRIS	1	500.00	0.00	500.00
019062 KHATRI, CYNTHIA	2	99.16	0.00	99.16
017676 KLENK, AMANDA	1	34.83	0.00	34.83
010916 MARY THOMAS	1	38.99	0.00	38.99
015080 MATTESON, JOY	1	25.07	0.00	25.07
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
014088 MIDWEST EXTERMINATING, CO.	1	350.00	0.00	350.00
005866 MIDWEST TAPE	33	8,905.47	0.00	8,905.47
006161 NICOR GAS	1	2,423.90	0.00	2,423.90
019112 OXFORD MEDIA GROUP, INC.	1	300.00	0.00	300.00

Invoice Edit Listing
Village of Downers Grove
February 27, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006361 PADDOCK PUBLICATIONS INC	1	765.40	0.00	765.40
018283 PARTIES WITH CHARACTER	1	87.50	0.00	87.50
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	2	222.50	0.00	222.50
006698 PRINT SMART	1	195.80	0.00	195.80
006859 R.H. DONNELLEY	1	14.69	0.00	14.69
006944 RECORDED BOOKS, LLC	6	577.16	0.00	577.16
013422 RUNCO OFFICE SUPPLY & EQUIP CO	6	994.35	0.00	994.35
007517 SCHOLASTIC LIBRARY PUBLISHING	5	2,462.95	0.00	2,462.95
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,863.03	0.00	5,863.03
018941 SERVICEMASTER-S&R SYSTEMS	1	5,500.00	0.00	5,500.00
014414 SHAW SUBURBAN MEDIA	1	25.00	0.00	25.00
013611 SKOCIK, TRACI	1	22.99	0.00	22.99
018878 STAMOGIANNOS, MISTY	2	31.54	0.00	31.54
007861 STEPHENS PLUMBING AND HEATING,	3	772.00	0.00	772.00
012698 SWAN	1	171.51	0.00	171.51
014744 TEAM ONE REPAIR, INC.	1	638.40	0.00	638.40
008245 THE TEACHING COMPANY	1	27.50	0.00	27.50
008391 TODAY'S BUSINESS SOLUTIONS	1	91.68	0.00	91.68
016841 TSAI FONG BOOKS, INC.	3	315.54	0.00	315.54
015177 ULINE	1	317.62	0.00	317.62
011517 UNIQUE MANAGEMENT SERVICES, IN	1	98.45	0.00	98.45
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
008618 USA TODAY	1	339.54	0.00	339.54

Invoice Edit Listing
Village of Downers Grove
February 27, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018472 VAUGHN, SOPHIA	1	319.79	0.00	319.79
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	673.42	0.00	673.42
Grand Total:	231	86,331.46	0.00	86,331.46

INVOICES OF NOTE

For Library Board Meeting on February 27, 2019

019148	Bolly DanceFit (adult program)	\$200.00
018349	Debra Marguerite Dudek (genealogy program)	\$175.00
019111	Emilie Lucchesi (adult program)	\$250.00
019114	Katherine R. Willson (genealogy webinar)	\$115.00
017628	Kevin Farris (kids program)	\$500.00
018941	ServiceMaster-S&R Systems (duct cleaning)	\$5,500.00

Credit Memo Edit Listing

Village of Downers Grove
February 27, 2019

Vendor Totals

Vendor	Number of Memos	Amount
000672 BAKER & TAYLOR - L0217582	1	5.49
Grand Total:	1	5.49

Library Credit Card Details for the February 27, 2019 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	In-Service Day lunch for staff	\$	1,272.29
			Total	\$ 1,272.29
Katelyn Vabalaitis				
971	5210 Supplies	Office supplies	\$	268.19
971	5280 Small Tools & Equipment	Staff room and wellness room supplies	\$	95.91
971	5308 Staff Recognition	Staff holiday lunch, In Service Day breakfast	\$	698.33
971	5315 Professional Services	Locksmith for display case	\$	200.10
			Total	\$ 1,262.53
Ian Knorr				
971	5870 Capital Replacement Fund	Whiteboard for staff room	\$	129.97
971	5303 Seminars, Mtgs, & Conferences	Sodas and water for In-Service Day	\$	60.92
978	5210 Supplies	OSHA Video Monitoring Stickers	\$	20.24
978	5251 Maintenance Supplies	Paint brushes, tape, chair glides	\$	50.82
978	5280 Small Tools & Equipment	Snow blower	\$	602.54
978	5303 Seminars, Mtgs, & Conferences	Seminar: Excelling as a Manager or Supervisor	\$	99.00
978	5470 Other Equipment Repair & Maint	Shelving	\$	142.06
			Total	\$ 1,105.55
Elizabeth Matkowski				
971	5308 Staff Recognition	In-Service Day breakfast	\$	72.02
971	5210 Supplies	Materials for preservation	\$	95.77
972	5210 Supplies	Teen program supplies	\$	64.92
972	5280 Small Tools & Equipment	Shelving, easels, and packet holders	\$	236.69
972	5303 Seminars, Mtgs, & Conferences	Genealogical Society conference, ARRT memberships	\$	255.00
			Total	\$ 724.40
Karen Bonarek				
972	5315 Professional Services	Program supplies and gift cards	\$	92.12
			Total	\$ 92.12
Amelia Prechel				
972	5852 Printed Materials	Adult & Teen Services materials	\$	332.75
972	5853 AV Materials	Adult & Teen Services DVDs	\$	98.93
973	5853 AV Materials	Children DVDs	\$	122.25
977	5210 Supplies	Zebra thermal printer labels	\$	942.18
			Total	\$ 1,496.11
Sharon Hrycewicz				
973	5210 Supplies	Program supplies	\$	13.95
973	5280 Small Tools & Equipment	Boxes	\$	45.93
			Total	\$ 59.88
Allyson Renell				
973	5210 Supplies	Program supplies	\$	42.30
973	5303 Seminars, Mtgs, & Conferences	Power-Up Conference	\$	300.00
			Total	\$ 342.30

Traci Skocik				
973	5210 Supplies	Program supplies	\$	562.12
973	5853 AV Materials	DVDs	\$	82.40
			Total	\$ 644.52
Christine Lees				
971	5308 Staff Recognition	EOM supplies and In-Service Day supplies	\$	91.95
974	5210 Supplies	Office supplies	\$	188.04
			Total	\$ 279.99
Paul Regis				
975	5210 Supplies	Office supplies	\$	18.88
975	5280 Small Tools & Equipment	Cannon EF 50mm lens	\$	127.09
975	5880 Intangible Assets	Pantheon Systems	\$	125.00
			Total	\$ 270.97
Melody Danley				
971	5210 Supplies	Storage boxes	\$	6.39
			Total	\$ 6.39
Cynthia Khatri				
971	5303 Seminars, Mtgs, & Conferences	Parking	\$	2.00
971	5322 Personnel Recruitment	Bags for Breakfast Series	\$	4.32
			Total	\$ 6.32
Jen Fredericks				
971	5210 Supplies	Office supplies	\$	17.99
971	5280 Small Tools & Equipment	Umbrella stand	\$	155.47
971	5880 Intangible Assets	Call-Em-All emergency system calls	\$	43.20
971	5303 Seminars, Mtgs, & Conferences	In-Service Day food	\$	68.21
			Total	\$ 284.87
			Library Credit Card February 2019 Totals	\$ 7,848.24

PAYROLLS FOR JANUARY 2019

JANUARY 4	\$103,548.29
JANUARY 18	\$104,942.85
TOTAL JANUARY 2019 PAYROLLS	\$208,491.14

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 27, 2019**

**AGENDA ITEM 10
Librarian's Report**

Financial Reports in Packet

Once again, you will notice that this packet contains two sets of financial reports. One is the final for the 2018 fiscal year and the other is the usual prior month financial report.

Annual Report for 2018

The 2018 Illinois Public Library Annual Report is due to the Illinois State Library on February 28. A brief synopsis will appear in the March/April issue of *Discoveries* and is included in your packet.

Minimum Wage Legislation and the Compensation System Review

Minimum wage legislation recently signed into law by the Governor of Illinois contains increases on January 1, 2020, July 1, 2020, January 1, 2021, then annually through January 1, 2025. The library's 2019 salary schedule base pay grade starts at \$10.20, which meets the minimum wage increase until January 1, 2021. The compensation system review and redesign began in February and includes design of a system for updating and benchmarking the salary schedule. The minimum wage increase will be factored into that system. The management team met with Focus HR Consultant Andrea Herran this week to review job descriptions, the first step in the project.

Performance Evaluations

The annual performance evaluation process is underway. All staff are evaluated annually, with a mid-year performance check-in and ongoing performance feedback from the supervisor(s). The current process reviews prior year performance and goal-setting for the upcoming year. The performance evaluation form contains job-specific standards based on the current job description. For the 2020 evaluation process, forms will be updated to reflect updated job descriptions.

DGPL Foundation Art Planning Committee

The responses received in the Request for Proposals by the Downers Grove Public Library Foundation's Art Planning Committee failed to gain majority support in order to move forward to the Foundation's Board of Directors. The Art Planning Committee will proceed instead with a series of gallery tours to identify potential artists or works for acquisition. Suggestions of galleries for their consideration are welcome.

Julie Milavec
Library Director

Rotary GroveFest 10th Anniversary Year Proposed Extra Day

The Rotary Club of Downers Grove is planning something special for their 10th anniversary event in June. They are proposing an additional night with a big-name musical act. A Rotary representative will attend the Board of Library Trustees meeting in March or April to discuss specifics as planning progresses.

2018 Project Completed and 2019 Project Planning

The final punchlist for the 2018 project is complete. The final item was replacement of a lock on one staff restroom after multiple attempts by the contractor to make the original one function correctly. Following the regular meeting, the Board of Library Trustees will tour the 2018 project renovations: Check Out Desk, Holds Area, Staff Lounge, staff restrooms, family restrooms, and lighting in the Non-fiction area, in the Training Room, and on two art works. For the 2019 project, Elara Engineering is working with Village staff on the permit requirements for the crane and to shut down of a portion of the parking lot during the installation of the rooftop units in the spring.

Safety and Security Team

Safety and Security Team, the newest cross-departmental staff committee, had their first meeting. They reviewed the results of the In-Service Day fire and tornado drills and discussed measures, both immediate and for the future, to improve library safety and security. Facilities Manager Ian Knorr, who heads this team, is working with vendors to implement improvements to security systems, including additional cameras and panic buttons.



DGPL 2018 Annual Report

96,096 Reference Questions

Answered

▲ 16%

499,061 Visitors

▼ 5%

DISCOVER



1,270,028 Items Borrowed

▲ 7%

31,080 WiFi logins

GROW



1,422 Programs Offered

▲ 9%

44,533 Program Attendees

▼ 3%

PLAY



15,107 Sessions

Meeting, Conference, Study, STEM,
and Gaming Rooms, Media Lab

▲ 4%

58,113 Computer Sessions

▼ 8%

LEARN



Where did the money come from?

Property Tax	95.4%
Miscellaneous	2.8%
State Grants	1.1%
Fines	0.6%
Gifts	0.1%

Total: \$5,483,335.88

Where did the money go?

Personnel	65.4%
Building	10.6%
Materials	13.2%
Other	10.8%

Total: \$5,338,980.67

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 27, 2019**

DEPARTMENT REPORTS – JANUARY 2019

Administration – Jen Fredericks

- MLIS practicum student, Lexy Twidell, started with us on January 3. Her practicum consists of 100 hours of on-the-job training. She will be primarily working with Teen Coordinator, Amanda Klenk, as well as completing a few hours of STEM instruction in the Kids Room.
- Jen held the first In Charge quarterly meeting with the DGPL In Charge team. Staff reviewed and discussed current practices of PITS (Patron Incident Tracking Software) and provided Jen with changes and updates to the infractions list, which have been completed. Staff also proposed changes and clarifications to the PIC Manual in the areas of Lost Children, Warnings/Suspensions, Unattended animals, etc. These changes have been made to the PIC manual.
- Jen attended a meeting with SWAN staff to discuss the process of purchasing Patron Requests for materials on demand and the implementation process. This is in an effort to improve customer service and hasten the time it takes to connect patrons to desired materials.
- Jen attended a meeting with SWAN staff to discuss customizing our institutional reports. The meeting resulted in a better organizational structure of institutional statistical reports (which we use to obtain data to better improve patron services). We are in the process of moving all our institutional reports into a local folder by department, rather than trying to locate desired reports system-wide, which is very time consuming and arduous. Also, by storing our reports locally, we can decide on our own naming conventions, or lexicon, so we know exactly what reports provide what data.
- Jen met with the Innovation Team and we reviewed our first Anything Emporium collection: STEM kits. We discussed potential ideas and costs for our next Anything Emporium collection and came to a consensus in which direction we will proceed: gadgets and technology. Some of the items that our patrons can be excited to checkout are: GoPro cameras, portable CD players, virtual reality headset, slide projector, slide scanner, and lighting kit. We are hoping to launch the next collection by late spring.
- Jen attended the monthly Friends of the Downers Grove Public Library meeting and is working with them and PR staff on a new brochure and marketing ideas in

order to recruit more members. The FOL will be attending the upcoming Service Fair in April. The FOL generously decided to fund our next Anything Emporium collection--gadgets and technology--which we hope to launch by May 1.

- Jen attended the In Service Day training, which focused on safety and security in the workplace.
- Jen met with the Programming Team and we decided on using a couple of different methods to track reading: number of minutes and number of books. These options, previously used to track children's reading progress, will now be used across all age groups: children, teens, and adults. We made decisions on prizes and criteria for prizes. We also decided to investigate an online platform called Beanstack, in order to track reading challenges like summer reading; however if we decide to move ahead with an online service, we will still continue to use traditional paper forms for tracking reading progress as well. We also discussed preparations and next steps for our upcoming Multicultural Fair in September.
- Jen and Ian conducted another round of In Charge training for new In Charge staff.
- Jen met with the Outreach Team and we firmed up our participant list for the Service Fair, discussed the lobby and meeting room logistics in order to best accommodate all our guests, and finalized the details of the invitations. Twenty organizations have already applied for our Organization of the Month Outreach initiative, which takes off in March. (We are scheduling into 2020 already!) Service organizations will have the opportunity to showcase their mission and goals, collect items during a supply drive for their organization, and set up a table in the lobby to engage in conversation with patrons and staff about the importance of their work. Finally, two members of our Outreach Team--Cindy Khatri and Lauren Gonzalez, will be hosting a monthly podcast (its launch to coincide with the Organization of the Month initiative), called Cover to Cover, in which they will discuss the goings on at the library, interview staff, discuss books, and highlight the Organization of the Month, among many other fun segments.
- Jen held the first Data Team meeting in which we brainstormed ideas for reports we would like to create to obtain better and more accurate data about our users so that we can be better stewards of our resources in the areas of collection development, programming, and library services.
- We held our first Breakfast Series Program for patrons who have a restricted use card. This monthly program highlights how patrons can use their library card, attend programs, and receive services we offer at DGPL. This month, Nancy

Rooney from ATS demonstrated the magazine database Flipster, and IT manager, Paul Regis, talked about our 3D printer, computer classes, book a tech options, and the media lab.

Adult & Teen Services – Lizzie Matkowski

- ATS staff attended in service day for the whole library.
- We held our second Magazine Giveaway on Saturday, January 19, which was a success! Over 1,000 magazines were taken by patrons. Thanks to Shannon, maintenance staff, and our ATS clerks for working on this!
- Tax forms are here and Shannon updated our tax information handouts and website.
- We launched our Local Author collection, housed on the second floor near the Ask Us desk thanks to Karen B.'s organization and the work of Access Services and ATS staff.
- Amanda started working with a new practicum student interested in Teen and Youth services.
- I attended a meeting with SWAN staff along with Jen, Amy, and other staff to discuss ways they can help us track statistics.
- Staff organized programs including a job search program, genealogy drop in, and a storytelling workshop for adults.

Children's Services – Allyson Renell

- During the weekend of January 5 and 6, the Kids Room held its annual Star Wars Weekend program that included crafts, activities, movie showings, and a Star Wars themed photo booth. As usual, it was very well attended, with over 175 people participating in the activities.
- The Kids Room started a partnership with Fresh Thyme grocery store and are now providing a monthly storytime at the store. Our first one was on January 10. We are excited about this partnership, as it is another opportunity to bring storytimes out into the community.
- The Kids Room launched its first phase of Anything Emporium items on January 28. This 14-kit collection is made up of technology and science materials. It includes robots, circuitry games, a telescope, and more! Children's Reference and Technology Coordinator, Sharon Hrycewicz, curated this collection and her year's worth of hard work has really paid off. On the first day of the collection's release almost all of the items were checked out and their popularity has continued.
- Although it was only January, the Kids Room has started to work on this year's summer reading program. With the theme of "It's Showtime!" we are working on making this summer's program a hit!

Circulation Services – Christine Lees

- In January, we were very busy with our partnership with PADS:
 - We registered 12 new Restricted Use cardholders on-site at First United Methodist
 - We toured the PADS site at First Congregational Church, on-site registration will began February 11, 2019
 - We brought over a bag full of knitted hats, scarves, and gloves donated by staff and the public
 - We refilled the book carts, which were donated by the DG Rotary, with additional materials. The carts seem to be getting lots of use by PADS clients!
- Cindy Khatri from PR and Christine Lees met and designed a new library program for Restricted Use cardholders titled, The Breakfast Series. This program will be held once per month from 7:00-9:00 a.m. to welcome Restricted Use cardholders to the library, introduce them to our services, provide a library tour, engage with a difference social service agency each month, all while enjoying a warm place to have light breakfast refreshments. Our first series session was Wednesday, February 13!
- Christine Lees led a SLUI (Sirsi Libraries User Group of Illinois) planning meeting for our 2019 meeting. Representatives from Sirsi come from Lehi, Utah to this annual meeting.
- IPLAR Circulation statistics were given to Jen Fredericks for our annual report.
- Staff participated in our annual In-Service Day with lots of important information discussed at the meeting.
- We are in the process of moving our video games to the service desk drawers in an effort to improve upon our continuity of service, which one of our major goals for 2019.

Information Technology – Paul Regis

- In early January, ISBS installed the new Admin copier and went over some of the more in-depth features. The ability to handle heavier paper stock, as well as hole-punch, staple, and fold, should hopefully help PR print out materials in-house.
- Computer Help Desk Supervisor Lauren Cantore Gonzalez, Community Engagement Coordinator Cindy Khatri, and Media Lab Coordinator Ed Bromiel worked on the first episode of the library's "Cover to Cover" podcast. It went extremely well, and it should be an interesting take on the comings and goings of the DGPL.

Access Services – Amy Prechel

Projects and Updates

- Amy worked with Lizzie from ATS and Christine from Circulation to finalize the details of a new workflow for new ATS material. After cataloging, new books are now brought straight to circulation to check in and fill holds. This should get books in patrons' hands sooner.
- On January 10, Access Services met with the Kids Room about final preparations for the STEM kits starting the "Anything Emporium" collection. The initial offering of 14 STEM kits was unveiled to patrons at the end of January.
- On Thursday, January 24, MaryKellie Marquez attended the planning meeting for the PADS program series so she can help facilitate.
- Access Services provided labels and updated our procedures to accommodate Circulation's switch from slim cases to vinyl sleeves for behind-desk video game storage.

Staff Training and Professional Development

- Nora and Amy attended the quarterly In-Charge meeting on Wednesday Jan 9.
- On Monday, January 14, Access and ATS staff worked with SWAN staff to brainstorm options for managing and tracking a Purchase on Request program.
- Nora and Amy attended the CMC webinar, "The Fix is in: MARC Fixed Field", on Thursday, January 17 from 10:00-11:00 a.m. Nora also attended "But Wait, There's More: Added Titles".
- Nora and Amy attended the Innovation Team meeting on Thursday, Jan 17. Purchase selections were made for the next group of "Anything Emporium" collection items.
- All department staff attended the annual in-service on Friday, January 18 and watched the AED training video afterward.
- Amy attended In-Charge training on Tuesday, January 22.
- Amy attended the SLUI steering committee meeting hosted by the library on Wednesday, January 23.
- On Friday, Jan 25, Amy and Nora attended on-site Blue Cloud Analytics training. They also attended the inaugural meeting of the Data Team on Tuesday, January 29.
- The RAILS Technical Services Networking meeting in scheduled Tinley Park on Wednesday, January 30 was cancelled due to weather.

Inventory and Cataloging

- For ATS collection: added 1379 print items, 341 AV items, and 22 canvas totes; discarded 2434 print items and 454 AV items.
- For Kids Room collection: added 539 print items and 160 AV items; discarded 662 print items and 82 AV items.

- We claimed 1 magazine that arrived damaged and 15 that did not arrive when expected.
- 14 Children's STEM kits were added to the Kids Room "Anything Emporium" collection.
- 21 books were added to the ATS and Kids Room Local Author collections.
- The biannual magazine giveaway began Saturday, January 19.

Reclassification and Repairs

- Repaired 1154 ATS and Kids Room books and audiovisual items.
- Reclassified 179 general adult and ATS and Kids Room items.
- Reclassification of the Kids Room Read Along collection is complete.

Facilities Services – Ian Knorr

- Ian met with Tom Cook and Chase Winter from Urban Elevator to perform a survey on the passenger elevator and get pricing for an elevator modernization. The elevator has reached the end of its lifespan and although it is working, replacement parts are no longer readily available. More information to come at a later date.
- Ian met with Chris Miller from C&C Systems to add four new security cameras to the Holds section, 2nd floor magazine section, and staff exterior entrance.
- In-Service day focused on safety and security. The DGFD and DGPD were on site to talk about fire extinguisher use and armed intruder training. Ian's portion of In-Service day was spent talking about situations that occur in the library and how staff should address them.
- Jen Fredericks and Ian gave an In-Charge tour to the new In-Charge staff. We go over everything from the mechanicals and all of the "need to know & what to do in an emergency" items of the facility to evening lock-up procedures.
- Ian met with Lauren Gonzalez, Cindy Khatri and Ed Bromiel and was interviewed on their new podcast.
- Ian met with Bob St. Mary (Elara Engineering), Brady Greer (Trane), and Joe Senese (Mechanical Concepts) to go over the HVAC Upgrade project. Everything is on schedule for our May 15 start date.

Circulation Statistics ^A		B	C	D	E	F	G
1	Circulation	JAN 19	%	JAN 18	%	JAN 17	%
2	Checkouts						
3	Selfchecks	40,004	73%	46,741	75%	46,697	73%
4	Staff desk	14,775	27%	15,801	25%	16,881	27%
5	Total checkouts *	54,779		62,542		63,578	
6							
7	Renewals						
8	Auto Renewals	30,697		30,624			
9	Selfchecks	13		48		1,636	
10	Staff desk (incl. phone)	272		287		2,453	
11	Patron renwals on website	486		689		11,271	
12	Patron self-renewals on BookMyne	18		18		211	
13	Total renewals	31,486		31,666		15,571	
14							
15	Total item checkout and renewals	86,265		94,208		79,149	
16							
17	Digital Circulation	8,699		7,474		8,689	
18							
19	Total Circulation	94,964		101,682		87,838	
20							
21	Reserves Processed						
22	Received from ILL	7,050		7,475		7,284	
23	ILL sent	4,975		4,913		4,993	
24	OCLC requests processed	265		558		724	
25							
26	Gate Count						
27	North	23,754		26,649		29,619	
28	South	11,778		13,238		14,847	
29	Total	35,532		39,887		44,466	
30							
31	Registrations						
32	New resident library Cards	138		151		209	
33	New fee cards	10		3		17	
34							
35	Professional Development hours	225					
36	Cost of Professional Development	\$3,600	In-service day				
37							
38	* Due to weather we were closed:						
39	January 29th @ 5:00 pm						
40	All day January 30th						
41	Opened at noon January 31st						

Circulation

	Jan 2018	Jan 2019	YTD Totals			
Adult	53,754	49,759	53,754	49,759		
Teen	1,954	1,964	1,954	1,964		
Children	38,500	34,542	38,500	34,542		
Download	7,474	8,699	7,474	8,699		
Total	101,682	94,964	101,682	94,964	-6,718	-6.6%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,949	54.16%	5,437	10.93%	14,499	29.14%	2,874	5.78%	49,759
Teen	1,718	87.47%	179	9.11%	42	2.14%	25	1.27%	1,964
Children	26,494	76.70%	1,370	3.97%	5,437	15.74%	1,241	3.59%	34,542
Total	55,161	63.94%	6,986	8.10%	19,978	23.16%	4,140	4.80%	86,265

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	110,756	74.68%	14,850	10.01%	15,002	10.12%	7,700	5.19%	148,308
Children	72,906	84.03%	2,875	3.31%	8,324	9.59%	2,659	3.06%	86,764
Total	183,662	78.13%	17,725	7.54%	23,326	9.92%	10,359	4.41%	235,072

Book Collection

	Jan 2018	Jan 2019	YTD Totals		YTD Difference	
Adult	124,783	110,756				
Children	74,404	72,906				
Total	199,187	183,662	199,187	183,662	-15,525	-7.8%

Audio Collection

	Jan 2018	Jan 2019	YTD Totals		YTD Difference	
Adult	16,402	14,850				
Children	2,877	2,875				
Total	19,279	17,725	19,279	17,725	-1,554	-8.1%

Video Collection

	Jan 2018	Jan 2019	YTD Totals		YTD Difference	
Adult	15,706	15,002				
Children	7,611	8,324				
Total	23,317	23,326	23,317	23,326	9	0.0%

Miscellaneous Collection

	Jan 2018	Jan 2019	YTD Totals		YTD Difference	
Adult	8,904	7,700				
Children	2,758	2,659				
Total	11,662	10,359	11,662	10,359	-1,303	-11.2%

Statistics for January 2019 (FY Jan-Dec)

Rooms & Spaces

	Jan 2018	Jan 2019				
Community Use of Rooms	995	1,115				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	152	126				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,147	1,241	YTD Totals	1,147	1,241	YTD Difference 94 8.2%

Programs Offered

	Jan 2018	Jan 2019				
Library Programs Offered						
Adult	20	20				
Teen	6	12				
Children	64	58				
Outreach Programs Offered						
Adult	4	5				
Teen	2	4				
Children	1	20				
Passive Programs Offered						
Adult	0	3				
Teen	0	1				
Children	22	11	YTD Totals			YTD Difference
Programs Offered Total	119	134	119	134	15	12.6%

Programs Attended

	Jan 2018	Jan 2019				
Library Program Attendance						
Adult	299	276				
Teen	144	83				
Children	1,465	1,026				
Outreach Programs Attendance						
Adult	89	47				
Teen	14	81				
Children	8	197				
Passive Programs Attendance						
Adult	0	115				
Teen	0	24				
Children	611	464	YTD Totals			YTD Difference
Programs Attendance Total	2,630	2,313	2,630	2313	-317	-12.1%

Statistics for January 2019 (FY Jan-Dec)

Gate Count

	Jan 2018	Jan 2019	YTD Totals		YTD Difference	
	39,887	35,532	39,887	35,532	-4,355	-10.9%

Reference Questions

	Jan 2018	Jan 2019	YTD Totals		YTD Difference	
One on One Tutorials	28	20	28	20	-8	-28.6%

Computer User Sessions

	Jan 2018	Jan 2019				
Adult	3,826	3,057				
Children	1,125	1,015	YTD Totals		YTD Difference	
Total	4,951	4,072	4,951	4,072	-879	-17.8%
Wireless Sessions	2,658	2,315	2,658	2,315		