DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 20, 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. February 2019 Financial Report
     b. March 2019 Invoices   Requested Action: Approval

6.   Public Comment on Agenda Items

7.   Public Comment on Other Library Business

8.   New Business
     a. Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations
                                                Requested Action: Approval
     b. Bibliotheca Annual Service and Maintenance Agreement Renewal
                                                Requested Action: Approval
     c. Rotary GroveFest Safe Location and Meeting Room Use
                                                Requested Action: Approval
     d. Rotary GroveFest Closings
                                                Requested Action: Approval

9.   Unfinished Business

10. Library Director's Report

11. Trustee Comments and Requests for Information

12. Adjournment

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 27, 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 Kim Stapleton, President Jonathan Graber. Absent: Trustee Jennifer Morrow.

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

3. **Welcome to Visitors**. President Graber welcomed visitors and thanked them for their interest in the library.

4. **Approval of Minutes**. It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the January 23, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.

5. **Financial Matters**.
   a. January 2019 Financial Report. Milavec presented the report. The year is off to a good start. January revenues appear to be low, but that is normal as tax payments do not show up until June. The Board packet included an updated fund balance report from the Village for December 2018. This revised report shows the final, unaudited fund balances for 2018.

   b. February 2019 Invoices. It was moved by Stapleton and seconded by Humphreys THAT the payment of February 2019 capital replacement invoices totaling $262,107.97, the payment of February 2019 operating invoices totaling $86,331.46, the acceptance of February 2019 credit memos totaling $5.49, and the ratification of January 2019 payrolls totaling $208,491.14 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

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

7. **Public Comment on Other Library Business**. President Graber invited comment. There was none.

8. **New Business**. There was none.

9. **Unfinished Business**. There was none.

10. **Library Director's Report**. Milavec presented the report. The annual report for the library has been submitted to the State Library and a copy will appear in the next Board packet. We have also finished the annual Public Library Data Survey. Thank you to Assistant Director Jen Fredericks for all her hard work on these reports. We are proceeding with the compensation review and focused on job descriptions this week. The minimum wage increase passed in Illinois and the library is in good shape through 2019. In 2020, the necessary changes will roll into the new benchmarking and compensation system that is being developed for the future. The Downers Grove Public Library Foundation chose not to move forward with any of the proposals they received for commissioned artwork at this time. They are proceeding with art gallery tours and are exploring other artists to feature on the prominent wall in the lobby. The Foundation Board meets on the second Monday of every month at 7:00 p.m. in Conference Room A.

11. **Trustee Comments and Requests for Information**.
President Graber asked about coordinating with the schools to extend library hours during exam time to allow teens space to study. He would be interested to see if it is something the library can do from an employee and budget standpoint.

President Graber commented that most kids in the district have Chromebooks provided by the schools and some kids do not keep their computers charged. Would it be possible for the library to have a charging station or extra chargers? Milavec responded that the library does have charging kiosks throughout the library and tabletop chargers in the Kids Room.

Trustee Dougherty asked about the new library podcast, inquiring about the goal and how staff plan to measure its success. Milavec responded that it is about expanding our audience and highlighting people and programs in the library. Staff will track how many downloads the podcasts receive to measure its success.

Trustee Humphreys added that the podcast, organization of the month, inaugural service fair, and other outreach events are really taking off and are wonderful.

Trustee Stapleton asked if there have been issues in the holds area, as a security camera was added. Milavec responded that it ties into SWAN's patron privacy initiative.

President Graber asked about the potential extra day for Rotary GroveFest this year. Trustee Humphreys commented that nothing is nailed down yet and the committee was just giving the library a heads up that an extra day may be in the works. Rotary member Lisa Rasin will attend a future meeting to go over more details with the Board.

12. **Adjournment**. President Graber adjourned the meeting at 7:47 p.m.

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

The Committee of the Whole met at 7:47 p.m.

The Board of Library Trustees toured the library renovations completed at the end of 2018, beginning in the Library Meeting Room immediately following the regular meeting.

The tour ended at 8:15 p.m.

DOWNERS GROVE LIBRARY   2/28/2019

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	$ 699,922	$ 1,114,432
FUND BALANCE	$ 573,617	$ 1,114,432

Revenue by Object Report

Village of Downers Grove

2/1/2019   through   2/28/2019

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	144.42	4,984.24	-4,884.24	4,984.24
4313 Personal Property Replacement Tax	60,000.00	30.86	7,042.41	52,957.59	11.74
4410 Sales of Materials	11,000.00	738.40	1,460.25	9,539.75	13.28
4502 Charges For Services	20,000.00	1,639.60	2,825.41	17,174.59	14.13
4509 Fees For Non-Residents	16,000.00	2,044.00	4,964.00	11,036.00	31.03
4571 Rental Fees	5,000.00	280.00	630.00	4,370.00	12.60
4581 Fines	37,500.00	2,936.51	5,456.00	32,044.00	14.55
4590 Cost Recovered For Services	10,000.00	949.75	1,718.47	8,281.53	17.18
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	856.56	3,327.48	-1,327.48	166.37
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,461.00	1,486.00	3,514.00	29.72
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	11,081.10	33,894.26	5,507,400.74	0.61

CAPITAL REPLACEMENT FUND

glExpObj
02/28/2019   10:40AM
Periods: 2 through 2

Expenditures by Object Report

Village of Downers Grove
2/1/2019   through   2/28/2019

Page: 4

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5870 Capital Equipment	624,000.00	262,107.97	265,015.04	0.00	358,984.96	42.4
Grand Totals	624,000.00	262,107.97	265,015.04	0.00	358,984.96	42.4

OPERATING FUND

glExpObj
02/28/2019   10:37AM
Periods: 2 through 2

Expenditures by Object Report

Page: 17

Village of Downers Grove
2/1/2019   through   2/28/2019

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,406,416.00	110,978.06	221,884.57	0.00	1,184,531.43	15.7
5111 Salaries, Non-Exempt	247,835.00	17,959.36	34,651.82	0.00	213,183.18	13.9
5119 Part-Time Employee Wages	1,237,473.00	91,335.36	172,227.53	0.00	1,065,245.47	13.9
5131 IMRF Pension Contributions	194,334.00	14,865.31	29,126.50	0.00	165,207.50	14.9
5133 Medicare Contributions	41,930.00	3,135.95	6,094.32	0.00	35,835.68	14.5
5134 Social Security Contributions	179,287.00	13,408.90	26,058.13	0.00	153,228.87	14.5
5190 Life Insurance	1,044.00	78.20	156.40	0.00	887.60	14.9
5191 Health Insurance	450,182.00	30,039.78	58,577.12	0.00	391,604.88	13.0
5195 Optical Insurance	1,992.00	139.98	291.13	0.00	1,700.87	14.6
5197 Dental Insurance	38,044.00	2,434.56	4,851.64	0.00	33,192.36	12.7
5210 Supplies	91,050.00	10,048.16	14,228.04	0.00	76,821.96	15.6
5251 Maintenance Supplies	18,500.00	1,558.68	1,558.68	0.00	16,941.32	8.4
5280 Small Tools & Equipment	35,300.00	1,663.96	2,492.38	0.00	32,807.62	7.0
5302 Dues And Memberships	7,500.00	0.00	275.00	0.00	7,225.00	3.6
5303 Seminars, Conferences & Meetings	30,525.00	2,357.15	2,372.15	0.00	28,152.85	7.7
5308 Recognition Program-Staff	5,000.00	862.30	1,164.32	0.00	3,835.68	23.2
5315 Professional Services	60,000.00	1,869.79	4,030.23	0.00	55,969.77	6.7
5322 Personnel Recruitment	2,000.00	4.32	4.32	0.00	1,995.68	0.2
5323 Special Legal	6,000.00	0.00	0.00	0.00	6,000.00	0.0
5346 Data Processing Services	108,950.00	0.00	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	2,065.39	2,720.51	0.00	17,479.49	13.4
5392 Postage	25,500.00	0.00	0.00	0.00	25,500.00	0.0
5407 Advertising And Public Relations	20,500.00	272.30	526.95	0.00	19,973.05	2.5
5420 Insurance - Other Policies	45,150.00	0.00	38,675.00	0.00	6,475.00	85.6
5430 Building Maintenance Services	91,500.00	2,992.00	5,142.00	0.00	86,358.00	5.6
5450 Cleaning Services	80,500.00	11,045.00	11,045.00	0.00	69,455.00	13.7
5461 Utilities	25,250.00	2,600.51	4,731.11	0.00	20,518.89	18.7
5470 Other Equipment Repair And Maintenance	11,550.00	1,536.24	1,543.23	0.00	10,006.77	13.3
5481 Rentals	20,500.00	907.16	907.16	0.00	19,592.84	4.4

Expenditures by Object Report

Village of Downers Grove
2/1/2019   through   2/28/2019

Grand Totals   *[Continued]*

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5620 Recoverables	3,000.00	269.96	386.31	0.00	2,613.69	12.8
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5770 Capital Equipment	60,000.00	2,561.93	3,820.09	0.00	56,179.91	6.3
5851 Electronic Resources	226,000.00	4,609.63	10,621.63	0.00	215,378.37	4.7
5852 Print Materials	345,000.00	26,276.93	45,221.25	0.00	299,778.75	13.1
5853 Audiovisual Materials	147,000.00	11,269.13	12,928.02	0.00	134,071.98	8.7
5870 Capital Equipment	65,000.00	0.00	104.89	0.00	64,895.11	0.1
5880 Intangible Assets (Software)	43,000.00	1,480.43	4,304.53	0.00	38,695.47	10.0
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	370,626.43	736,126.46	0.00	5,041,985.54	12.7

Invoice Edit Listing
Village of Downers Grove
Capital Replacement
March 20, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018808 ELARA ENGINEERING	2	13,461.12	0.00	13,461.12
Grand Total:	2	13,461.12	0.00	13,461.12

INVOICES OF NOTE

Capital Replacement Fund

| 018808 | Elara Engineering (application, HVAC & control upgrades) | $13,461.12 |

Invoice Edit Listing
Village of Downers Grove
March 20, 2019

	Vendor Totals				
Vendor		**Number of Invoices**	**Amount**	**Retained/Withheld Amount**	**Total**
000265	ALL AMERICAN PAPER CO	2	373.18	0.00	373.18
018213	AMAZON CAPITAL SERVICES, INC.	4	1,479.67	0.00	1,479.67
000322	AMAZON.COM	1	1,399.02	0.00	1,399.02
000428	ANDERSON'S BOOKS, INC	1	116.00	0.00	116.00
000403	AT&T	1	262.38	0.00	262.38
000672	BAKER & TAYLOR - L0217582	63	23,193.02	0.00	23,193.02
019158	BARCODES, LLC	1	111.23	0.00	111.23
015802	C & C SYSTEMS LLC	1	5,050.00	0.00	5,050.00
001264	CDW GOVERNMENT, INC	1	203.97	0.00	203.97
008323	CENGAGE LEARNING	5	243.90	0.00	243.90
001276	CENTER FOR THE STUDY OF SERVIC	1	450.00	0.00	450.00
001277	CENTER POINT PUBLISHING	1	139.02	0.00	139.02
013235	CHILDREN'S PLUS, INC.	1	41.49	0.00	41.49
001553	COMCAST CABLE	1	300.28	0.00	300.28
019154	CONCORDIA HISTORICAL INSTITUTE	1	20.00	0.00	20.00
019163	DANIEL LANE ANDERSON	1	100.00	0.00	100.00
016094	DE LAGE LANDEN FINANCIAL SVC, INC.	1	832.16	0.00	832.16
002056	DEMCO INC	2	638.91	0.00	638.91
019159	EILEEN JOHNSON YOGA	1	50.00	0.00	50.00
017328	ELM USA, INC.	3	395.40	0.00	395.40
005572	FIA CARD SERVICES, N.A.	11	9,828.22	0.00	9,828.22
009775	FINDAWAY WORLD, LLC	3	3,399.10	0.00	3,399.10

Invoice Edit Listing
Village of Downers Grove

		Vendor Totals			
Vendor		**Number of Invoices**	**Amount**	**Retained/Withheld Amount**	**Total**
002905	FRANCOTYP-POSTALIA,INC.	1	111.00	0.00	111.00
013544	GOOGLE, INC.	1	670.83	0.00	670.83
008770	GRAINGER	10	1,318.78	0.00	1,318.78
019165	HIDDEN CATALYST	1	250.00	0.00	250.00
003567	ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
019153	INDIAN TRAILS PUBLIC LIBRARY, DISTRICT	2	45.00	0.00	45.00
002133	JAKOSZ, DIANE	1	49.49	0.00	49.49
018694	JOHNSON CONTROLS FIRE, PROTECTION LP	1	907.42	0.00	907.42
019166	JULIE KITTREDGE, LLC	1	200.00	0.00	200.00
010993	KENT ADHESIVE PRODUCTS COMPANY	1	55.14	0.00	55.14
019062	KHATRI, CYNTHIA	2	82.24	0.00	82.24
017676	KLENK, AMANDA	1	16.97	0.00	16.97
019160	LARRY ORTEGA	1	100.00	0.00	100.00
012907	LAURA LEIN SVENCNER	1	150.00	0.00	150.00
005333	MANUFACTURERS NEWS INC	2	458.80	0.00	458.80
018877	MASTNY, NORA	2	40.94	0.00	40.94
015080	MATTESON, JOY	1	28.42	0.00	28.42
005866	MIDWEST TAPE	19	6,397.04	0.00	6,397.04
017442	MILAVEC, JULIE	1	75.63	0.00	75.63
006161	NICOR GAS	1	1,986.98	0.00	1,986.98
019164	PHARLIS R. JAMES JR.	1	100.00	0.00	100.00
006640	POLONIA BOOKSTORE INC	1	222.56	0.00	222.56
018354	PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	5.00	0.00	5.00

Invoice Edit Listing
Village of Downers Grove

Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
006698	PRINT SMART	2	389.08	0.00	389.08
006716	PROQUEST LLC	2	11,519.00	0.00	11,519.00
006859	R.H. DONNELLEY	1	14.70	0.00	14.70
006897	RANDOM HOUSE, INC	5	598.50	0.00	598.50
006944	RECORDED BOOKS, LLC	2	372.27	0.00	372.27
018123	ROONEY, NANCY	1	32.71	0.00	32.71
013422	RUNCO OFFICE SUPPLY & EQUIP CO	7	1,275.27	0.00	1,275.27
007604	SERVICEMASTER COMMERCIAL CLEAN	2	5,795.59	0.00	5,795.59
018271	SOUNDS GOOD, INC.	1	90.00	0.00	90.00
019162	SPENCER A. KEYES	1	100.00	0.00	100.00
007787	STANLEY ACCESS TECHNOLOGIES	2	775.75	0.00	775.75
018357	TRAF-SYS, INC.	1	60.00	0.00	60.00
016841	TSAI FONG BOOKS, INC.	1	82.53	0.00	82.53
015177	ULINE	2	263.05	0.00	263.05
011517	UNIQUE MANAGEMENT SERVICES, IN	1	89.50	0.00	89.50
006654	UNITED STATES POSTAL SERVICE	1	6,000.00	0.00	6,000.00
018458	URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
019161	VICTORY AND VALOR MEMORIES.LLC	1	150.00	0.00	150.00
Grand Total:		195	89,833.14	0.00	89,833.14

INVOICES OF NOTE

015802	C & C Systems LLC (CCTV cameras)	$5,050.00
019163	Daniel Lane Anderson (concert)	$100.00
019159	Eileen Johnson Yoga (program)	$50.00
019165	Hidden Catalyst (genealogy program)	$250.00
019166	Julie Kittredge, LLC (program)	$200.00
019160	Larry Ortega (concert)	$100.00
012907	Laura Lein Svecner (program)	$150.00
019164	Pharlis R. James Jr. (concert)	$100.00
019162	Spencer A. Keyes (concert)	$100.00
006654	United States Postal Service (Discoveries postage)	$6,000.00
019161	Victory and Valor Memories, LLC (program)	$150.00

Credit Memo Edit Listing

Village of Downers Grove
March 20, 2019

	Vendor Totals		
Vendor		**Number of Memos**	**Amount**
013422 RUNCO OFFICE SUPPLY & EQUIP CO		1	71.32
013544 GOOGLE, INC.		1	595.83
Grand Total:		2	667.15

Library Credit Card Details for the March 20, 2019 Board Meeting

Julie Milavec

971	5303	Seminars, Mtgs, & Conferences	Area Directors' meeting	$	163.52
			Total	**$**	**163.52**

Katelyn Vabalaitis

			Total	**$**	**-**

Ian Knorr

978	5210	Supplies	Restroom signs, barricade box, paint	$	290.84
978	5251	Maintenance Supplies	LED replacements bulbs, water filters	$	541.77
978	5280	Small Tools & Equipment	Emergency weather kit supplies, tools	$	1,261.36
978	5470	Other Equipment Repair & Maint	Waste drain gaskets	$	43.86
			Total	**$**	**2,137.83**

Elizabeth Matkowski

971	5302	Dues & Membership	ALA & YALSA membership renewals	$	172.00
972	5210	Supplies	Teen program supplies	$	15.98
972	5280	Small Tools & Equipment	Shelving, sign holders	$	364.93
972	5853	AV Materials	Nintendo games, GoPros, CD players	$	863.52
			Total	**$**	**1,416.43**

Karen Bonarek

972	5315	Professional Services	Cricut supplies, blank garden flags	$	125.46
			Total	**$**	**125.46**

Amelia Prechel

971	5302	Dues & Membership	Amazon Prime membership	$	119.00
972	5852	Printed Materials	Adult & Teen Services materials	$	15.90
977	5210	Supplies	Labels	$	98.76
			Total	**$**	**233.66**

Sharon Hrycewicz

973	5210	Supplies	Program supplies, GWC t-shirts	$	319.67
973	5852	Print Materials	Books	$	23.27
973	5853	AV Materials	STEM kit supplies	$	218.96
			Total	**$**	**561.90**

Allyson Renell

			Total	**$**	**-**

Traci Skocik

972	5315	Professional Services	Cardboard cutouts	$	139.46
973	5210	Supplies	Program supplies	$	461.53
			Total	**$**	**600.99**

Christine Lees

974	5210	Supplies	Office supplies, program supplies	$	178.85
974	5303	Seminars, Mtgs, & Conferences	SLUI annual meeting	$	20.00
			Total	**$**	**198.85**

			Paul Regis		
975	5280	Small Tools & Equipment	Shelving, sign holders, Pelican case, HDMI adapter	$	436.99
975	5303	Seminars, Mtgs, & Conferences	Excel Seminar	$	179.00
975	5770	Capital Equipment	Chairs, Nintendo Switch, battery chargers	$	1,872.12
975	5880	Intangible Assets	Pantheon Systems, joysticks, GoDaddy renewal	$	1,514.45
				Total $	**4,002.56**
			Melody Danley		
				Total $	**-**
			Cynthia Khatri		
971	5210	Supplies	Storage boxes	$	12.60
971	5280	Small Tools & Equipment	Display holders	$	67.89
				Total $	**80.49**
			Jen Fredericks		
971	5210	Supplies	Office supplies	$	39.72
971	5302	Dues & Membership	ILA membership renewal	$	150.00
971	5303	Seminars, Mtgs, & Conferences	Airport shuttle	$	36.90
971	5308	Staff Recognition	Sympathy flowers	$	79.91
				Total $	**306.53**
			Library Credit Card February 2019 Totals $		**9,828.22**

PAYROLLS FOR FEBRUARY 2019

FEBRUARY 1		$112,686.03
FEBRUARY 15		$107,586.75
TOTAL FEBRUARY 2019 PAYROLLS		$220,272.78

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 20, 2019

AGENDA ITEM 8A
Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations

To simplify the Meeting Room Reservations process and in response to patron comments and suggestions, staff propose the following change to the Library Services policy:

Current Section 5.16.2 VI
Each year beginning on June 1, advance reservations open for the 12-month period beginning September 1.

Proposed Section 5.16.2 VI
Reservations may be made up to six months in advance.

The current policy is confusing and inequitable. The meeting room reservation software utilized by the library can support a rolling six-month advance window for reservations. This prevents an annual June 1 rush of reservations and provides more equitable access to meeting room reservation time slots.

Staff recommend the approval of the update to Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations as presented.

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 20, 2019

AGENDA ITEM 8B
Bibliotheca Annual Service and Maintenance Agreement Renewal

The annual support and maintenance contact for Bibliotheca renews in May. This contract covers many important systems including self-checks, sorting machine, RFID workstations, and credit card swipe equipment, as well as on-going software needed for those systems.

This service contract covers:
- 3 material handling inductions (2 interior book return slots and 1 workroom return site)
- 4 material handling conveyance sites (conveyer belts on the sorting machine)
- 1 material handling controller (server used to run the sorting machine)
- 4 materials handling sortation
- 7 self-check stations
- 7 credit card swipes
- 6 RFID workstations

Subscription software included:
- Enterprise Command Center (reporting and control)
- CompriseST Fines & Fees (self-check fine and fee payments)

Without a service agreement, technician visits are billed at $675 per visit, plus $250 per hour. If a part needs to be replaced, the cost of the part is additional. The annual service contract includes all service calls, parts and labor, and two annual tune ups for the sorter.

Approval of the Bibliotheca Annual Service and Maintenance Agreement Renewal in the amount of $42,368.41 is strongly recommended.

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Service and Maintenance/Extended Warranty Quote

Quote Date: 01/29/2019
Quote Number: QUO-90780-Q2D3

Licensee Bill To:
Downers Grove Public Library - Main
Christine Lees
Adult & Teen Services Manager, 1050 Curtiss Street
Downers Grove IL 60515
United States of America

clees@dglibrary.org
Tel: 630-960-1200 x4264

System Licensee:
Downers Grove Public Library
Christine Lees
Adult & Teen Services Manager, 1050 Curtiss Street
Downers Grove IL 60515
United States of America

Sales Contact: Contract Team
Sales Phone: 800-328-0067
Sales Email: service-renewals-us@bibliotheca.com

Contract Number: US-62531-W0L9
Term: 05/06/2019 - 05/05/2020
Renewal

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal Contract Term: May 06, 2019 - May 05, 2020	1	$42,368.410	$42,368.41
			Total (Less Sales Tax):	$42,368.41
			Grand Total:	$42,368.41

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.

Service and Maintenance/Extended Warranty Quote

TERMS AND CONDITIONS

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

Submit Purchase Order by fax to 1-877-689-2269 or by email to service-renewals-us@bibliotheca.com.

Accepted By:

Accepted Date:

Customer Purchase Order Number:

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Bibliotheca, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ __C__

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3169 Holcomb Bridge Road Ste 200

6 City, state, and ZIP code

Norcross, GA 30071

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

3 8 – 3 8 3 7 5 2 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[signature]* Date ▶ 1/3/19

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

• Form 1099-S (proceeds from real estate transactions)

• Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000142	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000143	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000146	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000147	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000148	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000149	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	CompriseST: Fines and Fees	234151000150	1	05/06/19	05/05/20	$827.21
Downers Grove Public Library - Main	2820 AMH Induction	28200223	1	05/06/19	05/05/20	$4,044.51
Downers Grove Public Library - Main	2820 AMH Induction	28200224	1	05/06/19	05/05/20	$4,044.51
Downers Grove Public Library - Main	2830 AMH Induction	28300210	1	05/06/19	05/05/20	$3,656.89
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500420	1	05/06/19	05/05/20	$729.59
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500421	1	05/06/19	05/05/20	$729.59
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500422	1	05/06/19	05/05/20	$729.59
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500423	1	05/06/19	05/05/20	$729.59
Downers Grove Public Library - Main	2855 FX AMH Controller	28550151	1	05/06/19	05/05/20	$2,411.23
Downers Grove Public Library - Main	2860 FX AMH Conveyance	28600239R	1	05/06/19	05/05/20	$697.07
Downers Grove Public Library - Main	2860 FX AMH Conveyance	28600242R	1	05/06/19	05/05/20	$697.07
Downers Grove Public Library - Main	2860 FX AMH Conveyance	28600243L	1	05/06/19	05/05/20	$697.07
Downers Grove Public Library - Main	2863 FX AMH Conveyance	28630087	1	05/06/19	05/05/20	$697.07
Downers Grove Public Library - Main	8420 Selfcheck	84200519	1	05/06/19	05/05/20	$1,941.03
Downers Grove Public Library - Main	8420 Selfcheck	84200520	1	05/06/19	05/05/20	$1,941.03
Downers Grove Public Library - Main	8420 Selfcheck	84200521	1	05/06/19	05/05/20	$1,941.03
Downers Grove Public Library - Main	8420 Selfcheck	84200522	1	05/06/19	05/05/20	$1,941.03
Downers Grove Public Library - Main	8421 Selfcheck	84210111	1	05/06/19	05/05/20	$1,941.03
Downers Grove Public Library - Main	8422 Selfcheck	84220759	1	05/06/19	05/05/20	$1,941.03
Downers Grove Public Library -	8422 Selfcheck	84220760	1	05/06/19	05/05/20	$1,941.03

Service and Maintenance/Extended Warranty Quote

Main

Downers Grove Public Library - Main	Enterprise: Command Center	90100340	1	05/06/19	05/05/20	$1,850.63
Downers Grove Public Library - Main	896 RFID Staff Workstation	P1209548	1	05/06/19	05/05/20	$212.72
Downers Grove Public Library - Main	896 RFID Staff Workstation	P1209549	1	05/06/19	05/05/20	$212.72
Downers Grove Public Library - Main	896 RFID Staff Workstation	P1209550	1	05/06/19	05/05/20	$212.72
Downers Grove Public Library - Main	896 RFID Staff Workstation	P1209551	1	05/06/19	05/05/20	$212.72
Downers Grove Public Library - Main	896 RFID Staff Workstation	P1209552	1	05/06/19	05/05/20	$212.72
Downers Grove Public Library - Main	896 RFID Staff Workstation	P1209553	1	05/06/19	05/05/20	$212.72

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Bill-to Address
Downers Grove Public Library
Adult & Teen Services Manager
1050 Curtiss Street
Downers Grove, IL 60515
USA

Ship-to Address
Downers Grove Public Library
Adult & Teen Services Manager
1050 Curtiss Street
Downers Grove, IL 60515
USA

Invoice SI0048923-US

Date:		02.21.2019

Customer No.:	0000595		Reference:	SIGNED RENEWAL
Payment Terms:	Net 30 days		Order No.:	S051295-US
Due Date:	03.23.2019		Salesperson:	Dustin Lamm
Shipping Conditions:				

Pos.	No.	Description	Quantity	Unit Price	Amount
1	SUP000002-000	**Annual Support & Maintenance** Term: May 06, 2019 - May 05, 2020	1	42,368.41	42,368.41

Total USD Excl. Tax	**42,368.41**
Tax Amount	0.00
Total USD Incl. Tax	**42,368.41**

PLEASE REFERENCE THE INVOICE NUMBER ON YOUR REMITTANCE - THANK YOU

Remit to:

Bibliotheca, LLC
P.O. Box 744378
Atlanta, GA 30374-4378   USA
1-877 207 3127
www.bibliotheca.com

Invoice	**SI0048923-US**
Total USD Incl. Tax	**42,368.41**
Customer No.	**0000595**

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 20, 2019

AGENDA ITEMS 8C
Rotary GroveFest Safe Location and Meeting Room Use

The Rotary Club of Downers Grove GroveFest Committee has requested that the Library again approve allowing use of the library building as an extreme weather emergency shelter for Rotary GroveFest and to use the Meeting Room as a green room for the national performer scheduled for Thursday evening. Due to limited parking and low attendance, there are no scheduled activities in the Library's Meeting Room during the Rotary GroveFest dates.

The Rotary Club of Downers Grove will provide a Certificate of Insurance to the Library, naming the Downers Grove Public Library as an additional insured. Library staff will meet with Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys prior to the Fest dates to review procedures and provide keys to the building. Library Director Julie Milavec will also be present Thursday night and throughout the weekend.

In the Emergency Action Plan for Rotary GroveFest 2019, the Library would again be included in the "Safe Locations" section used to designate emergency weather shelters. The shelter area in the Library will be the Library Meeting Room. If restrooms are needed, Rotary GroveFest volunteers will be assigned to control access to the rest of the building.

In the event evacuation to safe locations is announced to Fest participants, Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys will unlock the Forest Street entrance doors and Meeting Room doors. The individual unlocking the doors will also be responsible for securing the building after "ALL CLEAR" is announced.

When securing the building during Rotary GroveFest, Thursday, June 20 through Sunday, June 23, the Security Monitors will lock the sliding doors between the Lobby and Forest Street vestibule to help volunteers control access to other parts of the building if needed as a Safe Location.

For the 10th anniversary of GroveFest, the Rotary Club of Downers Grove is planning for an additional night with a national performer on Thursday, June 20. If approved by the Village of Downers Grove on March 19, Rotary has requested to use the Library's Meeting Room as a green room for the national performer. Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys prior and Library Director Julie Milavec will be responsible for the opening and closing of the library building for this purpose. Additional Rotary volunteers may aid in controlling access to the library during this time.

Staff recommends approval of the use of the library as a Safe Location and Meeting Room as a green room on June 20 for Rotary GroveFest.

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 20, 2019

AGENDA ITEMS 8D
Rotary GroveFest Closings

Rotary GroveFest has typically been scheduled from Friday through Sunday of the third weekend in June. Parking lots closures occurred beginning on the prior Wednesday night at 9:00 p.m. Due to limited parking and low attendance, the Downers Grove Public Library has closed during Rotary GroveFest according to the following schedule:

- Friday - Close at 7:00 p.m.
- Saturday - Close at 1:00 p.m.
- Sunday – Closed

These are administrative closings and as such, staff are not paid.

If approved by the Village of Downers Grove on March 19, Rotary GroveFest will be extended in order to bring in a national performer on Thursday, June 20, for the 10th anniversary of GroveFest. To accommodate the larger stage needed and the additional performance night, the parking lot adjacent to the Library, Forest North parking lot across Burlington Street, and Burlington Street between Main Street and Forest Street, will close at 9:00 p.m. on Tuesday, June 18. On Thursday, June 20, Main Street between Curtiss Street and Burlington Street will close at 2:00 p.m. Additional road closures begin at 5:00 p.m. With approximately 2,500 tickets to be sold for the Thursday night performance, increased traffic and parking difficulties on Thursday evening are expected.

Staff recommend closing for Rotary GroveFest in 2019:

- Thursday, June 20 – Close at 5:00 p.m.
- Friday, June 21 – Close at 5:00 p.m.
- Saturday, June 22 - Close at 1:00 p.m.
- Sunday, June 23 – Closed

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 20, 2019

AGENDA ITEM 10
Librarian's Report

Downers Grove Public Library Foundation Fundraiser
The Downers Grove Public Library Foundation is partnering with Mod Pizza (1022 W. Ogden Ave, Downers Grove) on Thursday, April 11 from 10:30 a.m. to 9:00 p.m. Twenty percent of sales will be donated to the DGPL Foundation.

View from the Artist's Studio
Applications open on April 1 for View from the Artist's Studio. Twelve high school students will be selected to create a student-driven mural for Teen Central. Teens who have completed grades 9-12 and who have art experience are invited to apply. Local artist John McDavitt will guide students through the entire process. The group will meet weekly, June 11 through July 30, on Tuesday nights from 6:00 p.m. to 8:00 p.m.

Service Fair
The Library's first ever Service Fair will be held on Saturday, April 13 from 2:00 p.m. to 4:00 p.m. Representatives of nonprofit, service, and community organizations will share information about their services and volunteer opportunities available with their organization.

Spring Break at the Library
From March 25 through March 29, Spring Break special events for kids and teens include parties, trivia, gaming, and more. We anticipate being very busy that week!

LACONI Trustee Banquet
The Library Administrators Conference of Northern Illinois (LACONI) is hosting its annual banquet event for library trustees on Friday, May 10 with featured speaker Rebecca Vnuk from LibraryReads. Trustees interested in attending should contact the Administration Office.

Julie Milavec
Library Director

LACONI TRUSTEE BANQUET

Friday, May 10, 2019
6:00 - 9:00 pm

Hotel Arista
2139 City Gate Lane
Naperville, IL 60563

with featured speaker
Rebecca Vnuk
Executive Director at
LibraryReads discussing
"Librarians as Influencers"

Tickets available
on Eventbrite for
$65 per person with a Cash bar
Meal Options include:
Grilled Flat Iron Steak, Salmon,
or Parmesan Gnocchi

Questions? Contact Kate Buckson
kateb@lplibrary.org
708-352-0100

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 20, 2019

DEPARTMENT REPORTS – FEBRUARY 2019

<u>Administration</u> – Jen Fredericks
- Set up, tested, and implemented Call-Em-All, an automated message system that will be used to notify all DGPL staff of emergency closings, early closings, delayed openings, etc. Templates are stored on the platform that only need updating (time, date, etc.) when sending out voice and text notifications. This is a very simple and reliable method to deliver important messages to library staff. It will eliminate the need for a calling tree.

- Community Engagement Coordinator Cindy Khatri and I visited the Oak Park Public Library to engage with Social Services Director, Robert Simmons, and to learn some of the helpful services Oak Park has employed to help vulnerable populations.

- Met with Programming Team twice this month to evaluate Beanstack, an online platform intended to track reading challenges, like Summer Reading. The Programming Team attended a live demo and after subsequent hands-on practice, decided to postpone implementation of an online platform until all similar platforms could be compared and contrasted. The Programming Team will endeavor to have an online reading challenges tracking system in solid order by next summer.

- Hung out with podcast hosts and producer, Cindy Khatri and Lauren Gonzalez and Ed Bromiel, respectively, to record an upcoming episode of Cover to Cover for the month of April.

- Attended the monthly Friends of the Downers Grove Public Library Board meeting and reviewed the contents of their new brochure, discussed and made decisions about FOL swag to be handed out at the Service Fair, and presented and explained to the FOL the newly arrived items that will be a part of the DGPL Anything Emporium collection.

- Compiled and submitted our three annual reports: IPLAR, PLDS, and DGPL collection totals for the village.

- Met with Human Resources consultant Andrea Herran and reviewed and edited Public Relations job descriptions that more accurately reflect job responsibilities and qualifications.

- Worked the first Breakfast Shelter Series program, which gives our local shelter resident patrons a chance to learn about the services that the library offers (before the library opens). Participants have light breakfast refreshments, learn about our services, which includes showcasing an online resource, and are offered a tour of the library with additional Q&A.

Adult & Teen Services – Lizzie Matkowski

- Suzy installed the first of our Satellite Stacks collections. Thanks to the many staff who helped with this project and the Foundation for generously providing funding to start these collections!
- Staff attended training from a staff member at DuPage County Community Services.
- Suzy and Van joined the Safety and Security Team.
- Nancy presented at DGPL's first breakfast series program.
- Amanda, along with Cris, launched DGPL's Instagram account.
- Adult & Teen programs in February included: Board Game Saturday, Meet WWII Veteran David Baruch, a Job Search Workshop, a Basic Genealogy webinar, and more.

Children's Services – Allyson Renell

- The Kids Room was busy with outreach during the month of February, visiting many of the local elementary schools as well as our usual monthly visits to local preschools and daycare centers. We went to Family Literacy nights and Math nights, presented coding activities, and even judged at Downers Grove Christian School's annual Reading Fair. Altogether, we presented 22 outreach events that had 583 attendees total. March continues to be a big month for outreach with a variety of different events planned.

- On Saturday, February 9, we continued our partnership with the Downtown Management Association by participating in their Ice Fest Weekend. We provided a variety of different winter themed activities and hosted a visit from the Ice Queen herself, Elsa! Over 262 people waited in line to meet and take pictures with her.

- We held our first ever drop-in Duplo play program on February 22. This program was inspired by our popular Lego play programs and designed to give our youngest patrons the joy of building! In January, we asked the community for donations of Duplos and they did not let us down. We are so appreciative of our DG community for making the program a success! We will be adding Duplo Play to our regularly scheduled preschool activities.

- The Kids Room's Winter Reading Program wrapped up March 3. This much-smaller-than-summer version of an incentive-based reading program is sponsored by the Chicago Wolves Hockey team and encourages children to create their own reading goals to win a prize. We had 98 children complete the program.

Circulation Services – Christine Lees
- Our partnership with PADS continues to be successful. This month we:
  - Registered 12 new Restricted Use cardholders on-site at First United Methodist and First Congregational of DG shelter locations
  - Refilled the book carts, which were donated by the DG Rotary, with additional materials.

- Our Breakfast Series kick-off was on February 13! We had three participants, all of whom were extremely engaged in the program and provided lots of valuable feedback. We realized after the event that the PADS shelter remained open until 9:00 am that morning (instead of closing at 7:00 am) due to the extreme weather conditions so that may have accounted for the lower than expected turnout. However, we viewed the program as a success and look forward to offering the Breakfast Series monthly.

- The Downers Grove Rotary accepted and approved our grant application for $600 towards funding for the Breakfast Series program. We are very thankful for their contribution and continued support!

- The video games have been successfully relocated to the service desk drawers, completing one of our goals for 2019.

- Christine Lees joined the planning committee for SWAN X19, the consortium-wide conference held every August. The first meeting consisted of coming up with a theme for the conference and brainstorming keynote speakers.

- The Circulation Department had an after-hours team-building event at Glazed Expressions. We have many talented pottery painters in our department!

- Dawn Golias and Connie Lacey shared with department staff at our monthly meeting about a program they attended on Disability Training.

Information Technology – Paul Regis
- February was another busy month for IT, with a multitude of classes and Book-an-Expert sessions.
- Technology Trainer Annie Jagielski met with a Kathy Gajewski, a volunteer at the People's Resource Center, on the possibility of volunteering with the library's

computer classes. Her background and instructing experience are very strong, and having an aid to assist is always helpful.
- Computer Help Desk Supervisor Lauren Cantore Gonzalez, Community Engagement Coordinator Cindy Khatri, and Media Lab Coordinator Ed Bromiel continued work on the "Cover to Cover" podcast, which went live in late February. Kudos to all involved for coming up with the idea for the show and producing professional content!

Access Services – Amy Prechel
Projects and Updates
- Staff's picks for their service anniversary book plates were displayed in the staff lounge in February.
- MaryKellie Marquez volunteered to help with the breakfast program series for PADS participants. She helped facilitate the first program on Wednesday, February 6.
- Amy Prechel received further training on the RFID system sorter from Cheryl Pawlak on the 6th, where changes were made to material bins. She was able to apply this training to correct the sorting of new Kids Room BluRays when a problem was discovered February 15.
- On Friday our beloved UPS driver, E.J., brought us a homemade cake! Staff signed a thank you card for him.
- At the February 20 meeting, the management team discussed updates to the library software's configurations for holds and item circulation. The group decided to allow restricted use patrons to check out video games. These users cannot place holds and can only check out two items at a time.
- On February 21, Amy Prechel met with Christine Lees, Allyson Renell, and Lizzie Matkowski to rework the "on the fly" item procedure. Materials without records in the system will be given brief records so patrons can still check them out. Upon return they will be routed to selectors for evaluation, and then to Access Services for cataloging or withdrawal.
- The first "Satellite Stacks" was installed Friday, February 22 at Lacey Creek.
- A new statistic log was created to keep track of department training, and collection statistics logs were updated to track additions and reclassifications to the "Anything Emporium."
- Access services worked with Circulation and PR departments to design new and improved tags for our circulating tote bags. The new tags are more durable and visually appealing. They will be rolled out next month.

Staff Training and Professional Development
- MaryKellie Marquez attended CRIS training Thursday February 7.

- Nora Mastny and Amy Prechel attended two webinars in February: "Looking Through a Cloudy Crystal Ball: The Future of Cataloging" and "Cataloging Non-Traditional Resources".
- Amy Prechel was selected to participate on new committee for the SWAN consortium, the Clarity Task Force. The group will assist SWAN in identifying areas of dissatisfaction and frustration with our ILS, and help prioritize areas for improvement. Individuals were selected based on their solutions-driven contributions to the SWAN membership. The appointment begins in April 2019 and runs through June 2020.
- Access Services staff are reflecting on our accomplishments from 2018 and articulating our goals for 2019 in anticipation of reviews next month.

Inventory and Cataloging
- For ATS collection: added 1374 print items, 408 AV items; discarded 2415 print items and 500 AV items.
- For Kids Room collection: added 803 print items and 310 AV items; discarded 300 print items and 230 AV items.
- We claimed 1 magazine that arrived damaged and 7 that did not arrive when expected. A new title, Handwoven, was added to the print magazine collection.
- 98 new books were prepared for the Satellite Stacks collection this month!

Reclassification and Repairs
- Repaired 821 ATS and Kids Room books and audiovisual items.
- Reclassified 96 general adult and ATS and Kids Room items.
- Our ELM-ECO Auto Smart disc repair machine was brought out to Buffalo Grove for repair and maintenance.
- Michelle Litwin closely inspected a recent delivery of media pouches after some were found to be defective. The vendor is replacing the order.

Facilities Services – Ian Knorr
- The Staff Safety Committee held their first meeting. The topics were fire and tornado drills, active shooter drills, and brainstorming on suggestions for the new emergency manual.
- AllCom came to meet with Ian and produced a quote for duress alarms at the customer service desks. Installation will begin in March.
- Ian held performance review meetings with facility staff.
- The door handle to Conference Room A was repositioned.
- Ian installed two bookshelves for the Satellite Stack facilities.
- The RFP for custodial services has been started.

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30236
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0145
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Downers Grove Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1050 Curtiss Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Downers Grove
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60515
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1050 Curtiss Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Downers Grove
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60515
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 960-1200
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 960-9374
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.dglibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	**Julie M. Milavec**
1.15 Title	**Director**
1.16 Library Director's E-mail	**jmilavec@dglibrary.org**

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	49,213
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2018
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jennifer Fredericks
3.5 Telephone Number of Person Preparing Report	630-960-1200
3.6 FAX Number	630-960-9374
3.7 E-Mail Address	jfredericks@dglibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum	4.3 If Other, what was the	4.4 Referendum Date	4.5 Passed	4.6 Effective Date	4.7 Referendum ballot

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	6
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Jonathan Graber
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	08/2022
5.8 Telephone Number	312-479-5468
5.9 E-mail Address	jonathan.graber@dbr.com
5.10 Home Address	925 Blanchard Street
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60516

Second member

Sixth member

5.5 Name	**Kim Stapleton**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**08/2023**
5.8 Telephone Number	**630-964-4482**
5.9 E-mail Address	**kim@thenetworkeffectllc.com**
5.10 Home Address	**6005 Blodgett Avenue**
5.11 City	**Downers Grove**
5.12 State	**IL**
5.13 Zip Code	**60516**

Seventh member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	67,738
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	We have signage throughout the library, including bathroom signs, that contain both words and pictures to assist patrons with ASD; Lighting was updated from fluorescent bulbs to LED; Children's area has family bathrooms for patrons and their caregivers; Headphones are provided when using the computers; The library provides quiet study rooms that allow patrons with ASD who may be experiencing sensory overload to take a break; Staff have undergone Customer Service training and workshops to better assist patrons on ASD; We offer reference and reader's advisory service via online chat for patrons with ASD who may struggle with verbal communication; We offer tours of the library building so patrons with ASD can learn about the location of materials and room without feeling stressed about the environment; We offer self-checkout and checkin machines with picture descriptions for patrons to use.
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	2,844
6.4a Total Number of Study Rooms	11
6.4b Total number of times study room(s) used by the public during the fiscal year	11,472

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$86,320	0	$0
Structural repairs (walls, foundations, etc.)	1	$302,848	0	$0

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
Roof repair/replacement	1	$991,467	0	$0
Heating/ventilation/air conditioning	1	$754,000	0	$0
Electrical systems other than alarms	1	$15,000	0	$0
Plumbing systems	1	$20,000	0	$0
Egress systems (doors, stairs, etc.)	1	$15,000	0	$0
Fire protection (detectors, alarms, etc.)	1	$2,000	0	$0
Asbestos abatement	1	$0	0	$0
Security measures	1	$8,000	0	$0
Energy conservation	1	$10,000	0	$0
Repair of sidewalks, curbing, parking areas	1	$0	0	$0
Accessibility measures	1	$3,000	0	$0
Technology upgrading	1	$67,900	0	$0
New building construction (construction of a new facility)	1	$0	0	$0
Building additions (adding square feet to existing facility)	1	$0	0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$0	0	$0
Structural repairs (walls, foundations, etc.)	1	$0	0	$0
Roof repair/replacement	1	$534,000	0	$0
Heating/ventilation/air conditioning	1	$0	0	$0
Electrical systems other than alarms	1	$0	0	$0
Plumbing systems	1	$0	0	$0
Egress systems (doors, stairs, etc.)	1	$0	0	$0
Fire protection (detectors, alarms, etc.)	1	$0	0	$0
Asbestos abatement	1	$0	0	$0
Security measures	1	$0	0	$0
Energy conservation	1	$0	0	$0
Repair of sidewalks, curbing, parking areas	1	$0	0	$0
Accessibility measures	1	$0	0	$0
Technology upgrading	1	$0	0	$0
New building construction (construction of a new facility)	1	$0	0	$0
Building additions (adding square feet to existing facility)	1	$0	0	$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$20,829,435
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	By policy, for uninsured losses and other equipment failure expenditures, the Operating Reserve amount will be set at 35% of the total amount needed to replace one boiler, one rooftop air conditioning unit, and the entire flat portion of the roof. The estimated Operating Fund balance is $1,276,843. For planned capital expenses, the Library Capital Replacement Fund will be funded according to an annual budget allocation, as provided for in the Library's Board approved planning documents. The estimated Capital Replacement Fund balance is $1,402,512.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$5,226,934
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	$61,516
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$57,207
8.5 Other State Government funds received	$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$118,723

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,
or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$8,049
8.14 Other receipts intended to be used for operating expenditures	$131,671
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$139,720
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$5,485,377

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$2,689,166
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$781,643
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$3,470,809

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$351,973
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$215,218
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$138,931
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, BluRays, umbrellas, audiobooks, music CDs, video games, board games, Circulating bags, STEM kits, WiFi hotspots
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$706,122

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$812,050

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$4,988,981

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$0
12.2 State Government [PLSC 401]	$0
12.3 Federal Government [PLSC 402]	$0
12.4 Other Capital Revenue [PLSC 403]	$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$407,544

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	20	20	$623.70	689.75
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Library Director	Library Director	**$67.35**	**37.50**
	Assistant Director	Assistant Library Director	**$49.94**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$24.36**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$28.27**	**21.50**
	Adult & Teen Services Librarian	Adult Services	**$24.97**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$26.64**	**26.00**
	Adult & Teen Services Manager	Adult Services	**$31.80**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$28.27**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$24.36**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$25.65**	**26.00**
	Adult & Teen Services Librarian	Adult Services	**$35.38**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$25.65**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$24.18**	**27.00**
	Adult & Teen Services Librarian	Adult Services	**$24.18**	**26.75**
	Children's Services Librarian	Children\'s Services	**$35.38**	**37.50**
	Children's Services Librarian	Children\'s Services	**$26.64**	**37.50**
	Children's Services Manager	Children\'s Services	**$36.25**	**37.50**
	Children's Services Librarian	Children\'s Services	**$28.27**	**37.50**
	Cataloging Librarian	Cataloging	**$24.36**	**37.50**
	Access Services Manager	Cataloging	**$31.80**	**37.50**

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	17.24

51

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11] [PLSC 251]	17.24

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,359.75
13.14 Minimum hourly rate actually paid	$12.00
13.15 Maximum hourly rate actually paid	$36.80
13.16 Total FTE Group C employees (13.13 / 40)	33.99

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	231.25
13.18 Minimum hourly rate actually paid	$10.20
13.19 Maximum hourly rate actually paid	$13.92
13.20 Total FTE Group D employees (13.17 / 40)	5.78

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	103.00
13.22 Minimum hourly rate actually paid	$12.00
13.23 Maximum hourly rate actually paid	$32.59
13.24 Total FTE Group E employees (13.21 / 40)	2.58
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	42.35
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	59.59

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary					

13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Cataloging Librarian	Cataloging	Master's Degree (ALA accredited)	37.50	Filled	06/2018

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,650
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,650
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	499,061

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	845	27,432	142	7,539
Young Adult	103	2,408	5	128
Other	314	5,988	13	1,038
Total	1,262	35,828	160	8,705
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	We provided the following: Sensory Sensitive Sundays where patrons could access the library before it opened; regular, monthly special programming for the local high school's Multi-Needs Classes; a monthly special program for an adult daycare group; special storytimes for District 58's RISE/DLP program (Preschoolers and K-2 children); and other special storytimes specifically for children with ASD.			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	39,888
16.2a Total Number of Unexpired Non-resident Users Cards	109
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$17,132.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	39,997
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLSC 450]	184,557
17.2 Current Print Serial Subscriptions [PLSC 460]	319
17.3 Total Print Materials (17.1+17.2)	184,876
17.4 E-books Held at end of the fiscal year [PLSC 451]	41,561
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	17,956
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	9,953
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,597
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,086

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may

not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	38
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	51

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	651,371
18.2 Number of young adult materials loaned	28,491
18.3 Number of children's materials loaned [PLSC 551]	499,755
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,179,617

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical	786,565
18.6 Videos/DVDs- Physical	246,239
18.7 Audios (include music)- Physical	98,697
18.8 Magazines/Periodicals- Physical	19,546
18.9 Other Items- Physical	28,570
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	1,179,617
18.11 Use of Electronic Materials [PLSC 552]	90,411
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,270,028
18.13 Successful Retrieval of Electronic Information [PLSC 554]	133,905
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	224,316
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,403,933
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	58,268
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	87,321

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	96,652

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	362

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	151
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	65
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	**150 Mbps down/20 Mbps up**
21.3 What is the monthly cost of the library's internet access?	**$550**
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	**55**
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	**52,752**
21.6 Wireless Sessions Per Year [PLSC 652]	**31,080**
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	**514,352**

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	-1 Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$19,222
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,734.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Julie Milavec	02/27/2019
President	Jonathan Graber	02/27/2019
Secretary	David Humphreys	02/27/2019

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

Circulation	FEB 19		FEB 18	%	FEB. 17	%
Checkouts						
Selfchecks	40,483	73%	44,069	72%	42,598	73%
Staff desk	15,216	27%	17,264	28%	15,876	27%
Total checkouts	**55,699**		**61,333**		**58,474**	
Renewals						
Auto Renewals	29,837		32,746			
Selfchecks	19		27		1,577	
Staff desk (incl. phone)	212		233		2,369	
Patron online renewals	444		609		10,882	
Patron self-renewals on BookMyne	16		6			
Total renewals	**30,528**		**33,621**		**14,828**	
Total item checkout & renewals	**86,227**		**94,954**		**73,302**	
Digital Circulation	**8,179**		**7,920**		7,522	
Total Circulation	**94,406**		**102,874**		**80,824**	
*Closed @ 5:30 on 3-5-19 due to weather						
Reserves Processed						
Received from ILL	6,768		7,057		6,328	
ILL sent	4,604		4,787		4,784	
OCLC requests processed	247		672		725	
Gate Count						
North	24,201		24,130		26,371	
South	12,421		12,568		15,017	
Total	**36,622**		**36,698**		**41,388**	
Registrations						
New resident library cards	138		102		143	
New fee cards	7		6		4	
Professional Development hours	4					
Cost of Professional Development	80					

3/15/2019

DOWNERS GROVE PUBLIC LIBRARY

Circulation

	Feb 2018	Feb 2019		YTD Totals			
Adult	54,531	48,554		108,285	98,313		
Teen	1,882	1,743		3,836	3,707		
Children	38,541	35,929		77,041	70,471		
Download	7,920	8,179		15,394	16,878		
Total	102,874	94,405		204,556	189,369	-15,187	-7.4%

Circulation - By Item

	Books		Audio		Video		Misc.		Total
Adult	27,289	56.20%	5,398	11.12%	13,418	27.64%	2,449	5.04%	48,554
Teen	1,609	92.31%	67	3.84%	52	2.98%	15	0.86%	1,743
Children	27,995	77.92%	1,504	4.19%	5,194	14.46%	1,236	3.44%	35,929
Total	56,893	65.98%	6,969	8.08%	18,664	21.65%	3,700	4.29%	86,226

Collection - All Items

	Books		Audio		Video		Misc.		Total
Adult	109,551	74.45%	14,807	10.06%	14,946	10.16%	7,841	5.33%	147,145
Children	73,405	84.08%	2,877	3.30%	8,366	9.58%	2,656	3.04%	87,304
Total	182,956	78.04%	17,684	7.54%	23,312	9.94%	10,497	4.48%	234,449

Book Collection

	Feb 2018	Feb 2019				
Adult	124,286	109,551				
Children	74,460	73,405	YTD Totals		YTD Difference	
Total	198,746	182,956	198,746	182,956	-15,790	-7.9%

Audio Collection

	Feb 2018	Feb 2019				
Adult	15,590	14,807				
Children	2,904	2,877	YTD Totals		YTD Difference	
Total	18,494	17,684	18,494	17,684	-810	-4.4%

Video Collection

	Feb 2018	Feb 2019				
Adult	15,398	14,946				
Children	7,641	8,366	YTD Totals		YTD Difference	
Total	23,039	23,312	23,039	23,312	273	1.2%

Miscellaneous Collection

	Feb 2018	Feb 2019				
Adult	9,134	7,841				
Children	2,769	2,656	YTD Totals		YTD Difference	
Total	11,903	10,497	11,903	10,497	-1,406	-11.8%

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Rooms & Spaces

		Feb 2018	Feb 2019				
Community Use of Rooms		953	1,158				
Meeting, Conference, Study Rooms							
Community Use of Spaces		142	142				
Media Lab, STEM Room, Teen Gaming				YTD Totals		YTD Difference	
Rooms and Spaces Total		1,095	1,300	2,242	2,541	299	13.3%

Programs Offered

Library Programs Offered		Feb 2018	Feb 2019				
	Adult	17	13				
	Teen	9	7				
	Children	51	54				
Outreach Programs Offered							
	Adult	11	15				
	Teen	2	3				
	Children	13	22				
Passive Programs Offered							
	Adult	0	3				
	Teen	0	2				
	Children	14	7	YTD Totals		YTD Difference	
Programs Offered Total		117	126	236	260	24	10.2%

Program Attendance Total

Library Program Attendance		Feb 2018	Feb 2019				
	Adult	117	225				
	Teen	252	73				
	Children	1,399	1,631				
Outreach Program Attendance							
	Adult	220	185				
	Teen	14	37				
	Children	203	583				
Passive Program Attendance							
	Adult	0	271				
	Teen	0	40				
	Children	1,035	470	YTD Totals		YTD Difference	
Program Attendance Total		3,240	3,515	5,870	5,828	-42	-0.7%

Statistics for February 2019 (FY Jan-Dec)

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Gate Count

	Feb 2018	Feb 2019	YTD Totals		YTD Difference	
	36,698	36,622	76,585	72,154	-4,431	-5.8%

Reference Questions

	Feb 2018	Feb 2019	YTD Totals		YTD Difference	
One on One Tutorials	28	24	56	44	-12	-21.4%

Computer User Sessions

	Feb 2018	Feb 2019	YTD Totals		YTD Difference	
Adult	3,508	3,064				
Children	983	1,181	YTD Totals		YTD Difference	
Total	4,491	4,245	9,442	8,317	-1,125	-11.9%
Wireless Sessions	2,472	2,536	5,130	4,851		