

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MONTHLY MEETING
APRIL 24, 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. March 2019 Financial Report
 - b. April 2019 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Opening of Closed Session Minutes and Destruction of Verbatim Recordings
 - November 11, 2010
 - June 22, 2011
 - July 6, 2011
 - July 19, 2011
 - June 26, 2013
 - September 24, 2014
 - April 4, 2016
 - April 20, 2016
 - April 21, 2016
 - May 5, 2016
 - August 23, 2017Requested Action: Approval
 - b. Authorization to Proceed with Public Bid for LED Replacement Lighting in Fiction Section
Requested Action: Approval
 - c. Bloodborne Pathogens Policy Update, Section 3.42
Requested Action: Approval
 - d. Notary Policy Update, Section 5.14
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
MARCH 20, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:33 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, President Jonathan Graber. Absent: Trustee Jennifer Morrow, Trustee Kim Stapleton.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis.
3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 27, 2019 Regular Monthly Meeting. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the February 27, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. February 2019 Financial Report. Milavec presented the report. On the revenue side, the library received a payment of prior year property taxes totaling almost \$5,000, which was very unusual. The library is doing great on the expense side and is about 16% through the year. The insurance line is at about 85% spent, but that is because the liability insurance lump sum payment for the year is made in January. There are two payments to Elara Engineering so far for the HVAC project.
 - b. March 2019 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of March 2019 capital replacement invoices totaling \$13,461.12, the payment of March 2019 operating invoices totaling \$89,833.14, the acceptance of March 2019 credit memos totaling \$667.15, and the ratification of February 2019 payrolls totaling \$220,272.78 be approved. Motion passed by voice vote.
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.**

- a. Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations. Milavec presented a proposed change to the meeting room policy, which would adjust the schedule used to book the room. Staff recommended reservations be made on a rolling calendar, up to six months in advance. The current process has bookings open up every June 1 for September through August.

It was moved by Humphreys and seconded by Gigani THAT the revised Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations be approved as presented. Motion passed by voice vote.

- b. Bibliotheca Annual Service and Maintenance Agreement Renewal. It was moved by Humphreys and seconded by Dougherty THAT the Bibliotheca Annual Service and Maintenance Agreement Renewal for \$42,368.41 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.
- c. Rotary GroveFest Safe Location and Meeting Room Use. It was moved by Gigani and seconded by Dougherty THAT the library act as a safe location during Rotary GroveFest and provide the Meeting Room as green room space if needed. Motion passed by voice vote.
- d. Rotary GroveFest Closings. Milavec and Humphreys discussed the possibility of an extra day of Rotary GroveFest activities, which would be on Thursday, June 20. If the Rotary Club decides to move forward with a concert the evening of June 20, staff propose extending library closings to accommodate the revised schedule.

It was moved by Gigani and seconded by Dougherty THAT the vote to extend Rotary GroveFest closings be tabled to the April 24, 2019 Library Board of Trustees Meeting. Motion passed by voice vote.

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

10. **Library Director's Report.** Milavec presented the report. The library received an award letter for the FY 2019 Per Capita Grant. It was funded at the full amount. The completed Illinois Public Library Annual Report is in the Board packet this month. Amanda Klenk, Teen Services Coordinator, is investigating the possibility of doing some extended hours in the spring for Teen Exam Cram.

She is going to survey teens using the whiteboard in Teen Central. April 11 is the Mod Pizza fundraiser for the Downers Grove Public Library Foundation with 20% of the proceeds going back to the Foundation.

11. Trustee Comments and Requests for Information. There was none.

12. Adjournment. President Graber adjourned the meeting at 8:01.

DOWNERS GROVE LIBRARY

3/31/2019

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 222,015	\$ 1,101,638
FUND BALANCE	\$ 95,710	\$ 1,101,638

Revenue by Object Report

Village of Downers Grove
3/1/2019 through 3/31/2019

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,337,785.00	0.00	0.00	5,337,785.00	0.00
4109 Prior Year Property Taxes	100.00	6.85	4,991.09	-4,891.09	4,991.09
4313 Personal Property Replacement Tax	60,000.00	2,813.13	9,855.54	50,144.46	16.43
4410 Sales of Materials	11,000.00	901.18	2,361.43	8,638.57	21.47
4502 Charges For Services	20,000.00	1,641.38	4,466.79	15,533.21	22.33
4509 Fees For Non-Residents	16,000.00	1,752.00	6,716.00	9,284.00	41.98
4571 Rental Fees	5,000.00	280.00	910.00	4,090.00	18.20
4581 Fines	37,500.00	2,748.27	8,204.27	29,295.73	21.88
4590 Cost Recovered For Services	10,000.00	1,109.68	2,828.15	7,171.85	28.28
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	1,156.24	4,483.72	-2,483.72	224.19
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	11,725.00	13,211.00	-8,211.00	264.22
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	24,133.73	58,027.99	5,483,267.01	1.05

CAPITAL REPLACEMENT FUND

Expenditures by Object Report

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glExpObj
03/29/2019 9:15AM
Periods: 3 through 3

Village of Downers Grove
3/1/2019 through 3/31/2019

Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Use</u>
5870 Capital Equipment	624,000.00	13,461.12	278,476.16	0.00	345,523.84	44.6
Grand Totals	624,000.00	13,461.12	278,476.16	0.00	345,523.84	44.6

OPERATING FUND

glExpObj
03/29/2019 9:13AM
Periods: 3 through 3

Expenditures by Object Report

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Village of Downers Grove
3/1/2019 through 3/31/2019

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5101 Salaries, Exempt	1,406,416.00	166,676.55	388,561.12	0.00	1,017,854.88	27.6
5111 Salaries, Non-Exempt	247,835.00	26,975.04	61,626.86	0.00	186,208.14	24.8
5119 Part-Time Employee Wages	1,237,473.00	131,434.67	303,662.20	0.00	933,810.80	24.5
5131 IMRF Pension Contributions	194,334.00	22,251.46	51,377.96	0.00	142,956.04	26.4
5133 Medicare Contributions	41,930.00	4,648.72	10,743.04	0.00	31,186.96	25.6
5134 Social Security Contributions	179,287.00	19,877.11	45,935.24	0.00	133,351.76	25.6
5190 Life Insurance	1,044.00	78.20	234.60	0.00	809.40	22.4
5191 Health Insurance	450,182.00	30,039.78	88,616.90	0.00	361,565.10	19.6
5195 Optical Insurance	1,992.00	139.98	431.11	0.00	1,560.89	21.6
5197 Dental Insurance	38,044.00	2,434.56	7,286.20	0.00	30,757.80	19.1
5210 Supplies	91,050.00	4,323.29	18,551.33	0.00	72,498.67	20.3
5251 Maintenance Supplies	18,500.00	1,694.58	3,253.26	0.00	15,246.74	17.5
5280 Small Tools & Equipment	35,300.00	3,391.93	5,884.31	0.00	29,415.69	16.6
5302 Dues And Memberships	7,500.00	441.00	716.00	0.00	6,784.00	9.5
5303 Seminars, Conferences & Meetings	30,525.00	704.36	3,076.51	0.00	27,448.49	10.0
5308 Recognition Program-Staff	5,000.00	79.91	1,244.23	0.00	3,755.77	24.8
5315 Professional Services	60,000.00	1,524.92	5,692.43	0.00	54,307.57	9.4
5322 Personnel Recruitment	2,000.00	0.00	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	703.36	3,423.87	0.00	16,776.13	16.9
5392 Postage	25,500.00	6,111.00	6,111.00	0.00	19,389.00	23.9
5407 Advertising And Public Relations	20,500.00	389.08	916.03	0.00	19,583.97	4.4
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	1,125.75	6,267.75	0.00	85,232.25	6.8
5450 Cleaning Services	80,500.00	5,545.00	16,590.00	0.00	63,910.00	20.6
5461 Utilities	25,250.00	2,527.21	7,258.32	0.00	17,991.68	28.7
5470 Other Equipment Repair And Maintenance	11,550.00	1,030.93	2,574.16	0.00	8,975.84	22.2
5481 Rentals	20,500.00	3,107.16	4,014.32	0.00	16,485.68	19.5

Expenditures by Object Report

Village of Downers Grove
3/1/2019 through 3/31/2019

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	3,000.00	89.50	475.81	0.00	2,524.19	15.8
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5770 Capital Equipment	60,000.00	3,506.79	7,326.88	0.00	52,673.12	12.2
5851 Electronic Resources	226,000.00	11,969.00	22,590.63	0.00	203,409.37	10.0
5852 Print Materials	345,000.00	23,683.89	68,905.14	0.00	276,094.86	19.9
5853 Audiovisual Materials	147,000.00	13,448.11	26,376.13	0.00	120,623.87	17.9
5870 Capital Equipment	65,000.00	5,050.00	5,154.89	0.00	59,845.11	7.9
5880 Intangible Assets (Software)	43,000.00	1,594.45	5,969.92	0.00	37,030.08	13.8
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	496,597.29	1,232,931.97	0.00	4,545,180.03	21.3

Invoice Edit Listing
Village of Downers Grove
Capital Replacement – April 24, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	1	274.08	0.00	274.08
012666 INTERIOR INVESTMENTS, LLC	2	1,162.08	0.00	1,162.08
Grand Total:	3	1,436.16	0.00	1,436.16

INVOICES OF NOTE

For Library Board Meeting on April 24, 2019

Capital Replacement Fund

005572	FIA Card Services, N.A. (storage cabinets for staff restrooms)	\$274.08
012666	Interior Investments, LLC (high back mesh chairs)	\$1,162.08

Invoice Edit Listing
Village of Downers Grove
April 24, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000265 ALL AMERICAN PAPER CO	1	639.04	0.00	639.04
019152 ALLCOMM SYSTEMS, INC.	1	3,775.00	0.00	3,775.00
018213 AMAZON CAPITAL SERVICES, INC.	1	491.78	0.00	491.78
000322 AMAZON.COM	1	1,963.38	0.00	1,963.38
000428 ANDERSON'S BOOKS, INC	1	76.75	0.00	76.75
000403 AT&T	1	262.62	0.00	262.62
000672 BAKER & TAYLOR - L0217582	73	23,214.69	0.00	23,214.69
016893 BIBLIOTHECA, LLC	3	44,881.46	0.00	44,881.46
001223 CASE LOTS INC	1	159.20	0.00	159.20
008705 CASH - LIBRARY	1	156.28	0.00	156.28
001264 CDW GOVERNMENT, INC	5	2,248.36	0.00	2,248.36
008323 CENGAGE LEARNING	24	3,052.71	0.00	3,052.71
001277 CENTER POINT PUBLISHING	2	201.33	0.00	201.33
002319 CHAMBER630	1	30.00	0.00	30.00
012050 CHERYL PAWLAK	2	21.81	0.00	21.81
008377 CLASSIC CINEMAS	2	1,710.00	0.00	1,710.00
012157 CLASSIC HARDWARE, INC.	1	1,556.00	0.00	1,556.00
001553 COMCAST CABLE	1	300.28	0.00	300.28
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
012485 DEAN LUCAS MILANO	1	300.00	0.00	300.00
002056 DEMCO INC	2	339.96	0.00	339.96
002346 DOWNERS GROVE PARK DISTRICT	1	65.00	0.00	65.00

Invoice Edit Listing
Village of Downers Grove
April 24, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002356 DOWNERS GROVE ROTARY CLUB	1	165.00	0.00	165.00
002359 DOWNERS GROVE SANITARY DIST.	2	191.81	0.00	191.81
002539 EBSCO SUBSCRIPTION SERVICES	1	2,707.00	0.00	2,707.00
005572 FIA CARD SERVICES, N.A.	12	10,391.34	0.00	10,391.34
002811 FILM IDEAS, INC	1	113.38	0.00	113.38
009775 FINDAWAY WORLD, LLC	1	15.80	0.00	15.80
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	480.00	0.00	480.00
019204 FOCUS HR CONSULTING	2	2,800.00	0.00	2,800.00
015168 FREDERICKS, JENNIFER	2	109.59	0.00	109.59
017187 GINA SLAGER	1	250.00	0.00	250.00
013544 GOOGLE, INC.	1	670.83	0.00	670.83
003188 GRAHAM CRACKERS COMICS, LTD.	2	429.49	0.00	429.49
008770 GRAINGER	4	487.55	0.00	487.55
003249 GREY HOUSE PUBLISHING	2	3,227.50	0.00	3,227.50
009102 HAGG PRESS INC	1	4,090.00	0.00	4,090.00
018411 HAYES MECHANICAL, LLC	1	813.00	0.00	813.00
017993 HOOS, KATHRYN	1	43.73	0.00	43.73
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003613 ILLINOIS LIBRARY ASSOCIATION	1	300.00	0.00	300.00
017608 IMPACT NETWORKING, LLC	1	799.75	0.00	799.75
014493 INFOGROUP LIBRARY DIVISION	1	12,470.00	0.00	12,470.00
012834 IPROMOTEU	1	1,514.75	0.00	1,514.75
011614 JAGIELSKI, ANNE	1	45.02	0.00	45.02

Invoice Edit Listing
Village of Downers Grove
April 24, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002133 JAKOSZ, DIANE	2	74.54	0.00	74.54
019197 KI, PALLAS TEXTILES, OEI	1	10,000.84	0.00	10,000.84
017676 KLENK, AMANDA	1	18.72	0.00	18.72
004814 KNICKERBOCKER ROOFING & PAVING	2	4,625.00	0.00	4,625.00
017481 LEES, CHRISTINE	2	17.56	0.00	17.56
005057 LEXISNEXIS MATTHEW BENDER	1	147.43	0.00	147.43
014465 MATKOWSKI, ELIZABETH	1	33.99	0.00	33.99
019196 MCGARY, VAN	2	50.73	0.00	50.73
005866 MIDWEST TAPE	34	9,228.89	0.00	9,228.89
017442 MILAVEC, JULIE	1	34.10	0.00	34.10
017674 NICHE ACADEMY LLC	1	1,530.00	0.00	1,530.00
006161 NICOR GAS	1	1,822.33	0.00	1,822.33
017535 OUR DIGITAL WORLD ORGANIZATION	2	1,625.27	0.00	1,625.27
012499 OVERDRIVE, INC.	6	11,845.63	0.00	11,845.63
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	3	2,928.25	0.00	2,928.25
018885 PRECHEL, AMELIA	1	24.94	0.00	24.94
006698 PRINT SMART	4	552.04	0.00	552.04
006716 PROQUEST LLC	1	824.72	0.00	824.72
006859 R.H. DONNELLEY	1	14.71	0.00	14.71
019238 RACHEL BONAREK	1	50.00	0.00	50.00
006897 RANDOM HOUSE, INC	7	207.75	0.00	207.75
006942 RECORD INFORMATION SERVICES IN	1	1,328.00	0.00	1,328.00
006944 RECORDED BOOKS, LLC	2	145.34	0.00	145.34

Invoice Edit Listing
Village of Downers Grove
April 24, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
016364 RENELL, ALLYSON JANET	1	167.04	0.00	167.04
019214 RIZZO, SANDRA	1	52.74	0.00	52.74
013422 RUNCO OFFICE SUPPLY & EQUIP CO	11	1,096.35	0.00	1,096.35
018425 SARAH MARIE POTTER	1	250.00	0.00	250.00
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,785.96	0.00	5,785.96
012698 SWAN	1	13,404.50	0.00	13,404.50
019206 THE CENTER FOR GUILT-FREE, SUCCESS, LLC	1	250.00	0.00	250.00
008223 THE NEW YORK TIMES	1	1,157.20	0.00	1,157.20
008391 TODAY'S BUSINESS SOLUTIONS	1	99.52	0.00	99.52
016841 TSAI FONG BOOKS, INC.	2	133.63	0.00	133.63
015177 ULINE	1	102.61	0.00	102.61
011517 UNIQUE MANAGEMENT SERVICES, IN	1	98.45	0.00	98.45
018458 URBAN ELEVATOR SERVICE, LLC	2	650.00	0.00	650.00
009043 WORLD BOOK,INC	1	999.00	0.00	999.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	2	1,342.48	0.00	1,342.48
Grand Total:	276	201,267.00	0.00	201,267.00

INVOICES OF NOTE

For Library Board Meeting on April 24, 2019

019152	All Comm Systems, Inc. (install panic buttons and monitoring)	\$3,775.00
016893	Bibliotheca, LLC (Annual Support & Maintenance)	\$42,368.41
008377	Classic Cinemas (Summer Reading movie passes)	\$1,710.00
012157	Classic Hardware, Inc. (Staff entrance lock installation)	\$1,556.00
012485	Dean Lucas Milano (program)	\$300.00
002539	Ebsco Subscription Services (Library Aware)	\$2,707.00
019204	Focus HR Consulting (consultant for compensation review)	\$2,800.00
017187	Gina Slager (program)	\$250.00
009102	Hagg Press Inc. (Discoveries)	\$4,090.00
018411	Hayes Mechanical, LLC (HVAC preventative maintenance)	\$813.00
014493	InfoGroup Library Division (database)	\$12,470.00
018425	Sarah Marie Potter (program)	\$250.00
012698	SWAN (quarterly fees)	\$13,404.50
019206	The Center For Guilt-Free Success, LLC (program)	\$250.00

Credit Memo Edit Listing
Village of Downers Grove
April 24, 2019

Vendor Totals

Vendor	Number of Memos	Amount
008770 GRAINGER	2	206.60
013422 RUNCO OFFICE SUPPLY & EQUIP CO	1	5.60
Grand Total:	3	212.20

Library Credit Card Details for the April 24, 2019 Board Meeting

Julie Milavec

Total \$ -

Katelyn Vabalaitis

971	5870 Capital Replacement Fund	Cabinets for staff restrooms	\$	274.08
971	5308 Staff Recognition	Staff Bake-Off gift cards, volunteer gift cards	\$	145.00
971	5346 Data Processing Services	ProPay annual renewal	\$	39.95
Total				\$ 459.03

Ian Knorr

978	5210 Supplies	Sanitizer refill and dispenser	\$	34.49
978	5251 Maintenance Supplies	Light bulbs, janitorial supplies	\$	561.63
978	5280 Small Tools & Equipment	Sanitizing stations, welder and supplies	\$	818.03
978	5470 Other Equipment Repair & Maint	Faucet, plexiglass, waste drain, adhesives	\$	634.03
Total				\$ 2,048.18

Elizabeth Matkowski

972	5210 Supplies	Teen program supplies	\$	171.32
972	5280 Small Tools & Equipment	GoPro accessory kit	\$	23.99
972	5303 Seminars Mtgs, & Conferences	ILA Conference, ARRT, ATLAS, Library Journal	\$	596.01
Total				\$ 791.32

Karen Bonarek

971	5308 Staff Recognition	EOM supplies	\$	69.98
972	5210 Supplies	Program supplies	\$	59.83
972	5315 Professional Services	Button supplies, photobooth backdrops	\$	118.30
972	5852 Printed Materials	Adult & Teen Services materials	\$	21.49
973	5853 AV Materials	Button supplies	\$	14.95
Total				\$ 284.55

Amelia Prechel

972	5853 AV Materials	Adult & Teen Services DVDs	\$	194.85
977	5210 Supplies	Glue strips, water, cable ties	\$	248.19
977	5303 Seminars, Mtgs, & Conferences	SLUI annual meeting - 6 staff members	\$	120.00
Total				\$ 563.04

Sharon Hrycewicz

973	5210 Supplies	Supplies and food for programs	\$	58.98
973	5853 AV Materials	STEM supplies, sewing machine supplies	\$	191.99
Total				\$ 250.97

Allyson Renell

973	5210 Supplies	Program supplies	\$	1,361.00
973	5303 Seminars, Mtgs, & Conferences	Power-Up Conference meals and hotel	\$	409.29
Total				\$ 1,770.29

Traci Skocik				
973	5210 Supplies	Program supplies	\$	1,630.53
973	5280 Small Tools & Equipment	Spray paint	\$	13.96
			Total	\$ 1,644.49
Christine Lees				
974	5210 Supplies	Office supplies, program supplies	\$	130.22
974	5303 Seminars, Mtgs, & Conferences	Reaching Forward Conference, SLUI Registration	\$	339.97
			Total	\$ 470.19
Paul Regis				
975	5280 Small Tools & Equipment	Pelican case, lighting equipment, printer filaments	\$	509.26
975	5770 Capital Equipment	Anit-Spyware renewal	\$	1,092.88
975	5880 Intangible Assets	Pantheon Systems, Cover to Cover syndication fee	\$	140.00
			Total	\$ 1,742.14
Melody Danley				
971	5210 Supplies	FOL Post-It notes, Story Blocks membership	\$	404.35
971	5280 Small Tools & Equipment	Sign and brochure holders	\$	167.65
			Total	\$ 572.00
Cynthia Khatri				
971	5315 Professional Services	Card catalog box	\$	69.22
			Total	\$ 69.22
Jen Fredericks				
			Total	\$ -
			Library Credit Card April 2019 Totals	\$ 10,665.42

PAYROLLS FOR MARCH 2019

MARCH 1	\$108,507.73
MARCH 15	\$108,644.15
MARCH 29	\$107,934.38
TOTAL MARCH 2019 PAYROLLS	\$325,086.26

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 24, 2019**

8A Opening of Closed Session Minutes and Destruction of Verbatim Recordings

Under the Illinois Open Meetings Act, the Board of Library Trustees regularly reviews closed session minutes to determine if those should remain closed to the public. Also, the Board may authorize destruction of verbatim recordings of closed session meetings after 18 months.

The Board of Library Trustees has one set of minutes to consider opening to the public: August 23, 2017 under 5 ILCS 120/2 (c) (1) appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. Those minutes were distributed directly to the Board of Library Trustees.

A thorough cleaning of the Administration Office filing cabinets revealed a cache of cassette tape verbatim recordings of past Board meetings and closed sessions, for which minutes are open:

- November 11, 2010 – director search consultant interviews
- June 22, 2011 – director search applicant reviews (2 tapes)
- July 6, 2011 – director search first interviews (8 tapes)
- July 19, 2011 – director search second interviews (5 tapes)
- June 26, 2013 – regular Board meeting (2 tapes)
- September 24, 2014 – closed session under 5 ILCS 120/2 (c) (1) appointment, employment, compensation, discipline, performance, or dismissal of a specific employee (2 tapes)
- April 4, 2016 – director search applicant review
- April 20, 2016 - director search first interviews (2 tapes)
- April 21, 2016 - director search first interviews (3 tapes)
- May 5, 2016 - director search second interviews (3 tapes)
- August 23, 2017 - closed session under 5 ILCS 120/2 (c) (1) appointment, employment, compensation, discipline, performance, or dismissal of a specific employee

I recommend opening the minutes of August 23, 2017 closed session to the public and destruction of the verbatim recordings as listed.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 24, 2019**

8B Authorization to Proceed with Public Bid for LED Replacement Lighting in Fiction Section

The LED lighting upgrade to the non-fiction section and seating areas on the second floor has proven to be an amazing improvement to the library. Not only does the new lighting provide better visibility for patrons, but the cost savings in replacement bulbs and ballasts is already noticeable. As noted in the Board of Library Trustees Committee of the Whole building tour on February 27, 2019, the high-efficiency fluorescent lighting in the fiction section is now noticeably dingy and yellowed in comparison, surrounded by the LED lighting in the non-fiction and seating areas.

To improve the consistency and quality of lighting and complete the changeover to LED lighting throughout the public areas of the second floor, staff proposes the replacement of the light fixtures in the fiction section of the second floor to the identical LED fixtures used in the non-fiction section in 2018.

The fiction section lighting project would include:

- removal and demo of (4) recessed linear fixtures at 108' each
- installation of (3) recessed LED linear fixtures at 108' each
- installation of (1) recessed LED linear fixture at 108' each with (3) 4' Emergency Battery Sections.

Fixtures would be obtained through KSA Lighting in order to match the existing fixtures. This project does not qualify for ComEd Energy Efficiency program incentives and rebates. Substitutions could be proposed but would need to meet identical specifications.

An initial cost estimate, received by Building Operations Director Ian Knorr, for the project was \$57,650.00. He is confident that the cost can be reduced through an open bid process.

The Library Capital Replacement Fund currently exceeds its targeted fund balance for 2019. A majority of the lighting upgrades were completed in 2017 and 2018 using ComEd Energy Efficiency rebates and incentives for LED retrofit of existing lighting fixtures with in-house labor, reducing the budgeted needs for lighting projects in 2021 and 2022. Exterior lighting upgrades will be completed in 2019, significantly under budget and from operating funds, reducing the 2021 needs by an additional \$34,000. The 2018 renovation project was \$28,800 under budget. The 2019 HVAC, boilers, and controls project is \$45,500 under budget.

To match the high quality of lighting in the non-fiction stacks, staff is requesting the Board authorize proceeding with public bid of the project for LED replacement lighting in the fiction section of the second floor.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 24, 2019
8B1**

**Downers Grove Public Library
Capital Needs Assessment Report
Re-ordered Projects and Estimated Costs
2019 Summary**

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler	Masonry, Doors	Roof, Lighting & Ceiling Level 1	1/4 flooring, Lighting, Painting	1/4 flooring, Windows	1/4 flooring, Boilers	1/4 flooring, VAVs, Windows,	Glazing, Painting, VAV's	Doors, Air Curtain, VAV's
\$ 660,000.00	\$ 624,000.00	\$ 447,000.00	\$ 1,137,000.00	\$ 222,000.00	\$ 356,000.00	\$ 177,000.00	\$ 215,000.00	\$ 72,000.00	\$ 42,000.00

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 24, 2019
8B2**

**Downers Grove Public Library
Library Capital Replacement Fund
2019 Budget Update
Simplified Estimated Fund Balance**

	<u>Project Cost</u>	<u>Transfer In</u>	<u>Year End Balance</u>
2017 Beginning Balance			\$ 1,404,000.00
2018	\$ 660,000.00	\$ 620,000.00	\$ 1,364,000.00
2019	\$ 624,000.00	\$ 285,000.00	\$ 1,025,000.00
2020	\$ 447,000.00	\$ 285,000.00	\$ 863,000.00
2021	\$ 1,137,000.00	\$ 285,000.00	\$ 11,000.00
2022	\$ 222,000.00	\$ 285,000.00	\$ 74,000.00
2023	\$ 356,000.00	\$ 285,000.00	\$ 3,000.00
2024	\$ 177,000.00	\$ 285,000.00	\$ 111,000.00
2025	\$ 215,000.00	\$ 285,000.00	\$ 181,000.00
2026	\$ 72,000.00	\$ 285,000.00	\$ 394,000.00
2027	\$ 42,000.00	\$ 285,000.00	
Ending Balance			\$ 637,000.00

DOWNERS GROVE PUBLIC LIBRARY																
BOARD F LIBRARY TRUSTEES																
APRIL 24, 2019																
8B3 LED Replacement Lighting in Fiction Section																
Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)	
multiplier: 4% escalation per year				1.00	1.04	1.08	1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.48		
Building Review Report / smc	Exterior Architectural	Brick Masonry	\$ 280,000	\$ 314,962												
		Exterior Steel & Soffits	\$ 25,000				\$ 28,122					\$ 34,214				
		Exterior Doors	\$ 4,500				\$ 5,062									
			Exterior Concrete Column	\$ 7,500				\$ 8,436								
			Exterior West Windows	\$ 120,000							\$ 151,838					
			Caulking	\$ 20,000				\$ 22,497			\$ 25,306					
		Interior Architectural	Glass and Glazing	\$ 5,500									\$ 7,828			
			Flooring (1/4 total flooring each	\$ 115,000						\$ 139,915	\$ 145,512	\$ 151,332	\$ 157,385			
			Painting	\$ 25,000				\$ 28,122		\$ 30,416				\$ 35,583		
			Entrance Doors & Operators	\$ 5,500				\$ 6,187			\$ 6,959			\$ 8,141		
			Total Architectural	\$ 1,059,000	\$ - \$ - \$ 413,388 \$ - \$ 170,331 \$ 329,616 \$ 151,332 \$ 191,600 \$ 43,411 \$ 8,141 \$ 1,307,819											
	Roofing Synopsis / Hutchinson Design Group															
	Membrane Roof Areas															
	*see report for area diagram	Roof Area 1	\$ 42,000					\$ 49,134								
		Roof Area 3	\$ 376,250					\$ 440,159								
		Roof Area 5	\$ 8,750					\$ 10,236								
		Roof Area 6	\$ 61,250					\$ 71,654								
		Roof Area 9	\$ 113,750					\$ 133,071								
		Roof Area 11	\$ 28,000					\$ 32,756								
		Roof Area 12	\$ 127,750					\$ 149,449								
		Roof Allowances	\$ 89,760					\$ 105,007								
	Metal Roof Areas															
	* replacement not required	Roof Area 2	\$ 56,858					*								
	numbers not included in total	Roof Area 4	\$ 75,810					*								
		Roof Area 7	\$ 252,592					*								
		Roof Area 8	\$ 83,391					*								
		Roof Area 10	\$ 132,668					*								
		Roof Area 13	\$ 30,324					*								
		Total Roofing	\$ 847,510	\$ - \$ - \$ - \$ 991,467 \$ - \$ - \$ - \$ - \$ - \$ - \$ 991,467												

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
Building Review Report / Elara	Mechanical	Rooftop Unit 1	\$ 130,000			\$ 140,608									
		Rooftop Unit 2	\$ 165,000			\$ 178,464									
		Humidifiers	\$ 12,000			\$ 12,979									
		Hot Water Boilers, Pumps, Flues	\$ 140,000			\$ 151,424									
		Building Pressurization Control	\$ 5,000			\$ 5,408									
		Exhaust Fan Replacement	\$ 5,000			\$ 5,408									
		Unit Heater Relocation	\$ 5,000			\$ 5,408									
		Controls Upgrade	\$ 55,000			\$ 59,488									
		Boiler Controller Upgrade	\$ 10,000			\$ 10,816									
		VAV Boxes Replacements (6-7/year @)	\$ 2,500			\$ 37,856	\$ 19,685	\$ 20,473	\$ 21,291	\$ 22,143	\$ 23,029	\$ 20,529	\$ 21,350	\$ 22,204	
		Heater Replacements (2-3/year @)	\$ 3,000			\$ 16,224	\$ 10,124	\$ 7,019	\$ 7,300						
		Exhaust Fan Replacements (1/year @)	\$ 2,000								\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
		Air Curtain Replacements	\$ 6,000					\$ 7,019						\$ 8,881	
		Total Mechanical	\$ 750,500	\$ -	\$ -	\$ 624,083	\$ 29,809	\$ 34,511	\$ 28,591	\$ 22,143	\$ 25,661	\$ 23,266	\$ 24,196	\$ 34,046	\$ 846,306
	Lighting Upgrades	Level 1 Mouse Café	\$ 1,200												
		Level 1 Storytime	\$ 3,120					\$ 3,650							
		Level 1 North Staff	\$ 11,400					\$ 13,336							
		Level 1 East Public	\$ 20,880												
		Level 1 East Staff	\$ 13,660					\$ 15,980							
		Level 2 Staff	\$ 8,380						\$ 10,196						
		Level 2 Public	\$ 25,370		\$ 26,385										
		Level 2 South Stacks	\$ 10,740						\$ 13,067						
		North Exterior	\$15,000					\$17,548							
		South Exterior	\$15,000					\$17,548							
	Lighting+Ceiling Replacement														
		Level 1 Stacks	\$ 315,019												
		Room Lighting Control	\$ 9,350					\$ 10,938							
		Level 2 North Stacks	\$ 303,227		\$ 315,356										
	Misc Lighting/Electrical Costs	Room Lighting Control	\$ 9,000		\$ 9,360										
		Panel Infrared Scanning	\$300/panel		\$ 3,000		\$ 3,375			\$ 3,796			\$ 4,270		
		Telecommunication Upgrade	\$ 10,000					\$ 11,699							
		Total Lighting Upgrades	\$ 446,135	\$ -	\$ 354,100	\$ -	\$ 3,375	\$ 90,699	\$ 23,262	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 479,503
	Plumbing														
		Electric Water Heater	\$ 15,000					\$ 17,548							
		Hot Water Recirculation Pump	\$ 2,000					\$ 2,340							
		Total Plumbing	\$ 17,003	\$ -	\$ -	\$ -	\$ -	\$ 19,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,888

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
Furniture Inventory / product architecture	Level 1 Furniture	Entry Area	\$ 26,600						\$ 32,363						
		Entry Area Shelving	\$ 4,200						\$ 5,110						
		First Floor Staff Areas	\$ 149,800						\$ 182,255						
		Youth Shelving (next 5 years)	\$ 123,100						\$149,770						
		Youth Shelving (next 10 years)	\$ 76,000											\$ 112,499	
		Youth Collection Area	\$ 70,550						\$85,835						
		Total Level 1 Furniture		\$ -	\$ -	\$ -	\$ -		\$ 455,332	\$ -	\$ -	\$ -	\$ -	\$ 112,499	
	Level 2 Furniture	Staff Areas	\$ 50,600						\$ 61,563						
		Adult Computer Area	\$ 62,450						\$ 75,980						
		AV Area	\$ 20,850						\$ 25,367						
		AV Shelving (next 5 years)	\$ 65,600						\$ 79,812						
		AV Shelving (next 10 years)	\$ 12,750											\$ 18,873	
		Adult Area in High Ceiling	\$ 19,200						\$ 23,360						
		Teen													
		Teen Shelving (next 10 years)	\$ 17,880											\$ 26,467	
		Help Desk Area	\$ 49,300						\$ 59,981						
		Fiction Seating	\$ 19,250						\$ 23,421						
		Fiction Shelving (next 5 years)	\$ 79,000						\$ 96,116						
		Fiction Shelving (next 10 years)	\$ 110,200											\$ 163,123	
		Nonfiction Shelving (next 5 years)	\$ 99,100						\$ 120,570						
		Nonfiction Shelving (next 10 years)	\$ 86,400											\$ 127,893	
		Nonfiction Seating	\$ 33,600						\$ 40,880						
		Total Level 2 Furniture		\$ -	\$ -	\$ -	\$ -		\$ 607,049	\$ -	\$ -	\$ -	\$ -	\$ 336,356	
		Furniture Installation (next 5 years)	\$ 104,784						\$ 127,486						
		Furniture Installation (next 10 years)	\$ 36,388											\$ 53,863	
		Total Furniture	\$ 1,317,602	\$ -	\$ -	\$ -	\$ -		\$ 1,189,867	\$ -	\$ -	\$ -	\$ -	\$ 502,718	\$ 1,692,585

Report Summary			Total Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Cost (2027 \$)
	Building Review Report	Total Architectural	\$ 1,059,000	\$ -	\$ -	\$ -	\$ 413,388	\$ -	\$ 170,331	\$ 329,616	\$ 151,332	\$ 191,600	\$ 43,411	\$ 8,141	\$ 1,307,819
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467
	Building Review Report	Total Mechanical	\$750,500	\$ -	\$ -	\$ 624,083	\$ 29,809	\$ 34,511	\$ 28,591	\$ 22,143	\$ 25,661	\$ 23,266	\$ 24,196	\$ 34,046	\$ 846,306
	/ Elara	Total Lighting Upgrades	\$ 446,132	\$ -	\$ 354,100	\$ -	\$ 3,375	\$ 90,699	\$ 23,262	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 479,503
		Total Plumbing	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 19,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,888
	Total Report minus Furniture		\$3,120,142	\$ -	\$ 354,100	\$ 624,083	\$ 446,571	\$ 1,136,564	\$ 222,185	\$ 355,555	\$ 176,993	\$ 214,865	\$ 71,877	\$ 42,187	\$ 3,644,982

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 24, 2019**

8C Bloodborne Pathogens Policy Update, Section 3.42

Building Operations Director Ian Knorr recommends the replacing the current Bloodborne Pathogens Policy, Section 3.42, with the proposed revision, which is underlined below.

3.42—Bloodborne Pathogens

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

3.42.1 Exposure Determination

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

3.42.2 Universal Precautions

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

3.42.3 Exposure Control Plan

~~At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood tinged materials (e.g. Band Aids, gauze, cotton, clothing, etc.). If advisable, a professional~~

~~hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.~~

3.42.4 Training and Immunizations

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

3.42 Bloodborne Pathogen Policy

The Downers Grove Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens. Hepatitis B (HBV), HIV (human immunodeficiency virus), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library's approach to infection control requires all human blood or bodily fluids to be treated as if known to be infectious for bloodborne pathogens.

3.42.1 Control Measures:

While normal Library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, there is a possibility of a patron or employee being injured at the library and blood being present. It is recommended that, in the presence of blood, employees provide first aid materials and that the paramedics are called in all but minor injuries involving blood.

All control measures must be taken into account by the library and its employees to eliminate or minimize employee exposure. If at any time blood or other potentially infectious materials are presented, employees shall notify the person-in-charge. The contaminated area shall be immediately cordoned off. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The area shall remain cordoned off until cleanup and disposal is completed.

The library will provide employees with personal protective equipment (PPE) to use in an incident. Hand washing facilities are available and employees are to wash their hands and any other potentially contaminated skin area with water and soap immediately after an incident. Immediately following an incident

involving blood, body fluid, or an injured or ill patron or staff member, the assisting staff member must fill out an incident report and give it to Administration where the circumstances of the incident will be reviewed by the Library Director and the report will be kept on file.

3.42.2 Training and Immunizations

The library shall provide, routine in-service training for staff on precautions related to bloodborne pathogen exposure. Any employee who has an occupational exposure to bloodborne pathogens shall be offered, at no charge, the hepatitis B vaccine series and an HIV test, in accordance with regulations. Following the report of an exposure incident, the library will immediately offer the exposed employee or employees a confidential medical evaluation. If the employee refuses the vaccine or blood test, the employee must sign a waiver stating that he/she was offered the vaccine and medical evaluation and refused it.

3.42.3 Other exposures

Employees may also be exposed to other types of bodily fluids, such as vomit, saliva, and urine while on duty. In the interest of sanitation and good health, employees shall take all necessary precaution when dealing with bodily fluids. Personal protective equipment (PPE), such as gloves, garment protection and face masks shall be provided and used in the cleanup and safe disposal of contaminated waste.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 24, 2019**

8D Notary Policy Update, Section 5.14

Due to the requirements of the I-9 Employment Eligibility Form, staff that perform notary services request that it be added to the list of items notary staff are not able to notarize. The form requires it be completed “by employer or authorized representative” and does not contain a notarization section. Additions are underlined and deletions struck through below.

5.14 Notary, paragraph 5

Items Notary staff are unable to notarize:

- Cook County real estate transactions;
- Visa and immigration paperwork;
- Documents from foreign governments;
- Vital records, including birth, death, marriage, or divorce certificates and citizenship or naturalization certificates;
- Military IDs; ~~and/or~~
- Certified copies of identification; and/or
- I-9 Employment Eligibility Verification forms.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 24, 2019**

**AGENDA ITEM 10
Librarian's Report**

Rotary GroveFest

Rotary GroveFest will proceed with its usual hours of operation this year. There will be no additional Thursday night entertainment. The library closing schedule as approved by the Board of Library Trustees in November 2018 and posted on the website <https://www.dglibrary.org/contact> will be in effect:

- Friday, June 21 - Close at 7:00 p.m.
- Saturday, June 22 - Close at 1:00 p.m.
- Sunday, June 23 - Closed

Compensation System Redesign and Illinois Minimum Wage

The compensation system redesign project has moved into its next phase. Job description updates are nearly complete. Human resources consultant Andrea Herran has begun the process of evaluating them according to job responsibilities for placement in pay grades and benchmarking the salary schedule. Benchmarks include both library and market comparisons. A preliminary report should be ready in time for the May Board meeting. The Illinois minimum wage increases through January 1, 2025 will have a significant impact on the compensation system. The current base pay grade for the library salary schedule is \$10.20 per hour, \$1.90 over the current minimum wage. Maintaining a base pay grade over minimum wage is unlikely to be feasible over time. The Financial Management Plan 2018 laid out a road map for accomplishing the Capital Needs Assessment Report with an assumption of annual payroll increases of 2-3%. Minimum wage will increase 7% or more annually through 2025.

Downers Grove Public Library Foundation and Artwork for Lobby Wall

The Downers Grove Public Library Foundation's Art Planning Committee is planning group gallery visits for the next step in their selection process. Until a piece is selected, approved, and purchased, the "Extraordinary" canvas with its coming soon message will remain as a placeholder on that wall.

Possible Movie Screening Fundraiser

The Downers Grove Public Library Foundation and DuPage PADS are working together, along with library staff, on a screening of the movie "The Public" as a joint fundraiser this fall. Preliminary concepts include a screening, with introductory speakers and a facilitated discussion following the screening.

Julie Milavec
Library Director

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 24, 2019**

DEPARTMENT REPORTS – MARCH 2019

Administration – Jen Fredericks

- Finished writing, giving, and reviewing employee evaluations. Obtained feedback from staff on needs for improvement to the evaluations and will update the forms, incorporating their suggestions, as appropriate.
- Finished a first, rough draft of the new DGPL Employee Handbook.
- Met with Friends of the Library (FOL), and finalized the details for their participation in the upcoming Service Fair on April 13. Worked with FOL and PR on a new, updated version of the FOL membership brochure, as well as giveaways for the Service Fair, which include customized FOL buttons (made in-house) and customized FOL post-it notepads.
- Attended a workshop at The Indian Prairie Public Library: Dealing with Harassing Customers, which highlighted various, uncomfortable situations and resolutions between staff and public that fall within the definition of harassment.
- Met and made progress with the following teams:
 - Programming: Firmed up Summer Reading Club prizes, forms, and such; discussed the Multi-Cultural Fair and decided to reach out to our community for ideas and participation; finalized dates for the craft exchange extravaganza.
 - Innovation: We continued to brainstorm unique and out-of-the-box ways to serve our patrons; reviewed the new wave of Anything Emporium items and assigned tasks to each department to prepare the collection for circulation mid-May; determined where in the library we would physically house these items and display our offerings.
 - Outreach: Worked on finalizing every last detail for the Service Fair—we have 33 organizations participating in our inaugural fair; ordered an Organization of the Month tablecloth for the table in our lobby area, which showcases the mission and volunteer opportunities of the organization; discussed the idea of a Social Services corner, which is currently in the works in partnership with West Suburban Community Pantry; tossed around ideas for hosting newly-elected persons in our community and how we could warmly and personally welcome them to the library.

Adult & Teen Services – Lizzie Matkowski

- Nancy assisted with the shelter breakfast program and provided a presentation on using Hoopla.
- Installation of Satellite Stacks continued thanks to hard work from Suzy, Ian, and other DGPL staff.

- The department started our 2019 readers' advisory studies with a discussion of Graphic Novels led by Misty and Karen B.
- Several staff attended a tour of the DG History Museum as part of staff training on local history resources at the library and in Downers Grove.
- Lizzie met with ATS staff to conduct annual performance evaluations.
- Lizzie met with Cindy Khatri to discuss programming and community engagement ideas.
- Van attended the DuPage County Genealogical Society's 44th Annual Conference and Nancy attended an Adult Reading Round Table program on the Romance genre.
- Lizzie met with Allyson to discuss revised job descriptions and making them consistent between our departments.
- Some ATS programming in March included Tips for Success in College for Young Adults on the Autism Spectrum, Drop-in Board Game Night, ACT Practice Test, Crochet Class, and Make and Take origami bookmarks.
- Amanda worked with other DGPL staff to launch our Instagram account!
- We added a Switch to the Teen Gaming Station in Teen Central! Word spread and it has quickly become popular.
- Lizzie joined the steering committee of the Adult Reading Round Table.
- Shannon, Amanda, and Lizzie continue to work on developing the Anything Emporium collection with the Innovation Team, including rebranding some current items and adding new ones like a CD Walkman.

Children's Services – Allyson Renell

- The Trinity Irish Dancers visited the Downers Grove Public Library for a performance on March 16. Over 222 people of all ages came for the program.
- Girls Who Code for 3rd-5th graders wrapped up on March 19 with a graduation celebration. The girls celebrated their work with their parents, ate pizza, and created a 'dance algorithm' that showed off their understanding of how coding worked on a low-tech level. A big kudos to Sharon Hrycewicz, Reference and Technology Coordinator, who lead this 10-week club that introduced a younger group of girls to basic coding skills and leadership skills.
- The last week of the month was the busiest in the Kids Room because it was Spring Break! We presented 24 different programs during the week of March 24-30 for children of all ages. Our spring break theme was 'Superheroes,' so we had a Superhero Party, a Superhero Science Class, Superhero Trivia, and a Superhero Snack program along with storytimes, movies, a quilting camp, and more!
- Department Manager Allyson Renell attended the Power Up Conference: A Leadership Conference for Youth Services Managers on March 28 and 29. This conference was extremely informative about best practices and trends in youth services.

Circulation Services – Christine Lees

- As a direct result of a How Did We Do form that asked why all adults had to come in to renew their DGPL fee card in person, we changed the procedure so patrons who are not there at the time of renewal will not need to come in separately to renew their accounts. The patron who submitted the HDWD form was thrilled with this change in procedure. A win-win for all!
- Restricted Use cardholders may now check out video games, another change to improve patron service!
- The updated drafts of the job descriptions were reviewed by all Circulation staff and the final drafts were submitted to Andrea from Focus HR.
- The March Breakfast Series event saw five new PADS patrons in attendance; we have seen growth in attendance with each month.
- Annual evaluations were completed during March, and we are thankful to have such a wonderful team of staff in the department!
- Kitty Hoos and Sue Behnke attended a full day seminar on Dealing with Harassment and presented their seminar feedback at our team meeting.
- Spring Break was the last week of March, which brought in many patrons for all of the outstanding programming the library had during the week. We were especially busy at the Circulation Desk during Spring Break, which is always fun.

Information Technology – Paul Regis

- Technology Trainer Annie Jagielski brought back instructor Oliver Lawrence for another round of Access 2016 classes. The first series went very well last year, and patron demand warranted a further offering of this five-part class. Annie also worked with Oliver to offer an intermediate level class in early May.
- Assistant IT Manager Max Mogavero attended a seminar focused on libraries and consumer technology at the Oak Park Public Library on March 8. This seminar covered some of the popular consumer tech offered by libraries as well as some of the more logistical issues that come with offering such devices (such as patrons finding loopholes to get around hold limits on devices, remembering to format SD cards, patron training, etc.). Many libraries inevitably discover such foibles and adapt. Max highlighted a few ideas that could be easily implemented into our check-out/in procedures.
- IT Manager Paul Regis worked on pinpointing what was causing some network blips in early March. He was able to narrow it down to a database that had to be rebuilt and two failing switches with impeccable timing had to be replaced as well. Staff and patrons' patience during this time was incredibly appreciated.

Public Relations – Jen Fredericks

- Our Organization of the Month kicked off this March. We featured Bridge Communities and a representative from the organization came in and hosted an

informal, informational table talk. We collected hundreds of household supplies for them and they were really appreciative.

- Our podcast, Cover to Cover, launched this March, too. Episodes one and two had 77 and 78 unique downloads, respectively! We've received a lot of great feedback and a handful of subscribers.
- Cindy Khatri met with the West Suburban Community Pantry (WSCP) to strengthen our partnership for our homeless patrons. They discussed having the free pantry in the 'Need Help?' desk area in the Café, which will be unveiled soon. The pantry will provide nonperishable food, toiletries, and information about the WSCP. This is an ideal partnership as the pantry is not easily accessible by public transportation and is difficult for unsheltered people to access.
- We are currently hosting a staff sock drive to get our homeless patrons socks since that was something we kept hearing at the March breakfast event.
- Cindy Khatri made a presentation to the women at the Red Hat Society.
- We displayed our first Pop-Up Art Show in Teen Central, showcasing art by the students of Chesterton Academy of The Holy Family. This display unit in Teen Central will go up and down, depending on exhibits we have to show, whether by students of DG-area schools or of projects done in the library by our teens.
- Graphic and Display Coordinator, Melody Danley, and Communications Coordinator, Cris Niels, both announced their retirements.

Access Services – Amy Prechel

Projects and Updates

- Changes for holds and item circulation approved by the management team were requested from SWAN and put in place March 7. We also clarified which items would be billed at a discounted replacement rate when damaged or lost fees are assessed.
- Starting in March, circulating tote bags with the new luggage tags were made available to the public. Approximately 300 new and refurbished bags have gone out. Feedback thus far has been positive!
- Standing orders with Baker & Taylor were reviewed and updated.
- Amy Prechel made arrangements with the SWAN RFID committee to host the group's next meeting at Downers Grove Public Library.
- The department enjoyed sampling all the entries to the staff bake-off March 19.

Inventory and Cataloging

- For ATS collection: added 2209 print items, 280 AV items, and 70 new canvas totes; discarded 1089 print items and 100 AV items.
- For Kids Room collection: added 758 print items and 83 AV items; discarded 266 print items and 47 AV items.
- We claimed 10 magazines that did not arrive as expected.

- 212 new large print books were added to the Satellite Stacks collection in March!

Reclassification and Repairs

- Repaired 1188 ATS and Kids Room books and audiovisual items.
- Reclassified 52 general adult and ATS and Kids Room items.

Staff Training and Professional Development

- Amy Prechel met with Andrea Herran from Focus HR to redraft the Access department's job descriptions March 1 and March 8.
- MaryKellie Marquez and Michelle Litwin attended the Safety Team meeting Thursday, March 14.
- Nora Mastny attended the SWAN Cataloging users group meeting Thursday, March 14.
- Amy attended "Dealing with Harassing Customer Behaviors" training at the Indian Trails Library Friday, March 15.
- Nora and Amy attended the Innovation Team meeting Tuesday, March 19.
- Van McGary and Jade Parks from ATS visited Thursday, March 21 to learn more about Access' workflow and how our departments support each other.
- Amy Prechel began filling In-Charge shifts in March.
- Annual reviews for Access staff were held Tuesday, March 26 and Thursday, March 28.
- Pat Kujawa had internal email and PC training with Annie Jagielski March 27 and 28.

Facilities Services – Ian Knorr

- Ian met with Valley Electric to explore options to replace the stage lighting in the south entrance vestibule. Valley is reaching out to suppliers to see what products are available.
- Ian transported and assembled the Satellite Stack bookshelf at Oak Tree Towers.
- AllComm installed the duress alarms at the Circulation desks, Kids desk, Ask Us desk and IT Help desk.
- Ian met with Jim from LIRA and Julie Milavec to go over training topics for Facilities staff and tour the building for compliance.
- Ian attended a SkillPath seminar at Hyatt House in Oakbrook. The topic was "How to Excel as a Manager."
- Ian met with Garvey Office Supply rep Roy Flagel for custodial supply products and cost savings.

Circulation	MAR 19	%	MAR 18	%	MAR 17	%
Checkouts						
Selfchecks	46,158	77%	50,704	73%	50,601	70%
Staff desk	13,723	23%	18,301	27%	21,586	30%
Total checkouts	59,881		69,005		72,187	
Renewals						
Auto Renewals	33,839		34,723			
Selfchecks	10		29		1,659	
Staff desk (incl. phone)	280		346		2,802	
Patron self-renewals on website	714		618		11,415	
Patron self-renewals on BookMyne	28		13		288	
Total renewals	34,871		35,729		16,164	
Total item checkout and renewals	94,752		104,734		88,351	
Digital Circulation	8,738		7,250		8,485	
Total Circulation	103,490		111,984		96,836	
Reserves Processed						
Received from ILL	7,002		7,442		7,326	
ILL sent	4,949		4,912		5,495	
OCLC requests processed	253		556		845	
Gate Count						
North	27,500		27,853		30,506	
South	15,000		15,190		16,857	
Total	42,500		43,043		47,363	
Gate counts are estimated						
Registrations						
New resident library cards	216		177		116	
New fee cards	6		5		9	
Active fee cards					125	
Professional Development hours	16					
Cost of Professional Development	\$256					
*SWAN is now reporting current borrowers in a different manner than Workflows, leading to a current borrower number that is a more accurate reflection of our user base.						

Circulation

	Mar 2018	Mar 2019	YTD Totals			
Adult	57,823	51,465	166,108	149,778		
Teen	2,055	1,903	5,891	5,610		
Children	44,856	41,393	121,897	111,864		
Download	7,250	8,738	22,644	25,616		
Total	111,984	103,499	316,540	292,868	-23,672	-7.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	28,330	55.05%	5,761	11.19%	14,473	28.12%	2,901	5.64%	51,465
Teen	1,745	91.70%	92	4.83%	50	2.63%	16	0.84%	1,903
Children	31,663	76.49%	1,743	4.21%	6,700	16.19%	1,287	3.11%	41,393
Total	61,738	65.15%	7,596	8.02%	21,223	22.40%	4,204	4.44%	94,761

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	110,433	74.37%	14,848	10.00%	15,073	10.15%	8,131	5.48%	148,485
Children	73,879	83.87%	2,879	3.27%	8,650	9.82%	2,679	3.04%	88,087
Total	184,312	77.91%	17,727	7.49%	23,723	10.03%	10,810	4.57%	236,572

Book Collection

	Mar 2018	Mar 2019	YTD Totals		YTD Difference	
Adult	122,923	110,433				
Children	74,555	73,879				
Total	197,478	184,312	197,478	184,312	-13,166	-6.7%

Audio Collection

	Mar 2018	Mar 2019	YTD Totals		YTD Difference	
Adult	15,879	14,848				
Children	2,949	2,879				
Total	18,828	17,727	18,828	17,727	-1,101	-5.8%

Video Collection

	Mar 2018	Mar 2019	YTD Totals		YTD Difference	
Adult	14,759	15,073				
Children	7,705	8,650				
Total	22,464	23,723	22,464	23,723	1,259	5.6%

Miscellaneous Collection

	Mar 2018	Mar 2019	YTD Totals		YTD Difference	
Adult	8,982	8,131				
Children	2,680	2,679				
Total	11,662	10,810	11,662	10,810	-852	-7.3%

Statistics for March 2019 (FY Jan-Dec)

Rooms & Spaces

	Mar 2018	Mar 2019				
Community Use of Rooms	1128	1,285				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	237	182				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,365	1,467	YTD Totals	4,008	YTD Difference	11.1%
			3,607		401	

Programs Offered

	Mar 2018	Mar 2019				
Library Programs Offered						
Adult	15	24				
Teen	10	10				
Children	68	79				
Outreach Programs Offered						
Adult	9	15				
Teen	3	2				
Children	15	14				
Passive Programs Offered						
Adult	0	8				
Teen	0	2				
Children	9	13	YTD Totals		YTD Difference	
Programs Offered Total	129	167	365	427	62	17.0%

Program Attendance

	Mar 2018	Mar 2019				
Library Program Attendance						
Adult	163	265				
Teen	181	65				
Children	2,088	1,856				
Outreach Program Attendance						
Adult	187	237				
Teen	20	24				
Children	426	529				
Passive Program Attendance						
Adult	0	137				
Teen	0	64				
Children	226	658	YTD Totals		YTD Difference	
Program Attendance Total	3,291	3,835	9,161	9,663	502	5.5%

Statistics for March 2019 (FY Jan-Dec)

Gate Count

	Mar 2018	Mar 2019	YTD Totals		YTD Difference	
	43,043	42,500	119,628	114,654	-4,974	-4.2%

Reference Questions

	Mar 2018	Mar 2019	YTD Totals		YTD Difference	
One on One Tutorials	26	33	82	77	-5	-6.1%

Computer User Sessions

	Mar 2018	Mar 2019				
Adult	4,241	3,471				
Children	1,282	1,354	YTD Totals		YTD Difference	
Total	5,523	4,825	14,965	13,142	-1,823	-12.2%
Wireless Sessions	2,516	2,715	7,646	7,566		