

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 25, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Oath of Office
 - a. David Humphreys, 6 year term
 - b. Barnali Khuntia, 6 year term
5. Approval of Minutes
 - a. August 28, 2019 Requested Action: Approval
6. Financial Matters
 - a. August 2019 Financial Report
 - b. September 2019 Invoices Requested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. Art Conservation Proposal Requested Action: Approval
 - b. Policy Updates – Teen Central and Notary Requested Action: Approval
 - c. Affiliation Agreement and Schedule A with Aurora University Requested Action: Approval
 - d. Authorization to Proceed with Public Bid for 2020 Masonry and Exterior Doors Project Requested Action: Approval
10. Unfinished Business
11. Library Director's Report
12. Trustee Comments and Requests for Information
13. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 28, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members Present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Building Operations Director Ian Knorr, Friends of the Library President Joni Hansen, Ed Pawlak, Mark Blair, David Hrycewicz.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 24, 2019 Minutes. Stapleton noted that agenda item 8a included a misspelling of AirBnB. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the July 24, 2019 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2019 Financial Report. Milavec presented the report. The library is 58% through the year. The Village has not yet updated the property tax that has been distributed, but the figures should appear on the August and September financial reports. Expenses are on track. The next payment for Fitzgerald Electric and Mechanical Concepts, both part of the capital replacement project, are included in the packet. There will be another capital invoice in September.

Milavec brought attention to the Carasoft invoice, which is for payment on the Lynda.com database. There has been some recent controversy with Lynda.com and their requirements for their new library product. They have said they will be addressing libraries' concerns about possible privacy changes for login requirements. The library is going to move forward with the renewal and wait to see what solutions the vendor offers regarding the privacy changes.

- b. August 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of August 2019 capital replacement invoices totaling \$54,635.64, the payment of August 2019 operating invoices totaling \$118,746.89, the acceptance of August 2019 credit memos totaling \$156.19, and the ratification of July 2019 payrolls totaling \$211,824.18 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.**

- a. 2020 Salary Structure. The Board packet included the full compensation report from HR Source as well as a sample pay policy. A pay administration policy and procedure will be created this fall for internal use. The new salary structure is a very different way of looking at pay than the former salary structure. Benchmarks are used to create minimum and maximum levels and quartiles are set in between. The new structure is much more mathematical.

Trustee Humphreys is thrilled with the new structure and believes it will help the library retain good quality staff and keep staff pay competitive. President Graber asked Milavec her thoughts on the differences between the old and new structures. This new structure allows the library to keep up with the minimum wage increase and utilize a mathematical progression to adjust the salary schedule when required. Merit increases will be implemented in 2021 and the HR Source report includes a chart that will help staff determine where an employee's performance falls on the increase scale. Trustee Dougherty appreciated the clarity of the report and found it to be very rational. She asked about a plan for equity and fairness when it comes time to roll the new structure out and educate staff on the changes.

It was moved by Stapleton and seconded by Gigani THAT the 2020 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Cleaning Services Bid Award. Building Operations Director Ian Knorr took the library through a public bid process, though it was not required by law. This process included a mandatory pre-bid meeting and proposals that required four components to be considered. There were eight bidders and five were disqualified immediately for not responding in full. Ian recommended Best

Quality Cleaning, Inc. who were not the cheapest, but met the criteria of a four-person crew, different weekend crew, great training program, and have multiple library references.

It was moved by Dougherty and seconded by Humphreys THAT the cleaning services contract be awarded to Best Quality Cleaning, Inc. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Acceptance of Donation to Art Collection. Melody Danley featured an artist in the July gallery and while picking up his work, he offered to donate a piece of his collection to the library. Staff were thinking of hanging the piece on the red wall, just past the curve, above the collection windows. It was moved by Humphreys and seconded by Gigani THAT the donation of the painting titled "Couples II" by artist B. Mensah be accepted by the library. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

9. Unfinished Business.

- a. 2020 Draft Budget. The Board packet included drafts showing a 3.00%, 3.25%, and 3.5% levy increase. The only changes made to the drafts from last month were on the salary lines, which adjusted a few staff salaries to their correct amounts.

It was moved by Gigani and seconded by Dougherty THAT the 2020 Budget and Levy be approved as presented, with an expenditure budget of \$5,666,294.93 and a 3.00% levy increase to \$5,497,919. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Finance Policy, Sections 6.9 Travel Expenses Update. The proposed change allows staff to use ride share programs or other kinds of ground transportation. It was moved by Humphreys and seconded by Stapleton THAT the Finance Policy update be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Milavec presented the report. Based on last month's conversation about the strategic plan and outcomes, Jen and some of the managers put together a report showing measurable outcomes. The Anything Emporium items have circulated nonstop and the Innovation Team is working on adding new items. The Downers Grove Junior Woman's Club gave the library a generous donation to expand the baby play area and add more STEM and art

kits to the Anything Emporium. Furniture replacement continues around the library. An order has been placed to replace all of the wooden chairs on the second floor. The next round will be tables for the Kid's Program Room. The Adult and Teen Services lighting project will start in September. There will also be some major shifting and more genre collections added upstairs. The HVAC rooftop unit replacement will take place on Tuesday, September 3, weather permitting. The October program series, There's No Place That's Home, begins Wednesday, October 2. Trustees should plan to attend some of the events.

11. Trustee Comments and Requests for Information.

Trustee Dougherty appreciated the inclusion of measurable outcomes in this month's packet. She attended the RAILS trustee training workshop and it was a great program. She found it very helpful and recommended it to the other trustees.

Trustee Humphreys enjoyed looking at the numbers included in this month's packet. It was exciting to see that the new additions to the collection flew off the shelves. He also commented that Melody Danley did most of the graphic design for the library, as well as setting up the art collection and managing the window displays. She retired and we will miss her.

Trustee Stapleton asked if next month's meeting will include a new Board member. Milavec confirmed that the appointments will take place at the Village's early September meeting. Trustee Stapleton suggested an antique appraisal event at the library.

12. Adjournment. President Graber adjourned the meeting at 8:32 p.m.

DOWNERS GROVE LIBRARY 8/31/2019

| | Library fund | Building & Equip Replacement Fund |
|--------------------|--------------|---|
| CASH & INVESTMENTS | \$ 1,545,450 | \$ 1,263,513 |
| FUND BALANCE | 1,419,004 | \$ 1,263,513 |

Revenue by Object Report

Village of Downers Grove
8/1/2019 through 8/31/2019

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 | 984,043.44 | 3,789,803.20 | 1,547,981.80 | 71.00 |
| 4109 Prior Year Property Taxes | 100.00 | 0.00 | 5,108.23 | -5,008.23 | 5,108.23 |
| 4313 Personal Property Replacement Tax | 60,000.00 | 1,310.35 | 51,335.90 | 8,664.10 | 85.56 |
| 4410 Sales of Materials | 11,000.00 | 719.23 | 5,603.68 | 5,396.32 | 50.94 |
| 4502 Charges For Services | 20,000.00 | 1,807.65 | 13,021.99 | 6,978.01 | 65.11 |
| 4509 Fees For Non-Residents | 16,000.00 | 2,336.00 | 14,892.00 | 1,108.00 | 93.08 |
| 4571 Rental Fees | 5,000.00 | 1,172.00 | 3,582.00 | 1,418.00 | 71.64 |
| 4581 Fines | 37,500.00 | 3,386.10 | 23,379.67 | 14,120.33 | 62.35 |
| 4590 Cost Recovered For Services | 10,000.00 | 1,600.59 | 9,161.48 | 838.52 | 91.61 |
| 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 | 0.00 | 4,959.17 | -2,959.17 | 247.96 |
| 4712 Investment Income - Property Taxes | 0.00 | 0.00 | 300.04 | -300.04 | 0.00 |
| 4820 Contributions, Operating | 5,000.00 | 649.12 | 22,833.88 | -17,833.88 | 456.68 |
| 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 | 997,024.48 | 3,943,981.24 | 1,597,313.76 | 71.17 |

CAPITAL REPLACEMENT FUND

glExpObj
08/30/2019 9:58AM
Periods: 8 through 8

Expenditures by Object Report

Page: 4

Village of Downers Grove
8/1/2019 through 8/31/2019

Grand Totals

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Use |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|-----------------|
| 5315 Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5760 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5770 Capital Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 624,000.00 | 54,635.64 | 208,190.26 | 0.00 | 415,809.74 | 33.3 |
| 5910 Transfer For Capital Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Grand Totals | 624,000.00 | 54,635.64 | 208,190.26 | 0.00 | 415,809.74 | 33.3 |

OPERATING FUND

Expenditures by Object Report

Page: 17

glExpObj
08/30/2019 9:53AM
Periods: 8 through 8

Village of Downers Grove
8/1/2019 through 8/31/2019

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 | 167,162.92 | 1,001,792.50 | 0.00 | 404,623.50 | 71.2 |
| 5104 Bonus | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5111 Salaries, Non-Exempt | 247,835.00 | 29,758.59 | 160,698.09 | 0.00 | 87,136.91 | 64.8 |
| 5119 Part-Time Employee Wages | 1,237,473.00 | 135,333.23 | 784,863.05 | 0.00 | 452,609.95 | 63.4 |
| 5131 IMRF Pension Contributions | 194,334.00 | 23,045.77 | 133,769.26 | 0.00 | 60,564.74 | 68.8 |
| 5133 Medicare Contributions | 41,930.00 | 4,749.89 | 27,749.51 | 0.00 | 14,180.49 | 66.1 |
| 5134 Social Security Contributions | 179,287.00 | 20,309.84 | 118,651.58 | 0.00 | 60,635.42 | 66.1 |
| 5140 Auto Allowance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5167 Compensated Absences | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5190 Life Insurance | 1,044.00 | 77.35 | 617.10 | 0.00 | 426.90 | 59.1 |
| 5191 Health Insurance | 450,182.00 | 29,631.76 | 234,866.56 | 0.00 | 215,315.44 | 52.1 |
| 5195 Optical Insurance | 1,992.00 | 137.10 | 1,120.93 | 0.00 | 871.07 | 56.2 |
| 5197 Dental Insurance | 38,044.00 | 2,513.66 | 19,487.73 | 0.00 | 18,556.27 | 51.2 |
| 5210 Supplies | 91,050.00 | 11,242.67 | 54,765.48 | 0.00 | 36,284.52 | 60.1 |
| 5251 Maintenance Supplies | 18,500.00 | 1,957.67 | 11,803.75 | 0.00 | 6,696.25 | 63.8 |
| 5280 Small Tools & Equipment | 35,300.00 | 1,938.58 | 13,339.96 | 0.00 | 21,960.04 | 37.7 |
| 5291 Water Purchase | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5302 Dues And Memberships | 7,500.00 | 500.00 | 4,576.00 | 0.00 | 2,924.00 | 61.0 |
| 5303 Seminars, Conferences & Meetings | 30,525.00 | 356.61 | 14,644.79 | 0.00 | 15,880.21 | 47.9 |
| 5308 Recognition Program-Staff | 5,000.00 | 136.84 | 2,964.84 | 0.00 | 2,035.16 | 59.3 |
| 5315 Professional Services | 60,000.00 | 12,733.97 | 41,124.79 | 0.00 | 18,875.21 | 68.5 |
| 5322 Personnel Recruitment | 2,000.00 | 69.44 | 489.28 | 0.00 | 1,510.72 | 24.4 |
| 5323 Special Legal | 6,000.00 | 1,120.80 | 2,066.80 | 0.00 | 3,933.20 | 34.4 |
| 5336 Cataloging Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5346 Data Processing Services | 108,950.00 | 0.00 | 83,506.36 | 0.00 | 25,443.64 | 76.6 |
| 5380 Printing Services | 25,100.00 | 0.00 | 12,291.90 | 0.00 | 12,808.10 | 48.9 |
| 5391 Telephone | 20,200.00 | 2,333.34 | 12,646.15 | 0.00 | 7,553.85 | 62.6 |
| 5392 Postage | 25,500.00 | 5,000.00 | 14,457.00 | 0.00 | 11,043.00 | 56.6 |
| 5393 Freight And Cartage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5407 Advertising And Public Relations | 20,500.00 | 2,978.77 | 13,890.48 | 0.00 | 6,609.52 | 67.7 |

Expenditures by Object Report

Village of Downers Grove
8/1/2019 through 8/31/2019

Grand Totals [Continued]

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Use |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|---------------------|-----------------|
| 5420 Insurance - Other Policies | 45,150.00 | 0.00 | 39,203.00 | 0.00 | 5,947.00 | 86.8 |
| 5430 Building Maintenance Services | 91,500.00 | 4,415.30 | 50,020.14 | 0.00 | 41,479.86 | 54.6 |
| 5450 Cleaning Services | 80,500.00 | 5,545.00 | 44,315.00 | 0.00 | 36,185.00 | 55.0 |
| 5461 Utilities | 25,250.00 | 694.73 | 13,584.91 | 0.00 | 11,665.09 | 53.8 |
| 5470 Other Equipment Repair And Maintenance | 11,550.00 | 705.17 | 6,947.74 | 0.00 | 4,602.26 | 60.1 |
| 5481 Rentals | 20,500.00 | 859.55 | 10,612.07 | 0.00 | 9,887.93 | 51.7 |
| 5620 Recoverables | 3,000.00 | 98.45 | 920.36 | 0.00 | 2,079.64 | 30.6 |
| 5630 Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5670 Claims & Similar Exps | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5681 Community Events Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5690 Unemployment Compensation | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.0 |
| 5730 Intangibles & Artwk | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5750 Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5770 Capital Equipment | 60,000.00 | 1,242.37 | 34,936.81 | 0.00 | 25,063.19 | 58.2 |
| 5801 *** Title Not Found *** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5850 Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5851 Electronic Resources | 226,000.00 | 14,616.88 | 148,150.66 | 0.00 | 77,849.34 | 65.5 |
| 5852 Print Materials | 345,000.00 | 24,601.59 | 209,098.17 | 0.00 | 135,901.83 | 60.6 |
| 5853 Audiovisual Materials | 147,000.00 | 11,421.97 | 82,384.58 | 0.00 | 64,615.42 | 56.0 |
| 5860 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 65,000.00 | 0.00 | 16,293.63 | 0.00 | 48,706.37 | 25.0 |
| 5880 Intangible Assets (Software) | 43,000.00 | 14,035.27 | 28,973.27 | 0.00 | 14,026.73 | 67.3 |
| 5899 Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5910 Transfer For Capital Projects | 350,000.00 | 0.00 | 350,000.00 | 0.00 | 0.00 | 100.0 |
| 5930 Transfer For Debt Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Grand Totals | 5,778,112.00 | 531,325.08 | 3,801,624.23 | 0.00 | 1,976,487.77 | 65.7 |

**Capital Replacement
Invoice Edit Listing
Village of Downers Grove
September 25, 2019**

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|-----------------------------|---------------------------|---------------|-------------------------------------|--------------|
| 019484 BP CONTRACTORS CORP. | 1 | 46,437.75 | 0.00 | 46,437.75 |
| 018808 ELARA ENGINEERING | 1 | 2,225.00 | 0.00 | 2,225.00 |
| Grand Total: | 2 | 48,662.75 | 0.00 | 48,662.75 |

INVOICES OF NOTE

For Library Board Meeting on September 25, 2019

Capital Replacement Fund

| | | |
|--------|--|-------------|
| 019484 | BP Contractors Corp. (2nd floor lightning project) | \$46,437.75 |
| 018808 | Elara Engineering (HVAC and controls upgrades) | \$2,225.00 |

Invoice Edit Listing
Village of Downers Grove
September 25, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 018213 AMAZON CAPITAL SERVICES, INC. | 4 | 610.64 | 0.00 | 610.64 |
| 000322 AMAZON.COM | 1 | 998.76 | 0.00 | 998.76 |
| 000351 AMERICAN LIBRARY ASSOCIATION | 2 | 1,629.00 | 0.00 | 1,629.00 |
| 000358 AMERICAN MARKETING & PUBLISHIN | 1 | 2,000.00 | 0.00 | 2,000.00 |
| 000428 ANDERSON'S BOOKS, INC | 1 | 103.91 | 0.00 | 103.91 |
| 000403 AT&T | 1 | 261.99 | 0.00 | 261.99 |
| 000672 BAKER & TAYLOR - L0217582 | 78 | 24,938.00 | 0.00 | 24,938.00 |
| 016893 BIBLIOTHECA, LLC | 2 | 1,936.87 | 0.00 | 1,936.87 |
| 015802 C & C SYSTEMS LLC | 1 | 1,190.50 | 0.00 | 1,190.50 |
| 001223 CASE LOTS INC | 1 | 159.20 | 0.00 | 159.20 |
| 014684 CAVENDISH SQUARE PUBLISHING | 1 | 215.56 | 0.00 | 215.56 |
| 001264 CDW GOVERNMENT, INC | 4 | 797.91 | 0.00 | 797.91 |
| 008323 CENGAGE LEARNING | 12 | 930.09 | 0.00 | 930.09 |
| 001277 CENTER POINT PUBLISHING | 2 | 364.32 | 0.00 | 364.32 |
| 002319 CHAMBER630 | 1 | 63.00 | 0.00 | 63.00 |
| 012050 CHERYL PAWLAK | 3 | 36.29 | 0.00 | 36.29 |
| 013235 CHILDREN'S PLUS, INC. | 2 | 720.41 | 0.00 | 720.41 |
| 019648 CHRIS FASCIONE | 1 | 400.00 | 0.00 | 400.00 |
| 001553 COMCAST CABLE | 1 | 300.55 | 0.00 | 300.55 |
| 016094 DE LAGE LANDEN FINANCIAL SVC, INC. | 1 | 859.55 | 0.00 | 859.55 |
| 002056 DEMCO INC | 3 | 702.83 | 0.00 | 702.83 |
| 002335 DOWNERS GROVE KIWANIS CLUB | 2 | 280.00 | 0.00 | 280.00 |

Invoice Edit Listing
Village of Downers Grove
September 25, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 002339 DOWNERS GROVE MUSIC CLUB | 1 | 375.00 | 0.00 | 375.00 |
| 002539 EBSCO SUBSCRIPTION SERVICES | 1 | 5,574.80 | 0.00 | 5,574.80 |
| 017328 ELM USA, INC. | 1 | 108.95 | 0.00 | 108.95 |
| 005572 FIA CARD SERVICES, N.A. | 12 | 10,954.99 | 0.00 | 10,954.99 |
| 017510 FIRST COMMUNICATIONS, LLC | 1 | 265.42 | 0.00 | 265.42 |
| 002905 FRANCO TYP-POSTALIA, INC. | 1 | 111.00 | 0.00 | 111.00 |
| 019650 FRENCH BATTLEFIELDS | 1 | 175.00 | 0.00 | 175.00 |
| 016977 GARVEY'S OFFICE PRODUCTS, INC. | 3 | 656.43 | 0.00 | 656.43 |
| 018958 GONZALEZ, LAUREN | 1 | 19.49 | 0.00 | 19.49 |
| 013544 GOOGLE, INC. | 1 | 966.00 | 0.00 | 966.00 |
| 003188 GRAHAM CRACKERS COMICS, LTD. | 1 | 265.82 | 0.00 | 265.82 |
| 003249 GREY HOUSE PUBLISHING | 1 | 284.40 | 0.00 | 284.40 |
| 009102 HAGG PRESS INC | 1 | 4,090.00 | 0.00 | 4,090.00 |
| 003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY | 1 | 126.00 | 0.00 | 126.00 |
| 010993 KENT ADHESIVE PRODUCTS COMPANY | 1 | 51.59 | 0.00 | 51.59 |
| 019062 KHATRI, CYNTHIA | 1 | 27.97 | 0.00 | 27.97 |
| 004928 LAKESHORE LEARNING MATERIALS | 2 | 250.61 | 0.00 | 250.61 |
| 012673 MANGO LANGUAGES | 1 | 4,431.39 | 0.00 | 4,431.39 |
| 018877 MASTNY, NORA | 3 | 46.87 | 0.00 | 46.87 |
| 015080 MATTESON, JOY | 1 | 74.00 | 0.00 | 74.00 |
| 019649 MATTHEW RUTHERFORD | 1 | 250.00 | 0.00 | 250.00 |
| 005866 MIDWEST TAPE | 27 | 9,717.04 | 0.00 | 9,717.04 |
| 004625 NEAL, KAREN | 1 | 45.73 | 0.00 | 45.73 |

Invoice Edit Listing
Village of Downers Grove
September 25, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 006161 NICOR GAS | 1 | 452.08 | 0.00 | 452.08 |
| 019473 OC CREATIVE, INC. | 1 | 4,410.00 | 0.00 | 4,410.00 |
| 012499 OVERDRIVE, INC. | 2 | 4,712.12 | 0.00 | 4,712.12 |
| 018491 PEOPLEFACTS, LLC | 1 | 87.84 | 0.00 | 87.84 |
| 018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC | 1 | 5.00 | 0.00 | 5.00 |
| 018885 PRECHEL, AMELIA | 1 | 39.44 | 0.00 | 39.44 |
| 006698 PRINT SMART | 3 | 846.75 | 0.00 | 846.75 |
| 006859 R.H. DONNELLEY | 1 | 14.70 | 0.00 | 14.70 |
| 006897 RANDOM HOUSE, INC | 1 | 37.50 | 0.00 | 37.50 |
| 006944 RECORDED BOOKS, LLC | 4 | 655.85 | 0.00 | 655.85 |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO | 4 | 290.23 | 0.00 | 290.23 |
| 007517 SCHOLASTIC LIBRARY PUBLISHING | 1 | 226.20 | 0.00 | 226.20 |
| 007604 SERVICEMASTER COMMERCIAL CLEAN | 1 | 5,545.00 | 0.00 | 5,545.00 |
| 014414 SHAW SUBURBAN MEDIA | 1 | 39.00 | 0.00 | 39.00 |
| 007787 STANLEY ACCESS TECHNOLOGIES | 1 | 463.75 | 0.00 | 463.75 |
| 009112 STRAUSS TAX SERVICE | 1 | 100.00 | 0.00 | 100.00 |
| 012698 SWAN | 1 | 65.28 | 0.00 | 65.28 |
| 019659 TAISHA SELBY | 1 | 50.00 | 0.00 | 50.00 |
| 008539 U S TOY CO INC | 1 | 126.48 | 0.00 | 126.48 |
| 011517 UNIQUE MANAGEMENT SERVICES, IN | 1 | 53.70 | 0.00 | 53.70 |
| 018458 URBAN ELEVATOR SERVICE, LLC | 1 | 208.00 | 0.00 | 208.00 |
| 009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC | 1 | 668.15 | 0.00 | 668.15 |
| Grand Total: | 221 | 97,464.95 | 0.00 | 97,464.95 |

INVOICES OF NOTE

For Library Board Meeting on September 25, 2019

| | | |
|--------|--|------------|
| 000351 | American Library Association (membership dues) | \$1,629.00 |
| 000358 | American Marketing & Publishing (Google Street View 360) | \$2,000.00 |
| 015802 | C & C Systems LLC (pull cable for cameras) | \$1,950.05 |
| 019648 | Chris Fascione (children's program) | \$400.00 |
| 002335 | Downers Grove Kiwanis Club (annual memberships) | \$280.00 |
| 002339 | Downers Grove Music Club (concert) | \$375.00 |
| 002539 | EBSCO Subscription Services (Flipster magazine database) | \$5,574.80 |
| 019650 | French Battlegields (adult program) | \$175.00 |
| 009102 | Hagg Press Inc (Discoveries Sept/Oct) | \$4,090.00 |
| 012673 | Mango Languages (language database) | \$4,431.39 |
| 019649 | Matthew Rutherford (adult program) | \$250.00 |
| 019473 | OC Creative (website design & deveopment - 2nd payment) | \$4,410.00 |
| 009112 | Strauss Tax Service (adult program) | \$100.00 |
| 019659 | Taisha Selby (adult program) | \$50.00 |

Library Credit Card Details for the September 25, 2019 Board Meeting

| Julie Milavec | | | | |
|---------------------|-------------------------------------|--|--------------|--------------------|
| 971 | 5303 Seminars, Mtgs, & Conferences | Intergovernmental admin lunch, ILA conference | \$ | 302.37 |
| | | | Total | \$ 302.37 |
| Katelyn Vabalaitis | | | | |
| 971 | 5308 Staff Recognition | Retirement party meals | \$ | 129.19 |
| | | | Total | \$ 129.19 |
| Ian Knorr | | | | |
| 978 | 5251 Maintenance Supplies | Antibacterial hand soap refills, dowels, casters | \$ | 535.87 |
| 978 | 5280 Small Tools & Equipment | Wall guards | \$ | 124.06 |
| 978 | 5303 Seminars, Mtgs, & Conferences | Boiler training | \$ | 50.00 |
| 978 | 5470 Other Equipment Repair & Maint | Replacement clocks, wall anchors, flat steel | \$ | 328.67 |
| | | | Total | \$ 1,038.60 |
| Elizabeth Matkowski | | | | |
| 972 | 5210 Supplies | Program supplies | \$ | 562.84 |
| 972 | 5280 Small Tools & Equipment | Cricut cutting mat | \$ | 15.80 |
| 972 | 5303 Seminars Mtgs, & Conferences | Airfare for YALSA, ILA conference registration | \$ | 657.60 |
| | | | Total | \$ 1,236.24 |
| Karen Bonarek | | | | |
| | | | Total | \$ - |
| Amelia Prechel | | | | |
| 972 | 5852 Printed Materials | Magazine subscription renewals | \$ | 118.00 |
| 977 | 5210 Supplies | Nintendo Switch cases | \$ | 16.46 |
| 977 | 5303 Seminars, Mtgs, & Conferences | SWANx 2019 Annual Conference | \$ | 33.46 |
| | | | Total | \$ 167.92 |
| Sharon Hrycewicz | | | | |
| 973 | 5210 Supplies | Program supplies | \$ | 144.78 |
| 973 | 5852 Print Materials | Books | \$ | 24.61 |
| | | | Total | \$ 169.39 |
| Traci Skocik | | | | |
| 973 | 5210 Supplies | Program supplies | \$ | 1,253.06 |
| 973 | 5853 AV Materials | AV Materials | \$ | 52.19 |
| | | | Total | \$ 1,305.25 |
| Allyson Renell | | | | |
| 971 | 5302 Dues & Membership | ALA, ALSC & PLA membership renewal | \$ | 270.00 |
| 973 | 5210 Supplies | Cleaning supplies | \$ | 24.95 |
| | | | Total | \$ 294.95 |

| Christine Lees | | | | |
|---|-------------------------------------|--|--------------|--------------------|
| 974 | 5210 Supplies | Office supplies | \$ | 107.05 |
| | | | Total | \$ 107.05 |
| Paul Regis | | | | |
| 975 | 5280 Small Tools & Equipment | Memory kits, thumbdrives, printer filament | \$ | 214.67 |
| 975 | 5770 Capital Equipment | Thermal receipt printer | \$ | 393.60 |
| 975 | 5880 Intangible Assets | Pantheon Systems, Coolpad Surf hotspot | \$ | 1,325.00 |
| | | | Total | \$ 1,933.27 |
| Cynthia Khatri | | | | |
| 971 | 5308 Recognition Program-Staff | Staff retirement party supplies | \$ | 4.37 |
| 971 | 5407 Advertising & Public Relations | Calendar, dry eraser markers | \$ | 116.34 |
| | | | Total | \$ 120.71 |
| Jen Fredericks | | | | |
| 971 | 5303 Seminars, Mtgs, & Conferences | Staff training day - food & AV equipment | \$ | 4,150.05 |
| | | | Total | \$ 4,150.05 |
| Library Credit Card August 2019 Totals | | | \$ | 10,954.99 |

PAYROLLS FOR AUGUST 2019

| | |
|----------------------------|--------------|
| AUGUST 2 | \$107,973.55 |
| AUGUST 16 | \$112,389.94 |
| AUGUST 30 | \$111,891.25 |
| TOTAL AUGUST 2019 PAYROLLS | \$332,254.74 |

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 25, 2019**

AGENDA ITEM 9A

Art Conservation Treatment Proposal

The Strategic Plan contains the Goal “we connect people to the arts and cultural experiences,” with the Objective “to enrich the library experience through art displays and collections,” and the Action “preserve and protect the art collection” with a Target Date of December 2020.

To address this action item, Library Director Julie Milavec reached out to other libraries with art collections to identify art conservationists with experience in preserving and protecting library art collections. The Art Objects Conservation Lab and Margaret Sawczuk was highly recommended by the Oak Park Public Library. Ms. Sawczuk met with Library Director Julie Milavec and now-retired Graphics & Display Coordinator Melody Danley to discuss the library’s needs and examine the library’s collection. Ms. Sawczuk then created and submitted the attached Treatment Proposal for the Art Collection.

It is important to note that conservation/preservation of the art collection is a new initiative for the library. The proposal includes treatment of every piece in the collection, but not all necessarily require treatment immediately. The Children of Peace Garden Walk statue and Epic of Gilgamesh bas-relief are two of the highest priorities for conservation. Additional proposals for the cleaning of the Journey to Janus sculpture will be sought for 2020. Regular cleaning and maintenance of art collection works will be included in future budgets.

Recommended Action: Accept the Treatment Proposal for the Children of Peace Garden Walk statue and Epic of Gilgamesh bas-relief, in the amount of \$5,800.

TREATMENT PROPOSAL
ART COLLECTION
DOWNERS GROVE PUBLIC LIBRARY

Examined by Margaret Sawczuk, The Art Objects Conservation Lab: July 17th, 2019

General Condition Report

All the objects from the art collection were reviewed during the meeting which took place on July 17th, 2019. The collection was not under conservators attention over many years, and any of important maintenance was provided in the past.

The overall condition of the collection is good. However, there are a few concerns to be addressed.

Large part of the collection constitute of framed paper artworks like watercolors and photography which are exhibited under glass. All of them require a superficial cleaning to remove dust and superficial dirt from the surface, to improve the quality of artistic perception of visitors. Many of the objects must be removed from the frame to safely clean the glass from both sides.

The same treatment should be performed with regards to oil paintings on canvas which are covered with dust.

Noteworthy is a group of sculptures (Carrie Ann Schumacher's paper sculpture, and a dale Chihuly's glass bowl) which also deserves attention to remove dust from the surface.

There are a few objects which have more visible damage, and will require more complex conservation treatments. Among them there are a bas-relief by Dallas Cole, with visible cracks and chips; Gary Price's painted bronze sculpture of "Puffed up Princes" with a few areas of corrosion and scratches, which should be removed and in-painted; and the same artist's outside bronze sculpture "A Children of Peace" which has an extended areas of corrosion and patina discoloration, and requires a complex conservation treatments to restore its original condition.

Additional exceptional objects among the collection are:

- a set of unique Burmese teaching panels, which definitely require a close conservator attention in order to clean the surface and reinforce the weakened areas of wooden relief and polychromy
- an aerial sculpture entitled "The journey to Janus" never treated and covered with a thick layer of dirt which should be removed
- John McDavid's "Soaring", a mural which has a few strongly visible areas of mechanical damage. Those should be retouched and protected with varnish.

Most of the treatments particularly regarding sculptures, relief attached to the wall as well as paintings, photography, and watercolors could be performed on site, while a Burmese panels should be carefully packed and moved to the conservation studio in Oak Park.

Detailed conservation program with estimate for particular objects are attached below

Bronze Sculpture, “Children of Peace”, by Gary Price



The sculpture is covered with dirt. The patina is partially corroded and has lost its color and brightness. There are several patina discolorations.

Treatment Proposal

1. The sculpture should be photographed before, during, and after conservation.
2. The surface should be cleaned with hot steam and a pressure washer to remove dirt and old protective wax.
3. The corrosion should be removed with metal brushes.
4. The discoloration should be re-patinated.
5. The entire surface should be protected with microcrystalline wax.

Conservation Cost: \$4,200

Work duration, on site: 4 days

Burmese Teaching Panels



This deep carved wooden and polychromed relief appears to be in weak structural condition. The walls are thin and fragile. They have many cracks and signs of damage caused by insect pests. Some of the cracks are the natural results of structural tensions in the wood. There are several small missing areas of carving.

The goal of the conservation will be cleaning and reinforcing the weakened structure of the wood. Most of the cracks and imperfections should remain unchanged following the character of the reliefs and their age.

Treatment Proposal

1. The artworks should be photographed before, during, and after conservation.
2. Another onsite investigation will occur to determine the structural strength of the work. If adequately sufficient, the artworks should be packed and moved to the conservation studio in Oak Park. If wood is too brittle and delicate, works will remain onsite.
3. The reliefs should be removed from the plastic frame.
4. The frame should be cleaned from each side.
5. The artworks should be gently cleaned with brush and Hepa vacuum cleaner to remove dust.
6. The surface should be superficially cleaned (if needed).
7. The structure should be locally reinforced by consolidation. Paraloid B72 in acetone should be used in the form of injections.
8. The local reconstruction of missing areas could be considered and discussed with the owner.
9. Protective varnish should be applied.

Conservation Cost: \$2000 (each panel).

Work duration: 6 weeks.

The Epic of Gilgamesh, by Dallas Cole



The bass relief was restored in the past, removed from its original location, and transferred to the present location in the library. During the process, a few details of the relief were affected. These are cracks and abrasions. An attempt of retouching was performed but the results are visible and disturb the aesthetic perception of the work. The currently planned conservation should focus on gentle cleaning and filling the cracks to restore the original surface. Also, the old retouching should be removed and imperfections should be in-painted properly.

1. The artwork should be photographed before, during, and after conservation.
2. The artwork should be gently cleaned with brush and Hepa vacuum cleaner.
3. Old retouching should be removed.
4. Cracks should be filled and in-painted. Abrasions should be in-painted.

Conservation Cost: \$1600

Work duration, on site: 2 days.

Bronze Polychromed Sculpture, “Puffed Up Prince”, by Gary Price



The sculpture is in good condition. There are, however, a few small corroded areas and scratches.

Treatment Proposal

1. The artwork should be photographed before and after conservation.
2. The sculpture should be gently cleaned. The corrosion should be removed.
3. The scratches should be inpainted with Paraloid B72 in acetone mixed with dry pigments, and then protected.
4. The surface should be covered with microcrystalline wax layer and buffed.

Conservation Cost: \$870

Work duration, on site: 8 hours

Mural, “Soaring”, by John McDavitt
Location: Kids Room Entrance



The mural has several areas of mechanical damage in the form of scratches. There is also a white electric outlet placed within the mural's composition which disrupt the artistic perception.

Treatment Proposal

1. The artwork should be photographed before and after conservation.
2. The surface should be gently cleaned with brushes and Hepa vacuum cleaner to remove dust.
3. The abrasions should be in-painted and varnished.
4. The electric outlet should be painted with blue to make it less visible.

Conservation Cost: \$850

Work Duration, on site: 1 day

Aerial Sculpture, “Journey to Janus”, by Walter Gordinier

Location (the cone, crystal dichroic glass alignment, sphere): South Atrium

Location (acrylic tubes): Second Floor



The composition of metal, glass, and acrylic sculptures acquired by the library in 2000 appears to be in good condition. However, a visible thick layer of dirt and dust covers the surface of sculptures. No maintenance was performed in the past.

The goal of the conservation will be dirt removal to refresh the appearance and to avoid dirt accumulation on the surface.

Treatment Proposal

1. The sculpture should be photographed before and after conservation.
2. The surface should be cleaned with brushes and vacuum cleaner as well as mild detergent to remove dirt.
3. Retouching may be performed if needed.

Conservation Cost (South Atrium): \$6,900

Electric scissor lift: \$1,000

Work Duration: 4 days

Conservation Cost (Second Floor): \$4,800

Scaffolding/tower: \$2,800

Work Duration: 3 days

Oil Painting, Untitled, by Sergey Cherep



Treatment Proposal

1. Photo documentation.
2. Superficial cleaning of the painting and frame.
3. Frame waxing and polishing.

Conservation Cost: \$280

Glass Bowl, Ruby Macchia, by Dale Chihuly



Treatment Proposal

1. Photo documentation.
2. Superficial bowl and acrylic exposition box cleaning.

Conservation Cost: \$280

Cibachrome Photographs, Untitled, by Jim Laser



Treatment Proposal

1. Photo documentation.
2. Photographs should be removed from the acrylic frames to perform superficial cleaning with brushes and Hepa Vacuum Cleaner.

Conservation Cost: \$280 (each)

Painted Metal Composition, “Big Rally”, by David Gerstein



Treatment Proposal

1. Photo documentation.
2. The surface of the composition should be cleaned with brushes and Hepa vacuum cleaner, and with mild detergent if needed.

Conservation Cost: \$880

Five Molas, by Kuna Indians of the San Blas Islands



Treatment Proposal

1. Photo documentation.
2. Superficial cleaning of frame and glass.

Conservation Cost: \$180 each

Fabric Patchwork



Treatment Proposal

1. Photo documentation.
2. Superficial cleaning of the frame.

Conservation Cost: \$150 each

Marker on Newsprint, “Arthur Francine”, by Marc Brown



Treatment Proposal

1. Photo documentation.
2. Superficial cleaning of the frames.

Conservation Cost: \$150 each

Hand Embellished Giclee, “Travel Europe”, by Zhou Brothers



Treatment Proposal

1. Photo documentation.
2. The frame should be superficially cleaned.
3. The missing areas of paint should be filled and retouched.

Conservation Cost: \$300

Hand Embellished Giclee, “My Memory”, by Zhou Brothers

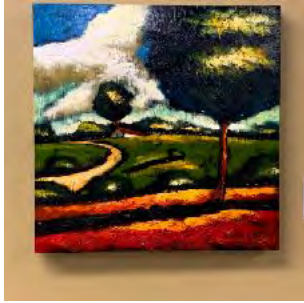


Treatment Proposal

1. Photo documentation.
2. The frame should be superficially cleaned.
3. The chip should be filled and retouched.

Conservation Cost: \$300

Oil Painting, “Renee’s Landscape”, by Sergey Cherep



Treatment Proposal

1. Photo documentation.
2. The surface should be superficially cleaned with brush and Hepa vacuum cleaner.

Conservation Cost: \$200

Oil Painting On Canvas, “F.G.’S Bridge, by Pamela J. Hart

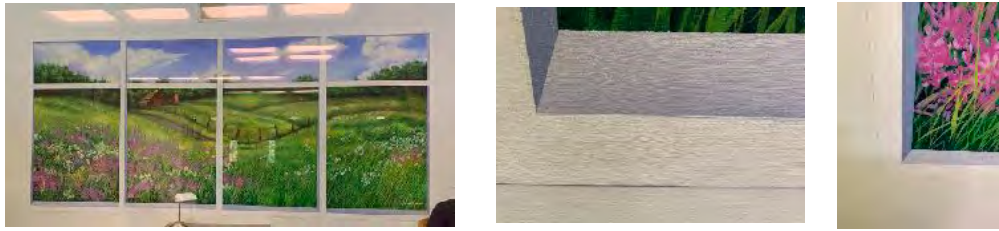


Treatment Proposal

1. Photo documentation.
2. Superficial cleaning. Local in-painting.

Conservation Cost: \$350

Oil Painting on Canvas, “Illinois Sojourn”, by Gregory Gove



Treatment Proposal

1. Photo documentation.
2. The surface should be cleaned with mechanical and chemical methods to remove dust and dirt.
3. The detached canvas areas should be adhered to the wall.

Conservation cost: \$2,500

Paintings on Paper, “Country Ramble”, “Harmony”, “Resting Spot”, “By the Stream”, by Alix Stefan



Treatment Proposal

1. Photo documentation.
2. The frames should be superficially cleaned.

Conservation Cost: \$180 each

Painting on Paper, Untitled, by Pietro Adamo



Treatment Proposal

1. Photo documentation.
2. The frame should be superficially cleaned.

Conservation Cost: \$350

Painting on Paper, Untitled, by Pietro Adamo



Treatment Proposal

1. Photo documentation.
2. The frame should be superficially cleaned.

Conservation Cost: \$350

Watercolors, by Robin Faulkner



Treatment Proposal

1. Photo documentation.
2. The frames should be superficially cleaned.

Conservation Cost: \$180 each

Watercolor, by Robin Faulkner



Treatment Proposal

1. Photo documentation.
2. The watercolor should be removed from the frame and placed in a Goretex package to relax fibers between blotters under weights to flatten the paper.
3. The frame should be cleaned superficially.

Conservation Cost: \$520

“Epiphany”, by Robert Natkin



Treatment Proposal

1. Photo documentation.
2. The frame should be cleaned superficially.

Conservation Cost: \$250

Quilt, “Books in Print”, Library Staff Quilters



Treatment Proposal

1. Photo documentation.
2. The acrylic frame should be removed and dismantled to clean the surface inside and outside.
3. The scratch should be filled with acrylic resin to make it less visible.

Conservation Cost: \$550

Watercolor, “Blacksmith Shop Rogers’ House”, by John Dukes McKee



Treatment Proposal

1. Photo documentation.
2. The frame should be cleaned.

Conservation Cost: \$250

Paper Sculpture Dress, “Won’t you say you love me”, by Carrie Ann Schumacher

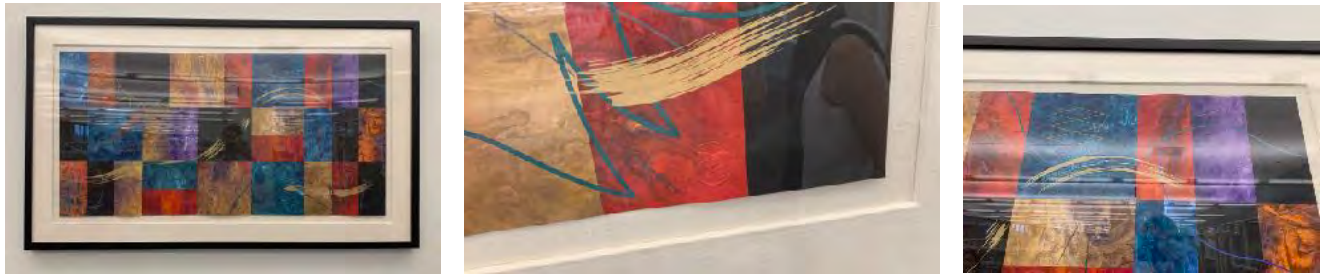


Treatment Proposal

1. Photo documentation.
2. The sculpture should be removed from the acrylic box to be superficially cleaned with gentle brush.
3. The acrylic box should be cleaned from inside and outside.

Conservation Cost: \$450

Print



Treatment Proposal

1. Photo documentation.
2. The artwork should be removed from the frame and placed in a Goretex Package between blotters to relax fibers and flatten.
3. The artwork should be properly attached to the board.

Conservation Cost: \$680

Two Paper Works



Treatment Proposal

1. Photo documentation.
2. The frames should be cleaned.

Conservation Cost: \$150 each

Photograph, “Navy Pier Aerial View”, by Bruce Heinrich



Treatment Proposal

1. Photo documentation.
2. The frame should be cleaned.

Conservation Cost: \$280

Photograph, “Fozen Orchard”, by Patricia McGrady



Treatment Proposal:

1. Photo documentation.
2. The frame should be cleaned.

Conservation Cost: \$250

Photographs, “Harold Washington Library”, “DuBuffet Sculpture”, Franklin Street Bridge”, by Edward Daniel



Treatment Proposal

1. Photo documentation.
2. The artworks should be removed from the frames and superficially cleaned with soft brushes.
3. The frames and glass should be cleaned.

Conservation Cost: \$250 (each)

PORTFOLIO OF PAINTINGS, MURALS AND GILDING

THE ART OBJECTS CONSERVATION LAB
MARGARET SAWCZUK

WWW.THEARTOBJECTS.COM

The Art Objects Conservation Lab was founded in Oak Park by Margaret Sawczuk in 2007; however, the beginning of Margaret's conservation experience goes back almost 25 years to Cracow, Poland. There, in the magical atmosphere of the Baroque and Renaissance art of the medieval former capital, Margaret's first studio was established, shortly after completing her studies at the Faculty of Conservation and Restoration of Works of Art at the Academy of Fine Arts in Cracow. She holds a Master's degree in Art Conservation.

In Europe, she conducted conservation projects on wooden polychromed sculptures and altars in Polish churches, and Baroque wall paintings and frescoes in Austrian monasteries and cloisters in the picturesque old villages of Heiligenkreutz or Gaaden, where she worked many long years.

Today, Margaret is the Director and Chief Conservator of The Art Objects Conservation Lab, focusing particularly on her passion for paintings, sculptures, and ceramics.

The 2,000 square ft. laboratory, located at 820 S. Oak Park Ave. in Oak Park, specializes in the restoration of paintings, sculptures, paper, objects and ceramics, frames, and furniture, including Biedermeier. We also offer the highest quality gilding in different techniques, including the complex traditional water gilding.

Our work ranges in size from the restoration of individual works owned by private collectors, to large-scale public works such as the conservation of sandstone walls at Loyola University Library or one of the most beautiful high altars at St. John Cantius Church in Chicago.

Among our clients also are:

Gorton Community Center

Chinese American Service League

Oak Park Public Library

Chicago Botanic Garden

College DuPage

St. Stanislaus Kostka Church

Epiphany Church

St. Walter church

St. Ansgar Church

St. Clement Church

Holy Trinity Church

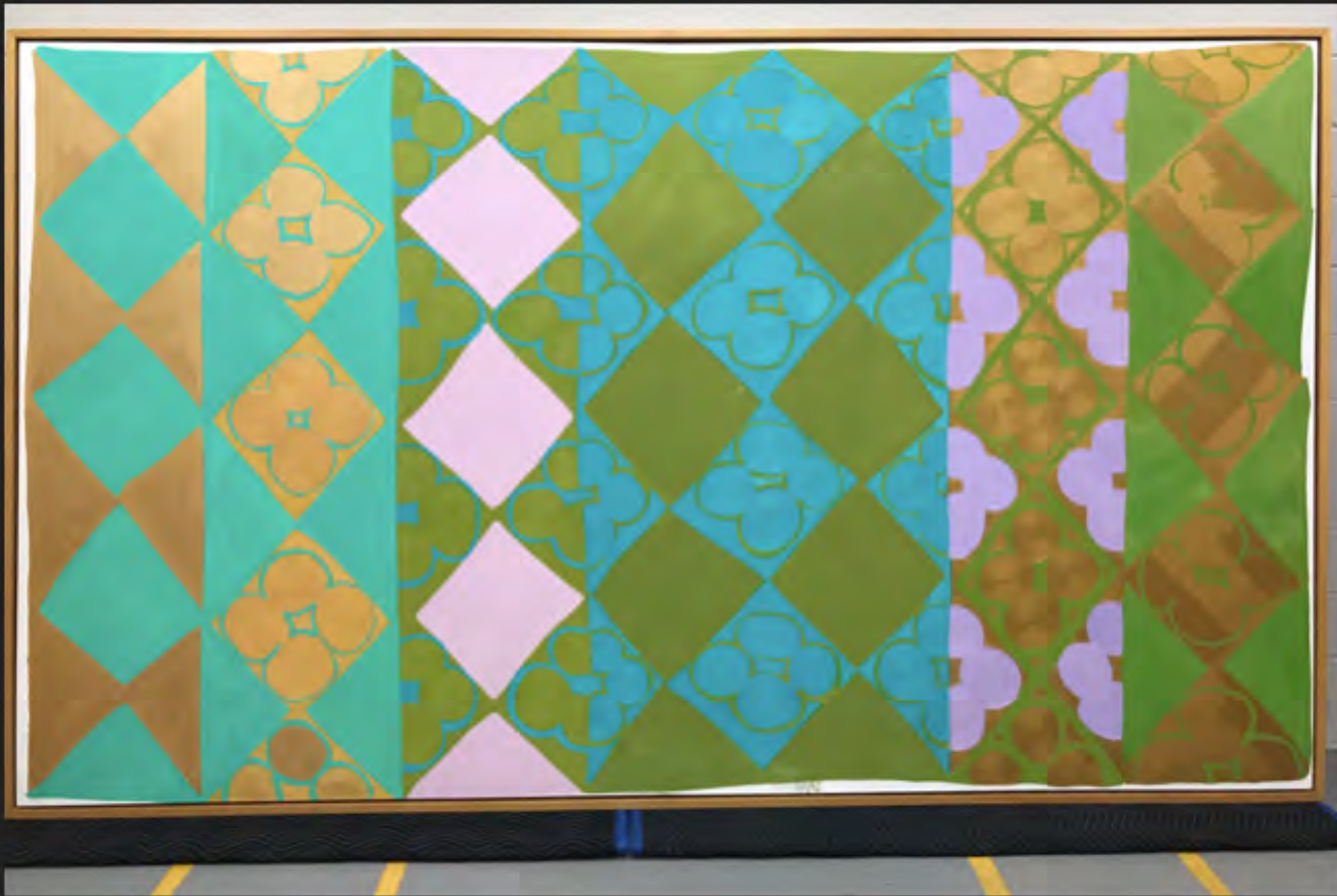
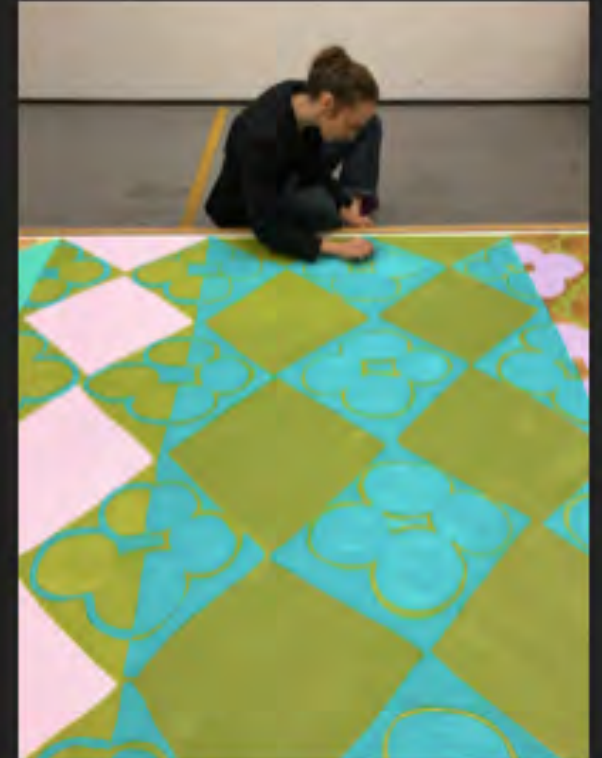
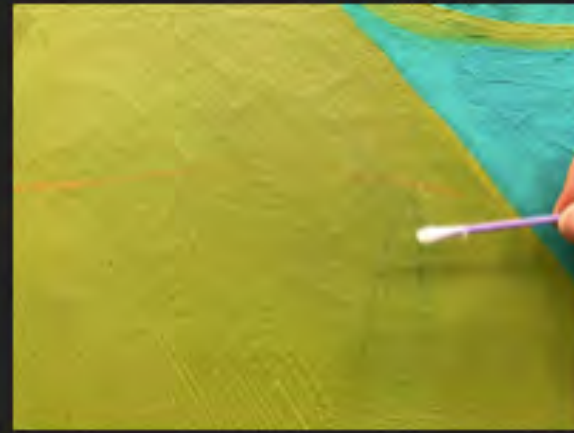
Ascension Church

Lyons Township High School

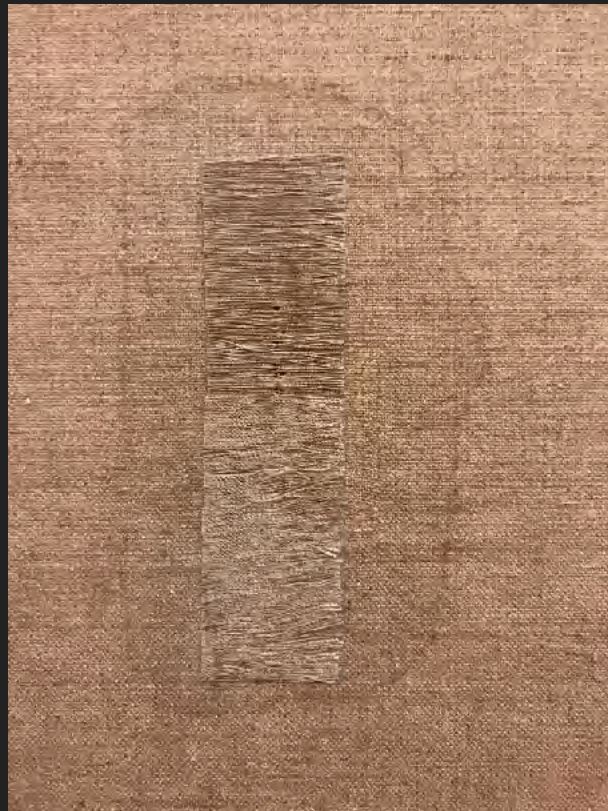
Private Collectors and Galleries



Conservation of Jacob Hashimoto's composition. Bamboo, paper, acrylics, pigments.



Conservation of Judy Ledgerwood's acrylic painting on canvas.





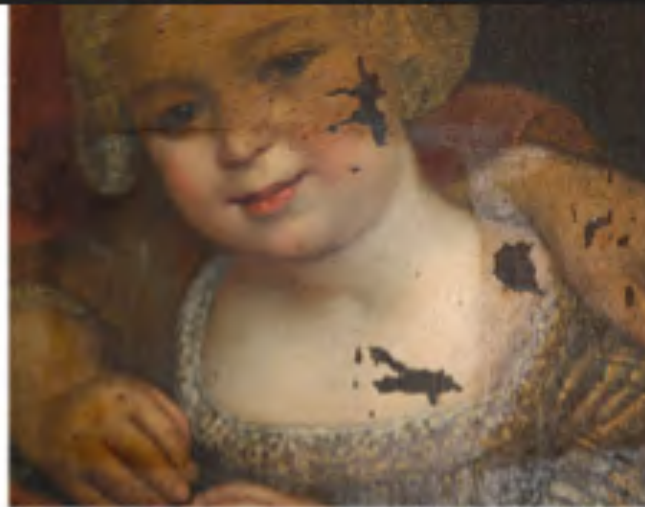
Conservation of Jamali's fresco-tempera painting on board.



Conservation of Melville Steinfeld's frescoes. Stations of the Cross. Epiphany Church. Chicago.



Conservation of the Stations of the Cross. Madonna Della Strada Chapel
at Loyola University in Chicago.



Before, during, and after conservation. 18th century oil painting on canvas.



Conservation of the Stations of the Cross. St. Stanislaus Kostka Church. Chicago.





Before and after conservation. 19th century oil painting on canvas.



The conservation of Etruscan ceramics.



The conservation of Etruscan ceramics.



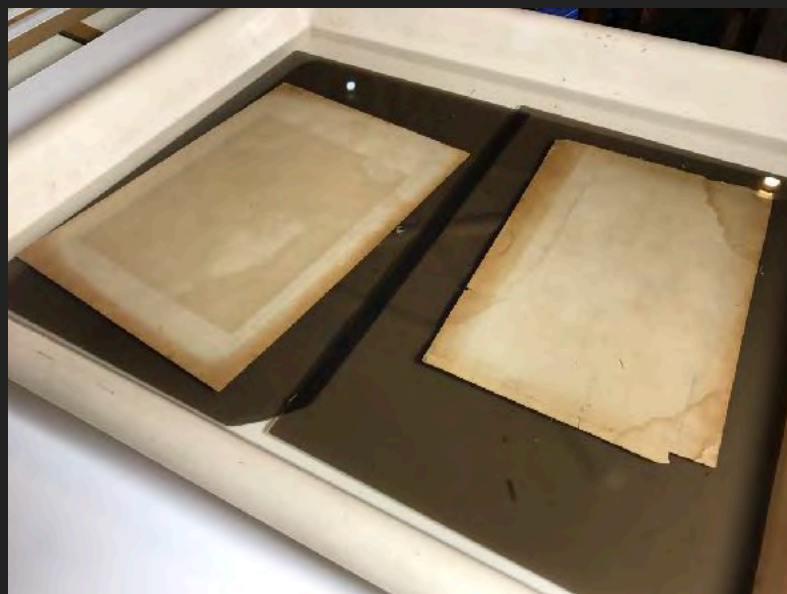
Before and after conservation. 19th century oil painting on canvas.



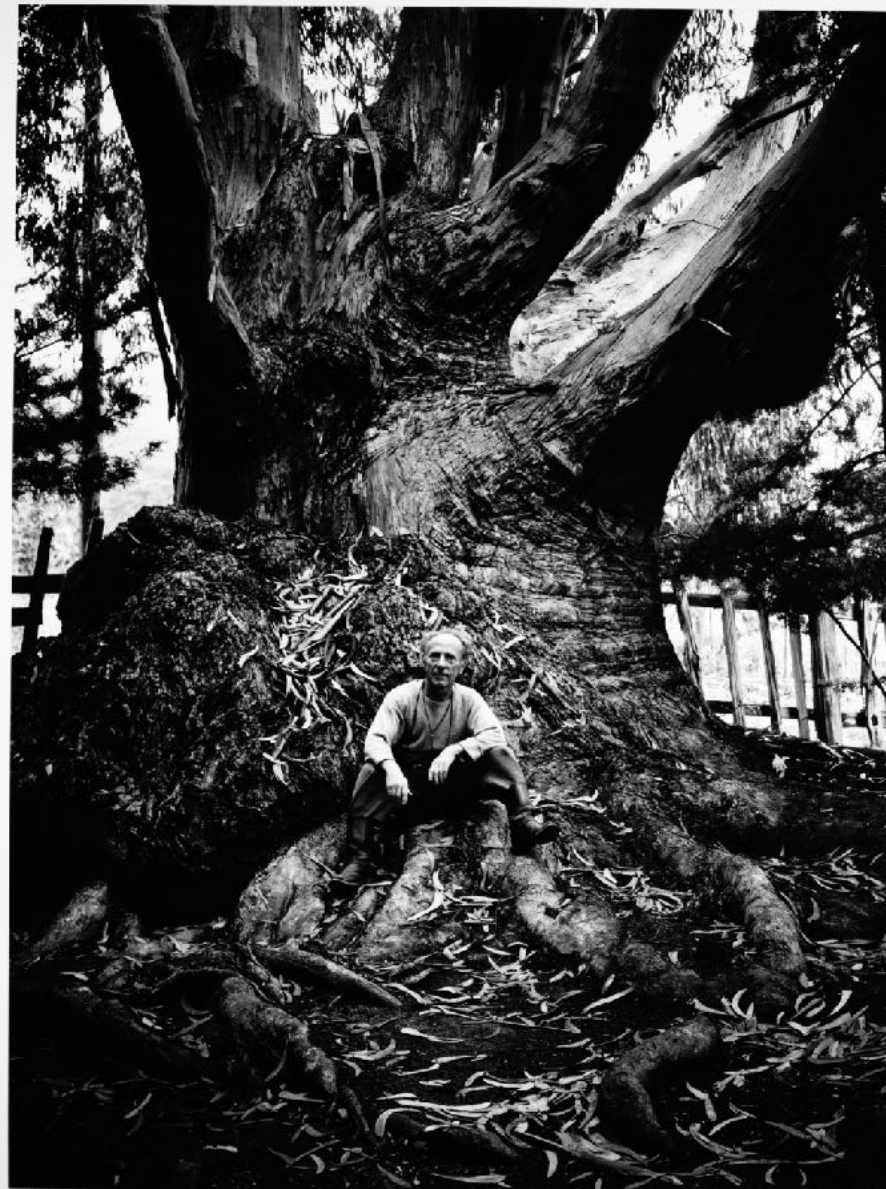
Traditional water gilding of wooden ornaments from the High Altar. St. John Cantius Church.



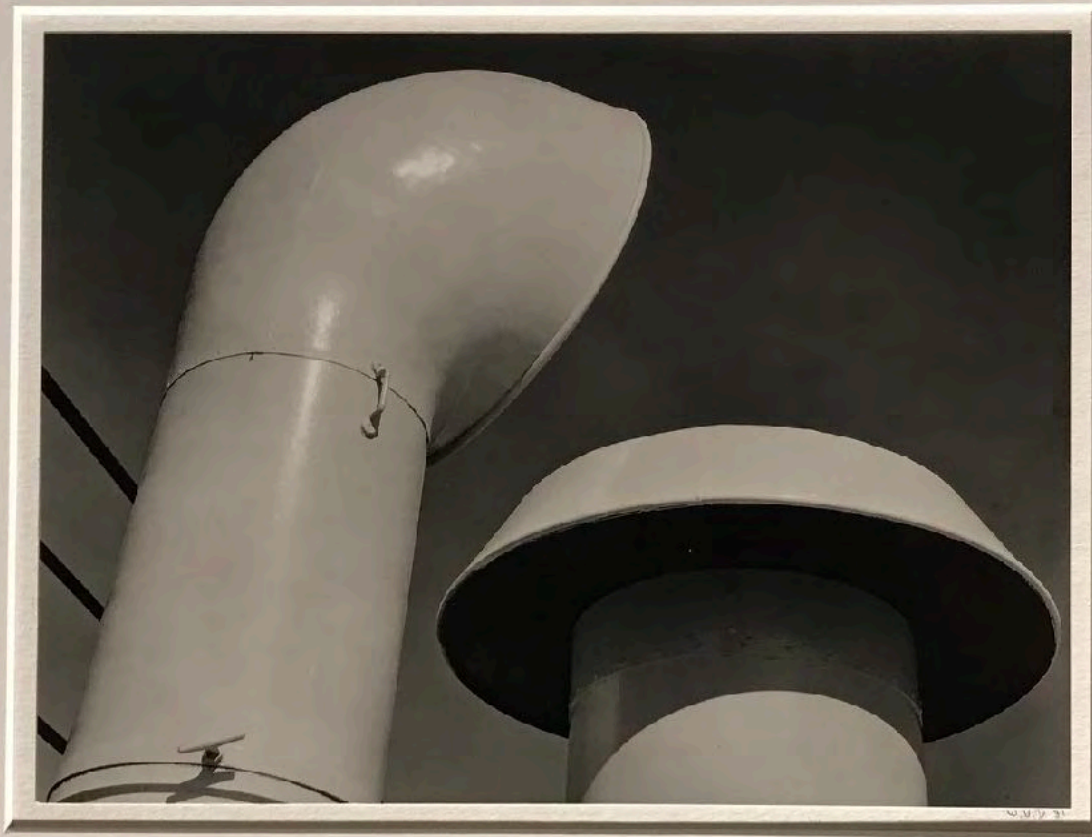
Original Pablo Picasso's drypoint etching conservation.



Paper Conservation.



Edward Weston, Ansel Adams photography conservation.



Funnels, William Van Dyke photograph conservation.

LETTERS OF RECOMMENDATION



March 9, 2018

Main Library
834 Lake St.
Oak Park, IL 60301
p 708.383.8200
f 708.697.6917

Dole Branch Library
255 Augusta St.
Oak Park, IL 60302
p 708.386.9032
f 708.386.0023

Maze Branch Library
834 Gunderson Ave.
Oak Park, IL 60304
p 708.386.4751
f 708.445.2385

Catherine Lemmer
Library Director
Lake Forest Public Library
360 E Deerpath
Lake Forest, IL 60045

Dear Catherine,

This is a letter of reference about the experience of the Oak Park Public Library with Margaret Sawczuk, The Art Objects Conservation Lab.

In early 2017, the Library has an appraisal of all artwork in its permanent collection, 32 pieces. This appraisal addressed the condition of each piece, and with this information we began having conservation work done.

In May 2017, Margaret worked on the first piece we sent out for conservation, a 1959 abstract by Chicago painter Claude Bentley. We were delighted with the results.

This led to having Margaret work on 6 more pieces for both large and small scale restoration. Perhaps the largest project was on a Judy Ledgerwood painting which measures 84 x 144 inches. The piece had hung in our Children's area, and suffered pencil marks, crayon marks and a 5 inch tear. Margaret worked on this piece onsite at the Library, and one would never know there was damage.

We have an excellent relationship with Margaret; she is talented, competent, and completely honest and trustworthy. I am happy to recommend her to you.

If you have questions or a desire to discuss anything about the experience of the Oak Park Public Library, Please feel free to contact me at (708) 697-6909.

Sincerely,

James Madigan
Deputy Director



Kraków, AD 2005.06.04

**THE LETTER OF RECOMMENDATION
FOR MRS. MAŁGORZATA SAWCZUK**

To Whom It May Concern,

As the Chairman of the Trustees of the Heritage and Conservation Department for the Polish Province of the Dominican Order, and the Chief Conservator of the Holy Trinity Priory, Kraków, I have the honour to introduce and to recommend Mrs. Małgorzata Sawczuk as a very talented and trustworthy co-worker.

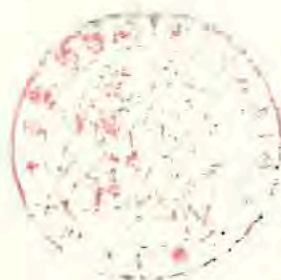
I have known Mrs. Małgorzata Sawczuk for many years whiles she was studying at the Academy of Fine Arts, Kraków, and I got to know her even better when, as co-owner of Ars Restauro she collaborated with our Priory from 1998 to 2002.

During that time she carried out numerous conservation works for our Priory, always of the highest standard. I particularly wish to mention her conservation work on two precious wooden crucifixes: one from the mid-16th c. from the main altar, and the second from the mid-17th c. The work involved very difficult technical problems, which she solved very skilfully. She performed this work with the highest competence and expertise.

She very often helped our board with professional advice and with inventive and practical ideas for profitable solutions. Always totally devoted to her job she renovated the objects entrusted to her care with the very careful and sensitive precision. She is a conscientious, reliable and accomplished conservator.

I consider Mrs. Małgorzata Sawczuk to be fully qualified and experienced to work in any field of conservation and we were very sorry when she left us, and wish she could have stayed with us longer.

If you need any additional information, or have any questions, please do not hesitate to contact with me further.



Fr. Zbigniew Kryśiewicz, O.P.
Chief Conservator of the Holy Trinity Priory, Kraków



Facilities Management
Lake Shore Campus
6525 N. Sheridan Road | Chicago, Illinois 60626
Phone 773.508.2100

August 26, 2010

To whom it may concern:

I am pleased to write a letter of recommendation for Mrs. Margaret Sawczuk, the owner and the chief conservator of The Art Objects Conservation Lab.

During the spring and summer of the 2010 she collaborated with Loyola University Chicago as a conservator of art and successfully implemented the following projects:

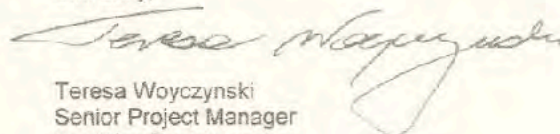
1. The conservation and restoration of the Melville Steinfeld's mosaic at Madonna Della Strada Chapel.
2. The conservation and restoration of the sandstone walls of the south vestibule of Cudahy Library.
3. The coat of arms from Mundelein Center, Cardinal's Room – gilded and polychromed in traditional technique.

Mrs. Sawczuk performed all these commissions perfectly, always extremely dedicated and determined to provide optimal solution for each of these projects. She was very proficient in all aspects and we could always rely on the results of her work, which met and exceeded our expectations. Her talent, highest competence and extensive experience have been essential to the success of these projects.

It was a pleasure to work with Margaret.

If you need any additional information, please do not hesitate to contact me at twocyzy@luc.edu or 773/508-2396.

Sincerely,


Teresa Woyczynski
Senior Project Manager
Facilities Department

Saint-Louis le 10.09.2017

To Ingham County Purchasing Department
Attention: James C. Hudgins, Jr., Director of Purchasing
121 E. Maple St., Room 203
Mason, Michigan 48854

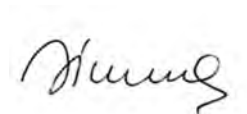
I confirm that Margaret Sawczuk, professional art conservator, worked on the conservation of murals from 1993 to 1998. She performed a full range of conservation treatments necessary for Baroque wall paintings at the following churches and monasteries in Austria:

1997-98 Conservation of the 18 century wall paintings at the Cistercians Abbey in
Heiligen-Kreutz, Austria

1997 Conservation of the 18 century wall paintings at the crypt of the church in
Durnstein, Austria

1995 Conservation of Baroque wall paintings at the Premonstrant Monastery in
Strass, Austria

As a project manager I was delighted by her professional skills and knowledge, and I highly recommend her services. Her mastery and experience make her uniquely equipped to tackle mural work with the utmost success.



Piotr Dzumala
Senior Conservator,
Director of RENAISSANCES
12 rue Théo Bachmann,
68300 Saint-Louis
France

Telefon: 0033618681537
piotr.dzumala@sfr.fr

Epiphany Parish

2524 South Keeler Ave.
Chicago, IL. 60623



epiphanyarchchicago.org

(773) 521 - 1112

They came from afar, bearing gifts and they adored Him.

October 13, 2017

Dear Sir or Madam,

My name is Fr. Daniel Long, Pastor of Epiphany Parish. Ms. Margaret Sawczuk worked for me on different parish projects some time ago.

I am writing to acknowledge and recommend Malgorzata Sawczuk and her studio. The Art Objects Conservation Lab (The Art Objects INC) performed in 2013 the conservation of 14 murals at the Epiphany Church in Chicago. The condition of the murals was very poor, and she fully restored the original beauty of these wall paintings. During her service at Epiphany, Ms. Sawczuk always displayed respect, professionalism, and work ethic. She worked hard to meet deadlines and always consulted with me any changes to the original projects. Her performance in our parish is a good indication of how she would perform for someone else.

If I can be of any further assistance, or provide you with any additional information, please do not hesitate to contact me at the telephone listed above.

I remain in Christ,

Sincerely,

Rev. Daniel Long
Pastor

To Whom It May Concern,

I am Father Frank Phillips, C.R., pastor of St. John Cantius Church in the Archdiocese of Chicago. Thanks to a generous donor, we were able to restore the entire interior of our church. I would direct you to our website: www.cantius.org to see the beauty of our church.

During the restoration, we discovered that the area above Our Lady's altar needed structural work as the main wooden beams had separated from the walls. Steel beams were added to the structure fixing the problem. The artistic restoration of the large mural in the lunette was placed in the capable hands of Margaret Sawczuk. Perched on scaffolding nearly sixty feet above the floor, Margaret skillfully restored the mural. She had to use her magnificent skills to compensate the fact that the image was a few inches out of place. Undaunted, she restored the mural giving the proper perspective making the image look as it did in its' original state.

I would give a strong approval of Margaret's work and would recommend her. If you may have any questions, please do not hesitate to contact me.

Sincerely,

Rev. C. Frank Phillips, C.R.. Pastor. St. John Cantius Parish, Chicago, IL

October 14th, 2017

**DOWNERS GROVE PUBLIC LIBRARY
REGULAR BOARD MEETING
SEPTEMBER 25, 2019**

AGENDA ITEM 9B

Policy Updates

Several small changes are needed in various policies. Staff have requested these changes, based on recent experiences.

General Policy, Designation of Space for Special Uses, Teen Central

Local schools have added early release on certain days to their schedules. Therefore, the time included in the policy needs to indicate school hours.

2.10.3 Teen Central

Teen Central is reserved for use by teens after 3:30 p.m. school hours on days local schools are in session and all day when local schools are not in session.

Library Services Policy, Notary

Real estate transactions are generally the most time-consuming notary service library staff handle.

5.14 Notary

[...]

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;
- Certified copies of identification; and/or
- I-9 Employment Eligibility Verification forms.

[...]

Recommended Action: Approve policy updates to General Policy and Library Services Policy as presented.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 25, 2019**

AGENDA ITEM 9C

Affiliation Agreement and Schedule A with Aurora University

The need for social workers in public libraries has grown nationwide, especially in large cities like San Francisco, Denver, and Columbia, SC. More locally, Chicago Public Library, Oak Park Public Library, Evanston Public Library, and Addison Public Library employ social workers on their staff. Several years ago, a change to accreditation requirements for social work internships opened the possibility of placing social work interns at public library locations. Aurora University has one of the largest social work degree programs in the area. The Aurora Public Library and Elmhurst Public Library were the first two libraries to act as field locations for Aurora University student interns. Their success led the Downers Grove Public Library to pursue hosting social work interns with Aurora University.

This Affiliation Agreement and its required Schedule A will allow the Downers Grove Public Library to act as a field location for students completing social work internships for the Bachelor, Master, Doctoral, or Post-Doctoral social work programs at Aurora University. The agreement has been vetted by attorneys for both the library and University. Under this agreement, the library will host unpaid social work interns at its discretion. The host site is not obligated to accept any or all internship applicants. Adult & Teen Services Manager Lizzie Matkowski will act as supervisor for any interns hosted. Lizzie has consulted with staff from Aurora Public Library and Elmhurst Public Library on best practices for this new endeavor. Schedule A details specific responsibilities of the University and library.

Once the agreement is approved, Aurora University will post the Downers Grove Public Library as a potential field location for its students. Interested students contact the field location directly to arrange an interview. If the supervisor and student both agree that this field location is a good fit, the process continues with development of a learning agreement between the student, library supervisor, and university professor detailing the expected outcomes of the internship.

Recommended Action: Approve the Affiliation Agreement and Schedule A with Aurora University to provide field experience for selected students learning in social work.

AURORA UNIVERSITY Affiliation Agreement

This is an Agreement by and between **DOWNERS GROVE PUBLIC LIBRARY** (legal name of Agency name; hereafter called the **Agency**) located in **Downers Grove** (city), **IL** (state), and **AURORA UNIVERSITY**, Aurora, Illinois (hereafter called the **University**).

The purpose of this Agreement is to specify the terms and conditions under which the University endorses and Agency provides field experience for selected student learning.

The parties agree as follows:

I. ENTIRE AGREEMENT:

1. This Affiliation Agreement accompanied by Schedule A (which is incorporated herein by reference) defining the terms of specific field experience including, but not limited to, schedules, duties, learning outcomes, and Agency and University requirements, constitutes the entire Agreement.
2. This Affiliation Agreement is the only Agreement between the parties and supersedes any prior Agreements.
3. This Affiliation Agreement must be fully executed prior to students beginning a field experience at the Agency.

II. GENERAL TERMS AND CONDITIONS:

The number of students placed each year will vary with the needs of the University for field experience placements and the ability of the Agency to supply appropriate student internship openings. The University and the Agency shall mutually agree in a timely fashion as to the approximate number of students eligible to participate in the program at any given time and as to which students will be assigned to the Agency. The Agency may immediately remove any student participating in the program from the Agency's premises for behavior that the Agency deems to be an immediate threat to the health or welfare of the Agency patrons, staff members or visitors or to the Agency's operations or who fail to comply with its policies and procedures. In such event, the Agency shall notify the University in writing of its actions and the reasons for its actions as soon as practicable. If the Agency desires to remove a University student for any other reason, the Agency shall notify the University in writing of the reasons for the removal and shall consult with the University before removing the student.

1. Stipends and scholarships notwithstanding, internship placements are not considered paid employment.
2. The Agency and the University shall retain their respective rights, privileges, powers, and functions as autonomous entities. Their legal, financial, education, and administrative policies and procedures shall be unaffected by the terms of this Agreement, except as is expressly provided for herein. In the performance of all work, duties and obligations pursuant to this Agreement, the University and the Agency are at all times acting as independent parties and neither of them nor their respective employees, faculty members or staff members shall be deemed to be the employee, agent or joint employee of the other. Neither party shall owe or be required to pay to or on behalf of any employee of the other party any compensation or benefits, including but not limited to the payment of any taxes related to employment, workers' compensation or unemployment insurance.

While participating in the program students shall have the status as learners and University faculty and students shall not be deemed or considered employees of the Agency and shall not replace Agency staff or render client services except as identified and delineated in the program of learning. Nothing in this Agreement shall be deemed to create an employer-employee relationship between a student and the Agency. Students shall not be considered employees of the Agency for any purpose while participating in the

program and are not entitled to any compensation or benefits, including but not limited to the payment of any taxes related to employment, workers' compensation or unemployment insurance.

3. Neither party shall, in connection with any aspect of its performance pursuant to this Agreement, discriminate against any person by reason of race, color, religion, national origin, age, gender, sexual orientation, physical or mental disability, marital or veteran status or any other characteristic protected by applicable law

The parties shall maintain the confidentiality of records, data and other information deemed confidential by either party. All information obtained and records created which pertain to patrons at the Agency shall remain confidential and the property of the Agency. The University shall advise its students participating in the program that the disclosure of such information or records is not permitted without the prior written approval of the Agency or as may be required by law and that the students must comply at all times with the Illinois Library Records Confidentiality Act.

4. The parties agree to indemnify and hold each other harmless, to the fullest extent permitted by law, from any liability, claim, demand, judgement or costs, including reasonable attorney's fees, arising out of or in connection with the acts, errors, omissions, work, or service of their respective employees/students/agents. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit parties' rights, claims or defenses which arise as a matter of law pursuant to any provisions of this Agreement. Nothing herein provided is intended to waive, nor shall it waive, any of the rights, defenses, and immunities afforded either party under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 et seq., and the parties shall continue to have all of the protections and immunities provided by said Act as now or hereafter amended
5. If any provisions of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
6. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
7. The parties shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in their possession regarding the University's students who train at the facility pursuant to this Agreement to the extent provided by law.
8. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
9. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
10. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, express or implied, is intended to confer upon any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the University and/or the Agency and/or any of their respective officials, officers and/or employees.

11. This Agreement shall be binding upon the parties, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
12. The captions contained in this Agreement are for convenience of reference only, and do not define, describe, or limit the scope of this Agreement or any of its provisions.
13. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or such other address as either party may request, in the case of the University, by notifying the Agency, and in the case of the Agency, by notifying the University.

If to the University:

Aurora University
Attention: Vice President for Finance
347 S. Gladstone Ave
Aurora, IL 60506
Facsimile: 630-844-3777

If to the Agency:

Agency Name: Downers Grove Public Library
Attention: Julie M. Milavec
Street Address: 1050 Curtiss Street
City, ST Zip: Downers Grove IL 60515
Facsimile: 630-960-9374

The University shall advise its students to wear any appropriate identification provided by the Agency and any appropriate clothing required by the Agency while participating in the program. The identification shall not indicate that such students are members of the Agency's staff. The University shall inform its students to identify themselves to Agency patrons, staff members and visitors in a manner mutually agreed upon by the parties.

University students participating in the program shall be responsible for their transportation to and from the Agency. The Agency will be responsible for the transportation of any Agency patron, staff member or visitor by a student participating in the program which was requested by the Agency

In the event any student becomes ill, injured or is exposed to hazardous materials while participating in the program, the Agency shall, upon the request of such student or as is appropriate in an emergency, provide or arrange for the provision of any necessary immediate or emergent care. The student receiving such care shall be responsible for the cost of such care

III. TERM AND TERMINATION

This Agreement shall be effective from September 25, 2019, and remain in effect for three years from the effective date unless terminated. Either party may terminate this Agreement, with or without cause, upon giving thirty (30) days prior written notice. This Agreement may be terminated at any time by the mutual Agreement of the parties, in writing. Except for emergency situations or those events outside the control of the Agency, in no case will

the termination be effective before the completion of a specific program of instruction or the University semester or term in which notice is given.

In witness thereof, the parties hereunto apply their authorized signatures:

AURORA UNIVERSITY by:

AGENCY by:

Signature of Vice President for Finance

Signature of Agency Representative #1

Printed Name

Jonathan Graber

Printed Name

Title

President, Board of Library Trustees

Title

Date

September 25, 2019

Date

Dean of Academic Unit

Signature of Agency Representative #2

Printed Name

David Humphreys

Printed Name

Title

Secretary, Board of Library Trustees

Title

Date

September 25, 2019

Date

Aurora University
Affiliation Agreement
Social Work - Schedule A

This Schedule A forms a part of the Entire Agreement for Agreement: # 11111273

I. ACADEMIC PROGRAM CONTEMPLATED BY THIS SCHEDULE A:

| | |
|---------------------------|---|
| Bachelor of Social Work | X |
| Master of Social Work | X |
| Doctor of Social Work | X |
| Post-Master's Certificate | X |

II. LEARNING OUTCOMES, ASSESSMENTS:

1. The University is responsible for the academic quality of the field experience.
2. The University is responsible for establishing learning outcomes consistent with both program objectives and the field experience.
3. The student shall deliver the learning agreement to the Agency early in the placement and to complete this document within 75 hours.
4. The University will establish the learning outcomes (i.e. core competencies). The Agency and the student are responsible for designing the tasks necessary to achieve these outcomes.
5. The University will solicit the Agency supervisor's appraisal of student performance in accordance with the aforementioned rubric. However, the University retains sole discretion and responsibility for assignment and assessment of the field experience learning outcomes.

III. UNIVERSITY RESPONSIBILITIES:

1. To ensure that students engaged in field experience are properly registered students of the University.
2. To ensure that students placed with the Agency are qualified for the field experience, as demonstrated by fulfilling the subject and grade requirements of their particular program.
3. To establish a protocol for University evaluation of student performance and the achievement of academic objectives.
4. To evaluate and assess, with the input of the Agency, student performance.
5. To require students to comply with the rules and regulations of the Agency in which they are placed.

6. To require students to follow all instructions and directions given by the Agency supervisor in compliance with the Agency's written policy.
7. To provide students with oversight by a university assigned field liaison who will maintain periodic communication with the University student and the Agency supervisor.
8. To agree that students will be subject to dismissal from the placement if continuing in the clinical experience jeopardizes the welfare of the Agency clients, pupils, customers, or employees.
9. To agree that students will be subject to a student review process, which may include dismissal from the Social Work Program for violations of the NASW Code of Ethics, University, and/or Agency policies.
10. To provide and execute an escalation policy for students to report their concerns with the placement or activities they are asked to perform.
11. To provide the student and Agency access to the Social Work Field Manual, necessary forms, and a calendar of field events and deadlines.
12. To establish a clear understanding with students that they are not considered employees of the Agency and are responsible for their own incidental costs including, but not limited to, transportation, uniforms, equipment, required background checks, and any other pre-placement requirements.
13. To provide training for all Agency supervisors on an annual basis.
14. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
15. To provide limited professional liability insurance for faculty and students with limits of not less than one million dollars (\$1,000,000) per occurrence or claim and three million dollars (\$3,000,000) in the aggregate.

IV. AGENCY RESPONSIBILITIES:

1. To assign students to qualified supervising professional who has indicated a willingness to work with social work interns. The supervising professional will provide a minimum of one hour structured-supervision weekly to each student assigned.
2. To permit and encourage students to have a variety of experiences appropriate for the individual student's internship level as outlined in the Social Work Field Manual.
3. To provide the student with a document of Agency policies and procedures for the field experience site.
4. To define for the student the extent of his/her responsibility and authority in relation to the entire Agency. This shall include a formal orientation and/or training period provided by the Agency orienting students to safety protocols in the event of emergencies or client crises.

5. To contribute to evaluation of student work as appropriate in relation to the placement, using the forms provided by the University and submitted to the University on or before the designated date.
6. At the request of the University, Agency shall provide information or reasonable facility access to the university's accrediting agencies for purposes of facilitating accreditation or re-accreditation of university programs.
7. To request medical information that is only pertinent to the student's participation in an internship. Requested information will not exceed that required for paid employees.
8. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
9. In the event that a work stoppage occurs during the time students are assigned, the students will assume the role of neutral persons and maintain an uninvolved status with respect to the work stoppage.
10. In the event that a work stoppage continues for more than five work days, the University may make arrangements for an appropriate substitute field placement at another Agency.
11. The Agency should refer to the Aurora University Social Work Field Manual (available online) for field experience objectives and guidance.

AURORA UNIVERSITY by:

Vice President for Finance

Printed Name

Date

Dean of Academic Unit

Printed Name

Date

AGENCY by:

Signature of Agency Representative #1

Jonathan Graber
Printed Name

President, Board of Library Trustees
Title

September 25, 2019
Date

Signature of Agency Representative #2

David Humphreys
Printed Name

Secretary, Board of Library Trustees
Title

September 25, 2019
Date

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 25, 2019**

AGENDA ITEM 9D

Authorization to Proceed with Public Bid for 2020 Masonry and Exterior Doors Project

The next project based on the Capital Needs Assessment Report 2017-2027, as revised by Capital Assessment Report Reordered Projects 2018, is repair and maintenance of masonry and replacement of exterior metal doors. The estimated \$447,000 total project cost is included in the 2020 budget for the Library Capital Replacement Fund.

Library Director Julie Milavec and Building Operations Director Ian Knorr will meet with John Shales and Jason Perkunas from Shales McNutt Construction, the library's construction management firm, on September 26 to review the project scope and specification needs. As with the 2019 project, timeline for project bidding and award is set in the fall/winter to ensure that the project will be ready to begin as soon as weather permits in spring. To facilitate this process, staff is seeking Board approval to proceed with the public bid as soon as specifications are prepared.

Recommended Action: Authorize proceeding with public bid of the 2020 Masonry and Exterior Doors project.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 25, 2019**

AGENDA ITEM 11

Library Director's Report

"Couples II" Donation Received

Artist Kwame Boama Mensa-Aborampa completed the donation of "Couples II" to the library. Marketing Content Coordinator Brian Ruane took some photos of Mr. Mensa-Aborampa and Library Director Julie Milavec for an upcoming issue of *Discoveries*.

There's No Place That's Home Month of Homelessness Awareness

There's No Place That's Home Month of Homelessness Awareness program series begins soon. The events are:

- Wednesday, October 2, 7:00 p.m. to 9:30 p.m. – Movie Screening of *The Public*
- Wednesday, October 9, 7:00 p.m. to 8:00 p.m. – Panel Discussion featuring local officials
- Sunday, October 20, 2:00 p.m. to 3:00 p.m. – Volunteer Fair, focused on Downers Grove PADS sites
- Tuesday, October 29, 7:00 p.m. to 8:30 p.m. – *Sleeping in My Jeans* Book Discussion, featuring Skype with author Connie King Leonard

This program series is made possible by a donation from the Downers Grove Public Library Foundation.

DGPL Foundation and Art of the Library Lobby

The Downers Grove Public Library Foundation Art Planning Committee continues to work with three artists from the original group of seven identified last year to receive new proposals. The Foundation Board of Directors remains enthusiastic about the acquisition of an artwork for the lobby space and committed to ensuring that the artwork selected meets the high standards of the art collection.

Macmillan eBooks Impact

Beginning November 1, 2019, Macmillan Publishers (and all of their subsidiaries) will allow libraries to purchase only one copy of each new eBook title for the first eight weeks after a book's release. This embargo would limit libraries' ability to provide access to information for all. Macmillan is the only major publisher to propose such an embargo. To learn more about this issue and how you can help, go to:

<http://ebooksforall.org>

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 25, 2019**

SUMMER READING CLUB RECAP – 2019

Adult & Teen Services – Lizzie Matkowski

- On August 4, we wrapped up Summer Reading for the year. 673 adults and 155 teens completed at least one form this year.
- Adult participation increased 11% from last year. They turned in a total of 2,754 forms.
- The number of teens who turned in at least one form was up 7.6% from last year. 107 completed at least 2 forms (up 15% since last year) and 71 completed at least 3 (an increase of 9.4% from last year). Teens turned in 120 bonus forms as well.
- The Adult & Teen Services department hosted 24 programs tied into the Summer Reading Club theme with 1,850 attendees. Thanks to staff from all departments who helped make the Hamiltunes Singalong event a hugely successful wrap up to Summer Reading!

Children's Services – Allyson Renell

- The Summer Reading Club wrapped up on Sunday, August 4. 2,001 children participated (meaning they completed at least 1 prize level) in the club, 673 Read-To-Me participants and 1,328 Reader participants. This is an 18% increase from 2018.
- Reader participation was up by 8% and Read-To-Me participation was up by 45%. We suspect the large increase in Read-To-Me is mostly a correction from the large drop we had last year and continued verbal promotion of the program by staff during storytime programming. We attribute our gain in Reader participation to our continued partnership in promoting the club through local schools, especially with District 58.
- 82% of participants completed 2 prize levels and 65% of participants completed all 3 prize levels. 2,505 bonus pages were turned in.
- We had 153 daycare participants this year, up from 100 participants last year. These are children who participated in the program through their daycare center. The club was facilitated in the daycare classroom by their teachers.
- The Kids Room presented 173 programs including storytimes, outside performers, passive programs, and programming on a variety of special topics. 6,461 people attended these programs. Additionally, we presented 35 outreach programs and saw 830 people.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 25, 2019**

DEPARTMENT REPORTS – AUGUST 2019

Administration – Jen Fredericks

- Conducted and tabulated the results from the second Reference Transaction Survey. The number of reference transactions that will be reported for the 2020 IPLAR survey is 80,444 total reference transactions.
- Attended the View from the Artist's Studio reception in Teen Central for the unveiling of a collaborative teen mural. Nine students worked all summer to create a unique piece of art for the library.
- Helped Adult and Teen Services by working a Saturday shift at the Ask Us Desk.
- Completed the DGPL Emergency Manual and forwarded it to the Management Team for review and comment.
- Attended the F.O.L. monthly meeting and helped the group organize and prepare for the upcoming fall book sale in October.
- Currently working on updating employee evaluations for 2020, incorporating responsibilities and duties from the new job descriptions into each job classification evaluation.

Adult & Teen Services – Lizzie Matkowski

- Lizzie worked with ATS staff as well as staff from Access Services, PR, and Circulation to plan a shifting project in the Fiction, Large Type, and Genre shelving areas. This will add a Romance section that will combine the current PB Romance collection with hardcover and other PB romances that are currently in Fiction. This shifting project will start on September 16 and could not happen without the help from staff across all departments.
- Van worked with the STEP volunteers during their time helping out in the ATS department.
- Several ATS staff have been working on training staff who are new Bookologists for this year.
- The View from the Artist's Studio session wrapped up and the new Teen Central mural was unveiled on August 11.
- Suzy led our first book discussion for residents at Peace Memorial on August 21.

Children's Services – Allyson Renell

- During the week of August 12, the new baby and toddler items donated by the Downers Grove Junior Woman's Club were installed on the walls and end panels

in the northwest corner of the play area. We also shifted shelving and materials to increase space and seating arrangements in this area. We moved the Toddler books to be closer to this new section. We have received very positive feedback about all of these changes and are very grateful to the Junior Woman's Club for their generous donation.

- Early on in August, Department Manager Allyson Renell and Outreach Coordinator Erin Linsenmeyer recorded a session for the library's podcast, Cover-to-Cover, about early literacy and school partnerships.
- On August 14, Allyson and Erin presented at District 58's new teacher luncheon. They shared information on all of the ongoing partnerships that DGPL has with District 58 and how new teachers can access DGPL resources.
- On August 16, Technology and Reference Coordinator Sharon Hrycewicz presented at SWANX about the Anything Emporium collection. Erin also presented at SWANX about school and public library partnerships.
- Throughout the month of August, the Kids Room, in partnership with Adult and Teen Services, hosted a series of Homeschool Meet and Greets. These informal sessions included a presentation on library resources as well as a facilitated discussion about how the library can support homeschooling families in the community. This initiative is part the library's strategic plan and we hope to use the information we learned from these sessions to help shape upcoming offerings to homeschooling families.

Circulation Services – Christine Lees

- Cheryl Pawlak, JR Donasco, Dawn Golias, Kathy Moran, and Christine Lees attended the annual SWANX Conference at Moraine Valley College. Staff attended a cross section of sessions and brought back a lot of useful information.
- The Circulation Team participated in many outreach events this month, including Sandy Bonomo at Concert in the Park and Back to School Fair, Kitty Hoos at the Hamiltunes event, and Audrey Staron at the Farmers Market.
- Six Circulation team members attended the in-house Google Docs training and each staff member commented on how much they learned. Thank you to Annie from IT for the excellent training!
- We participated in another successful Lunch and Learn program this month with seven patrons in attendance.
- We completed the second round of the Reference Transactions survey for the IPLAR report.
- Finally, and perhaps most importantly, we survived summer reading! A huge shout out to the Circulation Team as they made this hectic, but fun, time of year look easy. This summer alone (June-August) we issued 760 new library cards. It was a great summer!

Information Technology – Paul Regis

- IT Manager Paul Regis and PR Manager Cindy Khatri discussed potential site map ideas for the new website with the developers at OC Creative. Many ideas were brought up and the result should be an interesting and welcome change from the existing structure. They also discussed OC's assessment of the current site's Google Analytics, which helped highlight how users navigate our site or where their interactions tend to cease.
- Computer Help Desk Supervisor Lauren Cantore Gonzalez attended SWANX on August 16. She found the various speakers to be very informative, and she enjoyed the opportunity to mingle with staff from other member libraries in a not-so-formal setting.
- Assistant IT Manager Max Mogavero took a much-deserved vacation towards the end of August and Paul is very thankful for IT staff helping with room/technology setups and other support roles during that time.

Public Relations – Cindy Khatri

- Melody retired and had a wonderful send-off, thanks to the help and generosity of the staff.
- Grace completed more training and we transitioned the help tickets that were outstanding from Melody to Grace. Grace and Cindy worked closely on making sure to create priority lists and orders for projects.
- We rearranged the PR workroom to allow for more collaboration and organization, and better functionality.
- PR staffed Hamiltunes, which was a huge success! About 240 patrons came to watch 36 participants perform the musical's biggest hits.
- PR continued outreach programs at the Farmers Market.
- All three PR staff members went to the SWANX conference and attended various sessions. Cindy also presented on the Organization of the Month program as a high-impact, low effort partnership program.
- Cindy worked closely with Paul Regis, IT Manager, and OC Creative on creating a site map that will work for both patrons and staff alike.
- We collected the website copy and started editing and rearranging all copy for the new site.
- PR created the marketing materials for There's No Place That's Home and began talking to local organizations about the month of homelessness awareness at the Downtown Downers Grove Management group.
- Erin Linsenmeyer and Cindy submitted a proposal for the Lead the Way conference on library outreach.
- Cindy met with Rick Tough, who is a representative of the Google Street View Team, to discuss how we could use these resources for the new website.

- Lizzie Matkowski and Cindy met with a Census 2020 representative to discuss how libraries can help with the census and get communities registered.

Access Services – Amy Prechel

Projects and Updates

- On August 21, we had our last day with exchange students Rachel and Sylvia. They helped the Access team with receiving new material Mondays and Wednesdays during their internship from July 29 through August 22.
- Amy Prechel joined ATS and Circulation department staff on Wednesday, August 28 to finalize logistical details for the fiction shifting and genre reclassification project. Access Services will continue to work on reclassifications of Fiction to Mystery and Romance. We anticipate starting the shifting September 16!
- Amy met with Kids Room manager Allyson Renell Friday, August 30 to lay groundwork for an upcoming project to reclassify Spanish language material, and eventually other world language material, to make it more visible and accessible to patrons.

Inventory and Cataloging

- For ATS collection: added 1229 print items, 396 AV items; discarded 1894 print items and 320 AV items.
- For Kids Room collection: added 850 print items and 144 AV items; discarded 748 print items and 483 AV items.
- 36 new puzzles were added to the Kids Room collection and 8 new Wi-Fi hotspots were added to the Anything Emporium in August.
- The Access department is saving suitable withdrawn material for the annual Friends of the Library book sale.

Reclassification and Repairs

- Repaired 2172 ATS and Kids Room books and audiovisual items.
- Reclassified 521 general adult and ATS and Kids Room items.
- The refresh of the ATS Audiobooks collection is ongoing, which was a large portion of the AV repair for August.
- Another HP ProBook was taken out of circulation and repurposed for staff use.

Staff Training and Professional Development

- Access Services Clerk MaryKellie Marquez is pursuing an MLIS from Dominican University! She had her orientation and first days of class this month.
- Nora Mastny attended the RAILS Tech Services Roundtable discussion on Friday, August 9 at the Arlington Heights Library.

- Amy Prechel attended the SWAN 'Clarity Task Force' meeting on Wednesday, August 14. The group reviewed findings from our data collecting exercises and began to look forward to producing a report of our findings.
- On August 14, Nora attended Virtual AskQC Office Hours: OCLC cataloging policies: an overview of Bibliographic Formats and Standards.
- Amy and Nora attended the annual SWAN conference Friday August 16. Amy Prechel was a panelist in the "RFID, Libraries, & SWAN: Understanding the Basics of this Technology in a Consortium" session.
- Amy and Nora attended the SWAN Cataloging meeting on August 22 at the Oak Lawn Public Library.
- On Tuesday, August 27, Grace Goodwyn and Brain Ruane, new members of the PR team, did two-hour shadowing and cross training in the Access Services department.
- The Access Services department logged 13 hours of training in August.

Facilities Services – Ian Knorr

- First Communications tested the new circuit for the phone carrier switchover.
- Ian met with Chris Foley and Amber Kinzel from DuPage PADS.
- We installed the new teen art display in Teen Central.
- The Kids room was rearranged and the new baby play area toys were installed.
- Ian met with Elara Engineering, MCI, and Trane to finalize the details for the September 3 RTU replacement.
- Ian covered monitor shifts on August 20 and 21.
- Ian attended the monthly Board of Trustees meeting.

| Circulation | AUG 19 | % | AUG 18 | % | AUG 17 | % |
|--|----------------|----------|----------------|----------|----------------|----------|
| Checkouts | | | | | | |
| Selfchecks | 43,836 | 73% | 48,916 | 72% | 50,714 | 73% |
| Staff desk | 16,126 | 27% | 18,968 | 28% | 19,055 | 27% |
| Total checkouts | 59,962 | | 67,884 | | 69,769 | |
| Renewals | | | | | | |
| Auto-renewal | 34,732 | | 36,321 | | 37,285 | |
| Selfchecks | 10 | | 31 | | 51 | |
| Staff desk (incl. phone) | 333 | | 289 | | 542 | |
| Patron self-renewals on website | 627 | | 565 | | 874 | |
| Patron self-renewals on BookMyne | 43 | | 5 | | 14 | |
| Total renewals | 35,745 | | 37,211 | | 38,766 | |
| Total item checkouts and renewals | 95,707 | | 105,095 | | 108,535 | |
| Digital Circulation | 8,898 | | 7,039 | | 6,659 | |
| Total circulation | 104,605 | | 112,134 | | 115,194 | |
| Reserves Processed | | | | | | |
| Received from ILL | 6,538 | | 6,936 | | 7,409 | |
| ILL sent | 4,786 | | 5,242 | | 4,737 | |
| OCLC requests processed | 244 | | 258 | | 359 | |
| Gate Count | | | | | | |
| North | 27,556 | | 28,499 | | 29,900 | |
| South | 17,223 | | 17,334 | | 18,070 | |
| Total | 44,779 | | 45,833 | | 47,970 | |
| Registrations | | | | | | |
| New resident cards | 258 | | 193 | | 202 | |
| New fee cards | 8 | | 4 | | 1 | |
| Active fee cards | X | | X | | 131 | |
| Professional Development hours | 40 | | | | | |
| Cost of Professional Development | | | | | | |

Circulation

| | Aug 2018 | Aug 2019 | YTD Totals | | | |
|----------|----------|----------|------------|---------|---------|-------|
| Adult | 56,607 | 51,999 | 446,526 | 401,717 | | |
| Teen | 3,127 | 2,500 | 20,648 | 17,811 | | |
| Children | 45,361 | 41,208 | 343,873 | 316,844 | | |
| Download | 7,039 | 8,898 | 57,173 | 68,684 | | |
| Total | 112,134 | 104,605 | 868,220 | 805,056 | -63,164 | -7.3% |

Circulation - By Item

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|--------|
| Adult | 29,687 | 57.09% | 5,452 | 10.48% | 14,096 | 27.11% | 2,764 | 5.32% | 51,999 |
| Teen | 2,371 | 94.84% | 62 | 2.48% | 47 | 1.88% | 20 | 0.80% | 2,500 |
| Children | 31,804 | 77.18% | 1,627 | 3.95% | 6,412 | 15.56% | 1,365 | 3.31% | 41,208 |
| Total | 63,862 | 66.73% | 7,141 | 7.46% | 20,555 | 21.48% | 4,149 | 4.34% | 95,707 |

Collection - All Items

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|--------|--------------|-------|--------------|-------|---------|
| Adult | 115,437 | 73.89% | 17,875 | 11.44% | 15,583 | 9.97% | 7,340 | 4.70% | 156,235 |
| Children | 76,040 | 85.32% | 2,850 | 3.20% | 8,145 | 9.14% | 2,084 | 2.34% | 89,119 |
| Total | 191,477 | 78.04% | 20,725 | 8.45% | 23,728 | 9.67% | 9,424 | 3.84% | 245,354 |

Book Collection

| | Aug 2018 | Aug 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|---------|----------------|------|
| Adult | 116,878 | 115,437 | | | | |
| Children | 73,164 | 76,040 | | | | |
| Total | 190,042 | 191,477 | 190,042 | 191,477 | 1,435 | 0.8% |

Audio Collection

| | Aug 2018 | Aug 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|-------|
| Adult | 15,024 | 17,875 | | | | |
| Children | 2,799 | 2,850 | | | | |
| Total | 17,823 | 20,725 | 17,823 | 20,725 | 2,902 | 16.3% |

Video Collection

| | Aug 2018 | Aug 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|------|
| Adult | 15,157 | 15,583 | | | | |
| Children | 7,989 | 8,145 | | | | |
| Total | 23,146 | 23,728 | 23,146 | 23,728 | 582 | 2.5% |

Miscellaneous Collection

| | Aug 2018 | Aug 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|-------|----------------|--------|
| Adult | 8,719 | 7,340 | | | | |
| Children | 2,731 | 2,084 | | | | |
| Total | 11,450 | 9,424 | 11,450 | 9,424 | -2,026 | -17.7% |

Statistics for August 2019 (FY Jan-Dec)

Rooms & Spaces

| | Aug 2018 | Aug 2019 | | | | |
|--|----------|----------|------------|--------|--------|----------------------------|
| Community Use of Rooms | 1094 | 1,174 | | | | |
| <i>Meeting, Conference, Study Rooms</i> | | | | | | |
| Community Use of Spaces | 232 | 274 | | | | |
| <i>Media Lab, STEM Room, Teen Gaming</i> | | | | | | |
| Rooms and Spaces Total | 1,326 | 1,448 | YTD Totals | 10,066 | 11,053 | YTD Difference 987 9.8% |

Programs Offered

| | Aug 2018 | Aug 2019 | | | | |
|---------------------------|----------|----------|------------|-----|-------|-----------------------------|
| Library Programs Offered | | | | | | |
| Adult | 16 | 20 | | | | |
| Teen | 2 | 2 | | | | |
| Children | 42 | 44 | | | | |
| Outreach Programs Offered | | | | | | |
| Adult | 3 | 11 | | | | |
| Teen | 1 | 1 | | | | |
| Children | 11 | 12 | | | | |
| Passive Programs Offered | | | | | | |
| Adult | 0 | 0 | | | | |
| Teen | 0 | 1 | | | | |
| Children | 17 | 16 | YTD Totals | 944 | 1,095 | YTD Difference 151 16.0% |
| Programs Offered Total | 92 | 107 | | | | |

Program Attendance

| | Aug 2018 | Aug 2019 | | | | |
|-----------------------------|----------|----------|------------|--------|--------|----------------------------|
| Library Program Attendance | | | | | | |
| Adult | 110 | 466 | | | | |
| Teen | 26 | 101 | | | | |
| Children | 954 | 862 | | | | |
| Outreach Program Attendance | | | | | | |
| Adult | 754 | 447 | | | | |
| Teen | 10 | 9 | | | | |
| Children | 847 | 653 | | | | |
| Passive Program Attendance | | | | | | |
| Adult | 0 | 0 | | | | |
| Teen | 0 | 24 | | | | |
| Children | 965 | 952 | YTD Totals | 32,317 | 32,672 | YTD Difference 355 1.1% |
| Program Attendance Total | 3,666 | 3,514 | | | | |

Statistics for August 2019 (FY Jan-Dec)

Gate Count

| | Aug 2018 | Aug 2019 | YTD Totals | | YTD Difference | |
|--|----------|----------|------------|---------|----------------|-------|
| | 45,833 | 44,779 | 340,711 | 334,345 | -6,366 | -1.9% |

Reference Questions

| | Aug 2018 | Aug 2019 | YTD Totals | | YTD Difference | |
|----------------------|----------|----------|------------|-----|----------------|--------|
| One on One Tutorials | 40 | 76 | 251 | 538 | 287 | 114.3% |

Computer User Sessions

| | Aug 2018 | Aug 2019 | | | | |
|-------------------|----------|----------|------------|--------|----------------|-------|
| Adult | 3,103 | 3,521 | | | | |
| Children | 1,164 | 1,611 | YTD Totals | | YTD Difference | |
| Total | 4,267 | 5,132 | 40,216 | 37,195 | -3,021 | -7.5% |
| Wireless Sessions | 2,556 | 2,489 | 20,472 | 17,868 | | |