

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. October 23, 2019 Requested Action: Approval
5. Financial Matters
 - a. October 2019 Financial Report
 - b. November 2019 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. 2020 Board Meeting Schedule Requested Action: Approval
 - b. 2020 Holiday Closings Schedule Requested Action: Approval
 - c. 2019-2 Resolution of Appreciation for Staff Milestone Anniversaries Requested Action: Approval
 - d. FY2020 Illinois Public Library Per Capita Grant Application Requirements Requested Action: Discussion
9. Unfinished Business
 - a. Personnel Policy, 3.50 Personal Time Requested Action: Approval
 - b. Personnel Policy, 3.49 Vacation Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 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 Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Directors Genene Murphy, Anna Jackson, Brooks Ruyle, Robin Tryloff, Kate Magnuson, and Jenny Levine, Residents Ed Pawlak and Mark Blair.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 25, 2019. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the September 25, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. September 2019 Financial Report. Milavec presented the report. The library is three quarters of the way through the year. The property tax collection is at 96.2% and the library's total revenue should exceed the budgeted amount. The Capital Replacement Fund should come in under budget, thanks to an unused contingency line and a ComEd Energy Efficiency rebate for \$24,202.75.

President Graber asked for an updated projection of the Capital Replacement Fund in early 2020. Milavec agreed, noting that the library is waiting to receive the rebate check as well as waiting on the State inspector to approve the boilers.

- b. October 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of October 2019 capital replacement invoices totaling \$268,949.70, the payment of October 2019 operating invoices totaling

\$164,327.87, and the ratification of September 2019 payrolls totaling \$217,979.15 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, 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. Art Donation by Downers Grove Public Library Foundation. Downers Grove Public Library Foundation President Genene Murphy thanked the Board of Trustees and the Foundation Directors. She gave a brief history of the Foundation and its work, beginning with the generous bequest from Lillian Culbertson in 2006. Robin Tryloff, Art Committee Chair, presented the recommendation for acceptance of the gift of *Aqua Melt/Flores y Conejos* by Melissa Leandro to serve as a statement piece in the library's lobby.

President Graber thanked the Foundation for all of the work that went into the proposal. He relied on the Foundation to determine artistic merit and how artwork fits the desired space. He focused on the aesthetic and the deeper meaning behind the piece. He is a huge supporter of the proposed piece. Trustee Dougherty also thanked the Foundation for their proposal and asked about conservation of the piece. Robin Tryloff explained that conservation was taken into account when making a decision on the artwork, noting that it will not be exposed to direct sunlight and will be enclosed in glass.

Trustee Humphreys noted that the library's art collection is a destination in the community, as it is the only public art collection in Downers Grove. He is very excited to be adding to this collection and is very excited about the work of the Foundation as a whole. He sees the work the Foundation did on the October month of Homelessness Awareness as a blessing to the Downers Grove community.

Foundation Director Brooks Ruyle spoke about a communications plan, including an unveiling of the new artwork, as well as having the artist present to answer questions and speak about the piece. There are also thoughts about a fundraising event in conjunction with the unveiling.

It was moved by Khuntia and seconded by Gigani THAT the donation by the Downers Grove Public Library Foundation of artist Melissa Leandro's work *Aqua Melt/Flores y Conejos* be accepted. Motion passed by voice vote.

- b. Policy Update – Personnel. Milavec proposed that two sentences be removed from the personnel policy that are no longer valid. It was moved by Gigani and seconded by Humphreys THAT the changes to the Personnel Policy 3.44 Insurance Benefits be approved as presented. Motion passed by voice vote.
- c. 2020 Employee Insurance Benefit Premium Plan. Milavec presented an update to the employee insurance premiums for 2020, based on the 5% increase for medical and vision plans. It was moved by Humphreys and seconded by Stapleton THAT the 2020 Employee Benefits Premium Plan be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. Compensation Policy and Procedure. The proposed policy and procedure includes the compensation philosophy that was approved by the Board in June and is based on the recommendation made from HR Source during the compensation review. This codifies the library's practices and brings the philosophy into the manual. Milavec noted that staff are revamping the performance evaluations and process. Merit increases will begin in 2021.

It was moved by Dougherty and seconded by Khuntia THAT the Compensation Policy and Procedure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Employee Benefits Review. Milavec put together a report utilizing salary survey data, comparable library data, and data from the larger library market to see where the Downers Grove Public Library falls in terms of benefits offered to staff. The library fell above average in sick days, vacation days for professional staff, managers, and administration, medical insurance premiums covered by the library, and time and a half pay on Sundays. The library fell below average in personal days, vacation days for clerical staff, and tuition reimbursement.

An employee benefits survey was also administered to DGPL staff and the results showed a lot of satisfaction with our current benefits and a lack of understanding surrounding the Illinois Municipal Retirement Fund and the parameters for participation in the group health insurance plan. The two biggest suggestions were paid parental leave for full time staff and the desire for part time staff benefits to more closely match full time staff benefits.

Milavec recommended increasing personal days, expanding the parameters for additional vacation days, investigating paid parental leave, and

considering drafting a tuition reimbursement policy. The Board discussed what changes to the existing employee benefits they would like Milavec to pursue for the next meeting.

For the November Board meeting, Milavec will prepare information on increasing personal days to three prorated days for all staff working more than 15 hours per week. She will also report how many staff would be affected by an increase in vacation days and the budgetary impact. Milavec will use 2020 to investigate a tuition reimbursement policy and paid parental leave.

9. Unfinished Business. There was none.

10. Library Director's Report. Milavec presented the report. The month of homelessness awareness has gone beautifully, with last weekend's Volunteer Fair having about 60 attendees. The final event is the book discussion on *Sleeping in My Jeans* by Connie King Leonard on October 29 at 7:00 p.m. The author will be participating via Skype. The HVAC project is wrapping up. The shifting project is done in the Fiction section. The Friends of the Library book sale is this weekend.

11. Trustee Comments and Requests for Information.

Trustee Stapleton asked what happens to the books that do not sell at the conclusion of the Friends of the Library book sale. Assistant Director Jen Fredericks responded that the children's books are donated to Bernie's Book Bank. Some books will be saved for the book sale shelves in the café and the remainder of the books will be recycled to Discover Books.

President Graber has heard some good feedback on the new chairs on the second floor.

Trustee Dougherty attended the RAILS Board training a couple months ago and one session was about the Board focusing on larger library issues rather than the minutiae. She would like to hear from the library's professional staff about their thought processes behind some of the library's initiatives and larger ideas.

12. Adjournment. President Graber adjourned the meeting at 8:37 p.m.

DOWNERS GROVE LIBRARY

10/31/2019

	Library fund		Building & Equip Replacement Fund	
CASH & INVESTMENTS	\$	2,330,510	\$	950,518
FUND BALANCE		2,203,890	\$	950,518

Revenue by Object Report

Village of Downers Grove
10/1/2019 through 10/31/2019

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,337,785.00	168,184.46	5,305,318.48	32,466.52	99.39
4109 Prior Year Property Taxes	100.00	17.34	5,125.57	-5,025.57	5,125.57
4313 Personal Property Replacement Tax	60,000.00	17,096.24	68,432.14	-8,432.14	114.05
4410 Sales of Materials	11,000.00	910.55	7,000.43	3,999.57	63.64
4502 Charges For Services	20,000.00	2,190.37	16,485.64	3,514.36	82.43
4509 Fees For Non-Residents	16,000.00	1,168.00	17,228.00	-1,228.00	107.68
4571 Rental Fees	5,000.00	500.00	4,402.00	598.00	88.04
4581 Fines	37,500.00	3,079.22	28,711.85	8,788.15	76.56
4590 Cost Recovered For Services	10,000.00	1,236.43	11,359.32	-1,359.32	113.59
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	61,516.25	-24,606.25	166.67
4711 Investment Income	2,000.00	3,632.60	10,641.26	-8,641.26	532.06
4712 Investment Income - Property Taxes	0.00	0.00	300.04	-300.04	0.00
4820 Contributions, Operating	5,000.00	6.00	24,279.88	-19,279.88	485.60
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	198,021.21	5,560,800.86	-19,505.86	100.35

CAPITAL REPLACEMENT FUND

glExpObj
10/25/2019 10:48AM
Periods: 10 through 10

Expenditures by Object Report

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Village of Downers Grove
10/1/2019 through 10/31/2019

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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	268,949.70	525,802.71	0.00	98,197.29	84.2
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	624,000.00	268,949.70	525,802.71	0.00	98,197.29	84.2

OPERATING FUND

glExpObj
10/25/2019 10:47AM
Periods: 10 through 10

Expenditures by Object Report

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Village of Downers Grove
10/1/2019 through 10/31/2019

Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5101 Salaries, Exempt	1,406,416.00	112,944.02	1,227,554.17	0.00	178,861.83	87.2
5104 Bonus	0.00	0.00	1,036.80	0.00	-1,036.80	0.0
5111 Salaries, Non-Exempt	247,835.00	20,839.06	203,561.21	0.00	44,273.79	82.1
5119 Part-Time Employee Wages	1,237,473.00	87,534.66	954,498.35	0.00	282,974.65	77.1
5131 IMRF Pension Contributions	194,334.00	15,329.89	164,397.83	0.00	29,936.17	84.6
5133 Medicare Contributions	41,930.00	3,149.34	33,999.76	0.00	7,930.24	81.0
5134 Social Security Contributions	179,287.00	13,465.61	145,375.79	0.00	33,911.21	81.0
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	771.80	0.00	272.20	73.9
5191 Health Insurance	450,182.00	29,631.76	294,130.08	0.00	156,051.92	65.3
5195 Optical Insurance	1,992.00	137.10	1,395.13	0.00	596.87	70.0
5197 Dental Insurance	38,044.00	2,513.66	24,515.05	0.00	13,528.95	64.4
5210 Supplies	91,050.00	7,429.65	65,915.66	0.00	25,134.34	72.4
5251 Maintenance Supplies	18,500.00	1,943.56	15,098.81	0.00	3,401.19	81.6
5280 Small Tools & Equipment	35,300.00	4,010.54	19,897.46	0.00	15,402.54	56.3
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	178.17	7,007.17	0.00	492.83	93.4
5303 Seminars, Conferences & Meetings	30,525.00	4,271.36	24,362.73	0.00	6,162.27	79.8
5308 Recognition Program-Staff	5,000.00	311.49	3,437.86	0.00	1,562.14	68.7
5315 Professional Services	60,000.00	1,936.98	48,741.66	0.00	11,258.34	81.2
5322 Personnel Recruitment	2,000.00	5,915.44	6,492.56	0.00	-4,492.56	324.6
5323 Special Legal	6,000.00	0.00	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	21,789.00	105,295.36	0.00	3,654.64	96.6
5380 Printing Services	25,100.00	0.00	16,381.90	0.00	8,718.10	65.2
5391 Telephone	20,200.00	2,022.82	16,305.78	0.00	3,894.22	80.7
5392 Postage	25,500.00	0.00	14,568.00	0.00	10,932.00	57.1
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	2,652.74	19,569.31	0.00	930.69	95.4

Expenditures by Object Report

Village of Downers Grove
10/1/2019 through 10/31/2019

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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	9,202.74	59,894.63	0.00	31,605.37	65.4
5450 Cleaning Services	80,500.00	6,861.03	56,721.03	0.00	23,778.97	70.4
5461 Utilities	25,250.00	682.53	15,445.42	0.00	9,804.58	61.1
5470 Other Equipment Repair And Maintenance	11,550.00	0.00	7,276.41	0.00	4,273.59	63.0
5481 Rentals	20,500.00	859.55	14,581.17	0.00	5,918.83	71.1
5620 Recoverables	3,000.00	80.55	1,054.61	0.00	1,945.39	35.1
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	9,893.83	46,164.02	0.00	13,835.98	76.9
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	12,631.92	178,996.69	0.00	47,003.31	79.2
5852 Print Materials	345,000.00	33,391.83	268,646.93	0.00	76,353.07	77.8
5853 Audiovisual Materials	147,000.00	10,113.94	103,860.46	0.00	43,139.54	70.6
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	65,000.00	18,833.00	35,126.63	0.00	29,873.37	54.0
5880 Intangible Assets (Software)	43,000.00	9,105.80	40,375.07	0.00	2,624.93	93.9
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	449,740.92	4,633,723.10	0.00	1,144,388.90	80.1

Invoice Edit Listing
Village of Downers Grove
November 13, 2019

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
000322	AMAZON.COM	1	1,004.43	0.00	1,004.43
000428	ANDERSON'S BOOKS, INC	1	319.20	0.00	319.20
000403	AT&T	1	267.46	0.00	267.46
000672	BAKER & TAYLOR - L0217582	56	22,727.54	0.00	22,727.54
001264	CDW GOVERNMENT, INC	4	5,091.35	0.00	5,091.35
008323	CENGAGE LEARNING	6	377.46	0.00	377.46
002319	CHAMBER630	1	44.25	0.00	44.25
012050	CHERYL PAWLAK	2	17.05	0.00	17.05
001460	CINTAS CORPORATION #344	1	136.00	0.00	136.00
001553	COMCAST CABLE	1	280.79	0.00	280.79
016094	DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056	DEMCO INC	2	482.38	0.00	482.38
002539	EBSCO SUBSCRIPTION SERVICES	1	14,906.23	0.00	14,906.23
019159	EILEEN JOHNSON YOGA	1	50.00	0.00	50.00
005572	FIA CARD SERVICES, N.A.	13	16,502.86	0.00	16,502.86
009775	FINDAWAY WORLD, LLC	5	919.78	0.00	919.78
017510	FIRST COMMUNICATIONS, LLC	1	448.53	0.00	448.53
016977	GARVEY'S OFFICE PRODUCTS, INC.	1	615.64	0.00	615.64
013544	GOOGLE, INC.	1	966.00	0.00	966.00
008770	GRAINGER	4	228.79	0.00	228.79
003249	GREY HOUSE PUBLISHING	1	1,495.00	0.00	1,495.00
014494	GRUBER, SHANNON	1	49.84	0.00	49.84

Invoice Edit Listing
Village of Downers Grove
November 13, 2019

		Vendor Totals			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
009102	HAGG PRESS INC	1	4,090.00	0.00	4,090.00
003567	ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880	IMAGE SYSTEMS &	1	2,333.25	0.00	2,333.25
002133	JAKOSZ, DIANE	1	26.45	0.00	26.45
019784	JOSEPH E. ZIEMBA	1	150.00	0.00	150.00
010993	KENT ADHESIVE PRODUCTS COMPANY	1	97.28	0.00	97.28
019062	KHATRI, CYNTHIA	1	43.78	0.00	43.78
017676	KLENK, AMANDA	1	159.03	0.00	159.03
004814	KNICKERBOCKER ROOFING & PAVING	1	1,825.00	0.00	1,825.00
015812	LINSENMEYER, ERIN	1	175.02	0.00	175.02
017280	MARTIN, JOHN	1	35.63	0.00	35.63
018877	MASTNY, NORA	2	49.64	0.00	49.64
019196	MCGARY, VAN	1	26.56	0.00	26.56
014088	MIDWEST EXTERMINATING, CO.	1	350.00	0.00	350.00
005866	MIDWEST TAPE	17	3,612.65	0.00	3,612.65
017442	MILAVEC, JULIE	1	152.13	0.00	152.13
019803	MILDER, THEA	1	145.66	0.00	145.66
012543	MORNINGSTAR, INC.	1	2,903.00	0.00	2,903.00
018491	PEOPLEFACTS, LLC	1	30.27	0.00	30.27
006698	PRINT SMART	1	69.25	0.00	69.25
018708	QUIPU GROUP, LLC	1	2,500.00	0.00	2,500.00
006859	R.H. DONNELLEY	1	14.70	0.00	14.70
006944	RECORDED BOOKS, LLC	2	94.80	0.00	94.80

Invoice Edit Listing
Village of Downers Grove
November 13, 2019

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
013422 RUNCO OFFICE SUPPLY & EQUIP CO	6	480.45	0.00	480.45
007604 SERVICEMASTER COMMERCIAL CLEAN	1	5,545.00	0.00	5,545.00
007676 SIGNS NOW	1	35.00	0.00	35.00
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
007861 STEPHENS PLUMBING AND HEATING,	1	360.00	0.00	360.00
012698 SWAN	1	204.41	0.00	204.41
019483 THE LANGUAGE LABS	1	30.00	0.00	30.00
018458 URBAN ELEVATOR SERVICE, LLC	1	208.00	0.00	208.00
008621 USI, INC	1	114.81	0.00	114.81
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	649.69	0.00	649.69
009068 YONAN FLOOR COVERING	1	4,700.00	0.00	4,700.00
Grand Total:	163	99,217.59	0.00	99,217.59

INVOICES OF NOTE

For Library Board Meeting on November 13, 2019

001264	CDW Government, Inc. (computer, iPads, iPods)	\$5,091.35
001460	Cintas Corporation #344 (public restroom deep clean)	\$136.00
002539	EBSCO Subscription Services (annual magazine renewals)	\$14,906.23
019159	Eileen Johnson Yoga (yoga program)	\$50.00
009102	Hagg Press Inc (Nov/Dec Discoveries printing)	\$4,090.00
009880	Image Systems (copier fees)	\$2,333.25
019784	Joseoph E. Ziemba (progarm: Bears and Cardinals)	\$150.00
004814	Knickerbocker Roofing & Paving (semi-annual roof maintenance)	\$1,825.00
012543	Morningstar, Inc. (annual subscription renewal)	\$2,903.00
018708	Quipu Group, LLC (PITS software renewal)	\$2,500.00
018271	Sounds Good, Inc. (piano tuning)	\$90.00
009068	Yonan Floor Covering (deposit for carpet tiles)	\$4,700.00

Library Credit Card Details for the November 13, 2019 Board Meeting

Julie Milavec

971	5280 Small Tools & Equipment	Ergonomic foot rest	\$	16.10
971	5302 Dues & Membership	ILA membership dues	\$	250.00
			Total	\$ 266.10

Katelyn Vabalaitis

971	5210 Supplies	Batteries and staff room supplies	\$	86.16
971	5308 Staff Recognition	Food and supplies for staff Halloween celebration	\$	96.76
			Total	\$ 182.92

Ian Knorr

978	5210 Supplies	Lanterns, replacement keys, monitor desk mount	\$	93.13
978	5251 Maintenance Supplies	Ballasts, salt spreader, shelves & brackets, soap	\$	899.05
978	5430 Building Maintenance Services	Cables, painting supplies, wall plates	\$	100.80
978	5450 Cleaning Services	Vacuum	\$	481.59
			Total	\$ 1,574.57

Elizabeth Matkowski

971	5308 Staff Recognition	Prizes for staff pumpkin contest	\$	35.00
972	5210 Supplies	Program supplies	\$	344.72
972	5303 Seminars, Mtgs, & Conferences	PLA 2020 Conference, hotel for YALSA conference	\$	632.80
972	5315 Professional Services	Board games, Cricut access	\$	149.68
972	5852 Printed Materials	Adult & Teen Services books	\$	1,256.61
			Total	\$ 2,418.81

Karen Bonarek

972	5210 Supplies	Trick or Treat giveaways for Village event	\$	31.41
972	5303 Seminars, Mtgs, & Conferences	ARRTCon registration	\$	60.00
972	5315 Professional Services	Program supplies	\$	122.72
			Total	\$ 214.13

Amelia Prechel

971	5302 Dues & Membership	ALA & ILA membership renewals	\$	375.00
972	5852 Printed Materials	Adult & Teen Services magazine renewals	\$	131.94
977	5210 Supplies	Labels, water, office supplies	\$	94.84
977	5303 Seminars, Mtgs, & Conferences	LACONI program registration	\$	30.00
			\$	631.78

Sharon Hrycewicz

973	5210 Supplies	Program supplies	\$	87.18
973	5852 Print Materials	Children's book	\$	6.99
973	5853 AV Materials	Items and boxes for Anything Emporium	\$	2,026.99
			Total	\$ 2,121.16

Traci Skocik				
973	5210 Supplies	Program supplies	\$	702.71
973	5853 AV Materials	Items for Anything Emporium	\$	198.09
974	5210 Supplies	DVD	\$	16.84
			Total	\$ 917.64
Allyson Renell				
973	5210 Supplies	Headphones and cleaning supplies	\$	187.90
973	5280 Small Tools & Equipment	Bouncepads	\$	420.00
973	5303 Seminars, Mtgs, & Conferences	Hotel for Outreach Services conference	\$	609.69
973	5853 AV Materials	Math resources, Anything Emporium items	\$	769.61
			Total	\$ 1,987.20
Christine Lees				
971	5308 Staff Recognition	Staff retirement lunch	\$	130.26
974	5210 Supplies	Office supplies	\$	157.65
974	5303 Seminars, Mtgs, & Conferences	Coffee for Circulation Advisory Meeting	\$	23.00
			Total	\$ 310.91
Paul Regis				
971	5870 Capital Equipment	Furniture for IT Workroom	\$	5,208.91
975	5280 Small Tools & Equipment	Cables, paper, rope, guitar hanger	\$	236.50
975	5770 Capital Equipment	Micro Center	\$	59.11
975	5880 Intangible Assets	Pantheon Systems, Cover to Cover podcast	\$	140.00
			Total	\$ 5,644.52
Grace Goodwyn				
			Total	\$ -
Cynthia Khatri				
971	5303 Seminars, Mtgs, & Conferences	Chamber 630 Holiday Party	\$	20.00
971	5407 Advertising & Public Relations	Facebook advertising	\$	7.11
			Total	\$ 27.11
Jen Fredericks				
971	5280 Small Tools & Equipment	Standing Desk	\$	191.01
971	5303 Seminars, Mtgs, & Conferences	Multi-generational Workshop	\$	15.00
			Total	\$ 206.01
			Library Credit Card October 2019 Totals	\$ 16,502.86

PAYROLLS FOR OCTOBER 2019

OCTOBER 11	\$111,145.43
OCTOBER 25	\$110,172.31
TOTAL OCTOBER 2019 PAYROLLS	\$221,317.74

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 8A

2020 Board Meeting Schedule

Generally, the Board of Library Trustees meets on the fourth Wednesday of each month, except on the second Wednesday in November and December.

January 22, 2020
February 26, 2020
March 25, 2020
April 22, 2020
May 27, 2020
June 24, 2020
July 22, 2020
August 26, 2020
September 23, 2020
October 28, 2020
November 11, 2020
December 9, 2020

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 8B

2020 Holiday Closings Schedule

PAID HOLIDAYS

Wednesday, January 1, New Year's Day
Monday, May 25, Memorial Day
Saturday, July 4, Independence Day
Monday, September 7, Labor Day
Thursday, November 26, Thanksgiving
Thursday, December 24, Christmas Eve
Friday, December 25, Christmas

UNPAID CLOSINGS

Sunday, April 12, Easter
Sunday, May 24, Sunday before Memorial Day
Friday, June 26, 7:00 p.m. Rotary Grove Fest
Saturday, June 27, 1:00 p.m. Rotary Grove Fest
Sunday, June 28, Rotary Grove Fest
Sunday, September 6, Sunday before Labor Day
Thursday, December 31, 5:00 p.m. New Year's Eve

CLOSED TO PUBLIC

Friday, January 17, Staff In-Service Day

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 8C

2019-2 Resolution of Appreciation for 2019 Milestone Anniversaries

This resolution is passed annually to recognize the milestone anniversaries of staff in the past year. At the annual In Service Day for staff, each staff member reaching a milestone anniversary is recognized and receives a copy of the resolution. The staff member also receives one personal day to be used during the year following the milestone anniversary.

RESOLUTION NO. 2019-2

**A RESOLUTION OF APPRECIATION FOR THE SERVICE
OF STAFF MEMBERS WHO HAVE CELEBRATED
MILESTONE SERVICE ANNIVERSARIES IN 2019**

WHEREAS, ten members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2019, totaling 80 years, as follows:

5 Years:

Sandy Bonomo
Dawn Golias
Fred LeBaron
Erin Linsenmeyer
Max Mogavero
Mary Pillar
Kira Riddle

10 Years:

Maggie Mohr

15 Years:

Katelyn Vabalaitis

20 Years:

Pat Kujawa

AND WHEREAS, the committed services of these staff members has contributed significantly to the Library's high level of performance and high reputation in the community;

AND WHEREAS, 2019 has provided many new opportunities for service, including development of Satellite Stacks, the Anything Emporium, and Organization of the Month;

THEREFORE BE IT RESOLVED, that the Board of Library Trustees recognizes with great appreciation the dedication and perseverance of these staff members and thanks them for their outstanding work.

UNANIMOUSLY APPROVED this 13th day of November, 2019 by the Board of Library Trustees of the Village of Downers Grove

President

Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 8D

FY2020 Illinois Public Library Per Capita Grant Application Requirements

At this meeting, Library Director Julie Milavec will review and report on the FY2020 Illinois Public Library Per Capita Grant Application requirements, followed by a brief discussion.

The FY2020 Illinois Public Library Per Capita Grant application requirements differ from the questions included on the application itself. FY2017-FY2017 requirements were published by the Illinois State Library in April 2017. The FY2020 requirements are:

- Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 3, Personnel, of **Serving Our Public 3.0: Standards for Illinois Public Libraries**, 2014. Review the checklist at the end of the chapter, and report on your findings.
- Trustees — Trustees will review chapter 11-Appendices of the **Trustee Facts File**, Third Edition
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
- Education — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA, and other state libraries.
- Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA) <https://dp.la/> and the Illinois Digital Archives <http://www.idaillinois.org/>

Standards Chapter Review

The Downers Grove Public Library meets all items on the checklist:

- ✓ Library has a board-approved personnel policy.
- ✓ Library has staffing levels sufficient to carry out the library's mission.
- ✓ Library has a long range/strategic plan.
- ✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

- ✓ Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- ✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ✓ Library gives each new employee a thorough orientation.
- ✓ Library evaluates staff annually.
- ✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ✓ Library provides access to library literature and other professional development materials.
- ✓ Public library trustees and administration are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ✓ Library complies with state and federal laws that affect library operations.

Trustees

For the **Trustee Facts File** review of Chapters 11-14 and Appendices, discussion at the meeting will focus on any modification to current practices or policies that may occur in the forthcoming year. Topics include Fundraising, Advocacy, Public Relations, Trustee Continuing Education, American Library Association Statements including Freedom to Read, and a glossary of library terms.

Education

Organizational management programs attended by Trustees and staff included:

- How Am I Doing? Raising the Bar on Performance Management
- Leading Tough Conversations
- Librarian Evolution: Libraries Thrive When We Change
- Taking Your Productivity to the Next Level
- Conducting Library Facility Security Assessments Without Needing a Security Consultant
- Coaching Skills for Library Supervisors
- Community-Based Strategic Planning

The library is currently reviewing and updating its performance evaluation process for implementation in 2020. Information from that webinar may be incorporated into the process. Building Operations Director Ian Knorr is incorporating facility security assessment recommendations into his regular facility assessment safety and security checks.

Outreach

Discussion at the meeting will include any questions about the Digital Public Library of America and Illinois Digital Archives.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 9A

Personal Time

As reported in the Employee Benefits Review included in the October Board packet and discussed at the October Board meeting, the Downers Grove Public Library (DGPL) differs from its local library competitor market for personal time offered. DGPL gives 2 personal days per year to full time staff working 37.5 hours per week. 85.47% of libraries surveyed offer 2.85 prorated personal days to staff working an average of 15.74 hours per week to qualify.

The attached policy update expands the category of employees qualifying for prorated personal days from full time to employees working an average of more than 15 hours per week. It increases the number of personal days from 2 to 3 prorated days for all qualifying employees.

Thirty-one full time and 60 part time staff will be affected by this change. In 2020, at current authorized hours for the year, DGPL would give 211 additional prorated personal days due to this change. The approximate cost is \$19,490 in personal time. Operationally, additional hours for coverage of paid time off is included in each department's annual budget as substitute hours. In recent years, budget line 5119 Part Time Employee Wages has been underspent. The most likely budget impact will be to bring expenditures in this line closer to budget by use of more of the hours budgeted for substitutes.

On the following policy draft, current policy language deletions are shown in ~~striketrough~~ and additions are **highlighted**.

Recommended Action: Approve the Personal Time policy as presented.

3.50 Personal Time

~~Full-time employees are granted 15 paid personal hours on January 1 of each work year.~~ Employees working an average of 15 hours per week or more are granted 3 prorated personal days on January 1 of each work year. With the advance permission of the department manager, these hours may be taken any time during the year. Personal hours are lost if not used by the end of each work year.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 9B

Vacation

As reported in the Employee Benefits Review included in the October Board packet and discussed at the October Board meeting, the Downers Grove Public Library (DGPL) differs from its local library competitor market in several ways on vacation offered. DGPL offers prorated vacation days to all employees, with no minimum hours per week to qualify. While 88.96% of library workplaces surveyed offer prorated vacation days to part time employees, the library workplace average requires employees work 15.92 hours per week to qualify. DGPL gives fewer vacation days for clerical level staff than average, beginning at 5 days (average 9.79) and progressing to a maximum of 15 days (18.64). DGPL gives an average number of vacation days to IMRF-qualified staff, beginning at 10 days (10.88) and progressing to 20 days (20.17). DGPL gives more vacation days for managers and professional staff than average to start, at 20 days regardless of years of service. The library workplace average is 16 days for managers and 15.1 for professional (MLS) staff, progressing to 21.5 days for managers and 21 days for professionals. DGPL negotiates vacation for Library Director and Assistant Director as part of the compensation package for those positions. The library workplace average for directors is 19.14 days, progressing to 22.35 days.

The attached policy update expands the category of part time employees starting at 10 days prorated vacation from IMRF qualified positions to employees working more than 15 hours per week. This also reduces the category of part-time employees starting at 5 days prorated vacation days from employees in non-IMRF qualified positions to employees working less than 15 hours per week.

Thirty-eight part time employees would be affected by this change. In 2020, at current authorized hours for the year, DGPL would give 190 additional prorated vacation days due to this change. The approximate cost is \$9,367 in vacation time, which is already reflected in the budget. Operationally, additional hours for coverage of paid time off is included in each department's annual budget as substitute hours. In recent years, budget line 5119 Part Time Employee Wages has been underspent. The most likely budget impact will be to bring expenditures in this line closer to budget by use of more of the hours budgeted for substitutes.

On the following policy draft, current policy language deletions are shown in ~~strikethrough~~ and additions are **highlighted**.

Recommended Action: Approve the Vacation policy as presented.

3.49 Vacation

Vacation time begins accruing on an employee's first day at the rates set forth below. However, employees may only begin to use their vacation after two months of employment. If a part-time employee becomes a full-time employee, the number of consecutive years worked as a part-time employee will be counted towards the years of service used to determine the rate at which the employee will accrue vacation time. For example, if a 10 hour per week part time employee works for 5 years, then moves into a full time position, vacation accrual will be at the full time rate at the 5 year level and increase from there. A permitted leave of absence does not qualify as a break in service.

Vacation leave for executive positions (Library Director, Assistant Director) is individually negotiated in conjunction with the setting of the executive's compensation.

Managers and professional MLS employees shall have the following vacation leave schedule:

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 or more	four (4)

Other full-time, nonprofessional employees have the following vacation leave schedule:

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	two (2)
Over 5 through 10	three (3)
Over 10	four (4)

and Part-time employees working in an IMRF-qualified position 15 hours per week or more accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	two (2)
Over 5 through 10	three (3)
Over 10	four (4)

Part-time employees working in non-IMRF-qualified positions less than 15 hours per week accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY	
1 through 5	one	(1)
Over 5 through 10	two	(2)
Over 10	three	(3)

Vacation leave may be claimed in hourly segments, but vacation leave payments shall not exceed the normal scheduled workday or workweek. The equivalent of one week's vacation hours may be carried from one year to the next. All other earned but unused vacation time will be lost at the end of the calendar year.

Leave balances will be settled at the conclusion of each year or upon separation from employment. Upon separation if the employee has used more of the advanced leave than he/she was entitled to use, the employee must reimburse the library for this time. If the employee has accrued, unused vacation leave remaining upon separation, the Library will pay out the leave hours. That amount shall be reflected in the employee's final paycheck from the Library.

Holidays falling within a vacation period shall not be charged against an employee's vacation allowance.

Before a leave of absence without pay is granted, employees must have exhausted all his/her earned vacation leave.

When an employee changes status from full-time to part-time or part-time to full-time, the employee may carry over accrued, unused vacation leave.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

Agenda Item 10

Library Director's Report

RAILS "Library Pulse" Website Section on Library Issues and eNews

The Reaching Across Illinois Library System has launched a new section on their website called "The Library Pulse," at the top of the main page:

<https://www.railslibraries.info/> This section is intended to help libraries of all types and sizes stay current on issues and challenges affecting them. For each issue, they will post introductory information, links to key resources, details on what RAILS is doing to help with the issue, suggestions for actions libraries can take, and real-world examples of best practices from RAILS members. You can also subscribe to RAILS eNewsletters at <https://www.railslibraries.info/newsletters>

Libraries of Illinois Risk Agency (LIRA) Insurance Pool Renewal

The Libraries of Illinois Risk Agency (LIRA) is a member-driven insurance pool for libraries in Illinois, offering property, liability, casualty, and workers compensation insurance. The Downers Grove Public Library joined the pool on October 1, 2017, committing to at least three years' membership. The pool's insurance packages renew on December 31 of each year, with the renewal premium announced to the membership in November. The pool's broker, AJ Gallagher, advised all members to budget at least 15% for renewal of the property package for 2020, due to hardening of the property insurance market. Workers compensation premiums are subject to individual libraries' experience modification. The Downers Grove Public Library's actual renewal for the program is just over 15%. It will exceed the 2020 budget line 5420 Insurance – Other Policies by approximately \$2,000.

Social Work Interns

Adult & Teen Services Manager Lizzie Matkowski has accepted one social work intern who will start in January and one who will start in May.

Serving Our Public New Edition Coming in January

The Illinois Library Association has announced that the new edition of Serving Our Public: Standards for Illinois Public Libraries will be released in January 2020.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 13, 2019**

DEPARTMENT REPORTS – OCTOBER 2019

Administration – Jen Fredericks

- Participated in the kickoff of the Month of Homelessness Awareness by attending the showing of *The Public* at the Tivoli.
- Held In Charge Quarterly Meeting: 1) Discussed the book, *Verbal Judo*; 2) Informed group about PITS upgrade and changes to the software; 3) Discussed recent incidents involving alcohol in the library; 4) Reviewed tips on dealing with harassing and uncomfortable patron interactions.
- Attended Panel Discussion on Homelessness in Downers Grove.
- Attended Ryan Dowd Webinar: Homeless Mini-Training: Tips for library managers of front-line staff.
- Incorporated all managers' feedback into the 2020 staff appraisals.
- Incorporated Safety and Security Team's feedback into the new DGPL Emergency Manual.
- Attended and spoke at the Friends of the Downers Grove Public Library annual membership meeting and highlighted the partnership between the FOL and the library, how we support and help one another, and goings on of interest in the library.
- Worked the Volunteer Fair, which highlighted several organizations that support the homeless in our community.
- Watched two webinars to meet the CE requirements of the Per Capita Grant: 1) Coaching Skills for Library Supervisors: Building a Performance Culture One Employee at a Time; and 2) Community Based Strategic Planning.
- Helped FOL set up for their annual book sale by: setting up tables; displaying materials; securing signage, bookmarks, advertising; organizing volunteers, etc.
- Programming Team held Halloween Open House in conjunction with downtown Trick-or-Treating.
- Worked on lining up speakers for annual In-Service in January.

Adult & Teen Services – Lizzie Matkowski

- During October, staff in ATS helped with DGPL's There's No Place That's Home programming. Great work by the team of staff who planned all the events, including Joy in ATS!
- Staff continued our genre reorganization project. The bulk of the work has been completed thanks to the hard work of ATS, Access Services, and Circ staff! Some areas will see further adjustments in the next month or two.

- I attended the annual meeting with PADs staff and area library staff with Julie Milavec and Cindy Khatri.
- Nancy and I attended a day of the Illinois Library Association's Annual Conference. I was a panelist on a session about Career Transitions in libraries.
- Amanda in ATS and Traci in the Kids Room collaborated on the first of several Locked in @ the Library after hour programs for tweens and teens.
- Other programs in October included: ACT practice test, Using the Library's Medigap Tool, Living with the New Tax Law, and Job Search Workshops with the People's Resource Center on interviewing and resume writing.

Children's Services – Allyson Renell

- The Kids Room hired a new part-time Children's Services Clerk named Noah Pardue. He started on October 7.
- October was a huge month for outreach with Kids Room staff presenting 29 different programs that saw 451 people. These programs included storytime visits, attendance at the Park District's Parent Resource Fair, and a visit to First United Methodist Church's PADs location to bring activities to families.
- Erin Linsenmeyer, Outreach Coordinator, presented at the Association of Outreach and Bookmobile Services Conference on Wednesday, October 23 and Thursday, October 24. She presented two sessions, one called "Working with Multi-Needs Children: an Introduction to Inclusion" that focused on the many ways that DGPL serves children with multi-needs. She also presented a session called "Getting Started with School Services" about the library's strong partnership with District 58. We are so proud to have Erin represent us and share her work with the larger library community!
- The Kids Room participated in the library-wide Halloween celebration on October 26. We provided crafts and activities as part of the day's festivities and had over 550 people participate.
- The Kids Room presented our annual Halloween Storytimes on October 30 and 31. As usual, these storytimes were very well attended with 64 and 85 attendees respectively. Patrons love the costume parade through the library that happens after the storytime.

Circulation Services – Christine Lees

- Six staff members attended the in-house Excel training class led by DGPL trainer, Annie Jagielski. Each staff member reported that the training session was very valuable and informative.
- We began on-site shelter visits again this month as the PADs locations opened for the season. This month we registered 11 new Restricted Use cardholders at the PADs sites as well as informing PADs clients about our Lunch and Learn series. In October, we saw the largest Lunch and Learn attendance with 11 attendees. Very exciting!

- We prepared for the Google Street View filming by making sure our department and lobby areas were displayed in the best light possible. We are thrilled with how the library looks in the finished product. Cindy Khatri and the PR team did an amazing job in getting the library ready for filming!
- We had two staff members from Elmhurst Public Library visit us this month, as they wanted to see our process for returning items to the shelves in such a productive and timely manner. We were thrilled to show off our procedures and believe the folks from Elmhurst PL will be implementing some of our processes at their location.
- Assistant Manager Cheryl Pawlak researched a new paper vendor for the receipt paper used at the sorter. Through Cheryl's determination and sourcing, Cheryl saved the library over \$250 every six months due to our new supplier. Way to go, Cheryl!

Information Technology – Paul Regis

- Computer Help Desk Associate Loree Norberg decided on a retirement date of December 15. She has worked at the Computer Help Desk for over 14 years, starting back when it was the Computer Room and Magazines Desk! We wish her all the best and know she will enjoy relaxing down in Florida.
- The back IT workroom underwent some light remodeling (Building Operations Director Ian Knorr might have some choice words about that description, as he handled the bulk of the work). The wall counter was removed and desks will be installed to better utilize the space. A huge, huge thank you to Ian for handling the demo/install as well as IT staff quickly packing up their workspaces.
- PR Manager Cindy Khatri and IT Manager Paul Regis reviewed OC Creative's potential homepage mockups. This gave an initial glance into the design aspect of the project, which is a bit more tangible than sitemaps and modules. Aside from a few notes on the arrangement of some sections, both Cindy and Paul were happy with OC's direction and look forward to an interactive demo.
- October tech classes and attendance closely matched September's numbers, with 18 classes and around 109 attendees. As before, IT staff led the majority of the classes, with six offered through the People's Resource Center. Assistant IT Manager Max Mogavero held a headshots event, which had seven participants.

Public Relations – Cindy Khatri

- PR worked on the promotion and execution of the There's No Place That's Home events, including the showing of the Public (206 attendees), the Panel Discussion (90 attendees), the Volunteer Fair (57 attendees), and the *Sleeping in my Jeans* book discussion (24 attendees).
- The shelter season is officially back. Grace Goodwyn, Graphic Design and Display Coordinator joined Cheryl Pawlak, Circulation Assistant Manager, in registering PADs clients for library cards on a Monday night. Cindy Khatri, PR Manager, joined Christine Lees, Circulation Manager, at PADs on a Tuesday

evening to register patrons for cards. On the following Wednesday, the regular Lunch n Learn was held, featuring Family Shelter Service. Eleven participants joined the Lunch n Learn, and a lot of new resources were shared.

- PR met with the Kids Room to discuss the workflow for new Anything Emporium additions and the (re)creation of the Kids Program Flyer that was discontinued in 2018. The Program Flyer will be returning in 2020. This should cut down on Discoveries costs, and make it easier for patrons to get the information they are looking for.
- Cindy Khatri, PR Manager, assisted Lizzie Matkowski, ATS Manager, with two interviews for the social work intern from AU.
- Bookology has officially changed to Staff Picks. PR met with the Bookology Committee to discuss and confirm what was needed for the transition. PR created a new logo, new webpage, and print items for the Pick-a-Palooza program in November.
- Google Street View came to create a 3D tour and take professional photos of the library that will be used on our new website. You can see the tour here: <https://bit.ly/2qaq0zu>. A HUGE thank you to everyone who helped to clean and stage the library!
- Republic Bank coordinated a Veterans Day exhibit that we will feature on the second floor by the Ask Us Desk: Hometown Veterans. PR began promotion and collecting submissions for the exhibit.
- Cindy Khatri, PR Manager, went to the Kiwanis Club meeting and discussed the Cupboard. The Kiwanis Club is looking into supporting the Cupboard through donations.
- OC Creative sent a proof of what the new homepage's website will look like. Paul Regis, IT Manager, and PR went over the proposed homepage, made comments, and suggested changes.

Access Services – Amy Prechel

Projects and Updates

- A space for new Romance was created in the lobby and rolled out October 8. Reclassifications of Fiction items moving to the new Romance section and re-shelving was completed on October 25.
- The annual Friends of the Library Book Sale was held on the 25th-27th. Access Services amassed 130 boxes of inventory over the last few months and we were happy to let them go! Staff worked with Discover Books to have bins available for unsold books after the sale.
- Access Services is working with the Kids Room to make youth Spanish language material more accessible to patrons. Items are being moved from the nonfiction collection to a newly allocated, more visible shelving area. Amy Prechel met with Asst. Manager of Circulation Cheryl Pawlak on October 23 to make sure the automated material handler would sort reclassified material to the appropriate

bins. The reclassifications begin November 4. We anticipate completing the project within two weeks.

Inventory and Cataloging

- For ATS collection: added 1635 print items, 238 AV items; discarded 1206 print items and 105 AV items.
- For Kids Room collection: added 760 print items and 267 AV items; discarded 722 print items and 23 AV items.

Reclassification and Repairs

- Repaired 1593 ATS and Kids Room books and audiovisual items.
- Reclassified 2730 general adult and ATS and Kids Room items.
- A large portion of the Romance reclassifications was completed in October. Access Services is starting several retouching projects, including reclassifying ATS material in other formats to maintain consistency with print items moved from FICTION to MYSTERY and ROMANCE, the J Spanish collection, and repackaging cartridge video games to be consistent with our processing of disc games.

Staff Training and Professional Development

- Nora Mastny participated in a two-day pilot training on Classification and Subject Analysis Basics on October 9 and 16. She also attended the online “Librarian's Guide to Homelessness Core Training” and an “Online with the CMC: Subject Analysis” webinar.
- Amy Prechel attended the SWAN ‘Clarity Task Force’ meeting Wednesday October 9. The group began drafting a report of recommendations to address pain points in the consortium. Amy also attended the quarterly In-Charge meeting October 9.
- Maria Patacsil and MaryKellie Marquez attended the in-house Excel training led by Sue Slamar on Tuesday, October 22.
- A department meeting was held Tuesday, October 29.
- Amy attended the SWAN RFID meeting at the Elmwood Park Library October 31.
- The Access Services department logged 19 hours of training in October.

Facilities Services – Ian Knorr

- Ian attended a webinar on Active Shooter Preparedness.
- BP Contractors retro-fitted the up-lighting in the stairwell and 2nd floor.
- LIRA provided maintenance staff with safety training. Subjects covered were slips, trips and falls, proper lifting, and ladder safety.
- Ian attended the quarterly in-charge meeting.
- MCI and Lochinvar performed boiler start-up.
- Ian attended the Ryan Dowd webinar on individuals experiencing homelessness.

- The new seating for the 2nd floor was delivered and installed.
- Mat service and bathroom deep cleaning services were started by Cintas.
- We closed the alley book drop.
- I met with Verde Energy Efficiency about lighting upgrade opportunities.
- I started training staff on how to use the new Building Automation System.

Circulation	OCT 19	%	OCT 18	%	OCT 17	%
Checkouts						
Selfchecks	37,692	73%	43,571	72%	45,108	72%
Staff desk	14,208	27%	16,620	28%	17,371	28%
Total checkouts	51,900		60,191		62,479	
Renewals						
Auto renewal	33,751		34,298		34,382	
Selfchecks	19		18		53	
Staff desk (incl. phone)	372		282		310	
Patron renewals on website	791		702		568	
Patron renewals on Bookmyne	17		4		29	
Total renewals	34,950		35,304		35,342	
Total item checkout and renewals	86,850		95,495		97,821	
Digital Circulation	8,998		8,701		6,774	
Total circulation	95,848		104,196		104,595	
Reserves Processed						
Received from ILL	6,001		6,518		6,966	
ILL sent	4,884		4,979		4,690	
OCLC requests processed	260		220		668	
Gate count						
North	26,793		27,630		27,555	
South	15,388		15,220		15,276	
Total	42,181		42,850		42,831	
Registrations						
New resident cards	184		150		182	
New fee cards	4		1		5	
Professional Development hours	6					
Cost of Professional Development						

Circulation

	Oct 2018	Oct 2019	YTD Totals			
Adult	52,114	48,019	549,386	496,572		
Teen	2,217	1,576	25,026	21,342		
Children	41,164	31,867	424,867	387,196		
Download	8,701	8,998	74,208	86,337		
Total	104,196	90,460	1,073,487	991,447	-82,040	-7.6%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	27,432	57.13%	5,210	10.85%	12,871	26.80%	2,506	5.22%	48,019
Teen	1,464	92.89%	62	3.93%	33	2.09%	17	1.08%	1,576
Children	29,320	92.01%	1,336	4.19%	45	0.14%	1,166	3.66%	31,867
Total	58,216	71.46%	6,608	8.11%	12,949	15.90%	3,689	4.53%	81,462

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	115,013	73.52%	17,800	11.38%	15,774	10.08%	7,847	5.02%	156,434
Children	76,279	85.23%	2,913	3.25%	8,355	9.34%	1,953	2.18%	89,500
Total	191,292	77.78%	20,713	8.42%	24,129	9.81%	9,800	3.98%	245,934

Book Collection

	Oct 2018	Oct 2019	YTD Totals		YTD Difference	
Adult	114,719	115,013				
Children	74,010	76,279				
Total	188,729	191,292	188,729	191,292	2,563	1.4%

Audio Collection

	Oct 2018	Oct 2019	YTD Totals		YTD Difference	
Adult	15,264	17,800				
Children	2,813	2,913				
Total	18,077	20,713	18,077	20,713	2,636	14.6%

Video Collection

	Oct 2018	Oct 2019	YTD Totals		YTD Difference	
Adult	15,050	15,774				
Children	8,105	8,355				
Total	23,155	24,129	23,155	24,129	974	4.2%

Miscellaneous Collection

	Oct 2018	Oct 2019	YTD Totals		YTD Difference	
Adult	9,203	7,847				
Children	2,680	1,953				
Total	11,883	9,800	11,883	9,800	-2,083	-17.5%

Statistics for October 2019 (FY Jan-Dec)

Rooms & Spaces

	Oct 2018	Oct 2019				
Community Use of Rooms	1258	1,087				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	144	192				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,402	1,279	12,563	13,545	982	7.8%

Programs Offered

	Oct 2018	Oct 2019				
Library Programs Offered						
Adult	31	32				
Teen	4	4				
Children	55	61				
Outreach Programs Offered						
Adult	2	15				
Teen	5	1				
Children	29	29				
Passive Programs Offered						
Adult	0	4				
Teen	0	1				
Children	9	14				
Programs Offered Total	135	161	1,207	1,393	186	15.4%

Program Attendance

	Oct 2018	Oct 2019				
Library Program Attendance						
Adult	441	685				
Teen	17	8				
Children	1,843	1,370				
Outreach Program Attendance						
Adult	289	1,317				
Teen	27	74				
Children	467	451				
Passive Program Attendance						
Adult	0	1,602				
Teen	0	43				
Children	201	1,155				
Program Attendance Total	3,285	6,705	38,497	43,244	4,747	12.3%

Statistics for October 2019 (FY Jan-Dec)

Gate Count

	Oct 2018	Oct 2019	YTD Totals		YTD Difference	
	42,850	42,181	421,524	415,069	-6,455	-1.5%

Reference Questions

	Oct 2018	Oct 2019	YTD Totals		YTD Difference	
One on One Tutorials	30	124	301	730	429	142.5%

Computer User Sessions

	Oct 2018	Oct 2019				
Adult	3,753	3,663				
Children	1,064	1,315	YTD Totals		YTD Difference	
Total	4,817	4,978	49,333	46,260	-3,073	-6.2%
Wireless Sessions	2,690	2,850	25,857	23,033		