

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. November 13, 2019 Requested Action: Approval
5. Financial Matters
  - a. November 2019 Financial Report
  - b. December 2019 Financial Report
  - c. December 2019 Invoices Requested Action: Approval
  - d. January 2020 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. 2020 Masonry, Exterior Painting, and Doors Project Bid Awards Requested Action: Approval
  - b. Personnel Policy, 3.40 Alcohol and Drug Free Workplace Requested Action: Approval
  - c. Art Donation by the Downers Grove Public Library Foundation Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
  - a. Facilities Department Report by Building Operations Director Ian Knorr
11. Trustee Comments and Requests for Information
12. Adjournment

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

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Swapna Gigani.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library. President Graber also announced that the December 11, 2019 Regular Monthly Meeting has been cancelled.
4. **Approval of Minutes.**
  - a. October 23, 2019. Trustee Dougherty amended her comment in Agenda Item 11, noting that she wanted to learn more about the trends and visions library staff see for the future. It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the October 23, 2019 Regular Monthly Meeting be approved as amended. Motion passed by voice vote.
5. **Financial Matters.**
  - a. October 2019 Financial Report. Milavec presented the report. The library is going strong into the end of fiscal year 2019 and is currently 83% through the year. Revenues are already over 100% of the projected 2019 totals. Milavec noted anticipated budget variations will be seen in personnel and maintenance lines, but they should all offset themselves. There will be about \$65,000 in HVAC closeout costs paid out in December from the Capital Replacement Fund. Staff anticipate the project to come in about \$33,000 under the projected expenditures. Milavec will do a complete balance report in January on the Capital Replacement Fund. With the December Board meeting cancelled, the invoices will be ratified in arrears, similar to payroll, at the January meeting. Full reports will be included in the January Board packet. Final year-end expenditure reports will be seen in February.
  - b. November 2019 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of November 2019 operating invoices totaling

\$99,217.59 and the ratification of October 2019 payrolls totaling \$221,317.74 be approved. Roll call: Ayes: Dougherty, 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. 2020 Board Meeting Schedule. The Board discussed the November and December 2020 dates, debating if the dates should be moved back a week to help with scheduling and financial reporting. It was moved by Stapleton and seconded by Humphreys THAT the 2020 Board Meeting Schedule be approved with the modification of moving the November 11, 2020 meeting to November 18, 2020. Motion passed by voice vote.

b. 2020 Holiday Closings Schedule. It was moved by Dougherty and seconded by Khuntia THAT the 2020 Holiday Closings Schedule be approved as presented. Motion passed by voice vote.

c. 2019-2 Resolution of Appreciation for Staff Milestone Anniversaries. President Graber read the resolution aloud. It was moved by Humphreys and seconded by Stapleton THAT the 2019-2 Resolution of Appreciation for Staff Milestone Anniversaries be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

d. FY2020 Illinois Public Library Per Capita Grant Application Requirements. Milavec reminded the Board what the requirements are for the FY2020 Illinois Public Library Per Capita Grant application.

- Staff reviewed the checklist at the end of the Personnel section of *Serving our Public 3.0 Standards for Public Libraries*.
- Trustees had to review *Trustee Facts File* chapters on Fundraising, Advocacy, Public Relations, and Trustee Continuing Education.
- Continuing Education requirements were met by staff and trustees who viewed webinars on topics such as leading tough conversations, performance management, and library facility security assessment.
- For the outreach component, Milavec introduced the Board to the Digital Public Library of America and Illinois Digital Archives.

**9. Unfinished Business.**

- a. Personnel Policy, 3.50 Personal Time. The proposed changes to this policy were based on the compensation philosophy the Board passed in June. Personal days would increase from 2-3 prorated days and eligible staff would now include part time staff working 15 hours or more per week plus all full time staff. It was moved by Stapleton and seconded by Dougherty THAT the Personnel Policy section 3.50 Personal Time be revised as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- b. Personnel Policy, 3.49 Vacation. The proposed changes to this policy were based on the compensation philosophy the Board passed in June. Part time employees working 15 hours or more per week would now start with two weeks of prorated vacation. It was moved by Khuntia and seconded by Humphreys THAT the Personnel Policy section 3.49 Vacation be revised as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Milavec presented her report. The best news right now is that a social work intern is starting in January and another intern is starting in May. The Foundation does not have an official date set for the unveiling of the new art piece, but they anticipate sometime in February. The Hometown Veterans display with Republic Bank is upstairs near the Ask Us Desk. Thanks to Trustee Stapleton for the great idea. The library received many wonderful pictures to honor our local veterans.

**11. Trustee Comments and Requests for Information.**

Trustee Humphreys asked about the unveiling event that is being planned by the Foundation to introduce the new piece of art. Milavec responded that the Foundation is still working on the details and they are planning a fundraising event as well.

Trustee Stapleton asked about ALA lobby days in Washington D.C. and what kind of impact is achieved. Trustee Stapleton also asked why the alley book drop was closed. Milavec responded that the direction of alley traffic was never reversed so the book drop falls on the wrong side of the car. The alley is also primarily used for delivery for the businesses on Main Street. Trustee Stapleton asked about an incident involving alcohol in the library. Assistant Director Jen Fredericks talked about how staff have taken a harder stance on alcohol in the library and it has led to a decrease in incidents.

Trustee Dougherty appreciated Milavec highlighting the new Pulse feature on the RAILS website. She recently discovered the Library Forecasting Group, who

discuss a wide array of topics that are forward thinking and go beyond the walls of the library.

12. **Adjournment.** President Graber adjourned the meeting at 8:23 p.m.

# November 2019 Financial Report

Included:

- Fund Balance Report
- Revenue Report
- Capital Replacement Fund Expenditure Report
- Operating Fund Expenditure Report

DOWNERS GROVE LIBRARY      11/30/2019

|                    | Library fund | Building & Equip<br>Replacement<br>Fund |
|--------------------|--------------|---|
| CASH & INVESTMENTS | \$ 2,007,186 | \$ 951,664                              |
| FUND BALANCE       | 1,880,555    | \$ 951,664                              |

# Revenue by Object Report

Village of Downers Grove  
11/1/2019 through 11/30/2019

## Grand Totals

| <i>Object/Title</i>                     | <i>Adjusted<br/>Estimate</i> | <i>Revenues</i>  | <i>Year-to-date<br/>Revenues</i> | <i>Balance</i>    | <i>Prct<br/>Rcvd</i> |
|---|------------------------------|------------------|----------------------------------|-------------------|----------------------|
| 4101 Current Property Taxes             | 5,337,785.00                 | 45,493.52        | 5,350,812.00                     | -13,027.00        | 100.24               |
| 4109 Prior Year Property Taxes          | 100.00                       | 0.00             | 5,125.57                         | -5,025.57         | 5,125.57             |
| 4313 Personal Property Replacement Tax  | 60,000.00                    | 0.00             | 68,432.14                        | -8,432.14         | 114.05               |
| 4410 Sales of Materials                 | 11,000.00                    | 842.00           | 7,842.43                         | 3,157.57          | 71.29                |
| 4502 Charges For Services               | 20,000.00                    | 2,520.47         | 19,006.11                        | 993.89            | 95.03                |
| 4509 Fees For Non-Residents             | 16,000.00                    | 730.00           | 17,958.00                        | -1,958.00         | 112.24               |
| 4571 Rental Fees                        | 5,000.00                     | 220.00           | 4,622.00                         | 378.00            | 92.44                |
| 4581 Fines                              | 37,500.00                    | 2,858.08         | 31,569.93                        | 5,930.07          | 84.19                |
| 4590 Cost Recovered For Services        | 10,000.00                    | 1,277.53         | 12,636.85                        | -2,636.85         | 126.37               |
| 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                     | 2,645.28         | 13,286.54                        | -11,286.54        | 664.33               |
| 4712 Investment Income - Property Taxes | 0.00                         | 2,140.03         | 2,440.07                         | -2,440.07         | 0.00                 |
| 4820 Contributions, Operating           | 5,000.00                     | 202.84           | 24,482.72                        | -19,482.72        | 489.65               |
| 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                 |
| <b>Grand Totals</b>                     | <b>5,541,295.00</b>          | <b>58,929.75</b> | <b>5,619,730.61</b>              | <b>-78,435.61</b> | <b>101.42</b>        |



## CAPITAL REPLACEMENT FUND

## Expenditures by Object Report

Page: 4

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01/15/2020 3:35PM  
Periods: 11 through 11

Village of Downers Grove  
11/1/2019 through 11/30/2019

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**Grand Totals**

| <b>Object/Title</b>                    | <b>Adjusted<br/>Appropriation</b> | <b>Expenditures</b> | <b>Year-to-date<br/>Expenditures</b> | <b>Year-to-date<br/>Encumbrances</b> | <b>Balance</b> | <b>Prct Used</b> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|------------------|
| 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                        | 0.00                | 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              |
| <b>Grand Totals</b>                    | 624,000.00                        | 0.00                | 525,802.71                           | 0.00                                 | 98,197.29      | 84.2             |

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# OPERATING FUND

## Expenditures by Object Report

Page: 17

glExpObj  
11/25/2019 10:55AM  
Periods: 11 through 11

Village of Downers Grove  
11/1/2019 through 11/30/2019

### Grand Totals

| <i>Object/Title</i>                   | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct Used</i> |
|---------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|------------------|
| 5101 Salaries, Exempt                 | 1,406,416.00                      | 112,998.84          | 1,340,553.01                         | 0.00                                 | 65,862.99      | 95.3             |
| 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           | 224,400.27                           | 0.00                                 | 23,434.73      | 90.5             |
| 5119 Part-Time Employee Wages         | 1,237,473.00                      | 86,604.88           | 1,041,103.23                         | 0.00                                 | 196,369.77     | 84.1             |
| 5131 IMRF Pension Contributions       | 194,334.00                        | 15,333.43           | 179,731.26                           | 0.00                                 | 14,602.74      | 92.4             |
| 5133 Medicare Contributions           | 41,930.00                         | 3,136.59            | 37,136.35                            | 0.00                                 | 4,793.65       | 88.5             |
| 5134 Social Security Contributions    | 179,287.00                        | 13,411.41           | 158,787.20                           | 0.00                                 | 20,499.80      | 88.5             |
| 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               | 849.15                               | 0.00                                 | 194.85         | 81.3             |
| 5191 Health Insurance                 | 450,182.00                        | 29,631.76           | 323,761.84                           | 0.00                                 | 126,420.16     | 71.9             |
| 5195 Optical Insurance                | 1,992.00                          | 137.10              | 1,532.23                             | 0.00                                 | 459.77         | 76.9             |
| 5197 Dental Insurance                 | 38,044.00                         | 2,513.66            | 27,028.71                            | 0.00                                 | 11,015.29      | 71.0             |
| 5210 Supplies                         | 91,050.00                         | 3,464.55            | 69,380.21                            | 0.00                                 | 21,669.79      | 76.2             |
| 5251 Maintenance Supplies             | 18,500.00                         | 1,779.11            | 16,877.92                            | 0.00                                 | 1,622.08       | 91.2             |
| 5280 Small Tools & Equipment          | 35,300.00                         | 1,182.30            | 21,079.76                            | 0.00                                 | 14,220.24      | 59.7             |
| 5291 Water Purchase                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.0              |
| 5302 Dues And Memberships             | 7,500.00                          | 919.00              | 7,926.17                             | 0.00                                 | -426.17        | 105.6            |
| 5303 Seminars, Conferences & Meetings | 30,525.00                         | 2,115.58            | 26,478.31                            | 0.00                                 | 4,046.69       | 86.7             |
| 5308 Recognition Program-Staff        | 5,000.00                          | 262.02              | 3,699.88                             | 0.00                                 | 1,300.12       | 74.0             |
| 5315 Professional Services            | 60,000.00                         | 502.40              | 49,345.06                            | 0.00                                 | 10,654.94      | 82.2             |
| 5322 Personnel Recruitment            | 2,000.00                          | 74.05               | 6,566.61                             | 0.00                                 | -4,566.61      | 328.3            |
| 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                        | 0.00                | 105,295.36                           | 0.00                                 | 3,654.64       | 96.6             |
| 5380 Printing Services                | 25,100.00                         | 4,090.00            | 20,471.90                            | 0.00                                 | 4,628.10       | 81.5             |
| 5391 Telephone                        | 20,200.00                         | 1,787.17            | 18,092.95                            | 0.00                                 | 2,107.05       | 89.5             |
| 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                         | -1,844.39           | 17,724.92                            | 0.00                                 | 2,775.08       | 86.4             |

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# OPERATING FUND

## Expenditures by Object Report

Page: 18

glExpObj  
11/25/2019 10:55AM  
Periods: 11 through 11

Village of Downers Grove  
11/1/2019 through 11/30/2019

**Grand Totals** [Continued]

| <b>Object/Title</b>                         | <b>Adjusted<br/>Appropriation</b> | <b>Expenditures</b> | <b>Year-to-date<br/>Expenditures</b> | <b>Year-to-date<br/>Encumbrances</b> | <b>Balance</b>    | <b>Prct Used</b> |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|------------------|
| 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                         | 7,693.80            | 67,588.43                            | 0.00                                 | 23,911.57         | 73.8             |
| 5450 Cleaning Services                      | 80,500.00                         | 6,162.59            | 62,883.62                            | 0.00                                 | 17,616.38         | 78.1             |
| 5461 Utilities                              | 25,250.00                         | 707.60              | 16,153.02                            | 0.00                                 | 9,096.98          | 63.9             |
| 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              | 15,440.72                            | 0.00                                 | 5,059.28          | 75.3             |
| 5620 Recoverables                           | 3,000.00                          | 204.41              | 1,259.02                             | 0.00                                 | 1,740.98          | 41.9             |
| 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                         | 5,084.91            | 51,248.93                            | 0.00                                 | 8,751.07          | 85.4             |
| 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                        | 7,983.00            | 186,979.69                           | 0.00                                 | 39,020.31         | 82.7             |
| 5852 Print Materials                        | 345,000.00                        | 35,511.03           | 304,157.96                           | 0.00                                 | 40,842.04         | 88.1             |
| 5853 Audiovisual Materials                  | 147,000.00                        | 10,925.60           | 114,786.06                           | 0.00                                 | 32,213.94         | 78.0             |
| 5860 Improvements Other Than Buildings      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.0              |
| 5870 Capital Equipment                      | 65,000.00                         | 5,208.91            | 40,335.54                            | 0.00                                 | 24,664.46         | 62.0             |
| 5880 Intangible Assets (Software)           | 43,000.00                         | 2,406.00            | 42,781.07                            | 0.00                                 | 218.93            | 99.4             |
| 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              |
| <b>Grand Totals</b>                         | <b>5,778,112.00</b>               | <b>381,763.27</b>   | <b>5,015,587.37</b>                  | <b>0.00</b>                          | <b>762,524.63</b> | <b>86.8</b>      |

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# December 2019 Financial Report

Included:

- Fund Balance Report (unaudited)
- Revenue Report
- Capital Replacement Fund Expenditure Report
- Operating Fund Expenditure Report

## DOWNERS GROVE LIBRARY

12/31/2019

**\*\*UNAUDITED\*\***

|                    | Library fund | Building & Equip<br>Replacement<br>Fund |
|--------------------|--------------|---|
| CASH & INVESTMENTS | \$ 1,641,779 | \$ 897,097                              |
| FUND BALANCE       | 1,495,477    | \$ 897,097                              |

# Revenue by Object Report

Village of Downers Grove  
12/1/2019 through 12/31/2019

## Grand Totals

| <i>Object/Title</i>                     | <i>Adjusted<br/>Estimate</i> | <i>Revenues</i>  | <i>Year-to-date<br/>Revenues</i> | <i>Balance</i>     | <i>Prct<br/>Rcvd</i> |
|---|------------------------------|------------------|----------------------------------|--------------------|----------------------|
| 4101 Current Property Taxes             | 5,337,785.00                 | 28,122.10        | 5,378,934.10                     | -41,149.10         | 100.77               |
| 4109 Prior Year Property Taxes          | 100.00                       | 0.00             | 5,125.57                         | -5,025.57          | 5,125.57             |
| 4313 Personal Property Replacement Tax  | 60,000.00                    | 2,837.99         | 71,270.13                        | -11,270.13         | 118.78               |
| 4410 Sales of Materials                 | 11,000.00                    | 644.75           | 8,487.18                         | 2,512.82           | 77.16                |
| 4502 Charges For Services               | 20,000.00                    | 1,108.97         | 20,115.08                        | -115.08            | 100.58               |
| 4509 Fees For Non-Residents             | 16,000.00                    | 1,314.00         | 19,272.00                        | -3,272.00          | 120.45               |
| 4571 Rental Fees                        | 5,000.00                     | 420.00           | 5,042.00                         | -42.00             | 100.84               |
| 4581 Fines                              | 37,500.00                    | 2,557.64         | 34,127.57                        | 3,372.43           | 91.01                |
| 4590 Cost Recovered For Services        | 10,000.00                    | 909.89           | 13,546.74                        | -3,546.74          | 135.47               |
| 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                     | 2,557.83         | 15,844.37                        | -13,844.37         | 792.22               |
| 4712 Investment Income - Property Taxes | 0.00                         | 0.00             | 2,440.07                         | -2,440.07          | 0.00                 |
| 4820 Contributions, Operating           | 5,000.00                     | 804.99           | 25,287.71                        | -20,287.71         | 505.75               |
| 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                 |
| <b>Grand Totals</b>                     | <b>5,541,295.00</b>          | <b>41,278.16</b> | <b>5,661,008.77</b>              | <b>-119,713.77</b> | <b>102.16</b>        |

## CAPITAL REPLACEMENT FUND

## Expenditures by Object Report

Page: 4

glExpObj  
12/20/2019 12:58PM  
Periods: 12 through 12

Village of Downers Grove  
12/1/2019 through 12/31/2019

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**Grand Totals**

| <b>Object/Title</b>                    | <b>Adjusted<br/>Appropriation</b> | <b>Expenditures</b> | <b>Year-to-date<br/>Expenditures</b> | <b>Year-to-date<br/>Encumbrances</b> | <b>Balance</b> | <b>Prct Use</b> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|-----------------|
| 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                        | 55,676.40           | 581,479.11                           | 0.00                                 | 42,520.89      | 93.1            |
| 5910 Transfer For Capital Projects     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.0             |
| <b>Grand Totals</b>                    | 624,000.00                        | 55,676.40           | 581,479.11                           | 0.00                                 | 42,520.89      | 93.1            |

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# OPERATING FUND

## Expenditures by Object Report

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Periods: 12 through 12

Village of Downers Grove  
12/1/2019 through 12/31/2019

### Grand Totals

| <u>Object/Title</u>                   | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct Use</u> |
|---------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|-----------------|
| 5101 Salaries, Exempt                 | 1,406,416.00                      | 110,039.58          | 1,450,592.59                         | 0.00                                 | -44,176.59     | 103.1           |
| 5104 Bonus                            | 0.00                              | 4,139.46            | 5,176.26                             | 0.00                                 | -5,176.26      | 0.0             |
| 5111 Salaries, Non-Exempt             | 247,835.00                        | 20,839.06           | 245,239.33                           | 0.00                                 | 2,595.67       | 98.9            |
| 5119 Part-Time Employee Wages         | 1,237,473.00                      | 82,291.18           | 1,123,394.41                         | 0.00                                 | 114,078.59     | 90.7            |
| 5131 IMRF Pension Contributions       | 194,334.00                        | 15,147.92           | 194,879.18                           | 0.00                                 | -545.18        | 100.2           |
| 5133 Medicare Contributions           | 41,930.00                         | 3,092.39            | 40,228.74                            | 0.00                                 | 1,701.26       | 95.9            |
| 5134 Social Security Contributions    | 179,287.00                        | 12,993.12           | 171,780.32                           | 0.00                                 | 7,506.68       | 95.8            |
| 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               | 926.50                               | 0.00                                 | 117.50         | 88.7            |
| 5191 Health Insurance                 | 450,182.00                        | 28,698.48           | 352,460.32                           | 0.00                                 | 97,721.68      | 78.2            |
| 5195 Optical Insurance                | 1,992.00                          | 133.49              | 1,665.72                             | 0.00                                 | 326.28         | 83.6            |
| 5197 Dental Insurance                 | 38,044.00                         | 2,451.63            | 29,480.34                            | 0.00                                 | 8,563.66       | 77.4            |
| 5210 Supplies                         | 91,050.00                         | 8,367.64            | 77,747.85                            | 0.00                                 | 13,302.15      | 85.3            |
| 5251 Maintenance Supplies             | 18,500.00                         | 1,924.97            | 18,802.89                            | 0.00                                 | -302.89        | 101.6           |
| 5280 Small Tools & Equipment          | 35,300.00                         | 3,726.70            | 24,806.46                            | 0.00                                 | 10,493.54      | 70.2            |
| 5291 Water Purchase                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.0             |
| 5302 Dues And Memberships             | 7,500.00                          | 313.50              | 8,239.67                             | 0.00                                 | -739.67        | 109.8           |
| 5303 Seminars, Conferences & Meetings | 30,525.00                         | 2,320.49            | 28,798.80                            | 0.00                                 | 1,726.20       | 94.3            |
| 5308 Recognition Program-Staff        | 5,000.00                          | 438.42              | 4,138.30                             | 0.00                                 | 861.70         | 82.7            |
| 5315 Professional Services            | 60,000.00                         | 2,965.16            | 58,238.62                            | 0.00                                 | 1,761.38       | 97.0            |
| 5322 Personnel Recruitment            | 2,000.00                          | 99.32               | 865.93                               | 0.00                                 | 1,134.07       | 43.3            |
| 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                        | 0.00                | 105,295.36                           | 0.00                                 | 3,654.64       | 96.6            |
| 5380 Printing Services                | 25,100.00                         | 0.00                | 20,471.90                            | 0.00                                 | 4,628.10       | 81.5            |
| 5391 Telephone                        | 20,200.00                         | 1,559.33            | 19,652.28                            | 0.00                                 | 547.72         | 97.2            |
| 5392 Postage                          | 25,500.00                         | 111.00              | 14,679.00                            | 0.00                                 | 10,821.00      | 57.5            |
| 5393 Freight And Cartage              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.0             |
| 5407 Advertising And Public Relations | 20,500.00                         | 891.07              | 18,615.99                            | 0.00                                 | 1,884.01       | 90.8            |

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Periods: 12 through 12

OPERATING FUND  
Expenditures by Object Report

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Village of Downers Grove  
12/1/2019 through 12/31/2019

**Grand Totals** [Continued]

| <b>Object/Title</b>                         | <b>Adjusted<br/>Appropriation</b> | <b>Expenditures</b> | <b>Year-to-date<br/>Expenditures</b> | <b>Year-to-date<br/>Encumbrances</b> | <b>Balance</b>    | <b>Prct Used</b> |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|------------------|
| 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                         | 3,367.92            | 71,329.35                            | 0.00                                 | 20,170.65         | 77.9             |
| 5450 Cleaning Services                      | 80,500.00                         | 7,457.92            | 70,341.54                            | 0.00                                 | 10,158.46         | 87.3             |
| 5461 Utilities                              | 25,250.00                         | 791.23              | 16,944.25                            | 0.00                                 | 8,305.75          | 67.1             |
| 5470 Other Equipment Repair And Maintenance | 11,550.00                         | 5.00                | 7,281.41                             | 0.00                                 | 4,268.59          | 63.0             |
| 5481 Rentals                                | 20,500.00                         | 3,129.55            | 18,570.27                            | 0.00                                 | 1,929.73          | 90.5             |
| 5620 Recoverables                           | 3,000.00                          | 214.80              | 1,473.82                             | 0.00                                 | 1,526.18          | 49.1             |
| 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                         | 639.80              | 51,888.73                            | 0.00                                 | 8,111.27          | 86.4             |
| 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                        | 21,641.68           | 208,621.37                           | 0.00                                 | 17,378.63         | 92.3             |
| 5852 Print Materials                        | 345,000.00                        | 32,629.21           | 336,787.17                           | 0.00                                 | 8,212.83          | 97.6             |
| 5853 Audiovisual Materials                  | 147,000.00                        | 19,643.34           | 134,429.40                           | 0.00                                 | 12,570.60         | 91.4             |
| 5860 Improvements Other Than Buildings      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.0              |
| 5870 Capital Equipment                      | 65,000.00                         | 13,559.96           | 53,895.50                            | 0.00                                 | 11,104.50         | 82.9             |
| 5880 Intangible Assets (Software)           | 43,000.00                         | 966.00              | 43,747.07                            | 0.00                                 | -747.07           | 101.7            |
| 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              |
| <b>Grand Totals</b>                         | <b>5,778,112.00</b>               | <b>406,667.67</b>   | <b>5,422,756.44</b>                  | <b>0.00</b>                          | <b>355,355.56</b> | <b>93.8</b>      |

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# December 2019 Invoices

Included:

- Capital Replacement Fund Invoice Edit List
- Capital Replacement Fund Invoices of Note
- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- Credit Card Report
- November 2019 Payroll Report

**Invoice Edit Listing**  
**Village of Downers Grove**  
**December 19, 2019**  
**Capital Replacement**

***Vendor Totals***

| <b>Vendor</b>                                 | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 018808 ELARA ENGINEERING                      | 1                         | 2,225.00      | 0.00                                | 2,225.00     |
| 019195 MECHANICAL CONCEPTS OF, ILLINOIS, INC. | 1                         | 53,451.40     | 0.00                                | 53,451.40    |
| <b>Grand Total:</b>                           | 2                         | 55,676.40     | 0.00                                | 55,676.40    |

## INVOICES OF NOTE

December 19, 2019

### Capital Replacement Fund

|        |  |             |
|--------|--|-------------|
| 018808 | Elara Engineering (HVAC control upgrades)                            | \$2,225.00  |
| 019195 | Mechanical Concepts of Illinois, Inc (HVAC upgrades - final payment) | \$53,451.40 |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**December 19, 2019**

***Vendor Totals***

| <b>Vendor</b>                                      | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 000280 ALL WINDOW CLEANING SERVICE, INC.           | 1                         | 910.00        | 0.00                                | 910.00       |
| 000322 AMAZON.COM                                  | 1                         | 3,043.55      | 0.00                                | 3,043.55     |
| 000351 AMERICAN LIBRARY ASSOCIATION                | 1                         | 550.00        | 0.00                                | 550.00       |
| 000428 ANDERSON'S BOOKS, INC                       | 3                         | 144.70        | 0.00                                | 144.70       |
| 000403 AT&T  | 1                         | 267.05        | 0.00                                | 267.05       |
| 000672 BAKER & TAYLOR - L0217582                   | 111                       | 29,047.19     | 0.00                                | 29,047.19    |
| 016893 BIBLIOTHECA, LLC                            | 2                         | 2,074.87      | 0.00                                | 2,074.87     |
| 019875 BODY & BRAIN YOGA AND HEALTH, CENTERS, INC. | 1                         | 100.00        | 0.00                                | 100.00       |
| 015802 C & C SYSTEMS LLC                           | 1                         | 700.00        | 0.00                                | 700.00       |
| 001223 CASE LOTS INC                               | 1                         | 159.20        | 0.00                                | 159.20       |
| 008705 CASH - LIBRARY                              | 1                         | 181.24        | 0.00                                | 181.24       |
| 001259 CCH INCORPORATED                            | 2                         | 319.93        | 0.00                                | 319.93       |
| 001264 CDW GOVERNMENT, INC                         | 6                         | 1,634.42      | 0.00                                | 1,634.42     |
| 008323 CENGAGE LEARNING                            | 21                        | 3,657.76      | 0.00                                | 3,657.76     |
| 001277 CENTER POINT PUBLISHING                     | 2                         | 300.21        | 0.00                                | 300.21       |
| 002319 CHAMBER630                                  | 1                         | 43.50         | 0.00                                | 43.50        |
| 012050 CHERYL PAWLAK                               | 1                         | 18.44         | 0.00                                | 18.44        |
| 001459 CINTAS CORPORATION #344                     | 9                         | 541.15        | 0.00                                | 541.15       |
| 001460 CINTAS CORPORATION #344                     | 1                         | 43.37         | 0.00                                | 43.37        |
| 019866 CLOTHESPIN PUPPETS                          | 1                         | 300.00        | 0.00                                | 300.00       |
| 016094 DE LAGE LANDEN FINANCIAL SVC, INC.          | 1                         | 859.55        | 0.00                                | 859.55       |
| 002056 DEMCO INC                                   | 5                         | 1,793.82      | 0.00                                | 1,793.82     |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**December 19, 2019**

***Vendor Totals***

| <b>Vendor</b>                                    | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 002359 DOWNERS GROVE SANITARY DIST.              | 2                         | 235.96        | 0.00                                | 235.96       |
| 002539 EBSCO SUBSCRIPTION SERVICES               | 1                         | 2,393.00      | 0.00                                | 2,393.00     |
| 017328 ELM USA, INC.                             | 1                         | 206.20        | 0.00                                | 206.20       |
| 005572 FIA CARD SERVICES, N.A.                   | 14                        | 9,113.45      | 0.00                                | 9,113.45     |
| 009775 FINDAWAY WORLD, LLC                       | 2                         | 130.93        | 0.00                                | 130.93       |
| 017510 FIRST COMMUNICATIONS, LLC                 | 1                         | 448.47        | 0.00                                | 448.47       |
| 019855 FOUR STAR FRAMING                         | 1                         | 178.35        | 0.00                                | 178.35       |
| 002905 FRANCO TYP-POSTALIA, INC.                 | 1                         | 111.00        | 0.00                                | 111.00       |
| 016977 GARVEY'S OFFICE PRODUCTS, INC.            | 2                         | 931.56        | 0.00                                | 931.56       |
| 019863 GARY WENSTRUP                             | 1                         | 200.00        | 0.00                                | 200.00       |
| 019854 GIRARD CHEMICAL CO.                       | 1                         | 426.00        | 0.00                                | 426.00       |
| 013544 GOOGLE, INC.                              | 1                         | 966.00        | 0.00                                | 966.00       |
| 003188 GRAHAM CRACKERS COMICS, LTD.              | 2                         | 421.07        | 0.00                                | 421.07       |
| 008770 GRAINGER                                  | 2                         | 127.45        | 0.00                                | 127.45       |
| 019872 HIGH-DEFINITION GENEALOGY, LLC            | 1                         | 100.00        | 0.00                                | 100.00       |
| 003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY | 1                         | 126.00        | 0.00                                | 126.00       |
| 017608 IMPACT NETWORKING, LLC                    | 2                         | 685.55        | 0.00                                | 685.55       |
| 011614 JAGIELSKI, ANNE                           | 1                         | 35.51         | 0.00                                | 35.51        |
| 002133 JAKOSZ, DIANE                             | 1                         | 29.75         | 0.00                                | 29.75        |
| 004070 JANWAY COMPANY USA INC                    | 1                         | 204.70        | 0.00                                | 204.70       |
| 010993 KENT ADHESIVE PRODUCTS COMPANY            | 1                         | 114.42        | 0.00                                | 114.42       |
| 019197 KI, PALLAS TEXTILES, OEI                  | 2                         | 9,788.00      | 0.00                                | 9,788.00     |
| 017676 KLENK, AMANDA                             | 1                         | 33.00         | 0.00                                | 33.00        |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**December 19, 2019**

***Vendor Totals***

| <b>Vendor</b>                                   | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 004928 LAKESHORE LEARNING MATERIALS             | 1                         | 26.98         | 0.00                                | 26.98        |
| 009577 LIBRARIESFIRST                           | 1                         | 275.00        | 0.00                                | 275.00       |
| 014991 LIBRARY FURNITURE INTER'L, INC           | 1                         | 725.00        | 0.00                                | 725.00       |
| 014465 MATKOWSKI, ELIZABETH                     | 1                         | 36.99         | 0.00                                | 36.99        |
| 005613 MEDLIN COMMUNICATIONS, INC               | 1                         | 703.11        | 0.00                                | 703.11       |
| 005866 MIDWEST TAPE                             | 33                        | 16,161.45     | 0.00                                | 16,161.45    |
| 019862 NANCY BELDA                              | 1                         | 200.00        | 0.00                                | 200.00       |
| 006161 NICOR GAS                                | 1                         | 555.27        | 0.00                                | 555.27       |
| 012499 OVERDRIVE, INC.                          | 4                         | 11,993.81     | 0.00                                | 11,993.81    |
| 018491 PEOPLEFACTS, LLC                         | 1                         | 55.54         | 0.00                                | 55.54        |
| 006640 POLONIA BOOKSTORE INC                    | 1                         | 214.70        | 0.00                                | 214.70       |
| 018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC  | 1                         | 5.00          | 0.00                                | 5.00         |
| 006698 PRINT SMART                              | 3                         | 210.32        | 0.00                                | 210.32       |
| 006859 R.H. DONNELLEY                           | 1                         | 14.70         | 0.00                                | 14.70        |
| 014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM | 1                         | 82.50         | 0.00                                | 82.50        |
| 006944 RECORDED BOOKS, LLC                      | 8                         | 336.89        | 0.00                                | 336.89       |
| 006956 REGENT BOOK CO, INC.                     | 1                         | 32.57         | 0.00                                | 32.57        |
| 009802 ROSEN PUBLISHING GROUP INC, THE          | 1                         | 1,795.00      | 0.00                                | 1,795.00     |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO           | 8                         | 982.76        | 0.00                                | 982.76       |
| 019859 RUYLE, GRACIE                            | 1                         | 47.48         | 0.00                                | 47.48        |
| 015168 RYJEWSKI, JENNIFER                       | 1                         | 35.38         | 0.00                                | 35.38        |
| 019871 SCARCE                                   | 1                         | 150.00        | 0.00                                | 150.00       |
| 007517 SCHOLASTIC LIBRARY PUBLISHING            | 1                         | 161.93        | 0.00                                | 161.93       |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**December 19, 2019**

***Vendor Totals***

| <b>Vendor</b>                              | <b>Number of Invoices</b> | <b>Amount</b>  | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b>   |
|--|---------------------------|----------------|-------------------------------------|----------------|
| 007604 SERVICEMASTER COMMERCIAL CLEAN      | 3                         | 6,873.40       | 0.00                                | 6,873.40       |
| 013611 SKOCIK, TRACI                       | 2                         | 282.36         | 0.00                                | 282.36         |
| 007787 STANLEY ACCESS TECHNOLOGIES         | 1                         | 463.75         | 0.00                                | 463.75         |
| 007918 STEVEN G. HASHIMOTO                 | 1                         | 700.00         | 0.00                                | 700.00         |
| 009112 STRAUSS TAX SERVICE                 | 1                         | 100.00         | 0.00                                | 100.00         |
| 014744 TEAM ONE REPAIR, INC.               | 2                         | 808.40         | 0.00                                | 808.40         |
| 019386 THOMAS S. SHARPE                    | 1                         | 650.00         | 0.00                                | 650.00         |
| 016841 TSAI FONG BOOKS, INC.               | 1                         | 147.33         | 0.00                                | 147.33         |
| 011517 UNIQUE MANAGEMENT SERVICES, IN      | 2                         | 214.80         | 0.00                                | 214.80         |
| 018458 URBAN ELEVATOR SERVICE, LLC         | 1                         | 208.00         | 0.00                                | 208.00         |
| 015110 VABALAITIS, KATELYN                 | 1                         | 36.95          | 0.00                                | 36.95          |
| 019873 VALLEY ELECTRICAL CONTRACTORS, INC. | 1                         | 420.00         | 0.00                                | 420.00         |
| 008649 VAUGHAN PLANTSCAPES, INC            | 1                         | 149.50         | 0.00                                | 149.50         |
| 009043 WORLD BOOK,INC                      | 1                         | 999.00         | 0.00                                | 999.00         |
| 009068 YONAN FLOOR COVERING                | 1                         | 4,700.00       | 0.00                                | 4,700.00       |
| <br><b>Grand Total:</b>                    | <br>311                   | <br>125,252.19 | <br>0.00                            | <br>125,252.19 |



# INVOICES OF NOTE

December 19, 2019

|        |  |            |
|--------|--|------------|
| 019875 | Body & Brain Yoga & Health, Centers, Inc. (program: Tai Chi)   | \$100.00   |
| 015802 | C & C Systems LLC (replace paging relay)                       | \$700.00   |
| 014569 | Cintas Corporation #344 (mats, deep clean of public restrooms) | \$584.52   |
| 019866 | Clothespin Puppets (program: picture book show)                | \$300.00   |
| 002539 | Ebsco Subsription Services (My Heritage database renewal)      | \$2,393.00 |
| 019863 | Bary Wenstrup (program: Motown: Music that Moved the World)    | \$200.00   |
| 019872 | High-Defintion Genealogy, LLC (program: What's Deen Done)      | \$100.00   |
| 019197 | KI, Pallas Textiles, OEI (tables for the Kids Room)            | \$9,788.00 |
| 014991 | Library Furniture Inter'l, Inc (acrylic sign holders)          | \$725.00   |
| 019862 | Nancy Belda (program: Goal Setting for Effortless Success)     | \$200.00   |
| 009802 | Rosen Publishing Group Inc, The (database renewal)             | \$90.00    |
| 009068 | Yonan Floor Covering (final payment for carpet tiles)          | \$4,700.00 |

## Library Credit Card Details for the December 19, 2019 Check Run

| Julie Milavec       |                                     |  |              |                    |
|---------------------|-------------------------------------|--|--------------|--------------------|
| 971                 | 5303 Seminars, Mtgs, & Conferences  | Chamber 630 Holiday Party                              | \$           | 20.00              |
| 973                 | 5210 Supplies                       | File cabinets, program supplies, Bouncepad parts       | \$           | 475.84             |
| 973                 | 5852 Print Materials                | Children's book  | \$           | 16.00              |
| 973                 | 5853 AV Materials                   | Blu Track STEM   | \$           | 366.05             |
|                     |                                     |  | <b>Total</b> | <b>\$ 877.89</b>   |
| Katelyn Vabalaitis  |                                     |  |              |                    |
| 971                 | 5210 Supplies                       | Staff room supplies                                    | \$           | 61.48              |
| 971                 | 5280 Small Tools & Equipment        | Notary stamps and journals , calculator                | \$           | 194.39             |
| 971                 | 5308 Staff Recognition              | Sympathy flowers, retirement party, holiday party      | \$           | 379.60             |
| 971                 | 5407 Advertising & Public Relations | Office supplies  | \$           | 19.68              |
| 972                 | 5210 Supplies                       | Program supplies                                       | \$           | 343.30             |
| 973                 | 5280 Small Tools & Equipment        | Storage containers                                     | \$           | 116.81             |
|                     |                                     |  | <b>Total</b> | <b>\$ 1,115.26</b> |
| Ian Knorr           |                                     |  |              |                    |
| 978                 | 5210 Supplies                       | Griffin beaker   | \$           | 9.34               |
| 978                 | 5251 Maintenance Supplies           | Soap, electrical supplies, kids rm supplies, heat guns | \$           | 706.76             |
| 978                 | 5430 Building Maintenance Services  | 12" clocks   | \$           | 240.17             |
|                     |                                     |  | <b>Total</b> | <b>\$ 956.27</b>   |
| Elizabeth Matkowski |                                     |  |              |                    |
| 971                 | 5303 Seminars, Mtgs, & Conferences  | PLA preconference registration                         | \$           | 325.00             |
| 972                 | 5210 Supplies                       | Program supplies                                       | \$           | 287.21             |
| 972                 | 5280 Small Tools & Equipment        | Cricut, shelving for stacks, shelf clips, sign holders | \$           | 539.29             |
| 972                 | 5852 Print Materials                | Adult & Teen Services books                            | \$           | 12.51              |
|                     |                                     |  | <b>Total</b> | <b>\$ 1,164.01</b> |
| Karen Bonarek       |                                     |  |              |                    |
| 972                 | 5280 Small Tools & Equipment        | Book easels  | \$           | 61.10              |
| 972                 | 5303 Seminars, Mtgs, & Conferences  | Airfare to PLA conference                              | \$           | 252.96             |
| 972                 | 5315 Professional Services          | Cricut supplies, craft program supplies                | \$           | 275.30             |
|                     |                                     |  | <b>Total</b> | <b>\$ 589.36</b>   |
| Amelia Prechel      |                                     |  |              |                    |
| 972                 | 5852 Print Materials                | Adult & Teen Services books                            | \$           | 126.92             |
| 972                 | 5853 AV Materials                   | Adult & Teen Services DVDs                             | \$           | 85.28              |
| 977                 | 5210 Supplies                       | labels, water  | \$           | 415.80             |
|                     |                                     |  | <b>\$</b>    | <b>628.00</b>      |

| Sharon Hrycewicz |                                     |   |   |                    |
|------------------|-------------------------------------|---|---|--------------------|
| 971              | 5302 Dues & Membership              | PLA membership                                | \$  | 38.50              |
| 973              | 5210 Supplies                       | Batteries                                     | \$  | 19.22              |
| 973              | 5303 Seminars, Mtgs, & Conferences  | PLA conference registration                   | \$  | 305.00             |
| 973              | 5853 AV Materials                   | Circuit supplies, Robot supplies, iPad covers | \$  | 290.05             |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 652.77</b>   |
| Traci Skocik     |                                     |   |   |                    |
| 973              | 5210 Supplies                       | Program supplies                              | \$  | 640.22             |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 640.22</b>   |
| Allyson Renell   |                                     |   |   |                    |
| 973              | 5210 Supplies                       | Program supplies                              | \$  | 168.25             |
| 973              | 5303 Seminars, Mtgs, & Conferences  | PLA airfare, PLA registration                 | \$  | 993.88             |
| 973              | 5853 AV Materials                   | Anything Emporium items                       | \$  | 368.23             |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 1,530.36</b> |
| Christine Lees   |                                     |   |   |                    |
| 974              | 5210 Supplies                       | Office supplies                               | \$  | 291.40             |
| 974              | 5280 Small Tools & Equipment        | Collapsible wagon, humidifier                 | \$  | 189.60             |
| 974              | 5303 Seminars, Mtgs, & Conferences  | Circulation meeting food and supplies         | \$  | 39.49              |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 520.49</b>   |
| Paul Regis       |                                     |   |   |                    |
| 975              | 5210 Supplies                       | Office supplies                               | \$  | 169.94             |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 169.94</b>   |
| Grace Goodwyn    |                                     |   |   |                    |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ -</b>        |
| Cynthia Khatri   |                                     |   |   |                    |
| 971              | 5407 Advertising & Public Relations | Office supplies, labels                       | \$  | 254.58             |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 254.58</b>   |
| Jen Fredericks   |                                     |   |   |                    |
| 971              | 5210 Supplies                       | Office supplies                               | \$  | 14.30              |
|                  |                                     |   | <b>Total</b>                                    | <b>\$ 14.30</b>    |
|                  |                                     |   | <b>Library Credit Card December 2019 Totals</b> | <b>\$ 9,113.45</b> |

PAYROLLS FOR NOVEMBER 2019

|                              |              |
|------------------------------|--------------|
| NOVEMBER 8                   | \$110,235.16 |
| NOVEMBER 22                  | \$110,207.62 |
| TOTAL NOVEMBER 2019 PAYROLLS | \$220,442.78 |

# January 2020 Invoices

## FY 2019

Included:

- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- December 2019 Payroll Report

**Invoice Edit Listing**  
**Village of Downers Grove**  
**January 22, 2020 – FY 2019**

|               |  | <i>Vendor Totals</i>      |               |                                     |              |
|---------------|--|---------------------------|---------------|-------------------------------------|--------------|
| <b>Vendor</b> |  | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
| 018213        | AMAZON CAPITAL SERVICES, INC.              | 1                         | 449.97        | 0.00                                | 449.97       |
| 000322        | AMAZON.COM                                 | 1                         | 1,094.81      | 0.00                                | 1,094.81     |
| 000403        | AT&T                                       | 1                         | 266.50        | 0.00                                | 266.50       |
| 000672        | BAKER & TAYLOR - L0217582                  | 46                        | 13,606.67     | 0.00                                | 13,606.67    |
| 016893        | BIBLIOTHECA, LLC                           | 6                         | 4,447.15      | 0.00                                | 4,447.15     |
| 017633        | BONAREK, KAREN                             | 3                         | 241.88        | 0.00                                | 241.88       |
| 001223        | CASE LOTS INC                              | 1                         | 159.20        | 0.00                                | 159.20       |
| 014684        | CAVENDISH SQUARE PUBLISHING                | 1                         | 177.93        | 0.00                                | 177.93       |
| 001264        | CDW GOVERNMENT, INC                        | 3                         | 2,439.30      | 0.00                                | 2,439.30     |
| 008323        | CENGAGE LEARNING                           | 8                         | 1,877.08      | 0.00                                | 1,877.08     |
| 001277        | CENTER POINT PUBLISHING                    | 5                         | 802.95        | 0.00                                | 802.95       |
| 002319        | CHAMBER630                                 | 1                         | 50.25         | 0.00                                | 50.25        |
| 001374        | CHICAGO SUN-TIMES INC                      | 1                         | 358.80        | 0.00                                | 358.80       |
| 001459        | CINTAS CORPORATION #344                    | 3                         | 130.11        | 0.00                                | 130.11       |
| 019874        | CON-TEMP CABINETS, INC.                    | 1                         | 165.00        | 0.00                                | 165.00       |
| 002056        | DEMCO INC                                  | 1                         | 214.74        | 0.00                                | 214.74       |
| 002330        | DOWNERS GROVE DOWNTOWN MGMT                | 1                         | 215.00        | 0.00                                | 215.00       |
| 009775        | FINDAWAY WORLD, LLC                        | 1                         | 123.98        | 0.00                                | 123.98       |
| 018270        | FITZGERALD'S ELECTRICAL, CONTRACTING, INC. | 1                         | 638.00        | 0.00                                | 638.00       |
| 016977        | GARVEY'S OFFICE PRODUCTS, INC.             | 1                         | 314.93        | 0.00                                | 314.93       |
| 013544        | GOOGLE, INC.                               | 1                         | 966.00        | 0.00                                | 966.00       |
| 008770        | GRAINGER                                   | 1                         | 45.01         | 0.00                                | 45.01        |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**January 22, 2020 – FY 2019**

|               |   | <b>Vendor Totals</b>      |               |                                 |              |
|---------------|---|---------------------------|---------------|---------------------------------|--------------|
| <b>Vendor</b> |   | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld Amount</b> | <b>Total</b> |
| 009102        | HAGG PRESS INC                            | 1                         | 4,034.00      | 0.00                            | 4,034.00     |
| 018411        | HAYES MECHANICAL, LLC                     | 1                         | 1,956.26      | 0.00                            | 1,956.26     |
| 019920        | IAN KNORR                                 | 1                         | 33.29         | 0.00                            | 33.29        |
| 003567        | ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY | 1                         | 126.00        | 0.00                            | 126.00       |
| 017608        | IMPACT NETWORKING, LLC                    | 1                         | 659.80        | 0.00                            | 659.80       |
| 012666        | INTERIOR INVESTMENTS, LLC                 | 1                         | 1,749.00      | 0.00                            | 1,749.00     |
| 002133        | JAKOSZ, DIANE                             | 1                         | 35.41         | 0.00                            | 35.41        |
| 010490        | KELLY POCCI                               | 1                         | 16.74         | 0.00                            | 16.74        |
| 019062        | KHATRI, CYNTHIA                           | 1                         | 43.78         | 0.00                            | 43.78        |
| 017676        | KLENK, AMANDA                             | 1                         | 139.82        | 0.00                            | 139.82       |
| 005333        | MANUFACTURERS NEWS INC                    | 1                         | 226.90        | 0.00                            | 226.90       |
| 019196        | MCGARY, VAN                               | 1                         | 43.61         | 0.00                            | 43.61        |
| 005613        | MEDLIN COMMUNICATIONS, INC                | 1                         | 310.00        | 0.00                            | 310.00       |
| 005866        | MIDWEST TAPE                              | 17                        | 5,335.59      | 0.00                            | 5,335.59     |
| 017442        | MILAVEC, JULIE                            | 1                         | 81.32         | 0.00                            | 81.32        |
| 010603        | NELSON FIRE PROTECTION                    | 1                         | 620.00        | 0.00                            | 620.00       |
| 012499        | OVERDRIVE, INC.                           | 2                         | 4,899.54      | 0.00                            | 4,899.54     |
| 006640        | POLONIA BOOKSTORE INC                     | 1                         | 171.88        | 0.00                            | 171.88       |
| 018354        | PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC   | 1                         | 5.00          | 0.00                            | 5.00         |
| 018885        | PRECHEL, AMELIA                           | 1                         | 75.00         | 0.00                            | 75.00        |
| 006698        | PRINT SMART                               | 1                         | 367.10        | 0.00                            | 367.10       |
| 006859        | R.H. DONNELLEY                            | 1                         | 14.70         | 0.00                            | 14.70        |
| 006944        | RECORDED BOOKS, LLC                       | 2                         | 87.77         | 0.00                            | 87.77        |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**January 22, 2020 – FY 2019**

| <b>Vendor Totals</b>                  |                           |               |                                     |              |
|---------------------------------------|---------------------------|---------------|-------------------------------------|--------------|
| <b>Vendor</b>                         | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
| 006956 REGENT BOOK CO, INC.           | 1                         | 32.57         | 0.00                                | 32.57        |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO | 8                         | 792.58        | 0.00                                | 792.58       |
| 007517 SCHOLASTIC LIBRARY PUBLISHING  | 3                         | 2,272.55      | 0.00                                | 2,272.55     |
| 007604 SERVICEMASTER COMMERCIAL CLEAN | 1                         | 39.48         | 0.00                                | 39.48        |
| 007647 SHICK SCHOOL&OFFICE SUPPLY CO  | 1                         | 164.27        | 0.00                                | 164.27       |
| 019934 TERRAPIN                       | 1                         | 1,533.55      | 0.00                                | 1,533.55     |
| 016841 TSAI FONG BOOKS, INC.          | 1                         | 67.87         | 0.00                                | 67.87        |
| 018458 URBAN ELEVATOR SERVICE, LLC    | 1                         | 208.00        | 0.00                                | 208.00       |
| 009792 WESTON WOODS STUDIOS INC       | 2                         | 616.74        | 0.00                                | 616.74       |
| <b>Grand Total:</b>                   | 149                       | 55,545.38     | 0.00                                | 55,545.38    |



## INVOICES OF NOTE

FY 2019

For Library Board Meeting on January 22, 2020

|        |  |            |
|--------|--|------------|
| 019874 | Con-Temp Cabinets, Inc (corian countertop for IT workroom) | \$165.00   |
| 009102 | Hagg Press Inc (Discoveries printing)                      | \$4,034.00 |
| 017608 | Impact Networking, LLC (copier/printer paper)              | \$659.80   |
| 012666 | Interior Investments, LLC (magnetic board for Kids)        | \$1,749.00 |
| 019934 | Terrapin (Beebots and docking stations)                    | \$1,533.55 |

PAYROLLS FOR DECEMBER 2019

|                              |              |
|------------------------------|--------------|
| DECEMBER 6                   | \$106,190.85 |
| DECEMBER 20                  | \$111,118.43 |
| TOTAL DECEMBER 2019 PAYROLLS | \$217,309.28 |

# January 2020 Invoices

**FY 2020**

Included:

- Capital Replacement Fund Invoice Edit List
- Capital Replacement Fund Invoices of Note
- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- Credit Card Report

Invoice Edit Listing  
Village of Downers Grove  
January 22, 2020 – FY 2020  
Capital Replacement

| <hr/> <i>Vendor Totals</i> <hr/> |                    |        |                             |        |
|----------------------------------|--------------------|--------|-----------------------------|--------|
| Vendor                           | Number of Invoices | Amount | Retained/Withheld<br>Amount | Total  |
| 014414 SHAW SUBURBAN MEDIA       | 1                  | 292.94 | 0.00                        | 292.94 |
| <b>Grand Total:</b>              | 1                  | 292.94 | 0.00                        | 292.94 |
|                                  |                    |        |                             |        |

INVOICES OF NOTE

FY 2020

For Library Board Meeting on January 22, 2020

Capital Replacement

|        |  |          |
|--------|--|----------|
| 014414 | Shaw Suburban Media (ad for exterior renovation bid) | \$292.94 |
|--------|--|----------|

**Invoice Edit Listing**  
**Village of Downers Grove**  
**January 22, 2020 – FY 2020**

**Vendor Totals**

| <b>Vendor</b>                                  | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld<br/>Amount</b> | <b>Total</b> |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 018213 AMAZON CAPITAL SERVICES, INC.           | 1                         | 208.17        | 0.00                                | 208.17       |
| 017992 ARTHUR J GALLAGHER RISK MGMT            | 1                         | 10,360.00     | 0.00                                | 10,360.00    |
| 000672 BAKER & TAYLOR - L0217582               | 15                        | 3,140.71      | 0.00                                | 3,140.71     |
| 008323 CENGAGE LEARNING                        | 1                         | 18.89         | 0.00                                | 18.89        |
| 001459 CINTAS CORPORATION #344                 | 1                         | 43.37         | 0.00                                | 43.37        |
| 001553 COMCAST CABLE                           | 1                         | 297.76        | 0.00                                | 297.76       |
| 016094 DE LAGE LANDEN FINANCIAL SVC, INC.      | 1                         | 859.55        | 0.00                                | 859.55       |
| 005572 FIA CARD SERVICES, N.A.                 | 13                        | 6,373.17      | 0.00                                | 6,373.17     |
| 009775 FINDAWAY WORLD, LLC                     | 1                         | 74.94         | 0.00                                | 74.94        |
| 017510 FIRST COMMUNICATIONS, LLC               | 1                         | 444.65        | 0.00                                | 444.65       |
| 018411 HAYES MECHANICAL, LLC                   | 1                         | 813.00        | 0.00                                | 813.00       |
| 018997 JO-ANN STORES, LLC                      | 1                         | 1,551.00      | 0.00                                | 1,551.00     |
| 010490 KELLY POCCI                             | 1                         | 14.95         | 0.00                                | 14.95        |
| 017994 LIBRARIES OF ILL RISK AGENCY            | 1                         | 35,068.00     | 0.00                                | 35,068.00    |
| 009577 LIBRARIESFIRST                          | 1                         | 4,663.00      | 0.00                                | 4,663.00     |
| 019932 LIBRARY SUPPLY SOLUTIONS, LLC           | 1                         | 2,338.00      | 0.00                                | 2,338.00     |
| 005866 MIDWEST TAPE                            | 4                         | 1,995.55      | 0.00                                | 1,995.55     |
| 019916 MINDFULNESS INSTITUTE NW, ILLINOIS      | 1                         | 450.00        | 0.00                                | 450.00       |
| 006161 NICOR GAS                               | 1                         | 1,031.39      | 0.00                                | 1,031.39     |
| 006361 PADDOCK PUBLICATIONS INC                | 1                         | 765.40        | 0.00                                | 765.40       |
| 018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC | 1                         | 5.00          | 0.00                                | 5.00         |
| 016106 ROBIN'S DOG STARS                       | 1                         | 395.00        | 0.00                                | 395.00       |
| 019911 RJM STRATEGY GROUP, LLC                 | 1                         | 2500.00       | 0.00                                | 2500.00      |
| 012698 SWAN                                    | 1                         | 14,289.00     | 0.00                                | 14,289.00    |

**Invoice Edit Listing**  
**Village of Downers Grove**  
**January 22, 2020 – FY 2020**

***Vendor Totals***

| <b>Vendor</b>            | <b>Number of Invoices</b> | <b>Amount</b> | <b>Retained/Withheld</b> | <b>Total</b> |
|--------------------------|---------------------------|---------------|--------------------------|--------------|
|                          |                           |               | <b>Amount</b>            |              |
| 019483 THE LANGUAGE LABS | 1                         | 30.00         | 0.00                     | 30.00        |
| 008618 USA TODAY         | 1                         | 339.97        | 0.00                     | 339.97       |
| <b>Grand Total:</b>      | 55                        | 88,070.47     | 0.00                     | 88,070.47    |

## INVOICES OF NOTE

FY 2020

For Library Board Meeting on January 22, 2020

|        |   |             |
|--------|---|-------------|
| 017992 | Arthur J Gallagher Risk Mgmt (premium renewal)                | \$10,360.00 |
| 017994 | Libraries of Ill Risk Agency (insurance policy 2020)          | \$35,068.00 |
| 009577 | LibrariesFirst (Lexis Nexis annual subscription)              | \$4,663.00  |
| 019932 | Library Supply Solutions (labels)                             | \$2,338.00  |
| 019916 | Mindfulness Institute NW, Illinois (In Service Day presenter) | \$450.00    |
| 019911 | RJM Strategy Group, LLC (In Service Day presenter)            | \$2,500.00  |
| 012698 | SWAN (quarterly fees)   | \$14,289.00 |



## Library Credit Card Details for the January 22, 2020 Board Meeting

| Julie Milavec       |                                     |   |              |                    |
|---------------------|-------------------------------------|---|--------------|--------------------|
| 971                 | 5303 Seminars, Mtgs, & Conferences  | Chamber630 lunch, Admin/PR lunch, ILA lunch             | \$           | 376.12             |
| 973                 | 5280 Small Tools & Equipment        | Childrens program supplies                              | \$           | 15.93              |
|                     |                                     |   | <b>Total</b> | <b>\$ 392.05</b>   |
| Katelyn Vabalaitis  |                                     |   |              |                    |
| 971                 | 5210 Supplies                       | Staff room supplies, batteries                          | \$           | 65.47              |
| 971                 | 5308 Staff Recognition              | Holiday lunch, retirement lunch                         | \$           | 458.75             |
|                     |                                     |   | <b>Total</b> | <b>\$ 524.22</b>   |
| Ian Knorr           |                                     |   |              |                    |
| 971                 | 5210 Supplies                       | IL labor law poster                                     | \$           | 77.50              |
| 975                 | 5470 Other Equipment Repair & Maint | IT cabinet and supplies for workroom                    | \$           | 275.41             |
| 978                 | 5210 Supplies                       | Ballasts, Kids project materials, Purrell refills       | \$           | 504.45             |
| 978                 | 5251 Maintenance Supplies           | Soap, materials for Kids Room & IT projects, can lights | \$           | 862.33             |
| 978                 | 5430 Building Maintenance Services  | Hooks, tape, drill bits, cable, Kids project materials  | \$           | 520.34             |
|                     |                                     |   | <b>Total</b> | <b>\$ 2,240.03</b> |
| Elizabeth Matkowski |                                     |   |              |                    |
| 971                 | 5302 Dues & Membership              | ALA membership renewal                                  | \$           | 148.00             |
| 972                 | 5210 Supplies                       | Program supplies  | \$           | 107.61             |
| 972                 | 5303 Seminars, Mtgs, & Conferences  | LACONI event - "Business Buy-In"                        | \$           | 15.00              |
|                     |                                     |   | <b>Total</b> | <b>\$ 270.61</b>   |
| Karen Bonarek       |                                     |   |              |                    |
| 972                 | 5852 Printed Materials              | Adult & Teen Services materials                         | \$           | 38.83              |
|                     |                                     |   | <b>Total</b> | <b>\$ 38.83</b>    |
| Amelia Prechel      |                                     |   |              |                    |
| 972                 | 5852 Print Materials                | Adult & Teen Services books                             | \$           | 202.50             |
|                     |                                     |   | <b>\$</b>    | <b>202.50</b>      |
| Sharon Hrycewicz    |                                     |   |              |                    |
| 973                 | 5210 Supplies                       | Velcro and power strip                                  | \$           | 48.47              |
|                     |                                     |   | <b>Total</b> | <b>\$ 48.47</b>    |
| Traci Skocik        |                                     |   |              |                    |
| 973                 | 5210 Supplies                       | Program supplies  | \$           | 236.61             |
|                     |                                     |   | <b>Total</b> | <b>\$ 236.61</b>   |
| Allyson Renell      |                                     |   |              |                    |
| 973                 | 5210 Supplies                       | Program supplies  | \$           | 9.99               |
| 973                 | 5852 Printed Materials              | Childrens materials                                     | \$           | 7.99               |
|                     |                                     |   | <b>Total</b> | <b>\$ 17.98</b>    |

| Christine Lees                           |      |                                |   |             |
|--|------|--------------------------------|---|-------------|
| 974                                      | 5210 | Supplies                       | Office supplies                             | \$ 31.67    |
| 974                                      | 5280 | Small Tools & Equipment        | Slatwall sign holder, humidfier             | \$ 100.48   |
| Total                                    |      |                                |   | \$ 132.15   |
| Paul Regis                               |      |                                |   |             |
| 975                                      | 5210 | Supplies                       | Office supplies                             | \$ 120.60   |
| 975                                      | 5280 | Small Tools & Equipment        | Printer filaments, USB cables, HDMI adapter | \$ 445.24   |
| 975                                      | 5470 | Other Equipment Repair & Maint | Library chat service                        | \$ 395.00   |
| 975                                      | 5770 | Capital Equipment              | TV for Kids Program Room                    | \$ 795.68   |
| 975                                      | 5880 | Intangible Assets              | Pantheon Systems, Cover to Cover podcast    | \$ 239.44   |
| Total                                    |      |                                |   | \$ 1,995.96 |
| Grace Goodwyn                            |      |                                |   |             |
| Total                                    |      |                                |   | \$ -        |
| Cynthia Khatri                           |      |                                |   |             |
| 971                                      | 5302 | Dues & Membership              | Costco business membership                  | \$ 60.00    |
| 976                                      | 5210 | Supplies                       | Office supplies                             | \$ 113.78   |
| Total                                    |      |                                |   | \$ 173.78   |
| Jen Ryjewski                             |      |                                |   |             |
| 971                                      | 5280 | Small Tools & Equipment        | Noise cancelling headphones                 | \$ 99.98    |
| Total                                    |      |                                |   | \$ 99.98    |
| Library Credit Card December 2019 Totals |      |                                |   | \$ 6,373.17 |

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020**

**Agenda Item 8A**

**2020 Masonry, Exterior Painting, and Doors Project Bid Awards**

The 2020 Masonry, Exterior Painting, and Doors Project public bid opening was held on December 19, 2020. Jason Perkunas, Project Manager from Shales McNutt Construction, reviewed the bids with Building Operations Manager Ian Knorr, who will review the bid process and recommendation at the Board meeting.

Recommended Actions: Award Masonry contract to Otto Baum Company with Alternate 2 in the amount of \$89,290.00. Award Painting contract to K&J Painting for the Base Bid only in the amount of \$11,550.00.



January 10, 2020

Mrs. Julie Milavec  
Library Director  
Downers Grove Public Library  
1050 Curtiss Street  
Downers Grove, IL 60515

Re: Downers Grove Public Library Exterior Renovations  
Subject: Recommendation to Award Bids

Dear Julie:

Based on the bids received on December 19, 2019, we recommend awarding contracts to the following firms for the Downers Grove Public Library Exterior Renovations Work with the Acceptance of Alternates 2 which are listed below:

| <u>Bid Package</u> | <u>Description, Firm, and No. of Bids Received</u>    | <u>Base Bid with Alternates</u><br><u>1 and 2</u> |
|--------------------|---|---|
| 04A                | Masonry Restoration Work – Otto Baum Company (9 Bids) | \$89,290.00                                       |
| 09A                | Painting Work – K and J Painting (7 bids)             | <u>\$11,550.00</u>                                |
|                    | TOTAL   | \$100,750   |

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the December 19, 2019 bid opening with base bid amounts and alternate costs is attached.

The following alternates were included in the bids. Alternates 1 is not accepted and Alternate 2 has been accepted.

| <u>No.</u> | <u>Description</u>  | <u>Alternate Price</u> |
|------------|---|------------------------|
| 1.         | Painting of Interior Door and Adjacent Drywall            | \$250.00               |
| 2.         | Removal of Existing Exterior Door and Infill with Masonry | \$4,615.00             |

Please indicate the Library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,  
SHALES MCNUTT CONSTRUCTION

  
Jason Perkunas  
Project Manager

Approved:  
Downers Grove Public Library

\_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Ian Knorr, Downers Grove Public Library  
John Shales, Shales McNutt Construction  
Nicole Frohling, Shales McNutt Construction





ALT 2



| <b>Downers Grove Public Library</b><br><b>Exterior Renovations Project</b><br><b>Friday, January 10, 2020</b> |                 |                   |
|---|-----------------|-------------------|
|   |                 |                   |
| Trade Contractor Cost with Bonds with Acceptance of Alternate #2  |                 | Cost              |
| BP-04A - Masonry Restoration Work   |                 | \$ 89,200         |
| BP-09A - Painting Work  |                 | \$ 11,550         |
|   | <b>Subtotal</b> | <b>\$ 100,750</b> |
|   |                 |                   |
| Allowance for Installation of Exterior Corner Guards at Dumpster (4)  |                 | \$ 2,500          |
| Allowance for Additional Pedestrian Protection per Village Permit Review Comments                             |                 | \$ 50,000         |
| Allowance for Architectural Drawings/Stamp  |                 | \$ 10,000         |
| Cost to Replace Exterior Door #3 and #4 and Reuse Existing Hardware   |                 | \$ 9,135          |
|   | <b>Subtotal</b> | <b>\$ 71,635</b>  |
|   |                 |                   |
| SMC Field/Office Administration   |                 | \$ 20,000         |
| General Requirements 3%   |                 | \$ 4,797          |
| Construction Contingency  |                 | \$ 35,000         |
| Construction Fee & Insurance 5.25%  |                 | \$ 11,369         |
| Permit  |                 | TBD               |
| SMC Preconstruction   |                 | \$ 5,500.00       |
|   | <b>Subtotal</b> | <b>\$ 76,666</b>  |
|   |                 |                   |
| <b>Total Projected Project Cost</b>   |                 | <b>\$ 249,051</b> |

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020**

**Agenda Item 8B**

**Personnel Policy, 3.40 Alcohol and Drug Free Workplace**

The current Personnel Policy section 3.40 Alcohol and Drug Free Workplace policy is:

**3.40 Alcohol and Drug-Free Workplace**

The library provides a drug and alcohol free workplace. The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol or any controlled substance on library premises or while conducting library business is absolutely prohibited. Violations of this policy will result in disciplinary termination of employment. Violations may also have legal consequences.

The updated policy section is based on a sample policy distributed by HR Source at recent continuing education events about cannabis in the workplace. It includes explicit subsections on prohibited activity, testing for alcohol and drugs in cases of reasonable suspicion of impairment, notification of drug and alcohol convictions, and employee assistance.

Recommended Action: Approve the update to Personnel Policy Section 3.40 Alcohol and Drug Free Workplace.



### **3.40 Alcohol and Drug Free Workplace**

Alcohol and drugs in the workplace pose a threat to the health and safety of employees and to the security of equipment and facilities. The library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

#### **3.40.1 Prohibited Activity**

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on library premises is prohibited, unless an exception is made by the library. The responsible possession, distribution, or consumption of alcoholic beverages by employees during Library hosted or related events where alcohol is being served is permitted, provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using legal drugs, such as cannabis, must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. Employees may not possess, use, or be under the influence of cannabis while performing their duties, while on library property, or while operating vehicles or machinery for the library.

Employees are responsible for consulting with their doctors about any prescription medication's effect on their ability to work safely and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so. A violation of legal drug use rules will result in discipline up to and including termination of employment.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited

on library premises or where the employee is performing library business off library premises. A violation of illegal drug use rules will result in discipline up to and including termination of employment.

### **3.40.2 Testing for alcohol and drugs**

The library will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that they may be using drugs or may be under the influence of drugs or alcohol while working, on library premises, or while operating a vehicle for the library. "Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing library business may also be grounds for testing if a member of management has a reasonable belief that drugs and/or alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug and alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs by a reasonable suspicion drug and alcohol test; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy as discussed above, will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, does not comply with any testing procedures including attempting to substitute, dilute, or otherwise change specimens to be tested, and/or fails to provide specimens unless medically incapable, they will be considered as refusing to test and subject to discipline, up to and including termination.

Employees may not return to work until test results are received by the library following a reasonable suspicion drug and alcohol test. Any employee with a negative test result will be paid for scheduled work missed while waiting for test results.

The laboratory conducting the tests shall transmit positive drug tests results to a Medical Review Officer (MRO), who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test. Employees with positive test results may also ask the

MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's own expense. Such requests must be made within three working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.

#### **3.40.3 Notification of Alcohol or Drug Conviction**

Employees must notify the library of any criminal alcohol or drug conviction no later than five days after such conviction. For the purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession, or use of alcohol or any legal or illegal drug. Failure to notify Administration may subject the employee to disciplinary action, up to and including termination of employment.

#### **3.40.4 Employee Assistance Program**

The library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020**

**AGENDA ITEM 8C**

**Art Donation by Downers Grove Public Library Foundation**

Generally, the Board of Library Trustees considers works for the permanent art collection that are diverse and of high artistic merit. The library's policy on art donations from the Downers Grove Public Library Foundation is:

**2.15.4 Donation of Works of Art**

The Board may accept donations of works of art from the Foundation. The Library Director or designee will determine, in consultation with the Board, the suitability of the proposed donation. Works of art donated to the library become solely the property of the library and subject to its policies and guidelines for deaccession and disposal. The Board of Library Trustees reserves the right to refuse the donation of any work of art.

A full recommendation from the Downers Grove Public Library Foundation Art Planning Committee is included in your packet, along with photos of the locations where the pieces will be displayed. The print currently hung in one of the locations will be removed.

Recommended Action: Accept donation by the Downers Grove Public Library Foundation of artist Sarvin Haghighi's works *Reborn* and *Rumi Session Series*; love, as presented.

**The Downers Grove Public Library Foundation Recommendation to  
the Downers Grove Public Library Board of Directors for action at  
the Wednesday, January 22 meeting.**

Recommendation

The Downers Grove Public Library Foundation (DGPLF) has selected two works of art by artist Sarvin Haghighi that it would like to purchase and donate to the Downers Grove Public Library. If the Downers Grove Public Library agrees to accept these two gifts, we would schedule the unveiling event several months from the Melissa Leandro unveiling, in order to give both unveiling events the attention they deserve.

Sarvin Haghighi Bio

“Born to the daughter of a civil engineer, and an educated artist, Sarvin Haghighi experienced great joys, and harsh challenges. In a very short while, the pendulum would swing from privilege and independence to experiencing war firsthand, and the most basic of freedoms revoked. for Sarvin, the answer was art. Sarvin Haghighi merges traditional Iranian art forms with a contemporary sensibility. In combining Farsi calligraphy and Islamic architectural designs with mixed media (including resin and gold leaf) and bold lines and framing, Haghighi affirms the enduring aesthetic of a culture that is too often represented through the limited lenses of war and political turmoil. The meticulous composition of these works share the laconic beauty of Rumi’s poetry, which ultimately works to create and emotionally resonant homage to tradition in the frantic modern world.”

1. Reborn, 35” x 35” Mixed Media on wood (shown below – left). To be hung on the white wall above the photocopier on the second floor (shown below - right).



2. Rumi Session Series; love, 32" x 36" inches - Mixed Media on wood (shown below – left). To be hung on the ground floor between the two windows on the red wall in the hallway leading to the Curtiss entrance (shown below – right).



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020**

**Agenda Item 10**

**Library Director's Report**

Social Work Intern

Octavia Neyland, a social work student from Aurora University, started last week as our first social work intern. She is working under the supervision of Adult & Teen Services Manager Lizzie Matkowski and her instructor at Aurora University. For the first few weeks, she will be getting acclimated to the library and communicating with social work staff and/or interns at other libraries, then setting her goals for her internship.

Capital Replacement Fund Update

As requested by Board President Jonathan Graber at the November meeting, an update on the Library Capital Replacement Fund project expenditures and balance is included in your packet, along with a history of the fund.

FY2020 Illinois Public Library Per Capita and Equalization Aid Grant Application

The FY2020 Illinois Public Library Per Capita and Equalization Aid Grant Application was submitted to the Illinois State Library on December 13, 2019. This includes an expenditure report for the FY2018 Illinois Public Library Per Capita and Equalization Aid Grant funds. Due to timing of expenditure deadlines, that report is one year in arrears.

Statements of Economic Interest

I submitted the list of required filers for the 2020 Statements of Economic Interest to DuPage County. All elected and appointed officials and staff with the authority to spend \$5,000 or more are required to file. Each Trustee and staff member required to file will be contacted directly by DuPage County in early March. Statements of Economic Interest must be filed by May 1 of each year by required filers.

DGPL Foundation Fundraiser and Public Art Unveiling

The new Lobby art work, *Aqua Melt/Flores y Conejos* by Melissa Leandro, will be unveiled in February. The Downers Grove Public Library Foundation is having a meet-the-artist fundraising event on Saturday, February 22. That ticketed event will be held at Cadence Kitchen from 3-5:00 p.m. Details will be available and invitations sent the week of January 20. The public unveiling will take place in the library Lobby on Sunday, February 23 at 3:00 p.m. Light refreshments will be served following the unveiling. This event is open to the public.

**DOWNERS GROVE PUBLIC LIBRARY  
LIBRARY CAPITAL REPLACEMENT FUND  
FUND HISTORY AND ESTIMATED BALANCE REPORT  
JANUARY 2020**

The Library Capital Replacement Fund was started in 2017 with a transfer of \$1,400,000 from the library's Operating Fund. The fund was created as a Special Reserve Fund under 75 ILCS 5/5-8 for capital needs and/or emergency expenditures for repair of the library's existing building or equipment. An intergovernmental agreement with the Village of Downers Grove drastically reduced the operating reserves needed by using the Village's pooled cash reserves to meet any temporary cash flow needs of the library due to timing of property tax distribution.

The goal of this fund is to address the 10 years of projects included in the Capital Needs Assessment Report, then provide for ongoing capital needs. Revenue in this fund is comprised of an annual transfer from the Operating Fund and interest income earned on the fund balance. The annual Operating Fund transfer is currently \$350,000. The balance in the fund after the Capital Needs Assessment projects are complete in 2027 is projected to be over \$1,000,000 for future capital needs.

In 2018, the first of the ten projects outlined in the Capital Needs Assessment was budgeted at \$660,000. It included renovation of the Kids Room restrooms, staff restrooms, Staff Lounge, and Check Out Desk relocation. These items were cut from the 2014 interior renovation project due to cost. The final cost of the project was \$669,522.

In 2019, the second project was budgeted at \$624,000. It included replacement of the HVAC rooftop units, boilers and building automation control system. The project was completed for \$533,563, due in part to ComEd Energy Efficiency Grants and Rebates. An additional project was undertaken to replace lighting in the Non-Fiction stacks with LEDs (scheduled for 2022), at a cost of \$47,916. The total 2019 expenditure was \$581,479.

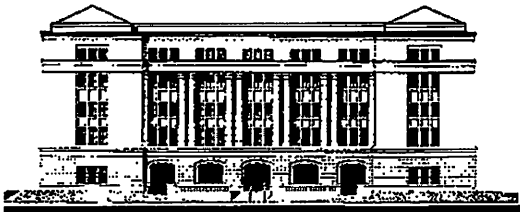
For 2020, \$447,000 is budgeted for masonry, exterior painting, and replacement of some exterior doors. Bids for this project are significantly under budget.

Prior to the 2021 budget process, Building Operations Director Ian Knorr will reassess the lighting projects budgeted and scheduled for 2021 and 2022, which he has been addressing in-house and within the Operating Fund budget since 2018.



**Downers Grove Public Library  
Library Capital Replacement Fund  
Estimated Fund Balance  
January 2020**

|                       | <u>Expenditure /</u> |                            |                         |
|-----------------------|----------------------|----------------------------|-------------------------|
|                       | <u>Project Cost</u>  | <u>Transfer / Interest</u> | <u>Year End Balance</u> |
| <b>2017</b>           |                      | \$ 1,404,833.00            | \$ 1,404,833.00         |
| <b>2018</b>           | \$ 669,522.00        | \$ 381,137.00              | \$ 1,116,448.00         |
| <b>2019</b>           | \$ 581,479.11        | \$ 350,000.00              | \$ 884,968.89           |
| <b>2020</b>           | \$ 447,000.00        | \$ 350,000.00              | \$ 787,968.89           |
| <b>2021</b>           | \$ 1,137,000.00      | \$ 350,000.00              | \$ 968.89               |
| <b>2022</b>           | \$ 222,000.00        | \$ 350,000.00              | \$ 128,968.89           |
| <b>2023</b>           | \$ 356,000.00        | \$ 350,000.00              | \$ 122,968.89           |
| <b>2024</b>           | \$ 177,000.00        | \$ 350,000.00              | \$ 295,968.89           |
| <b>2025</b>           | \$ 215,000.00        | \$ 350,000.00              | \$ 430,968.89           |
| <b>2026</b>           | \$ 72,000.00         | \$ 350,000.00              | \$ 708,968.89           |
| <b>2027</b>           | \$ 42,000.00         | \$ 350,000.00              |                         |
| <b>Ending Balance</b> |                      |                            | \$ 1,016,968.89         |



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

☒ By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Downers Grove Public Library
2. Library's control number: 30236 Branch number: 00
3. Contact information of the person completing this grant application:  
Preparer's name: Julie Milavec  
(First name) (Last name)  
Preparer's title: Library Director  
Preparer's phone number: (630) 960-1200  
Preparer's email: jmilavec@dglibrary.org

4. **Population Served:** 49,213

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

**5. Standards Chapter Review, Public Service:** The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The Downers Grove Public Library meets all items on the checklist at the end of Chapter 3, Personnel, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014."

**6. Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

The Downers Grove Public Library's Board of Library Trustees reviewed chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition" at their November 13, 2019 meeting. The Board of Library Trustees requested a series of brief informational presentations by department managers at 2020 Board meetings to talk about current services and trends for the future. The Reaching Across Illinois Library System's (RAILS) website feature "The Library Pulse" and Illinois Library Association's (ILA) Advocacy website were presented to Trustees. Library staff will continue to provide Trustees with information about advocacy and continuing education opportunities, with organizations like RAILS, ILA, and the American Library Association.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

Library Trustees and staff each chose the organization management program that best suited their needs. Programs attended included: How Am I Doing: Raising the Bar on Performance Management; Leading Tough Conversations; Librarian Evolution: Libraries Thrive When We Change; Take Your Productivity to the Next Level; Conducting a Library Facility Security Assessment Without Needing a Security Consultant; and Creating a Culture of Innovation at Your Library and Community. The library management team is reviewing and updating performance management tools for 2020. A library staff member moderated events for the library's first homelessness awareness program series. The Building Operations Director is regularly conducting security assessments and addressing deficiencies as needed.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes ☒ No ☐

Describe the library's role in the collection, exhibition and promotion of local history in your community.

The Downers Grove Public Library makes available to the public Downers Grove and relevant DuPage County history sources in print and online. There are three sections of local history in the collection: 1) a print collection that is cataloged and available for searching on SWAN and housed on the Local History collection shelves; 2) a Local History file cabinet that includes photocopies of articles and as well as other print materials organized by subject; and 3) a page on the library's website that includes links to websites from organizations and individuals that deal with Downers Grove history, as well as a link to the digitized Downers Grove Reporter. Library staff create finding aids to assist the public in using the local history collections and each member of the Adult & Teen Services public service desk staff receive training in using the local history collection. In addition, all staff tour the local Downers Grove History Museum and receive information from staff on services and resources provided there. The library partners with others to promote local history by participating in the Downers Grove Historical Society's Founder's Day event and hosting local history programs such as Downers Grove Historical Society members Amy and Dave Gassen's presentation on American Four-Square Homes in Downers Grove.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

The Downers Grove Public Library plans to use the entire amount of any Per Capita grant for the purchase of books, audiovisual materials, and electronic resources for public use.



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300 S. Second St., Springfield, IL 62701-1796  
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### **Illinois Public Library Per Capita Grant Expenditures Report**

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

**Library Name:** Downers Grove Public Library **City:** Downers Grove  
**Control Number:** 30236 **Branch Number:** 00  
**Fiscal Year:** 2018 **Exact amount of Per Capita Grant received:** \$61,516.25

**CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.**

☒ **Materials** (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

Books, audiovisual materials, and electronic resources for all ages were purchased.

☐ **Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ **Personnel**

☐ **Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

☐ **Continuing Education** (staff and/or board)

☐ **Supplies**

☐ **Equipment** (office equipment, computer software and hardware, etc.)

☐ **Travel**

☐ **Public Relations** (newsletters, media ads, etc.)

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020**

**DEPARTMENT REPORTS – NOVEMBER 2019**

**Administration – Jen Fredericks**

- Secured the donation of a virtually unused mobility scooter/chair for patron use in the building. It will be marked with DGPL signage, parked in the south lobby, and checked out at the first floor service desk.
- Held two building tour refreshers—where things are located in case of an emergency or problem—for Person In Charge staff.
- Attended DuPage County annual township assessors meeting on behalf of Director, Julie Milavec, and reported on the Equalized Assessed Value (EAV) for the 2020 tax year.
- Attended a program at the Flossmoor Public Library called, Talkin’ ‘bout my Generation: negotiating multi-generational workplaces presented by generational expert, Katherine Jeffery. We learned about the unique differences and strengths among each generation and how to adapt to a changing workforce while navigating a new way forward together.
- Watched two webinars: 1) Burnout, compassion fatigue and vicarious trauma, presented by Ryan Dowd, author of The Librarian’s Guide to Homelessness and Executive Director of Hesed House ; 2) Cutting Through the Haze; Cannabis in the Workplace, presented by senior legal counsel of HR Source, Sonal Shah.
- Finalized speakers and set schedule for staff In Service Day on January 17, 2020.
- Worked Game Donation Day and collected tens and tens of board games for a future circulating collection.
- Finished Emergency Manual and submitted to Executive Assistant Katelyn Vabalaitis for final editing and formatting.
- Continued to work on staff evaluations.
- Received a very generous donation of handmade scarves and gloves and socks to hand out at our monthly PADS Lunch-n-Learns.

- Met with Staff Teams:
  - Outreach: Continuing to work on our next big outreach project: Meet and Greet, which would involve inviting educators, new business owners, civic liaisons, senior center directors, etc., to the library for a time of sharing how we can help them, highlighting our resources and services, introducing them to staff, and hopefully creating stronger partnerships. Currently, we are reviewing the criteria for the My Library Is...grant to see if this outreach initiative qualifies.
  - Programming: Continuing to work on details for the How-to Festival in March; reviewing options for online reading tracking software to use for Summer Reading Clubs; investigating costs and ideas for a Summer Reading Club kick-off social; Finalized all library-wide programs for 2020.
  - Innovation: Continuing to work out the final details for our new collection: Binge Boxes; acquired a Cricut Machine to add to the Anything Emporium for future checkout; vetted the Board Game donations and are planning next steps.
  - Safety & Security: Finalized contents for a ready reference Emergency Flipchart (an offshoot of the recently finished Emergency Manual) which will be made available at all public service desks.

### **Adult & Teen Services – Lizzie Matkowski**

- Several staff attended the Adult Reading Roundtable's ARRTCon- a daylong conference on Reader's Advisory in libraries.
- Adult & Teen Services staff were involved in many programs in November, including: Rise and Fall of the Berlin Wall, International Games Day, Work-Life Balance in Your Job Search, Adult Craft: Photo Canvas Ornaments, SAT Practice Test, and more.
- This year's Staff Pick-a-Palooza was a huge success! Thanks to all staff who worked on this very popular program!
- Amanda Klenk organized a service project for Project Linus for teens to contribute to in Teen Central.
- Staff began putting out shelf talkers with staff recommendations throughout the second floor collections. Thanks to Amanda and Van for coordinating and thanks to Grace in PR for creating a template for us!
- Lizzie attended the first SWAN Book Clubs Forum meeting.
- Amanda attended YALSA's Young Adult Services Symposium.



### **Children's Services – Allyson Renell**

- Musician Laura Doherty visited the library on November 23 for a kids concert. 99 people danced, jumped, and sang along with her silly songs.
- The Kids Room once again partnered with the Downtown Downers Grove Management Corporation for their Gingerbread Fest on November 29th-December 1st. We kicked off the fest with Storytime with The Gingerbread Librarians. These two storytimes happened simultaneously- one in the Kids Program Room and one in the Meeting Room. We had 327 attendees who then joined a procession over to the Tree Lighting Ceremony. For the rest of that weekend and throughout the month of December, the Kids Room is the hub of the Gingerbread Man Hunt. We participate in the hunt by having a Gingerbread Man to find, as well as being the place where participants come to get their prizes.
- The Kids Room was busy during November working on new additions to our Anything Emporium. We recently added a Janome sewing machine for checkout and are working on a variety of new and exciting kits. Future kits are partially funded by a generous donation from the Downers Grove Junior Woman's Club and include a Giant Simple Machines set, Ozmo coding kit, art kits, and more!
- The Kids Room launched a new collection in November, J Spanish. These materials are books that were already located in the J Nonfiction section and include chapter books of popular materials in Spanish, as well as some nonfiction books and biographies in Spanish. The collection was moved out of nonfiction and into its own space based on increased patron interest and the department's desire to showcase this collection closer to the J Fiction section. The Kids Room has had a separate Spanish picture book collection for several years now and the new J Spanish will work well for adults and children who are now looking for titles better suited for older children.

### **Circulation Services – Christine Lees**

- After hearing from staff from Downers Grove North & South High Schools at our panel on homelessness in October, Cheryl Pawlak organized a staff library-wide gift card donation drive to benefit local students. Our AMAZING staff donated \$500 in gift cards to be distributed to our local teens. A huge thank you to Cheryl for leading what we hope will become an annual giving event!
- We hope that you were able to see our whimsical fall display at the Circulation Desk - many patrons complimented the decor. Don't forget to check out our winter display now featured at the Circulation Desk. Again, our amazing staff decorator, Cheryl Pawlak, has outdone herself!
- Christine Lees and Cindy Khatri finalized the document for our presentation to Rotary in January to ask for their continued partnership and financial support for the Lunch & Learn Program.
- Five Circulation Department staff members participated in the Staff Pick-a-Palooza in November to highlight their book recommendations. We are thrilled that so many of our team members contribute to this important program to connect our patrons with interesting, new materials!

- Thanksgiving week ended on a high note with the Gingerbread Fest on the day after Thanksgiving. This event always brings tons of patrons through our doors and gives us a great opportunity to welcome folks that may have missed coming to the library in the past and to register new library cardholders!

### **Information Technology – Paul Regis**

- New desks/workstations arrived for the back IT workroom in early November, which Building Operations Director Ian Knorr graciously assembled. The L-shaped desks with hutches provide a bit more of a personal workspace, as opposed to working on what was essentially a long counter, and break up the room nicely. Thanks to Ian and Assistant IT Manager Max Mogavero for helping move the desks when they arrived.
- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis held interviews for an open Computer Help Desk Associate position. All applicants were well qualified with interesting backgrounds, and the position was ultimately offered to Amy Page. Amy's training begins in early December and she will be a great addition to the Computer Help Desk.
- DGPL held a retirement party for Computer Help Desk Associate Loree Norberg on November 21, thanking her for her service. There was Portillo's. Thanks to all for the planning and prepping (Lauren, Annie, Katelyn, etc.) and to all that attended.
- November's tech classes and programs fell in line with the prior two months, with a bit over 100 (109) attendees and 18 classes.

### **Public Relations – Cindy Khatri**

- The PR team worked on reorganizing the Discoveries Newsletter to make it more user-friendly and easier to read, in addition to easier for Grace Goodwyn, Graphic Design and Display Coordinator, to put together. This includes (but is not limited to): a placement hierarchy for copy, word count requirements/limits, a new program key to designate when programs are drop-in, mentions of our social media hashtags and handles, directions to look at our website for more information on programs, and a In This Issue column on the front page to help encourage patrons to open the newsletter. Additionally, a new google form was created to help streamline the flow of content suggestions from the entire library. Grace Goodwyn created numerous drafts and proofs of the new layout before the next round of Discoveries began.
- The Celebrate Libraries organization came to DGPL to take photos and interview staff for a future episode of the podcast. This organization features the services and impact of libraries, particularly in the tristate area. Cindy Khatri, PR Manager, and Julie Milavec, Library Director, were interviewed for the Celebrate Libraries podcast. The podcast and feature on DGPL will be released later this winter.
- Cindy worked with Lisa Hung on presenting the library's first Mahjongg class. It was well attended with a fully registered class and requests for a future club.
- Cindy attended the Burnout, Compassion, Fatigue, and Vicarious Trauma by Ryan Dowd training via webinar.

- The Kiwanis Club elected to donate over 500 more packs of peanuts to the Cupboard, and will investigate moving forward with a possible drive to gather more food.
- Brian Ruane, Marketing Content Coordinator, and Cindy Khatri attended the RAILS How to Use Social Media to Build Community and Drive Engagement webinar.
- A social media calendar of regular posts was created- this is part of a larger project of evaluating our audiences and marketing platforms and finding where the best content and types of posts fit.
- Cindy was trained to be an in-charge person.
- DGN and DGS students were featured in the Cafe and North Galleries.
- Grace coordinated the reframing and hanging of the new art donation by Kwame Mensa-Aborampa.
- PR met with ATS to discuss a new book club display.
- OC Creative's progress on the website continued with internal pages in the design process. The new anticipated launch for the new website will be late January due to needing extra time for the site map and general website aesthetic.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- Access Services worked to re-class Spanish language juvenile fiction to create a newly presented collection for the Kids Room. The refreshed collection was rolled out in November.
- The board game donation day organized by the Innovation Team took place Saturday, November 16. We were pleasantly surprised by the quantity of items donated. A preliminary examination revealed we should be able to successfully start a circulating collection with these donations.

#### **Inventory and Cataloging**

- For ATS collection: added 1513 print items, 330 AV items; discarded 935 print items and 67 AV items.
- For Kids Room collection: added 771 print items and 164 AV items; discarded 485 print items and 14 AV items.
- November was a big month for special collections. We added:
  - A sewing machine to the Kids Room Anything Emporium
  - 9 book discussion bags
  - 43 titles to our ATS World Language collection (Spanish, Chinese and Polish)
  - 15 works by local authors
  - 155 items for the Satellite Stacks
  - 24 Playaways and 60 videogames

#### **Reclassification and Repairs**

- Repaired 1612 ATS and Kids Room books and audiovisual items.
- Reclassified 914 general adult and ATS and Kids Room items.

### Staff Training and Professional Development

- On November 8, Nora Mastny attended the LACONI TSS Introduction to Authority Control training. She also attended the SWAN Cataloging Group meeting November 14.
- Nora applied to and was accepted for a two-year term on SWAN's new Cataloging Advisory Group.
- MaryKellie Marquez and Amy attended portions of SirsiDynix's Connections Summit virtual conference held November 12th-14th.
- Amy Prechel attended the SWAN 'Clarity Task Force' meeting Wednesday November 13. This may be one of the group's final meetings. Edits were made to the draft of our report before it was sent to the SWAN Board. Amy will be among the presenters at the SWAN quarterly meeting on December 5 to discuss the group's diagnosis on sources of discontent in the consortium.
- On November 18, we were joined by staff from the Westmont Public Library. They are considering purchasing the same label printers we use for call numbers, and we were pleased to offer a demonstration.
- Amy viewed the recorded "Burnout, Compassion Fatigue, and Vicarious Trauma" webinar on November 19.
- Michelle Litwin and Amy attended the Innovation Team meeting on November 21.

### **Facilities Services – Ian Knorr**

- New chairs arrived for the 2nd floor.
- The Facilities Department had their quarterly meeting.
- The Safety and Security Team met and discussed the new emergency manual.
- Girard water chemical conducted testing of the closed system boiler loop and made recommendations for water treatment. Girard has been brought on as our water quality engineers to maintain the closed loop chemistry.
- Ian attended Trane's owner training for the SC system (our new automation system for the HVAC).
- New tables and chairs arrived for the Kids Program Room.
- Ian helped with our first garden walk brick ceremony.
- Ian gave a building tour for In-Charge staff.
- Ian met with Rose, Marta, and Elizabeth from Best Quality Cleaning.
- Assistant Director Jen Fredericks and Ian picked up a mobility chair that was donated to the library.
- Ian trained numerous In-Charge staff on how to operate the new automation system.
- Elara Engineering and Trane performed functionality testing on the new automation system.

| <b>Circulation</b>                      | <b>NOV 19</b> | <b>%</b> | <b>NOV 18</b> | <b>%</b> | <b>NOV 17</b>  | <b>%</b> |
|---|---------------|----------|---------------|----------|----------------|----------|
| <b>Checkouts</b>                        |               |          |               |          |                |          |
| Selfchecks                              | 38,362        | 75%      | 40,555        | 70%      | 44,774         | 73%      |
| Staff desk                              | 12,913        | 25%      | 17,443        | 30%      | 16,333         | 27%      |
| <b>Total checkouts</b>                  | <b>51,275</b> |          | <b>57,998</b> |          | <b>61,107</b>  |          |
|   |               |          |               |          |                |          |
| <b>Renewals</b>                         |               |          |               |          |                |          |
| Auto Renewal                            | 30,314        |          | 32,372        |          | 33,158         |          |
| Selfchecks                              | 15            |          | 30            |          | 18             |          |
| Staff desk (incl. phone)                | 245           |          | 254           |          | 307            |          |
| Patron renewals on website              | 720           |          | 549           |          | 569            |          |
| Patron renewals on Bookmyne             | 14            |          | 17            |          | 12             |          |
| <b>Total renewals</b>                   | <b>31,308</b> |          | <b>33,222</b> |          | <b>34,064</b>  |          |
|   |               |          |               |          |                |          |
| <b>Total item checkout and renewals</b> | <b>82,583</b> |          | <b>91,220</b> |          | <b>95,171</b>  |          |
|   |               |          |               |          |                |          |
| <b>Digital Circulation</b>              | <b>8,658</b>  |          | <b>8,353</b>  |          | 6,567          |          |
|   |               |          |               |          |                |          |
| <b>Total circulation</b>                | <b>91,241</b> |          | <b>99,573</b> |          | <b>101,738</b> |          |
|   |               |          |               |          |                |          |
| <b>Reserves Processed</b>               |               |          |               |          |                |          |
| Received from ILL                       | 5,414         |          | 5,743         |          | 6,777          |          |
| ILL sent                                | 4,417         |          | 4,189         |          | 4,213          |          |
| OCLC requests processed                 | 212           |          | 136           |          | 461            |          |
|   |               |          |               |          |                |          |
| <b>Gate count</b>                       |               |          |               |          |                |          |
| North                                   | 25,733        |          | 26,212        |          | 27,547         |          |
| South                                   | 13,615        |          | 13,837        |          | 14,583         |          |
| <b>Total</b>                            | <b>39,348</b> |          | <b>40,049</b> |          | <b>42,130</b>  |          |
|   |               |          |               |          |                |          |
| <b>Registrations</b>                    |               |          |               |          |                |          |
| New resident cards                      | 151           |          | 133           |          | 140            |          |
| New fee cards                           | 3             |          | 5             |          | 3              |          |
|   |               |          |               |          |                |          |
|   |               |          |               |          |                |          |
| Professional Development hours          | 8             |          |               |          |                |          |
| Cost of Professional Development        |               |          |               |          |                |          |

**Circulation**

|          | Nov 2018 | Nov 2019 | YTD Totals |           |         |       |
|----------|----------|----------|------------|-----------|---------|-------|
| Adult    | 51,005   | 44,342   | 600,391    | 540,914   |         |       |
| Teen     | 1,732    | 1,365    | 26,758     | 22,707    |         |       |
| Children | 38,483   | 36,876   | 463,350    | 424,072   |         |       |
| Download | 8,353    | 8,658    | 82,561     | 94,995    |         |       |
| Total    | 99,573   | 91,241   | 1,173,060  | 1,082,688 | -90,372 | -7.7% |

**Circulation - By Item**

|          | <u>Books</u> |        | <u>Audio</u> |        | <u>Video</u> |        | <u>Misc.</u> |       | Total  |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|--------|
| Adult    | 24,758       | 55.83% | 4,946        | 11.15% | 12,148       | 27.40% | 2,490        | 5.62% | 44,342 |
| Teen     | 1,263        | 92.53% | 54           | 3.96%  | 33           | 2.42%  | 15           | 1.10% | 1,365  |
| Children | 28,998       | 78.64% | 1,443        | 3.91%  | 5,277        | 14.31% | 1,158        | 3.14% | 36,876 |
| Total    | 55,019       | 66.62% | 6,443        | 7.80%  | 17,458       | 21.14% | 3,663        | 4.44% | 82,583 |

**Collection - All Items**

|          | <u>Books</u> |        | <u>Audio</u> |        | <u>Video</u> |        | <u>Misc.</u> |       | Total   |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|---------|
| Adult    | 115,372      | 73.36% | 17,932       | 11.40% | 15,897       | 10.11% | 8,067        | 5.13% | 157,268 |
| Children | 76,550       | 85.12% | 2,944        | 3.27%  | 8,423        | 9.37%  | 2,018        | 2.24% | 89,935  |
| Total    | 191,922      | 77.64% | 20,876       | 8.44%  | 24,320       | 9.84%  | 10,085       | 4.08% | 247,203 |

**Book Collection**

|          | Nov 2018 | Nov 2019 | YTD Totals |         | YTD Difference |      |
|----------|----------|----------|------------|---------|----------------|------|
| Adult    | 113,246  | 115,372  |            |         |                |      |
| Children | 73,499   | 76,550   |            |         |                |      |
| Total    | 186,745  | 191,922  | 186,745    | 191,922 | 5,177          | 2.8% |

**Audio Collection**

|          | Nov 2018 | Nov 2019 | YTD Totals |        | YTD Difference |       |
|----------|----------|----------|------------|--------|----------------|-------|
| Adult    | 15,218   | 17,932   |            |        |                |       |
| Children | 2,780    | 2,944    |            |        |                |       |
| Total    | 17,998   | 20,876   | 17,998     | 20,876 | 2,878          | 16.0% |

**Video Collection**

|          | Nov 2018 | Nov 2019 | YTD Totals |        | YTD Difference |      |
|----------|----------|----------|------------|--------|----------------|------|
| Adult    | 14,943   | 15,897   |            |        |                |      |
| Children | 8,207    | 8,423    |            |        |                |      |
| Total    | 23,150   | 24,320   | 23,150     | 24,320 | 1,170          | 5.1% |

**Miscellaneous Collection**

|          | Nov 2018 | Nov 2019 | YTD Totals |        | YTD Difference |        |
|----------|----------|----------|------------|--------|----------------|--------|
| Adult    | 9,457    | 8,067    |            |        |                |        |
| Children | 2,678    | 2,018    |            |        |                |        |
| Total    | 12,135   | 10,085   | 12,135     | 10,085 | -2,050         | -16.9% |

## Statistics for November 2019 (FY Jan-Dec)

### Rooms & Spaces

|  | Nov 2018 | Nov 2019 |        |        |       |      |
|--|----------|----------|--------|--------|-------|------|
| Community Use of Rooms                   | 1168     | 1,183    |        |        |       |      |
| <i>Meeting, Conference, Study Rooms</i>  |          |          |        |        |       |      |
| Community Use of Spaces                  | 163      | 176      |        |        |       |      |
| <i>Media Lab, STEM Room, Teen Gaming</i> |          |          |        |        |       |      |
| Rooms and Spaces Total                   | 1,331    | 1,359    | 13,894 | 14,904 | 1,010 | 7.3% |

### Programs Offered

|                           | Nov 2018 | Nov 2019 |       |       |     |       |
|---------------------------|----------|----------|-------|-------|-----|-------|
| Library Programs Offered  |          |          |       |       |     |       |
| Adult                     | 27       | 29       |       |       |     |       |
| Teen                      | 5        | 2        |       |       |     |       |
| Children                  | 63       | 62       |       |       |     |       |
| Outreach Programs Offered |          |          |       |       |     |       |
| Adult                     | 0        | 16       |       |       |     |       |
| Teen                      | 5        | 2        |       |       |     |       |
| Children                  | 8        | 12       |       |       |     |       |
| Passive Programs Offered  |          |          |       |       |     |       |
| Adult                     | 3        | 7        |       |       |     |       |
| Teen                      | 0        | 4        |       |       |     |       |
| Children                  | 7        | 6        |       |       |     |       |
| Programs Offered Total    | 118      | 140      | 1,325 | 1,533 | 208 | 15.7% |

### Program Attendance

|                             | Nov 2018 | Nov 2019 |        |        |       |       |
|-----------------------------|----------|----------|--------|--------|-------|-------|
| Library Program Attendance  |          |          |        |        |       |       |
| Adult                       | 572      | 566      |        |        |       |       |
| Teen                        | 60       | 15       |        |        |       |       |
| Children                    | 1,894    | 1,751    |        |        |       |       |
| Outreach Program Attendance |          |          |        |        |       |       |
| Adult                       | 0        | 172      |        |        |       |       |
| Teen                        | 24       | 23       |        |        |       |       |
| Children                    | 195      | 261      |        |        |       |       |
| Passive Program Attendance  |          |          |        |        |       |       |
| Adult                       | 7        | 325      |        |        |       |       |
| Teen                        | 0        | 65       |        |        |       |       |
| Children                    | 75       | 277      |        |        |       |       |
| Program Attendance Total    | 2,827    | 3,455    | 41,324 | 46,699 | 5,375 | 13.0% |

## Statistics for November 2019 (FY Jan-Dec)

| Gate Count             |          |          |            |         |                |        |  |
|------------------------|----------|----------|------------|---------|----------------|--------|--|
|                        | Nov 2018 | Nov 2019 | YTD Totals |         | YTD Difference |        |  |
|                        | 40,049   | 39,348   | 461,573    | 454,417 | -7,156         | -1.6%  |  |
| Reference Questions    |          |          |            |         |                |        |  |
|                        | Nov 2018 | Nov 2019 | YTD Totals |         | YTD Difference |        |  |
| One on One Tutorials   | 30       | 86       | 331        | 816     | 485            | 146.5% |  |
| Computer User Sessions |          |          |            |         |                |        |  |
|                        | Nov 2018 | Nov 2019 |            |         |                |        |  |
| Adult                  | 3,303    | 2,934    |            |         |                |        |  |
| Children               | 1,173    | 1,308    | YTD Totals |         | YTD Difference |        |  |
| Total                  | 4,476    | 4,242    | 53,809     | 50,502  | -3,307         | -6.1%  |  |
| Wireless Sessions      | 2,580    | 2,486    | 28,437     | 25,519  |                |        |  |



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020**

**DEPARTMENT REPORTS – DECEMBER 2019**

**Administration – Jen Ryjewski**

- Met with DGS senior student, Therese Malinowski, creator of Project Dandelion and discussed presentation options for her lecture with us in January. Project Dandelion is a database that Therese created for her Girl Scout Gold Award, which provides information on campus sexual assaults across all Illinois colleges. Recently, The Project Dandelion database has been added as a resource on the Illinois Coalition Against Sexual Assault website.
- Watched webinar: Advanced Body Language, presented by Ryan Dowd, author of The Librarian's Guide to Homelessness and Executive Director of Hesed House.
- Watched webinar: Whole Person Librarianship, presented by Sara Zettervall and Mary Nienow, which draws from social work concepts to help library staff become more confident in learning from, interacting with, and serving diverse patrons.
- Worked an afternoon shift at the ATS desk to cover for employee absences.
- Worked a shift at the Circulation Services desk to cover for their holiday party.
- Attended Service Excellence Team meeting and helped develop an executable plan for 2020.
- Attended monthly Friends of the Library meeting. FOL approved of the purchase of two pairs of noise-cancelling headphones for the Anything Emporium collection.
- Interviewed a practicum candidate from COD—who we decided to take under our library wing—and helped her and her mentor prepare a course of action in order to ensure a rich learning experience and successful time with us.
- Finished first draft of the Emergency Procedures flip chart, which is an abbreviated, bullet-point version of elements of our Emergency Manual, which will live at all public service desks. Sent it to the Safety and Security Team for comment and review.
- Continued to work on staff evaluations.

### **Adult & Teen Services – Lizzie Matkowski**

- Amanda Klenk organized another Teen Exam Cram for local students that saw more than 550 teens studying in the library during finals! Great work by Amanda and other staff who made the library welcoming for them all!
- Suzy Miller, with Ian's assistance, installed a 7th Satellite Stack location at Oak Tree Towers West. Many, many thanks to the Foundation for their financial support in creating this service!
- Programs included: Board game night, census applicant day, Pages and Pints, and Exam Cram after hours!
- The Staff Picks team created shelf talkers using reviews submitted by staff. Look for them in the 2nd floor stacks for some great staff recommendations!

### **Children's Services – Allyson Renell**

- On December 5, the library hosted District 58's Grove Preschool's Family Reading Night. Preschoolers and their families met with their teachers, completed activities, and listened to a storytime presented by Erin Linsenmeyer, Outreach Coordinator. They also received a very special visit by the Dragon from Dragons Love Tacos by Adam Rubin. This event drew 85 attendees and is part of our ongoing partnership with Grove Preschool.
- The Dragon also visited the Kids Room on December 6 at the end of our Bilingual Spanish Storytime and on December 7 for a special meet and greet.
- On December 13, Department Manager Allyson Renell attended an all-day professional development workshop presented by the Managers of Children's and Teen Services networking group. She attended sessions about Library Advocacy, Coaching and Counseling Staff, and on Equity, Diversity and Inclusion in youth services.
- The Gingerbread Man Hunt wrapped up on December 23. 205 children participated in the hunt this year, an increase from 171 children last year. We are very glad that this partnership with the Downtown Downers Grove Management Corporation brings so many people into the library and to local businesses.
- The Kids Room wrapped up 2019 with our Noon Year's Eve Party on December 31. This event, which drew 74 attendees, celebrates New Year's Eve at a time that is more accessible for our youngest patrons. Kids and their families danced, made a craft, and even participated in a countdown complete with noisemakers!

### **Circulation Services – Christine Lees**

- We ended 2019 strong with 1,177,033 items checked out during this year! An amazing effort by ALL DGPL staff!
- We reviewed our 2019 department goals and collectively felt that we achieved or surpassed every goal we set for our department. We are very thankful to work with such an amazing group of colleagues who get to serve the Downers Grove community and beyond.

- We created our 2020 Department Goals, which focus on Patron Service, Accuracy, and Expanding Knowledge. We are confident we will achieve our goals again this year!
- We hired two new shelvers this month. Welcome to DGPL, Mary Glas and Sarah Patrick!
- The Circulation Department staff completed a total of 515 Professional Development hours in 2019.

### **Information Technology – Paul Regis**

- IT officially welcomed Amy Page as a new Computer Help Desk Associate at the beginning of the month. Amy comes from a sports broadcasting background and has adjusted to the library life very quickly.
- IT rounded out the year with over 177 classes offered with 976 students that attended – a record for us by a pretty large margin. A large part of this was due to teaming up with the People's Resource Center to offer supplement classes and weekend hours. IT staff also held 367 one-on-one Book-an-Expert sessions in 2019, up yet again from last year. These are great numbers and it's reassuring to see so many library users take advantage of this service. Truly incredible work by some very talented staff.
- It was definitely December, filled mostly with tying up loose ends, completely fourth quarter projects/purchases, and using up remaining vacation time.

### **Public Relations – Cindy Khatri**

- Cindy Khatri, PR Manager, attended the DG Economic Development Corp. and Chamber 630 holiday networking parties.
- The Cover to Cover Podcast introduced having the Organization of the Month (for January's episode) on air to talk about what they do. The West Suburban Humane Society's Director, Carolyn Mossberger, and the head of their building committee, Christina Morrison, discussed what WSHS offers.
- PR introduced one-on-one meetings, giving both Brian Ruane, Marketing Content Coordinator, and Grace Goodwyn, Graphic Design and Display Coordinator, time with Cindy to discuss individual progress in addition to having an opportunity to bring any questions or concerns privately.
- The PR Team began reviewing examples of library marketing plans and began discussions on the library's brand, how the future marketing plan will be used, and next steps.
- Grace joined Library Director Julie Milavec and Robin Tryloff from the Foundation, and met with Sarvin Haghighi to discuss another art donation.
- Cindy worked with the IT Team to take new headshots of the management team for the new website.
- Timelines and internal design were further discussed with website developer OC Creative. The internal pages are nearly ready for review.

- Literacy DuPage was the Organization of the Month and hosted three meet and greet tables at the library.

### **Access Services – Amy Prechel**

#### Projects and Updates

- On Wednesday, December 11, Amy met with Allyson in the Kid's Room to prepare for our next big reclassification project: The Reader's collection.

#### Inventory and Cataloging

- For ATS collection in December: added 1150 print items, 482 AV items; discarded 1024 print items and 483 AV items.
- For Kids Room collection in December: added 445 print items and 56 AV items; discarded 673 print items and 292 AV items.
- The Access department began processing magazine withdraws and setting them aside for the bi-annual magazine giveaway coming up in January.

#### Reclassification and Repairs

- Repaired 1279 ATS and Kids Room books and audiovisual items in December.
- Reclassified 302 ATS and Kids Room items in December.

#### Totals in 2019:

- In 2019 we...
  - Added 28,129 print items and 6099 AV & miscellaneous items to the collection
  - Discarded 25,678 print items and 5608 AV & miscellaneous items.
  - Repaired 15,687 books and audiovisual items
  - Reclassified 7,103 items

#### Staff Training and Professional Development

- Amy Prechel attended the SWAN 'Clarity Task Force' meeting Monday December 2 and participated on the group's discussion panel at the SWAN quarterly meeting on December 5. Feedback on Clarity's findings is now being collected. The group will convene again in February to discuss and plan any final objectives.
- On Tuesday, December 3, we had two students from the College of DuPage LTA program visit the Access department to interview and observe staff for a class project.
- Nora attended the RAILS Technical Services Networking Group at Fountaindale Library on December 13 and webinar "Online with the CMC: Language, Idioma, Sprache, La Langue: Cataloging Foreign Language Materials" December 19.

- A department meeting was held Thursday, December 19, followed by the department's annual holiday party. We discussed new processing procedures & upcoming projects, and made plans for Pat Kujawa's retirement.
- After over 20 years of service, Pat retired on December 31. Several of her family members were able to join us in wishing her well at her sendoff party.

#### **Facilities Services – Ian Knorr**

- Ian and Shales McNutt held the pre-bid meeting for the exterior renovations.
- Fish Window Cleaning was awarded the window cleaning contract for 2020.
- We installed the Satellite Stack at Oak Tree Tower West.
- We installed new electric, audio, and video and hung the Kids Program Room TV.
- Ian attended the Bid Opening for the Exterior Renovations project.
- Ian toured Indian Trails Library and met with their manager of Facilities. Ian was obtaining information on their solar panel system.
- The carpeting was replaced in the Meeting Room.
- Oosterbaan Painting began work on the textured ceiling in the Kids Room.

| <b>Circulation</b>                      | <b>DEC 19</b> | <b>%</b> | <b>DEC 18</b> | <b>%</b> | <b>DEC 17</b> | <b>%</b> |
|---|---------------|----------|---------------|----------|---------------|----------|
| <b>Checkouts</b>                        |               |          |               |          |               |          |
| Selfchecks                              | 35,307        | 74%      | 38,006        | 68%      | 40,446        | 72%      |
| Staff desk                              | 12,689        | 26%      | 17,726        | 32%      | 15,870        | 28%      |
| <b>Total checkouts</b>                  | <b>47,996</b> |          | <b>55,732</b> |          | <b>56,316</b> |          |
|   |               |          |               |          |               |          |
| <b>Renewals</b>                         |               |          |               |          |               |          |
| Auto-renewal                            | 31,138        |          | 32,481        |          | 32,770        |          |
| Selfchecks                              | 10            |          | 37            |          | 53            |          |
| Staff desk (incl. phone)                | 367           |          | 241           |          | 354           |          |
| Patron renewals on website              | 797           |          | 614           |          | 615           |          |
| Patron renewals on BookMyne             | 24            |          | 13            |          | 18            |          |
| <b>Total renewals</b>                   | <b>32,336</b> |          | <b>33,386</b> |          | <b>33,810</b> |          |
|   |               |          |               |          |               |          |
| <b>Total item checkout and renewals</b> | <b>80,332</b> |          | <b>89,118</b> |          | <b>90,126</b> |          |
|   |               |          |               |          |               |          |
| <b>Digital Circulation</b>              | <b>8,648</b>  |          | <b>7,850</b>  |          | 6,903         |          |
|   |               |          |               |          |               |          |
| <b>Total circulation</b>                | <b>88,980</b> |          | <b>96,968</b> |          | <b>97,029</b> |          |
|   |               |          |               |          |               |          |
| <b>Reserves Processed</b>               |               |          |               |          |               |          |
| Received from ILL                       | 4,785         |          | 5,661         |          | 6,101         |          |
| ILL sent                                | 4,066         |          | 4,103         |          | 4,307         |          |
| OCLC requests processed                 | 231           |          | 207           |          | 344           |          |
|   |               |          |               |          |               |          |
| <b>Gate count</b>                       |               |          |               |          |               |          |
| North                                   | 24,383        |          | 24,537        |          | 24,720        |          |
| South                                   | 13,115        |          | 12,951        |          | 12,939        |          |
| <b>Total</b>                            | <b>37,498</b> |          | <b>37,488</b> |          | <b>37,659</b> |          |
|   |               |          |               |          |               |          |
| <b>Registrations</b>                    |               |          |               |          |               |          |
| New resident cards                      | 131           |          | 139           |          | 102           |          |
| New fee cards                           | 5             |          | 4             |          | 8             |          |
|   |               |          |               |          |               |          |
|   |               |          |               |          |               |          |
| Professional Development hours          | 7             |          |               |          |               |          |
| Cost of Professional Development        |               |          |               |          |               |          |

**Circulation**

|          | Dec 2018 | Dec 2019 | YTD Totals |           |         |       |
|----------|----------|----------|------------|-----------|---------|-------|
| Adult    | 50,980   | 44,731   | 651,371    | 585,627   |         |       |
| Teen     | 1,733    | 1,458    | 28,491     | 24,165    |         |       |
| Children | 36,405   | 34,143   | 499,755    | 463,594   |         |       |
| Download | 7,850    | 8,648    | 90,411     | 103,643   |         |       |
| Total    | 96,968   | 88,980   | 1,270,028  | 1,177,029 | -92,999 | -7.3% |

**Circulation - By Item**

|          | <u>Books</u> |        | <u>Audio</u> |        | <u>Video</u> |        | <u>Misc.</u> |       | Total  |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|--------|
| Adult    | 24,497       | 54.77% | 5,018        | 11.22% | 12,557       | 28.07% | 2,659        | 5.94% | 44,731 |
| Teen     | 1,355        | 92.94% | 53           | 3.64%  | 26           | 1.78%  | 24           | 1.65% | 1,458  |
| Children | 26,016       | 76.20% | 1,702        | 4.98%  | 5,190        | 15.20% | 1,235        | 3.62% | 34,143 |
| Total    | 51,868       | 64.57% | 6,773        | 8.43%  | 17,773       | 22.12% | 3,918        | 4.88% | 80,332 |

**Collection - All Items**

|          | <u>Books</u> |        | <u>Audio</u> |        | <u>Video</u> |        | <u>Misc.</u> |       | Total   |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|---------|
| Adult    | 115,654      | 73.48% | 18,005       | 11.44% | 15,821       | 10.05% | 7,906        | 5.02% | 157,386 |
| Children | 76,481       | 85.49% | 2,672        | 2.99%  | 8,463        | 9.46%  | 1,848        | 2.07% | 89,464  |
| Total    | 192,135      | 77.83% | 20,677       | 8.38%  | 24,284       | 9.84%  | 9,754        | 3.95% | 246,850 |

**Book Collection**

|          | Dec 2018 | Dec 2019 |            |         |                |      |
|----------|----------|----------|------------|---------|----------------|------|
| Adult    | 111,607  | 115,654  |            |         |                |      |
| Children | 72,950   | 76,481   | YTD Totals |         | YTD Difference |      |
| Total    | 184,557  | 192,135  | 184,557    | 192,135 | 7,578          | 4.1% |

**Audio Collection**

|          | Dec 2018 | Dec 2019 |            |        |                |       |
|----------|----------|----------|------------|--------|----------------|-------|
| Adult    | 15,096   | 18,005   |            |        |                |       |
| Children | 2,860    | 2,672    | YTD Totals |        | YTD Difference |       |
| Total    | 17,956   | 20,677   | 17,956     | 20,677 | 2,721          | 15.2% |

**Video Collection**

|          | Dec 2018 | Dec 2019 |            |        |                |      |
|----------|----------|----------|------------|--------|----------------|------|
| Adult    | 14,895   | 15,821   |            |        |                |      |
| Children | 8,296    | 8,463    | YTD Totals |        | YTD Difference |      |
| Total    | 23,191   | 24,284   | 23,191     | 24,284 | 1,093          | 4.7% |

**Miscellaneous Collection**

|          | Dec 2018 | Dec 2019 |            |       |                |       |
|----------|----------|----------|------------|-------|----------------|-------|
| Adult    | 7,905    | 7,906    |            |       |                |       |
| Children | 2,715    | 1,848    | YTD Totals |       | YTD Difference |       |
| Total    | 10,620   | 9,754    | 10,620     | 9,754 | -866           | -8.2% |



## Statistics for December 2019 (FY Jan-Dec)

### Rooms & Spaces

|  | Dec 2018 | Dec 2019 |            |        |        |                              |
|--|----------|----------|------------|--------|--------|------------------------------|
| Community Use of Rooms                   | 1077     | 1,128    |            |        |        |                              |
| <i>Meeting, Conference, Study Rooms</i>  |          |          |            |        |        |                              |
| Community Use of Spaces                  | 136      | 182      |            |        |        |                              |
| <i>Media Lab, STEM Room, Teen Gaming</i> |          |          |            |        |        |                              |
| Rooms and Spaces Total                   | 1,213    | 1,310    | YTD Totals | 15,107 | 16,214 | YTD Difference<br>1,107 7.3% |

### Programs Offered

|                           | Dec 2018 | Dec 2019 |            |       |       |                             |
|---------------------------|----------|----------|------------|-------|-------|-----------------------------|
| Library Programs Offered  |          |          |            |       |       |                             |
| Adult                     | 12       | 13       |            |       |       |                             |
| Teen                      | 7        | 8        |            |       |       |                             |
| Children                  | 54       | 51       |            |       |       |                             |
| Outreach Programs Offered |          |          |            |       |       |                             |
| Adult                     | 0        | 5        |            |       |       |                             |
| Teen                      | 5        | 1        |            |       |       |                             |
| Children                  | 10       | 10       |            |       |       |                             |
| Passive Programs Offered  |          |          |            |       |       |                             |
| Adult                     | 2        | 8        |            |       |       |                             |
| Teen                      | 2        | 1        |            |       |       |                             |
| Children                  | 5        | 6        | YTD Totals | 1,422 | 1,636 | YTD Difference<br>214 15.0% |
| Programs Offered Total    | 97       | 103      |            |       |       |                             |

### Program Attendance

|                             | Dec 2018 | Dec 2019 |            |        |        |                               |
|-----------------------------|----------|----------|------------|--------|--------|-------------------------------|
| Library Program Attendance  |          |          |            |        |        |                               |
| Adult                       | 150      | 212      |            |        |        |                               |
| Teen                        | 544      | 567      |            |        |        |                               |
| Children                    | 1,753    | 949      |            |        |        |                               |
| Outreach Program Attendance |          |          |            |        |        |                               |
| Adult                       | 0        | 33       |            |        |        |                               |
| Teen                        | 151      | 10       |            |        |        |                               |
| Children                    | 337      | 277      |            |        |        |                               |
| Passive Program Attendance  |          |          |            |        |        |                               |
| Adult                       | 7        | 794      |            |        |        |                               |
| Teen                        | 51       | 24       |            |        |        |                               |
| Children                    | 216      | 267      | YTD Totals | 44,533 | 49,832 | YTD Difference<br>5,299 11.9% |
| Program Attendance Total    | 3,209    | 3,133    |            |        |        |                               |



## Statistics for December 2019 (FY Jan-Dec)

### Gate Count

|  | Dec 2018 | Dec 2019 | YTD Totals |         | YTD Difference |       |
|--|----------|----------|------------|---------|----------------|-------|
|  | 37,488   | 37,498   | 499,061    | 491,915 | -7,146         | -1.4% |

### Reference Questions

|                      | Dec 2018 | Dec 2019 | YTD Totals |     | YTD Difference |        |
|----------------------|----------|----------|------------|-----|----------------|--------|
| One on One Tutorials | 31       | 90       | 362        | 906 | 544            | 150.3% |

### Computer User Sessions

|                   | Dec 2018 | Dec 2019 |            |        |                |       |
|-------------------|----------|----------|------------|--------|----------------|-------|
| Adult             | 3,271    | 2,997    |            |        |                |       |
| Children          | 1,033    | 1,177    | YTD Totals |        | YTD Difference |       |
| Total             | 4,304    | 4,174    | 58,113     | 54,676 | -3,437         | -5.9% |
| Wireless Sessions | 2,643    | 2,566    | 31,080     | 28,085 |                |       |