

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 24, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. December 2017 Financial Report
 - b. January 2018 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Financial Management Plan Presentation – Ehlers Inc. Requested Action: Accept Report
 - b. Bylaws Update Requested Action: Discussion
9. Unfinished Business
 - a. Employee Benefit Premium Plan Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 13, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:30 p.m. as President pro tem. Trustee Susan Eblen was appointed Secretary pro tem for the duration of the meeting.
2. **Roll Call.** Members present: Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton. Absent: Trustee Ed Earl, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Resident Ed Pawlak.

3. **Welcome to Visitors.** Secretary Humphreys welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. November 15, 2017 Regular Monthly Meeting. It was moved by Eblen and seconded by Stapleton THAT the Minutes of the November 15, 2017 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. November 2017 Financial Report. Milavec presented the report, noting that the 2017 Illinois Public Library Per Capita Grant money has not yet been received and staff do not anticipate it arriving before the end of the year. The library is on track to exceed its projected revenue for the year. The cancellation of the Directors and Officers insurance policy has gone through and the library will be receiving a refund of \$3,029. This policy was separate from the liability policy under the library's previous insurance carrier.
 - b. December 2017 Invoices. It was moved by Stapleton and seconded by Gigani THAT the payment of December 2017 invoices totaling \$92,465.01, the acceptance of December 2017 credit memos totaling \$359.73, and the ratification of November 2017 payrolls totaling \$254,011.61 be approved. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** Secretary Humphreys invited comment. There was none.

7. **Public Comment on Other Library Business.** Secretary Humphreys invited comment. There was none.
8. **New Business.**
 - a. 2017-2 Resolution Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy. President Graber sent a note with a revision at the end of Section 5, changing the word “non-discrimination” to “anti-discrimination”. It was moved by Eblen and seconded by Gigani THAT the 2017-2 Resolution Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy be approved as amended. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: None.
 - b. 2018 Board Meeting Schedule (attached). President Graber sent a note to the Board with a request that the March meeting be moved from March 28 to March 21 to avoid scheduling conflicts with the school district’s spring break. It was moved by Eblen and seconded by Stapleton THAT the 2018 Board Meeting Schedule be adopted as amended. Motion passed by voice vote.
 - c. 2017-3 Resolution of Appreciation for 2017 Milestone Anniversaries (attached). Humphreys asked Milavec to read the resolution aloud to recognize the honored staff. It was moved by Eblen and seconded by Gigani THAT the 2017-3 Resolution of Appreciation for 2017 Milestone Anniversaries be approved and signed. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: None.
9. **Unfinished Business.** There was none.
10. **Library Director’s Report.** Milavec presented the report. The library is working with Bernie’s Book Bank, a non-profit organization out of Chicago, to donate gently used children’s material through grade level 6. The library’s YouTube channel has a time-lapse video of the creation of the mural in the Kid’s Room. It shows ten weeks of work condensed into three minutes. The new Facilities Manager, Ian Knorr, started on December 4 and jumped right in to work by scheduling inspections and getting to know the building. Children’s Manager Allyson Renell has returned from maternity leave and staff are happy to have her back. The new Adult and Teen Services Manager, Lizzie Matkowski, will be starting January 2. She previously worked for our library as an Adult and Teen Services Librarian and most recently worked at Joliet Public Library. The public computer area will be closed to the public next week as new furniture is installed.
11. **Board Member comments and requests for information.**

Humphreys was talking to someone he barely knew who didn’t know he was a library trustee and the library came up in conversation. The resident said, “We have the best library!” and continued to boast about how wonderful the library is.
12. **Adjournment.** It was moved by Eblen and seconded by Stapleton THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. Secretary Humphreys adjourned the meeting at 7:46 p.m.

DOWNERS GROVE LIBRARY

12/31/2017 PRELIMINARY

	Library fund	Building & Equip Replacement Fund	Debt Service Fund
CASH & INVESTMENTS	\$ 1,335,177	\$ 1,402,445	\$ -
FUND BALANCE	\$ 1,228,865	\$ 1,402,445	\$ -

Revenue by Object Report

Village of Downers Grove
12/1/2017 through 12/31/2017

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,043,515.00	44,307.50	5,082,814.09	-39,299.09	100.78
4109 Prior Year Property Taxes	100.00	44.10	563.34	-463.34	563.34
4313 Personal Property Replacement Tax	55,000.00	1,905.38	70,605.56	-15,605.56	128.37
4410 Sales of Materials	8,000.00	795.25	11,406.23	-3,406.23	142.58
4502 Charges For Services	45,000.00	1,303.05	23,002.46	21,997.54	51.12
4509 Fees For Non-Residents	16,000.00	2,064.00	17,517.50	-1,517.50	109.48
4571 Rental Fees	4,000.00	350.00	5,030.00	-1,030.00	125.75
4581 Fines	85,000.00	2,542.02	61,950.12	23,049.88	72.88
4590 Cost Recovered For Services	15,000.00	873.93	14,026.64	973.36	93.51
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	1,119.43	10,479.09	-8,479.09	523.95
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	35.00	2,964.00	2,036.00	59.28
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,315,525.00	55,339.66	5,300,359.03	15,165.97	99.71

Expenditures by Object Report

Village of Downers Grove
12/1/2017 through 12/31/2017

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,443,453.00	101,631.16	1,536,591.84	0.00	-93,138.84	106.4
5111 Salaries, Non-Exempt	216,900.00	10,526.70	104,512.28	0.00	112,387.72	48.1
5119 Part-Time Employee Wages	1,204,010.00	87,954.01	1,180,933.30	0.00	23,076.70	98.0
5131 IMRF Pension Contributions	274,700.00	17,803.18	247,892.92	0.00	26,807.08	90.2
5133 Medicare Contributions	41,533.00	2,848.58	40,231.12	0.00	1,301.88	96.8
5134 Social Security Contributions	177,590.00	12,180.01	172,017.91	0.00	5,572.09	96.8
5190 Life Insurance	972.00	71.40	949.00	0.00	23.00	97.6
5191 Health Insurance	300,900.00	23,822.49	277,024.97	0.00	23,875.03	92.0
5195 Optical Insurance	1,989.00	158.31	1,894.03	0.00	94.97	95.2
5197 Dental Insurance	29,873.00	2,412.59	27,785.29	0.00	2,087.71	93.0
5210 Supplies	95,400.00	12,002.99	80,160.33	0.00	15,239.67	84.0
5251 Maintenance Supplies	18,000.00	3,211.09	18,246.05	0.00	-246.05	101.3
5280 Small Tools & Equipment	30,000.00	1,795.97	20,452.72	0.00	9,547.28	68.1
5302 Dues And Memberships	4,800.00	205.00	4,221.00	0.00	579.00	87.9
5303 Seminars, Conferences & Meetings	30,400.00	715.08	18,150.30	0.00	12,249.70	59.7
5308 Recognition Program-Staff	4,000.00	63.74	2,915.36	0.00	1,084.64	72.8
5315 Professional Services	62,000.00	3,234.54	62,734.48	0.00	-734.48	101.1
5323 Special Legal	3,000.00	1,626.05	19,453.30	0.00	-16,453.30	648.4
5346 Data Processing Services	95,000.00	0.00	88,232.32	0.00	6,767.68	92.8
5380 Printing Services	16,700.00	0.00	14,541.98	0.00	2,158.02	87.0
5391 Telephone	20,000.00	3,209.40	19,373.04	0.00	626.96	96.8
5392 Postage	26,725.00	111.00	11,164.06	0.00	15,560.94	41.7
5407 Advertising And Public Relations	20,500.00	1,581.88	17,715.31	0.00	2,784.69	86.4
5420 Insurance - Other Policies	46,000.00	0.00	20,082.00	0.00	25,918.00	43.6
5430 Building Maintenance Services	94,000.00	5,679.40	70,221.33	0.00	23,778.67	74.7
5450 Cleaning Services	88,000.00	5,545.00	66,990.00	0.00	21,010.00	76.1
5461 Utilities	26,000.00	2,448.57	16,886.71	0.00	9,113.29	64.9
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	4,387.51	0.00	7,112.49	38.1
5481 Rentals	20,500.00	898.07	17,473.84	0.00	3,026.16	85.2
5620 Recoverables	3,000.00	400.35	3,314.76	0.00	-314.76	110.4

Expenditures by Object Report

Village of Downers Grove
 12/1/2017 through 12/31/2017

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	7,000.00	0.00	0.00	0.00	7,000.00	0.0
5770 Capital Equipment	63,500.00	8,993.30	46,412.75	0.00	17,087.25	73.0
5851 Electronic Resources	220,000.00	16,131.99	212,915.21	0.00	7,084.79	96.7
5852 Print Materials	343,000.00	38,469.07	329,501.61	0.00	13,498.39	96.0
5853 Audiovisual Materials	147,000.00	15,018.68	128,415.49	0.00	18,584.51	87.3
5870 Capital Equipment	65,000.00	0.00	40,756.19	0.00	24,243.81	62.7
5880 Intangible Assets (Software)	51,200.00	4,000.81	35,210.81	0.00	15,989.19	68.7
5910 Transfer For Capital Projects	1,400,000.00	0.00	1,400,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	-1,759.61	0.00	1,759.61	0.0
Grand Totals	6,714,145.00	384,750.41	6,358,001.51	0.00	356,143.49	94.7

Invoice Edit Listing
Village of Downers Grove
2017 Budget

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000265 ALL AMERICAN PAPER CO	1	458.10	0.00	458.10
018213 AMAZON CAPITAL SERVICES, INC.	6	1,309.41	0.00	1,309.41
000322 AMAZON.COM	1	1,291.36	0.00	1,291.36
000351 AMERICAN LIBRARY ASSOCIATION	1	61.40	0.00	61.40
000425 ANDERSON ELEVATOR CO	1	240.00	0.00	240.00
000403 AT&T	1	648.38	0.00	648.38
016766 ATLAS DOOR REPAIR.COM	1	270.00	0.00	270.00
000672 BAKER & TAYLOR - L0217582	89	18,493.33	0.00	18,493.33
016893 BIBLIOTHECA, LLC	3	2,450.16	0.00	2,450.16
009483 BRODART CO	1	135.52	0.00	135.52
001223 CASE LOTS INC	1	119.40	0.00	119.40
008705 CASH - LIBRARY	1	147.69	0.00	147.69
001264 CDW GOVERNMENT, INC	3	13,610.57	0.00	13,610.57
008323 CENGAGE LEARNING	11	856.47	0.00	856.47
001277 CENTER POINT PUBLISHING	2	318.18	0.00	318.18
002319 CHAMBER630	1	47.25	0.00	47.25
013235 CHILDREN'S PLUS, INC.	2	5,997.41	0.00	5,997.41
002056 DEMCO INC	3	560.22	0.00	560.22
002330 DOWNERS GROVE DOWNTOWN MANAGEM	1	195.00	0.00	195.00
002539 EBSCO SUBSCRIPTION SERVICES	1	2,170.00	0.00	2,170.00
017328 ELM USA, INC.	1	400.50	0.00	400.50
002645 EMBURY LTD	1	4,716.30	0.00	4,716.30

Invoice Edit Listing
Village of Downers Grove
2017 Budget

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	11	17,333.00	0.00	17,333.00
009775 FINDAWAY WORLD, LLC	2	39.98	0.00	39.98
018270 FITZGERLD'S ELECTRICAL, CONTRACTING, INC.	1	9,600.00	0.00	9,600.00
002916 FRANK ELECTRIC COMPANY, INC	1	200.00	0.00	200.00
015168 FREDERICKS, JENNIFER	2	176.75	0.00	176.75
013544 GOOGLE, INC.	1	641.66	0.00	641.66
003188 GRAHAM CRACKERS COMICS, LTD.	1	230.09	0.00	230.09
008770 GRAINGER	7	1,379.60	0.00	1,379.60
009102 HAGG PRESS INC	1	2,884.00	0.00	2,884.00
017608 IMPACT NETWORKING, LLC	1	149.25	0.00	149.25
003696 INLAND MECHANICAL SERVICE CORP	1	871.46	0.00	871.46
012834 IPROMOTEU	1	1,854.79	0.00	1,854.79
002133 JAKOSZ, DIANE	1	21.94	0.00	21.94
010993 KENT ADHESIVE PRODUCTS COMPANY	1	117.18	0.00	117.18
004928 LAKESHORE LEARNING MATERIALS	1	407.09	0.00	407.09
017113 LASLO LANDSCAPING	1	650.00	0.00	650.00
014991 LIBRARY FURNITURE INTER'L, INC	1	9,966.00	0.00	9,966.00
005333 MANUFACTURERS NEWS INC	1	218.90	0.00	218.90
014465 MATKOWSKI, ELIZABETH	1	280.00	0.00	280.00
015080 MATTESON, JOY	1	28.14	0.00	28.14
005866 MIDWEST TAPE	30	9,151.09	0.00	9,151.09
017442 MILAVEC, JULIE	1	39.80	0.00	39.80
006012 MYERS-BRIGGS AND CO, INC	1	3,198.00	0.00	3,198.00

Invoice Edit Listing
Village of Downers Grove
2017 Budget

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
004625 NEAL, KAREN	2	30.77	0.00	30.77
006113 NEHER ELECTRIC SUPPLY INC	1	175.80	0.00	175.80
010603 NELSON FIRE PROTECTION	2	694.40	0.00	694.40
006161 NICOR GAS	1	1,220.91	0.00	1,220.91
018256 NIELS, CHRISTINE	1	31.01	0.00	31.01
012499 OVERDRIVE, INC.	1	3,288.81	0.00	3,288.81
006640 POLONIA BOOKSTORE INC	2	282.85	0.00	282.85
006698 PRINT SMART	3	1,163.65	0.00	1,163.65
006859 R.H. DONNELLEY	1	13.69	0.00	13.69
016325 RADIKO LLC	1	471.00	0.00	471.00
006944 RECORDED BOOKS, LLC	8	7,954.27	0.00	7,954.27
007517 SCHOLASTIC LIBRARY PUBLISHING	1	55.72	0.00	55.72
007604 SERVICEMASTER COMMERCIAL CLEAN	1	609.85	0.00	609.85
007612 SHANES OFFICE SUPPLY CO	6	1,308.47	0.00	1,308.47
007690 SKILLPATH SEMINARS	1	51.55	0.00	51.55
013611 SKOCIK, TRACI	1	37.22	0.00	37.22
007861 STEPHENS PLUMBING AND HEATING,	1	340.00	0.00	340.00
007967 SUBURBAN DOOR CHECK & LOCK SER	1	94.00	0.00	94.00
014744 TEAM ONE REPAIR, INC.	1	478.80	0.00	478.80
018122 TRAK-1 TECHNOLOGY, INC.	1	267.80	0.00	267.80
016841 TSAI FONG BOOKS, INC.	1	108.17	0.00	108.17
015177 ULINE	2	158.76	0.00	158.76
011517 UNIQUE MANAGEMENT SERVICES, IN	2	223.75	0.00	223.75

Invoice Edit Listing
Village of Downers Grove
2017 Budget

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	807.33	0.00	807.33
Grand Total:	246	133,803.95	0.00	133,803.95

Invoice Edit Listing
Village of Downers Grove
2018 Budget

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000265 ALL AMERICAN PAPER CO	1	100.86	0.00	100.86
018213 AMAZON CAPITAL SERVICES, INC.	4	666.37	0.00	666.37
018147 AMBAUMINABLE, LLC	1	554.23	0.00	554.23
000425 ANDERSON ELEVATOR CO	1	240.00	0.00	240.00
000428 ANDERSON'S BOOKS, INC	1	48.00	0.00	48.00
017992 ARTHUR J GALLAGHER RISK MGMT	1	10,513.00	0.00	10,513.00
000672 BAKER & TAYLOR - L0217582	15	6,584.48	0.00	6,584.48
008323 CENGAGE LEARNING	6	345.48	0.00	345.48
001277 CENTER POINT PUBLISHING	1	23.37	0.00	23.37
001553 COMCAST CABLE	1	274.18	0.00	274.18
001933 DAVID A. DINASO	1	375.00	0.00	375.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002346 DOWNERS GROVE PARK DISTRICT	1	65.00	0.00	65.00
014465 ELIZABETH C. MATKOWSKI	1	213.00	0.00	213.00
003188 GRAHAM CRACKERS COMICS, LTD.	2	279.78	0.00	279.78
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
003696 INLAND MECHANICAL SERVICE CORP	1	2,747.00	0.00	2,747.00
018279 KIMBERLY NAGY	1	100.00	0.00	100.00
017994 LIBRARIES OF ILL RISK AGENCY	1	28,494.00	0.00	28,494.00
005866 MIDWEST TAPE	5	3,299.48	0.00	3,299.48
018283 PARTIES WITH CHARACTER	1	116.00	0.00	116.00
011454 PITRAK, LYNETTE	1	201.00	0.00	201.00

Invoice Edit Listing
Village of Downers Grove
2018 Budget

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006956 REGENT BOOK CO, INC.	1	30.42	0.00	30.42
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,728.38	0.00	5,728.38
007612 SHANES OFFICE SUPPLY CO	5	331.41	0.00	331.41
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
012698 SWAN	1	13,305.75	0.00	13,305.75
018280 THOMAS M. KENS	1	265.00	0.00	265.00
016841 TSAI FONG BOOKS, INC.	1	61.27	0.00	61.27
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	662.86	0.00	662.86
 Grand Total:	 62	 76,765.39	 0.00	 76,765.39

INVOICES OF NOTE

For Library Board Meeting on January 24, 2018

2017 Budget

001264	CDW Government, Inc. (public computers - 23 total)	\$13,610.57
002330	Downers Grove Downtown Management (Ice Festival)	\$195.00
002539	Ebsco Subscription Svcs. (magazines)	\$2,170.00
002645	Embury LTD (browsing bins/pullouts)	\$4,716.30
018270	Fitzgerald's Electrical, Contracting, Inc. (power/data floor boxes)	\$9,600.00
008770	Grainger (maintenance tools/supplies)	\$1,379.60
012834	Ipromteu (pens)	\$1,854.79
014991	Library Furniture Inter'l, Inc. (computer tables - balance)	\$9,966.00
006012	Myers-Briggs and Co, Inc. (CAN insurance policy)	\$3,198.00

2018 Budget

018213	Amazon Capital Services, Inc. (computer equipment)	\$666.37
018147	Ambauminable, LLC (In Service Day speaker expenses)	\$554.23
017992	Arthur J Gallagher Risk Mgmt (Workers Compensation)	\$10,513.00
003696	Inland Mechanical Service Corp (quarterly fee)	\$2,747.00
017994	Libraries of Ill Risk Agency (insurance policies)	\$28,494.00
007604	ServiceMaster Commercial Clean (monthly fee and supplies)	\$5,728.83
012698	SWAN (fees)	\$13,305.75

Credit Memo Edit Listing

Village of Downers Grove
2017 Budget

Vendor Totals

Vendor	Number of Memos	Amount
002539 EBSCO SUBSCRIPTION SERVICES	2	55.20
Grand Total:	2	55.20

Library Credit Card Details for the January 24, 2018 Board Meeting

Julie Milavec

971	5870	Capital Equipment	Chairs for new computer tables	\$	10,179.60
				Total	\$ 10,179.60

Katelyn Vabalaitis

971	5210	Supplies	Office supplies	\$	556.89
971	5210	Supplies	Office supplies - refund	\$	(62.25)
971	5251	Maintenance Supplies	Battery, emergency lighting	\$	162.23
971	5308	Staff Recognition	Holiday staff lunch, retirement party and supplies	\$	278.43
				Total	\$ 935.30

Nicole Wilhelms

972	5210	Supplies	Exam Cram supplies, office supplies	\$	643.99
971	5308	Recognition Program-Staff	Retirement party	\$	200.27
972	5303	Seminars, Mtgs, & Conferences	Staff meeting - pizzas	\$	83.94
971	5302	Dues & Membership	ALA & PLA memberships	\$	284.00
				Total	\$ 1,212.20

Sharon Hrycewicz

973	5303	Seminars, Mtgs, & Conferences	ALA Membership and PLA Conference	\$	472.00
973	5851	Electronic Resources	Game codes for PS4	\$	302.34
				Total	\$ 774.34

Allyson Renell

971	5302	Dues & Membership	ALA, PLA and ALSC membership fees	\$	192.00
973	5280	Small Tools & Equipment	Swivel arm for computer, toys	\$	271.98
				Total	\$ 463.98

Traci Skocik

973	5210	Supplies	Program supplies	\$	488.07
				Total	\$ 488.07

Christine Lees

972	5210	Supplies	Teen program supplies	\$	67.80
974	5210	Supplies	Office supplies	\$	450.66
974	5280	Small Tools & Equipment	Step stool	\$	12.56
				Total	\$ 531.02

Paul Regis

975	5880	Intangible Assets	LogMeIn yearly subscription, Adobe Acrobat Pro	\$	1,733.00
				Total	\$ 1,733.00

Melody Danley

Total \$ -

Melissa Fischer				
976	5210	Supplies	Google storage, office supplies	\$ 499.80
Total				\$ 499.80
Jen Fredericks				
972	5852	Printed Materials	Adult collection	\$ 135.29
972	5853	AV Materials	Adult collection	\$ 40.00
977	5210	Supplies	Supplies	\$ 117.24
Total				\$ 292.53
Ian Knorr				
971	5210	Supplies	Clock and faucet batteries	\$ 173.75
971	5303	Seminars & Meetings	BBP training	\$ 14.99
971	5470	Other Equipment Repair & Maint	Hose clamp, tubing, couplings	\$ 34.42
Total				\$ 223.16
Library Credit Card January 2018 Totals				\$ 17,333.00

PAYROLLS FOR DEMEMBER 2017

DECEMBER 2	\$96,354.66
DECEMBER 16	\$103,757.22
TOTAL DECEMBER 2017 PAYROLLS	\$200,111.88

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 24, 2018**

AGENDA ITEM 8A

Financial Management Plan

John Piemonte and Elizabeth Diaz with public finance consulting firm Ehlers Inc. will be presenting the Financial Management Plan at the meeting. Ms. Diaz will be joining us via conference call.

This plan is based on the 10 years of need outlined in the Strategic Plan and Capital Needs Assessment. It includes the 2018 construction project as proposed and the resulting re-ordering to the Capital Needs projects in 2019-2027 (adjusted for inflation).

This is the third and final piece of the planning cycle requested by the Board of Trustees when I started at the Library in August 2016: Strategic Plan, Capital Assessment, and Financial Plan. This planning cycle was undertaken to provide a roadmap to the Board of Trustees for the future. The planning cycle was outlined in my presentation at the Village of Downers Grove's Super Retreat on September 14, 2016. The video of the presentation is available on the Village's YouTube channel:

<https://www.youtube.com/watch?v=oFrYh3Pqu70&t=3153s>

My presentation begins at 41:20.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 24, 2018**

AGENDA ITEM 8B

Bylaws Update

The Bylaws update is the first piece in the Policy Manual update project I am undertaking in 2018. The first draft is included in your packet. This update represents a substantial departure from previous bylaws. It follows the checklist in the *Trustee Facts File* and sample bylaws available through the Illinois Library Association and Illinois State Library. It includes sections that previously were found elsewhere in the policy manual as well as new sections.

As provided in the current bylaws, the initial draft is being presented to the Board at this regular meeting. A second reading and suggested revisions will be sought at the February meeting. The final text will be distributed in the March packet and a vote may take place at the March meeting.

1 Bylaws of the Board of Library Trustees of the Village of Downers Grove

1.1 Article I. Compliance with the Law

The following Bylaws are directed specifically toward governing the operation of the Board of Library Trustees of the Village of Downers Grove. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these Bylaws, the current Illinois statutes including the Illinois Local Library Act (75 ILCS 5/1 – 5/5-9) shall apply. The Board of Library Trustees of the Village of Downers Grove shall comply with all provisions of the Illinois statutes pertaining to libraries and trustees.

1.2 Article 2. Name

This organization shall be called the Board of Library Trustees of the Village of Downers Grove existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (Illinois Local Library Act, 75 ILCS 5/1 – 5/5-9) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

1.3 Article 3. Membership and Terms of Office

1.3.1 Section 1. Appointment of Trustees

Pursuant to the requirements for villages under the commission form of government in the Illinois Compiled Statutes (75 ILCS 5/4-2), the Board of Library Trustees of the Village of Downers Grove (hereafter called the Board) shall consist of six members appointed by the Village Council of the Village of Downers Grove. Newly appointed trustees take the oath of office at the first regular board meeting after September 1, or following appointment, whichever comes first.

1.3.2 Section 2. Terms of Office

A full term on the Board of Library Trustees is six years. The terms are staggered so that one term expires each year on August 31. A Trustee whose term has expired is encouraged to continue to serve until a successor is appointed, as long as the Trustee continues to be otherwise eligible to serve.

1.3.3 Section 3. Vacancies

A vacancy occurs when “the appointed trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes non-resident of the city, village,... or who fails to pay the library taxes levied by the corporate authorities.” (75 ILCS 5/4-4) Vacancies are filled by appoint by the Village Council of the Village of Downers Grove.

1.3.4 Section 4. Resignations

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of three months' notice be given to the Library Board to allow the Village Council time to make a new appointment.

1.3.5 Section 5. Orientation of New Trustees

The President of the Library Board and the Library Director shall meet with any new Trustee(s) of the Board within one month of appointment in order to review with the Trustee(s) key operational and policy information.

1.3.6 Section 7. Compensation

Trustees serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of their duties shall be made, subject to Board approval.

1.4 Article 4. Purpose and Responsibilities

1.4.1 Section 1. The Role of the Board

The Board of Library Trustees serves the residents of the Village of Downers Grove with the responsibility to determine the purpose of the library in the community and to develop appropriate goals for service; to seek adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to authorize plans of expenditure to allow implementation of the library's service program; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified library administrator.

1.4.2 Section 2. The Role of the Library Director

The Library Director is the library administrator and employed to act as the professional advisor to the Board and as the manager of library operations. In this capacity, the Library Director is responsible for planning, budgeting, recommending and implementing policies, employing and managing the library staff, and enacting the adopted plan of service. The Library Director reports directly to the Board of Library Trustees and participates actively at all board meetings but is not a member of the Board and has no vote.

1.4.3 Section 3 Ethics and Conflict of Interest

Library Trustees hold positions of public trust. Trustees are expected to conduct themselves according to the highest ethical standards and to avoid conflicts of interest.

- Trustees are expected to observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of library users, colleagues, or the institution. It is incumbent upon any Trustee to disqualify himself or herself immediately, whenever the appearance of a conflict of interest exists.

Trustees must be aware of and comply with the Illinois Governmental Ethics Act and State Gift Ban Act.

- No Trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Library Trustees may not be employed by the library.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library Board responsibilities are expected to perform all of the functions of library Trustees as described in the Illinois Compiled Statutes (75 ILCS 5/4-7.5)
- New Trustees will be given a copy of the Ethics and Conflicts of Interest section of the Bylaws when they take office and will be required to sign a receipt affirming that they understand the policy and will abide by it. Whenever the policy is revised, current Trustees will be required to sign a receipt affirming that they understand the new policy and will abide by it.

1.4.4 Section 4. Duties of the Board

The Board of Library Trustees of the Village of Downers Grove is charged with the responsibility of the governance of the library.

- The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.
- The Board will generally meet once per month. These meetings will be open to the public and noticed in advance.
- Each Trustee shall file a Statement of Economic Interest in their primary county of residence by April 30 of each year.
- The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Trustee wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
- Any Trustee who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.

- To be effective, Trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. Attendance at meetings via telephone conferencing or electronic means shall not constitute an absence.
- Individual Trustees do not speak for the Board. If questions or comments about the library are submitted to an individual Trustee, those questions will be referred to the Board as whole for consideration, or to the Library Director for a response, as appropriate.
- Trustees are expected to promote the purpose, values, and services of the library; however, they should be very careful to refrain from comments on matters of policy, controversy, or dispute. All communications on specific issues will be made by the Library Director or the President of the Board of Library Trustees, unless another Trustee has been designated as the spokesperson for a particular project or issue. Most questions about day to day library operations will be referred to the Library Director.

1.4.5 Section 5. Professional Meetings, Workshops, Training, and Memberships

Library Trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities. Reimbursement will be made for reasonable expenses related to these activities. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Membership dues for the American Library Association and the Illinois Library Association will be paid for all Trustees.

1.5 Article 5. Officers

1.5.1 Section 1. Board Officers

The elected officers of the Board shall be a president and a secretary. Officers shall serve a term of two years.

1.5.2 Section 2. Election of Officers

Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held.

1.5.3 Section 3. Board Officers – Vacancy

A special election will be held to fill any vacancy created by officers who leave the board before completing their term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer.

1.5.4 Section 4. President

The President shall preside at all meetings of the Board, appoint all committees, and perform other duties normally associated with the office or assigned to the office by the Board. In the absence of the President, the Secretary shall preside over the meeting.

1.5.5 Section 5. Secretary

The Secretary has the responsibility to see that adequate minutes of meetings of the Board are taken and maintained as a public record. The Secretary certifies documents on behalf of the Board, including levy requests, grant applications and annual reports. In the absence of the President, the Secretary will preside over the Board meeting. In the absence of the Secretary, a secretary pro tem will be appointed.

1.5.6 Section 6. Treasurer

The Board does not elect a treasurer from among its members. The Treasurer of the Village of Downers Grove serves as the official bonded treasurer for the Board of Library Trustees and coordinates the financial services on behalf of the Board. The Treasurer of the Village of Downers Grove has no voting privileges on the Board of Library Trustees.

1.5.7 Section 7. Additional Duties of Officers

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board.

1.6 Article 6. Meetings

1.6.1 Section 1. Open Meetings Act and Public Notice

All regular meetings, special meetings, and committee meetings of the Board of Library Trustees are open to the public as provided in the Illinois Open Meetings Act (5 ILCS 120/1 – 120/7.5). The Library Director is responsible for issuing notice of all meetings to Trustees, the press, and the public in accordance with the Illinois Open Meetings Act and other current legal requirements. Notice shall include the agenda of business items to be discussed at the meeting.

1.6.2 Section 2. Regular Meetings

Regular meetings of the Board of Library Trustees are held on the fourth Wednesdays of each month at 7:30 PM at the Library. Meetings in November and December are generally held on the second Wednesday of the month at 7:30 PM at the Library to accommodate holidays. Regular meetings may be canceled if there is no business that requires the attention of the Board or rescheduled to accommodate holidays or other events.

1.6.3 Section 3. Special Meetings

Special meetings may be held at any time at the call of the President, the Secretary, or any two Trustees. Except in the case of a bona fide emergency, notice and the agenda of the special meeting must be delivered to all Trustees at least 48 hours prior to the meeting time.

1.6.4 Section 4. Attendance

A maximum of two Trustees may attend regular or special meetings electronically when they are not able to physically attend a meeting for reasons allowed by the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A Trustee attending electronically shall be a full participant in the meeting; however, such attendance shall not be used to establish a quorum.

1.6.5 Section 5. Quorum

A quorum consists of the majority of those Trustees appointed to the Board that are physically present at a meeting. Quorum is four Trustees when a full Board of six are appointed.

1.6.6 Section 6. Rules Governing Procedure

The latest edition of *Roberts Rules of Order* shall govern the parliamentary procedures of the Board to the extent practicable.

1.6.7 Section 7. Voting

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays and abstains and the spread of record recorded in the minutes of the meeting. Roll call votes shall be required for all ordinances, resolutions, and expenditures from all funds. A majority of those physically present shall determine the vote taken on any question, unless a larger majority is specified by law.

1.6.8 Section 8. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. Approval of Invoices
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business

8. New Business
9. Unfinished Business
10. Library Director's Report
11. Executive Session (if applicable)
12. Action for Items Discussed in Executive Session (if applicable)
13. Trustee Comments and Requests for Information
14. Adjournment

1.6.9 Section 9. Public Comment

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board or Board committees will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda. The public will also be given an opportunity to make comments on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees are not obligated to respond to public comments.

Any person present at the meeting may comment. Each individual making a comment will be required to identify himself or herself by name. Each member of the public shall have a maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment.

1.6.10 Section 10. Executive Session

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A roll call vote shall be required to convene an executive session.

1.6.11 Section 11. Meeting Minutes

Minutes of Board meetings shall be retained in accordance with current legal requirements. Recordings of Executive Session meetings shall be retained in accordance with current legal requirements. Recordings of open Board meetings shall be retained for 18 months.

1.7 Article 7. Committees

The Board of Library Trustees shall function as a committee of the whole, with special assignments being undertaken by individuals or ad-hoc committees as deemed appropriate. No committee shall have other than advisory powers unless, by formal action of the board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

1.8 Article 8. Amendments to the Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws adopted by an affirmative vote of two-thirds of the appointed Board at a regular meeting, provided the following conditions have been met.

1. An initial draft of proposed changes are presented to the Board at a regular meeting;
2. Discussion and suggested revisions are sought at a second regular meeting; and
3. The final text of amendments is sent to each Trustee with the agenda for a third regular meeting.

A vote on the amended Bylaws may occur at the third regular meeting.

1.9 Article 9. Indemnification of Trustees, Employees, and Volunteers

If any claim or action not covered by insurance is instituted against a Trustee of the Downers Grove Public Library, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Downers Grove Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Downers Grove Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Downers Grove Public Library shall, at the request of the Trustee, employee or volunteer:

1. Appear and defend against the claim of action; and
2. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
3. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Library Trustees.

For the purpose of this Section, the term Trustee, employee and volunteer shall include any former Trustee, employee and volunteer of the Library. This indemnification resolution shall not apply if the Board of Library Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case the action to be taken by the Board of Library Trustees will be determined after an investigation of the facts.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 24, 2018**

AGENDA ITEM 9A

Employee Benefit Premium Plan

In order to offer the most effective and most economical medical, dental, and vision insurance to its employees, the Downers Grove Public Library participates in the insurance benefit program offered by the Village of Downers Grove.

All full-time employees, defined by the Affordable Care Act as employees working 30 hours per week or more, are eligible to participate with partial support from the Library. Currently, 29 employees are eligible. Fourteen have elected employee only coverage, 10 have elected employee + family, and 5 have elected employee + spouse or employee + children.

All part-time employees working more than 1,000 hours per year are also eligible to participate, but these employees are responsible for the full cost of participation. For 2017, no part-time employees are participating.

Medical, dental, and vision insurance offerings through the Village of Downers Grove for 2018 are unchanged from 2017. There is no increase to 2018 premiums for medical, dental, and vision. Employees have a choice between PPO and VEBA plans for medical insurance. Only one plan is available for dental and one for vision coverage.

The open enrollment period begins each year on November 1, for staff to make changes to their benefit choices for the following year. Only those with qualifying events during the year (i.e. marriage, birth, adoption of a child, etc.) may change their benefit choices outside of the open enrollment period.

What is a VEBA Plan?

A Voluntary Employees' Beneficiary Association (VEBA) "is a mutual association of employees providing certain specified benefits to its members or their designated beneficiaries. It may be funded by the employees or their employer... IRC 501(c)(9) exempts from federal income tax the voluntary employees' beneficiary association (VEBA) providing for the payment of life, sick, accident or other benefits to its members (or their dependents or designated beneficiaries) if no part of the net earnings inures (other than through such payments) to the benefit of any private shareholder or individual."¹

The Village of Downers Grove VEBA plan is funded by the employer and coupled with a high deductible medical insurance plan and a Health Savings Account (HSA) for each

¹ Excerpted from www.irs.gov

participating employee. Under the plan, \$2,500 for each participating employee is annually placed in the employee's HSA. That HSA belongs to the employee, allowing funds to be accumulated that may only be used for medical and dental expenses, including retiree health benefits. The \$2,500 HSA offsets the \$2,500 deductible of the high deductible medical insurance plan – and allows the employee to retain the unused portion in their HRA if their utilization of the plan is under the \$2,500 deductible. The HSA belongs to the employee, even after separation of employment or retirement.

Village of Downers Grove Plan Utilization

It is important to note that the Village of Downers Grove credits the flat renewal premiums of the past two years to performance within the plan. In particular, utilization of the cost-effective VEBA plan has driven this performance. However, very few Library employees participate in the VEBA plan, largely due to the higher percentage of premium borne by Library employees for this plan. The Village of Downers Grove has incentivized employees to select the VEBA plan through their premium structure.

In order to continue its stellar track record of flat renewals for medical insurance, the Village of Downers Grove staff have made it clear that the Library should also provide incentives for employees to participate in the VEBA plan.

Premium Comparison

The Library's premium structure differs greatly from the Village of Downers Grove. The Library's structure has been in place since before 2016. The current Library employer portion is a set annual dollar amount per employee at each benefit level: \$6,600.00 for employee only; \$13,740.00 for employee + spouse or employee + children; and \$18,720.00 for employee + family. Under this structure, the employee portion of medical premium varies from 3% to 20.4% of the total premium, depending on the medical plan and benefit level selected by the employee.

The Village of Downers Grove sets a percentage of premium to be paid by the employee. This varies from 2.5% to 12.5%, depending on the medical plan and benefit level selected by the employee. The lowest employer cost plan is the PPO option for employee only at \$6,292.48 annually and highest is VEBA for employee + family at \$21,746.23.

Both the Library and Village pass on the premium discount for participating in wellness screening to the employee. The Library employee portion of dental premium varies from 0% to 9.2%, close to the Village's range of 0% to 13.2%. The Library employee portion of vision premium is 0%, while Village employees pay 17% to 18.5%.

Implementing the Village's premium structure is estimated to cost approximately \$48,200.00, using 2018 premiums, if all current employees choose the highest employer cost plan at their current benefit level.

Downers Grove Public Library
2018 Medical, Dental and Vision Premiums

	Current Structure					VoDG Structure				
					ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only w/Screening	\$ 16.89	\$ 550.00	\$ 566.89	3.0%	\$ 6,600.00	\$ 42.52	\$ 524.37	\$ 566.89	7.5%	\$ 6,292.48
Employee Only w/0 Screening	\$ 66.89	\$ 550.00	\$ 616.89		\$ 6,600.00	\$ 92.52	\$ 524.37	\$ 616.89		\$ 6,292.48
Employee & Spouse w/2 Screenings	\$ 158.83	\$ 1,145.00	\$ 1,303.83	12.2%	\$ 13,740.00	\$ 162.98	\$ 1,140.85	\$ 1,303.83	12.5%	\$ 13,690.22
Employee & Spouse w/1 Screening	\$ 208.83	\$ 1,145.00	\$ 1,353.83		\$ 13,740.00	\$ 212.98	\$ 1,140.85	\$ 1,353.83		\$ 13,690.22
Employee & Spouse w/0 Screening	\$ 258.83	\$ 1,145.00	\$ 1,403.83		\$ 13,740.00	\$ 262.98	\$ 1,140.85	\$ 1,403.83		\$ 13,690.22
Employee & Children w/Screening	\$ 45.46	\$ 1,145.00	\$ 1,190.46	3.8%	\$ 13,740.00	\$ 148.81	\$ 1,041.65	\$ 1,190.46	12.5%	\$ 12,499.83
Employee & Children w/0 Screening	\$ 95.46	\$ 1,145.00	\$ 1,240.46		\$ 13,740.00	\$ 198.81	\$ 1,041.65	\$ 1,240.46		\$ 12,499.83
Family w/2 Screenings	\$ 254.03	\$ 1,560.00	\$ 1,814.03	14.0%	\$ 18,720.00	\$ 226.75	\$ 1,587.28	\$ 1,814.03	12.5%	\$ 19,047.32
Family w/1 Screening	\$ 304.03	\$ 1,560.00	\$ 1,864.03		\$ 18,720.00	\$ 276.75	\$ 1,587.28	\$ 1,864.03		\$ 19,047.32
Family w/0 Screening	\$ 354.03	\$ 1,560.00	\$ 1,914.03		\$ 18,720.00	\$ 326.75	\$ 1,587.28	\$ 1,914.03		\$ 19,047.32
VEBA PLAN \$2,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYER COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYER COST
Employee Only w/Screening	\$ 60.39	\$ 550.00	\$ 610.39	9.9%	\$ 6,600.00	\$ 15.26	\$ 595.13	\$ 610.39	2.5%	\$7,141.56
Employee Only w/0 Screening	\$ 110.39	\$ 550.00	\$ 660.39		\$ 6,600.00	\$ 65.26	\$ 595.13	\$ 660.39		\$7,141.56
Employee & Spouse w/2 Screenings	\$ 260.35	\$ 1,145.00	\$ 1,405.35	18.5%	\$ 13,740.00	\$ 105.40	\$ 1,299.95	\$ 1,405.35	7.5%	\$15,599.39
Employee & Spouse w/1 Screening	\$ 310.35	\$ 1,145.00	\$ 1,455.35		\$ 13,740.00	\$ 155.40	\$ 1,299.95	\$ 1,455.35		\$15,599.39
Employee & Spouse w/0 Screening	\$ 360.35	\$ 1,145.00	\$ 1,505.35		\$ 13,740.00	\$ 205.40	\$ 1,299.95	\$ 1,505.35		\$15,599.39
Employee & Children w/Screening	\$ 137.28	\$ 1,145.00	\$ 1,282.28	10.7%	\$ 13,740.00	\$ 96.17	\$ 1,186.11	\$ 1,282.28	7.5%	\$14,233.31
Employee & Children w/0 Screening	\$ 187.28	\$ 1,145.00	\$ 1,332.28		\$ 13,740.00	\$ 146.17	\$ 1,186.11	\$ 1,332.28		\$14,233.31
Family w/2 Screenings	\$ 399.12	\$ 1,560.00	\$ 1,959.12	20.4%	\$ 18,720.00	\$ 146.93	\$ 1,812.19	\$ 1,959.12	7.5%	\$21,746.23
Family w/1 Screening	\$ 449.12	\$ 1,560.00	\$ 2,009.12		\$ 18,720.00	\$ 196.93	\$ 1,812.19	\$ 2,009.12		\$21,746.23
Family w/0 Screening	\$ 499.12	\$ 1,560.00	\$ 2,059.12		\$ 18,720.00	\$ 246.93	\$ 1,812.19	\$ 2,059.12		\$21,746.23

Downers Grove Public Library
2018 Medical, Dental and Vision Premiums

	Current Structure					VoDG Structure				
					ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST
DELTA DENTAL	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40
Family	\$ 13.21	\$ 130.00	\$ 143.21	9.2%	\$ 1,560.00	\$ 19.16	\$ 124.05	\$ 143.21	13.4%	\$ 1,718.52


	Current Structure					VoDG Structure				
					ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST
VISION	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 3.47	\$ 3.47	0.0%	\$ 41.64	\$ 0.59	\$ 2.88	\$ 3.47	17.0%	\$ 34.56
Family	\$ -	\$ 8.86	\$ 8.86	0.0%	\$ 106.32	\$ 1.64	\$ 7.22	\$ 8.86	18.5%	\$ 86.64



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. **NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 1-800-828-3116 or at www.bcbsil.com. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at <https://www.cms.gov/CCIIO/Resources/Forms-Reports-and-Other-Resources/Downloads/UG-Glossary-508-MM.pdf> or call 1-800-828-3116 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u>?	For PPO and Non-PPO: \$2,500 Individual/\$5,000 Family	Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this plan begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
Are there services covered before you meet your <u>deductible</u>?	Yes. Doesn't apply to services that charge a <u>copay</u> , <u>emergency room services</u> , <u>prescription drugs</u> and certain women's <u>preventive care</u> . <u>Copays</u> don't count toward the <u>deductible</u> .	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without cost sharing and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u>?	For PPO: \$4,500 Individual/\$9,000 Family For Non-PPO: \$6,500 Individual/\$13,000 Family Prescription drug expense limit: \$2,000 Individual/\$4,000 Family	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u>?	<u>Premiums</u> , <u>balanced-billed charges</u> , and healthcare this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u>?	Yes. See www.bcbsil.com or call 1-800-828-3116 for a list of PPO <u>providers</u> .	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the plan's <u>network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the provider's charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware, your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u>?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .

 All **copayment** and **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	\$20 <u>copay</u> /visit; <u>deductible</u> does not apply	40% <u>coinsurance</u>	Copay applies to the office visit and all other services provided in office on same day, except for surgery, mental health, physical, occupational and speech therapies, chiropractic and osteopathic manipulation. MDLIVE Telehealth applies \$10 <u>copayment</u> for each use.
	<u>Specialist</u> visit	\$40 <u>copay</u> /visit; <u>deductible</u> does not apply	40% <u>coinsurance</u>	None
	<u>Preventive care/screening/immunization</u>	No Charge; <u>deductible</u> does not apply	40% <u>coinsurance</u>	You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services needed are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	<u>Coinsurance</u> may vary if services rendered in a professional setting.
	Imaging (CT/PET scans, MRIs)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at www.bcbsil.com .	Generic drugs	Retail: \$10 <u>copay</u> /prescription Mail: \$20 <u>copay</u> /prescription; <u>deductible</u> does not apply	Retail: \$10 <u>copay</u> /prescription; <u>deductible</u> does not apply	34-day supply at Retail 90-day supply at Mail Order Payment of the difference between the cost of a brand name drug and a generic may also be required if a generic drug is available.
	Preferred brand drugs	Retail: \$40 <u>copay</u> /prescription Mail: \$80 <u>copay</u> /prescription; <u>deductible</u> does not apply	Retail: \$40 <u>copay</u> /prescription; <u>deductible</u> does not apply	\$0 <u>copay</u> generic program for Cholesterol and PPI medications. Prior authorization may be required.
	Non-preferred brand drugs	Retail: \$60 <u>copay</u> /prescription Mail: \$120 <u>copay</u> /prescription; <u>deductible</u> does not apply	Retail: \$60 <u>copay</u> /prescription; <u>deductible</u> does not apply	Certain women's preventive services will be covered with no cost to the member. For a full list of these prescriptions and/or services, please contact Customer Service. For Out-of-Network drug provider you are responsible for 25% of the eligible amount after the <u>copay</u> . Rx <u>Out-of-Pocket Limit</u> : \$2,000/Individual/\$4,000 Family
	<u>Specialty drugs</u>	Retail: \$60 <u>copay</u> /prescription; <u>deductible</u> does not apply	Not Covered	Specialty retail limited to a 30 day supply.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	Physician/surgeon fees	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None

* For more information about limitations and exceptions, see the plan or policy document at www.bcbsil.com.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need immediate medical attention	<u>Emergency room care</u>	\$150 <u>copay</u> /visit; <u>deductible</u> does not apply	\$150 <u>copay</u> /visit; <u>deductible</u> does not apply	<u>Copay</u> waived if patient is admitted.
	<u>Emergency medical transportation</u>	20% <u>coinsurance</u>	20% <u>coinsurance</u>	Ground and air transportation covered.
	<u>Urgent care</u>	\$20 <u>copay</u> /visit; <u>deductible</u> does not apply	40% <u>coinsurance</u>	None
If you have a hospital stay	Facility fee (e.g., hospital room)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	Physician/surgeon fees	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	\$20 PCP copay applies to psychotherapy provided in office visit and in the outpatient setting. <u>Deductible</u> does not apply.
	Inpatient services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
If you are pregnant	Office visits	\$20 <u>copay</u> ; <u>deductible</u> does not apply	40% <u>coinsurance</u>	<u>Copay</u> applies to 1 st prenatal visit only. <u>Cost sharing</u> does not apply for <u>preventive services</u> . Depending on the type of services, a <u>coinsurance</u> , or <u>deductible</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	
	Childbirth/delivery facility services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	<u>Home health care</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Includes charges made by a home health care agency for <u>medically necessary</u> care. Transportation services, domestic service, custodial care and non-medical supplies are not covered.
	<u>Rehabilitation services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Unlimited therapies maximum, including the treatment of developmental delays.
	<u>Habilitation services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	
	<u>Skilled nursing care</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Unlimited days.
	<u>Durable medical equipment</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Benefits are limited to items used to serve a medical purpose. <u>DME</u> benefits are provided for both purchase and rental equipment (up to the purchase price).
	<u>Hospice services</u>	No Charge	No Charge	None
If your child needs dental or eye care	Children's eye exam	\$20 copay/visit; <u>deductible</u> does not apply	Not Covered	None
	Children's glasses	Not Covered	Not Covered	None
	Children's dental check-up	Not Covered	Not Covered	None

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Acupuncture • Cosmetic surgery • Dental care (Adult) | <ul style="list-style-type: none"> • Hearing aids • Long term care • Routine eye care (Adult) | <ul style="list-style-type: none"> • Routine foot care (with the exception of person with diagnosis of diabetes) • Weight loss programs |
|--|--|---|

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Bariatric surgery• Chiropractic care | <ul style="list-style-type: none">• Infertility treatment• Most coverage provided outside the United States. See www.bcbsil.com. | <ul style="list-style-type: none">• Non-emergency care when traveling outside the U.S.• Private Duty Nursing (with the exception of inpatient private duty nursing) |
|---|---|--|

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the plan at 1-800-828-3116, U.S. Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or www.dol.gov/ebsa/healthreform, or Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Blue Cross and Blue Shield of Illinois at 1-800-828-3116 or visit www.bcbsil.com, or contact the U.S. Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or visit www.dol.gov/ebsa/healthreform. Additionally, a consumer assistance program can help you file your appeal. Contact the Illinois Department of Insurance at (877) 527-9431 or visit <http://insurance.illinois.gov>.

Does this plan provide Minimum Essential Coverage? Yes

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet the Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-828-3116.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-828-3116.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-828-3116.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-828-3116.

—————To see examples of how this plan might cover costs for a sample medical situation, see the next section.—————

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby

(9 months of in-network pre-natal care and a hospital delivery)

■ The <u>plan's</u> overall <u>deductible</u>	\$2,500
■ <u>Specialist</u> <u>copayment</u>	\$40
■ Hospital (facility) <u>coinsurance</u>	20%
■ Other <u>coinsurance</u>	20%

This **EXAMPLE** event includes services like:

Specialist office visits (*prenatal care*)
 Childbirth/Delivery Professional Services
 Childbirth/Delivery Facility Services
Diagnostic tests (*ultrasounds and blood work*)
Specialist visit (*anesthesia*)

Total Example Cost	\$12,700
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In this example, Peg would pay:

<u>Cost Sharing</u>	
<u>Deductibles</u>	\$2,500
<u>Copayments</u>	\$20
<u>Coinsurance</u>	\$2,000
<u>What isn't covered</u>	
Limits or exclusions	\$60
The total Peg would pay is	\$4,580

Managing Joe's type 2 Diabetes

(a year of routine in-network care of a well-controlled condition)

■ The <u>plan's</u> overall <u>deductible</u>	\$2,500
■ <u>Specialist</u> <u>copayment</u>	\$40
■ Hospital (facility) <u>coinsurance</u>	20%
■ Other <u>coinsurance</u>	20%

This **EXAMPLE** event includes services like:

Primary care physician office visits (*including disease education*)
Diagnostic tests (*blood work*)
Prescription drugs
Durable medical equipment (*glucose meter*)

Total Example Cost	\$7,400
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In this example, Joe would pay:

<u>Cost Sharing</u>	
<u>Deductibles</u>	\$1,900
<u>Copayments</u>	\$1,100
<u>Coinsurance</u>	\$70
<u>What isn't covered</u>	
Limits or exclusions	\$55
The total Joe would pay is	\$3,125

Mia's Simple Fracture

(in-network emergency room visit and follow up care)

■ The <u>plan's</u> overall <u>deductible</u>	\$2,500
■ <u>Specialist</u> <u>copayment</u>	\$40
■ Hospital (facility) <u>coinsurance</u>	20%
■ Other <u>coinsurance</u>	20%

This **EXAMPLE** event includes services like:

Emergency room care (*including medical supplies*)
Diagnostic test (*x-ray*)
Durable medical equipment (*crutches*)
Rehabilitation services (*physical therapy*)

Total Example Cost	\$2,000
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In this example, Mia would pay:

<u>Cost Sharing</u>	
<u>Deductibles</u>	\$1,600
<u>Copayments</u>	\$120
<u>Coinsurance</u>	\$0
<u>What isn't covered</u>	
Limits or exclusions	\$0
The total Mia would pay is	\$1,720

The plan would be responsible for the other costs of these EXAMPLE covered services.



BlueCross BlueShield of Illinois

If you, or someone you are helping, have questions, you have the right to get help and information in your language at no cost.
To speak to an interpreter, call the customer service number on the back of your member card. If you are not a member, or don't have a card, call 855-710-6984.

العربية Arabic	إن كان لديك أو لدى شخص تساعد أسئلة، فذلك الحق في الحصول على المساعدة والمعلومات الضرورية بلغتك من دون أية تكلفة. للتحدث إلى مترجم فوري، اتصل على رقم خدمة العملاء المذكور على ظهر بطاقة عضويتك. فإن لم تكن عضوًا، أو كنت لا تملك بطاقة، فاتصل على 855-710-6984.
繁體中文 Chinese	如果您，或您正在協助的對象，對此有疑問，您有權利免費以您的母語獲得幫助和訊息。洽詢一位翻譯員，請致電印在您的會員卡背面的客戶服務電話號碼。如果您不是會員，或沒有會員卡，請致電 855-710-6984。
Français French	Si vous, ou quelqu'un que vous êtes en train d'aider, avez des questions, vous avez le droit d'obtenir de l'aide et l'information dans votre langue à aucun coût. Pour parler à un interprète, composez le numéro du service client indiqué au verso de votre carte de membre. Si vous n'êtes pas membre ou si vous n'avez pas de carte, veuillez composer le 855-710-6984.
Deutsch German	Falls Sie oder jemand, dem Sie helfen, Fragen haben, haben Sie das Recht, kostenlose Hilfe und Informationen in Ihrer Sprache zu erhalten. Um mit einem Dolmetscher zu sprechen, rufen Sie bitte die Kundenservicenummer auf der Rückseite Ihrer Mitgliedskarte an. Falls Sie kein Mitglied sind oder keine Mitgliedskarte besitzen, rufen Sie bitte 855-710-6984 an.
Ελληνικά Greek	Εάν εσείς ή κάποιος που βοηθάτε έχετε ερωτήσεις, έχετε το δικαίωμα να λάβετε βοήθεια και πληροφορίες στη γλώσσα σας χωρίς χρέωση. Για να μιλήσετε σε έναν διερμηνέα, καλέστε τον αριθμό εξπηρέτησης πελατών που αναγράφεται στο πίσω μέρος της κάρτας μέλους σας. Εάν δεν είστε μέλος ή δεν έχετε κάρτα, καλέστε τον αριθμό 855-710-6984.
ગુજરાતી Gujarati	જો તમને અથવા તમે મદદ કરી રહ્યા હોય એવી કોઈ બીજી વ્યક્તિને એસ.બી.એમ. દુભાષિયા સાથે વાત કરવા માટે, તમારા સભ્યપદના કાર્ડની પાછળ આપેલ ગ્રાહક સેવા નંબર પર કોલ કરો. જો આપ સભ્યપદ ના ધરાવતા હોવ, અથવા આપની પાસે કાર્ડ નથી તો 855-710-6984 નંબર પર કોલ કરો.
हिंदी Hindi	यदि आपके, या आप जिसकी सहायता कर रहे हैं उसके, प्रश्न हैं, तो आपको अपनी भाषा में निःशुल्क सहायता और जानकारी प्राप्त करने का अधिकार है। किसी अनुवादक से बात करने के लिए, अपने सदस्य कार्ड के पीछे दिए गए ग्राहक सेवा नंबर पर कॉल करें। यदि आप सदस्य नहीं हैं, या आपके पास कार्ड नहीं है, तो 855-710-6984 पर कॉल करें।
Italiano Italian	Se tu o qualcuno che stai aiutando avete domande, hai il diritto di ottenere aiuto e informazioni nella tua lingua gratuitamente. Per parlare con un interprete, puoi chiamare il servizio clienti al numero riportato sul lato posteriore della tua tessera di socio. Se non sei socio o non possiedi una tessera, puoi chiamare il numero 855-710-6984.
한국어 Korean	만약 귀하 또는 귀하가 돕는 사람이 질문이 있다면 귀하는 무료로 그러한 도움과 정보를 귀하의 언어로 받을 수 있는 권리가 있습니다. 회원 카드 뒷면에 있는 고객 서비스 번호로 전화하십시오. 회원이 아니시거나 카드가 없으시면 855-710-6984 으로 전화하십시오.
Diné Navajo	T'áá ni, éí doodago ía'da bíká anáníłwo'ígíí, na'ídiłkídogo, ts'ídá bee ná ahóótí'í t'áá níí'k'e níká a'doolwoł. Ata' halne'í bich'í'í hadeesdizh nínízingo éí kwe'é da'íníshgi áká anídaalwo'ígíí bich'í'í hódííłnih, bee nééhózinii bine'déé' bíkáá'. Kojí atah naaltsoos ná hadít'éégóó éí doodago bee nééhózinígíí ádingo kojí' hódííłnih 855-710-6984.
Polski Polish	Jeśli Ty lub osoba, której pomagasz, macie jakiegokolwiek pytania, macie prawo do uzyskania bezpłatnej informacji i pomocy we własnym języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer podany na odwrocie karty członkowskiej. Jeżeli nie jesteś członkiem lub nie masz przy sobie karty, zadzwoń pod numer 855-710-6984.
Русский Russian	Если у вас или человека, которому вы помогаете, возникли вопросы, у вас есть право на бесплатную помощь и информацию, предоставленную на вашем языке. Чтобы поговорить с переводчиком, позвоните в отдел обслуживания клиентов по телефону, указанному на обратной стороне вашей карточки участника. Если вы не являетесь участником или у вас нет карточки, позвоните по телефону 855-710-6984.
Español Spanish	Si usted o alguien a quien usted está ayudando tiene preguntas, tiene derecho a obtener ayuda e información en su idioma sin costo alguno. Para hablar con un intérprete comuníquese con el número del Servicio al Cliente que figura en el reverso de su tarjeta de miembro. Si usted no es miembro o no posee una tarjeta, llame al 855-710-6984.
Tagalog Tagalog	Kung ikaw, o ang isang taong iyong tinutulungan ay may mga tanong, may karapatan kang makakuha ng tulong at impormasyon sa iyong wika nang walang bayad. Upang makipag-usap sa isang tagasalin-wika, tumawag sa numero ng serbisyo para sa kustomer sa likod ng iyong kard ng miyembro. Kung ikaw ay hindi isang miyembro, o kaya ay walang kard, tumawag sa 855-710-6984.
اردو Urdu	گر آپ کو، یا کسی ایسے فرد کو جس کی آپ مدد کر رہے ہیں، کوئی سوال درپیش ہے تو، آپ کو اپنی زبان میں مفت مدد اور معلومات حاصل کرنے کا حق ہے۔ مترجم سے بات کرنے کے لیے، کسٹمر سروس نمبر پر کال کریں جو آپ کے کارڈ کی پشت پر درج ہے۔ اگر آپ ممبر نہیں ہیں، یا آپ کے پاس کارڈ نہیں ہے تو، 855-710-6984 پر کال کریں۔
Tiếng Việt Vietnamese	Nếu quý vị hoặc người mà quý vị giúp đỡ có bất kỳ câu hỏi nào, quý vị có quyền được hỗ trợ và nhận thông tin bằng ngôn ngữ của mình miễn phí. Để nói chuyện với thông dịch viên, gọi số dịch vụ khách hàng nằm ở phía sau thẻ hội viên của quý vị. Nếu quý vị không phải là hội viên hoặc không có thẻ, gọi số 855-710-6984.

Health care coverage is important for everyone.

We provide free communication aids and services for anyone with a disability or who needs language assistance.
We do not discriminate on the basis of race, color, national origin, sex, gender identity, age or disability.

To receive language or communication assistance free of charge, please call us at 855-710-6984.

If you believe we have failed to provide a service, or think we have discriminated in another way, contact us to file a grievance.

Office of Civil Rights Coordinator
300 E. Randolph St.
35th Floor
Chicago, Illinois 60601

Phone: 855-664-7270 (voicemail)
TTY/TDD: 855-661-6965
Fax: 855-661-6960
Email: CivilRightsCoordinator@hcsc.net

You may file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, at:

U.S. Dept. of Health & Human Services
200 Independence Avenue SW
Room 509F, HHH Building 1019
Washington, DC 20201

Phone: 800-368-1019
TTY/TDD: 800-537-7697
Complaint Portal: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
Complaint Forms: <http://www.hhs.gov/ocr/office/file/index.html>

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

The Village of Downers Grove VEBA Health Savings Plan:

The Village of Downers Grove

Coverage Period: 01/01/2018 – 12/31/2018

Coverage for: Employee and family | Plan Type: Expense Reimbursement



The Summary of Benefits and Coverage (SBC) document will help you choose a health [plan](#). The SBC shows you how you and the [plan](#) would share the cost for covered health care services. NOTE: Information about the cost of this [plan](#) (called the [premium](#)) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, <http://www.downers.us/> 1-630-434-5538. For general definitions of common terms, such as [allowed amount](#), [balance billing](#), [coinsurance](#), [copayment](#), [deductible](#), [provider](#), or other underlined terms see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary/> or call 1-630-434-5538 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible ?	\$0	See the Common Medical Events chart below for your costs for services this plan covers.
Are there services covered before you meet your deductible ?	Yes.	This plan has no deductible .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan ?	Not Applicable.	This plan does not have an out-of-pocket limit on your expenses.
What is not included in the out-of-pocket limit ?	Not Applicable.	This plan does not have an out-of-pocket limit on your expenses.
Will you pay less if you use a network provider ?	Not Applicable.	This plan does not use a provider network . You can receive covered services from any provider .
Do you need a referral to see a specialist ?	No.	You can see the specialist you choose without a referral .

OMB Control Numbers 1545-2229, 1210-0147, and 0938-1146
Released on April 6, 2016

Common Medical Event	Services You May Need	What You Will Pay	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness Specialist visit Preventive care/screening/immunization	No Charge	Coverage is limited to individual's account balance
If you have a test	Diagnostic test (x-ray, blood work) Imaging (CT/PET scans, MRIs)		
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.[insert].com	Generic drugs (Tier 1) Preferred brand drugs (Tier 2) Non-preferred brand drugs (Tier 3) Specialty drugs (Tier 4)		
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center) Physician/surgeon fees		
If you need immediate medical attention	Emergency room care Emergency medical transportation Urgent care		
If you have a hospital stay	Facility fee (e.g., hospital room) Physician/surgeon fees		
If you need mental health, behavioral health, or substance abuse services	Outpatient services Inpatient services		
If you are pregnant	Office visits Childbirth/delivery professional services Childbirth/delivery facility services		

Common Medical Event	Services You May Need	What You Will Pay	Limitations, Exceptions, & Other Important Information
If you need help recovering or have other special health needs	Home health care	No Charge	Coverage is limited to individual's account balance
	Rehabilitation services		
	Habilitation services		
	Skilled nursing care		
	Durable medical equipment		
	Hospice services		
If your child needs dental or eye care	Children's eye exam		
	Children's glasses		
	Children's dental check-up		

Excluded Services & Other Covered Services:

Services Your [Plan](#) Generally Does NOT Cover (Check your policy or [plan](#) document for more information and a list of any other [excluded services](#).)

- Cosmetic Surgery

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your [plan](#) document.)

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Acupuncture • Bariatric Surgery • Chiropractic care • Dental care (Adult) • Hearing Aids • Infertility Treatment | <ul style="list-style-type: none"> • Long-term care • Non-emergency care when traveling outside the U.S. • Private-duty nursing • Routine eye care (Adult) • Routine foot care | <ul style="list-style-type: none"> • Weight Loss Programs |
|---|---|--|

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Health and Human Services, Center for Consumer Information and Insurance Oversight at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance [Marketplace](#). For more information about the [Marketplace](#), visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information to submit a [claim](#), [appeal](#), or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact: [6].

Does this plan provide Minimum Essential Coverage? Yes.

If you don't have [Minimum Essential Coverage](#) for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet Minimum Value Standards? No.

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through the [Marketplace](#).

Language Access Services:

[7] [Spanish (Español): Para obtener asistencia en Español, llame al 1-630-434-5538.]

[7] [Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-630-434-5538.]

[7] [Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-630-434-5538.]

[7] [Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-630-434-5538.]

_____ *To see examples of how this plan might cover costs for a sample medical situation, see the next section.* _____

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this [plan](#) might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your [providers](#) charge, and many other factors. Focus on the [cost sharing](#) amounts ([deductibles](#), [copayments](#) and [coinsurance](#)) and [excluded services](#) under the [plan](#). Use this information to compare the portion of costs you might pay under different health [plans](#). Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby

(9 months of in-network pre-natal care and a hospital delivery)

■ The plan's overall deductible	\$0
■ Specialist copayment	\$0
■ Hospital (facility) coinsurance	0%
■ Other coinsurance	0%

This EXAMPLE event includes services like:

Specialist office visits (*prenatal care*)
 Childbirth/Delivery Professional Services
 Childbirth/Delivery Facility Services
 Diagnostic tests (*ultrasounds and blood work*)
 Specialist visit (*anesthesia*)

Total Example Cost	\$12,800
---------------------------	-----------------

In this example, Peg would pay:

Cost Sharing	
Deductibles	\$0
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	*
The total Peg would pay is	**

Managing Joe's type 2 Diabetes

(a year of routine in-network care of a well-controlled condition)

■ The plan's overall deductible	\$0
■ Specialist copayment	\$0
■ Hospital (facility) coinsurance	0%
■ Other coinsurance	0%

This EXAMPLE event includes services like:

Primary care physician office visits (*including disease education*)
 Diagnostic tests (*blood work*)
 Prescription drugs
 Durable medical equipment (*glucose meter*)

Total Example Cost	\$7,400
---------------------------	----------------

In this example, Joe would pay:

Cost Sharing	
Deductibles	\$0
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	*
The total Joe would pay is	**

Mia's Simple Fracture

(in-network emergency room visit and follow up care)

■ The plan's overall deductible	\$0
■ Specialist copayment	\$0
■ Hospital (facility) coinsurance	0%
■ Other coinsurance	0%

This EXAMPLE event includes services like:

Emergency room care (*including medical supplies*)
 Diagnostic test (*x-ray*)
 Durable medical equipment (*crutches*)
 Rehabilitation services (*physical therapy*)

Total Example Cost	\$1,900
---------------------------	----------------

In this example, Mia would pay:

Cost Sharing	
Deductibles	\$0
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	*
The total Mia would pay is	**

*Amount in excess of individual's account balance.


**Amount in excess of his/her account balance under this [plan](#) if expense is not covered by another [plan](#) (i.e. the group medical coverage).



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. **NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 1-800-828-3116 or at www.bcbsil.com. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at <https://www.cms.gov/CCIIO/Resources/Forms-Reports-and-Other-Resources/Downloads/UG-Glossary-508-MM.pdf> or call 1-800-828-3116 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u>?	For PPO: \$1,500 Individual/\$3,000 Family For Non-PPO: \$3,000 Individual/\$6,000 Family	Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this plan begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
Are there services covered before you meet your <u>deductible</u>?	Yes. Doesn't apply to services that charge a <u>copay</u> , <u>emergency room services</u> , <u>prescription drugs</u> and certain women's <u>preventive care</u> . <u>Copays</u> don't count toward the <u>deductible</u> .	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u>?	For PPO: \$3,500 Individual/\$7,000 Family For Non-PPO: \$7,000 Individual/\$14,000 Family Prescription drug expense limit: \$3,000 Individual / \$6,000 Family	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u>?	<u>Premiums</u> , <u>balanced-billed charges</u> , and healthcare this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u>?	Yes. See www.bcbsil.com or call 1-800-828-3116 for a list of PPO <u>providers</u> .	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the plan's <u>network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the provider's charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware, your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u>?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .

 All **copayment** and **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	\$20 <u>copay</u> /visit; <u>deductible</u> does not apply	40% <u>coinsurance</u>	Copay applies to the office visit and all other services provided in office on same day, except for surgery, mental health, physical, occupational and speech therapies, chiropractic and osteopathic manipulation. MDLIVE Telehealth applies \$10 <u>copayment</u> for each use.
	<u>Specialist</u> visit	\$40 <u>copay</u> /visit; <u>deductible</u> does not apply	40% <u>coinsurance</u>	None
	<u>Preventive care/screening/immunization</u>	No Charge; <u>deductible</u> does not apply	40% <u>coinsurance</u>	You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services needed are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	<u>Coinsurance</u> may vary if services rendered in a professional setting.
	Imaging (CT/PET scans, MRIs)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at www.bcbsil.com .	Generic drugs	Retail: \$10 <u>copay</u> /prescription Mail: \$20 <u>copay</u> /prescription; <u>deductible</u> does not apply	Retail: \$10 <u>copay</u> /prescription; <u>deductible</u> does not apply	34-day supply at Retail 90-day supply at Mail Order Payment of the difference between the cost of a brand name drug and a generic may also be required if a generic drug is available.
	Preferred brand drugs	Retail: \$40 <u>copay</u> /prescription Mail: \$80 <u>copay</u> /prescription; <u>deductible</u> does not apply	Retail: \$40 <u>copay</u> /prescription; <u>deductible</u> does not apply	\$0 <u>copay</u> generic program for Cholesterol and PPI medications.
	Non-preferred brand drugs	Retail: \$60 <u>copay</u> /prescription Mail: \$120 <u>copay</u> /prescription; <u>deductible</u> does not apply	Retail: \$60 <u>copay</u> /prescription; <u>deductible</u> does not apply	Certain women's preventive services will be covered with no cost to the member. For a full list of these prescriptions and/or services, please contact Customer Service. For Out-of-Network drug provider you are responsible for 25% of the eligible amount after the <u>copay</u> .
	<u>Specialty drugs</u>	Retail: \$60 <u>copay</u> /prescription; <u>deductible</u> does not apply	Not Covered	Rx <u>Out-of-Pocket Limit</u> : \$3,000/Individual / \$6,000 Family Specialty retail limited to a 30 day supply.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	Physician/surgeon fees	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need immediate medical attention	<u>Emergency room care</u>	\$150 <u>copay</u> /visit; <u>deductible</u> does not apply	\$150 <u>copay</u> /visit; <u>deductible</u> does not apply	<u>Copay</u> waived if patient is admitted.
	<u>Emergency medical transportation</u>	20% <u>coinsurance</u>	20% <u>coinsurance</u>	Ground and air transportation covered.
	<u>Urgent care</u>	\$20 <u>copay</u> /visit; <u>deductible</u> does not apply	40% <u>coinsurance</u>	None
If you have a hospital stay	Facility fee (e.g., hospital room)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	Physician/surgeon fees	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	\$20 PCP copay applies to psychotherapy provided in office visit and in the outpatient setting. <u>Deductible</u> does not apply.
	Inpatient services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
If you are pregnant	Office visits	\$20 <u>copay</u> ; <u>deductible</u> does not apply	40% <u>coinsurance</u>	<u>Copay</u> applies to 1 st prenatal visit only. <u>Cost sharing</u> does not apply for <u>preventive services</u> . Depending on the type of services, a <u>coinsurance</u> , or <u>deductible</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	
	Childbirth/delivery facility services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	<u>Home health care</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Includes charges made by a home health care agency for <u>medically necessary</u> care. Transportation services, domestic service, custodial care and non-medical supplies are not covered.
	<u>Rehabilitation services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Unlimited therapies maximum, including the treatment of developmental delays.
	<u>Habilitation services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	
	<u>Skilled nursing care</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Unlimited days.
	<u>Durable medical equipment</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	Benefits are limited to items used to serve a medical purpose. <u>DME</u> benefits are provided for both purchase and rental equipment (up to the purchase price).
	<u>Hospice services</u>	No Charge	No Charge	None
If your child needs dental or eye care	Children's eye exam	\$20 copay/visit; <u>deductible</u> does not apply	Not Covered	None
	Children's glasses	Not Covered	Not Covered	None
	Children's dental check-up	Not Covered	Not Covered	None

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Acupuncture • Cosmetic surgery • Dental care (Adult) | <ul style="list-style-type: none"> • Hearing aids • Long term care • Routine eye care (Adult) | <ul style="list-style-type: none"> • Routine foot care (with the exception of person with diagnosis of diabetes) • Weight loss programs |
|--|--|---|

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Bariatric surgery• Chiropractic care | <ul style="list-style-type: none">• Infertility treatment• Most coverage provided outside the United States. See www.bcbsil.com. | <ul style="list-style-type: none">• Non-emergency care when traveling outside the U.S.• Private Duty Nursing (with the exception of inpatient private duty nursing) |
|---|---|--|

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the plan at 1-800-828-3116, U.S. Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or www.dol.gov/ebsa/healthreform, or Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Blue Cross and Blue Shield of Illinois at 1-800-828-3116 or visit www.bcbsil.com, or contact the U.S. Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or visit www.dol.gov/ebsa/healthreform. Additionally, a consumer assistance program can help you file your appeal. Contact the Illinois Department of Insurance at (877) 527-9431 or visit <http://insurance.illinois.gov>.

Does this plan provide Minimum Essential Coverage? Yes

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet the Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-828-3116.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-828-3116.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-828-3116.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-828-3116.

—————To see examples of how this plan might cover costs for a sample medical situation, see the next section.—————

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby

(9 months of in-network pre-natal care and a hospital delivery)

■ The <u>plan's</u> overall <u>deductible</u>	\$1,500
■ <u>Specialist</u> <u>copayment</u>	\$40
■ Hospital (facility) <u>coinsurance</u>	20%
■ Other <u>coinsurance</u>	20%

This **EXAMPLE** event includes services like:

Specialist office visits (*prenatal care*)
 Childbirth/Delivery Professional Services
 Childbirth/Delivery Facility Services
Diagnostic tests (*ultrasounds and blood work*)
Specialist visit (*anesthesia*)

Total Example Cost	\$12,700
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In this example, Peg would pay:

<u>Cost Sharing</u>	
<u>Deductibles</u>	\$1,500
<u>Copayments</u>	\$20
<u>Coinsurance</u>	\$2,000
<u>What isn't covered</u>	
Limits or exclusions	\$60
The total Peg would pay is	\$3,580

Managing Joe's type 2 Diabetes

(a year of routine in-network care of a well-controlled condition)

■ The <u>plan's</u> overall <u>deductible</u>	\$1,500
■ <u>Specialist</u> <u>copayment</u>	\$40
■ Hospital (facility) <u>coinsurance</u>	20%
■ Other <u>coinsurance</u>	20%

This **EXAMPLE** event includes services like:

Primary care physician office visits (*including disease education*)
Diagnostic tests (*blood work*)
Prescription drugs
Durable medical equipment (*glucose meter*)

Total Example Cost	\$7,400
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In this example, Joe would pay:

<u>Cost Sharing</u>	
<u>Deductibles</u>	\$1,500
<u>Copayments</u>	\$1,100
<u>Coinsurance</u>	\$70
<u>What isn't covered</u>	
Limits or exclusions	\$60
The total Joe would pay is	\$2,730

Mia's Simple Fracture

(in-network emergency room visit and follow up care)

■ The <u>plan's</u> overall <u>deductible</u>	\$1,500
■ <u>Specialist</u> <u>copayment</u>	\$40
■ Hospital (facility) <u>coinsurance</u>	20%
■ Other <u>coinsurance</u>	20%

This **EXAMPLE** event includes services like:

Emergency room care (*including medical supplies*)
Diagnostic test (*x-ray*)
Durable medical equipment (*crutches*)
Rehabilitation services (*physical therapy*)

Total Example Cost	\$2,000
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In this example, Mia would pay:

<u>Cost Sharing</u>	
<u>Deductibles</u>	\$1,500
<u>Copayments</u>	\$120
<u>Coinsurance</u>	\$30
<u>What isn't covered</u>	
Limits or exclusions	\$0
The total Mia would pay is	\$1,650

The plan would be responsible for the other costs of these EXAMPLE covered services.



BlueCross BlueShield of Illinois

If you, or someone you are helping, have questions, you have the right to get help and information in your language at no cost.
To speak to an interpreter, call the customer service number on the back of your member card. If you are not a member, or don't have a card, call 855-710-6984.

العربية Arabic	إن كان لديك أو لدى شخص تساعد أسئلة، فذلك الحق في الحصول على المساعدة والمعلومات الضرورية بلغتك من دون أية تكلفة. للتحدث إلى مترجم فوري، اتصل على رقم خدمة العملاء المذكور على ظهر بطاقة عضويتك. فإن لم تكن عضوًا، أو كنت لا تملك بطاقة، فاتصل على 855-710-6984.
繁體中文 Chinese	如果您，或您正在協助的對象，對此有疑問，您有權利免費以您的母語獲得幫助和訊息。洽詢一位翻譯員，請致電印在您的會員卡背面的客戶服務電話號碼。如果您不是會員，或沒有會員卡，請致電 855-710-6984。
Français French	Si vous, ou quelqu'un que vous êtes en train d'aider, avez des questions, vous avez le droit d'obtenir de l'aide et l'information dans votre langue à aucun coût. Pour parler à un interprète, composez le numéro du service client indiqué au verso de votre carte de membre. Si vous n'êtes pas membre ou si vous n'avez pas de carte, veuillez composer le 855-710-6984.
Deutsch German	Falls Sie oder jemand, dem Sie helfen, Fragen haben, haben Sie das Recht, kostenlose Hilfe und Informationen in Ihrer Sprache zu erhalten. Um mit einem Dolmetscher zu sprechen, rufen Sie bitte die Kundenservicenummer auf der Rückseite Ihrer Mitgliedskarte an. Falls Sie kein Mitglied sind oder keine Mitgliedskarte besitzen, rufen Sie bitte 855-710-6984 an.
Ελληνικά Greek	Εάν εσείς ή κάποιος που βοηθάτε έχετε ερωτήσεις, έχετε το δικαίωμα να λάβετε βοήθεια και πληροφορίες στη γλώσσα σας χωρίς χρέωση. Για να μιλήσετε σε έναν διερμηνέα, καλέστε τον αριθμό εξπηρέτησης πελατών που αναγράφεται στο πίσω μέρος της κάρτας μέλους σας. Εάν δεν είστε μέλος ή δεν έχετε κάρτα, καλέστε τον αριθμό 855-710-6984.
ગુજરાતી Gujarati	જો તમને અથવા તમે મદદ કરી રહ્યા હોય એવી કોઈ બીજી વ્યક્તિને એસ.બી.એમ. દુભાષિયા સાથે વાત કરવા માટે, તમારા સભ્યપદના કાર્ડની પાછળ આપેલ ગ્રાહક સેવા નંબર પર કોલ કરો. જો આપ સભ્યપદ ના ધરાવતા હોવ, અથવા આપની પાસે કાર્ડ નથી તો 855-710-6984 નંબર પર કોલ કરો.
हिंदी Hindi	यदि आपके, या आप जिसकी सहायता कर रहे हैं उसके, प्रश्न हैं, तो आपको अपनी भाषा में निःशुल्क सहायता और जानकारी प्राप्त करने का अधिकार है। किसी अनुवादक से बात करने के लिए, अपने सदस्य कार्ड के पीछे दिए गए ग्राहक सेवा नंबर पर कॉल करें। यदि आप सदस्य नहीं हैं, या आपके पास कार्ड नहीं है, तो 855-710-6984 पर कॉल करें।
Italiano Italian	Se tu o qualcuno che stai aiutando avete domande, hai il diritto di ottenere aiuto e informazioni nella tua lingua gratuitamente. Per parlare con un interprete, puoi chiamare il servizio clienti al numero riportato sul lato posteriore della tua tessera di socio. Se non sei socio o non possiedi una tessera, puoi chiamare il numero 855-710-6984.
한국어 Korean	만약 귀하 또는 귀하가 돕는 사람이 질문이 있다면 귀하는 무료로 그러한 도움과 정보를 귀하의 언어로 받을 수 있는 권리가 있습니다. 회원 카드 뒷면에 있는 고객 서비스 번호로 전화하십시오. 회원이 아니시거나 카드가 없으시면 855-710-6984 으로 전화하십시오.
Diné Navajo	T'áá ni, éí doodago ía'da bíká anáníłwo'ígíí, na'ídiłkídogo, ts'ídá bee ná ahóótí'í t'áá níí'k'e níká a'doolwoł. Ata' halne'í bich'í'í hadeesdizh nínízingo éí kwe'é da'íníshgi áká anídaalwo'ígíí bich'í'í hódííłnih, bee nééhózinii bine'déé' bikáá'. Kojí atah naaltsoos ná hadít'éégóó éí doodago bee nééhózinígíí ádingo kojí' hódííłnih 855-710-6984.
Polski Polish	Jeśli Ty lub osoba, której pomagasz, macie jakiegokolwiek pytania, macie prawo do uzyskania bezpłatnej informacji i pomocy we własnym języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer podany na odwrocie karty członkowskiej. Jeżeli nie jesteś członkiem lub nie masz przy sobie karty, zadzwoń pod numer 855-710-6984.
Русский Russian	Если у вас или человека, которому вы помогаете, возникли вопросы, у вас есть право на бесплатную помощь и информацию, предоставленную на вашем языке. Чтобы поговорить с переводчиком, позвоните в отдел обслуживания клиентов по телефону, указанному на обратной стороне вашей карточки участника. Если вы не являетесь участником или у вас нет карточки, позвоните по телефону 855-710-6984.
Español Spanish	Si usted o alguien a quien usted está ayudando tiene preguntas, tiene derecho a obtener ayuda e información en su idioma sin costo alguno. Para hablar con un intérprete comuníquese con el número del Servicio al Cliente que figura en el reverso de su tarjeta de miembro. Si usted no es miembro o no posee una tarjeta, llame al 855-710-6984.
Tagalog Tagalog	Kung ikaw, o ang isang taong iyong tinutulungan ay may mga tanong, may karapatan kang makakuha ng tulong at impormasyon sa iyong wika nang walang bayad. Upang makipag-usap sa isang tagasalin-wika, tumawag sa numero ng serbisyo para sa kustomer sa likod ng iyong kard ng miyembro. Kung ikaw ay hindi isang miyembro, o kaya ay walang kard, tumawag sa 855-710-6984.
اردو Urdu	گر آپ کو، یا کسی ایسے فرد کو جس کی آپ مدد کر رہے ہیں، کوئی سوال درپیش ہے تو، آپ کو اپنی زبان میں مفت مدد اور معلومات حاصل کرنے کا حق ہے۔ مترجم سے بات کرنے کے لیے، کسٹمر سروس نمبر پر کال کریں جو آپ کے کارڈ کی پشت پر درج ہے۔ اگر آپ ممبر نہیں ہیں، یا آپ کے پاس کارڈ نہیں ہے تو، 855-710-6984 پر کال کریں۔
Tiếng Việt Vietnamese	Nếu quý vị hoặc người mà quý vị giúp đỡ có bất kỳ câu hỏi nào, quý vị có quyền được hỗ trợ và nhận thông tin bằng ngôn ngữ của mình miễn phí. Để nói chuyện với thông dịch viên, gọi số dịch vụ khách hàng nằm ở phía sau thẻ hội viên của quý vị. Nếu quý vị không phải là hội viên hoặc không có thẻ, gọi số 855-710-6984.

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If you believe we have failed to provide a service, or think we have discriminated in another way, contact us to file a grievance.

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35th Floor
Chicago, Illinois 60601

Phone: 855-664-7270 (voicemail)
TTY/TDD: 855-661-6965
Fax: 855-661-6960
Email: CivilRightsCoordinator@hcsc.net

You may file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, at:

U.S. Dept. of Health & Human Services
200 Independence Avenue SW
Room 509F, HHH Building 1019
Washington, DC 20201

Phone: 800-368-1019
TTY/TDD: 800-537-7697
Complaint Portal: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
Complaint Forms: <http://www.hhs.gov/ocr/office/file/index.html>

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 24, 2018**

AGENDA ITEM 10

Library Director's Report

Review of Capital Needs Assessment Report

Facilities Manager Ian Knorr is learning the building and evaluating the order of items from the Capital Needs Assessment Report. His report is included in your packet, along with a brief synopsis of the reordered projects for the Capital Needs Assessment. This is the order in which they appear on the Financial Management Plan.

2018 Illinois Public Library Per Capita Grant Application

The completed 2018 Illinois Public Library Per Capita Grant Application is included in your packet.

In-Service Day

On Friday, January 19, the 2018 In-Service Day included a humorous take on customer service and a workshop on building a cross-cultural service environment in the library.

Book Club Bags

Book Club Bags service has launched. Some book clubs are struggling with the change. The impetus behind the change was to end the practice of placing holds on items owned by other libraries for our book clubs with a generic library cards, which resulted in hundreds of items sitting unclaimed each month on our shelves, unavailable to patrons from the items' owning library. By creating Book Club Bags, most book club needs could be satisfied with DGPL items. We continue to reach out to our book clubs to inform them of their options for receiving their book club selections from the Library.

Illinois Library Association Library Trustee Forum Workshop

Just a reminder that the annual Illinois Library Association Library Trustee Forum Workshop will be held on February 17 at the Chicago Marriott Oak Brook from 9:00am-3:30pm.

Facilities Internal Assessment of the 2017 Capital Assessment Report

January 9, 2018

Ian Knorr

Facilities Manager Downers Grove Public Library

In reviewing the report provided to the Downers Grove Public Library by Shales McNutt Construction on August 22, 2017, the following is a condensed report generated by me. In constructing this report I have taken into account the immediate needs of the facility and what can be achieved in house with the Maintenance staff and what will require outside vendors.

Exterior

- I. **Masonry** - The Exterior of the Facility is in need of tuck pointing in several areas and in need of some cleaning. Masonry has cracks, there are areas of missing mortar and discolored mortar which could mean water infiltration could start. I have not seen water infiltration but it could be a possibility if repairs are not done. This repair would require a masonry service to come in and repair. I am currently obtaining quotes to see if this service can be completed in 2018 Spring/Summer within our Maintenance budget. Meetings with Masonry contractors are beginning January 11, 2018. When the quotes come in from the companies I am scheduled to meet with, I will be able to give a cost to this project and assess if this need an RFP.
- II. **Exterior Steel & Soffits** - There are areas of steel lintels above windows and overhangs that are in need of grinding, cleaning, and repainting. The low areas and areas that can be reached safely with a ladder can be addressed in house by Maintenance staff and within the Maintenance budget. Any areas that would require a high lift or high ladder work will need to be contracted out to a service. I am currently in the process of assessing what can be addressed in house and what work will need to be contracted out.
- III. **Exterior Doors and Frames** - The door located at the right of the staff entrance door and the door that leads to the RTU on the roof have areas of rust that have formed on the door and door frame due to weathering over the years. In house staff can repair this as long as it is repaired properly. These items can be completed within the Maintenance budget.

The door frame will need to be ground down to the metal to remove the rust infiltration. Two coats of primer and two - three coats of exterior grade Rustoleum paint will bring the door and frame back to looking like new. There is no issue with door functionality so I do not see a need to have this replaced at this time.

- IV. **Exterior Concrete Column** - Near the north entrance the concrete column has vertical and horizontal cracking. No pitting or spalling has taken place as of yet and no visual signs of loss of structural integrity. Cracking can be repaired by grouting and sealing of the column. This is an item I will have the masonry contractors add in their quote along with the tuck pointing and masonry repair. As no concrete is spalling I do not feel it is needed to have a structural engineer come in and assess at this time.
- V. **Exterior Windows and Frames** - There are windows on the main south and west areas that show signs of previous repairs. Repairs are maintaining at this point so no need of replacement is required yet. I will assess these again in the spring/summer of 2018 and make further recommendations at that time.
- VI. **Exterior Caulking** - Caulking around windows, doors and masonry joints is in good condition. The need for removal and replacement is not required at this time.

Interior

- I. **Ceiling** - In one location of the Kids staff room the acoustical ceiling is sagging. This cause appears to be that someone accidentally bent the drop ceiling track. Guide wire can repair this and in house maintenance can repair this.
- II. **Insulated Glass** - I have found several panes of insulated glass that have broken seals which have caused the insulating gas to escape and result in a cloudy appearance. These will need to be replaced by a glazing company and quotes will be obtained after I assess how many windows in the facility are affected. Depending on cost this may be able to be completed in the 2018 maintenance budget.
- III. **Flooring** - With the 2014 renovation, much of the flooring was replaced including carpet and hard goods in the bathrooms. With a regular cleaning and restoration schedule the flooring will remain in good condition. ServiceMaster has been contracted out to clean the carpet in the facility.

ServiceMaster will begin January 22, 2018 with a completion date of January 25. In house Maintenance staff will remain diligent in its spot cleaning practice to ensure the carpet lasts its lifespan. Carpet lifespan is 10 years but I will assess every year and make recommendations to Administration.

- IV. **Painting** - In house Maintenance staff will continue to do paint touch ups to keep the walls aesthetically appealing. There are a couple of areas that need to be addressed within the next month or so, mainly the conference rooms located on the 2nd floor due to the dry-erase boards. I am currently in the process of making a paint schedule. These items can be completed within the 2018 maintenance budget.
- V. **Entrance Doors and Door Operators** - The doors at the north end of the building continue to be an issue with high winds and the positive pressure in the building. The issue seems to occur only when the outside temperatures are between 40-55 degrees. When temps are in that range, the RTU's are bringing in more fresh air for economizing mode and making the pressure in the building more positive, meaning that more air is being brought in and pushing on the inside of the exterior doors. The air curtains also add to this resulting in the opening of the doors on their own. I have looked through all prints that we have on hand to try and locate the static air pressure sensor for the RTU that serves the north end of the building but still have not been able to locate it. For the meantime we have elected to keep the farthest north-east door locked in order to keep it from getting damaged. I will continue to try and locate the sensor. If the sensor can be located we can look into having it moved closer to those doors so static pressure can be better regulated. The caveat to moving the sensor is that we could alter the other areas that are controlled by that RTU resulting in cold spots or hot spots. I am looking into glass partitions installed on the exterior as an option to deflect the high winds that we get in this area. The door operators and closures appear to be in good condition at this time so no need for replacement is required.
- VI. **Elevator & Dumbwaiter** - Both elevator and dumbwaiter are in good condition aesthetically and in functionality. I do not see any need for repair or replacement at this time as we have monthly maintenance completed to these units by our contractor Anderson Elevator Service.

Roof

- I. All roof membranes are adhered and appear to be in good condition. I inspected the roof system in early December of 2017 and could not find any penetrations or repairs needed at that time.

There are a few missing fasteners on some of the downspouts which can be replaced by in house Maintenance staff. I will be assessing the fascia repairs when the ice and snow are no longer on the roof to determine if in house staff can repair or if this will need to be contracted out.

- II. The 4x4 wood blocking under the supplemental air conditioning units is weather treated lumber and is not in need of replacement at this time. The pipes that are penetrating the roof are sealed with sealant and performing as designed at this time. Over time more sealant will need to be applied and at that time we can investigate into a rubberized boot that would eliminate the need for the sealant.
- III. There is an abandoned roof curb that looks like it supported an air conditioning unit at one time but removal of this could cause roof penetrations and leakage. It would be best to leave this intact until a new roof is put on the facility.
- IV. The square to round flue flashing is rusting. I did not find penetrations to the flue piping at the time of my inspection. I will re-evaluate in the spring of 2018 and assess if a replacement is due at that time and advise accordingly. This would need to be done by an outside mechanical contractor.
- V. There are 2 overflow scuppers and scupper frames that are missing. I will obtain quotes in the spring of 2018 for replacement. This will need to be done by an outside vendor as this ties into the roof drainage. Missing scuppers do not effect roof drainage as they are more for aesthetics than functionality.
- VI. Roof access ladder that goes from the lower portion by the RTU's to the slopped roof is rusty. Grinding and priming of the ladder will ensure that this ladder gets more life out of it. Another layer of paving blocks placed at the bottom of the above mentioned ladder will help with stabilization however the ladder is anchored properly and securely to the wall.
- VII. It was noted in the report that the roof system is under insulated by today's standards. This can be addressed when a new roof is put on the facility.

As of now Knickerbocker roofing inspects the roofing system twice a year and with this pro-active approach the roof of the facility should last another 3-5 years but I will re-assess the roof throughout the year for any issues

and advise accordingly. I would suggest a new roof assessment in 2020 so we can budget for a replacement of the EPDM roofing.

Building Mechanicals

- I. The heating plant consisting of two Lochinvar Boilers and two circulating pumps and skid system are in good condition but have reached the end of their life cycle. Typically with regular maintenance the life expectancy for a gas powered boiler unit is between 10-15 years. Inland mechanical inspects the heating plant in the fall as part of our pro-active maintenance plan. It is my recommendation that we budget to get one boiler and pump replaced in 2021 and the other boiler and pump replaced in 2022 to ensure the heating plant can function as it should.
- II. The TCM controller that communicates with the Building Automation System and the boilers is no longer supported. As of now, it is working but if and when it would fail we would lose communication with the boilers and a replacement will have to be found. This would require a mechanical contractor.
- III. The two Roof Top Units (RTU's) are nearing the end of their life expectancy. I was told by Inland Mechanical that last season we experienced a compressor failure that required replacement in June of 2017. With various components starting to fail it would good to budget for RTU replacements. Both units would not need to be done at the same time but ideally have one replaced at a time with spacing to allow funds in the budget. This is a service that would need to be contracted out. Inland Mechanical performs maintenance on these units in the spring and we can re-assess the lifespan at that time to plan for unit replacements.
- IV. It was reported that in the boiler room there was a pipe that froze in the past due to the placement of the exhaust louvers located on the east wall by the fire sprinkler valves. There is a unit heater located directly above that operated from a thermostat. I check this area daily and have not found sufficient air infiltration and the unit heater heats the area as it is intended.
- V. The existing Trane Building Automation System is outdated and the update to Trane SC or another BAS is recommended. As of now the BAS functions and does as it should but with time allocating replacement parts to service the existing BAS will be troublesome. With an upgrade to a new web-based BAS system building maintenance staff

would be able to log in from any location to access the facility and make adjustments as needed not just from the PC in the Administration office. This would also help with building comfort and reduce energy costs. This service would need to be done by a Mechanical group and there would be some down time that would occur as the switch over is being performed.

- VI. The building humidifiers are functioning but require regular maintenance. Removal of these units if and when these units fail is also an option as most libraries are not noticing any negative impacts by not having them.
- VII. The existing VAV boxes, exhaust fans, and air-curtains are not in need of replacement and are functioning as they should. Parts are easily obtained for our VAV boxes and heating valves.

Building Electrical and IT System

- I. Electrical for the building is not need of any repair.
- II. The building Fire Alarm Control Panel was replaced in 2012 and is tested twice yearly with Affiliated Fire and Safety. No replacement or repairs are needed nor foreseen in the immediate future.
- III. The PA system for the building is sufficient and functioning. No repairs or replacement are foreseen in the immediate future.
- IV. In regards to Life Safety, all exit signs and emergency lighting devices are working and tested monthly to ensure they are in working condition. One exit light was replaced by me in the north meeting room in January as the transformer went bad.
- V. The 2nd floor lighting that was part of the 1999 renovation will be replaced by an outside contractor. A meeting with the architect is scheduled for 1/11/18.
- VI. It is recommended to upgrade the IT wiring from CAT3 to CAT6 in the areas that still have CAT3 as need arises. This work would be contracted out.

Building Plumbing System

- I. The electric water heater has reached its life expectancy but is in very good shape. I will be obtaining quotes for replacement of the heater and circulation pump in February of 2018. This work will be performed by an outside contractor.
- II. The drain pan over the step down transformer in the boiler was not piped to the floor drain when I arrived in December. That has since been rectified and is no longer an issue.

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

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Circ Desk	RTUs, Controls	Masonry, Doors	Roof, Lighting & Ceiling Level 1	1/4 flooring, Lighting, Painting	1/4 flooring, Windows	1/4 flooring, Boilers	1/4 flooring, VAVs, Windows,	Glazing, Painting, VAV's	Doors, Air Curtain, VAV's
\$ 660,000.00	\$ 565,000.00	\$ 442,000.00	\$ 1,400,000.00	\$ 600,000.00	\$ 352,000.00	\$ 358,000.00	\$ 215,000.00	\$ 72,000.00	\$ 42,000.00



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Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

jmm

Initials

12/19/2017

Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Downers Grove Public Library

2. Library's Control Number: 30236 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Ms. Julie Milavec
(Prefix) (First Name) (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: (630) 960-1200

Preparer's Email Address: 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 along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have 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 include appropriate and supporting information. 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 additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

Library Director Julie Milavec and Library Trustee Susan Eblen reviewed Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. Four items were noted during the review of the checklist:

- Fire and tornado drills have not been held in the last 18 months.
- The Library does not have an Automated External Defibrillator (AED). The Illinois Heartsaver AED Grant program currently active to help obtain one.
- Emergency supplies are not kept in a single designated location.
- The Library does not have daily, weekly, quarterly, semi-annual and annual safety procedures.

Creation of a maintenance and security department, including the position of Facilities Manager, in late 2017 provides a new focus on safety and security within the Library. The new department manager will address these deficiencies in 2018.

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

The Bylaws of the Downers Grove Public Library Board of Trustees are overdue for an update. The Bylaws do not contain a specific statement of the Board's name or the constituency served by the board. The schedule (frequency) of board meetings should be updated to reflect its recent change from semi-monthly to monthly meetings, including the regular practice for scheduling of November and December Board meetings. The quorum statement does not specify a number to establish quorum. The order of business for board meetings is not specified. Strategic Plan 2017-2020 includes a 2018 action item for the comprehensive review and update of the Library's Policy Manual, including the Board Bylaws.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

Has each board member completed the test? Yes ☒ Not yet ☐

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement? Yes ☐ Not yet ☒

Has each board member completed an Economic Interest Statement? Yes ☒ Not yet ☐

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

Library Director Julie Milavec and Library Trustee Susan Eblen viewed safety webinars via the Reaching Across Illinois Library System's website. The Downers Grove Public Library is committed to the safety of staff and patrons at all times. From having security on staff, to use of a security camera system, to its Emergency Procedures Manual, staff are given the tools and training to protect themselves and library patrons. The Emergency Procedures Manual includes procedures for dealing with a wide variety of emergencies. Library staff are empowered to call 911 for any emergency situation in which, s/he feels anyone's safety is in jeopardy. Staff onboarding includes viewing the "Run, Hide, Fight" video and tours of the building for new employees that highlight emergency evacuation routes.

9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

Monday - Friday, 9 a.m. - 9 p.m.

Saturday, 9 a.m. - 5 p.m.

Sunday, 1 p.m. - 5 p.m.

10. Outreach: The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

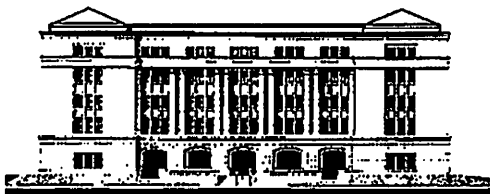
Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline? Yes ☐ Not at this time ☒

The Downers Grove Public Library offers collections in support of literacy development, including high interest books for a variety of ages and reading levels and online language learning resources. The Library connects patrons with these materials and resources as well as referring patrons to partner agencies for one-on-one tutoring and other services. Primary partners for these efforts are Literacy DuPage and School & Tutors on Wheels, both supported by the Illinois State Library Literacy program. Library study rooms are available for use by tutors and students. Partner agencies utilize library resources to supplement materials for use by tutors and students.

11. Planned Use of Funds: Describe how the library plans to use grant monies in order to meet standards described 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.



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 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: 2016 Exact amount of Per Capita Grant received: \$37,935.84

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 remodeling, 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 TRUSTEES
JANUARY 24, 2018**

DEPARTMENT REPORTS – DECEMBER 2017

Administration – Jen Fredericks

- Jen finished a seven-week (28-hour) management skills certification program given by Continuing Education Productions, Inc., and Diverse Business Solutions, Inc.
- Conducted an in-charge training building tour with the Facilities Director and Library Director and finished an in-charge building checklist to accompany a Person In Charge manual (which is in the works)
- Wrote a first draft of DGPL Employee Handbook, which is being placed on hold until the policy manual is updated.

Adult & Teen Services – Lizzie Matkowski

- Lizzie started as ATS Manager and is excited to be back working for the Downers Grove community. Amanda and Kira did a fantastic job as co-interim managers.
- Janet Cole retired after more than 20 years at the Downers Grove Public Library. We will miss her, but we wish her all the best!
- Lynette conducted Dessert and Books book talks for O'Neill Middle School students.
- Amanda and Karen B. ran two Escape Room programs for teens.
- Joy attended "A Librarians Guide to Homelessness" seminar, led by Ryan Dowd, Director of Hesed House in Aurora.
- Lynette planned and coordinated Teen Exam Cram, which was implemented by all library staff from Dec. 16-20th.
- Nancy prepared for the launch of the new book club bag service.
- Karen B., Amanda, Nancy, and Misty finished their Readers Advisory training.

Children's Services – Allyson Renell

- During the week of December 4th-9th, the Kids Room participated in 'Hour of Code' by offering opportunities for children to play games that taught basic coding principles. Hour of Code is an international initiative that aims to introduce coding and celebrate computer science.
- On November 29 and December 7, the Kids Room held its second annual Science Fair Expos. This partnership with District 58 and District 99 brought high school science students to the library to help grade school students with their science fair projects. Elementary and Middle school students were able to discuss their project idea and receive feedback from the high school students about their projects. After the success of last year's program, the Expo was held on two nights this year and each night saw an attendance of over 80 District 58 students and their parents and 40 high school students.

- On December 12, District 58's Grove Preschool held their Family Literacy Night at the library. The Kids Room provided a storytime and a visit from Pete the Cat, and the Circulation department offered library card sign-up. Approximately 150 people attended the event. This event is part of an ongoing partnership between the library and Grove Preschool and was a great way for these preschool families to learn about the library.
- Department Manager Allyson Renell returned from maternity leave on November 28.

Circulation Services – Christine Lees

- Our biggest news in December was the final circulation count for 2017...**1,187,927** items were circulated this year! That is an increase of 151,433 circs from 2016. The Downers Grove community loves their library and we are so thankful to serve them during their frequent visits!
- We held interviews for both clerk and shelving positions. Please welcome Cindy Tory as our newest clerk! Our new shelvees will start in January as we are still finalizing paperwork and we will announce their names in our January recap.
- Circulation staff helped register patrons for new library cards during a Kids Room character visit. We are looking forward to creating more joint opportunities like this in the future as patrons were so pleased that we brought the registration service to them.
- Four Circulation staff members met with Julie Milavec this month as part of the new employee orientation. Thanks, Julie!

Information Technology – Paul Regis

- The new computer area furniture arrived later in the month, offering a more open arrangement and making the area seem more spacious and attractive. Despite a few initial grumblings from patrons (change is never fun), there have been many positive comments. New small form factor computers will be set up later in January, which will provide more desk space as well as updated hardware. The electric and data work was done ahead of schedule – a huge thanks to Ian/Facilities crew for scheduling that and dismantling the old desks (if you're wondering where all the golf pencils run off to, I think we know where), and also to the IT crew for wrangling patrons, offering laptops, and installing the computers on the new desks.
- IT Manager Paul Regis and PR Manager Melissa Fischer met with Jim Rawdin, a Special Needs aide at Downers Grove South, to discuss loaning out a donated iPad with specialized augmentative and alternative communication (AAC) apps for nonverbal students. Jim was able to answer most questions and concerns, and there will be a future meeting with a working demo to move forward on this. iPads with these types of apps are a very convenient and cost-effective solution to some of the more expensive/complex units that are typically used.

Public Relations – Melissa Fischer

- New Communications Coordinator Christine Niels has been trained on website maintenance, social media guidelines, eNews software, and the overall style guide used

by the library. I am excited to see how she expands on our current communication tactics to deliver news about our important work across the community.

- Staff Artist Melody Danley put up a window display featuring historic home styles popular in Downers Grove. This display includes the award given to the Friends of the Edwards House for their preservation work. This award will live in the library (in a TBD location) as requested by the Village.
- I am planning the adult program schedule for now through springtime. We will have a full lineup of business-related programs in March and financial literacy programs as part of Money Smart Week in April. In addition to partnering with the League of Women Voters on two voter registration events in February, their annual foreign policy discussion group will also begin again.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For ATS collection: added 1081 print items and 359 AV items; discarded 3375 print items and 963 AV items.
- For Kids Room collection: added 585 print items and 123 AV items; discarded 520 print items and 51 AV items.
- Claimed 15 magazines that did not arrive when expected.

Reclassification and Repairs

- Repaired 602 ATS and Kids Room books and audiovisual items.
- Reclassified 157 general adult and ATS and Kids Room items.

Facilities Services – Ian Knorr

- Village of Downers Grove Fire Department fire inspection was performed. Although there were no major infringements, the three items noted by the inspector were remedied and we are awaiting re-inspection.
- Motor was replaced on the VAV box that heats the hall by the employee entrance off Forrest Ave.
- Annual sprinkler inspection was performed and passed.
- New shelving was installed in Circulation to accommodate the growing game library.
- Quotes were obtained for a keypad lock for the Forrest Ave. staff entrance
- RMC performed the heating plant maintenance to the boilers, pump system, and Roof Top Units.

Circulation

	Dec 2016	Dec 2017	YTD Totals			
Adult	41,537	54,145	543,608	623,530		
Teen	1,426	1,789	19,844	25,862		
Children	25,928	34,192	386,321	450,499		
Download	7,082	6,993	86,721	87,125		
Total	75,973	97,119	1,036,494	1,187,016	150,522	14.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	28,547	52.72%	7,239	13.37%	14,855	27.44%	3,504	6.47%	54,145
Teen	1,556	86.98%	93	5.20%	80	4.47%	60	3.35%	1,789
Children	25,092	73.39%	1,323	3.87%	6,569	19.21%	1,208	3.53%	34,192
Total	55,195	61.24%	8,655	9.60%	21,504	23.86%	4,772	5.29%	90,126

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	73,542	68.58%	16,516	15.40%	15,631	14.58%	1,543	1.44%	107,232
Children	75,035	85.03%	2,874	3.26%	7,645	8.66%	2,694	3.05%	88,248
Total	148,577	76.01%	19,390	9.92%	23,276	11.91%	4,237	2.17%	195,480

Book Collection

	Dec 2016	Dec 2017				
Adult	134,813	73,542				
Children	80,223	75,035	YTD Totals		YTD Difference	
Total	215,036	148,577	215,036	148,577	-66,459	-30.9%

Audio Collection

	Dec 2016	Dec 2017				
Adult	17,318	16,516				
Children	3,064	2,874	YTD Totals		YTD Difference	
Total	20,382	19,390	20,382	19,390	-992	-4.9%

Video Collection

	Dec 2016	Dec 2017				
Adult	17,654	15,631				
Children	7,673	7,645	YTD Totals		YTD Difference	
Total	25,327	23,276	25,327	23,276	-2,051	-8.1%

Miscellaneous Collection

	Dec 2016	Dec 2017				
Adult	8,643	1,543				
Children	2,849	2,694	YTD Totals		YTD Difference	
Total	11,492	4,237	11,492	4,237	-7,255	-63.1%

Statistics for December 2017 (FY Jan-Dec)

Rooms & Spaces

	Dec 2016	Dec 2017				
Community Use of Rooms	964	929				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	21	120				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	985	1,049	12,219	14,536	2,317	19.0%

Programs Offered

	Dec 2016	Dec 2017				
Library Programs Offered						
Adult	11	10				
Teen	6	8				
Children	29	55				
Outreach Programs Offered						
Adult	0	0				
Teen	3	2				
Children	9	5				
Passive Programs Offered						
Adult	1	0				
Teen	2	0				
Children	16	14				
Programs Offered Total	77	94	968	1,305	337	34.8%

Program Attendance

	Dec 2016	Dec 2017				
Library Program Attendance						
Adult	107	156				
Teen	42	688				
Children	527	1,292				
Outreach Program Attendance						
Adult	0	0				
Teen	182	37				
Children	512	164				
Passive Program Attendance						
Adult	250	0				
Teen	6	0				
Children	472	350				
Program Attendance Total	2,098	2,687	42,475	45,734	3,259	7.7%

Statistics for December 2017 (FY Jan-Dec)

Gate Count

	Dec 2016	Dec 2017	YTD Totals		YTD Difference	
	37,842	37,659	542,008	526,648	-15,360	-2.8%

Reference Questions

	Dec 2016	Dec 2017	YTD Totals		YTD Difference	
Adult	4,809	4,418				
Children	1,176	734				
Total	5,985	5,152	89,871	83,118	-6,753	-7.5%
One on One Tutorials	16	18	305	296	-9	-3.0%

Computer User Sessions

	Dec 2016	Dec 2017	YTD Totals		YTD Difference	
Adult	3,996	3,103				
Children	994	914				
Total	4,990	4,017	61,562	63,109	1,547	2.5%
Wireless Sessions	0	2,620	0	28,416		