

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MONTHLY MEETING
MAY 22, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. April 24, 2019 Minutes Requested Action: Approval
5. Financial Matters
 - a. April 2019 Financial Report
 - b. May 2019 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Summer Reading Presentation Requested Action: Information
 - b. Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. Dated May 22, 2019 Requested Action: Approval
 - c. Illinois Non-Resident Library Card Program Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
April 24, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Trustee Morrow has resigned, so her seat is currently vacant.

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

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. March 20, 2019 Regular Monthly Meeting. Milavec pointed out that Vabalaitis had a correction to make on Agenda Item 5b: the motion was passed by a roll call, not voice vote. It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the March 20, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. March 2019 Financial Report. Milavec presented the report. March was a three payroll month. Milavec presented a new invoice edit list. The only change was for invoice for a Greyhouse Publishing database, which was pulled, pending a decision whether or not to renew. The expenditures and revenues sides are going along well. One invoice that did not appear on the Invoices of Note was for KI, which was for the 14 new meeting room tables.
 - b. March 2019 Invoices. It was moved by Stapleton and seconded by Gigani THAT the payment of April 2019 capital replacement invoices totaling \$1,436.16, the payment of April 2019 operating invoices totaling \$198,472.00, the acceptance of April 2019 credit memos totaling \$212.20, and the ratification of March 2019 payrolls totaling \$325,086.26 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.
8. **New Business.**
 - a. Opening of Closed Session Minutes and Destruction of Verbatim Recordings. Milavec explained the Open Meetings Act on the opening of closed session minutes and the destruction of verbatim minutes.

Every 18 months the Board reviews any Closed Session Minutes that are still closed to the public. Currently, there is one set of Closed Session Minutes from August 23, 2017, which the Board received in advance of the Board Meeting. All closed sessions must be recorded in a verbatim audio recording and retained for 18 months, after which the audio can be destroyed and the minutes retained.

In addition to the one set of Closed Session Minutes, there are 11 verbatim audio recordings of Closed Sessions—which were itemized on the Board Meeting agenda—that can be destroyed as they are past the 18-month threshold. The minutes of these verbatim recordings will be retained.

It was moved by Dougherty and seconded by Humphreys THAT the minutes of the August 23, 2017 Closed Session be opened to the public and the 11 verbatim recordings be destroyed. Motion passed by voice vote.

- b. Authorization to Proceed with Public Bid for LED Replacement Lighting in Fiction Section. Milavec referenced that this was an item noted on the building tour during the Committee of the Whole Meeting on February 27, 2019, where we compared the stark contrast between the newly installed, second floor nonfiction stack lighting to the old, existing fiction stack lighting. After reviewing the 2019 budget for capital replacement expenditures, it was proposed to move up the swap-out of these lights, using the same fixtures that are installed over the nonfiction stacks, replacing the fluorescent bulbs with LEDs, so that both sections will match one another, as the fixtures are still available for purchase. This project was originally scheduled for FY2021/FY2022, so the timeline of the project would be bumped up.

Knorr elaborated about details of the project

It was moved by Humphreys and seconded by Gigani THAT the Board authorize staff to proceed with the public bid for LED replacement lighting in the fiction section. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Bloodborne Pathogens Policy Update, Section 3.42. Milavec proposed a replacement to the Bloodborne Pathogens Policy, which would bring us into compliance with the Illinois Department of Labor regulations, and therefore, the federal Occupational Safety and Health Administration regulations. Conversation about the details of the policy ensued.

It was moved by Stapleton and seconded by Dougherty THAT the Bloodborne Pathogens Policy, Section 3.42 be replaced as presented. Motion passed by voice vote.

- d. Notary Policy Update, Section 5.14. Milavec presented a slight revision to the list of documents that Notary staff are unable to notarize: I-9 Employment Eligibility Verification Forms.

It was moved by Gigani and seconded by Dougherty THAT the Notary Policy, Section 5.14 be revised as presented. Motion passed by voice vote.

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

10. **Library Director's Report.** Milavec presented the report. She apprised the Board of the status of the HVAC project. Earlier in the afternoon, Milavec and Knorr met with Bob St. Mary from Elara Engineering, Joe and Mike Senese from Mechanical Concepts of Illinois, and had a telephone call with attorney, Gregory Smith, from Klein, Thorpe, and Jenkins to discuss the project. Thursday, April 18, 2019, Milavec and Knorr attended a pre-construction meeting to prepare for a May 15 start to rooftop unit replacement project. No time prior to that meeting had they heard anything about a change in the timeline of the project. At that meeting, however, they learned that the rooftop units were not going to be shipped from the manufacturer until June 10 and would arrive for installation date on June 13. Our contract with Mechanical Concepts of Illinois states substantial completion by June 5, and a 100 percent completion of the rooftop unit project by June 14. After that meeting, Milavec started investigating when the rooftop units were ordered and Mechanical Concepts of Illinois verified that the original ship date was April 15, but then Mechanical Concepts of Illinois contacted them—a number of weeks ago—and changed the date to change the ship date to June. Joe Senese from Mechanical Concepts of Illinois admitted fault. As a result of the error, Milavec offered Mechanical Concepts two alternatives—which they wanted 24 hours to consider. One, to cancel the contract completely. Two, to create a contract addendum to extend the deadline for the contract and to include an indemnity for Mechanical Concepts to pay for any and all repairs to the current rooftop units to keep them functional between June 5 and the time of the installation, Tuesday, September 3, 2019. Knorr chimed in about the logistics, details, and timeline of the project. Alternative possibilities for project completion were also discussed at length, including the effects of canceling the contract completely and rebidding the project as well as the consequences

of keeping the new installation date of September 3, 2019. Grove Fest is not having a Thursday. Milavec is working on the Salary Compensation Survey and the minimum wage increase, which will have a big, annual impact on the Library until 2025, when minimum wage reached the \$15.00 mark. Milavec gave a shout out to Jen Fredericks, Cindy Khatri, and Team for their work on the DGPL Service Fair. 33 service organizations participated and our Saturday attendance doubled. It was very well received. There was discussion at the last Foundation meeting about creating a mural on the library building and Milavec solicited feedback from the Board about the idea. The possible movie screening fundraiser of The Public at the Tivoli, looks like it will be moving forward early October 2019.

11. Trustee Comments and Requests for Information.

Graber opined about potentially utilizing the wall space in the library for high school student artists to display their works until a permanent piece has been purchased by the Foundation.

Humphreys commented that he strongly favors finding a permanent, professional piece of art, but is also in favor of displaying high school student art in addition to permanent pieces.

12. Adjournment. President Graber adjourned the meeting at 8:29 p.m.

DOWNERS GROVE LIBRARY 4/30/2019

		Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$	(226,057)	\$ 1,101,638
FUND BALANCE		(352,764)	\$ 1,101,638

Revenue by Object Report

Village of Downers Grove
4/1/2019 through 4/30/2019

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,337,785.00	0.00	0.00	5,337,785.00	0.00
4109 Prior Year Property Taxes	100.00	63.03	5,054.12	-4,954.12	5,054.12
4313 Personal Property Replacement Tax	60,000.00	13,679.08	23,534.62	36,465.38	39.22
4410 Sales of Materials	11,000.00	924.20	3,285.63	7,714.37	29.87
4502 Charges For Services	20,000.00	2,592.72	7,059.51	12,940.49	35.30
4509 Fees For Non-Residents	16,000.00	1,168.00	7,884.00	8,116.00	49.28
4571 Rental Fees	5,000.00	400.00	1,310.00	3,690.00	26.20
4581 Fines	37,500.00	2,751.00	10,955.27	26,544.73	29.21
4590 Cost Recovered For Services	10,000.00	1,421.22	4,249.37	5,750.63	42.49
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	475.45	4,959.17	-2,959.17	247.96
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,770.72	14,981.72	-9,981.72	299.63
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,541,295.00	25,245.42	83,273.41	5,458,021.59	1.50

Expenditures by Object Report

Page: 4

glExpObj
05/14/2019 11:47AM
Periods: 4 through 4

Village of Downers Grove
4/1/2019 through 4/30/2019

Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Use</u>
5870 Capital Equipment	624,000.00	1,436.16	17,934.32	0.00	606,065.68	2.8
Grand Totals	624,000.00	1,436.16	17,934.32	0.00	606,065.68	2.8

glExpObj
05/14/2019 10:54AM
Periods: 4 through 4

Expenditures by Object Report

Page: 17

Village of Downers Grove
4/1/2019 through 4/30/2019

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,406,416.00	111,907.08	500,468.20	0.00	905,947.80	35.5
5111 Salaries, Non-Exempt	247,835.00	18,031.36	79,658.22	0.00	168,176.78	32.1
5119 Part-Time Employee Wages	1,237,473.00	88,201.62	391,863.82	0.00	845,609.18	31.6
5131 IMRF Pension Contributions	194,334.00	14,875.36	66,253.32	0.00	128,080.68	34.0
5133 Medicare Contributions	41,930.00	3,103.23	13,846.27	0.00	28,083.73	33.0
5134 Social Security Contributions	179,287.00	13,268.82	59,204.06	0.00	120,082.94	33.0
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	78.20	312.80	0.00	731.20	29.9
5191 Health Insurance	450,182.00	29,394.92	118,011.82	0.00	332,170.18	26.2
5195 Optical Insurance	1,992.00	139.98	571.09	0.00	1,420.91	28.6
5197 Dental Insurance	38,044.00	2,434.56	9,720.76	0.00	28,323.24	25.5
5210 Supplies	91,050.00	9,363.20	27,914.53	0.00	63,135.47	30.6
5251 Maintenance Supplies	18,500.00	1,746.52	4,999.78	0.00	13,500.22	27.0
5280 Small Tools & Equipment	35,300.00	1,743.49	7,627.80	0.00	27,672.20	21.6
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	465.00	1,181.00	0.00	6,319.00	15.7
5303 Seminars, Conferences & Meetings	30,525.00	1,973.86	5,050.37	0.00	25,474.63	16.5
5308 Recognition Program-Staff	5,000.00	252.00	1,496.23	0.00	3,503.77	29.9
5315 Professional Services	60,000.00	4,290.03	10,119.38	0.00	49,880.62	16.8
5322 Personnel Recruitment	2,000.00	0.00	4.32	0.00	1,995.68	0.2
5323 Special Legal	6,000.00	0.00	0.00	0.00	6,000.00	0.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	108,950.00	55,812.86	69,217.36	0.00	39,732.64	63.5
5380 Printing Services	25,100.00	4,090.00	4,090.00	0.00	21,010.00	16.2
5391 Telephone	20,200.00	2,046.09	5,469.96	0.00	14,730.04	27.0
5392 Postage	25,500.00	0.00	6,111.00	0.00	19,389.00	23.9
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	1,187.28	2,103.31	0.00	18,396.69	10.2
5420 Insurance - Other Policies	45,150.00	0.00	38,675.00	0.00	6,475.00	85.6

Page: 17

glExpObj
05/14/2019 10:54AM
Periods: 4 through 4

Expenditures by Object Report

Page: 18

Village of Downers Grove
4/1/2019 through 4/30/2019

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5430 Building Maintenance Services	91,500.00	11,479.00	17,746.75	0.00	73,753.25	19.4
5450 Cleaning Services	80,500.00	5,545.00	22,135.00	0.00	58,365.00	27.5
5461 Utilities	25,250.00	2,014.14	9,272.46	0.00	15,977.54	36.7
5470 Other Equipment Repair And Maintenance	11,550.00	1,306.15	3,880.31	0.00	7,669.69	33.6
5481 Rentals	20,500.00	859.55	4,873.87	0.00	15,626.13	23.7
5620 Recoverables	3,000.00	98.45	574.26	0.00	2,425.74	19.1
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	7,551.02	14,877.90	0.00	45,122.10	24.8
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,000.00	37,762.71	60,353.34	0.00	165,646.66	26.7
5852 Print Materials	345,000.00	28,151.39	97,056.53	0.00	247,943.47	28.1
5853 Audiovisual Materials	147,000.00	9,787.78	36,163.91	0.00	110,836.09	24.6
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	65,000.00	10,000.84	15,155.73	0.00	49,844.27	23.3
5880 Intangible Assets (Software)	43,000.00	920.35	6,890.27	0.00	36,109.73	16.0
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	5,778,112.00	479,881.84	1,712,950.73	0.00	4,065,161.27	29.6

Invoice Edit Listing
Village of Downers Grove
Capital Replacement Fund
May 22, 2019

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
019195 MECHANICAL CONCEPTS OF, ILLINOIS, INC.	1	62,541.00	0.00	62,541.00
Grand Total:	1	62,541.00	0.00	62,541.00

INVOICES OF NOTE

For Library Board Meeting on May 22, 2019

Capital Replacement Fund

019195	Mechanical Concepts of, Illinois, Inc. (boiler replacement project)	\$62,541.00
--------	---	-------------

Invoice Edit Listing
Village of Downers Grove
May 22, 2019

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
000165 ADVANTAGE MICROFILM SERVICES, INC.		1	364.88	0.00	364.88
018213 AMAZON CAPITAL SERVICES, INC.		2	922.95	0.00	922.95
000322 AMAZON.COM		1	1,832.52	0.00	1,832.52
019203 ARRANGING TIME		1	168.75	0.00	168.75
017992 ARTHUR J GALLAGHER RISK MGMT		1	528.00	0.00	528.00
000403 AT&T		1	261.45	0.00	261.45
000672 BAKER & TAYLOR - L0217582		82	27,274.59	0.00	27,274.59
016893 BIBLIOTHECA, LLC		2	1,293.81	0.00	1,293.81
001223 CASE LOTS INC		1	159.20	0.00	159.20
014684 CAVENDISH SQUARE PUBLISHING		1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC		3	1,670.66	0.00	1,670.66
008323 CENGAGE LEARNING		7	698.69	0.00	698.69
001277 CENTER POINT PUBLISHING		1	180.96	0.00	180.96
002319 CHAMBER630		2	76.50	0.00	76.50
018345 CHICAGO HOLLOW METAL, INC.		1	886.00	0.00	886.00
013822 CHRISTINE THORNTON		1	300.00	0.00	300.00
001553 COMCAST CABLE		1	300.17	0.00	300.17
016094 DE LAGE LANDEN FINANCIAL SVC, INC.		1	832.16	0.00	832.16
002056 DEMCO INC		1	540.08	0.00	540.08
019288 DOWNERS GROVE PUBLIC LIBRARY, FOUNDATION		1	100.00	0.00	100.00
002539 EBSCO SUBSCRIPTION SERVICES		1	45.91	0.00	45.91
005572 FIA CARD SERVICES, N.A.		13	6,381.27	0.00	6,381.27

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
009775 FINDAWAY WORLD, LLC	1	19.99	0.00	19.99
019284 FIRST LIGHT TECHNOLOGIES, LTD	1	3,313.00	0.00	3,313.00
019204 FOCUS HR CONSULTING	1	1,400.00	0.00	1,400.00
018657 FROG LADY PRESENTATIONS	1	350.00	0.00	350.00
009163 GARDEN CLUB OF DOWNERS GROVE	1	75.00	0.00	75.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	667.20	0.00	667.20
018958 GONZALEZ, LAUREN	1	17.26	0.00	17.26
013544 GOOGLE, INC.	2	1,400.69	0.00	1,400.69
003188 GRAHAM CRACKERS COMICS, LTD.	1	290.55	0.00	290.55
008770 GRAINGER	5	414.65	0.00	414.65
003249 GREY HOUSE PUBLISHING	1	462.05	0.00	462.05
009102 HAGG PRESS INC	1	4,056.00	0.00	4,056.00
018411 HAYES MECHANICAL, LLC	1	563.00	0.00	563.00
017993 HOOS, KATHRYN	1	37.04	0.00	37.04
008206 HR SOURCE	1	1,670.00	0.00	1,670.00
019294 HUNG, LISA	1	19.97	0.00	19.97
003504 ID LABEL, INC	1	393.00	0.00	393.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
012666 INTERIOR INVESTMENTS, LLC	1	1,137.90	0.00	1,137.90
004812 KLEIN, THORPE AND JENKINS, LTD	1	64.50	0.00	64.50
017676 KLENK, AMANDA	2	57.11	0.00	57.11
014628 KRISTIN MARIE PURCELL	1	38.65	0.00	38.65
004928 LAKESHORE LEARNING MATERIALS	1	166.93	0.00	166.93

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005056 LEXISNEXIS MATTHEW BENDER	1	14.43	0.00	14.43
018876 LIBRARY IDEAS, LLC	1	428.77	0.00	428.77
019286 LOGCHECK	1	1,700.00	0.00	1,700.00
019276 MARQUEZ, MARY KELLIE	1	35.26	0.00	35.26
017280 MARTIN, JOHN	3	117.38	0.00	117.38
015080 MATTESON, JOY	1	30.50	0.00	30.50
005866 MIDWEST TAPE	28	6,835.21	0.00	6,835.21
017442 MILAVEC, JULIE	1	61.42	0.00	61.42
006161 NICOR GAS	1	996.40	0.00	996.40
018695 OLIVER LAWRENCE	1	800.00	0.00	800.00
018491 PEOPLEFACTS, LLC	1	53.56	0.00	53.56
006698 PRINT SMART	2	2,179.50	0.00	2,179.50
006859 R.H. DONNELLEY	1	14.70	0.00	14.70
006897 RANDOM HOUSE, INC	3	138.75	0.00	138.75
006944 RECORDED BOOKS, LLC	2	157.94	0.00	157.94
016519 RIDDLE, KIRA	1	15.54	0.00	15.54
019214 RIZZO, SANDRA	2	31.67	0.00	31.67
018123 ROONEY, NANCY	1	20.54	0.00	20.54
013422 RUNCO OFFICE SUPPLY & EQUIP CO	7	1,206.46	0.00	1,206.46
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,728.94	0.00	5,728.94
007657 SHOWCASES	1	38.60	0.00	38.60
007676 SIGNS NOW	1	89.90	0.00	89.90
013611 SKOCIK, TRACI	1	19.24	0.00	19.24

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
013929 SOLARWINDS WORLDWIDE, LLC	1	2,001.04	0.00	2,001.04
007861 STEPHENS PLUMBING AND HEATING,	1	134.00	0.00	134.00
014744 TEAM ONE REPAIR, INC.	1	638.40	0.00	638.40
016744 TERRENCE M. LYNCH	1	275.00	0.00	275.00
008251 THE WALL STREET JOURNAL	1	539.88	0.00	539.88
016212 TOWN SQUARE PUBLICATIONS, LLC	1	475.00	0.00	475.00
015177 ULINE	1	70.88	0.00	70.88
011517 UNIQUE MANAGEMENT SERVICES, IN	1	80.55	0.00	80.55
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
017890 WORLD TRADE PRESS	1	875.50	0.00	875.50
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	683.59	0.00	683.59
Grand Total:	231	88,425.52	0.00	88,425.52

INVOICES OF NOTE

For Library Board Meeting on May 22, 2019

018345	Chicago Hollow Metal, Inc. (lock repair)	\$886.00
013822	Christine Thornton (Harry Potter program)	\$300.00
019284	First Light Technologies, LTD (Garden Walk lighting)	\$3,313.00
019204	Focus HR Consulting (HR project - April)	\$1,400.00
018657	Frog Lady Presentations (Herpetology program)	\$350.00
009102	Hagg Press Inc. (Discoveries)	\$4,056.00
008206	HR Source (membership renewal)	\$1,670.00
012666	Interior Investments, LLC (black mesh stools)	\$1,137.90
006698	Print Smart (Summer Reading supplies)	\$2,179.50
013929	Solarwinds Worldwide, LLC (Web Helpdesk license renewal)	\$2,001.04
016744	Terrance M. Lynch (Apollo 11 program)	\$275.00
016212	Town Square Publications, LLC (advertisement)	\$475.00

Library Credit Card Details for the May 22, 2019 Board Meeting

Julie Milavec

971	5322 Personnel Recruitment	Job postings:Comm. Engage. Coord. & Graphic Artist	\$	244.84
971	5303 Seminars, Mtgs, & Conferences	Min. Wage Compliance Seminar, Mgr. welcome lunch	\$	229.43
			Total	\$ 474.27

Katelyn Vabalaitis

971	5210 Supplies	Office supplies	\$	92.43
973	5210 Supplies	Program supplies	\$	170.33
971	5280 Small Tools & Equipment	Displays for DGPL Foundation	\$	265.26
			Total	\$ 528.02

Ian Knorr

971	5870 Capital Replacement Fund	Rebar for roof repair	\$	40.10
971	5302 Dues & Membership	Amazon Prime membership	\$	119.00
973	5280 Small Tools & Equipment	Drain auger, micro cordless impact driver kit	\$	177.48
978	5210 Supplies	Trash can for café, rubber doorstops, chair glides	\$	341.29
978	5251 Maintenance Supplies	Paint, paint supplies and sockets	\$	174.16
978	5303 Seminars, Mtgs, & Conferences	BBP training kit	\$	162.95
			Total	\$ 1,014.98

Elizabeth Matkowski

972	5210 Supplies	Teen program supplies	\$	227.26
972	5280 Small Tools & Equipment	Auxi	\$	26.50
972	5303 Seminars Mtgs, & Conferences	SLUI Annuual meeting, YALSA registration	\$	254.00
972	5853 AV Materials	Boxes for Anything Emporium	\$	54.93
			Total	\$ 562.69

Karen Bonarek

972	5210 Supplies	Program supplies	\$	85.01
972	5315 Professional Services	Photobooth backdrops, snack and water for programs	\$	81.63
			Total	\$ 166.64

Amelia Prechel

972	5852 Printed Materials	Adult & Teen Services materials	\$	438.23
977	5210 Supplies	Water, multi-disc packaging	\$	61.40
977	5303 Seminars, Mtgs, & Conferences	ALA Conference and airfare	\$	747.60
			Total	\$ 1,247.23

Sharon Hrycewicz

973	5210 Supplies	Program supplies	\$	304.76
			Total	\$ 304.76

Allyson Renell				
973	5210 Supplies	Program supplies	\$	605.74
973	5303 Seminars, Mtgs, & Conferences	Reaching Forward Conference	\$	450.00
			Total	\$ 1,055.74
Traci Skocik				
			Total	\$ -
Christine Lees				
971	5315 Professional Services	Program supplies	\$	9.98
974	5210 Supplies	Office supplies	\$	216.88
			Total	\$ 226.86
Paul Regis				
975	5280 Small Tools & Equipment	Data adapters, USB cable, printer filaments	\$	261.65
975	5880 Intangible Assets	Pantheon Systems, Cover to Cover syndication fee	\$	140.00
			Total	\$ 401.65
Melody Danley				
971	5210 Supplies	Picture frames, bins	\$	65.18
			Total	\$ 65.18
Cynthia Khatri				
971	5210 Supplies	Google storage	\$	99.99
			Total	\$ 99.99
Jen Fredericks				
977	5303 Seminars, Mtgs, & Conferences	In-Charge workshop seminar, meals for meeting	\$	233.96
			Total	\$ 233.96
			Library Credit Card May 2019 Totals	\$ 6,381.97

PAYROLLS FOR APRIL 2019

APRIL 12	\$109,063.15
APRIL 26	\$109,076.91
TOTAL APRIL 2019 PAYROLLS	\$218,140.06

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 22, 2019**

AGENDA ITEM 8A

Summer Reading Presentation

Children's Services Manager Allyson Renell will present information about the 2019 Summer Reading Club. This year's theme, "It's Showtime at Your Library," is movie and theater based. She will share the changes and highlights for Kids, Teens, and Adults Summer Reading.



**Summer
Reading Club
Shines a
Spotlight on
Your Reading**

**Sun., May 19 –
Sun., Aug. 4**

Whether you read books, eBooks, magazines, or audiobooks, reading makes you a star.



If you have not received your folder at school, visit the Kids Room Desk starting Sunday, May 19 to register. More information on summer programs and family events can be found in our upcoming June/July/August program flyer.



Read three books or six hours to win! Prizes include a laptop sticker, Tivoli Theatre ticket, and pop socket. Read more for entries into a raffle drawing for gift cards and a prize basket. Pick up forms at the Ask Us Desk.



Read three books or six hours to get a free Tivoli Theatre ticket. For every three additional books you read, get a chance to win more prizes. Pick up forms at the Ask Us Desk. Stop by the Ask Us Desk on Sunday, May 19 and get your "It's Showtime at Your Library" button.

Be the paparazzi in one of our photo booths as your friends and family walk the red carpet or perform. They're ready for their "close-up."

Red Carpet
May 20 – 25

Lights! Camera! Action!
June 9 – 15

All the World's a Stage
July 14 – 20

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 22, 2019**

AGENDA ITEM 8B

Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. Dated May 22, 2019

The Downers Grove Public Library has contracted with Mechanical Concepts of Illinois for replacement of roof top HVAC units, boilers, and building automation system controls. This contract was publicly bid in November 2018 and awarded in December 2018 to Mechanical Concepts of Illinois Inc. (MCI). Building Operations Director Ian Knorr, Bob St. Mary of Elara Engineering, and Dave Wozniack of MCI met in January for a project kick off meeting, at which all agreed on a May 15 target date for RTU replacement, in keeping with the contract dates. All submittals for equipment were approved by Elara Engineering and returned to MCI by February 2019. Trane, the manufacturer of the replacement roof top units (RTUs), set ship date for these units in April 2019. After receiving a March 1 order status update from Trane showing the expected April ship date, MCI requested Trane move the ship date to June 10, without consulting Building Operations Director Ian Knorr or Project Engineer Bob St. Mary. This was not communicated until the April 18 pre-construction meeting, when MCI announced that the RTU replacement date would be June 13. Initially, MCI blamed the delay on Trane. Subsequent documentation provided by Trane to Project Engineer Bob St. Mary, as the owner's representative, show that MCI moved the ship date. At an April 24 meeting with Joe and Mike Senese from MCI, Building Operations Director Ian Knorr, Project Engineer Bob St. Mary of Elara Engineering, and Library Director Julie Milavec, MCI agreed to a contract amendment with extended dates and for MCI to provide or pay for any necessary repairs to the existing RTUs during that period. The situation was discussed during the Library Director's report at the April 24, 2019 regular meeting of the Board of Library Trustees.

Attorneys Gregory T. Smith and Dennis Walsh created the amendment to the contract with Mechanical Concepts of Illinois as discussed on April 24. This amendment comes in the form of a change order to the American Institute of Architects Standard Form of Agreement, which is presented as an ordinance with one exhibit for approval by the Board of Library Trustees. It the substantial completion and 100% completion dates for the RTU replacement portion of the contracted project from June 5 and June 14 to September 3 and September 12 respectively. MCI is required to keep the library's existing RTUs "in good repair and operation" until substantial completion of the RTU replacement. An additional performance bond is also required. MCI signed the contract amendment as submitted.

I recommend approval of the Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. Dated May 22, 2019.

ORDINANCE NO. 2019-1

**AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF
CHANGE ORDER NO. 1 TO THE STANDARD FORM OF AGREEMENT BETWEEN
OWNER AND CONTRACTOR BETWEEN THE BOARD OF LIBRARY TRUSTEES OF
THE DOWNERS GROVE PUBLIC LIBRARY AND MECHANICAL CONCEPTS OF
ILLINOIS, INC. DATED MAY 22, 2019**

WHEREAS, on May 22, 2019, the President and Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois ("Library Board") approved and authorized the execution of a contract ("Contract") for certain work on the heating, ventilation and air conditioning systems of the Downers Grove Public Library building ("Project") with Mechanical Concepts of Illinois, Inc. ("Contractor"). The anticipated substantial completion date for the replacement of rooftop units RTU-1 and 2 portion of the Project was June 5, 2019, with a 100% completion date of June 14, 2019 ("Project Completion Dates"); and

WHEREAS, the Contractor requested the Library Board agree to amend the Contract as reflected in the enclosed "First Amendment To The Standard Form Of Agreement Between Owner And Contractor Between The Board Of Library Trustees Of The Downers Grove Public Library And Mechanical Concepts Of Illinois, Inc. Dated May 22, 2019" ("Change Order No. 1") attached hereto as **EXHIBIT A** and made a part hereof, due to the need to extend the Project Completion Dates due to a problem with ordering the necessary materials to complete the replacement of rooftop units RTU-1 and 2, along with a request for an extension of time to the Project Completion Dates, with substantial completion proposed for September 3, 2019 and 100% completion of September 12, 2019; and

WHEREAS, the Library Board makes the following findings and determinations in accordance 720 ILCS 5/33E-9 regarding Change Order No. 1 to the Contract:

1. Change Order No. 1 increases the completion time for the Project, as set forth in the Contract, by thirty (30) days or more.
2. Change Order No. 1: (a) is made necessary by circumstances not foreseeable at the time the Contract was signed; (b) is germane to the Contract as originally signed; and (c) is in the best interests of the Downers Grove Public Library; and

WHEREAS, in addition, the Library Board finds and determines that, pursuant to 50 ILCS 525/5, Change Order No. 1 does not increase the original Contract price by fifty percent (50%) or more of the original Contract price, and thus the Library Board is not obligated to re-bid the additional work proposed under Change Order No. 1; and

WHEREAS, the Library Board, as provided by 720 ILCS 5/33E-9, finds that it is in the best interests of the Downers Grove Public Library and the public to approve Change Order No. 1 because it relates to a public project and is for a public purpose;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois:

SECTION 1: Incorporation. Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Ordinance.

SECTION 2: Approval. The Library Board approves Change Order No. 1. The Library Board further authorizes and directs the Library President and the Library Secretary, or their designees, to execute Change Order No. 1 and execute any other necessary documents to implement Change Order No. 1. The Library Board also recognizes and approves an increase in the completion time for the Project, as set forth in the Contract, by thirty (30) days or more.

SECTION 3: Severability. If any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 4: Repeal. All ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

SECTION 5: Effectiveness. This Ordinance shall be in full force and effect upon its adoption and approval according to law.

ADOPTED this 22nd day of May, 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees
of the Village of Downers Grove

ATTEST:

Secretary, Board of Library Trustees
of the Village of Downers Grove

EXHIBIT A

CHANGE ORDER NO. 1 TO THE CONTRACT

**FIRST AMENDMENT TO THE STANDARD FORM OF AGREEMENT BETWEEN
OWNER AND CONTRACTOR BETWEEN THE BOARD OF LIBRARY TRUSTEES OF
THE DOWNERS GROVE PUBLIC LIBRARY AND MECHANICAL CONCEPTS OF
ILLINOIS, INC. DATED MAY 22, 2019**

(attached)

**FIRST AMENDMENT TO THE STANDARD FORM OF AGREEMENT BETWEEN
OWNER AND CONTRACTOR BETWEEN THE BOARD OF LIBRARY TRUSTEES OF
THE DOWNERS GROVE PUBLIC LIBRARY AND MECHANICAL CONCEPTS OF
ILLINOIS, INC. DATED MAY 22, 2019**

**THIS FIRST AMENDMENT TO THE STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND CONTRACTOR BETWEEN THE BOARD OF LIBRARY
TRUSTEES OF THE DOWNERS GROVE PUBLIC LIBRARY AND MECHANICAL
CONCEPTS OF ILLINOIS, INC. DATED MAY 22, 2019** (“Amendment”) is entered into this
22nd day of May, 2019 (“Effective Date”) by and between the Board of Library Trustees of the
Downers Grove Public Library, an Illinois local library (“Owner”) and Mechanical Concepts of
Illinois, Inc., an Illinois corporation (“Contractor”).

W I T N E S S E T H:

WHEREAS, Owner and Contractor entered into a “Standard Form of Agreement Between
Owner and Contractor” on May 22, 2019, on AIA Document A101-2017 (“Agreement”),
regarding work to be performed by Contractor at the Owner’s property at 1050 Curtiss Street,
Downers Grove, Illinois 60515; and

WHEREAS, Owner and Contractor desire to amend the Agreement to reflect a new date
of substantial completion for a portion of the “Work,” as defined in the Agreement, with regard to
indemnification by Contractor of Owner for repairs to Owner’s rooftop units RTU-1 and RTU-2
prior to substantial completion of the Work on the units and with regard to performance and
payment bonds to be provided by Contractor; and

WHEREAS, Owner finds, pursuant to 720 ILCS 5/33E-9, that the circumstances
necessitating the changes to the Agreement in this Amendment were not reasonably foreseeable at
the time the Agreement was signed, that the changes to the Agreement in this Amendment are
germane to the Agreement as signed and that approval of this Amendment is in the best interest of

the Owner; and

WHEREAS, it is in the best interests of Owner and Contractor to amend the Agreement on the terms set forth in this Amendment;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants, representations and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Owner and Contractor, Owner and Contractor agree as follows:

Section 1. Incorporation of Recitals

The parties agree that all of the recitals contained in this Amendment are true and correct and are hereby incorporated into this Amendment as though they were fully set forth in this Section 1.

Section 2. Amendment to Agreement

The Agreement is hereby amended as follows:

(a) By amending Section 3.3.1 to read in its entirety as follows:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

[X] By the following dates:

Substantial Completion:

Rooftop Unit Replacement RTU-1 & 2 – September 3, 2019

Boiler Replacement – August 14, 2019

Temperature Control Upgrade (RTU Replacement RTU-1 & 2) – June 5, 2019

Temperature Control Upgrade (Boiler Replacement) – August 14, 2019

100% Completion:

Rooftop Unit Replacement RTU-1 & 2 – September 12, 2019

Boiler Replacement – August 30, 2019

Temperature Control Upgrade (RTU Replacement RTU-1 & 2) – June 14, 2019

Temperature Control Upgrade (Boiler Replacement) – August 30, 2019

(b) By adding a new Section 5.4 entitled "Special Indemnification," which shall read in its entirety as follows:

5.4.1 Contractor shall, in addition to its indemnification, defense and hold harmless obligations elsewhere in this Agreement and the Contract Documents, indemnify, defend and hold harmless Owner from all costs, claims and expenses of whatever kind incurred by Owner to keep Owner's Rooftop Units RTU-1 and 2 in good repair and operation prior from May 1, 2019 through substantial completion by Contractor of the replacement of Owner's Rooftop Units RTU-1 and 2 under this Agreement. Contractor shall be responsible for all costs, claims and expenses of whatever kind incurred by Owner to keep Owner's Rooftop Units RTU-1 and 2 in good repair and operation from May 1, 2019 through substantial completion by Contractor of the replacement of Owner's Rooftop Units RTU-1 and 2 under this Agreement.

5.4.2 Notwithstanding any provision in this Agreement or the Contract Documents to the contrary, Owner's costs, claims and expenses incurred pursuant to Section 5.4.1, if any, shall be reimbursed to Owner by Contractor, by Owner reducing the amounts paid to Contractor under this Agreement from payments due and owing Contractor from Owner until Owner's costs, claims and expenses incurred pursuant to Section 5.4.1, if any, are fully satisfied. If the amount of payments due and owing Contractor under this Agreement are less than the Owner's costs, claims and expenses incurred pursuant to Section 5.4.1, Contractor shall promptly pay Owner its unreimbursed costs, claims and expenses incurred pursuant to Section 5.4.1.

(c) By amending Section A.3.4 in AIA Document A101-2017 Exhibit A to read in its entirety as follows:

The Contractor shall furnish to the Owner at the time of execution of this Amendment, bonds in the full amount of the Contract securing the full and faithful performance of this Contract and the payment for all labor and material furnished by the Contractor or anyone furnishing such under the Contractor's contracts or a subcontract of any tier. Said bonds shall be in conformance as set forth below and any additional specifications imposed by other Contract Documents, including, but not limited to, the prevailing wage requirements set forth in the Contract Documents. Said bonds shall be written by a surety authorized to do business in Illinois that is acceptable to the Owner, in the Owner's discretion. Such bonds shall be obtained from a company with a minimum A.M. Best Rating of A- and to which the Owner has no reasonable objection. The cost thereof shall be paid by the Contractor.

The Contractor shall provide Performance and Labor and Material Payment Bonds as follows:

1. Provide a 100 percent Performance Bond in conformance with AIA

Document 312 as modified to show that the time during which the Bond may be called is limited only to the extent required by Illinois law.

2. Provide a 100 percent Payment Bond in conformance with AIA Document 312 as modified to show that the time during which the Bond may be called is limited only to the extent required by Illinois law.
3. The bonds must be from a reputable company acceptable to the Owner as set forth above.

Execution of the Amendment with the Contractor by the Owner is contingent upon receipt of the required Bonds.

Section 3. Continuing Effect

All parts of the Agreement not amended herein shall remain in full force and effect.

In the event of any conflict between the terms of this Amendment and the Agreement, or any exhibit to the Agreement, the terms of this Amendment shall prevail and control.

Section 4. Effective Date

The Effective Date of this Amendment shall be the date on which the last of the parties executes this Amendment.

[THIS SPACE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized officers on the above date.

OWNER:

DOWNERS GROVE PUBLIC LIBRARY


**President, Board of Library Trustees of
the Downers Grove Public Library**

ATTEST:

Secretary, Downers Grove Public Library

CONTRACTOR:

**MECHANICAL CONCEPTS OF
ILLINOIS, INC.**



**Authorized Representative of Mechanical
Concepts of Illinois, Inc.**

ATTEST:

By: Carol Lynn Kelly

Its: NOTARY



**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 22, 2019**

AGENDA ITEM 8C

Illinois Non-Resident Library Card Program

The State of Illinois requires each library board to take action annually concerning the library's participation in the non-resident card program. The Downers Grove Public Library has participated for many years.

The required Board action addresses four questions:

1. Will the Library participate in the program?
2. Which method will the Library use to compute the annual household fee?
3. What is the amount of the fee?
4. What is the effective starting date of the new fee?

The Downers Grove Public Library has participated in the Illinois Non-Resident Library Card Program every year since its inception. The fee formulae available under this program can be found here:

<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

The General Mathematical Formula is easy to calculate and administer. Using the General Mathematical Formula, the fee is computed by dividing the Library's total operating and debt service property tax levy (\$5,775,206) by the number of households in the municipality (19,766). This computation yields a result of \$292.18, rounded to \$292.00, no change from the fee set in June 2018. Generally, an August 1 effective date is used to allow staff to provide notice of the new fee information on the website and in Circulation Department procedures.

The management team recommends participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$292.00 per household per year, effective August 1, 2019.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 22, 2019**

**AGENDA ITEM 10
Librarian's Report**

Downers Grove Public Library Foundation and Artwork for Lobby Wall

The Downers Grove Public Library Foundation's Art Planning Committee will be inviting three artists to submit proposals, under the guidelines of the original RFP, on a new timeline. All three artists were invited to respond to the original proposal. Two of the three were unable to respond at that time due to extenuating circumstances. The third responded, but proposed an existing work that was too large for the space. The committee is hopeful that this round of proposals will result in a work that they can bring forward to the Board of Library Trustees for approval.

Movie Screening and Program Series to Raise Awareness of Homelessness in Downers Grove

Planning continues in a joint effort with the Downers Grove Public Library Foundation and DuPage PADS to bring a movie screening of "The Public" and follow up programs to Downers Grove in October. The goal is to raise awareness of homelessness in Downers Grove, including the resources, partnerships, and volunteer opportunities available today. The screening of the movie "The Public" with a facilitated discussion is tentatively scheduled for Wednesday, October 2. Additional program ideas include a panel highlighting community resources and partnerships, speakers sharing experiences of homelessness, and speakers sharing experiences of volunteering with shelters or other community partners. October is targeted as the start of "shelter season" for DuPage PADS.

Libraries of Illinois Risk Agency (LIRA) Liability Insurance Pool

Brokers for the Libraries of Illinois Risk Agency (LIRA) insurance pool warned the pool's Executive Committee that the property and liability insurance market is hardening due to the increases in catastrophic claims. After years of 2-3% increases, LIRA members are being reminded of the broker recommendation to budget for at least a 10% increase in premium each year. Unfortunately, this year's renewal may be in keeping with the budget recommendation. The actual renewal rates will not be known until November.

Hosting Social Work Interns from Aurora University

A possible partnership with the School of Social Work at Aurora University to host social work interns at the library is being investigated. Both Bachelor's and Masters degree students are required to complete internships as part of their coursework, with number of hours and in-class requirements varying by degree. The Elmhurst Public Library and Aurora Public Library have both hosted unpaid social work interns with excellent results.

Julie Milavec
Library Director

However, students choose their internship locations, so there is no guarantee of a placement.

Compensation System Redesign and Illinois Minimum Wage

I will report on the compensation system redesign project in June.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 22, 2019**

DEPARTMENT REPORTS – APRIL 2019

Administration – Jen Fredericks

- Brought the first two sections of the new DGPL Employee Handbook to the Management Team for review and will incorporate their recommendations and feedback into the handbook as it is provided. We will slowly continue to make our way through the Employee Handbook as a team, reviewing each section together, and endeavor to make it available to staff this summer.
- Attended a one-day, intensive ATLAS Institute workshop, designed for those individuals who aspire to become library administration personnel. Presenters covered a variety of topics including career advancement, budgets and levies, and human resources for managers and middle managers.
- Director, Julie Milavec, led the second, quarterly In Charge meeting in my absence.
- Participated in the inaugural DGPL Service Fair, which was a smashing success with 33 participating organizations.
- Attended a webinar with the Data Team: Using Your Data Superpowers for Good. We were encouraged to think more strategically about the data we collect and analyze, as well as the kinds of data we hope to collect in the future. Afterwards, we met as a team and set goals which include: effectively measuring programming and service outcomes, and gathering community data to use in strategic planning.
- Prepared service desk staff for the Reference Transaction Survey (April 29-May 12), which will be used for our 2019 IPLAR and PLDS annual reports.
- Rewrote library-wide hiring procedures, which guide the entire selection process: from advertising an opening to reviewing applications to interviewing to hiring.
- Submitted a skill building workshop proposal to PLA (February 2020): Take charge: creating a culture of empowerment at your library.
- Hosted the RAILS Assistant Director's quarterly meeting which included a light breakfast, a demonstration of Patron Incident tracking Software (PITS) and subsequent Q&A, and discussions about the minimum wage increase, presentation of statistical reports for the Library Board, and transparency concerns between the management team and support staff.

Adult & Teen Services – Lizzie Matkowski

- The initial installation of all the Satellite Stacks collections were completed! Thanks to hard work from Suzy, Ian, and other DGPL staff as well as the Foundation for getting these collections off the ground.

- Various staff attended professional development training on topics including Using Your Data Superpowers for Good and Censuses Around the World.
- Nancy once again attended the Shelter Breakfast.
- I helped staff the DGPL table at the YMCA Healthy Kids day.
- The Illinois Annual Conference Program Proposal that I signed onto as a panel member was accepted for the 2019 conference.
- ATS programs in April included: Gentle Yoga, SAT Practice Test, Work from Home Tips for the Solo-preneur, and Cookie Decorating (inspired by our new CreativeBug online service).
- Kira worked on plans for this year's donation drop off day to benefit the Friends of the Library's fall book sale.

Children's Services – Allyson Renell

- April was a busy month for outreach in the Kids Room with 35 different events that saw 765 attendees. Storytime outreach to daycares and preschools made up the majority of these events and included groups coming to the library for field trips, as well as Kids Room staff visiting schools and centers.
- Department Manager Allyson Renell and Outreach Coordinator Erin Linsenmeyer attended the monthly District 58 principal's meeting to share information about the upcoming Summer Reading Club. We thanked the principals for being so supportive of our club and started working with their secretaries to schedule our annual Summer Reading Club school visits.
- On April 29, Erin presented a program for Building Bridges PTA, a group for parents of children with special needs. Erin spoke about inclusive literature, highlighting books that have characters with a variety different abilities. Erin also shared services the library provides and other resources available to families.
- On April 30, Allyson and Erin also had their final visit of the season to the Pads shelter location at First United Methodist Church. Each month they had been bringing STEM activities and crafts to share with the children at the shelter. They saw around 25 children this season and hope to continue our visits again when the shelters reopen in the fall.
- April was all about Summer Reading Club preparations for the Kids Room. This year's theme is "It's Showtime!" and the Kids Room is planning on putting on a show all summer long. We've been working hard on making decorations, planning programs, creating book lists, and gathering prizes.

Circulation – Christine Lees

- The PADS shelters in Downers Grove close down for the summer at the end of April, here's a recap of our Restricted Card use program from October 2018 (shelters open) to the end of April 2019.
 - We registered 54 new patrons for restricted use cards, a 238% increase over last season!

- Patrons checked out 195 materials, a 56% increase over last season.
- We had zero bills for materials not returned, last year we had \$144 in loss.

We are absolutely thrilled with the increase in card holders, materials checked out, and a zero loss rate! We credit the increase in card holders to our new procedure of going to the shelters once per month to register clients on site for restricted use cards. As an aside, the connections we have made in the past year with many PADS clients has been one of the most rewarding experiences of my library work life.

- Our final Breakfast Series event of the season wrapped up in April, in the summer months we are moving to a Lunch and Learn format for our PADS partnership program.
- The Service Excellence team met to discuss the design for a new bookmark to be given to all staff that features our Culture Code on one side and our Customer Service Promise on the other side.
- BoDowners Grove North High School to honor our DHN student, Bradley Brennan, who participated in the job training program with his DGN aide. Bradley gave an amazing summary of his work at DGPL and how the experience gained here will help him in his next stage of education/life. It was a pleasure to have Bradley in our department this year!
- We assisted in writing a proposal for presenting on the topic of Facilities at the upcoming SWANX meeting in August and are awaiting to hear if the presentation was accepted.
- We are thrilled to announce Kathy Moran as our newest Circulation Supervisor! Kathy's patron centric focus and library knowledge make her the ideal person for this role.

Information Technology – Paul Regis

- Computer Help Desk Supervisor Lauren Cantore Gonzalez, PR Manager Cindy Khatri, Assistant IT Manager Max Mogavero, and IT Manager Paul Regis met with Dan Zarembski from Weblinx, an area website design firm. The online landscape has changed since the last website redesign, as has DGPL's online presence, and the current website is not hitting all the notes that it should. IT/PR will meet with other firms to get this ball rolling.
- IT had its highest monthly computer class attendance ever for April – 118 students! A huge thank you to Technology Trainer Annie Jagielski and Computer Help Desk staff for leading and helping with these classes – their commitment and patience is incredible.
- IT Manager Paul Regis led a tour for library staff from the National University of Health Sciences in Lombard. They were interested in the types of equipment that patrons can check out, our procedures for doing so, the various services we offer (they were fans of the headshots idea), and our computer classes/training materials. Paul also led a short tour of the IT area and 3D printer for Matt

Hennessy, the Technology Manager at the Woodridge Public Library. They are researching 3D printers and what to look for and avoid – DGPL has put a few models through the test, so Paul was able to provide a bit of insight.

Public Relations – Cindy Khatri

- I started my new position as PR Manager
- Cris Niels retired after just over a year of employment here at DGPL
- We hosted our first-ever Service Fair featuring 33 organizations. We had 380 attendees.
- The Organization of the Month was Watts of Love
- Interviews began for the Marketing Content Coordinator position
- We met with the Tivoli, PADS, and the Foundation to discuss a partnership and fundraiser for showing The Public moive
- Paul Regis and I began meetings with website content management companies to discuss the DGPL website.

Access Services – Amy Prechel

Projects and Updates

- Amy with Christine Lees Friday April 5 to finalize preparations for hosting the annual SLUI meeting May 7.
- Monday April 15th Amy Prechel joined the ATS department for a conversation about how genres are presented in adult fiction and potential shifts coming later this year. Romance will be given its own section, and other items may be reclassified.
- Tuesday April 23rd, Amy met with Allyson Renell to discuss call number changes in the JE Favorites collection. Recataloging of applicable sections will begin in May.
- Michelle Litwin, Mary McCann, and Maria Patacsil are revising the department's procedural binder.

Inventory and Cataloging

- For ATS collection: added 1505 print items, 352 AV items; discarded 1256 print items and 468 AV items.
- For Kids Room collection: added 1126 print items and 188 AV items; discarded 527 print items and 36 AV items.
- We claimed 1 magazine that arrived damaged and 11 that did not arrive when expected.
- 14 new local author books were added to the collection this month.
- As of April 1st there were 479 items in the Satellite Stacks collection.
- Reclassification and Repairs
- Repaired 1398 ATS and Kids Room books and audiovisual items.

Reclassified

- Repaired 76 general adult and ATS and Kids Room items.
- The process of converting existing circulating totes from laminated labels to sturdy luggage tags is nearly complete.

Staff Training and Professional Development

- Amy Prechel attended the first meeting of the SWAN 'Clarity Task Force' Wednesday April 3rd.
- MaryKellie Marquez assisted with the facilitation of the Board Game program Friday April 5th.
- MaryKellie attended the SWAN Technical Services roundtable on Wednesday April 10th at the Tinley Park Public Library.
- Amy completed a 6-week RDA cataloging training course Friday April 12th
- Access staff met for a department meeting Tuesday April 16th. We shared information from recent meetings, promoted upcoming professional development opportunities, discussed new procedures and upcoming special projects, and documented changes since the last department meeting.
- Wednesday April 24th Nora Mastny and Amy Prechel attended RAILS webinar "Using Your Data Superpowers for Good" and debriefed with the Data Team after.
- The Safety team met April 24th with Michelle Litwin and MaryKellie Marquez in attendance.
- Thursday April 25th the Downers Grove library hosted the SWAN RFID committee meeting. Maria Patacsil, MaryKellie Marquez, and Amy Prechel attended. The group discussed new implementations in the consortium, best practices, and vendor issues. The meeting concluded with a tour of the circulation workroom so attendees could see our material sorter in action. Cheryl Pawlak provided an overview of its configuration.

Facilities Services – Ian Knorr

- Ian met with Trane to discuss BAS the installation date.
- Ian sent a letter of request to the Village of Downers Grove Dept. of Transportation. The purpose of the letter was to request rezoning of two stalls on Forest Ave. one for ADA accessibility and the other for 15 min parking for patrons.
- We conducted a fire drill and the Safety and Security team met afterward to debrief.
- Ian attended the quarterly in charge meeting.
- Facilities helped set-up for the service fair.
- I met with our Uline rep to renegotiate pricing.
- I attended the Elara/MCI kick-off meeting.

- I attended the Board of Library trustees meeting.
- The bid requests for the Fiction lighting on the 2nd floor went out.

Circulation	APR 19	%	APR 18	%	APR 17	%
Checkouts						
Selfchecks	39,127	74%	42,276	73%	43,230	71%
Staff desk	13,670	26%	15,829	27%	17,395	29%
Total checkouts	52,797		58,105		60,625	
Renewals						
Auto Renewals	34,351		32,640			
Selfchecks	10		41		1,545	
Staff desk (incl. phone)	346		227		2,647	
Patron self-renewals on website	770		677		11,447	
Patron self-renewals on BookMyne	12		15		186	
Total renewals	35,489		33,600		15,825	
Total item checkout and renewals	88,286		91,705		76,450	
Digital Circulation	8,255		6,811		7,881	
Total Circulation	96,541		98,516		84,331	
Reserves Processed						
Received from ILL	6,537		6,234		6,493	
ILL sent	4,552		4,488		4,531	
OCLC requests processed	292		521		686	
Gate Count						
North	26,264		26,317		27,766	
South	14,463		14,910		15,647	
Total	40,727		41,227		43,413	
Registrations						
New resident library cards	186		170		100	
New fee cards	4		3		1	
Professional Development hours	0					
Cost of Professional Development	0					

Circulation

	Apr 2018	Apr 2019	YTD Totals			
Adult	50,383	49,292	216,491	199,070		
Teen	1,929	2,250	7,820	7,860		
Children	39,393	36,744	161,290	148,608		
Download	6,811	8,255	29,455	33,871		
Total	98,516	96,541	415,056	389,409	-25,647	-6.2%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	27,161	55.10%	5,897	11.96%	13,662	27.72%	2,572	5.22%	49,292
Teen	2,132	94.76%	61	2.71%	43	1.91%	14	0.62%	2,250
Children	28,910	78.68%	1,487	4.05%	5,247	14.28%	1,100	2.99%	36,744
Total	58,203	65.93%	7,445	8.43%	18,952	21.47%	3,686	4.18%	88,286

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	110,440	74.31%	14,689	9.88%	15,105	10.16%	8,378	5.64%	148,612
Children	74,471	84.16%	2,895	3.27%	8,451	9.55%	2,672	3.02%	88,489
Total	184,911	77.99%	17,584	7.42%	23,556	9.94%	11,050	4.66%	237,101

Book Collection

	Apr 2018	Apr 2019	YTD Totals		YTD Difference	
Adult	122,394	110,440				
Children	74,280	74,471				
Total	196,674	184,911	196,674	184,911	-11,763	-6.0%

Audio Collection

	Apr 2018	Apr 2019	YTD Totals		YTD Difference	
Adult	15,621	14,689				
Children	2,949	2,895				
Total	18,570	17,584	18,570	17,584	-986	-5.3%

Video Collection

	Apr 2018	Apr 2019	YTD Totals		YTD Difference	
Adult	14,924	15,105				
Children	7,700	8,451				
Total	22,624	23,556	22,624	23,556	932	4.1%

Miscellaneous Collection

	Apr 2018	Apr 2019	YTD Totals		YTD Difference	
Adult	9,107	8,378				
Children	2,704	2,672				
Total	11,811	11,050	11,805	11,050	-755	-6.4%

Statistics for April 2019 (FY Jan-Dec)

Rooms & Spaces

	Apr 2018	Apr 2019				
Community Use of Rooms	1099	1,258				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	187	161				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,286	1,419	4,893	5,427	534	10.9%

Programs Offered

	Apr 2018	Apr 2019				
Library Programs Offered						
Adult	23	36				
Teen	6	7				
Children	56	41				
Outreach Programs Offered						
Adult	5	12				
Teen	4	2				
Children	5	35				
Passive Programs Offered						
Adult	1	3				
Teen	0	1				
Children	24	12				
Programs Offered Total	124	149	489	576	87	17.8%

Program Attendance

	Apr 2018	Apr 2019				
Library Program Attendance						
Adult	236	202				
Teen	131	50				
Children	1,500	734				
Outreach Program Attendance						
Adult	93	494				
Teen	131	11				
Children	189	836				
Passive Program Attendance						
Adult	204	346				
Teen	0	24				
Children	378	360				
Program Attendance Total	2,862	3,057	12,023	12,720	697	5.8%

Statistics for April 2019 (FY Jan-Dec)

Gate Count

	Apr 2018	Apr 2019	YTD Totals		YTD Difference	
	41,227	40,727	160,855	155,381	-5,474	-3.4%

Reference Questions

	Apr 2018	Apr 2019	YTD Totals		YTD Difference	
One on One Tutorials	38	28	120	105	-15	-12.5%

Computer User Sessions

	Apr 2018	Apr 2019				
Adult	3,869	3,407				
Children	1,158	1,062	YTD Totals		YTD Difference	
Total	5,027	4,469	19,992	17,611	-2,381	-11.9%
Wireless Sessions	2,625	2,689	10,271	10,255		