

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JANUARY 25, 2017  
LIBRARY MEETING ROOM**

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: Trustee Susan Eblen.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Circulation Services Manager Christine Lees, Friends of the Library President Joann Hansen, Resident Ed Pawlak, and Resident Tom Sleeter.

3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. December 21, 2016 Regular Monthly Meeting. It was moved by Jaros and seconded by Earl THAT the Minutes of the December 21, 2016 Regular Monthly Meeting be approved as circulated. Motion passed by voice vote.
5. **Financial Matters.**
  - a. December 2016 Financial Report. Updated invoice lists were distributed to Board members. Milavec presented the report, and she discussed changes to the 2016/2017 invoices lists. She also clarified for Jaros the amount of remaining funds for the year as reported in the December 2016 expenditures report.
  - b. December 2016/January 2017 Invoices. It was moved by Humphreys and seconded by Earl THAT the payment of December 2016 and January 2017 invoices totaling \$154,172.38, and the acceptance of December 2016 credit memos totaling \$80.73, and the ratification of the December payrolls totaling \$212,983.95 be approved. Roll call: Ayes: Earl, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. Ed Pawlak asked that the library do a two-year projection of circulation statistics. He wants to see the trends in circulation and see if there is an effect on circulation from programs and initiatives on the trends. Graber asked if an event has a tie to circulation for the day. Reid explained that at this time we cannot get daily statistics from SWAN to check.

Tom Sleeter asked to what degree the village handles services for the library. Milavec explained that the library is a component unit of the village, and the library's budget is a pass through as part of the village's budget. The library also has an IGA for health insurance and other benefits. The village also handles certain human resources functions, payroll, financial accounting, and auditing. A village employee is the authorized agent for IMRF, and the village is the library's 457 plan administrator.

**8. Unfinished Business.**

- a. Intergovernmental Agreement Between the Village and Library Regarding Creation of a Special Reserve Fund. One word was changed in the agreement. It was moved by Jaros and seconded by Humphreys THAT the intergovernmental agreement between the village and library regarding creation of a special reserve fund be approved as amended. Roll call: Ayes: Earl, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

**9. New Business.** There was none.

- 10. Library Director's Report.** Milavec presented her written report (attached). Milavec shared information about the progress in the strategic planning process. Humphreys asked if a flyer was available about the strategic planning focus groups. Milavec explained that there was information about the focus groups in *Discoveries*, which goes to all households in Downers Grove. There is an Illinois Library Association Trustee Workshop on February 18; and on February 13, there is an Illinois Library Association Legislative Meet-up that Milavec, Jaros, and Representative David Olsen will attend. RAILS is looking for a trustee to be on the board. The library circulated over 1,000,000 items this year. We will have a day of celebration on March 1, giving away "fine erasers" that day only to be used by the end of 2017.

- 11. Board Member comments and request for information.** Jaros asked about the 6% decrease in collection size. Reid explained that outdated/unused materials were removed from the collection as new items are added and that there is only a finite amount of space in the building for collections. Graber asked whether the library or the foundation owns the artwork in the library. The library foundation gives the artwork to the library, so the library owns it. He also asked about the laptops purchased in December. Milavec explained that we still had funds in the 2016 budget at the end of the year, so IT purchased them in 2016. Humphreys reminded the board that the library has a responsibility to maintain the artwork. Earl spoke to some of the politicians who were collecting signatures in the parking lot who were surprised by how many people using the library were not Downers Grove residents.

- 12. Adjournment.** President Greene adjourned the meeting at 8:24 p.m.

Revenue by Object Report

Village of Downers Grove  
12/1/2016 through 12/31/2016

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	4,826,000.00	51,289.79	4,872,521.86	-46,521.86	100.96
4109 Prior Year Property Taxes	100.00	238.31	3,713.21	-3,613.21	3,713.21
4313 Personal Property Replacement Tax	50,000.00	2,643.31	59,659.17	-9,659.17	119.32
4410 Sales of Materials	6,000.00	937.05	10,565.24	-4,565.24	176.09
4502 Charges For Services	25,000.00	1,450.88	39,354.12	-14,354.12	157.42
4509 Fees For Non-Residents	16,000.00	813.00	15,782.00	218.00	98.64
4571 Rental Fees	3,000.00	420.00	4,870.00	-1,870.00	162.33
4581 Fines	82,000.00	6,332.65	92,532.15	-10,532.15	112.84
4590 Cost Recovered For Services	28,000.00	1,676.77	19,151.24	8,848.76	68.40
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	60,000.00	0.00	37,935.84	22,064.16	63.23
4711 Investment Income	2,000.00	843.44	5,312.08	-3,312.08	265.60
4712 Investment Income - Property Taxes	100.00	0.00	0.00	100.00	0.00
4820 Contributions, Operating	10,000.00	250.00	10,967.00	-967.00	109.67
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,108,200.00</b>	<b>66,895.20</b>	<b>5,172,363.91</b>	<b>-64,163.91</b>	<b>101.26</b>

## Expenditures by Object Report

Village of Downers Grove  
12/1/2016 through 12/31/2016

### Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,592,865.00	116,457.78	1,521,873.30	0.00	70,991.70	95.5
5111 Salaries, Non-Exempt	78,120.00	6,914.12	82,210.41	0.00	-4,090.41	105.2
5119 Part-Time Employee Wages	1,186,110.00	89,612.05	1,168,770.54	0.00	17,339.46	98.5
5131 IMRF Pension Contributions	284,625.00	19,442.06	254,037.39	0.00	30,587.61	89.2
5133 Medicare Contributions	44,505.00	3,042.01	39,649.84	0.00	4,855.16	89.0
5134 Social Security Contributions	185,782.50	13,006.94	169,533.44	0.00	16,249.06	91.2
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	2,070.00	72.00	873.00	0.00	1,197.00	42.1
5191 Health Insurance	216,700.00	19,340.00	234,472.50	0.00	-17,772.50	108.2
5195 Optical Insurance	3,105.00	137.32	1,706.90	0.00	1,398.10	54.9
5197 Dental Insurance	24,529.50	1,974.40	24,137.52	0.00	391.98	98.4
5210 Supplies	92,920.00	9,334.70	74,367.93	0.00	18,552.07	80.0
5251 Maintenance Supplies	16,000.00	1,360.04	16,762.53	0.00	-762.53	104.7
5280 Small Tools & Equipment	30,000.00	5,628.22	18,861.15	0.00	11,138.85	62.8
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	4,800.00	295.00	4,721.00	0.00	79.00	98.3
5303 Seminars, Conferences & Meetings	30,400.00	493.41	21,089.98	0.00	9,310.02	69.3
5308 Recognition Program-Staff	4,000.00	377.59	1,619.53	0.00	2,380.47	40.4
5315 Professional Services	40,000.00	2,267.47	51,556.02	0.00	-11,556.02	128.8
5322 Personnel Recruitment	0.00	0.00	200.00	0.00	-200.00	0.0
5323 Special Legal	6,000.00	1,234.60	1,574.60	0.00	4,425.40	26.2
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	95,000.00	0.00	91,450.86	0.00	3,549.14	96.2
5380 Printing Services	17,000.00	0.00	12,847.35	0.00	4,152.65	75.5
5391 Telephone	20,000.00	1,738.17	20,172.47	0.00	-172.47	100.8
5392 Postage	26,000.00	3,000.00	25,500.00	0.00	500.00	98.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,000.00	3,394.28	21,502.15	0.00	-1,502.15	107.5
5420 Insurance - Other Policies	44,000.00	0.00	41,995.00	0.00	2,005.00	95.4



## Expenditures by Object Report

Village of Downers Grove  
12/1/2016 through 12/31/2016

**Grand Totals** [Continued]

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5430 Building Maintenance Services	94,000.00	3,850.68	79,723.72	0.00	14,276.28	84.8
5450 Cleaning Services	88,000.00	5,697.00	62,717.00	0.00	25,283.00	71.2
5461 Utilities	28,000.00	1,063.88	14,607.58	0.00	13,392.42	52.1
5470 Other Equipment Repair And Maintenance	15,000.00	825.66	1,783.22	0.00	13,216.78	11.8
5481 Rentals	15,000.00	1,009.07	18,080.84	0.00	-3,080.84	120.5
5620 Recoverables	3,600.00	515.50	1,641.19	0.00	1,958.81	45.5
5630 Contingency	20,000.00	0.00	10,580.04	0.00	9,419.96	52.9
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	14,000.00	0.00	0.00	0.00	14,000.00	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	46,000.00	4,501.50	23,227.90	0.00	22,772.10	50.5
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	213,000.00	18,488.65	188,713.98	0.00	24,286.02	88.6
5852 Print Materials	333,000.00	38,775.59	310,526.08	0.00	22,473.92	93.2
5853 Audiovisual Materials	144,000.00	11,638.90	122,011.80	0.00	21,988.20	84.7
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	100,000.00	0.00	98,161.08	0.00	1,838.92	98.1
5880 Intangible Assets (Software)	37,500.00	2,762.50	35,701.82	0.00	1,798.18	95.2
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>5,215,632.00</b>	<b>388,251.09</b>	<b>4,868,961.66</b>	<b>0.00</b>	<b>346,670.34</b>	<b>93.3</b>

**Invoice Edit Listing**  
Village of Downers Grove  
**2016 Budget**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
000011 A & A CASH REGISTER	1	140.00	0.00	140.00
000265 ALL AMERICAN PAPER CO	1	473.09	0.00	473.09
000322 AMAZON.COM	1	4,318.99	0.00	4,318.99
000351 AMERICAN LIBRARY ASSOCIATION	1	57.60	0.00	57.60
000403 AT&T	1	648.90	0.00	648.90
016766 ATLAS DOOR REPAIR.COM	1	274.00	0.00	274.00
000656 B. GUNTHER & COMPANY, INC	1	498.00	0.00	498.00
000672 BAKER & TAYLOR - L0217582	54	22,107.78	0.00	22,107.78
016893 BIBLIOTHECA, LLC	6	12,277.04	0.00	12,277.04
009483 BRODART CO	1	815.77	0.00	815.77
013048 BUILDING OUTFITTERS, INC.	1	1,195.00	0.00	1,195.00
014319 CANTEEN REFRESHMENTS	1	159.45	0.00	159.45
001264 CDW GOVERNMENT, INC	4	13,237.77	0.00	13,237.77
008323 CENGAGE LEARNING	7	788.51	0.00	788.51
001277 CENTER POINT PUBLISHING	4	358.22	0.00	358.22
002056 DEMCO INC	2	930.14	0.00	930.14
002330 DOWNERS GROVE DOWNTOWN MANAGEM	1	175.00	0.00	175.00
002539 EBSCO SUBSCRIPTION SERVICES	1	60.10	0.00	60.10
005572 FIA CARD SERVICES, N.A.	12	5,971.01	0.00	5,971.01
009775 FINDAWAY WORLD, LLC	3	2,167.71	0.00	2,167.71
013544 GOOGLE, INC.	1	637.50	0.00	637.50
003188 GRAHAM CRACKERS COMICS, LTD.	1	302.17	0.00	302.17

**Invoice Edit Listing**  
Village of Downers Grove  
**2016 Budget**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
003249 GREY HOUSE PUBLISHING	1	507.95	0.00	507.95
009102 HAGG PRESS INC	1	2,510.00	0.00	2,510.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
003628 ILLINOIS PAPER CO	1	1,689.00	0.00	1,689.00
009880 IMAGE SYSTEMS &	1	447.45	0.00	447.45
004070 JANWAY COMPANY USA INC	2	961.75	0.00	961.75
017442 JULIE MILAVEC	1	117.33	0.00	117.33
004812 KLEIN, THORPE AND JENKINS, LTD	1	821.50	0.00	821.50
004814 KNICKERBOCKER ROOFING & PAVING	1	1,600.00	0.00	1,600.00
008206 MANAGEMENT ASSOCIATION	1	40.94	0.00	40.94
005333 MANUFACTURERS NEWS INC	1	218.90	0.00	218.90
005866 MIDWEST TAPE	39	16,255.52	0.00	16,255.52
006012 MYERS-BRIGGS AND CO, INC	1	763.00	0.00	763.00
010603 NELSON FIRE PROTECTION	1	620.00	0.00	620.00
006161 NICOR GAS	1	2,016.88	0.00	2,016.88
012499 OVERDRIVE, INC.	9	7,281.45	0.00	7,281.45
006698 PRINT SMART	5	760.38	0.00	760.38
006859 R.H. DONNELLEY	1	13.69	0.00	13.69
016325 RADIKO LLC	1	275.25	0.00	275.25
006897 RANDOM HOUSE, INC	1	10.00	0.00	10.00
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	82.50	0.00	82.50
006956 REGENT BOOK CO, INC.	2	32.99	0.00	32.99
007517 SCHOLASTIC LIBRARY PUBLISHING	1	534.95	0.00	534.95

**Invoice Edit Listing**  
Village of Downers Grove  
**2016 Budget**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
007604 SERVICEMASTER COMMERCIAL CLEAN	1	571.79	0.00	571.79
007612 SHANES OFFICE SUPPLY CO	8	1,397.60	0.00	1,397.60
007676 SIGNS NOW	1	197.00	0.00	197.00
016841 TSAI FONG BOOKS, INC.	1	75.51	0.00	75.51
015177 ULINE	1	701.66	0.00	701.66
011517 UNIQUE MANAGEMENT SERVICES, IN	1	125.30	0.00	125.30
 <b>2016 Total:</b>	 194	 108,376.04	 0.00	 108,376.04

**Invoice Listing**  
Village of Downers Grove  
**2017 Budget**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
015132 ADULT READING ROUNDTABLE	1	100.00	0.00	100.00
000165 ADVANTAGE MICROFILM SERVICES, INC.	1	1,630.00	0.00	1,630.00
000265 ALL AMERICAN PAPER CO	1	489.92	0.00	489.92
000425 ANDERSON ELEVATOR CO	1	232.78	0.00	232.78
001148 CALL THE UNDERGROUND CORP	1	220.00	0.00	220.00
001223 CASE LOTS INC	1	159.20	0.00	159.20
008323 CENGAGE LEARNING	2	247.11	0.00	247.11
001277 CENTER POINT PUBLISHING	1	152.19	0.00	152.19
001553 COMCAST CABLE	1	277.07	0.00	277.07
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
009880 IMAGE SYSTEMS &	2	481.50	0.00	481.50
003696 INLAND MECHANICAL SERVICE CORP	1	2,667.00	0.00	2,667.00
009577 LIBRARIESFIRST	1	4,617.00	0.00	4,617.00
005333 MANUFACTURERS NEWS INC	1	222.90	0.00	222.90
012904 PERSPECTIVES, LTD	1	181.70	0.00	181.70
017441 SEAN MASTERSON	1	400.00	0.00	400.00
007604 SERVICEMASTER COMMERCIAL CLEAN	1	5,545.00	0.00	5,545.00
007612 SHANES OFFICE SUPPLY CO	6	793.89	0.00	793.89
007861 STEPHENS PLUMBING AND HEATING,	1	262.00	0.00	262.00
007978 SUSAN C. O'BRIEN	1	40.00	0.00	40.00
012698 SWAN	1	13,305.75	0.00	13,305.75

**Invoice Listing**  
Village of Downers Grove  
**2017 Budget**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
014744 TEAM ONE REPAIR, INC.	1	478.80	0.00	478.80
017439 TINA BEAIRD	1	125.00	0.00	125.00
006654 UNITED STATES POSTAL SERVICE	1	6,000.00	0.00	6,000.00
008618 USA TODAY	1	293.06	0.00	293.06
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	668.40	0.00	668.40
 <b>2017 Total:</b>	 34	 40,553.34	 0.00	 40,553.34
 <b>2016 Total:</b>	 194	 108,376.04	 0.00	 108,376.04
 <b>Grand Total:</b>	 228	 148,929.38	 0.00	 40,553.34

# INVOICES OF NOTE

For Library Board Meeting on January 25, 2017

## 2016 Budget

000656	B. Gunther & Company (staff name badges)	\$498.00
009483	Brodart (shelf adapters)	\$815.77
013048	Building Outfitters (west windows shades)	\$1,195.00
001264	CDW Government (training room laptops)	\$10,387.82
002330	Downers Grove Downtown Management (Ice Fest sculpture)	\$175.00
009102	Hagg Press (Discoveries)	\$2,510.00
041070	Janway Company (hanging media pouches & DGPL table throws)	\$961.75
017442	Julie Milavec (2016 mileage to various meetings)	\$117.33
016325	Radiko LLC (website consulting and development)	\$275.25
015177	Uline (scaffold)	\$701.66

## 2017 Budget

000165	Advantage Microfilm Services (annual service agreement)	\$1,630.00
001148	Call the Underground (irrigation maintenance 2017)	\$220.00
003696	LibrariesFirst (Lexis Nexis annual subscription)	\$4,617.00
017441	Sean Masterson (children's magic program)	\$400.00
012698	SWAN (quarterly fees)	\$13,305.75
014744	Team One Repair (adhesive label paper)	\$478.80
017439	Tina Beaird (Genealogy program)	\$125.00
006654	US Post Office (Discoveries mailing)	\$6,000.00

**Credit Memo Edit Listing**  
**Village of Downers Grove**  
**2016 Budget**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Memos</b>	<b>Amount</b>
000672 BAKER & TAYLOR - L0217582	6	80.73
<b>Grand Total:</b>	6	80.73



## Library Credit Card Details for the January 25, 2017 Board Meeting

Julie Milavec			
971	5303 Seminars, Mtgs, & Conferences	ILA 2017 Legislative Meet-up, 2; Chamber 630 lunch	\$ 105.00
		<b>Total</b>	<b>\$ 105.00</b>
Sue O'Brien			
971	5210 Supplies	Staff room supplies	\$ 46.03
971	5308 Staff Recognition	Retirement Party for Melanie Mertz	\$ 248.18
971	5770 Capital Equipment	Office furniture	\$ 846.60
		<b>Total</b>	<b>\$ 1,140.81</b>
Dave Thoele			
971	5251 Maintenance Supplies	Cleaning and painting supplies	\$ 165.40
		<b>Total</b>	<b>\$ 165.40</b>
Katelyn Vabalaitis			
971	5308 Staff Recognition	Retirement Party for Melanie Mertz	\$ 36.35
		<b>Total</b>	<b>\$ 36.35</b>
Nicole Wilhelms			
972	5210 Supplies	View from the Sound Booth pizza	\$ 58.89
972	5280 Small Tools & Equipment	Bookends and gaming controller	\$ 216.10
972	5315 Professional Services	Movie program popcorn	\$ 10.65
972	5853 AV Materials	Teen Central gaming supplies	\$ 98.22
		<b>Total</b>	<b>\$ 383.86</b>
Allyson Renell			
973	5280 Small Tools & Equipment	Poster holders and storage containers	\$ 335.03
		<b>Total</b>	<b>\$ 335.03</b>
Traci Skocik			
973	5210 Supplies	Program, bathroom, & STEM Room supplies	\$ 140.70
		<b>Total</b>	<b>\$ 140.70</b>
Melanie Mertz			
974	5210 Supplies	Office supplies	\$ 90.32
		<b>Total</b>	<b>\$ 90.32</b>
Paul Regis			
975	5280 Small Tools & Equipment	Office supplies	\$ 13.18
975	5280 Small Tools & Equipment	Wireless Mouse, 12; printing supplies, cord management, cables, Chromebook adaptors	\$ 503.71
975	5770 Capital Equipment	Media Lab sound equipment	\$ 640.00
975	5880 Intangible Assets	LogMeIn and Deep Freeze annual subscriptions	\$ 1,808.19
		<b>Total</b>	<b>\$ 2,965.08</b>

Melody Danley				
976	5210 Supplies	Outreach travel kit boxes	\$	39.96
			<b>Total</b>	<b>\$ 39.96</b>
Melissa Doornbos				
976	5210 Supplies	Google storage	\$	19.98
976	5407 Advertising & Public Relations	Facebook advertising	\$	35.00
			<b>Total</b>	<b>\$ 54.98</b>
Jen Fredericks				
972	5852 Print Materials	Adult collection	\$	446.55
972	5853 AV Materials	Adult collection	\$	45.11
977	5210 Supplies	RTI water	\$	21.86
			<b>Total</b>	<b>\$ 513.52</b>
			<b>Library Credit Card January 2017 Totals \$ 5,971.01</b>	

PAYROLLS FOR DECEMBER 2016

DECEMBER 9	\$105,201.13
DECEMBER 23	\$107,782.82
TOTAL DECEMBER 2016 PAYROLLS	\$212,983.95

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 25, 2017**

**AGENDA ITEM 8A**

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE AND LIBRARY  
REGARDING CREATION OF A SPECIAL RESERVE FUND**

Following approval of the draft intergovernmental agreement (IGA) at the December meeting, it was forwarded to the Village of Downers Grove for review. The Village initially put forward two proposed revisions verbally. The following revised draft was received on January 18, with additional changes. Substantive changes are highlighted on the draft in your packets.

In non-substantive changes, the Village corrected terms such as “General Fund” to “pooled cash reserves” and “Village Board of Trustees” to “Village.”

On the top of the second page, a “Whereas” clause was added, enumerating long-standing practice for provision of services that are not otherwise documented.

Section 6 was changed to limit the Village’s exposure on for cash flow purposes to one half of the Library Operating Fund property tax levy, while retaining the “at no cost” provision.

Section 7 was added, explicitly stating the continuation of the services enumerated in the “Whereas” clause at no cost.

**AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE  
BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE  
IN REGARD TO THE CREATION OF A SPECIAL RESERVE FUND**

This Intergovernmental Agreement (“Agreement”), is entered into this \_\_\_th day of January, 2017, by and between the VILLAGE OF DOWNERS GROVE, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE, an Illinois Public Library (hereinafter referred to as the "Library Board"). The Village and the Library Board are hereinafter sometimes individually referred to as “Party” and collectively referred to as the “Parties.”

**WITNESSETH**

WHEREAS, the Village is an Illinois municipal corporation operating pursuant to the Illinois Municipal Code; and

WHEREAS, the Downers Grove Public Library (“Library”) is an Illinois public library operating pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1, *et seq.*); and

WHEREAS, pursuant to 75 ILCS 5/4-10 of the Illinois Local Library Act, the Library Board provides an annual statement of financial requirements of the Downers Grove Public Library for each fiscal year for inclusion in the budget of the Village, and a statement of the amount of money which, in the judgment of the Library Board, will be necessary for the Village to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code; and

WHEREAS, the Village provides administrative services to the Library at no cost, including payroll, accounts payable, financial statement preparation, financial reconciliation and reporting, audit services, employee parking permits, IMRF and 457 Plan administration.

WHEREAS, the Library Board currently has a sufficient Operating Fund balance on deposit for cash flow purposes to meet all of its necessary expenses and liabilities, which cash flow need was created by the prior change of the fiscal year of the Village from May 1 to January 1; and

WHEREAS, the Library Board and the Village recognize that it is in the best interests of both Parties and the benefit of the taxpayers residing within the boundaries of the Village of Downers Grove for the Library Board to reduce its Operating Fund balance by transferring a portion of the Operating Fund balance to a Special Reserve Fund to address the Library's capital needs and certain emergency expenditures; and

WHEREAS, the Village agrees that it will use its pooled cash reserves to cover any Library temporary cash flow deficit and to eliminate any negative balances or shortages in the Library's Operating Fund; and

WHEREAS, the Village and the Library Board have determined and find that it is in the overall best interests of the Village, the Library Board, their residents, taxpayers and the public, to facilitate this Agreement regarding the Library Board's annual tax levy needs and its Operating Fund; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to

contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Village and the Public Library are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Library Board and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein, the Village and the Library Board agree as follows:

SECTION 1: The Library Board agrees to establish a Special Reserve Fund for use for any or all of the purposes authorized by 75 ILCS 5/5-8 or for emergency expenditures for the repair of the Library's existing building or equipment.

SECTION 2: The Library Board agrees to direct that One Million Four Hundred Thousand Dollars (\$1,400,000.00) of the unexpended balances of the Library's Operating Fund be transferred to the Special Reserve Fund in 2017 thereby lowering its Operating Fund balance by that amount.

SECTION 3: The Library Board shall, within two (2) years from the effective date of the Ordinance and/or Resolution establishing the Special Reserve Fund, develop a plan as described in 75 ILCS 5/5-8 to guide the expenditure of monies held in the Special Reserve Fund.

SECTION 4: The Library Board shall levy in 2017, in a manner that eliminates the need to adopt a levy that contributes to the Special Reserve Fund from the proceeds annually received

from 2017 ad valorem tax revenues. The Library Board, beginning in 2017, will continue to levy to meet its other operating expenses.

SECTION 5: The Library Board may keep in the Library's Operating Fund an operating cash balance year to year for emergency purposes, as provided in the Library's Finance Policy.

SECTION 6: At any time that the Library's Operating Fund balance is negative in advance of receiving the first installment of property tax revenue, the Village will use pooled cash reserves to meet temporary cash flow needs of the Library. The total amount of cash reserves provided by the Village in any fiscal year shall not exceed one half of the Library's Operating Fund property tax levy for the full fiscal year. The Village will not charge interest on the use of cash reserves for this purpose.

SECTION 7: The Village shall continue to provide administrative services, including payroll, accounts payable, financial statement preparation, financial reconciliation and reporting, audit services, employee parking permits, IMRF and 457 Plan administration, at no cost to the Library.

SECTION 8: This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same Agreement.

SECTION 9: This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them respecting the subject matter herein. There are no representations, agreements, arrangements or understandings,



oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

SECTION 10: This Agreement shall be effective as of the date it is executed by authorized officials of Village and the Library Board, as approved by the corporate authorities of the Parties. Unless otherwise terminated by mutual agreement, this Agreement shall remain in effect perpetually until either Party notifies the other Party in writing that this Agreement shall be terminated on a date not less than two full tax years after the effective date of the service of the notice to terminate this Agreement.

IN WITNESS WHEREOF, each Party, pursuant to authority granted by the adoption of a Resolution by its governing Board, has caused this Agreement to be executed by its President and attested by its Clerk or Secretary.

VILLAGE OF DOWNERS GROVE  
THE  
GROVE

By: \_\_\_\_\_  
Village President

ATTEST:

BY: \_\_\_\_\_  
Village Clerk

DATED: \_\_\_\_\_

BOARD OF LIBRARY TRUSTEES OF  
VILLAGE OF DOWNERS

By: \_\_\_\_\_  
President

ATTEST:

BY: \_\_\_\_\_  
Secretary

DATED: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 25, 2017**

**AGENDA ITEM 10**

**LIBRARY DIRECTOR'S REPORT**

a. Strategic Planning Update

The individual interviews of key stakeholders are underway. The Strategic Planning Outreach Committee, comprised of 12 staff members from 4 departments, are conducting those interviews. Each committee member was assigned 5-6 stakeholders. In-Service Day kicked off the group-based information gathering segment of the process. Ninety-one staff members attended the event and provided their input on Values, Purpose, and Core Services of the Library. In February, during a committee of the whole session following the regular meeting, the Library Board of Trustees will participate in Values and Purpose exercises. A packet of information, including background and examples, will be provided later this week to give you all ample time to prepare. Also in February, the 6 focus groups for the public will be held. Results of the staff In-Service Day, stakeholder interviews and focus groups will be compiled to be disseminated to the Board in March.

b. Illinois Library Association Upcoming Events Reminder

Space is still available for the Legislative Meet Ups and Trustee Day being held by the Illinois Library Association in February. Representative David Olsen and Trustee Art Jaros have responded that they plan to attend the Legislative Meet Up for our area on February 13. I also plan to attend that event.

c. Recent media coverage

See attached.


DOWNERS GROVE

# Suburban Life

YOUR NEW DOWNERS GROVE REPORTER

## REINDEER GAMES

Area towns get in spirit  
of the season **PAGES 12-13**

A woman, Erin Linsenmeyer, is dressed as a gingerbread person with a large red smile and buttons. She is standing in front of a group of children, leading an interactive storytime session. The children are seen from behind, with their hands raised in the air. In the background, there is a blue backdrop with a white silhouette of a Christmas tree and an American flag.

Librarian Erin Linsenmeyer leads  
an interactive storytime with  
children Nov. 25 at the Downers  
Grove Public Library during the  
Gingerbread Festival.

Lorae Mundt - For Shaw Media

WEDNESDAY, DECEMBER 21, 2016 | \$1.50 | [MYSUBURBANLIFE.COM/DOWNERSGROVE](http://MYSUBURBANLIFE.COM/DOWNERSGROVE)

WEEKEND  
**LIFE**



## Downers Grove Library celebrates 125th anniversary

For 125 years, the Downers Grove Public Library provided residents with entertainment, information and inspiration.

To commemorate a mission that started with the Ladies Library Association in 1891, the library is planning a year-long celebration – complete with activities and events designed to honor their legacy.

"We're celebrating this milestone all year long, with a variety of historic portrayals, gallery displays, activities, musical performances, story times, trivia and even a birthday party in the fall," said Melissa Doornbos, public relations manager for the library.

# YEAR IN REVIEW 2016

## Downers Grove Library hires next director

A new director will take over the helm at the Downers Grove Public Library Aug. 1

The library's board of trustees in May announced that Julie Milavec was hired as the next library director. She will replace former director Rick Ashton, who retired March 31.

## Downers Grove Library director retires after 42 years

When Rick Ashton said farewell to the Downers Grove Public Library March 31, the long-time library administrator plans to travel and, of course, read plenty of books.

Ashton, 70, announced in November 2015 that he would retire from his position as library director at the end of March. With his last day approaching, it hardly comes as a surprise that a man who has dedicated more than four decades to public libraries has books on the brain.

"I have a few travel destinations in mind that my wife and I have been discussing, and I have lots of books I've been planning to read all these years," joked Ashton, who will also spend time with his grandchildren and volunteering at his Oak Park church.

Ashton began working in libraries in 1974, and he has seen a lot change during his 42 years on the job. Back then, coin-operated copy machines were considered an innovation and computers were the size of a house, Ashton recalled. Even paperback books were quite rare in libraries.

Despite the ongoing evolution of publishing and library technology, Ashton said libraries have still maintained a high degree of continuity. When he was hired as library director in September 2011, Ashton had this in mind. He led the Downers Grove Library through a major building renovation and modernization effort, while also taking steps to preserve its historic connections to the community. By far, the largest item on that list was a \$2.4 million building renovation that included additional study space, a cafe and enhanced displays.





**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 25, 2017**

**DECEMBER 2016 DEPARTMENT REPORTS**

**Administration**

**Sue O'Brien**

As a 2017 Bookologist, I participated in the December 4 Bookology Fair talking to patrons about books and giving away copies of two of my favorite titles. I checked and approved the 2017 raises, and I arranged for roof maintenance and the yearly sprinkler inspection. I updated the FMLA form and created a general leave of absence form for those employees who do not qualify for FMLA leave. Along with Julie, Bonnie, and Allyson, I met with Dan Pohrte to hear his ideas for additional lighting in the STEM Room and adding lighting to highlight two pieces of artwork. I've also begun an update of the employee handbook.

**Bonnie Reid**

With the retirement of Circulation Manager Melanie Mertz on December 16, I worked with Cheryl Pawlak to devise a training schedule for the new Manager Christine Lees, who starts on January 2. Admin staff also hosted Melanie's retirement party on December 13. I held my biweekly update meetings with ATS, Children's, and Circulation Managers. I advised ATS and Circulation staff on shifting the Adult Mystery collection and completed discussions with Jen, Paul, Lynette, and Sue regarding the updated loan rules for equipment. I have been working with Lynette and Debra on new furniture for Teen Central's gaming area and participated in the meetings with architect Dan Porhte, Julie, Allyson, and Sue about proposed lighting projects. Ongoing tasks included working with Aimee to develop a new Excel version of the monthly statistics and reporting form, which we will start using for 2017 statistics, as well as working with Sue S. to develop a new Excel version of the How Did We Do form evaluation document.

**Adult and Teen Services – Nicole Wilhelms**

- We were able to accept all applicants for Girls Who Code! As of 1/9, we have 23 students confirmed. Due to Debra's departure from the library to be the CCS Consortium Member Services Manager, Sharon will be coordinating the 20 week course.
- View from the Sound Booth ended December 12. The two bands each recorded and edited one full song, learning to use the mics, amps, mixer, and recording and editing software. They did an amazing job.
- Erin and Lynette saw 60 students at Herrick Middle School for their bi-annual Harry Potter Trivia. They booktalked a few fantasy Harry Potter readalikes, helped run trivia, and served students mugs of Butterbeer and shots of Love Potion and Truth Serum.

- Lynette, Jason, and Max led a 2-part photography workshop for teens. The students learned how to put the DSLR cameras together, how to adjust and use the tripod, use the cameras' menu settings, shoot in manual mode, and focus. They learned how to use paint.net to edit their top three photos by putting in whatever backgrounds they wanted, text overlays, and lots of other cool stuff.
- Work has started on evaluating items in the Local History Collection to determine preservation needs. Items specific to Downers Grove History are being repaired first.
- The December 4 Bookology Fair was a smashing success despite the snowy weather. In two hours, we gave away 446 books for kids and adults and provided 178 readers' advisory recommendations. We estimate between 200-250 patrons attended.
- Melissa, Kira, and Karen are gearing up for a very fun February 11 Genealogy Fair (2pm-4pm). Patrons can meet representatives from area organizations and learn about their purpose and events.
- Our new part-time staff member, Karen Bonarek starts January 16.

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

- On November 30th the Kids Room partnered with both District 58 and District 99 to offer a 'Science Fair Expo.' This program allowed District 58 students to bring their ideas and questions about their science fair projects to District 99 high school science students. The high school students helped the District 58 students think critically about their project and prepare for the fair. Over 125 people attended and we had 28 high school volunteers.
- Even though District 58 was only in school for two weeks of December, we visited 8 different classrooms of students for various programs such as storytime, book talks, and a class on website evaluation.
- During the week of December 19th-23, we showed holiday movies in the Kids Room had over 190 attendees.

### **Circulation – Christine Lees**

- The Circulation Department and Library as a whole said, “goodbye” to long-time Circulation Manager, Melanie Mertz. A beautiful retirement party was thrown in Melanie's honor and enjoyed by all staff.
- Our loyal and helpful former employees who were back from college for the winter break returned to help our department cover vacations, etc. In addition to jumping in to help out in all areas of Circulation, they managed to shift the entire Mystery collection to even out the shelves!
- The Downers Grove Historical Society hosted an ornament sale in our lobby. The sale was a success and certainly benefitted from the need for the Village sponsored Santa to move his “grotto” indoors to our meeting room due to the frigid temps. Many community members who came to visit Santa also stopped by the ornament sale, a win-win.

- SWAN was off-line on December 3rd and 4th, meaning no checking in of materials etc., with hard work and determination Circulation staff had everything back to normal within a couple of days.

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

On Tuesday, December 20th, Technology Assistant I Max Mogavero and IT Manager Paul Regis hosted a headshots program, open to all. This service offers professional-level photography headshots, suitable for LinkedIn and similar profiles. Attendance consisted of two patrons, down considerably from the usual average of around 15 patrons, but was not surprising given the date being so close to the holiday season.

Technology Assistant II Jason Peters led a drop-in class focusing on an intro to DSLR and photography on Wednesday, December 28th. Max Mogavero led the second part of this class on the 29th, focusing on chroma key editing – using a green screen background to edit images. These classes were spearheaded by Teen Services Coordinator Lynette Pitrak, aimed towards teens during winter break. Both events were well-attended and successful.

IT staff worked on replacing the library's Training Room desktop computers and monitors with new laptops. This new setup allows for better visibility of the projection screen, as well as a more modular configuration of the room (i.e. more desktop room for iPad classes).

Due to demand and a steadily-growing hold list, three additional wireless hotspots were purchased (for a total of four). These are in the process of being added to the catalog, and will be available to patrons soon.

### **Public Relations – Melissa Doornbos**

The online chat box previously located on one (hard to find) page of the website is now usable from all [www.dglibrary.org](http://www.dglibrary.org) pages. All service desks, as well as Digital Librarian Mary Styrczula, answer chats and transfer them to the appropriate department as needed. This service is staffed during all regular open hours and shows as unavailable when we are closed. Conversations that are started now stay with website visitors as they navigate around the site.

Staff Artist Melody Danley redesigned the Kids Room bi-monthly program flyer. It now features four-color printing and is broken down into sections to more easily discover programs for particular age groups or subjects. Pretty! (PDF attached)

We kicked off the 2017 adult program schedule with a latin jazz concert for 115 attendees.

Staff testing and training has commenced on program registration and public room booking software Communico - a potential replacement for our current software Evanced.

### **Technical Services – Jen Fredericks**

#### **Inventory and Cataloging:**

For the ATS collection: added 1047 print items and 313 AV items; discarded 3077 print items and 1299 AV items.

For Kids Room collection: added 480 print items and 152 AV items; discarded 1813 print item and 48 AV items.

Originally cataloged 45 items

**Reclassification and Repairs:**

Repaired 992 ATS and Kids Room books and audiovisual items

Reclassified 192 adult and ATS and Kids Room items

**Reports for staff:**

ATS audiobook collection

ATS reference, including local history and local documents

**Other news:**

J Fiction reclassification project: Three-fourths the way through placing new spine labels on the the J FICTION collection; all database changes have been made (approx.15,000 items)

Compiled report of top circulating books, DVDs and Blu-rays (not including e-items)

Celebrated New Year with department potluck lunch.

Jen agreed to mentor practicum student, Nora Callahan Mastny, for the Spring Semester who will begin on 1/27/2016.



## For School-Age

### Drop-In Chess

*Tues., Jan. 3, 4:00 – 4:45 p.m.*  
*Tues., Feb. 7, 4:00 – 4:45 p.m.*

Play a game with other kids and improve your skill. All skill levels.

### Science Fair Expo

*Wed., Jan. 4*  
*6:30 – 7:30 p.m.* 1st – 4th Graders  
*7:30 – 8:30 p.m.* 5th – 8th Graders  
 Meeting Room

Participating in District 58's science fair? Discuss your project with science students and teachers from DG North and South who will help you in any way they can.

**Money BINGO** Grades 1+  
*Wed., Jan. 11, 4:00 – 4:45 p.m.*

Practice your money skills! Add pennies, nickels, dimes, and quarters to get BINGO and win a small prize. Group limit 36.

**Art Academy** Grades 4+  
 Dress for messy! Group limit: 15.

**January: Claude Monet**  
*Thurs., Jan. 12, 4:00 – 4:45 p.m.*  
 Register beginning Thurs., Dec. 29

Inspired by Monet's Waterlilies, create a watercolor and torn tissue 3D collage.

**February: Georgia O'Keefe**  
*Thurs., Feb. 9, 4:00 – 4:45 p.m.*  
 Register beginning Thurs., Jan. 26

Create a piece using chalk pastels based on Georgia O'Keefe's grand canvases.



### Read to the Dogs

*Thurs., Jan. 12, 7:00 – 8:00 p.m.*  
 Register beginning Thurs., Dec. 29

*Thurs., Feb. 9, 7:00 – 8:00 p.m.*  
 Register beginning Thurs., Jan. 26

Reading to dogs can improve reading and communication skills while also being fun! To schedule a 15-minute time slot, call the Kids Room Desk at (630) 960-1200. No online registration.

## Beginning Tech Skills

**Intro to Bloxels** Grades 4+  
*Tues., Jan. 17, 4:00 – 5:00 p.m.*  
 Register beginning Jan. 3

Learn about Bloxels and start designing a video game of your own. A personal tablet device is required for this program. Group limit: 12



### Harry Potter Trivia

*Mon., Jan. 16*  
*3:30 – 4:00 p.m.*

Test your Harry Potter knowledge after you watch the movie! Bring a personal device that can connect to WiFi to play the quiz using Kahoot. Winner will win a prize!

**Homeschool Hangout** Grades 1 – 6  
 Come over and hang out with us. During each meet-up, go over a library skill and play with some cool tech toys!

**January: Cubelets**  
*Thurs., Jan. 19, 1:00 – 2:00 p.m.*

**February: Squishy Circuits**  
*Thurs., Feb. 16, 1:00 – 2:00 p.m.*

**Let It Snow** Grades 1 – 3  
*Wed., Jan. 25, 4:00 – 4:45 pm*  
 Register Beginning Thurs., Jan 5

A craft blizzard is taking shape! Create some snowy crafts and maybe hear a wintry story. Group limit: 15

**BeTweens** Grades 4 – 8  
**January: Bird Feeders**  
*Thurs., Jan. 26, 4:00 – 5:00 p.m.*

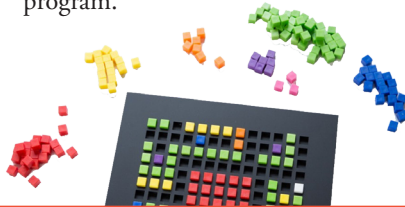
Make a variety of bird feeders for the backyard! *Please be aware that peanut butter will be used in this program.*

**Minute to Win It**  
*Thurs. Feb. 23, 4:00 – 5:00 p.m.*

How quick can you win? Test your skills with some fun games!

**Bloxels** Grades 4+  
*Tues., Feb. 14, 4:00 – 5:00 p.m.*

Start designing a video game of your own with this new game creation tool. A personal tablet device is required for this program.



**Pokémon Fun**  
*Sat., Jan. 28, 3:00 – 3:45 p.m.*  
*Sat., Feb. 25, 3:00 – 3:45 p.m.*

Trade cards, show off favorites, and possibly win a new pack! All ages.

**Dough and Slime** Grades 3+  
*Thurs., Feb. 2, 4:00 – 4:45 p.m.*  
 Register beginning Thurs., Jan. 19

Who doesn't like to play with slippery slime? Or mold play dough? Now you can come and make your very own. Group limit: 15

**Animal BINGO** Grades 1+  
*Wed., Feb. 8, 4:00 – 4:45 p.m.*

Test your knowledge of animals. Get BINGO and win a small prize. Group limit 36.

**Spy Science** Grades 3 – 5  
*Mon., Feb. 20, 1:00 – 1:45 p.m.*  
 Register beginning Thurs., Feb. 2

Learn to read messages in secret code, hear whispers across the room, see around corners! Shhhh, it's spy science. Group limit: 15

**Feed the Birds** Grades K – 2  
*Wed., Feb. 22, 4:00 – 4:45 p.m.*  
 Register beginning Thurs., Feb. 2

Make a variety of bird feeders to hang in your backyard this winter. *Be aware that peanut butter will be used.* Group limit: 15



## Kids Room Programs

### Edible Book Contest

*Sun., Jan. 29, 2:00 – 3:00 p.m.*

Transform your favorite book into an edible creation! Make it at home and bring to the library for show and tell. You can use both edible and non-edible components to make your creation. Set up starts at 1:00 p.m., viewing and judging at 2:30 p.m. All ages are invited to participate and winners will be chosen for a variety of categories. Not interested in making your own book-inspired



## Storytimes

### Open Storytime

*Mondays, Jan. 9 – Feb. 13*  
*9:30 – 10:00 a.m.*  
*Tuesdays, Jan. 10 – Feb. 14*  
*9:30 – 10:00 a.m.*  
*10:30 – 11:00 a.m.*

Picture books, songs, and activities designed for preschoolers to promote early literacy and vocabulary skills. Attending children must be accompanied by an adult.

**Toddler Storytime** 12 – 36 months  
*Mondays, Jan. 9 – Feb. 13*  
*10:30 – 11:00 a.m.*  
*Wednesdays, Jan. 11 – Feb. 15*  
*10:30 – 11:00 a.m.*

Songs, rhymes, stories, and movement to promote early literacy, vocabulary, and motor skills for walking toddlers and their parents.

display? Come to the Kids Program Room at 2:30 p.m. and vote for your favorite creation and watch the judging. Displays will not be eaten. For more information, please call the Kids Room Desk at (630) 960-1200.



**Infant Storytime** Non-Walkers  
*Wednesdays, Jan. 11 – Feb. 15*  
*9:30 – 10:00 a.m.*

Parents with babies will enjoy songs, stories, and movement to promote early literacy, vocabulary, and motor skills.

**Saturday Morning Storytime**  
*Saturdays, Jan. 7 – Feb. 25*  
*9:30 – 10:00 a.m.*

Stories, songs, and fingerplays. Parent involvement is important, and attending children must be accompanied by an adult.



1050 Curtiss Street  
 Downers Grove, IL 60515  
 (630) 960-1200  
 www.dglibrary.org

**DOWNERS GROVE PUBLIC LIBRARY**

**January  
February 2017**



### Family Movies

Program Room  
 Bring a blanket and pillow to enjoy a movie on our *giant* screen!  
 Popcorn provided.

**The Jungle Book** (PG)  
*Sat., Jan. 7, 2:00 – 4:00 p.m.*

**Harry Potter and the Sorcerer's Stone** (PG)  
*Mon., Jan. 16, 1:00 – 3:30 p.m.*

**The BFG** (PG)  
*Sat., Jan. 21, 2:00 – 4:00 p.m.*

**The Lion, the Witch, and the Wardrobe** (PG)  
*Sat. Feb. 4, 2:00 – 4:30 p.m.*

**Kubo and the Two Strings** (PG)  
*Sat., Feb. 18, 2:00 – 3:30 p.m.*

**Frozen Sing Along** (PG)  
*Mon. Feb. 20, 10:00 – 11:30 a.m.*





## Early Childhood

### Baby Play

Infants

*Thurs., Jan. 5, 9:30 – 10:15 a.m.*

*Thurs., Jan. 19, 9:30 – 10:15 a.m.*

*Thurs., Feb. 16, 4:00 – 4:45 p.m.*

Bring your infant and come socialize with other parents. We will supply the room and the toys for your little ones while you can connect with each other!

### Recess at the Library

*Fri., Jan. 6, 10:00 a.m. – noon*

*Fri., Feb. 3, 10:00 a.m. – noon*

*Fri., Feb. 17, 10:00 a.m. – noon*

Is the cold getting to you? Did you know you could play hopscotch, hula hoop, or even walk the balance beam here in the Kids Room? Stop in for fun outdoor activities all winter long! Attending children must be supervised by an adult.

All programs held in the Kids Program Room unless noted.

### Library Closings

The library will be closed Sunday, January 1 for New Year's Day. On Friday, January 20, the library will be closed for a Staff In-Service Day.

### Registration Policy

Registered programs are open to children or families with DGPL cards. Parents may register in person, by telephone, or online beginning at 9:00 a.m. on the day of each registration. If your child is registered but unable to attend, call the Kids Room Desk at (630) 960-1200.



### Nature in the Kids Room

#### Bugout!

*Fri., Jan. 13, 11:00 – 11:45 a.m.*

A naturalist from Lyman Woods will visit the Kids Room to talk all about creepy, crawly *bugs!*

### Animals Inside Out!

*Fri., Feb. 10, 10:00 – 10:45 a.m.*

Come to the Kids Room to see a Lyman Woods naturalist compare mammals, birds and reptiles. A surprise animal will also make an appearance!

**Bluestone Academy Dancers** Ages 3+  
*Sat., Jan. 21, 10:15 – 11:00 a.m.*

Dancers from the Bluestone Academy will share an interactive dance performance. Come learn about different styles of dance and have some dancing fun. Children must attend with an adult. Meeting Room.



**Mini Mad Scientists** Ages 3+

Explore the simple science behind a topic. Dress for messy! The same class is offered twice each month. Children must attend with their parent/caregiver. Group limit: 12 pairs.

#### January: Circuitry

*Tues., Jan. 24, 4:00 – 4:30 p.m.*

*Thurs., Jan. 26, 10:30 – 11:00 a.m.*

Register beginning Thurs., Jan. 5

#### February: Architectural Science

*Tues., Feb. 21, 4:00 – 4:30 p.m.*

*Thurs., Feb. 23, 10:00 – 10:30 a.m.*

Register beginning Feb. 2

**Teddy's Tea Time** Ages 3+

*Thurs., Feb. 2, 10:00 – 10:30 a.m.*

Register beginning Thurs., Jan. 12

Bring your favorite bear for a special story-time that will include crafts, stories, and a snack. Group limit: 20

### Family Dance Party!

*Fri., Feb. 24, 10:00 – 10:30 a.m.*

If you love jamming in our storytimes, join us for a dance party!



## For Families

### Game Night

Come as a family and play with our collection of board games. Find a classic like The Game of Life or something new like Pete the Cat Groovy Buttons Game. We have games for all ages and family sizes.

*Tues., Jan. 3, 6:00 – 8:00 p.m.*

*Tues., Jan. 31, 6:00 – 8:00 p.m.*

*Tues., Feb. 28, 6:00 – 8:00 p.m.*

### Lego Build

What can you make with our Legos, a theme, and your imagination? We'll display your creations in the Kids Room. For children of all ages accompanied by an adult. Group Limit: 20 families.

**January:** Use *One Color* of Blocks

*Thurs., Jan. 19, 7:00 – 8:00 p.m.*

Register beginning Thurs., Jan. 5

**February:** Castles

*Thurs., Feb. 16, 7:00 – 8:00 p.m.*

Register beginning Thurs., Feb. 2

### Winter Wonderland Celebration

*Sat., Feb 11, 10:00 a.m. – 4:00 p.m.*

Coming into town for the Annual Ice Festival? Be sure to warm up in the Kids Room throughout the day for some snowy crafts, games, and movies galore!



## STEM Room

### Open STEM Time

Build with *giant* building blocks, look through our STEM books, and explore the different materials that we put out every week!

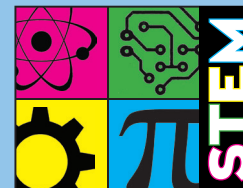
### Preschool STEM Materials

*Thursdays & Fridays*

*9:00 a.m. – 1:00 p.m.*

### Grade School STEM Materials

*Tuesdays & Thursdays, 1:00 – 7:00 p.m.*



### Ben's Indoor Bubble Show

*Sat., Jan. 7, 10:30 – 11:15 a.m.*

Meeting Room

Ben creates marvelous bubble sculptures during his indoor show. There will even be glow-in-the-dark bubbles! Children must be accompanied by an adult.

### Theatrical Magic of Sean Masterson!

*Sat., Feb. 4, 10:30 – 11:15 a.m.*

Meeting Room

Sean Masterson's theatrical magic show imaginatively combines sleight-of-hand, mind blowing illusions, and audience participation. Children must be accompanied by an adult.



## What's the Buzz?

### Window Display Applications

*Sat., Jan. 14, 9:00 a.m.*

Display your collection in the Kids Room's display windows. Applications will be available at the Kids Room Desk for the 2017 display year. The first 100 completed applications will be accepted beginning Saturday, January 14 at 9:00 a.m.



### Chicago Wolves Read to Succeed

*Jan. 2 – Jan. 30*

How would you like to earn a prize just by reading? Pick up a reading log for our winter reading program. You get to create your own goals! Try to read nine books total or choose how many minutes your read each day. Bring your completed log back to the Kids Room Desk before Jan. 30 to receive a prize.

### Bookmark Contest

Grades K – 8

*Jan. 2 – Feb. 17*

Design a bookmark! Entry forms are available at the Kids Room beginning Monday, January 2. One from each grade level will be selected and printed for use in the library. Bookmarks are judged and co-sponsored by the Downers Grove Breakfast Kiwanis Club. Winners will be contacted by March 15.

**Downers Grove Public Library****Statistics for November 2016 (FY Jan-Dec)**

<b>Gate Count</b>	Nov-15	Nov-16	<b>YTD Totals</b>		<b>YTD Increase (Decrease)</b>	
	42,016	42,728	472,856	504,166	31,310	6.6%

<b>Circulation</b>	Nov-15	Nov-16	<b>YTD Totals</b>		<b>YTD Increase (Decrease)</b>	
Adult	43,066	41,981	477,396	520,489		
Children	32,249	29,551	344,569	360,393		
Download	6,406	7,408	71,129	79,639		
Self renewal		0 *	19,914			
<b>Total</b>	<b>81,721</b>	<b>78,940</b>	<b>913,008</b>	<b>960,521</b>	<b>47,513</b>	<b>5.2%</b>

\* As of May 2015, numbers for self-renewals are included in the Adult and Children's Circulation figures

**Circulation - By Item**

	<b>Books</b>		<b>Audio and Video</b>		<b>Misc.</b>	
Adult	22,827	54.4%	17,083	40.7%	2,071	4.9%
Children	22,583	76.4%	6,070	20.5%	898	3.0%
<b>Total</b>	<b>45,410</b>	<b>63.5%</b>	<b>23,153</b>	<b>32.4%</b>	<b>2,969</b>	<b>4.2%</b>

**Reference Questions**

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
Adult	5,834	5,068		
Children	1,846	1,551		
<b>Total</b>	<b>7,680</b>	<b>6,619</b>	<b>-3,232</b>	<b>-3.7%</b>

**Community Use of Meeting, Conference & Study Room** (YTD no. of meetings, not attendance)

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
	973	1,093	2,422	27.5%

**Library Programs Offered**

	Nov-15	Nov-16
Adult	18	24
Teen	8	11
Children's	42	74
<b>Total</b>	<b>68</b>	<b>109</b>

**Library Program Attendance**

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
Adult	642	302		
Teen	72	280		
Children's	1,730	3,609		
<b>Total</b>	<b>2,444</b>	<b>4,191</b>	<b>4,713</b>	<b>13.2%</b>

**Computer User Sessions** (Patron use for Internet, word processing, etc.)

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
Adult	4,335	4,103		
Children	1,481	1,052		
<b>Total</b>	<b>5,816</b>	<b>5,155</b>	<b>-43,284</b>	<b>-41.1%</b>

**Computer Hours Used** (Patron use for Internet, word processing, etc.)

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
Adult	4,635	4,296		
Children	704	508		
<b>Total</b>	<b>5,339</b>	<b>4,804</b>	<b>-6,729</b>	<b>-10.6%</b>

**Database Usage**

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
Searches	10,797	10,272	25,229	24.4%

**Web Pageviews**

	Nov-15	Nov-16	<b>YTD Increase (Decrease)</b>	
	55,860	50,429	-61,592	-9.4%

**Book Collection - Volumes Owne**

	Nov-15	Nov-16		
Adult	145,610	136,866	<b>Increase (Decrease)</b>	
Children	83,426	81,255		
Total	229,036	218,121		
			-10,915	-4.8%

**Audio and Video Collection - Volumes Owne**

	Nov-15	Nov-16		
Adult	35,326	35,935	<b>Increase (Decrease)</b>	
Children	10,811	10,628		
Total	46,137	46,563		
			426	0.9%

**Collection - All Item**

	<b>Books</b>		<b>Audio and Video</b>		<b>Misc.</b>		<b>Tota</b>
Adult	136,866	75.4%	35,935	19.8%	8,659	4.8%	181,460
Children	81,255	85.5%	10,628	11.2%	3,152	3.3%	95,035
Total	218,121	78.9%	46,563	16.8%	11,811	4.3%	276,495



## Downers Grove Public Library

## Statistics for December 2016 (FY Jan-Dec)

Gate Count	Dec-15	Dec-16	YTD Totals		YTD Increase (Decrease)	
	37,855	37,842	510,711	542,008	31,297	6.1%

Circulation	Dec-15	Dec-16	YTD Totals		YTD Increase (Decrease)	
Adult	43,385	42,963	520,781	563,452		
Children	27,795	25,928	372,364	386,321		
Download	6,794	7,082	77,923	86,721		
Self renewal		0 *	19,914			
Total	77,974	75,973	990,982	1,036,494	45,512	4.6%

\* As of May 2015, numbers for self-renewals are included in the Adult and Children's Circulation figures

### Circulation - By Item

	Books		Audio and Video		Misc.	
Adult	23,264	54.1%	17,702	41.2%	1,997	4.6%
Children	18,874	72.8%	6,173	23.8%	881	3.4%
Total	42,138	61.2%	23,875	34.7%	2,878	4.2%

### Reference Questions

	Dec-15	Dec-16	YTD Increase (Decrease)	
Adult	5,298	4,825		
Children	1,409	1,176		
Total	6,707	6,001	-3,938	-4.2%

### Community Use of Meeting, Conference & Study Room (YTD no. of meetings, not attendance)

	Dec-15	Dec-16	YTD Increase (Decrease)	
	859	985	2,548	26.3%

### Library Programs Offered

	Dec-15	Dec-16
Adult	17	12
Teen	11	11
Children's	27	54
Total	55	77

### Library Program Attendance

	Dec-15	Dec-16	YTD Increase (Decrease)	
Adult	194	357		
Teen	214	230		
Children's	952	1,511		
Total	1,360	2,098	5,451	14.7%

### Computer User Sessions (Patron use for Internet, word processing, etc.)

	Dec-15	Dec-16	YTD Increase (Decrease)	
Adult	4,034	3,996		
Children	1,002	994		
Total	5,036	4,990	-43,330	-39.3%

### Computer Hours Used (Patron use for Internet, word processing, etc.)

	Dec-15	Dec-16	YTD Increase (Decrease)	
Adult	4,280	4,339		
Children	494	485		
Total	4,774	4,824	-6,679	-9.8%

**Database Usage**

	Dec-15	Dec-16	<b>YTD Increase (Decrease)</b>	
Searches	6,657	6,195	24,767	22.5%

**Web Pageviews**

	Dec-15	Dec-16	<b>YTD Increase (Decrease)</b>	
	51,597	44,785	-68,404	-9.7%

**Book Collection - Volumes Owne**

	Dec-15	Dec-16		
Adult	144,558	134,813	<b>Increase (Decrease)</b>	
Children	83,424	80,223		
Total	227,982	215,036		
			-12,946	-5.7%

**Audio and Video Collection - Volumes Owne**

	Dec-15	Dec-16		
Adult	34,915	34,972	<b>Increase (Decrease)</b>	
Children	10,833	10,737		
Total	45,748	45,709		
			-39	-0.1%

**Collection - All Item**

	<b>Books</b>		<b>Audio and Video</b>		<b>Misc.</b>		<b>Tota</b>
Adult	134,813	75.6%	34,972	19.6%	8,643	4.8%	178,428
Children	80,223	85.5%	10,737	11.4%	2,849	3.0%	93,809
Total	215,036	79.0%	45,709	16.8%	11,492	4.2%	272,237

## Downers Grove Public Library      Annual Statistics for 2016 (FY Jan-Dec)

Gate Count	2015	2016	Increase (Decrease)	
	510,711	542,008	31,297	6.1%

Circulation	2015	2016		
Adult	520,781	563,452		
Children	372,364	386,321		
Downloads	77,923	86,721		
Self renewal	19,914		Increase (Decrease)	
Total	990,982	1,036,494	45,512	4.6%

### Circulation - By Item

	Books		Audio and Video		Misc.	
Adult	312,953	55.5%	224,479	39.8%	26,020	4.6%
Children	298,936	77.4%	75,320	19.5%	12,065	3.1%
Total	611,889	64.4%	299,799	31.6%	38,085	4.0%

### Reference Questions

	2015	2016		
Adult	72,004	69,553		
Children	22,110	20,623	Increase (Decrease)	
Total	94,114	90,176	-3,938	-4.2%

### Community Use of Meeting, Conference & Study Room (No. of meetings, not attendance)

	2015	2016	Increase (Decrease)	
	9671	12219	2,548	26.3%

### Library Programs Offered

	2015	2016
Adult	220	234
Teen	66	99
Children'	450	635
Total	736	968

### Library Program Attendance

	2015	2016		
Adult	3,755	4,995		
Teen	2,553	2,860		
Children'	30,716	34,620	Increase (Decrease)	
Total	37,024	42,475	5,451	14.7%

### Computer User Sessions (Patron use for Internet, word processing, etc.)

	2015	2016		
Adult	88,738	52,650	Increase (Decrease)	
Children	21,512	14,270		
Total	110,250	66,920	-43,330	-39.3%

### Computer Hours Used (Patron use for Internet, word processing, etc.)

	2015	2016		
Adult	59,181	55,158		
Children	9,281	6,625	Increase (Decrease)	
Total	68,462	61,783	-6,679	-9.8%

**Database Usage**

	<b>2015</b>	<b>2016</b>	<b>Increase (Decrease)</b>	
Searches	110,064	134,831	24,767	22.5%

**Web Pageviews**

	<b>2,015</b>	<b>2,016</b>	<b>Increase (Decrease)</b>	
	705,941	637,537	-68,404	-9.7%

**Book Collection - Volumes Owne**

	<b>2015</b>	<b>2016</b>	<b>Increase (Decrease)</b>	
Adult	144,558	134,813		
Children	83,424	80,223		
Total	227,982	215,036	-12,946	-5.7%

**Audio and Video Collection - Volumes Owned**

	<b>2015</b>	<b>2016</b>	<b>Increase (Decrease)</b>	
Adult	34,915	34,972		
Children	10,833	10,737		
Total	45,748	45,709	-39	-0.1%

**Collection - All Item**

	<b>Books</b>		<b>Audio and Video</b>		<b>Misc.</b>		<b>Tota</b>
Adult	134,813	75.6%	34,972	19.6%	8,643	4.8%	178,428
Children	80,223	85.5%	10,737	11.4%	2,849	3.0%	93,809
Total	215,036	79.0%	45,709	16.8%	11,492	4.2%	272,237

**Totals From Last Fiscal Yea**

		<b>Increase (Decrease)</b>
Adult	188,862	
Childre	97,154	
Total	286,016	-13,779 -4.8%



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
FEBRUARY 22, 2017, 7:30 P.M.  
LIBRARY MEETING ROOM**

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call. Members present:** Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, President Wendee Greene. Trustee Art Jaros arrived at 7:35 p.m.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, PR Manager Melissa Doornbox, Friends of the Library President Joni Hansen, Vice President Library Foundation Ed Pawlak, Resident Janis Sleeter, Resident Tom Sleeter, Resident Mary Blanchard.

3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes**
  - a. January 25, 2017 Regular Monthly Meeting. It was moved by Humphreys and seconded by Graber THAT the Minutes of the January 25, 2017 regular monthly meeting be approved as circulated. Motion passed by voice vote. Eblen abstained.
5. **Financial Matters**
  - a. January 2017 Financial Report. Milavec presented the financial report.
  - b. February 2017 Invoices. It was moved by Eblen and seconded by Earl THAT the payment of January 2017 invoices totaling \$78,482.04, and the acceptance of the January 2017 credit memos totaling \$84.83, and the ratification of the January 2017 payrolls totaling \$214,424.37 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. Ed Pawlak asked that the Library Board consider moving their meeting time to 8:00 so that the Library Foundation can continue to meet before the Board meeting. Greene noted that the Board could consider this suggestion at their next meeting.
8. **Unfinished Business.** There was none.
9. **New Business.**
  - a. Safe Deposit Box – Designation of Authorized Signatures. The library's safe deposit box is at US Bank, which needs a copy of the approved Board minutes that spells out whose

names should be on the box. It was moved by Eblen and seconded by Jaros THAT the designated signatories on the library's safe deposit box should be Library Board President Wendee Greene, Library Board Secretary David Humphries, and Library Director Julie Milavec. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

10. **Library Director's Report.** Milavec presented her written report (attached.) The IPLAR statistical report has been finished and will be submitted soon. Milavec has held three of the six Strategic Plan focus group meetings with the public. The Library has received more feedback from the online form. Milavec noted that the questions for the focus group are not about the library, they are to elicit community needs so that staff can recommend ways to meet those needs. The annual report will be in the next *Discoveries*. Humphreys thanked the staff for the one page version and said he had printed it out and is passing it out to people he knows might be interested. The Library will celebrate over 1million circulations with balloons and distributing "fine erasers". The mural artist presented a concept drawing to the Library Foundation, which was shared with the Library Board.
11. **Board Member comments and requests for information.** Graber noted he had used one of the rooms upstairs to meet with others who had not been to the library lately; it was nice to have a whiteboard in the room. Earl asked about the surplus generated at the end of 2016; Milavec said the exact amount will not be known until the Village's audit is done in April.
12. **Adjournment.** President Greene adjourned the meeting at 7:51 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
FEBRUARY 22, 2017, 8:00 P.M.  
LIBRARY MEETING ROOM**

1. **Call to order.** President Greene called the meeting to order at 8:02 p.m.
2. **Roll call. Members present:** Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Library Foundation Vice President Ed Pawlak.

3. **Public Comment.** President Greene invited public comment. Ed Pawlak noted he had attended the first two focus groups for the public and had hoped there would be more participants. He suggested more publicity to attract more attendees.
4. **Workshop.**
  - a. Strategic Planning Board group activities. Milavec led the Board through a discussion of possible Values and Mission of the Library. Trustees then each voted for their top three Values. After reviewing the current mission statement, the Board of Trustees unanimously directed the management team to rework the existing statement for the new Strategic Plan.
5. **Adjournment.** President Greene adjourned the meeting at 9:00 p.m.

Approved March 22, 2017

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MARCH 22, 2017, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

- 1. Call to Order.** President Wendee Greene called the meeting to order at 7:30 p.m.
- 2. Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee Art Jaros, President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Public Relations Manager Melissa Fischer, Friends of the Library President Joann Hansen, Downers Grove Library Foundation Board President Genene Murphy, Emily Teising, Tom Sleeter, and Mary Blanchard. Trustee Humphreys arrived at 7:32.

- 3. Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the work of the Library.
- 4. Approval of Minutes.**
  - a. February 22, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the February 22, 2017 monthly meeting be approved as corrected. Motion passed by voice vote.
  - b. February 22, 2017 Committee of the Whole Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the February 22, 2017 Committee of the Whole Meeting be approved with the addition. Motion passed by voice vote.

**5. Financial Matters**

- a. February 2017 Financial Report. Milavec presented the financial report.
  - b. March 2017 Invoices. It was moved by Humphreys and seconded by Graber THAT the payment of March 2017 invoices totaling \$89,885.93, and the acceptance of the March 2017 credit memos totaling \$33.57 be approved, and the ratification of the February 2017 payrolls totaling \$214,718.32 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- 6. Public Comment on Agenda Items.** President Greene invited comment. There was none.
- 7. Public Comment on Other Library Business.** President Greene invited comment. There was none.

## **8. Unfinished Business**

There was none.

## **9. New Business**

- a. Resolution 2017-1 Establishing a Special Reserve Fund  
The trustees asked for changes to be made before they voted on the resolution.
- b. Revision of Financial Policy, Section 1.7.5 Financial Reserves.  
Changes to the draft were discussed, and the board decided that additional discussion will take place at a future board meeting.
- c. Revision of Circulation Policy, Section 6.1, Registration. It was moved by Eblen and seconded by Graber THAT Circulation Policy, Section 6.1, Registration be amended by striking the second sentence. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- d. Mural Project Proposal from Downers Grove Library Foundation. It was moved by Humphreys and seconded by Earl THAT the Downers Grove Library Board of Trustees accept the mural from the Downers Grove Library Foundation and authorize the board president to sign a three-way agreement. Motion passed by voice vote.
- e. Bibliotheca Annual Support and Maintenance Invoice. It was moved by Jaros and seconded by Eblen THAT the Bibliotheca Annual Support and Maintenance renewal as presented in the amount of \$32,825.93 be approved. Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

## **10. Report of the Director** (attached). Milavec presented the report.

After discussion, it was decided that the Library Board of Trustees would be willing to meet at 7:45 p.m., so the Library Foundation Board may meet the same evening.

The library is going to experiment with unlocking the security cases. We will check the loss rate in a couple of months.

In 2019, our SWAN fees will go back up. We have been receiving a three-year 13% reduction in fees.

There are potential state/federal budget impacts. There is a possible property tax freeze, and the elimination of the Institute of Museums and Libraries will affect the per capita grant.

The staff is exploring the option of offering shelter residents a temporary, one-year card modeled after a pilot program at the Aurora Public Library. Cardholders would have access to electronic collections and the computers, and they would be able to check out two items, excluding equipment. First Congregational Church would serve as the local address.

**11. Trustee comments and requests for information.**

Humphreys: The potential elimination of the Institute of Museum and Libraries will impact libraries in a more precarious situation than Downers Grove.

He is thrilled with the idea of issuing a limited library card to shelter residents.

On Sunday, he attended the Downers Grove Music Club piano festival and competition, and the club emphasized the partnership with the library.

**12. Adjournment.** President Greene adjourned the meeting at 8:47 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MARCH 22, 2017**

**AGENDA ITEM 10**

**LIBRARY DIRECTOR'S REPORT**

a. SWAN Update

The SWAN Fees Committee continues to work on the new fee structure for FY2019 and beyond. In 2015, the organization approved a 13% fee reduction and fees held flat for 3 years (FY2016-FY2018). This plan deliberately spent down the excess operating reserves accumulated for the integrated library system software migration completed in FY2016. Over the 3 years of the reduced, flat fee, Downers Grove Public Library will save a total of \$20,003.00. Components of the former fee structure do not apply under the new software vendor and contract. For example, number of "ports" or connections to the staff side of the system were formerly a billable contract amount. With the new vendor and contract, staff side connections are unlimited. With a membership of 97 libraries by FY2019, finding a fee structure that works for every library is challenging. However, an increase of 13%, the amount by which the current fees were reduced, is likely. Because FY2019 begins July 1, 2018, this will affect Downers Grove's FY2018 budget.

b. Security Cases for DVDs and CDs

In response to the frequent and numerous patron complaints about forgetting to unlock DVD and CD cases when checking them out at the self-check units, we are experimenting with unlocked cases. Locked cases and a security system were used to deter theft of DVDs and CDs. However, cost of the cases and maintenance of the system continues to rise. The approximately \$5,000 in annual cost savings could be used to replace stolen items while eliminating the #1 patron complaint received by Circulation staff. Cases are now unlocked. After 6-8 weeks, staff will inventory to determine the loss rate. The management team will determine at that time to cease use of the security cases or return to locking them.

c. Intergovernmental Agreement with the Village of Downers Grove

The Intergovernmental Agreement with the Village of Downers Grove was approved and signed hard copy received by the Library.

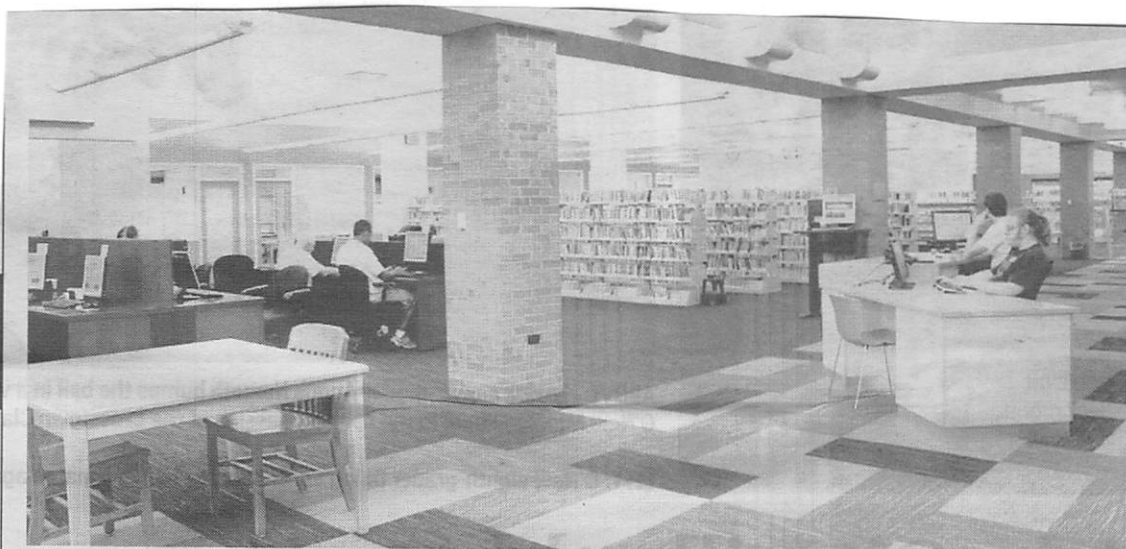
d. Potential State and Federal Budget Impacts

The proposal to eliminate the Institute for Museum and Library Services (IMLS) at the federal level would impact the Downers Grove Public Library's budget. All federal grants for libraries are through IMLS, funneled through each state library. The Library Services and Technology Act (LSTA) grants are the primary program for these grants. LSTA funds are currently used by the Illinois State Library to offset the deficit state funding of the Illinois Public Library Per Capita Grant program. In 2016, the statutory amount of \$1.25 per capita was reduced to \$0.75 with the LSTA funding, just under 1% of total

Library revenue in 2016. The State of Illinois proposal to freeze property taxes potentially affects the Library more than any other unit of local government. Illinois public libraries are primarily property tax funded. Property taxes comprised 93% of the Library's total revenue in 2016.

e. Recent media coverage  
See attached.





The Downers Grove Public Library's AV and computer help desk, located on the second floor of the library, is one of the recent updates the library has undergone to stay in touch with the needs of area residents.

Shaw Media file photo

# Library's needs assessment wraps up

By DIANE MOCA

editorial@mysuburbanlife.com

**DOWNERS GROVE** – After concluding six public meetings designed to assess the most pressing needs in the village, the Downers Grove Public Library is collecting resident feedback online for one final weekend before analyzing the comments to create a strategic plan for the library's next three years.

"We're not talking about revamping core services; we're looking at how to focus those," Library Director Julie Milavec said. "We're looking to react to what's going on in the community and world. It's hard to look beyond three years because things are changing so fast."

For the past month, library staff have met with residents, nonprofit groups, village departments and the library board, as well as collected responses from the ongoing online survey at [www.dglibrary.org/plan](http://www.dglibrary.org/plan), which asks people to share their "vision for Downers Grove" and their ideas "that might make a difference."

"If the needs of our community are evolving and we ignore it or are unaware of it, we cease to be valuable

to them," board President Wendee Greene said. "It's about maintaining relevance. Since we are accountable to members of the community, and they pay, it's important for them to have a voice."

The sessions were designed to focus on the village as a whole, rather than the library itself, because Milavec said that will elicit a wider array of responses.

"We can identify where are the needs, where are the gaps. It's up to library staff to figure out how the library can fit in," Milavec said. "We look for overarching themes, not just direct services, things we can do like partnership or referral. Those are roles the library can take on to get info to our community."

She said common issues discussed at the focus groups included downtown residential development, downtown parking, opportunities for civic engagements, community dialogue and arts and culture.

"The needs of our patrons are constantly changing," Greene said. "Ten to 15 years ago we wouldn't have had a need for digital content. Now it's such a part of our lives. We would have done a disservice if we had not looked for

ways to serve those needs."

Milavec said the library's renovation in 2014 resulted from community feedback and included study rooms, a teen area and a media lab with photography, filmmaking and audio recording programs.

"We don't have a resistance to change, which is present in so many institutions that serve the public good," Greene said.

She said the board's initial brainstorming workshop focused on values and identified literacy and learning, accessibility, and fiscal responsibility and accountability as priorities.

Milavec said library staff will spend another month identifying the needs of organizations and businesses before summarizing and categorizing all the information collected. She expects to put together a draft plan in the spring and work with the board on approval of a final plan this summer.

"This library has a long history of being a loved community resource," Milavec said. "In 2016, our 125th anniversary year, we had a record number of checkouts – over 1 million. This strategic planning process will ensure we remain focused on that excellence and providing the services patrons love."

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
MARCH 22, 2017, 8:52 P.M.  
LIBRARY MEETING ROOM**

1. **Call to order.** President Greene called the meeting to order at 8:52 p.m.
2. **Roll call. Members present:** Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, and Assistant Director for Public Services Bonnie Reid.

3. **Public Comment.** President Greene invited public comment. There was none.
4. **Workshop.**  
Milavec led the Board through a discussion of strategy statements. The board decided they would vote, via email, on their top three choices for style preferences from the statements provided.
5. **Adjournment.** President Greene adjourned the meeting at 9:12 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
APRIL 26, 2017, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:34 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Absent: Trustee Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Friends of the Library President Joni Hansen, Library Foundation Vice President Ed Pawlak, Residents Sue Farley, Mary Blanchard, Lindsay Frost, Kelly Fallon-Wilson, Elissa Baker, Lisa Scott. President Greene arrived at 7:35 p.m.

3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. March 22, 2017 Regular Monthly Meeting. Humphreys noted the name of the church cited in the Director's Report should be changed to "First Congregational Church". It was moved by Earl and seconded by Eblen THAT the corrected Minutes of the March 22, 2017 Regular Monthly Meeting be approved. Motion passed by voice vote.
  - b. March 22, 2017 Committee of the Whole Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the March 22, 2017 Committee of the Whole Meeting be approved as circulated. Motion passed by voice vote.
5. **Financial Matters.**
  - a. March 2017 Financial Report. Milavec presented the report. Library Fund Balance reports were passed out to Board members. These will become permanent parts of the Board packet moving forward. Milavec responded to questions regarding annual database charges.
  - b. April 2017 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of April 2017 invoices totaling \$188,198.21, the acceptance of April 2017 credit memos totaling \$126.59, and the ratification of March 2017 payrolls totaling \$212,365.70 be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. Ed Pawlak commented on the new condos being built all over the village. He asked with DGPL hitting record usage already, how will the influx of new residents affect the library and if capacity is reached, how do we plan to expand? Greene explained that the strategic plan, which is currently in development, will help to answer these questions and assist the library in planning for the future.

Kelly Fallon-Wilson asked about potential options the library has to handle a large number of incoming new residents. Milavec responded that even with these new developments, the village's overall population is projected to remain stagnant, although there is a projected shift in demographics. Current practice is to plan for one square foot of building per capita, and the library is currently above that projection.

Kelly Fallon-Wilson also wanted to know who is involved in the facilities assessment. Milavec responded that Product Architecture + Design and Shales McNutt Construction will be completing the assessment. The library has a relationship with both firms from the last building renovation, so they are very familiar with the facility. Jaros and Humphreys commented on the library's lack of parking and said that the Village provides our parking, so it is our job to lobby for enough parking for our facility.

Ed Pawlak asked when circulation numbers are higher than average, does the library adjust the "one square foot of building per capita" rule to accommodate. Milavec explained it is not a hard and fast rule and that the library's circulation numbers went up when the collection was last trimmed. The challenge is to find a balance between current services and what is getting the most use. Greene commented that the building's structure would support a third story if it were ever needed.

8. **Unfinished Business.**

- a. Resolution 2017-1 Establishing a Special Reserve Fund. Milavec presented the revised draft. It was noted that the library can establish the reserve fund without transferring money in right away, which will allow the Board to wait for the audited 2016 figures from the Village. It was moved by Jaros and seconded by Eblen THAT Resolution 2017-1 Establishing a Special Reserve Fund be adopted as published. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

9. **New Business.**

- a. Facilities Assessment Proposal – Product Architecture + Design. It was moved by Humphreys and seconded by Eblen THAT the Board engage Product Architecture + Design to fulfill the proposal for a Facilities Assessment Plan. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

b. Rotary Grove Fest – Library as Emergency Weather Shelter.

The Board discussed the possibility of the library becoming an emergency weather shelter during Rotary Grove Fest. Earl asked if this was a new request. Milavec responded that this request has come before the Board before and was always turned down. If the Board approves this request, Trustee Humphreys would be present in the building the entire time it is being used, and staff can work with him on the procedure to open and close the building. There was discussion about how many people the library could house, what parts of the building would be used, and how the insurance would be handled. The Board agreed that they would like the library to be added to the Rotary Club insurance for this event. Earl offered to partner with Humphreys to collaborate on this request, and Milavec will move forward with the Rotary Club.

10. **Library Director's Report** (attached). Milavec presented the report.

Staff will be meeting with the current telephone provider, Medlin Communications, in May to discuss an ideal new phone system. The goal is to have a recommendation from Medlin to bring before the Board in June.

Lighting projects are on hold while we wait for the facilities assessment to be completed.

Executive Assistant Katelyn Vabalaitis was welcomed back from maternity leave.

11. **Board Member comments and requests for information.**

Humphreys would like to see the maintenance of the library's artwork included in the facilities plan. Earl commented that the Foundation is talking about the library's artwork, and this would be a good conversation to have with them.

Humphreys mentioned the lighting in the Curtiss Street entry and wondered if replacing it with LED bulbs would be cheaper.

Jaros requested that the formulas on the statistics page be reviewed for accuracy.

Earl asked if there was more detail on the negative comments from the How Did We Do analysis and if they will go into the strategic plan. Milavec and Reid said no, as the negative comments were too broad.

12. **Adjournment.** President Greene adjourned the meeting at 8:34 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
APRIL 26, 2017, 7:30 P.M.**

**AGENDA ITEM 10**

**LIBRARY DIRECTOR'S REPORT**

a. Telephone System

The library will move forward with Medlin Communications to provide proposals, pricing and a recommendation for an updated telephone system. After investigating use of a technology consultant for an RFP process vs. utilizing our current telephone system service provider, the estimated additional cost of the consultant is well over the estimated cost savings of a competitive bid process. Medlin Communications represents multiple vendors for both premise- and cloud- based systems, which will allow for comparison among the systems for pricing. Through the library's long-term relationship with Medlin, the company has demonstrated a high level of customer service, particularly during the 2014 renovation work and the recent telephone line issues with vendor XO Communications.

b. Mural Project

The mural is underway! Artist John McDavitt takes time to engage with patrons observing his work. Stop by the Kids Room to view his progress – or watch for the updates on the library's social media. The Mural Dedication will be held Sunday, June 11, 1:30-2:30pm, with refreshments and a meet-and-greet with the artist.

c. Strategic Planning

The first draft of the Strategic Plan is underway. The management team is working on wordsmithing the Values, Purpose and Core Services statements and draft Strategies statements. We hope to have a draft to the Library Board of Trustees in May.

d. Lighting Projects

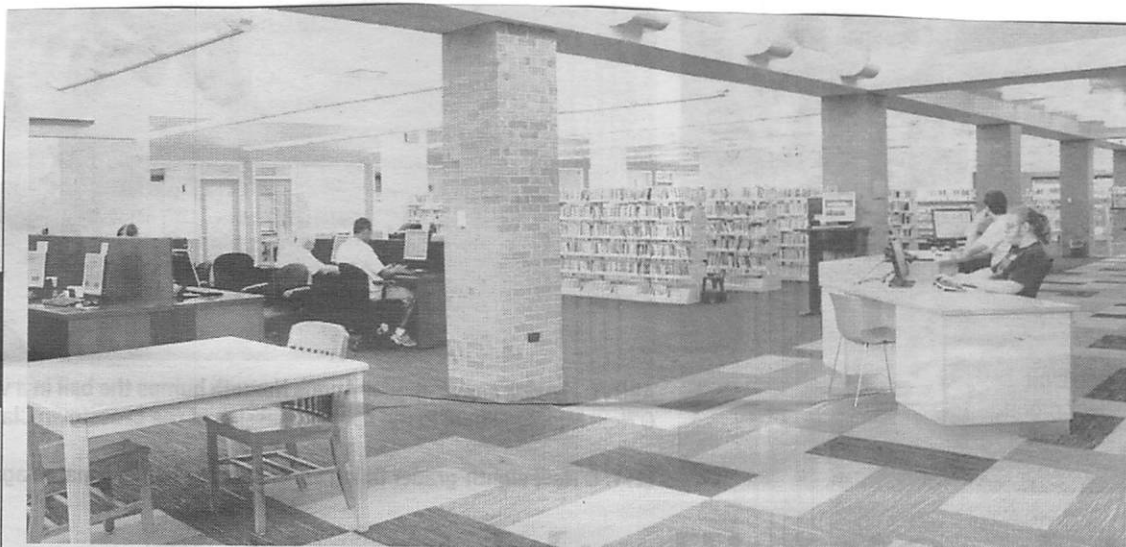
The Lighting projects are on hold pending the outcome of the Facilities Assessment, to ensure that the project includes all of the items prioritized in the assessment.

e. Automatic Renewal of Materials

Beginning in early May, materials not on hold for another patron will be automatically renewed. Patrons will be notified via email of items that renewed and those that did not. Patrons who opt not to receive email notifications will not receive notification but will be able to see the renewals in the SWAN "My Account" screen.

f. Recent media coverage

See attached.



The Downers Grove Public Library's AV and computer help desk, located on the second floor of the library, is one of the recent updates the library has undergone to stay in touch with the needs of area residents.

Shaw Media file photo

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By DIANE MOCA

editorial@mysuburbanlife.com

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For the past month, library staff have met with residents, nonprofit groups, village departments and the library board, as well as collected responses from the ongoing online survey at [www.dglibrary.org/plan](http://www.dglibrary.org/plan), which asks people to share their "vision for Downers Grove" and their ideas "that might make a difference."

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to them," board President Wendee Greene said. "It's about maintaining relevance. Since we are accountable to members of the community, and they pay, it's important for them to have a voice."

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### **Limit homelessness access to Downers Grove library**

As much as I enjoy the Downers Grove Public Library, of late it's become a bit of an issue as far as the so-called guest passes for guest patrons is concerned. And I'm mainly speaking of the homeless people that come to the library. They seem to have lost all manners when they walk in the door, usually drinking and eating at the computers, using the bathrooms as their own shower stalls, staying there all day, occupying the computers for tax-paying residents of the area ... I think policy should be changed in order for

residents to have first say-so in using materials, particularly the computers and guest passes be limited to no more than maybe three hours a day at the very most. ... I'm not trying to restrict people, just give those that have earned it and respect the library and the surroundings and the materials and the people that are there their just due.



# Downers Grove Library sees record number of checkouts, demand for tech

By **DIANE MOCA**

editorial@mysuburbanlife.com

**DOWNERS GROVE** – People are seeking out local libraries more for business meetings and less for internet access as evidenced by a recent report from the Downers Grove Public Library.

The library experienced increases in study room use while seeing a drop in computer hours during 2016, signs of the continued importance of the library, staff said.

“Overall it shows how the library is important to the residents, how much they use the library,” said Julie Milavec, who became the new director in 2016 when the library celebrated its 125th anniversary. “This community loves its library, and it shows.”

The 2016 summary said Downers Grove Library patrons checked out more than 1 million items in 2016 – a 5 percent rise over the previous year and the highest number ever in a single year.

“The 1 million circulation sets a big milestone for any library,” Milavec said. “People are taking advantage of all the digital services. I think the convenience of being able to get them on multiple devices wherever you are 24/7 plays a huge factor. There is speculation that we would reduce physical items, but we have seen that come on top of the physical items. They are not slowing down on consumption.”

The report also said the library hosted 26 percent more meetings in its private rooms last year over the previous year. Milavec said telecommuters and small businesses had long used the library for that use. Patrons will be able to book study or meeting rooms online starting this year.

The report showed residents aren’t using the library’s computers as much, with a 10 percent drop in computer hours and a 39 percent dip in computer sessions used by library patrons in 2016 compared with 2015.

Milavec said more and more people were providing their own devices, and the library upgraded its wireless connection recently to accommodate.

“How and where we deploy computers may change,” she said. “Some libraries have gone away from dedicated computer space and gone toward checkout of laptops or iPads or both for in-library use.”

Technology is another area of



Photo provided

The AV and computer help desk is located on the second floor of the Downers Grove Public Library. Despite heavy advertising of the media lab, most don’t know the lab exists, according to a recent library report.



“The 1 million circulation sets a big milestone for any library. People are taking advantage of all the digital services. I think the convenience of being able to get them on multiple devices wherever you are 24/7 plays a huge factor. ... They are not slowing down on consumption.”

**Julie Milavec**, Downers Grove Public Library director

growth for the library, with 2016 marking the first time four VHS-to-DVD converters, four portable hot spots and a digital camera were available for two-week checkout.

Max Mogavero, a technical assistant at the Downers Grove Library, said there was a monthlong backlog. Each converter comes with instructions and the option to get free training on how to use them from library staff.

Mogavero said the library’s hot spots, which take a cellphone signal and convert it to a wireless signal, are also popular, with a current wait of a few weeks. He said the library has four digital cameras that record video and pictures on an SD card, with one available for checkout and the other three for use only in the library’s media lab that opened in 2014 after the building’s renovation.

“We do put a lot of effort into advertising the media lab; in spite of this, the reaction I get from most people is they didn’t know we had it,” Mogavero said.

That may be because fewer people clicking on the library’s website, according to the report, which showed a 10 percent decline in page views. Despite that, the new studio and its equipment found popularity with teens, who are using the media lab to record music and mix audio and do video projects.

Mogavero said a recent group of teens brought in masks and used the

green screen studio to film a “Star Wars” fan film.

“When I was a kid, it’s something I would have loved to do. I would not have been able to do that without a professional production company. Now anyone can do that,” he said. “People are interested in creating their own content. We have a space where they can. It’s very cool.”

With more teens in the building, the library is offering them more options as shown by a 50 percent increase in teen programs offered in 2016 over the previous year.

The total number of programs for all age groups jumped 32 percent from 2015 to 2016. The report provides evidence people are taking advantage of those opportunities, with program attendance up 15 percent. Even the number of people walking through the library’s doors rose by 6 percent.

But many patrons didn’t have to leave their home to access the library’s services, with 134,831 searches performed with the library’s database – a 23 percent spike.

Even though the report said the number of items in the collection went down five percent, Milavec said that’s not indicative of a trend of eliminating books and other physical items.

“That is a point in time,” she said. “That gives us room to buy more stuff this year.”

## NEWS BRIEFS

### **Downers Grove library announces Food for Fines drive**

DOWNERS GROVE – The Downers Grove Public Library will have a week of activities and displays for its National Library Week celebration, including its annual Food for Fines drive, according to a news release from the library.

Visitors are encouraged to share their experience at the library using the hashtag #LibrariesTransform for social media posts. Each food item, paper good or toiletry item brought during the drive will waive \$1 from an account, with the items going toward the FISH Pantry in Downers Grove. The event runs from April 8 through 15. For information, visit [dglibrary.org](http://dglibrary.org).

### **Downers Grove library needs parking badly**

As a senior citizen residing in Downers Grove I love using the library for many things. But the parking there is absolutely ridiculous. It seems that every time I go there I have to play this game and drive around the parking lot for 10 minutes or more looking for a place to park ... People are sick of it. ... I know that the people that work for the library won't like this, but as some sort of solution to this problem I think that library employees should be asked to park in the village parking tower off of Curtiss Street or somewhere else if they can. I know that this won't solve the problem, but it might help out a little. ... I can only imagine how bad this problem is going to get once all of these new condo and townhouses are finished up this and next year in the downtown area.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MAY 24, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:50 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Dave Humphreys, Trustee Jonathan Graber, Trustee Art Jaros. Absent: President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Children's Services Manager Allyson Renell, Teen Services Coordinator Lynette Pitrak, Friends of the Library President Joni Hansen, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, Residents Sue Farley, Lisa Rasin.

3. **Welcome to Visitors.** Secretary Humphreys welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. April 26, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the April 26, 2017 Regular Monthly Meeting be approved as circulated. Motion passed by voice vote.
5. **Financial Matters.**
  - a. April 2017 Financial Report. Milavec presented the report. Jaros requested that the invoice edit list and credit memo edit list be formatted to reflect the date each month.
  - b. May 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of May 2017 invoices totaling \$104,247.75, the acceptance of May 2017 credit memos totaling \$553.76, and the ratification of April 2017 payrolls totaling \$211,721.32 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros. 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. Ed Pawlak commented on the library's budget. He stated last fall, the Board voted on a flat budget for 2017. When he received his tax bill, it showed the rate and dollar amount allocated to the library had gone down. He asked if the library has a flat budget or a

decreasing budget. Milavec explained that the library had an increase in the budget but paid off the building bond, which caused the tax rate to decrease.

**8. Staff Report.**

- a. Summer Reading Club Presentation. Children's Services Manager Allyson Renell presented the Summer Reading Club program for kids, complete with costume. Teen Services Coordinator Lynette Pitrak outlined the Summer Reading Club programs for teens and adults.

**9. Unfinished Business.**

- a. Rotary GroveFest – Library as Safe Location. Milavec reiterated that the library would only be used in a "take cover" situation and Dave Humphreys would be present the entire time. The Forest Avenue doors would be unlocked with a key and the lobby doors would remain locked, so the public would only be able to access the Meeting Room and restrooms. Ed Earl would also be present if needed.

It was moved by Jaros and seconded by Eblen THAT the proposal for the library to act as a safe location during Rotary GroveFest be approved as published. Motion passed by voice vote.

- b. Strategic Plan – One Page Strategic Plan. (attached) Milavec presented the one page plan and explained that it covers the four broader topics of the strategic plan. The management team is in the process of developing the goals, objectives, and action plans. The goal is to bring a draft to the June Board meeting and a final plan to the July meeting. Board discussion centered on specific wording, including "play" and "fun" and their implications towards patron expectations and behavior in the library.

It was moved by Graber and seconded by Earl THAT the One Page Strategic Plan be approved as circulated. Roll call: Ayes: Earl, Eblen, Graber, Humphreys. Nays: Jaros. Abstentions: None.

- c. Finance Policy – Revision. Milavec presented the proposed policy revisions. Jaros asked that the policy specify that the Special Reserve Fund is the same thing as the Library Building and Equipment Replacement Fund to avoid confusion. It was moved by Jaros and seconded by Eblen THAT the proposed changes to the Finance Policy be approved with the stated revision. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros. Nays: None. Abstentions: None.

**10. New Business.**

- a. Revised 2017 Meeting Schedule. (attached) A revised 2017 meeting schedule was presented that includes changing the start time of Board meetings to 7:45 p.m. to allow the Library Foundation to meet at 7:00 p.m. prior to each Board meeting. The revised schedule was accepted by consensus.

**11. Library Director's Report** (attached). Milavec presented the report.

The development of the Strategic Plan is well underway and staff are having fun watching it take shape.

The Kid's Room mural dedication will be on June 11 at 1:30 p.m. Staff Artist Melody Danley will be giving an art tour at 2:30 p.m.

Milavec warned the Board about a phishing scam impacting libraries across the country. Emails are being sent to library directors and library boards from a Corey Peters Gmail account, with subjects referencing tax issues, the desire to be a donor to the library, and complaints about the library. Board members should not open or respond to any correspondence from these fake accounts.

Administration is still working through the library's safe deposit box issue with U.S. Bank. There is hope for a resolution in the near future.

There will be a transfer of funds into the Library Building and Equipment Replacement Fund in June.

**12. Board Member comments and requests for information.**

Earl asked for an update on the facilities assessment. Sue O'Brien commented that it is still being completed and should be back to staff in mid-July.

Earl attended a wonderful Trustee training that had great presenters focusing on how to work with library staff and Roberts Rules of Order.

There was Board discussion about how well the meetings follow Roberts Rules and if the rules should be reviewed.

**13. Adjournment.** Secretary Humphreys adjourned the meeting at 8:42 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MAY 24, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**AGENDA ITEM 9B**

**ONE PAGE STRATEGIC PLAN DRAFT**

VALUES (what we believe in)

We believe in:

- Lifelong learning
- Equal access for all
- Fostering relationships
- Responsibility
- Freedom to seek, receive and share information

PURPOSE (why we are here)

The Downers Grove Public Library is a place for everyone to discover, grow, play and learn.

CORE SERVICES (what we do)

In keeping with our Values and Purpose, we will:

- Develop and maintain up to date collections
- Present a variety of programs for all ages
- Deliver stellar customer service
- Provide instruction, guidance, and access to digital and physical resources
- Offer spaces for meeting, studying, creativity and fun

STRATEGIC FOCUS (how we focus our values and purpose to deliver core services)

We will:

- Excel in delivering service and managing community resources
- Engage with our community and the world
- Empower individuals at all ages and stages of life
- Evolve with our changing community

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MAY 24, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**AGENDA ITEM 10A**

**REVISED 2017 MEETING SCHEDULE**

The Library Board's current Bylaws, Article IV. Meetings, Section 2. Regular Meetings states:

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

As previously discussed by the Board, the Downers Grove Public Library Foundation will be meeting just prior to the regular Library Board meetings, requesting a change to the regular meeting start time.

To accommodate the meetings of the Library Foundation, the following meetings will begin at 7:45 PM:

June 28

July 26

August 23

September 27

October 25

November 15

December 13

If the Foundation requests to continue their 7:00PM monthly meetings in 2018, the Library Board of Trustees will consider a Bylaws update at that time.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
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LIBRARY MEETING ROOM**

**AGENDA ITEM 11**

**LIBRARY DIRECTOR'S REPORT**

a. Telephone System

Medlin Communications has met with the management team to discuss needs and wants for the new telephone system. The proposals and recommendations are anticipated for the June Board meeting.

b. Mural Dedication Reminder

The Mural Dedication will be held Sunday, June 11, 1:30-2:30pm, with refreshments and a meet-and-greet with the artist.

c. Liability Insurance

We are working with the Libraries of Illinois Risk Agency (LIRA), an insurance pool for libraries, to receive quotes for coverage. To accommodate the membership approval process to join LIRA, additional time is needed prior to the October 1 renewal date for the policies. Current broker Kamm Insurance Group will also provide renewal quotes. We anticipate these to come before the Board in July.

d. Automatic Renewal of Materials

Implementation of automatic renewals was delayed, pending an upgrade to the SirsiDynix software. It is scheduled to begin June 15.

e. Recent media coverage

See attached.

## SOUND OFF

### **No more handouts to Downers Grove library**

Why do they never stop spending tax money? Several years ago, under the previous Downers Grove Library Director, millions of dollars were spent to remodel and upgrade the building's fixtures, furniture, furnishings and equipment. Now the new director is working on the capital needs of the building, equipment, fixtures and furnishings. Millions more every few years. Is each library director trying to leave a legacy or are they on an ego trip?

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JUNE 28, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Greene called the meeting to order at 7:49 p.m.
2. **Roll Call.** Members Present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee Art Jaros, President Wendee Greene. Trustee David Humphreys arrived at 7:55 p.m.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, Residents Sue Farley, Emily Teising, Tom Sleeter.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. May 24, 2017 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the May 24, 2017 Regular Monthly Meeting be approved as circulated. Motion passed by voice vote. Abstentions: Greene.
5. **Financial Matters.**
  - a. May 2017 Financial Report. Milavec presented the report. She noted that the first half of the library's property tax revenue will be posted in July.
  - b. June 2017 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of June 2017 invoices totaling \$104,657.90 and the ratification of May 2017 payrolls totaling \$216,468.08 be approved. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. Ed Pawlak asked if there was extra cost associated with making the library an emergency shelter during Rotary GroveFest. Milavec responded that there was no extra cost.

Tom Sleeter commended Julie Milavec on the great presentation she made to the Lion's Club.

**8. Unfinished Business.**

- a. Telephone System Replacement Proposal. Sue O'Brien presented the proposal from Medlin. The management team compared the two systems and visited the Medlin offices to try out both phones. Staff all agreed on the Mitel system.

It was moved by Jaros and seconded by Graber THAT the Board approve the purchase of the Mitel phone system through Medlin at a cost of \$37,969.21, provided that training, installation, and delivery are included. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Strategic Plan – First Draft. Milavec presented the first draft of the Strategic Plan. It was noted that the library budget information on pages 12-16 was drawn from the Village's budget as well as the library's budget on the website. The projections are based on the Village's numbers. Jaros asked if the "2016 Estimate" figures could be replaced by "2016 Actual" figures. Greene noted that date of Rick Ashton's retirement announcement on page 1 should be changed.

**9. New Business.**

- a. Illinois Non-Resident Library Card Program. It was moved by Jaros and seconded by Eblen THAT the Downers Grove Public Library renew participation in the Illinois Non-Resident Library Card Program using the General Mathematical Formula to determine the cost of \$258 per household per year, effective August 1, 2017.

Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Authorization to Transfer Monies from Library (General Fund) to Library Building & Equipment Replacement (Special Reserve) Fund. Milavec noted that the Village is referring to the new fund as the "ERF" (Equipment Replacement Fund). She is recommending that the Board transfer \$2,000,000 to the ERF. Jaros pointed out that the Intergovernmental Agreement states \$1,400,000 will be transferred and asked if a different amount could be chosen, which Milavec confirmed. Board members discussed their preferred amount.

It was moved by Jaros and seconded by Graber THAT funds in the amount of \$1,400,000 be transferred from the Library (General Fund) to the Library Building & Equipment Replacement (Special Reserve) Fund. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

**10. Library Director's Report** (attached). Milavec presented the report.

The Kid's Room mural was dedicated on June 11. There was a great turnout and Staff Artist Melody Danley gave an art tour around the building. The new dress sculpture is on display in its permanent case.

She is starting to evaluate staffing of public services desks in accordance with the Strategic Plan.

Milavec, along with Sue O'Brien and Bonnie Reid, met with the architects and engineers today to discuss the Facilities Assessment. It will cover 20 years and include a spreadsheet for furniture and interiors with an inventory and approximate cost.

We had a great Grove Fest weekend and the library was happy to not be needed as emergency shelter.

There is a big agenda coming in July and drafts will be sent out as available.

**11. Board Member comments and requests for information.**

Humphreys will not be at the July meeting.

Eblen will not be at the July meeting.

Greene mentioned the insurance money received for the stolen artwork was never turned back around into another piece of art. She wonders if this is something the Board can do. Earl said we do not have to spend the money and that this might be an action for the Foundation. Humphreys would like to continue to grow the library's art collection. Milavec brought up the possibility of using the insurance money to purchase better lighting for the art collection.

Jaros confirmed that the Open Meeting Act has been eliminated for the Foundation, as there are only two Library Trustees on the Foundation Board.

Eblen clarified the upcoming Board meeting schedule as one meeting in August and two meetings in September.

**12. Adjournment.** President Greene adjourned the meeting at 8:35 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JUNE 28, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**AGENDA ITEM 10**

**Library Director's Report**

a. Dress Sculpture

The sculptural dress, entitled Won't You Say You Love Me, is now on display in the audiovisual materials area on the upper level. Local artist and former DGPL employee Carrie Schumacher donated the piece in memory of longtime Circulation Manager Nadine Walsh. The Downers Grove Public Library Foundation donated the archival quality display case to preserve and protect the piece.

b. Mural Dedication

The dedication was a rousing success with about 100 people in attendance. Artist John McDavitt drew a large contingent from the Plainfield church where he is pastor as well as residents and local dignitaries, including Rep. David Olsen, Councilwoman Marge Earl, and Councilwoman Nicole Walus.

c. Staffing Evaluation for Public Service Desks

I am working on evaluating the staffing levels at public service desks, with the help of the management team. The report should be ready to go before the Board in July.

d. Facilities Assessment

Assistant Directors Sue O'Brien and Bonnie Reid and I will be meeting with Dan Pohltre and Tiffanie Nash from Product Architecture + Design on the day of the Board meeting to discuss progress to date.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JULY 26, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Greene called the meeting to order at 7:45 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: Trustee Susan Eblen. Trustee Eblen participated in the discussions by telephone but did not vote on any matters.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, Resident Sue Farley, Resident Krista Varsbergs, Dan Pohrte of Product Architecture + Design, Estelle Markham of Kamm Insurance Group, Marcus Henthorn and Tia Incapreo of Libraries of Illinois Risk Agency (LIRA).

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. June 28, 2017 Regular Monthly Meeting. Trustee Jaros requested a wording change of "provided that" in place of "providing" in section 8a. President Greene requested a change in section 8b, stating she was the one who noted Rick Ashton's retirement date, not Trustee Jaros as printed. It was moved by Humphreys and seconded by Jaros THAT the Minutes of the June 28, 2017 Regular Monthly Meeting be approved with requested changes. Motion passed by voice vote. Abstentions: None.
5. **Financial Matters.**
  - a. June 2017 Financial Report. Milavec presented the report. She noted that the library's expenditures are currently coming in under the anticipated amount but reminded the Board that many annual payments come up in the second half of the year.
  - b. July 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of July 2017 invoices totaling \$130,383.71 and the ratification of June 2017 payrolls totaling \$212,018.07 be approved. Roll call: Ayes: Earl, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.

7. **Public Comment on Other Library Business.** President Greene invited comment. Resident Krista Varsbergs thanked the Board for nurturing the library and wanted to comment on last meeting's discussion regarding the insurance payout for the stolen artwork. Varsbergs appreciates the library's art collection and finds it an inspiring addition to the building. She hopes the funds received from insurance will go towards new artwork.
8. **New Business.**
  - a. Liability Insurance Package Proposals.  
Estelle Markham of Kamm Insurance Group and Tia Incapreo and Marcus Henthorn of LIRA each presented their insurance package proposals to the Board. Both groups fielded Board questions after their presentations. It was decided that the Board would discuss the two proposals at the August 23 meeting, and they made a list of questions for Milavec to send back to the two groups for further clarification.
  - b. Meeting Time Change. It was moved by Graber and seconded by Jaros THAT the Board return the start time of their 2017 Regular Meetings to 7:30 p.m., beginning with the August meeting. Motion passed by voice vote. Abstentions: None.
9. **Unfinished Business.**
  - a. Facilities Assessment Presentation – Product Architecture + Design. Dan Pohrte of Product Architecture + Design presented the draft of the Facilities Assessment. He also distributed a furniture inventory, which was designed to assist staff in planning individual furniture replacements. The Board inquired about what building needs are most urgent, and Dan responded with the roof and tuckpointing. Using Board feedback, Dan will present a bound and completed version of the assessment to the Board at the August meeting. Earl suggested taking a walk-through of the building to have items from the assessment pointed out to the Board. A Committee of the Whole will meet at 7:00 p.m. on August 23, 2017 in the Meeting Room to complete the walk-through.
  - b. Strategic Plan – Final Draft. Milavec presented the proposed final draft of the Strategic Plan to the Board. Discussion centered around potential budgetary impacts of the proposed plan. The Board went through the draft page by page and created a list of edits. Milavec will present a revised version of the Strategic Plan at the August meeting. The Board agreed on the content of the plan and are allowing staff to move forward with budget planning based on the presented content.
10. **Library Director's Report** (attached). Milavec presented the report.  
Work continues on trying to access the library's safe deposit box at US Bank. Milavec sent paperwork back to the third manager she has worked with on this issue and is hoping to make progress soon.



The library is moving forward with an appraisal of the building's contents. Staff also performed an inventory of a portion of the CD and DVD collections to find no missing items. Keeping CD and DVD cases unlocked has been successful.

Rotary member Lisa Rasin apologized to the library for the state of the parking lot on the morning after Rotary GroveFest. She assures the Board this will not be an issue next year.

Milavec thanked the Board for their support while she handles family issues. She will be taking time off in August for vacation.

**11. Board Member comments and requests for information.**

Earl commented on the tree removal mentioned in the department reports. He asked if it was the Village's tree or if it belonged to the library. Sue O'Brien had the tree looked at and determined it belonged to the library. It has been removed.

Earl enjoyed reading about positive comments from patrons regarding the Kid's Room mural.

**12. Adjournment.** President Greene adjourned the meeting at 10:31 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JULY 26, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**AGENDA ITEM 10**

**Library Director's Report**

a. Unlocked CD and DVD Cases

To determine if unlocking the CD and DVD cases resulted in an unsatisfactory loss rate, staff performed an inventory of CDs and DVDs. After checking the first 25% of the total collections, a loss rate of zero was found. This included Adult Blu-Rays, Children's DVDs, Children's Music CDs. Due to the time and labor-intensive nature of the inventory and these results, we are no longer pursuing the inventory for loss rate.

b. Staffing Evaluation for Public Service Desks

This report is included in your packet for informational purposes as we start examining the implications of the new Strategic Plan and projects included in the Facilities Assessment.

c. Appraisal of Building and Contents

We have engaged Gallagher Bassett Appraisal Services to perform an appraisal of the building and contents to ensure accurate valuation for insurance coverage.

d. Safe Deposit Box

We are now on the third manager of the bank branch holding the safe deposit box since my first attempt to access the safe deposit box. To recap: no current Trustee of staff member is an authorized signatory to access the box; the bank's system shows the box was surrendered by Rick Ashton; the library retains both keys to the box; the library has paid for the box through October 2017; and this bank branch is scheduled to close in December 2017. The newest manager is responsive and former manager is helping him locate the necessary paperwork.

e. Rotary GroveFest Clean Up

Rotary GroveFest's Lisa Rasin reached out me to thank the Library Board of Trustees for being a Safe Location for the Fest's emergency plan and to apologize for any lingering mess the Monday following the event. The vendor in charge of the clean-up efforts did not fulfill their contract and was penalized according to the contract provisions. She assures us that next year's event clean-up will happen on schedule.

f. Recent Media Coverage

See attached.



## Library unveils new mural

Artist John McDavitt's new mural is dedicated June 11 at the Downers Grove Public Library. The mural, which is in the kids room, depicts an aerial view of the library with books flying from its doors, their stories emerging from the pages midflight. The mural was funded by the Library Foundation.

Photo provided

13

NEWS

SD • Edition of June 28-July 4, 2017 • [mysuburbanlife.com](http://mysuburbanlife.com) • Suburban Life

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
AUGUST 23, 2017, 7:30 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley, Resident Christine Martin, Dan Pohrte of Product Architecture + Design.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. July 26, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the July 26, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
  - a. July 2017 Financial Report. Milavec presented the report and distributed an updated invoice list.
  - b. August 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of August 2017 invoices totaling \$112,716.12, the acceptance of August 2017 credit memos totaling \$1,828.98, and the ratification of July 2017 payrolls totaling \$214,427.03 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. There was none.
8. **New Business.**
  - a. Circulation Policy – Restricted Use Library Cards. Milavec presented the proposed policy, which is modeled after a successful program currently in place at the Aurora

Public Library. Graber asked if any other libraries have done this and if this policy would be doing enough to serve these patrons. He said it was a good first step. The Board discussed clarifications of wording in the policy.

It was moved by Humphreys and seconded by Eblen THAT the Restricted Use Library Card policy be approved.

Jaros moved to amend the previous motion by adding, “at any time” to the second sentence of the proposed policy, which would read, “The cardholder is entitled to use of the public computers and a maximum checkout of two items at any time.”

Humphreys and Eblen agreed to absorb this motion into their original motion. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

## **9. Unfinished Business.**

- a. Liability Insurance Package Proposals. The Board compared the two proposed packages, agreeing that LIRA’s benefits outweighed Kamm Insurance. The Board particularly liked that LIRA was designed specifically for libraries and that similar programs have been successful in schools.

It was moved by Graber and seconded by Eblen THAT the Board approve joining Libraries of Illinois Risk Agency (LIRA) beginning October 1, 2017. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Facilities Assessment Presentation – Product Architecture + Design. Dan Pohrte presented Board members with bound copies of the Facilities Assessment. It was noted that due to a printing issue, these bound copies are missing page numbers. New copies will be delivered to Julie Milavec on Monday for distribution to Board members. Dan noted changes in the assessment from last month’s presentation, specifically the increase in the lighting estimate. He also noted that library staff will have a copy of the expenditure spreadsheet that can be manipulated to assist in planning and budgeting.

It was moved by Jaros and seconded by Eblen THAT the Board accept the Facilities Assessment, dated August 23, 2017, as presented. Motion passed by voice vote.

- c. Strategic Plan 2017-2020. Milavec presented the revised final draft of the Strategic Plan. Graber asked that the word “verbiage” be replaced by “terminology” in the footnotes on pages 13-17. The Board went through the plan page by page and identified a few more formatting issues to be fixed. Discussion moved on to the content of the action items; only the final goal and objective of the plan elicited extensive commentary.

The section from the Strategic Plan draft was:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular training for all staff in equity, diversity, and inclusion
2. Incorporate inclusive practices into library services
3. Create a diversity strategy for hiring that reflects the community”

Jaros expressed his objection to Action Item 3, stating that hiring should be based only on merit. The Board discussed other ways to word that action item, according to Milavec’s clarification on staff intent. This action was intended to more widely spread the word of job openings, encouraging all interested applicants to apply.

Regarding Action Item 1 and 2, Jaros brought up the Illinois School Code and the requirements for schools in what can be included in sex education classes. He stated that equity, diversity, and inclusion are part of a left wing political agenda and these action items espouse a progressive agenda and viewpoint. Jaros stated children’s librarians should not provide booklists or services that support same sex marriage and that same sex marriage is lesser than heterosexual marriage. He stated that support of inclusive practices would mean supporting all kinds, including “terrorists” and “cannibalism.” He believes the library should be inclusive, but only the good kind. Greene questioned how that would be defined. Milavec stated that libraries by definition serve all people and that means a wide spectrum of beliefs and cultures, but does not condone illegal activity. She also defined the difference between equity and equality.

Graber did not interpret the plan the way Jaros described, but instead stressed common sense in execution of the plan by staff. He also commented that equity, diversity, and inclusion training is held regularly by his employer, which he finds beneficial. Eblen commented that staff will decide what is appropriate when providing service to patrons. Humphreys stated that, while not agreeing with Jaros’ point of view, he was willing to make wording changes. President Greene tried to focus the discussion on getting unanimous approval for the Strategic Plan. The Board discussed wording changes that would be amenable to both points of view and decided to temporarily remove Action Item 2, which will be revisited at a future meeting. Humphreys requested that the details of this discussion be reflected in the minutes for future reference.

It was moved by Jaros and seconded by Graber THAT the Board approve the Strategic Plan with the addition of “patron service” to action item 1, temporary deletion of action item 2, and the replacement of the word “hiring” with “recruiting” in action item 3. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

The approved Strategic Plan section reads:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular patron service training for all staff in equity, diversity, and inclusion
  2. Create a diversity strategy for recruiting that reflects the community”
- d. Transfer Debt Service Fund Balance and Close Debt Service Fund. *This item was moved up in the agenda by President Greene.*  
It was moved by Graber and seconded by Humphreys THAT the Debt Service Fund balance of \$1,755 be transferred to the Library Fund and the Debt Service Fund closed. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- e. 2018 Budget Preliminary Draft (discussion). Milavec presented a preliminary draft of the operating budget. She noted placeholders for insurance renewal premiums and furniture replacement and hopes to have those figures as well as the Equalized Assessed Valuation (EAV) by the September 13, 2017 budget workshop. The Board discussed moving funds each year into the Library Building & Equipment Replacement Fund to assist in funding building projects.
10. **Library Director’s Report** (attached). *This item was moved up in the agenda by President Greene.* Milavec presented the report. She reported that the safe deposit box issue has finally been resolved. Milavec and Greene visited US Bank to empty the contents of the box. Milavec thanked Wendee Greene for her years of service as a trustee and as President this past year.
11. **Board Member comments and requests for information.** *This item was moved up in the agenda by President Greene.*  
Greene advised the Board to look at the possibility of more meeting rooms when discussing future building plans. She also reminded the Board that the 1999 intent of the alley to the east of the library building was to travel north, which would allow patrons to easily use the materials drop box from their cars as well as seek out other parking when the spaces on the south side of the building became full. Greene reiterated that the library’s current parking setup does not service handicapped patrons well.
12. **Executive Session.**  
a. It was moved by Jaros and seconded by Graber THAT the Board move into Executive Session, 5 ILCS 120/2(c) (1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None. The Board met in Executive Session beginning at 9:23 p.m.
- President Greene reconvened the Public Session at 10:03 p.m.
13. **Action for items discussed in Executive Session.** There was none.
14. **Adjournment.** President Greene adjourned the meeting at 10:03 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
AUGUST 23, 2017, 7:30 PM  
LIBRARY MEETING ROOM**

**AGENDA ITEM 12**

**Library Director's Report**

a. Safe Deposit Box

The saga of the Safe Deposit Box is at an end. On August 9, Board President Wendee Greene and I were able to open, clean out and surrender the box at US Bank. The contents were entirely historic and administrative documents, from deeds to construction bonds from contractors. Some date back as far as 1909! We are investigating options for alternate storage and preservation for these items.

b. Computer Area Furniture

IT Manager Paul Regis, Assistant Director for Support Services Sue O'Brien and I are working with Tiffany Nash of Product Architecture + Design on selecting new furnishings for Computer Area.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
SEPTEMBER 27, 2017, 7:30 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Dennis Walsh of Klein, Thorpe, and Jenkins, and 40 members of the community.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. August 23, 2017 Committee of the Whole Meeting. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Committee of the Whole Meeting be approved as published. Motion passed by voice vote.
  - b. August 23, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
  - c. August 23, 2017 Executive Session. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Executive Session be approved as published. Motion passed by voice vote.
5. **Financial Matters.** *This item was moved up in the agenda by President Greene.*
  - a. August 2017 Financial Report. Milavec presented the report, noting that revenues and expenditures are on track for the year.
  - b. September 2017 Invoices. It was moved by Graber and seconded by Eblen THAT the payment of September 2017 invoices totaling \$164,257.16, the acceptance of September 2017 credit memos totaling \$1,160.86, and the ratification of August 2017 payrolls totaling \$220,883.53 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.
6. **Unfinished Business – Tabled Items.**
  - a. Strategic Plan 2017-2020 – Action Item Temporarily Removed in August. It was moved by Humphreys and seconded by Eblen THAT the action item temporarily

removed at the August 2017 meeting, stating, “Incorporate inclusive practices into library services,” be inserted back in to the Strategic Plan 2017-2020. Motion passed by voice vote.

**7. Public Comment on Agenda Items.**

President Greene invited Dennis Walsh of Klein, Thorpe, and Jenkins to make his remarks before public comments began. Walsh clarified the Library Board’s ability to deal with the removal of a Library Trustee. The Board’s authority and power comes specifically from the Illinois Constitution and the Illinois Local Library Act. Any action taken by the Board contrary to either document is void. Section 4.2 of the Illinois Local Library Act allows the Village Council to appoint members to the Board. There is no section in the Local Library Act for this Library Board to remove any particular trustee or declare a vacancy, with the exception of delinquent taxes, misdemeanors, and the like.

President Greene reminded the audience that each comment will be limited to five minutes per person and the Board will not be able to engage in a question and answer session regarding these comments.

Leslie Sadowski-Fugitt, a resident of Downers Grove for almost five years, wanted to state that she works for Lincoln Park Zoo but any comments made here are her own. She has experience with youth and young people of all backgrounds. The one thing she has learned is that it is crucial to have people at bat for them that are welcoming, kind, and open and willing to listen to all experiences. She has learned something from each student and has become a better person as a result. She grew up in Ohio in a neighborhood that was not very diverse and it has changed her view of the world to see what other people experience. It is crucial to experience diversity and inclusion training. Every person you interact with is going to give you a new experience. She has had diversity training in many capacities and believes it is so important that the library ensures they are doing everything they can to bring every youth in and make them feel welcome. She is very glad that the diversity and inclusion effort has been brought back into the Strategic Plan and hopes that we continue to do that every year.

Arthur Jaros expressed his thought that what has happened to him as a library trustee reflects a failure of our public system to instill fundamental American values in our citizens. He said those values include fair play, kind and courteous treatment of others, even when there are disagreements, and due process. When the local chapter of the League of Woman Voters published on their website after this Board’s August 23 meeting, how many Downers Grove residents contacted him personally to ask him if he had made the statements attributed to him? The answer is not one. Did the League of Woman Voters observer contact him to confirm his statements? The answer is no. Did the members of the Village Council bother to inquire of him as to his position on what was said after the August 23 meeting? No. Why did so many residents who attended the Village Council meeting on September 5 buy into the League of Woman Voters observer’s report? Was it because they investigated the truth content of the report by contacting him, other library trustees, and staff members who were in attendance at the August 23 meeting? No. Might it be that they were all too eager to accept the untruths

and inaccuracies contained in the observer's report because it fit their own biased, preconceived, and intolerant notions and agenda? Perhaps the Board of Trustees and Library Director should emphasize through choice the concepts of civil discourse, the importance of truth telling, and the scope of constitutionally protected rights to freedom of speech. He is now personally exercising his own civil rights by calling upon the courts to determine if the Village Council has the power to remove sitting library trustees at its will, whether one or more Americans have the legal and moral right to defame another person by falsely accusing them of racial comments, and whether members of the Village Council have the right to use governmental processes to retaliate against a member of the Library Board for alleged comments made by that member during an official meeting. He will resist the attempts of others to undermine the American way of life that is rooted in core principles.

Jenny Levine has been a resident for 11 years and wanted to say thank you for including diverse materials and making the library a welcoming place.

David Haugen, a resident of Downers Grove since 1975, has served on district school boards and is familiar with these kinds of proceedings. He had a question regarding the motion that passed earlier in this meeting related to the Strategic Plan. It was unclear to him if what was approved tonight was a goal, objective, action, or multiple actions and hopes to get an answer from library staff at a later time. He read in the Board packet that there is going to be a rearrangement of the Information Desk and Circulation Desk and he would like to learn more about that and provide suggestions. He also read that there is a plan to remodel or upgrade bathrooms and he has some suggestions for that as well.

Tom Sleeter, a 29 year resident of Downers Grove, wanted to commend the Library Board for starting to record its meetings and thinks that will be a good idea going forward. His wife was president of the Park District a number of years ago, instituted the same procedure, and found that there was an increase in civility and a reduction of misunderstandings after meetings. He believes this will serve the Library Board well.

Robin Tryloff, a resident of Downers Grove, wanted to echo previous comments about inclusion and diversity. She thinks they are important for our community and is delighted to see the library taking a leadership role in that. She understands the library to be a 501(c)3 organization and not a governmental body. Julie Milavec clarified that there is a separate entity, The Downers Grove Public Library Foundation, that is a 501(c)3 organization with an independent board that operates independently. Their purpose is to raise funds for the library.

President Greene thanked the audience for their comments and civility.

8. **Public Comment on Other Library Business.** *This item was combined with the previous public comment section.*

9. **New Business.**

It was moved by Earl and seconded by Graber THAT the items under Agenda Item 9 New Business be tabled for the October meeting. Motion passed by voice vote.

The below items will be revisited at the October 25, 2017 meeting of the Library Board of Trustees:

Circulation Policy – Section 6.3 Fines and Charges

Requested Action: Approval

Architectural Services Proposal for 2018 Projects

Requested Action: Approval

2018 Wage and Salary Schedule

Requested Action: Approval

10. **Unfinished Business.**

- a. 2018 Budget Draft. Milavec presented the draft of the 2018 budget. There were two versions circulated, the first with a 2.5% cost of living increase for staff and the second with a 3% cost of living increase as requested by a Board member. There are no other differences between the two. Milavec reminded the meeting attendees and the Board that the library is 96% property tax funded and while it is most dependent on property tax, it makes up about 3% of a resident's property tax bill.

Milavec went through the proposed budget detailing specific changes. There will be no increase in insurance premiums for 2018, so it is a flat renewal. Salaries and benefits make up 70% of the budget and any non-staff changes have a relatively small impact on the bottom line. There is an explanation of all proposed changes written out in the Board packet.

Earl inquired as to why the estimated revenue for fines is decreasing and Milavec explained that the new automatic renewal service is reducing the amount of revenue collected for fines.

The Board discussed long-range budget concerns and now that the Facilities Assessment has been received, Milavec hopes to have a long-range budget completed by the end of the calendar year. The Village of Downers Grove requested the library submit an estimated budget by October 25. The final budget and levy is due to the Village by November 29. The Board discussed which version of the budget should be submitted as the estimate.

- b. Schedule Budget Workshop. The Board discussed the need for a budget workshop and Board member availability. The final budget needs to be passed at the November 15 meeting.

It was moved by Graber and seconded by Earl THAT the Board provide the Village with an estimated budget that includes the 2.5% cost of living increase. Eblen commented that difference between the two is minimal and would prefer to use the budget that includes the 3% cost of living increase for staff. Graber clarified that the Board is just providing the Village with an estimated bottom line figure and not yet breaking the number down into individual budget lines. Earl commented that

providing a 2.5% cost of living increase would be in line with what Village staff will be receiving and it sends a good message to be following the same process.

Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.

The Board will provide an estimated budget to the Village using the 2.5% cost of living increase and will not have a separate budget workshop. The October 25 Board meeting will be used to look at the proposed budget in greater detail to work towards a final budget.

11. **Executive Session.** There was no executive session.

12. **Library Director's Report** (attached). Milavec presented the report. The last six weeks were challenging personally and she thanked the Board for their support and understanding. The library is moving forward with the Strategic Plan and Facilities Assessment and is ready to dive into the long-range budget planning process. Milavec recognized previous Library Director Christopher Bowen for his many detailed spreadsheets that will be helpful in the long-range budget process. The new telephone system has been installed and everyone's extensions have changed.

13. **Board Member comments and requests for information.**

Humphreys thanked the members of the community who came this evening to show an interest in how we provide library services.

Greene thanked everyone for the opportunity to be president the last two years. Since her term has expired, she will be resigning as president at the beginning of the next meeting.

Humphreys thanked President Greene for helping the Board through the last couple of years and specifically the last three weeks. He also thanked Library Director Milavec for being very helpful to the Board and community.

14. **Adjournment.** President Greene adjourned the meeting at 8:30 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SEPTEMBER 27, 2017**

**AGENDA ITEM 12**

**Library Director's Report**

The follow up from the August Board meeting, subsequent Village Council action, and resulting lawsuit have been the focus of my work in the past month. Between that and my bereavement leave in September, no progress was made on the next big items on my to do list such as the Long Range Budget.

We pushed back the launch of our new staff intranet drive, from September to October.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
OCTOBER 25, 2017, 7:30 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Kim Stapleton.  
Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Downers Grove Library Foundation President Genene Murphy, Downers Grove Library Foundation Vice President Ed Pawlak, Friends of the Library President Joni Hansen, Village Commissioner Bob Barnett, Resident Jenny Levine, Resident Bonnie Reid.

3. **Welcome to Visitors.** Secretary Humphreys welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered oaths to Trustee Swapna Gigani for a four year unexpired term and Trustee Kim Stapleton for a six year term (attached).
5. **Approval of Minutes.**
  - a. September 27, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the minutes of the September 27, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
6. **Financial Matters.**
  - a. September 2017 Financial Report. Milavec presented the report, noting that the library is 75% through the year and revenues and expenditures are on track.
  - b. October 2017 Invoices. It was moved by Graber and seconded by Eblen THAT the payment of October 2017 invoices totaling \$122,613.54, the acceptance of October 2017 credit memos totaling \$5.40, and the ratification of September 2017 payrolls totaling \$217,089.79 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Graber, Humphreys, Stapleton. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** Secretary Humphreys invited comment. There was none.

8. **Public Comment on Other Library Business.** Secretary Humphreys invited comment. Friends of the Library President Joni Hansen reminded the Board that their used book sale is coming up this weekend and asked them to spread the word.

9. **New Business.**

- a. Election of Officers – President, 1 year unexpired term. Humphreys opened up the floor for nominations. Eblen nominated Jonathan Graber for President and Earl seconded the nomination. It was moved by Earl and seconded by Eblen THAT the nominations for President be closed. It was moved by Earl and seconded by Eblen THAT Jonathan Graber be appointed as President for a one year unexpired term. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: Graber.
- b. 2018 Holiday Closing Schedule (attached). It was moved by Earl and seconded by Eblen THAT the 2018 Holiday Closing Schedule be accepted as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- c. 2018 Employee Benefit Premium Plan. Milavec presented the proposed premium plan as well as the structure used by the Village of Downers Grove for comparison. The Village uses a percentage structure while the library uses a flat cost structure. Milavec noted that the benefit plan has been successful in keeping premiums at flat renewal rates because a number of Village employees use the high deductible VEBA plan. The Village is hoping the library will incentivize more staff to participate in the VEBA plan moving forward. The Board discussed changing the premium structure and what year would be appropriate to do so. It was decided to revisit this change at a meeting in early 2018 so that it can go into effect for the 2019 fiscal year.

It was moved by Graber and seconded by Earl THAT the library continue with the current Employee Benefit Premium Plan into 2018. Motion passed by voice vote.

10. **Unfinished Business.**

- a. Circulation Policy – Section 6.3 Fines and Charges. Graber suggested that rather than listing the vendor discount as 40% in Section 6.3.3, the policy should read “the then applicable discount” to allow for changes to the discount. It was moved by Eblen and seconded by Graber THAT the proposed Section 6.3 policy changes be approved with revisions. Motion passed by voice vote.
- b. 2018 Wage and Salary Schedule (attached). Milavec presented the proposed 2018 salary schedule with no changes from 2017. She also compared the schedule to other libraries to see if Downers Grove was in line with their salaries and ranges. Milavec proposed a performance based lump sum bonus for staff who are at the top of their salary range, as a performance incentive. It was moved by Graber and seconded by Eblen THAT the 2018 Wage and Salary Schedule be approved as published. Motion passed by voice vote.



- c. 2018 Budget Draft. Milavec outlined changes from last meeting's proposed version of the budget. There is a large increase in the benefit lines due to changes from single to family plans as well as placeholders for possible changes in 2018. The proposed operating budget shows a total increase of 2.4%. After discussion, the Board requested that Milavec run versions of the budget showing a levy increase of 2.5%, 2.75%, and 3% for the November 15, 2017 meeting.
- d. Architectural Services Proposal for 2018 Projects. It was moved by Eblen and seconded by Graber THAT the Board approve the proposal from Product Architecture + Design for 2018 projects. Motion passed by voice vote.

11. **Library Director's Report** (attached). Milavec presented the report. She finished the first round of interviews for Facilities Manager. Seven candidates were interviewed and three finalists were chosen. The building appraisal was received and the new insured values were sent to the insurance company. The Per Capita Grant application requires one trustee to review a continuing education webinar and all trustees to review chapters 1-5 in the Trustee Facts File. Eblen volunteered to watch the safety webinar. The Trustee Facts File will be distributed to Board members at the end of the meeting. Applications for Adult and Teen Services Manager have been coming in and staff are in the middle of a lot of interviewing and hiring. Jen Fredericks is the new Assistant Director and began her position on Monday.

12. **Board Member comments and requests for information**. There was none.

13. **Adjournment**. Secretary Humphreys adjourned the meeting at 8:48 p.m.



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street  
Downers Grove, IL 60515  
(630) 960-1200  
www.dglibrary.org

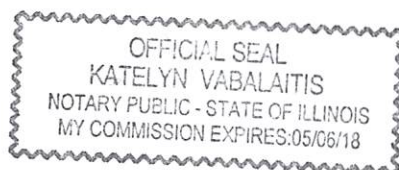
**OATH OF OFFICE  
DOWNERS GROVE PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES**

I, Swapna Gigani, having been appointed to the office of Library  
Trustee of the Downers Grove Public Library, in the Village of  
Downers Grove in the County of DuPage aforesaid, do solemnly  
swear that I will support the Constitution of the United States,  
and the Constitution of the State of Illinois, and that I will  
faithfully discharge the duties of the office of Library Trustee  
according to the best of my ability.


  
Swapna Gigani  
Library Trustee

State of Illinois  
County of DuPage

Signed and sworn (or affirmed) before me on October 25, 2017  
(date) by Swapna Gigani (name/s of person/s making statement).



(Seal)

  
(Signature of Notary Public)



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PUBLIC LIBRARY**

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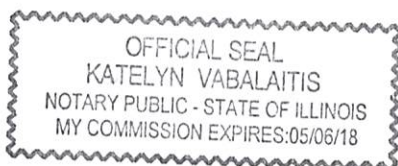
**OATH OF OFFICE  
DOWNERS GROVE PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES**

I, Kim Stapleton, having been appointed to the office of Library  
Trustee of the Downers Grove Public Library, in the Village of  
Downers Grove in the County of DuPage aforesaid, do solemnly  
swear that I will support the Constitution of the United States,  
and the Constitution of the State of Illinois, and that I will  
faithfully discharge the duties of the office of Library Trustee  
according to the best of my ability.

Kim Stapleton  
Library Trustee

State of Illinois  
County of DuPage

Signed and sworn (or affirmed) before me on October 25, 2017  
(date) by Kim Stapleton (name/s of person/s making statement).



(Seal)

  
(Signature of Notary Public)

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
OCTOBER 25, 2017**

**AGENDA ITEM 9B**

**2018 Holiday Closing Schedule**

PAID HOLIDAYS

Monday, January 1, New Year's Day  
Monday, May 28, Memorial Day  
Wednesday, July 4, Independence Day  
Monday, September 3, Labor Day  
Thursday, November 22, Thanksgiving  
Monday, December 24, Christmas Eve  
Tuesday, December 25, Christmas

OTHER CLOSINGS

Friday, January 19, Staff In-Service Day (paid)  
Sunday, April 1, Easter (unpaid)  
Sunday, May 27, Sunday before Memorial Day (unpaid)  
Friday, June 22, 7:00 p.m. Rotary Grove Fest (unpaid)  
Saturday, June 23, 1:00 p.m. Rotary Grove Fest (unpaid)  
Sunday, June 24, Rotary Grove Fest (unpaid)  
Sunday, September 2, Sunday before Labor Day (unpaid)

**DOWNERS GROVE PUBLIC LIBRARY  
2018 WAGE AND SALARY SCHEDULE**

		<b>2018 Salary Schedule</b>			
		Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum*
1	Shelver Tech Services Clerk	10.20	15.30	19,890	29,835
2	Library Clerk Custodian Library Monitor	12.00	18.00	23,400	35,100
3	Computer Help Desk Associate	13.50	20.25	26,325	39,487
4	Library Assistant Technology Assistant Administrative Assistant Circulation Supervisor ILL Coordinator	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Communications Coordinator Media Lab Coordinator	20.00	30.00	39,000	58,500
6	Librarian Trainer	23.59	35.38	46,000	69,000
7	Manager	31.79	47.69	62,000	93,000
8	Assistant Director	35.90	53.85	70,000	105,000
9	Director	Set by Board of Library Trustees			

\* Any individual at the maximum of their salary range may earn a performance bonus of up to the percentage of the across-the-board salary increase for that year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
OCTOBER 25, 2017**

**AGENDA ITEM 11**

**Library Director's Report**

Appraisal

The results of the updates appraisal of building and contents was received and sent on to the Libraries of Illinois Risk Agency (LIRA). The results were:

- Building Insurable Replacement Value: \$15,758,669
- Building Contents & EDP Replacement Value: \$5,175,000

2018 Illinois Public Library Per Capita Grant Requirements

The Illinois Public Library Per Capita Grant application requirements for 2018 include:

- **Trustees** — Will review chapters 1-5 of the "TRUSTEE FACTS FILE FOURTH EDITION"
- **Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
- **Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program:

<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

Applications are due January 15, 2018. The application form has not yet posted, so the method of verification that Trustees and staff have completed these tasks is unknown at this time. In November, Reaching Across Illinois Library System (RAILS) is schedule to post an archived webinar that meets the continuing education requirement.

Management Team Hiring

The first round of interviews for Facilities Manager are scheduled for October 23 through October 25. Finalists will interview with Assistant Director Jen Fredericks and I, departmental staff, and management team. I hope to have a hiring decision prior to the November Board meeting. Applications for Adult and Teen Services Manager close on October 30. I hope to have the hiring decision on that position prior to the December Board meeting.

Libraries of Illinois Risk Agency (LIRA) Executive Board

I have applied for the vacant seat on the LIRA Executive Board. The election will be held at the November 8 full membership meeting. As a former board member and founding member of the organization, I believe my chances are good, despite Downers Grove Public Library joining the organization on October 1.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
NOVEMBER 15, 2017, 7:30 PM  
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 Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber.

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

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. October 25, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the Minutes of the October 25, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
  - a. October 2017 Financial Report. Milavec presented the report and distributed an updated invoice list. The library is doing great on the revenue side and is in excess of 97% of anticipated revenue for the year. Investment income was received along with unexpected back property tax revenue. Expenditures are running as expected.
  - b. November 2017 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of November 2017 invoices totaling \$105,207.21, the acceptance of November 2017 credit memos totaling \$1,036.12, and the ratification of October 2017 payrolls totaling \$210,706.69 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment.

Ed Pawlak commented that as a resident for 32 years, he believes the best thing the Board can do for the taxpayers is to fully fund the budget. It bothers him that the budget seems very arbitrary and that there is no reason behind the numbers chosen. The library has been a very good steward of public money and has a tradition of not spending money just because it is budgeted but instead when it is needed. That is why he does not want any arbitrary cuts. Circulation looks to be increasing by 8% per year, which is going up faster than the budget has been going up. The tax rate has been going down over the last few years and will continue to do so with the numbers presented at tonight's meeting. It does not speak to the need for cuts and it seems like the library staff is doing a good job of being responsible with the money. He looked at the ratio of circulation figures to the

budget, to get a measure of efficiency. Out of 26 other libraries, Downers Grove is in the top 4, which shows that this library is very efficient in its use of money. He also looked at the ratio of circulation to population for this library as well as the 26 other libraries, and Downers Grove falls in the middle of the pack. When comparing ratios of EAV to population, Downers Grove once again falls in the middle. He looked at the average tax rate and it is 50% higher, with Downers Grove successfully in the bottom third. There are three times the number of residents using the library then voting in Village elections, which shows residents are speaking with their feet. He believes that this high usage shows how residents value the library and thinks the budget should be fully funded as presented.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Circulation Policy Sections 6.1.1.3, 6.2.5, and 6.3.2. Milavec presented three revisions to the Circulation Policy. Graber revised the proposed second sentence of 6.1.1.3 by changing teen ages to 13-17 years old and striking the second half of the sentence. The third sentence was revised to begin with “The restricted use card holder” and the final sentence was reorganized for clarity.

It was moved by Humphreys and seconded by Eblen THAT the proposed Section 6.1.1.3, 6.2.5, and 6.3.2 policy changes be approved as presented and modified. Motion passed by voice vote.

- b. Board Development. Milavec met with community member and library consultant Kathryn Deiss to discuss additional Board training opportunities. Consensus was to try an hour session before or after a Board meeting early next year and see if Kathryn is a good fit with the Board.
- c. Illinois Public Library Per Capita Grant Requirements. Eblen volunteered to watch the safety webinar and complete the required reading. The rest of the trustees must read chapters 1-5 of the Trustee Facts File and focus on the bylaws chapter. Trustees should email Julie Milavec when their reading is complete.

9. **Unfinished Business.**

- a. 2018 Budget and Levy. Milavec presented the current draft of the budget and levy. There were no modifications made since last meeting with the exception of the salary and benefit lines to reflect recent hires. The Board first discussed the cost of living increase for staff salaries to decide between a 2.5% and 3% increase. Discussion moved on to the levy and centered on keeping the rate flat versus a slight increase.

It was moved by Humphreys and seconded by Eblen THAT the Board approve a 2018 cost of living increase of 2.5% and levy increase of 2.75%, bringing the 2018 expenditure budget to \$5,416,658.23 and the levy to \$5,182,314.41. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: Earl. Abstentions: None.



10. **Library Director's Report.** Milavec presented the report. December 4<sup>th</sup> is going to be a big day at the library with two new staff members starting. Ian Knorr is our new Facilities Manager and Christine Niels is our new Communications Coordinator. The Friends of the Library book sale surpassed last year's record sales by making \$3,200 and having very little material left over. In early 2018, Milavec and Jen Fredericks will be presenting an updated action plan portion of the Strategic Plan that includes date adjustments.

11. **Board Member comments and requests for information.**

Gigani attended the Bookology Fair with her kids and had a great time collecting booklists and interacting with the librarians. It was a great community event.

Graber commented that when coming to the library while working from home, he is amazed to see how busy it is during the weekday. Staff are doing a great job.

Humphreys has found himself in the building more frequently in the last month and feels really good about what he sees. He has never felt so optimistic about the quality and direction of the library. Humphreys thinks the Board did a good job tonight and has been doing a good job as trustees thinking and communicating with one another.

12. **Adjournment.** It was moved by Eblen and seconded by Earl THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 9:08 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
DECEMBER 21, 2016, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee Art Jaros, President Wendee Greene. Absent: Trustee David Humphreys.  
  
Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Doornbos, Resident Ed Pawlak.
3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. November 16, 2016 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the November 16, 2016 Regular Monthly Meeting be approved as circulated. Roll call: Ayes: Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: Earl.
5. **Financial Matters.**
  - a. November 2016 Financial Report. Milavec presented the report. Updated invoice and credit memo lists were distributed to Board members. Milavec noted that as of November 30, 2016, the library's revenue is over 100% fulfilled and has exceeded the estimate for the year.
  - b. December 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of December 2016 invoices totaling \$118,985.52, the acceptance of December 2016 credit memos totaling \$1,144.11, and the ratification of November payrolls totaling \$219,380.92 be approved. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. Resident Ed Pawlak wished the Board a Merry Christmas.
7. **Public Comment on Other Library Business.** President Greene invited comment. There was none.

## 8. Unfinished Business.

- a. Intergovernmental Agreement Between the Village and Library Regarding Creation of a Special Reserve Fund. Milavec presented the third draft of the Intergovernmental Agreement (attached). The following changes were requested by the Board:
  - Page 3, Section 1 – change “Library District’s” to “Library’s” and remove the “s” from “existing buildings”
  - Page 3, Section 5 – add “an” between “Library’s Operating Fund” and “operating cash balance”

It was moved by Jaros and seconded by Eblen THAT the proposed Intergovernmental Agreement draft with requested changes be adopted and submitted to the Village Attorney. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

Milavec will provide a clean, updated copy of the Intergovernmental Agreement for signing at the next meeting.

## 9. New Business.

- a. Local Government Travel Expense Control Act Ordinance. Milavec explained that due to the Local Government Travel Expense Control Act, effective January 1, 2017, the Village’s home rule only applies to the library’s levy. Because of this change, the Board needs to adopt an ordinance to oversee staff reimbursement of travel expenses (attached). This based on the current policies and procedures of the library.

Milaved presented the proposed ordinance and the Board requested the following changes:

- Page 4, Section D.4. – In the first sentence, replace the word “mileage” with “distance”
- Page 4, Section D.4. – Add “However,” to the beginning of sentence two
- On the Payment Request Form, add a line for “Date(s) and reason for travel”

It was moved by Eblen and seconded by Graber THAT the Local Government Travel Expense Control Act Ordinance, with revisions, be approved. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

President Greene appointed Trustee Jaros as Secretary Pro Tem to sign the ordinance.

- b. Resolution of Appreciation for Staff Milestone Anniversaries in 2016. It was moved by Eblen and seconded by Jaros THAT the Resolution of Appreciation for Staff Milestone Anniversaries be approved and signed. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

- c. Resolution of Appreciation for Melanie Mertz. It was moved by Jaros and seconded by Graber THAT the Resolution of Appreciation for Melanie Mertz be approved and signed. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

10. **Report of the Library Director.** Milavec presented her written report (attached). Milavec noted that the 2017 Illinois Per Capita Grant will be submitted tomorrow. She also shared with the Board that the library's very own Children's Librarian Erin Linsenmeyer was on the cover of today's Suburban Life in a picture from Gingerbread Storytime. Milavec said that this fall, the Children's Department met with over 2,000 students during outreach programs, and the majority of the outreach was done by Miss Erin.

11. **Board Member comments and requests for information.**

Jaros asked how Milavec's jury duty went last week.

Eblen announced the next Foundation Board meeting will be at 6:30 p.m. on January 25, 2017, prior to the Library Board meeting.

Milavec announced that any Director who wishes to resign from the Foundation Board can do so at the January meeting. New Directors will also be voted on to the Board and the February meeting date will be set. Officers will be elected at the February meeting.

12. **Adjournment.** President Greene adjourned the meeting at 8:00 p.m.

**AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE  
BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE  
IN REGARD TO THE CREATION OF A SPECIAL RESERVE FUND**

This Intergovernmental Agreement ("Agreement"), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the VILLAGE OF DOWNERS GROVE, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE, an Illinois Public Library (hereinafter referred to as the "Library Board"). The Village and the Library Board are hereinafter sometimes individually referred to as "Party" and collectively referred to as the "Parties."

**W I T N E S S E T H**

WHEREAS, the Village is an Illinois municipal corporation operating pursuant to the Illinois Municipal Code; and

WHEREAS, the Downers Grove Public Library ("Library") is an Illinois public library operating pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1, *et seq.*); and

WHEREAS, pursuant to 75 ILCS 5/4-10 of the Illinois Local Library Act, the Library Board provides an annual statement of financial requirements of the Downers Grove Public Library for each fiscal year for inclusion in the budget of the Village, and a statement of the amount of money which, in the judgment of the Library Board, will be necessary for the Village to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code; and

WHEREAS, the Library Board currently has a sufficient Operating Fund balance on deposit for cash flow purposes to meet all of its necessary expenses and liabilities, which cash flow need was created by the prior change of the fiscal year of the Village from May 1 to January 1; and

WHEREAS, the Library Board and the Village Board of Trustees recognize that it is in the best interests of both Parties and the benefit of the taxpayers residing within the boundaries of the Village of Downers Grove for the Library Board to reduce its Operating Fund balance by transferring a portion of the Operating Fund balance to a Special Reserve Fund to address the Library's capital needs and certain emergency expenditures; and

WHEREAS, the Village Board of Trustees agrees that it will use its General Fund balance to cover any Library temporary cash flow deficit and to eliminate any negative balances or shortages in the Library's Operating Fund; and

WHEREAS, the Village and the Library Board have determined and find that it is in the overall best interests of the Village, the Library Board, their residents, taxpayers and the public, to facilitate this Agreement regarding the Library Board's annual tax levy needs and its Operating Fund; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Village and the Public Library are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Library Board and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein, the Village and the Library Board agree as follows:

SECTION 1: The Library Board agrees to establish a Special Reserve Fund for use for any or all of the purposes authorized by 75 ILCS 5/5-8 or for emergency expenditures for the repair of the Library District's existing buildings or equipment.

SECTION 2: The Library Board agrees to direct that One Million Four Hundred Thousand Dollars (\$1,400,000.00) of the unexpended balances of the Library's Operating Fund be transferred to the Special Reserve Fund in 2017 thereby lowering its Operating Fund balance by that amount.

SECTION 3: The Library Board shall, within two (2) years from the effective date of the Ordinance and/or Resolution establishing the Special Reserve Fund, develop a plan as described in 75 ILCS 5/5-8 to guide the expenditure of monies held in the Special Reserve Fund.

SECTION 4: The Library Board shall levy in 2017, in a manner that eliminates the need to adopt a levy that contributes to the Special Reserve Fund from the proceeds annually received from 2017 ad valorem tax revenues. The Library Board, beginning in 2017, will continue to levy to meet its other operating expenses.

SECTION 5: The Library Board may keep in the Library's Operating Fund operating cash balance year to year for emergency purposes, as provided in the Library's Finance Policy.

SECTION 6: Upon any shortage or cash flow deficits in the Library's Operating Fund, the Village shall disburse the amount from its General Fund balance to meet all of the Library's expenses and liabilities approved by the Downers Grove Public Library Board of Trustees and the payroll as approved by Library administration. The disbursement shall be made to the Library Board's Treasurer in a timely manner and without interest. The Library shall reimburse from the collections for the next installment of real estate taxes the amounts disbursed for the Library Fund.

SECTION 7: This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same Agreement.

SECTION 8: This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them respecting the subject matter herein. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

SECTION 9: This Agreement shall be effective as of the date it is executed by authorized officials of Village and the Library Board, as approved by the corporate authorities of the Parties. Unless otherwise terminated by mutual agreement, this Agreement shall remain in effect perpetually until either Party notifies the other Party in writing that this Agreement shall be terminated on a date not less than two full tax years after the effective date of the service of the notice to terminate this Agreement.

IN WITNESS WHEREOF, each Party, pursuant to authority granted by the adoption of a Resolution by its governing Board, has caused this Agreement to be executed by its President and attested by its Clerk or Secretary.

VILLAGE OF DOWNERS GROVE

BOARD OF LIBRARY TRUSTEES OF THE  
VILLAGE OF DOWNERS GROVE

By: \_\_\_\_\_  
Village President

By: \_\_\_\_\_  
President

ATTEST:

ATTEST:

BY: \_\_\_\_\_  
Village Clerk

BY: \_\_\_\_\_  
Secretary

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
DECEMBER 21, 2016**

**AGENDA ITEM 9A**

**LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT RESOLUTION**

The Local Government Travel Expense Control Act, effective January 1, 2017, requires all non-home rule units of local government, including local libraries and library districts, to regulate travel expenses at the board level. According to Library attorney Dennis Walsh, for this purpose, the Downers Grove Public Library is considered a non-home rule unit of local government. The board must adopt a resolution or ordinance that, at a minimum, contains for following provisions:

1. Allowed reimbursable activities (e.g., conference attendance, travel for business meetings, etc.);
2. The maximum amount that the unit of local government will reimburse for travel, meal and lodging expenses; and
3. A standardized form for documenting travel, meal or lodging expenses, as well as “the nature of the official business” for which reimbursement is sought.

Travel, meal or lodging expenses may not be approved unless the minimum documentation requirements have been met.

After January 1, 2017, no unit of local government can reimburse any board member, employee or officer for entertainment expenses such as tickets for sporting events or other amusement unless such entertainment expenses are “ancillary to the purpose of the program or event” (e.g., as part of a convention).

The attached resolution is based on the current policies and procedures. It defines acceptable standards and procedures for reimbursement of expenses, as well as the maximum reimbursement amount for travel, meals, and lodging.

**STATE OF ILLINOIS**                 )  
  ) SS.  
**COUNTY OF DUPAGE**                 )

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE ESTABLISHING A TRAVEL  
REIMBURSEMENT POLICY IN ACCORDANCE WITH THE  
LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

adopted by the Board of Library Trustees of the Village of Downers Grove at a regular meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and that said Ordinance was duly approved by the President and Board of Library Trustees of the Village of Downers Grove on the same date.

I do further certify that said Ordinance is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Downers Grove Public Library, including the journal of proceedings, ordinances or resolutions.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the corporate seal of said Downers Grove Public Library, DuPage County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING A TRAVEL  
REIMBURSEMENT POLICY IN ACCORDANCE WITH THE  
LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

**WHEREAS**, the Downers Grove Public Library is a non-home rule unit of local government; and

**WHEREAS**, Illinois law (Public Act 099-0604) requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal and lodging expenses of officers and employees.

**NOW, THEREFORE, Be It Ordained** by the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois as follows:

**Section 1:** The Board of Library Trustees establishes the following policy governing reimbursement of all travel, meal and lodging expenses:

**Policy Governing Reimbursement of Employee  
and Officer Travel, Meal and Lodging Expenses**

**A. Purpose.**

The Board of Library Trustees will reimburse employee's and official's pre-approved travel, meal, and lodging expenses incurred on behalf of the Downers Grove Public Library ("Library"). Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**B. Definitions.**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and trustees of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

### **C. Authorized Types of Official Business.**

Travel, meal and lodging expenses will be reimbursed for employees and trustees of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or trustee's official duties.

#### **Trustee 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. Membership dues for the American Library Association and the Illinois Library Association will be paid for all trustees.

#### **Staff Professional Meetings, Workshops, Training, and Memberships**

Employees are encouraged to participate in professional organizations and to attend workshops, conferences, and other training sessions that foster professional growth, improve job performance, or develop special skills related to librarianship and the employee's duties. In order to receive reimbursement, attendance at such activities must be approved in advance by the department manager.

Staff is eligible for reimbursement for attendance at the following types of programs:

Training programs required as a condition of employment; meetings and programs sponsored by state or local professional organizations; conferences and programs of national professional organizations; and meetings that are related to a particular job skill.

Memberships in the American Library Association and the Illinois Library Association will be paid by the Library for the Director and the Assistant Directors.

Full-time employees who serve on committees of the American Library Association or the Illinois Library Association will be reimbursed for their association annual membership dues during the term of their appointment.

## **D. Categories of Expenses.**

- 1. Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
- 2. Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or trustee's residence. When attending a training event or other off-site official business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or trustee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Tolls will be reimbursed.
- 3. Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
- 4. Public Transportation** – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the Library to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Staff members of the same gender traveling together are expected to share accommodations when possible in order to minimize lodging costs. Staff may be reimbursed up to half of the allowable room cost if they choose not to share a room and no additional cost is incurred due to their choice. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees. Hotel and motel room reimbursement is generally limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, unless preapproved by the Library Director, if the cost of staying at an official conference hotel would be justified by the savings of other costs of travel such as transportation costs.
7. **Meals** - Meal reimbursement, excluding expenses for alcoholic beverages, is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Library Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per day allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Payment Request Form and paid by the traveler.
9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.

11. **Entertainment Expenses** - No employee, officer or trustee of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**E. Approval of Expenses.**

1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the approved rates set forth in this Ordinance must be approved in advance in an open meeting by a majority roll-call vote of the Library Board of Trustees.
3. **Other Expenses.** All other expenses that do not fall within paragraphs E.1 or E.2 are subject to the Library Director's approval.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Payment Request Form attached hereto and incorporated herein as Exhibit A:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Section are public records subject to disclosure under the Freedom of Information Act.

**Section 2:** The above “Whereas” recitals are incorporated into and made a part of this Ordinance.

**Section 3:** That all Ordinances and parts of Ordinances in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed. This Ordinance shall be in full force and effect from and after its adoption and publication as required by law.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016, pursuant to a roll call vote as follows:

**AYES:**\_\_\_\_\_

**NAYS:**\_\_\_\_\_

**ABSENT:**\_\_\_\_\_

ATTEST:

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

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



## Payment Request Form

Payment by (attach receipts to this form):

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

☐ Invoice

☐ Library Credit Card. Employee name on card: \_\_\_\_\_

☐ Store account at: \_\_\_\_\_

☐ Reimbursement

☐ Payment in advance

Payable to: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Item	Budget Account #	Amount

Total Payment: \_\_\_\_\_

Date(s) and reason for travel

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchased by: \_\_\_\_\_ Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Approved by (Dept. Head initials): \_\_\_\_\_

Approved by Admin.: \_\_\_\_\_

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For Admin. Use Only

Paid by: \_\_\_\_\_

☐ Petty Cash Reimbursement Date: \_\_\_\_\_

☐ Warrant Number: \_\_\_\_\_

**A RESOLUTION OF APPRECIATION FOR THE SERVICE OF  
STAFF MEMBERS WHO HAVE CELEBRATED MILESTONE  
SERVICE ANNIVERSARIES IN 2016**

**WHEREAS,** Eleven members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2016, totaling more than 165 years, as follows:

**5 years:**

Andrew Field, Children's Services  
Thea Milder, Children's Services  
Traci Skocik, Children's Services

**10 years:**

Kelly Pocci, Children's Services  
Paul Regis, Information Technology

**15 years:**

Cheryl Pawlak, Circulation

**20 years:**

Janet Cole, Adult & Teen Services  
Vernice Papacek, Circulation  
Irene Strods, Circulation

**25 years:**

Barbara Powell, Technical Services

**30 years:**

Karen Neal, Adult & Teen Services

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

**AND WHEREAS,** 2016 has provided many new challenges and opportunities for service in the Downers Grove Public Library's 125<sup>th</sup> anniversary year,

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

**UNANIMOUSLY APPROVED, DECEMBER 21, 2016**

**Board of Trustees  
Downers Grove Public Library**

**Wendee Greene, President**

**David Humphreys, Secretary**

**Edward Earl, Trustee**

**Susan Eblen, Trustee**

**Jonathan Graber, Trustee**

**Arthur Jaros, Trustee**

**December 21, 2016**

**A RESOLUTION OF APPRECIATION FOR MELANIE MERTZ**

**WHEREAS**, Melanie Mertz has served the people of Downers Grove as a member of the staff of the Downers Grove Public Library since June 16, 2003,

**AND WHEREAS**, Melanie Mertz has provided leadership to the Downers Grove Public Library as Manager of Circulation Services since December 25, 2011,

**AND WHEREAS**, these thirteen years of outstanding service have encompassed a period of tremendous growth and transformation in Library services, staffing, and facilities,

**AND WHEREAS**, Melanie Mertz has trained, encouraged, and led Circulation supervisors, clerks, and shelvers in the development and delivery of exemplary Library customer service,

**AND WHEREAS**, Melanie Mertz has led the implementation of the automated sorter, self-checks, and RFID services at the library,

**AND WHEREAS**, Melanie Mertz has inspired staff with her supportive and enthusiastic encouragement to provide the best library service to the people of Downers Grove,

**AND WHEREAS**, Melanie Mertz will retire on December 16, 2016,

**THEREFORE BE IT RESOLVED**, that the Downers Grove Public Library Board of Trustees extends its heartfelt gratitude and appreciation for Melanie Mertz and her service to the community and wishes her a long and happy retirement.

**UNANIMOUSLY APPROVED**,

Wendee Greene, President

Susan Eblen, Trustee

David Humphreys, Secretary

Jonathan Graber, Trustee

Edward Earl, Trustee

Arthur Jaros, Trustee

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
DECEMBER 21, 2016**

**AGENDA ITEM 10**

**REPORT OF THE DIRECTOR**

a. One-on-one meetings with staff

I met with all staff individually! Completed December 8, I have compiled notes to share with the management team about what I learned. Overall, the staff reports a high level of satisfaction with the Library as an organization and as a workplace. I look forward to engaging in Strategic Planning in 2017 to create a shared vision for the Library's future.

b. 2017 Changes

I'm making two changes, one in your Board packets and one in voting at Board meetings for 2017. Beginning in January, the departmental managers will include brief summaries of their department's activities in the prior month. Second, the Board will voice vote as the usual method of voting, per *Robert's Rules of Order*. Ordinances and resolutions will require a roll call vote recorded as part of the legal document. This Board may also choose to use roll call for all financial matters.

c. Telephone System RFP

Assistant Director for Support Services Sue O'Brien sent Village IT Manager Dave Kenny information about the telephone system replacement needed by the Library. In further discussion with him, it was determined that the Village will be upgrading their current phone system with their current vendor, not going through an RFP process. The Library will move forward with an RFP process in 2017.

d. Bookology Fair

Despite the snowy conditions on Sunday, December 4, the Bookology Fair drew about 250 residents. They met the 2017 Bookologists, talked about books and received free copies of recommended reads. This year's fair included more kids and teen titles among the recommendations and giveaways.

e. Science Fair Expo

The Science Fair Expo featured high school science students who came to coach grade school kids in preparing for District 58's science fair. Divided up by grades (1st - 4th graders and 5th - 8th graders) and times, kids were matched with high school students to talk to about science. Science experiment books were available to look through and check out. About 145 people attended - and another is scheduled in January.

f. Illinois Library Association Upcoming Events

The Illinois Library Association (ILA) has two events in February which Trustees should consider attending. ILA's 2017 Legislative Meet-Up for this area will be the West Suburban

Library Legislative Lunch on Friday, February 17 at the Chicago Marriott Oak Brook. ILA's Library Trustee Forum's annual workshop will be held on Saturday, February 18, also at the Chicago Marriott Oak Brook.

See attached.

g. 2017 Illinois Public Library Per Capita Grant Application

See attached.

h. Recent media coverage

See attached.

# 2017

## Legislative Meet-Ups

This year our regional advocacy efforts expand with seven legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your Facebook page or to invite them to visit your library!

Find out which event will host your legislators and register at [www.ila.org/events/legislative-meet-ups](http://www.ila.org/events/legislative-meet-ups).

If your library isn't covered by one of these events, contact [ila@ila.org](mailto:ila@ila.org) for talking points to create your own legislative meet-up!

### Monday, February 6, 2017

**Chicago Library Legislative Lunch**  
Maggiano's Little Italy Banquet Hall  
111 W. Grand Ave.  
Chicago, IL 60654  
**Price: \$40**

**NEW**

11:30 A.M.	check in and doors open
12:00 NOON	lunch is served
1:00 P.M.	program begins
2:30 P.M.	program concludes

### Monday, February 20, 2017

**Presidents' Day Library Legislative Breakfast**  
Arboretum Club  
401 Half Day Rd.  
Buffalo Grove, IL 60089  
**Price: \$25**

7:45 A.M.	doors open and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

### Friday, March 3, 2017

**Central Illinois Library Legislative Lunch**  
Bloomington-Normal Marriott Hotel  
201 Broadway Ave.  
Normal, IL 61761  
**Price: \$40**

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

### Monday, February 13, 2017

**West Suburban Library Legislative Lunch**  
Chicago Marriott Oak Brook  
1401 W. 22nd St.  
Oak Brook, IL 60523  
**Price: \$40**

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

### Monday, February 27, 2017

**Southern Illinois Library Legislative Lunch**  
Holiday Inn  
222 Potomac Blvd.  
Mt. Vernon, IL 62864  
**Price: \$40**

**NEW**

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

### Tuesday, February 14, 2017

**South Suburban Library Legislative Breakfast**  
Tinley Park Public Library  
7851 Timber Dr.  
Tinley Park, IL 60477  
**Price: \$25**

7:45 A.M.	doors open and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

### Friday, March 3, 2017

**Metro East Library Legislative Breakfast**  
Sunset Hills Country Club  
2525 Illinois 157  
Edwardsville, IL 62025  
**Price: \$25**

7:45 A.M.	doors open, photos with legislators, and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Name: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Payment Information:

Registration Amount: \_\_\_\_\_

Please Select Event Location:

☐ Chicago ☐ Oak Brook ☐ Tinley Park  
☐ Buffalo Grove ☐ Mt. Vernon  
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For group registrations or questions about registration, e-mail: [tina@ila.org](mailto:tina@ila.org)

The registration fee includes handouts, meal expenses for registrant and legislators, room rental, speakers' expenses, and administrative expenses for organizing the event and processing payments.

Deadline for registration is February 1. Cancellations must be received in writing before February 1. E-mail cancellations to [tina@ila.org](mailto:tina@ila.org). Cancellations received before February 1 will receive a 50% refund. No refunds will be given for cancellations received after February 1. Confirmations and additional information will be sent prior to the events. Send this registration form and payment to Illinois Library Association, 33 W. Grand Ave., Suite 401, Chicago, IL 60654; phone: 312-644-1896, fax: 312-644-1899.

Register online at [ila.org/LM](http://ila.org/LM)



# Library Trustee Forum

## Illinois Library Association

Illinois Library Trustee Forum Workshop • Saturday, February 18, 2017  
Chicago Marriott Oak Brook • 1401 West 22nd St., Oak Brook

### Register at [ila.org/TrusteeWorkshop](http://ila.org/TrusteeWorkshop)

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

ILA Member: \$135 • Non-Member: \$160

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

### Agenda

8:00 – 9:00 A.M. Continental Breakfast and Networking

9:00 – 9:15 A.M. Welcome and Introductions

9:15 A.M. – NOON Stop Censorship in Its Stacks

Kristin Pekoll, assistant director of ALA's Office for Intellectual Freedom, has a special soft spot for the former West Bend Library trustees who stood with her during their well-publicized book challenge in 2009. If it wasn't for her amazing library board, Kristin would not be visiting the 2017 ILA Trustee Forum with her passion for the freedom to read. Her former trustees have mentored and encouraged her as a librarian and intellectual freedom advocate. Armed with personal experience with book challenges and professional resources gained at OIF, she has designed an interactive session that will prepare and strengthen trustees for their vital role in honoring this core value of America's libraries.

*This session is divided into three sections, applicable to both new and lifelong trustees:*

1. Intellectual Freedom 101
2. Rising Issues and Nuances
3. Protecting & Promoting Intellectual Freedom Through Library Collaboration

A 15-minute break will be held at 10:30

NOON – 1:00 P.M. Lunch and Forum Business Meeting

1:15 – 2:15 P.M. Derek Blaida, ILA Legislative Consultant

Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.

2:15 – 2:30 P.M. Break

2:30 – 3:30 P.M. Legal Q&A

Roger Ritzman, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.  
Roger will answer your questions about library legal issues.

### Hotel Information

#### Chicago Marriott Oak Brook

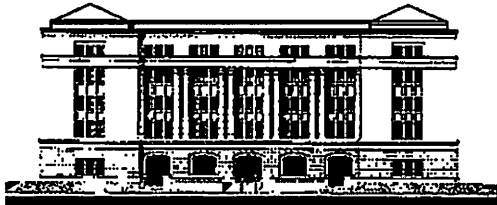
Single/Double Rate: \$99, plus tax, per night

Please call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 20, to receive the workshop rate.

Cancellations must be received in writing before February 10. Please e-mail your cancellation request to [tina@ila.org](mailto:tina@ila.org). Cancellations received before February 10 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 10.





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

***WWW.CYBERDRIVEILLINOIS.COM***

## Illinois State Library

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

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application, and that 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

12/22/2016

Initials

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: Director

Preparer's Phone Number: 1-630-963-2595

Preparer's Email Address: jmilavec@dglibrary.org

4. Population Served: 49,213

All changes in population must be documented, and that documentation must be attached as a separate document(s) and electronically submitted along with this application. Documentation should include one of the following:

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

Contact the Illinois State Library with any questions about what documentation should be included.

5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1, 1)*. Provide a short narrative describing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

The Downers Grove Public Library Board of Trustees and management team reviewed Chapter 6 "Access" on November 16, 2016. It was noted that the Library's fax number does not appear in the telephone directory and the Library no longer uses a designated text telephone number (Standard 16). The consensus was that the standard is outdated. Telephone directory listings and text telephone lines were cut due to lack of use and availability of new technologies to access the information or provide access to residents. ADA accessibility software for public PCs is currently under review by staff for possible purchase. Updating accessibility providers contact information, to provide service for program and meeting attendees requesting accommodations, are underway (Standard 14). Access is supported by collection in three additional languages (Standard 6). Renewals were increased to 2 per item (Standard 10). No changes were made as a result of the review.

6. **Trustees:** Describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

The Downers Grove Public Library meets the needs of its community as a provider of educational programs and training opportunities for all ages. Educational programs range from infant storytimes to community-led genealogy club to Small Business Administration programs for local businesses. Educational and training programs are constantly refreshed to include the latest hardware and software available at the Library, such as Girls Who Code, View from the Sound Booth and Microsoft 2016 classes. As a statewide model for partnership with local school districts, our resource-sharing reach is extended through a cooperative collection of electronic materials available to every student in Downers Grove School District 58. The Library was recently awarded a Schwemm Family Foundation grant to begin its first digitization project, in cooperation with the Downers Grove Historical Society, supporting increased resource sharing of historical documents.

7. **Technology:** Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the library, and include at least one example of how the library has used, or plans to use the information gleaned from the assessment.

The impact of the EDGE Assessment on the Downers Grove Public Library includes circulating collections, technology infrastructure and training opportunities. The Library circulates Media Lab and technology equipment such as DSLR cameras, VHS to DVD converters, and Wi-Fi hot spots. The Library's wireless network was upgraded to meet its community's increasing demand for bandwidth. Continuing education opportunities evolve with technology as equipment and software are added to the Library's services.

8. **Education and Training:** Describe current or potential collaborative efforts that have benefited, or will benefit local library patrons and patrons in neighboring communities.

As a statewide model for partnership with local school districts, the Downers Grove Public Library regularly collaborates with them to integrate technology into their curriculum. For example, when learning about robots, the students from the local school district's multi-needs class toured and tried out the Library's own robot - the automated materials handler! The Girls Who Code program, in collaboration with both the K-8 and high school districts, supports STEM learning for girls. Book discussion groups are regularly held at middle schools. The Big Read program, held in cooperation with surrounding libraries, concluded with a visit from best-selling author Elizabeth Strout, benefiting patrons throughout the area.

9. **Outreach:** Provide a brief description of the library's current or planned involvement with services available through the Illinois State Library Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org/>

The Downers Grove Public Library connects patrons to the Illinois State Library Talking Book and Braille Service by offering information about and referral to the Talking Book Center. Through the Library's Home Delivery Service, the Library augments the TBBS services received directly by qualifying patrons with home visits and local resources. The Library maintains a small collection of Braille materials, in addition to robust collections of electronic materials.

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

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

# DG Public Library Now Offering Mobile Wifi Kits for 2-Week Checkouts

Cardholders can put a hold on the devices on the library's website.

By [Anicka Slachta \(Patch Staff\)](#) - December 6, 2016 10:52 am ET

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Downers Grove Public Library cardholders won't have to stay within the library's parameters for free Wifi access anymore — it's now offering [wireless hotspot kits](#) available for up to a two-week checkout.

The library announced Monday that patrons can put a hold on a Sprint mobile hotspot on DGPL's [website](#). The device provides 4G/LTE internet speeds and will work in most locations across the Chicagoland area. Also included in the kit is a micro USB cable, power adapter and instructions.

The public library [offers a large range of equipment for in-library use](#), including an assortment of professional cameras and lenses, audio recorders, photography lights, microphones, a keyboard, a DJ controller and an electric guitar, among other devices.

[Available for take-home use](#) is the mobile hotspot, a VHS-to-DVD converter, a Roku device and a Canon Rebel T5 camera kit.

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*Photo courtesy of DGPL*

<http://patch.com/illinois/downersgrove/dg-public-library-now-offering-mobile-wifi-kits-2-week-checkouts>

# Downers Grove Public Library

# Statistics for October 2016 (FY Jan-Dec)

Gate Count	Oct-15	Oct-16	YTD Totals		YTD Increase (Decrease)	
	43,367	44,754	430,840	461,438	30,598	7.1%

Circulation	Oct-15	Oct-16	YTD Totals		YTD Increase (Decrease)	
Adult	45,149	43,980	434,330	478,508		
Children	31,900	31,088	312,320	330,842		
Download	6,952	7,413	64,723	72,231		
Self renewal		0 *	19,914			
Total	84,001	82,481	831,287	881,581	50,294	6.1%

\* As of May 2015, numbers for self-renewals are included in the Adult and Children's Circulation figures

## Circulation - By Item

	Books		Audio and Video		Misc.	
Adult	24,332	55.3%	17,542	39.9%	2,106	4.8%
Children	24,204	77.9%	5,936	19.1%	948	3.0%
Total	48,536	64.7%	23,478	31.3%	3,054	4.1%

## Reference Questions

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	6,061	5,260		
Children	1,667	1,488		
Total	7,728	6,748	-2,171	-2.7%

## Community Use of Meeting, Conference & Study Room (YTD no. of meetings, not attendance)

	Oct-15	Oct-16	YTD Increase (Decrease)	
	1,007	1,148	2,302	29.4%

## Library Programs Offered

	Oct-15	Oct-16
Adult	19	25
Teen	4	10
Children's	33	63
Total	56	98

## Library Program Attendance

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	309	1,517		
Teen	30	255		
Children's	3,285	3,501		
Total	3,624	5,273	2,966	8.9%

## Computer User Sessions (Patron use for Internet, word processing, etc.)

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	4,613	4,623		
Children	1,251	997		
Total	5,864	5,620	-42,623	-42.9%

## Computer Hours Used (Patron use for Internet, word processing, etc.)

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	5,098	5,072		
Children	590	471		
Total	5,688	5,543	-6,194	-10.6%

**Database Usage**

	Oct-15	Oct-16	<b>YTD Increase (Decrease)</b>	
Searches	12,414	12,502	25,754	27.8%

**Web Pageviews**

	Oct-15	Oct-16	<b>YTD Increase (Decrease)</b>	
	54,830	52,966	-56,161	-9.4%

**Book Collection - Volumes Owne**

	Oct-15	Oct-16		
Adult	146,617	137,712	<b>Increase (Decrease)</b>	
Children	83,188	81,859		
Total	229,805	219,571		
			-10,234	-4.5%

**Audio and Video Collection - Volumes Owne**

	Oct-15	Oct-16		
Adult	35,180	35,932	<b>Increase (Decrease)</b>	
Children	10,737	10,619		
Total	45,917	46,551		
			634	1.4%

**Collection - All Item**

	<b>Books</b>		<b>Audio and Video</b>		<b>Misc.</b>		<b>Tota</b>
Adult	137,712	74.9%	35,932	19.5%	10,336	5.6%	183,980
Children	81,859	85.7%	10,619	11.1%	3,093	3.2%	95,571
Total	219,571	78.5%	46,551	16.7%	13,429	4.8%	279,551