

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. September 25, 2019 Requested Action: Approval
5. Financial Matters
 - a. September 2019 Financial Report
 - b. October 2019 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Art Donation by Downers Grove Public Library Foundation Requested Action: Approval
 - b. Policy Update – Personnel Requested Action: Approval
 - c. 2020 Employee Insurance Benefit Premium Plan Requested Action: Approval
 - d. Compensation Policy and Procedure Requested Action: Approval
 - e. Employee Benefits Review Requested Action: Discussion
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 25, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members Present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Mark Blair.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered oaths of office to Trustee David Humphreys and Trustee Barnali Khuntia, both for six-year terms.
5. **Approval of Minutes.**
 - a. August 28, 2019. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the August 28, 2019 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: Khuntia.
6. **Financial Matters.**
 - a. August 2019 Financial Report. Milavec presented the report. Property tax has posted for the beginning of the fall payments. It is reflected on the revenue report, showing 71% collected. The library received the Per Capita Grant for fiscal year 2019 in the full amount of \$61,516.25, which was more than the budgeted amount. On the expense side, the library is 66% through the year and most of the budget lines are running as expected. The Board was reminded that August had three payrolls.
 - b. September 2019 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of September 2019 capital replacement invoices totaling \$48,662.75, the payment of September 2019 operating invoices totaling \$97,464.95, and the ratification of August 2019 payrolls

totaling \$332,254.74 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

7. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

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

9. **New Business.**

- a. Art Conservation Proposal. The strategic plan includes an action item to preserve and protect the library's art collection. Milavec met with an art conservationist who evaluated the library's entire art collection and put together a proposal, which includes the cleaning of every piece. Staff identified two pieces, Children of Peace and Epic of Gilgamesh, as having the most damage and deterioration. Milavec proposed these two pieces for repair in 2019 and will look to 2020 and beyond to plan maintenance on the remaining collection.

It was moved by Stapleton THAT the Art Conservation Proposal for the Children of Peace Garden Walk Statue and Epic of Gilgamesh bas-relief be accepted. It was seconded by Humphreys with the addition of the larger treatment proposal to be used as a guide for future maintenance of the art collection. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Policy Updates – Teen Central and Notary. Milavec requested a change in the General Policy to modify the hours of Teen Central to "school hours" rather than specific times, to accommodate early dismissal days. Milavec also requested a change to Notary Services in the Library Services Policy to note that library notaries will no longer notarize real estate transactions.

President Graber amended the notary policy update by adding the phrase "including mortgage-related documents" to follow real estate transactions.

It was moved by Gigani and seconded by Dougherty THAT the updates to the General Policy and Library Services Policy be approved as amended. Motion passed by voice vote.

- c. Affiliation Agreement and Schedule A with Aurora University. Milavec noted that all attorneys have signed off on the agreement. The agreement allows the library to be a field location for social work interns from Aurora University. Adult and Teen Services Manager Lizzie Matkowski will be the on-site

supervisor for the interns and will work with their professors on their individual learning plans. It was moved by Stapleton and seconded by Gigani THAT the Affiliation Agreement and Schedule A with Aurora University be approved. Motion passed by voice vote.

- d. Authorization to Proceed with Public Bid for 2020 Masonry and Exterior Doors Project. Milavec and Building Operations Director Ian Knorr will be meeting with Shales McNutt, the library's construction management firm, on Thursday to discuss the 2020 project. Staff would like to bid and award the project in the winter so that the library will be first on the list come spring. All bid proposals will come back to the Board and Jason Perkunas from Shales McNutt will attend a future meeting to answer questions and give his recommendation.

It was moved by Dougherty and seconded by Humphreys THAT the 2020 Masonry and Exterior Doors Project be authorized to proceed with the public bid process. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

10. Unfinished Business. There was none.

- 11. Library Director's Report.** Milavec presented the report. Summer Reading Club statistics were included in the Board packet department reports. Staff were very happy to see an increase in participation in all age groups. Milavec gave kudos to all staff who worked so hard on this year's Summer Reading Club. The month of October begins the program series, There's No Place That's Home, to bring awareness to homelessness in Downers Grove. In conjunction with the program series, on October 1 the library will be launching The Cupboard. Similar to a Little Free Pantry, it will have food items and toiletries. Trustees are encouraged to attend these events as patrons. On October 2, there will be a free screening of The Public, thanks to the Downers Grove Public Library Foundation. On October 9, there will be a panel discussion at the library with local officials. There will be a service and volunteer fair on October 20 and a book discussion on October 29. The Art Planning Committee of the Downers Grove Public Library Foundation will be meeting Friday to begin evaluating art proposals received for the lobby wall. Milavec summarized Macmillan Publishing's eBook embargo for libraries. Starting November 1, libraries will only be able to purchase one copy of an eBook title for the first eight weeks it is released. This change will be a huge barrier to service for libraries trying to meet the needs of their communities.

12. Trustee Comments and Requests for Information.

Trustee Humphreys is very excited about the program series There's No Place That's Home. The library is one of the ground zeroes of this issue and he is

thrilled to see staff and the Foundation working together. He is talking these programs up like crazy.

Trustee Stapleton asked about the continuing education requirements for the 2020 Per Capita Grant application. Milavec confirmed there are reading assignments for trustees, a required webinar or training, and a self-education piece.

Trustee Stapleton also commented that Republic Bank might be pairing with libraries around Veterans Day to have the community nominate a veteran. The winner would have a poster printed of themselves to put at the library. She will pass along the information to staff.

Trustee Humphreys was a fly on the wall at the staff In Service Day in September for the discussion on diversity and inclusion. Praxis Group presented Creating an Affirming and Inclusive Workplace Culture. Trustee Humphreys was thrilled with the presentation and the discussions it created.

13. Adjournment. President Graber adjourned the meeting at 8:30 p.m.

DOWNERS GROVE LIBRARY 9/30/2019

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 2,582,414	\$ 1,217,326
FUND BALANCE	\$ 2,455,711	\$ 1,217,326

Revenue by Object Report

Village of Downers Grove
9/1/2019 through 9/30/2019

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,337,785.00	1,347,330.82	5,137,134.02	200,650.98	96.24
4109 Prior Year Property Taxes	100.00	0.00	5,108.23	-5,008.23	5,108.23
4313 Personal Property Replacement Tax	60,000.00	0.00	51,335.90	8,664.10	85.56
4410 Sales of Materials	11,000.00	486.20	6,089.88	4,910.12	55.36
4502 Charges For Services	20,000.00	1,273.28	14,295.27	5,704.73	71.48
4509 Fees For Non-Residents	16,000.00	1,168.00	16,060.00	-60.00	100.38
4571 Rental Fees	5,000.00	320.00	3,902.00	1,098.00	78.04
4581 Fines	37,500.00	2,252.96	25,632.63	11,867.37	68.35
4590 Cost Recovered For Services	10,000.00	961.41	10,122.89	-122.89	101.23
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	61,516.25	61,516.25	-24,606.25	166.67
4711 Investment Income	2,000.00	2,049.49	7,008.66	-5,008.66	350.43
4712 Investment Income - Property Taxes	0.00	0.00	300.04	-300.04	0.00
4820 Contributions, Operating	5,000.00	1,440.00	24,273.88	-19,273.88	485.48
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,541,295.00	1,418,798.41	5,362,779.65	178,515.35	96.78

CAPITAL REPLACEMENT FUND

glExpObj
09/27/2019 11:56AM
Periods: 9 through 9

Expenditures by Object Report

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Village of Downers Grove
9/1/2019 through 9/30/2019

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	624,000.00	48,662.75	256,853.01	0.00	367,146.99	41.1
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	624,000.00	48,662.75	256,853.01	0.00	367,146.99	41.1

OPERATING FUND

glExpObj
09/27/2019 11:55AM
Periods: 9 through 9

Expenditures by Object Report

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Village of Downers Grove
9/1/2019 through 9/30/2019

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5101 Salaries, Exempt	1,406,416.00	112,817.65	1,114,610.15	0.00	291,805.85	79.2
5104 Bonus	0.00	1,036.80	1,036.80	0.00	-1,036.80	0.0
5111 Salaries, Non-Exempt	247,835.00	22,024.06	182,722.15	0.00	65,112.85	73.7
5119 Part-Time Employee Wages	1,237,473.00	82,100.64	866,963.69	0.00	370,509.31	70.0
5131 IMRF Pension Contributions	194,334.00	15,298.68	149,067.94	0.00	45,266.06	76.7
5133 Medicare Contributions	41,930.00	3,100.91	30,850.42	0.00	11,079.58	73.5
5134 Social Security Contributions	179,287.00	13,258.60	131,910.18	0.00	47,376.82	73.5
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	77.35	694.45	0.00	349.55	66.5
5191 Health Insurance	450,182.00	29,631.76	264,498.32	0.00	185,683.68	58.7
5195 Optical Insurance	1,992.00	137.10	1,258.03	0.00	733.97	63.1
5197 Dental Insurance	38,044.00	2,513.66	22,001.39	0.00	16,042.61	57.8
5210 Supplies	91,050.00	3,720.53	58,486.01	0.00	32,563.99	64.2
5251 Maintenance Supplies	18,500.00	1,351.50	13,155.25	0.00	5,344.75	71.1
5280 Small Tools & Equipment	35,300.00	2,546.96	15,886.92	0.00	19,413.08	45.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	2,253.00	6,829.00	0.00	671.00	91.0
5303 Seminars, Conferences & Meetings	30,525.00	5,446.58	20,091.37	0.00	10,433.63	65.8
5308 Recognition Program-Staff	5,000.00	161.53	3,126.37	0.00	1,873.63	62.5
5315 Professional Services	60,000.00	5,260.00	46,650.99	0.00	13,349.01	77.7
5322 Personnel Recruitment	2,000.00	87.84	577.12	0.00	1,422.88	28.8
5323 Special Legal	6,000.00	0.00	2,066.80	0.00	3,933.20	34.4
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	108,950.00	0.00	83,506.36	0.00	25,443.64	76.6
5380 Printing Services	25,100.00	4,090.00	16,381.90	0.00	8,718.10	65.2
5391 Telephone	20,200.00	1,636.81	14,282.96	0.00	5,917.04	70.7
5392 Postage	25,500.00	111.00	14,568.00	0.00	10,932.00	57.1
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	3,026.09	16,916.57	0.00	3,583.43	82.5

Expenditures by Object Report

Village of Downers Grove
9/1/2019 through 9/30/2019

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5420 Insurance - Other Policies	45,150.00	0.00	39,203.00	0.00	5,947.00	86.8
5430 Building Maintenance Services	91,500.00	671.75	50,691.89	0.00	40,808.11	55.4
5450 Cleaning Services	80,500.00	5,545.00	49,860.00	0.00	30,640.00	61.9
5461 Utilities	25,250.00	1,177.98	14,762.89	0.00	10,487.11	58.4
5470 Other Equipment Repair And Maintenance	11,550.00	328.67	7,276.41	0.00	4,273.59	63.0
5481 Rentals	20,500.00	3,109.55	13,721.62	0.00	6,778.38	66.9
5620 Recoverables	3,000.00	53.70	974.06	0.00	2,025.94	32.4
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	1,333.38	36,270.19	0.00	23,729.81	60.4
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,000.00	18,214.11	166,364.77	0.00	59,635.23	73.6
5852 Print Materials	345,000.00	26,156.93	235,255.10	0.00	109,744.90	68.1
5853 Audiovisual Materials	147,000.00	11,361.94	93,746.52	0.00	53,253.48	63.7
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	65,000.00	0.00	16,293.63	0.00	48,706.37	25.0
5880 Intangible Assets (Software)	43,000.00	2,296.00	31,269.27	0.00	11,730.73	72.7
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	5,778,112.00	381,938.06	4,183,828.49	0.00	1,594,283.51	72.4

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
019195 MECHANICAL CONCEPTS OF, ILLINOIS, INC.	1	268,949.70	0.00	268,949.70
Grand Total:	1	268,949.70	0.00	268,949.70

INVOICES OF NOTE

For Library Board Meeting on October 23, 2019

Capital Replacement Fund

019195	Mechanical Concepts of Illinois, Inc (HVAC upgrades)	\$268,949.70
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Invoice Edit Listing
Village of Downers Grove
October 23, 2019

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
000195 AIR FILTER ENGINEERS INC.		1	457.36	0.00	457.36
000322 AMAZON.COM		1	1,838.77	0.00	1,838.77
000358 AMERICAN MARKETING & PUBLISHIN		2	2,000.00	0.00	2,000.00
019713 ANETTE ISAACS		1	300.00	0.00	300.00
000403 AT&T		1	262.69	0.00	262.69
000672 BAKER & TAYLOR - L0217582		81	29,443.18	0.00	29,443.18
019158 BARCODES, LLC		1	111.23	0.00	111.23
016893 BIBLIOTHECA, LLC		3	3,116.20	0.00	3,116.20
019484 BP CONTRACTORS CORP.		1	1,643.00	0.00	1,643.00
012746 BRAINFUSE, INC.		1	4,100.00	0.00	4,100.00
001223 CASE LOTS INC		1	159.20	0.00	159.20
001264 CDW GOVERNMENT, INC		2	17,712.15	0.00	17,712.15
008323 CENGAGE LEARNING		13	1,001.26	0.00	1,001.26
001277 CENTER POINT PUBLISHING		4	230.70	0.00	230.70
002319 CHAMBER630		1	66.00	0.00	66.00
019712 CHERYL BROWN		1	250.00	0.00	250.00
001553 COMCAST CABLE		1	290.55	0.00	290.55
016094 DE LAGE LANDEN FINANCIAL SVC, INC.		1	859.55	0.00	859.55
002056 DEMCO INC		2	807.48	0.00	807.48
002359 DOWNERS GROVE SANITARY DIST.		2	200.53	0.00	200.53
017328 ELM USA, INC.		1	307.50	0.00	307.50
005572 FIA CARD SERVICES, N.A.		13	12,670.39	0.00	12,670.39

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
009775 FINDAWAY WORLD, LLC	1	487.90	0.00	487.90
017510 FIRST COMMUNICATIONS, LLC	1	565.83	0.00	565.83
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	3,200.00	0.00	3,200.00
015168 FREDERICKS, JENNIFER	1	86.98	0.00	86.98
016977 GARVEY'S OFFICE PRODUCTS, INC.	1	285.17	0.00	285.17
013544 GOOGLE, INC.	1	966.00	0.00	966.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	154.58	0.00	154.58
008770 GRAINGER	4	391.77	0.00	391.77
003249 GREY HOUSE PUBLISHING	1	284.40	0.00	284.40
018411 HAYES MECHANICAL, LLC	1	813.00	0.00	813.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
002133 JAKOSZ, DIANE	1	23.77	0.00	23.77
018694 JOHNSON CONTROLS FIRE, PROTECTION LP	2	1,415.63	0.00	1,415.63
010993 KENT ADHESIVE PRODUCTS COMPANY	1	95.74	0.00	95.74
019197 KI, PALLAS TEXTILES, OEI	1	18,833.00	0.00	18,833.00
017676 KLENK, AMANDA	1	12.45	0.00	12.45
016764 LAURA DOHERTY	1	450.00	0.00	450.00
015699 LUCAS COLOR CARD	1	1,605.33	0.00	1,605.33
017280 MARTIN, JOHN	1	18.24	0.00	18.24
019714 MARTINA MATHISEN	1	150.00	0.00	150.00
014465 MATKOWSKI, ELIZABETH	1	114.00	0.00	114.00
005613 MEDLIN COMMUNICATIONS, INC	1	462.50	0.00	462.50
005866 MIDWEST TAPE	25	9,248.39	0.00	9,248.39

Invoice Edit Listing
Village of Downers Grove

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
006161	NICOR GAS	1	482.00	0.00	482.00
012499	OVERDRIVE, INC.	2	3,438.23	0.00	3,438.23
018491	PEOPLEFACTS, LLC	1	80.81	0.00	80.81
006640	POLONIA BOOKSTORE INC	1	158.36	0.00	158.36
018354	PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	2	46.25	0.00	46.25
006698	PRINT SMART	1	144.48	0.00	144.48
006859	R.H. DONNELLEY	1	14.70	0.00	14.70
014549	REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	7,500.00	0.00	7,500.00
006944	RECORDED BOOKS, LLC	4	364.60	0.00	364.60
019214	RIZZO, SANDRA	1	43.88	0.00	43.88
016106	ROBIN'S DOG STARS	1	100.00	0.00	100.00
013422	RUNCO OFFICE SUPPLY & EQUIP CO	9	2,067.09	0.00	2,067.09
007517	SCHOLASTIC LIBRARY PUBLISHING	1	1,029.60	0.00	1,029.60
007604	SERVICEMASTER COMMERCIAL CLEAN	3	6,861.03	0.00	6,861.03
007657	SHOWCASES	1	24.82	0.00	24.82
007676	SIGNS NOW	2	415.40	0.00	415.40
013611	SKOCIK, TRACI	1	369.17	0.00	369.17
012698	SWAN	1	14,289.00	0.00	14,289.00
018709	THE ADVANTAGE COMPANIES, LLC	1	670.00	0.00	670.00
019757	THE ART OBJECTS, INC.	1	5,800.00	0.00	5,800.00
010020	THE DAVEY TREE EXPERT CO.	1	250.00	0.00	250.00
008252	THE WEST TOWNS CHORUS	1	500.00	0.00	500.00
008391	TODAY'S BUSINESS SOLUTIONS	1	69.76	0.00	69.76

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
016841 TSAI FONG BOOKS, INC.	1	208.00	0.00	208.00
018118 TUMBLEWEED PRESS, INC.	1	639.20	0.00	639.20
015177 ULINE	2	525.07	0.00	525.07
011517 UNIQUE MANAGEMENT SERVICES, IN	1	80.55	0.00	80.55
018458 URBAN ELEVATOR SERVICE, LLC	1	208.00	0.00	208.00
009792 WESTON WOODS STUDIOS INC	1	329.45	0.00	329.45
Grand Total:	232	164,327.87	0.00	164,327.87

INVOICES OF NOTE

For Library Board Meeting on October 23, 2019

000358	American Marketing & Publishing (Google Street View 360)	\$2,000.00
019713	Anette Isaacs (program: Rise & Fall of the Berlin Wall)	\$300.00
019484	BP Contractors Corp. (LED retrofit for Fiction lighting)	\$1,643.00
012746	Brainfuse, Inc. (online tutoring database)	\$4,100.00
001264	CDW Government, Inc. (computers, Adobe Creative cloud)	\$17,712.15
019712	Cheryl Brown (program: Kiddieland Remembered)	\$250.00
018270	Fitzgerald's Electrical, Contracting, Inc. (new atrium fixtures)	\$3,200.00
018694	Johnson Controls Fire, Protection LP (replace pull station, inspect and service fire extinguishers)	\$1,415.63
019197	KI, Pallas Textiles, OEI (chairs for 2nd floor)	\$18,833.00
016764	Laura Doherty (family program and concert)	\$450.00
015699	Lucas Color Card (library cards)	\$1,605.33
019714	Martin Mathisen (program: Adventures with Lewis and Clark)	\$150.00
014549	Reaching Across Illinois, Library System (Communico platform renewal)	\$7,500.00
012698	SWAN (quarterly fees)	\$14,289.00
019757	The Art Objects, Inc. (conservation of garden sculpture & Gilgamesh)	\$5,800.00

Library Credit Card Details for the October 23, 2019 Board Meeting

Julie Milavec

971	5303 Seminars, Mtgs, & Conferences	LACONI Workshop	\$	30.00
			Total	\$ 30.00

Katelyn Vabalaitis

971	5210 Supplies	Office supplies	\$	11.90
971	5280 Small Tools & Equipment	Staff room kitchen items	\$	40.21
971	5308 Staff Recognition	Staff Appreciation Day - food and supplies	\$	53.57
978	5391 Telephone	Comcast - missed payment	\$	300.55
978	5430 Building Maintenance Services	Allergen testing	\$	1,125.00
			Total	\$ 1,531.23

Ian Knorr

978	5210 Supplies	Replacement sockets	\$	8.99
978	5251 Maintenance Supplies	Paint, paint supplies, lock replacement kit, soap	\$	915.96
978	5280 Small Tools & Equipment	Service plan for refrigerators, caution tape, paint	\$	735.95
978	5430 Building Maintenance Services	Christmas lights, allergen testing deposit	\$	548.11
			Total	\$ 2,209.01

Elizabeth Matkowski

972	5210 Supplies	Program supplies	\$	158.17
972	5280 Small Tools & Equipment	shelf clips	\$	77.46
972	5303 Seminars, Mtgs, & Conferences	PLA 2020 Conference, ARRTCon 2019	\$	484.00
972	5852 Printed Materials	Adult & Teen Services materials	\$	32.10
975	5210 Supplies	Program supplies	\$	44.52
			Total	\$ 796.25

Karen Bonarek

972	5210 Supplies	Program supplies	\$	27.88
972	5315 Professional Services	Program supplies	\$	25.00
			Total	\$ 52.88

Amelia Prechel

972	5852 Printed Materials	Adult & Teen Services materials	\$	376.74
972	5853 AV Materials	Adult & Teen Services DVDs	\$	16.48
975	5880 Intangible Assets	Pro Lifetime software	\$	50.47
977	5210 Supplies	Labels, water, batteries	\$	262.38
977	5280 Small Tools & Equipment	Thermal receipt printers	\$	1,276.74
			\$	1,982.81

Sharon Hrycewicz

973	5210 Supplies	Program supplies	\$	49.66
973	5852 Print Materials	Books	\$	109.80
973	5853 AV Materials	AV Materials	\$	123.79
			Total	\$ 283.25

Traci Skocik				
973	5210	Supplies	Program supplies	\$ 218.20
973	5853	AV Materials	DVD	\$ 19.96
Total				\$ 238.16
Allyson Renell				
971	5308	Recognition Program-Staff	Staff Appreciation Day - food	\$ 169.98
973	5210	Supplies	Program and cleaning supplies	\$ 69.28
973	5280	Small Tools & Equipment	Toys	\$ 11.63
973	5303	Seminars, Mtgs, & Conferences	PLA 2020 Conference, ABOS registration and airfare	\$ 1,079.96
978	5280	Small Tools & Equipment	Bouncepad cord replacement	\$ 74.16
Total				\$ 1,405.01
Christine Lees				
971	5308	Staff Recognition	Staff Appreciation Day - prizes	\$ 15.00
971	5322	Professional Recruitment	PADS luncheon	\$ 34.63
974	5210	Supplies	Office supplies	\$ 214.44
Total				\$ 264.07
Paul Regis				
975	5280	Small Tools & Equipment	Printer filaments, microphone, cable covers, iPad	\$ 974.19
975	5303	Seminars, Mtgs, & Conferences	Webinar: Clear & Confident Communication Skills	\$ 199.00
975	5880	Intangible Assets	Pantheon Systems, Cover to Cover podcast	\$ 155.00
Total				\$ 1,328.19
Grace Goodwyn				
Total				\$ -
Cynthia Khatri				
971	5210	Supplies	Office supplies	\$ 201.42
971	5280	Small Tools & Equipment	Attendance counter	\$ 10.99
971	5407	Advertising & Public Relations	Facebook advertising	\$ 26.86
974	5210	Supplies	Office supplies	\$ 28.95
Total				\$ 268.22
Jen Fredericks				
971	5303	Seminars, Mtgs, & Conferences	PLA 2020 Conference, airfare and hotel	\$ 2,173.40
971	5308	Recognition Program-Staff	Staff Appreciation Day - food and supplies	\$ 72.94
972	5852	Printed Materials	Magazine subscription	\$ 34.97
Total				\$ 2,281.31
Library Credit Card October 2019 Totals				\$ 12,670.39

PAYROLLS FOR SEPTEMBER 2019

SEPTEMBER 13	\$109,418.42
SEPTEMBER 27	\$108,560.73
TOTAL SEPTEMBER 2019 PAYROLLS	\$217,979.15

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 2019**

AGENDA ITEM 8A

Art Donation by Downers Grove Public Library Foundation

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

2.15.4 Donation of Works of Art

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

A full recommendation from the Downers Grove Public Library Foundation Art Planning Committee is included in your packet, along with a mockup of the work on the Lobby wall and a close up picture of the work. Also included is the Foundation's Art Purchase/Donation Policy, which clearly states the criteria used in the selection process. Additional information on the artist and her work can be found here:
<https://melissaleandro.com/home.html>

Recommended Action: Accept donation by the Downers Grove Public Library Foundation of artist Melissa Leandro's work *Aqua Melt/Flores y Conejos*, as presented.

The Downers Grove Public Library Foundation Recommendation to the Downers Grove Public Library Board of Directors for action at the Wednesday, October 23 meeting.

Recommendation

The Downers Grove Public Library Foundation (DGPLF) has selected a work of art that it would like to purchase and donate to the Downers Grove Public Library: *Aqua Melt/Flores y Conejos* by Chicago artist, Melissa Leandro (bio attached). This diptych textile work is dynamic and powerful and, we believe, an excellent foundational piece for taking the Library's collection in a new, vital direction in keeping with the art world today. It is an existing work approximately 72" wide x 48.50" high x 3" deep and is a diptych of two Jacquard woven cloths that have been heavily stitched, embroidered, fabric dyed, cut, and then tightly stretched over wooden stretcher bars. In the artist's words, "the entire piece is composed of two individual works that are 'collaged' or placed together to create a powerful and visually encompassing composition. This work is visually very striking yet its smaller scale would allow for plenty of breathing room surrounding the art on the designated Lobby wall. The woven works began as a series of drawings, cyanotype prints and collaged wall paper motifs which were later translated into fibrous form. Now complete, they highlight the merging of the many environments and cultures I experienced over several months of traveling." The acquisition will include covering the work in a glass frame, so upkeep will be minimal, and the artist feels that the track lighting already in the space is sufficient for the work.

Impact

The impact of this piece through motifs, color, line, shape, composition, texture, abstraction, and representation spoke to us immediately for several reasons. The work's sense of narrative, emotion, themes, and history would serve to inspire the Library's visitors, and leave it open for examination and interpretation by viewers young and old. It would make a positive, powerful visual statement to patrons, underscoring the Library's stated purpose to be a place where the community can "discover, grow, play, and learn." It would reflect the natural flow of movement within the lobby. And for those who look more deeply, it tells one woman's story that is both singular and universal and invites viewers to explore her path and revisit their own.

Role

Libraries are about providing free, democratic access to information, of which the arts are an important component. The Downers Grove Public Library already is an arts venue, regularly hosting readings, concerts, films, workshops, and exhibits to inspire and entertain the public. Our Library's art collection serves to educate and enlighten visitors about visual art and this piece would expand the collection by adding a major textile work. Recognizing its place at the center of the community, and the role of art in the life of the community, our Library has included the arts in its Strategic Plan. One of the Plan's goals is to "...connect people to the arts and cultural experiences." And that goal's objectives include enriching the library experience through art displays and collections. In addition, the Plan notes that community input to the plan included, students' and families' need for art opportunities and programming suggestions including art learning activities and gallery exhibitions.

Process

This process started almost a year ago with a Request for Proposals sent by invitation only to seven artists. Three artists responded, but the DGPLF Art Planning Committee did not recommend any of the proposals to the DGPLF board. The Committee then invited three artists (Melissa Leandro, Mario Gonzalez Jr., and Sarvin Haghighi) to submit. All three had been invited the first time, but Mario and Sarvin did not submit the first time

around, and the piece Melissa proposed for purchase was too large for the wall. All three of these artists submitted this time. Following the process outlined in the DGPLF Art Purchase Donation Policy, we used the following criteria to evaluate the options presented to us: artistic merit, role in building the collection, physical considerations, cost, intellectual property rights, and conflict of interest. The piece we are recommending scored the highest on these criteria. Here it is as it would appear on the wall, and a close-up image of the piece.



Melissa Leandro Artist Bio

Melissa Leandro (b. 1989, Miami, FL) is an artist who works between the media of drawing, painting, and textiles. Leandro's woven and embroidered surfaces explore her composite cultural identity through means of intuitive mark-making. Reflecting on her past and present travels, she considers the impact of these environments on the fragmentation of identity and place.

Leandro was awarded the Toby Devan Lewis Fellowship (2017) and the EAGER Grant for research and collaboration (2016, Shapiro Center), both for her studio work at the School of the Art Institute of Chicago (SAIC). She was awarded the Luminarts Fellowship (2017) from the Luminarts Cultural Foundation, Union League of Chicago. Leandro was a BOLT resident at the Chicago Artist Coalition for 2017-18, and was named one of Chicago's Break Out Artists of the year for 2018. Her studio work is featured in LUXE, Luxe Interiors + Design Magazine as part of their Chicago Style Maker edition (June 2018).

Leandro has attended the Ragdale Artist Residency, Cristal Lake, ACRE Residency, Wisconsin, Roger Brown House Residency, Michigan, The Weaving Mill, Chicago and TextielLab, The Netherlands and the Jacquard Center, North Carolina. She holds a BFA and MFA from SAIC and is currently teaching at the School of the Art Institute of Chicago as Lecturer and is the Assistant Director title of the Fiber Material Studies department.

Works installed in Public/Private collection spaces:

2019

Paquete No. 1, Viejito (Old Man), Neon Blue --- Belgravia Group at Renelle (Residential Development, Lobby) 450 North Wabash, Chicago, IL
Aqua Melt --- Willis Tower, 233 s Wacker Drive, Chicago, IL
12 works --- Gensler Architecture, 36 s Wabash, Chicago IL (3rd floor offices, on loan)
Mesa de Frutas, Navy Drift --- Gaylord and Dorothy Donnelley Foundation, 35 E Upper Wacker, Chicago IL (Offices, on loan)
5 Minute Sunset --- EAC Consulting, INC, 5959 Blue Lagoon Drive, Miami, FL
Border Shift, Surge --- Mana Contemporary, Chicago IL (5th floor Public Gallery)

2018

Hawaiian Drizzle, Blue Void, Morning Mango Tree ---- Federal Reserve of Chicago, 230 South LaSalle Chicago, IL
Sunflower Field --- Martin Modahl, Chicago, IL (private)
Grove, jardin --- Greg Jones, Houston, TX (private)

2017

Zlgzag Field --- Progressive Insurance, Mayfield, OH
Grounded MIA --- The Estée Lauder Companies, New York, NY
El Mar, Smokescreen -- Kelley Johnson, Miami, FL (private)
La Visitante, Remnants --- Brown Legacy Group, 400 North Michigan, Chicago, IL
Token, Tropicana --- Sebastian Campos, Chicago, IL & Houston, TX (private)
Un jardín_Vienna --- Patti Donnell, Nashville, TN (private)
Sigue la Linea--- Hyatt Hotels Corporation at 150 N Riverside

Downers Grove Public Library Foundation Art Purchase/Donation Policy¹

Policy Purpose

The Downers Grove Public Library Foundation (hereinafter referred to as Foundation) is dedicated to providing extraordinary enhancements to the Downers Grove Public Library (hereinafter referred to as Library) beyond government support. Through private donations, the Foundation provides the Library gifts to enrich the Library's aesthetics and services with the goals of connecting people to creativity, fostering ideas, and promoting conversations. The purpose of this policy is to establish the Foundation's policy and procedures regarding its support for the Library's art collection.

Code of Ethics

The Foundation is committed to conducting its work, decision making, and all other behavior with values and ethical standards that enable the Foundation to fulfill its mission and put the interests of the Library and the public ahead of the interests of the Foundation or its members.

Foundation members must avoid potential conflicts of interest, both perceived and real, that could interfere with their ability to make judgments solely in the Foundation's best interest. Members must not accept gifts in exchange for anything of personal benefit to themselves, their friends, or their family members. And they must not allow influence from related parties such as friends, family, business relationships, or artists that would entice them to give preference or favor in a decision, or would interfere with their ability to make judgments solely in the Foundation's best interests.

Helping the Library Develop a Cohesive Art Collection

The Library's art is a critical component of its collections, and is culturally enriching in and of itself. The works of art also enhance visitors' experiences, make the Library a destination, invite new audiences to the Library, and complement the Library's programs. Therefore, the need to help build a cohesive, diverse art collection of high artistic merit for the Library is a priority. The Foundation's role is to seek, select, purchase, and donate to the Library works that fulfill, strengthen, and build the Library's art collection.

¹ Adopted by the Downers Grove Public Library Foundation board on April 2, 2018.

Methods of Acquisition

The Foundation may acquire art for donation to the Library in any of the following ways: direct purchase, commission, donation, or bequest. Artists considering donating works are advised that acceptance is extremely rare, as the Library's limited exhibition space is dedicated to works sought for their relationship to the collection. Bequests will only be considered if the works have previously been approved and no conditions are attached.

Criteria and Decision-making Process for Purchasing Art

The Art Committee is responsible for evaluating potential art purchases using the following selection process.

In consultation with the Library designee, the Art Committee will identify an artist or a particular work of art for consideration. Then the Art Committee will review and evaluate information about the artist and the work according to the criteria below.

- *Artistic Merit:* Conduct a rigorous critical assessment of the work. Is it of high artistic merit and consistent with professional standards? Consider the artist's background, professional, and exhibition experience. The Art Committee may engage appropriate professionals to assist in evaluating works of art.
- *Role in Building the Collection:* Will the work fulfill, strengthen and build the Library's art collection? How would it relate to the other works in the collection? What would its specific contribution be to the collection? Is it compatible within the overall context of the Library's collections and programs?
- *Physical Considerations:* Are the work's scale and design appropriate for the Library's exhibit space? Are there any conditions attached to the work (i.e. periodic or permanent display, lighting, placement, etc.)?
- *Cost:* Is the cost practical in light of the Foundation's budget? If not, should the Foundation consider saving or fundraising to pay for the work? What are the costs of its installation, and would the Foundation or the Library pay for it? Can the Library afford the estimated costs of proper care, conservation, and maintenance?
- *Intellectual Property Rights:* Would purchase include intellectual property rights (i.e. trademark, fair use, electronic use, licensing, image use, commercial use, royalties, fees, reproductions, filming, photography)?
- *Conflict of Interest:* To avoid conflict of interest, or the appearance of conflict of interest, the Foundation will not purchase work by any member of the Foundation, or anyone who has been a member of the Foundation during the most recent two years.

Once a work of art has been selected by a majority vote of the Art Committee, its recommendation is forwarded for consideration by the Foundation board. An affirmative vote by a majority of Foundation board members is required to finalize the recommended purchase to the Library board of trustees, which makes the decision whether to accept the recommended Foundation donation. When a purchase is approved, the purchase of the work and its donation to the Library will be completed through coordination between the Foundation Treasurer, the seller, and the Library designee.

Transfer of Responsibility

Once the purchase and donation of the art work are completed, the Foundation no longer has any responsibility for the work, and the Library accepts ownership and complete responsibility for the work including, but not limited to display, conservation, security, risk management, registration, and documentation of the work. The art work transfer will be accompanied by a donation letter from the Foundation stating that the Foundation shall have no further responsibility for the piece.

Legal Obligations

Foundation art purchases will comply with all applicable local, state, and federal laws governing ownership and import of works of art.

**DOWNERS GROVE PUBLIC LIBRARY
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OCTOBER 23, 2019**

AGENDA ITEM 8B

Policy Update – Personnel

It recently came to the attention of Library Administration that the Personnel Policy contains an error in the Insurance Benefits section. Part time employees in IMRF qualified positions but working less than 30 hours per week are not eligible to participate in the health, dental, and vision insurance program, according to the policy package administered by the Village of Downers Grove. In order to bring the policy in line with the policy package offered in the group purchase administered by the Village of Downers Grove, the following update is needed:

3.44 Insurance Benefits

Health, dental, and vision insurance are available to all Library employees who work 30 or more hours per week as well as their spouses and dependent children. The Library participates in the Village of Downers Grove group insurance program. Costs of the health insurance premium are shared between the Library and the employee. The amount of each party's share depends on the specific insurance plan selected by the employee. The Village of Downers Grove group insurance program also includes a life insurance policy.

~~Part time employees working in IMRF-qualified positions are eligible to participate in the health, dental, and vision insurance program. They must pay the full premium.~~

Eligible employees who choose not to participate in the health insurance program must provide a written release to be kept in their personnel file.

All coverage and conditions of insurance are determined by the group policy managed by the Village of Downers Grove. Explanation and coordination of benefits is handled by the Village's Human Resources Department.

Recommended Action: Approve the striking two sentences regarding part time employees working in IMRF qualified positions from Personnel Policy 3.44 Insurance Benefits

**DOWNERS GROVE PUBLIC LIBRARY
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AGENDA ITEM 8C

2020 Employee Insurance Benefit Premium Plan

The Downers Grove Public Library participates in the Village of Downers Grove employee benefits plans, through an intergovernmental agreement. This includes medical, dental, and vision insurance. Two choice, VEBA and high deductible PPO, are available for medical insurance. In past years, the library has paid an employer portion for Employee Only, Employee + Spouse, Employee + Children, or Family, in varying amounts. In 2019, the Board of Library Trustees approved a structural change to the employee benefits premium plan from flat dollar amount for employee and employer portions to a percentage of premium at each level of coverage selected.

For medical insurance, the employee portion for Employee Only is 2.5% for the VEBA plan and 7.5% for the High Deductible PPO. For Employee + Spouse, Employee + Children, or Family, the employee portion is 7.5% for the VEBA plan and 12.5% for the High Deductible PPO.

For dental insurance, the employee portion for Employee Only is 0%. For Family, the employee portion is 15% of premium.

For dental insurance, the employee portion for Employee Only is 17%. For Family, the employee portion is 18.5% of premium.

A 5% increase in premium was included in the 2020 budget. The actual renewal is 5% for medical and vision and a flat renewal for dental. The attached table reflects the premium increase at the percentage levels established in 2019.

Recommended Action: Approve the 2020 Employee Benefits Premium Plan as presented.

	2020 PREMIUMS					
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only w/Screening	\$ 45.98	\$ 567.11	\$ 613.09	7.5%	\$ 551.78	\$ 6,805.30
Employee Only w/0 Screening	\$ 95.98	\$ 567.11	\$ 663.09		\$ 1,151.78	\$ 6,805.30
Employee & Spouse w/2 Screenings	\$ 176.26	\$ 1,233.83	\$ 1,410.09	12.5%	\$ 2,115.14	\$ 14,805.95
Employee & Spouse w/1 Screening	\$ 226.26	\$ 1,233.83	\$ 1,460.09		\$ 2,715.14	\$ 14,805.95
Employee & Spouse w/0 Screening	\$ 276.26	\$ 1,233.83	\$ 1,510.09		\$ 3,315.14	\$ 14,805.95
Employee & Children w/Screening	\$ 160.94	\$ 1,126.55	\$ 1,287.48	12.5%	\$ 1,931.22	\$ 13,518.54
Employee & Children w/0 Screening	\$ 210.94	\$ 1,126.55	\$ 1,337.48		\$ 2,531.22	\$ 13,518.54
Family w/2 Screenings	\$ 245.23	\$ 1,716.64	\$ 1,961.87	12.5%	\$ 2,942.81	\$ 20,599.64
Family w/1 Screening	\$ 295.23	\$ 1,716.64	\$ 2,011.87		\$ 3,542.81	\$ 20,599.64
Family w/0 Screening	\$ 395.83	\$ 1,716.64	\$ 2,112.46		\$ 4,749.93	\$ 20,599.64
VEBA PLAN \$2,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only w/Screening	\$ 16.50	\$ 643.63	\$ 660.13	2.5%	\$ 198.04	\$7,723.52
Employee Only w/0 Screening	\$ 66.50	\$ 643.63	\$ 710.13		\$ 798.04	\$7,723.52
Employee & Spouse w/2 Screenings	\$ 113.99	\$ 1,405.90	\$ 1,519.89	7.5%	\$ 1,367.90	\$16,870.78
Employee & Spouse w/1 Screening	\$ 163.99	\$ 1,405.90	\$ 1,569.89		\$ 1,967.90	\$16,870.78
Employee & Spouse w/0 Screening	\$ 213.99	\$ 1,405.90	\$ 1,619.89		\$ 2,567.90	\$16,870.78
Employee & Children w/Screening	\$ 104.01	\$ 1,282.78	\$ 1,386.79	7.5%	\$ 1,248.11	\$15,393.37
Employee & Children w/0 Screening	\$ 154.01	\$ 1,282.78	\$ 1,436.79		\$ 1,848.11	\$15,393.37
Family w/2 Screenings	\$ 158.91	\$ 1,959.87	\$ 2,118.78	7.5%	\$ 1,906.90	\$23,518.46
Family w/1 Screening	\$ 208.91	\$ 1,959.87	\$ 2,168.78		\$ 2,506.90	\$23,518.46
Family w/0 Screening	\$ 258.91	\$ 1,959.87	\$ 2,218.78		\$ 3,106.90	\$23,518.46

	2020 PREMIUMS					
DENTAL	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ -	\$ 539.40
Family	\$ 21.48	\$ 121.73	\$ 143.21	15.0%	\$ 257.78	\$ 1,460.74

	2020 PREMIUMS					
VISION	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only	\$ 0.62	\$ 3.02	\$ 3.64	17.0%	\$ 7.43	\$ 36.25
Family	\$ 1.72	\$ 7.57	\$ 9.29	18.5%	\$ 20.62	\$ 90.86

**DOWNERS GROVE PUBLIC LIBRARY
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AGENDA ITEM 8D

Compensation Policy and Procedure

The draft Compensation Policy and Procedure is based on the suggestion of and sample provided by consultant Joy Lynn Hyer of HR Source in the Market Benchmarking & Compensation Structure Development Project report, received in July. It incorporates the Compensation Philosophy approved by the Board of Library Trustees in June and many long-standing pay procedures not previously documented. Because it contains both policy and procedure, it will not be posted on the website.

Appendix A is the most recently approved Salary Schedule. Appendix B is a Guide to Annual Salary Adjustments, which will designate the amount of salary increases available to staff for the upcoming fiscal year based on performance evaluations. These two appendices will be updated annually during the budget process. The Appendix B included is a placeholder for the 2021 budget process document.

Recommended Action: Approve the Compensation Policy and Procedure as submitted.

DOWNERS GROVE PUBLIC LIBRARY

COMPENSATION POLICY AND PROCEDURES

The Compensation Policy and Procedures provide a framework for pay decisions, delineate responsibilities for the administration and maintenance of the compensation program, and outline the process of salary recommendations and changes.

1. COMPENSATION PHILOSOPHY

Downers Grove Public Library recognizes the essential role staff has in furthering the purpose and values of the library and in achieving the library's strategic goals. The Board of Library Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the library to recruit and retain a diverse staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Downers Grove Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

- a. Internal equity refers to the constant effort on the part of the Board of Library Trustees and Administration to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
- b. In determining an employee's rate of compensation within their assigned pay range, the library may consider the employee's performance, seniority, education, experience, and the requirements for the position.
- c. Merit increases will be reviewed annually. Merit increases will be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
- d. The library seeks to provide competitive salaries across all jobs—defined as sufficiently above the median of the local library competitor market to continue to attract and retain superior staff. Annually, the library will collect, analyze, and consider pay ranges for benchmark positions in the competitor market and will make adjustments to pay ranges as needed.

The library compensation structure includes competitive benefits, such as flexible scheduling, paid time off, and training and continuing education for all jobs.

- a. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
- b. The Board of Library Trustees and Administration seek to ensure that benefits are offered and managed fairly across all jobs, defined as sufficiently above the

average of the local library competitor market to continue to attract and retain superior staff.

- c. The library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The library endeavors to allow time and financial support to enable staff to attend approved training.

2. OBJECTIVES

- a. Attract and retain competent personnel.
- b. Provide for recognition of and reward for differences in individual ability and performance.
- c. Establish and maintain competitive pay ranges consistent with the economic requirements of the Downers Grove Public Library and commensurate with the local library competitor market.
- d. Relate salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities.
- e. Maintain a program of performance evaluation that identifies opportunities for employee development and places compensation rewards on an objective basis.
- f. Provide an effective management control system, which will permit delegation of responsibility within a framework of policy and procedures.

3. JOB DESCRIPTIONS

A job description that defines the essential job requirements, duties, responsibilities, and skills required to perform a specific role will be maintained for every position.

4. SALARY SCHEDULE

The library maintains a competitive salary schedule, which consists of pay grades and ranges. All job descriptions will be evaluated and classified in the order of their relative value, utilizing approved evaluation techniques.

- a. Pay Grades
All positions will be classified by pay grade, which indicates the range of their minimum and maximum salary value.
- b. Pay Ranges
Pay ranges are the means by which the relative value of positions is expressed in dollar terms, and will be sufficiently broad to provide salary growth potential for competent personnel. Pay ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the library.
- c. Maintenance
The Salary Schedule (Appendix A), including pay grades and ranges, and Guide to Annual Salary Adjustments (Appendix B) are reviewed annually by Administration and appropriate changes recommended to the Board of Library Trustees during the annual budget process.

5. STARTING PAY

In general, when hiring, starting salary for a position is set within the pay grade according to the following guidelines:

- Minimum – candidates with less than a year of experience in equivalent position.
- 1st Quartile – candidates with under 5 years of experience in equivalent position.
- Midpoint – candidates with 5-10 years of experience in equivalent position.

A new employee's salary shall not exceed the pay range midpoint, unless approved by the Library Director.

6. SALARY INCREASE BUDGET

Following the annual salary schedule approval by the Board of Library Trustees, Administration will develop a salary increase budget expressed as percentages. The details of this salary budget will allocate dollars to each employee. This budget will indicate employee name, current salary and control point, performance level, and the amount and percentage of planned salary adjustments, according to the Guide to Annual Salary Adjustments (Appendix B). Special consideration will be given to employees whose salaries exceed the pay grade maximum or fall below the pay grade minimum. This salary budget will be used in the development of the annual budget to be approved by the Board of Library Trustees.

7. SALARY PROGRESSION REQUIREMENTS

Salary increases will be generally annual. Salary adjustments will be granted on the basis of individual performance. To this end, all employees undergo performance evaluations at least annually. Performance, salary increase budget, and individual position within the salary range are the prime considerations in determining the amount of salary adjustments. The Guide to Annual Salary Adjustments (Appendix B) provides the framework for these adjustments.

8. MAKING A SALARY CHANGE

a. Salary Adjustments and Merit Increases

Salary adjustments and merit increases, if provided for in the salary increase budget, must be initiated by the Library Director. The amount of merit increases is governed by Appendix B - Guide to Annual Salary Adjustments. Increases which exceed guidelines or recommendation of no increase will be considered exceptions. Administration will audit all changes for policy and budget compliance prior to payroll submission.

b. Salary Exceptions

Managers may make recommendations for salary exceptions, with supporting documentation, to the Library Director. A proposed salary increase, if not budgeted, or if it is an exception to salary guidelines, must be approved by the Library Director.

c. Promotional Increases

Promotional increases occur when an employee moves to a position in a higher pay grade. The employee's salary will be increased to at least the minimum of

the higher range in a promotional increase.

d. Ability Increases

Where an employee has been hired below pay grade minimum and the individual evidences above average or outstanding potential, an ability increase may be recommended within six months (180 days) of the date of employment. This adjustment should be in compliance with the Guide to Annual Salary Adjustments (Appendix B), but treated as an exception for approval purposes.

e. Upgrades and Downgrades

An upgrade is a re-evaluation of a position to a higher salary grade. The salary increase for an incumbent will be administered in the same manner as a promotional or ability increase. It is not the library's practice to reduce an employee's salary simply because of position re-evaluation into a lower salary grade. This action is not considered a demotion and the employee's existing salary shall continue, if approved by the Library Director.

f. Salary Adjustments for Demotions

A demotion is a permanent reassignment from a position evaluated in a higher pay grade to another position evaluated in a lower pay grade. Salary adjustments for demotions will be determined by the Library Director, with recommendations by the employee's manager, on a case-by-case basis.

g. Transfers

A transfer is a change from one position to another within the same salary grade, or a change from a position in one department to a position of equal value in another department. Transfers will not normally be rewarded by a salary adjustment. However, the employee's past performance and salary grade level will be considered for purposes of determining desirable merit increases. Merit increases may be coincidental with transfers when justified by such considerations. An employee will not be transferred to a new or revised position until the position has been described, evaluated, and classified into a pay range.

h. Performance Bonus for Employees at Salary Range Maximum

Any employee at the maximum of their pay grade may earn a performance bonus, based on Appendix B - Guide to Annual Salary Adjustments, each year. This bonus is paid in a lump sum at year-end.

i. Temporary Assignments

When an employee is temporarily assigned a position classified in a higher or lower pay grade (for example, as a result of a coworker's medical leave) or assigned to special tasks that are normally performed by employees in higher or lower salary grades, the employee's salary will be adjusted for the duration of the temporary assignment. If a temporary assignment becomes permanent, individual salaries will be adjusted in accordance with promotion and demotion policies.

An employee will be regarded as permanently reassigned when the person is expected to continue to perform temporary duties and responsibilities beyond three months (90 days).

9. PERFORMANCE EVALUATIONS

In keeping with this policy, formal performance evaluations shall be conducted annually to assist in determining salary adjustments. A standard form for each position will be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions.

Evaluations will be made by the immediate supervisor having firsthand knowledge of the person being appraised, the circumstances under which they work, and the nature of the work, in order to obtain the most satisfactory results. The performance evaluation process will include completion of the evaluation form and a performance evaluation interview with the immediate supervisor, to review the employee's performance, determine progress, and identify any areas requiring improvement.

Upon establishment of the overall performance level, in conjunction with the salary increase budget and the employee's position within the pay range, a salary adjustment can be determined by consulting the Guide to Annual Salary Adjustments (Appendix B).

10. SERVICE AWARD

All employees will receive a service award after five consecutive years of service and at each additional five consecutive years of service thereafter. The service award includes:

- One pro-rated personal day to be used within four months of the anniversary date,
- An honor book chosen by the employee, and
- Recognition of the milestone anniversary at the next In Service Day.

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
14	E	Library Director	\$100,168	\$112,689	\$125,210	\$137,731	\$150,252
			\$51.37	\$57.79	\$64.21	\$70.63	\$77.05
13		Hold for future use	\$87,536	\$98,478	\$109,420	\$120,363	\$131,305
			\$44.89	\$50.50	\$56.11	\$61.73	\$67.34
12	E	Assistant Director	\$76,498	\$86,060	\$95,622	\$105,185	\$114,747
			\$39.23	\$44.14	\$49.04	\$53.94	\$58.84
11		Hold for future use	\$66,851	\$75,208	\$83,564	\$91,921	\$100,277
			\$34.28	\$38.57	\$42.85	\$47.14	\$51.42
10	E	Information Technology Services Manager	\$58,421	\$65,724	\$73,026	\$80,329	\$87,631
	E	Access Services Manager	\$29.96	\$33.71	\$37.45	\$41.20	\$44.94
	E	Adult & Teen Services Manager					
	E	Circulation Services Manager					
	E	Public Relations Manager					
	E	Children's Services Manager					
9	E	Assistant Manager (Information Technology Services)	\$51,054	\$57,436	\$63,817	\$70,199	\$76,581
	E	Technology Instructor	\$26.18	\$29.46	\$32.73	\$36.00	\$39.27
	E	Building Operations Director					
8	E	Marketing Content Coordinator	\$44,616	\$50,193	\$55,770	\$61,347	\$66,924
	E	Librarian - Program Coordinator (Adult & Teen Services)	\$22.88	\$25.74	\$28.60	\$31.46	\$34.32
	E	Librarian - Program Coordinator (Children's Services)					
	E	Librarian - Reference & Technology Coordinator					
	E	Librarian (Adult & Teen Services)					
	E	Librarian - Teen Services Coordinator					
	E	Librarian - Outreach Coordinator					
	E	Librarian - Cataloger					
	E	Executive Assistant					

7	E	Assistant Manager (Circulation Services)	\$38,990	\$43,864	\$48,737	\$53,611	\$58,484
	NE	Graphic Design and Display Coordinator	\$19.99	\$22.49	\$24.99	\$27.49	\$29.99
6	NE	Supervisor (Circulation Services)	\$34,073	\$38,332	\$42,591	\$46,850	\$51,109
	NE	Media Lab Coordinator	\$17.47	\$19.66	\$21.84	\$24.03	\$26.21
	NE	Administrative Assistant					
	NE	Computer Help Desk Supervisor					
5	NE	Library Assistant (Adult & Teen Services)	\$29,776	\$33,498	\$37,220	\$40,942	\$44,664
	NE	Library Assistant (Children's Services)	\$15.27	\$17.18	\$19.09	\$21.00	\$22.90
	NE	Interlibrary Loan Coordinator					
	NE	Library Clerk (Access Services)					
	NE	Computer Help Desk Associate					
4	NE	Library Monitor	\$26,021	\$29,274	\$32,527	\$35,780	\$39,032
	NE	Library Clerk (Circulation Services)	\$13.34	\$15.01	\$16.68	\$18.35	\$20.02
3	NE	Custodian	\$22,740	\$25,583	\$28,425	\$31,268	\$34,110
	NE	Library Clerk (Adult & Teen Services)	\$11.66	\$13.12	\$14.58	\$16.04	\$17.49
	NE	Library Clerk (Children's Services)					
2		Hold for future use	\$19,872	\$22,356	\$24,840	\$27,325	\$29,809
			\$10.19	\$11.47	\$12.74	\$14.02	\$15.29
1	NE	Library Aide	\$18,038	\$19,873	\$21,708	\$23,879	\$26,050
	NE	Summer Clerk	\$9.25	\$10.19	\$11.13	\$12.25	\$13.36
	NE	Shelver					

* Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

APPENDIX B

GUIDE TO ANNUAL SALARY ADJUSTMENTS¹

Current Position In Salary Range

Performance Level	Minimum to 1st Quartile	1st Quartile to Midpoint	Midpoint to 3rd Quartile	3rd Quartile to Maximum
Exceeds Expectations	4%	3.5%	2.5%	1.9% ²
Meets Expectations	3.5%	2.5%	1.9% ³	No adjustment
Needs Improvement	2.5% ⁴	1.9% ⁵	No adjustment	No adjustment
Unsatisfactory	No adjustment	No adjustment	No adjustment	No adjustment

¹ Illustrative for FY2020, to be reviewed during FY2021 budget planning.

² Average percent increase in salary levels determined from survey data. This base figure and the other related percentages are reviewed annually.

³ Ibid

⁴ Increases to below average employees will only be given in cases where the incumbent is in training and does show promise of meeting job performance standards.

⁵ Ibid

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 2019**

AGENDA ITEM 8E

Employee Benefits Review

According to the Compensation Philosophy, approved by the Board of Library Trustees in June 2019, “The Board of Library Trustees and Administration seek to ensure that benefits are offered and managed fairly across all jobs, defined as sufficiently above the average of the local library competitor market to continue to attract and retain superior staff.” This report utilizes library benefits survey data from the 2019 LACONI Salary and Fringe Benefits Survey and HR Source 2019 Library Survey to establish library workplace averages, weighing the practices of the 10 comparable libraries identified in the Market Benchmarking & Compensation System Development Project process. An internal survey of Downers Grove Public Library (DGPL) employees, conducted by Andrea Herran of Focus HR in May 2019, focused on staff satisfaction with current benefits and their suggestions for improvement. This report identifies areas in which DGPL benefits vary from the local library competitor market, including the areas for improvement suggested in the staff survey.

Library Surveys and Comparable Libraries

The LACONI Salary and Fringe Benefits Survey focuses on salary and benefits of public libraries in northern Illinois, with 104 participants. HR Source 2019 Library Survey focuses primarily on salaries, with 144 public library participants, including libraries throughout the state. There is some overlap and not all data points are collected by both surveys.

To determine comparable libraries for the Market Benchmarking & Compensation System Development Project, the LACONI survey was used to sort and list the libraries closest to Downers Grove Public Library, five above and five below, on each of four factors: operating budget, library building size, population, and EAV. A fifth factor of geography listed those libraries that border the Downers Grove service area. Ten libraries appear twice on the lists and were selected as comparable libraries:

- Barrington Area Library
- DeKalb Public Library
- Elk Grove Village Public Library
- Elmhurst Public Library
- Glen Ellyn Public Library
- Helen M. Plum Memorial Public Library District
- Highland Park Public Library
- St. Charles Public Library
- Wheaton Public Library

- Wilmette Public Library

Data from these ten libraries was averaged to establish a Comparable Libraries market.

Variations from Library Workplace Averages

Using Comparable Libraries, LACONI Survey, and HR Source Survey, a library workplace average was compiled on benefits and compared to those currently available to DGPL employees. A spreadsheet of the survey data responses on which DGPL varied significantly from the library workplace average follows this report. Areas of variations identified are:

Sick Days

DGPL offers 12 prorated sick days for all employees, with no minimum hours per week to qualify. 85.47% of library workplaces offer an average of 11.44 prorated sick days to part time employees, but only employees working 15.74 hours per week qualify for sick days.

Personal Days

DGPL gives 2 personal days per year to full time staff working 37.5 hours per week. On average, 85.47% of libraries offer 2.85 personal days, prorated, to staff working 15.74 hours per week to qualify for personal days.

Vacation Days

DGPL offers prorated vacation days to all employees, with no minimum hours per week to qualify. While 88.96% of library workplaces offer prorated vacation days to part time employees, the library workplace average requires employees work 15.92 hours per week to qualify. DGPL gives fewer vacation days for clerical level staff than average, beginning at 5 days (average 9.79) and progressing to a maximum of 15 days (18.64). DGPL gives an average number of vacation days to IMRF-qualified staff, beginning at 10 days (10.88) and progressing to 20 days (20.17). DGPL gives more vacation days for managers and professional staff than average to start, at 20 days regardless of years of service. The library workplace average is 16 days for managers and 15.1 for professional (MLS) staff, progressing to 21.5 days for managers and 21 days for professionals. DGPL gives the library director 30 days regardless of years of service. The library workplace average for directors is 19.14 days, progressing to 22.35 days.

Employee Health Benefits

DGPL is consistent with the library workplace average for offering health insurance – 96.64% offer a health plan to those working 30 hours or more and 90.87% do not offer health insurance to those working 29 hours or less. However, at a minimum of 92.5% of premium for employee only and 87.5% for family coverage, DGPL pays a larger employer percentage of employee health insurance than the library workplace average – 10% more for employee only and 39% more for family coverage – and this average excludes libraries paying zero.

Compensation for Work on Sunday

DGPL offers time and a half for Sundays while the library workplace average of 70.83% pay straight time for work on Sundays.

Paid Parental Leave

The HR Source Survey does not include paid parental leave in its survey. For the LACONI survey, 73.34% of libraries do not offer paid parental leave. DGPL does not.

Tuition Reimbursement

The HR Source Survey does not include tuition reimbursement in its survey. For the LACONI survey, 73.34% of libraries offer tuition reimbursement. DGPL does not. Generally, tuition is reimbursed for courses that are job related, satisfactorily completed, approved in advance by a supervisor, and apply toward a degree or certification. Total reimbursement offered varies from less than \$1,000 to more than \$5,000.

Employee Benefit Survey

The Employee Benefit Survey conducted in May showed that overall, staff are satisfied or somewhat satisfied with the benefits they receive. Comments indicate that education of staff regarding benefits is needed, especially for IMRF and Village-administered employee health benefits. Vacation leave for non-IMRF part time staff received the lowest level of staff satisfaction. Paid parental leave was the top suggestion for additional benefits by full time employees. Part time employees would like to have benefits that more closely match those of full time employees. Other suggestions include tuition reimbursement and full (not prorated) holiday pay for part time staff.

Supplemental Benefit Information

The Illinois Municipal Retirement Fund is a pension system for municipalities and units of local government. The costs, benefits, and terms of the plan are mandated by state law. As a component unit of the Village of Downers Grove, the library falls under the Village's IMRF plan, with a mandated threshold for employee participation – the 1,000 hour standard. This means that employees working 1,000 or more hours per year must participate in IMRF. Employees working fewer than 1,000 hours per year are ineligible to participate. The Illinois Municipal Retirement Fund benefits include pension, disability, surviving spouse pension, and a voluntary additional contribution plan. More information can be found at www.imrf.org or by contacting Human Resources at the Village of Downers Grove.

By intergovernmental agreement, the Downers Grove Public Library participates in the Village of Downers Grove employee benefits program for health, dental, vision, and life insurance. The Village of Downers Grove administers this program and its offerings. The Village of Downers Grove controls the plan options available. Only employees working 30 hours per week or more are qualified to participate in the plan. The Board of Library Trustees controls only the amount of premium paid for library employees. More

information on the plans is available by contacting Human Resources at the Village of Downers Grove.

Suggested Benefits Changes for 2020

Personal Days

- Offer prorated personal days to part time staff working more than 15 hours per week.
- Increase personal days from 2 to 3 prorated days per year.

Vacation Days

- Expand category of part time employees starting at 10 days prorated vacation from IMRF qualified positions to working more than 15 hours per week.
- Reduce category of part-time employees starting at 5 days prorated vacation from non-IMRF qualified positions to working less than 15 hours per week.

Paid Parental Leave

- Investigate a paid medical leave policy in 2020.

Tuition Reimbursement

- Draft a tuition reimbursement policy in 2020, for implementation in 2021 and inclusion in the 2021 budget.

Requested Action: Provide direction for 2020 benefits changes to Library Director.

Library	Number of Paid Sick Days Per Year:	Number of Paid Personal Days Per Year:	Are Part-Time Employees Eligible for Pro-Rated Sick and/or Personal Time?	The Minimum Number of Hours per Week Required for Pro-Rated Sick and/or Personal Benefits:	Number of Vacation Days Director - 1st Year:	Number of Vacation Days Director - 5th Year:	Number of Vacation Days Director - 10th Year:
Average Comparable Libraries	11.8	2.7	91.67% Yes	14.13	19.90	20.25	20.29
Average LACONI 2019 Salary and Fringe Benefits Survey	11.41	2.85	79.05% Yes	16.80	19.08	20.73	22.36
Average HR Source 2019 Library Survey	11.1	3	85.7% Yes	16.30	18.30	20.10	21.90
Average of Surveys and Comparables	11.44	2.85	85.47%	15.74	19.09	20.36	21.51
Downers Grove Public Library	12	2	Yes	0	30	30	30

Library	Number of Vacation Days Director - 15th Year:	Number of Vacation Days Department Heads - 1st Year:	Number of Vacation Days Department Heads - 5th Year:	Number of Vacation Days Department Heads - 10th Year:	Number of Vacation Days Department Heads - 15th Year:	Number of Vacation Days Professionals - 1st Year:	Number of Vacation Days Professionals - 5th Year:
Average Comparable Libraries	20.71	18.50	20.00	20	20.25	16.50	20.00
Average LACONI 2019 Salary and Fringe Benefits Survey	22.75	17.10	19.37	21.11	21.74	16.17	18.66
Average HR Source 2019 Library Survey	22.50	16.40	18.70	20.7	21.60	15.50	18.00
Average of Surveys and Comparables	21.99	17.33	19.36	20.60	21.20	16.06	18.89
Downers Grove Public Library	30	20	20	20	20	20	20

Library	Number of Vacation Days Professionals 10th Year:	Number of Vacation Days Professionals 15th Year:	Number of Vacation Days Para- professionals 1st Year:	Number of Vacation Days Para- professionals 5th Year:	Number of Vacation Days Para- professionals 10th Year:	Number of Vacation Days Para- professionals 15th Year:	Number of Vacation Days Clerks - 1st Year:
Average Comparable Libraries	20.00	20.25	10.56	16.44	18.75	20.00	9.50
Average LACONI 2019 Salary and Fringe Benefits Survey	20.79	21.54	11.09	15.32	18.94	20.32	9.86
Average HR Source 2019 Library Survey	20.40	21.40	11.00	15.10	18.80	20.20	10.00
Average of Surveys and Comparables	20.40	21.06	10.88	15.62	18.83	20.17	9.79
Downers Grove Public Library	20	20	10	15	20	20	5

Library	Number of Vacation Days Clerks - 5th Year:	Number of Vacation Days Clerks - 10th Year:	Number of Vacation Days Clerks - 15th Year:	Are Part-Time Employees Eligible for Pro-Rated Vacation Time?	What is The Minimum Number of Hours per Week Required for Pro-Rated Vacation Days?	Do You Offer a Health Plan to Full-Time Employees Working 30 or More Hours per Week?	Do You Offer a Health Plan to Part-Time Employees Working 20-29 Hours per Week?
Average Comparable Libraries	13.80	16.67	17.50	91.67% Yes	14.125	100% Yes	100% No
Average LACONI 2019 Salary and Fringe Benefits Survey	13.79	17.59	19.12	89.52% Yes	17.03	93.27% Yes	81.73% No
Average HR Source 2019 Library Survey	13.70	17.60	19.30	85.7% Yes	16.6		
Average of Surveys and Comparables	13.76	17.28	18.64	88.96%	15.92	96.64%	90.87%
Downers Grove Public Library	10	15	15	Yes	Yes	Yes	No

Library	% of Employee Only (Single) Coverage Premium Paid by the Library for Full-Time Employees Working 30 or More Hours per Week. (Enter 0% If Employee Pays All):	% of Employee Only (Single) Coverage Premium Paid by the Library for Part-Time Employees Working 20-29 Hours per Week. (Enter 0% If Employee Pays All):	% of Family Coverage Premium Paid by the Library for Your Health Plan for Full-Time Employees Working 30 or More Hours per Week. (Enter 0% If Employee Pays All):	% of Family Coverage Premium Paid by the Library for Your Health Plan for Part-Time Employees Working 20-29 Hours per Week. (Enter 0% If Employee Pays All):	The Rate for Sunday Work Is:	Do You Offer Paid Parental Leave?	Do You Offer Tuition Reimbursement?
Average Comparable Libraries	85%	0%	56%	0%	83.34% Straight Time	91.67% No	60% Yes
Average LACONI 2019 Salary and Fringe Benefits Survey	86.86%	3.10%	36.95%	1.40%	60.95% Straight time	77.14% No	73.34% Yes
Average HR Source 2019 Library Survey	82.1% excludes libraries paying zero	80.0% excludes libraries paying zero	62.7% excludes libraries paying zero	80.0% excludes libraries paying zero	68.2% StraightTime		
Average of Surveys and Comparables	84.59%	27.70%	51.88%	27.13%	70.83%	84.41%	66.67%
Downers Grove Public Library	93%	0%	93%	0%	Time-and-a-half	No	No

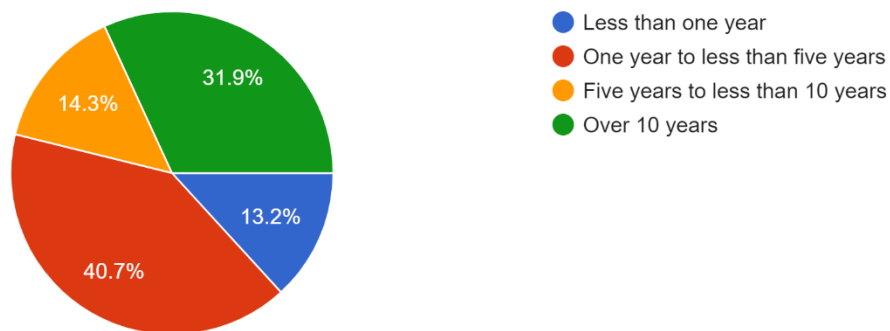
About the Survey:

In order to determine if the benefits offered by the library were considered valuable and understood a survey was created and a link distributed to all library employees. Overall 91 responses were received, the results and analysis are noted below. For the questions which required comments, the comments are noted as given by the employees – they were not edited.

Demographic Information:

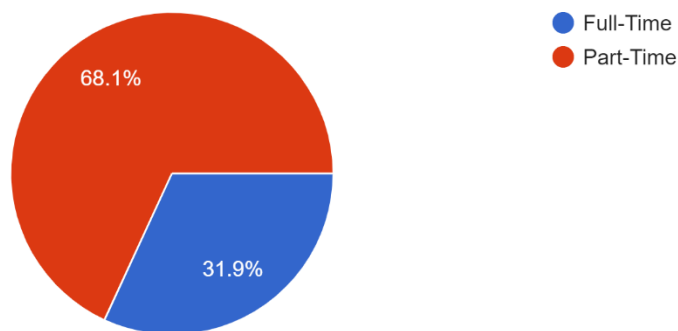
How long have you worked for the library?

91 responses



Do you work full-time or part-time

91 responses



How satisfied are you with the benefits offered (full-time only):

Benefit	Very Satisfied	Somewhat Satisfied	Neither Satisfied or Dissatisfied	Somewhat Dissatisfied	Very Dissatisfied	n/a
Medical	59%	24%	3.5%	3.5%	-	10%
Dental	69%	10%	7%	4%	-	10%
Vision	45%	28%	17%	-	-	10%
Life Ins.	35%	24%	24%	-	-	17%
FSA	35%	10%	20%	-	-	35%
Vacation	79%	17%	-	4%	-	-
Personal	76%	13%	7%	4%	-	-
Sick	83%	13%	-	4%	-	-

Analysis:

Overall employees are happy with the benefit offering. The lower scores on the Life Insurance and FSA could be due to not fully understanding the benefit or aren't interest in the benefit.

If you answered Somewhat Dissatisfied or Very Dissatisfied to any of the above – please let us know why:

- Could use more coverage. More options in where to go.
- I think the medical benefits offered are good, but I don't actually use them because my spouse's plan is better/ cheaper because its for a larger group of employees
- Don't feel like IMRF does anything for me.
- The Health benefits are great, but the VEBA and FSA are confusing to use.
- not enough options for insurance, and since we technically government workers, shouldnt our benefits be more covered by employer. Also we do not have maternity leave or paternity leave plan, must save up vacation, sick time and personal time,.
- Full time staff members that are not librarians start at 2 weeks vacation even if they are in a skilled position. Librarians get 4 weeks as soon as they start, which would take different full time staff member 10 years to get to the same amount of vacation time.
- Medical could be a bit better.
- Vision allowance could be a bit better.
- Dental and vision benefits should be higher.
- Vision benefit has not gone up in 15 years

Analysis:

The responses regarding the insurance plans can only be handled with greater education of the plans available. In general dental/vision plans have not changed in many years therefore not much can be done.

The following responses were given by PT employees:

- Vacation time taken away- I feel that once you were receiving a certain amount of vacation time - it should not be taken away. Change the policy for new hires.
- I loss vacation time- a whole week- due to change in policy this year since I am under 20 hours a week
- Please allow IMRF TO all EMPLOYEES REGARDLESS THE HOURS THEY WORK.
- I think it is nice that you offer IMRF for part-time employees
- As a part-time librarian, I get two weeks of vacation a year. With kids and family commitments, it goes quickly. It would be great to have another guaranteed week, and I would be fine to have that without pay. As a part-timer, I work about 2/3 of what full-timers work, so it would be nice to get 2/3 of the vacation that full-timers get. I know we get a lot of sick time, but I never use that.
- I'd prefer to have the ability to have the same health, etc. benefits as are available to full time employees, even at some cost, but have checked "Not Applicable to me" since they aren't available to part-timers at present.
- Part-time staff get no personal time.
- Vacation time is short.
- I did not answer somewhat dissatisfied or very dissatisfied but you are requiring me to answer, anyway. I think it is great that a part time position has given me vacation time, no other part times positions do that, but to take away vacation that was originally given to us has not helped our moral. We that were already here, should have been grandfathered in.
- I was receiving 2 weeks of vacation for the past 3 years, and have earned this vacation time. One week was taken away this year. I was also supposed to receive a 3rd week in 2020, but will have to wait 5 more years. I really think this change should have been grandfathered in, especially regarding existing vacation time that was already earned.
- Previously-accrued vacation hours from the past several years have now been suddenly reduced. For those working 2 or 3 part-time jobs, this only makes trading shifts for time off even harder.

- My outlook tends to be: well, it is what it is. But since our vacation time was reduced, more of us are asking to switch shifts, and it's getting hard to keep track of them. It's also getting harder for Cheryl, who creates the schedules each month, to keep track of everyone's switches. I'm noticing that we're getting more instances where either someone forgets to come in because they switched OR someone accidentally comes in on the wrong day.
- Our vacation time was reduced by one week. We should have been grandfathered in with new hires working under the new rules. Many of us use vacation time to pay for holidays that we are scheduled to work. With the way our department is set up there is no way for us to make up the missed time. Why not pay those who are scheduled to work on those days? Also, tied in with that is the rule you cannot take unpaid time off until all sick time is used up. There are many reasons to have unpaid time off other than sickness. Sick time should be used for sickness not extended vacations, family leave or any other need. This just shows that people don't want to be bothered with scheduling or hiring the correct number of people to cover shifts. Isn't that their job??

Sometimes to keep good people you have to invest in them and it is very hard to understand our vacation taken away when the person doing that has 6 weeks vacation. I guess we don't mean that much to the organization.

- Loss of vacation time has caused a staff problem as well as a moral problem for part time employees.
- After working the years to earn the 4 weeks vacation, it was pulled back to 3 weeks. I do not think that was fair to the few employees who had earned it.
- Even though it costs the village & library nothing, they \$0.00, they will not extend the flexible spending account benefit to part time under 30 hours!
And WHAT personal time are we supposed to be getting? Don't know. . .
- Some of my vacation time was taken away and I've been here a long time.
- I am Part time and I appreciate paid vacation, sick, and person time. Very helpful to a part time employee that can't afford to lose income.

Analysis:

A change of policy has caused some negativity – not sure what can be done, just be aware. Some education about why some benefits cannot be given to PT employees – legalities, etc.

Which benefits are the most important to you? (rank benefits from 1 being the most important and 9 least important)

Due to the variety of answers, they can't be ranked individually they do however fall into groups.

- The top three most important benefits are Medical, Dental, and Vision
- Followed by Vacation and Personal
- Then IMRF and Sick
- The least important are Life and FSA

Analysis:

It would be reasonable to conclude this matches how employees use the benefits on a regular basis. For example: IMRF is a long-term investment and won't be used until after retirement therefore it is not as important to the majority today.

What other benefits would you like to see offered?

Full-time Employees:

- maternity leave please and thank you! (When the library can afford it!)
- Extra pay for In-Charge shifts.
- Fully vested IRMF at 5 years
- Paid maternity leave
- It would be nice to have more flexibility in the scheduling, like the possibility of combining our 15-minute breaks with our 30-minute breaks as long as the service desk has sufficient coverage. In addition, I would like the possibility of earning additional personal days or vacation time with, say, each 5 years of service.
- Paid parental leave
- Leave for family-adoption/birth, etc. More medical covered by employer.
- Extra pay for in charge shifts, tuition reimbursement, maternity and paternity leave
- Remote work hours (if appropriate for the position)
- Some sort of Paid Family Leave for maternity

- I think the library and/or village is very competitive. Could we get "no parking tickets" as a benefit?
- EAP plan
- More frequent raises, if warranted. Perhaps offer corporate/business discounts on cell plans, Metra passes, etc.
- benefits for part-time employees

Analysis:

There is a strong desire to paid parental leave. Something to consider.

Part-time Employees:

- Help paying for tuition, especially towards graduate school.
- 1. Pay part-time employees for regularly scheduled hours that fall on scheduled holidays and library closings like Labor Day and Grove Fest. Part-time employees receive less pay to begin with, and losing pay on holidays causes a financial hardship.
- 2. A minimum of three hours pay when employees are required to attend mandatory meetings and training during unscheduled hours, such as monthly staff meetings. Being paid for an hour or 45 minutes is insufficient remuneration considering the incurrence of additional commuting time, fuel and car expenses, rearranging schedules and/or providing caretakers.
- I would like those under 20 hours to have a greater range of benefits
- Have benefits for part time.
- Payed Maternity leave
- Increased vacation time for part-timers, the ability of part-timers to participate in medical, dental and vision plans
- A student loan repayment contribution for library school loans would be a great incentive. Tuition reimbursement would be great, too, and would attract would be MLIS candidates.
- Work without pay/Paid on library closing days
- Being told bluntly that if you don't hold a degree or a management position, the library won't "waste" money sending you to ILA, ALA, etc... is sincerely disheartening. It makes a dedicated employee feel that all of the effort to grow, get to know those from other departments, and be useful to the library is one-sided. They've been told they're only viewed as a temporary part-timer; not a valued long-term part of the library's "real" team, and not worth investing in.

Access to library-enthusiasm and multi-department team-bonding events would be a definite benefit.

- Benefits for part timers
- Partial tuition reimbursement for library science related courses
- The paid sick and vacation time has been a lifesaver for me as a part timer. I would very much like to see it stick around.
- Paid maternity
- I think we are very lucky to get vacation time and sick time, even though we only work part time, so nothing else needs to be offered.
- Being able to work more hours without being in IMRF, and Family Leave.
- I would like to see IMRF offered for part-time employees. Some libraries offer this benefit for part-time employees
- I can't think of any. It would be nice for part-time staff to accrue some personal time for things that must be done during work hours, particularly if you have a larger number of scheduled hours.
- personal time for part-time employees
- I am thankful for the benefits offered by DGPL. And grateful. As PT staff, it would be nice if I could purchase life insurance at rates commensurate to rates paid by FT staffs.
- FSA, Medical insurance.
- paid for library closings when it is due to the library schedule, not a personal one
- As a part-time circ clerk, this does not apply to me. I know as a part-time employee, anything I get is a bonus.
- Tuition reimbursement even part-time people
- Insurance for part-timers
- part time staff being able to get benefits that full time staff have
- Part time employee - Medical that we can pay toward would be helpful to a lot of individuals.

Analysis:

They would like to have benefits closer match the full-time options.

Any benefits you would have removed?

- Flex spending
- No one wants to remove benefits in the workplace. In our culture, we are accustomed to wanting more and more, and still more. Culturally, it would be helpful if we could move towards behaving as though our workplaces are cooperative board games. Give a bit; receive a bit. And so forth.
- Personal time.
- life insurance

Analysis:

No surprise here, the majority did not list anything. Essentially all the benefits are relevant.

Conclusion:

The library is providing excellent benefits that are appreciated by the employees. More education would be beneficial to increase the satisfaction rate.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 2019**

AGENDA ITEM 10

Library Director's Report

There's No Place That's Home Month of Homelessness Awareness

There's No Place That's Home Month of Homelessness Awareness program series has been very well-received and well-attended. The final event will be held Tuesday, October 29, 7:00 p.m. to 8:30 p.m. It is a book discussion of *Sleeping in My Jeans*, featuring a Skype session with author Connie King Leonard. This program series was made possible by a donation from the Downers Grove Public Library Foundation.

Libraries of Illinois Risk Agency (LIRA) Insurance Pool Renewal

The Libraries of Illinois Risk Agency (LIRA) is a member-driven insurance pool for libraries in Illinois, offering property, liability, casualty, and workers compensation insurance. The Downers Grove Public Library joined the pool on October 1, 2017, committing to at least three years' membership. The pool's insurance packages renew on December 31 of each year, with the renewal premium announced to the membership in November. The pool's broker, AJ Gallagher, advised all members to budget at least 15% for renewal of the property package for 2020, due to hardening of the property insurance market. The renewal is expected to meet or exceed that amount.

Notary Service Procedures

Beginning November 11, 2019, procedures for Notary service will be changing. Staff will be using the public address system to call for notary service to the location of the patron requesting service. If no notary is available, staff will help the patron provide information about other options and/or help book an appointment with a library notary. The changes are in response to the volume of notary requests and efforts to more efficiently spread the workload to notary staff, as they are available.

Alley Book Drop

The alley book drop will be closed as of October 21, 2019. Signs will be placed on the alley book drop directing patrons to the new Forest Avenue book drop location and adjacent 15-minute parking space.

Social Work Intern Applications

I am pleased to report that we have received four applications for spring term social work interns. Adult & Teen Services Manager Lizzie Matkowski and Assistant Director Jen Fredericks will be interviewing the applicants in late October.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 2019**

DEPARTMENT REPORTS – SEPTEMBER 2019

Administration – Jen Fredericks

- Held staff In-Service Day at Double Tree Hotel & Conference Center. Laurie Guest spoke during the first half of the day on communication and teamwork. During the second half of the day, Jes Scheinpflug and Karari Olvera spoke on creating an inclusive and affirming workplace culture. Wrapped up the workday with department meetings.
- Worked the FOL book donation day. Spent the day organizing, recycling, separating by subject, and placing donations into and labeling boxes.
- Helped with Service Excellence Team's Staff Appreciation Day, which included a candy bar, staff lunch, 10-minute massages, games, etc.
- Wrote and distributed documents for staff: 1) How to deal with uncomfortable and harassing patron interactions and 2) How to enforce the DGPL Code of Conduct.
- Updated Emergency Manual with Management Team suggestions and comments, which has been sent on to the Safety and Security Team for yet another review.
- Finished updating employee evaluations for 2020 and sent along to Management Team for final review.
- Met with Staff Teams. Highlights:
 - Innovation Team:
 - We decided to add 12 Binge Boxes to the Anything Emporium collection. Before that becomes a reality, however, there is much work to do:
 - Decide on themes, i.e. Christmas, Harry Potter, Food, Friendship, Superheroes, etc.
 - Solicit local eateries for coupons for deals on pizza, sandwiches, etc.
 - Assign who and what department will be responsible for curating collection
 - Decide what kind of packaging, contents sheet, and classification will be best
 - Next in our queue: we will be researching the possibility of creating a Memory Care collection for people with dementia and their caretakers.

Outreach Team:

- We assigned duties and responsibilities to the team for The Month of Homelessness Awareness programs held throughout October; finalized the contents on the Social Service Finder Aids (bookmarks); finished the final touches on “The Cupboard” (which opened on October 1); and decided to hold a “Staff Donation Drive” during the month of October to collect items for The Cupboard, especially underwear, which is in high demand.
- We are working on our next big project which will be “Introducing the Library” to newly elected officials, new business owners, teachers, etc. for the purposes of acquainting newly employed people in the Village of Downers Grove to our services and programs, and hopefully extending partnership opportunities.

Programming Team:

- We finalized the time of our upcoming How-to Festival, which will be Saturday, March 21, from 10:00 a.m.–12:00 p.m. and decided on the schedule, location of demonstrations, staff involvement, etc.
- We assigned responsibilities for the Halloween Open House that will coincide with downtown Safe Trick-or-Treating on Sunday, October 27.
- Our next big project will be researching and comparing three different online reading tracking platforms: Readsquared, Beanstack, and Bookpoints.

Adult & Teen Services – Lizzie Matkowski

- The Adult & Teen Services staff were busy this month shifting our Fiction, Large Type, and genre collections to make room for our new Romance collection and to make all of those collections easier for patrons to use. Many thanks to all staff in ATS, Access, and Circulation for their help during this process! The project will continue into October.
- ATS and staff across all departments worked hard to ensure everything ran smoothly for the Book Donation day for the Friends of the Library Book Sale. Thanks to everyone who helped!
- ATS staff attended the library-wide Staff Training Day on September 3.
- Some of the programs staff ran this month included: a Pages and Pints Book Discussion in partnership with Orange and Brew; How to Write Your Best College Admission Essay; SAT Practice Test; Below Stairs- a performance by Leslie Goddard; and Internet Resources for Czech Genealogy.

Children’s Services – Allyson Renell

- September kicks off the fall outreach season in the Kids Room. We visited five daycare classrooms during the month to bring storytimes to over 100 children. Erin Linsenmeyer, Outreach Coordinator, also participated in Highland Elementary's Curriculum Night and presented book talks at both Highland School and Herrick Middle School.

- Much of the department attended the Staff Training day on September 3 at the Double Tree in Downers Grove.
- Storytime sessions started again on Monday, September 9. Our first week back proved to be very popular with patrons. Our first Open Storytime and Toddler Storytime on that Monday had 53 and 65 attendees, respectively. The early fall sessions run until October 17.
- To coordinate with District 58's new early dismissal on Monday afternoons, the Kids Room started a new program series this fall called Make and Create. These programs are for elementary school students and will feature a variety of different activities. During September, we held a session where kids could paint with watercolors and one where they played with Bee-Bot coding robots. We had about 23 attendees and have received positive feedback from patrons. We hope the October sessions continue to be popular.
- On September 30, the Kids Room hosted State Representative Anne Stava-Murray for a storytime and discussion session. The Representative read two stories and answered children's questions about what it is like to be a State Representative and what it took to become one. She then helped the children with a craft activity. We had nine attendees for this visit.
- An addition to the August report that I forgot to include previously: On August 12, the Kids Room welcomed new staff member Gracie Ruyle, who has taken a position as a part-time Children's Services Library Assistant. We are very glad to have her!

Circulation Services – Christine Lees

- September was National Library Card sign-up month and DGPL partnered with area businesses to offer a discount when patrons showed their library card. Thanks to our Programming Team for organizing this promotion! This month we registered 175 new cardholders, a 15% increase over last year.
- Many staff attended the Staff In-Service Day and gained knowledge from both presentations.
- A new Rack at the Track was purchased due to another incident of vandalism. We decided to purchase a steel bookcase versus a spinner rack, as it will be difficult to damage the bookcase. PR is working on some great branding ideas to make the bookcase a bit more visible.
- We gave the DG Transitions class a tour of the workroom and sorter. About eight students were able to see the sorter in action as well as feed a few items through the machine.
- Our newest team member, Martha Harnik, joined our department this month as a library clerk. Welcome, Martha!
- We participated in another successful Lunch and Learn this month, which gives us the opportunity to highlight the Restricted Use card and all the services available to cardholders.

Information Technology – Paul Regis

- The majority of IT staff were able to attend the mini In-Service Day held at the Doubletree on September 3. The two presentations were interesting and the speakers were engaging enough to make some not-so-light topics easier to discuss.
- OC Creative sent over the first draft of a potential sitemap for the new website. PR Manager Cindy Khatri and IT Manager Paul Regis made a number of tweaks and reconvened with OC to further discuss possible mappings. All in all, the new layout strikes a good balance between being easily navigated and well organized. Minor changes may come up, but it will be exciting to see how this translates over to the design aspect.
- Paul was finally able to decommission the EZproxy server used for remote access to electronic resources and databases. The library's consortium, SWAN, has offered OpenAthens as an alternative proxy service for some time now. Most of the library's resources have been moved over to OpenAthens for over a year, but there were still a few stragglers that were not fully compatible until recently. This is one less paid subscription and service hosted on-site to worry about.
- There were 18 tech-related classes in September with a total of 109 attendees. The majority of these classes were created or instructed by IT staff, while four were offered by the People's Resource Center (with assistance from Technology Trainer Annie Jagielski). One was an off-site digital petting zoo offered by Computer Help Desk Supervisor Lauren Cantore Gonzalez at Lacey Creek Supportive Living.

Public Relations – Cindy Khatri

- Marketing for There's No Place That's Home: a month of homelessness awareness at DGPL started and included putting up over 100 posters in all parts of Downers Grove, going to the Chamber 630 Young Professionals meeting to talk about the event, scheduling the Chamber member highlight, finalizing and scheduling paid social media pushes for the events, mailing 100 postcards to partner organizations, and putting postcards and quarter-sheet flyers out for patrons to take.
- Outreach events continued at the Farmers Market and Harvest Fest.
- The Downers Grove Museum hosted a private walking tour for the PR department to learn more about the community that we are serving and talking to in our promotional materials.
- PR Manager Cindy Khatri and Circulation Manager Christine Lees hosted the Lunch n Learn event, with the best results yet. Sitting down to talk to the participants gave valuable insight as to what kind of organizations they would like to connect with and what their needs are currently. This will help shape the program going forward.

- The PR team met with the Bookology committee to discuss the future of Bookology and how it will be promoted, pitching new branding and marketing ideas.
- The PAWSitive Therapy Troupe was the Organization of the Month, and was on-site three times throughout the month with numerous therapy dogs.
- The PR team attended a RAILS Marketing Plan workshop at Fountaindale Library in preparation for creating a new marketing plan.
- PR Manager Cindy Khatri attended the regular Kiwanis Meeting and invited everyone to The Public showing for the kick off to There's No Place That's Home.
- Preparations for The Cupboard were completed, including gathering nonperishable items from the West Suburban Community Pantry, creating Service Finder bookmarks, and cutting vinyl for the cabinet doors.
- PR Manager Cindy Khatri worked closely with Marketing Content Manager Brian Ruane to write, edit, and send website copy for the new website to OC Creative.
- Graphic Design and Display Coordinator Grace Goodwyn worked the Fine Arts Festival booth to network and meet artists that exhibit their work at the library.

Access Services – Amy Prechel

Projects and Updates

- Great strides were made on the ATS shifting and genre modifications project this month. The reclassification of Fiction items to Mystery and Romance continued, and shifting began September 16! The initial phase was completed faster than anticipated, and by then end of the month a fledgling Romance collection was on shelf. The project will be wrapped up in October.
- The Innovation Team is moving forward with establishing a circulating board game collection under the Anything Emporium. Donations will be accepted from the public in November.

Inventory and Cataloging

- For ATS collection: added 1320 print items, 245 AV items; discarded 1678 print items and 236 AV items.
- For Kids Room collection: added 973 print items and 172 AV items; discarded 747 print items and 206 AV items.
- Between the donation day and saving withdraws, we have 55 boxes of books prepared for the annual Friends of the Library book sale.

Reclassification and Repairs

- Repaired 665 ATS and Kids Room books and audiovisual items.
- Reclassified 895 general adult and ATS and Kids Room items.
- The paperback collection has been absorbed into the new Romance genre section in fiction, which accounts for many of the reclassifications in September. We are no longer using a different item type to distinguish mass-market

paperbacks in our database and the statistics spreadsheets have been updated accordingly.

Staff Training and Professional Development

- All Access Services staff attended the offsite staff training day Tuesday September 3, where we heard from speakers Laurie Guest and Jes Scheinpflug. The day concluded with a department meeting.
- Nora Mastny attended the SWAN Cataloging Task Force meeting on Thursday, September 5.
- Amy Prechel attended the SWAN 'Clarity Task Force' meeting on Wednesday, September 11. The group again reviewed data from our research and began conceptualizing a structure to compose a report of our findings.
- Amy Prechel and Michelle Litwin attended the Innovation Team meeting Thursday September 19. The group is brainstorming several ideas for new collections.
- Amy attended the webinar "Take Your Productivity to the Next Level" on September 25 to fulfill the Per Capita Grant training requirement.
- The Access Services department logged 54 hours of training in September.

Facilities Service – Ian Knorr

- The RTU swap-out was completed the first week of September.
- Ian helped with the FOL book donation day.
- Fire alarm device testing was performed and all units passed.
- BP contractors started and finished the upgrade of the fiction lighting.
- Air quality testing was performed.
- We switched phone providers from XO to First Communications.
- Ian painted the interior of the building.
- Ian attended a boiler training at Neuco.
- Ian and Julie met with Shales McNutt to line up 2020's masonry project.
- Boiler work concluded and we are still waiting on a startup date from MCI and Lochinvar.

Circulation	SEP 19	%	SEP 18	%	SEPT 17	%
Checkouts						
Selfchecks	38,066	73%	41,345	72%	44,436	70%
Staff desk	14,021	27%	16,365	28%	18,749	30%
Total checkouts	52,087		57,710		63,185	
Renewals						
Auto Renewal	34,229		34,274		33,356	
Selfchecks	25		28		45	
Staff desk (incl. phone)	296		225		448	
Patron renewals on website	645		487		600	
Patron renewals on BookMyne	37		13		4	
Total renewals	35,232		35,027		34,453	
Total item checkout and renewals	87,319		92,737		97,638	
Digital Circulation	8,655		8,334		6,517	
Total circulation	95,974		101,071		104,155	
Reserves Processed						
Received from ILL	6,022		6,352		6,769	
ILL sent	4,284		4,660		4,233	
OCLC requests processed	232		195		603	
Gate count						
North	23,954		23,875		25,312	
South	14,589		14,088		14,695	
Total	38,543		37,963		40,007	
Registrations						
New resident cards	175		148		162	
New fee cards	4		6		1	
Active fee cards	X		X		123	
Professional Development hours	188 hours (staff development day, library closesd)					
Cost of Professional Development						

Circulation

	Sep 2018	Sep 2019	YTD Totals			
Adult	50,746	46,836	497,272	448,553		
Teen	2,161	1,955	22,809	19,766		
Children	39,830	38,485	383,703	355,329		
Download	8,334	8,655	65,507	77,339		
Total	101,071	95,931	969,291	900,987	-68,304	-7.0%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,833	57.29%	4,999	10.67%	12,215	26.08%	2,789	5.95%	46,836
Teen	1,826	93.40%	57	2.92%	50	2.56%	22	1.13%	1,955
Children	30,817	80.08%	1,353	3.52%	5,078	13.19%	1,237	3.21%	38,485
Total	59,476	68.15%	6,409	7.34%	17,343	19.87%	4,048	4.64%	87,276

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	114,821	73.66%	17,766	11.40%	15,691	10.07%	7,602	4.88%	155,880
Children	76,254	85.47%	2,876	3.22%	8,137	9.12%	1,951	2.19%	89,218
Total	191,075	77.96%	20,642	8.42%	23,828	9.72%	9,553	3.90%	245,098

Book Collection

	Sep 2018	Sep 2019				
Adult	115,146	114,821				
Children	73,414	76,254	YTD Totals		YTD Difference	
Total	188,560	191,075	188,560	191,075	2,515	1.3%

Audio Collection

	Sep 2018	Sep 2019				
Adult	15,113	17,766				
Children	2,758	2,876	YTD Totals		YTD Difference	
Total	17,871	20,642	17,871	20,642	2,771	15.5%

Video Collection

	Sep 2018	Sep 2019				
Adult	15,196	15,691				
Children	8,045	8,137	YTD Totals		YTD Difference	
Total	23,241	23,828	23,241	23,828	587	2.5%

Miscellaneous Collection

	Sep 2018	Sep 2019				
Adult	8,939	7,602				
Children	2,647	1,951	YTD Totals		YTD Difference	
Total	11,586	9,553	11,586	9,553	-2,033	-17.5%

Statistics for September 2019 (FY Jan-Dec)

Rooms & Spaces

	Sep 2018	Sep 2019				
Community Use of Rooms	966	1,066				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	129	147				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,095	1,213	11,161	12,266	1,105	9.9%

Programs Offered

	Sep 2018	Sep 2019				
Library Programs Offered						
Adult	32	28				
Teen	2	5				
Children	67	59				
Outreach Programs Offered						
Adult	2	15				
Teen	4	3				
Children	14	13				
Passive Programs Offered						
Adult	0	5				
Teen	2	1				
Children	5	8				
Programs Offered Total	128	137	1,072	1,232	160	14.9%

Program Attendance

	Sep 2018	Sep 2019				
Library Program Attendance						
Adult	440	403				
Teen	6	161				
Children	1,577	1,568				
Outreach Program Attendance						
Adult	224	363				
Teen	60	88				
Children	240	511				
Passive Program Attendance						
Adult	0	151				
Teen	29	14				
Children	319	608				
Program Attendance Total	2,895	3,867	35,212	36,539	1,327	3.8%

Statistics for September 2019 (FY Jan-Dec)

Gate Count

Sep 2018	Sep 2019	YTD Totals		YTD Difference	
37,963	38,543	378,674	372,888	-5,786	-1.5%

Reference Questions

	Sep 2018	Sep 2019	YTD Totals		YTD Difference	
One on One Tutorials	20	68	271	606	335	123.6%

Computer User Sessions

	Sep 2018	Sep 2019				
Adult	3,442	3,080				
Children	858	1,007	YTD Totals		YTD Difference	
Total	4,300	4,087	44,516	41,282	-3,234	-7.3%
Wireless Sessions	2,695	2,315	23,167	20,183		