

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

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

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

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

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

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

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

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

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

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

Approved March 22, 2017

Revenue by Object Report

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

Grand Totals

<u>Object/Title</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
4101 Current Property Taxes	5,043,515.00	0.00	0.00	5,043,515.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	0.00	100.00	0.00
4313 Personal Property Replacement Tax	55,000.00	9,835.97	9,835.97	45,164.03	17.88
4410 Sales of Materials	8,000.00	1,280.90	1,280.90	6,719.10	16.01
4502 Charges For Services	45,000.00	1,181.70	1,181.70	43,818.30	2.63
4509 Fees For Non-Residents	16,000.00	1,625.00	1,625.00	14,375.00	10.16
4571 Rental Fees	4,000.00	180.00	180.00	3,820.00	4.50
4581 Fines	85,000.00	3,523.70	3,523.70	81,476.30	4.15
4590 Cost Recovered For Services	15,000.00	449.93	449.93	14,550.07	3.00
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	0.00	0.00	2,000.00	0.00
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	75.00	75.00	4,925.00	1.50
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,315,525.00	18,152.20	18,152.20	5,297,372.80	0.34

Expenditures by Object Report

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

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 Usee</i>
5101 Salaries, Exempt	1,443,453.00	117,693.32	117,693.32	0.00	1,325,759.68	8.1
5111 Salaries, Non-Exempt	216,900.00	6,995.56	6,995.56	0.00	209,904.44	3.2
5119 Part-Time Employee Wages	1,204,010.00	89,735.49	89,735.49	0.00	1,114,274.51	7.4
5131 IMRF Pension Contributions	274,700.00	19,307.01	19,307.01	0.00	255,392.99	7.0
5133 Medicare Contributions	41,533.00	3,063.14	3,063.14	0.00	38,469.86	7.3
5134 Social Security Contributions	177,590.00	13,096.94	13,096.94	0.00	164,493.06	7.3
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	972.00	72.00	72.00	0.00	900.00	7.4
5191 Health Insurance	300,900.00	18,975.00	18,975.00	0.00	281,925.00	6.3
5195 Optical Insurance	1,989.00	132.89	132.89	0.00	1,856.11	6.6
5197 Dental Insurance	29,873.00	1,909.40	1,909.40	0.00	27,963.60	6.3
5210 Supplies	95,400.00	1,272.69	1,272.69	0.00	94,127.31	1.3
5251 Maintenance Supplies	18,000.00	649.12	649.12	0.00	17,350.88	3.6
5280 Small Tools & Equipment	30,000.00	0.00	0.00	0.00	30,000.00	0.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	4,800.00	0.00	0.00	0.00	4,800.00	0.0
5303 Seminars, Conferences & Meetings	30,400.00	100.00	100.00	0.00	30,300.00	0.3
5308 Recognition Program-Staff	4,000.00	40.00	40.00	0.00	3,960.00	1.0
5315 Professional Services	62,000.00	946.70	946.70	0.00	61,053.30	1.5
5322 Personnel Recruitment	0.00	0.00	0.00	0.00	0.00	0.0
5323 Special Legal	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	95,000.00	13,305.75	13,305.75	0.00	81,694.25	14.0
5380 Printing Services	16,700.00	0.00	0.00	0.00	16,700.00	0.0
5391 Telephone	20,000.00	277.07	277.07	0.00	19,722.93	1.3
5392 Postage	26,725.00	6,000.00	6,000.00	0.00	20,725.00	22.4
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	0.00	0.00	0.00	20,500.00	0.0
5420 Insurance-Other Policies	46,000.00	0.00	0.00	0.00	46,000.00	0.0

Expenditures by Object Report

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

Grand Totals (Continued)

<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>PrctUse</i>
5430 Building Maintenance Services	94,000.00	3,381.78	3,381.78	0.00	90,618.22	3.6
5450 Cleaning Services	88,000.00	5,545.00	5,545.00	0.00	82,455.00	6.3
5461 Utilities	26,000.00	542.36	542.36	0.00	25,457.64	2.0
5470 Other Equipment Repair And Maintenance	11,500.00	2,251.50	2,251.50	0.00	9,248.50	19.5
5481 Rentals	20,500.00	898.07	898.07	0.00	19,601.93	4.3
5620 Recoverables	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	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	7,000.00	0.00	0.00	0.00	7,000.00	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	63,500.00	0.00	0.00	0.00	63,500.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	220,000.00	4,617.00	4,617.00	0.00	215,383.00	2.1
5852 Print Materials	343,000.00	915.26	915.26	0.00	342,084.74	0.2
5853 Audiovisual Materials	147,000.00	0.00	0.00	0.00	147,000.00	0.0
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	0.00	0.00	65,000.00	0.0
5880 Intangible Assets (Software)	51,200.00	0.00	0.00	0.00	51,200.00	0.0
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	1,400,000.00	0.00	0.00	0.00	1,400,000.00	0.0
Grand Totals	6,714,145.00	311,723.05	311,723.05	0.00	6,402,421.95	4.6

Invoice Edit Listing
Village of Downers Grove
February 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000280 ALL WINDOW CLEANING SERVICE IN	1	1,630.00	0.00	1,630.00
000322 AMAZON.COM	1	1,424.72	0.00	1,424.72
017501 ANCESTORSTUFF.COM	2	57.73	0.00	57.73
000425 ANDERSON ELEVATOR CO	1	232.78	0.00	232.78
000428 ANDERSON'S BOOKS, INC	1	20.80	0.00	20.80
000522 ART EXCURSIONS INC	1	315.00	0.00	315.00
000403 AT&T	1	648.90	0.00	648.90
000672 BAKER & TAYLOR - L0217582	50	18,040.00	0.00	18,040.00
016893 BIBLIOTHECA, LLC	2	1,404.00	0.00	1,404.00
000878 BONNIE REID	1	57.13	0.00	57.13
014319 CANTEEN REFRESHMENTS	1	234.45	0.00	234.45
008323 CENGAGE LEARNING	6	305.45	0.00	305.45
001276 CENTER FOR THE STUDY OF SERVIC	1	450.00	0.00	450.00
001277 CENTER POINT PUBLISHING	4	132.54	0.00	132.54
002319 CHAMBER630	2	95.25	0.00	95.25
001374 CHICAGO SUN-TIMES INC	1	202.80	0.00	202.80
017481 CHRISTINE L. LEES	2	87.24	0.00	87.24
001553 COMCAST CABLE	1	277.07	0.00	277.07
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	1	1,120.83	0.00	1,120.83
002359 DOWNERS GROVE SANITARY DIST.	2	187.36	0.00	187.36
002539 EBSCO SUBSCRIPTION SERVICES	1	21.45	0.00	21.45

Invoice Edit Listing
Village of Downers Grove
February 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	13	9,028.89	0.00	9,028.89
003188 GRAHAM CRACKERS COMICS, LTD.	2	558.87	0.00	558.87
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
003696 INLAND MECHANICAL SERVICE CORP	2	599.50	0.00	599.50
017442 JULIE MILAVEC	1	99.01	0.00	99.01
004812 KLEIN, THORPE AND JENKINS, LTD	1	1,402.80	0.00	1,402.80
016825 LIBERTY MUTUAL INSURANCE CO	1	250.00	0.00	250.00
014991 LIBRARY FURNITURE INTER'L, INC	1	2,427.00	0.00	2,427.00
012447 MELISSA DOORNBOS	1	33.49	0.00	33.49
017497 MICHAEL GERSHBEIN	1	200.00	0.00	200.00
013170 MICHELLE MARIE NICHOLS-YEHLING	1	125.00	0.00	125.00
005866 MIDWEST TAPE	21	12,752.01	0.00	12,752.01
015081 MIEKO FUJIURA-LANDERS	1	43.21	0.00	43.21
017502 MMDK	1	695.25	0.00	695.25
014406 MUSE PIANO WORKSHOP	1	85.00	0.00	85.00
006113 NEHER ELECTRIC SUPPLY INC	1	912.30	0.00	912.30
006161 NICOR GAS	1	2,266.04	0.00	2,266.04
012499 OVERDRIVE, INC.	5	2,390.83	0.00	2,390.83
012904 PERSPECTIVES, LTD	1	181.70	0.00	181.70
006640 POLONIA BOOKSTORE INC	1	99.47	0.00	99.47
006698 PRINT SMART	1	36.35	0.00	36.35
006859 R.H. DONNELLEY	1	13.70	0.00	13.70
016325 RADIKO LLC	1	318.75	0.00	318.75

Invoice Edit Listing
Village of Downers Grove
February 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006897 RANDOM HOUSE, INC	1	10.00	0.00	10.00
006944 RECORDED BOOKS, LLC	4	90.68	0.00	90.68
017499 RICHLAND COMMUNITY COLLEGE	1	31.00	0.00	31.00
017495 ROOT 66 GARDEN SHOP	1	175.00	0.00	175.00
007517 SCHOLASTIC LIBRARY PUBLISHING	2	338.00	0.00	338.00
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,865.59	0.00	5,865.59
007612 SHANES OFFICE SUPPLY CO	7	1,440.76	0.00	1,440.76
017496 SKIP GRIPARIS	1	350.00	0.00	350.00
017498 SUSAN ELIZABETH ROSS	1	185.00	0.00	185.00
014744 TEAM ONE REPAIR, INC.	1	159.60	0.00	159.60
008391 TODAY'S BUSINESS SOLUTIONS	1	96.64	0.00	96.64
016841 TSAI FONG BOOKS, INC.	2	128.84	0.00	128.84
010471 TWIST OFFICE PRODUCTS	2	240.82	0.00	240.82
011517 UNIQUE MANAGEMENT SERVICES, IN	1	196.90	0.00	196.90
008642 VALUE LINE PUBLISHING, LLC	1	5,975.00	0.00	5,975.00
009792 WESTON WOODS STUDIOS INC	1	29.95	0.00	29.95
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	653.52	0.00	653.52
Grand Total:	175	78,482.04	0.00	78,482.04

INVOICES OF NOTE

For Library Board Meeting on February 22, 2017

2017 Budget

000425	Art Excursions Inc (adult program)	\$315.00
001276	Center For the Study of Service (Chicago Consumer's Checkbook Database)	\$450.00
003696	Inland Mechanical Services (HVAC repair)	\$599.50
004812	Klien, Thorpe and Jenkins (legal bills)	\$1,402.80
014991	Library Furniture Inter'l (teen sofa/chairs deposit)	\$2,427.00
016825	Liberty of Mutual Insurance (insurance for cameras)	\$250.00
017497	Michael Gershbein (library program)	\$200.00
017502	MMDK- Select Staffing (administrative assistant)	\$695.25
006113	Neher Electric Supply Inc (light bulbs)	\$912.30
016325	RADIKO LLC (website services)	\$318.75
017495	Root 66 Garden Shop (library program)	\$175.00
017496	Skip Griparis (concert)	\$350.00
017498	Susan Elizabeth Ross (geneology program)	\$185.00
008642	Value Line Publishing (database)	\$5,975.00

Credit Memo Edit Listing

Village of Downers Grove

2017 Budget

Vendor Totals

Vendor	Number of Memos	Amount
002056 DEMCO INC	1	84.83
Grand Total:	1	84.83

Library Credit Card Details for the February 22, 2017 Board Meeting

Julie Milavec

971	5303 Seminars, Mtgs, & Conferences	Strategic Plan interview	\$	37.86
971	5308 Staff Recognition	In Service Day staff lunch	\$	1,875.60
Total				\$ 1,913.46

Sue O'Brien

971	5280 Small Tools & Equipment	Microwave for staff room	\$	125.99
971	5303 Seminars, Mtgs, & Conferences	Aha! 2017 HR Conference	\$	445.00
971	5308 Staff Recognition	Amiee going away	\$	4.05
Total				\$ 575.04

Dave Thoele

971	5251 Maintenance Supplies	Wall, shelving, and furniture repair	\$	99.05
Total				\$ 99.05

Katelyn Vabalaitis

971	5210 Supplies	Staff room supplies	\$	51.48
971	5251 Maintenance Supplies	Kitchen supplies	\$	18.56
971	5280 Small Tools & Equipment	Downers Grove Public Library Foundation - Lg brick	\$	250.00
971	5302 Dues & Memberships	ALA Membership Renewal, board member	\$	117.00
971	5308 Staff Recognition	In Service Day staff breakfast	\$	93.97
Total				\$ 531.01

Nicole Wilhelms

972	5210 Supplies	Exam Cram supplies and Home Services volunteer gift card	\$	735.86
972	5280 Small Tools & Equipment	Bookends and gaming controller	\$	-
971	5303 Seminars, Mtgs, & Conferences	Strategic Plan interview	\$	4.32
972	5303 Seminars, Mtgs, & Conferences	DCGS and Illinois Youth Services Conferences	\$	165.00
972	5315 Professional Services	Breakout EDU Escape Room kit	\$	125.00
977	5210 Supplies	Staff room supplies	\$	94.50
Total				\$ 1,124.68

Sharon Hrycewicz

973	5303 Seminars, Mtgs, & Conferences	ILA Youth Service Registration	\$	150.00
Total				\$ 150.00

Allyson Renell

973	5303 Seminars, Mtgs, & Conferences	ILA Youth Service Registration, ALA Midwinter Conference travel and meals	\$	1,168.37
Total				\$ 1,168.37

Traci Skocik

973	5210 Supplies	Program & STEM room supplies	\$	629.53
973	5303 Seminars & Meetings	ALA Midwinter Conference travel and meals	\$	35.30
973	5315 Professional Services	Mad Science performer	\$	100.00
973	5853 AV Materials	STEM room supplies	\$	26.88

			Total \$	791.71
Christine Lees				
974	5210	Supplies	Office supplies	\$ 132.44
			Total \$	132.44
Melanie Mertz				
974	5210	Supplies	Office supplies	\$ 37.18
			Total \$	37.18
Paul Regis				
975	5280	Small Tools & Equipment	Extension cords,power strips, wall mounts, cables, office supplies, Brother Laser printer	\$ 935.14
975	5770	Capital Equipment	iPads, iPad accessories	\$ 1,030.00
			Total \$	1,965.14

Melody Danley					
976	5210	Supplies	Outreach travel kit boxes	\$	-
				Total	\$ -

Melissa Doornbos					
976	5210	Supplies	Google storage, office & Bookology supplies	\$	130.19
976	5303	Seminars, Mtgs, & Conferences	LACONI Program	\$	15.00
				Total	\$ 145.19

Jen Fredericks					
972	5852	Print Materials	Adult collection	\$	57.00
977	5303	Seminars, Mtgs, & Conferences	LACONI Program	\$	30.00
977	5210	Supplies	RTI water, collection supplies	\$	308.62
				Total	\$ 395.62

Library Credit Card January 2017 Totals \$ 5,971.01

PAYROLLS FOR JANUARY 2017

JANUARY 6	\$106,821.36
JANUARY 20	\$107,603.01
TOTAL JANUARY 2017 PAYROLLS	\$214,424.37

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

AGENDA ITEM 9A

SAFE DEPOSIT BOX - DESIGNATION OF AUTHORIZED SIGNATORIES

Downers Grove Public Library policy states:

1.5 Safe Deposit Box

The library will rent a safe deposit box at a local bank to provide secure, off-site storage for deeds and other legal documents. The safe deposit box account will be set up in a manner that requires two signatures to gain access to the box. The required signatures will be any two of the following: the Library Board President, Library Board Secretary, or the Library Director.

However, U.S. Bank requires approved minutes of the meeting at which the new signatories were designated as official authorization to change the signatories. Designated signatories should be Library Board President Wendee Greene, Library Board Secretary David Humphries and Library Director Julie Milavec.

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

AGENDA ITEM 10

LIBRARY DIRECTOR'S REPORT

a. Illinois Public Library Annual Report (IPLAR)

The Illinois Public Library Annual report is due to the Illinois State Library on March 1, 2017. The Illinois State Library compiles these reports and shares them with the Institute for Museum and Library Services (IMLS), the federal agency that supports museums and libraries.

b. Strategic Planning Update

The Strategic Plan Outreach Committee members are making progress on interviews of key stakeholders. Response to the online survey version of the focus group questions has been stronger than the attendance at the first two focus groups. Additional marketing, including handouts at self-checks and upcoming programs, is underway to encourage participation.

c. Recent media coverage

See attached.

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

JANUARY 2017 DEPARTMENT REPORTS

Administration

Sue O'Brien

I gathered information requested by an architecture student who is using the library to complete a project for a master's degree class (a renovation plan for the Downers Grove Public Library). I also put him in touch with architect Dan Pohrte, who will supply him with the drawings he needs. I arranged for the plumber to remove the broken garbage disposal and replaced the broken microwave in the Staff Room. For the IPLAR, I compiled and calculated the personnel and building information and collected the IT information from IT Manager Paul Regis. I conducted strategic planning interviews with the President of the Organic Gardeners, the Director of the West Suburban Humane Society, and a local real estate agent. On In Service Day, I met with the library monitors, and the maintenance staff met to discuss additional maintenance tasks that they need to complete on a regular basis. Lead Custodian Dave Thoele is cleaning the book carts, so they roll more easily. Finally, Julie and I interviewed and hired a temporary employment agency employee, Sophia Vaughn, who began work on January 31. Executive Assistant Katelyn Vabalaitis is on maternity leave and Administrative Assistant Aimee Hartley resigned the day Katelyn began her maternity leave.

Bonnie Reid

- New Circulation Manager Christine Lees and I met numerous times during the month for her New Manager training. We're so glad to have Christine on our staff!
- I was able to complete three interviews of community stakeholders for the Strategic Planning process and have been trying to schedule my other two.
- DGPL opted into "EDS on Enterprise" on January 24th. Prior to that, Allyson, Shannon and I met to devise and schedule training for staff and hold five training sessions. What is EDS? When a patron searches the catalog, EDS also searches the library's databases and lists results under a tab called "Article Search DGS".
- After discovering more changes in statistics that will need to be reported on the Illinois Public Library Annual Report (IPLAR), Aimee once again updated the Excel document that will be our new monthly statistics report. I'm hoping to begin using it for the January 2017 statistics.
- I met with Nicole, Karen N. and Joy, to talk about changes in processing and assigning subject headings for items in the Local History file cabinet.

Adult and Teen Services – Nicole Wilhelms

- Book Blind dating is a Valentine's day themed book giveaway program Lynette hosts at Herrick and O'Neill. We will see approximately 250 middle school students.
- STEAM break program planning is well under way. We will offer several escape room programs for tweens and teens.
- Along with Jason, Lynette attended the STEM Playground 'O Fun to show STEM gadgets to Herrick's applied tech classes. They taught TinkerCad and 3D printing.
- Final exam cram week was a smashing success. The library was flooded with teens.
- The Library will be the new home of the Downers Grove Legacy Seed Library. More info to come.
- Karen N. and Suzy visited the new senior home Lacey Creek to establish Home Services.
- Tax season is in full swing. We provide several forms for patrons to take.

Children's Services – Allyson Renell

- Our partnership continued with District 58's Grove Preschool this month. Six classes from Indian Trails and six classes from Henry Puffer visited the library for a field trip. The classes were split into smaller groups where they heard a story about arctic animals, did some science experiments, and participated in a scavenger hunt around the Kids Room.
- The Winter Reading Program, which is sponsored by the Chicago Wolves, started January 2nd. Children choose their own reading goal and record their progress on a log. They then receive a prize upon completion of their goal. The program runs through the end of February.
- The Edible Book Contest, which happened in conjunction with the local Author's fair on January 29th, had 12 participants. Participants had to create a part food representation of their favorite book. Submissions included Brown Bear, Brown Bear What Do You See by Bill Martin Jr., The Mixed-up Chameleon by Eric Carl, and the Missing Piece by Shel Silverstein to just name a few.
- In January, the Kids Room started using adult volunteers to help run our Guided STEM time in the STEM room. On Thursday, Fridays, and Saturdays local volunteers run a Science, Technology, Engineering, Art, or Math activity in the STEM room for an hour. The programs are drop-in for kids to attend, as they are interested. They have been very successful so far with both the volunteers and the participants enjoying the activities.
- Department Head Allyson Renell and Program Coordinator Traci Skocik attended the Association for Library Services to Children's Mini Institute and the American Library Association's Midwinter Conference in Atlanta Georgia. They attended many interesting education sessions, heard a variety of inspiring speakers, and attended the Youth Media Awards where the winners of awards such as the Newbery and Caldecott Medals are announced.

Circulation – Christine Lees

- Majority of Circulation staff attended the in-service day, many staff commented that this was the most productive in-service day they had attended.
- Cheryl Pawlak attended the SWAN Circulation Advisory meeting, this important group helps to create best Circulation practices for all of the SWAN libraries. We are very thankful for Cheryl representing our library at this group. Christine Lees and Cheryl Pawlak also attended the SWAN User Group meeting this month.
- Six Circulation staff members attended the EDS training and are now training other Circulation staff on how to use EDS.
- Kitty Hoos attended the Communico Training session and is training the Circulation staff on how to use this new product.
- Christine Lees attended SLUI where representatives from Sirsi presented additional information on Blue Cloud Analytics (BCA) and Mobile Circ. We were told that BCA would focus on their Circulation and Acquisitions modules heavily this year.
- We streamlined some procedures including the way we record interactions at the Information Desk and removed the need to physically count the number of materials placed into the delivery systems, instead relying on the numbers collected by Sirsi.
- We updated the closing announcement for the Library, the update includes removing the verbiage about central printing, as well as encouraging patrons to use the self-checks.

Information Technology – Paul Regis

Technology Trainer Annie Jagielski worked with PR Manager Melissa Doornbos on Communico staff training, the program/room reservation software that will replace our current system (Evanced). She produced training materials to peruse, and set up scheduled times for drop-in classes in the early part of February.

Technology Assistant I Max Mogavero and Technology Assistant II Jason Peters configured a dedicated tax station, which patrons can use to print out state and federal tax forms. This is a locked-down kiosk of sorts, with the appropriate tax sites whitelisted. While the library has offered a tax station in years past, IT has implemented a few under-the-hood improvements to hopefully offer more stability.

IT Manager Paul Regis reached out to a few vendors for information/pricing on an updated data backup/recovery system. The library's current system uses somewhat archaic tapes, and a more up-to-date service could streamline these processes while offering more backup and retention options.

Since the Training Room updates (moving from desktop computers to laptops) has completed, IT is looking into what to do with all of that open desk space. Suggestions for more hands-on classes – such as crafts-oriented classes or an intro to circuitry class offered by a local computer education provider – are just a few considerations.

Public Relations – Melissa Doornbos

Preparing for 1,000,000+ circulation celebration on Wednesday, March 1. We'll pass out \$5 fine erasers to visitors and have balloons at all of the service desks. Small banners will be moved outside (and then inside) each day for a couple of weeks alerting people of this record-breaking milestone.

The March/April Discoveries newsletter will have 8 pages (opposed to the previous 6-page spread). This is our main communication tool to the public and is also used to coordinate our in-house promotional schedules. The additional pages allow us to provide program descriptions, include big smiling faces in pictures, and give adequate real estate to new services. Check your mailbox!

The new room booking and program registration software Communico that was recently launched also has a webpage component. Digital Librarian Mary Styrzula will be pursuing if and how it can supplement (and/or replace) our digital offerings. It is a very easy product to use, with little to no coding knowledge needed, which is helpful.

Public Relations Manager Melissa Doornbos interviewed four organizations as part of the strategic planning process. They were informative and enjoyable. She also scribed for the first of six community focus groups - also informative and enjoyable. This is going to be fun!

Technical Services – Jen Fredericks

Inventory and Cataloging

For the ATS collection: added 1290 print items and 307 AV items; discarded 1606 print items and 498 AV items.

For Kids Room collection: added 933 print items and 89 AV items; discarded 631 print item and 185 AV items.

Originally cataloged 15 items.

Reclassification and Repairs

Repaired 807 ATS and Kids Room books and audiovisual items.

Reclassified 112 general adult, ATS and Kids Room items.

Reclassified 1049 books in the travel collection, so yearly editions are on the shelf together, rather than spread apart.

Other news

J Fiction reclassification project: Completely finished!! (approx.15,000 items)

Fixed the fiction/nonfiction facets to poetry and drama collections--all corrected to **nonfiction**.

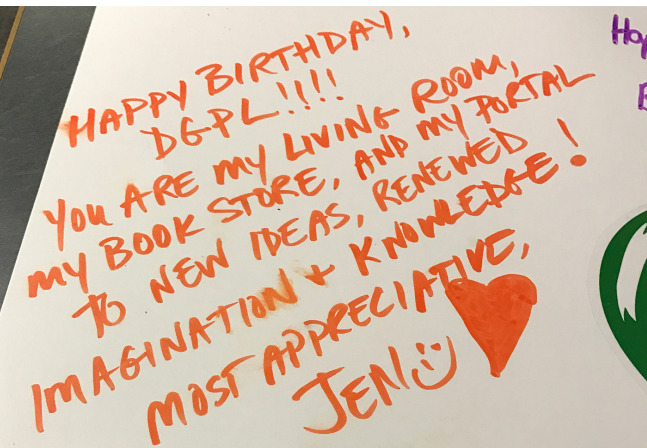
Practicum student, Nora Callahan Mastny, began on 1/27/2016 and has helped with many TS functions already. This week she will be fully copy-cataloging and processing a cart of ATS fiction and nonfiction books.

Jen attended the quarterly SWAN TS Roundtable meeting.

Claimed 53 magazines that did not arrive when expected.

2016 Annual Report

A Year to Celebrate



1891 – 2016

The library celebrated a milestone 125 years.

1,036,494 items borrowed

Best year ever!

4.6% Increase

542,008

Visitors 6.1% Increase

42,475

People attended

968

Programs 14.7% Increase

22.5% ↑

Database usage



Outreach to 3,448 kids

School and group visits

26.3% ↑

Use of Meeting, Conference, and Study Rooms

What's New

- World Languages Collection
- VHS to DVD Converters, Hot Spots, and a DSLR camera for check out
- STEM Career Panel
- Director Julie Milavec

Where did the money come from?

Property tax	93%
Miscellaneous	3%
Fines	2%
State grants	1%
Gifts	1%

Total **\$5,172,364**

Where did the money go?

Personnel	70%
Materials	14%
Other	13%
Building	3%

Total **\$4,985,771**