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

MINUTES

1. **Call to Order**. President Greene called the meeting to order at 7:30 p.m.

2. **Roll Call**. Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee Art Jaros, President Wendee Greene. Absent: Trustee David Humphreys.

   Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Doornbos, Resident Ed Pawlak.

3. **Welcome to Visitors**. President Greene welcomed the visitors and thanked them for their interest in the library.

4. **Approval of Minutes**.
   a. November 16, 2016 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the November 16, 2016 Regular Monthly Meeting be approved as circulated. Roll call: Ayes: Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: Earl.

5. **Financial Matters**.
   a. November 2016 Financial Report. Milavec presented the report. Updated invoice and credit memo lists were distributed to Board members. Milavec noted that as of November 30, 2016, the library's revenue is over 100% fulfilled and has exceeded the estimate for the year.

   b. December 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of December 2016 invoices totaling $118,985.52, the acceptance of December 2016 credit memos totaling $1,144.11, and the ratification of November payrolls totaling $219,380.92 be approved. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items**. President Greene invited comment. Resident Ed Pawlak wished the Board a Merry Christmas.

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

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

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

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

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

    Milaved presented the proposed ordinance and the Board requested the following changes:
        - Page 4, Section D.4. – In the first sentence, replace the word "mileage" with "distance"
        - Page 4, Section D.4. – Add "However," to the beginning of sentence two
        - On the Payment Request Form, add a line for "Date(s) and reason for travel"

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

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

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

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

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

11. **Board Member comments and requests for information**.
Jaros asked how Milavec's jury duty went last week.

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

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

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

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

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

W I T N E S S E T H

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VILLAGE OF DOWNERS GROVE	BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE
By:_____ Village President	By:_____ President
ATTEST:	ATTEST:
BY:_____ Village Clerk	BY:_____ Secretary
DATED: _____	DATED: _____

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 21, 2016

AGENDA ITEM 9A

LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT RESOLUTION

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

1. Allowed reimbursable activities (e.g., conference attendance, travel for business meetings, etc.);

2. The maximum amount that the unit of local government will reimburse for travel, meal and lodging expenses; and

3. A standardized form for documenting travel, meal or lodging expenses, as well as "the nature of the official business" for which reimbursement is sought.

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

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

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

STATE OF ILLINOIS)
) SS.
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

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

ORDINANCE NO. _____

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

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

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

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

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

ORDINANCE NO._____

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

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

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

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

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

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

A. Purpose.

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

B. Definitions.

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

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

C. Authorized Types of Official Business.

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

Trustee Professional Meetings, Workshops, Training, and Memberships

Library trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities.

Reimbursement will be made for reasonable expenses related to these activities. Membership dues for the American Library Association and the Illinois Library Association will be paid for all trustees.

Staff Professional Meetings, Workshops, Training, and Memberships

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

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

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

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

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

D. Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

2. **Personal Automobiles** –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or trustee's residence. When attending a training event or other off-site official business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or trustee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Tolls will be reimbursed.

3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or trustees traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation** – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the Library to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will paid at the differential of the commute less the mileage of a normal commute to the workplace.

5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Staff members of the same gender traveling together are expected to share accommodations when possible in order to minimize lodging costs. Staff may be reimbursed up to half of the allowable room cost if they choose not to share a room and no additional cost is incurred due to their choice. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees. Hotel and motel room reimbursement is generally limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, unless preapproved by the Library Director, if the cost of staying at an official conference hotel would be justified by the savings of other costs of travel such as transportation costs.

7. **Meals** - Meal reimbursement, excluding expenses for alcoholic beverages, is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

   Prior approval by the Library Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per day allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Payment Request Form and paid by the traveler.

9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.

10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.

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

E. Approval of Expenses.

1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.

2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the approved rates set forth in this Ordinance must be approved in advance in an open meeting by a majority roll-call vote of the Library Board of Trustees.

3. **Other Expenses.** All other expenses that do not fall within paragraphs E.1 or E.2 are subject to the Library Director's approval.

F. Documentation of Expenses.

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

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;

2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;

3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and

4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

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

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

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

ADOPTED this _____ day of _____, 2016, pursuant to a roll call vote as follows:

AYES:_____

NAYS:_____

ABSENT:_____

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

ATTEST:

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

Payment Request Form

Payment by (attach receipts to this form): **Date:** _____

☐ **Invoice**

☐ **Library Credit Card. Employee name on card:** _____

☐ **Store account at:** _____

☐ **Reimbursement**

☐ **Payment in advance**

Payable to: _____

Street Address: _____

City, State, Zip Code: _____

Item	Budget Account #	Amount

Total Payment: _____

Date(s) and reason for travel

Comments: _____

_____

_____

Purchased by: _____ **Department:** _____ **Job Title:** _____

Approved by (Dept. Head initials): _____

Approved by Admin.: _____

For Admin. Use Only

Paid by: _____

☐ **Petty Cash Reimbursement Date:** _____

☐ **Warrant Number:** _____

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

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

5 years:
Andrew Field, Children's Services
Thea Milder, Children's Services
Traci Skocik, Children's Services

10 years:
Kelly Pocci, Children's Services
Paul Regis, Information Technology

15 years:
Cheryl Pawlak, Circulation

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

25 years:
Barbara Powell, Technical Services

30 years:
Karen Neal, Adult & Teen Services

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

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

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

UNANIMOUSLY APPROVED, DECEMBER 21, 2016

Board of Trustees
Downers Grove Public Library

Wendee Greene, President

David Humphreys, Secretary

Edward Earl, Trustee

Susan Eblen, Trustee

Jonathan Graber, Trustee

Arthur Jaros, Trustee

December 21, 2016

A RESOLUTION OF APPRECIATION FOR MELANIE MERTZ

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

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

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

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

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

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

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

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

UNANIMOUSLY APPROVED,

Wendee Greene, President

Susan Eblen, Trustee

David Humphreys, Secretary

Jonathan Graber, Trustee

Edward Earl, Trustee

Arthur Jaros, Trustee

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 21, 2016

AGENDA ITEM 10

REPORT OF THE DIRECTOR

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

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

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

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

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

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

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

g. 2017 Illinois Public Library Per Capita Grant Application
See attached.

h. Recent media coverage
See attached.

2017 Legislative Meet-Ups

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

Find out which event will host your legislators and register at www.ila.org/events/legislative-meet-ups.

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

❑ Monday, February 6, 2017

Chicago Library Legislative Lunch

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

NEW

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

❑ Monday, February 13, 2017

West Suburban Library Legislative Lunch

Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523
Price: $40

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

❑ Tuesday, February 14, 2017

South Suburban Library Legislative Breakfast

Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
Price: $25

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

❑ Monday, February 20, 2017

Presidents' Day Library Legislative Breakfast

Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089
Price: $25

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

❑ Monday, February 27, 2017

Southern Illinois Library Legislative Lunch

Holiday Inn
222 Potomac Blvd.
Mt. Vernon, IL 62864
Price: $40

NEW

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

❑ Friday, March 3, 2017

Metro East Library Legislative Breakfast

Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025
Price: $25

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

❑ Friday, March 3, 2017

Central Illinois Library Legislative Lunch

Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761
Price: $40

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

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

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

Register online at ila.org/LM

Name: _____

Institution: _____

Address: _____

Phone: _____

City: _____

State: _____ Zip: _____

E-mail: _____

Payment Information:

Registration Amount: _____

Please Select Event Location:

❑ Chicago ❑ Oak Brook ❑ Tinley Park
❑ Buffalo Grove ❑ Mt. Vernon
❑ Edwardsville ❑ Normal

Method of Payment:

❑ Check ❑ Credit Card ❑ Bill me

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

For group registrations or questions about registration, e-mail: tina@ila.org

Library Trustee Forum
Illinois Library Association

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

Register at ila.org/TrusteeWorkshop

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

ILA Member: $135 • Non-Member: $160

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

Agenda

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

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

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

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

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

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

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

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

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

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

2:15 – 2:30 P.M. Break

2:30 – 3:30 P.M. Legal Q&A

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

Hotel Information

Chicago Marriott Oak Brook
Single/Double Rate: $99, plus tax, per night
Please call 800-228-9290 or 630-573-8555 to make your reservation.

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

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

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

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS APPLICATION

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

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

jmm — Initials
12/22/2016 — Date

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

1. Legal Name of Library: Downers Grove Public Library

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

3. Contact Information of Person completing this grant application:

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

   Preparer's Title: Director

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

   Preparer's Email Address: jmilavec@dglibrary.org

4. Population Served: 49,213

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Share Tweet Google Plus Reddit Comments

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

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

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

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

--

Photo courtesy of DGPL

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

Downers Grove Public Library — Statistics for October 2016 (FY Jan-Dec)

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

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

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

Circulation - By Item

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

Reference Questions

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

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

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

Library Programs Offered

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

Library Program Attendance

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

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

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

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

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

Database Usage

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

Web Pageviews

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

Book Collection - Volumes Owne

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

Audio and Video Collection - Volumes Owne

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

Collection - All Item

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