

Regular Board Meeting
Geneva Public Library District
127 James St., Geneva, IL
Thursday, April 27, 2017, 7:00 p.m.

AGENDA

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Changes in Agenda [Voice Vote]
- IV. Approval of Minutes
 - A. Regular Meeting, March 23, 2017 / [Voice Vote]
 - B. Building and Grounds Committee Meeting, April 13, 2017 / [Informational]
- V. Treasurer's Report
 - A. Financial Statements and Receipts / [RC Vote]
- VI. Patrons' and Public Comments / Correspondence / Publicity
- VII. Committee & Liaison Reports
 - A. Foundation Liaison
 - B. LINC Update
 - C. Building and Grounds Committee
 - D. Personnel Committee
- VIII. President's Report
- IX. Library Director's Report
 - A. Librarian's Report
 - B. Project Outcome Update
- X. New and Unfinished Business
 - A. Discuss Building Project
 - B. Review letter of engagement with Chapman and Cutler for bond counsel services
 - C. Review AIA Agreement with StudioGC
 - D. Approve Emergency Manual & Disaster Plan / [Action Item/RC Vote]
 - E. Approve issuing cleaning contract / [Action Item/RC Vote]
 - F. Approve Employee Handbook revisions / [Action Item / RC Vote]
 - G. Approve proposal to hire Graphic Design Assistant and placement on Position Classification Schedule / [Action Item / RC Vote]
 - H. Approve renewal of Treasurer's bond and payment to Valley Insurance (\$2,500) / [Action Item / RC Vote]
 - I. Closed Session: Discussion of minutes of meetings lawfully closed under the Open Meeting Act 5 ILCS 120/2(c) (21)
 - J. Approval of release of closed minutes / [RC Vote]
- XI. Other New Business
- XII. Public and Trustee Comments
- XIII. Future agenda items
- XIV. Adjournment

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, March 23, 2017

PRESENT: President Bob Shiffler, Vice President Pat Lord, Treasurer Mark Adams, Secretary Zachary Craft, Trustee Paul Conterato, Trustee Dana Hintz, Trustee Ellen Schmid, and Library Director Christine Lazaris

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak, Carol Haggas, Lee Haggas, Zachary Harbour, Rich Kopecky

I. CALL TO ORDER / ROLL CALL

At 7:00 p.m., President Shiffler called to order the Regular Meeting of the Board of Trustees of the Geneva Public Library District. Roll call was taken; all trustees were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler asked for a change to the agenda for a gift presentation to Library District. Secretary Craft **moved to approve the agenda as revised**. Vice President Lord seconded the motion.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

IV. PRESENTATION OF ART TO LIBRARY

President Shiffler attended the recent Citizens for Geneva Library fundraiser at Penrose Brewery and won an original drawing done by local illustrator Tom Lichtenheld. He presented the framed work as a gift to the Library. Director Lazaris thanked President Shiffler.

V. APPROVAL OF MINUTES

Vice President Lord **moved to approve the Minutes of the Regular Board Meeting, February 23, 2017, Special Meeting March 14, 2017 10:00 a.m., and Special Meeting**

March 14, 2017 7:00 p.m. Trustee Conterato seconded the motion. Minutes from a special meeting on March 18, 2017 were presented for informational purposes.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

VI. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements for February 2017. Secretary Craft moved to approve the Treasurer's Report for February 2017 as presented, including approval of all bill payments as presented, subject to audit. Trustee Conterato seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

VII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

There were no public comments. Trustees reviewed written patron comments.

VIII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Vice President Lord reported on her attendance at the Foundation Speaker Series program on March 15, *Gypsy Music Street* by Roberta Dietzen, which was well received. Vice President Lord will attend the next Foundation meeting on April 6, 2017.

B. LINC Update

Director Lazaris reported on her attendance at the LINC meeting on March 10, 2017. Issues discussed included the timing of the dissolution of LINC and finalizing entity details such as the bill payments, reserve fund refunds, contract continuance for negotiated databases, etc. In order to proceed with ordinances or resolutions, a more firm date for the SWAN migration is desired. Director Lazaris will email Trustees the

document received from LINC Director Carol Dawes regarding all of the contracts pending due to the LINC dissolution.

IX. PRESIDENT'S REPORT

None.

X. LIBRARY DIRECTOR'S REPORT

A. Librarian's Report

Director Lazaris shared information about a competitive multi-type library grant received from RAILS in the amount of \$1,464. Middle School Librarian Kylie Peters sought the grant opportunity along with librarians from Geneva Middle School North and South. The grant will be used to purchase items to be used for STEAM technology programming in cooperation with the middle schools. Trustees congratulated Peters and the Library on this achievement.

President Shiffler noted that statistical charts with rolling 13 month data points would be useful as part of the monthly written report. Other Trustees commented that they would like to continue to see the yearly trends. Director Lazaris pointed out that as part of the strategic plan, a creation of a new statistical dashboard will be implemented and this change could be considered as part of this initiative.

Trustee Craft commented on the success of the recent Tales on the Town outreach efforts which have received coverage through Social Media.

XI. NEW and UNFINISHED BUSINESS

A. Review Emergency Manual & Disaster Plan

Director Lazaris commented on the continued work being done on the Emergency Manual to be approved at the next month's meeting. President Shiffler asked Trustees to forward to Deputy Director Karnoscak any suggestions for changes.

B. Approve Final Report on Technology Plan Goals and Strategies for 2015-2017

Director Lazaris presented the Final Report on Goals and Strategies outlined in the Technology Plan for 2015-17. She noted that the goals and strategies were based upon the benchmarks established using recommendations from the Edge Assessment and as a result of this work the Library's Edge score was much improved.

Since grant funding was not received to update the audiovisual equipment in the meeting room, Vice President Lord inquired whether this goal could still be explored. Director Lazaris suggested that this initiative could be part of a discussion for the Goals and Objectives FY 2018.

President Shiffler inquired regarding the 19 Mobile Things initiative, whether there was a way to measure staff familiarity with technology. Director Lazaris commented that staff technology competencies are part of the annual review process for all staff and that the program helped create a culture which

encourages comfort with continued learning and experimentation. The availability of the Tech Zoo items reduces the fear factor of mastering new equipment. Additional staff training is included in the Technology Plan for 2017-19.

Trustee Hintz inquired regarding what software is being used for staff scheduling. Director Lazaris commented that managers use Excel spreadsheets for staff schedules.

The Digital Services staff was recognized for all of their efforts to achieve the goals set forth within this plan.

Trustee Schmid **moved to approve the Final Report on Technology Plan Goals and Strategies for 2015-2017.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

C. Approve Technology Plan for 2017-2019

Director Lazaris presented the Technology Plan for 2017-19 noting the superior work of Digital Services Manager Lynnette Singh. She noted that many large scale projects are contained in this plan including the migration to SWAN, the website redesign, and implementation of the Communico Software for event scheduling and room reservations.

Vice President Lord commented on the importance of the accessibility goal to make services more available to people with disabilities. President Shiffler suggested that auditory impairments should also be addressed as part of this goal.

Treasurer Adams questioned about the transition to SWAN's network and Director Lazaris mentioned that SWAN is working with each member library regarding connectivity capabilities. Lazaris noted that the existing fiber line would be used to connect to SWAN via VPN similarly to how it is currently used to connect to LINC.

Trustee Conterato **moved to approve the Technology Plan for 2017-2019 with the addition of providing accessibility for auditory impairment in the goals.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

D. Approve Insurance Policies Renewal

Deputy Director Karnoscak presented insurance policies up for renewal, noting the premium reduction of approximately \$4,000 compared to the previous year. Karnoscak recommended adding an ID theft breach and cyber terrorism policy to the Library's coverage.

Secretary Craft inquired about flood insurance; Karnoscak explained that the Library is covered for sewer and water casualties but not flood. Trustee Conterato commented that coverage levels were good for these renewals but suggested that for the Directors and Officers Liability & Employment Practices policy which renews in November 2017, could potentially be raised to \$200,000.

Secretary Craft moved to approve Insurance Policies Renewal. Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

D. Update on EAP Services

Director Lazaris reported that the District has used TriCity Family Services for its Employee Assistance Program, but is now also covered by ComPsych through the LIMRiCC consortium at no additional cost. She recommended that the Library dissolve its relationship with TriCity Family Services as of March 31, 2017. The Board agreed with the Director's recommendation.

F. Approve TJ's Land Care Inc. landscape proposal

President Shiffler noted the cost listed in the agenda, for the landscape proposal was missing one item's price of \$650, bringing the proposal total to \$3,147.00.

Secretary Craft **moved to approve TJ's Land Care landscape proposal in the amount of \$3,147.00.** Trustee Conterato seconded the motion.

Lazaris noted that lawn maintenance may vary based on weather conditions. Secretary Craft withdrew his motion.

Secretary Craft **moved to approve TJ's Land Care landscape proposal in the amount of \$3,147.00 plus additional services as needed per outlined prices.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

G. Approve iCirc Annual Maintenance Agreement for Self-Checks (\$2,960.19)

Director Lazaris commented that this is the annual contract for the three self-check machines. Treasurer Adams **moved to approve iCirc Annual Maintenance agreement for Self-Checks in the amount of \$2,960.19.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

H. Approve payment to Oak Brook Mechanical for HVAC repair (\$2,047.89)

Trustee Conterato **moved to approve payment of \$2,047.89 to Oak Brook Mechanical for HVAC repair.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- I. Approve payment to Ottosen Britz for legal services (\$60.00).
Vice President Lord **moved to approve payment to Ottosen Britz for legal services (\$60.00)** Secretary Craft seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

XII. OTHER NEW BUSINESS

None.

XIII. PUBLIC and TRUSTEE COMMENTS

A member of the audience commented that many items voted on during the meeting had complete consensus and questioned whether that was necessary for approval. President Shiffler noted that items are approved by majority rule, but in general items presented are well researched by the Director and her staff and the Trustees were in agreement with her recommendations.

XIV. FUTURE AGENDA ITEMS

None.

XV. ADJOURNMENT

Secretary Craft **moved to adjourn the meeting of the Board of Trustees.** Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 7:59 p.m.

Respectfully submitted,

Zachary Craft, Secretary

Bob Shiffler, President

14. B

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BUILDING AND GROUNDS COMMITTEE
Thursday, April 13, 2017

Present: Committee Chair Pat Lord, Zachary Craft, Deputy Director William Karnoscak

Absent: Paul Conterato

Committee Chair Pat Lord called the meeting to order at 7:00 p.m.

Deputy Director Karnoscak explained the criteria used to review and rank cleaning proposals, including manpower, cost, and vendor references. After reviewing all proposals with Director Lazaris and Facilities Manager Strutz, Karnoscak presented the top three proposals to the Building and Grounds Committee. The Committee reviewed the proposals and recommended awarding a three-year cleaning contract to Alpha Building Maintenance Services, Inc.

The Building and Grounds Committee will put forward this recommendation to the Board of Trustees at their April 27, 2017 meeting.

The meeting adjourned at 7:09 p.m.

Submitted by:

ATTEST:

Pat Lord
Committee Chair

Trustee



Monthly Financial Report
For the Month Ended March 31, 2017

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Geneva Public Library District

**Balance Sheet
Governmental Funds**

As of March 31, 2017

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and Investments	\$ 3,945,637.47	\$ 431,224.71	\$ 256,959.59	\$ 4,633,821.77
Receivables				
Property Taxes	25,465.58	-	3,401.86	28,867.44
Prepays	-	-	-	-
Due From Other Funds	-	-	-	-
Total Assets	<u>\$ 3,971,103.05</u>	<u>\$ 431,224.71</u>	<u>\$ 260,361.45</u>	<u>\$ 4,662,689.21</u>
LIABILITIES				
Accounts Payable	\$ 33,988.61	\$ -	\$ -	\$ 33,988.61
Total Liabilities	<u>33,988.61</u>	<u>-</u>	<u>-</u>	<u>33,988.61</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred Property Taxes	25,465.58	-	3,401.86	28,867.44
Total Deferred Inflows of Resources	<u>25,465.58</u>	<u>-</u>	<u>3,401.86</u>	<u>28,867.44</u>
Total Liabilities and Deferred Inflows of Resources	<u>59,454.19</u>	<u>-</u>	<u>3,401.86</u>	<u>62,856.05</u>
FUND BALANCES				
Total Fund Balance	<u>3,911,648.86</u>	<u>431,224.71</u>	<u>256,959.59</u>	<u>4,599,833.16</u>
Total Liabilities and Fund Balances	<u>\$ 3,971,103.05</u>	<u>\$ 431,224.71</u>	<u>\$ 260,361.45</u>	<u>\$ 4,662,689.21</u>

Geneva Public Library District

**Statement of Revenues, Expenditures,
and Changes In Fund Balances
Governmental Funds**

For the 9 Months Ended March 31, 2017

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES				
Taxes	\$ 4,116,557.62	\$ -	\$ 549,931.77	\$ 4,666,489.39
Replacement Taxes	21,767.82	-	1,145.67	22,913.49
Fines & Fees	15,963.00	-	-	15,963.00
Interest	11,018.10	-	-	11,018.10
Other	<u>36,340.43</u>	<u>-</u>	<u>-</u>	<u>36,340.43</u>
Total Revenues	<u>4,201,646.97</u>	<u>-</u>	<u>551,077.44</u>	<u>4,752,724.41</u>
EXPENDITURES				
Personnel	\$ 1,505,365.24	\$ -	\$ 308,939.33	\$ 1,814,304.57
Library Materials	369,531.86	-	-	369,531.86
Programs	24,090.01	-	-	24,090.01
Building & Supplies	118,873.44	79,200.00	29,258.70	227,332.14
Professional Services	142,630.46	-	11,588.00	154,218.46
Other	<u>354,690.30</u>	<u>-</u>	<u>-</u>	<u>354,690.30</u>
Total Expenditures	<u>2,515,181.31</u>	<u>79,200.00</u>	<u>349,786.03</u>	<u>2,944,167.34</u>
Net Change in Fund Balances	<u>1,686,465.66</u>	<u>(79,200.00)</u>	<u>201,291.41</u>	<u>1,808,557.07</u>
FUND BALANCES				
Beginning of the year	<u>2,225,183.20</u>	<u>510,424.71</u>	<u>55,668.18</u>	<u>2,791,276.09</u>
End of the period	<u>\$ 3,911,648.86</u>	<u>\$ 431,224.71</u>	<u>\$ 256,959.59</u>	<u>\$ 4,599,833.16</u>

**Geneva Public Library District
Treasurer's Report
As of March 31, 2017**

Checking and Money Market Accounts

MB Financial - Checking	\$ 264,872.38
MB Financial - MM	3,638,065.80
MB Financial - TSYS	2,995.33
MB Financial - FSA	1,461.01
Geneva Bank & Trust - MM	235,729.43
IL Funds - MM	89,633.03
State Bank of Geneva - MM	<u>100,897.56</u>
Total Checking and Money Market Accounts	<u>4,333,654.54</u>

Certificates of Deposit

		<u>APY</u>	<u>Maturity</u>	<u>Term (mo.)</u>
The Private Bank - CD	100,000.00	.55%	8/07/18	18
State Bank Geneva - CD	100,167.23	.60%	2/09/19	24
First State FKA Valley CD	<u>100,000.00</u>	.90%	7/17/17	20
Total Certificates of Deposit	<u>300,167.23</u>			

Total Checking, Money Market & Certificates of Deposit \$ 4,633,821.77

**Geneva Public Library District
Balance Sheet
Governmental Funds
As of March 31, 2017**

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>I.M.R.F. Fund</u>	<u>Audit Fund</u>	<u>Liability Ins. Fund</u>	<u>Building Fund</u>	<u>Social Security Fund</u>	<u>Capital Impr. Fund</u>	<u>Total Governmental Funds</u>
Assets									
Cash & Investments	3,945,637.47	431,224.71	113,528.77	(1,213.84)	25,355.65	39,297.16	79,991.85	-	4,633,821.77
Property Taxes Receivable	25,465.58	-	1,646.19	65.57	258.95	365.03	1,066.12	-	28,867.44
Other Receivables	-	-	-	-	-	-	-	-	-
Total Assets	<u>3,971,103.05</u>	<u>431,224.71</u>	<u>115,174.96</u>	<u>(1,148.27)</u>	<u>25,614.60</u>	<u>39,662.19</u>	<u>81,057.97</u>	<u>0.00</u>	<u>4,662,689.21</u>
Liabilities									
Accounts Payable	33,988.61	-	-	-	-	-	-	-	33,988.61
Deferred Property Taxes	25,465.58	-	1,646.19	65.57	258.95	365.03	1,066.12	-	28,867.44
Other Payables	-	-	-	-	-	-	-	-	0.00
Total Liabilities	<u>59,454.19</u>	<u>0.00</u>	<u>1,646.19</u>	<u>65.57</u>	<u>258.95</u>	<u>365.03</u>	<u>1,066.12</u>	<u>0.00</u>	<u>62,856.05</u>
Fund Balance									
Fund Balance	2,225,183.20	510,424.71	22,384.78	(279.38)	5,613.37	9,496.85	18,452.56	-	2,791,276.09
Excess Revenue over Expenses	1,686,465.66	(79,200.00)	91,143.99	(934.46)	19,742.28	29,800.31	61,539.29	-	1,808,557.07
Total Fund Balance	<u>3,911,648.86</u>	<u>431,224.71</u>	<u>113,528.77</u>	<u>(1,213.84)</u>	<u>25,355.65</u>	<u>39,297.16</u>	<u>79,991.85</u>	<u>0.00</u>	<u>4,599,833.16</u>
Total Liabilities & Fund Balance	<u>3,971,103.05</u>	<u>431,224.71</u>	<u>115,174.96</u>	<u>(1,148.27)</u>	<u>25,614.60</u>	<u>39,662.19</u>	<u>81,057.97</u>	<u>0.00</u>	<u>4,662,689.21</u>

**Geneva Public Library District
Statement of Cash Receipts and Disbursements
Governmental Funds
For the Month Ended March 31, 2017**

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>I.M.R.F. Fund</u>	<u>Audit Fund</u>	<u>Liability Ins. Fund</u>	<u>Building Fund</u>	<u>Social Security Fund</u>	<u>Total Governmental Funds</u>
Cash Receipts								
PPRT	3,358.21	-	176.75	-	-	-	-	3,534.96
Interest	1,011.82	-	-	-	-	-	-	1,011.82
Fines & Fees	2,944.98	-	-	-	-	-	-	2,944.98
Other	2,673.38	-	-	-	-	-	-	2,673.38
Total Receipts	<u>9,988.39</u>	<u>0.00</u>	<u>176.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,165.14</u>
Cash Disbursements								
Personnel	157,261.21	-	17,874.34	-	1,183.42	-	11,535.83	187,854.80
Building	13,741.69	-	-	-	-	2,736.93	-	16,478.62
Professional Services	16,284.19	-	-	700.00	-	-	-	16,984.19
Library Materials	57,300.47	-	-	-	-	-	-	57,300.47
Library Programs	2,577.66	-	-	-	-	-	-	2,577.66
Supplies	3,457.63	-	-	-	-	-	-	3,457.63
Other	17,207.43	-	-	-	-	-	-	17,207.43
Total Disbursements	<u>267,830.28</u>	<u>0.00</u>	<u>17,874.34</u>	<u>700.00</u>	<u>1,183.42</u>	<u>2,736.93</u>	<u>11,535.83</u>	<u>301,860.80</u>
Excess Revenue less Expense	<u>(257,841.89)</u>	<u>0.00</u>	<u>(17,697.59)</u>	<u>(700.00)</u>	<u>(1,183.42)</u>	<u>(2,736.93)</u>	<u>(11,535.83)</u>	<u>(291,695.66)</u>

Geneva Public Library District
Statement of Cash Receipts, Disbursements and Changes in Fund Balance
Governmental Funds
For the 9 Months Ended March 31, 2017

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>I.M.R.F. Fund</u>	<u>Audit Fund</u>	<u>Liability Ins. Fund</u>	<u>Building Fund</u>	<u>Social Security Fund</u>	<u>Total Governmental Funds</u>
Fund Balance - Beginning	2,225,183.20	510,424.71	22,384.78	(279.38)	5,613.37	9,496.85	18,452.56	2,791,276.09
Cash Receipts								
Property Taxes	4,116,557.62	-	266,251.06	10,653.54	41,639.35	59,059.01	172,328.81	4,666,489.39
PPRT	21,767.82	-	1,145.67	-	-	-	-	22,913.49
Interest	11,018.10	-	-	-	-	-	-	11,018.10
Fines & Fees	15,963.00	-	-	-	-	-	-	15,963.00
Other	36,340.43	-	-	-	-	-	-	36,340.43
Total Receipts	<u>4,201,646.97</u>	<u>0.00</u>	<u>267,396.73</u>	<u>10,653.54</u>	<u>41,639.35</u>	<u>59,059.01</u>	<u>172,328.81</u>	<u>4,752,724.41</u>
Cash Disbursements								
Personnel	1,505,365.24	-	176,252.74	-	21,897.07	-	110,789.52	1,814,304.57
Building	94,577.75	79,200.00	-	-	-	29,258.70	-	203,036.45
Professional Services	142,630.46	-	-	11,588.00	-	-	-	154,218.46
Library Materials	369,531.86	-	-	-	-	-	-	369,531.86
Library Programs	24,090.01	-	-	-	-	-	-	24,090.01
Supplies	24,295.69	-	-	-	-	-	-	24,295.69
Other	354,690.30	-	-	-	-	-	-	354,690.30
Total Disbursements	<u>2,515,181.31</u>	<u>79,200.00</u>	<u>176,252.74</u>	<u>11,588.00</u>	<u>21,897.07</u>	<u>29,258.70</u>	<u>110,789.52</u>	<u>2,944,167.34</u>
Excess Revenue less Expense	1,686,465.66	(79,200.00)	91,143.99	(934.46)	19,742.28	29,800.31	61,539.29	1,808,557.07
Fund Balance - Ending	<u>3,911,648.86</u>	<u>431,224.71</u>	<u>113,528.77</u>	<u>(1,213.84)</u>	<u>25,355.65</u>	<u>39,297.16</u>	<u>79,991.85</u>	<u>4,599,833.16</u>

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2017

	<u>Month-to-Date</u> <u>Actual</u>	<u>Year-to-Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Remaining</u> <u>Budget</u>	<u>Percent</u> <u>of Budget</u> <u>Remaining</u>
GENERAL FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 4,116,557.62	4,142,023.22	\$ 25,465.60	0.61%
Pers. Property Replace Tax	3,358.21	21,767.82	35,000.00	13,232.18	37.81%
Fines & Fees	1,295.32	9,905.76	28,000.00	18,094.24	64.62%
Non Resident Fees	714.16	714.16	250.00	(464.16)	-185.66%
Lost Books	110.86	392.84	2,500.00	2,107.16	84.29%
Photocopy Adult	739.05	4,078.76	4,500.00	421.24	9.36%
Photocopy Youth	32.01	361.45	500.00	138.55	27.71%
Meeting Room Fees	25.00	370.25	500.00	129.75	25.95%
PC Reservation/Reference Fees	28.58	139.78	200.00	60.22	30.11%
Grants,State,Fed, & Local	1,464.38	1,464.38	35,000.00	33,535.62	95.82%
Gifts & Memorials	0.00	241.45	1,000.00	758.55	75.86%
Friends of GPLD	0.00	11,300.00	15,000.00	3,700.00	24.67%
GPL Foundation Grant	0.00	1,000.00	1,000.00	0.00	0.00%
Over & Under	47.45	(39.49)	200.00	239.49	119.75%
Other - Miscellaneous	174.94	672.61	500.00	(172.61)	-34.52%
Developers Donations	986.61	5,301.48	5,000.00	(301.48)	-6.03%
Grant/Fabyan	0.00	16,400.00	16,000.00	(400.00)	-2.50%
Interest Income	1,011.82	11,018.10	12,000.00	981.90	8.18%
Total Revenue	<u>9,988.39</u>	<u>4,201,646.97</u>	<u>4,299,173.22</u>	<u>97,526.25</u>	<u>2.27%</u>
Expenses					
Library Materials					
Books-Adult	6,483.33	106,016.19	170,000.00	63,983.81	37.64%
Books-Youth	3,061.17	30,338.45	60,000.00	29,661.55	49.44%
Audiovisual-Adult	3,008.51	38,243.82	83,000.00	44,756.18	53.92%
Audiovisual-Youth	575.30	18,742.11	38,000.00	19,257.89	50.68%
Periodicals & Pamphlets	421.20	14,738.52	18,000.00	3,261.48	18.12%
Electronic-Adult	31,167.79	129,174.29	175,000.00	45,825.71	26.19%
Electronic-Youth	12,583.17	32,278.48	40,000.00	7,721.52	19.30%
Total Library Materials	<u>57,300.47</u>	<u>369,531.86</u>	<u>584,000.00</u>	<u>214,468.14</u>	<u>36.72%</u>
Personnel					
Dept. I Full Time	109,213.30	1,057,719.56	1,580,000.00	522,280.44	33.06%
Dept. II Part Time IMRF	27,649.95	257,157.74	420,000.00	162,842.26	38.77%
Dept.III Part Time	20,397.96	190,487.94	325,000.00	134,512.06	41.39%
Total Personnel	<u>157,261.21</u>	<u>1,505,365.24</u>	<u>2,325,000.00</u>	<u>819,634.76</u>	<u>35.25%</u>
Supplies and Programs					
Supplies - General	2,401.69	12,838.10	22,000.00	9,161.90	41.65%
Supplies - Digital Services	170.09	2,596.24	4,500.00	1,903.76	42.31%
Supplies - Circulation	36.09	3,696.24	6,000.00	2,303.76	38.40%
Supplies - Adult	189.87	995.08	3,000.00	2,004.92	66.83%
Supplies - Youth	659.89	2,326.83	4,000.00	1,673.17	41.83%
Supplies - Tech	0.00	1,843.20	4,000.00	2,156.80	53.92%
Programs-Youth	924.01	8,576.04	22,000.00	13,423.96	61.02%
Programs-Adult	1,653.65	15,513.97	22,000.00	6,486.03	29.48%
Total Supplies and Programs	<u>6,035.29</u>	<u>48,385.70</u>	<u>87,500.00</u>	<u>39,114.30</u>	<u>44.70%</u>

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
GENERAL FUND					
Professional Services					
Legal Fees	60.00	10,373.21	60,000.00	49,626.79	82.71%
Service Contracts	5,941.19	34,072.75	72,000.00	37,927.25	52.68%
Computer Services/Consulting	8,343.00	75,077.00	120,000.00	44,923.00	37.44%
Accounting/Bookkeeping	1,940.00	13,580.00	24,000.00	10,420.00	43.42%
Architectural Services	<u>0.00</u>	<u>9,527.50</u>	<u>24,000.00</u>	<u>14,472.50</u>	<u>60.30%</u>
Total Professional Services	<u>16,284.19</u>	<u>142,630.46</u>	<u>300,000.00</u>	<u>157,369.54</u>	<u>52.46%</u>
Other Operating					
Employee Health Insurance	(5,462.78)	158,521.26	300,000.00	141,478.74	47.16%
IT Hardware	5,760.64	28,431.74	70,000.00	41,568.26	59.38%
Personnel Development	1,372.31	18,648.41	50,000.00	31,351.59	62.70%
Postage and Freight	611.45	4,806.31	16,000.00	11,193.69	69.96%
IT Software/Security	5,775.10	35,824.48	35,000.00	(824.48)	-2.36%
Publicity & Printing	3,503.47	40,615.67	70,000.00	29,384.33	41.98%
Bank Charges	24.30	265.59	1,000.00	734.41	73.44%
Contingency	0.00	0.00	2,660.86	2,660.86	100.00%
Photocopy Lease	850.00	24,041.23	30,000.00	5,958.77	19.86%
Catalog, Acquisition & Bindery	3,788.15	37,499.48	82,000.00	44,500.52	54.27%
Fabyan Foundation	0.00	0.00	16,000.00	16,000.00	100.00%
Friends Sponsored	984.79	4,998.58	15,000.00	10,001.42	66.68%
GPL Foundation Sponsored	0.00	1,037.55	1,000.00	(37.55)	-3.76%
Transfer To Other funds	0.00	0.00	129,000.00	129,000.00	100.00%
Utilities	7,443.23	56,615.90	82,000.00	25,384.10	30.96%
Furniture & Equipment	3,285.57	19,386.93	50,000.00	30,613.07	61.23%
Repairs	<u>3,012.89</u>	<u>18,574.92</u>	<u>50,000.00</u>	<u>31,425.08</u>	<u>62.85%</u>
Total Other Operating	<u>30,949.12</u>	<u>449,268.05</u>	<u>999,660.86</u>	<u>550,392.81</u>	<u>55.06%</u>
Total Expenses	<u>267,830.28</u>	<u>2,515,181.31</u>	<u>4,296,160.86</u>	<u>1,780,979.55</u>	<u>41.46%</u>
Excess Revenues less Expenses	<u>\$ (257,841.89)</u>	<u>\$ 1,686,465.66</u>	<u>\$ 3,012.36</u>	<u>\$ 1,683,453.30</u>	
SPECIAL RESERVE FUND					
Revenues					
Transfer From Other Funds	\$ 0.00	\$ 0.00	129,000.00	\$ 129,000.00	100.00%
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>129,000.00</u>	<u>129,000.00</u>	<u>100.00%</u>
Expenses					
Capital Improvement	0.00	29,200.00	150,000.00	120,800.00	80.53%
Professional Fees, New Bldg.	<u>0.00</u>	<u>50,000.00</u>	<u>300,000.00</u>	<u>250,000.00</u>	<u>83.33%</u>
Total Expenses	<u>0.00</u>	<u>79,200.00</u>	<u>450,000.00</u>	<u>370,800.00</u>	<u>82.40%</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ (79,200.00)</u>	<u>\$ (321,000.00)</u>	<u>\$ 241,800.00</u>	

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
IMRF FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 266,251.06	267,897.25	\$ 1,646.19	0.61%
Pers. Property Replace Tax	176.75	1,145.67	1,840.55	694.88	37.75%
Total Revenue	<u>176.75</u>	<u>267,396.73</u>	<u>269,737.80</u>	<u>2,341.07</u>	<u>0.87%</u>
Expenses					
I.M.R.F.	17,874.34	176,252.74	266,400.00	90,147.26	33.84%
Total Expenses	<u>17,874.34</u>	<u>176,252.74</u>	<u>266,400.00</u>	<u>90,147.26</u>	<u>33.84%</u>
Excess Revenues less Expenses	<u>\$ (17,697.59)</u>	<u>\$ 91,143.99</u>	<u>\$ 3,337.80</u>	<u>\$ 87,806.19</u>	
AUDIT FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 10,653.54	10,719.11	\$ 65.57	0.61%
Total Revenue	<u>0.00</u>	<u>10,653.54</u>	<u>10,719.11</u>	<u>65.57</u>	<u>0.61%</u>
Expenses					
Audit	700.00	11,588.00	12,500.00	912.00	7.30%
Total Expenses	<u>700.00</u>	<u>11,588.00</u>	<u>12,500.00</u>	<u>912.00</u>	<u>7.30%</u>
Excess Revenues less Expenses	<u>\$ (700.00)</u>	<u>\$ (934.46)</u>	<u>\$ (1,780.89)</u>	<u>\$ 846.43</u>	
LIABILITY FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 41,639.35	41,898.30	\$ 258.95	0.62%
Total Revenue	<u>0.00</u>	<u>41,639.35</u>	<u>41,898.30</u>	<u>258.95</u>	<u>0.62%</u>
Expenses					
Liability & Unemployment	1,183.42	21,897.07	42,000.00	20,102.93	47.86%
Total Expenses	<u>1,183.42</u>	<u>21,897.07</u>	<u>42,000.00</u>	<u>20,102.93</u>	<u>47.86%</u>
Excess Revenues less Expenses	<u>\$ (1,183.42)</u>	<u>\$ 19,742.28</u>	<u>\$ (101.70)</u>	<u>\$ 19,843.98</u>	

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
BUILDING FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 59,059.01	\$ 59,424.04	\$ 365.03	0.61%
Total Revenue	<u>0.00</u>	<u>59,059.01</u>	<u>\$ 59,424.04</u>	<u>365.03</u>	<u>0.61%</u>
Expenses					
Building Maintenance	<u>2,736.93</u>	<u>29,258.70</u>	<u>59,424.04</u>	<u>30,165.34</u>	<u>50.76%</u>
Total Expenses	<u>2,736.93</u>	<u>29,258.70</u>	<u>59,424.04</u>	<u>30,165.34</u>	<u>50.76%</u>
Excess Revenues less Expenses	<u>\$ (2,736.93)</u>	<u>\$ 29,800.31</u>	<u>\$ 0.00</u>	<u>\$ 29,800.31</u>	
SOCIAL SECURITY FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 172,328.81	173,394.93	\$ 1,066.12	0.61%
Total Revenue	<u>0.00</u>	<u>172,328.81</u>	<u>173,394.93</u>	<u>1,066.12</u>	<u>0.61%</u>
Expenses					
Social Security	<u>11,535.83</u>	<u>110,789.52</u>	<u>177,862.50</u>	<u>67,072.98</u>	<u>37.71%</u>
Total Expenses	<u>11,535.83</u>	<u>110,789.52</u>	<u>177,862.50</u>	<u>67,072.98</u>	<u>37.71%</u>
Excess Revenues less Expenses	<u>\$ (11,535.83)</u>	<u>\$ 61,539.29</u>	<u>\$ (4,467.57)</u>	<u>\$ 66,006.86</u>	
Excess Revenue less Expenses - All Funds	<u>\$ (291,695.66)</u>	<u>\$ 1,808,557.07</u>	<u>\$ (321,000.00)</u>	<u>\$ 2,129,557.07</u>	

**Geneva Public Library District
Check List Detail**

All Bank Accounts
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
SCHOOL OF ART 10-5431	Programs-Adult	to VOID ck# 41150	03/01/17 -100.00	41150	<u>(100.00)</u>
ACCURATE REPRO INC 10-5423	Furniture & Equipment	ACCURATE REPRO INC 122933	03/03/17 363.33	41159	<u>363.33</u>
ALIBRIS, INC. 10-5401	Books - Adult	ALIBRIS, INC. 75050362	03/03/17 9.95	41160	<u>64.83</u>
10-5401	Books - Adult	ALIBRIS, INC. 74999316	14.95		
10-5401	Books - Adult	ALIBRIS, INC. 74982534	31.95		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
AMERICAN ARTISTS LANDSCAPING, INC. 10-5451	Service Contracts	to VOID ck # 41161	03/01/17 -240.00	41161	<u>(240.00)</u>
AMERICAN ARTISTS LANDSCAPING, INC. 10-5451	Service Contracts	AMERICAN ARTISTS LANDSCAPING, INC. 856	03/03/17 240.00	41161	<u>240.00</u>
AMERICAN LIBRARY ASSOCIATION 10-5435	Personnel Development	AMERICAN LIBRARY ASSOCIATION BRENNA MURPHY	03/03/17 68.00	41162	<u>68.00</u>
ANNE HALLAHAN 10-4323	Lost Books	ANNE HALLAHAN	03/03/17 64.99	41163	<u>64.99</u>
BANNER UP SIGNS 10-5438	Publicity & Printing	BANNER UP SIGNS 63815	03/03/17 255.00	41164	<u>255.00</u>
BATAVIA PUBLIC LIBRARY 10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	03/03/17 56.94	41165	<u>85.88</u>
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	28.94		
BEACON NEWS 10-5405	Periodicals & Pamphlets	BEACON NEWS 33943081 3/19/17 - 3/20/18	03/03/17 234.00	41166	<u>234.00</u>
CARLA HIBBARD 10-5435	Personnel Development	CARLA HIBBARD MILEAGE 2/14/17	03/03/17 20.33	41167	<u>20.33</u>
COMPLETE CLEANING 60-5530	Building Maintenance	COMPLETE CLEANING C00891	03/03/17 2,045.00	41168	<u>2,045.00</u>
DAILY HERALD 10-5405	Periodicals & Pamphlets	DAILY HERALD 2/23/17 - 4/19/17	03/03/17 187.20	41169	<u>187.20</u>
GENEVA ACE HARDWARE LLC 60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC	03/03/17 14.39	41170	<u>64.76</u>
60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC	39.95		
60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC	4.13		
60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC	6.29		
GENEVA WOMEN IN BUSINESS 10-5435	Personnel Development	GENEVA WOMEN IN BUSINESS Christine Lazaris and Board member March luncheon	03/03/17 60.00	41171	<u>60.00</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
GFC LEASING WI 10-5450	Photocopy Lease	GFC LEASING WI I00353600	03/03/17 850.00	41172	<u>850.00</u>
HALLIE KOONTZ 10-5431	Programs-Adult	HALLIE KOONTZ PROGRAM 3-20-17	03/03/17 50.00	41173	<u>50.00</u>
JACKSON-HIRSH INC 10-5428	Supplies - Youth	JACKSON-HIRSH INC 960911	03/03/17 117.99	41174	<u>117.99</u>
KATE COBO 10-5435	Personnel Development	KATE COBO 2-28-17 Mileage	03/03/17 14.45	41175	<u>14.45</u>
LAUREN MAXWELL 10-5431	Programs-Adult	LAUREN MAXWELL Refreshments for 3-1-17	03/03/17 7.68	41176	<u>7.68</u>
LAUTERBACH & AMEN, LLP. 10-5454	Accounting/Bookkeeping	LAUTERBACH & AMEN, LLP. 20792	03/03/17 1,940.00	41177	<u>1,940.00</u>
LIMRICC-UCGA 50-5418	Liability & Unemployment	LIMRICC-UCGA	03/03/17 285.32	41178	<u>285.32</u>
MAILFINANCE 10-5451	Service Contracts	MAILFINANCE N6401559	03/03/17 241.45	41179	<u>241.45</u>
MASTER TELECOM CORPORATION 10-5422	Utilities	MASTER TELECOM CORPORATION 2012-386	03/03/17 144.00	41180	<u>144.00</u>
MECHANICAL INC. 10-5440	Repairs	MECHANICAL INC. CHI166809	03/03/17 365.00	41181	<u>365.00</u>
MIDWEST TAPE 10-5407	Electronic - Adult	MIDWEST TAPE 94816788	03/03/17 2,499.49	41182	<u>2,499.49</u>
MIDWEST TAPE 10-5403	Audiovisual - Adult	MIDWEST TAPE	03/03/17 2,114.44	41183	<u>2,938.41</u>
10-5404	Audiovisual - Youth	MIDWEST TAPE	382.82		
10-5453	Catalog, Acquisition & Bindery	MIDWEST TAPE	441.15		
NICOR 10-5422	Utilities	NICOR 89-06-12-1000 4	03/03/17 2,103.56	41184	<u>2,103.56</u>
OLLIS BOOK CORPORATION 10-5402	Books - Youth	OLLIS BOOK CORPORATION 244465	03/03/17 93.65	41185	<u>93.65</u>
OVERDRIVE, INC. 10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-152112333-020217	03/03/17 1,577.97	41186	<u>1,745.92</u>
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-000355543-020717	167.95		
PAPA SAVARIOS 10-5431	Programs-Adult	PAPA SAVARIOS 2/20/17	03/03/17 20.16	41187	<u>20.16</u>
PENGUIN RANDOM HOUSE LLC 10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1081008586	03/03/17 60.00	41188	<u>93.75</u>

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Check List Detail**

All Bank Accounts
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1081082752	33.75		
PROQUEST LLC 10-5407	Electronic - Adult	PROQUEST LLC 70446691	03/03/17 811.00	41189	<u>811.00</u>
QUENCH 10-5451	Service Contracts	QUENCH 200659657	03/03/17 89.90	41190	<u>89.90</u>
QUILL 10-5424 10-5424 10-5428	Supplies - General Supplies - General Supplies - Youth	QUILL 4354608 QUILL 4378116 QUILL	03/03/17 191.12 16.99 29.98	41191	<u>238.09</u>
RUNCO OFFICE SUPPLY 10-5424	Supplies - General	RUNCO OFFICE SUPPLY 677708-0	03/03/17 396.57	41192	<u>396.57</u>
SIKICH LLP 40-5525	Audit	SIKICH LLP 282061	03/03/17 700.00	41193	<u>700.00</u>
SUSAN KRASS 10-5435	Personnel Development	SUSAN KRASS MILEAGE 2/15/17	03/03/17 23.54	41194	<u>23.54</u>
TAKEFORM 10-5423 10-5423	Furniture & Equipment Furniture & Equipment	TAKEFORM 58739 TAKEFORM 58738	03/03/17 1,458.44 1,270.25	41195	<u>2,728.69</u>
THE EMPLOYERS ASSOCIATION 10-5435	Personnel Development	THE EMPLOYERS ASSOCIATION 197038	03/03/17 63.00	41196	<u>63.00</u>
VANGUARD ARCHIVES 10-5451	Service Contracts	VANGUARD ARCHIVES 206025	03/03/17 69.00	41197	<u>69.00</u>
ZOOBEAN 10-5437	IT Software/Security	ZOOBEAN 1200	03/03/17 1,140.00	41198	<u>1,140.00</u>
ACCURATE REPRO INC 10-5401	Books - Adult	ACCURATE REPRO INC	03/07/17 1.00	41199	<u>1.00</u>
ACCURATE REPRO INC 10-5401	Books - Adult	To VOID ck # 41199	03/07/17 -1.00	41199	<u>(1.00)</u>
ADAM GIBBONS 10-4323	Lost Books	ADAM GIBBONS - Refund "Family Photo Detective"	03/07/17 21.06	41200	<u>21.06</u>
ACCURATE REPRO INC 10-5438	Publicity & Printing	ACCURATE REPRO INC 123153	03/20/17 411.67	41201	<u>411.67</u>
ALARM DETECTION SYSTEMS, INC. 10-5451	Service Contracts	ALARM DETECTION SYSTEMS, INC. 636-1080	03/20/17 989.55	41202	<u>989.55</u>
ALIBRIS, INC. 10-5401 10-5401 10-5436 10-5436	Books - Adult Books - Adult Postage and Freight Postage and Freight	ALIBRIS, INC. 75136165 ALIBRIS, INC. ALIBRIS, INC. ALIBRIS, INC.	03/20/17 18.95 8.95 3.99 3.99	41203	<u>35.88</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
ALPHAGRAPHS			03/20/17	41204	<u>961.18</u>
10-5438	Publicity & Printing	ALPHAGRAPHS 88347	216.72		
10-5438	Publicity & Printing	ALPHAGRAPHS 88775	744.46		
BAKER & TAYLOR			03/20/17	41205	<u>11,298.06</u>
10-5401	Books - Adult	BAKER & TAYLOR L4308002	5,704.07		
10-5402	Books - Youth	BAKER & TAYLOR	2,866.13		
10-5436	Postage and Freight	BAKER & TAYLOR	42.86		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	2,685.00		
BAKER & TAYLOR			03/20/17	41206	<u>345.94</u>
10-5401	Books - Adult	BAKER & TAYLOR L4134682	251.25		
10-5402	Books - Youth	BAKER & TAYLOR	53.93		
10-5436	Postage and Freight	BAKER & TAYLOR	2.50		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	38.26		
BAKER & TAYLOR			03/20/17	41207	<u>49.67</u>
10-5404	Audiovisual - Youth	BAKER & TAYLOR L5192492	49.35		
10-5436	Postage and Freight	BAKER & TAYLOR	0.32		
BAKER & TAYLOR			03/20/17	41208	<u>115.21</u>
10-5401	Books - Adult	BAKER & TAYLOR L4134692	59.90		
10-5402	Books - Youth	BAKER & TAYLOR	47.46		
10-5436	Postage and Freight	BAKER & TAYLOR	0.54		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	7.31		
BAKER & TAYLOR			03/20/17	41209	<u>161.03</u>
10-5401	Books - Adult	BAKER & TAYLOR C2356983	160.17		
10-5436	Postage and Freight	BAKER & TAYLOR	0.86		
BATAVIA ENTERPRISES, INC.			03/20/17	41210	<u>433.96</u>
10-5451	Service Contracts	BATAVIA ENTERPRISES, INC. April 2017	433.96		
BATAVIA PUBLIC LIBRARY			03/20/17	41211	<u>25.43</u>
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	12.00		
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	13.43		
BLACKSTONE AUDIO, INC.			03/20/17	41212	<u>84.95</u>
10-5403	Audiovisual - Adult	BLACKSTONE AUDIO, INC. 8B9131	39.95		
10-5403	Audiovisual - Adult	BLACKSTONE AUDIO, INC. 890930	35.00		
10-5436	Postage and Freight	BLACKSTONE AUDIO, INC.	5.00		
10-5436	Postage and Freight	BLACKSTONE AUDIO, INC.	5.00		
BLUE GOOSE MARKET			03/20/17	41213	<u>6.29</u>
10-5431	Programs-Adult	BLUE GOOSE MARKET 2-17-17	6.29		
BOB SCHLACKS			03/20/17	41214	<u>90.00</u>
10-5431	Programs-Adult	BOB SCHLACKS 4-17-17	90.00		
CAITLYN FORSTER			03/20/17	41215	<u>15.57</u>
10-5435	Personnel Development	CAITLYN FORSTER 3-3-17 Mileage	15.57		
CARLA HIBBARD			03/20/17	41216	<u>38.74</u>
10-5435	Personnel Development	CARLA HIBBARD 3-15-17 Mileage	38.74		
CENGAGE LEARNING/GALE			03/20/17	41217	<u>15,225.92</u>
10-5407	Electronic - Adult	CENGAGE LEARNING/GALE 424737	15,225.92		

**Geneva Public Library District
Check List Detail**

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Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
CENTRAL TECHNOLOGY, INC. 10-5451	Service Contracts	CENTRAL TECHNOLOGY, INC. 1515	03/20/17 2,960.19	41218	<u>2,960.19</u>
CITY OF GENEVA 10-5422	Utilities	CITY OF GENEVA 307001620-000	03/20/17 288.07	41219	<u>4,920.82</u>
	Utilities	CITY OF GENEVA307001621-000	4,632.75		
COMCAST CABLE 10-5422	Utilities	COMCAST CABLE 8771 20 045 0164575	03/20/17 274.85	41220	<u>274.85</u>
DAVID ESAU 10-5431	Programs-Adult	DAVID ESAU 4-19-17	03/20/17 325.00	41221	<u>325.00</u>
DAVID WYLLY 10-5431	Programs-Adult	DAVID WYLLY 4-24-17	03/20/17 100.00	41222	<u>100.00</u>
ELEVATOR TECHNICIANS, INC. 60-5530	Building Maintenance	ELEVATOR TECHNICIANS, INC. 39602	03/20/17 331.24	41223	<u>331.24</u>
EMILY THOMPSON 10-5430	Programs-Youth	EMILY THOMPSON Mileage Jan-Feb 2017	03/20/17 24.67	41224	<u>24.67</u>
EMPLOYERS ASSURANCE CO. 50-5418	Liability & Unemployment	EMPLOYERS ASSURANCE CO. EIG 1657400 04	03/20/17 898.10	41225	<u>898.10</u>
FIRST CHOICE COFFEE SERVICES 10-5451	Service Contracts	FIRST CHOICE COFFEE SERVICES 440985	03/20/17 139.95	41226	<u>139.95</u>
FOXFIRE RESTAURANT 10-5431	Programs-Adult	FOXFIRE RESTAURANT 4-8-17	03/20/17 400.00	41227	<u>400.00</u>
FRIENDSHIP SENIOR OPTIONS FOUNDATION 10-5431	Programs-Adult	FRIENDSHIP SENIOR OPTIONS FOUNDATION 5-17-17	03/20/17 15.00	41228	<u>15.00</u>
GENEVA WOMEN IN BUSINESS 10-5435	Personnel Development	GENEVA WOMEN IN BUSINESS 4-18-17 Paula	03/20/17 30.00	41229	<u>30.00</u>
GRAPHIC III PAPERS, INC. 10-5424	Supplies - General	GRAPHIC III PAPERS, INC. 587709	03/20/17 42.27	41230	<u>107.06</u>
	Supplies - Youth	GRAPHIC III PAPERS, INC. 585690	64.79		
HALLIE KOONTZ 10-5431	Programs-Adult	HALLIE KOONTZ 4-17-17	03/20/17 50.00	41231	<u>50.00</u>
INGRAM LIBRARY SERVICES 10-5403	Audiovisual - Adult	INGRAM LIBRARY SERVICES 97440402	03/20/17 170.97	41232	<u>455.92</u>
	Audiovisual - Adult	INGRAM LIBRARY SERVICES 9763BS96	284.95		
JACKSON-HIRSH INC 10-5428	Supplies - Youth	JACKSON-HIRSH INC 691692	03/20/17 58.54	41233	<u>58.54</u>
JESSICA PARKER 10-5435	Personnel Development	JESSICA PARKER 3-10-17	03/20/17 13.68	41234	<u>13.68</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
KATE COBO 10-5435	Personnel Development	KATE COBO Mileage 3/8/17	03/20/17 34.78	41235	<u>34.78</u>
KYLIE PETERS 10-5435 10-5430	Personnel Development Programs-Youth	KYLIE PETERS IYSI KYLIE PETERS Mileage March 2017	03/20/17 24.14 13.05	41236	<u>37.19</u>
LAUREN MAXWELL 10-5431	Programs-Adult	LAUREN MAXWELL 3-2-17	03/20/17 39.90	41237	<u>39.90</u>
LINC 10-5452 10-5452 10-5453	Computer Services/Consulting Computer Services/Consulting Catalog, Acquisition & Bindery	LINC 6989 LINC 6988 LINC 6975	03/20/17 8,333.00 10.00 616.43	41238	<u>8,959.43</u>
MARTHA SULLIVAN 10-5435	Personnel Development	MARTHA SULLIVAN 3-9-17	03/20/17 17.07	41239	<u>17.07</u>
MEREDITH ANDERSON 10-5431	Programs-Adult	MEREDITH ANDERSON Mileage Dec 2016 - Feb 2017	03/20/17 50.77	41240	<u>50.77</u>
METRO SELF STORAGE-BATAVIA 10-5451	Service Contracts	METRO SELF STORAGE-BATAVIA April 2017	03/20/17 271.00	41241	<u>271.00</u>
NANCY KENDZIOR 10-5435 10-5435	Personnel Development Personnel Development	NANCY KENDZIOR Mileage 3-1-17 NANCY KENDZIOR Mileage 3-9-17	03/20/17 29.00 17.01	41242	<u>46.01</u>
NCPERS - IL IMRF 10-5415	Employee Health Insurance	NCPERS - IL IMRF March 2017	03/20/17 240.00	41243	<u>240.00</u>
NEOFUNDS BY NEOPOST 10-5436	Postage and Freight	NEOFUNDS BY NEOPOST 7900 0440 3613 6756	03/20/17 500.00	41244	<u>500.00</u>
OAK BROOK MECHANICAL SERVICES, INC. 10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 5559	03/20/17 2,047.89	41245	<u>2,047.89</u>
OAK BROOK MECHANICAL SERVICES, INC. 10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 5538	03/20/17 600.00	41246	<u>600.00</u>
OTTOSEN BRITZ KELLY COOPER ET AL, LTD 10-5432	Legal Fees	OTTOSEN BRITZ KELLY COOPER ET AL, LTD 95640	03/20/17 60.00	41247	<u>60.00</u>
OVERDRIVE, INC. 10-5407 10-5407 10-5407 10-5407 10-5408	Electronic - Adult Electronic - Adult Electronic - Adult Electronic - Adult Electronic - Youth	OVERDRIVE, INC. 1107-000234497-021417 OVERDRIVE, INC. 1107-191056957-110316 OVERDRIVE, INC. 1107-16111B903-022717 OVERDRIVE, INC. 1107-155211470-021917 OVERDRIVE, INC. 1107-201209670-022317	03/20/17 65.00 531.82 610.94 1,392.70 370.99	41248	<u>5,174.23</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
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Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-175215350-111516	709.35		
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-124734153-012317	308.99		
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-124615642-012317	609.21		
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-110912727-020717	229.42		
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-110831330-020717	345.81		
PADDOCK PUBLICATIONS, INC.			03/20/17	41249	<u>35.65</u>
10-5438	Publicity & Printing	PADDOCK PUBLICATIONS, INC. T446S433	35.65		
PAPA SAVARIOS			03/20/17	41250	<u>122.06</u>
10-5430	Programs-Youth	PAPA SAVARIOS 3-3-17	11.89		
10-5430	Programs-Youth	PAPA SAVARIOS 3-8-17	14.14		
10-5430	Programs-Youth	PAPA SAVARIOS 3-10-17	96.03		
PENGUIN RANDOM HOUSE LLC			03/20/17	41251	<u>123.75</u>
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1081298267	123.75		
PROQUEST LLC			03/20/17	41252	<u>8,285.00</u>
10-5407	Electronic - Adult	PROQUEST LLC US10062532	5,700.00		
10-5407	Electronic - Adult	PROQUEST LLC US10062533	2,585.00		
QUILL			03/20/17	41253	<u>188.40</u>
10-5424	Supplies - General	QUILL 4725491	188.40		
RAILS			03/20/17	41254	<u>4,320.75</u>
10-5437	IT Software/Security	RAILS 3811	4,320.75		
RECORDED BOOKS, INC			03/20/17	41255	<u>2.52</u>
10-5403	Audiovisual - Adult	RECORDED BOOKS, INC 75492724	2.52		
RICHARD HOLINGER			03/20/17	41256	<u>200.00</u>
10-5431	Programs-Adult	RICHARD HOLINGER April 2017	200.00		
SCHOLASTIC LIBRARY PUBLISHING			03/20/17	41257	<u>8,322.00</u>
10-5408	Electronic - Youth	SCHOLASTIC LIBRARY PUBLISHING 11477133	5,425.00		
10-5408	Electronic - Youth	SCHOLASTIC LIBRARY PUBLISHING 11477134	2,897.00		
SCOTT PINER			03/20/17	41258	<u>325.00</u>
10-5430	Programs-Youth	SCOTT PINER 4-2-17	325.00		
SERVICE WITH A SMILE			03/20/17	41259	<u>385.56</u>
10-5438	Publicity & Printing	SERVICE WITH A SMILE 14678	385.56		
SUSAN I BIXBY			03/20/17	41260	<u>90.00</u>
10-5431	Programs-Adult	SUSAN I BIXBY 170227 A	90.00		
TEE JAY SERVICE COMPANY, INC.			03/20/17	41261	<u>159.00</u>
60-5530	Building Maintenance	TEE JAY SERVICE COMPANY, INC. 142698	159.00		
ULINE			03/20/17	41262	<u>217.55</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
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Payee/Account #	Account Description	Description	Check Date/Amount	Check Number	Check Amount
10-5423	Furniture & Equipment	ULINE	193.55		
10-5424	Supplies - General	ULINE 85142264	24.00		
UNIQUE MANAGEMENT SERVICES, INC.			03/20/17	41263	<u>53.70</u>
10-5451	Service Contracts	UNIQUE MANAGEMENT SERVICES, INC. 441919	53.70		
VILLA PARK PUBLIC LIBRARY			03/20/17	41264	<u>21.95</u>
10-4323	Lost Books	VILLA PARK PUBLIC LIBRARY	21.95		
WORLD BOOK, INC.			03/20/17	41265	<u>1,687.40</u>
10-5408	Electronic - Youth	WORLD BOOK, INC. 1551839	1,687.40		
FIRST CHOICE COFFEE SERVICES			03/20/17	41266	<u>1,048.59</u>
10-5424	Supplies - General	FIRST CHOICE COFFEE SERVICES 441450	1,048.59		
PAYLOCITY PAYROLL			03/08/17	50139	<u>171.85</u>
10-5451	Service Contracts	Payroll Fees - 3/8	171.85		
CHASE CARD SERVICES			03/25/17	50140	<u>12,145.50</u>
10-5401	Books - Adult	CHASE CARD SERVICES	223.19		
10-5403	Audiovisual - Adult	CHASE CARD SERVICES	143.18		
10-5404	Audiovisual - Youth	CHASE CARD SERVICES	143.13		
10-5424	Supplies - General	CHASE CARD SERVICES	493.75		
10-5425	Supplies - Digital Services	CHASE CARD SERVICES	170.09		
10-5426	Supplies - Circulation	CHASE CARD SERVICES	36.09		
10-5427	Supplies - Adult	CHASE CARD SERVICES	189.87		
10-5428	Supplies - Youth	CHASE CARD SERVICES	388.59		
10-5437	IT Software/Security	CHASE CARD SERVICES	314.35		
10-5435	Personnel Development	CHASE CARD SERVICES	920.00		
10-5436	Postage and Freight	CHASE CARD SERVICES	38.41		
10-5438	Publicity & Printing	CHASE CARD SERVICES	1,454.41		
10-5430	Programs-Youth	CHASE CARD SERVICES	439.23		
60-5530	Building Maintenance	CHASE CARD SERVICES	136.93		
10-5433	IT Hardware	CHASE CARD SERVICES	5,760.64		
10-5540	Friends Sponsored	CHASE CARD SERVICES	984.79		
10-5431	Programs-Adult	CHASE CARD SERVICES	308.85		
PAYLOCITY PAYROLL			03/22/17	50141	<u>520.64</u>
10-5451	Service Contracts	Payroll Fees - 3/22	520.64		
ILLINOIS MUNICIPAL RETIREMENT FUND			03/29/17	50142	<u>26,110.64</u>
30-5416	I.M.R.F.	IMRF ER - 03/2017	17,874.34		
10-2195	IMRF Withheld	IMRF EE - 03/2017	8,236.30		
TSYS			03/31/17	50143	<u>24.30</u>
10-5447	Bank Charges	Credit Card Processing -	24.30		
Check List Total					<u><u>147,239.15</u></u>

Check count = 116

Dear Geneva Public Library,

This is Mia Collier and Olivia Uhlmann

We know the library has to be built but could you please not take down our favorite tree Branchy he is located by the mound of signs where the new library is going to be built. Branchy isn't the biggest tree but he's great for climbing and me and Mia have had great memories either on or by Branchy we would've never met each other if it wasn't for Branchy. **SAVE BRANCHY!**

Love

Olivia Uhlmann and Mia Collier

Zazzle



Fabyan Windmill
Geneva, IL



Dennis Gramlich



Dear Mia and Olivia,

Thank you for writing me a letter about your favorite tree Branchy. When I was little I had a favorite tree in my backyard. It had one very large low branch that made it great for climbing my best friend, Melissa, and I spent many hours in our favorite tree. Eventually, our tree had to be cut down, but I still remember it fondly and how much fun I had climbing it.

As you know, we will soon build a new library where Branchy currently lives. We don't know yet which trees will remain. I hope Branchy is one of them but I can't make you any promises.

I hope you both enjoy playing on Branchy this summer. Maybe you could send me a picture of you and Branchy? Be sure to have lots of fun!

♡♡♡,

Christine L.

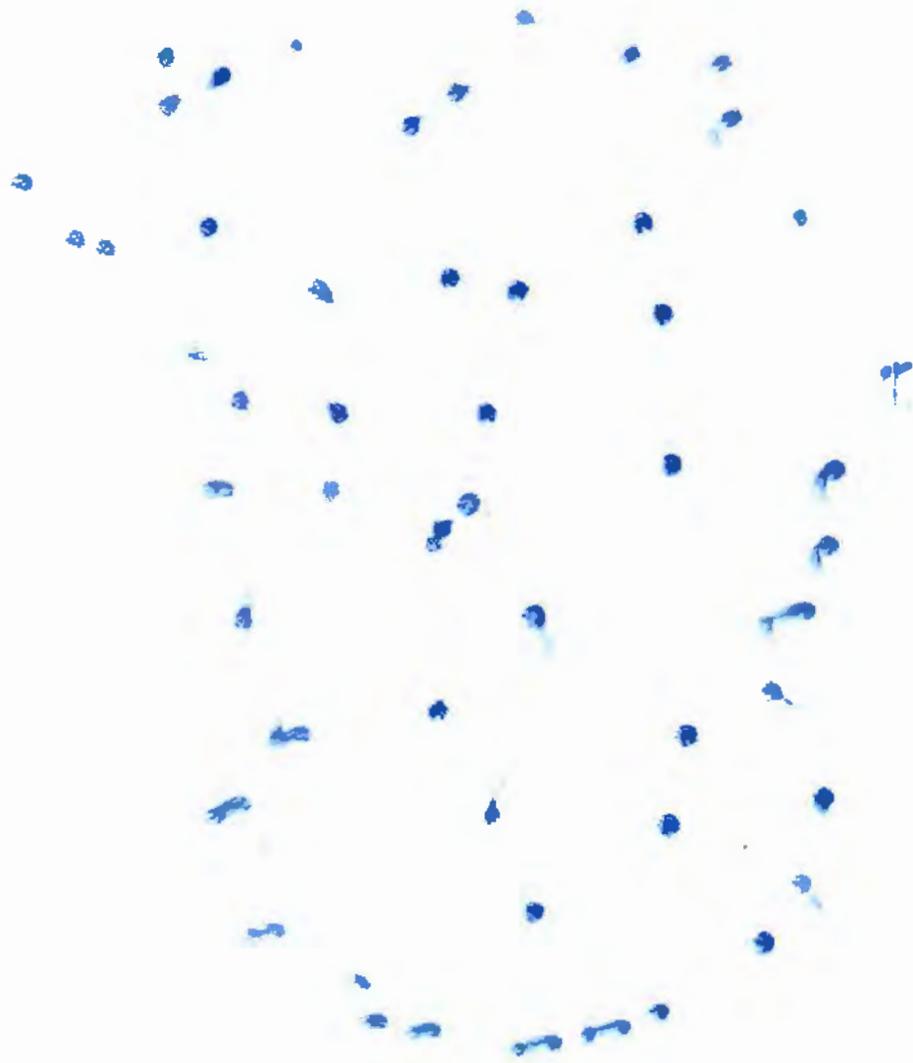


photo



Thank you 

The Boberg / Tralf Family Kotarino, Joachim, Oskar and Alexander



After two years of living in Geneva we are now moving back to Sweden. We have been to the library several times most weeks and it has really become a natural part of our daily life. Oskar has enjoyed the story times and Bounce and rhyme and always comes home with a big smile and a big pile of books after being at the library. We would just like to say thank you and express our gratitude to you for your hard work and contributing to our sons' love of reading.

We will miss you!

I am enthusiastically for a new library and voted for it. However, the sketches used for the new library show a starkly modern design. The new library needs to fit in with the feeling and history of Geneva, - it needs to be compatible with the immediate neighborhood. Ask yourself - if this building was on 3rd - how would it look next to the Court House? Or would it fit next to the Little Traveler? The exterior design needs to be mainly brick - classic - so it never looks like it was added during any particular architectural style. By doing this, it won't ever be dated looking. The interior needs to be warm and inviting - more cozy, club like than all LED lights, and starkly functional. Please do not sacrifice the charm of Geneva. If you welcome to community input, I am available, and have the time to be part of any committee I'm not a designer, but have a pretty good understanding of colors and blueprints. I would love to help.

If you would like a response to your suggestion, please supply the following:

Name:

Michelle Cole

Phone or email:

[REDACTED]

Date:

4/11/2017

Christine Lazaris

From: Christine Lazaris
Sent: Wednesday, April 19, 2017 5:14 PM
To: [REDACTED]
Subject: Geneva Public Library Comment Card

Dear Michelle,

Thank you for taking the time to complete a comment card and sharing your thoughts about the future building design. We appreciate your support and offer to provide input. The renderings shown prior to the referendum were concepts meant to provide visual representation of additional space, light, browsability, etc. Now that voters have approved moving forward with the project (again, thank you for your support) we'll be engaging architects to provide detailed design. We'll be seeking public input throughout the process. I do not have dates or a schedule yet but I encourage you to follow our progress on our project website at: www.gpldnewbuilding.org and/or on social media at: <https://www.facebook.com/genevalibrary> where we will publicize meetings and project schedule. I look forward to meeting you and hearing more of your ideas. Please feel free to contact me anytime.

Sincerely,
Christine

Christine Lazaris
Library Director
Geneva Public Library District
127 James Street
Geneva, IL 60134
630-232-0787
clazaris@gpld.org

Connecting our community to discover, inspire, and grow!

I cannot vote for the
new library because
I dislike the design.

If you would like a response to your
suggestion, please supply the following:

Name:

Joan Donnelly

Phone or email:

[REDACTED]

Date: 3-23-17

Christine Lazaris

From: Christine Lazaris
Sent: Tuesday, March 28, 2017 4:20 PM
To: [REDACTED]
Subject: Library Suggestion

Dear Joan,

Thank you for taking the time to complete a comment card and share your thoughts about plans for a new library. We are currently only in the schematic design phase of our planning efforts. Schematic design allowed us to determine a rough site plan, floor plan, and cost estimate. The images that you have seen are only concepts at this point and not actual designs. Only after a successful referendum on April 4, 2017 would the Library Board engage architects to do detailed design work, including elevations and review by the Historic Preservation and Plan Commissions. If we are fortunate enough to be moving forward with detailed design because our residents feel it in the best interest of the community to offer an expanded facility with parking, drive up convenience, more space for collections, and additional meeting rooms then we will continue to invite public input into the design process. We have engaged with the public throughout this process by hosting community forums with our architects and would continue to do so after a successful referendum. Your thoughts about design and what you'd like to see for a new building are very much encouraged. If you would like to meet to discuss your ideas in person please let me know. Again, thank you for taking the time to share your thoughts with us.

Sincerely,
Christine

Christine Lazaris
Library Director
Geneva Public Library District
127 James Street
Geneva, IL 60134
630-232-0787
clazaris@gpld.org

Connecting our community to discover, inspire, and grow!

We are very disappointed with the new tote bags used for hauling library materials. They are difficult to carry and the straps dig in to your shoulders (or hands) when you carry them.

If you would like a response to your suggestion, please supply the following:

Name:

Jeanine McMillen

Phone or email:

[REDACTED]

Date:

3/29/17

Christine Lazaris

From: Christine Lazaris
Sent: Friday, April 07, 2017 3:47 PM
To: 'Jeanine McMillen'
Subject: RE: Library Comment Card

Thanks Jeanine! The hammock sounds like an excellent idea!

From: Jeanine McMillen [mailto:jeaninemcmillen@yahoo.com]
Sent: Friday, April 07, 2017 3:28 PM
To: Christine Lazaris <clazaris@gpld.org>
Subject: Re: Library Comment Card

Thanks, Christine. We're thrilled to be a part of this important project for our community. Have a great weekend. Enjoy the gorgeous spring weather (I'd like to set up our hammock and engage in some outdoor reading. =0)

From: Christine Lazaris <clazaris@gpld.org>
To: Jeanine McMillen [REDACTED]
Sent: Friday, April 7, 2017 3:19 PM
Subject: RE: Library Comment Card

Jeanine,

Again, I'm sorry the bags are not working out for you and your family. We'll keep looking at bag options and hopefully by the next time we order them we'll come up with something that is comfortable, easy to clean, and budget friendly.

Regarding the building project, we're still working on a timeline for next steps. We're definitely planning on more community engagement and I hope you and Adam will be a part of it. I'll let you know when I have the dates.

I really appreciate all of the community support! It's so nice that everyone wants to get involved and be a part of this project. I am thrilled and honored to represent the Library.

Thank you,
Christine

From: Jeanine McMillen [REDACTED]
Sent: Thursday, April 06, 2017 10:14 AM
To: Christine Lazaris <clazaris@gpld.org>
Subject: Re: Library Comment Card

Hi, Christine-

I apologize for never returning your note below (and you were so prompt with providing feedback based on my comment card!). I just know that if I am struggling to carry a hefty load of books in those bags, surely someone older and more frail is going to have great difficulty. I've often resorted to my trusty college backpack, so I'll continue to use that. I appreciate that the library is being cautious with cost and cleanliness.

Adam and I are absolutely thrilled that the referendum passed on Tuesday! Adam is very serious about helping in any way to ensure that best practices are followed wherever possible with regard to sustainability principles. If we're creating this new library with future generations in mind, it is a must. It sounds like with the cost per square foot you might be working with, you can hold the architects to these expectations.

Thank you for all that you do for our library.

Jeanine

From: Christine Lazaris <clazaris@gpld.org>

To: [REDACTED]

Sent: Thursday, March 30, 2017 9:26 AM

Subject: Library Comment Card

Hi Jeanine,

Thank you for taking the time to complete a library comment card and share your thoughts about our new bags. I'm sorry the bags are not proving comfortable for you to use. We made the decision to go to nylon bags over cloth bags because of cleanliness. The cloth bags visited many homes and often came back to the library with a variety of dirt factors—pet hair, smoke, and much (!!!) more. The nylon bags can be wiped down by our staff when they are returned to the library. They also have a lower price point so that we can replace them more frequently. While I understand this does not change the comfort factor for you I hope the explanation will help shed some light on why we thought the sanitary needs outweighed other factors. Our Library Friends group used to sell cloth bags. They may still have some available. If you are interested, please let me know and I can put you in touch with them.

On a different note, I enjoyed meeting Adam at our recent Community Forum. We had a very nice conversation about documenting sustainability principles.

Best regards,
Christine

Christine Lazaris

Library Director

Geneva Public Library District

127 James Street

Geneva, IL 60134

630-232-0787

clazaris@gpld.org

Connecting our community to discover, inspire, and grow!

I have noticed the library switched to using nylon bags for books (the ones we can check out to take the books home). My children and I have checked them out a few times and have found them uncomfortable and hard to use. These bags are too large for the kids and the handles hurt their shoulders. I feel the same way using them as an adult. It would be great to have canvas bags - easier to use.

If you would like a response to your suggestion, please supply the following:

Name:

Phone or email:

Date:

Your newest book bags
are too flimsy to
carry the books.

Liked the sturdier
older ones better.

If you would like a response to your
suggestion, please supply the following:

Name:

LISA HAWLEY

Phone or email:

Date:

4/18/17

Christine Lazaris

From: Christine Lazaris
Sent: Wednesday, April 19, 2017 5:04 PM
To: [REDACTED]
Subject: Geneva Public Library Comment Card

Dear Lisa,

Thank you for taking the time to complete a library comment card and share your thoughts about our new bags. I'm sorry the bags are not proving enjoyable for you to use. We made the decision to go to nylon bags over cloth bags because of cleanliness. The cloth bags visited many homes and often came back to the library with a variety of dirt factors—pet hair, smoke, and much (!!!) more. The nylon bags can be wiped down by our staff when they are returned to the library. They also have a lower price point so that we can replace them more frequently. While I understand this does not change your concern regarding sturdiness I hope the explanation will help shed some light on why we thought the sanitary needs outweighed other factors. Our Library Friends group used to sell cloth bags. They may still have some available. If you are interested, please let me know and I can put you in touch with them.

Sincerely,
Christine

Christine Lazaris

Library Director
Geneva Public Library District
127 James Street
Geneva, IL 60134
630-232-0787
clazaris@gpld.org

Connecting our community to discover, inspire, and grow!

I think there should be a
minecraft club for 3-6
grade every Saturday or
Sunday.

Also a Terraria club or
class. 4-6 grade

for PS4

If you would like a response to your
suggestion, please supply the following:

Name:

Declan Cook

Phone or email:

Date:

Feb. 3, 2017

Declan's library suggestion

Kristi Miller

Thu 3/30/2017 3:56 PM

Dear Declan,

Thank you for sharing your ideas in the suggestion box at the Library. I understand your desire to have a Minecraft club every weekend. Unfortunately, we can't offer Minecraft programs that often and still do other types of programs. Are you aware that we offer Minecraft programs on many school breaks and holidays? We just had 3 sessions of Minecraft this week, and plan to offer it again this summer. I encourage you to check out the Library Link or the Library's website (www.gpld.org) to find dates and times. We also have Minecraft Edu on all the computers in Youth Services. You can come with a friend and play each other on the library's server anytime the library is open - including weekends!

We will also take your suggestion for a Terraria club or class into consideration. We usually try to offer programs that can be played on several gaming platforms - not just PS4 - so that kids with different systems can all enjoy the program. Perhaps we can have an open gaming session sometime that includes Terraria.

Thanks again for sharing your ideas with the Library.
Regards,

Kristi

Kristi Miller
Youth Services Manager
Geneva Public Library District
127 James Street, Geneva, IL 60134
630-313-1013
www.gpld.org

your library suggestion

Kristi Miller

Thu 3/30/2017 3:14 PM

~~REDACTED~~

Dear Isaac,

Thank you for writing to the Library with your suggestion of a Dungeon & Dragons club. I appreciate all the information you provided. Since you are a frequent visitor, you know that we do like to play games at the library! Did you know that we are planning to add some board games to the Middle Ground area later this spring? We are also planning to start a circulating board game collection this fall, so you can check out games and try them at home.

As for D&D, we will consider how we can incorporate your favorite game into library programming. As you know, D&D is an elaborate game that requires the same players to be in attendance each time you play in order for your campaign to really work well. At this time we don't have the time and space needed to facilitate a D&D club.

Thanks again for sharing your ideas with us, Isaac. We will think about how we can include D&D in future programs. In the meantime, you are always welcome to play with your friends at the library, so long as you can keep your excitement to a dull roar!

Regards,

Kristi

Kristi Miller
Youth Services Manager
Geneva Public Library District
127 James Street, Geneva, IL 60134
630-313-1013
www.gpld.org
Connecting our community to discover, inspire, and grow!

To whom it may concern at the Geneva library,

I would like to suggest an event or series of events at the library. A D&D (Dungeons and Dragons) club, group, or meeting. I think that many people that play, used to play, or never played. There is no place in Geneva that plays D&D? the Gaming Goat, which you may or may not know about, does carry D&D items but only has gatherings for a card game. So, I hope you take my request into account.

Sincerely, frequent library visitor, Isaac Armstrong

P.S. I obviously would like to join if it becomes a reality.

Contact info:

E-mail: [REDACTED]

Phone: [REDACTED]

[REDACTED]

Address: [REDACTED]

A D&D data base website: www.orcpub.com

Can you get TV shows to rent
from HGTV, such as ~~Home~~
Fixer Upper + Flip or Flop +
Love it or List it? Was disappointed
to see it wasn't listed in
the database to rent

Thanks!

**If you would like a response to your
suggestion, please supply the following:**

Name:

Phone or email:

Date:

You should get The Economist
Magazine Subscription.

It contains reliable
World news and is
fact-centered.

**If you would like a response to your
suggestion, please supply the following:**

Name:

Phone or email:

Date:

Hey,
Just thought to let you know
I think the Personal Reading is a cool idea!
Especially with the book experts' own personal touch!
If you can't read, my contact info
is below.

If you would like a response to your suggestion, please supply the following:

Name: Kelly Bechler

Phone or email: 

Date: 3/28/19

Nancy Kendzior

From: Nancy Kendzior
Sent: Wednesday, March 29, 2017 9:57 AM
To: Kelly Bechtold
Subject: K. Bechtold - Personal Reading Lists

Hi Kelly,

Thank you for your comment form dated 3/28/17 telling us you like our new Personal Reading List Service! We are always happy to receive feedback from our patrons, and looking for ways to improve how we serve the community. Have a great day!

Nancy Kendzior
Information & Reader Services Manager
Geneva Public Library 127 James Street Geneva, IL 60134-2241
(630) 313-1005 x227 nkendzior@gpld.org

March 20, 2017

Dear Library Board of Trustees and
Library Staff -

Thank you for your beautiful plant arrangement that was delivered to my home in sympathy of the recent passing of my mother. Your thoughtfulness and support are very much appreciated at this most difficult time.

Very sincerely

Christine Dalphy.

LIBRARY RELATED MEDIA COVERAGE

Date	Title	Publication	Section	Link
4/18/2017	The library vote (Dave Heun column)	Daily Herald	Neighbors	Print and online: http://www.dailyherald.com/news/20170418/craving-fresh-fish-head-to-downtown-st-charles
4/13/2017	Officials: New library construction to start in 2018	Kane County Chronicle	News	Print only
4/10/2017	GENEVA CELEBRATES EARTH DAY APRIL 22 WITH RECYCLING, RAIN BARRELS, PETTING ZOO AND MORE	Kane County Connects	News	Online only: http://kanecountyconnects.com/2017/04/geneva-celebrates-earth-day-april-22-with-recycling-rain-barrels-petting-zoo-and-more/
4/7/2017	CONSTRUCTION OF NEW GENEVA LIBRARY EXPECTED TO BEGIN IN SPRING 2018	Kane County Connects	News	Online only: http://kanecountyconnects.com/2017/04/geneva-will-start-construction-of-new-library-in-spring-2018/
4/6/2017	Geneva's Tom Simonian reflects on loss, staying involved	Daily Herald	News	Print and online: http://www.dailyherald.com/article/20170406/news/170409199/
4/5/2017	Close vote favors new library in Geneva	Daily Herald	News	Print only
4/5/2017	Geneva Library Referendum Approved: What's Next for New Library?	Geneva Patch	News	Online only: https://patch.com/illinois/geneva/geneva-public-library-district-voters-ok-tax-increase-new-library
4/4/2017	Unofficial results from the April 4	Kane County Chronicle	News	Online only: http://www.kcchronicle.com

	consolidated Kane County election			om/2017/04/05/unofficial-results-from-the-april-4-consolidated-kane-county-election/a978n60/
4/4/2017	Geneva library referendum wins by 89 votes	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2017/04/05/ea311b5471684831aca706065c42c21c/
4/4/17	A summary of Daily Herald endorsements	Daily Herald	Opinion	Print and online: http://www.dailyherald.com/article/20170404/discuss/170409643/
4/4/2017	APRIL 4 REFERENDUM RESULTS: KANE FOREST PRESERVE PASSES, GENEVA LIBRARY SQUEAKS A WIN	Kane County Connects	News	Online only: http://kanecountyconnects.com/2017/04/april-4-referendum-results-kane-forest-preserve-passes-geneva-library-squeaks-a-win/
4/3/2017	Election: Today's hot races in the Fox Valley	Daily Herald	News	Print and online: http://www.dailyherald.com/article/20170403/news/170409834/
3/24/2017	WHO'S ON THE APRIL 4 BALLOT? LIBRARY RACES AT A GLANCE	Kane County Connects	News	Online only: http://kanecountyconnects.com/2017/03/whos-on-the-april-4-ballot-library-races-at-a-glance/
3/21/2017	Our choices for Geneva schools, library question	Daily Herald	Opinion	Print and online: http://www.dailyherald.com/article/20170321/discuss/170329898/
3/17/2017	Forum Held Saturday on \$21.8M Library Referendum	Geneva Patch	News	Online only: https://patch.com/illinois/geneva/forum-held-weekend-21-8m-library-referendum

4151A Close vote favors new library in Geneva

BY SUSAN SARKAUSKAS
ssarkaushas@dailyherald.com

Unofficial results in a close contest indicate Geneva Library District residents favor borrowing \$21.8 million to build a new library.

"Yes" votes barely outpaced "no" votes by 3,852 to 3,763, with all 24 precincts reporting, according to the Kane County clerk's website.

"We'd like to thank the voters for sharing our vision for the Geneva Public Library," board President Robert Shiffler said.

Library officials said the 20-year loan would cost the owner of a \$300,000 home an additional \$99 a year in property taxes in the first year. The owner of that home now pays about \$330 annually to the library.

The existing library was built in 1908 and enlarged in 1938, 1986 and 1998.

Officials envision building



RICK WEST/rwest@dailyherald.com
The Geneva Public Library was built in 1908 and last enlarged in 1998. Voters narrowly approved loaning the district \$21.8 million to build a new library, according to unofficial results.

something more than twice as big, with on-site parking, at the site of the former Sixth Street Elementary School.

The district bought the site from the Geneva school district in the early 1980s, then sold it to Kane County. The county used it to house the

Regional Office of Education. In 2015, the county razed the building and sold the site back to the library district.

The district has a conceptual design for a new library.

The board will now come up with a design and construction plan and schedule.

Shiffler said he expects people could begin using a new library by the middle of 2019.

Shiffler said the district wants more space for its collection, some of which is stored off-site. It also wanted more staff work space and the ability to have more room for programming, including community meeting rooms.

It also wanted a parking lot. The current library does not have a lot and rents one two blocks away for the staff. And there is only one handicapped parking spot available.

If the library moves from 127 James St., it has an agreement with the city of Geneva to give the city the first chance to buy the old site in the event officials decide to expand city hall, which is next door.

The original portion of the library was built with money donated by steel-industry magnate Andrew Carnegie.

VOTE 2017 ELECTION RESULTS

Officials: New library construction to start in 2018

By **BRENDA SCHORY**
bschory@shawmedia.com

GENEVA – With voter approval to sell bonds to build a new library, Geneva Public Library officials said in a statement that their goal is to start construction in spring 2018, with a prospective opening date in midyear 2019.

“We’d like to thank the voters of the Geneva Public Library District for sharing our vision ... and for making this investment in the future,” Board President Bob Shiffler said.

Voters gave a thumbs-up to the Geneva Public Library District’s request to sell \$21.8 million in bonds to build a new library, according to unofficial results on election night April 4.

The yes votes were 3,852 to

the no votes of 3,763, a difference of 89 votes, according to unofficial results.

In a statement, library officials said they were gratified by the community’s support for building a new library at 210 S. Sixth St.

The successful referendum allows the board to move forward with plans for the new, 57,000-square-foot facility that will offer community members of all ages a library with space for additional technology to learn new skills, expanded collections, more programs, on-site parking, drive-up convenience, and many other resources and services, according to the statement.

The architectural firm StudioGC will begin work on the building’s design for the board to review and share with the

public through community forums to be announced at a later date, according to the statement. For updates and additional information, visit www.gpld.org/pressroom. Questions can be submitted to Board@gpld.org.

Once approved, the plans will be submitted to the city for review, including to the Historic Preservation Commission, the Plan Commission and the Geneva City Council, according to the statement.

The referendum was another step in a process that began more than two years ago when the board began to review how the library could best serve the community in the future, according to the statement.

After assessing the condition and upkeep of the current building, studying needs and

getting community feedback, the board concluded that it made the most fiscal sense to build a new facility that would provide the space and amenities the library district needs, according to the statement.

The library is landlocked at its current location and unable to provide additional services and resources.

Contemporary libraries meet community needs by offering resources such as drive-up convenience, 3-D printing services, craft rooms, equipment checkout and early literacy play areas. These services cannot be provided at the current location, according to the statement.

Though she is no longer in the Geneva Library District, former Board President Esther Steel said she was thrilled

to see that voters approved bonds to build a new library.

“I am so happy and so proud of them. They did a tremendous job,” Steel said. “They ran their referendum campaign on the high ground and did it for the right reasons, and they did it beautifully. It is a reflection of how the Geneva community supports their library.”

Steel served on the library board during a time when officials considered buying the former Cetron property, then rejected it because environmental cleanup would have been too expensive. Steel resigned from the board after she moved to Sugar Grove.

“I was lucky enough to be able to be part of that,” Steel said. “I’m so tickled pink about the library, I just can’t stand it.”

KCG

Newly elected D-304 board members ready for more innovation in classroom

By **BRENDA SCHORY**
bschory@shawmedia.com

GENEVA – Newly re-elected Geneva School District 304

continues, schools must be able to adapt and keep pace,” Egan wrote. “With a



plan through.”

In his candidate profile, Lamb wrote that he sought re-election be-

Blackberry Township eyes another road referendum

By **BRENDA SCHORY**
bschory@shawmedia.com

BLACKBERRY TOWNSHIP – Incumbent Blackberry Township Supervisor Fred Dornback handily won an-



Fred

fund does not have enough money to do proper maintenance and repairs, Dornback said.

“Engineer,

Mayoral challenger in Geneva says he has no regrets

By SUSAN SARKAUSKAS
ssarkauskas@dailyherald.com

Tom Simonian says he has no regrets about running to become mayor of Geneva, even though he lost with 37 percent of the vote.

When he started thinking about the campaign last August, he figured his odds of defeating Mayor Kevin Burns were closer to zero.

According to the Kane County clerk's office, 88

percent of eligible voters cast ballots in the mayoral election.

Simonian said he thinks people came out to vote in the Geneva library referendum "and then just voted for name recognition" on the mayoral question. Turnout was lower in



Tom Simonian

2013, when Burns ran against Geneva TaxFACTS co-founder Bob McQuillan and there were no referendums.

But "that isn't an excuse," Simonian said.

Simonian remains a 5th Ward alderman through April, when his term expires.

He had lent his campaign committee \$75,000, but it did not spend all of that, he said Thursday. He could not provide an exact number, as he was still adding up bills for a

quarterly report due to the state board of elections by April 17.

Simonian said he will keep an eye on city business, but it's too early to say if he would run for city office again. The next municipal election is in 2019.

He said he will attend city council meetings when he thinks aldermen aren't doing what is good for constituents.

"My voice will be heard from the podium instead of the dais," Simonian said.

4/19/17

F

Geneva mayoral race spending is detailed

BY SUSAN SARKAUSKAS
ssarkauskas@dailyherald.com

Tom Simonian spent \$39,414 in his bid to become Geneva's next mayor, according to disclosure records.

He spent \$16,922 during the last quarter of 2016, and \$22,492 in the first quarter of 2017, according to the quarterly report his committee filed Saturday with the state board of elections.

Records show Simonian loaned his campaign \$79,744.

He received in-kind contributions of \$3,437 in audiovisual equipment rental, room rental, and food and beverages for a Feb. 23 reception at El Molcajete Restaurant. The contributions came from Beth and Larry Gies.

Mayor Kevin Burns received \$6,850 in contributions. He spent \$6,271 and donated the remainder to Suicide Prevention Services, according to his committee's final report.



Geneva Mayor Kevin Burns, left, was outspent by Alderman Tom Simonian in his unsuccessful bid to unseat Burns.

The Illinois Association of Realtors' political action fund spent \$12,035 in March to send out mailers advocating his re-election.

Quarterly reports were due Monday.

• Second Ward Alderman Richard Marks spent more than \$6,200 for print materials and newspaper and Facebook advertising. He loaned himself more than \$6,432.

He received about \$582 in in-kind contributions from Fagans Inc., which is owned

by Joe Stanton, who was Simonian's campaign manager. Marks was treasurer of Simonian's campaign.

• Citizens for the Geneva Library, which advocated in favor of building a new library, received \$2,807 in money and \$10,947 in in-kind contributions, according to its report. The largest donation came from Christine Lazaris and Devon Moose of St. Charles, who gave \$1,000. Lazaris is director of the Geneva Library; Moose is her husband.

Those in-kind donations came from StudioGC Architecture and Interiors of Chicago. The library hired StudioGC to conduct focus groups in 2015 about what residents wanted in a new library, and to come up with the concept for a new building. StudioGC hired graphics and campaign experts to persuade voters to approve borrowing up to \$21.8 million for a new library.

Thank you to our community for your support

The Geneva Public Library District's board, administration and staff are gratified by the community's support for building a new library at 210 S. Sixth St.

The April 4 referendum vote allows the board to move forward with plans for a new, 57,000-square-foot facility that will offer community members of all ages and stages of life a library with space for additional technology to learn new skills, expanded collections, more programs, on-site parking, drive-up convenience, and many other resources and services.

Architectural firm StudioGC will begin work on the building's design for the board to review, with an



BEYOND THE BOOKSHELVES

Paula Krapf

opportunity for public input through community forums at a later date. The plans then will be submitted to the appropriate city agencies for review, including the Historic Preservation Commission, the Plan Commission and Geneva City Council.

The goal is to start construction of a new building in spring 2018, with a prospective opening date in mid-year 2019.

Keep up with the progress on the

new building plans at www.gpld-newbuilding.org. Please contact us anytime at Board@gpld.org.

A note from customer service

Join us at the library to celebrate children and their connection to the world of learning through stories, crafts, music and more at Dia! Children's Day on April 30. Learn more about the history of this national celebration at dia.ala.org.

'The Librarian Recommends'

Christian O'Kelley, youth services library assistant and "volunteer" coordinator, said of "Serafina's Promise:" "Gently threaded in verse,

this piece of historical fiction offers an insight into the natural disasters and tragedies of Haiti, such as earthquakes and mudslides, and puts it in the perspective of a stalwart and sensitive girl, Serafina. Her dreams of becoming a doctor and her passion for protecting her family are sure to inspire children in grades four to eight."

Paula Krapf is public relations and marketing manager for Geneva Public Library. The "Beyond the Bookshelves" column runs the third Thursday of each month. Feedback can be sent to editorial@kcchronicle.com.

Graham's marks Earth Day with dirty, earthy treats

By **BRENDA SCHORY**
bschory@shawmedia.com

GENEVA - Graham's Chocolates and Graham's 318 Coffeehouse in Geneva will be celebrating Earth Day April 22 with some down and "dirty" treats that ultimately will benefit the Geneva Beautification Committee.

From 10 a.m. to 2 p.m., all sales at both stores will donate 10 percent to the committee, which does the volunteer planting of trees and flowers and the maintenance of the public gardens



Maddi Smith (from left), holding the Earth Day Sundae from Graham's Fine Chocolates & Ice Cream and

Hidden gem

Fish market/restaurant serves fresh seafood in St. Charles

If my note last Sunday about the various fish sandwiches available at quick-serve restaurants in this area didn't do much for you, let's make up for it by mentioning a restaurant/fresh-fish market you may not have visited.

Ernesto Canbia and his family have been preparing delicious fish meals for the past decade at the E&S Fish Company, tucked away at 311 N. Second St. in the Charleston Center retail strip in St. Charles.

"This has been a great location for us," said Canbia, who operates the business with his wife Saida and their son and daughter. "The open kitchen setup is beautiful and people like the restaurant and fresh fish market."

Canbia can't point to a specific signature dish he offers that customers claim is their favorite. "Whatever people feel like at a given time, that is their favorite," he said. "I can go with any fish they want, but it has to be fresh for me."

Unlike so many other retail strip settings, the Charleston Center has been fortunate to be occupied most of the time and have a solid tenant like E&S Fish Company on board.

Downtown businessmen Terry Grove and Peter Pratt built the center 27 years ago, and Grove still has his office on site.

"I don't really know what the answer is for the success we've had here," Grove said. "Part of the building is offices, but I don't know if the combination of offices and retail has helped us more than it would have if we were just one or the other."

Either way, Grove is happy that E&S Fish Company calls the center its home.

"This is not just because they are a tenant, but I hear nothing but rave reviews about the restaurant," Grove said. "The family works very hard at it."

E&S is open Monday through Saturday from 11 a.m. to 2 p.m. for lunch, with slightly varying hours for the fresh market. On Fridays and Saturdays, the only days in which dinner is offered, E&S is open from 10 a.m. to around 8 p.m. Reservations for dinner start at 6 p.m. those days.

The library vote: Sensing that many people are disappointed that their tax bill will inch even higher, another library thought crossed my mind in the wake of the very close vote that approved the building of a new library in Geneva.

Plenty of people in their 30s, 40s and maybe even 50s, could likely make the comment that the current Geneva library is the same as it was when they were little kids.

People in Batavia and St. Charles and many other communities can't say the same.

It makes sense to me that over a period of that many years, it's reasonable to ask the community to support an upgrade to the



Dave Hein
Talk of the Town



Ernesto Canbia is the owner of the E&S Fish Company in St. Charles at 311 N. Second St. "This has been a great location for us," he says.

BRIAN HILL/bhill@dailystar.com



The E&S Fish Company at 311 N. Second St. in St. Charles has been in business for 10 years. It features a seafood restaurant and fresh fish market.

BRIAN HILL/bhill@dailystar.com

not so much, nor do they need to be, especially when making sure the elderly, sick and poor have sufficient services. And let's not forget, there are plenty of businesses that don't make it. So who's to say your game plan for running government like a business won't go belly up in the process?

Now, can an elected official find ways to save money, streamline services and consolidate positions when practical? Sure, as long as the boss — the taxpayer — doesn't get hurt in the process.

By the way, that's another thing about saying you'll run your office or a city or state like a business. That means you are the boss. And guess what? You're not.

Library.

Our schools, churches, movie theaters, cars, restaurants and clothes have all changed dramatically over that period of time. And we put a fair amount of money into all of those entities.

So why not the library?

Not the best pitch: Here's some advice for those seeking political office either on the local, state or federal levels. Be careful of playing the "I will run this office like a business" card.

First, there are too many examples of those who were elected on that premise, and haven't done much to help those who voted them in.

Second, as good as it sounds, businesses are generally operated for a profit. Governments,

Just getting old?: Maybe it's my version of Groundhog Day. And it certainly strikes me as odd. Unless, after all of these years, this defines what getting older is all about.

For several days in a row, when I first woke up and looked at my clock it was 6:26 a.m. Not 6:23 or 6:27. Always 6:26.

Is something like that even possible for someone who has never used an alarm clock?

It didn't matter what time I went to bed. When my eyes opened, it was 6:26. It's about the time I need to get up anyway to get ready for work. So from that standpoint, it's not driving me crazy to be awake at that time.

It's just that 6:26 apparently is my in-house wake-up call.

dhein@sbcglobal.net

4/19/17





Arts & Entertainment

The City of Geneva and its neighboring communities are home to an abundance of top-notch cultural venues and activities, including events throughout the year.

The downtown art galleries, as well as the active Cultural Arts Commission combine their forces to make Geneva and the greater Fox Valley area a worthy destination for those who enjoy the visual and performing arts. Geneva's hometown theater, Playhouse 38, showcases talent in an



intimate arena. The 79-seat Steel Beam Theatre, located in St. Charles, has musicals, plays, improvisational comedy and children's theater.

The Hemmens Cultural Center in Elgin provides the western Chicago suburbs with a stellar line-up of entertainers each season. The center features a 1,200-seat theater that hosts the Elgin Symphony Orchestra and has attracted a number of big name performers throughout the years.

2017-2018 Community Profile



discover • inspire • grow

GPLD

GENEVA PUBLIC LIBRARY DISTRICT

127 James Street, Geneva, IL 61034
630-232-0780 • gpld.org

(630) 443-4547
Fax (630) 443-4548

Salerno's
Windy City Amusements

914 Main Street
St. Charles, IL 60174
E-mail: office@windycityamusements.com

www.windycityamusements.com

Celebrating 201 Years in Business in 2017



MONTHLY HIGHLIGHTS

Submitted by: Christine Lazaris, Library Director

PLANNING FOR OUR FUTURE EDUCATION CAMPAIGN

Efforts to inform our community about plans for a new library building and a referendum to issue bonds to pay for the construction of a new facility resulted in voter approval to issue \$21,800,000 in library bonds. On April 4, 2017, according to unofficial results, 7,640 voters weighed in on the referendum question. More than 50% voted in favor of the referendum. Voter turnout was nearly 33%. In comparison, voter turnout in past consolidated elections from 2009 to 2015 ranged from approximately 15 to 19%. Many thanks to Citizens for Geneva Library and their efforts to get the vote out and our Trustees for devoting so much time and energy to the education campaign.

President Shiffler and I spent time this month learning about next steps for our building project. We visited with an Aurora Public Library District trustee and construction managers, and participated in a conference call with our financial planner and bond counsel. Community input and education will continue as the Library moves forward with plans and construction of a new facility. The project website, www.gpldnewbuilding.org, along with social media and our various publications will be used for sharing information.

NATIONAL LIBRARY WEEK

National Library Week, April 9-15, was featured on the marquee. Many thanks to our Friends for supplying staff treats. Read more about the month long celebration in the Information & Reader Services section of this report.



LIBRARY USAGE

Visits to the library increased minimally this month when comparing gatecounts for March 2017 (24,173) to March 2016 (23,988). Total circulation increased by more than 3% this month. Use of adult materials showed the strongest gains. Other trends, such as increased use of e-resources and computers continued.

ADMINISTRATION

Submitted by: Christine Lazaris, Library Director

FOUNDATION UPDATE

Vice President Lord and I attended the monthly Foundation Meeting on April 6. Congratulations to Foundation member Taylor Egan for being elected to the District 304 Board of Education. The next speaker series is scheduled for May 17 when College of DuPage professor Gib Egge will take attendees on a National Parks virtual tour. A passive fundraiser will be held at Portillo's on May 18. Just mention the Foundation and 20% of the proceeds will be donated to the Foundation. The Foundation is working on plans for a second annual Dodge, Drink, Dine fundraising event, to be held on October 14. A flyer for event sponsorship has been developed and will be distributed to local businesses.

LINC UPDATE

I attended the LINC Board of Directors Meeting on April 14 at West Chicago Library. Congratulations to fellow LINC member Villa Park Library for winning their referendum to issue bonds for \$10,600,000 to renovate the existing space (21,990 sq. ft.) and add a two story addition (9,314 sq. ft.).

LINC agenda items included: reviewing record retention requirements after the dissolution of LINC, approving fiscal year 2017-18 budget, discussion of some recent concerns with RAILS delivery, election of officers, and annual review of the executive director. LINC officers for 2017-18 are as follows: President: Dawn Bussey, Glen Ellyn; Vice President: Sandy Hill, Villa Park; Secretary: Christine Lazaris, Geneva; Treasurer: Tim Jarzemsky, Bloomingdale.

FACILITIES UPDATE

Twelve cleaning proposals were received in response to the Library's recent request for proposals. Proposals were vetted based on completion of proposal, ability to complete the job, man hours devoted to cleaning, company references, and cost. The Building and Grounds Committee met on April 13 to review the top three bids. The Committee recommends awarding the contract to Alpha Maintenance.

Furniture cleaning took place on March 30 and windows were washed on April 20. Grout cleaning, carpet cleaning, and roof inspection are scheduled.

PER CAPITA GRANT UPDATE

The Secretary of State sent notice that this year's per capita grant funding rate is \$0.77644 per resident and that the Library will be awarded \$23,685.30. The notice further stated that payment of these funds may be "significantly delayed" due to the state budget impasse. Last year, the Library received \$23,514.78 in per capita grant funding. Full funding requires a rate of \$1.25 per resident.

INFORMATION & READER SERVICES

Submitted by: Nancy Kendzior, Information & Reader Services Manager

NATIONAL LIBRARY MONTH



American Library Association (ALA) and libraries across the country celebrate National Library Week in early April, but Geneva Public Library celebrates all month long! Information & Reader Services, in coordination with Youth Services, are promoting the library-wide theme *Library Transform*. Adults and Teens are invited to decorate wooden butterfly cut-outs and add them to our display in exchange for a chance to spin our prize wheel to win earbuds, notebooks, pencils, and drawstring bags. Only ten days into the month and more than 50 adults participated already! Similarly children are decorating paper butterflies in Youth Services to enjoy the same experience and spread the Library spirit!

BOOK CLUB BASH

We kicked off National Library Month with our first Book Club Bash at Fox Fire Restaurant in Geneva! Thirty-five community members enjoyed finger sandwiches, desserts and beverages while listening to staff presentations about GPLD's Book Club Service, Personal Reading List Service, Adult Book Discussion Programs, New Book Alerts, and Author Check.



Representatives from Penguin Random House also debuted hot new titles, provided giveaways, and discussed favorite books. Attending patrons raved about how great the event was. We are looking forward to making this an even bigger and better annual event.

TAKE & MAKE CRAFT KITS FOR TEENS



YA Librarian Martha Sullivan has been reaching out to Teens who visit the Library by making a selection of Take & Make Craft Kits available to take home and assemble. The creative little bags are displayed near the YA materials and also in *This & That* display in the Collaboration Zone. Fifteen bags were offered in March and only two were still available at the end of the month. The no-sew bowties were such a big success that several teens couldn't wait and instead decided to get started right in the Library!

CUSTOMER SERVICES

Submitted by: Kate Cobo, Customer Service Manager

RFID (RADIO FREQUENCY IDENTIFICATION) RESEARCH

Technical Services Manager Janet Miranda, Digital Services Manager Lynnette Singh, and I have been visiting with local libraries to gather information for the eventual implementation of RFID. We met with Barrington Area Library, Downers Grove Public Library, and Bloomingdale Public Library staff to learn about different processes for tagging collections and observing how self-checks and automated material handlers work when paired with RFID. RFID tags will improve the self-checkout experience for library users and will increase efficiency and accuracy with daily tasks such as check in and check out. A report of our findings will be shared with Library Administration and Trustees shortly.

Circulation of Collection Materials	March 2017	March 2016	Percent Change
Adult	29,363	27,945	5%
Youth	28,453	27,960	2%
Transits (ILL and LINC transfers)	2,183	2,142	2%
Total	59,999	58,047	3%
Print	34,356	33,206	3%
Audio Visual	15,507	16,366	-5%
Other (videogames, puzzles, misc.)	2,410	2,138	13%
Electronic Adult – eBooks, eAudiobooks, video	5,090	3,847	32%
Electronic Youth– eBooks, eAudiobooks, video	453	348	30%
Total Electronic	5,543	4,195	32%
Text renewals	545	452	21%

DIGITAL SERVICES

Submitted by: Lynnette Singh, Digital Services Manager

TV DISPLAYS IN THE COLLABORATION ZONE

The new 40" TV displays were installed in the Collaboration Zone on Friday, March 31. They'll be used to display information about our databases, digitization services, and upcoming programs. Patrons are also welcome to connect and use the TV displays with their laptops via an HDMI wall mounted port at each booth.



GETTING STARTED WITH YOUR IPHONE CLASS

On Wednesday, March 29 Ellen Anderson presented a fun and informative class, Getting Started with your iPhone, to a group of 30 patrons. One community member took the time to email Ellen the next day to say *"Thank you for an awesome class last night. I came away with so much anticipation in trying all the things you taught. You did a fantastic job!"*

COMMUNICO IMPLEMENTATION UPDATE

We continue to work on the implementation of the Communico modules. Members of the Digital Content Strategy Group are building pages and transferring content from our current website to the Communico Sites platform. Staff training on the Attend module used to schedule and display events began on April 5 and will continue throughout the month of April. Our expected go-live date for the Communico platform is August 2.

Wireless Connections and Data Usage	March 2017
Data Usage	1.27 TB
Unique Clients	2240
Average Daily Connections	219

PUBLIC RELATIONS AND MARKETING

Submitted by: Paula Krapf, Public Relations and Marketing Manager

ANNUAL VOLUNTEER RECOGNITION BRUNCH

We had a lovely day March 19 when we gathered at Riverside Receptions to honor volunteers at the Library. Middle school, teen, and adult volunteers contribute more than 1,000 hours to the Library annually. Their contributions include decorating the Library, assisting with programs, helping with Home Service, raising funds, and donating generously to Library programs and events. More than 40 volunteers give 100 or more hours to the Library each year, and they receive a fine-free Library card for their service.



Library Board Vice President Pat Lord discussed the April 4 referendum with 53 attendees. Leslie Goddard entertained everyone with her historical portrayal of Amelia Earhart, which tied in nicely with Women's History Month in March. Many thanks to our Trustees for countless hours of volunteer service.



MENTAL HEALTH BOARD COLLABORATION IN MAY

May is Mental Health Awareness Month, and Geneva's Mental Health Board sought our help. We will host an event for them, titled "A Layperson's Guide to Mental Illness," on Tuesday, May 16 at 7 p.m. Geneva Chamber of Commerce President Jean Gaines is on the Mental Health Board, and we've worked closely with her to develop this event. We will also have materials about mental health awareness to display at the Library that members of the community can take home with them.

HEALTH & FITNESS DAY PARTNERSHIP IN SEPTEMBER

Responding to a request from a member of our business community, the Library will host a health event on Saturday, September 9 from 9 a.m. to 12 p.m. A number of local businesses that provide health and fitness services to the community will share information with the community on health living. It will be a hands-on event, so we expect some chair massages, fitness tryouts, and healthy food samples for all to enjoy. Approximately 12-15 local businesses intend to participate, and we look forward to a fun and informative day.

TECHNICAL SERVICES

Submitted by: Janet Miranda, Technical Services Manager

SKILL BUILDING COLLECTION

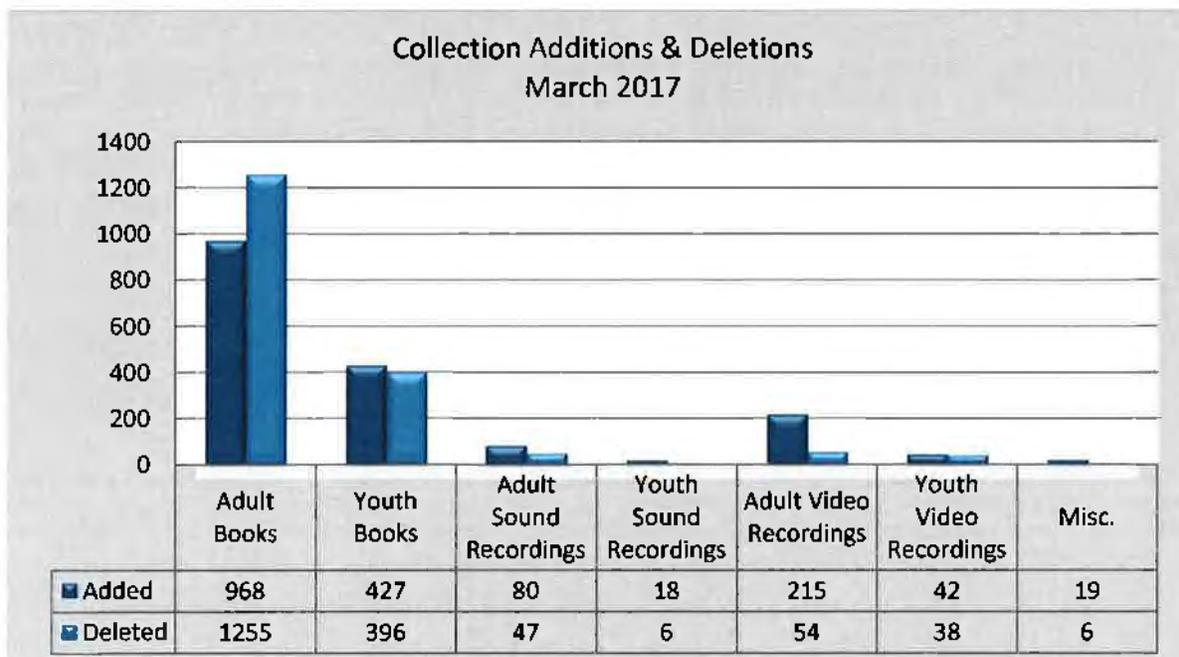
The new Skill Building Collection has been created with items selected from the former Parent Teacher collection. With guidance from Early Childhood Librarian Kim Crawshaw, TS staff reclassified items to form a collection of materials to assist students and young children with specific skills such as test preparation, language arts, math, and summer practice. This specialized collection is located behind the "Answers Desk" in Youth Services.

DVD GENRE RECLASSIFICATION

Cataloging Assistant Kari Moncrieff and YA Librarian Martha Sullivan are working together to categorize adult fiction DVDs by genre. Graphics Designer Rosa Nevarez created unique genre labels that are distinctive and eye catching. The entire T.S. team will participate on this project to optimize arrangement of adult DVDs as part of enhancing user experience for discovery of materials.

RFID RESEARCH

As reported in the Customer Service section, I am working with Kate and Lynnette to learn more about RFID. We have included SWAN libraries in our data collection to learn from their experiences and to increase our understanding of utilizing RFID technology in a larger consortium setting. I will be attending the SWAN RFID committee meeting on Thursday, April 27.



YOUTH SERVICES

Submitted by: Kristi Miller, Youth Services Manager

MIDDLE SCHOOL NEWS

Congratulations to Middle School Librarian Kylie Peters and the GMS-North and GMS-South LRC Directors for securing a RAILS grant in the amount of \$1,464.38 to purchase technology! Kylie will



Some LEGO experts at the middle schools helped figure out how to assemble our new LEGO Mindstorms robots during Teen Tech Week.

partner with the middle schools to offer students STEAM activities after school and at lunchtime. Once a month, an hour-long afterschool program will be held at one of the school libraries. Through experimentation and collaboration, students will learn about a selection of STEAM-related activities and technologies and become student “experts.” During lunch periods, the activities will be set up again and all students will be invited to tinker. The “experts” from the afterschool session will be there during their free periods to guide and teach their peers. The goals of this project are to give students the opportunity to expand their creativity, problem-solving skills, and perseverance through tinkering; and to give

students the opportunity to be leaders and teachers among their peers. What a fantastic opportunity to partner with our middle schools to offer relevant and empowering programming for our students!

PROGRAM PARTNERS

We partnered with Preservation Partners of Fox Valley to present “Explore the Durant House Museum” on March 31. Librarian Emily Thompson read a story in the living room of the Durant House, then a museum staffer took the participants on a tour. Emily reports “the kids were super curious about living in pioneer times. The program lasted longer than planned because the kids had so many questions!” Our next collaboration will be a Fabyan Japanese Garden Storytime on May 4.



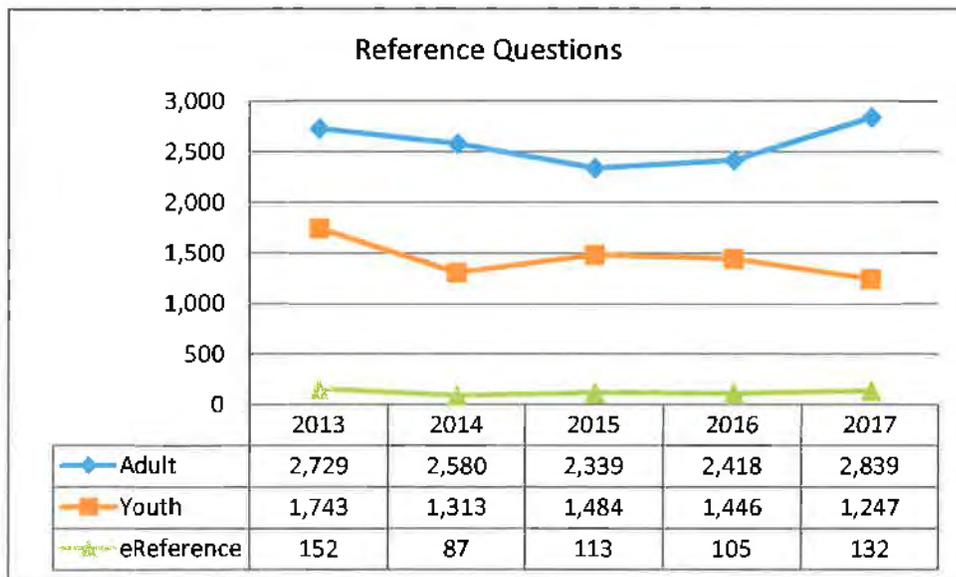
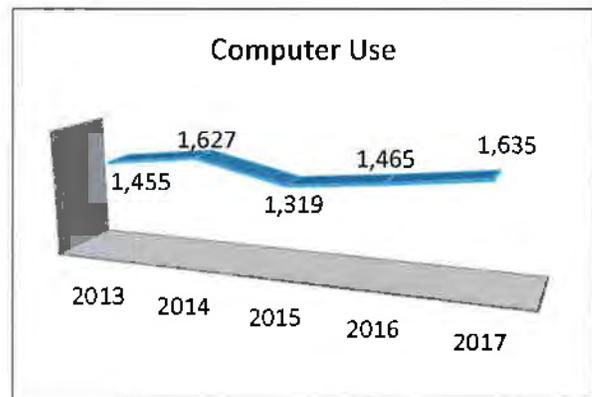
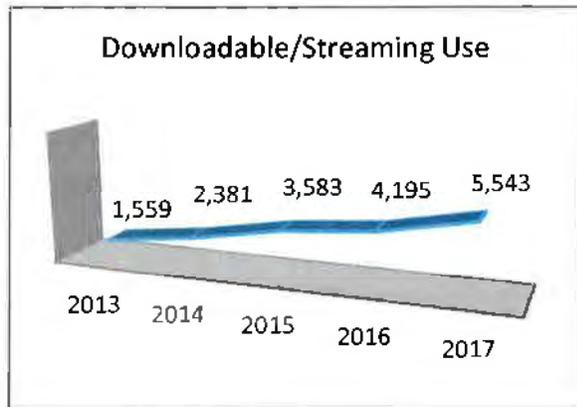
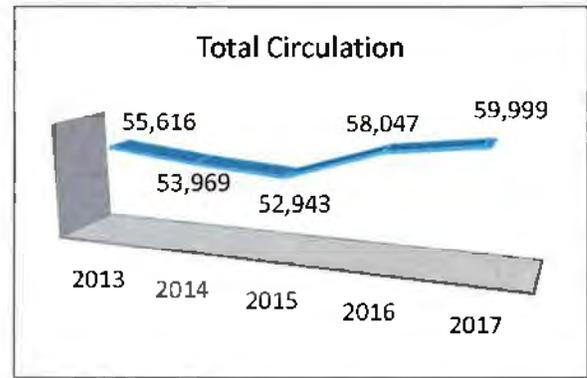
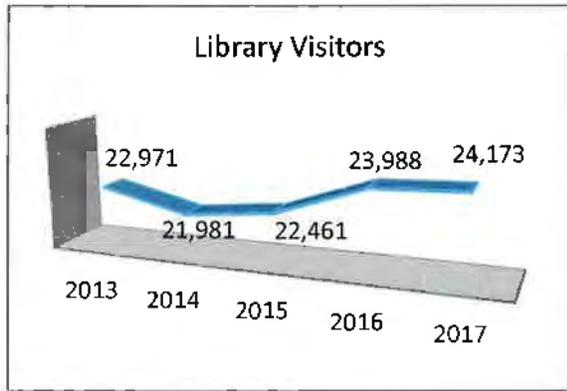
OVERHEARD BY THE STEAM STATION

"This one's so cool, I love it!" A mother talked to her preschooler about the featured Picasso activity, saying "Sometimes we imagine things in different ways and it's all important."

STAFFING UPDATE

YS Assistant Susan Garlisch resigned her position after 18 years at the Library to pursue an opportunity close to home. Susan recently earned her MLIS degree and is now a full-time Teen Librarian at DeKalb Public Library. The search is on for Susan's replacement, while YS staffers exhibit tremendous teamwork in order to make this transition time appear seamless to patrons.

STATISTICAL SUMMARY: *March 2017*



EVENT LISTING: March 2017

---ADULT EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Mobile Library @ The Reserve.	3/7/2017	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	19
Page Turners @ The Reserve.	3/8/2017	2:00 PM	Off-Site	Adult Outreach	All ages	Meredith Anderson	7
Mobile Library @ GreenFields.	3/14/2017	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson & Megan Hrabek	46
Story Share @ The Joshua Tree Community.	3/21/2017	10:00 AM	Off-Site	Adult Outreach	Adults	Meredith Anderson	9
Mobile Library @ The Reserve.	3/21/2017	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	17
Story Share @ Batavia Rehab.	3/23/2017	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	6
Story Share @ Briarwood.	3/27/2017	10:00 AM	Off-Site	Adult Outreach	Adults	Meredith Anderson	11
Mobile Library @ GreenFields.	3/28/2017	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson & Megan Hrabek	48
Story Share @ Bria.	3/29/2017	9:45 AM	Off-Site	Adult Outreach	Adults	Meredith Anderson	6
Home Service Visits	3/31/2017	All Day	Off-Site	Adult Outreach	Adults		18
Book & Bag It: Hamilton's Women	3/1/2017	12:00 PM	Meeting Room	Adult Program	Adults	Leslie Goddard	65
20s and 30s - Mug Life	3/2/2017	7:00 PM	Program Room	Adult Program	20s and 30s	Lauren Maxwell	10
Spring Cleaning with Essential Oils	3/4/2017	10:00 AM	Meeting Room	Adult Program	Adults	Geri Wilson	10
Knitting Club	3/6/2017	6:30 PM	Program Room	Adult Program	Adults	Carla Hibbard	10
Gardening with Native Wildflowers	3/6/2017	7:00 PM	Meeting Room	Adult Program	Adults	Sharon Yiesla	13
20s and 30s - Celebrate Taco Tuesday!	3/7/2017	7:00 PM	Off-Site	Adult Program	20s and 30s	Sarah Vogelsinger	12
20s and 30s - Books and Brews	3/8/2017	7:00 PM	Off-Site	Adult Program	20s and 30s	Lauren Maxwell	7
Freewheeling in Ireland	3/13/2017	7:00 PM	Meeting Room	Adult Program	Adults	John Lynn	29
The Celtic Crosses of Chicago	3/16/2017	7:00 PM	Meeting Room	Adult Program	Adults	Laurel Millien	13
Friday Morning Book Discussion	3/17/2017	9:30 AM	Conference Room	Adult Program	Adults	Gail Conrath	11

Foreign Film Sunday	3/19/2017	1:00 PM	Meeting Room	Adult Program	Adults	ICEC (International Cultural Exchange Committee)	13
Using AtoZdatabases for Business	3/20/2017	10:00 AM	Meeting Room	Adult Program	Adults	Christine Smailey	9
20s and 30s - Board Game Night	3/20/2017	6:30 PM	Meeting Room	Adult Program	20s and 30s	Hallie Koontz	15
Adolescent Psychology for Parents	3/21/2017	7:00 PM	Meeting Room	Adult Program	Adults	Dr. Lisa Fozio-Thielk	32
Tuesday Evening Book Discussion	3/21/2017	7:30 PM	Conference Room	Adult Program	Adults	Brenna Murphy	5
Sitting is the New Smoking	3/22/2017	7:00 PM	Meeting Room	Adult Program	Adults	Dr. Nathan Conroy	9
20s and 30s - Sap to Syrup	3/25/2017	1:00 PM		Adult Program	20s and 30s	Ben Katzen	3
Night Writers Workshop	3/28/2017	6:15 PM	Meeting Room	Adult Program	Adults		6
Without a Mask: Hockey's Daredevil Goalies	3/30/2017	7:00 PM	Meeting Room	Adult Program	Adults	Craig R. Pierce	15
Digitize All the Things	3/8/2017	7:00 PM	Meeting Room	Computer/Technology	Adults	Ellen Anderson	10
Digitize All the Things	3/9/2017	10:00 AM	Meeting Room	Computer/Technology	Adults	Ellen Anderson	10
Tech Survival Skills	3/23/2017	10:00 AM	Meeting Room	Computer/Technology	Adults	Ross Valentine	15
Introduction to Windows 10	3/27/2017	7:00 PM	Meeting Room	Computer/Technology	Adults	Ross Valentine	14
Getting Started with your iPhone	3/29/2017	7:00 PM	Meeting Room	Computer/Technology	All ages	Ellen Anderson	30
Geneva Library Foundation Speaker Event	3/15/2017	7:00 PM	Meeting Room	Library Event	Adults	Roberta Dietzen	60
Total Attendance for Adult Events							613
Total Adult Events							35

---TEEN EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Retweet Responsibly: Social Media Awareness	3/8/2017	10:30 AM		Teen Outreach	Teens	Martha Sullivan & Elizabeth Grubaugh GHS	5

Teen Advisory Board	3/2/2017	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	5
Teens of Geneva Art Show Reception	3/2/2017	6:00 PM	Meeting Room	Teen Program	All ages	Erin Wittry & Martha Sullivan	10
Fox Valley Girls Coding Club Exhibition	3/7/2017	6:00 PM	Meeting Room	Teen Program	All ages	Robin Schroeder w/ FVGCC	0
Let's Draw Comics	3/14/2017	7:00 PM	Program Room	Teen Program	Teens	Vinny Siracusano	0
Local Author: E.V. Jones	3/18/2017	2:00 PM	Meeting Room	Teen Program	Grades 6-12	Yvonne Jones	0
Organizing for the College Bound Student	3/20/2017	7:00 PM	Program Room	Teen Program	Teens	Beth Randall	0
March Take & Make Kits	3/22/2017	All Day		Teen Program	Teens	Martha Sullivan	15
DIY Sock Monster	3/29/2017	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	0
Total Attendance for Teen Events							35
Total Teen Events							9

---YOUTH EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
GMSN Teen Tech Week School Visit 7th Grade	3/6/2017	11:00 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	16
GMSN Teen Tech Week School Visit 6th Grade	3/6/2017	11:45 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	25
GMSN Teen Tech Week School Visit 8th Grade	3/6/2017	12:30 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	17
Preschool Outreach Story Time	3/7/2017	10:00 AM	Off-Site	Youth Outreach	Ages 3-5	Kim Crawshaw	23
Preschool Outreach Story Time	3/7/2017	10:30 AM	Off-Site	Youth Outreach	Ages 3-5	Kim Crawshaw	27
GMSS Teen Tech Week School Visit 6th Grade	3/8/2017	11:00 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	30
GMSS Teen Tech Week School Visit 7th Grade	3/8/2017	11:45 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	12
GMSS Teen Tech Week School Visit 8th Grade	3/8/2017	12:30 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	16
Preschool Outreach Story Time	3/14/2017	10:30 AM	Off-Site	Youth Outreach	Ages 3-5	Kim Crawshaw	37

Book Buzz- Harrison	3/16/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Emily Thompson	11
Book Buzz- Fabyan	3/20/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Emily Thompson	7
Book Buzz- Williamsburg	3/20/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Jessica Parker	15
Kids Zone- Fabyan	3/20/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	21
Kids Zone- Williamsburg	3/20/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	26
Kids Zone- Fabyan	3/20/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	14
Kids Zone- Williamsburg	3/20/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	16
Kids Zone- Harrison	3/21/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	20
Kids Zone- Harrison	3/21/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	15
Book Buzz- Western	3/22/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Emily Thompson	16
Kids Zone- Western	3/22/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	15
Kids Zone- Western	3/22/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	13
Tales on the Town	3/23/2017	10:00 AM	Off-Site	Youth Outreach	All ages	Kim Crawshaw	55
Book Buzz- Heartland	3/23/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Jessica Parker	14
Kids Zone- Mill Creek	3/23/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Paker	26
Kids Zone- Heartland	3/23/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Paker	21
Kids Zone- Mill Creek	3/23/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	12
Kids Zone- Heartland	3/23/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Jessica Paker	12
Explore the Durant House Museum	3/31/2017	10:00 AM	Off-Site	Youth Outreach	Ages 5 & up	Emily Thompson	9
Preschool Story and STEAM: Architecture	3/2/2017	10:00 AM	Meeting Room	Youth Program	Ages 3-6 with a caregiver	Kim Crawshaw & Lisel Ulasek	41
Drop-in Craft	3/3/2017	9:00 AM	Youth Services	Youth Program	All ages	Susan Garlisch	78
Happy Birthday, Dr. Seuss!	3/3/2017	9:30 AM	Meeting Room	Youth Program	All ages	Susan Garlisch & Jessica Parker	90
Movie Night: Finding Dory	3/3/2017	5:45 PM	Program Room	Youth Program	Grades 6-8	Kylie Peters	4
Family Storytime	3/4/2017	10:00 AM	Program Room	Youth Program	All ages	Christian O'Kelley	18

K-1 Fun	3/6/2017	4:00 PM	Meeting Room	Youth Program	Kindergarten & 1st grade	Christian O'Kelley	16
Storytime at Peck Farm	3/8/2017	10:00 AM	Off-Site	Youth Program	All ages	Susan Garlisch	72
Library Squad	3/8/2017	5:00 PM	Program Room	Youth Program	Grades 6-8	Kylie Peters	3
LEGO Train Display	3/11/2017	All Day	Meeting Room	Youth Program	All ages	Ginny Sieck	409
LEGO Train Display	3/12/2017	All Day	Meeting Room	Youth Program	All ages	Ginny Sieck	276
Bounce & Rhyme	3/13/2017	9:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Kristi Miller	26
Fan Club-Mercy Watson	3/14/2017	4:00 PM	Program Room	Youth Program	Grades 1-5	Jessica Parker	6
Rocket Power	3/15/2017	4:00 PM	Meeting Room	Youth Program	Grades 4 & 5	Ginny Sieck	5
Word Workshop	3/16/2017	4:00 PM	Meeting Room	Youth Program	Grades 4-8	Emily Thompson	7
Family Storytime	3/18/2017	10:00 AM	Program Room	Youth Program	All ages	Katie Smith	41
Yoga Storytime	3/21/2017	10:00 AM	Meeting Room	Youth Program	Ages 3-6 with a caregiver	Sarah Karch & Kim Crawshaw	30
Reading to Rover	3/22/2017	3:45 PM	Program Room	Youth Program	Grades 1-5	Ginny Sieck	12
Bounce & Rhyme	3/24/2017	9:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	29
Teen Tech Studio: Summer Reading Commercial	3/24/2017	6:30 PM	Meeting Room	Youth Program	Grades 6-12	Kylie Peters	8
Build With LEGOs	3/27/2017	9:30 AM	Meeting Room	Youth Program	All ages	Kristi Miller	80
Yoga (Grades 4-8)	3/27/2017	1:30 PM	Meeting Room	Youth Program	Grades 4-8	Kylie Peters	11
LEGO WeDo	3/28/2017	9:30 AM	Meeting Room	Youth Program	Grades 1-5	Lisel Ulaszek and Christian O'Kelley	14
LEGO WeDo	3/28/2017	11:30 AM	Meeting Room	Youth Program	Grades 1-5	Lisel Ulaszek and Christian O'Kelley	15
LEGO WeDo Robotics for Middle Schoolers	3/28/2017	2:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	9
Minecraft	3/29/2017	9:15 AM	Meeting Room	Youth Program	Grades 1-5	Emily Thompson	18
Minecraft	3/29/2017	10:45 AM	Meeting Room	Youth Program	Grades 1-5	Emily Thompson	16

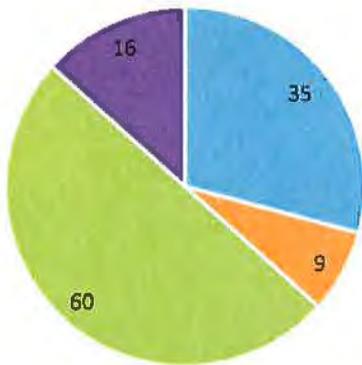
Minecraft for Middle Schoolers	3/29/2017	1:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	18
Printmaking Fun	3/30/2017	2:00 PM	Program Room	Youth Program	All ages	Kim Crawshaw	31
Coding Lab	3/30/2017	4:30 PM	Meeting Room	Youth Program	Grades 3-8	Jessica Parker & Kylie Peters	17
Find Winnie the Pooh	3/26-3/31/2017	All Day	Youth Services	Youth Program	All ages	Katie Smith	69
Discovery Playtime	3/17/2017	10:00 AM	Meeting Room	Youth Storytime	Ages 2-5 with a caregiver	Kim Crawshaw & Ginny Sieck	61
Sensory Storytime	3/25/2017	11:00 AM	Program Room	Youth Storytime	Ages 3-8 with a caregiver	Susan Garlich	10
Total Attendance for Youth Events							2,081
Total Youth Events							60

---PR EVENTS---

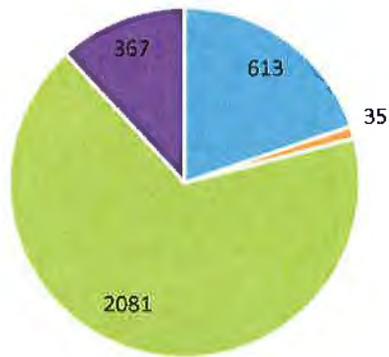
Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Floral Wonders Grand Opening	3/2/2017	4:00 PM	Off-site	PR	Adults	Paula Krapf	50
The Reserve	3/3/2017	1:30 PM	Off-site	PR	Adults	Bob Shiffler, Christine Lazaris	12
Geneva Women in Business Board Meeting	3/7/2017	9:00 AM	Off-site	PR	Adults	Paula Krapf	10
League of Women Voters Candidate Forum	3/7/2017	7:00 PM	Off-site	PR	Adults	Christine Lazaris, Paula Krapf	n/a
Mill Creek PTO	3/8/2017	9:00 AM	Off-site	PR	Adults	Bob Shiffler, Christine Lazaris	8
Heartland PTO referendum presentation	3/8/2017	6:00 PM	Off-site	PR	Adults	Bob Shiffler, Paula Krapf	4

Citizens for Geneva Library Fundraiser	3/8/2017	6:00 PM	Off-site	PR	Adults	Bob Shiffler, Christine Lazaris	30
Geneva Academic Foundation referendum presentation	3/9/2017	7:00 PM	Off-site	PR	Adults	Paula, Zac Craft	10
Community Forum	3/14/2017	10:00 AM	Meeting Room	PR	Adults	Board, Christine Lazaris, Paula Krapf	15
Community Forum	3/14/2017	7:00 PM	Meeting Room	PR	Adults	Board, Christine Lazaris, Paula Krapf	35
Community Forum	3/18/2017	10:00 AM	Meeting Room	PR	Adults	Board, Christine Lazaris, Paula Krapf	45
GPLD Volunteer Recognition Brunch	3/19/2017	11:00 AM	Off-site	PR	Adults	Paula, Christine, Pat Lord	53
Greenfields	3/20/2017	11:00 AM	Off-site	PR	Adults	Christine Lazaris, Paula Krapf	10
Rotary	3/21/2017	7:30 AM	Off-site	PR	Adults	Paula Krapf, Paul Conterato	15
Geneva Women in Business Luncheon	3/21/2017	11:30 AM	Off-site	PR	Adults	Paula, Christine, Paul Conterato	70
LVFV Trivia Bee	3/25/2017	11:00 AM	Off-site	PR	Adults	Lynnette Singh	n/a
Total Attendance for PR Events							367
Total PR Events							16

Events



Attendance



SUMMARY

Total events	120
Total attendance	3,096

To: Board of Trustees
From: Christine Lazaris
Date: April 20, 2017
RE: Project Outcome Update

Youth Services Manager Kristi Miller continues to oversee GPLD's participation in Project Outcome, a toolkit developed and designed to measure the impact of public library programming. This data supplements the typical input (number of programs) and output (number of attendees) measurements libraries collect.

Standardized paper surveys are given to program participants for a predefined range of programs and time period and responses are entered into the survey site. After the survey period concludes, Miller uses the toolkit to generate data files and reports.

Please find attached reports covering GPLD's winter program period. The following reports are included:

- Education and Lifelong Learning Measurement for Adults
- Education and Lifelong Learning Measurement for Teens and 20s/30s
- Digital Learning Measurement for patrons participating in Technology Programs
- Early Childhood Literacy Measurement for children aged birth to 5

Qualitative data from the reporting period included:

- **Chill Out with Yoga, 1/14/17:**
 - "I really appreciate these classes that are being offered by the library!"
- **Meditation for Peace and Well Being, 1/19/17:**
 - "I like the topic itself and its relevancy to this time of year."
 - "I enjoyed trying something different. The presenters were kind and interesting."
- **Digital Photo Organizing and More, 1/30/17:**
 - "She inspired me to work on organizing my photos."
 - "Tips on organizing is good. Emphasis on deleting is good. Empathy on how overwhelming the whole task is, is good!"
- **Natural Solutions to Headache Pain, 2/16/17:**

- "The library has so many wonderful programs. Keep doing what you are doing."
- **Folded Book Art, 2/11/17:**
 - "This is new to me, inspiring, and motivating to look up new designs and continue this at home for gifts."
 - "It was fun. I have a whole Pinterest Board of book art and then I saw this class at the library. Yay!"
 - "Christine did a fabulous job conveying how to do this project. The woman sitting next to me asked where she taught! I feel craft challenged and Christine gave me the confidence to successfully complete a fun project!"
 - "Learned a new and creative hobby. Thank you!"
- **Setting up your brand new PC, 1/4/17:**
 - "Perfect focus on adult learners - real-time learning what is needed for current purpose. *Very* practical info. Thanks!!"
- **How to use Facebook, 1/17/17:**
 - "Learn more each time I hear this. (I've attended this before) :) Just keep this tech education coming."
- **Intro to iMovie, 2/17/17:**
 - "Terrific workshop. Continue exactly what you are doing!"
- **Family Storytime, 1/21/17:**
 - (Liked Most) "That it was a variety of books, singing, finger play, movement and crafts."
 - (For Improvement) "Nothing. The library is great :) Everyone has always done a fabulous job."
 - "It was pretty good." -Emmett. age 2
- **3-6 Year Old Storytime, 2/21/17:**
 - (Liked Most) – "Sara's enthusiasm and activities that related to the stories! Plus my daughter was always excited to come."
 - "My son is eager to participate and enjoys the activities."

Please join me in thanking Kristi for her leadership and our programmers for collecting such meaningful data.



Measuring Geneva Public Library District's Education and Lifelong Learning Services and Programs

Overview of Survey Results and Community Implications [as of April 18, 2017]

Adults

Overview

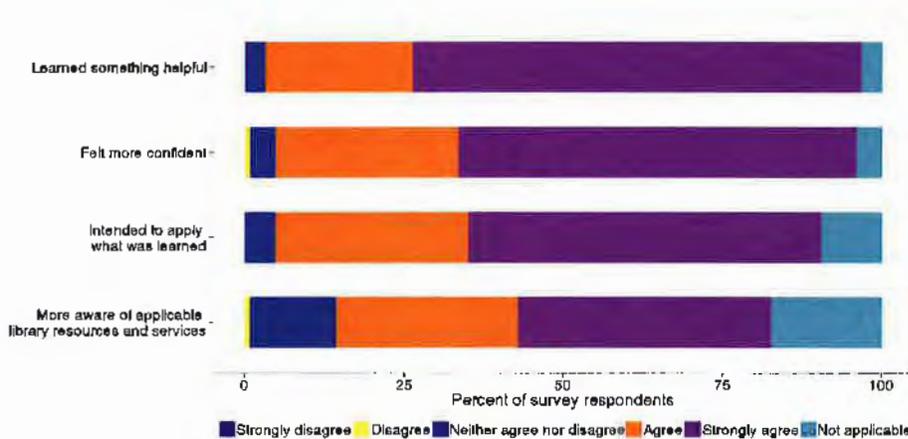
Learning is a lifelong process. Public libraries provide an inclusive learning environment where community members can develop skills and knowledge at any age or stage of life. At the public library, users can find homework help, join book clubs, pursue a GED or higher education, and take classes or receive one-on-one help. These types of services and programs provide a foundation of learning for all communities, and particularly for underserved groups that may otherwise not have access to formal education. Libraries, however, rarely measure the true impact of the assistance they provide to advance knowledge and skills throughout life.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their education and lifelong learning services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Education and Lifelong Learning Services and Programs Survey, which measures services designed to impart new knowledge and skills, improve academic performance, and engage in a variety of leisure learning activities. A total of 126 survey responses were collected.

Results

The results of the Education and Lifelong Learning surveys are shown in the chart below.



Of the percentage of patrons surveyed who either agreed or strongly agreed that they benefited from the service or program:

- 94% learned something that was helpful
- 91% felt more confident about what they learned
- 86% intended to apply what they learned
- 68% were more aware of applicable resources and services provided by the library

Implications for Community Impact

Education and lifelong learning are powerful drivers of community development. As people live longer and spend more years in the workforce, it is especially important for adults to have continued ongoing learning and training opportunities to remain competitive. Research shows that people from every walk of life use public libraries to enhance their education and pursue new knowledge and skills, and that education and lifelong learning provide lasting benefits for individuals and communities.

- Four out of five people in the United States (83%) have used a public library at some point in their lives, and about half (49%) have used a public library in the past year.ⁱ
- A recent Pew Research Institute study found that nearly all respondents (95%) agreed that the resources offered at public libraries are factors in individuals' opportunities for personal success.ⁱⁱ Many learning pursuits are enhanced by Internet access provided in the public library. According to a 2009 study by the Institute of Museum and Library Services, at least 36 million people used library computers for education and learning purposes over the course of a year. Nearly two-thirds (64%) of those who used a library computer to apply to a college degree or vocational program were accepted, and more than half (51%) of those who used library computers to seek financial aid to advance their education received funding.ⁱⁱⁱ
- Among library users, racial and ethnic minorities and those living in poverty are most likely to use library computers to support their education through online classes or assignments.^{iv}
- Closing the local public library would greatly affect the community according to 65% of people in the United States. Hispanics, African Americans, and people living in low-income households say they would be especially impacted by library closures. Adults who have not graduated from high school are most likely to say that if their public library were to close it would have a major impact on them and their family (35%).^v
- Support and training provided by public library staff is a critical part of the lifelong learning opportunities within public libraries. Among people in the United States who visited a library in the past year, 42% received help from a librarian, and 17% attended a class or lecture.^{vi}

Project Outcome surveys were developed by PLA's Performance Measurement Task Force (PMTF), which is comprised of a diverse group of public and state library leaders, consultants, data researchers, and analysts. The PMTF developed and pilot-tested the surveys in late 2014, carefully choosing the survey language to quantify the immediate perceived benefits from library programs, such as changes in knowledge, behavior, skills, or awareness.

The surveys were designed to support libraries' efforts to measure program outcomes and use the results to enhance strategic planning, manage resources more efficiently, and support advocacy messages. The results are intended to show the direction of change in the community, not rigorous statistical proof of change.



Measuring Geneva Public Library District's Education and Lifelong Learning Services and Programs

Overview of Survey Results and Community Implications [as of March 01, 2017]

Overview

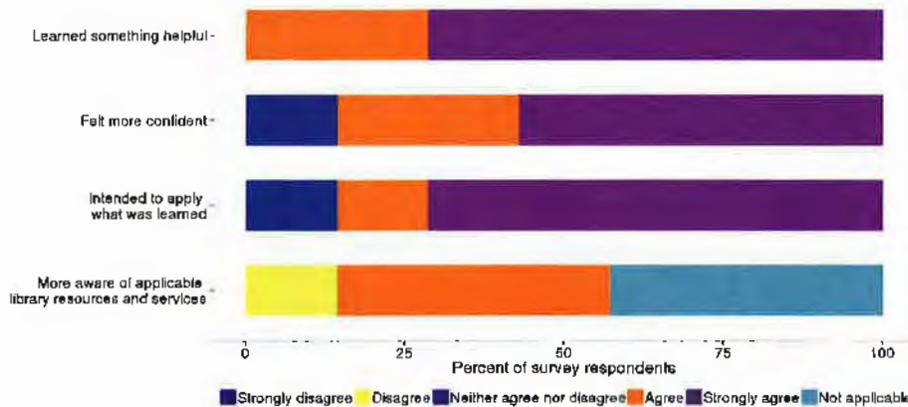
Learning is a lifelong process. Public libraries provide an inclusive learning environment where community members can develop skills and knowledge at any age or stage of life. At the public library, users can find homework help, join book clubs, pursue a GED or higher education, and take classes or receive one-on-one help. These types of services and programs provide a foundation of learning for all communities, and particularly for underserved groups that may otherwise not have access to formal education. Libraries, however, rarely measure the true impact of the assistance they provide to advance knowledge and skills throughout life.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their education and lifelong learning services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Education and Lifelong Learning Services and Programs Survey, which measures services designed to impart new knowledge and skills, improve academic performance, and engage in a variety of leisure learning activities. A total of 7 survey responses were collected.

Results

The results of the Education and Lifelong Learning surveys are shown in the chart below.



Of the percentage of patrons surveyed who either agreed or strongly agreed that they benefited from the service or program:

- 100% learned something that was helpful
- 86% felt more confident about what they learned
- 86% intended to apply what they learned
- 43% were more aware of applicable resources and services provided by the library

Implications for Community Impact

Education and lifelong learning are powerful drivers of community development. As people live longer and spend more years in the workforce, it is especially important for adults to have continued ongoing learning and training opportunities to remain competitive. Research shows that people from every walk of life use public libraries to enhance their education and pursue new knowledge and skills, and that education and lifelong learning provide lasting benefits for individuals and communities.

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- A recent Pew Research Institute study found that nearly all respondents (95%) agreed that the resources offered at public libraries are factors in individuals' opportunities for personal success.ⁱⁱ
- Many learning pursuits are enhanced by Internet access provided in the public library. According to a 2009 study by the Institute of Museum and Library Services, at least 36 million people used library computers for education and learning purposes over the course of a year. Nearly two-thirds (64%) of those who used a library computer to apply to a college degree or vocational program were accepted, and more than half (51%) of those who used library computers to seek financial aid to advance their education received funding.ⁱⁱⁱ
- Among library users, racial and ethnic minorities and those living in poverty are most likely to use library computers to support their education through online classes or assignments.^{iv}
- Closing the local public library would greatly affect the community according to 65% of people in the United States. Hispanics, African Americans, and people living in low-income households say they would be especially impacted by library closures. Adults who have not graduated from high school are most likely to say that if their public library were to close it would have a major impact on them and their family (35%).^v
- Support and training provided by public library staff is a critical part of the lifelong learning opportunities within public libraries. Among people in the United States who visited a library in the past year, 42% received help from a librarian, and 17% attended a class or lecture.^{vi}

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Measuring Geneva Public Library District's Digital Learning Services & Programs

Overview of Survey Results and Community Implications [as of February 28, 2017]

Overview

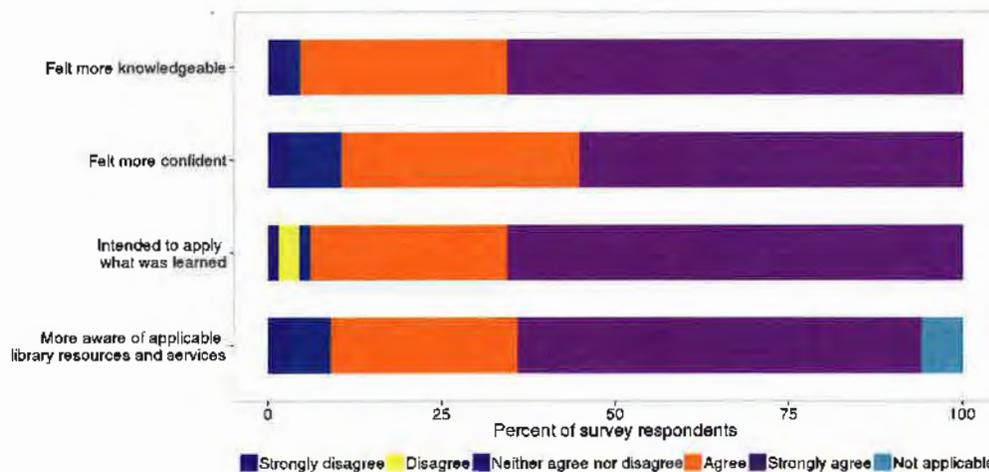
In our increasingly digital society, public libraries are more important than ever for connecting patrons with the information they need. Libraries are often the only place in the community where individuals or groups can access the Internet for free, learn to navigate the Web, and develop other computer skills and experience with the help of supportive staff. Public libraries provide access and support for all types of digital needs, whether patrons are learning to use a computer for the first time or building a website for their business. As digital skills become increasingly necessary, demand continues to grow for public library services that connect all community members to computers and the Internet.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their digital learning services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Digital Learning Services and Programs Survey, which measures the impact of services designed to access technology, build technology-related skills and confidence, and make beneficial use of digital resources to meet community needs. A total of 67 survey responses were collected.

Results

The results of the Digital Learning surveys are shown in the chart below.



Of the percentage of patrons surveyed who either agreed or strongly agreed that they benefited from the service or program:

- 96% felt more knowledgeable about using digital resources
- 90% felt more confident when using digital resources
- 94% intended to apply what they just learned
- 85% were more aware of applicable resources and services provided by the library

Implications for Community Impact

The Internet has transformed the way people find information and connect with the world around them. As more and more essential public resources - like news, job listings, homework help, and health information - become available online, the ability to benefit from those resources increasingly requires access to computers and the Internet and the skills to use them. Digital learning consists of policies, programs, and actions developed to close the digital divide, promote digital literacy, and ensure digital equity and readiness. One way to look at digital learning is as an overarching approach to ensure that all members of a community are "digitally ready" - able to access, use, and understand digital technologies and content without cost, social, accessibility, or other barriers. As builders of digitally inclusive communities, public libraries are essential community links to the Internet, technology, and information - 98.7% of public libraries offer free access to WiFi, and 89.9% offer training in Internet-enabled services and resources.¹

- More than 60 million people in the United States lack the basic digital skills needed to use a computer and the Internet. Internet access and skills are especially important for people's job prospects - today more than 80% of Fortune 500 companies require online job applications, and in the next decade nearly 80% of jobs in the United States will require digital skills.ⁱⁱ
- Nearly half (45%) of public library patrons used a library computer or wireless network - including people across a range of ages, incomes, and levels of experience with computers.ⁱⁱⁱ In a 2012 survey, 77% of respondents said publicly available computers and Internet is a "very important" service for public libraries to provide.^{iv}
- Low income people are more likely to rely on public libraries as their sole source of internet access.^v While nearly all households with incomes over \$150,000 have broadband Internet service, less than half of those making less than \$25,000 have service at home.^{vi}
- Library users who receive formal training in digital literacy are significantly more likely to use the Internet for social connections and to look for a job.^{vii}
- Library computer access is especially important for individuals and families living in poverty or with special needs. For instance, 61% of young adults (ages 14-24) living in poverty use library computers and Internet for education activities such as doing homework or applying for financial aid online, and more than half (54%) of seniors living in poverty use public library computers to seek health information.^{viii}

Project Outcome surveys were developed by PLA's Performance Measurement Task Force (PMTF), which is comprised of a diverse group of public and state library leaders, consultants, data researchers, and analysts. The PMTF developed and pilot-tested the surveys in late 2014, carefully choosing the survey language to quantify the immediate perceived benefits from library programs, such as changes in knowledge, behavior, skills, or awareness.

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Measuring Geneva Public Library District's Early Childhood Literacy Services and Programs

Overview of Survey Results and Community Implications [as of February 28, 2017]

Overview

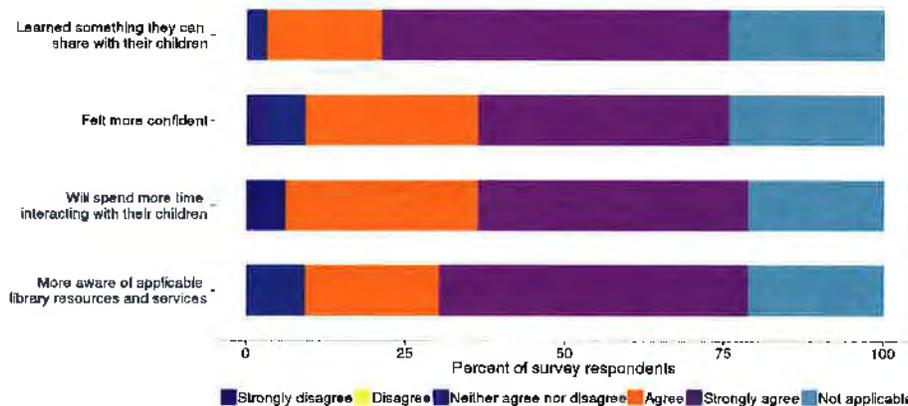
The public library is a fun, creative, safe space where parents and caregivers can bring their children to learn and interact with one another and in groups. Early childhood literacy services and programs range across a variety of activities, from reading to singing to playing. With parents and caregivers leading such busy lives, public libraries provide an opportunity for scheduled and structured one-on-one time with children, providing programs such as Storytime and Read, Play, Grow. Engaging in early childhood literacy activities puts children ages 0-5 on a strong path to developing the critical thinking, vocabulary and language, problem solving, social, physical, and creative skills necessary to succeed later in life.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their early childhood literacy services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Early Childhood Literacy Services and Programs Survey, which measures services designed to improve early literacy and learning skills to prepare children ages 0-5 to succeed in school. A total of 33 survey responses were collected.

Results

The results of the Early Childhood Literacy surveys are shown in the chart below.



Of the percentage of parents or caregivers surveyed who either agreed or strongly agreed that they or their children benefited from the service or program:

- 73% learned something that they can share with their children
- 67% felt more confident helping their children learn
- 73% intended to spend more time interacting with their children
- 70% were more aware of applicable resources and services provided by the library

Implications for Community Impact

Every Child Ready to Read (ALSC/PLA, 2011, 2nd ed.) defines the five key early literacy practices parents or caregivers should engage in with their children to promote reading readiness as talking, singing, reading, writing, and playing. Early childhood literacy services and programs should include planned activities for deep and continual learning that align with target stages of childhood development.ⁱ

- Public libraries promote parent and caregiver reading to children, which many studies point to as a key influence on early childhood development. A parent or caregiver's techniques for reading to children have both short-term and long-term effects on language learning and literacy; research shows that shared book reading activities are an important way for children to learn about printed language such as vocabulary, letters, and text direction.ⁱⁱ
- Playtime is essential to early childhood development and literacy. A University of Iowa study reports that 18-month-olds who play with diversely shaped objects learn new words twice as quickly as those who play with more similarly shaped objects.ⁱⁱⁱ In a 2007 study conducted by Seattle Children's Research Institute, 1-1/2 to 2-1/2 year-old children who received blocks during the study scored 15% higher on a language assessment than those who received blocks after the study concluded.^{iv}
- Public libraries provide a free, safe space for community members to bring their children. Access to a safe environment is a major contributor to a child's early literacy success. Characteristics of the environment in which a child reads and learns have an effect on the child's engagement in reading. For example, a number of studies indicate that in settings that have varied books and play activities children read more and have improved literacy.^v
- Most people in the United States consider libraries to be an important part of the education system. 85% of people in the United States think libraries and schools should work together to provide resources to children. 85% also say that libraries should provide free early literacy programs to help prepare children to attend school. Additionally, 78% think the libraries in their communities effectively promote reading.^{vi}

Project Outcome surveys were developed by PLA's Performance Measurement Task Force (PMTF), which is comprised of a diverse group of public and state library leaders, consultants, data researchers, and analysts. The PMTF developed and pilot-tested the surveys in late 2014, carefully choosing the survey language to quantify the immediate perceived benefits from library programs, such as changes in knowledge, behavior, skills, or awareness.

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X. D

Emergency Manual
&
Disaster Recovery Plan

Geneva Public Library District
127 James Street
Geneva, IL 60134
(630) 232-0780

Revised and approved April 2017

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Section i. USING THIS MANUAL (Overview)

All staff are required to read this document. Managers must review their departmental responsibilities with their staff at least twice a year, in addition to during departmental orientations for new hires. All staff need to feel confident in responding to emergency situations and the steps to take for moving patrons and staff to external or internal safety.

Every effort was made to include the types of emergencies and disasters that could occur at or near the Library. Remaining calm and using common sense will assist in addressing emergencies.

If the Library Director or the Deputy Director are in the Library, they will initiate most -- if not all -- emergency procedures. In their absence, the Person-in-Charge is authorized to take immediate action, which is typically to call (9-911) the Geneva Police or Geneva Fire Department and follow their recommendations, in addition to the actions outlined in this manual. All staff are empowered to call 9-911, Geneva Police or Fire Department when assistance is needed.

In all cases, please document the emergency situation by completing an Incident Report Form (Section 26, p. 71) at the soonest opportunity once the emergency event has ended.

NOTE: If an evacuation of the Library is required, the Person-in-Charge should take a copy of the Emergency Preparedness/Disaster Recovery Plan Manual with them.

Emergency Manual

Section 1. PRIORITY GUIDELINES FOR EMERGENCIES

1. PROTECT LIFE

- Evacuate in the event of fire (See Section 7A, p. 18, FIRE, for evacuation routes and procedures).
- Evacuate in the event of bomb threat (See Section 7B, p. 19, BOMB THREAT, for evacuation routes and procedures).
- Take cover in lower level Large Meeting Room for tornado (See Section 8A, p. 28, TORNADO, for evacuation to Large Meeting Room procedures).
- Run, Hide, or Fight in the event of an active shooter alert (See Section 10, p. 38, ACTIVE SHOOTER, for evacuation routes and procedures).
- Call 9-911 for accident, illness, injury, building emergency.

IF ANYONE REFUSES TO FOLLOW EVACUATION PROCEDURES, REPORT THE MATTER IMMEDIATELY TO THE EMERGENCY PERSONNEL WHEN THEY ARRIVE. DO NOT RISK YOUR OWN LIFE TO TRY TO SAVE OTHERS – LEAVE THAT TO THE EMERGENCY EXPERTS.

2. GET HELP FOR EMERGENCIES

Call 9-911 immediately

3. NOTIFY OFFICIALS

Call Library Director, Deputy Director, Managers, and/or Trustees as appropriate. (See Section 2A, p. 4, EMERGENCY CALL LIST – STAFF CONTACT NUMBERS; see Section 3, p. 8, BOARD LIST.)

Emergency contact information for all Library staff is kept in a black binder housed in Administration in the far right cabinet between the two administrative assistant workstations.

4. CALL INSURANCE AGENT IN CASE OF MAJOR DAMAGE TO PROPERTY OR CRITICAL INJURY TO PERSON

See Section 2B, EMERGENCY PHONE NUMBERS (NON-STAFF), p. 5.

5. PROTECT BUILDING INSIDE

Call appropriate party to do repair and / or prevent further damage. (See Section 2B, p. 5, EMERGENCY PHONE NUMBERS, NON-STAFF.)

6. SECURE THE PREMISES OUTSIDE

Police or Fire department will do this if they are involved. Block off any area of danger.

7. SAVE CONTENTS

In cases of severe damage, refer to DISASTER PLAN. Note particularly the SALVAGE PRIORITIES.

NOTE: Never risk lives to save contents of building.

REMEMBER THIS...

NOTE: Do your best to notify and evacuate patrons. DO NOT spend time arguing or try to force someone to evacuate. Alert emergency personnel of anyone who refuses to evacuate.

FIRE

- **Always evacuate everyone every time a fire alarm is activated.**
- Know your evacuation route, plus at least one alternate exit route.
- Closing all internal doors will help to contain the spread of fire.
- Fire alarms can be set off by heat or smoke (also dust or insects).
- If fire alarms are ringing, Fire Department has been alerted.
- Fire pull box WILL alert Fire Department.
- Door alarms will NOT alert Fire Department (do not take time to shut them off in emergencies).
- Fire doors to Youth Services near the elevator will close automatically when fire alarm rings.
- Fire door between Technical Services and Fiction will unlock automatically when fire alarm rings.
- When dialing "911" remember you need to dial 9 first to get an outside line, then dial 911.
- Fire extinguishers should be used only by persons who are familiar with them (they cause thick fog that can disorient users).
- Crawl along floor in smoke.
- Do NOT use elevator.
- Assist disabled persons to an enclosed stairwell if unable to evacuate, and alert emergency personnel upon their arrival.
- Everyone: meet on the James Street side of City Hall lawn; account for everyone and unite patron families before relocating (if necessary).
- Library Director, Manager, Person-in-Charge, and/or Facilities Manager meet emergency personnel.
- **SAVE LIVES! Materials can be replaced** (Know what you would save in your department, however, if there is time).

TORNADO

- **Evacuate to Large Meeting Room at tornado warning (OK to use lower restrooms, if necessary).**
- Take keys, radio, flashlight / plug-in emergency lights.
- **Customer Service:** close (do not take time to lock) cash registers and safe.
- **Customer Service:** lower grill to upstairs partway and post pre-made sign to alert entering patrons (Supervisor or Person-in-Charge direct entering patrons to Large Meeting Room). If an adult insists on leaving, do not prevent them from doing so. Keep unaccompanied children inside; get their names and phone numbers for parent contact.
- Stay away from exterior windows.
- Listen to the radio or cellphone radio app; use laptop or smartphone if possible to determine "all-clear" status or when obvious danger has passed before releasing people.
- There is no "all-clear" siren.

REMEMBER THIS, too...

BOMB THREAT

- **Always take bomb threat seriously.**
- Use the public address system (dial #630 on any office telephone to activate) to alert staff to evacuate immediately.
- Call 9-911.
- Evacuate as for fire.

NOTE: Do not use equipment that could set off bomb.

- Avoid cell phones, elevator, dumbwaiter, electrical equipment.

HOSTAGE/TERRORIST/ACTIVE SHOOTER SITUATION WITHIN BUILDING

- Use public address system (dial #630 on any office telephone to activate) to alert staff to evacuate immediately, or to “shelter-in-place.” **NOTE:** There is no over-head audio; the alert will be heard from all staff telephones throughout the building.
- Hide, depending on circumstances.
- **Call 9-911 or run to police station.**

Section 2A. EMERGENCY CALL LIST – Staff Contact Information

Numbers to Be Called if there is no answer at the Library (630) 232-0780

All persons listed below are master key holders.

*Christine Lazaris, Library Director	(847) 287-7895
*Andy Strutz, Facilities Manager	(331) 210-8924
*William Karnoscak, Deputy Director	(773) 744-4840
*Keys open Library Director's and Deputy Director's Offices	
Kate Cobo, Customer Service Manager	(630) 513-8459 (630) 234-3948
Janet Miranda, Technical Services Manager	(815) 651-4990
Nancy Kendzior, Information & Reader Services Manager	(312) 317-3199
Kristi Miller, Youth Services Manager	(630) 236-8184 (630) 251-8748
Lynnette Singh, Digital Services Manager	(630) 551-5930 (630) 896-4394
Paula Krapf, Public Relations/Marketing Manager	(630) 725-8499 (630) 845-9183
Vitek Gregorarz, Network Administrator	(630) 618-0895
Ruth Glen, Information & Reader Services (Lives closest to the Library)	(630) 232-7267

TRUSTEE TO CALL IN CASE OF EXTREME EMERGENCY OR DISASTER

Bob Shiffler	(630) 232-0642
President, Library Board of Trustees	(630) 638-3157 cell

NOTE: To put Library's alarm system -- vendor is Alarm Detection Systems (ADS) -- in test mode or to cancel alarm, a pass code is required and is on file with ADS. (Last 4 digits of your mobile phone is your individual pass code.)

Section 2B. EMERGENCY PHONE NUMBERS (NON-STAFF) (See Also DISASTER RECOVERY TEAM - COMMUNICATION)

CALL 9-911 FOR: Police
 Fire Department
 Paramedics
 URGENT HELP OF ANY KIND

Remember to dial 9 for an outside line, then 911

PEOPLE EMERGENCIES:

NOTE: Contact information for employee emergency (accident, illness, etc.) is in black binder in Administration in the storage bin above the telephone between the two staff workstations.

Call 9-911 for all of the following:

- Child left at closing time if no parent can be contacted.
- Dangerous situations, such as live electrical wires down.
- Elevator, someone stuck in (See also Section 15, p. 46, ELEVATOR: SOMEONE STUCK INSIDE).
- Medical emergency (accident, illness, injury); do not move the person, but offer comfort (blanket, pillow, etc.).
- Theft, burglary, major vandalism discovered upon opening or occurring during business hours.
- Unacceptable patron behavior which staff members cannot handle:
 - Obvious drunkenness (stumbling, falling down, obnoxious, causing disturbance)
 - Criminal behavior of any kind
 - Patron with weapon (knife, gun, etc.)
 - Glue sniffing, drug use, passing or selling drugs
 - Adult bothering children / offering candy or rides
 - Deviant sexual behavior (exposing self, soliciting, etc.)
 - Refusal to leave the building during any evacuation, or when requested
 - Bomb threat (See Section 7B, p. 19, BOMB THREAT)

BUILDING OR OTHER EMERGENCIES:

NOTE: If appropriate also call Complete Cleaning Service (630) 766-4464

Alarm Malfunction

Alarm Detection Systems (ADS) (630) 844-6300
(Library Director, Deputy Director, Managers and Facilities Manager
have pass codes (last 4 digits of mobile phone number)

Utilities

Call 9-911 if urgent
Gas shut-off - Nicor Gas (888) 642-6748
(Shut off for gas or fireplace is on exterior west wall)
Power shut-off or loss - Geneva Electric Department (630) 232-1503 } *police*
Water shut-off - Geneva Water Department (630) 232-1551 } *answer*
(power main feed in Electrical Room to left of Large Meeting *after 4 p.m.*
Room kitchen; Water and sprinkler shutoff in Boiler Room
through Staff Break Room)

Section 2B. EMERGENCY PHONE NUMBERS (NON-STAFF), cont'd.

Animals (any problem you cannot handle)

9-911 if imminent danger

Kane County Animal Control

(630) 232-3555 (M-F, 8:30-4:30)

Kane County Sheriff

(630) 232-6840 (non-emergency)

Attorney / legal advice

Roger Ritzman

(630) 665-1900 x111

Home (extreme situation)

(630) 668-6476

Carpet cleaning or water removal

NOTE: Library has a wet-vac stored in closet at the end of Art Gallery hallway

Norm's Carpet Cleaning

(630) 232-4445

Service Master

(630) 443-8008

Geneva Upholstery and Carpet Cleaners

(630) 232-4099

FiberKing

(630) 513-7841

Doors (entrance on James Street)

Tee Jay Service Co.

(800) 654-6144 (power unit on door)

DeKalb Contract Glazing

(815) 748-4948

(Original contractor for 1998 addition)

Electrician

Mendel

(630) 377-3608

Rehm Electric

(630) 584-0009

Beacon Electric

(630) 461-0040 (24-hour)

Fitzgerald Electrical Contracting

(630) 556-3000

(Contractor for 1998 addition)

Elevator (passenger) or Dumbwaiter (Customer Service)

IF SOMEONE IS STUCK, CALL 9-911

(Rescue key and instructions in Elevator Control Room)

Elevator Technicians

(630) 355-3333 (repair)

Heating / Cooling

Oak Brook Mechanical

(630) 941-3555

Insurance Agent (call immediately in case of major damage)

(630) 232-1640

Valley Insurance, Geneva; Gordon Hard, Agent

Locks and Keys

Valley Lock Company

(630) 377-0220

(has master key set)

Security Builders Supply Company

(630) 554-1091

(original contractor for 1998 addition)

Gateway Locksmith

(630) 566-0034

(24-hour emergency service)

Section 2B. EMERGENCY PHONE NUMBERS (NON-STAFF), cont'd.

Plumbing

Mendel Plumbing & Heating	(630) 377-3608
Thompson's Plumbing & Heating	(630) 232-2948
Kraft Plumbing	(630) 879-5507

Roof Leak or Damage

Solaris Roofing	(630) 639-5400
Ryan Young, Solaris Roofing	(630) 217-2501
Singles Roofing Company	(847) 695-0250
Taber Construction	(630) 584-4945

Sprinkler System

S.J. Carlson Fire Protection	(815) 636-1993
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Telephone / Voice Mail System

CCC	(877) 282-9227
	(877) 790-1222 - Emergency service

Telephone Service

First Communication, repair	(888) 426-6340, option 1
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UPS / Battery Backup in LAN Office

P3 Power	(608) 350-1234
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Windows

Tri-County Glass	(630) 761-3510
E & T Glass	(630) 232-6733
24-hour Board-Up Services	
A1 Board-Up	(630) 499-8100
A1 Inviso Services	(847) 695-5011

Original building contractor (1998 addition)

Burnside Construction Company	(630) 515-9999
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Original building contractor (1986 addition)

Lamp, Inc.	(847) 741-7220
------------	----------------

Section 3. BOARD LIST

(Not for Public Distribution)
Geneva Public Library District
127 James St., Geneva IL 60134

Officers

Bob Shiffler

1105 Ashbury Court
Geneva, IL 60134

President

bshiffler@gpld.org
(630) 232-0642 (home)
(630) 638-3157 (cell)

Pat Lord

312 Oak Street
Geneva, IL 60134
(630) 420-4172 (work)

Vice President

plord@gpld.org
(630) 232-7683 (home)

Zachary Craft

128 Aberdeen Ct
Geneva, IL 60134

Secretary

zcrafft@gpld.org
(630) 329-6413

Mark Adams

1701 Millbrook Court
Geneva, IL 60134

Treasurer

madams@gpld.org
(630) 508-7459

Trustees

Paul Conterato

225 Country Club Place
Geneva, IL 60134

Trustee

pconterato@gpld.org
(630) 232-7519

Dana Hintz

325 Willow Lane
Geneva, IL 60134

Trustee

dhintz@gpld.org
(630) 338-7278

Ellen Schmid

39W230 E. Mallory Drive
Geneva, IL 60134

Trustee

eschmid@gpld.org
(630) 404-0437

Section 4. KEY HOLDERS

<u>TYPE - KEY CODE</u>	<u>HOLDER – LOCATION</u>
MASTER KEY - AA¹	<ul style="list-style-type: none">• Library Director• Deputy Director• Facilities Manager• Cleaning Service• The Key Vault outside of front entrance holds several master keys. The Fire Department has a key to the Key Vault.
BUILDING KEY – AA1²	<ul style="list-style-type: none">• All Full-Time Employees• Senior Customer Service Assistants• Ruth Glen, (630) 232-7267 (lives in closest proximity to Library)• Information & Reader Services – Reader’s Desk• Information & Reader Services – Information Desk
INTERNAL USE ONLY – AA1²	<ul style="list-style-type: none">• Customer Service-Check In Desk drawer left side; metal holder• Youth Services Workroom; on hook outside Manager's Office
ROLLING GRILL AT ENTRY STAIRS PLUS ELEVATOR LOCK-OUT	<ul style="list-style-type: none">• Customer Service Manager’s Office in key box• Facilities Manager• Cleaning Service
FRIENDS KEY	<ul style="list-style-type: none">• Library Director, Deputy Director, Facilities Manager• Customer Service - Entryway Desk
PC RESERVATION KEY	<ul style="list-style-type: none">• Library Director• Facilities Manager
THERMOSTAT KEY	<ul style="list-style-type: none">• Customer Service - Entryway Desk; Facilities Manager
WATER SHUT-OFF (4-WAY KEY)	<ul style="list-style-type: none">• Facilities Manager• Customer Service Entryway Desk• Cleaning Service

NOTE: AA key opens all Library doors. AA1 key opens all but Library Director, Deputy Director & Managers’ doors.

Section 5. CRITICAL LOCATIONS IN LIBRARY (See Maps A-F)

FIRE/ALARM EQUIPMENT

- C1. Alarm Control Panel: Behind Boiler Room door.
- C2. Fire Alarm Pull Boxes: Near exits. (See FIRE EVACUATION map)
- C3. Fire Extinguishers: Near exits, plus Boiler Room, Staff Break Room door, LAN Office, Loading Dock, Storage Room at north end of gallery, just inside Fiction Room. (See FIRE EVACUATION MAP)
- A4. Fire Zone Panel: In front entrance foyer, near pay phone.
- AD5. Key Vault: On west stone wall outside front entrance (**NOTE**: might require a step stool).
NOTE: Fire Department has key to key vault, plus floor plans.
- C6. Sprinkler Controls: In Boiler Room.
- AB7. Sprinkler System Drains: East wall of Fiction Room, Janitor's Closet (lower level), NW emergency exit, Adult Services Study Room (above ceiling), Library Director's Office.

SHUT OFFS

- BD8. Electrical Feeds: Electrical closet to left of Large Meeting Room kitchen; outside in alley.
- BC9. Circuit Breakers: Locations include: 1. breaker closet outside Large Meeting Room doors; 2. storage area at north end of art gallery; 3. Boiler Room; and 4. LAN Office.
- AB10. Door Alarms: Crash bar (or above door at 2nd & James); use Library key.
NOTE: Door alarms do NOT call Fire Department.
- E11. Gas Main and Fireplace: Outside on west wall of building in garden.
- C12. Water Main and Sprinkler: Boiler Room.
- B13. Water Faucet Outside West Wall: Above ceiling in Friends' Storage Room (marked).
- AB14. Water Fountains / Sinks / Toilets: Under each unit. (May need 4-sided water key from Customer Service or Facilities Manager's Office.)

HVAC

- C15. Boilers: Boiler Room accessed from Staff Break Room.
- F16. Air Handlers / Air Conditioners (RTU'S): Recessed area of roof. Accessed through attic by ceiling ladder outside staff restroom in Technical Services hallway.
NOTE: Attic (SW section) can also be accessed through Circulation Workroom ceiling near dumbwaiter with portable ladder (marked).
- C17. Water Heater: Boiler Room. (Auxiliary heaters are under sinks in Technical Services, staff restroom, Large Meeting Room kitchen, janitor's closet.)

ELEVATOR / DUMBWAITER

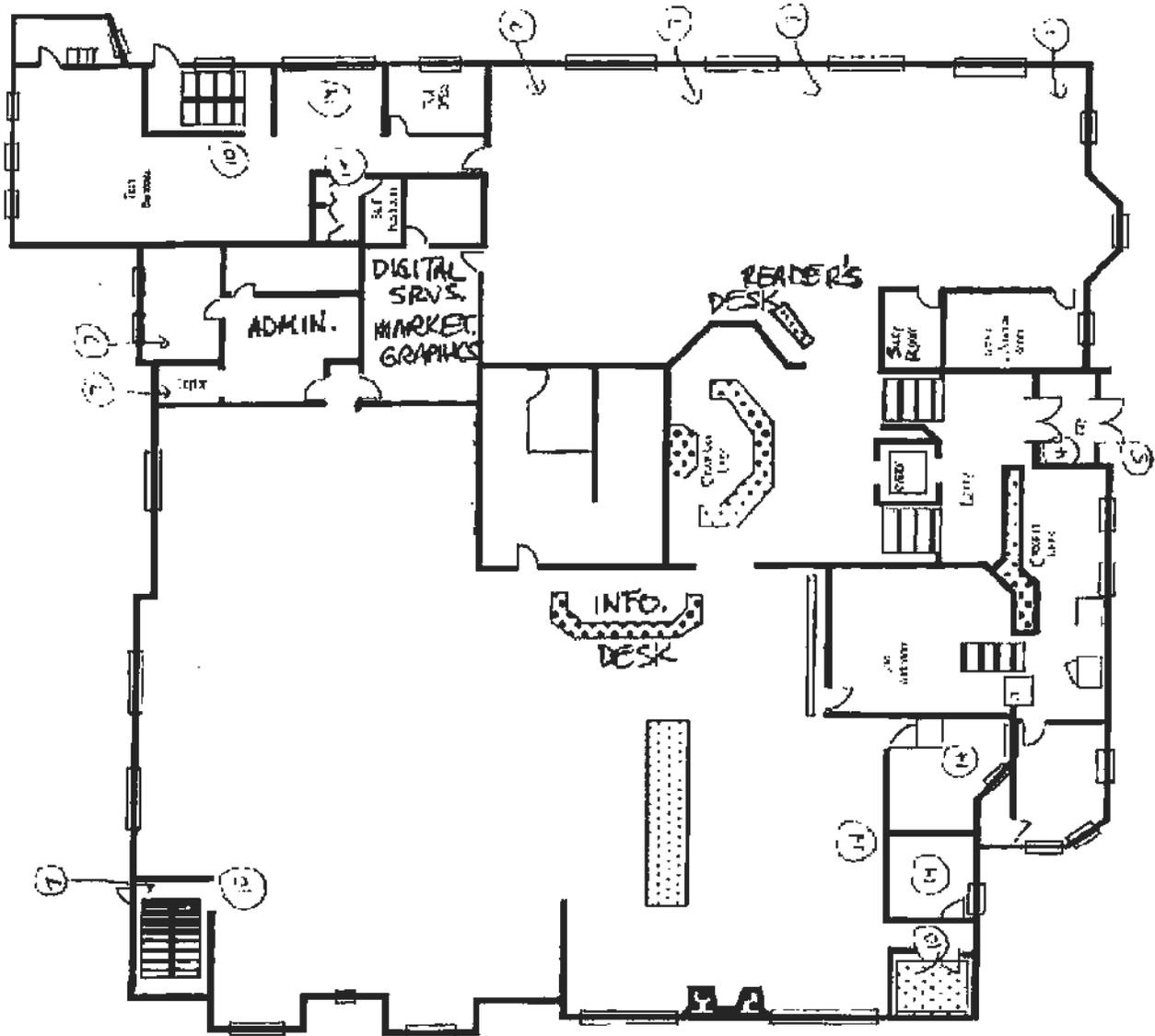
- B18. Elevator Controls and Emergency Key: Room next to elevator on lower level.
- B19. Dumbwaiter Controls: Staff Break Room near lockers.
NOTE: Emergency phone in elevator automatically dials 911 when picked up.

DIGITAL SERVICES / PHONES

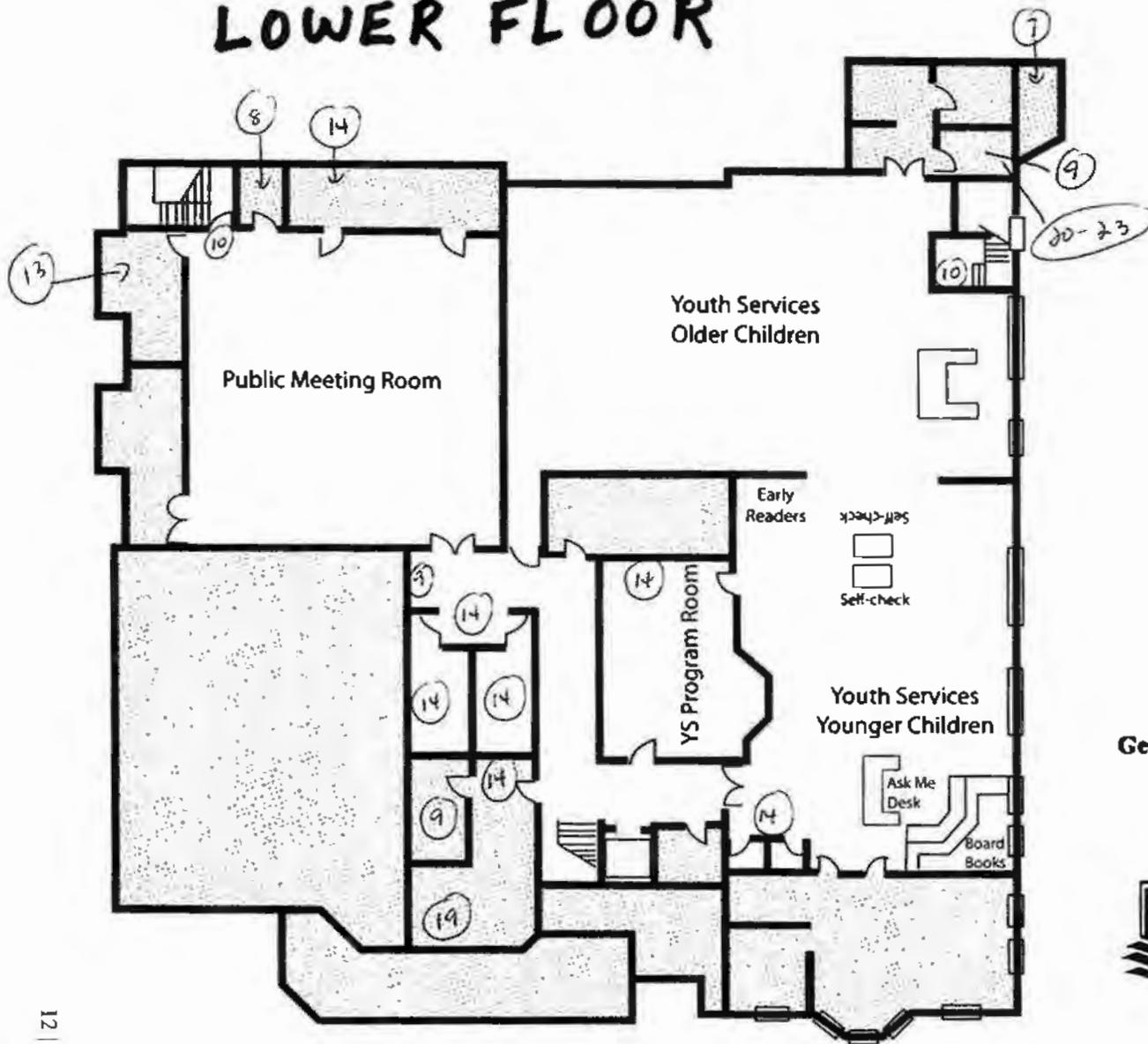
- B20. Telephone and Voice Mail Equipment / Cables: LAN Office at north end of Youth Services (through door marked "Facilities").
- B21. Network Server: LAN Office (same as above).
- B22. Battery Backup / Cable Rack for Network: LAN Office.
- B23. Internet and Connections: LAN Office.

Upper Floor

A



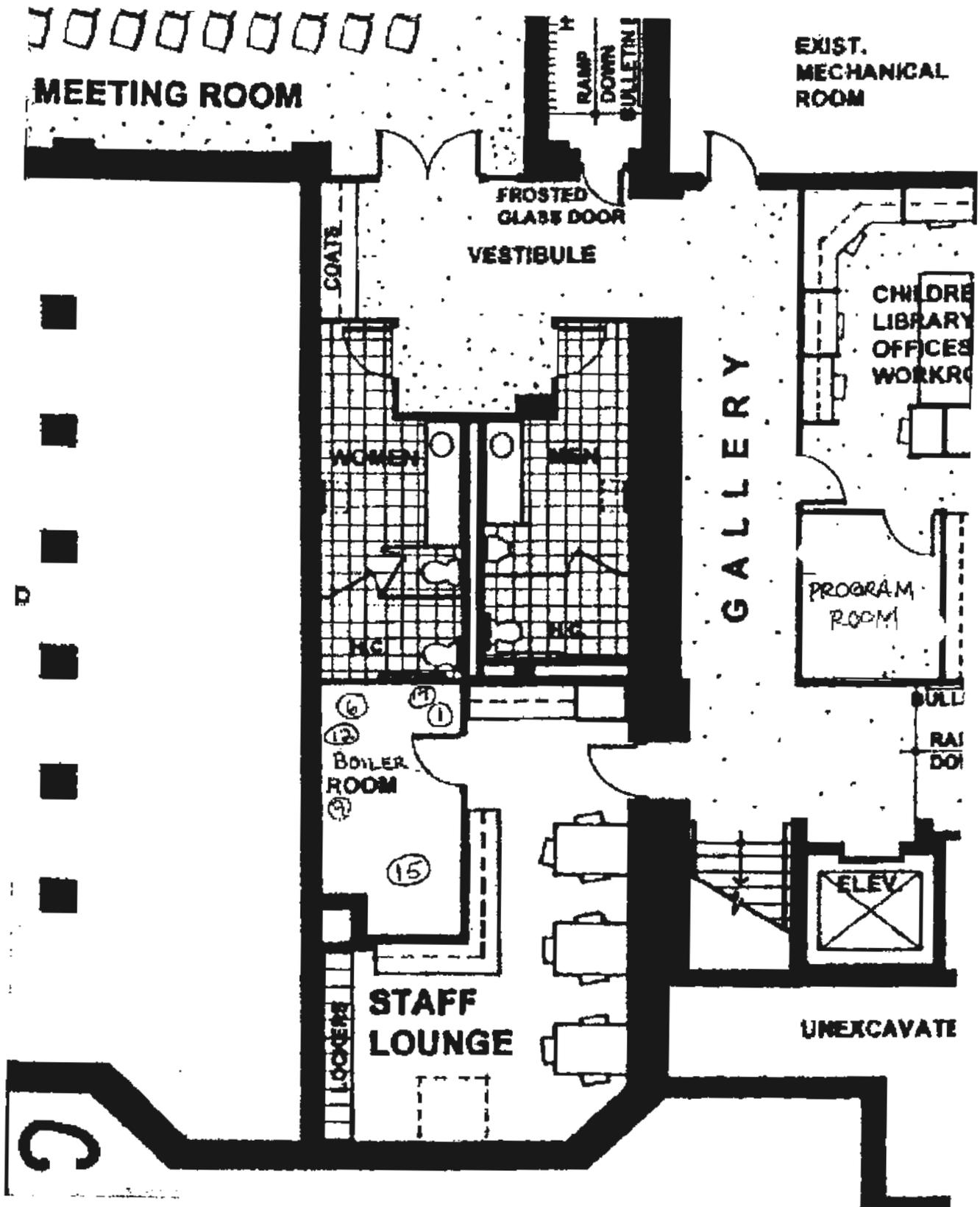
LOWER FLOOR

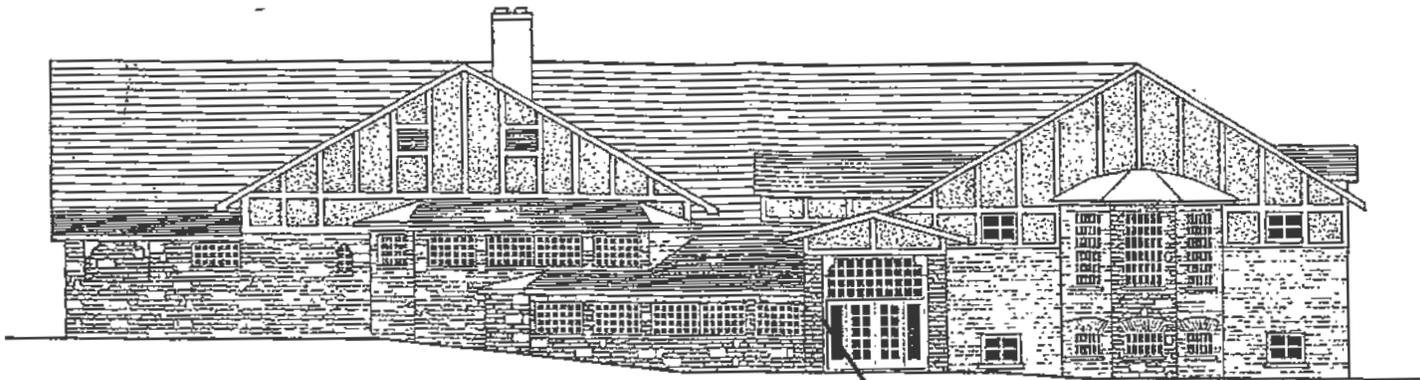


Geneva Public Library District
127 James Street
Geneva, Illinois 60134



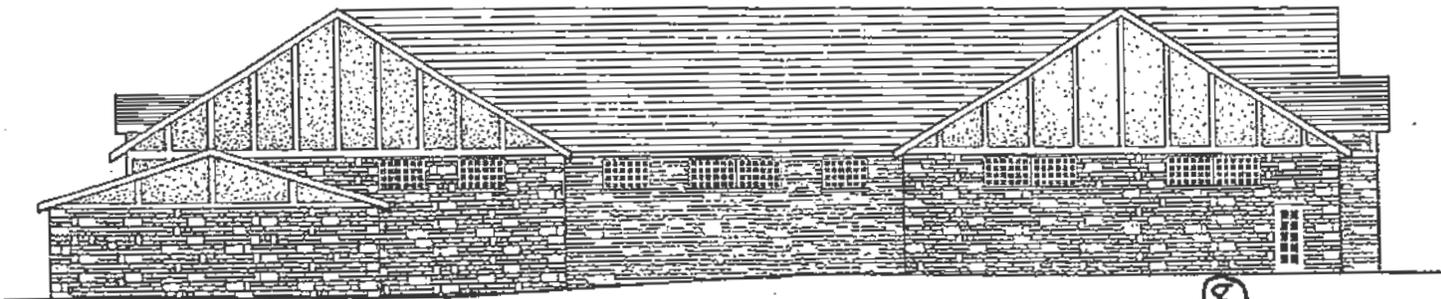
B





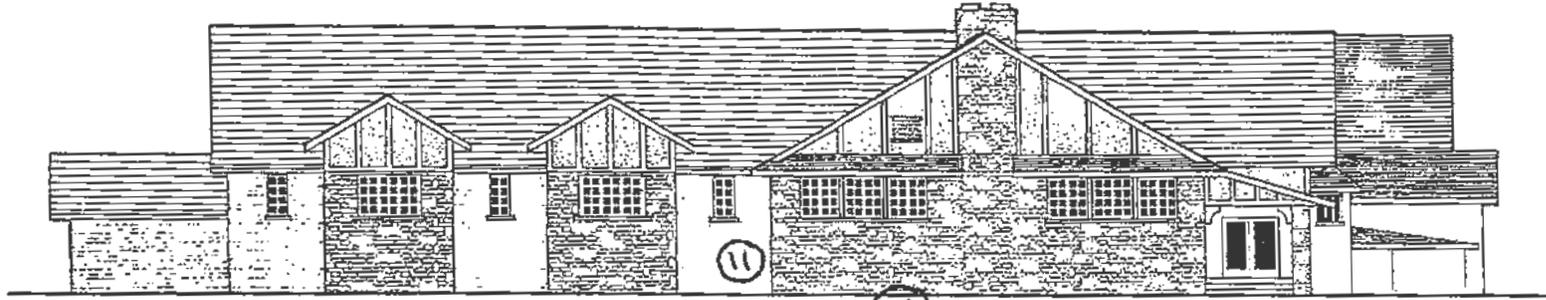
SOUTH ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

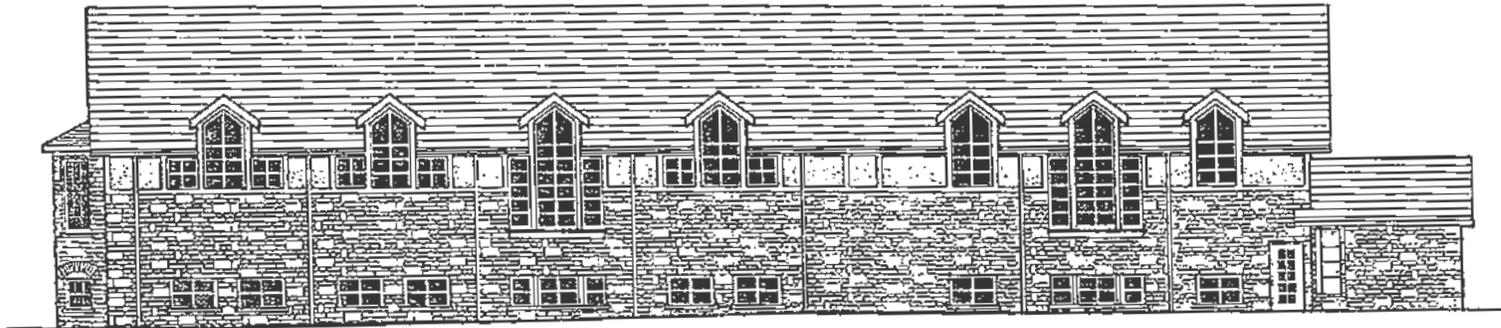
1/8" = 1'-0"



0 5 10 20 FEET

← ADDITION | EXISTING →

WEST ELEVATION
1/8" = 1'-0"

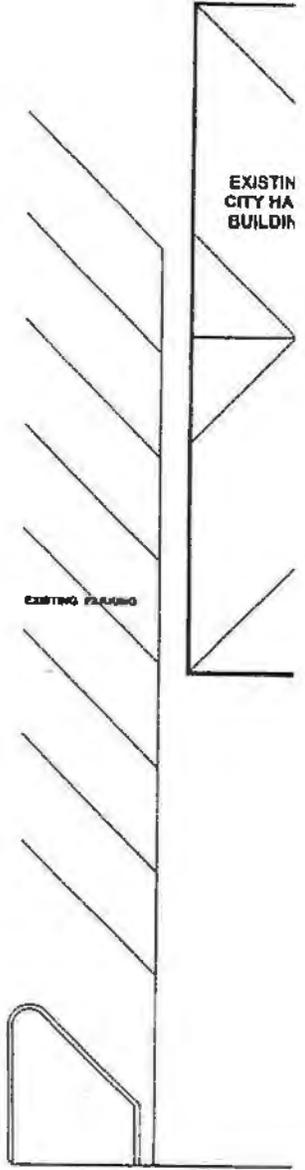
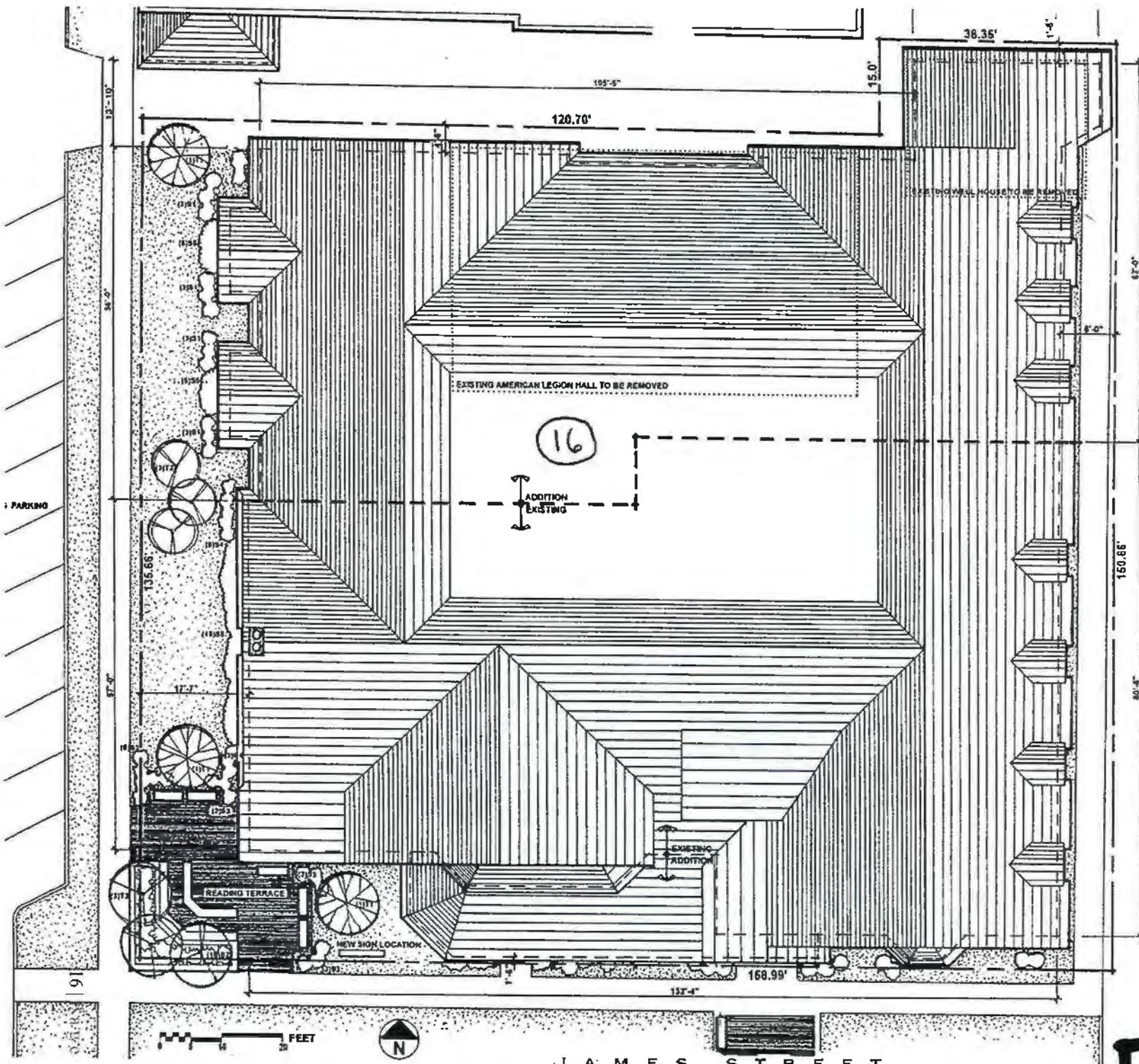


0 5 10 20 FEET

← EXISTING | ADDITION →

EAST ELEVATION
1/8" = 1'-0"

51	Short Burning Bush	<i>Erigeron albanus</i> Torrey
52	Straw Hat Juniper	<i>Juniperus chinensis</i> 'Star
53	Karum Syac	<i>Platanus carolinensis</i> Torrey
54	East Dogwood	<i>Amelanchier arborea</i>
55	Graveyard Tree	<i>Callonostox spiculata</i>



JAMES STREET

F

SITE PLAN
1/8" = 1'-0"

Section 6. WHO'S IN CHARGE?

NOTE: NEVER HESITATE TO CALL 9 - 911 IN ANY EMERGENCY!

If the Library Director or the Deputy Director are in the Library, they will initiate most -- if not all -- emergency procedures. If any patron or building issue requires attention *beyond* what would be a typical situation handled by the Person-in-Charge (PIC) of a particular department, *and* the Library Director, Deputy Director or any Managers are not available, you should call 9-911.

NOTE: The Person-in-Charge should contact the Facilities Manager immediately with any problems regarding the physical plant and will assist the Facilities Manager in handling the situation.

The Person-in-Charge along with the staff member(s) involved in any type of problematic situation should take responsibility. Consult with other responsible staff members if desired (whomever are the logical persons in the specific situation) and make the best decision you can under the circumstances.

Whenever there is a problem that you feel needs further direction, contact the Library Director, Deputy Director, or any Manager at home. (See Section 2A, p. 4, EMERGENCY CALL LIST – Staff Contact Numbers.)

WHOM TO NOTIFY IF EMERGENCY RESULTS IN CLOSING THE BUILDING

If the emergency results in the Library Director approving closing the Library for any length of time, see Section C, p. 69, DISASTER RECOVERY TEAM – COMMUNICATION and NOTIFICATIONS PROCEDURE.

Notify RAILS 630-232-8457 to cancel van delivery.

Notify RAILS 630-734-5000 and LINC 630-377-6960.

Other related sections on this topic are:

- Section 23, p. 18, DIGITAL SERVICES EMERGENCIES.
- Section 4, p. 9, KEYHOLDERS.
- Section 2A, p. 4, EMERGENCY CALL LIST: STAFF CONTACT INFORMATION.

Section 7A. FIRE

For a fire of any size, take the following action:

PULL THE FIRE ALARM

There is a fire alarm pull box near each exit. The Fire Department is called automatically when a fire alarm is pulled and the alarm sounds. You do not need to call 9-911 if the fire alarm has been pulled. (When emergency is past, fire alarm pull box will need to be reset by Fire Department.)

NOTE: The emergency exits have door alarms. Door alarms **DO NOT** call the Fire Department. Door alarms can be turned off and reset with the Library keys marked AA or AA1.

Never block a fire exit, inside or out. All Library stairwells must be completely clear at all times.

EVACUATE PATRONS AND STAFF

Do not use elevator in a fire. See evacuation routes. Everyone should go to front lawn of City Hall and gather by departments after the evacuation so all can be accounted for. If necessary, after all are accounted for, people can be moved to shelter (inside City Hall, police station, Legion, depending on situation).

- Never argue with someone who refuses to evacuate.
- Persons who are unable to evacuate due to disability or wheelchair when elevator is out of service should be placed in concrete stairwell at northeast (Technical Services) or northwest (Nonfiction Room) corner of building.
- Notify emergency personnel immediately if there are people who need help in evacuation or who have refused to leave.

FIRE EXTINGUISHERS

Use only in case of a small, contained fire and if you know how to use them. Use the **PASS** protocol in using the extinguisher:

- P** Pull pin near top of handle.
- A** Aim nozzle at base of fire.
- S** Squeeze the handle to release the extinguishing agents.
- S** Sweeping motion from side to side at the base of the fire.

Fire extinguishers are near all exits plus the following locations:

- Outside Staff Break Room door.
- Inside Boiler Room door.
- Loading dock.
- LAN Office / Cable Room.
- Storage Room at north end of art gallery.
- Elevator Machine Room.
- Just inside entrance to Fiction Room.

NOTE: Fog from fire extinguishers can cause users to become disoriented. Always stay between the fire and an exit when using so escape is possible.

Section 7B. BOMB THREAT

- Take all bomb threats seriously, regardless of the manner in which it is received.
- Notify all departments to evacuate the Library in the manner established for FIRE. (See Section 7A p. 18, FIRE.)
- Call 9-911 immediately.
- Use the public address system (dial #630 on any office telephone to activate) to alert patrons of the threat and ask them not to use ANY electronic devices as they may set off the bomb.

During a bomb threat, the following should not be used as there is the potential of setting off a bomb:

- Any equipment which operates by radio waves, including cell phones, tablet computers, Wi-Fi-connected laptops, etc.
- Elevator, dumbwaiter, mechanical equipment.

If the bomb threat is received by telephone, alert a co-worker to call 9-911 and follow these procedures:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Try to write down every word spoken by the caller.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
- Pay special attention to peculiar background noises such as motors running, background music, or anything else which may give a clue as to where the call is being made; check the phone's Caller ID.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, speech impediments, etc.
- Immediately after the caller hangs up, contact the police at 9-911 if that has not already been done. Notify the Person-in-Charge of the Library to begin evacuation. The person who talked to the caller will need to be available when the police arrive.

If the bomb threat is made in person, try to detain the person until police arrive. If the person cannot be detained or appears dangerous / threatening, write down an accurate description of the person including age, sex, height, weight, clothing, distinctive features, mode of transportation, direction of travel, etc.

Section 7C. EVACUATION ROUTES: FIRE / BOMB THREAT

FIRE / BOMB THREAT / TERRORIST INSIDE – Go outside. Meet on City Hall lawn; you may need to move to another location, but only after everyone is accounted for. Safest places for disabled persons who cannot evacuate are stairwells at NW (Nonfiction Room) corner or NE alley (Technical Services); turn off door alarms if anyone is left in a stairwell. (Managers or Person-in-Charge meet Fire / Police department on arrival, and coordinate meeting of staff / patrons.)

YOUTH SERVICES (ASK ME DESK) – Check the board book area, evacuate the YS Workroom, check preschool restrooms, be sure main fire doors are shut, evacuate Program Room, check Reader area, and exit out the alley door.

YOUTH SERVICES (ANSWERS DESK) – Check the Tech Center, evacuate the Facilities Office, then walk down the aisle along the north wall to clear the Middle Ground. Walk along the mural wall looking down each aisle for patrons, before coming back down the AV aisle and exiting out the alley door.

CUSTOMER SERVICE (ENTRYWAY) – Close cash register and safe; don't take time to lock. Go downstairs. Clear Staff Break Room, Gallery, lower restrooms, and Large Meeting Room. Exit through Large Meeting Room to north if in use. If Large Meeting Room is unoccupied/locked, exit through YS older kids area to alley. (**Alternate route:** exit through front entrance)

CUSTOMER SERVICE (UPSTAIRS LOBBY) – Close and lock cash register. Clear upstairs lobby. Send people to entrance level. Call elevator to entrance level. Exit out front door. (**Alternate routes:** go through Nonfiction exits at SW or NW corner, or through Technical Services exit.)

INFORMATION & READER SERVICES (READER'S ROOM) – Clear the Fiction/AV area including the Small Conference Room, Study Room, and Teen Area. Primary route leads down the front stairs past the Customer Service Entryway Desk and out the front doors to James Street. Secondary route leads through the safety door to Technical Services and down the back stairs to the alley between the Library and City Hall.

INFORMATION & READER SERVICES (INFORMATION ROOM) – Two staff members separate from the Information Workroom and Information desk, moving in two different directions. Ultimately, with coordination, they can use both or either exit, but each must clear the area designated below:

Staff member #1 clears the presort area, checks the Customer Service Workroom, the women's restroom and then clears the Nonfiction area including the magazine / fireplace seating area, the men's restroom, exiting through the James Street emergency door. (Door alarm can be disarmed with Library AA or AA1 key.)

Section 7C. EVACUATION ROUTES – FIRE or BOMB THREAT, cont'd.

Staff member #2 clears the Information Workroom, the Public Computer Stations, the newspaper/quiet study area and exits through the emergency exit on the NW side near the Illinois collection, down the first set of stairs and out the door to the alley on the north side of the building. (Door alarm can be disarmed with Library AA or AA1 key.)

With close coordination, either or both exits may be used – neither the James Street exit nor the NW emergency door exit is now considered a PRIMARY route. **Recommendation:** each of the two staffers will use the route designated, but if one is blocked, the other may be used by both by crossing over in the room where necessary after the clearance protocol has been completed. **NOTE:** If evacuating in the evening or on the weekend, clear Collaboration Zone and exit via NW corner near the Illinois Collection.

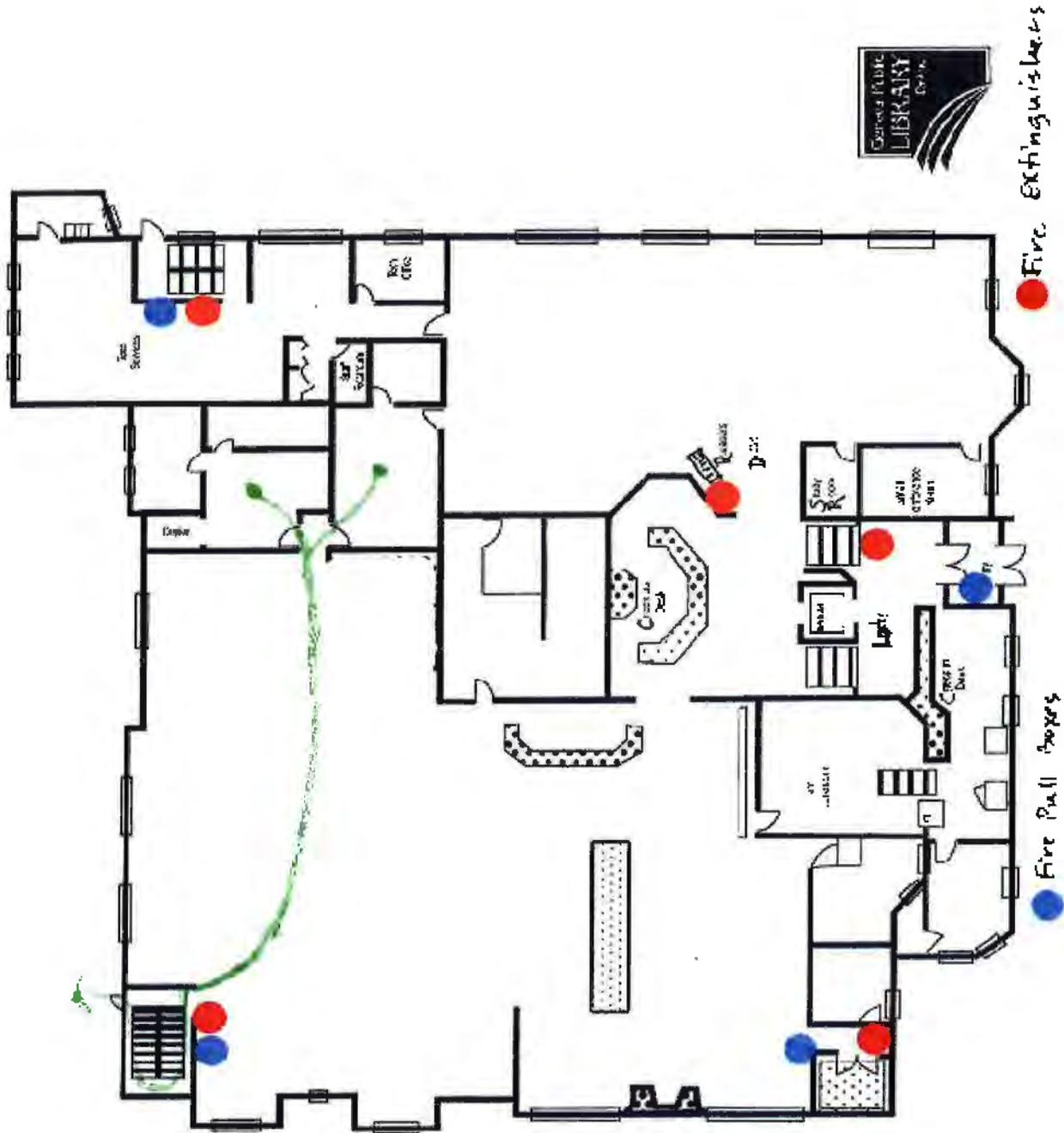
ADMINISTRATION – Clear Collaboration Zone; clear nonfiction stacks in concert with Information & Reader Services staff. Exit through Information & Reader Services to NW corner, helping with patrons as needed. (**Alternate exit:** through Information & Reader Services to SW corner (Men's Room), helping with patrons as needed.)

TECHNICAL SERVICES – Check loading dock area and the staff restroom. Be sure emergency door to fiction stacks is unlocked; exit to alley via Staff-only Entrance. (**Alternate exit:** through Fiction to front entrance). **NOTE:** Help stop any traffic in the parking lot alley to assist people exiting from Youth Services.

FACILITIES & IT/LAN OFFICE – Exit building through NE corner (Staff-only Entrance). Meet and assist fire or police personnel.

Fire Evacuation - Administration
DIGITAL SERVICES
MARKETING-PR-GRAPHICS

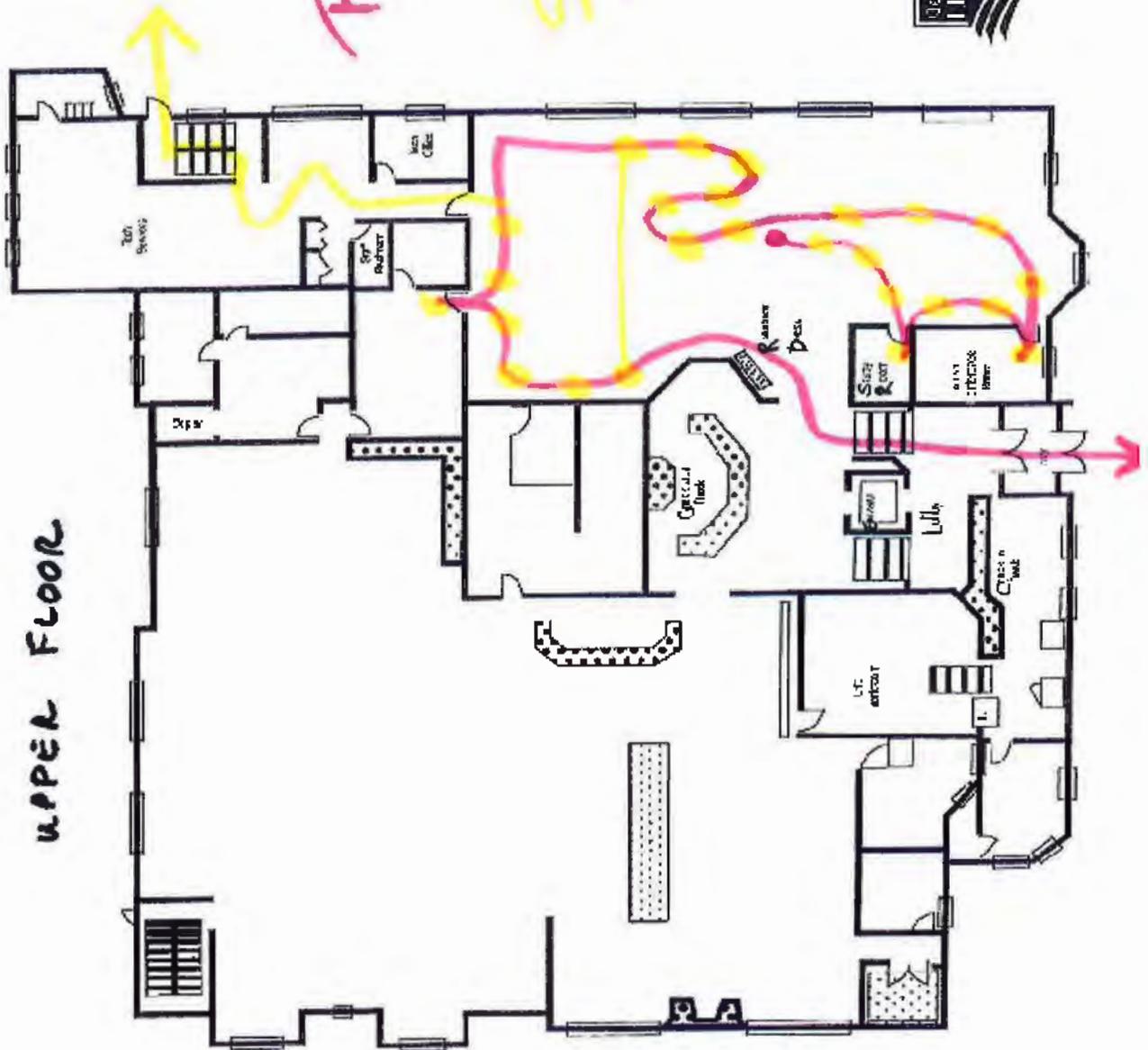
Fire Evacuation - Administration



Fire Evacuation-
READERS ROOM

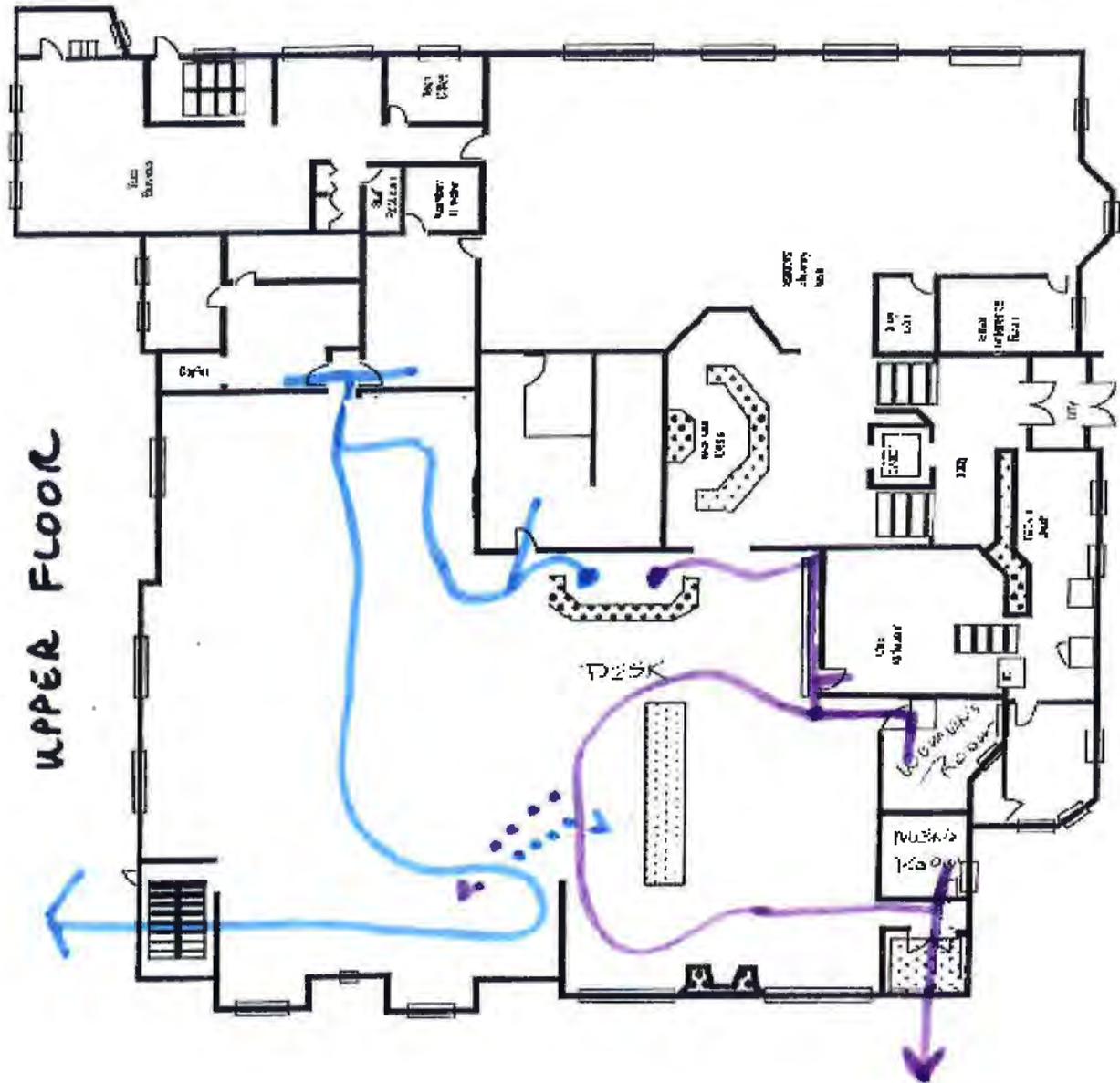
PRIMARY
ROUTE

SECONDARY
ROUTE



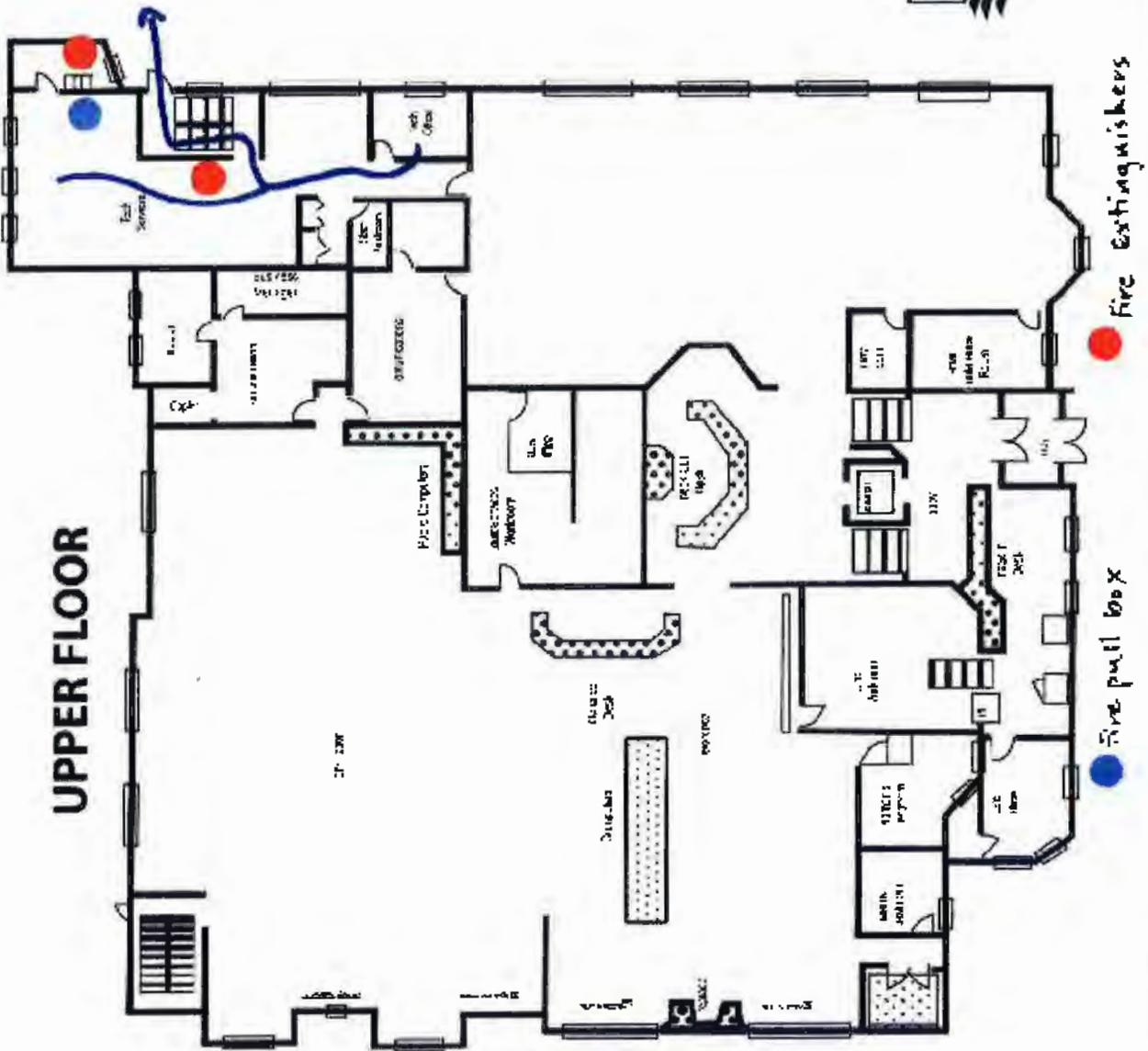
UPPER FLOOR

Fire Evacuation - INFORMATION ROOM



Fire Evacuation - Technical Services

Fire Evacuation - Technical Services



Geneva Public Library District
127 James Street
Geneva, IL 60134

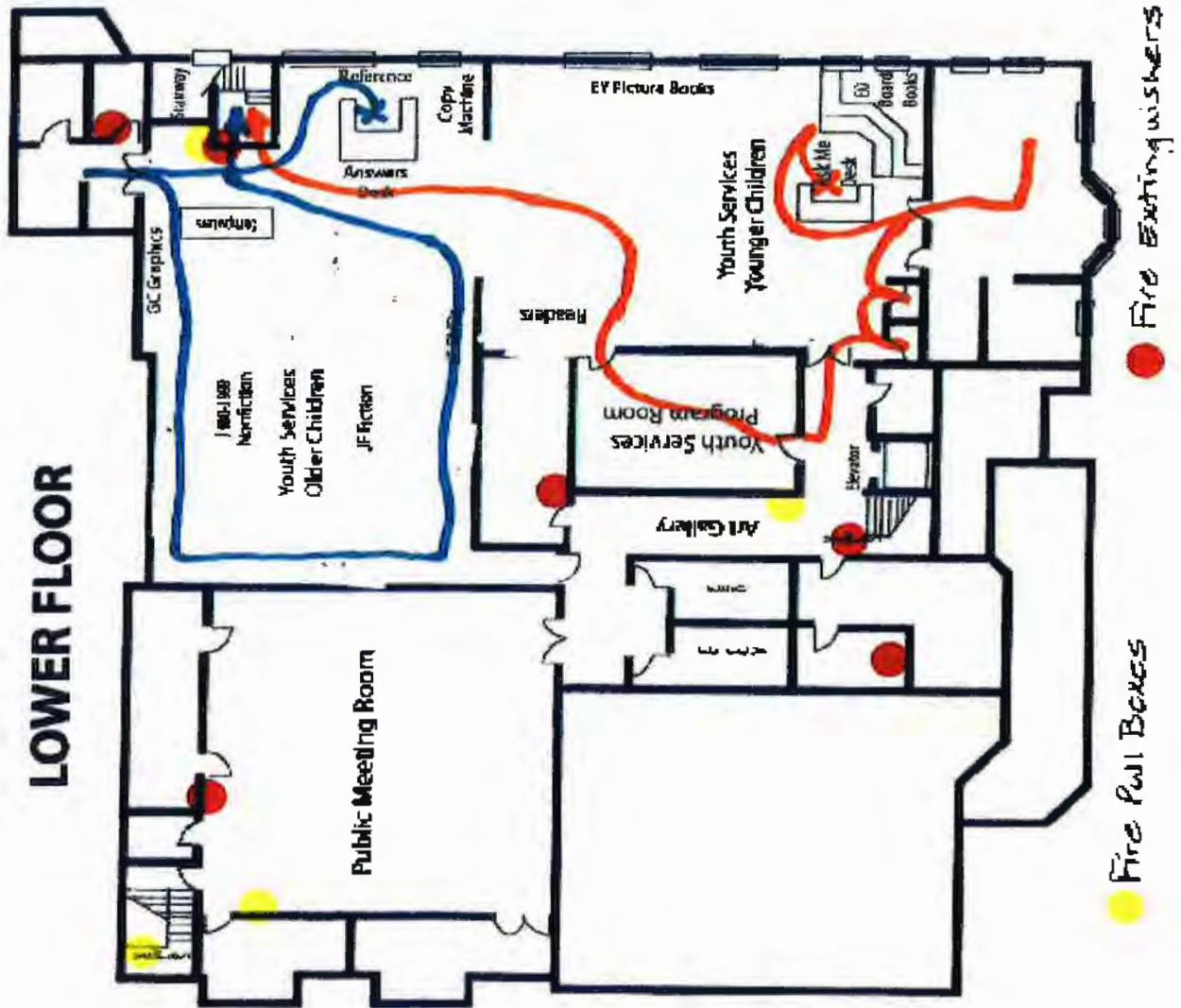


tel: 630.232.1212

Fire Evacuation - Youth Services



127 James Street • Geneva, IL 60134
rev. 4/7/2014



Section 8A. TORNADO

When the local siren sounds, evacuate staff and patrons immediately to the **Large Meeting Room**, lower level. (Assist disabled patrons to stairwell, staff restroom, or interior hallway; silence door alarms if someone is left in stairwell.) Take flashlights, radios, keys, wireless laptop. First person with key unlock room / turn on lights. Know an alternate route too, if needed (See Section 7C, p. 18, FIRE EVACUATION ROUTES).

One Person-in-Charge remains near top of Entryway area stairs to direct persons entering Library to seek shelter. Go to the **Large Meeting Room** if danger is imminent.

Get names and phone numbers of all unattended children. Do not allow them to leave until conditions are safe. Call parents, if possible, to assure them of their child's safety. We can discourage adults from leaving, but cannot force them to shelter there.

Cell phones may not work in the **Large Meeting Room**. You may try using cell phones in the hallway near restrooms. Or, use the phone in Large Meeting Room Kitchen.

Section 8B. EVACUATION ROUTES: TORNADO

YOUTH SERVICES (ASK ME DESK) – Check Board Book area and preschool restrooms. Evacuate Youth Services Workroom (go all the way inside to ensure the whole room is clear). Be sure the main fire doors are shut. Evacuate Program Room; check Reader area and exit to the Large Meeting Room.

YOUTH SERVICES (ANSWERS DESK) – Check the Tech Center; evacuate the Facilities Office, then walk down aisle along the north wall to clear the Middle Ground area. Walk along the mural wall looking down each aisle for patrons before exiting to the Large Meeting Room.

CUSTOMER SERVICE (ENTRYWAY) – Make the announcement. Get key to the grill from the Customer Service desk drawer (left side). Take flashlights and master key from Check In desk drawer. Close and lock register. After Checkout and Information & Reader Services staff have come downstairs, lower the stairway grill halfway. Post signs (stored in the red EMERGENCY binder on bookshelf adjacent to the cash register) on the Library's front door and the grill. Check the elevator. Proceed downstairs to the Large Meeting Room.

CUSTOMER SERVICE (UPSTAIRS LOBBY) – Close and lock the register. Clear upstairs lobby, check the presort area, pass through the Customer Service workroom and downstairs through the Entryway desk area. Leave Entryway desk area and proceed downstairs. Check the Staff Break Room, and both downstairs restrooms. Then, go down to the Large Meeting Room.

INFORMATION & READER SERVICES (READER'S ROOM) – One staff member clears the Fiction/AV area including the Small Conference Room, Study Room, and Teen Area. Primary route leads down the front stairs past the Customer Service Entryway desk area and down to the Large Meeting Room. Secondary route leads through the safety door to Technical Services and down the back stairs to the Large Meeting Room.

INFORMATION & READER SERVICES (INFORMATION ROOM) – Staff person #1 is designated to clear the computer workstations and the magazine /fireplace seating area. This staff also clears both restrooms, the Customer Service Workroom, and the presort area. **EXIT** through the Customer Service Lobby and down the front stairs, past the Check in Desk and down to the Large Meeting Room.

Staff person #2 is designated to clear the Digital Services/Marketing Office, the newspaper/quiet study area and **EXITS** through the emergency door on the NW side near the Illinois collection, down the stairs to the Large Meeting Room. (Door alarm can be disarmed with Library AA or AA1 key.)

Either or both exits may be used – the NW emergency door exit nor the Customer Service Lobby exit is a **PRIMARY** route – **RECOMMENDATION**: two Information & Reader Services staffers will use the route designated. If one is blocked, the other route may be used by both groups.

NOTE: If evacuating in the evening or on the weekend, clear Collaboration Zone and exit via NW corner near the Illinois Collection.

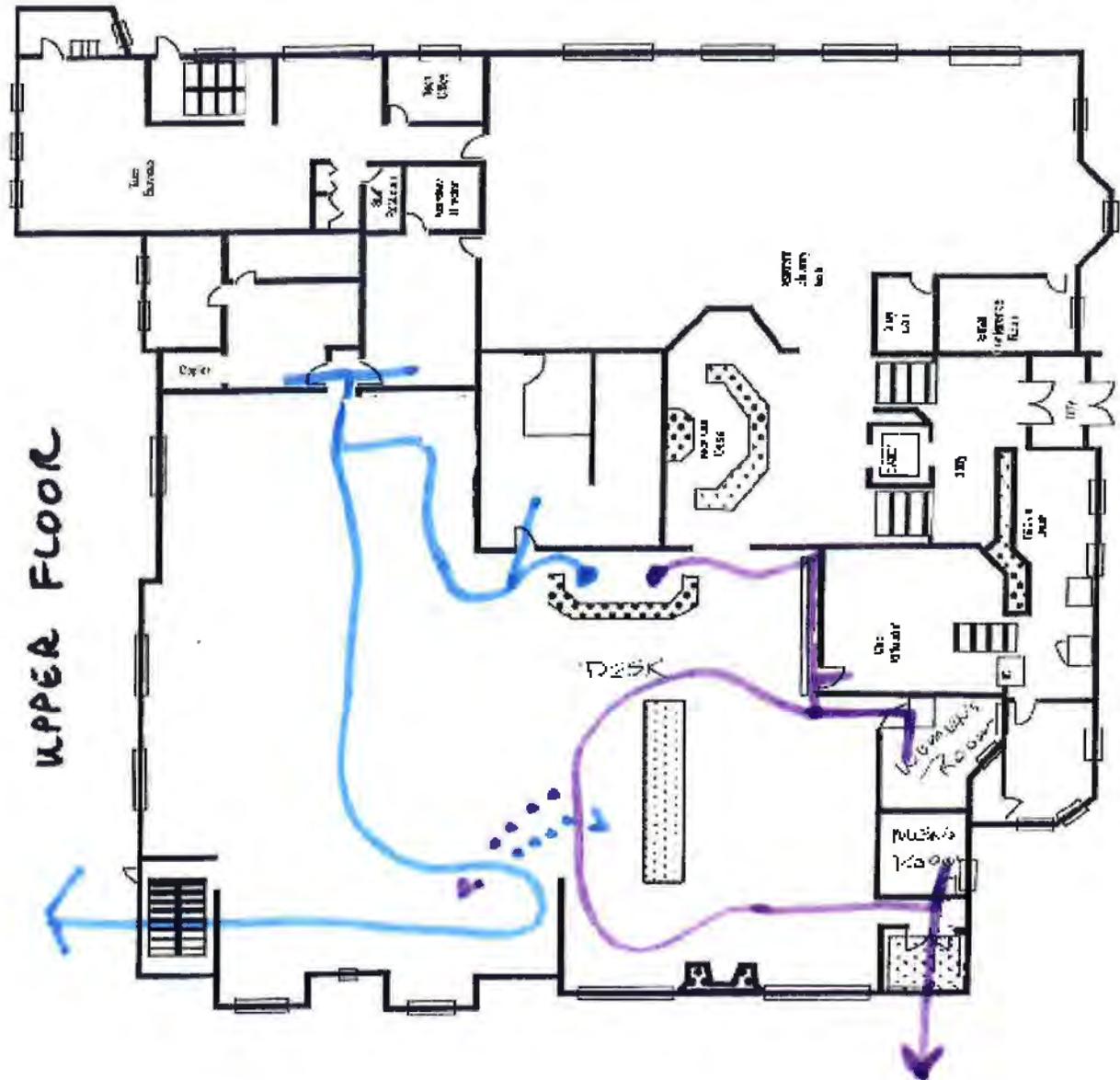
ADMINISTRATION – Clear the Collaboration Zone, and the nonfiction stacks. **EXIT** to Large Meeting Room through Information & Reader Services to NW emergency exit (Illinois Collection), helping with patrons as needed.

Section 8B. EVACUATION ROUTES: TORNADO, cont'd.

TECHNICAL SERVICES – Check loading dock area, staff restroom, unlock door to fiction but DO NOT prop open doors to fiction stacks. Proceed to Large Meeting Room via the emergency stairwell and through the older kids' room.

FACILITIES & IT/LAN OFFICE – Proceed to Large Meeting Room. Meet emergency personnel if needed.

Fire Evacuation - INFORMATION ROOM



Section 9. LOCKDOWN

In the event of a police emergency such as an active shooter in the area, it may become necessary to Lockdown the Library to protect occupants and to minimize the overall exposure of danger. A Lockdown is the temporary sheltering technique (ranging from 30 minutes to several hours) utilized to limit civilian exposure to an active shooter or similar incident (See Section 10, p. 38, ACTIVE SHOOTER).

If a Lockdown is to be initiated, Geneva Police will call the Library's main telephone number. Lock the Library's front entrance and notify the Person-in-Charge, immediately. If after hours, also call Library Director.

When instructed by the Geneva Police Department to initiate a Lockdown of the Library, the following tiered level system should be implemented, as determined and by the police department.

- **Low-Level (Soft) Lockdown** – Implemented when alerted that a potentially dangerous situation has occurred in the surrounding area. All exterior doors are locked. Do not allow entry to anyone until the "all clear" has been issued. Patrons are advised to move away from doors and windows. Patrons are allowed to conduct business as usual and to leave at their own risk.
- **Medium-Level Lockdown** – Implemented when alerted that an incident has occurred within close proximity to the Library. All exterior doors are locked. Do not allow entry or exit to anyone until the all clear has been issued. Patrons are advised to move away from doors and windows. Patrons are not allowed to leave, not only for their own safety, but also for the safety of others, until an "all clear" has been issued by law enforcement.
- **High-Level (Hard) Lockdown** – Implemented when an incident occurs on or within close proximity to the Library premises. All exterior doors are locked, and persons are gathered into one location. Ask everyone to maintain silence as much as possible. The safest location to gather will be determined at the time of the incident. If people can get there safely, the Large Meeting Room is likely to be the most secure site in the building. No one is allowed to leave until an "all clear" has been issued by law enforcement.

NOTE: If an adult insists on exiting the Library, make an attempt to convince them they would be safer inside the building; but do not argue with them. Direct them to exit opposite the direction of the threat, if known. All minors must remain sheltered with Library Staff until an "all clear" has been issued.

If people cannot safely get to the Large Meeting Room, they should hide in a locked office, closet, etc., and shelter quietly in place. Cell phones must be silenced or turned off.

Section 10. ACTIVE SHOOTER

Prior to the arrival of police personnel, response to an active shooter situation will be dictated by the specific circumstances. Keep in mind, there could be more than one shooter involved in the same situation. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival. Keep in mind, the entire area is still a crime scene.

In the event there is an active shooter outside the Library and the police have not yet given instructions, take immediate action to be as safe as possible.

RUN! If it is safe to do so, the first reaction should be to run to a place of safety and then call 9-911.

- Do not attempt to carry anything in your hands while fleeing; move quickly.
- Keep your hands visible. Follow instructions given by any police officers you may encounter.
- If you know where the shooter is located, tell the officers.

HIDE! When it is not safe to run, hiding is the next best option.

- Quickly secure your hiding place (e.g., the Large Meeting Room). If you cannot secure the room, determine if there is a nearby location that you *are* able to reach safely and then secure or, if you can, safely exit the building.
- Lock or barricade doors using available materials.
- Turn off lights and cell phones. Close any window blinds.
- Get everyone down on the floor so no one is visible from outside the room.
- Spread out and seek concealment behind walls, desks, file cabinets, etc.
- Remain quiet and calm.
- Stay away from windows and doors.
- Have someone call or text Emergency Services (911) or call 9-911 from any Library phone. The Geneva 911 system will most likely be overwhelmed. If safe to speak, keep calling to alert the police so they know where you are taking shelter.
- When you reach the dispatcher, describe the situation and give your name and location; remain in place until police give the "All Clear."
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty they are being issued by a police officer.
- Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.
- Wait for police to arrive.

FIGHT! As a last resort, and only when your life is in imminent danger, take action against the active shooter and attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them.
- Throw items (such as a fire extinguisher, furniture, equipment, etc.) to use as an improvised weapon.
- Yell.
- Commit to your actions.

Section 10. ACTIVE SHOOTER, cont'd.

ACTIVE SHOOTER IN YOUR AREA

- If the active shooter enters your area of the Library, there are no set procedures. The decision to flee, fight, or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm, it will aid you in decision making.
- Call 9-911 or text 911 if possible, and alert police to the shooter's location.
- If you can't speak, leave the line open to 911 so the dispatcher can listen to what is taking place. Usually the location of a caller can be determined without speaking.
- If there is absolutely no opportunity of escape or concealment and the shooter is not actively firing on victims, it might be possible to negotiate with the shooter.
- If the shooter has fired on victims, you are faced with a life or death situation. Only you can consider your next course of action.
- After all other options have been exhausted, you may be faced with the decision to overpower the shooter with force by whatever means necessary.

For additional information, please view the Federal Bureau of Investigation's workplace violence informational video at:

<https://www.fbi.gov/about-us/office-of-partner-engagement/active-shooter-incidents/run-hide-fight-video>

Section 11. EARTHQUAKE

During an earthquake be aware that some earthquakes are foreshocks. A larger earthquake might still occur. Most casualties result from collapsing walls, flying glass, and falling objects.

DURING AN EARTHQUAKE

- Do not attempt to evacuate the building.
- Stay where you are until the shaking stops. Drop down onto your hands and knees so the earthquake doesn't knock you down. Get under a heavy table or near a heavy piece of furniture (but not one that is tall and could fall onto you). Hold on to it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move. If no heavy furniture is available, cover your face and head with arms, and crouch in an inside corner.
- Stay clear of glass, windows, fireplaces, and light fixtures, as well as heavy furniture or appliances that could topple.
- Protect your head with heavy book or padding.
- Use a doorway for shelter only if in immediate proximity, but do not run for a doorway. Doorways are actually no stronger than any other part of a structure so do not rely on them for protection!
- Stay inside the Library until shaking stops. Do not rush outside, as you may be injured by falling glass or building parts.
- Do NOT use stairs while the building is shaking.
- Do NOT use elevators. The elevator may be unsafe after an earthquake. Do not attempt to use it until it has been inspected.
- Anyone in a wheelchair should stay in it and move to a doorway or face an inside corner, lock the wheels, and protect one's head.
- Don't forget to take some time to calm yourself after the shaking stops.

AFTER AN EARTHQUAKE

Person-in-Charge will notify 9-911 for next steps (evacuate or shelter-in-place). If evacuation is recommended by emergency personnel, follow Fire Evacuation guidelines to evacuate the Library (See Section 7C, p. 20, EVACUATION ROUTES: FIRE/BOMB THREAT). If sheltering in place is recommended, follow Tornado Evacuation guidelines to assemble in the Large Meeting Room (See Section 8B, p. 29, EVACUATION ROUTES: TORNADO).

After a major earthquake emergency services (fire, police, or ambulance) may be unavailable for an extended period of time. First responders may be injured themselves and/or their equipment may be damaged. Even though the shaking has stopped the danger may not be over. Post-earthquake fires, gas-line breaks, falling debris, and many other hazards may continue to threaten people in any earthquake area.

THINK BEFORE MOVING

- Remain in a safe position until the shaking stops. Move slowly and carefully. Many serious injuries are caused by hasty or careless actions, not by a collapsing building.
- Be aware that smoke alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

Section 11. EARTHQUAKE, cont'd.

- Move slowly. Evacuate the Library with caution. Use alternate routes if the primary exit is blocked. Meet staff outside in a pre-designated area at City Hall, James Street side, away from buildings that may be dangerous.

IF TRAPPED UNDER DEBRIS

- Do not light a match. There may be a gas-line break. Use a flashlight or your cell phone for light.
- Do not move about or kick up dust. Protect your airway by covering your mouth with a handkerchief or clothing.
- If possible, tap on a pipe or a wall so rescuers can locate you. Shout only as last resort, as this may cause you to inhale dangerous amounts of dust.

AFTER EVACUATING THE BUILDING

- Do not attempt to drive home. Leave roads clear for emergency vehicles. Roadways may also be blocked with obstacles that make driving unsafe. Bridges and overpasses may be impassable or dangerous. Return home only when authorities say it is safe to do so.
- Expect aftershocks. They may be less violent than the main quake but can cause additional damage to weakened structures.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Listen to a battery-operated radio or the National Oceanic and Atmospheric Administration (NOAA) units in each department for emergency information.
- Use the telephone **only** for emergency calls.
- Open cabinets carefully and beware of falling objects.
- Stay away from damaged areas unless your assistance has been requested by emergency workers.
- Help injured or trapped persons. Give first aid if appropriate and possible. **Do not** move seriously injured persons, unless in immediate danger of further injury. Call for help.
- Facilities Manager should inspect utilities, if possible.
 - Check for gas leaks. If you smell gas or hear hissing, open a window and leave the building immediately. If possible to do safely, turn off the gas at main outside valve and call the Gas Company.
 - Look for electrical system damage. If you see sparks or broken wires, or smell hot insulation, turn off power at main fuse box or circuit breaker, but avoid stepping in water to do so.
 - Check for sewage or water line damage. If damage is noted, avoid using toilets. If water pipes are damaged, call the water company and do **not** use tap water. Melted ice is a safe temporary water supply.

Section 12. HAZARDOUS MATERIALS

Listen to local radio or TV stations for detailed information and instructions regarding an external hazardous materials incident near the Library. Follow instructions carefully. Stay away from contaminated area to minimize risk. Some toxic chemicals are odorless.

Person-in-Charge will notify 9-911 for next steps (evacuate or shelter-in-place). If evacuation is recommended by emergency personnel, follow Fire Evacuation guidelines to evacuate the Library (See Section 7C, p. 20, EVACUATION ROUTES: FIRE/BOMB THREAT). If sheltering in place is recommended, follow Tornado Evacuation guidelines to assemble in the Large Meeting Room (See Section 8B, p. 29, EVACUATION ROUTES: TORNADO).

IF ASKED TO EVACUATE

- Do so immediately.
- Stay tuned to radio, or monitor NOAA units for information on evacuation routes, temporary shelters, and procedures.
- Follow routes recommended by authorities, do not seek shortcuts. Leave at once.
- If you have time, minimize contamination by closing windows, interior doors, and vents, and turning off fans.
- Take disaster supplies if pre-assembled and can be gathered quickly.
- Help those who need special assistance.

IF CAUGHT OUTSIDE

- Stay upstream, uphill, and upwind of the hazard. Try to go at least ½ mile (8-10 city blocks) away from danger area. Help others as needed.
- Do not walk into or touch any spilled liquid, airborne mist, or condensed solid chemical deposits. Try not to inhale gases, fumes, or smoke. Cover mouth with a cloth while leaving the area.
- Stay away from accident victims until the hazardous material has been identified.

IF REQUESTED TO STAY INDOORS

- Close and lock all exterior doors and windows. Close vents, fireplace dampers, and interior doors.
- Facilities Manager: Turn off air conditioners and ventilation systems. If possible, set ventilation to 100% recirculation so no outside air is drawn into the Library. If this is not possible, turn off the ventilation system.
- Go into a shelter room with fewest openings to the outside. At the Library, these are the Large Meeting Room, the Program Room, and the Information & Reader Services Office.
- Seal gaps under doorways with wet towels or plastic sheeting and duct tape.
- Use towels or rags to fill cracks and holes in the room such as around pipes.
- If gas or vapors have entered the building, take shallow breaths through a cloth or towel.

SHELTER SAFETY FOR SEALED ROOMS

- Ten square feet of floor space per person will prevent carbon dioxide build-up for up to 5 hours, assuming a normal breathing rate while resting.
- Local officials may order evacuation at 2-3 hours. If so, follow their instructions.

Section 13. ANGRY OR IRATE PATRON

Having to interact with an angry or irate patron can be a difficult task. No one enjoys having to deal with angry patrons. But, by using specific techniques, you can minimize conflict, defuse the patron's anger, as well as identify underlying issues, and help find the best solution. **Dial 9-911 if you sense the patron is unlikely to be de-escalated in the situation.**

Staff members engaging an angry or irate patron should follow these techniques:

- Remember: Do not take the anger or criticism personally. **It's not about you.** Rarely is anger about you. A patron may be upset because of Library policies or procedures, the building or equipment, technology or the Internet. A patron may be frustrated because of long lines or noisy kids or staff members perceived to be indifferent. Or, the person comes to the Library already annoyed and braced for an argument. In none of these common situations is the patron mad at you, the frontline staff. So don't take it personally. Instead, repeat this mantra: "It's not about me." If you can keep from taking it personally, you will stay calm and be able to focus on the patron rather than your own defense.
- If possible, ask the person to step out of the public eye for discussion of the problem. No matter what is going on around you, tell the patron you are taking him/her aside so can give your undivided attention. Spend as much time as needed until the issue is addressed.
- Remain calm. Do not give the appearance of being combative, but do not appear fearful either. **Breathe.** Inhale slowly and deeply, and exhale out long. Do this a couple times while the patron is talking, and right after he/she leaves.
- Listen attentively and find out all the information about the complaint. Let the patron tell you what the problem is, and do not interrupt. Listen carefully for the real issue.
- Speak slowly and clearly to the patron. Do not raise your voice, but instead, consciously lower your tone. This will cause the patron to lower his/hers down too.
- Empathize with the patron and try to understand how he or she feels. If you can understand the issue from the patron's view, assure the patron you understand why he or she is upset. If you don't quite yet understand, ask the patron to tell you more so that you can better understand.
- Repeat what the patron has told you about the problem to be sure you know why the patron is upset. Let the patron clarify any misunderstandings.
- Make explanatory statements **only after** the patron knows you understand the situation.
- Apologize. An authentic "I'm sorry" can make almost any patron feel better (and therefore calm down). You can apologize for the immediate situation ("I'm sorry you feel that way. Let's find a way to solve this for you."). In most cases, the patron does not care about the Library's situation or budget, only what you can do for him or her.
- If the patron's complaint is legitimate, do something immediately to insure the situation is (or will be) corrected.
- If the patron is still not satisfied, it is often helpful to refer the patron to a Manager, Deputy Director, or Library Director. Call for backup from the Person-in-Charge if things escalate. This also gives the patron an additional chance to vent, so that you can get to a resolution faster.
- As a last resort, the patron can express his or her displeasure to the Board of Trustees by emailing board@gpld.org, putting a note in the suggestion box, or during the Public Comment section of the next Board of Trustees meeting.

Section 14. BURGLARY / ROBBERY

Burglary is defined as entering a structure with intent to steal. *Robbery* is defined as taking property from another by use of force or fear. When a burglary or robbery is discovered, contact the Library Director or Deputy Director. In their absence, the Person-in-Charge is authorized to take immediate action, which is to call (9-911) the Geneva Police and follow their recommendations.

BURGLARY

If a burglary takes place:

- Do not disturb the scene or touch anything.
- Avoid movement around area of entry.
- Do not enter the area until the police arrive to determine if anyone is still inside.
- Assist police by providing information on missing items.
- The Person-in-Charge may need to close the Library, cordon off portions of the Library, or call for window board-up depending on situation.

ROBBERY

If a robbery takes place:

- Remain calm and make no unnecessary movements.
- If there is a demand for property or cash, quietly give in to these demands.
- In case of potential danger, individual judgment must be used.
- Mentally note as many characteristics of the robber as possible, such as sex, age, height, weight, color of skin, eye and hair color, clothing description, any scars, moles, pock marks, voice characteristics.
- Try to remember what was taken by the robber.
- Witnesses should remain in the area to talk to police.

Section 15. ELEVATOR: SOMEONE STUCK INSIDE

If someone is trapped in the elevator, call 9-911 to summon help. The person who is trapped can summon help with the emergency phone in the box marked “telephone” on the control panel. It automatically dials the Fire Department.

If you must open the elevator doors yourself, follow the directions below. (Some people panic in closed places and having the door open may calm them until help arrives.) Instructions are also located on the control box in the Elevator Control Room.

DO NOT TRY TO PULL SOMEONE FROM THE ELEVATOR IF THE CAR IS BETWEEN FLOORS AND THERE IS RISK OF INJURY. Leave this task to emergency personnel.

INSTRUCTIONS FOR USING EMERGENCY ELEVATOR DOOR KEY (perform only in extreme situation)

- Go to Elevator Control Room to the left of the elevator in lower hallway.
- **Turn power off, red handle down, before manually opening elevator doors.**
- Emergency key with red tag (long key, one end tube shaped, the other end flat) is hanging on the wall near the power box.
- Go to floor where you think the elevator car is located.
- Insert long flat end of key as far as it will go into small round hole near top right of elevator door.
- Turn the key clockwise until you hear a click. Hold key in that position.
- Pry doors open partway to see if car (inner doors) are at that level. If so, remove key, pry open outer doors, and then pry open inner doors.
- If car is too high or low to pry open inner doors, go to appropriate level and repeat steps 4-6. Car may not be lined up with any floor, and person may need to be helped up or down to get out. Let emergency personnel remove person if not easily accomplished.
- Always return key and instructions to hanger in Elevator Control Room.
- Turn power on by moving red lever up on power box. Press elevator call buttons to see if elevator works.
- If elevator is not working properly, make sure it is not in the “locked” position from an after-hours event. (To unlock the elevator, use the elevator key which is located in the key safe within the Customer Service Manager’s office closet on a yellow plastic key ring, or in the Facilities/LAN Room key safe in the interior utility closet on a blue plastic key ring.) Then turn power off (red handle down). Put out of order signs at **all** floors. Call Elevator Technicians (vendor) at (630) 355-3333 if between 9:00 a.m. and 5:00 p.m. If in the evening or on the weekend, leave note for someone to do it during normal working hours.

FINGER STUCK IN DOOR / FRAME

Try to pry doors apart or push door away from frame to make more space before pulling finger out. Use liquid soap to lubricate unless flesh is torn. If unsuccessful, call 9-911 and request emergency assistance.

Section 16. GANGS

VIOLENCE

In case of gang fights or confrontation, call 9-911 immediately. Clear patrons and staff from the area for their safety.

REMEMBER: Gangs can mean guns. Never try to interfere with gang violence.

GANG GRAFFITI

If gang graffiti is noticed on any Library property (interior or exterior walls, Library materials, furniture, patron materials left at the Library, etc.), notify the Person-in-Charge, and Facilities Manager or any Manager immediately. **DO NOT REMOVE THE GRAFFITI.**

In the case of Library materials being returned from being checked out and having gang symbols inscribed, **DO NOT CHECK IN THE MATERIAL.** Give it to the Library Director, Customer Service Manager, or Customer Service Assistant Manager. (A record of the patron information should not be given to anyone outside the Library except by court order.)

The Person-in-Charge should notify the police department immediately so they may photograph and document the graffiti for their records. If possible, the Library should also photograph the graffiti.

After the police department has the information they need, the graffiti should be removed immediately.

GANG MEMBERS

If you are aware of people who show obvious signs of gang affiliation or recruitment, notify the Person-in-Charge. In the absence of Library Administration, the Person-in-Charge will notify Geneva Police department of our suspicions. An officer may wish to drop by and observe the situation or document the incident.

Section 17. ILLNESS OR INJURY

SERIOUS ILLNESS OR INJURY

- The first responder should call for an ambulance immediately at 9-911, and contact the Person-in-Charge.
- Offer assistance to the patron or to others with that individual.
- Make the person comfortable.
- Give first aid **only** if trained or if the situation is life threatening. Use gloves.
- If appropriate, use the AED equipment in the Library with anyone who may be having a heart attack.
- Request person's name and address, but do not insist if they refuse.
- In the case of a minor, locate or contact parent or guardian.
- Library Administration may need to contact insurance company.

MINOR ILLNESS OR INJURY

- Offer assistance (e.g., ice, bandage, etc.) if appropriate.
- If an adult patron requests an over-the counter pain killer, one dose can be provided from the first-aid kit in the staff restroom in Technical Services; they are individually wrapped with proper dosage noted.
- In the case of a minor, locate or contact parent or guardian.
- Offer to contact someone, if appropriate.

Section 18. SUICIDE THREAT

IN CASE OF A SUICIDE THREAT

- **Always** take any suicide threat seriously.
- Communicate calmly with person, try to keep them talking until help arrives.
- Assess your own safety. If the person threatening suicide has a weapon, ask him/her to put the weapon down while you talk. If they refuse, you may want to withdraw to a safer distance to talk to them.
- Have someone else call 9-911 for assistance. The suicidal person may forbid you to call, may be angry or upset that you want to call. Have someone call for help anyway!
- If there is a child or children of the suicidal person witnessing the parent's crisis, ask if you can have the child go the Youth Services area so you are free to talk together. The child may be worried and reluctant to leave but try to get the child to safety where another staff can monitor and comfort them.

WHILE WAITING FOR HELP

- Do not judge the person.
- Do not show anger, even if you feel manipulated.
- Do not provoke guilt.
- Do not discount their feelings.
- Do acknowledge and accept the suicidal person's feelings, even if they appear distorted (which is likely). For example, you could say, "You sound like you are feeling abandoned...", "That must have hurt you terribly...", "Seems like you feel that there is no hope"? etc.
- Try to be an active listener. Paraphrase some of their statements back to let the person know you are listening. For example, "so what you are saying is...", "I'm hearing you saying you hate yourself...", "so receiving that email made you feel abandoned..." "I hear you saying you want to die," etc.
- Try to give the person hope and remind him or her that these feelings are temporary, *without provoking guilt*. "I know you feel you cannot go on, but I believe things will get better," "What you are feeling is likely temporary. Can you give yourself a chance to see if that proves to be true for you?"

Section 19. THREAT ASSESSMENT AND VIOLENCE PREVENTION

A threat is an expression of intent to do harm or act violently against someone or something. It can be verbal, written, or symbolic.

AWARENESS/RESPONSE

- Be alert and aware of your environment at all times.
- If something seems strange, immediately notify the Person-in-Charge.
- If you hear or witness anything that is outside the framework of normal, notify the Person-in-Charge.
- If a child is endangered, notify the Person-in-Charge.
- If a written note is discovered within the Library, notify the Person-in-Charge.

Call 9-911 for any immediate threat.

If a threat to a child's safety is known or violence against a child is happening, call the Kane County Office for the Department of Children and Family Services (DCFS) at (630) 844-8400 and call the Geneva Police Department at 9-911.

Section 20. EMERGENCY CLOSINGS

The Library may close on an emergency basis due to health/safety issues, bad weather, or another emergency.

The decision to close the Library will be made by the Library Director (or the Deputy Director in the absence of the Library Director). In the absence of Library Administration, Person-in-Charge should contact the Library Director for approval to close the Library

When the Library is closed on an emergency basis, staff and the Board of Trustees should be notified. (See Section C, p. 69, DISASTER RECOVERY TEAM – COMMUNICATION AND NOTIFICATIONS PROCEDURE and Section 6, p. 17 WHO'S IN CHARGE?)

Every practical effort should be made to inform the public and Library Staff. The following steps should be taken if possible:

- Change main Library phone greeting (Digital Services).
- Post sign on entrance (Customer Service).
- Put notice on web page (Digital Services).
- Library Director should contact Emergency Closing Center (<http://www.emergencyclosingcenter.com/>) to place appropriate message (See attached).
- Library staff should change phone their voice mail greetings and email auto-response as soon as possible.
- Contact RAILS to cancel delivery service.
(demand.warfield@railslibraries.info, 630-734-5142)
- Contact LINC at (630) 377-6960).
- Contact local radio stations and newspapers for extended closing.

About

The Call-In Post system is used to record and send messages and check the status of your communications using any landline or mobile phone.

Log In

From any phone, dial in to the Call-In Post system.

- Dial 1-877-304-7678.
- When prompted, enter your **User ID Number** and **Password** or press **0** for Client Care.

Note: If your ID and/or Password/PIN contains letters, enter the alpha character using its corresponding number on the keypad.



Menu Options

At the Main Menu, choose one of the following menus.

MENU OPTION	INSTRUCTIONS
<p>1 Send or Schedule a Communication</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Reminder</p> <p>Messages will be delivered during normal delivery hours (9 am - 9 pm) in the member's local time zone unless you have selected to send your message after standard delivery hours.</p> </div>	<p>Select your group <i>If No Groups are available:</i></p> <ul style="list-style-type: none"> • Log on to www.callingpost.com to create a group. • To be transferred to a Client Care Specialist, Press 0. • To return to the Main Menu press *. <p><i>If only one group exists, you will not be asked to select a group.</i></p> <p>Press 1 to Record a New Message (Press # to stop recording) Press 1 to Send Your Message Now Press 2 to Replay Press 3 to Re-Record Press 4 to Schedule for a Later Delivery Press 5 to Send After Normal Hours (between 9pm and 9am)</p> <p>Press 2 to Select an Existing Message Select an Existing Message Press 1 to Send Your Message Now Press 2 to Replay Press 3 to Re-Record Press 4 to Schedule for a Later Delivery Press 5 to Send After Normal Hours(between 9 pm & 9am)</p>
<p>2. Save and Record a New Message</p>	<p>Press 1 to Save Your Message Now Press 2 to Replay Press 3 to Re-Record</p>
<p>3 Hear Status of your Communication</p>	<p>Hear the status of your last five (5) messages</p>
<p>4 Add a Member to Existing Group</p>	<p>Select the Group Enter the member telephone number including the area code Press 1 to Save Member Phone Number Press 2 to Re-enter Phone Number</p>
<p>5 Hear Your Current Credit Balance</p>	<p>Press 1 to Purchase More Credits</p>
<p>6 Speak with a Client Care Specialist</p>	

More Ways To Know Before You Go

Tune in to:



Call: **847-238-1234** Touch-Tone phone needed.

Online: Go to the website of any of the radio or TV stations above, or go to
www.EmergencyClosings.com
to search for your facility by name and city or by phone number

Sign up for personalized E-mail notification of your facility's status at
E-mail: **www.EmergencyClosings.com**

To find information for the following:

FACILITY NAME	GENEVA PUBLIC LIBRARY
FACILITY LOCATION (CITY)	GENEVA
MAIN PHONE NUMBER	630-232-0780

EMERGENCY CLOSING CENTERSM

Section 21A. HEATING AND COOLING

The Facilities Manager is responsible for the heating and cooling system in the building and should be contacted in case of all emergencies or potential emergencies. For emergency service or repair contact, first contact the Facilities Manager. If the Facilities Manager is not reachable, notify the Person-in-Charge. S/he will contact Oak Brook Mechanical Services at (630) 941-3555. If after hours, contact Library Administration (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION).

If there is an extreme emergency and Oak Brook Mechanical cannot be reached, contact a local company:

Mendel Plumbing & Heating	(630) 377-3608
Klinkey Heating	(630) 584-2591
Maher Heating & Air Conditioning	(630) 232-8500, (630) 584-0436

HELPFUL TROUBLESHOOTING TIPS FOR HVAC SERVICE PERSONNEL

Master thermostats for the heating / cooling system are located in the Information and Reader Services Nonfiction Room. One is located near the emergency exit at the northwest corner of the room; the other is on the wall outside the Administration Office. These indicate the current room temperature and would also indicate a system failure in the readout. **DO NOT CHANGE THESE CONTROLS.** They should be adjusted only by the Facilities Manager, Oak Brook Mechanical, or other HVAC service personnel.

There are 24 room thermostats which control the immediate area. These can be adjusted only with a key /Allen wrench held by the Facilities Manager.

The two cooling units (Trane) are located on the rooftop and are accessed through the attic. Stairs pull down outside the staff restroom in the Technical Services area. From the top of the stairs, a ladder to the rooftop hatch is visible to the left. The electrical feeds to these units are in the Electrical Room to the left of the Large Meeting Room Kitchen. The feeds are marked RTU 1 and RTU 2.

The two boilers (Lochinvar) are located in the Boiler Room accessed from the Staff Break Room. Boilers are on during both heating and cooling seasons. A large thermometer is mounted near the ceiling inside the door. During cooling season the water temperature should be around 100 degrees. During the heating season the water temperature should be 140-180 degrees. There is an indoor thermostat which sets the water temperature. An HVAC manual (black notebook) is located in the Boiler Room. A simple instruction sheet describing how to turn on and off the boilers and pumps is hanging above the boilers.

The HVAC air compressor is located in the storage closet at the end of the art gallery on the way to the Large Meeting Room. If this fails and pressure is lost, the building or certain rooms may become very hot. Boilers may be shut off as a temporary measure. (See Section 21B, p. 54, TURNING BOILERS ON/OFF; instructions area also in the Boiler Room).

BOILER RESET INSTRUCTIONS

If in the winter the building is extremely cold, check the water temperature on the ceiling thermometer. If the temperature is lower than 150 degrees, a boiler may have shut down and needs to be reset. Notify Facilities Manager.

Section 21B. TURNING BOILERS ON / OFF

The Facilities Manager is responsible for the heating and cooling system in the building and should be contacted in case of all emergencies or potential emergencies. For emergency service or repair contact, first contact the Facilities Manager. If the Facilities Manager is not reachable, notify the Person-in-Charge. S/he will contact Oak Brook Mechanical Services at (630) 941-3555. If after hours, contact Library Administration (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION).

INSTRUCTIONS FOR TURNING ON BOILERS (if building becomes cold during winter and boilers are off)

Please follow the steps below in the order shown:

1. On the front of each of the two boilers (marked B1 and B2) there is a switch that is similar to a light switch. They are labeled "boiler switch." Flip both of these switches to the UP position.
2. Above the Lochinvar box on the wall to the left as you enter the Boiler Room are two switches for the pumps. They are labeled "pump switch." Flip both of these switches to the UP position.

INSTRUCTIONS FOR TURNING OFF THE BOILERS (may need to do this if AC or air compressor fails and parts of building become very hot)

Please follow the steps below in the order shown:

1. Above the Lochinvar box on the wall to the left as you enter the Boiler Room are two switches for the pumps. They are labeled "pump switch." Flip both of these switches to the DOWN position.
2. On the front of each of the two boilers (marked B1 and B2) there is a switch that looks like a light switch. They are labeled "boiler switch." Flip both of these switches to the DOWN position.

NOTE: These instructions are also posted in the Boiler Room.

Section 21C. RESET OF MAIN THERMOSTATS

The Facilities Manager is responsible for the heating and cooling system in the building and should be contacted in case of all emergencies or potential emergencies. For emergency service or repair contact, first contact the Facilities Manager. If the Facilities Manager is not reachable, notify the Person-in-Charge. S/he will contact Oak Brook Mechanical Services at (630) 941-3555. If after hours, contact Library Administration (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION).

If heating/cooling in part of the building seems to be malfunctioning, check the Trane control boxes (approx. 4" x 6") which are the main thermostats and are located in the Information & Reader Services Nonfiction Room. The thermostat left of the Administration Office controls the main floor. The thermostat near the NW emergency exit (by the Illinois Collection) controls the downstairs level.

Look for a message on the panel which says "HEAT FAIL" or "COOL FAIL." If one of these messages appears, relay this information to the Facilities Manager or to the repair personnel that appear onsite and provide the following information to them:

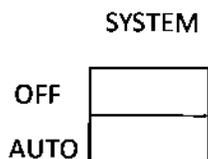
First cycle power off and on, on the corresponding rooftop unit. Pull red handle to OFF position, wait 20 seconds, push the handle to ON position, which will usually clear any errors on the thermostats. If that doesn't work you can reset them by following this procedure:

1. Lift the cover from the bottom. Locate the buttons as shown below:

- CLOCK +



2. Press the two buttons at the same time and hold for 5 seconds. This should "unlock" the thermostat and the "FAIL" message should disappear.
3. Locate the button as shown below:



4. Move the button to the OFF position and leave it there for at least 5 minutes.
5. Move the button back to AUTO. The unit should restart. (You can hear it in the ceiling near the Information Desk.)
6. Repeat step (2) above to relock the thermostat.

Try this several times if it does not work the first time. It sometimes comes on at the second, third, or even fourth try.

If this reset procedure does not work at all or if it has to be repeated several times within a few hours or days, call Oak Brook Mechanical for service at (630) 941-3555.

Section 21D. SPRINKLER SYSTEM / AIR COMPRESSOR

A malfunction of the sprinkler system has the potential for water damage to the Library and its materials.

The Facilities Manager is responsible for the heating and cooling system in the building and should be contacted in case of all emergencies or potential emergencies. For emergency service or repair contact, first contact the Facilities Manager. If the Facilities Manager is not reachable, notify the Person-in-Charge. S/he will contact Oak Brook Mechanical Services at (630) 941-3555. If after hours, contact Library Administration (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION).

If the system malfunctions or is set off, the fire alarm will be triggered and the Fire Department will respond.

For repairs on the sprinkler system, call S. J. Carlson Fire Protection at (815) 636-1993.

The air compressor on the sprinkler system (located in the Boiler Room) keeps air pressure in the dry sprinkler system so that water does not enter the pipes until needed for a fire. The air compressor runs 3 or 4 times a week for about 5 minutes at a time to maintain this pressure.

Below are some signs of trouble:

1. If you notice that the air compressor in the Boiler Room is running constantly or runs frequently for 15-20 minutes at a time, there is a malfunction.
2. If there is a lengthy power outage of several hours or days and the pressure reading on the gauge is showing below 25, there is danger of a malfunction of the system.

If you notice one of the above situations, contact the Facilities Manager. If you are unable to reach the Facilities Manager or Library Director and believe there to be an emergency situation, call the Geneva Fire Department at 9-911 and explain the situation. In an emergency, water to the sprinkler system can be shut off to prevent damage to the Library. The water main shut-off valve is located in the Boiler Room.

Section 22A. POWER OUTAGE

Electricity is supplied by the City of Geneva. For information regarding the outage, call (630) 232-1503, or 9-911. The phones have a battery backup system and should work for several hours after the power is off.

The Facilities Manager is responsible for the utility systems in the building and should be contacted in case of all emergencies or potential emergencies. For emergency service or repair contact, first contact the Facilities Manager. If the Facilities Manager is not reachable, notify the Person-in-Charge. If after hours, contact Library Administration (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION). They will contact the city of Geneva's utility hotline at (630) 232-1503, or 9-911.

Each department should have at least one working flashlight. Know where your flashlight is located. Test it monthly and replace batteries as needed. There are emergency flashlights plugged into outlets in some parts of the building. These can be removed and used as portable flashlights. There is also a hand-cranked flashlight in the Large Meeting Room Kitchen in the cupboard to the left of the refrigerator.

WHEN THE POWER GOES OUT (or is flickering)

Emergency lights will come on. Alarm panel by the front door will beep; just ignore it. Small UPS battery backup units will also beep; these can be shut off after equipment plugged into them has been shut off. After three minutes, turn off all computers and photocopy machines. Assist and reassure patrons if necessary.

During a power outage, the Library will remain open while waiting for power to be restored as indicated below:

- One hour if daylight is available and power is likely to be restored.
- No more than one hour if after dark and lighting is deemed insufficient.

In either case of power outage above, the Person-in-Charge may decide to close the Library if there are health or safety issues involved after consultation with the Library Director or the Deputy Director (See Section 20, p. 50, EMERGENCY CLOSINGS).

WHEN THE POWER COMES BACK ON

Wait a few minutes to see if power will stay on. If so, then turn on:

- Computers & printers.
- Photocopy machines.
- Small UPS units (if turned off).
- Any other equipment needed.

Reset elevator (if not working):

- Go into Elevator Control Room (to left of elevator in lower hallway).
- Turn on light with string hanging along wall to right of door.
- Look for the power box on the west wall. Pull down the red handle on the box.

NOTE: The handle is hard to pull.

- Count slowly to 10.
- Push red handle back up to ON; elevator will make a loud swooshing noise as it restarts.
- Elevator door will open on floor where car is located.

Section 22A. POWER OUTAGE, cont'd.

Reset any electric clocks as needed. Atomic clocks should reset automatically.

If heating or cooling equipment does not come back on after power outage, they may need to be manually reset. Contact the Facilities Manager. If the Facilities Manager is not reachable, notify the Person-in-Charge. S/he will contact Oak Brook Mechanical Services at (630) 941-3555. If after hours, contact Library Administration (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION).

Section 22B. POWER USAGE / ELEVATOR USAGE DURING HOT WEATHER

LIGHTING

In a BROWN-OUT situation, to reduce power usage during extremely hot weather, try to reduce the number of lights turned on in the building. If there are areas where lights can be turned off or reduced without causing eyestrain, please do so. This will help to reduce demand on the electrical grid.

ELEVATOR

In extreme heat and subsequent low power voltage in the area, the elevator voltage monitor may shut the elevator off to prevent damage to the motor. The car usually goes to the lowest level and the doors stay open. Because the doors stay in the open position, no one should be caught inside. There is no need to turn power off.

If the elevator shuts down, put an "out of order" sign on the elevator doors at all levels. When the voltage is again at full level, the elevator will reset itself, the doors will close, and the elevator will resume working. Don't forget to remove the signs when it is back in service. There is no need to call for elevator repair when the elevator shuts down due to low voltage in hot weather. This is a safety feature.

OTHER EQUIPMENT

Any other equipment not in use can also be shut down (PCs, printers, coffee station, etc.). Photocopiers and newer electronic equipment automatically goes into an energy-saving mode when not used for a period of time.

Be sure to turn off electronics at the end of the day or when they are not in use. Contrary to popular belief, shutting off your computer at the end of the day will not shorten its lifespan and can save a lot of energy.

Unplug "vampire electronics" once they are fully charged, like a cellphone or laptop computer. Once a cellphone is fully charged, unplug the charger from the electrical outlet. It will still draw in energy if it is left plugged in.

Have your computer's power down option and hibernation option set. Screen savers actually waste rather than save energy.

Section 23. DIGITAL SERVICES EMERGENCIES

The Digital Services Manager is responsible for computer-based services and should be contacted (at home if necessary) in case of all emergencies or potential emergencies. If the Digital Services Manager is unavailable, the Network Administrator should be contacted (See Section 2A, p. 4, EMERGENCY CALL LIST: STAFF CONTACT INFORMATION).

DEFINITIONS

- **Emergency:** If the Library's LAN or Internet connection is down or inoperable while power is available in the building OR the Library's website (gpld.org) or online catalog (http://discovery.linnet.info/client/en_US/geneva/) is down OR if specific functions, services or products have failed on more than one computer.
- **Person-in-Charge (PIC):** Follow chain of command as indicated in the next section "For LAN and Internet Emergencies or Potential Emergencies." This person will make the decision of what action to take, whom to call, when to call, etc. The designated person may ask assistance from any other staff member to address the problem.
- **LAN (Local area network):** This includes our internal connections to network drives (W, X drives), printers, and the Intranet.

FOR LAN EMERGENCIES OR POTENTIAL EMERGENCIES

- Trouble should be reported to and handled by the Network Administrator; if unavailable, contact Digital Services Manager (See Section 2A, p. 4, EMERGENCY CALL LIST: STAFF CONTACT INFORMATION).
- If the Network Administrator and Digital Services Manager are not available, the problem should be reported to and handled by the Person-in-Charge.

FOR INTERNET EMERGENCIES OR POTENTIAL EMERGENCIES

- Trouble should be reported to and handled by the Network Administrator; if unavailable, contact Digital Services Manager (See Section 2A, p. 4, EMERGENCY CALL LIST: STAFF CONTACT INFORMATION).
- If the Network Administrator and Digital Services Manager are not available, the Person-in-Charge should contact Comcast (internet service provider) at (800) 391-3000.

FOR WEBSITE (GPLD.ORG) EMERGENCIES OR POTENTIAL EMERGENCIES

- Trouble should be reported to and handled by the Digital Services Manager; if unavailable, contact the Network Administrator. (See Section 2A, p. 4, EMERGENCY CALL LIST: STAFF CONTACT INFORMATION).
- If the Network Administrator and Digital Services Manager are not available, the problem should be reported to and handled by the Person-in-Charge.

BATTERY BACKUPS

If the main UPS battery backup in the LAN Office fails, all computers and equipment connected to the backup will shut down. Tan outlets with orange triangles throughout the building are connected to the UPS battery backup. Equipment connected to these outlets will need to be switched to gray outlets until the backup can be repaired. Where extension cords are used, please follow safety precautions to prevent people from tripping.

Section 23. DIGITAL SERVICES EMERGENCIES, cont'd.

Some computers in the building are connected to small individual battery backup units. If these beep, that means power has been cut to the backup or the batteries in the unit need to be replaced. The computer attached should be shut down immediately to avoid loss of data. If power remains on in the building, connect the computer directly into a wall outlet for continued use and notify the Digital Services Manager of the problem with the backup.

TELEPHONE OR VOICE MAIL RE-SET

Notify the Digital Services Manager if there are any telephone or voice-mail problems detected.

If telephone or voice mail service appears to be malfunctioning during daytime business hours, contact the Digital Services Manager. If service fails in the evenings or on weekends, the Person-in-Charge should call at Digital Services Manager or the Network Administrator (See Section 2A, p. 4, EMERGENCY CALL LIST STAFF CONTACT INFORMATION).

If neither Digital Services staff are available, the Person-in-Charge should contact: CCC Technologies at (866) 347-3780.

Section 24. UNKNOWN SUBSTANCES

If an unknown substance of any kind is encountered in the Library, please follow the procedures below. Unknown substances might be found in books, in the book return, in packages or letters coming into the building, or in any public area. (Immediately clean up any “powder” spilled in the Staff Break Room or Large Meeting Room Kitchen to avoid pest infestation or causing unnecessary alarm to others.)

NOTE: Please use common sense in all cases and avoid panic.

1. Immediately notify Library Director, Deputy Director, or the Person-in-Charge.
2. Call Fire Department for advice:
 - Non-emergency number is (630) 232-2530.
 - Emergency number is 9-911.
 - Follow their instructions.
 - If evacuation of building is necessary see Section 7C, p. 20, EVACUATION ROUTES: FIRE). Staff should gather in the usual emergency meeting place in front of City Hall and await further instruction.
3. If possible, isolate the substance and/or contaminated objects without disturbing the substance:
 - Use gloves and/or mask if appropriate.
 - Enclosed the contaminated object in plastic bag and seal it, or carefully cover the contaminated area with paper or plastic.
4. Clear people away from the substance and block off the immediate area:
 - Move staff and public away from the substance.
 - Evacuate room, if an enclosed area.
 - If found in public area, block off immediate area with chairs or carts to avoid spreading the substance.
 - Displaced staff should remain in building for accountability and communication.
5. Shut off air ventilation system at both thermostat control boxes on upper floor during further investigation:
 - Trane control boxes are located outside Administration Office and near NW emergency exit.
 - Lift cover and move small System switch from “Auto” to “Off.”
6. Remember to turn ventilating system back on when incident is resolved or when given the OK by the Fire Department.
7. If it is necessary to close the building, follow procedures for emergency closing (See Section 20, p. 50, EMERGENCY CLOSINGS).

Section 25. SUSPICIOUS MAIL OR PACKAGES

Suspicious packages as defined by Fire department:

- Overly wrapped with an excess of tape.
- Much more postage than would be expected.
- Lack of return address may indicate “suspicious.”

Suspicious packages as defined by Post Office:

- Unexpected parcels.
- Parcels addressed to former employees or unknown people.
- No return address or from unfamiliar source.

Per the supervisor at Geneva Post Office:

- Chances are very slim that the outside of a mailed package or letter will be contaminated.
- Be alert to any unknown powders inside a package or letter.

Actions to be taken if necessary:

Call Police at 9-911 if a suspicious package arrives...

- By UPS, FedEx, or other delivery service.
- In the book drop.
- Dropped off by patron.
- Found unattended on premises.

If suspicious package or letter arrives by US Mail, call the Post Office first. If a satisfactory response is not offered, call Geneva Police at 9-911.

If something is opened (letter, package, Library materials, etc.) and something suspicious is inside, call the Police department to evaluate the situation. Police will determine if Fire department needs to treat the situation as hazardous material. City of Geneva policy is to respond to these situations in “low profile” (no lights or sirens).

Clear the immediate area, but do not evacuate the building unless Police/Fire department orders this action.

Preventive measures:

- Anyone with concerns should use dust masks and latex gloves available in the Library.
- Wash hands or use waterless hand sanitizer as needed to keep hands clean.
- If you feel you might have been exposed to some hazard, contact your health care provider, or the emergency room if urgent.

Miscellaneous anthrax facts:

- Anthrax must be in aerosol form (airborne) to expose more than just the immediate area.
- Anthrax may be placed in powder to assist it to become airborne. It may become lodged in nasal passage, mouth, etc. if breathed in.
- Liquids are not a concern regarding the spreading of anthrax.

Section 26. INCIDENT REPORT FORM

Date of incident: ____ / ____ / ____

Location of Incident: _____

Time: _____

Person(s) involved (include names, address, and phone number):

Staff members present:

Description of incident:

Resolution of incident:

Other witnesses for any incident involving police, paramedics, etc. (include name, address & phone numbers)

Signature of reporting staff member: _____

Date of report: ____ / ____ / ____

ORIGINAL TO LIBRARY DIRECTOR COPY TO DEPARTMENT MANAGER

If you feel that other staff needs to be informed about this incident, please communicate that immediately.

Section 27. SCHEDULE OF SAFETY TRAINING FOR STAFF

Type	Frequency	Last Conducted	Next Training	Method
Fire Evacuation (staff)	Annual	Jan. 2016 Staff In-service	Ongoing	Department New Staff Orientation
Fire Drill with Patrons	Annual		May 2017	All Building and staff drill
Tornado Drill	Annual	Jan. 2016 Staff In-service	Ongoing	Department New Staff Orientation
AED	Every Two Years	August 2016	August 2018	One staff rep. per department
Active Shooter	Every Two Years	Jan. 2017 Staff In-service		Staff review training video
Fire Extinguisher	Every Two Years	Jan. 2017 Staff In-service		
Workplace Safety	Every Two Years			Geneva Police Dept. presents to Dept. Staff Mtgs
First Aid (basic)	Every Two Years			
Child Safety	Every Two Years			

Disaster Recovery Plan

Section A. DISASTER PREVENTION

- Facilities Manager inspects facility inside and outside at least weekly. Any hazards are corrected immediately, including burned out emergency/exit lights.
- Upon detection, arrangements are made to repair leaky pipes, frayed electrical wires, or structural damage.
- Facility is inspected and cleaned daily. Any carpet stains, graffiti, etc., are noted and removed immediately.
- Burned out light bulbs are changed daily.
- Rodent and insect control is performed monthly.
- Temperature should be maintained at 72 degrees and relative humidity at 50% for ideal conditions.
- Keep aisles and work areas neat and clear of clutter.
- Food is limited to the Staff Break Room and Large Meeting Room. Covered beverages are allowed throughout the Library.
- Smoking is prohibited on all Library property.
- Employees know location of fire pull boxes and fire extinguishers.
- Stairwells must always be completely clear and not be used for storage.
- Alarm system is tested quarterly. Fire extinguishers are inspected and charged annually.
- Sprinkler system is tested annually; a report is sent to Fire Department.
- Fire exits and escape routes are clearly marked.
- Established evacuation procedures / routes are practiced twice a year.
- Sources of disaster-related supplies and services (See Section F, p. 86, DISASTER SERVICES TO CALL) are contacted annually to determine if the resources/supplies are still available.
- In-house supplies (first-aid elements, flashlights, etc.) are kept in stock and easily accessible.

Section B. DISASTER PREVENTION CHECKLIST

Daily Procedure

- Locks on doors and windows secure.
- No pipes, faucets, toilets, or air-conditioning units leaking.
- Boilers working properly.
- Pressure in sprinkler system OK.
- Electrical appliances turned off in kitchens; no frayed wiring in evidence.
- No long or loose extension cords in use.
- No signs of structural damage.
- Stairwells clear, not used for storage.
- Emergency lighting and exit signs operational (weekly).

Date Checked

Periodic Procedures

- Emergency numbers posted by each phone.
- Most recent inspection by Fire Department.
- Fire extinguishers inspected and recharged.
- Fire alarms tested.
- Sprinkler system tested.
- Public address system checked.
- Working flashlights in every department and Large Meeting Room.
- Radio in every department and Large Meeting Room.
- Staff familiarized by tour with location of fire alarm pull boxes, fire extinguishers, radio, storm shelter, how to reach members of disaster recovery team.
- Most recent fire drill.
- Most recent tornado drill.

Date Checked

Section C. DISASTER RECOVERY TEAM: COMMUNICATION and NOTIFICATIONS PROCEDURE

IN THE EVENT OF A DISASTER, NOTIFY THE FOLLOWING PEOPLE:

NOTE: Alphabet grouping designations are noted on following page.

Library Director:	(A) Christine Lazaris (847) 287-7895 (cell) (In charge of recovery team)
Deputy Director:	(A) William Karnoscak (773) 744-4840 (cell); (773) 878-3246 (Contacts Insurance agent, assists Library Director as needed)
Board President:	(A) Bob Shiffler (630) 232-0642 (home); (630) 638-3157 (cell) (Spokesperson to media & outside contacts)
Facilities Manager:	(A) Andy Strutz (331) 210-8924 (cell) (Works with emergency personnel)
Cleaning Service:	Complete Cleaning (630) 766-4464
Insurance Agent:	(B) Valley Insurance, Gordie Hard (630) 232-1640 (office) gordie@via-inc.com
Attorney:	(B) Roger Ritzman (630) 665-1900 office; (630) 668-6476 home rritzman@psnrb.com
Managers and Key Positions:	(A) Library Administration & Board of Trustees President (B) Digital Services Manager – Lynnette Singh (630) 450-2186 (cell); (630) 896-4394 (home) (B) Customer Services Manager – Kate Cobo (630) 234-3948 (cell); (630) 513-8459 (home) (C) Information & Reader Services Manager - Nancy Kendzior (312) 317-3199 (cell) (C) Youth Services Manager – Kristi Miller (630) 251-8748 (cell); (630) 236-8184 (home) (C) Technical Services Manager – Janet Miranda (815) 651-4990 (cell)

Section C. DISASTER RECOVERY TEAM – COMMUNICATION and NOTIFICATIONS PROCEDURE, cont'd.

Library Director notifies all (A) people. If Director is unavailable, Deputy Director will notify (A) people.

Deputy Director notifies all (B) people. If Deputy Director is unavailable, Library Director notifies (B) people.

Board President notifies all Board members (See Section 3, p. 8, BOARD LIST). If Board President is unavailable, Library Director notifies other Board members.

Deputy Director notifies all (C) people. If Deputy Director is unavailable, Library Director notifies Managers.

Facilities Manager notifies Cleaning Contractor (D). If Facilities Manager is unavailable, Deputy Director notifies Cleaning Contractor.

SEE NEXT PAGE FOR ALTERNATE MEANS OF COMMUNICATION.

Section C. DISASTER RECOVERY TEAM – COMMUNICATION and NOTIFICATIONS PROCEDURE, cont'd.

ALTERNATE MEANS OF IMMEDIATE COMMUNICATION – DEPENDING ON SITUATION

If not contacted, employees should call or email immediate supervisor.

Other means of getting information to staff and public:

- Message on Library phone (630) 232-0780 – Customer Service Manager is responsible.
- Message on Library web page www.gpld.org – Digital Services Manager is responsible.
- Information on Emergency Closing Center www.emergencyclosings.com – Library Director is responsible.
- Email messages to staff using Library and home email – Deputy Director is responsible.
- Initiate automatic message to staff's home or mobile phone – Deputy Director is responsible.
- Radio Stations – Library Director is responsible:
 - WGN 720 AM
 - WKKS 1580 AM or 95.9 FM
- Press release to newspapers – Public Relations Manager is responsible:
 - Kane County Chronicle – (630) 232-9222
 - Daily Herald – (847) 427-4300

Possible meeting places / command center for Recovery team – depending on extent of disaster:

- American Legion, 22 S. 2nd Street, Geneva at (630) 232-2171
- St. Charles Library, 1 S. 6th Avenue, St. Charles at (630) 584-0076
- Geneva City Hall - Contact City Administration Office at (630) 232-0854
- Geneva Schools - Contact School Administration Office at (630) 463-3010
- Geneva Park District - Contact Sunset Park Administration Office at (630) 232-4542

NOTE: For a disaster resulting in an extended closing – Board President is responsible.

Section D. DISASTER: CRITICAL FIRST STEPS AND ANALYSIS

BE SAFE

Be alert to hazards such as downed power lines, frayed wires, and the smell or sound of leaking gas. Never enter a damaged building or area alone or without permission of emergency personnel. Take cell phones or other means of communication with you. Wear protective clothing, such as rubber boots, safety glasses, gloves, hard hat, and face mask.

STAY CALM

The shock of any disaster may cause people to function at less than normal capacity. React calmly and deliberately to the situation and to others around you.

GET ORGANIZED

After a major disaster, take time to get organized before taking action. Assess the situation carefully and make a plan. Continue to evaluate the situation during the response and revise the plan accordingly.

MONITOR HEALTH AND SAFETY OF WORKERS

Insist on breaks for everyone. Do not allow workers to endanger their health and safety to save objects. Ask people to stop working if under too much stress.

Keeping the above in mind, determine extent of emergency as outlined on the following pages, and respond accordingly.

MINOR OR MODERATE DAMAGE - localized emergency within the Library.

Examples: Minor water damage, broken windows or other storm damage, vandalism, smoke or minor fire.

What to expect: Services interrupted in parts of facility, possible power outage, staff may need to work outside regular department, outside services and supplies may be needed.

STEPS TO BE TAKEN:

- Alert proper authorities (See Section 2A, p. 4, EMERGENCY CALL LIST).
- Secure the area. Keep staff and public away from areas with damage – Facilities Manager.
- Find and eliminate the cause of the problem if possible, or direct emergency personnel. Turn off power or water if safe to do so – Facilities Manager.
- Eliminate hazards: structural, electrical, chemical or other threats to health and safety – Emergency service personnel.
- Assemble the Disaster Recovery Team (See Section C, p. 69, DISASTER RECOVERY TEAM – COMMUNICATION & NOTIFICATIONS PROCEDURE) – Library Director.
- Assign responsibilities (See Section E, p. 75, DISASTER RECOVERY TEAM – ROLES AND RESPONSIBILITIES) – Library Director.
- Do not enter building until emergency personnel have given safety clearance.
- Inspect building and collection for damage; plan response accordingly – Managers.
- Document damage with photos and notes – Managers.
- Notify insurance agent – Deputy Director.

Section D. DISASTER – CRITICAL FIRST STEPS, cont'd.

STEPS TO BE TAKEN, cont'd.

- Stabilize temperature and humidity. Protect building and collection from further damage with tarps, window board-up, etc. – Facilities Manager.
- Assemble and distribute supplies and equipment. Contract for outside services (See Section F, p. 86, SERVICES TO CALL) – Facilities Manager & Deputy Director.
- Begin salvage (See Sections H, I, J, p. 89-102, SALVAGE) – All available Library staff.

MAJOR DISASTER - emergency involving most or all of the Library.

Examples: Fire, explosion, flash flood, broken water main.

What to Expect: Power outage, regular operations disrupted throughout facility, assistance needed from other institutions, outside services and supplies needed.

STEPS TO BE TAKEN:

- Make an announcement over the public address system (dial #630 on any office telephone to activate) to warn people and call for emergency assistance – Person-in-Charge.
- Evacuate staff and patrons; gather in pre-arranged location (See Section 7C, p. 20, EVACUATION – FIRE) – Managers.
- Work with emergency personnel to shut off utilities if needed – Facilities Manager.
- Eliminate hazards: structural, electrical, chemical or other threats to health and safety – Emergency Service Personnel.
- Assemble the Disaster Recovery Team in a safe place (See Section C, p. 69, DISASTER RECOVERY TEAM – COMMUNICATION & NOTIFICATIONS PROCEDURE) – Library Director.
- Assign responsibilities (See Section E, p. 75, DISASTER RECOVERY TEAM – ROLES AND RESPONSIBILITIES) – Library Director.
- Establish and implement security procedures for building and grounds – Facilities Manager.
- Get safety clearance from emergency personnel before entering building – All onsite Library Staff.
- Inspect damage to building, grounds and collection. Work in pairs and wear protective clothing and equipment – Managers.
- Document damage with photos and notes – Managers.
- Notify insurance agent – Deputy Director.
- Assemble and distribute supplies and equipment. Contract for outside services (See Section F, p. 86, SERVICES TO CALL) – Facilities Manager & Deputy Director.
- Stabilize temperature and humidity. Prevent further damage with tarps, window board-up, etc. – Facilities Manager.
- Protect / cover priority collections and materials from further damage. Move them if necessary (See Sections H, I, J, p. 89-102, SALVAGE) – Managers.
- Create flexible salvage plan and organize response / salvage areas, offsite if necessary. – Library Director
- Begin salvage efforts. – All available Library staff

Section D. DISASTER – CRITICAL FIRST STEPS, cont'd.

CATASTROPHIC EVENT – affecting our community / area and potential resources.

Examples: Tornado, major flood, earthquake, hurricane.

What to expect: Utilities not working, all operations in area are disrupted, staff can be recruited only after home safety needs are met, outside supplies and services are in short supply.

STEPS TO BE TAKEN

- **Tornado:** Direct people to the Large Meeting Room for shelter (See Section 8, p. 29, TORNADO).
- **Earthquake:** Take cover under sturdy furniture or in doorways. Stay away from windows and anything that could fall over (See Section 11, p. 40, EARTHQUAKE).
- Check to be sure people are safe. Do not move seriously injured people unless in imminent danger.
- If safe to do so, turn off electricity and water. Turn off gas at main valve if trained, and contact the gas company – Facilities Manager.
- Eliminate hazards: structural, electrical, chemical or other threats to health and safety – Emergency Service Personnel.
- Assemble the Disaster Recovery Team in a safe place (See Section C, p. 69, DISASTER RECOVERY TEAM – COMMUNICATION & NOTIFICATIONS PROCEDURE) – Library Director.
- Assign responsibilities (See Section E, p. 75, DISASTER RECOVERY TEAM – ROLES AND RESPONSIBILITIES) – Library Director.
- Establish and implement security procedures for building and grounds – Facilities Manager.
- Get safety clearance from emergency personnel before entering building – All onsite Library Staff.
- Inspect damage to building, grounds and collection. Work in pairs and wear protective clothing and equipment – Managers.
- Document damage with photos and notes – Managers.
- Notify insurance agent – Deputy Director.
- Assemble and distribute supplies and equipment; contract for outside services – Facilities Manager & Deputy Director.
- Protect / cover priority collections and materials from further damage. Move them if necessary (See SALVAGE PRIORITIES) – Managers.
- Stabilize temperature and humidity. Prevent further damage with tarps, window board-up, etc. – Facilities Manager .
- Create flexible salvage plan and organize response / salvage areas, offsite if necessary – Library Director.
- Begin salvage efforts (See Sections H, I, J, p. 89-102, SALVAGE) – All available Library staff.
- Purchase additional supplies, equipment and services, if possible, as needed – Facilities Manager.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES

NOTE: It is assumed that most Library disasters will involve water and wet materials.

Remember: People need to check in with their families regularly, and may need to leave if needed at home.

For effective emergency response, it is critical to form a team with specific roles and responsibilities. Appropriate roles include:

- Recovery Team Leader
- Liaison with Emergency Professionals
- Health and Safety Coordinator
- Security and Facilities Coordinator
- Administrative and Financial Coordinators
- Equipment and Supplies Coordinator
- Communications Coordinator
- Assessment Coordinator
- Documentation Coordinator
- Salvage Coordinator

Every emergency is different. It is possible that not all of these roles will be needed in a minor or moderate disaster. In cases where there are a limited number of people available, more than one role may be assigned to an individual. Several people may be assigned to each role in a catastrophe.

The Library staff position indicated for each role is subject to change depending on availability, skills, knowledge, and background of employees at the time. Appropriate and carefully selected people from the Library staff, support groups, or local service clubs could also be used in these roles as needed.

During a major disaster, the intensity of the roles listed will change. Coordinators and workers should be shifted to where the need is greatest as the recovery progresses.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

RECOVERY TEAM LEADER

Library Director

Key Responsibilities:

- Inform staff and trustees of situation (See DISASTER RECOVERY TEAM – COMMUNICATION).
- Set up command center in safe place with access for both pedestrians and vehicles.
- Assemble Recovery Team.
- Define goals and outline plan of action; post if possible.
- Clearly define each person / group's responsibility and chain of command.
- Direct, coordinate, and prioritize work of Recovery Team; maintain continual communication.
- Train and supervise workers as needed.
- Keep track of workflow and send workers where most needed.
- Monitor welfare of workers; insist on regular breaks; watch for signs of severe physical or mental / emotional stress.
- Assess need for / ability to make use of volunteers; create list of appropriate tasks; refer names to Volunteer Coordinator.
- Meet with Recovery Team at least daily to gather and disseminate information; keep detailed written log.

LIAISON WITH EMERGENCY PROFESSIONALS

Deputy Director

Key Responsibilities:

- Identify and establish communication with the Incident Commander who is in charge of the emergency professionals who respond to the site.
- Alert Commander to any risks that might be encountered, such as areas that are locked or not easily accessed, alarm systems, structural dangers, hazardous or flammable substances.
- Give Commander a set of keys and building plans (**NOTE:** Geneva Fire Department has electronic version of Library floor plans; master keys are in key vault at entrance).
- Indicate to Commander the salvage priorities and mark them on building plan.
- Request permission from Commander for Managers to assess the collection.
- Ask Commander for help to evacuate or protect collections and vital records.
- Explain to Commander the need to keep heating, ventilation and air conditioning running.
- If needed, ask Commander about availability of pumps and tarps.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

HEALTH AND SAFETY COORDINATOR

Customer Service Manager

Remember: Health and safety of people is more important than rescuing collection, records or other objects.

Key Responsibilities:

- Do not allow anyone to enter the building until authorities have given permission.
- Determine physical limitations of workers. Those with allergies or respiratory difficulties should not enter the building until cleared, decontaminated, and dried out. Be alert to mental / emotional stress of workers and ask them to stop work when needed.
- Set up, staff, and stock a first aid station. Maintain records of illnesses and injuries related to the emergency. Review safety procedures with workers (see below). May request assistance from Red Cross or other volunteers.
- Set up, staff, and stock a rest station. Provide ample supply of drinking water (one gallon per person per day), create a comfortable place to eat and rest, make arrangements for portable toilets and hand washing stations, provide supply of gloves.
- Insist on regular breaks – one per hour with longer breaks every 2-3 hours. Create schedule and post.
- Acquire appropriate clothing and protective equipment. Instruct workers to wear long sleeved shirts, long pants, heavy soled shoes or boots, and work gloves. Provide hard hats, safety glasses, rubber boots, and N95 masks as needed. Train workers in use and fit of these devices.
- Review health and safety procedures with Emergency Personnel at beginning of each shift to meet changing needs.

SAFETY PROCEDURES

- Unless you are certain power is off, never touch electrical equipment if ground is wet or area is flooded.
- Use flashlights, never open flames to inspect buildings.
- Be familiar with emergency exits and escape routes.
- Be cautious in standing water or muddy areas to avoid slips and falls.
- Steer clear of anything that could fall or collapse.
- Be aware of hazardous materials that might be present.
- Watch out for pests or animals that might be hiding in flooded areas. Lift debris with stick.
- Operate any gasoline powered equipment outdoors, never in a confined space.
- Be careful when lifting wet objects, as they may be heavy or slippery.
- Drink lots of water, take frequent breaks, wear protective clothing, and wear loose-fitting clothing to avoid heat exhaustion.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

HEALTH AND SAFETY COORDINATOR

Customer Service Manager

STRESS – WHAT TO EXPECT OF WORKERS

- Feeling shaken, horrified, blank, or angry.
- Sense of urgency, a need to react quickly.
- An adrenaline high.
- Tendency to overreact.
- Chaos and disorganization at first, and at times during recovery.
- Inability to think clearly.
- Feeling that you have ruined the recovery effort or valuable materials.
- Feeling tired, dirty, hungry, discouraged.
- Not acting like your normal self or knowing when you need to rest.

SECURITY AND FACILITIES COORDINATOR

Facilities Manager

Key Responsibilities:

- Protect the Library building and contents from trespassing, theft, vandalism, and weather.
- Ensure the Library and grounds are safe for workers. Oversee elimination of hazards.
- Control access to site and make sure all authorized personnel are clearly identified.
- When authorities have given permission to enter, evaluate the severity of damage.
- Stabilize environment where collections are housed.
- Turn off water and electricity as needed, or notify emergency personnel.
- Establish check-in procedures for workers, and make sure people sign in and sign out.
- Establish security around perimeter if necessary.
- If fire protection system is not operable, install battery operated detectors and extra fire extinguishers.
- Begin gathering supplies and equipment needed to assist recovery.
- Stabilize the environment:
 - Arrange for generator if power outage.
 - Remove standing water from lower level and crawl space; consult with structural engineer to be sure pumping will not collapse foundation.
 - Cover holes in roof, windows, and doors.
 - Remove water damaged insulation, wallboard, and carpets to reduce humidity.
 - Ask Equipment and Supplies Coordinator to obtain fans, dehumidifiers, and other air drying equipment.
 - Get HVAC system running to prevent mold.
 - Communicate with utility companies as needed.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

ADMINISTRATIVE AND FINANCIAL COORDINATOR

Deputy Director

Key Responsibilities:

- Contact insurance agent immediately.
- Ask if you can begin salvage before adjuster arrives.
- Collect and keep copies of all photos and written documents that can support insurance claims.
- Obtain authority to expedite payment for supplies, equipment, and services.
- Contact state and local agencies to seek technical and financial assistance. If declared a disaster area, contact FEMA to file a request for public assistance at www.fema.gov or Kane County Office of Emergency Management.
- Obtain copies of current contracts with suppliers and service contractors. May need to get from contractors.
- Make sure potential recovery contractors are licensed and bonded. Ask for written scope of work and budget. Check at least two references before hiring.
- After contractor is hired, establish clear lines of communication within the chain of command. Make sure contractors know where to get answers about building and collection.
- Take steps to ensure that staff are paid as applicable.

EQUIPMENT AND SUPPLIES COORDINATOR

Information and Reader Services Assistant Manager

Key Responsibilities:

- Locate in-house equipment and supplies and assemble them at disaster site (See Section G, p. 88, LOCATIONS OF IN-HOUSE EMERGENCY EQUIPMENT).
- Assess need for additional equipment, supplies, and services with other team members.
- Consider borrowing needed items from nearby institutions if available (See Section H, p. 89, SOURCES OF OFF-SITE EQUIPMENT AND SUPPLIES).
- Order equipment and supplies as needed; arrange for delivery, pick up, and storage.
- Seek professional conservation advice if needed.
- Monitor need for additional equipment and supplies throughout the recovery.
- Store equipment and supplies in secure area and make key available to appropriate team members.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

COMMUNICATIONS COORDINATOR

Public Relations/Marketing Manager with Library Director

Key Responsibilities:

- Set up communication center with phone, computer, and contact information for Recovery Team, staff, trustees, media, emergency contacts, and anyone else who needs to be kept informed about the situation.
- Facilitate communication among Recovery Team. Find way to post information useful to everyone. If appropriate, establish an email and/or text group for staff communication or use two-way or ham radios.
- Compile facts about disaster and institution for media.
- Keep informed about disaster in larger area.
- Remind workers to check in with families regularly.
- Refer all reporters to Board President who serves as spokesman to media.
- Issue press releases as directed by Board President.

INTERVIEW DOS AND DON'TS

- Don't speculate about cause of disaster, especially if under investigation. Do say institution is cooperating with authorities.
- Don't guess about timeline of response. Do say recovery team is working to return to normal operation.
- Don't talk about insurance or monetary value of items or damage. Do talk about what objects are safe or salvageable.
- Don't release names of injured individuals or casualties until families have been notified.
- Say "I don't know" rather than "no comment."
- Have facts straight and be consistent with message to media.
- Don't speak "off the record" to anyone.
- Make known any need for volunteers, donations, etc. and state how they will be used.
- Get copies of news videos and articles for permanent documentation.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

ASSESSMENT COORDINATOR

Information and Reader Services Manager

Key Responsibilities:

- Assess the severity and scope of damage. Based on size of disaster, assessment can be either general or item by item.
- Make assessment without handling objects or materials whenever possible.
- Safety comes first: assign workers in pairs and wear protective clothing.
- As conditions allow, make assessment in following order:
 - Objects in immediate danger
 - Most valued objects
 - Objects closest or most accessible to you
 - Most vulnerable objects
 - Most damaged objects
 - Least damaged objects

Consult with preservation and conservation specialists. Check with Geneva History Museum, (630) 232-4951, for immediate help from their staff if not involved in their own disaster (See Section F, p. 86, DISASTER SERVICES TO CALL).

DOCUMENTATION COORDINATOR

Youth Services Manager

Key Responsibilities:

- Establish team to document the emergency and condition of the collection. Work closely with Assessment Coordinator and Salvage Coordinator. If severe damage, try to capture typical examples of damage.
- Create written and visual records with equipment available such as notebook, digital camera, voice or video recorder, laptop or tablet.
- Keep track of staff time used and staffing needs.
- If possible, capture the following information for each object damaged:
 - Type of object
 - Barcode
 - Location of object in room
 - General condition of object
 - Type of damage
 - Degree of damage
- Document salvage efforts. Keep a record of movement of collections, off-site storage, salvage measures and techniques, and conditions as they change over the course of recovery.

Section E. DISASTER RECOVERY TEAM ROLES AND RESPONSIBILITIES, cont'd.

DOCUMENTATION COORDINATOR, cont'd.

Youth Services Manager

DOCUMENTATION TIPS

- Be patient. Documentation will slow down your recovery and salvage but it is essential to keep accurate records of all materials involved in disaster.
- The extent of documentation may be limited by access you have to an area. Even a photo of a room helps.
- Unless objects or collection are in immediate danger, do not move them until condition has been recorded.
- Try not to work alone. Work in pairs or small teams. Wear protective clothing.
- Assign one documentation task per person (written notes, photos, videos, voice recorder).
- Be sure photos record a good image. Use digital camera or cell phone and review images immediately.
- Keep a photo log. Assign one person to be responsible for handling all digital storage.

SALVAGE COORDINATOR

Technical Services Manager

NOTE: Coordinating salvage requires several steps as outlined below. Assign each step to a person or group.

Key Responsibilities:

- **Step 1: Set Salvage Priorities**
 - Review SALVAGE PRIORITIES (Section I, p. 91) with Assessment Coordinator.
- **Step 2: Determine Needed Resources**
 - Decide if salvage can be handled by staff and volunteers or if outside contractors are needed.
 - If handling in house, determine number of people needed and level of training needed.
 - If professional help is needed, determine if objects need to be frozen until they can be treated.
 - In major disaster, set up location to be used for salvage operation. Ideal place would be easily accessible, close to disaster site, secure, good air movement, stable environmental conditions, running water.
 - Make list of supplies needed. Discuss with Equipment and Supplies Coordinator.
- **Step 3: Instruct Staff**
 - Review salvage guidelines.
 - Do not attempt to salvage items that are easily replaced.
 - Train by specific materials and limit number of formats anyone handles.
 - Provide specific instructions on handling, sorting, boxing, and labeling.
- **Step 4: Triage**
 - In minor disaster, triage may be in damaged area.
 - Sort objects based on salvage priorities.
 - Separate objects based on type of damage and anticipated treatment. Consider the following:
 - Degree of wetness.
 - Isolate moldy items.
 - Separate muddy objects from those wet from uncontaminated water.
 - Isolate objects that are charred or have soot or ash deposits; limit the handling.

SALVAGE COORDINATOR, cont'd.

Technical Services Manager

- Step 5: Relocate Objects for Salvage
 - If disaster is major, move objects to off-site salvage location for sorting.
 - Organize distinct areas for objects to be air dried or prepared for freezing.
 - Separate and hold badly damaged items to consider for discard.
 - Treat items in order of salvage priority.
 - Be systematic but flexible; stay organized.
 - Before packing, identify and record objects going into each box and note designation. Clearly label boxes with water proof markers. Objects should be tagged. Develop an inventory control sheet.
 - Work closely with Assessment Coordinator and Documentation Coordinator.

TIPS FOR HANDLING, PACKING, AND REMOVING COLLECTIONS

- Do not move an object unless absolutely necessary.
- Do not pick up an object without first identifying a place to put it down and a clear path to get there.
- Always use two hands or a sturdy support, to move objects.
- Do not walk backwards.
- Avoid damage from tearing, smearing, and/or scratching.
- Avoid transfer of mud, soot, mold, etc.
- Be sure identification marks are clear and tags or labels are securely attached.
- Before moving an object, note what it is, where it was, where it is going, and what treatment is needed.
- Be consistent in method of labeling.
- Assign each box a number and write it on all sides.
- Record the number, type, and original location of objects in each box. Use this record to track boxes as they are moved from one location or treatment to another.
- Review salvage and documentation procedures each day to meet changing needs.

For additional information on Salvage, See Section J, p. 93, GENERAL SALVAGE TECHNIQUES / GLOSSARY (FEMA).

Section F. DISASTER SERVICES TO CALL

SERVICE	NAME OF CONTACT	PHONE
Fire Department	Chief, Michael Antenore	9-911
	Non-emergency	(630) 232-2530
Police Department	Chief, Eric Passarelli	9-911
	Non-emergency	(630) 232-4736
Ambulance	N/A	9-911
Civil Defense/Emergency Service Disaster Agency	Scott Spencer, Coordinator	(630) 232-9555
Geneva Emergency Service Disaster Agency	Chief, Eric Passarelli	9-911
Insurance, Property/Liability	Valley Insurance, Gordie Hard	(630) 232-1640
Kane County Emergency Management	Don Bryant	(630) 232-5985
Legal Advisor, Attorney	Roger Ritzman	(630) 665-1900
	Home Phone (Emergency only)	(630) 668-6476
Utility Companies:	NICOR Gas	(888) 642-6748
	Geneva Electric Department	(630) 232-1503
	Geneva Water Department	(630) 232-1551
	Geneva Streets & Sanitation	(630) 232-1502
	Emergency	9-911
Alarm Company	Alarm Detection	(630) 844-6300
Architect	Mike Dixon (1998 addition)	(630) 584-3715
	Rick McCarthy, StudioGC	(312) 253-3400
Automation Consultant	Don Nims, Sikich	(630) 566-8400
Carpenter	Dreissen Construction	(630) 584-0295
	MIC Inc.	(630) 879-6775
	Vern Ray (Small Jobs)	(630) 232-8653
Carpet Cleaning	Geneva Carpet & Upholstery Cleaners	(630) 232-4099
Chemical Analyst/Consultant	Green Globe Laboratories	(630) 231-0680
Data Recovery	Handled internally; contact Digital Services Manager	(630) 551-5930
Demolition	MIC, Inc.	(630) 879-6775
Drying Services & Disaster Management	Midwest Freeze Dry, Skokie www.midwestfrezedry.com	(847) 679-4756
	A-1 Restoration www.a-1restorationinc.com/	(847) 854-1119
Drying Services & Disaster Management, cont'd.	BMS Catastrophe Services www.bmscat.com/	(877) 730-1948

Section F. DISASTER SERVICES TO CALL, cont'd.

SERVICE	NAME OF CONTACT	PHONE
Electrician	Mendel	(630) 377-3608
	High Voltage Electric	(630) 584-2485
Environmental Consultants (Asbestos, soil contamination, mold)	JM5 Environmental Association.	(630) 655-8500
Fumigation Services	Industrial Fumigant Co.	(708) 636-3460
	Orkin	(877) 250-1652
	Terminex	(773) 912-5070
Glass Replacement	E&T Glass	(630) 232-6733
Heating & Cooling	Oak Brook Mechanical	(630) 941-3555
Janitorial Service	Complete Cleaning	(630) 766-4464
	Service Master	(630) 208-1230
Locksmith, Keys	Valley Lock Company	(630) 377-0220
Movers – Furniture	Mayflower	(877) 720-4488
	Berna Moving & Storage	(847) 741-0264
Movers – Shelving/Books	Hallett Movers	(800) 645-6683
Pest Control	Orkin	(877) 250-1652
	Terminex	(773) 912-5070
Plumber	Mendel	(630) 377-3608
	Thompson's Plumbing & Heating	(630) 232-2948
	K.W. Kraft & Sons, Inc.	(630) 879-5507
Preservation/Archival Supplies	Conservation Resources Int'l www.conservationresources.com/	(800) 634-6932
	Gaylord Archival www.gaylord.com/	(800) 448-6160
	Heritage Emergency National Task Force www.heritageemergency.org	(202) 233-0800
	American Institute for Conversation of Historic and Artistic Works www.conservation-us.org/	(202) 452-9545
	Regional Alliance for Preservation www.lyrasis.org/	(800) 999-8558
	Geneva History Museum	(630) 232-4951
Roof Repair	Solaris Roofing	(630) 639-5400
Security Guards	Ohlson Investigation & Security	(630) 931-1501
	St. Charles Merchant Patrol	(630) 584-1125
Smoke Recovery & Disaster Cleanup	Service Master Disaster Cleanup	(855) 646-8988
	A1 Board Up	(630) 499-8100

Section F. DISASTER SERVICES TO CALL, cont'd.

SERVICE	NAME OF CONTACT	PHONE
Smoke Recovery & Disaster Cleanup	Inviso Services www.invisoservices.com/	(847) 695-5011
Tree Service	Abbott Tree Care Professionals	(630) 681-8733
	DeMar Tree & Landscape	(630) 377-7400
Trucking Service	ABF Freight	(847) 697-2923
	Catom Trucking	(630) 208-8442
Waste/Garbage/Recycling	Allied Waste	(630) 871-4149
	Kane County Recycling Office	(630) 208-3841
Window Board-Up	A1 Board Up	(630) 499-8100
	Inviso Services www.invisoservices.com/	(847) 695-5011

ORGANIZATION TO CONTACT FOR ASSISTANCE IN CLEAN-UP

Friends of Geneva Library	Ellen Bassett, President	(630) 298-0271
American Red Cross		(630) 443-8844
Boy Scouts of American	Three Fires Council (Local)	(630) 584-9250
Geneva Chamber of Commerce		(630) 232-6060
Salvation Army		(630) 377-2769

Section G. LOCATIONS OF IN-HOUSE EMERGENCY EQUIPMENT

(See also Section 5, p. 10, CRITICAL LOCATIONS IN THE LIBRARY)

UTILITY SHUT-OFF SWITCHES AND VALVES	LOCATION
Electric feeds	Electrical Room to left of Kitchen in Large Meeting Room, outside in the alley
Gas	Outside meter on west wall to left of fireplace
Water	Boiler Room off Staff Break Room
Sprinkler system	Boiler Room off Staff Break Room
Fire Department outside hookup	Outside on south wall near emergency exit at 2 nd and James; below fire bell, near bike rack
MISCELLANY	LOCATION
Alarm panel	Boiler Room off Staff Break Room behind door
Duct tape	Facilities/LAN Office off Youth Services
Electric outlets outside	Southwest corner of building, east side along alley
Fans	Storage Room at north end of art gallery, public areas
Fire alarms	Every exit
Fire extinguishers	Near exits, plus Boiler Room, staff Break Room door, Facilities/LAN Office, loading dock, Storage Room at north end of art gallery, just inside Reader's Room upstairs
First Aid Kits	Staff Restroom, Entryway area, Large Meeting Room Kitchen (upper cabinet to left of refrigerator)
Flashlights	All departments; Large Meeting Room Kitchen has a crank powered light (upper cabinet to left of refrigerator)
Hazardous Material First Aid Kit	Janitor's Closet in Facilities Office
Mops, brooms, sponges, pails	Janitor's Closet in Facilities Office and slop sink
O-NO (vomit powder)	Storage Room at north end of gallery, Janitor's closet in Facilities Office
Paper towels	Storage Room at north end of Art Gallery, Staff Break Room, Program Room, Janitor's Closet, Staff Restroom, Technical Services, Large Meeting Room Kitchen
Plastic sheeting	Storage Room at north end of Art Gallery
Plastic trash bags	Storage Room at north end of Art Gallery, Janitor's Closet in Facilities Office
Radios	Each department has one; Large Meeting Room Kitchen has a crank-powered radio (upper cabinet to left of refrigerator)
Rubber gloves	Entryway area, Facilities desk in lower right drawer
Smoke alarms, heat detectors	All areas including attic and sprinklers

Section G. LOCATIONS OF IN-HOUSE EMERGENCY EQUIPMENT, cont'd
 (See also Section 5, p. 10, CRITICAL LOCATIONS IN THE LIBRARY)

MISCELLANY	LOCATION
Vacuum cleaner	Large Meeting Room Storage, Janitor's Closet in Facilities/LAN Office
Vacuum cleaner, hand-held	Large Meeting Room Kitchen, Loading Dock, Administration Closet, Program Room, Janitor's Closet in Facilities Office
Water hoses	Outside Storage Shed on north side of building (walk down alley)
Water faucets, outside	West side at North end of garden; South side near bike rack
Wet-dry vacuum	Storage Room at north end of Art Gallery

Section H. SOURCES OF OFF-SITE EQUIPMENT AND SUPPLIES

ITEM	CONTACT	TELEPHONE
Dehumidifiers	See HARDWARE STORES	
	Midwest Freeze Dry, Skokie	(847) 679-4756
	Lamphere & Sons Furniture, Aurora	(630) 859-1553
Drying Space	School District gymnasiums	(630) 463-3000
	Park District	(630) 232-4542
	City Public Works	(630) 232-1501
Equipment Rental	Batavia Rental	(630) 406-7707
	Home Depot	(630) 262-0380
	Rental Max	(630) 377-1567
Fans	Staff/Friends	
	See HARDWARE STORES	
Fork Lift	Alta Industrial Equipment	(630) 966-0450
	Midway Lift	(708) 535-2300
	Rental Max	(630) 377-1567
	See also "Equipment Rental" or contact local factories	
Freezer Facilities	Colonial Ice Cream	(630) 584-0088
	Oberweis Dairy	(630) 897-6600
Freezer Paper	Jewel	(630) 584-7228
	Meijer	(630) 762-7200
Generator, portable	SEE HARDWARE STORES	
	See also "Equipment Rental"	
Hard Hats	Safety Supply, IL	(630) 406-9666
Hardware Stores (local)	Havlicek Geneva Ace Hardware	(630) 208-6600
	Home Depot, Geneva	(630) 262-0380
	Lowes, Geneva/St. Charles	(630) 338-4000
	Menards, Batavia	(630) 761-0017
Janitorial Supplies	Unique Products	(630) 762-8800
Library Book Trucks	St. Charles Library	(630) 584-0076
	Batavia Library	(630) 879-1393
Pallets	Soderstrum Pallets	(630) 897-5545
Paper Towels	Unique Products (Large Quantities)	(630) 762-8800
	Jewel	(630) 584-7228
	Meijer	(630) 762-7200
Plastic Milk Crates	Oberweis Dairy	(630) 897-6600
Plastic Sheeting	See HARDWARE STORES	
Radio Communication	Communications Directs Equipment	(866) 917-2346
Refrigerated Trucks	Dean Foods – Huntley, IL	(847) 669-S123
	Oberweis Dairy	(630) 879-6600

Section H. SOURCES OF OFF-SITE EQUIPMENT AND SUPPLIES, cont'd.

ITEM	CONTACT	TELEPHONE
Sump Pump, Portable	Geneva Fire Department	(630) 232-2530 or 9-911
	See also EQUIPMENT RENTAL	
Temperature/Humidity	Oak Brook Mechanical Gauges	(630) 941-3555
Toilets, Portable	Batavia Can	(630) 879-8377
	K Hoving Companies	(630) 377-7000
Unprinted Newsprint	Kane County Chronicle	(630) 232-9222
	Daily Herald	(847) 427-4300
Waterproof Clothing	Safety Supply, IL	(630) 406-9666
Wet-Dry Vacuum*	Complete Cleaning	(630) 766-4464
	*The Library also owns a wet-dry vacuum.	

Section I. SALVAGE PRIORITIES

NOTE: Never risk life to save contents of the Library building. First priority is always safety of people. Keep in mind what can or cannot be replaced or is backed up at another agency.

The following indicates a priority list for each department in case of disaster. Priorities are indicated as follows:

1. Salvage if at all possible.
 2. Salvage if time permits.
 3. Salvage as part of general cleanup.
- Means to "save first."

ADMINISTRATION

- 1. Building blueprints (Library Director's Office and Facilities/LAN Office).
- 1. Board of Trustee records, current bank records, accounts payable archives, and time & attendance/payroll archives (4 light beige file cabinets, north wall – 16 drawers) in Deputy Director's Office.
- 1. Personnel/HR files (2 light beige file cabinets, east wall – 10 drawers) in Deputy Director's Office.
- 1. Payroll records/1-9 Binder (locked tan file, horizontal sliding doors-left side, Deputy Director's Office).
- 1. Artwork in the Library Administration offices.
- 2. Key cabinet (overhead cabinet-far left, Library Director's Office.).
- 2. All file cabinet contents in main Administration office (7 total).

INFORMATION & READER SERVICES

- 1. Illinois History Collection (locked glass case).
- 1. Books and materials in good condition.
- 1. Framed artwork throughout (Bird's Eye View of Geneva near Information Desk).
- 2. File Cabinets in offices.

CUSTOMER SERVICE

- 1. Mobile Circ iPads.
- 1. Circulating electronic equipment (iPads, glow nooks, Samsungs).
- 1. Cash register contents (and cash registers, if possible).
- 1. Safe contents (and safe, if possible).
- 2. Paper files of equipment and account information.
- 2. Patron billing files (Workroom).

TECHNICAL SERVICES

- 1. Order files, purchase orders, and invoices.
- 2. File cabinets in office.
- 3. New materials in good condition.

YOUTH SERVICES

- 1. Live animals.
- 2. File cabinets in office.
- 3. Books and materials in good condition.

Section J. GENERAL SALVAGE TECHNIQUES / GLOSSARY (FEMA)

Review FEMA website regarding salvaging various types of materials. <https://www.fema.gov/general-salvage-techniques>.

- Contact a conservator as soon as possible.
- Work on high priority collection areas first.
- In general, freeze items that cannot dry within 48 hours. Consult a conservator: metal, plate glass, some photographs, and furniture may be exceptions to freezing.

SALVAGE GLOSSARY

Air-Drying: Use a cool, low-humidity area with good air circulation. Place absorbent material (see Interleaving) under objects; replace it when wet. If possible, air dry material on plastic racks (commercial bread trays or rust-proof screens) to increase evaporation. Exposure to light may reduce threat of mold, but prolonged sunlight can cause fading.

Interleaving: Use blotter paper, uninked newsprint, paper towels, or waxed or freezer paper to keep items from sticking together and prevent dye transfer or running.

Freezing: If objects cannot be dried within 48 hours, freeze them until action can be taken. Freezing stabilizes collections for months; it stops mold growth, ink running, dye transfer, and swelling. A sub-zero commercial freezer is best, but a home freezer also works. A refrigerated truck keeps materials cool enough to slow mold growth.

On-Site Dehumidification: Super-dry air is pumped into the building and moist air drawn out. A useful method for damp Library and archival collections in place; may be used in modern buildings to dry carpeting, wallboard, and furnishings. Do not use for historic structures of wood or plaster or most museum collections.

Rinsing: Rinse dirty or muddy items under a gentle stream of clean running water or gently agitate in containers filled with water. Do not scrub; it drives dirt in deeper. Use a sponge/soft cloth to blot off mud and debris.

Vacuum Drying: Also called "thermal drying." Items are dried in a vacuum chamber, often at temperatures above 100° F. Caution: this method accelerates aging and causes damage to many materials: animal skins (leather, vellum), film media. Widely available; slower than vacuum freeze-drying, but less expensive.

Vacuum Freeze-Drying: Items are dried in a vacuum chamber at below-freezing temperatures to minimize swelling and distortion. Generally provides the most satisfactory results; recommended for historic collecting materials and glossy papers. (See Section F, p. 86, – DISASTER SERVICES TO CALL.)

This information is from the Emergency Response and Salvage Wheel, a sliding chart designed for archives, libraries, and museums. It is also a useful tool for home or business and is available in English and Spanish versions. The Wheel was produced by the [Heritage Emergency National Task Force](#), a public-private partnership sponsored by FEMA and [Heritage Preservation](#). For further information or to order the Wheel, please call toll-free 1-888-979-2233. The Wheel is also available as a free app called "ERS: Emergency Response & Salvage"! Available for Apple, Android, & Blackberry devices.

Last Updated:

04/23/2015 - 12:49



Official website of the Department of Homeland Security

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS

BOOKS (Cloth or Paper Covers)

- **Priority**

Freeze or dry within 48 hours. **Coated paper** must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.
- **Handling Precautions**

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, it may only be possible to move one at a time.
- **Preparation for Drying**

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes or cardboard boxes lined with plastic sheeting. **Coated paper** requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.
- **Drying Methods**
 - *Air Drying* – suitable for small quantities of books (less than 100 volumes) that are not thoroughly soaked. Requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep the air moving at all times using fans. Directs fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent Relative Humidity. **Oversized volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.
 - *Freeze Drying* (not vacuum thermal drying) – suitable for large quantities of books and books that are very wet. Pack as described above and ship to a drying facility.
 - *Vacuum Freeze Drying* – suitable for large quantities of books. Wet *coated* paper can only be dried by this method. Pack as described above and ship to a drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze drying.

BOOKS (Leather or Vellum Covers)

- **Priority**

Freeze as soon as possible; vellum will distort and disintegrate in water.
- **Handling Precautions**

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.
- **Preparation for Drying**

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen, preferably blast frozen, as soon as possible. Separate with freezer paper, pack spine down in milk crates, plastic boxes or cardboard boxes lined with plastic sheeting.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

BOOKS (Leather or Vellum Covers), cont'd.

- **Drying Procedure**
 - *Freeze Drying* – the preferred method. Books should be separated with freezer paper and packed spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.
 - *Air Drying* – used for items that are not very wet. This requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry.
- **Coated paper** requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper.
- **Oversized volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent relative humidity.

PAPER (Uncoated)

- **Priority**

Air dry or freeze within 48 hours. Records with water-soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air dried.
- **Handling Precautions**

Paper is very weak when wet and can easily tear if unsupported while handling.
- **Preparations for Drying**

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 1"x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying. See Section: Paper: *Framed or Matted, Preparation for Drying.*

 - *Air Drying* – secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors, or other flat surfaces with sheets for blotter or uninked newsprint.
 - *Freezing* – Work space and work surfaces and the following equipment: milk crates and/or cardboard boxes, bread trays, sheets of plywood, and rolls/sheets of freezer or waxed paper.
- **Drying Methods**
 - *Air Drying* – most suitable for small numbers of records which are damp or water-damaged around the edges. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain 50 percent RH.
 - *Damp Material* – Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across. If the item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS

PAPER (Uncoated), cont'd.

- *Wet Material* – When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the border between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.
- *Freezing* – This option is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of folded material with freezer or waxed paper.

Do not freeze framed items. Remove frame assemblage before freezing. See section: *Paper: Framed or Matted, Preparation for Drying*.

PAPER (Coated, including linen drawings, drafting cloth, and paper with sensitized coatings such as thermofax and fax copies)

- **Priority**
Coated paper must not be allowed to air dry in a clump or it will permanently block together. If saturated, freeze within six hours for subsequent vacuum freezing-drying. If damp, separate and air dry before items have an opportunity to dry.
- **Handling Precautions**
Physical manipulation should be kept to a minimum to avoid disruption of the water-soluble coating and media which may cause obliteration of the information.
- **Preparation for Drying**
 - *Air Drying* – Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving materials such as freezer, waxed or silicone release paper, or polyester non-woven fabric.
 - *Freezing* – Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces of plywood; freezer, waxed or silicone release paper, or polyester non-woven fabric.

Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to drying. See Section: *Paper: Framed or Matted, Preparation for Drying*.

- **Drying Methods**
 - *Air Drying* – This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper.
 - *Damp Material* – Lay single sheets or small groups of interleaved records on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. If an item exhibits water-soluble media,

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

PAPER (Coated, including linen drawings, drafting cloth, and paper with sensitized coatings such as thermofax and fax copies) cont'd.

allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or uninked newsprint should be changed and removed from drying area.

- *Wet Material* – When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

- *Freezing* – Freezing is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of folded material with freezer or waxed paper.

Specify vacuum freeze drying for coated paper and linen drawings; do not use vacuum thermal drying. Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release paper. Do not freeze framed items. Remove frame assemblage before freezing. See Section: *Paper: Framed or Matted, Preparations for Drying*.

PAPER (Framed or Matted, Preparation for Drying)

- **Priority**
Wet paper must be frozen or air dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing.
- **Handling Precautions**
Caution must be exercised so as to not puncture or tear the wet paper artifact in the process of removing the frame, gazing and mounting materials.
- **Preparation for Drying**
Place frame face down on a smooth, flat surface covered with blotter paper. Carefully remove dust seal and hardware (place these metal pieces in a container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet of frame by gently pushing on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, Masonite, or Plexiglas) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage so that the glass and image are facing up. Lift off the frame then lift off the glass. When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a Conservator if the paper is sticking to the glazing.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

PAPER (Framed or Matted, Preparation for Drying), cont'd.

If the glass is broken, the pieces may be held together with tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.

To remove the item from its mat, place the image facing up. Lift the window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove. Proceed to air dry paper object as recommended in Sections: *Paper: Uncoated* or *Paper: Coated*, as appropriate.

If difficulty is encountered at any point, consult a conservator for assistance.

MICROFILM

- **Priority**
Rewash and dry within 72 hours. Wet film must be kept wet until it can be reprocessed.
- **Handling Precautions**
Wipe outside of film cans or boxes before opening. Cans that are wet on the outside may contain dry film that should be separated from wet material. Do not remove wet microfilm from boxes; hold cartons together with rubber bands. Dry film in damp or wet boxes should be removed and kept together with the box. Do not move items until a place has been prepared to receive them.
- **Packing Methods**
Wet microfilm in plastic trays in the microfilm vault should be filled with water until reprocessed. Pack wet motion picture film in a container lined with plastic garbage bags.
- **Preparation for Drying**
Contact a microfilm lab or film processor to rewash.
- **Drying Methods**
Contact a disaster recovery service or microfilm lab to rewash and dry film. The manufacturer or other professional processor should be contacted to rewash and dry motion picture film.

COMPACT DISCS & DVDS

- **Priority**
Immediately air dry discs. Dry paper enclosures within 48 hours.
- **Handling Precautions**
Do not scratch surfaces.
- **Preparations for Drying**
Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.
- **Drying Methods**
Case and paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry vertically in a rack.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

PHOTOGRAPHS AND TRANSPARENCIES

- **Priority**

Salvage Priorities: *Within 24 hours*: 1. ambrotypes, daguerreotypes, tintypes, silver gelatin glass plate negatives, wet collodion glass plate negatives; *Within 48 hours*: 2. color prints and film, silver gelatin prints and negatives; 3. albumen prints and salted paper prints, Cyanotypes in alkaline water must be dried as soon as possible; in acidic water they drop to priority 3.

- **Handling Precautions**

Do not touch emulsion; hold by the edges or margins. Always lay with emulsion side up.

- **Preparations for Drying**

Secure a clean area to work, free from particulates. Keep the photos and/or negatives in containers of fresh cold water until they are either air dried or frozen. (*If allowed to partially dry in contact with each other, they will stick together*). To maintain wetness until the drying process can take place, pack photos inside plastic garbage pails or boxes lined with garbage bags.

Equipment and materials needed: plastic trays, cold water, clothesline, clothespins and/or photo clips, soft bristle brushes, Kodak Photo Flo solution, Holytex, and clean photographic blotter paper. Falcon squeegee and drying racks for resin-coated prints; and Salthill dryer for recent fiber based prints.

Carefully remove prints and film positives and negatives from the enclosures. Keep the enclosure or the file number with each film item as it contains vital information to maintain intellectual control.

- *Cased photographs* – Carefully open the case and place the photograph face up on blotters. Do not attempt to disassemble the components, remove debris, or wash the photograph. If the affected photo has water or debris trapped within the assemblage, contact a conservator for proper disassembly.
- *Uncased images* – Air dry side up on clean absorbent blotters. Remove and retain cover slips from glass lantern slides if present. Do not attempt to clean debris or wash these images. These procedures should only be performed by a conservator.
- *Black and white prints* – Place the prints in a tray and fill with cold water. Agitate the tray and change the water several times. After 15 minutes, drain the water and air dry. Reduce washing time for deteriorated and card mounted prints.
- *Color prints* – Use the same procedure as for black and white prints but with decreased washing time: ten minutes. Reduce washing time further for deteriorated prints.
- *Negatives (glass and film) – silver gelatin* – Soak the films in clean, cold water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional 15 minutes. Rinse with Kodak Photo Flo solution.
- *Color negatives* – Wash as described above for negatives C silver gelatin, omitting the Photo Flo, then dry. Consult a photo conservator after negatives have dried, as some may require further stabilization.

- **Drying Method**

Order of preference: 1. air dry; 2. freeze/thaw and air dry; 3. vacuum freeze dry. *Do not vacuum thermal dry or freeze dry.*

- *Prints and Films* – Dry film by hanging on a clothesline at room temperature in a dust free area. Lay glass plates and prints emulsion side up on a clean absorbent blotter.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

PHOTOGRAPHS AND TRANSPARENCIES, cont'd.

- *Photo Albums* – To air dry, place sheets of blotter covered with Holytex between each leaf. Change the blotter paper as it becomes damp or wet. If the binding structure is no longer intact or the album can be dismantled, separate the leaves and air dry on clean blotters covered with Holytex; periodically turn from recto to verso to promote even drying. If drying cannot proceed immediately, wrap the volume in plastic and freeze. The volume can then be thawed and air dried at a later date.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

If air drying is not possible due to media solubility or unacceptable disruption to the structural integrity of the volume, vacuum freeze drying is recommended.

If difficulty is encountered, consult a conservator for assistance.

VELLUM AND PARCHMENT: BINDINGS AND DOCUMENTS

- **Priority**

If the textblock of the book is wet, priority should be placed on getting it dry over saving the binding, unless the binding has been assigned the higher priority by a curator. If the item has gotten wet, successful salvage will probably not be possible, so other high priority items should be treated first.

- **Handling Precautions**

Do not move items until a place has been prepared to receive them.

- **Drying Procedures**

Drying must take place slowly and carefully controlled. The item needs to be restrained as it dries for it to retain its' shape.

Documents that have only been exposed to high humidity should be interleaved with dry blotters and placed under weights. Blotters should be checked after about a half hour to see if they need to be exchanged for drier ones.

For drying of slightly damp documents, the edges should be clipped and pinned or at least weighted. As the item dries, it should be checked at least every 15 minutes and tension adjusted as necessary. Once the item is almost dry, the clips or weights can be removed and the item should be placed between blotters and weighted overall to complete drying.

Vellum bindings need to be watched carefully. Blotters should be placed between the covers and text, and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries, it may shrink and cause damage to the text block, in which case it should be carefully removed before more damage is caused.

Freeze drying can be used as a last resort for drying vellum and parchment, but the limited experience with these procedures shows there will be much distortion and change in the object.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

PAINTINGS: ON CANVAS

- **Priority**
Begin drying within 48 hours to prevent mold growth.
- **Handling Precautions**
Move items only after a place has been prepared to receive them. If the frame is unstable, remove from painting, pad corners with corrugated cardboard, bubble wrap, or unused newsprint and transport to area dealing with wood objects.
- **Packing Method**
Pad corners of frame or painting with corrugated cardboard, bubble wrap, or newsprint. Transport paintings vertically; stand upright with corrugated cardboard between paintings so painted surfaces do not touch another painted or any rough surface.
- **Preparation for Drying**
Remove painting from frame. Contact a paintings conservator to discuss. See Section: *Paper: Framed or Matted, Preparation for Drying.*
- **Drying Procedure**
Prepare a horizontal bed of blotter paper and unused newsprint, equal in thickness to the paint layer, with top-most layer of strong clean tissue. Lay painting, still on stretcher/strainer, face down on this surface. Remove any remaining backing or labels from the painting to expose wet canvas. Retain and tag all associated labels, parts and/or components that are removed or detached from the painting or frame.

Place cut-to-fit blotters or unused newsprint against this back and apply a slight amount of pressure so the blotter makes good contact with the entire exposed canvas surface. Repeatedly change backing blotter, being careful not to create impressions in the canvas. *Do not change facing materials.*

When dry to the touch, remove backing blotter and pick up painting. If front facing tissue is still attached to painting front, do not attempt to remove it, since it will hold the painting surface together until it can be consolidated by a conservator.

Consult with a paintings conservator for any questions or problems and all circumstances not adequately covered by the above instructions.

Use fans to keep the air moving in the room without blowing directly on the paintings. Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50 percent.

WOOD

- **Priority**
Begin drying within 48 hours to prevent mold growth. Polychromed objects require immediate attention; notify a conservator.
- **Handling Precautions**
Move items only after a place has been prepared to receive them. Lift from the bottom of an object; tables from the apron; chairs by the seat rails, not by the arms, stretchers, slates, headpiece, or crest rails; trunks from the bottom, etc.

Section K. SALVAGE OF WATER-DAMAGED COLLECTIONS, cont'd.

WOOD, cont'd.

- **Packing Methods**

Partially wetted objects can be packed with dry blotting materials such as uninked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting materials, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.

- **Preparations for Drying**

Rinse or sponge with clear water to remove mud or dirt before drying. Be careful not to wipe or scour as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has dried, dampen with a sponge and remove with a wooded spatula; rinse. Remove wet contents and paper liners from drawers and shelves.

- **Drying Procedure**

Absorb excess moisture with sponges, clean towels, paper towels, or non-inked newsprint. Blot; do not wipe, to avoid scratching the surface.

Air dry, using fans to keep the air moving without blowing directly on the pieces. Tent the objects with polyethylene sheeting to slow the drying. Raise items off the floor on trestle or 2x4 lumbars to allow air to circulate on all sides. Open doors and drawers *slightly* to allow air to circulate inside the items.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55 percent.

INORGANICS: CERAMICS, GLASS, METALS, STONE (DECORATIVE/HISTORIC)

- **Priority**

These materials can be dealt with last since they generally will suffer little damage from short term exposure to water.

- **Handling Precautions**

Move items only after a place has been prepared to receive them.

- **Packing Method**

Varies with the fragility of the material; water/wetness has no bearing.

- **Drying Procedure**

Sponges, clean towels, paper towels, or unused newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until the items are dry. Check daily for mold growth.

Air dry, using fans to keep the air moving without blowing directly on the pieces. Raise items off the floor on trestles or 2x4 lumbars to allow air to circulate underneath.

Metal objects can be dried with moderate heat (90-100 degree F in an oven or using a heater or hair dryer).

Use portable dehumidifiers to remove moisture from the area/objects. Bring relative humidity down to 50 percent.

Section L. WHERE IS THE EMERGENCY MANUAL/DISASTER RECOVERY PLAN HOUSED

NOTE: As part of departmental orientations, every new employee should read and know a location of an Emergency Manual.

A. IN-HOUSE

- Administration
 - Library Director's Office
 - Deputy Director's Office
- Information & Reader Services
 - Information Desk
 - Reader's Desk
 - Manager's Office
- Customer Service
 - Entryway Desk
 - Upstairs Lobby Desk
 - Manager's Office
- Youth Services
 - Ask Me Desk
 - Answers Desk
 - Manager's Office
- Technical Services
 - Processing area
 - Manager's Office
- Facilities
 - Facilities shelves
- Online at: X:\All_Library\EMERGENCY Manual (unavailable in power failure)

B. OFF-SITE

- Insurance agent (Valley Insurance, Geneva; Gordon Hard)
- Homes of:
 - Library Director
 - Deputy Director
 - Managers
 - Board President

NOTE: File updates with Illinois State Library Preservation Office, Gwendolyn Brooks Building, 300 S. Second St., Springfield, IL 62701-1796.

To: Board of Trustees
From: Christine Lazaris
Date: April 10, 2017
RE: Cleaning Proposal Recommendations

Twelve responses to the published RFP for cleaning services were received by the March 31, 2017 deadline.

The following criteria were used to winnow down the field to three vendors:

- Libraries were represented among the vendor's roster of current clients
- Responses from client references supplied by vendor
- Manpower / man hours the vendor proposed to perform the tasks outlined in the RFP
- Cost, which correlated with proposed man hours

Proposals that did not include required data points specified in the RFP were not considered. In addition, proposals with annual costs at double or triple our current expenditure for cleaning services were not considered further.

Using the criteria outlined above resulted in three proposal recommendations, as follows (in alphabetical order):

- Alpha Building Maintenance Service
- Imperial Service Systems
- Open Works

The Building and Grounds Committee met with Deputy Director Karnoscak on April 13, 2017 to review proposal recommendations. The Committee recommended awarding a contract to Alpha Building Maintenance Service. With your approval we will work with Attorney Ritzman to issue a three-year contract with opportunities for renegotiating when we find ourselves in a new facility.

Janitorial Bid Proposal

Prepared For

Geneva Public Library District

Attn: Christine Lazaris

127 James St.

Geneva, IL 60134

By

Alpha Building Maintenance Service, Inc.



1

Company Information &
Bid Packet

2

References
Certifications &
Insurance

3

RFP

4

5



Alpha Building Maintenance Services

15429 W 139th st.
Homer Glen, IL 60491
815-485-8800

7549 W. 99th Place Unit A
Bridgeview, IL 60455
708-233-1948

March 24, 2017
Geneva Public Library
127 James St
Geneva IL.60134

Re: Custodial Cleaning

Andrew Strutz,

Thank you for the opportunity to provide you with a proposal for cleaning your facilities. **Alpha Building Maintenance Services (ABMS) is a local, medium-sized, family-owned business.** We have enjoyed steady growth in our 47 years of existence because of our ability to thrill our customers with exceptional service. We specialize in servicing school districts, **municipalities**, and medical facilities. I am proud to say that our financial health is strong; despite the various market challenges that exist in our economy today.

I am also pleased to provide you with the following information:

- **Business Address:** 15429 W 139th st, Homer Glen, IL 690491
- **Legal Name:** Alpha Building Maintenance Services, Inc. (an Illinois corporation)
- **Officers:** Ms. Lorraine Grab, President (100% shareholder); Wayne Baxtrom, GM
- **Principal Contact:** Mr. Joseph Wall, Regional Manager, (708) 217-0582

At ABMS, we are proud to say that we do our job extremely well! Our caring, professional employees are directly responsible for this success. I **guarantee** that, through efficient procedures and well-defined processes, we are the best-qualified contractor for your maintenance needs. Please give us a chance to prove it! I am available to answer any questions that you may still have.

Sincerely,

Joseph Wall
Regional Manager



Alpha Building Maintenance Services

**15429 W. 139th St.
Homer Glen, IL 60491
815-485-8800**

**7549 W. 99th Place, Unit A
Bridgeview, IL 60455
708-233-1948**

March 24, 2017
Geneva Public Library
127 James St
Geneva IL 60134

Proposal

Annual custodial services performed 7 days a week after 10pm and completed before 7am
Weekend hours are as follow after 5:30pm and completed by 7:00 am

Monthly cost \$2,195.00 Annual cost \$26,340.00 No increase for 3 years

Hours nightly will be 4 hours per night and two cleaners, names will be provided if contract is awarded.

References provided on separate form

Two cleaners 4 hours nightly

All chemicals and equipment supplied to perform cleaning task 95% percent of chemicals provided environmentally safe, we are Green Clean Certified

Basic equipment to be stored on site (chemical ,vacuums ,mop & buckets ,trash container)

Hourly on call rate is \$24.00 Hourly rate is fixed for 3 years

All work to be completed according to cleaning schedule provided in RFP.

Joseph Wall
Regional Manager
Alpha Building Maintenance Services Inc
708-217-0582



Alpha Building Maintenance Services, Inc.

15429 West 139th St
Homer Glen, IL 60491
815-485-8800

7549 W. 99th Place, Unit A
Bridgeview, IL 60455
708-233-1948

Additional Company Information

Alpha Building Maintenance Services, Inc. is a Corporation in Illinois, County of Will.

Our Federal I.S. # is: 36-4202106

Alpha Building Maintenance Services, Inc. has been in business since 1978.

We have less than a 5% turnover rate among employees in the past years of service.

I, **Lorraine Grab**, as **President of Alpha Building Maintenance Services, Inc.** am authorized to sign all corporations and bid documents.

Wayne Baxtrom, Alpha's General Manager can also be contacted for any questions or any other information regarding this contract at: **cell # 708-774-7203 or e-mail: baxtromwayne@aol.com.**

Our Mailing Address is:

15429 West 139th Street, Homer Glen, IL 60491

Phone: 815-485-8800

Fax: 815-485-9088

By: 

Title: President

COMPANY CONTACT INFORMATION & REFERENCES

Company Alpha Building Maintenance Services Inc.

Address 7549 w 99th pl Bridgeview IL 60455

Contact Name (PRINT PEASE) Joe Wall

Contact Signature _____

Title Regional Manager Date March 20,2017

Phone 708-217-0582 Fax 815-485-9088

Email jbenterprises36@comcast.net

REFERENCES

Park District/Company Park Ridge Park District

Contact Person Amy Murrin

Title Director **F** Phone 847-692-3516 **5149**

Park District/Company Mc Henry Recreation Center

Contact Person Matt Laporte

Title Director Phone 847-721-7121

Park District/Company Village of Vernon Hills

Contact Person Gene Schroeder

Title Manager Phone 847-367-3726



Alpha Services Group

Obsessed with Quality since 1968

**-Guaranteed Clean
-Peace of Mind Service**

Green Compliant Contractor
Member BSCI/GCCN



Building
Service
Contractors
Association
International.



• ABMS • ALPHA DRY • ALPHA SECURITY •
• TIGER PAINTING PROS • ABSOLUTELY DRY •

315-485-8800

www.abms-inc.com



Alpha Building Maintenance Services, Inc.

12713 Hadley Rd. Homer Glen
(Phone) 815-485-8800 (Fax) 815-485-9088

Service training workers.

The overall objective of the training system for services workers is to provide high Technical proficiency coupled with a sense of self-worth and purpose for the duties performed in the service management industry.

Service workers receive group and individualized training to assure that they know their importance to the organization, what is expected of them, and to have the knowledge and ability to perform their assignments.

The following areas will be highlighted:

- Organization and background of Client Company.
- Specific site requirements and regulations.
- Security requirements / i.e. alarm codes, keys, etc.
- Personnel policies and procedures.
- Safety procedures.
- Modern cleaning techniques and Green Clean Compliant.
- Total Quality management one.
- Zone Color designated cleaning assigned by area.

In addition, supervisory personnel will:

- Demonstrate each step of the cleaning process.
- Jointly inspect completed work and retrain when necessary.
- Complete initial training checklist for each employee and place in Personnel file.

Ongoing Training:

- Review importance of why task is performed in a certain manner and receive employee input.
- Monitor ongoing work to ensure proper techniques are being followed.
- Train service workers to perform visual inspections of areas before completing work.
- Update training checklist for each employee.



CERTIFICATE OF MEMBERSHIP

This is to certify that

Wayne Baxtrom

is a member in good standing with this Professional, Educational Organization,
and is entitled to all benefits, services and privileges of
CLEANING MANAGEMENT INSTITUTE.

This certification is valid through November 30, 2017.

Micah Ogburn
CMI Director of Business

GREEN CLEAN INSTITUTE CERTIFIED™

Alpha Building Maintenance Services, Inc.

Alpha Building Maintenance Services, Inc. is recognized by The Green Clean Institute for their study and diligence in the subject of Green Clean Compliance and granted Green Clean Institute Certification™. Based on study, examination, and commitment to Green Clean practices, Alpha Building Maintenance Services, Inc is hereby granted Green Clean Institute Certification.



The Green Clean Institute

Presented to Alpha Building Maintenance Services, Inc. this 15th day of March, 2016 in acknowledgment of participation in the Green Clean Institute Certified™ training program.

Michael Richmond
Michael Richmond, Director of Education

Dated: 03/15/2016 Expires: 03/15/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BARASCH INSURANCE SERVICES 5200 Golf Road Skokie IL 60077	CONTACT NAME: JAY E BARASCH PHONE (A/C, No, Ext): (847) 676-4242 FAX (A/C, No): (847) 677-1955 E-MAIL ADDRESS: JBarasch@baraschins.com
INSURED Alpha Building Maintenance Services c/o Wayne Baxtrom 12713 Hadley Rd Homer Glen IL 60491	INSURER(S) AFFORDING COVERAGE INSURER A: AmTrust North America INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

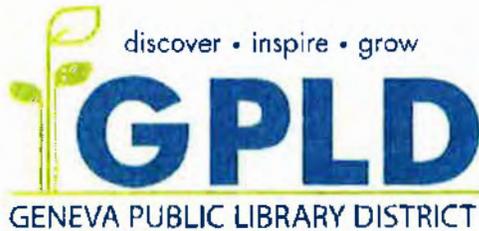
COVERAGES CERTIFICATE NUMBER: **CL1611200519** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BPP1110714	7/25/2016	7/25/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Employee Benefits \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		WPP1151623	7/25/2016	7/25/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 5,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		BMD1334522	7/25/2016	7/25/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	KWC1060256	7/25/2016	7/25/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 1,000,000 E.I. DISEASE - EA EMPLOYEE \$ 1,000,000 E.I. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
JANITORIAL SERVICE

CERTIFICATE HOLDER GENEVA PUBLIC LIBRARY 127 JAMES ST GENEVA, IL 60134	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jay Barasch
--	--



**Request for Proposals (RFP) for Cleaning Services
Geneva Public Library District, Geneva, IL**

Issued: February 24, 2017
Submittals Due: 5:00 p.m. Central Daylight Savings Time, March 31, 2017

I. Introduction

The Board of Trustees of the Geneva Public Library District requests proposals for professional cleaning services, which will provide routine interior cleaning at the Geneva Public Library, 127 James St., Geneva, IL 60134. The Geneva Public Library is approximately 27,600 square feet. The Library is open seven days per week and has over 274,000 visitors each year. Cleaning is to be provided for the entire building with the exception of: boiler room, elevator maintenance room, storage rooms, closets, public book and audiovisual shelving (see attached cleaning schedule). The intent of seeking proposals is to award a three-year contract beginning June 1, 2017.

II. Scope of Work

Cleaning services are to be provided as follows:

- a. Services shall be provided seven (7) days per week per attached cleaning schedule.
- b. The Library is to be cleaned Monday through Friday between 9:30 p.m. and 7:00 a.m.; Saturday and Sunday between 5:30 p.m. and 7:00 a.m. with the exception of the following holidays when the Library is closed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
- c. At any time during the term of this contract, the Library reserves the right to adjust the cleaning specification attached. The Library understands that additional work shall be estimated and priced to performance.
- d. The Contractor will, as part of this agreement, be expected to work closely with the Library in resolving any and all problems resulting during the terms of this agreement.

III. **Instructions to Bidders**

Before submitting a proposal, each respondent shall familiarize itself with the scope of work as outlined in the RFP, laws, regulations, and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFP and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFP and resulting contract. **A mandatory building walk-through is scheduled for March 14, 2017 at 1:00 p.m.**

A. General Assumptions

- a. The Contractor shall provide competent, trained, and experience staff to the highest standards.
- b. The Contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so service to the Geneva Public Library District continues uninterrupted.
- c. The Contractor shall provide all necessary equipment, tools, and materials for cleaning services with the exception of: paper products, trash liners, and bathroom supplies.
- d. The Contractor shall be responsible for any cost, fees, or fines due to misuse of the building's alarm system.
- e. The Contractor will be responsible for any loss of Geneva Public Library District's property due to errors, mistakes, malfeasance, or misfeasance of its employees or products/equipment provided by the Contractor.
- f. The Contractor will work cooperatively with designated Library staff.
- g. The Contractor will not subcontract work without the expressed written permission of the Geneva Public Library District. By submitting a proposal, each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.
- h. The Contractor agrees to pay for all permits, licenses, and fees, and give all notices and to comply with all laws, ordinances, and rules of the City of Geneva and State of Illinois.
- i. Upon acceptance of a proposal, the parties will enter into a three-year contract upon terms approved by the Library Board of Trustees and the Library's Attorney.

- j. If the Contractor fails to perform the work in a satisfactory manner or otherwise breaches the contract, the Library shall give notice to the Contractor and provide an opportunity to correct the deficiencies. If the performance does not meet the standards of this contract within seven (7) calendar days, the Library may terminate the contract.
- k. The Geneva Public Library District or Contractor may cancel this agreement at any time subject to thirty (30) days prior written notice.

B. Payment

- a. Invoices shall be submitted monthly to Christine Lazaris, Library Director, Geneva Public Library District, 127 James St., Geneva, IL, 60134.
- b. Sales to the Geneva Public Library District are exempt from state and local tax. Proof of tax exemption status will be provide by the Library to the Contractor.
- c. The Library shall submit monthly payments to the Contractor for all services outlined in this agreement in accordance with the Local Government Prompt Payment Act.

C. Insurance

- a. The Contractor shall maintain insurance outlined below at its own expense during the terms of this contract. The Contractor shall provide proof of insurance and bonding on or before the effective date of this agreement with a certificate evidencing that the Contractor's insurance policies will not be changed or canceled without at least thirty (30) days prior written notice to the Library.
- b. The limits for insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

General liability:	\$1,000,000 each occurrence, \$2,000,000 aggregate, with additional umbrella liability of not less than \$1,000,000
Personal injury:	\$1,000,000
Business Service Bond	\$25,000
Workers compensation:	statutory limits

- c. The Contractor shall provide lost key coverage to indemnify the Library for purchase and installation of new locks and keys in the case that a Contractor employee loses or misplaces a key to the Library facility.
- d. Geneva Public Library District shall be named as an additional insured on all insurance policies, except for professional liability and worker's compensation.

- e. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the owner and its agents, officers, and employees from and against all injuries, losses, damage claims, suits, liabilities, judgements, costs, and expenses, including but not limited to attorney's fees, which may arise directly or indirectly from the performance of Contractor's work or the work of its employees. The Contractor shall, at its own expense, appear, defend, and pay all charges to attorneys and all costs and other expenses arising therefrom or incurred in connection there with and if any judgement shall be rendered against the owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

D. Material Safety Data Sheets

- a. It is a federal law that chemical manufacturers and importers develop an MSDS for each hazardous chemical they produce or import, and must provide the MSDS automatically at the time of the initial shipment or a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed.
- b. Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit information to the Library regarding the specific chemical identity of the hazardous chemical(s) involved and their common names.

IV. Proposal Content

The Proposal Package should include the following information:

a. Cover Letter

The cover letter should briefly state the firm's understanding of the work to be performed, and a statement as to why the firm believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

b. References

Provide a list of at least three (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

c. Outline of Materials and Staff

- i. An estimate of how many people will be in the building, for how long, and a range of hours staff will be on the premises.
- ii. Supply list: what is included in the contract and what may be purchased through your company. Include cost for additional supplies.
- iii. Tools or equipment to be stored on the premises (vacuum cleaner, mops, brooms, etc.)

d. Cost of Services

Respondents shall provide:

- i. A fixed monthly cost for the janitorial services identified in the scope of work and attached cleaning schedule for years 1, 2, 3 of the contract period.
- ii. A fixed cost for specific extra services and maximum increases for years 2 and 3 of the contract period.
- iii. An hourly rate for on-call or out of scope work and maximum increases for years 2 and 3 of the contract period.

e. List of current clients

f. Copies of insurance, license, and bonding documentation

g. Additional Information (Optional)

Respondents may include any other information deemed essential to the evaluation of the proposal.

V. Evaluation and Selection Process

Proposals will be evaluated by the Director, Deputy Director, and Facilities Manager. Selected proposal(s) will be reviewed by the Building and Grounds Committee of the Library Board of Trustees and presented to the Library Board of Trustees at their meeting on Thursday, April 27, 2017 at 7:00 p.m. held in the lower level meeting room of the Library.

Evaluation of Proposals:

- a. Proposals will only be accepted from principals of the firm that will actually be doing the work.
- b. Proposals must be complete.
- c. In selecting the Contractor, experience, services offered, and quality of service will be considered as well as costs.
- d. The Library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of the proposal.

VI. Administration

A. Issuance

This RFP was issued by the Geneva Public Library District on February 24, 2017.

B. Closing Date

The Contractor's response to the RFP must be received in a sealed envelope by March 31, 2017 at 5:00 p.m. Central Daylight Savings Time at the address below:

Geneva Public Library District
Attn: Christine Lazaris
127 James St.
Geneva, IL 60134

Any inquiries related to the RFP should be directed to Christine Lazaris at clazaris@gpld.org.

CLEANING SCHEDULE

Entrance & Customer Service	Daily	As Needed	Weekly	Monthly
1. Vacuum all carpeted areas & mats	X			
2. Sweep & damp mop all tiled floors	X			
3. Spot clean all entryway glass and glass doors	X			
4. Spot clean glass partitions	X			
5. Dust & spot clean all office furniture, to include: tables, chairs, credenzas and filing cabinets	X			
6. Dust all telephones	X			
7. Polish brass railings	X			
8. Damp wipe & polish all exposed desk tops	X			
9. Clean & sanitize all telephones			X	
10. Vacuum under all desks			X	
11. Dust top of all partitions & ledges			X	
12. Damp wipe all office furniture, to include credenzas and filing cabinets			X	
13. Vacuum all upholstered chairs				X

Public Areas (Adult Services, Youth Services)	Daily	As Needed	Weekly	Monthly
1. Vacuum all carpeted areas with special attention to traffic areas	X			
2. Sweep & mop all tiled/laminate floors	X			
3. Spot clean glass partitions	X			
4. Vacuum carpet between bookshelves	X			
5. Damp wipe all tables, study carrels and counters	X			

6. Clean & sanitize all telephones	X			
7. Wash interior glass partitions & doors				X
8. Vacuum/clean all upholstered furniture			X	
9. Wash display case glass	Daily or as needed			
10. Clean coffee bar	Daily or as needed			

Youth Program Room	Daily	As Needed	Weekly	Monthly
1. Vacuum circle carpet	X			
2. Sweep & mop floor	X			
3. Clean sink & counters	X			
4. Refill paper towel dispenser	X			
5. Spot clean carpet & walls	Daily or as needed			
6. Strip & wax laminate floor	Twice a year			

Meeting Room & Kitchen/Staff Lounge	Daily	As Needed	Weekly	Monthly
1. Vacuum carpet daily	X			
2. Spot clean carpet	Daily or as needed			
3. Sweep & mop tile floor	X			
4. Clean sink, counter & water machine	X			
5. Wash walls around recycling area	X			
6. Fill paper towel dispenser	X			
7. Clean & sanitize phones			X	
8. Dust off top of pop machine			X	
9. Wipe cabinet fronts, refrigerator sides & top, outside of microwaves and stove				X
10. Vacuum upholstered chairs				X

Office Areas	Daily	As Needed	Weekly	Monthly
1. Vacuum all open carpeted areas	X			
2. Sweep and mop tiled floors	X			
3. Dust office partitions	X			
4. Dust tops of cubicles	X			
5. Dust & spot clean all office furniture, to include: tables, chairs, credenzas and filing cabinets	X			
6. Dust all telephones	X			
7. Clean & sanitize all telephones			X	
8. Damp wipe all office furniture, to include credenzas and filing cabinets			X	
9. Vacuum all upholstered chairs				X

Restrooms	Daily	As Needed	Weekly	Monthly
1. Clean & sanitize all counters, porcelain fixtures, including sinks, toilet bowls, and urinals	X			
2. Clean & polish all chrome faucets & fixtures	X			
3. Damp clean and sanitize both sides of toilet seats	X			
4. Damp clean all mirrors	X			
5. Damp clean all trash cans	X			
6. Sweep and damp mop all tile floors with disinfectant	X			
7. Damp clean diaper tables inside and outside	X			
8. Refill liners in diaper tables	X			
9. Damp clean dryers	X			
10. Clean & sanitize door handles	X			
11. Deodorize bathrooms	X			

12. Spot clean all partitions	X			
13. Polish all stainless steel	X			
14. Refill all soap, towel and tissue dispensers	X			
15. Flush bathroom floor drains			X	
16. Wash partitions			X	
17. Refill deodorizers		X		

Stairwells, elevator & loading dock	Daily	As Needed	Weekly	Monthly
1. Sweep all stairwells	X			
2. Spot clean elevator doors & walls	X			
3. Vacuum carpet mats in stairwell	X			
4. Mop elevator floor	X			
5. All stainless steel in elevator polished	X			
6. Dust handrails			X	

All contracted areas	Daily	As Needed	Weekly	Monthly
1. Clean & sanitize all water fountains	X			
2. Clean & refurbish sand urns outside	X			
3. Spot clean fingerprints, sills, light switches, kick and push plates			X	
4. Remove all cobwebs			X	
5. Dust all windowsills			X	
6. Dust all blinds				X
7. Dust doorframes and baseboards				X
8. Empty all trash cans (including outside picnic & entrance) to dumpster & replace liners	X			

9. Empty all recycling bins to designated areas (**DO NOT REMOVE POP CANS**)

X

TO: Board of Trustees
FROM: Christine Lazaris
DATE: April 12, 2017
RE: Recommended Employee Handbook Revisions

Upon review of the Employee Handbook, Deputy Director Karnoscak and I recommend the following changes/additions:

- Addition of statement regarding 7-minute rounding to the nearest quarter hour for clocking in and out of Paylocity (this reflects current practice) (see pg. 3)
- Addition of domestic partner to list of family members that employees can take sick leave in response to illness, medical appointment, etc. (this is required by law due to Illinois Employee Sick Leave Act that took effect January 2017) (pg. 12)
- Addition of statement regarding unused personal leave will not be paid out upon resignation (this reflects current practice) (see pg. 13)
- Addition of statement regarding travel reimbursement to match the Local Government Travel Expense Control Act that took effect January 2017 (see pgs. 16-17)
- Addition of domestic partner to list of immediate family members covered by FMLA (this is required by law due to update to FMLA) (see pg. 18)

As noted, all recommended changes/additions are either required by law or reflect long-term library practice. Other handbook revisions are strictly grammatical.

Included for review is a draft of the Employee Handbook with noted changes/additions highlighted in yellow. With your approval these changes will be shared with staff and take effect immediately.



Employee Handbook

Geneva Public Library District
127 James Street
Geneva, IL 60134
(630) 232-0780

EFFECTIVE: 4/25/1991
REVISED: 4/26/2012
REVISED: 4/10/2014
REVISED: 6/26/2014
REVISED: 4/28/2016
REVISED: 4/XX/2017

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EMPLOYEE HANDBOOK GENEVA PUBLIC LIBRARY DISTRICT

INTRODUCTION

This Employee Handbook is designed to better acquaint you with the Geneva Public Library District (“the Library”) and provide you with information about the working conditions, employee benefits and some of the policies applicable to your employment with the Library. The Library has the right to revise, supplement, change, or deviate from any of the policies in this Handbook from time to time as it deems appropriate, and will make an effort to notify you of such changes as they occur.

It is important for you to understand that you are employed by the Library “at will.” This means that either you or the Library can terminate your employment with or without cause at any time. Employees can be dismissed for any reason not expressly prohibited by law. This Handbook is not to be considered a contract between employer and employee, but rather to provide non-binding guidelines applicable to your employment at the Library.

I. Library Purpose and Organization

Part of the Library’s purpose is to serve each member of the community by providing access to the universe of information which contributes to the intellectual, social, cultural and recreational growth of the individual. The Library’s mission is to provide members of our community to Discover, Inspire and grow. Service to Library patrons is one of the principles that guides the employment and organization of the Library’s personnel. Accordingly, supporting the Library’s mission will be an important part of your employment with the Library.

The Organizational Chart (see Exhibit A) illustrates how the Library and its Board of Trustees, administrators and staff are organized.

II. Working Conditions

A. Work Week

For full-time employees, the work week will be 37.5 hours. Part-time employees will be hired for an average of 10 to 28 hours per week depending upon the position. The work week begins on Sunday and ends on Saturday evening.

B. Sunday Hours

Hours worked on Sunday are considered part of the regular work week and will be compensated at the regular rate.

C. Scheduling

Employees will be scheduled to meet the needs of the Library. Scheduling of each employee’s hours of work will be done by the employee’s Supervisor. The work week will, for the majority of Library employees, include evening and weekend hours to meet the needs of the Library. Employees in public service departments are expected to work a schedule that provides required coverage during the time the Library is open. Exempt staff are expected to work whatever hours it takes to accommodate the

workflow of the Library. Supervisors have the authority to request schedule changes of the employees under their supervision as the Library needs may require. If a full-time non-exempt employee works additional time one day to meet the needs of the Library, the Supervisor shall, if possible, adjust the employee's schedule for the rest of the pay period so that the employee does not exceed 40 hours in a week or 75 hours in the pay period. When that is not possible, the employee will be paid for the additional hours worked. Paid time off (vacation, sick leave, personal days, etc.) cannot be used to exceed the 37.5 hour work week. Part-time employees will be paid for all additional time worked over their regularly assigned number of hours.

D. Overtime

For purposes of overtime, all positions graded 13 or higher on the Position Classification Schedule (see Exhibit B) are exempt employees. All other staff members are non-exempt.

Overtime is paid to non-exempt employees for time worked in excess of 40 hours in a workweek. Overtime applies only after 40 hours of actual work, and not for hours taken as paid time off (vacation, sick leave, personal days, etc.).

Work on a holiday or overnight is paid at the overtime rate. Staff required to work on a holiday or overnight are paid for a minimum of two hours or the number of hours actually worked if greater than two hours.

All overtime rates are 1.5 times the employee's regular rate of pay, and are paid during the pay period worked.

Overtime work is not to be at the discretion of the employee and is assigned only as required by the needs of the Library. The Supervisor must approve overtime hours and/or hours worked beyond the regular schedule for non-exempt employees in advance of the hours worked whenever possible. Employees may not work overtime in one week solely for extra pay or for the purpose of working fewer hours in a later week. If an emergency situation requires an employee to work overtime, the employee is responsible for bringing this situation to the Supervisor's attention immediately.

The policy on Overtime will be applied in compliance with the federal Fair Labor Standards Act.

E. Meal and Rest Breaks

Employees who work a 7.5 hour day will be required to take at least a 30-minute unpaid meal break as scheduled by the Supervisor. The meal break must be taken no later than five hours after work begins. Employees who work less than 7.5 hours may take an unpaid meal break to be determined by the Supervisor according to the needs of the Library. Any unused meal break time may not be subtracted from the end of the workday.

Employees working at least 4 consecutive hours are entitled to one 15-minute, paid rest break to be scheduled by the Supervisor. Employees working a 7.5 hour day are entitled to two 15-minute paid rest breaks, one within the first half of the shift and the second in the last half of the shift. Rest breaks are not to be taken at the beginning or end of the work shift, nor added onto a meal break.

F. Absence/Tardiness

An employee who, for any reason, is unable to report for work at the scheduled time, shall notify the Supervisor or the Library Director at the earliest possible time. Chronic tardiness or absenteeism shall be

considered grounds for dismissal, and time lost due to unexcused absence will not be paid.

Work missed for any reason other than paid leave may be "made up" only if required by the Library and approved by the Manager. In all cases, work which is "made up" due to absence must be worked within the same pay period, preferably within the same week.

G. Time Records

Time records are a legal record of time actually worked. Hours worked are to be recorded daily using the time management system ("the system"). Hours recorded must be accurate to the nearest quarter hour. The system will automatically adjust in and out times ("punches") to the nearest quarter hour, using the "7-minute rounding practice," i.e., seven minutes prior to and seven minutes after are rounded to the nearest quarter hour. For example, a punch from 8:53 a.m. through 9:07 a.m. will register as 9 a.m.

All non-exempt employees must record the time they arrive and depart and any unpaid meal breaks. Exempt employees must record their arrival and departure times. Employees must not clock in or out for other employees.

All leave time, paid and unpaid, must be recorded in the system. Employees must request approval for pre-planned leave time through the system. Supervisors are responsible for reviewing the scheduling needs of the Library and approving or denying leave requests in a timely manner. Paid leave must be earned before it can be used per the Library's leave accrual policies. Staff members using paid leave are responsible for first ensuring that they have sufficient leave time available. Supervisors are responsible for recording unscheduled leave in the system as soon as it is reported.

At the end of a pay period, electronic time cards must be approved by both the employee and the Supervisor.

H. Paychecks

Paychecks are issued biweekly. No paychecks will be issued before the scheduled payday. Paychecks will not be issued for any period for which an electronic timecard has not been received by the Library Director or his/her designee. No paycheck will be given to anyone other than the employee to whom it belongs without the employee's written permission. At the written request of an employee who will not be present on payday, the paycheck will be mailed as per the employee's instructions with a return receipt requested. The stop payment charge for any lost paycheck will be paid by the employee. Employees may request direct deposit of all or a portion of their paycheck to their bank if that service is provided by the payroll company used by the Library and bank of their choice. Requests to begin, change, or terminate direct deposit must be in writing.

I. Leave from Building for Library Purposes

Employees who leave the building on Library business must request permission from their Supervisor. A copy of the driver's license and a certificate of automobile insurance must be on file for any employee who uses a personal vehicle for Library business.

J. Emergency Closings

When the Library is closed on an emergency basis (i.e. snow days, building problems, etc.) employees will be paid for their normal schedule during the time closed as outlined below:

- All employees scheduled to work are expected to work their remaining scheduled hours once

it has been determined the Library will re-open. If an employee is not able to come into work after re-opening, the employee may make up the time during that pay period with the approval of the Supervisor, or else use personal/vacation time.

- If an employee has called in sick, they will be required to use sick time. If an employee chooses not to travel to work or to leave early (with their Supervisor's permission) they will need to use available vacation, personal, or other available leave time. If ineligible for such benefits, the time will be unpaid.

There may be times when the Library is closed to the public that employees may be able or required to work for pay.

NOTE: During a power outage, the Library will remain open while waiting for power to be restored as indicated below:

- One hour if daylight is available and power is likely to be restored;
- No more than one hour if after dark and lighting is deemed insufficient.

In either case, the person in charge may decide to close the Library if there are health or safety issues involved.

K. Smoking

The Library is a smoke-free environment. Smoking of any kind is not allowed anywhere on library property or within 15 feet of any entrance, exit, or operable window.

L. Dress Code

Employees of the Library are expected to dress neatly and in a manner for working in a business which serves the public. Clothing worn should be appropriate for the position held by the employee.

Blue jeans are allowed if they are in good condition and appropriate for position. Skirts should be no shorter than two inches above the knee. Shorts, bare midriffs, open shirts, or tank tops are never appropriate dress for the Library. No hats may be worn by employees, except in connection with programs or special events.

If a Supervisor believes a staff member's dress is inappropriate under this policy, the employee will be so advised and will be given a warning. On a second occurrence of inappropriate dress, the employee will be asked to go home and change clothes before being allowed to work.

Staff members may not use electronic devices for personal use in public areas. Such equipment with earphones will be allowed in non-public areas only with the permission of the Supervisor in situations where it will not interfere with the employee's ability, or a co-worker's ability, to communicate or to perform necessary work.

III. Employee Appointment and Evaluation

A. Employment Eligibility Verification (I-9)

The Library's hiring practices comply with The Immigration Reform and Control Act of 1986. All employees hired after November 6, 1986, must be either United States citizens or aliens lawfully authorized to work

in the United States. Within 3 days of hiring, the employee must complete the I-9 form from the U.S. Department of Justice, Immigration & Naturalization Service and present documentation to verify identity and eligibility to work in the United States. The completed I-9 form along with a photocopy of the verifying documentation shall be retained by the Library for at least three years or one year past the end of employment of the individual, whichever is longer.

B. Appointments

The Library is an Equal Opportunity Employer. The staff of the Library shall be selected on the basis of merit and satisfactory evaluation. No discrimination because of age, race, color, religion, sex, non-disqualifying handicap, or national origin shall be made. The Board of Trustees is responsible for the selection, supervision, and dismissal of the Library Director. The Library Director is responsible for the selection, supervision, and dismissal of all other employees. At the discretion of the Library Director, travel expenses for an interview and/or moving allowance may be negotiated with a job applicant if the person is hired.

The applicable job description shall act as a guideline for determining the qualifications for a position, but is not an exclusive listing of responsibilities. Members of the immediate families of current staff members and Board of Trustees cannot be appointed to the staff. Members of the immediate family are defined as children, siblings, spouses, parents, and parents of spouse.

High School students are hired in accordance with applicable laws regarding the employment of minors.

C. Background Checks

All persons aged 18 and older who are applicants for employment at the Library must authorize the Library to obtain a criminal history records check by completing a Criminal Background Check Waiver and Release Form, and shall further authorize, if applicable, a background check to verify their prior employment and education. A criminal history records check and a background check shall be conducted relative to all applicants for employment.

Conviction of a crime does not automatically preclude employment. However, at the determination of the Library Director, or his or her designee, an applicant may be denied employment based on an individualized assessment of the information obtained, including but not limited to, the nature and severity of a criminal offense, its relevance to a particular job, the number of convictions, the amount of time that has passed since the offense, and the duties of the position applied for. The Library reserves the right to conduct periodic criminal history records checks on all employees and volunteers. The Library Director, or his or her designee, shall be responsible for ensuring that information obtained by the Library through a background check will be shared only with Library representatives having a need to know the information.

A credit background check will be conducted on applicants considered for employment for the positions of Library Director, Deputy Director, or any position deemed necessary for financial control. The Library will comply with all regulations established by both the Equal Employment Opportunity Commission and the Fair Credit Reporting Act concerning any background and credit history checks. All information will be kept confidential.

The Library Board of Trustees will review and evaluate all information obtained from criminal history records checks, background checks, and credit background checks when evaluating applicants for the position of Library Director.

D. Personnel Files

A personnel file is maintained in the Administration Office for every employee. Employees may request, in writing, access to their own file or the file of an individual they supervise. Any review of personnel files by an employee must be done under supervision. Documents maintained in the files include but are not limited to: job application and/or resume, letter stating the terms of employment signed by the Library Director and the employee, IMRF member information, warnings, and disciplinary actions, evaluations, and resignation statement. Information contained in personnel files and employee access to those files shall be in accordance with applicable law.

E. References for Former Employees

All requests for references for former employees will be referred to the Library Director or his/her designee. Reference information will be limited to: dates of employment, position held, and verification of salary.

F. Promotions

Notice of vacancies will be available to the staff. The same procedure for promotions as for appointments will be followed.

G. Evaluations

All employees should receive an annual written performance evaluation. The Library Board of Trustees will review the Library Director's performance. An evaluation provides both the Supervisor and the employee with a formal opportunity to review the individual's job performance and contribution made to the Library.

Types of Evaluations:

New Hire Evaluation: The first six months of employment are a probationary period during which the Supervisor should closely observe the employee's performance, review progress and call any problems to the employee's attention. Performance deemed unacceptable at any time during this period may result in immediate termination. A written evaluation shall be conducted at the conclusion of the probationary period, which should include goals for the next six months.

Annual Evaluation: On or near the anniversary of an employee's position date, the Supervisor will review the individual's performance during the past year, including the goals and objectives which the individual and the Supervisor agreed upon at the prior evaluation. The employee may be eligible for a merit increase at this time.

The Supervisor should complete the evaluation form (Exhibit C) using the following criteria:

Performance Exceeds Expectations

Work is exceptionally high quality, demonstrating a thorough knowledge of all aspects of the job. Staff member is consistently reliable, responsible and resourceful, works independently, exhibiting initiative and good judgment. Specific examples are required. (Staff member receives this evaluation when more than half of the review categories "Exceed Expectations" and none fall below "Needs Improvement.")

Performance Meets Expectations

Work is of good quality and quantity. Work is typically thorough, accurate, and on time. Staff member is reliable and responsible, typically exhibits good judgment and initiative, seldom needing supervision.

(Staff member receives this evaluation when more than half of the review falls into the category of "Meets Expectations," and none fall below "Needs Improvement.")

Performance Needs Improvement to Meet Expectations

Work is below standards for meeting expectations in some areas indicating greater knowledge or work effort is needed. Performance is inconsistent and excessive supervision or direction is needed. Staff member must show a willingness to improve and put forth effort toward meeting expectations. (Staff member receives this evaluation when the need for improvement impacts overall performance and inhibits the ability to acceptably perform job. Performance needing improvement for more than one consecutive year shall be deemed unacceptable.)

Performance is Unsatisfactory

Work is unacceptable in any of the Performance Review categories. No raise is given and, following the Progressive Disciplinary Policy, corrective action is needed for continued employment.

Exceptional

Reserved for employees who, in addition to meeting all of the criteria for performance evaluated as Exceeds Expectations, demonstrate unusual creativity and accomplishment in response to a special challenge in a given year. Reasons for this recommendation must be detailed in the evaluation.

Managers must approve the Performance Reviews of all staff in their departments, and then review them with the Library Director or his/her designee. With the approval of the Library Director or his/her designee, the Supervisor gives the employee a copy of the evaluation and schedules a time to discuss the evaluation.

A signed copy of all evaluations should be forwarded to the Administration Office for the individual's personnel file. Payroll adjustments will not be made until signed copy is received by the Administration Office.

If the employee requests an appeal, it will be arranged by the Library Director. Both the Supervisor and the employee will be granted an opportunity to state their positions. The decision of the Library Director shall be binding on all parties involved.

H. Progressive Discipline

Every employee has the duty and responsibility to be aware of and abide by the Library's rules and policies. Employees also are responsible for performing their duties to the best of their abilities and to the standards set forth in their job descriptions, the Library's Performance Expectations (see Exhibit D), and Library policies.

The Library supports the use of progressive discipline for employees who have successfully completed the probationary period to address issues such as poor work performance or misconduct. The progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of inappropriate behavior and/or performance issues.

Outlined below are the steps of the progressive discipline policy and procedure. The Library reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling (including EAP, if

appropriate), and/or training; the employee's work record; and the impact the conduct and performance issues have on the Library.

Below is an outline of the Library's progressive discipline process:

- **Verbal warning:** A Supervisor verbally discusses an issue of concern with an employee, and explains to the employee what behavior is expected. The Supervisor retains a written record of the discussion.
- **Written warning:** Written warnings are used for behavior or violations that a Supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. A written warning is placed in the employee's personnel file. Employees should recognize the grave nature of the warning.

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when the employee has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP), which outlines a course of action for changing behavior or performance. PIP status will last for a predetermined amount of time not to exceed ninety (90) days. Within that time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the Supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed, or, if established goals are not met, dismissal may occur.

The Library Director or designee reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

I. Separation from Service

A written resignation statement form is to be submitted to the Library Director one month prior to the effective date for Managers, three weeks for full-time staff, and two weeks prior to the effective date for all other employees (see Exhibit E). The Library Director's written resignation must be submitted to the Board of Trustees at least six weeks prior to the effective date. Earned but unused vacation time will be paid upon resignation, retirement, or dismissal. Unused personal leave nor cumulated sick leave will not be paid upon resignation, retirement, or dismissal. However, a record of unused sick leave will be submitted to IMRF for Pension Service Credit when an eligible employee is terminating their employment for retirement purposes.

Any employee who leaves the employ of the Library and later returns to the employ of the Library shall be considered a newly hired employee for all purposes, including granting vacations. An employee who is resigning from a permanent position and who has serious interest in remaining available for substitute or temporary work must notify the Library Director in writing at the time of resignation. Retirement age shall be consistent with Federal and State Laws.

J. Exit Interview

Upon resignation, retirement, or dismissal of an employee an exit interview may be conducted. This interview gives the employee an opportunity to convey any thoughts the employee may have about Library policies, practices, or supervision. The interview will be conducted by the Library Director or his/her designee (see Exhibit F).

K. Grievances

Any staff member who has completed the probationary period and has a complaint or issue related to working conditions or work performance should first discuss the situation with the Supervisor. If the grievance is not resolved at this level, or if the employee feels the situation is such that communication with the Supervisor is not feasible, the employee may request a conference with the Library Director. If this process fails to resolve the grievance, the employee may provide a written explanation of the issue to the Library Director who will then present that document to the Board of Trustees and discuss it with the Board of Trustees at the next Board meeting. Following the Board meeting, the Library Director will advise the employee of the final decision on the grievance. Written communication intended for the Board shall be submitted by the employee to the Library Director at least one week prior to the date of the next Board meeting.

IV. Salary Administration

A. Salaries

A Position Classification Schedule (Exhibit B) is used to define salary ranges for all positions. Each position is assigned to a salary grade based on the job description for that position and a review of external salary survey data. Each salary grade has a midpoint salary level, a maximum salary level 20% above midpoint, and a minimum salary level 20% below midpoint. The salary grade midpoints will be incremented by a consistent percentage from one salary grade to the next.

Salary ranges will be reviewed annually. If adjustments to the salary ranges are deemed necessary, they will be based on both external factors and/or internal financial considerations.

Each employee's salary must fall within the salary range for his/her position.

The salary level for a new hire will be based on the employee's qualifications and experience. In reviewing this information, the Library Director has the authority to place a new hire in the first quartile of the salary range. If the Library Director thinks that the qualifications and experience of the employee warrant a higher salary, it must be approved in writing by the Chair of the Personnel Committee and reported to the Board of Trustees at their next regular meeting.

The salary level for the Library Director will be based upon his/her qualification and experience. The Board of Trustees will determine placement within the salary range set forth in the Position Classification Schedule (exhibit B) for his/her position.

B. Salary Review

All salary increases will be merit-based. Increase rates will be determined by the Board of Trustees each fiscal year based on budgetary considerations and external comparisons. Merit increases will be distributed upon completion of the employee's annual evaluation which shall correspond roughly with the anniversary of the employee's current position. The total merit increase amount for the entire Library staff must fall within the budgeted level. Cost of living adjustments will not be given.

Employee merit increases will be based on performance as outlined in the Evaluation Section of this Handbook.

The Board of Trustees will review the performance of the Library Director annually and award merit

increase based on performance. Merit increase rate is at the discretion of the Board and may vary from that set forth annually for all staff.

Employees being promoted to a new position in a higher salary grade will receive a promotional increase of 5% on the effective date of the promotion. In a case where the 5% promotional increase does not place the employee in the new salary range, the employee will receive an additional salary adjustment to meet the salary range minimum. If the Library Director thinks that the qualifications and experience of the employee warrant a higher salary increase, it must be approved by the Board of Trustees. Benefits eligibility date shall be determined by position date and not anniversary date.

An employee being moved to a position in a lower grade on the Salary Schedule will have his/her salary reduced to an appropriate level within the salary range for the new position.

V. Employment Categories

A. Full-Time

Employees hired to regularly work 37.5 hours per week, including Sundays as scheduled, are eligible for benefits as stated according to their classification.

B. Part-Time with Benefits

Employees hired to regularly work an average of 25 to 28 hours per week, including Sundays as scheduled, are eligible for paid-time-off benefits (vacations, sick leave, holidays, personal days, etc.) as stated according to their classification. Employees in this classification are paid on an hourly basis.

C. Part-Time without Benefits

Employees hired for fewer than 1,000 hours are not eligible for insurance benefits, tuition reimbursement, nor any paid time off (vacations, sick leave, holidays, personal days, etc.). Employees in this classification are paid on an hourly basis.

D. Temporary or Substitutes

Employees hired for a limited basis or without regularly scheduled hours are not eligible for insurance benefits, tuition reimbursement, years of service awards, or any paid time off (vacations, sick leave, holidays, personal days, etc.). Employees in this classification are paid on an hourly basis and have no expectation of minimum number of scheduled hours or continuous employment.

E. Exempt/Non-exempt

All positions graded 13 and above on the Position Classification Schedule (see Exhibit B) are exempt employees. All other staff are non-exempt.

VI. Employee Benefits

A. Vacations

Because the Library recognizes the importance of paid time off in providing the opportunity for rest, recreation, and personal activities, it provides paid vacation time. Paid vacation days may be earned by full-time employees and eligible part-time employees. The rate at which eligible employees accrue vacation time depends on their length of service in a benefit eligible position.

Vacation requests are approved by the employee's Supervisor. Employees' requests will be met whenever possible, as long as the service requirements of the Library are met. Paid holidays that fall during an employee's vacation period are not counted as part of the employee's vacation allowance. Vacation will continue to accrue during time off of work as a result of any Library service connected injury. Only vacation previously earned may be used.

Vacation leave may be claimed in hourly segments, but vacation leave payments shall not exceed the normal scheduled workday or workweek. Paid time off eligible employees may carry over fifty percent of vacation earned in the calendar year into the next calendar year. The cutoff date for use of vacation hours accrued in the previous year is the end of the first full pay period in January. All other earned but unused vacation time will be lost. First year employees have a full 12 months to use vacation earned in the first year of service.

Vacations are computed on the following schedule:

- 1) Full-Time (Exempt)
Twenty days per year (equivalent to 150 hours per year). It is suggested that exempt employees not take all 20 days consecutively.
- 2) Full-Time (Non-exempt)
Ten days per year (equivalent to 75 hours per year) for first two years, 15 days per year (equivalent to 112.5 hours) for years three through nine, 20 days (equivalent to 150 hours) for years ten and above.
- 3) Part-Time with Benefits
Ten days per year at prorated level of 5.25 hours per day (equivalent to 52.50 hours per year) for first two years, fifteen days per year at prorated level of 5.25 hours per day (equivalent to 78.75 hours per year) for years three through nine, 20 days at prorated level of 5.25 hours per day (equivalent to 105 hours per year) for years ten and above.
- 4) Other Employees
All other employees who are not eligible for paid vacation may take unpaid vacation (a maximum of four weeks per year) upon the approval of the employee's Supervisor.

B. Holidays

Full-time employees shall receive the following paid holidays per year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve after 1:00 p.m. The Library will remain closed on these holidays. (NOTE: The Library is closed on Easter Sunday, however, this is not a paid holiday.)

Should a holiday fall on an employee's regular day off, employees with benefits are entitled to take another day off during the pay period or designated time period equal to one day of their classification (7.5 for full-time employees, 5.25 for part-time with benefits employees). When a full-time employee is normally scheduled to work the evening shift but Library closes at 5:00 p.m. due to a holiday, the employee shall work the regular daytime hours that day. Part-time employees with benefits will be paid for holidays at a rate of 5.25 hours per full day or 2.75 hours per half day.

C. Sick Leave

Sick Leave is authorized for an employee's absence because of illness, injury, or medical appointments. Employees may also use sick leave for the illness or medical appointment of a family member including: children, spouses (including domestic partners), parents, siblings, parents of spouses, grandparents or stepparents, or grandchildren. Days accrued for sick leave may not be taken as vacation nor personal days. A written notice from the physician may be required. Additional medical certification from a health care provider of the employer's choice and at the employer's expense may be requested.

If an employee is unable to perform his/her duties due to illness or injury that is anticipated to last more than ten working days, the Library Director must be notified. A physician's certification may be required. If necessary, vacation leave may be used to extend the period of sick leave. As long as the employee is using paid sick or vacation leave, the employee will be entitled to regular salary and benefits. Vacation and sick leave will not accrue during unpaid leave. If the employee returns from a period of paid leave within six months, the Library will attempt to return the employee to the same position, or an equivalent one, with retained seniority, to the extent practicable. The Library will continue to pay its share of the employee's health insurance premium while an employee is out on paid sick leave. Pregnancy shall be construed as an illness for purposes of this policy.

Prior to return from a medical leave, a medical "fitness for duty" certificate from one or more health care providers may be required. The following policies apply to use of sick leave:

1) Full-Time Employees

Full time employees shall accrue sick leave at the rate of 7.5 hours per month.

2) Part-Time Employees with Benefits

Part time employees with benefits shall accrue sick leave at the rate of 3.75 hours per month.

3) Other Employees

All other employees are not eligible for paid sick leave.

4) Accumulation of Sick Leave

Sick leave may be accumulated to 60 days for full-time employees or 225 hours for part-time with benefits employees. Sick time hours are not compensable upon resignation or retirement.

5) Unused Sick Leave

Unused or accumulated sick leave may not be transferred to another employee during employment or at termination. When an IMRF employee retires from the Library, the Library will report accrued and unused sick days to IMRF in accordance with applicable IMRF regulations.

6) Use of Sick Leave for Family Emergency

In circumstances of extreme emergency within the immediate family (as defined earlier in the Sick Leave policy), an employee may submit a request for use of accumulated sick leave to deal with the emergency. Request for such use of sick leave must clearly state the emergency and reasons for the need to take time off. Request must be made in writing to the Library Director with a copy to the immediate Supervisor. Request may be granted at the discretion of the Library Director. Use of sick leave for family

emergency will have the following limitations:

- Employee may only use this extraordinary sick leave within the period up to 90 days beyond the onset of the family emergency.
- Employee may only use this extraordinary use of sick leave only for activities directly related to resolving the family emergency and/or recovering from its after effects.
- Total hours per week paid to an employee during the family emergency, including all sick leave allowed under this policy, other paid leave and/or hours actually worked, shall not exceed the normally scheduled number of hours per week for that employee.

D. Personal Leave

Full-time employees are granted two days per calendar year paid as personal days. Advance notice should be provided to the Library Director or Supervisor. Personal leave may not be accumulated or carried over into a new calendar year. **Unused personal leave is not compensable in the event of resignation or retirement from employment.**

E. Group Health (Medical, Dental, Vision) Insurance

Full-time employees are eligible to participate in the Library's group health insurance plans. Library contributions toward the insurance premium for eligible employees and their families electing such coverage will be determined annually by the Board of Trustees based on recommendations from the Library Director, external considerations, and budgetary limits. The employee's contribution toward the elected health plan coverage will be deducted from his/her paycheck.

New employees who wish to participate in the Library's group health insurance must notify the Library Director within 30 days of the first day of employment and submit the required documentation for such enrollment. Coverage will begin on the first day of eligibility according to rules and regulations set forth by the group plan(s). Upon termination of employment from the Library, coverage will cease on the last day of eligibility according to rules and regulations set forth by the group plan(s).

Any eligible employee who wishes not to be a part of the Library's health insurance plan must decline in writing. Employees who decline the Library's health insurance are not entitled to compensation in another form.

F. Life Insurance

Full-time employees are eligible to participate in the Library's group life insurance plan(s). Library contributions toward the insurance premiums will be determined annually by the Board of Trustees based on recommendations from the Library Director, external considerations, and budgetary limits. Additional opportunities for purchasing life insurance for eligible employees and their families may be available as determined by third-party insurance providers. The employee's contribution toward the elected life insurance plan coverage will be deducted from his/her paycheck.

New employees who wish to participate in the Library's group life insurance must notify the Library Director within 30 days of the first day of employment and submit the required documentation for such enrollment. Coverage will begin on the first day of eligibility according to rules and regulations set forth by the group plan(s). Upon termination of employment from the Library, coverage will cease on the last day of eligibility according to rules and regulations set forth by the group plan(s).

Any eligible employee who wishes not to be a part of the Library's group life insurance plan(s) must decline in writing. Employees who decline the Library's group life insurance are not entitled to compensation in another form.

G. Employee Assistance Program (EAP)

The objective of the Employee Assistance Program (EAP) is to assist eligible employees and trustees of the Library and their family members when personal or family problems are contributing to or may contribute to deteriorating job performance or quality of life. It is recognized that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred to appropriate care. The program provides these services through special arrangements with an outside counseling resource. The program deals with the broad range of human problems such as emotional/behavioral, family and marital, alcohol and/or drug, financial, legal, and other personal problems.

The program provides problem assessment, short term counseling, and referral. Costs for these services are covered by the Library. Costs incurred for other services not covered by insurance or other benefits are the responsibility of the employee/trustee.

The policy for use of this program:

- 1) The Library is concerned with an employee's personal problems and how they affect him/her as a person as well as how the employee's well-being influences his/her work performance.
- 2) The policy applies to all employees or trustees of the Library no matter what their job title, employment status or responsibilities. Participation in the Library's health insurance plan is not an eligibility requirement to use the EAP benefit.
- 3) The program is available to employees, trustees, or their families on a self-referral basis since problems at home can affect the job. If employees or immediate family members have personal problems that may benefit from assistance, they are encouraged to use the program.
- 4) Participation in the program will not jeopardize an employee's job security, compensation level, promotional opportunities, or reputation.
- 5) All records and discussions of personal problems will be handled in a confidential manner. These records will be kept by the designated counseling resource and will not become a part of the employee's personnel file.
- 6) Employees will be encouraged to seek assistance to determine if personal problems are causing unsatisfactory job performance. If performance problems are corrected, no further action will be taken. If performance problems persist, the employee will be subject to normal corrective procedures.
- 7) All levels of management are responsible for using this program when appropriate to

assist in resolving job performance problems related to personal problems.

- 8) Sick leave may be granted for treatment or rehabilitation on the same basis as for other health problems. Consideration will also be given for the use of vacation, personal days, or leave without pay if sick leave is not available.
- 9) This policy does not alter or replace existing administrative policy or contractual agreements, but serves to assist in their utilization.

H. Anti-Smoking Assistance

The Library will reimburse any employee up to a limit of \$150 for anti-smoking programs or medication not covered by health insurance. Proof of participation must be supplied to the Library Director or his/her designee.

I. Illinois Municipal Retirement Fund (IMRF)

Employees who are regularly scheduled for 1,000 hours or more per year are required to join IMRF. Staff members who belong to IMRF under the 600 hour rule as a result of previous employment with an IMRF employer, will maintain the minimum of 600 hours as a requirement to belong even if they are newly hired by the Library. The employee's required contribution toward IMRF will be deducted from each paycheck issued.

J. Social Security

All employees are covered by Social Security and contribute as mandated by law.

K. Workers Compensation

All employees are protected by Workers Compensation Insurance for injuries sustained in the performance of their duties. All such injuries must be reported by the employee or employee's representative in writing immediately to the Library Director. (See Incident Report Form, Exhibit G)

L. Staff Recognition Program

The Library recognizes years of service at 5-year increments by awarding full-time and part-time staff with regularly scheduled hours a bonus in the amount of \$10 per year on or near the anniversary of their employment with the Library.

M. Library Cards

Employees will be issued a staff library card during their employment. The card provides full library service to the employee at the Library and is strictly intended for "local use only." Reciprocal borrowing privileges are excluded.

N. Overdue Fines

Employees and trustees are exempt from paying local overdue fines. This privilege does not extend to family members. Fees for lost or damaged materials will be charged as for any other patron. Any fines being charged by a lending library on overdue interlibrary loan materials must be paid by the borrower.

O. Photocopy and Paper Charges

Employees and trustees will be charged half of the fee charged to the public for photocopies and computer generated paper for personal use.

P. Fax Machine

Employees and trustees may receive fax copies on the Library fax machine at no charge. Employees and trustees may send fax copies within the free call area codes at no charge. For longer distances, the employee or trustee will be charged for the fax outside the free call area codes when the phone bill is received.

Q. Personal Telephone Calls

Employees may make personal long-distance calls from the Library on an emergency basis. The employee will be charged for the calls outside the free call area codes when the phone bill is received.

All personal telephone calls should be made from office areas only, and must be kept to a minimum. Employees' personal cell phones should always be turned off or silenced when in public areas.

R. Personal Check Cashing

The Library is unable to cash personal checks for employees except under extraordinary circumstances. In cases of emergency, the limit is \$10.

S. Personal Book Orders

Employees and trustees may order books through the Library's book vendors and pay the discounted rate. The exact amount of discount cannot be predetermined, and a discount cannot be guaranteed. There will be a limit on the amount of personal books that can be ordered each year. The Library will not send back personal books that have been ordered unless they are defective. Payment for personal books must be received at the time the book is picked up. The privilege of ordering personal books through the Library does not extend to friends or family members of employees or trustees.

T. Use of Meeting Room

Employees may use the public meeting spaces for personal use in compliance with Meeting Room Use policy (see Exhibit H).

U. Ethics

Employees are expected to comply with the Library's Ethics Ordinance #2003-11 (see Exhibit I).

VII. Staff Development

A. Professional Organizations

Employees are encouraged to belong to professional organizations. The Library will pay the basic dues to two professional organizations for full-time professionals. The Library will pay the basic dues to one professional organization for any part-time professional who regularly works at least 25 hours per week. At the Library Director's discretion, dues to other professional/ paraprofessional organizations that will be of benefit to the staff will also be paid.

B. Meetings, Workshops and Classes

Staff members are encouraged to attend job related meetings, workshops, and classes (hereafter "meetings"). Attendance requires prior approval by the Library Director and shall be paid by the Library. As of January 1, 2017, the Library shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library business in compliance with the Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1. Examples of expenses which may be reimbursed include

expenses for conferences, meetings, or any other events or programs consistent with the Library District's mission. Employees will be considered in work status while attending such meetings and attendance shall be subject to the needs of the Library. Lunch will be paid by the Library if the lunch fee is required at the time of registration, if lunch is an integral part of the meeting or if the meeting is an all-day meeting. The Library will reimburse the employee, subject to approval by the Library Director, for lunch, provided the receipt accompanies the reimbursement request. For a staff member who is at an all-day conference or one which lasts several days, the Library will reimburse, subject to approval by the Library Director, for meal allowance when verified by receipts. For travel incurred to and from attending Library-related meetings, the cost of train, taxi, etc. will be reimbursed, as will use of personal auto at the current mileage reimbursement rate announced by the I.R.S. A "Report from Meeting Attendance" form (see Exhibit J) and "Expense Reimbursement" form (see Exhibit K), if expenses were incurred, will be required upon the employee's return.

Non-exempt employees will be paid for the exact number of hours worked, including overtime when appropriate.

C. Tuition Reimbursement

"Tuition," as referred to in this policy, is limited to tuition, fees, and textbooks mandated in order for the employee to participate in a course being taught at an accredited college or university.

A Library employee who has been employed full-time, and/or no less than 25 hours per week, for a continuous, consecutive period of 12 months or more, may be eligible for tuition reimbursement for courses taken and completed. Tuition reimbursement shall be on a course-by-course basis. Reimbursement for one course does not imply reimbursement shall be granted for an entire degree or entire program of study. Tuition reimbursement is intended for employment related courses, library technology courses and courses that afford the employee advancement opportunities in the profession that will be a benefit to the Library and will otherwise maintain or improve the skills required by the employee for Library employment. In no way, does completion of courses and/or programs and receipt of tuition reimbursement by the employee, guarantee that the employee shall be promoted, or his or her career will be advanced at the Library. In order to be eligible for tuition reimbursement, the employee must complete and tender to the Library Director a signed Tuition Reimbursement Request Form (see Exhibit L) at least 21 days prior to registration in the course or as soon as possible. If the request for tuition reimbursement is approved, prior to payment of tuition reimbursement the employee must:

- 1) Complete the course with a minimum grade of "B," or, if the course is on a pass-fail basis, the employee must receive a passing grade in the course; and
- 2) Provide the Library Director with a transcript, or other evidence of having completed the course with a grade as described in paragraph 1 above, within 14 days of the employee having received same; and
- 3) Provide the Library Director with a copy of all receipts for which the employee is requesting reimbursement.

Tuition reimbursement is subject to the Library's budgetary limitations, not to exceed the tax-free educational assistance benefits threshold as defined by IRS for full-time employees or half of the tax-free benefit threshold for part-time employees with benefits. If a request for tuition reimbursement exceeds the Library's budgeted allotment for tuition reimbursement, the request may be denied or the employee may be reimbursed a lesser amount determined by the Library Director at the time that the request for

tuition reimbursement is granted.

If the employee's employment with Library is terminated, voluntarily or involuntarily, within 12 months of the employee's completion of the course, the employee shall reimburse the Library for one-half of the reimbursement received by the employee under this policy. The Employee must reimburse the Library within 14 days of the termination or within a reasonable time if otherwise approved by the Library Director in writing. Should the Library not receive reimbursement from the employee as provided herein, the Library may take the appropriate legal steps to obtain the reimbursement, and the employee shall be responsible for any and all legal fees and costs incurred by the Library in collecting the reimbursement from the employee.

VIII. Leaves of Absence

A. Discretionary Unpaid Leave of Absence

A leave of absence without pay may be granted by the Library Director for good cause. All requests for a discretionary leave of absence without pay must be submitted in writing to the Library Director through the Supervisor. Employees on unpaid leave of absence will not earn vacation or sick leave. Employees returning from such unpaid leave of no longer than 12 weeks may be returned to their original position, or at an equivalent position, as determined by the Library Director. However, if the employee's same or similar position is not available, the employee may be terminated. The Board of Trustees shall be notified of any such leave in excess of 30 days.

B. Family and Medical Leave Act (FMLA)

General Provisions

The Library complies with the Family and Medical Leave Act (FMLA). The Library will grant up to 12 weeks of leave (26 weeks for a covered military service member) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. The Library reserves the right to designate a leave as FMLA leave if the employee is absent three or more consecutive days, or if an absence pattern develops, for a qualifying FMLA reason.

Eligibility

The employee must have worked at Library for at least 12 months and have 1,250 hours of service during the 12-month period immediately before the date when the leave is requested to commence. The 1,250 hours used for calculation of eligibility include only hours worked. Paid leave and unpaid leave, including FMLA leave, are not included in this calculation.

Type of Leave Covered

To qualify for up to 12 weeks FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- For birth and care of a newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of his/her own

- serious health condition; or
- For a “qualifying exigency” arising out of the fact that the employee’s immediate family member is on “covered active duty” or call status in the Armed Services of the United States.

The FMLA also provides for up to 26 weeks of leave in a 12-month period to care for an immediate family member or next of kin who is a service member with a serious illness or injury and is on covered active duty in the Armed Services of the United States.

Intermittent/Reduced Schedule Leave

FMLA can be taken intermittently or on a reduced leave schedule *when medically necessary*. FMLA due to qualifying exigencies may also be taken on an intermittent basis. FMLA may not exceed a total of 12 weeks (or 26 weeks to care for an injured or ill military service member) over a 12 month period. FMLA for part-time or variable hour employees is calculated on a pro-rata basis. A weekly average of the hours worked over the 12 weeks immediately prior to the beginning of the leave will be used for calculating the employee’s normal work week.

Measurement of Leave

FMLA will run concurrently with any other paid or unpaid leave taken for a qualifying FMLA reason. Eligible employees are required to use accrued paid leave during FMLA leave prior to taking unpaid leave. The 12 month rolling period for FMLA eligibility purposes is calculated beginning the first date an employee uses any leave under this policy.

Benefits and Protections

While an employee is on approved FMLA leave, the Library will continue the employee’s health insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on approved FMLA paid leave, the Library will continue to make payroll deductions to collect the employee’s share of the premium. While on approved FMLA unpaid leave, employees must continue to pay their portion of the premium which is to be received by the 15th of the month. If the employee returns to work within the 12 weeks (26 weeks to care for a covered military service member) following an approved FMLA leave, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, and status. However, if the employee’s same or similar position is not available, the employee may be terminated.

Physician’s Certification

An employee may be required by the Library Director to provide a physician’s certificate for him or herself or the family member supporting the need for the leave. Recertification may be requested as applicable.

Requesting Leave and Employee Responsibilities

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Library operations. Employees requesting planned FMLA leave must submit a leave request form for approval 30 calendar days in advance of the start of the leave. If not practicable, the employee will need to provide verbal notice, followed by written notice to the Library Director or his/her designee, generally within one to two days. The Library may require an employee to report periodically on the status of the leave and intent to return to a full work schedule.

Fitness for Duty

A “fitness for duty” clearance will be required from a physician prior to returning to work after a leave

for the employee's own health condition.

Please refer to current FMLA documentation which is posted in the Library for further information and eligibility. Employees with questions about what is covered under the FMLA policy are encouraged to consult with the Library Director or his/her designee.

C. Victim's Economic Safety and Security Act Leave (VESSA)

The Victim's Economic Safety and Security Act (VESSA) entitles eligible employees who are victims of domestic or sexual violence, or who have a family or household member who is a victim, to take up to 12 work weeks of unpaid, job protected leave during any 12-month period to seek related medical attention, victim services, counseling or legal assistance. VESSA leave may be taken intermittently or on a reduced work schedule.

All VESSA leave requests must be submitted at least 48 hours in advance to the Library Director or his/her designee, except in cases where such notice is not practicable. Employees may be required to provide certification by a doctor or other authorized professional of the employee's or family member's need for such leave under VESSA. Upon the employee's return to work the employee will be restored to his/her prior position or to an equivalent position with equivalent employment benefits and pay, whenever possible.

D. IMRF Disability

IMRF members may be eligible for IMRF disability benefits. Employees should consult with IMRF for current rules and regulations regarding eligibility for IMRF disability. If an employee chooses to take an IMRF disability leave of absence, he/she may not use sick or vacation leave during the period covered by IMRF. The employee will not earn sick and vacation leave and the health/life insurance premiums will not be paid by the Library during the leave. A physician's certification will be required before returning to work. If the employee returns from such leave within six months, the Library will attempt to return the employee to the same position, or an equivalent position.

E. Jury Duty

Any employee called for jury duty or required by subpoena to be a witness in a court proceeding shall be granted time off with pay for the time served, less jury pay. During periods of such service, the employee is expected to report for work when not actually engaged in court proceedings. Any employee receiving a summons to duty shall notify his/her Supervisor or the Library Director immediately.

F. Bereavement

Employees will be granted up to five consecutive days of paid leave, including the day of the funeral, based upon their regular work schedule in the event of a death of an immediate family member (child, spouse, sibling, or parent of the employee or employee's spouse) upon approval of his/her Supervisor.

G. Leave for Child's School Visitation

The Library complies with the School Visitation Rights Act of Illinois.

Employed parents and guardians who are unable to meet with teachers or other educators because of work conflicts have the right to time off from work to attend necessary educational and behavioral conferences, including school conferences, classroom activities, award ceremonies, graduations, etc.

For employees to qualify for time off under this Act, they must have been employed an average of 25 hours or more per week for at least six consecutive months at the Library immediately prior to the leave.

The definition of a child includes a biological, adopted or foster child, step-child, or legal ward. The child must be attending a primary or secondary public or private school in Illinois or a state which shares a common boundary with Illinois.

Employees shall first exhaust all accrued vacation, personal leave (if eligible) before requesting time off under this Act. The Library will grant up to a total of eight unpaid hours during any school year, but no more than four unpaid hours on any given day, to attend school conferences and activities that cannot be scheduled during non-work hours. Unpaid time off may be "made up" if the needs of the Library require it.

A written request for leave under this Act should be submitted to the Supervisor and/or Library Director as early as possible but no less than 24 hours in advance. The Library reserves the right to request documentation from the school for the covered events.

H. Military Leave

The Library complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Family Military Leave Act. The rights of the employee shall be in accordance with applicable law.

I. Voting

A maximum of two hours of time off for voting shall be allowed to an employee if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of polls. The employee must submit the request for time off before Election Day. The Supervisor may schedule the employee's time off for voting to accommodate the Library's needs. Time off for voting shall be in accordance with applicable law.

J. Blood Donation

A full-time employee who has been employed at the Library for a period of six consecutive months or more may use up to one hour of paid time off to donate blood every 56 days and up to two hours to donate blood platelets in accordance with appropriate nationally recognized medical standards. The employee must submit the request for time off in writing at least 24 hours ahead to his/her Supervisor, and provide medical documentation of the proposed blood donation. The Supervisor may schedule the employee's time off for blood donation to accommodate the Library's needs. Time off for blood donation will be in accordance with applicable law.

K. Organ Donation

Upon request, an employee may use up to 30 days in a 12-month period to serve as a bone marrow or organ donor in accordance with appropriate nationally recognized medical standards. Leave may not be granted more than 24 times in a 12-month period for this purpose. The employee must submit the request for time off in writing to his/her Supervisor at least one week ahead and provide medical documentation of the proposed organ donation. The Supervisor may schedule the employee's time off for organ donation to accommodate the Library's needs. Time off for organ donation will be in accordance with applicable law.

IX. Personnel Policies

A. Equal Employment Opportunity (EEOC)

The Library provides equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, sexual orientation, unfavorable military discharge status, citizenship, gender identity or expression, arrest record, pregnancy, or other protected classifications, all in compliance with applicable law. This includes, but is not limited to, initial consideration for employment, job placement and assignment, promotion and advancement, compensation and benefits, training and professional development opportunities, and discipline and termination.

Any employee who believes this policy has been violated should report the situation to the Library Director or the Library Board of Trustees. All such matters will be held in confidence to the extent possible, thoroughly investigated, and rectified if a policy violation is identified. The Library strictly prohibits any retaliation against an employee who brings forth a claim that this policy has been violated, regardless of the results of any investigation.

B. Reasonable Accommodations for Employees with Disabilities

The Library will provide reasonable accommodations to enable qualified employees with disabilities to perform their essential job functions. Pregnancy shall be construed as a disability for purposes of this policy. Depending on the circumstances, a reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures. Any employee who believes he or she needs an accommodation based on disability should bring the matter to the attention of the Library Director or his/her designee. The employee may be required to provide medical documentation establishing the existence of a disability, any job-related restrictions, and the estimated length of time for which accommodation is needed. The Library will keep all medical information confidential to the greatest extent practicable.

C. Sexual-Harassment Policy

Purpose

The Library prohibits sexual harassment of Library employees, patrons, or visitors in compliance with state and federal law. Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment. This policy sets forth procedures by which allegations of sexual harassment may be filed, investigated, and resolved.

Definition

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of sexual nature when:

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance, creating an intimidating, hostile, or offensive working environment.

Description/Examples

Examples of conduct which could be considered for sexual harassment include but are not limited to:

- 1) Persistent unwelcome flirting, pressure for dates, sexual comments, or touching;
- 2) Sexually suggestive jokes or gestures repeatedly directed toward another or sexually oriented comments about another;
- 3) Preferential treatment of any employee, or a promise of preferential treatment of any employee, in exchange for sexual conduct, or the denial or threat of denial of employment benefits or advancement for refusal to consent to sexual advances.

Procedures for Filing a Complaint Internally

In the event that an employee has a complaint concerning sexual harassment or if an employee learns that conduct of the nature prohibited by the Library sexual harassment policy may be occurring, the employee should immediately notify his/her Supervisor of the harassment. The Supervisor shall notify the Library Director in writing on the confidential Sexual Harassment Fact Finding Form (see Exhibit M). If the alleged conduct is that of the immediate Supervisor, the employee is encouraged to report such incidents in writing directly to the Library Director or a member of the Board of Trustees.

Upon receipt of the complaint, the Library Director or his/her designee shall take immediate and appropriate steps to ensure that the complaint is investigated. If the complaint is determined to be valid, the offender will face immediate and appropriate disciplinary action. If the complaining party is not satisfied with the disposition, he or she may submit a written appeal to the Board of Trustees, who will review the allegations, the investigation material, and the recommended action. Employees who file intentionally false claims of sexual harassment will be subject to disciplinary action.

The Library will investigate complaints of sexual harassment as confidentially and discreetly as possible.

Procedure for Filing a Complaint Externally

An employee has the right to contact the Illinois Department of Human Rights (IDHR) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense.

Contacts

Illinois Department of Human Rights (312) 814-6200 (312) 263-1579 TDD
www.state.il.us/dhr

Illinois Human Rights Commission (312) 814-6269 (312) 814-4760 TDD
www.state.il.us/ihr

Protection against Retaliation

It is unlawful to retaliate in any way against anyone who has complained about sexual harassment or discrimination.

D. Drug and Alcohol Free Workplace

All Library employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the Library's intent and obligation to provide a drug-free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, possession, or use of a controlled substance on Library premises or while conducting Library business off Library premises is absolutely prohibited. The possession, distribution, or use of alcoholic beverages by any Library employee is prohibited during working hours. Individuals found using alcohol during working hours will be subject

to disciplinary action up to and including termination. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. The Library complies with the Drug Free Workplace Act of 1988, 41 USC 8103.

The Library recognizes drug and alcohol dependency as an illness and a major health problem. Employees are encouraged to request assistance through the Library's Employee Assistance Program (EAP) and/or reputable sources in the community in dealing with a personal alcohol or drug-related problem. Eligible employees covered by the Library's health insurance plan needing help in dealing with such problems are encouraged to use the health benefits as appropriate.

Employees who wish to report drug and alcohol use in violation of this policy should contact the Library Director or, in the event the matter concerns the Library Director, the Board of Trustees. The Library will maintain the confidence of this information to the extent possible.

E. Acceptable Use of the Library's Technology Systems

The Library maintains an electronic communications and technology system to facilitate the work of the Library and to assist Library employees in the efficient performance of their work. This includes, but is not limited to, computers, servers, networks, internet and intranet capabilities, internal and external data/voice communications, email, voicemail, and telephone systems ("the System"). The System also incorporates all applications, files and documents assessed, received from, or transmitted over any of the Library's local and network drives. Use of the Library's System includes obtaining access to the System from any computer terminal whether or not owned or operated by the Library.

The Library's technology system is intended to be used for business purposes only. Incidental informal or personal use is permissible only within reasonable limits, when such use will not interfere in any way with Library business or operations, and will not cause additional cost to the Library. E-mail, voicemail, Internet messages, and all other electronic communications on the Library's technology system are subject to the rules noted below; the following uses of the System, among others, are expressly prohibited:

- Retrieving, viewing or disseminating obscene, sexually explicit, indecent or vulgar materials;
- Improper access or use of any copyrighted materials;
- Harassing, threatening, or demeaning any person or group of persons;
- Transferring files or software to a library computer without prior authorization;
- Engaging in solicitation or for-profit activities, including sales or advertising;
- Accessing files without permission, or vandalizing another user's data or files;
- Gaining unauthorized access to any resources;
- Engaging in any illegal activity.

Employees have no expectation of privacy in connection with their use of the System, including in any messages created, sent, or received over the Library's email, computer, internet, or phone system. The Library has the right to and may monitor, access, retrieve, and delete any document, communication, or use of the System at any time.

The Library reserves the right, as required by law, to disclose employee e-mail and voicemail messages or Internet records to law enforcement or government officials or to other third parties without notification to or permission from the employees sending or receiving the messages. As a condition of initial and continued employment, all employees consent to Library's review and disclosure of e-mail and voicemail messages and Internet records.

Employees are not permitted to disclose or share their individual passwords, may not log other persons onto the Library's network under their account, and may not log on as another individual. Employees may not install or download software or any applications to the System without a business purpose that has been approved by their Supervisor. The security of the Library's communications and technology System is essential and is considered a high priority for all employees. Any employee who becomes aware of any security risk or abuse of the System is required to notify his/her immediate supervisor immediately.

Any violation of these policies, or any other action taken by an employee that harms or compromises the System, is subject to discipline up to and including immediate termination, and/or appropriate legal action.

TO: Board of Trustees
FROM: Christine Lazaris
DATE: April 12, 2017
RE: Graphic Design Assistant Proposal

GPLD currently employs one full-time and one part-time graphic designer. Some years ago the part-time graphic designer reported to Youth Services and only worked on YS projects; the full-time designer reported to the Assistant Director and worked on the newsletter, library-wide projects, and adult program promotions.

Shortly after I joined GPLD we changed the reporting structure and the part-time designer no longer reported to Youth Services. More recently both designers began reporting to the PR and Marketing Manager. The new collaborative partnership of both designers working on library-wide projects as needed has proven beneficial for time management and cohesive branding. However, as more graphics are produced additional support work (such as printing, hanging, cutting, folding, and distributing materials) is generated. Until now this work has been done as needed by either graphic designer.

Our current part-time graphic designer has given her resignation notice so that she can pursue her passion for the fine arts. Upon evaluating this job opening the team (Deputy Director, PR and Marketing Manager, and full-time graphic designer) believes it would benefit the Library to have the full-time graphic designer focus solely on design work and utilize the part-time position to not only provide design but also provide support to the full-time designer.

I recommend hiring a part-time graphic design assistant in place of a part-time graphic designer. A draft job description and updated position classification schedule reflecting placement of this new position on the schedule are provided for your review.

With your approval we will begin recruiting for a part-time graphic design assistant.

POSITION: Graphic Design Assistant
DEPARTMENT: Administration
GRADE: 9
CLASSIFICATION: Full or Part Time, Non-Exempt

I. SUMMARY

Under the general direction of the Public Relations and Marketing Manager, participates in creating and producing graphic projects in a collaborative atmosphere for all areas of the library. Ensures consistency and efficacy across the visual materials that support and communicate the library's brand. Contributes to creating a positive environment and enthusiasm about the library.

II. DUTIES AND RESPONSIBILITIES

A. Primary duties and responsibilities

1. Designs and creates library publicity pieces as assigned, including the library newsletter, program brochures, posters, tickets, on-site displays, flyers, library products, website, print and digital signage as needed
2. Assists Graphic Designer with publicity production, including arranging, hanging, cutting, folding, distributing, etc.
3. Assists Graphic Design with creating graphics and décor for library-based/sponsored programs
4. Promotes the library by the practice of good public relations

B. Additional or specialized duties

1. Collaborates with colleagues within and across departments in providing information, planning services, and developing resources for library patrons; serves as member of cross departmental teams as assigned
2. Participates in continuing education opportunities and professional activities that are pertinent to the position
3. Other duties as assigned

III. Knowledge, Skills, and Abilities Required

1. Embraces "Service at the level of WOW!" philosophy
2. Maintains current knowledge of library services, practices, techniques and technology; exhibits willingness to learn and proactive approach to developing new skills as needed

3. Demonstrates a working knowledge of graphics software currently used for library applications and by local printers (e.g., Adobe PhotoShop, Illustrator and InDesign)
4. Ability to work and communicate effectively with public and staff
5. Ability to set priorities, make independent decisions, and exercise discretion with patrons and staff
6. Ability to follow through tasks to completion and meet strict deadlines
7. Strong attention to detail

IV. Physical Skills and Abilities Required

1. Ability to use computer keyboard, telephone and other library equipment
2. Ability to operate graphics equipment (e.g., large-format printer)
3. Ability to read small print accurately
4. Manual dexterity and strong fine motor skills

V. Qualifications for Position

1. High school diploma or GED
2. Two years of college with specialized coursework in graphics, art and/or graphic software preferred

**Geneva Public Library District
Position Classification Schedule
FY17 (July 2016 - June 2017)**

Draft. 4.17				
Grade	Job Title	Minus 20% Minimum	Midpoint	Plus 20% Maximum
21*	Library Director	\$93,471.20	\$116,839.00	\$140,206.80
18*	Deputy Director	\$72,176.80	\$90,221.00	\$108,265.20
16*	Manager (AS, CS, DS, TS, YS)	\$60,750.40	\$75,938.00	\$91,125.60
15*		\$54,912.00	\$69,670.00	\$83,604.00
14*	Network Administrator	\$51,139.20	\$63,924.00	\$76,708.80
13*	Assistant Manager (AS, YS) Public Relations/Marketing Manager	\$46,913.60	\$58,642.00	\$70,370.40
12	Digital Services Librarian	\$43,039.20	\$53,799.00	\$64,558.80
	Outreach and Special Services Librarians	\$22.07	\$27.59	\$33.11
11	Graphics and Web Designer	\$39,488.00	\$49,360.00	\$59,232.00
	IT Assistant	\$20.25	\$25.31	\$30.37
	Librarian			
10	Assistant Manager (CS)	\$36,224.80	\$45,281.00	\$54,337.20
	Facilities Manager	\$18.58	\$23.22	\$27.86
9	Administrative Assistant	\$33,236.00	\$41,545.00	\$49,854.00
	Cataloging Assistant	\$17.04	\$21.30	\$25.56
	Library Assistant (AS, YS)			
	Graphic Design Assistant			
8	Senior Customer Service Assistant	\$30,488.00	\$38,110.00	\$45,732.00
		\$15.63	\$19.54	\$23.45
<i>*Grade 13 and above positions exempt status</i>				

Grade	Job Title	Minimum Minus 20%	Midpoint	Maximum Plus 20%
7	Interlibrary Loan (ILL) Assistant	\$27,964.00	\$34,955.00	\$41,946.00
	Technical Services Assistant	\$14.34	\$17.92	\$21.51
6	Facilities Assistant	\$13.15	\$16.44	\$19.73
5	Customer Service Assistant	\$12.06	\$15.08	\$18.10
2		\$9.31	\$11.64	\$13.97
1	Material Handler	\$9.12	\$10.95	\$13.14
	Inventory Clerk			

Valley Insurance Agency, Inc.
422 East State Street
Geneva, IL 60134
www.via-inc.com

INVOICE # 13589		Page 1
ACCOUNT NO. GENELII	OP KH	DATE 03/31/17
BALANCE DUE ON 03/31/17		

Geneva Public Library District
127 James St.
Geneva, IL 60134

X.H

itm #	Eff Date	Trn	Type	Policy #	Description	Amount
209426	03/23/17	REN	BOND	601089316	Treasurers bond 17-18	\$ 2,500.00
						Invoice Balance: \$ 2,500.00

Please remit payment to Valley Insurance, thank you!

Hold For
Bd approval

Date
Approved
DH Approve
Rec'd By
Account

4/7/17
wk
50-5418



ENTERED



BOND

No. 601089316

KNOW ALL MEN BY THESE PRESENTS:

That we Mark Raymond Adams

[Redacted Principal Name]

(Insert Full Name [top line] and Address [bottom line] of Principal)

as Principal and The Ohio Casualty Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire, (hereinafter called the Surety, are held and firmly bound unto Geneva Public Library District 127 James Street, Geneva IL 60134

(Insert Full Name [top line] and Address [bottom line] of Obligee)

in the aggregate and non-cumulative penal sum of Two Million Five Hundred Thousand Dollars And Zero Cents (\$2,500,000.00) DOLLARS, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been elected or appointed to (or holds by operation of law) the office of Library Board Treasurer for a term beginning on 03/23/17 and ending on 03/23/18.

Now, therefore, the condition of this Obligation is such that if the said Principal shall well, truly and faithfully perform all official duties required by law of such official during the term aforesaid, then this obligation shall be void; otherwise it shall remain in full force and effect, subject to the following conditions:

First: That the Surety may, if it shall so elect, cancel this bond by giving thirty (30) days notice in writing to Geneva Public Library District and this bond shall be deemed canceled at the expiration of said thirty (30) days, the Surety remaining liable, however, subject to all the terms, conditions and provisions of this bond, for any act or acts covered by this bond which may have been committed by the Principal up to the date of such cancelation; and the Surety shall, upon surrender of this bond and its release from all liability hereunder, refund the premium paid, less a pro rate part thereof for the time this bond shall have been in force.

Second: That the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring through or resulting from the failure of, or default in payment by, any banks or depositories in which any public moneys or funds have been deposited, or may be deposited, or placed to the credit, or under the control of the Principal, whether or not such banks or depositories were or may be selected or designed by the Principal or by other persons; or by reason of the allowance to, or acceptance by the Principal of any interest on said public moneys or funds, any law, decision, ordinance or statute to the contrary notwithstanding.

Third: That the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect any taxes, licenses, levies, assessments, etc., with the collection of which he may be chargeable by reason of his election or appointment as aforesaid.

SIGNED, SEALED and DATED March 31, 2017

[Signature of Mark Raymond Adams]
Mark Raymond Adams

The Ohio Casualty Insurance Company

By: [Signature of Attorney-in-Fact]
Attorney-in-Fact

OATH OF OFFICE

STATE OF Illinois
County of Kane } SS

I, Mark Raymond Adams,
do solemnly swear (or affirm) that I will support, protect and defend the Constitution of The United States and the Constitution of the
State of Illinois and that I will discharge the duties of my office of Library Board Treasurer
with fidelity; that I have not paid or contributed, or
promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my nomination or election (or
appointment), except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election
law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money
or other valuable thing for the performance or non-performance of any act or duty pertaining to my office than the compensation
allowed by law. So help me God.

Mark Raymond Adams
Mark Raymond Adams

Sworn to and subscribed before me this 7th day of April, 2017

Meredith Anderson

