

AGENDA
TELECONFERENCE MEETING OF THE
NAPERVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
7:00 PM – WEDNESDAY, NOVEMBER 18, 2020

This meeting may be viewed on Naperville Public Library’s YouTube channel:
[youtube.com/napervillelibrary](https://www.youtube.com/napervillelibrary)

- 1. CALL TO ORDER**, Jeanine O’Meara, President
This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. The Board President has determined that an in-person meeting is not practical or prudent because of the disaster.
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**, Nancy Hayes, Secretary
- 4. CONSENT AGENDA** ACTION
(Any item on the Consent Agenda may be removed for separate consideration by any Board Member)
 - A. APPROVAL OF MINUTES – ATTACHMENT
 1. October 21, 2020 – Regular Meeting
 - B. APPROVAL OF EXPENDITURES - ATTACHMENT
 1. October 13, 2020
 2. October 28, 2020
 - C. FINANCIAL REPORTS – ATTACHMENT
 1. Statement of Cash – October 2020
 2. Statement of Revenue and Expense – October 2020
- 5. PUBLIC COMMENT**
- 6. REPORTS**
 - A. Director’s Report - November RECEIVE
 - B. Monthly Statistics RECEIVE
- 7. OLD BUSINESS**
None

8. NEW BUSINESS

- A. Recommendation for Insurance – General Liability, Workers Compensation, & D&O – 12/1/20-11/30/21 ACTION
- B. Update to Use of Library Displays Policy ACTION
- C. Elimination of Guidelines Policy ACTION
- D. 2021 Schedule of Library Closings ACTION
- E. 2021 Board Meeting Schedule ACTION
- F. Additional Board Comments and Questions RECEIVE

9. ADJOURNMENT

ACTION

CALENDAR

December 16, 2020, Board Meeting, Nichols, Community Room, 7pm

Visitors are welcome to all meetings of the Library Board. Anyone who wishes to address the Board must sign in on the sign-up sheet. Those who wish to address a topic that is not on the Board agenda should sign-up to address the Board during the agenda item, Public Forum. Persons wishing to address an item that is on the agenda should indicate on the sign-up sheet the agenda item to which they wish to speak. They may then address the Board when the item is up on the agenda, prior to the Board’s consideration of the item. Speakers are limited to five (5) minutes. The Board requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state their name and the group they are representing before addressing the Library Board.

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact the Library Director at (630) 961-4100, ext. 6150 or (630) 355-1585 (TTY) five (5) days before the scheduled meeting.

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
OCTOBER 21, 2020**

1. CALL TO ORDER

President O'Meara called the meeting to order at 7:02 p.m. in the Nichols Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Debra Dunne
Anne Federlein (via Zoom)
Nancy Hayes
Nina Menis
Barbara O'Meara
Jeanine O'Meara
Ashfaq Syed

Board Absent: Nick Guo
Nitin Vig

Staff Present: Dave Della Terza, Executive Director
Karen Dunford, Deputy Director
Jeff Scheuerman, Finance Manager
Ellen Conlin, 95th Street Library Manager
Sue Karas, Naper Blvd. Library Manager
Yan Xu, Nichols Library Manager
Carrie Rader, Executive Assistant

Others Present: Patty Gustin, City Council Liaison
Raymond Munch, City Budget Manager

4. REMOTE PARTICIPATION

President O'Meara asked for a motion to allow Trustee Federlein to participate in the meeting via Zoom. Motion made and seconded to approve Federlein's participation in the meeting via Zoom.

ROLL CALL VOTE:

- **Aye:** Dunne, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

5. STUDENT BOARD INTRODUCTION

President O’Meara introduced Student Board members Medhani Kalal and Taylor Ziegler. Kalal and Ziegler, along with Jacob Saucier, will be serving as representatives through May 2021.

6. CONSENT AGENDA

A. Approval of Minutes

- 1. September 16, 2020 – Regular Meeting
- 2. September 27, 2020 – Special Meeting

B. Approval of Expenditures

September, CY20

Handwritten Checks	\$0.00
Accounts Payable (9/16, 9/30)	\$ 305,409.14
Payroll (9/11, 9/25)	\$ 831,078.41
Other Payables	\$ 40,813.64
Acct. & Data Processing Charges	<u>\$ 207.49</u>
TOTAL	\$ 1,177,508.68

C. Financial Reports

- 1. Statement of Cash – September 2020
- 2. Statement of Revenue and Expense – September 2020

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

- o **Aye:** Dunne, Federlein, Hayes, Menis, B. O’Meara, J. O’Meara, Syed
- o **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

7. COMMUNICATIONS AND PUBLIC FORUM

None.

8. REPORTS

A. Director’s Report – September 2020

Della Terza updated the Board on library usage, changes to services, updates to collections and programming, and updates to software. He highlighted partnerships with the Rotary Club of Naperville and the DuPage Children’s Museum. He also updated the Board on the upcoming culture code project and the status of the 2020 budget.

B. Quarterly Statistics – 3rd Quarter 2020

Quarterly Statistics were accepted as presented.

C. Monthly Statistics – September 2020

Monthly Statistics were accepted as presented.

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Update to Public Comment Policy

Updates were recommended for the Public Comment (at Board Meetings) Policy, including specifying a code of conduct at public meetings, as well as clarifying that the Board President can make adjustments during meetings as needed.

Motion made and seconded to approve the proposed updates to the Public Comment Policy.

ROLL CALL VOTE:

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

B. Update to Lost and Found Items Policy

Updates were recommended for the Lost and Found Items Policy, including language that clarifies that items that are unsafe to handle or present a health risk may be discarded immediately.

Motion made and seconded to approve the proposed updates to the Lost and Found Items Policy.

ROLL CALL VOTE:

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

C. Transfer of Funds to Capital Reserve

To finalize payment for the additional work on the 95th Street Library parking lot project, it was recommended by staff to transfer \$40,000 from the Library's Operating Fund to the Capital Reserve Fund.

Motion made and seconded to approve the transfer of \$40,000 to the Capital Reserve Fund to complete the funding of the 95th Street Library parking lot project.

ROLL CALL VOTE:

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

D. Additional Comments and Questions

President O'Meara informed the Board that she and Della Terza are monitoring the COVID-19 situation to determine if future Board meetings should be in-person or on Zoom. Trustee Menis also welcomed the Student Board members.

11. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 7:34 p.m.

Submitted by
Dave Della Terza
Executive Director

**Expenditure Approval List
October 13, 2020
Breakdown by Fund**

Description	Operating 310-600	Capital Reserve 311-600	Gift Fund 312-600	Total All Funds
Operating Fund	\$ 148,631.33			\$ 148,631.33
TOTAL	\$ 148,631.33			\$ 148,631.33



10/13/2020 09:29
5140westerbergk

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL- LIB

P 1
apcsdhsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
28498	10/13/2020	EFT	13438 4IMPRINT INC	8500229	09/24/2020		10/13/20	197.53
			Invoice: 8500229					
				197.53 50342900 541401		FAC PO 17735		
						CUSTODIAL SUPPLIES		
						CHECK	28498 TOTAL:	197.53
28499	10/13/2020	EFT	6708 B & H FOTO & ELECTRONICS CORP	178220160	09/29/2020		10/13/20	2,506.99
			Invoice: 178220160					
				2,506.99 50102900 551505		PO 17746A CAMERA ACCESSORIES		
						VEHICLES AND EQUIPMENT		
						CHECK	28499 TOTAL:	2,506.99
28500	10/13/2020	EFT	18712 ECO CLEAN MAINTENANCE INC	9027	09/29/2020		10/13/20	8,726.00
			Invoice: 9027					
				3,269.00 50102910 531302		3 BLDGS JANITORIAL SVC		
				1,671.00 50102920 531302		BUILDING AND GROUNDS MAINT		
				3,786.00 50102930 531302		BUILDING AND GROUNDS MAINT		
						BUILDING AND GROUNDS MAINT		
						CHECK	28500 TOTAL:	8,726.00
28501	10/13/2020	EFT	5990 MIDWEST TAPE	7293 9-20	10/01/2020		10/13/20	9,852.61
			Invoice: 7293 9-20					
				9,852.61 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		
			MIDWEST TAPE	7294 9-20	10/01/2020		10/13/20	253.71
			Invoice: 7294 9-20					
				253.71 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		
			MIDWEST TAPE	7295 9-20	10/01/2020		10/13/20	4,512.36
			Invoice: 7295 9-20					
				4,512.36 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		
			MIDWEST TAPE	7298 9-20	10/01/2020		10/13/20	1,489.95
			Invoice: 7298 9-20					
				1,489.95 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		
			MIDWEST TAPE	7299 9-20	10/01/2020		10/13/20	3,359.28
			Invoice: 7299 9-20					
				3,359.28 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		
						CHECK	28501 TOTAL:	19,467.91
28502	10/13/2020	EFT	8430 NAPERVILLE DEVELOPMENT PARTNERSHI LIBRARY MEMBRSH 20		10/05/2020		10/13/20	5,000.00
			Invoice: LIBRARY MEMBRSH 20					
				5,000.00 50102900 532315		LIBRARY MEMBERSHIP 2020		
						DUES/SUBSCRIPTIONS/LICENSES		



10/13/2020 09:29
5140westerbergk

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL- LIB

P. 2
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL	DESC			
						CHECK	28502 TOTAL:	5,000.00
28503	10/13/2020	EFT	6448 OFFICE DEPOT INC	127172757001	09/25/2020		10/13/20	8.19
Invoice: 127172757001				8.19 50402920 541406	A.S. NBL PO 17747			
					OFFICE SUPPLIES			
			OFFICE DEPOT INC	127120683001	09/28/2020		10/13/20	30.29
Invoice: 127120683001				30.29 50402910 541406	A.S. NIC PO 17751			
					OFFICE SUPPLIES			
						CHECK	28503 TOTAL:	38.48
28504	10/13/2020	EFT	15646 OVERDRIVE INC	1056-0001	10-5-20 10/05/2020		10/13/20	28,680.98
Invoice: 1056-0001 10-5-20				28,680.98 50452900 541400	10-5-20			
					MATERIALS			
					BOOKS AND PUBLICATIONS			
						CHECK	28504 TOTAL:	28,680.98
28505	10/13/2020	EFT	17143 VOLT ELECTRIC INC	8320	09/24/2020		10/13/20	1,410.00
Invoice: 8320				1,410.00 50102930 531302	NSL MAIN BREAKER SVC			
					BUILDING AND GROUNDS MAINT			
						CHECK	28505 TOTAL:	1,410.00
667515	10/13/2020	PRTD	8773 AMERICAN LIBRARY ASSOCIATION	BOL080320-NPL	08/03/2020		10/13/20	650.00
Invoice: BOL080320-NPL				650.00 50452900 541400				
					MATERIALS			
					BOOKS AND PUBLICATIONS			
						CHECK	667515 TOTAL:	650.00
667516	10/13/2020	PRTD	5741 RENTOKIL INTERNATIONAL	6471309	10/01/2020		10/13/20	54.30
Invoice: 6471309				54.30 50102910 531302	NIC PEST CONTROL			
					BUILDING AND GROUNDS MAINT			
			RENTOKIL INTERNATIONAL	6471305	10/01/2020		10/13/20	46.55
Invoice: 6471305				46.55 50102920 531302	NBL PEST CONTROL			
					BUILDING AND GROUNDS MAINT			
			RENTOKIL INTERNATIONAL	6471307	10/01/2020		10/13/20	54.30
Invoice: 6471307				54.30 50102930 531302	NSL PEST CONTROL			
					BUILDING AND GROUNDS MAINT			
						CHECK	667516 TOTAL:	155.15



10/13/2020 09:29
5140westerbergk

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL- LIB

P 3
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
667517	10/13/2020	PRTD	1080 APEX LANDSCAPING INC	84863	10/01/2020		10/13/20	1,175.50
			Invoice: 84863					
				369.50 50102910 531302		3 BLDGS LAWN MTC		
				305.50 50102920 531302		BUILDING AND GROUNDS MAINT		
				500.50 50102930 531302		BUILDING AND GROUNDS MAINT		
						CHECK	667517 TOTAL:	1,175.50
667518	10/13/2020	PRTD	16116 AT&T SERVICES INC	S668057057-20266	09/22/2020		10/13/20	2,999.04
			Invoice: S668057057-20266					
				2,999.04 50382900 542412		ACCESS CIRCUITS		
						INTERNET		
						CHECK	667518 TOTAL:	2,999.04
667519	10/13/2020	PRTD	15955 BACKSTAGE LIBRARY WORKS INC	AC9953	09/30/2020		10/13/20	343.06
			Invoice: AC9953					
				343.06 50452900 531309		MARS PROCESSING		
						OTHER PROFESSIONAL SERVICE		
						CHECK	667519 TOTAL:	343.06
667520	10/13/2020	PRTD	13420 BASIC IRRIGATION SERVICES INC	27227	09/02/2020		10/13/20	812.50
			Invoice: 27227					
				812.50 50102910 531302		NIC IRRIGATION REPAIR		
						BUILDING AND GROUNDS MAINT		
						CHECK	667520 TOTAL:	812.50
667521	10/13/2020	PRTD	18269 BLOOMING COLOR OF NAPERVILLE INC	90-NAP 10-1-20	10/01/2020		10/13/20	344.05
			Invoice: 90-NAP 10-1-20					
				344.05 50392900 531310		OUTSIDE		
						PRINTING SERVICE		
						CHECK	667521 TOTAL:	344.05
667522	10/13/2020	PRTD	855 BRODART CO	565007	10/01/2020		10/13/20	142.23
			Invoice: 565007					
				142.23 50452900 541406		T.S. PO 17704 BALANCE		
						OFFICE SUPPLIES		
						CHECK	667522 TOTAL:	142.23
667523	10/13/2020	PRTD	1151 BTAC ACQUISITION CORP	L3512892 9-20	10/09/2020		10/13/20	171.26
			Invoice: L3512892 9-20					
				171.26 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		
			BTAC ACQUISITION CORP	L4118202 9-20	10/09/2020		10/13/20	30,644.25
			Invoice: L4118202 9-20					
				30,644.25 50452900 541400		MATERIALS		
						BOOKS AND PUBLICATIONS		



10/13/2020 09:29 | City of Naperville - LIVE | P 4
 5140westerbergk | A/P CASH DISBURSEMENTS JOURNAL- LIB | apcshdsb

CASH ACCOUNT: 4600	111103	AP CHECKING ACCOUNT	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME					
			INVOICE DTL DESC				
Invoice: L4118302 9-20		BTAC ACQUISITION CORP	L4118302 9-20	10/09/2020		10/13/20	30,105.29
			30,105.29 50452900 541400	MATERIALS			
				BOOKS AND PUBLICATIONS			
Invoice: L4118402 9-20		BTAC ACQUISITION CORP	L4118402 9-20	10/09/2020		10/13/20	993.30
			993.30 50452900 541400	MATERIALS			
				BOOKS AND PUBLICATIONS			
				CHECK		667523 TOTAL:	61,914.10
667524 10/13/2020 PRTD	19299	CAMARO PARENT LLC	AUR2004907	09/30/2020		10/13/20	212.04
Invoice: AUR2004907			212.04 50372900 532318	EMPLOYMENT SCREENING			
				OTHER EXPENSES			
				CHECK		667524 TOTAL:	212.04
667525 10/13/2020 PRTD	196	DEMCO INC	6848707	09/25/2020		10/13/20	27.93
Invoice: 6848707			27.93 50392900 541407	PROGRAM SPPLY PO 17741			
				OPERATING SUPPLIES			
Invoice: 6849453		DEMCO INC	6849453	09/28/2020		10/13/20	276.84
			276.84 50452900 541406	T.S. PO 17750			
				OFFICE SUPPLIES			
				CHECK		667525 TOTAL:	304.77
667526 10/13/2020 PRTD	1988	DEPT OF INNOVATION & TECHNOLOGY	T2102944	09/22/2020		10/13/20	1,900.00
Invoice: T2102944			1,900.00 50382900 542412	BANDWIDTH			
				INTERNET			
				CHECK		667526 TOTAL:	1,900.00
667527 10/13/2020 PRTD	18925	ELM USA INC	33329	08/31/2020		10/13/20	454.85
Invoice: 33329			454.85 50452900 541406	T.S. PO 17697			
				OFFICE SUPPLIES			
				CHECK		667527 TOTAL:	454.85
667528 10/13/2020 PRTD	4005	FASTSIGNS	76-88951	09/24/2020		10/13/20	957.07
Invoice: 76-88951			957.07 50392900 531310	VAN SIGN INSTALL			
				PRINTING SERVICE			
Invoice: 76-88929		FASTSIGNS	76-88929	10/05/2020		10/13/20	328.68
			328.68 50392900 531310	NIC&NSL NEW HRS			
				PRINTING SERVICE			



10/13/2020 09:29
5140westerbergk

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL- LIB

P 5
apcshtsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	----------	----	-----------	-----

								INVOICE DTL DESC	
								CHECK 667528 TOTAL:	1,285.75
667529	10/13/2020	PRTD	15891 ILLINOIS DEPARTMENT OF REVENUE	4003-2191	SEPT 20 10/08/2020		10/13/20	189.00	
Invoice: 4003-2191 SEPT 20				189.00	50102900	532316	SALES TAX ADMINISTRATIVE SERVICE FEES		
								CHECK 667529 TOTAL:	189.00
667530	10/13/2020	PRTD	1522 ILLINOIS LIBRARY ASSN	184057	09/29/2020		10/13/20	100.00	
Invoice: 184057				100.00	50372900	532318	JOBLINE POSTING OTHER EXPENSES		
								CHECK 667530 TOTAL:	100.00
667531	10/13/2020	PRTD	1051 INSIGHT DIRECT USA INC	917678053	09/28/2020		10/13/20	155.64	
Invoice: 917678053				155.64	50382900	531312	I.T. PO 17724 ADOBE SOFTWARE AND HARDWARE MAINT		
Invoice: 917751410							10/07/2020 10/13/20	.714.90	
INSIGHT DIRECT USA INC				917751410			I.T. PO 17765 RED HAT SOFTWARE AND HARDWARE MAINT		
				714.90	50382900	531312			
								CHECK 667531 TOTAL:	870.54
667532	10/13/2020	PRTD	528 KANOPY INC	216038-PPU	09/30/2020		10/13/20	2,069.00	
Invoice: 216038-PPU				2,069.00	50452900	541400	MATERIALS BOOKS AND PUBLICATIONS		
								CHECK 667532 TOTAL:	2,069.00
667533	10/13/2020	PRTD	1217 KNOWBE4 INC	INV104833	09/29/2020		10/13/20	3,132.00	
Invoice: INV104833				3,132.00	50382900	531312	I.T. PO 17766 SOFTWARE AND HARDWARE MAINT		
								CHECK 667533 TOTAL:	3,132.00
667534	10/13/2020	PRTD	16191 KONICA MINOLTA BUSINESS SOLUTIONS	9007151344	09/27/2020		10/13/20	25.81	
Invoice: 9007151344				25.81	50102900	531303	COPIER MTC EQUIPMENT MAINTENANCE		
								CHECK 667534 TOTAL:	25.81
667535	10/13/2020	PRTD	999996 AMY FLEISHMAN	FLEISHMAN	10/08/2020		10/13/20	16.00	
Invoice: FLEISHMAN				16.00	50002900	452104	REFUND FINE LIBRARY LATE FINES		



10/13/2020 09:29
5140westerbergk

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL- LIB

P 6
apcsghdsb

CASH ACCOUNT: 4600	111103	AP CHECKING ACCOUNT	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME		INVOICE DTL DESC			
				CHECK		667535 TOTAL:	16.00
667536	10/13/2020	PRTD 999996 CHRISTINA RACIBOZYNSKI	RACIBOZYNSKI 10-20	10/08/2020		10/13/20	61.53
		Invoice: RACIBOZYNSKI 10-20		REIMBURSE			
			61.53 50102900 532317	MILEAGE REIMBURSEMENT			
				CHECK		667536 TOTAL:	61.53
667537	10/13/2020	PRTD 999996 GERMAN ANDRES JARA	JARA	10/06/2020		10/13/20	7.24
		Invoice: JARA		REFUND FINE			
			7.24 50002900 452104	LIBRARY LATE FINES			
				CHECK		667537 TOTAL:	7.24
667538	10/13/2020	PRTD 999996 KAREN DUNFORD	KAREN DUNFORD	10/08/2020		10/13/20	100.00
		Invoice: KAREN DUNFORD		RETIREMENT AWARD			
			100.00 50102900 532318	OTHER EXPENSES			
				CHECK		667538 TOTAL:	100.00
667539	10/13/2020	PRTD 999996 KIMBERLY CERNEK	CERNEK	09/29/2020		10/13/20	18.99
		Invoice: CERNEK		REFUND FINE			
			18.99 50002900 452104	LIBRARY LATE FINES			
				CHECK		667539 TOTAL:	18.99
667540	10/13/2020	PRTD 999996 LANE MELCHOR	MELCHOR	09/30/2020		10/13/20	29.99
		Invoice: MELCHOR		REFUND FINE			
			29.99 50002900 452104	LIBRARY LATE FINES			
				CHECK		667540 TOTAL:	29.99
667541	10/13/2020	PRTD 1600 RECORDED BOOKS INC	76701669	09/14/2020		10/13/20	6.95
		Invoice: 76701669		MATERIALS			
			6.95 50452900 541400	BOOKS AND PUBLICATIONS			
		RECORDED BOOKS INC	76704714	09/23/2020		10/13/20	6.95
		Invoice: 76704714		MATERIALS			
			6.95 50452900 541400	BOOKS AND PUBLICATIONS			
				CHECK		667541 TOTAL:	13.90



10/13/2020 09:29
5140westerbergk

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL- LIB

P 7
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
667542	10/13/2020	PRTD	17950 SPECIALTY WATER CHEMICALS INC	14982	10/01/2020		10/13/20	1,125.00
		Invoice: 14982			3 BLDGS HVAC SVC			
				375.00 50102910 531302	BUILDING AND GROUNDS MAINT			
				375.00 50102920 531302	BUILDING AND GROUNDS MAINT			
				375.00 50102930 531302	BUILDING AND GROUNDS MAINT			
							CHECK 667542 TOTAL:	1,125.00
667543	10/13/2020	PRTD	894 TOTAL ELEVATOR SERVICE	INV-004284	03/24/2020		10/13/20	1,935.00
		Invoice: INV-004284			3 BLDGS MTC APR-JUNE 20			
				840.00 50102910 531302	BUILDING AND GROUNDS MAINT			
				420.00 50102920 531302	BUILDING AND GROUNDS MAINT			
				675.00 50102930 531302	BUILDING AND GROUNDS MAINT			
							CHECK 667543 TOTAL:	1,935.00
667544	10/13/2020	PRTD	12267 VERIZON WIRELESS	9864040443	10/01/2020		10/13/20	216.40
		Invoice: 9864040443			VERIZON PHONES			
				216.40 50102900 542415	TELEPHONE			
							CHECK 667544 TOTAL:	216.40
NUMBER OF CHECKS					38	*** CASH ACCOUNT TOTAL ***		148,631.33
					COUNT	AMOUNT		
TOTAL PRINTED CHECKS					30	82,603.44		
TOTAL EFT'S					8	66,027.89		
							*** GRAND TOTAL ***	148,631.33

**Expenditure Approval List
October 28, 2020
Breakdown by Fund**

Description	Operating 310-600	Capital Reserve 311-600	Gift Fund 312-600	Total All Funds
Operating Fund	\$ 58,357.15			\$ 58,357.15
Capital Reserve				
Murphy Construction Services LLC		\$ 369,359.00		\$ 369,359.00
Gift Fund				
Amazon			\$ 15.95	\$ 15.95
TOTAL	\$ 58,357.15	\$ 369,359.00	\$ 15.95	\$ 427,732.10



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 1
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
28625	10/28/2020	EFT	13438 4IMPRINT INC	8546255	10/16/2020		10/28/20	1,296.98
		Invoice: 8546255			GRAPHICS PO 17769 PRINTING SERVICE			
				1,296.98	50392900	531310		
					CHECK	28625	TOTAL:	1,296.98
28626	10/28/2020	EFT	6708 B & H FOTO & ELECTRONICS CORP	178742123	10/15/2020		10/28/20	2,499.00
		Invoice: 178742123			PO 17746B CAMERA VEHICLES AND EQUIPMENT			
				2,499.00	50102900	551505		
					CHECK	28626	TOTAL:	2,499.00
28627	10/28/2020	EFT	4128 CHICAGO METROPOLITAN FIRE PREV CO	IN00344118	10/17/2020		10/28/20	165.00
		Invoice: IN00344118			NIC BURGLAR ALARM MONITOR BUILDING AND GROUNDS MAINT			
				165.00	50102910	531302		
		Invoice: IN00344067			NBL BURGLAR ALARM MONITOR BUILDING AND GROUNDS MAINT			
				165.00	50102920	531302		
		Invoice: IN00343751			NSL BURGLAR ALARM MONITOR BUILDING AND GROUNDS MAINT			
				165.00	50102930	531302		
					CHECK	28627	TOTAL:	495.00
28628	10/28/2020	EFT	1031 WW GRAINGER INC	9664298545	09/25/2020		10/28/20	17.24
		Invoice: 9664298545			NBL OPERATING SUPPLIES			
				17.24	50342900	541407		
		Invoice: 9667399894			NIC OPERATING SUPPLIES			
				314.37	50342900	541407		
		Invoice: 9674018149			NSL OPERATING SUPPLIES			
				29.86	50342900	541407		
		Invoice: 9677157480			NSL OPERATING SUPPLIES			
				50.10	50342900	541407		
		Invoice: 9678631848			NSL OPERATING SUPPLIES			
				20.61	50342900	541407		
		Invoice: 9679921487			NSL OPERATING SUPPLIES			
				17.30	50342900	541407		



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 2
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 9662053355			WW GRAINGER INC	9662053355	09/23/2020		10/28/20	-40.41
				-40.41 50342900 541407	NSL			
								OPERATING SUPPLIES
Invoice: 9662053363			WW GRAINGER INC	9662053363	09/23/2020		10/28/20	-22.68
				-22.68 50342900 541407	NSL			
								OPERATING SUPPLIES
Invoice: 9662053371			WW GRAINGER INC	9662053371	09/23/2020		10/28/20	-44.72
				-44.72 50342900 541407	NSL			
								OPERATING SUPPLIES
Invoice: 9678017626			WW GRAINGER INC	9678017626	10/08/2020		10/28/20	-33.05
				-33.05 50342900 541407	NSL			
								OPERATING SUPPLIES
Invoice: 9691043021			WW GRAINGER INC	9691043021	10/21/2020		10/28/20	205.69
				205.69 50342900 541407	NIC			
								OPERATING SUPPLIES
								CHECK 28628 TOTAL: 514.31
28629 10/28/2020 EFT			5990 MIDWEST TAPE	99453740	09/30/2020		10/28/20	12,617.59
Invoice: 99453740				12,617.59 50452900 541400				
								HOOPLA MATLS
								BOOKS AND PUBLICATIONS
								CHECK 28629 TOTAL: 12,617.59
667875 10/28/2020 PRD			1178 ABCAM LTD	16575	10/19/2020		10/28/20	380.00
Invoice: 16575				380.00 50102910 531302				
								NIC BOARDUP REMOVE-VANDALISM
								BUILDING AND GROUNDS MAINT
								CHECK 667875 TOTAL: 380.00
667876 10/28/2020 PRD			17591 AMAZON.COM LLC	STMNT 10-10-20	10/10/2020		10/28/20	11,430.52
Invoice: STMNT 10-10-20								
				280.30 50102900 541407				MATLS&MISC
				84.99 50342900 541406				OPERATING SUPPLIES
				245.45 50342900 541407				OFFICE SUPPLIES
				80.60 50382900 541407				OPERATING SUPPLIES
				378.05 50382900 551504				OPERATING SUPPLIES
				1,336.91 50392900 541407				OPERATING SUPPLIES
				49.54 50402910 541406				OFFICE SUPPLIES
				65.91 50402930 541406				OFFICE SUPPLIES
				21.37 50412910 541406				OFFICE SUPPLIES
				103.74 50412920 541406				OFFICE SUPPLIES
				121.38 50412930 541406				OFFICE SUPPLIES
				557.00 50452900 541406				OFFICE SUPPLIES



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 3
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL DESC	INV DATE	PO	CHECK RUN	NET
				8,089.33 50452900 541400	BOOKS AND PUBLICATIONS				
				15.95 50103100 541400	BOOKS AND PUBLICATIONS				
					CHECK			667876 TOTAL:	11,430.52
667877	10/28/2020	PRTD	15131 AT&T						
			Invoice: 630961410110 20	630961410110 20	POTS	10/19/2020		10/28/20	1,026.24
				1,026.24 50102900 542415	TELEPHONE				
					CHECK			667877 TOTAL:	1,026.24
667878	10/28/2020	PRTD	15131 AT&T						
			Invoice: 6819926502	6819926502	PHONE DATA	10/19/2020		10/28/20	940.88
				940.88 50102900 542415	TELEPHONE				
					CHECK			667878 TOTAL:	940.88
667879	10/28/2020	PRTD	15131 AT&T						
			Invoice: 7855287502	7855287502	ADI	10/19/2020		10/28/20	889.12
				889.12 50382900 542412	INTERNET				
					CHECK			667879 TOTAL:	889.12
667880	10/28/2020	PRTD	13420 BASIC IRRIGATION SERVICES INC	27419					
			Invoice: 27419	235.00 50102910 531302	NIC IRRIGATION SHUTDOWN	10/23/2020		10/28/20	235.00
					BUILDING AND GROUNDS MAINT				
			Invoice: 27418	195.00 50102930 531302	NSL IRRIGATION SHUTDOWN	10/23/2020		10/28/20	195.00
					BUILDING AND GROUNDS MAINT				
					CHECK			667880 TOTAL:	430.00
667881	10/28/2020	PRTD	7159 BAUDVILLE INC	3691214					
			Invoice: 3691214	378.32 50102900 541406	ADMIN D.O. PO 17759	10/02/2020		10/28/20	378.32
					OFFICE SUPPLIES				
					CHECK			667881 TOTAL:	378.32
667882	10/28/2020	PRTD	4864 BLACKSTONE AUDIO INC	1184161					
			Invoice: 1184161	12.95 50452900 541400	MATERIALS	10/06/2020		10/28/20	12.95
					BOOKS AND PUBLICATIONS				
					CHECK			667882 TOTAL:	12.95



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 4
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET	
				INVOICE DTL	DESC				
667883	10/28/2020	PRTD	1115 BRIAN MICHALSKI	AVP11.4.20	10/01/2020		10/28/20	250.00	
Invoice: AVP11.4.20				250.00	50392900	531308	PROGRAM CONTRACT OPERATIONAL SERVICE		
							CHECK	667883 TOTAL:	250.00
667884	10/28/2020	PRTD	855 BRODART CO	565648	10/09/2020		10/28/20	25.80	
Invoice: 565648				25.80	50452900	541406	T.S. PO 17768A OFFICE SUPPLIES		
Invoice: 565875							520.65		
				520.65	50452900	541406	T.S. PO 17773 OFFICE SUPPLIES		
							CHECK	667884 TOTAL:	546.45
667885	10/28/2020	PRTD	11860 CDW GOVERNMENT INC	2027858	09/28/2020		10/28/20	37.72	
Invoice: 2027858				37.72	50452900	541406	T.S. PO 17749 OFFICE SUPPLIES		
							CHECK	667885 TOTAL:	37.72
667886	10/28/2020	PRTD	13340 CHASE CARD SERVICES	STMNT 10-11-20	10/11/2020		10/28/20	7,038.94	
Invoice: STMNT 10-11-20				485.83	50102930	531302	MATLS&MISC BUILDING AND GROUNDS MAINT		
				115.96	50172910	541406	OFFICE SUPPLIES		
				334.09	50342900	541407	OPERATING SUPPLIES		
				3,152.00	50372900	532314	EDUCATION AND TRAINING		
				671.88	50382900	531312	SOFTWARE AND HARDWARE MAINT		
				139.70	50382900	551504	TECHNOLOGY		
				279.58	50392900	541406	OFFICE SUPPLIES		
				169.00	50392900	532318	OTHER EXPENSES		
				107.45	50392900	541407	OPERATING SUPPLIES		
				44.66	50412920	541406	OFFICE SUPPLIES		
				25.00	50452900	531309	OTHER PROFESSIONAL SERVICE		
				1,493.04	50452900	541400	BOOKS AND PUBLICATIONS		
				20.75	50452900	541406	OFFICE SUPPLIES		
							CHECK	667886 TOTAL:	7,038.94
667887	10/28/2020	PRTD	1230 CHERYL BROWN	BBL11.5.20	10/20/2020		10/28/20	250.00	
Invoice: BBL11.5.20				250.00	50392900	531308	PROGRAM CONTRACT OPERATIONAL SERVICE		
							CHECK	667887 TOTAL:	250.00



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 5
apcshdsb

CHECK NO	CHK DATE	TYPE	VENDOR NAME	AP CHECKING ACCOUNT	INVOICE	INV DATE	PO	CHECK RUN	NET	
						INVOICE DTL DESC				
667888	10/28/2020	PRTD	10111 CONSTRUCTIVE PLAYTHINGS		5178704700	10/06/2020		10/28/20	19.94	
			Invoice: 5178704700			JUV NSL PO 17763				
					19.94 50412930 541406	OFFICE SUPPLIES				
								CHECK	667888 TOTAL:	19.94
667889	10/28/2020	PRTD	196 DEMCO INC		6859271	10/15/2020		10/28/20	219.70	
			Invoice: 6859271			T.S. PO 17771A				
					219.70 50452900 541406	OFFICE SUPPLIES				
								CHECK	667889 TOTAL:	219.70
667890	10/28/2020	PRTD	1988 DEPT OF INNOVATION & TECHNOLOGY		T2105693	10/13/2020		10/28/20	1,900.00	
			Invoice: T2105693			BANDWIDTH				
					1,900.00 50382900 542412	INTERNET				
								CHECK	667890 TOTAL:	1,900.00
667891	10/28/2020	PRTD	1897 EDWARD OCCUPATIONAL HEALTH		00126115-00	09/30/2020		10/28/20	2,444.00	
			Invoice: 00126115-00			NPL STAFF FLU SHOTS				
					2,444.00 50372900 531305	HR SERVICE				
								CHECK	667891 TOTAL:	2,444.00
667892	10/28/2020	PRTD	636 ELLIEPRESENTS		VAP11.12.20	10/09/2020		10/28/20	300.00	
			Invoice: VAP11.12.20			PROGRAM CONTRACT				
					300.00 50392900 531308	OPERATIONAL SERVICE				
								CHECK	667892 TOTAL:	300.00
667893	10/28/2020	PRTD	1231 GARY EDWARD MIDKIFF		VAP10.20.20	10/20/2020		10/28/20	250.00	
			Invoice: VAP10.20.20			PROGRAM CONTRACT				
					250.00 50392900 531308	OPERATIONAL SERVICE				
								CHECK	667893 TOTAL:	250.00
667894	10/28/2020	PRTD	1070 HOME DEPOT USA INC		575306246	09/28/2020		10/28/20	87.73	
			Invoice: 575306246			NSL				
					87.73 50342900 541401	CUSTODIAL SUPPLIES				
					HOME DEPOT USA INC	576900922				
			Invoice: 576900922		302.65 50342900 541401	NIC		10/28/20	302.65	
					HOME DEPOT USA INC	578183329				
						10/12/2020		10/28/20	283.40	



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 7
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL	DESC			
667898	10/28/2020	PRTD	999996 CHRIS MCKEEVER	MCKEEVER 10-20	10/05/2020		10/28/20	21.85
			Invoice: MCKEEVER 10-20	21.85 50102900 532317	REIMBURSE			
					MILEAGE REIMBURSEMENT			
					CHECK	667898	TOTAL:	21.85
667899	10/28/2020	PRTD	999996 DANIELLE OAKES	OAKES 10-20	10/27/2020		10/28/20	8.05
			Invoice: OAKES 10-20	8.05 50102900 532317	REIMBURSE			
					MILEAGE REIMBURSEMENT			
					CHECK	667899	TOTAL:	8.05
667900	10/28/2020	PRTD	999996 DAVID CISKE	CISKE 10-20	10/06/2020		10/28/20	70.44
			Invoice: CISKE 10-20	70.44 50102900 532317	REIMBURSE			
					MILEAGE REIMBURSEMENT			
					CHECK	667900	TOTAL:	70.44
667901	10/28/2020	PRTD	999996 FATEMA BHANPURI	BHANPURI	10/20/2020		10/28/20	15.99
			Invoice: BHANPURI	15.99 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK	667901	TOTAL:	15.99
667902	10/28/2020	PRTD	999996 JEFF SCHEUERMAN	SCHEUERMAN 10-20	10/13/2020		10/28/20	73.60
			Invoice: SCHEUERMAN 10-20	73.60 50102900 532317	REIMBURSE			
					MILEAGE REIMBURSEMENT			
					CHECK	667902	TOTAL:	73.60
667903	10/28/2020	PRTD	999996 K. ARUMUGASUNDARAM	ARUMUGASUNDARAM	10/23/2020		10/28/20	8.74
			Invoice: ARUMUGASUNDARAM	8.74 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK	667903	TOTAL:	8.74
667904	10/28/2020	PRTD	999996 LOIS BURDA	BURDA	10/26/2020		10/28/20	4.99
			Invoice: BURDA	4.99 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK	667904	TOTAL:	4.99



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 8
apcshdsb

CASH ACCOUNT: 4600 111103 AP CHECKING ACCOUNT
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
667905	10/28/2020	PRTD	999996 NICOLE SCHULER	SCHULER	10/20/2020		10/28/20	6.74
			Invoice: SCHULER					
				6.74 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK		667905 TOTAL:	6.74
667906	10/28/2020	PRTD	999996 NILESH SHRIMALI	SHRIMALI	10/08/2020		10/28/20	9.99
			Invoice: SHRIMALI					
				9.99 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK		667906 TOTAL:	9.99
667907	10/28/2020	PRTD	999996 SARAH CHERIAN	CHERIAN	10/22/2020		10/28/20	20.20
			Invoice: CHERIAN					
				20.20 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK		667907 TOTAL:	20.20
667908	10/28/2020	PRTD	999996 SAWGRASS WINDS HOA	SAWGRASS WINDS HOA	10/12/2020		10/28/20	40.00
			Invoice: SAWGRASS WINDS HOA					
				40.00 50002900 448102	REFUND			
					ROOM RENTAL			
					CHECK		667908 TOTAL:	40.00
667909	10/28/2020	PRTD	999996 SHI PU	PU, SHI	10/14/2020		10/28/20	4.48
			Invoice: PU, SHI					
				4.48 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK		667909 TOTAL:	4.48
667910	10/28/2020	PRTD	999996 STEFANIE HERNANDEZ-BUENFIL	HERNANDEZ-BUENFIL	10/22/2020		10/28/20	17.99
			Invoice: HERNANDEZ-BUENFIL					
				17.99 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK		667910 TOTAL:	17.99
667911	10/28/2020	PRTD	999996 TANIA SIRGO	SIRGO	10/23/2020		10/28/20	16.99
			Invoice: SIRGO					
				16.99 50002900 452104	REFUND			
					LIBRARY LATE FINES			
					CHECK		667911 TOTAL:	16.99



10/28/2020 13:08 City of Naperville - LIVE P 9
 5140stopkad A/P CASH DISBURSEMENTS JOURNAL-LIBRARY apcshdsb

CASH ACCOUNT:	4600	111103	AP CHECKING ACCOUNT	INVOICE	INV. DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
667912	10/28/2020	PRTD	18268 RAILS REACHING ACROSS ILL LIBRARY	7342	10/01/2020		10/28/20	82.50
	Invoice: 7342				MATERIALS	BOOKS AND PUBLICATIONS		
				82.50 50452900 541400				
					CHECK	667912 TOTAL:		82.50
667913	10/28/2020	PRTD	18482 SHOWCASES CORP	317847	09/25/2020		10/28/20	333.40
	Invoice: 317847				T.S. PO 17748	OFFICE SUPPLIES		
				333.40 50452900 541406				
					CHECK	667913 TOTAL:		333.40
667914	10/28/2020	PRTD	487 STAPLES CONTRACT & COMMERCIAL LLC	8059800831	09/26/2020		10/28/20	318.55
	Invoice: 8059800831				NIC&NBL	CUSTODIAL SUPPLIES		
				318.55 50342900 541401				
	Invoice: 8059965931		STAPLES CONTRACT & COMMERCIAL LLC	8059965931	10/10/2020		10/28/20	2,722.64
					3- BLDGS	CUSTODIAL SUPPLIES		
				2,722.64 50342900 541401				
	Invoice: 8060039685		STAPLES CONTRACT & COMMERCIAL LLC	8060039685	10/17/2020		10/28/20	39.19
					NIC&NSL	CUSTODIAL SUPPLIES		
				39.19 50342900 541401				
					CHECK	667914 TOTAL:		3,080.38
667915	10/28/2020	PRTD	915 JOHNSON CONTROLS FIRE PROTECTION	41417845	10/16/2020		10/28/20	1,355.00
	Invoice: 41417845				NSL ACCESS SOFTWARE PO 17760	BUILDING AND GROUNDS MAINT		
				1,355.00 50102930 531302				
					CHECK	667915 TOTAL:		1,355.00
667916	10/28/2020	PRTD	12268 UNIQUE MANAGEMENT SERVICES INC	596435	10/01/2020		10/28/20	85.05
	Invoice: 596435				COLLECTION AGENCY	OTHER PROFESSIONAL SERVICE		
				85.05 50102900 531309				
					CHECK	667916 TOTAL:		85.05
667917	10/28/2020	PRTD	403 WESTLAKE HARDWARE INC	2449297	10/20/2020		10/28/20	150.77
	Invoice: 2449297				NPL BLDGS	OPERATING SUPPLIES		
				150.77 50342900 541407				
					CHECK	667917 TOTAL:		150.77



10/28/2020 13:08
5140stopkad

City of Naperville - LIVE
A/P CASH DISBURSEMENTS JOURNAL-LIBRARY

P 10
apcshdsb

NUMBER OF CHECKS 48 *** CASH ACCOUNT TOTAL *** 427,732.10

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	43	410,309.22
TOTAL EFT'S	5	17,422.88

*** GRAND TOTAL *** 427,732.10

CITY OF NAPERVILLE
 NAPERVILLE PUBLIC LIBRARY FUNDS
 STATEMENT OF CASH AND INVESTMENT POSITION
 October 31, 2020

	310	311	312		
	<u>OPERATING</u>	<u>CAPITAL RESERVE</u>	<u>GIFT/ MEMORIAL</u>	<u>CAPITAL PROJECT FUNDS</u>	
NET CASH & COST VALUE OF INVESTMENT BALANCE	4,611,479.68	105,290.97	45,211.33		
UNREALIZED GAIN/(LOSS) ON MARKET VALUE OF INVESTMENT	0.00	0.00	0.00		
<hr/>					
BEGINNING CASH & MARKET VALUE OF INVESTMENTS BALANCE	\$4,611,479.68	\$105,290.97	\$45,211.33	\$0.00	
2019 AUDIT ADJUSTMENTS	0.00	0.00	0.00		
<u>ADD RECEIPTS:</u>					
TAXES-PRIOR YEAR	-				
TAXES	369,097.71				
TAX RELIEF	18,472.84				
INTEREST & DIVIDENDS	-	-	-		
CURRENT MONTH-REALIZED GAIN/(LOSS) ON INVESTMENT	-	-	-		
CURRENT MONTH-UNREALIZED GAIN/(LOSS) ON INVESTMENT	-	-	-		
OTHER RECEIPTS	18,980.73	-	10.00		
INTERFUND TRANSFER	-	340,000.00	-		
FEES, GRANT & OTHERS	206,080.86	-	250.00		
TOTAL RECEIPTS:	<hr/> 612,632.14	<hr/> 340,000.00	<hr/> 260.00	-	
TOTAL CASH & INVESTMENT	\$5,224,111.82	\$445,290.97	\$45,471.33		
<u>LESS CASH DISBURSEMENTS:</u>					
ACCOUNTS PAYABLE 10/13/2020	148,631.33	-	-	-	
ACCOUNTS PAYABLE 10/28/2020	58,357.15	369,359.00	15.95		
VOIDED CHECKS	-	-			
PAYROLL 10/9/2020	417,010.59				
PAYROLL 10/23/2020	412,285.59				
VEHICLE M&O	-				
INVESTMENT FEE & BANK FEE	2,769.30	-	-		
UTILITY PAYMENTS	16,761.41				
CBD PARKING TAGS	-				
INTERFUND TRANSFER	340,000.00				
CITY SERVICES-AUDIT	-				
CITY SERVICES	7,670.00				
TOTAL DISBURSEMENTS	<hr/> 1,403,485.37	<hr/> \$369,359.00	<hr/> \$15.95	\$0.00	1,772,860.32
				w/o interfund transfer	1,432,860.32
NET CASH & COST VALUE OF INVESTMENT BALANCE	3,820,626.45	75,931.97	45,455.38		
UNREALIZED GAIN/(LOSS)	0.00	0.00	0.00		
CASH & MARKET VALUE OF INVESTMENT BALANCE	<hr/> 3,820,626.45	<hr/> 75,931.97	<hr/> 45,455.38		

The Purpose of this report is to present a Treasurer's Statement using financial information from GMBA. The report presents a monthly recap of the cash position, which supports the prepared library schedules for reasonableness. Titles have been changed to provide a more accurate description of activity and balances. There maybe small timing differences when comparing Statement of Cash and Investment Position to the Operating Revenues and Other Funding Sources Report.

Per Balance Sheet				
CASH & INVESTMENTS, INTEREST RECEIVABLE	3,820,626.45	75,931.97	45,455.38	
DIFFERENCE	26	0.00	0.00	0.00

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT CY 2020
OPERATING REVENUES AND OTHER FUNDING SOURCES
83% CALENDAR YEAR
OCTOBER 2020

<u>OPERATING FUND 310</u>	<u>ANNUAL BUDGET</u>	<u>CY2020 MONTH OF OCTOBER</u>	<u>CY2020 CURRENT YTD</u>	<u>% YTD</u>	<u>CY2019 OCTOBER YTD</u>	<u>CY2019 JAN.-DEC. YTD</u>
<u>OTHER FUNDING SOURCES</u>						
Operating Balance	300,000	0	0		0	0
TOTAL OTHER SOURCES		0	0		0	0
REVENUES						
Property Taxes	14,935,000	369,098	14,724,815	98.6%	12,596,787	14,781,671
Personal Prop Tax Relief	135,000	18,473	127,356	94.3%	141,932	141,932
Investment Income	40,000	0	(2,723)	-6.8%	(9,882)	(10,765)
Per Capita Grant	184,000	184,311	184,311	100.2%	184,311	184,311
Other Grants	0	0	0		0	0
Fines and Fees	522,000	40,578	239,466	45.9%	450,005	526,740
	0	0	0		0	0
TOTAL REVENUES	15,816,000	612,460	15,273,225	96.6%	13,363,153	15,623,890
TOTAL FUNDING ALL SOURCES	16,116,000	612,460	15,273,225	94.8%	13,363,153	15,623,890
EXPENDITURES						
Total Salaries	8,596,717	614,017	6,738,123	78.4%	6,950,722	8,236,044
Total Benefits	2,961,175	217,724	2,281,534	77.0%	2,118,660	2,562,855
Total Salaries & Benefits (% of TOTAL)	11,557,892 71.7%	831,741 78.9%	9,019,657 74.8%	78.0%	9,069,382 72.3%	10,798,899 70.5%
Tuition/Travel/Training	88,000	3,387	35,271	40.1%	65,194	78,530
Memberships	15,500	5,100	10,138	65.4%	9,588	12,602
Advertising & Recruitment	4,000	312	1,625	40.6%	8,931	9,340
Printing (Inside & Outside) & Promo.	63,250	3,096	17,998	28.5%	40,242	47,148
Programming	66,830	2,522	41,500	62.1%	56,771	64,768
Support Services	40,000	368	30,873	77.2%	42,511	43,421
Legal Services	6,000	0	12,725	212.1%	6,345	9,183
Professional Fees & Taxes	35,000	85	13,286	38.0%	24,845	32,042
Insurance Premiums	56,000	0	479	0.9%	0	55,923
Rep & Maint (Bldg/Grounds)	349,000	4,003	245,149	70.2%	312,651	420,272
Rep & Maint (Equip/Veh/Mat's)	169,500	26	146,069	86.2%	150,533	169,398
Telecommunications	103,000	10,097	92,914	90.2%	95,193	116,693
Utilities	436,000	26,857	269,759	61.9%	321,539	364,987
Reception & Entertainment	14,000	100	2,599	18.6%	12,272	15,079
Postage	2,500	0	677	27.1%	1,457	1,688
Equipment Rentals	2,500	0	680	27.2%	672	895
City Services	93,500	7,086	69,559	74.4%	71,795	85,722
Grant Expenses & Taxes	3,000	991	4,330	144.3%	2,333	3,096
Bldg & Maint Supplies	81,000	6,736	92,083	113.7%	63,137	78,630
Library & Office Supplies	66,528	3,993	37,159	55.9%	49,068	61,259
Equipment & Furnishings	313,000	10,478	235,693	75.3%	188,436	226,859
Library Materials	2,550,000	137,061	1,678,566	65.8%	1,952,950	2,626,331
(Materials as % of TOTAL)	15.8%	13.0%	13.9%		15.6%	17.1%
TOTAL EXPENDITURES	16,116,000	1,054,040	12,058,789	74.8%	12,545,845	15,322,765

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT CY 2020

OTHER FUNDS
83% CALENDAR YEAR
OCTOBER 2020

ACCOUNT NUMBER	DESCRIPTION	ANNUAL BUDGET	CY2020 MONTH OF OCTOBER	CY2020 CURRENT YTD	% YTD	CY2019 OCTOBER YTD	CY2019 JAN.-DEC. YTD
<u>CAPITAL RESERVE FUND - 311</u>							
	Beginning Balance	0	0				
<u>Revenues</u>							
	Year-end Transfer	0	340,000	340,000		150,000	150,000
461102	Investment Income	2,000	-	0	0.0%	0	0
461104	Money Mgmt Fees	(800)	-	(356)	44.5%	(923)	(1,081)
480104	Sale Used Equipment	1,800	-	1,497	83.2%	918	919
	Grants		-	0		0	0
	Total Revenues	3,000	340,000	341,141	11371.4%	149,995	149,837
	Total Available	3,000					
<u>Expenses</u>							
531301	Architect & Engineer Service	0	-	0		0	0
531302	Bldg & Grounds Maint	75,000	369,359	369,359	492.5%	0	0
531309	Other Professional Service	175,000	-	34,281		121,856	202,964
551500	Bldg. Improvements	0	-	0		0	0
551505	Vehicles & Equipment	50,000	-	0		0	0
	Total Expenses	300,000	369,359	403,640	134.5%	121,856	202,964
<u>GIFT/GRANT/MEMORIAL FUND - 312</u>							
	Beginning Balance	0	0				
<u>Revenues</u>							
431300	Grants		-	0		0	0
461102	Investment Income	500	-	0	0.0%	0	0
461104	Money Mgmt Fees	(100)	-	(17)	17.0%	(63)	(68)
464303	Contributions	4,100	260	3,970	96.8%	3,645	3,940
	Gift	0	-	0		0	0
	Total Revenues	4,500	260	3,953	87.8%	3,582	3,872
	Total Available	4,500					
<u>Expenses</u>							
531308	Operational Service (program)	3,500	-	0	0.0%	3,300	3,300
541400	Books/Materials	1,000	16	166	16.6%	233	247
551504	Technology		-	0		0	0
551505	Vehicle & Equipment	0	-				
	Grants		-	0		0	0
	Total Expenses	4,500	16	166	3.7%	3,533	3,547

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT CY 2020

OPERATING EXPENDITURES

83% CALENDAR YEAR

OCTOBER 2020

	ANNUAL BUDGET	CY2020 MONTH OF OCTOBER	CY2020 CURRENT YTD	% YTD	CY2019 OCTOBER YTD	CY2019 JAN.-DEC. YTD
<u>Administrative Services</u>						
Salaries & Benefits	1,503,570	105,389	1,156,580	76.9%	1,142,141	1,369,656
Services(w/ promotional)	435,750	21,501	202,396	46.4%	283,605	405,126
Supplies	31,108	758	12,368	39.8%	21,745	28,406
Capital	100,000	5,286	58,500	58.5%	24,994	35,315
Programming Expenses	66,830	2,522	41,500	62.1%	56,771	64,768
Grant Expenses & Taxes	3,000	991	4,330	144.3%	2,333	3,096
Total	2,140,258	136,447	1,475,673	68.9%	1,531,587	1,906,367
<u>Nichols Library</u>						
Salaries & Benefits	3,125,477	245,543	2,559,569	81.9%	2,594,316	3,092,255
Services	110,000	(11,476)	80,611	73.3%	89,420	124,877
Utilities	145,000	11,666	88,102	60.8%	105,695	126,025
Supplies	6,170	217	3,252	52.7%	4,388	6,497
Total	3,386,647	245,950	2,731,534	80.7%	2,793,819	3,349,654
<u>Naper Blvd. Library</u>						
Salaries & Benefits	1,791,334	118,360	1,324,871	74.0%	1,423,464	1,671,693
Services	82,000	2,983	51,041	62.2%	68,250	98,088
Utilities	76,000	4,905	52,864	69.6%	52,954	63,651
Supplies	4,000	157	2,786	69.7%	2,945	3,972
Total	1,953,334	126,405	1,431,563	73.3%	1,547,611	1,837,404
<u>95th Street Library</u>						
Salaries & Benefits	2,692,758	197,677	2,114,378	78.5%	2,050,298	2,451,390
Services	157,000	12,497	113,496	72.3%	154,982	197,307
Utilities	215,000	10,285	128,793	59.9%	162,890	175,311
Supplies	8,100	207	3,244	40.1%	6,016	7,573
Total	3,072,858	220,666	2,359,912	76.8%	2,374,186	2,831,580
<u>Technical Services</u>						
Salaries & Benefits	762,463	48,557	597,112	78.3%	577,683	693,566
Services	40,500	368	30,873	76.2%	42,511	43,421
Supplies	20,000	2,589	13,191	66.0%	18,628	19,805
Library Materials	2,550,000	137,061	1,678,566	65.8%	1,952,950	2,626,331
Total	3,372,963	188,575	2,319,742	68.8%	2,591,772	3,383,122
<u>Facilities</u>						
Salaries & Benefits	692,339	49,752	524,133	75.7%	526,230	623,801
Services	4,000	0	0	0.0%	4,377	4,377
Supplies	81,400	6,821	92,168	113.2%	63,137	78,630
Total	777,739	56,573	616,301	79.2%	593,744	706,807
<u>Informational Technology & Digital Services</u>						
Salaries & Benefits	989,951	66,463	743,014	75.1%	755,250	896,539
Services	196,000	7,688	198,348	101.2%	185,355	207,974
Supplies	13,250	81	5,510	41.6%	9,076	11,775
Capital	213,000	5,192	177,193	83.2%	163,443	191,544
Total	1,412,201	79,424	1,124,065	79.6%	1,113,125	1,307,832
<u>Naperville Public Library Total</u>						
Salaries & Benefits	11,557,892	831,741	9,019,657	78.0%	9,069,382	10,798,899
Services	1,025,250	33,560	676,766	66.0%	828,499	1,081,170
Supplies	164,028	10,829	132,519	80.8%	125,935	156,657
Utilities	436,000	26,857	269,759	61.9%	321,539	364,987
Library Materials	2,550,000	137,061	1,678,566	65.8%	1,952,950	2,626,331
Programming Expenses	66,830	2,522	41,500	62.1%	56,771	64,768
Capital	313,000	10,478	235,693	75.3%	188,436	226,859
Grant Expenses & Taxes	3,000	991	4,330	144.3%	2,333	3,096
Total	16,116,000	1,054,040	12,058,789	74.8%	12,545,845	15,322,765



Director's Report – November 2020

Library Services

- **Library Usage:** 75,272 customers visited our library locations in October, which is about 58% of last year's total. Door counts at 95th Street Library were as high as or higher than 2019, mostly due to early voting. Circulation continues to rise and is now at around 95% of last year's circulation for the month of October.
- **Service Levels:** As COVID-19 hit record high numbers in the area and Tier Two mitigations were announced by the State, NPL paused on adjusting any service levels at this time. In addition, all in-person programming will be suspended for the time being. If Tier Three mitigations are announced, we are prepared to potentially move to a curbside service model or to close the buildings as required.
- **Digital Programming:** One digital program highlight this month was our online escape rooms. Staff used 3-D photos to create escape rooms with puzzles and riddles. A Nancy Drew Escape Room was targeted toward adults, and an Escape from the Haunted Library Escape Room was available for kids.
- **Window Replacement:** The 11 broken windows at Nichols Library were all replaced this month. Unfortunately, two more windows on the second story have broken, but they are in the process of being replaced as well.

Community Partnerships

- **Will County Early Voting:** Will County early voting at 95th Street Library was very successful. Lines of customers often stretched out to the 95th Street Community Plaza during the two-week period, showing that customers really appreciated the Library's civic involvement.
- **Will County Mail-In Ballot Drop Box:** 95th Street Library was also a drop box location for mail-in ballots. Altogether, 7,235 customers submitted their ballot at our drop box. 95th Street Library was the second most popular drop box in Will County behind the Will County Clerk's Office. Congresswoman Lauren Underwood even dropped off her ballot at 95th Street Library.
- **District 203 Parents as Teachers:** We moved our regular partnership with Ann Reid Early Learning Center to an online format, and about 25% of invited families attended. This was an increase from the normal attendance when the program was presented in-person.

- **KidsMatter Leadership Academy:** On October 31, I was a panelist for the KidsMatter Leadership Academy, along with Mayor Steve Chirico and Naper Settlement President and CEO Rena Tamayo-Calabrese. The panel spoke to all of the 2020-2021 student board representatives about leadership and careers in public service. Many thanks to Trustee Nina Menis for proposing this great program!
- **Voting Panel:** Trustee Ashfaq Syed proposed a panel on the importance of voting, which NPL hosted on October 29. Panelists for the hour-long discussion included Naperville Mayor Steve Chirico, DuPage County State's Attorney Robert Berlin, Founder & President of Unity Partnership Regina Brent, DuPage County NAACP President Michael Childress, DuPage County Board Chairman Dan Cronin, Senator Laura Ellman, Congressman Bill Foster, Naperville Area Chamber of Commerce Chairman Ian Holzhauser, Naperville Park District Board President Mike Reilly, and League of Women Voters of Naperville President Becky Simon.
- **Naperville Police Department:** Naperville Police Officer Mike Fletcher participated in a socially distanced storytime on the Riverwalk.
- **Naperville Plays:** Our regular partnership with Naper Settlement and DuPage Children's Museum became an online event this year.

Staff Updates

- **Staff Retirement:** Karen Dunford, Deputy Director, retired after 32 years of service to Naperville Public Library. Among other accomplishments, Karen was the inspiration for the 95th Street Community Plaza, led the team to create the Library's vision and mission statements, revamped the Summer Reading Program, and was named the DuPage Library System Librarian of the Year in 2009.
- **New Deputy Director:** Ellen Conlin, former 95th Street Library Manager, has been promoted to Deputy Director. Ellen has been with NPL for 6 years in progressive leadership roles.

Library Budget

- **Vacant Positions:** We are currently postponing filling 13 positions, a total of 7.75 FTE. This is on top of the 8 positions eliminated this year (4.5 FTE). Once we analyze the state of the pandemic in the coming months, we will assess which positions should be filled and which can remain vacant.

Upcoming Events

November 23, 2020 – City Council Budget Workshop Number 3 (Library presentation)

December 1, 2020 – City Council approval of 2021 budget

December 15, 2020 – City Council approval of 2021 tax levy

December 16, 2020 – Winter Reading Program begins

Naperville Public Library Monthly Statistics Summary October 2020

	<u>Current Month</u>	<u>Current FYTD</u>	<u>Last FYTD</u>	<u>% Change</u>
Adult				
Audiobooks	2,344	22,459	45,312	-50.43%
Books - Fiction	26,613	216,062	294,803	-26.71%
Books - Nonfiction	30,869	259,855	369,064	-29.59%
Magazines/Periodicals	2,299	17,173	24,374	-29.54%
Music CDs	6,433	50,822	88,843	-42.80%
Teen Fiction	8,120	68,034	88,678	-23.28%
Video Games	1,243	10,786	13,901	-22.41%
Videos (DVD and Blu-ray)	39,379	358,825	580,457	-38.18%
Total Adult	117,300	1,004,016	1,505,432	-33.31%
Children's				
Audiobooks	2,235	16,463	23,213	-29.08%
Books - Fiction	86,384	636,997	857,101	-25.68%
Books - Nonfiction	17,354	129,174	187,542	-31.12%
Magazines/Periodicals	237	1,750	2,894	-39.53%
Music CDs	703	5,731	11,740	-51.18%
Video Games	1,864	15,289	19,959	-23.40%
Videos (DVD and Blu-Ray)	12,680	107,285	202,781	-47.09%
Total Children's	121,457	912,689	1,305,230	-30.07%
Virtual				
eAudiobook	13,433	136,162	120,506	12.99%
eBook	22,906	252,944	206,271	22.63%
eMagazines	6,037	49,528	44,159	12.16%
eMusic	254	3,222	3,196	0.81%
eVideo	3,665	37,926	17,661	114.74%
Total Virtual	46,295	479,782	391,793	22.46%
Technology				
Hotspot	81	713	1,155	-38.27%
iPad	23	2,022	8,541	-76.33%
Laptop	14	353	882	-59.98%
Media Hardware	46	925	2,268	-59.22%
Total Technology	164	4,013	12,846	-68.76%
Total Circulation	285,216	2,400,500	3,215,301	-25.34%
Other				
Reciprocal Borrowing	5.19%	4.76%	6.14%	-22.37%
LINKin	0.97%	0.84%	1.05%	-19.70%
Total Holds Placed	49,027	460,785	482,855	-4.57%
Total Holds Filled	40,119	368,416	387,258	-4.87%
Active Cardholders				
Resident Cardholders		59,754	66,927	-12.00%
Non-Resident Cardholders		770	857	-11.30%
Subtotal		60,524	67,784	-10.71%
Reciprocal Borrowers		2,049	3,652	-43.89%
Total Cardholders		62,573	71,436	-12.41%

November 18, 2020

8. NEW BUSINESS
A. Recommendation for Insurance – General Liability, Workers Compensation, & D&O – December 1, 2020 – November 30, 2021

NPL opens the bidding process to interested insurance agents. This open, competitive bidding process has served the Library's needs very well and has resulted in cost containment, even as coverage has been expanded to include employment practices, terrorism, and automation. This year, bids were requested from Kamm (Myers-Briggs) and Naperville's Matsock Insurance and Financial Services, both past providers. The current policy for the Library's insurance package expires as of November 30.

Current Review

General Liability, Property, Auto, Umbrella and Workers' Compensation Insurances

These are prepared as a package with our brokers. Matsock shopped NPL's plan to several carriers including Selective (our carrier for 2008-09, and 2010-17), Auto Owners, and Liberty Mutual. Selective and others declined to bid due to current carrier pricing. Kamm (Myers-Briggs) received bids from Chubb at \$138,000 (our provider in 2018 and 2019) plus our 2020 (current) provider CNA at \$71,515, and Guide One declined to bid. CNA provided the lowest bid at \$71,515.

Directors and Officers (D&O)

Kamm (Myers-Briggs) submitted a proposal from Philadelphia Insurance, our current provider, which bid the cost of \$12,541, as well as a proposal from Travelers at \$17,700 without coverage in Workplace Violence and Internet Liability. The Philadelphia proposal is the lowest of the bids and did include coverage in all areas.

The attachment provides an overview of the proposals with the Library's recent annual costs plus an overview of the previous coverage.

Recommendation

After review of the proposals and the costs for the General Liability/Workers Compensation Packages, **staff recommends the acceptance of CNA's proposal through Kamm at a premium cost of \$71,515.**

For the Directors and Officers Insurance, **staff recommends the acceptance of the proposal from Philadelphia through Kamm,** (with retention of \$15,000 for Directors and \$25,000 for Employment Practices), **at a cost of \$12,541.**

The grand total for the recommended packages is \$84,056, a 7.7% increase of \$6,023 from the current cost, and is within the limits of the approved Operating Budget for CY2021.

Naperville Public Library Insurance Premium Comparison

2016-2017 2017-2018 2018-2019 2019-2020

2020-2021

Coverage	SELECTIVE Matsock	CHUBB Kahm/Myers Briggs	CHUBB Kahm/Myers Briggs	CNA Kahm/Myers Briggs	CNA Kahm/Myers Briggs	CHUBB Kahm/Myers Briggs	Selective Matsock
	Terrorism	Terrorism	Terrorism Included	Terrorism Included	Terrorism Included	Terrorism Included	Terrorism Included
Company Rating	A	A++	A++	A++	A++	A++	A
Commercial Property	25,357	29,718	32,493	35,537	38,564	90,000	
Business Income	Included	Included	Included	Included	Included	Included	Included
Boiler & Machinery/Equipment Breakdown	Included	Included	Included	Included	Included	Included	Included
Inland Marine	4,344	Included	Included	Included	Included	Included	Included
Commercial Crime	646	Included	Included	Included	Included	Included	Included
General Liability	4,847	Included	Included	Included	Included	Included	Included
Business Auto	2,389	4,647	5,798	4,910	7,780	12,000	Included
Umbrella (Terrorism Included in Underlying Coverage)	3,070	5,000	5,257	3,752	4,294	13,000	
Limits	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Flood and Quake	Included	Included	Included	Included	Included	Included	Included
aggregate limit to	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
	per location	per location	per location	per location	per location	per location	per location
SUBTOTAL	40,653	39,365	43,548	44,199	50,638	115,000	
Workers Compensation (1) (Terrorism is mandatory)	35,272	30,020	26,554	23,317	20,877	23,000	
Volunteer Accident							
TOTAL	75,925	69,385	70,102	67,516	71,515	138,000	did not bid

	PHILADELPHIA Kahm/Myers-Briggs	PHILADELPHIA Kahm/Myers-Briggs	PHILADELPHIA Kahm/Myers-Briggs	PHILADELPHIA Kahm/Myers-Briggs	PHILADELPHIA Kahm/Myers-Briggs	PHILADELPHIA Kahm/Myers-Briggs	TRAVELERS Kahm/Myers-Briggs
Directors and Officers	3,715	3,708	3,722	3,730	5,492	5,492	5,700
Employment Practices	5,121	4,909	4,869	4,889	5,207	5,207	12,000
Limits	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	
WorkPlace Violence (2)	900	900	900	900	844	844	N/A
Internet Liability (Optional) (3)	998	998	998	998	998	998	N/A
Total-D & O with options	10,734	10,515	10,489	10,517	12,541	12,541	17,700
GRAND TOTAL	86,659	79,900	80,591	78,033	84,056	150,541	

(1) adjusted premium after audit

(2) limit 100,000

(3) limit 1,000,000

Other General Insurance:

Auto Owners	declined to bid
Guide One	declined to bid
Liberty Mutual	declined to bid
Selective	declined to bid

November 18, 2020

- | |
|---|
| 8. NEW BUSINESS |
| B. Update to Use of Library Displays Policy |

The Use of Library Displays Policy was last updated in July 2017.

Recommendations to update this policy include clarifying language, adding information about the Library's art wall, and removing the "letter to the public" at the end. Generally if a customer has a question about posting something publicly, someone will respond to explain our procedures rather than using a form note like the one being eliminated.

Staff recommends approving the Use of Library Displays Policy as presented.



Use of Library Displays Policy

Bulletin boards and designated display areas, administered and maintained by staff, are available at all facilities. Designated display space is available for items from units of local government and local non-profit organizations to promote awareness of services and events of interest to residents in the local community. Organizations based in Naperville will be given priority. Library, government, or educational institution sponsored table displays are permitted at the library's discretion. Space permitting, promotion of services and events offered by commercial entities will be posted if they are of an artistic, cultural, educational, civic, or historical nature.

Public art display space is available at the 95th Street and Nichols Libraries. Procedures for submitting artwork for consideration can be found [on the Library's website](#).

Display of Flyers and Publicity from Outside Organizations

Staff will determine an item's suitability for display based on the following:

- Under no circumstances may facilities be used to advertise or sell personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Promotions of fundraising by Naperville area non-profit organizations will be permitted.
- Magazines or newspaper format publications with advertisements are not generally available as handouts in the libraries.
- Postings from outside organizations are subject to the availability of space. Materials will not be returned to any organization or individual.
- Material that advocates the election of or the defeat of a ballot issue, referendum or candidate for public office will not be displayed.
- Questionable items are referred to Library Managers. The Executive Director, or designee, reserves the right to make exceptions based on existing policy and will make final decisions regarding the availability and use of the facilities. Unapproved postings will be removed from the facilities.
- Permission to post at one building does not guarantee that there is space at another building. Specific time periods for postings cannot be guaranteed.

Display of flyers and publicity from outside organizations is at the library's discretion based on the following:

- All postings will be approved by the Library Manager. The Executive Director, or designee, reserves the right to make exceptions based on existing policy and will make final decisions regarding the availability and use of the facilities.
- Postings from outside organizations are subject to the availability of space. Materials will not be returned to any organization or individual.

Approved 4/8/86; Approved 11/1/92; Approved 11/3/93; Approved 12/7/94; Approved 12/21/94; Approved 2/15/95; Approved 8/4/99; Approved 9/20/00; Approved 10/16/02; Approved 10/20/04; Approved 10/19/05; Approved 10/18/06; Approved 10/16/08; Approved 10/20/10; Approved 11/14/12; Approved 11/19/14; Approved 7/19/17.

- Permission to post at one building does not guarantee that there is space at another building. Specific time periods for postings cannot be guaranteed.
- Space to display magazines or newspaper format publications is generally not available in the libraries.
- Advertisements to sell personal or commercial items or services, or for personal or commercial solicitation, fundraising, or recruitment are generally not permitted. Promotions of fundraising by Naperville area non-profit organizations may be considered by the library staff.
- Material that advocates the election of or the defeat of a ballot issue, referendum or candidate for public office will not be displayed.
- Unapproved postings will be taken down by Library staff.

See Attachment

LETTER TO THE PUBLIC EXPLAINING THE PUBLIC USE OF LIBRARY DISPLAYS POLICY

Thank you for the materials you have given us to consider for public posting. The materials will be reviewed in accordance with the Public Use of Library Displays Policy.

The Library receives an enormous volume of potential display materials. Adherence to the policy will be the primary criterion for posting, and space availability will determine the length of display time.

Because of the large number of postings we receive, the Library cannot return materials once they are left for consideration or have been displayed. Once materials have been left, the Library does not notify the originator that the materials will be or are currently displayed. Since materials are posted in a public area, items may be damaged or removed by visitors to that area.

Please consider the policy and conditions carefully. They may affect your decision to leave materials for display.

November 18, 2020

- | |
|-------------------------------------|
| 8. NEW BUSINESS |
| C. Elimination of Guidelines Policy |

The Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities was last updated in August 2017.

For further clarification, this policy reflects a statement made by the American Library Association in 2005. Naperville Public Library adopted this guideline for policies in 2006 and has only made minor formatting changes since the policy was created.

This policy reads more as a list of guidelines than a policy that determines library usage, making it stand out from other policies as unnecessary. Other area libraries do not have a policy regarding the creation of policies. This information from the ALA can still be utilized to help guide the library in writing policies without it needing to be included in an NPL policy.

Staff recommends eliminating the Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.



Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities

The American Library Association has adopted the LIBRARY BILL OF RIGHTS and Interpretations of the LIBRARY BILL OF RIGHTS to provide library governing authorities, librarians and other library staff and library users with guidelines on how constitutional principles apply to libraries in the United States of America.

Publicly supported libraries exist within the context of a body of law derived from the United States Constitution and appropriate state constitutions, defined by statute, and implemented by regulations, policies and procedures established by their governing bodies and administrations. These regulations, policies and procedures establish the mission of the library, define its functions, services and operations and ascertain the rights and responsibilities of the clientele served by the library.

Publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library is a governmental entity that provides free, equal and equitable access to information for all people of the community it serves. When this purpose is confirmed in policies and practices, the library is a designated limited public forum for access to information. When library policies or practices make meeting rooms, exhibit spaces and/or bulletin boards available for public use, these spaces are designated as limited public forums for the exchange of information.

Libraries adopt administrative policies and procedures regulating the organization and use of library materials, services and facilities. These policies and procedures affect access and may have the effect of restricting, denying or creating barriers to access to the library as a public forum, including the library's resources, facilities and services. Library policies and procedures that impinge upon First Amendment rights are subject to a higher standard of review than may be required in the policies of other public services and facilities.

Policies, procedures or regulations that may result in denying, restricting or creating physical or economic barriers to access to the library's public forum must be based on a compelling government interest. However, library governing authorities may place reasonable and narrowly drawn restrictions on the time, place or manner of access to library resources, services or facilities, provided that such restrictions are not based upon arbitrary distinctions between individuals or classes of individuals.

The American Library Association's Intellectual Freedom Committee recommends that publicly supported libraries use the following guidelines, based on constitutional principles, to develop policies, regulations and procedures.

All library policies, regulations and procedures should be carefully examined to determine if they may result in denying, restricting or creating barriers to access. If they may result in such restrictions, they:

- should be developed and implemented within the legal framework that applies to the library. This includes: the United States Constitution, including the First and Fourteenth Amendments, due process and equal and equitable treatment under the law; the applicable state constitution; federal and state civil rights legislation; all other applicable federal, state and local legislation; and applicable case law;
- should cite statutes or ordinances upon which the authority to make that policy is based, when appropriate;
- should be developed and implemented within the framework of the Library Bill of Rights and its Interpretations;
- should be based upon the library's mission and objectives;
- should only impose restrictions on the access to, or use of library resources, services or facilities when those restrictions are necessary to achieve the library's mission and objectives;
- should narrowly tailor prohibitions or restrictions, in the rare instances when they are required, so they are not more restrictive than needed to serve their objectives;
- should attempt to balance competing interests and avoid favoring the majority at the expense of individual rights, or allowing individual users' rights to interfere materially with the majority's rights to free, equal and equitable access to library resources, services and facilities;
- should avoid arbitrary distinctions between individuals or classes of users, and should not have the effect of denying or abridging a person's right to use library resources, services or facilities based upon arbitrary distinctions such as origin, age, background or views;
- In the LIBRARY BILL OF RIGHTS and all of its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals;
- should not target specific users or groups of users based upon an assumption or expectation that such users might engage in behavior that will materially interfere with the achievement of substantial library objectives;
- must be clearly stated so that a reasonably intelligent person will have fair warning of what is expected;
- must provide a means of appeal;
- must be reviewed regularly by the library's governing authority and by its legal counsel;
- must be communicated clearly and made available in an effective manner to all library users;
- must be enforced evenhandedly, and not in a manner intended to benefit or disfavor any person or group in an arbitrary or capricious manner;
- Libraries should develop an ongoing staff training program designed to foster the understanding of the legal framework and principles underlying library policies and

to assist staff in gaining the skill and ability to respond to potentially difficult circumstances in a timely, direct and open manner. This program should include training to develop empathy and understanding of the social and economic problems of some library users;

- should, if reasonably possible, provide adequate alternative means of access to information for those whose behavior results in the denial or restriction of access to any library resource, service or facility.

Adopted by the ALA Intellectual Freedom Committee, June 28, 1994

Revised January 19, 2005

November 18, 2020

- | |
|--------------------------------------|
| 8. NEW BUSINESS |
| D. 2021 Schedule of Library Closings |

Staff is presenting the 2021 Closing Calendar for approval by the Board. This calendar lists the dates for planned library closings and notes whether the closing is a paid holiday or not. The only change being made from last year's calendar is that the Library's annual Staff Day is being left off for now due to the COVID-19 pandemic. If conditions improve next year and a Staff Day is feasible, we will bring this calendar back to the Board to approve an additional closing.

Staff recommends approval of the 2021 Schedule of Library Closings as presented.

NAPERVILLE PUBLIC LIBRARY
Naperville, Illinois

SCHEDULE OF CLOSINGS FOR 2021

* Friday, January 1, 2021	Closed	New Year's Day
Sunday, April 4, 2021	Closed	Easter
Sunday, May 30, 2021	Closed	
* Monday, May 31, 2021	Closed	Memorial Day
* Sunday, July 4, 2021	Closed	Independence Day
Friday, September 3, 2021	Close at 5 p.m.	Last Fling-Nichols only
Saturday, September 4, 2021	Closed	Last Fling-Nichols only
Sunday, September 5, 2021	Closed	
* Monday, September 6, 2021	Closed	Labor Day
Wednesday, November 24, 2021	Close at 5 p.m.	
* Thursday, November 25, 2021	Closed	Thanksgiving
* Friday, December 24, 2021	Closed	Christmas Eve
* Saturday, December 25, 2021	Closed	Christmas
Friday, December 31, 2021	Close at 5 p.m.	New Year's Eve

* Paid Staff Holidays

November 18, 2020

- | |
|--------------------------------|
| 8. NEW BUSINESS |
| E. 2021 Board Meeting Schedule |

Attached is the proposed 2021 Board Meeting Schedule. All meetings are scheduled on the third Wednesday of the month at 7:00 pm.

Staff recommends approval of the 2021 Board Meeting Schedule as presented. Once approved, the meeting schedule will be posted on the Library's website.

LIBRARY BOARD MEETING SCHEDULE 2021

All meetings of the Board of Library Trustees of the City of Naperville will be held according to the schedule listed herein, at the hour of 7 p.m. in the Board Room of **Nichols Library, 200 W. Jefferson Ave.**, Naperville, Illinois, unless otherwise noted:

January 20, 2021

February 17, 2021

March 17, 2021

April 21, 2021

May 19, 2021

June 16, 2021

July 21, 2021

August 18, 2021

September 15, 2021

October 20, 2021

November 17, 2021

December 15, 2021

NOTE: Meeting place and dates subject to change.