

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

Due to the Covid-19 pandemic, the meeting is being conducted remotely. Members of the public may view and listen to the proceedings using GoTo Meeting. Use the link below to join the online meeting and information to download the app in advance of the meeting. To participate via phone, call in for audio only using the phone number below.

Public comment will be taken electronically. Members of the public may send statements to the Library Director, at <https://dglibrary.org/feedback/> Please indicate that this is a Board Meeting Comment in the body of the comment. Be aware that comments sent to the Library will be read individually.

Board of Library Trustees

Wed, May 27, 2020 7:30 PM - 10:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/540231453>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 540-231-453

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/540231453>

AGENDA

1. Call to Order

2. Roll Call

3. Welcome to Visitors

4. Approval of Minutes

a. April 22, 2020

Requested Action: Approval

5. Financial Matters

a. April 2020 Financial Report

b. May 2020 Invoices

Requested Action: Approval

6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. COVID-19 Response and Reopening Phasing Plan Update
Requested Action: Approval
 - b. Paying Staff According to Personnel Policy, Section 3.28 Emergency
Closings through June 30, 2020
Requested Action: Approval
 - c. Development of Preliminary 2021 Budget
Requested Action: Discussion
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 22, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Circulation Manager Christine Lees, Access Services Manager Amy Prechel, Assistant IT Manager Max Mogavero, Media Lab Coordinator Ed Bromiel, Children's Services Manager Allyson Renell, Computer Help Desk Supervisor Lauren Gonzalez, Public Relations Manager Cindy Khatri, Adult & Teen Services Manager Lizzie Matkowski, Assistant Circulation Manager Cheryl Pawlak, Resident Kent Conness.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 26, 2020. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the February 26, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: Dougherty.
5. **Financial Matters.**
 - a. February 2020 Financial Report. Milavec presented the report. Milavec noted that the first quarter to the first half of the year includes many of the library's annual payments, including insurances and database renewals. The March invoices are still at \$200,000, which is due primarily due to the February approval of the purchase of new self-check units. The library also purchased a new PR software called OrangeBoy, with the initial payment included in the March invoices.
 - b. March 2020 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of March 2020 capital replacement invoices totaling \$900.00, the payment of March 2020 operating invoices totaling \$198,595.27, and the ratification of February 2020 payrolls totaling

\$238,060.70 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. March 2020 Financial Report. Milavec presented the report. She called attention to the Charges for Services line of the revenue report, noting that the \$25,304.87 listed is the ComEd rebate from the HVAC project.
- d. April 2020 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of April 2020 operating invoices totaling \$95,883.89 and the ratification of March 2020 payrolls totaling \$235,886.49 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

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

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

8. **New Business.**

- a. COVID-19 Response and Reopening Phasing Plan. Milavec introduced the plan with the disclaimer that it is a very fluid plan and many of the details are going to depend on what happens when the Governor allows the state to open and what executive orders he puts into place. The plan also depends on recommendations from the CDC, World Health Organization, and other public health organizations regarding best practices. The Institute for Museum and Library Services has a contract with a national laboratory to do research on circulating library materials and what the best practices are for handling the COVID-19 virus specifically on library materials. The statewide library delivery system, RAILS, has said that they will not resume deliveries until they receive recommendations from the IMLS study.

The plan to reopen is a phased plan. The first piece is to get staff into the building and to open the book drops. The next step would be to open to the public, and staff anticipate doing curbside service first with proper personal protective equipment. Next would be a limited public service model with limited hours. The details will be dependent on the guidance from the Governor, State, and CDC at that time. The current plan is to have managers and supervisors report to the library on May 1 to begin preparing for public use. This includes removing seating, marking places on the floor for patrons to stand six feet apart, and preparing the meeting room to be a quarantine area for returned materials. Materials would be quarantined for 72 hours before being checked back in and returned to the shelves.

The Board discussed what curbside service may look like for the library and stressed the importance of staff safety and minimizing staff exposure.

It was moved by Humphreys and seconded by Khuntia THAT the Library Director be authorized to make temporary policy changes with the Board President and within the parameters of COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Paying Staff According to Personnel Policy, Section 3.28 Emergency Closings through May 31, 2020. Milavec included a memorandum from Park Ridge Library's Director who shared information about costs of unemployment and its impact on service. Furloughing and laying off staff have costs included. At this time, the library is keeping staff working to the maximum extent possible. Staff are planning programs, learning the new online summer reading software, answering reference questions, and issuing new library cards.

It was moved by Dougherty and seconded by Humphreys THAT library staff be paid according to Personnel Policy, Section 3.28 Emergency Closings through May 31, 2020. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Update to General Policy, Section 2.13 Photography and Videography. Milavec is proposing to change the name of Section 2.13 of the General Policy to "Taking Images and Recording Video in Library and During Virtual Library Programs." The additional wording was suggested by the Programming Team as they work to develop virtual programs and take into account all the possibilities allowed by the software and platforms used with this type of programming.

It was moved by Khuntia and seconded by Stapleton THAT the update to General Policy, Section 2.13 be approved as presented. Motion passed by voice vote.

- d. Fine Free Through Summer Reading. The library is currently fine free and the idea of not charging fines through the limited service time is in the library's COVID-19 response plan. At this point, everything is being automatically renewed. The library is looking at promoting Summer Reading and being able to limit cash handling and offer a little relief to any families who are struggling financially during this time. Automatic renewals have already slashed the library's fine income since 2017 when they began. It is less than half a

percent of the library's total budget to do this for a full year, let alone to do it just for Summer Reading.

The Board agreed with this decision and discussed revisiting the idea of going fine free permanently once more statistics are gathered.

It was moved by Stapleton and seconded by Gigani THAT the library go Fine Free through the end of Summer Reading on August 2, 2020. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. Unfinished Business. There was none.

10. Library Director's Report. Milavec presented the report. On Friday, March 13, the library circulated 9,500 items before closing. Kudos to all staff who worked that night. Shelves were down to single books and displays were empty. COVID-19 has taken up all of staff's time, working to keep up with all of the recommendations, what the Governor is saying, and what is happening locally. There are all sorts of implications from Families First Coronavirus Response Act, FMLA Plus, and additional sick time for staff that require new policies and procedures. Staff are continuing to get as much as they can in the way of supplies and personal protective equipment. The masonry and exterior painting project will wrap up next week. Milavec gave kudos to Assistant Director Jen Ryjewski for her work on the performance evaluation update for all staff evaluations. The Diversity, Equity, and Inclusion project is on hold at the moment. Managers felt that in-person sessions were very important and would foster better dialogue for this project. Milavec bid farewell to Administrative Assistant Sophia Vaughn, who does work on invoicing, payroll, timesheets, and so much more. She is leaving to move back to New England. She has been an amazing part of the Administrative team and staff are very sad to see her go. Her last day is Monday.

11. Trustee Comments and Requests for Information.

Trustee Humphreys agrees with putting the Diversity, Equity, and Inclusion project on hold until in-person meetings can occur. He commented on the Village Council's virtual meeting that included a presentation from the Village Manager that was a little scary. They are coming up with several contingency plans as their revenue has taken a hit already. Trustee Humphreys is thrilled with the way staff have kept the library open while the building is closed.

Trustee Stapleton was so impressed on Friday, March 13 once the email went out that the library was closing. It was impressive how fast the word got out and people arrived at the library. Trustee Stapleton also commented that

Bloomington-Normal library extended their Wi-Fi availability to be 24/7 so their patrons could use it in the parking lot. Milavec responded that DGPL's Wi-Fi is always available as well.

Trustee Dougherty asked how much of the library's circulation is related to RAILS deliveries. Milavec responded that 85-90% of Downers Grove Library patron checkouts are provided by the Downers Grove Library. DGPL moves a lot of books, with 7-8 bins going out each day. The primary use is to get items for patrons that DGPL does not have in its collection. Trustee Dougherty also brought up a survey that other libraries are doing by asking the community to reflect on their experiences during COVID-19. She thinks is a great idea that might be worth exploring. Trustee Dougherty saw that Skokie Public Library is thinking about what impacts the community will see in the next several months about job training and employment coaching. Milavec commented that DGPL partners with the People's Resource Center and staff have already been in contact about providing training and resources to patrons.

12. Adjournment. President Graber adjourned the meeting at 8:47 p.m.

DOWNERS GROVE LIBRARY

4/30/2020

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ (193,632)	\$ 898,636
FUND BALANCE	(219,528)	\$ 898,636

Revenue by Object Report

Village of Downers Grove
4/1/2020 through 4/30/2020

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,497,919.00	0.00	0.00	5,497,919.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	0.00	100.00	0.00
4313 Personal Property Replacement Tax	51,500.00	14,257.63	26,807.81	24,692.19	52.05
4410 Sales of Materials	9,900.00	0.00	1,553.78	8,346.22	15.69
4502 Charges For Services	20,000.00	10.00	28,411.41	-8,411.41	142.06
4509 Fees For Non-Residents	16,000.00	0.00	5,840.00	10,160.00	36.50
4571 Rental Fees	4,000.00	-80.00	960.00	3,040.00	24.00
4581 Fines	33,000.00	23.23	8,319.07	24,680.93	25.21
4590 Cost Recovered For Services	10,000.00	0.00	2,833.06	7,166.94	28.33
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	61,516.00	0.00	0.00	61,516.00	0.00
4711 Investment Income	7,500.00	253.41	2,679.79	4,820.21	35.73
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,500.00	1,749.48	3,250.52	34.99
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,716,435.00	15,964.27	79,154.40	5,637,280.60	1.38

CAPITAL REPLACEMENT FUND

glExpObj
04/24/2020 4:40PM
Periods: 4 through 4

Expenditures by Object Report

Page: 4

Village of Downers Grove
4/1/2020 through 4/30/2020
h

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	447,000.00	0.00	1,192.94	0.00	445,807.06	0.2
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	447,000.00	0.00	1,192.94	0.00	445,807.06	0.2

OPERATING FUND

glExpObj
04/24/2020 4:37PM
Periods: 4 through 4

Expenditures by Object Report

Page: 17

Village of Downers Grove
4/1/2020 through 4/30/2020
h

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Use</i>
5101 Salaries, Exempt	1,594,544.25	123,069.00	492,276.00	0.00	1,102,268.25	30.8
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	63,661.29	131,503.29	0.00	119,897.73	52.3
5119 Part-Time Employee Wages	1,252,673.30	42,929.96	315,884.08	0.00	936,789.22	25.2
5131 IMRF Pension Contributions	232,934.78	17,545.79	79,359.28	0.00	153,575.50	34.0
5133 Medicare Contributions	44,929.98	3,275.63	13,430.52	0.00	31,499.46	29.8
5134 Social Security Contributions	192,114.36	14,005.63	57,425.49	0.00	134,688.87	29.8
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	77.35	309.40	0.00	734.60	29.6
5191 Health Insurance	415,774.44	31,113.46	123,712.99	0.00	292,061.45	29.7
5195 Optical Insurance	1,989.69	143.90	572.20	0.00	1,417.49	28.7
5197 Dental Insurance	34,239.11	2,513.66	10,054.64	0.00	24,184.47	29.3
5210 Supplies	97,450.00	1,731.19	17,925.31	0.00	79,524.69	18.3
5251 Maintenance Supplies	18,550.00	3,592.39	9,199.33	0.00	9,350.67	49.5
5280 Small Tools & Equipment	31,100.00	123.24	3,510.86	0.00	27,589.14	11.2
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	0.00	824.30	0.00	6,675.70	10.9
5303 Seminars, Conferences & Meetings	34,050.00	1,285.55	9,404.59	0.00	24,645.41	27.6
5308 Recognition Program-Staff	5,000.00	0.00	640.29	0.00	4,359.71	12.8
5315 Professional Services	60,000.00	465.96	19,356.02	0.00	40,643.98	32.2
5322 Personnel Recruitment	1,000.00	119.04	413.52	0.00	586.48	41.3
5323 Special Legal	6,000.00	946.00	1,276.00	0.00	4,724.00	21.2
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	14,328.95	70,646.87	0.00	34,853.13	66.9
5380 Printing Services	24,800.00	0.00	4,056.00	0.00	20,744.00	16.3
5391 Telephone	17,000.00	1,159.27	7,181.36	0.00	9,818.64	42.2
5392 Postage	25,500.00	10,000.00	10,197.38	0.00	15,302.62	39.9
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	308.89	830.28	0.00	18,169.72	4.3

Page: 17

OPERATING FUND
Expenditures by Object Report

Page: 18

glExpObj
04/24/2020 4:37PM
Periods: 4 through 4

Village of Downers Grove
4/1/2020 through 4/30/2020
h

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5420 Insurance - Other Policies	43,125.00	3,573.00	50,491.00	0.00	-7,366.00	117.0
5430 Building Maintenance Services	91,550.00	17,736.25	31,174.95	0.00	60,375.05	34.0
5450 Cleaning Services	80,000.00	5,260.00	22,613.05	0.00	57,386.95	28.2
5461 Utilities	25,250.00	977.95	5,333.22	0.00	19,916.78	21.1
5470 Other Equipment Repair And Maintenance	12,000.00	36.06	5,304.55	0.00	6,695.45	44.2
5481 Rentals	15,500.00	859.55	5,688.20	0.00	9,811.80	36.7
5620 Recoverables	4,000.00	53.70	384.85	0.00	3,615.15	9.6
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	1,761.09	7,877.12	0.00	52,122.88	13.1
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,800.00	20,653.26	75,884.60	0.00	150,915.40	33.4
5852 Print Materials	345,250.00	5,569.77	56,985.79	0.00	288,264.21	16.5
5853 Audiovisual Materials	147,725.00	757.78	26,467.20	0.00	121,257.80	17.9
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	0.00	57,405.50	0.00	26,594.50	68.3
5880 Intangible Assets (Software)	52,000.00	4,295.00	13,618.81	0.00	38,381.19	26.1
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,016,294.93	393,929.56	1,739,218.84	0.00	4,277,076.09	28.9

Page: 18

Invoice Edit Listing
Village of Downers Grove
May 27, 2020 – Capital Replacement Fund

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
015079 SHALES MC NUTT, LLC	3	181,207.40	0.00	181,207.40
Grand Total:	3	181,207.40	0.00	181,207.40

INVOICES OF NOTE

For Library Board Meeting on May 27, 2020
Capital Replacement

015079	Shales McNutt, LLC (Masonry project - three payments)	\$181,207.40
--------	---	--------------

Invoice Edit Listing
Village of Downers Grove
May 27, 2020 – Operating Fund

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	10	3,711.94	0.00	3,711.94
000322 AMAZON.COM	1	259.90	0.00	259.90
000403 AT&T	1	267.48	0.00	267.48
020127 BEHNKE, SUSAN	1	28.85	0.00	28.85
020132 BERKSHIRE HATHAWAY HOME SVCS, CHICAGO	1	40.00	0.00	40.00
019652 BEST QUALITY CLEANING	1	5,260.00	0.00	5,260.00
016893 BIBLIOTHECA, LLC	5	8,947.79	0.00	8,947.79
020130 CAROL GENTES	1	40.00	0.00	40.00
001264 CDW GOVERNMENT, INC.	1	83.78	0.00	83.78
001377 CHICAGO TRIBUNE	1	598.00	0.00	598.00
013822 CHRISTINE THORNTON	1	250.00	0.00	250.00
001459 CINTAS CORPORATION #344	1	44.15	0.00	44.15
020162 CITIBANK/CITI CARDS	1	134.17	0.00	134.17
001553 COMCAST CABLE	1	307.14	0.00	307.14
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
005572 FIA CARD SERVICES, N.A.	10	7,140.90	0.00	7,140.90
017510 FIRST COMMUNICATIONS, LLC	1	443.02	0.00	443.02
019894 FISH WINDOW CLEANING	1	2,035.00	0.00	2,035.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	298.23	0.00	298.23
013544 GOOGLE, INC.	1	966.00	0.00	966.00
008770 GRAINGER	9	1,385.22	0.00	1,385.22
009102 HAGG PRESS, INC.	2	4,067.00	0.00	4,067.00

Invoice Edit Listing
Village of Downers Grove
May 27, 2020 – Operating Fund

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
008206 HR SOURCE	1	1,670.00	0.00	1,670.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003613 ILLINOIS LIBRARY ASSOCIATION	1	300.00	0.00	300.00
012834 IPROMOTEU	1	331.70	0.00	331.70
020131 LIZ CHALBERG	1	40.00	0.00	40.00
018484 MALWAREBYTES	1	1,920.00	0.00	1,920.00
005370 MARILYN LUDWIG	1	80.00	0.00	80.00
005613 MEDLIN COMMUNICATIONS, INC.	1	703.11	0.00	703.11
005866 MIDWEST TAPE	1	2,623.52	0.00	2,623.52
019803 MILDER, THEA	1	11.88	0.00	11.88
006161 NICOR GAS	1	760.69	0.00	760.69
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
012499 OVERDRIVE, INC.	4	11,492.02	0.00	11,492.02
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	5.00	0.00	5.00
006698 PRINT SMART	1	1,546.30	0.00	1,546.30
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
019214 RIZZO, SANDRA	1	15.98	0.00	15.98
012100 SWANK MOTION PICTURES, INC.	1	1,924.00	0.00	1,924.00
020165 TERESA AVCI	1	40.00	0.00	40.00
008391 TODAY'S BUSINESS SOLUTIONS	2	4,944.28	0.00	4,944.28
008539 U S TOY CO, INC.	1	149.49	0.00	149.49
015177 ULINE	1	605.05	0.00	605.05
018458 URBAN ELEVATOR SERVICE, LLC	1	208.00	0.00	208.00

Invoice Edit Listing
Village of Downers Grove
May 27, 2020 – Operating Fund

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
020129 ZYAN GARCIA	1	40.00	0.00	40.00
Grand Total:	82	67,120.35	0.00	67,120.35

INVOICES OF NOTE

For Library Board Meeting on May 27, 2020

020132	Berkshire Hathaway Home Svcs (meeting room cancellation reimbursement)	\$40.00
013822	Christine Thornton (virtual program: Flowering Trees)	\$250.00
019894	Fish Window Cleaning (quarterly window cleaning service)	\$2,035.00
009102	Hagg Press, Inc. (Discoveries and notecard printing)	\$4,067.00
008206	HR Source (annual membership dues)	\$1,670.00
012834	IPromoteU (branded keychains)	\$331.70
018484	Malwarebytes (annual subscription fee)	\$1,920.00
005866	Midwest Tape (Hoopla)	\$2,623.52
019473	OC Creative, Inc. (website hosting & maintenance)	\$400.00
012100	Swank Motion Pictures, Inc. (copyright compliance license)	\$1,924.00
008391	Today's Business Solutions (annual billing for scan system, coin towers, software)	\$4,944.28

Library Credit Card Details for the May 27, 2020 Board Meeting

Julie Milavec				
			Total	\$ -
Katelyn Vabalaitis				
971	5302 Dues & Membership	Amazon Prime annual renewal	\$	119.00
978	5251 Maintenance Supplies	Sanitizer and disposable face masks	\$	683.00
			Total	\$ 802.00
Ian Knorr				
978	5251 Maintenance Supplies	Hand sanitizer, thermometers	\$	1,590.75
978	5280 Small Tools & Equipment	Sneeze guards	\$	2,267.79
			Total	\$ 3,858.54
Elizabeth Matkowski				
			Total	\$ -
Karen Bonarek				
972	5210 Supplies	Program supplies	\$	285.36
			Total	\$ 285.36
Amelia Prechel				
977	5210 Supplies	Office supplies	\$	7.99
			\$	7.99
Sharon Hrycewicz				
			Total	\$ -
Traci Skocik				
973	5210 Supplies	Program supplies	\$	8.33
			Total	\$ 8.33
Allyson Renell				
973	5303 Seminars, Mtgs, & Conferences	Stories By Hand webinar for Kids Room staff	\$	350.00
			Total	\$ 350.00
Christine Lees				
971	5210 Supplies	Supplies for staff face masks	\$	539.72
971	5308 Staff Recognition	Staff gift card	\$	100.00
973	5210 Supplies	Program supplies	\$	52.67
974	5210 Supplies	Movie for Circ Dept movie discussion	\$	21.53
			Total	\$ 713.92
Paul Regis				
975	5280 Small Tools & Equipment	Printer paper	\$	7.78
975	5880 Intangible Assets	Pantheon Systems, CC podcast, LogMeIn, Zoom	\$	335.53
			Total	\$ 343.31

Grace Goodwyn				
971	5315	Professional Services	BOA finance charges	\$ 3.35
Total				\$ 3.35
Cynthia Khatri				
972	5210	Supplies	Acrylic holders	\$ 27.34
974	5210	Supplies	Acrylic holders	\$ 87.12
975	5280	Small Tools & Equipment	Acrylic holders, signs	\$ 52.16
975	5880	Intangible Assets	Google storage	\$ 99.99
976	5280	Small Tools & Equipment	Sandwich boards, acrylic holders	\$ 501.49
Total				\$ 768.10
Jen Ryjewski				
Total				\$ -
Library Credit Card March 2020 Totals				\$ 7,140.90

PAYROLLS FOR APRIL 2020

APRIL 10	\$115,615.05
APRIL 24	\$114,045.20
TOTAL APRIL 2020 PAYROLLS	\$229,660.25

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020**

Agenda Item 8A

COVID-19 Response and Reopening Phasing Plan Update

At the April 22, 2020 meeting, the Board of Library Trustees authorized the Library Director to enact temporary policies, in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan. Since that time, the COVID-19 Response and Reopening Phasing Plan was updated to incorporate the Restore Illinois plan released by Governor Pritzker on May 5.

On Monday, May 4, the library entered Phase 1, Return of Materials Only, of our reopening plan. Out of an abundance of caution, materials are being quarantined for 7 days before processing. Staff began processing materials on Monday, May 11. With more staff to return to in-library work in the next phase, staff began preparations of the physical space, including deploying stations with PPE and cleaning and disinfecting supplies in each department and at each public service desk. On Monday, May 18, library staff started Phase 2, Curbside Pickup, by processing the more than 600 holds shelf items that had been waiting since March 13. Curbside Pickup service began on Wednesday, May 20. Curbside Pickup is available Monday through Friday, 10:00 a.m. to 1:00 p.m. and 4:00 to 7:00 p.m. Staff are working in shifts, 9:00 a.m. to 1:00 p.m. and 3:00 to 7:00 p.m. to allow for preparation and processing of materials before service begins and cleaning between shifts. It also reduces the number of staff in direct contact with one another.

As of the time of this writing, Illinois is on track to move to Phase 3: Recovery of the Restore Illinois plan when the current stay-at-home order expires on May 29, which in turn will allow the library to move toward our next phase, allowing limited public access to the library building. Release of a new executive order and the details of its parameters will impact the planning for our next phase.

Recommended Action: Authorize Library Director to continue to make temporary policy changes in consultation with Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented.

COVID-19 RESPONSE AND PHASED REOPENING PLAN DOWNERS GROVE PUBLIC LIBRARY

INTRODUCTION: COVID-19 has forced the library building to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff. This document, COVID-19 Response and Phased Reopening Plan, outlines proposed stages to reopen our library building. This phased strategy keeps the health and safety of the staff and public as the highest priority of Downers Grove Public Library. In this time, our decisions will be health driven rather than customer service driven. In addition to compliance with national and state Executive Orders, the library will follow the recommendations of the DuPage County Health Department, Illinois Department of Public Health, and the CDC for staff and public safety.

Caveats and Considerations:

- We don't know when we will implement any phase of this plan.
- We don't know how long each phase will be implemented, if phases may be combined, or if public health recommendations require reverting to a previous phase.
- We don't know if we will receive clear public health guidance for public libraries, or if we will have to rely on the general consensus of public health agencies and others in our profession.
- SWAN is seeking to achieve uniformity in the reopening schedule of its member libraries, so to some extent we may be required to conform to timelines set by SWAN.
- We don't know when RAILS will resume delivery.
- Summer Reading will be planned with all virtual programs. If restrictions ease, in-person programs may be added back at that time.

- Good faith attempts will be made to rotate the in-building staff so that all take turns working in-library and telecommuting. Complete equity of staff time in-library and telecommuting is not possible, given specialization of tasks.
- The Board of Library Trustees approved Fine Free through August 2, both to help those in our community struggling financially as a result of the COVID-19 crisis and to mitigate cash handling concerns.

REOPENING PHASES

General overview of the phased open approach

Phase 1: Return of Materials Only

Library building is closed to the public. Staff come in to prepare to reopen the building. Book drops reopen for materials return.

Date Implemented: Monday, May 4, 2020

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Summary: Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined for 7 days before being checked in and reshelfed.

Phase 2: Curbside Pickup

Library provides curbside service for access to physical materials, with reduced hours. Library building is closed to the public. Staff continue to prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Curbside pickup service will begin for only those materials available in the library. SWAN holds and delivery may not be available. Reference and readers advisory services continue via phone, email, and chat. Curbside service procedures to be determined by the Circulation Department. Library staff bring materials to the patron's car, checked out, in bags. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Curbside Pickup hours limited. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. When SWAN unsuspends holds, holds will begin to be filled. Holds will be available for curbside pickup. RAILS delivery may not be available, limiting holds to local items only.

Phase 3: Limited Public Service, Limited Hours

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted.

Anticipated Date: Monday, June 15, 2020

Context: Restore Illinois Phase 3 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered, limited to express stations. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Specific hours for vulnerable patrons, limits to number of patrons in the building, and/or additional limits on access by young children or unattended children may be established. Fine free through August 2 limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Homebound deliveries may resume on a “no contact” basis.

Phase 4: Limited Public Service, Regular Hours

Additional library services are added and return to regular hours.

Anticipated Date: Restore Illinois Phase 3 implemented for our area. Social distancing is recommended. Face masks are required.

Context: Physical distancing is still recommended, but infections risks are declining. Supply needs are predictable and supplies are plentiful.

Summary: Open hours return to regular schedule. Seating is reintroduced but configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Access to Kids Room play areas may be restricted. No reservations for study rooms or meeting rooms are accepted. Specific hours for vulnerable patrons and/or other restrictions may continue. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

Phase 5: Large Group Limits Only

The majority of library services are reintroduced. There may be limitations on larger group gatherings for meetings and programs.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. Social distancing is recommended. Face masks are required.

Context : Physical distancing guidelines have been relaxed to allow for smaller group gatherings. Large group gatherings are still considered a risk.

Summary: Service desks staffed according to social distancing requirements. Device checkouts are permitted. Most computers in operation. Most seating is back in public areas. Toys return to the Kids Room and play areas are open. Meeting rooms and study rooms available for small group meetings.

Phase 6: New Normal

Full Service returns to “our new normal”.

Context: Restore Illinois Phase 5 implemented for our area. Infection threat is considered low or non-existent.

Summary: Large group gatherings are allowed in meeting spaces.

STAFF CONSIDERATIONS

Phase 1: Return of Materials Only

- Announce date book drops open or do a “soft opening”
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.
- Quarantine books for 7 days, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

- Acquire adequate non-medical masks (if possible) and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 2: Curbside Pickup

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before

closure to let them know they have materials waiting for them.

- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.
- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Acquire adequate paper bags for curbside service.
- Acquire adequate non-medical masks and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 3: Limited Public Service, Limited Hours

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.

- Express computers only will be available.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use.
- Wipe down service desks with bleach solution at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free through August 2, 2020 removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Acquire adequate non-medical masks and gloves for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.

Phase 4: Limited Public Service, Regular Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Soft seating and toys are not be available to public. Access to Kids Room play areas may be restricted.
- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.

- One individual per table, with tables strategically spaced at least 6 ft. apart.
- Consider increasing age limit for unattended children and/or limiting users to those ages 16+ to reduce exposure risks.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with bleach solution after each use.
- Wipe down self-check with antiseptic wipes after each use.
- Wipe down service desks with bleach solution at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Homebound and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Create plan for staff monitoring and enforcing social distancing for people moving around library, especially children/teens.

Phase 5: Large Group Limits Only

- Gradually relax social distancing and cleaning routines and use of non-medical masks and gloves, as advised by public health officials.
- Soft seating and toys return to public areas.
- Phase back to full on-desk staffing. Staff may telecommute for “off desk” work to avoid crowding in staff office space.

Phase 6: New Normal

- When advised by public health officials, resume programming and scheduling of large Meeting Room.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020**

Agenda Item 8B

**Paying Staff According to Personnel Policy, Section 3.28 Emergency Closings
through June 30, 2020**

The Downers Grove Public Library's Personnel Policy states:

"3.28 Emergency Closings

In the event the Library is closed due to an emergency such as heavy snow, power failure, etc., all staff will be paid for their regularly scheduled hours.

In the event of a closing that may be only temporary, staff who are being paid for closed times will be considered to be "on call" and are expected to return to the Library for the remainder of their scheduled work day should conditions allow the Library to reopen. If an employee chooses not to come to work or leaves early due to inclement weather when the Library remains open or reopens, the employee may choose to use any remaining vacation or personal time or take the time off without pay."

Since closing to the public, all library staff have been paid according to their regular work schedules, as approved by the Board of Library Trustees on April 22, 2020. All staff continued working from home to the greatest extent possible, with staff essential to minimum basic operations working in the building as needed. Beginning with implementation of Phase 1, Return of Materials Only, additional staff began to work required in-library shifts. With the implementation of the Reopening Plan Phase 2, Curbside Pickup, all staff in public-facing positions are now required to work scheduled in-library shifts. Those staff who are, or have a household member, in a vulnerable population, may use paid time off in lieu of working in-library shifts. Though the Personnel Policy, Section 3.28 Emergency Closings does not directly address partial reopening or the type of closure we are currently experiencing, allowing staff the choice to use paid time off is consistent with the policy. Every effort is being made to ensure that staff are fairly scheduled, either working the shift or using paid time off.

The State of Illinois is anticipated to begin Restore Illinois Phase 3, Recovery, on May 30, 2020, which in turn will allow the library to move toward our Reopening Plan Phase 3, Limited Public Service, Limited Hours. Additional in-library shifts will be required for staff at each new phase, while continuing to allow telecommuting for any work that can be completed from home. In the meantime, I recommend that the library continues to pay staff as scheduled, according to the Emergency Closings policy.

Recommended Action: Approve paying staff according to Personnel Policy, Section 3.28 Emergency Closings through June 30, 2020.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020**

Agenda Item 8C

Development of Preliminary 2021 Budget

As a component unit of the Village of Downers Grove, the Downers Grove Public Library Board of Library Trustees determine the library tax levy each year, which is submitted to the Village of Downers Grove for inclusion in their tax extension. The Village of Downers Grove requires that the Board of Library Trustees submit the library tax levy by August 31 for the fiscal year starting January 1.

Revenues

Property taxes make up over 96% of the library's revenue. Other sources of revenue include Fines & Fees, Personal Property Replacement Tax (PPRT), Illinois Public Library Per Capita Grant, interest, and donations.

Financial Plan 2018 was created to determine the necessary taxing level to fund the projects identified by the Capital Needs Assessment in 2017 and adequately fund operating reserves. The plan recommended a one-time 11.75% tax levy to increase operating reserves, followed by annual increases of 2.5 to 3% to maintain operations. Working with the Village of Downers Grove, the Board of Library Trustees addressed operating reserves through an intergovernmental agreement, voiding the need for the one-time tax levy increase. Since 2018, the library's tax levy has increased annually 2.75-3%. While the tax levy has increased, the library's tax rate has fallen due to the increase in the Equalized Assessed Valuation (EAV) of property in the Village of Downers Grove. As EAV increases, tax levies are spread over a larger pool resulting in reduced tax rates and savings for individual taxpayers. The average homeowner is actually paying less in library property taxes in 2020 than they did in 2017. While the current health crisis makes the future uncertain, this strategy has balanced funding library operations and taxpayer impact.

The Board of Library Trustees approved going fine free in April 2020, through the end of Summer Reading Club in August. Extending the fine free period or permanently eliminating overdue fines would impact this revenue stream. Since the implementation of automatic renewals, this revenue line has already been greatly reduced, with most income currently coming from fees for lost and damaged materials.

Expenditures

According to *Serving Our Public 4.0: Standards for Illinois Public Libraries*, salaries and benefits account for up to 70% of library operating expenditures and library collections for 8-12%. These standards are reviewed in the Board's budget process each year. In 2020, salaries and benefits were budgeted for 70.9% and collections for 12.7% of the

operating budget. Salaries are by far the largest budget lines, with the most impact on the overall operating budget. Due to the budget timeline, many of the largest non-salary budget line items, such as staff medical benefit premiums and liability insurance premiums, must be estimated.

In 2020, the compensation system was redesigned, including implementation of merit increases for staff salaries to be implemented in 2021. Annual re-benchmarking of the Salary Schedule and merit increases will replace the former practice of across-the-board cost of living increases. HR Source, the library's HR consulting firm, estimates a salary benchmark increase of 1.9% for 2021. In addition, the January 1 minimum wage increase will impact the Salary Schedule.

Operating Fund Balance

Over the past three years, expenditures have been significantly under budget, with revenues at or exceeding budget, resulting in a significant operating fund balance each year end. The operating fund balance in excess of necessary operating reserves has been allocated to reduce the library tax levy for the following year. It is anticipated that this strategy will continue with the 2021 budget.

Recommended Discussion: Direction for 2021 Preliminary Budget.

**DOWNERS GROVE PUBLIC LIBRARY
RATES, LEVY, AND EAV HISTORY**

<u>RATE</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Operating</u>	0.2302	0.2253	0.2202	0.2145	0.2090	0.2103
<u>Bond</u>	0.031	0.0154	0	0	0	0
<u>Total</u>	0.2612	0.2407	0.2202	0.2145	0.2090	0.2103
<u>% change YroYr</u>	4.4%	-7.8%	-8.5%	-2.6%	-2.6%	0.6%

<u>LEVY</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Operating</u>	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,497,919
<u>Bond</u>	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -	\$ -
<u>Total</u>	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,497,919
<u>% change YroYr</u>	3.7%	-2.3%	-2.2%	2.75%	3.0%	3.0%

<u>EAV</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Base</u>	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132
<u>Increase / (Decrease)</u>	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 114,166,496	\$ 86,394,047
<u>Total</u>	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179
<u>% change YroYr</u>	0.1%	5.8%	6.9%	5.5%	4.7%	3.4%

Library Tax Per \$100K Home Value	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.66	\$ 70.10
--	----------	----------	----------	----------	----------	----------

Wage/Salary Increment	4.0%	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%
----------------------------------	------	------	------	------	------	---------------------------------------

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020**

Agenda Item 10

Library Director's Report

COVID-19 Pandemic

The library building has been closed for more than 2 months, due to the COVID-19 pandemic. Each day, there is new information to absorb and a myriad of decisions to make. Public libraries throughout the nation and here in our area struggle to determine best practices for their organization and community as reopening plans are implemented. We interpret recommendations from public health organizations, trying to apply them to our library setting to protect our staff and community. We await the next round of information from the Illinois Department of Public Health, as the state prepares to move into its next reopening phase on May 29.

Curbside Pickup

Curbside Pickup is a huge success, thanks to our amazing staff. On the first day, we served 97 cars in 6 hours! Kudos to Circulation Manager Christine Lees, Assistant Circulation Manager Cheryl Pawlak, and Circulation Supervisors Sandy Feuillan, Kitty Hoos, and Kathy Moran who are leading the cross-departmental teams providing this service, teaching everyone how to do it, and evolving the process on the fly!

Masonry and Exterior Painting Project

The Masonry and Exterior Painting Project is complete. Due to timing of Board meetings, there are three pay applications for the project in this month's invoices.

Performance Evaluations

The annual performance evaluation process is underway, using the new performance evaluation forms and scoring rubrics. These will inform the budget process on salary lines for implementation of the new merit raise system.

Submitted by Julie M. Milavec
May 21, 2020

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020**

Department Reports – April 2020

Administration – Jen Ryjewski

- Finished writing staff evaluation forms and accompanying instructions for all library positions. Met one-on-one with each manager to discuss the weighted and unweighted evaluative criteria for each employee position and the instructions that will help guide the managers with ratings.
- Worked with Director, Julie Milavec, on several interim policies and procedures as they pertain to the COVID-19 pandemic.
- Worked on DGPL post-crisis Phased Reopening Plan, which included writing Exposure Telecommuting Plans.
- Watched the full Librarians Guide to Homelessness core training, presented by Ryan Dowd.
- Attended the Librarians Guide to Homelessness webinar: Q&A with Ryan Dowd.
- Attended the SirsiDynix webinar: Mental Health and Public Libraries: how to create a positive impact in your community hosted by Joseph Miesner.
- Attended the RAILS webinar: COVID-19 and Collections Care, presented by the Northeast Document Conservation Center (NEDCC), which covered a brief overview of basic handling and surface cleaning for collections materials while introducing participants to recommendations for mitigating risks and securing collections during the COVID-19 pandemic.
- Held quarterly In Charge meeting, where staff reviewed the previous, spontaneous fire drill and how they felt it was handled; elements of Code of Conduct; and safe practice of biohazards and bodily fluids clean up in the library.
- Attended an informational LRA webinar which discussed the recently enacted legislation legalizing cannabis in Illinois and its impact on libraries, as well as legislation enacted in response to the COVID-19 pandemic and ways libraries can deal with challenges posed by the pandemic.

Adult & Teen Services – Lizzie Matkowski

- Adult & Teen Services staff continued to work from home in April.
- Staff took part in professional development, including 4 book discussions for small groups of staff.
- Staff started planning and preparations for our first virtual programming, which started in the beginning of May.
- Work continued on the upcoming Summer Reading Club for Adults and Teens.
- Staff also continued ordering items and responding to chats and emails from patrons.

- We received word that we are one of the recipients of the Lift Every Voice: Why African American Poetry Matters Today grant from the Library of America thanks to Karen Bonarek's work on the grant and Traci Skocik's help planning programs for it.

Children's Services – Allyson Renell

- During April, Department Manager Allyson Renell worked on setting up the library's new online tracking program for the Summer Reading Club through the ReadSquared system. We had planned on launching this tool this summer anyways, but quickly decided to make it a focus due to the pandemic. This system allows patrons to participate in the club by tracking their reading online. Patrons enter how many books or hours they read and the system will alert them when they reach each prize level. Families are able to have one account that links all members' reading. Representatives from Adult and Teen Services, Public Relations, and the Kids Room all worked together to create the look and feel of the program and to match it to our paper form program (which is still available.)
- Kids Room librarians worked with Adult and Teen Services librarians to provide virtual reference services through online chat and email.
- Revamping programming for our new reality consumed all Kids Room staff during the month of April. Staff created DIY Storytimes that parents could do with their children at home using the library's digital resources. We also re-planned our summer programming offerings to include recorded programs for all age groups, as well as registered programs and 'pick-up programs.' Once patrons are able to access the library again, 'pick-up programs' will allow patrons to pick up program supplies from the library and then participate in the program at home while adhering to social distancing guidelines.
- Staff spent a lot of time during April on digital professional development by watching webinars and participating in online courses. The entire department participated in a webinar about using sign language in storytime provided by Stories By Hand.

Circulation Services – Christine Lees

- Supervisors and managers are working on completing the evaluation forms of staff.
- All have been attending SWAN and RAILS update webinars.
- Christine Lees has been working on the ever evolving curbside pick-up document.
- Cheryl Pawlak has been working on timesheets and future scheduling.
- Sandy Feuillan led the staff scripts to be used by all staff when responding to questions/concerns about our services.

- Kathy Moran has been keeping record of the staff webinar participation. Circulation staff have completed 173 classes and webinars!
- We are focused on communication with staff and keeping everyone as informed, updated, healthy, and positive as possible.

Information Technology – Paul Regis

- A few area residents reached out to IT Manager Paul Regis in early April about the possibility of using the library's 3D printer to print PPE parts. Coincidentally or not, many were members of the same 3D printing group – the West Suburban 3D Face Shield Printers – who have printed and assembled hundreds of plastic face shields for frontline health workers. After the various blood oaths to swear responsibility for any damage were taken, Assistant IT Manager Max Mogavero bundled up the library's printer for the group to use part of its assembly line. Max also printed parts on his personal 3D printer for this purpose – thank you, Max!
- IT spent a large chunk of April researching and testing out the various video conferencing and webinar platforms that are available. As it looked as though the stay-at-home order would be extended, the library's Programming Team finalized the virtual programming plans it had been working on. IT ultimately recommended Zoom (with the webinar add-on) for presentations, given its robust moderating and recording capabilities. Library staff have been using GoToMeeting for most team/departamental meetings, and it was well-suited for virtual book discussions and more collaborative programs as well.
- While not in the building, April ended up being business as usual for most IT staff. One-on-one Book an Expert sessions continued in a virtual format, the usual tech emails came through, and supporting library staff (working remotely) remained pretty consistent.

Public Relations – Cindy Khatri

- PR worked on virtual programming preparations- creating graphics, a new website page, and revising our marketing priority spreadsheet to accommodate the needs.
- PR Manager Cindy Khatri worked on suggested additions for the Photo and Video policy with the Programming Team to send to Director Julie Milavec and the Board.
- Marketing Content Coordinator Brian Ruane and Graphic Design and Display Coordinator Grace Goodwyn worked on their self-evaluations.
- Brian Ruane redesigned the eNews layout to allow for a better user experience.
- Grace Goodwyn created and ordered Summer Reading Club materials.
- Cindy Khatri created the new Summer Reading Club website page and worked on cross referencing content with the ReadSquared app to ensure consistency and an easy user experience.

- PR created a 4-page issue of Discoveries, which was delivered the last week of April.
- PR created and ordered an oversized postcard to be sent out featuring Summer Reading, virtual programs, digital cards, and our digital resources. This will hit homes the week of May 17.
- PR continued to push out virtual content through its social media channels, eNews, website, and press releases.

Access Services – Amy Prechel

Projects and Updates

- The Access department continues to work remotely and engage with professional development opportunities during the emergency closure.
- We've held regular department meetings while sheltering at home and are preparing for staff to return to the building in May.

Inventory and Cataloging

- Acquisitions activity is suspended until the building is reopened to staff. As a result, no new physical items were added to the library's collection in April.
- Some lost and paid item records were processed for withdrawal. For ATS collection in April: discarded 19 print items and 1 AV item. For Kids Room collection, discarded 18 print items and 5 AV items.
- Original cataloging in OCLC Connexion continues remotely.

Reclassification and Repairs

- There were no reclassifications or repairs of physical items due to the closure.

Staff Training and Professional Development

- Access Services staff stayed tuned into the library community via virtual meetings offered by RAILS, SWAN, LACONI, and ILA. Amy attended the virtual SWAN RFID meeting on Thursday, April 23rd.
- The Access Services department logged 88.5 hours of training in April.

Facilities Services – Ian Knorr

- Ian attended the weekly Managers and Supervisors meetings.
- Masonry work started and completed.
- Exterior paintwork started.
- Ian attended the In-Charge quarterly meeting.
- Building windows were cleaned.
- Ian ordered PPE plexiglass sneeze guards for public service desks.
- Ian met with Jason Perkunas of Shales McNutt to perform the punch list on the masonry work.

Circulation	APR 20	%	APR 19	%	APR 18	%
Checkouts						
Selfchecks	71	1	39,127	74%	42,276	73%
Staff desk	47	0	13,670	26%	15,829	27%
Total checkouts	118		52,797		58,105	
Renewals						
Auto Renewals			34,351		32,640	
Selfchecks			10		41	
Staff desk (incl. phone)			346		227	
Patron self-renewals on website			770		677	
Patron self-renewals on BookMyne			12		15	
BlueCloud Mobile/Web services (22&11)						
Total renewals	0		35,489		33,600	
Total item checkout and renewals	118		88,286		91,705	
Digital Circulation	14,152		8,255		6,811	
Total Circulation	14,270		96,541		98,516	
Reserves Processed						
Received from ILL			6,537		6,234	
ILL sent			4,552		4,488	
OCLC requests processed			292		521	
Gate Count						
North			26,264		26,317	
South			14,463		14,910	
Total	0		40,727		41,227	
Registrations						
New resident library cards	90		186		170	
New fee cards			4		3	
Professional Development hours	600		0			
Cost of Professional Development			0			

Circulation

	Apr 2019	Apr 2020	YTD Totals			
Adult	49,292	75	199,074	118,014		
Teen	2,250	4	7,857	3,863		
Children	36,744	39	148,599	87,946		
Download	8,255	14,152	33,871	44,821		
Total	96,541	14,270	389,401	254,644	-134,757	-34.6%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	50	66.67%	1	1.33%	17	22.67%	7	9.33%	75
Teen	4	100.00%	0	0.00%	0	0.00%	0	0.00%	4
Children	34	87.18%	3	7.69%	2	5.13%	0	0.00%	39
Total	88	74.58%	4	3.39%	19	16.10%	7	5.93%	118

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	115,282	74.90%	15,202	9.88%	16,038	10.42%	7,396	4.81%	153,918
Children	76,301	85.72%	2,714	3.05%	8,113	9.11%	1,887	2.12%	89,015
Total	191,583	78.86%	17,916	7.37%	24,151	9.94%	9,283	3.82%	242,933

Book Collection

	Apr 2019	Apr 2020	YTD Totals		YTD Difference	
Adult	110,440	115,282				
Children	74,471	76,301				
Total	184,911	191,583	184,911	191,583	6,672	3.6%

Audio Collection

	Apr 2019	Apr 2020	YTD Totals		YTD Difference	
Adult	14,689	15,202				
Children	2,895	2,714				
Total	17,584	17,916	17,584	17,916	332	1.9%

Video Collection

	Apr 2019	Apr 2020	YTD Totals		YTD Difference	
Adult	15,105	16,038				
Children	8,451	8,113				
Total	23,556	24,151	23,556	24,151	595	2.5%

Miscellaneous Collection

	Apr 2019	Apr 2020	YTD Totals		YTD Difference	
Adult	8,378	7,396				
Children	2,672	1,887				
Total	11,050	9,283	11,050	9,283	-1,767	-16.0%

Statistics for April 2020 (FY Jan-Dec)

Rooms & Spaces

	Apr 2019	Apr 2020				
Community Use of Rooms	1258	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	161	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,419	0	5,427	3,447	-1,980	-36.5%

Programs Offered

	Apr 2019	Apr 2020				
Library Programs Offered						
Adult	36	0				
Teen	7	0				
Children	41	0				
Outreach Programs Offered						
Adult	12	0				
Teen	2	0				
Children	35	0				
Passive Programs Offered						
Adult	3	0				
Teen	1	0				
Children	12	0				
Programs Offered Total	149	0	576	376	-200	-34.7%

Program Attendance

	Apr 2019	Apr 2020				
Library Program Attendance						
Adult	202	0				
Teen	50	0				
Children	734	0				
Outreach Program Attendance						
Adult	494	0				
Teen	11	0				
Children	836	0				
Passive Program Attendance						
Adult	346	0				
Teen	24	0				
Children	360	0				
Program Attendance Total	3,057	0	12,720	10,557	-2,163	-17.0%

Statistics for April 2020 (FY Jan-Dec)

Gate Count							
		Apr 2019	Apr 2020	YTD Totals		YTD Difference	
		40,727	0	155,381	89,055	-66,326	-42.7%
Reference Questions							
		Apr 2019	Apr 2020	YTD Totals		YTD Difference	
	One on One Tutorials	82	11	274	222	-52	-19.0%
Computer User Sessions							
		Apr 2019	Apr 2020				
	Adult	3,407	0				
	Children	1,062	0	YTD Totals		YTD Difference	
	Total	4,469	0	17,611	10,077	-7,534	-42.8%
	Wireless Sessions	2,689	0	10,255	6,112		
Website Views							
			Apr 2020	YTD Totals			
			11,094	23,231			