

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020, 7:30 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

In accordance with Public Act 101-0640, this meeting will be held in-person and by remote attendance and all votes will be taken by roll call.

Members of the public can attend in-person or view and listen to the proceedings using GoTo Meeting. Below is the link to join the online meeting and information to download the app in advance of the meeting. For those who want participate via phone only, you may call into the audio only using the phone number below.

In lieu of providing public comment in person or by phone, members of the public may send public comments 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 Meeting and Listening Session
Wed, Sep 23, 2020 7:30 PM - 9:30 PM (CDT)

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

<https://global.gotomeeting.com/join/153931733>

You can also dial in using your phone.

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Access Code: 153-931-733

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AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors

4. Approval of Minutes
 - a. August 26, 2020Requested Action: Approval
5. Financial Matters
 - a. August 2020 Financial Report
 - b. September 2020 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Architect Proposal for 2021 Roof Replacement ProjectRequested Action: Approval
9. Unfinished Business
 - a. Bylaws Revisions
 - b. Library Director Evaluation Form and Process
 - c. COVID-19 Response and Reopening Phasing PlanRequested Action: Discussion
Requested Action: Approval
Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE
SEPTEMBER 23, 2020, 8:00 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

This meeting will begin following the regular Board meeting, using the same online meeting login information.

Board of Library Trustees Meeting and Listening Session
Wed, Sep 23, 2020 7:30 PM - 9:30 PM (CDT)

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AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Diversity, Equity, and Inclusion Listening Session
Led by consultant Reesheda Graham Washington
5. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 26, 2020, 7:30 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.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, Media Lab Coordinator Ed Bromiel,

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 22, 2020. Milavec noted a word change needed in Agenda Item 10, Library Director's Report. The word "Staff" should be changed to "Visits" in the second sentence. President Graber noted a change in Agenda Item 9A paragraph 3, where "taxpayer" should be written as one word.

Note: Trustee Dougherty's video and audio feed dropped out at 7:30 p.m., prior to the vote. She returned in Agenda Item 5A at 7:33 p.m.

It was moved by Stapleton and seconded by Gigani THAT the Minutes of the July 22, 2020 Regular Monthly Meeting be approved with revisions. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

5. **Financial Matters.**
 - a. July 2020 Financial Report. Milavec presented the report. The library is 58% through the year, revenues are on track through July, and 54% of property taxes have been collected. Milavec noted the Charges for Services revenue amount reflects the ComEd incentive received earlier in the year from the 2019 HVAC project. The final invoices for Trane's VAV box replacement project were received and are reflected in the Capital Replacement Fund report. Milavec reminded the Board that there were three payrolls in the

month of July. Expenditures through July 31 stand at 51%, which includes the extra payroll.

- b. August 2020 Invoices. It was moved by Humphreys and seconded by Khuntia THAT the payment of August 2020 Capital Replacement Fund invoices totaling \$11,486.00, the payment of August 2020 Operating Fund invoices totaling \$102,477.35, and the ratification of July 2020 payrolls totaling \$350,455.07 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. Bylaws Revisions. Milavec presented revisions to the Bylaws of the Board of Library Trustees. The proposed revisions are a result of the newly released *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Milavec reviewed the core standards checklist and added anything that was missing and made any necessary updates and corrections. This agenda item counts as the first reading of the bylaws, where trustees can make comments or suggestions. There will be a second reading in September to review any changes, and a third reading and vote in October to approve the revised bylaws.
- The Board discussed the provision that covers the removal of officers, Section 1.5.8, but decided no edit was needed. Trustee Stapleton also recommended changing the review process of the bylaws from three readings to two readings. Milavec will make the change for the next meeting.
- b. Library Director Evaluation Form and Process. According to the core standards checklist in *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Library Director should be reviewed annually by the Board of Trustees. Milavec noted that she has not received a review in her four years at Downers Grove Public Library. Milavec provided trustees with multiple versions of evaluation forms received from the Illinois Library Association and other area libraries. The Board discussed what samples they liked and what components they would like to see on the evaluation. The Board agreed it would be helpful for the Director to fill out a self-evaluation form prior to the evaluation. Trustee Dougherty offered to take the lead on compiling trustee

suggestions and putting together an initial draft of an evaluation for Board review at a future meeting.

9. Unfinished Business.

- a. 2021 Draft Budget and Levy. Milavec noted an error in the Board's draft where the 2020 estimated beginning balance was listed as \$1,140,159 and should be \$1,440,019, which adds about \$300,000 to the fund balance. The difference in the two levies the Board considered was \$2.50 to the average homeowner for the year per 1% Equalized Assessed Valuation. This results in a difference of about \$111,000.

On the expenditure side, the final personnel lines came in just under a 1.9% increase due to benchmarking and minimum wage changes. The proposed merit increases for staff who went above and beyond during COVID adds an additional 0.8%, which brings the total increase to wage and salaries to 2.6%. Insurance benefits and the IMRF rate are a significant portion of the increase. On the non-personnel side, there is a 0.3% increase due to the estimated renewal premium for the library's liability insurance package.

It was moved by Humphreys and seconded by Khuntia THAT the 2021 Budget and Levy be approved with an expenditure budget of \$5,857,823.68 and a flat levy of \$5,553,474. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

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

- 10. Library Director's Report.** Milavec presented the report. At last month's meeting, Trustee Dougherty said she was interested to see the July circulation statistics. July ended with circulation being down 45% but downloadables being up 50%. The gate count went down 63%, reference questions were down 45%, and PC use was down 65%. Programs were down by 58% but those are starting to ramp up in August and September. Inter-library loans started up again in August, which will increase circulation statistics. Baby steps are being made on the COVID plan, and the next big change will be phasing into self-service holds and phasing out of bagging and checking out materials to patrons in advance. This will lead to the ultimate goal of reopening the Curtiss Street entrance. On Monday, cleaning and conservation will begin on the *Journey to Janus* sculpture in the Curtiss Street atrium, which will take about two weeks. Milavec asked

trustees to share any feedback they hear from the community about patrons' wants and needs from the library. Earlier in the day, RAILS delivery guidelines were extended back to seven days.

11. Trustee Comments and Requests for Information.

President Graber asked why the statistics for circulation desk checkouts were so high in July. Milavec responded that this was due to curbside service, because staff desks were used to check out all of the materials. President Graber also asked what the next steps were for the library moving forward towards full services. Milavec responded that pickup anywhere and reopening Curtiss Street are both coming soon. The next step will be staff looking at increasing the amount of PC time, increasing visit durations, and putting chairs back on the public floor.

Trustee Humphreys applauded staff for doing an outstanding job. He does not want to rush too fast as COVID numbers are still going up. He is conservative on the library's reopening plans but he trusts library staff to decide what is safe and what is not.

Trustee Gigani commented that now that District 58 is fully remote and school libraries are closed, she would love to find a way for DGPL to fill the void of students not being in a library setting. She would love to find a way to collaborate or support school libraries. Milavec responded that the library has agreed to accept returns of any District 58 or 99 library materials. Staff have touched base with District 58 and are discussing the idea of getting cards for all students in District 58 who are residents of Downers Grove or live in an unserved area.

Trustee Dougherty clarified what counts as a passive program. Assistant Director Ryjewski responded that make and take programs and pre-recorded videos are both considered passive programs. Trustee Dougherty asked if there was a way to support District 58 with more synchronous activities and programs. Milavec responded that staff are working closely with the schools to see what they need, but right now schools are focused on figuring out remote learning.

Trustee Stapleton suggested supporting parents and recommended putting out more Discovery Bags and make and take programs that would give parents activities to do with their children that did not involve screens.

Trustee Dougherty commented on the negative response received to the library's Fine Free Forever announcement and asked if any positive feedback had been received. Milavec responded that there has been a lot of positive feedback and some patrons are able to come back to the library now that they do not have to worry about fines.

Trustee Humphreys has received numerous positive comments on the Fine Free Forever change. He also thanked the library for its leadership role in the August 5 listening session on Policing in Downers Grove. He recommended all trustees view the recording of the event. He is looking forward to the library's diversity, equity, and inclusion listening sessions next month.

12. **Adjournment.** President Graber adjourned the meeting at 9:06 p.m.

DOWNERS GROVE LIBRARY

8/31/2020

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,169,169	\$ 1,056,901
FUND BALANCE	1,143,764	\$ 1,056,901

Revenue by Object Report

Village of Downers Grove
8/1/2020 through 8/31/2020

Grand Totals

<u>Object/Title</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
4101 Current Property Taxes	5,497,919.00	447,219.23	3,420,292.30	2,077,626.70	62.21
4109 Prior Year Property Taxes	100.00	0.00	3.46	96.54	3.46
4313 Personal Property Replacement Tax	51,500.00	6,996.04	52,423.73	-923.73	101.79
4410 Sales of Materials	9,900.00	45.00	1,746.36	8,153.64	17.64
4502 Charges For Services	20,000.00	649.66	41,011.59	-21,011.59	205.06
4509 Fees For Non-Residents	16,000.00	1,692.00	8,106.00	7,894.00	50.66
4571 Rental Fees	4,000.00	0.00	880.00	3,120.00	22.00
4581 Fines	33,000.00	638.54	10,367.15	22,632.85	31.42
4590 Cost Recovered For Services	10,000.00	1,489.63	6,224.96	3,775.04	62.25
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	1.36	2,681.15	4,818.85	35.75
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	0.00	3,778.05	1,221.95	75.56
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	458,731.46	3,547,514.75	2,168,920.25	62.06

CAPITAL REPLACEMENT FUND

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Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2020 through 8/31/2020

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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	11,486.00	193,886.34	0.00	253,113.66	43.3
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	447,000.00	11,486.00	193,886.34	0.00	253,113.66	43.3

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09/01/2020 11:49AM
Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2020 through 8/31/2020

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,594,544.25	125,404.12	1,050,108.37	0.00	544,435.88	65.8
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	24,727.50	318,876.43	0.00	-67,475.41	126.8
5119 Part-Time Employee Wages	1,252,673.30	86,311.41	617,355.60	0.00	635,317.70	49.2
5131 IMRF Pension Contributions	232,934.78	17,854.18	158,562.19	0.00	74,372.59	68.0
5133 Medicare Contributions	44,929.98	3,359.68	28,353.64	0.00	16,576.34	63.1
5134 Social Security Contributions	192,114.36	14,365.39	121,233.68	0.00	70,880.68	63.1
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	618.80	0.00	425.20	59.2
5191 Health Insurance	415,774.44	32,830.10	250,741.79	0.00	165,032.65	60.3
5195 Optical Insurance	1,989.69	151.48	1,159.17	0.00	830.52	58.2
5197 Dental Insurance	34,239.11	2,637.72	20,295.37	0.00	13,943.74	59.2
5210 Supplies	97,450.00	8,268.62	49,323.01	0.00	48,126.99	50.6
5251 Maintenance Supplies	18,550.00	5,267.42	29,507.65	0.00	-10,957.65	159.0
5280 Small Tools & Equipment	31,100.00	1,554.05	18,255.18	0.00	12,844.82	58.7
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	575.00	3,518.30	0.00	3,981.70	46.9
5303 Seminars, Conferences & Meetings	34,050.00	258.24	11,883.71	0.00	22,166.29	34.9
5308 Recognition Program-Staff	5,000.00	307.78	1,153.06	0.00	3,846.94	23.0
5315 Professional Services	60,000.00	1,525.00	22,631.21	0.00	37,368.79	37.7
5322 Personnel Recruitment	1,000.00	230.81	730.14	0.00	269.86	73.0
5323 Special Legal	6,000.00	594.00	2,134.00	0.00	3,866.00	35.5
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	0.00	85,231.87	0.00	20,268.13	80.7
5380 Printing Services	24,800.00	0.00	10,295.00	0.00	14,505.00	41.5
5391 Telephone	17,000.00	1,867.66	13,239.22	0.00	3,760.78	77.8
5392 Postage	25,500.00	0.00	10,308.38	0.00	15,191.62	40.4
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	744.90	4,250.41	0.00	14,749.59	22.3

OPERATING FUND

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Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2020 through 8/31/2020

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5420 Insurance - Other Policies	43,125.00	0.00	50,491.00	0.00	-7,366.00	117.0
5430 Building Maintenance Services	91,550.00	3,964.12	46,263.56	0.00	45,286.44	50.5
5450 Cleaning Services	80,000.00	7,119.43	46,420.51	0.00	33,579.49	58.0
5461 Utilities	25,250.00	404.05	8,143.78	0.00	17,106.22	32.2
5470 Other Equipment Repair And Maintenance	12,000.00	2,667.27	13,882.06	0.00	-1,882.06	115.6
5481 Rentals	15,500.00	859.55	9,406.40	0.00	6,093.60	60.6
5620 Recoverables	4,000.00	0.00	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	92.00	0.00	4,908.00	1.8
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	4,901.09	26,423.58	0.00	33,576.42	44.0
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	16,657.22	166,223.87	0.00	60,576.13	73.2
5852 Print Materials	345,250.00	28,868.73	157,796.71	0.00	187,453.29	45.7
5853 Audiovisual Materials	147,725.00	8,654.38	52,284.19	0.00	95,440.81	35.3
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	4,193.51	61,599.01	0.00	22,400.99	73.3
5880 Intangible Assets (Software)	52,000.00	3,069.52	24,411.74	0.00	27,588.26	46.9
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,016,294.93	410,271.28	3,843,589.44	0.00	2,172,705.49	63.8

Capital Replacement Fund

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09/17/2020 9:37AM

Invoice Edit Listing
Village of Downers Grove

Page: 4

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018411 HAYES MECHANICAL, LLC	1	20,000.00	0.00	20,000.00
Grand Total:	1	20,000.00	0.00	20,000.00

INVOICES OF NOTE

For Library Board Meeting on September 23, 2020
Capital Replacement Fund

018411	Hayes Mechanical, LLC (VAV Box Installation)	\$20,000.00
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Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	2	556.47	0.00	556.47
000322 AMAZON.COM	1	1,054.04	0.00	1,054.04
020406 AMY HILL	1	40.00	0.00	40.00
000428 ANDERSON'S BOOKS, INC.	1	24.00	0.00	24.00
000403 AT&T	1	267.06	0.00	267.06
000672 BAKER & TAYLOR - L0217582	70	22,706.89	0.00	22,706.89
019652 BEST QUALITY CLEANING	1	5,260.00	0.00	5,260.00
008323 CENGAGE LEARNING	2	51.18	0.00	51.18
001277 CENTER POINT PUBLISHING	1	227.10	0.00	227.10
020437 CHRISTINA MICHELLE BURROUGHS	1	900.00	0.00	900.00
013822 CHRISTINE THORNTON	1	250.00	0.00	250.00
001459 CINTAS CORPORATION #344	5	926.60	0.00	926.60
001553 COMCAST CABLE	1	305.83	0.00	305.83
020428 D.H. PACE COMPANY, INC.	1	51.00	0.00	51.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO, INC.	1	333.20	0.00	333.20
017328 ELM USA, INC.	1	107.45	0.00	107.45
002729 EVERY DAY'S A SUNDAE	1	301.00	0.00	301.00
005572 FIA CARD SERVICES, N.A.	11	8,176.92	0.00	8,176.92
009775 FINDAWAY WORLD, LLC	5	1,463.46	0.00	1,463.46
017510 FIRST COMMUNICATIONS, LLC	1	452.72	0.00	452.72
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
016977 GARVEY'S OFFICE PRODUCTS, INC.	1	140.30	0.00	140.30
013544 GOOGLE, INC.	1	966.00	0.00	966.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	214.74	0.00	214.74
008770 GRAINGER	5	871.00	0.00	871.00
009102 HAGG PRESS, INC.	2	4,067.00	0.00	4,067.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
015657 ILLINOIS OFFICE OF THE STATE, FIRE MARSHALL	1	200.00	0.00	200.00
012834 IPROMOTEU	1	1,721.87	0.00	1,721.87
018694 JOHNSON CONTROLS FIRE, PROTECTION LP	1	290.00	0.00	290.00
019166 JULIE KITTREDGE, LLC	1	200.00	0.00	200.00
010490 KELLY POCCI	1	27.84	0.00	27.84
004814 KNICKERBOCKER ROOFING & PAVING	2	2,847.38	0.00	2,847.38
004928 LAKESHORE LEARNING MATERIALS	1	217.90	0.00	217.90
018876 LIBRARY IDEAS, LLC	1	921.14	0.00	921.14
012673 MANGO LANGUAGES	1	4,652.96	0.00	4,652.96
005866 MIDWEST TAPE	15	5,515.98	0.00	5,515.98
006161 NICOR GAS	1	360.76	0.00	360.76
012499 OVERDRIVE, INC.	2	3,659.04	0.00	3,659.04
018491 PEOPLEFACTS, LLC	1	146.76	0.00	146.76
020436 PRIMAS BRENNAN CONSULTING, INC	1	175.00	0.00	175.00
006698 PRINT SMART	6	1,864.59	0.00	1,864.59
015245 PROSHRED	1	145.00	0.00	145.00
006859 R.H. DONNELLEY	1	15.21	0.00	15.21

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006944 RECORDED BOOKS, LLC	11	640.69	0.00	640.69
013422 RUNCO OFFICE SUPPLY & EQUIP CO	7	1,885.67	0.00	1,885.67
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75
009112 STRAUSS TAX SERVICE	1	100.00	0.00	100.00
020469 SWK TECHNOLOGIES, INC.	1	5.00	0.00	5.00
015177 ULINE	2	733.12	0.00	733.12
006654 UNITED STATES POSTAL SERVICE	1	6,000.00	0.00	6,000.00
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32
009792 WESTON WOODS STUDIOS, INC.	1	231.04	0.00	231.04
Grand Total:	186	84,047.53	0.00	84,047.53

INVOICES OF NOTE

For Library Board Meeting on September 23, 2020

020406	Amy Hill (Meeting Room Rental Refund)	\$40.00
020437	Christina Michelle Burroughs (Program Payment)	\$900.00
013822	Christine Thornton (Program Payment)	\$250.00
002729	Every Day's a Sundae (Summer Reading Prize Coupons)	\$301.00
015657	Illinois Office of the State, Fire Marshall (Water Boiler Inspection)	\$200.00
012834	IPromoteU (Staff Shirts)	\$1,721.87
019166	Julie Kittredge, LLC (Program Payment)	\$200.00
010490	Kelly Pocci (Employee Reimbursement)	\$27.84
004814	Knickerbocker Roofing & Paving (Building Maintenance)	\$2,847.38
012673	Mango Languages (Subscription Renewal)	\$4,652.96
020436	Primas Brennan Consulting, Inc (Program Payment)	\$175.00
009112	Strauss Tax Service (Program Payment)	\$100.00
006654	United States Postal Service (Postage for Discoveries)	\$6,000.00

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
008770 GRAINGER	1	189.69
Grand Total:	<u>1</u>	<u>189.69</u>

Library Credit Card Details for the September 23, 2020 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	ILA Virtual Conference	\$	100.00
			Total	\$ 100.00
Katelyn Vabalaitis				
			Total	\$ -
Ian Knorr				
978	5251 Maintenance Supplies	Sanitizing Wipes	\$	399.90
978	5280 Small Tools & Equipment	Wire Nuts	\$	8.13
978	5470 Other Equipment Repair & Maint	Primer, Sand Sponge, Drywall Tape	\$	23.64
			Total	\$ 431.67
Elizabeth Matkowski				
971	5302 Seminars, Mtgs, & Conferences	Membership Dues (ALA, PLA)	\$	189.00
972	5210 Supplies	Program supplies	\$	175.25
972	5280 Small Tools & Equipment	Sneeze Guards	\$	292.93
			Total	\$ 657.18
Karen Bonarek				
972	5210 Supplies	Office supplies	\$	1.54
			Total	\$ 1.54
Amelia Prechel				
972	5852 Print Materials	Magazine Renewals	\$	594.00
977	5210 Supplies	Office supplies, hand soap	\$	871.73
977	5280 Small Tools & Equipment	Label printer	\$	582.83
			\$	2,048.56
Sharon Hrycewicz				
972	5210 Supplies	Program supplies	\$	104.59
973	5210 Supplies	Program supplies	\$	52.63
973	5853 AV Materials	Light Drawing Kit	\$	35.96
			Total	\$ 193.18
Traci Skocik				
973	5210 Supplies	Program supplies	\$	881.12
973	5853 AV Materials	Math Resources	\$	191.52
			Total	\$ 1,072.64
Allyson Renell				
			Total	\$ -

Christine Lees				
972	5210 Supplies	Fall Crafts for Adults and Teens	\$	11.99
974	5210 Supplies	Office supplies	\$	298.60
974	5303 Seminars, Mtgs, & Conferences	Welcome Lunch	\$	117.34
			Total	\$ 427.93
Paul Regis				
975	5210 Supplies	Laser Pointers, Advil, USB Drives	\$	60.16
975	5280 Small Tools & Equipment	Bluetooth Headsets, USB Extension cables, Earbuds	\$	154.05
975	5303 Seminars, Mtgs, & Conferences	Virtual Conference	\$	79.00
975	5770 Capital Equipment	Printers, Webcams, Hotspots	\$	1,136.27
975	5880 Intangible Assets	Pantheon Systems, Mobile Beacon, Zoom, Printers	\$	1,527.21
			Total	\$ 2,956.69
Grace Goodwyn				
			Total	\$ -
Cynthia Khatri				
976	5407 Advertising & Public Relations	Poster Supplies	\$	62.54
			Total	\$ 62.54
Jen Ryjewski				
			Total	\$ -
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	224.99
			Total	\$ 224.99
			Library Credit Card July 2020 Totals	\$ 8,176.92

PAYROLLS FOR AUGUST 2020

AUGUST 14	\$118,939.68
AUGUST 28	\$117,503.35
TOTAL AUGUST 2020 PAYROLLS	\$236,443.03

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020**

Agenda Item 9B

Architectural Services Proposal for 2021 Roof Replacement Project

This flat-fee proposal for architectural services covers the 2021 Roof Replacement project. The cost of architectural services for this project is included in the 2021 Library Capital Replacement Fund budget approved in August. Approval of this proposal would allow for the planning of the 2021 roof replacement project to begin prior to the start of the new fiscal year.

The library's existing "satisfactory relationship for services" with Product Architecture + Design exempts this proposal from the Local Government Professional Services Selection Act [50 ILCS 510/], as well as falling below the \$40,000 statutory threshold for such a selection process.

Recommended Action: Approval of the proposal for architectural services related to the 2021 Roof Replacement project, in the amount of \$33,000.00.

September 8, 2020

Julie Milavec, Library Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

re: Proposal for Design Architectural Services for Roof Replacement Project

Julie

We are excited to be working with you again and thank you for considering product architecture + design to complete the design and documentation for the roof replacement project at the library. Our understanding of the project is document the existing conditions, create bid/permit drawings and specifications, and perform construction administration services including submittal review and on site observation for the flat/membrane portions of the existing building.

Based on a total project value of +/- \$990,000 as indicated in the 2017 capital assessment report, our fee will be a fixed amount of \$33,000.00 based on the scope of work listed above. We understand that the library would like to complete the design portion of the project by the beginning of October 2020 to be bid and permitted over the winter with construction beginning in spring 2021.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Best-



Dan Pohrte
Principal | Owner
product architecture + design
811 west evergreen suite 405
chicago, il 60642

o 312.202.0701 c 773.837.0447 f 866.857.7265

Accepted by:

Julie Milavec, Library Director

Date:

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020**

Agenda Item 9A

Bylaws Review and Update

The Board of Library Trustees' Bylaws were reviewed using the new checklist included in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Wording is generally adapted from *Serving Our Public*. Deletions are ~~struck through~~. Additions are highlighted.

The following changes and additions were made in the draft presented in August:

Section 1.3.2 Terms of Office, the wording is updated to reflect the Village of Downers Grove Village Council's appointments earlier this year that begins to bring terms of office back into the statutory stagger of two terms expiring every other year.

Section 1.3.7 Removal of Trustees is new, reflecting the Village of Downers Grove Municipal Code on removal of Trustees, using home rule authority.

Section 1.4.4 Duties of the Board first bullet point is expanded to include the annual evaluation of the Library Director's performance, including termination if necessary.

Section 1.5.8 Removal of Officers is new, explicitly stating that the Board of Library Trustees may vote to remove an officer from office.

Section 1.6.11 Meeting Minutes is expanded to state what is included in meeting minutes.

Section 1.10 Article 10 Review of Bylaws is new, to reflect the biennial review of Bylaws.

An additional change was made in the new draft:

Section 1.8 Article 8. Amendments to the Bylaws changed to reduce the number of meetings required for changes to the bylaws from three to two.

Under the current Bylaws, an initial draft of amendments to the Bylaws is presented to the Board at a regular meeting. Discussion and suggested revisions are sought at the next regular meeting. Final text of recommended changes are sent with the agenda of a

third regular meeting of recommended changes. Vote on the recommended changes may take place at the third regular meeting.

The vote on these changes may take place at the October 28, 2020 Board of Library Trustees meeting.

1 Bylaws of the Board of Library Trustees of the Village of Downers Grove

1.1 Article I. Compliance with the Law

The following Bylaws are directed specifically toward governing the operation of the Board of Library Trustees of the Village of Downers Grove. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these Bylaws, the current Illinois statutes including the Illinois Local Library Act (75 ILCS 5/1 – 5/5-9) shall apply. The Board of Library Trustees of the Village of Downers Grove shall comply with all provisions of the Illinois statutes pertaining to libraries and trustees.

1.2 Article 2. Name

This organization shall be called the Board of Library Trustees of the Village of Downers Grove existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (Illinois Local Library Act, 75 ILCS 5/1 – 5/5-9) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

1.3 Article 3. Membership and Terms of Office

1.3.1 Section 1. Appointment of Trustees

Pursuant to the requirements for villages under the commission form of government in the Illinois Compiled Statutes (75 ILCS 5/4-2), the Board of Library Trustees of the Village of Downers Grove (hereafter called the Board) shall consist of six members appointed by the Village Council of the Village of Downers Grove. Newly appointed trustees take the oath of office at the first regular board meeting after September 1, or following appointment, whichever comes first.

1.3.2 Section 2. Terms of Office

A full term on the Board of Library Trustees is six years. ~~The terms are staggered so that one term expires each year on August 31.~~ By statute, terms are staggered so that two terms expire every other year. Terms generally expire on August 31. A Trustee whose term has expired is encouraged to continue to serve until a successor is appointed, as long as the Trustee continues to be otherwise eligible to serve.

1.3.3 Section 3. Vacancies

A vacancy occurs when “the appointed trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes non-resident of the city, village,... or who fails to pay the library taxes levied by the corporate authorities.” (75 ILCS 5/4-4) Vacancies are filled by appoint by the Village Council of the Village of Downers Grove.

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1.3.4 Section 4. Resignations

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of three months' notice be given to the Library Board to allow the Village Council time to make a new appointment.

1.3.5 Section 5. Orientation of New Trustees

The President of the Library Board and the Library Director shall meet with any new Trustee(s) of the Board within one month of appointment in order to review with the Trustee(s) key operational and policy information.

1.3.6 Section 6. Compensation

Trustees serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of their duties shall be made, subject to Board approval.

1.3.7 Section 7. Removal of Trustees

Pursuant to Downers Grove Municipal Code § 2.53.1(d) (amended June 5, 2007), the Village Council of the Village of Downers Grove may remove any member of the Board of Library Trustees.

1.4 Article 4. Purpose and Responsibilities

1.4.1 Section 1. The Role of the Board

The Board of Library Trustees serves the residents of the Village of Downers Grove with the responsibility to determine the purpose of the library in the community and to develop appropriate goals for service; to seek adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to authorize plans of expenditure to allow implementation of the library's service program; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified library administrator.

1.4.2 Section 2. The Role of the Library Director

The Library Director is the library administrator and employed to act as the professional advisor to the Board and as the manager of library operations. In this capacity, the Library Director is responsible for planning, budgeting, recommending and implementing policies, employing and managing the library staff, and enacting the adopted plan of service. The Library Director reports directly to the Board of Library Trustees and participates actively at all board meetings but is not a member of the Board and has no vote.

1.4.3 Section 3 Ethics and Conflict of Interest

Library Trustees hold positions of public trust. Trustees are expected to conduct themselves according to the highest ethical standards and to avoid conflicts of interest.

- Trustees are expected to observe ethical standards with absolute truth,

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integrity, and honor.

- Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of library users, colleagues, or the institution. It is incumbent upon any Trustee to disqualify himself or herself immediately, whenever the appearance of a conflict of interest exists.
- Trustees must be aware of and comply with the Illinois Governmental Ethics Act and State Gift Ban Act.
- No Trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Library Trustees may not be employed by the library.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library Board responsibilities are expected to perform all of the functions of library Trustees as described in the Illinois Compiled Statutes (75 ILCS 5/4-7.5)
- Trustees should respect the opinions and contributions of other Trustees and work toward acceptable compromise on contentious issues.
- Trustees should refer complaints and/or requests for information from the public to the Library Director.
- Trustees should refer staff grievances or problems to the Library Director, who has full responsibility for managing staff.
- Trustees must conform to the Open Meetings Act in posting and conducting meetings with advance notice to the press and public.
- New Trustees will be given a copy of the Ethics and Conflicts of Interest section of the Bylaws when they take office and will be required to sign a receipt affirming that they understand the policy and will abide by it. Whenever the policy is revised, current Trustees will be required to sign a receipt affirming that they understand the new policy and will abide by it.

1.4.4 Section 4. Duties of the Board

The Board of Library Trustees of the Village of Downers Grove is charged with the responsibility of the governance of the library.

- The Board ~~will hire~~ **appoints** a skilled Library Director who will be responsible for the day-to-day operations of the library, **annually evaluates**

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the Library Director's performance, and takes action necessary to address unsatisfactory performance as needed, up to and including termination.

- The Board will generally meet once per month. These meetings will be open to the public and noticed in advance.
- Each Trustee shall file a Statement of Economic Interest in their primary county of residence by April 30 of each year.
- The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Trustee wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
- Any Trustee who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
- To be effective, Trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. Attendance at meetings via telephone conferencing or electronic means shall not constitute an absence.
- Individual Trustees do not speak for the Board. If questions or comments about the library are submitted to an individual Trustee, those questions will be referred to the Board as whole for consideration, or to the Library Director for a response, as appropriate.
- Trustees are expected to promote the purpose, values, and services of the library; however, they should be very careful to refrain from comments on matters of policy, controversy, or dispute. All communications on specific issues will be made by the Library Director or the President of the Board of Library Trustees, unless another Trustee has been designated as the spokesperson for a particular project or issue. Most questions about day to day library operations will be referred to the Library Director.

1.4.5 Section 5. Professional Meetings, Workshops, Training, and Memberships
Library Trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities. Reimbursement will be made for reasonable expenses related to these activities. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Membership dues for the American Library Association and the Illinois Library Association will be paid for all Trustees.

1.5 Article 5. Officers

1.5.1 Section 1. Board Officers

The elected officers of the Board shall be a president and a secretary. Officers shall serve a term of two years.

1.5.2 Section 2. Election of Officers

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Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held.

1.5.3 Section 3. Board Officers – Vacancy

A special election will be held to fill any vacancy created by officers who leave the board before completing their term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer.

1.5.4 Section 4. President

The President shall preside at all meetings of the Board, appoint all committees, and perform other duties normally associated with the office or assigned to the office by the Board. In the absence of the President, the Secretary shall preside over the meeting.

1.5.5 Section 5. Secretary

The Secretary has the responsibility to see that adequate minutes of meetings of the Board are taken and maintained as a public record. The Secretary certifies documents on behalf of the Board, including levy requests, grant applications and annual reports. In the absence of the President, the Secretary will preside over the Board meeting. In the absence of the Secretary, a secretary pro tem will be appointed.

1.5.6 Section 6. Treasurer

The Board does not elect a treasurer from among its members. The Treasurer of the Village of Downers Grove serves as the official bonded treasurer for the Board of Library Trustees and coordinates the financial services on behalf of the Board. The Treasurer of the Village of Downers Grove has no voting privileges on the Board of Library Trustees.

1.5.7 Section 7. Additional Duties of Officers

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board.

1.5.8 Section 8. Removal of Officers

Officers may be removed from office prior to the expiration of the term of office by majority action at a duly posted meeting of the Board of Library Trustees.

1.6 Article 6. Meetings

1.6.1 Section 1. Open Meetings Act and Public Notice

All regular meetings, special meetings, and committee meetings of the Board of Library

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Trustees are open to the public as provided in the Illinois Open Meetings Act (5 ILCS 120/1 – 120/7.5). The Library Director is responsible for issuing notice of all meetings to Trustees, the press, and the public in accordance with the Illinois Open Meetings Act and other current legal requirements. Notice shall include the agenda of business items to be discussed at the meeting.

1.6.2 Section 2. Regular Meetings

Regular meetings of the Board of Library Trustees are held on the fourth Wednesdays of each month at 7:30 PM at the Library. Meetings in November and December are generally held on the second Wednesday of the month at 7:30 PM at the Library to accommodate holidays. Regular meetings may be canceled if there is no business that requires the attention of the Board or rescheduled to accommodate holidays or other events.

1.6.3 Section 3. Special Meetings

Special meetings may be held at any time at the call of the President, the Secretary, or any two Trustees. Except in the case of a bona fide emergency, notice and the agenda of the special meeting must be delivered to all Trustees at least 48 hours prior to the meeting time.

1.6.4 Section 4. Attendance

A maximum of two Trustees may attend regular or special meetings electronically when they are not able to physically attend a meeting for reasons allowed by the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A Trustee attending electronically shall be a full participant in the meeting; however, such attendance shall not be used to establish a quorum.

1.6.5 Section 5. Quorum

A quorum consists of the majority of those Trustees appointed to the Board that are physically present at a meeting. Quorum is four Trustees when a full Board of six are appointed.

1.6.6 Section 6. Rules Governing Procedure

The latest edition of *Roberts Rules of Order* shall govern the parliamentary procedures of the Board to the extent practicable.

1.6.7 Section 7. Voting

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays and abstains and the spread of record recorded in the minutes of the meeting. Roll call votes shall be required for all ordinances, resolutions, and expenditures from all funds. A majority of those physically present shall determine the vote taken on any question, unless a larger majority is specified by law.

Approved March 21, 2018

1.6.8 Section 8. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. Approval of Invoices
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
10. Library Director's Report
11. Executive Session (if applicable)
12. Action for Items Discussed in Executive Session (if applicable)
13. Trustee Comments and Requests for Information
14. Adjournment

1.6.9 Section 9. Public Comment

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board or Board committees will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda. The public will also be given an opportunity to make comments on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees are not obligated to respond to public comments.

Any person present at the meeting may comment. Each individual making a comment will be required to identify himself or herself by name. Each member of the public shall have a maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment.

1.6.10 Section 10. Executive Session

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A roll call vote shall be required to convene an executive session.

1.6.11 Section 11. Meeting Minutes

Meeting minutes shall reflect attendance and actions taken for all meetings of the

Approved March 21, 2018

Board of Library Trustees. Minutes of ~~Board meetings~~ shall be retained in accordance with current legal requirements. Recordings of Executive Session meetings shall be retained in accordance with current legal requirements. Recordings of open Board meetings shall be retained for 18 months.

1.7 Article 7. Committees

The Board of Library Trustees shall function as a committee of the whole, with special assignments being undertaken by individuals or ad-hoc committees as deemed appropriate. No committee shall have other than advisory powers unless, by formal action of the board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

1.8 Article 8. Amendments to the Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws adopted by an affirmative vote of two-thirds of the appointed Board at a regular meeting, provided the following conditions have been met:

1. An initial draft of proposed changes are presented to the Board at a regular meeting, **with**
- ~~2. D~~ discussion and suggested revisions ~~are sought at a second regular meeting~~; and
- ~~3.2~~ The final text of amendments is sent to each Trustee with the agenda for a ~~third~~ **second** regular meeting.

A vote on the amended Bylaws may occur at the ~~third~~ **second** regular meeting.

1.9 Article 9. Indemnification of Trustees, Employees, and Volunteers

If any claim or action not covered by insurance is instituted against a Trustee of the Downers Grove Public Library, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Downers Grove Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Downers Grove Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Downers Grove Public Library shall, at the request of the Trustee, employee or volunteer:

1. Appear and defend against the claim of action; and
2. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
3. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Library Trustees.

For the purpose of this Section, the term Trustee, employee and volunteer shall
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include any former Trustee, employee and volunteer of the Library. This indemnification resolution shall not apply if the Board of Library Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case the action to be taken by the Board of Library Trustees will be determined after an investigation of the facts.

1.10 Article 10. Review of Bylaws

These bylaws shall be reviewed at least biennially.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020**

Agenda Item 9B

Library Director Evaluation Form and Process

As discussed at the August 26, 2020 Board of Library Trustees meeting, Trustee Carissa Dougherty has taken the lead on the Library Director's Performance Evaluation by revising the form and outlining a process for the Board of Library Trustees. To facilitate the Board discussion on this topic, she has included goals, assumptions, questions, and next steps.

This agenda item may be tabled until a later meeting to allow for full discussion if time is short due to the Diversity, Equity, and Inclusion Listening Session scheduled to immediately follow this limited agenda Board meeting.

Library Director Evaluation Board of Trustees Discussion

[Draft evaluation forms](#)

[Draft process](#)

Goals:

The Library Director evaluation process is about 1) providing feedback to help the Library Director improve his / her performance and 2) about holding the Director accountable to specific, measurable goals that are tied to the current strategic plan.

The evaluation process would include three main components:

- Progress on annual goals
- Self-report
- Board of Trustees evaluation

Assumptions:

- Evaluation criteria should be tied to the Library Director's current job description.
- The Board should distinguish between the performance of the Director versus the performance of the Library.
- Trustees can only evaluate elements of the Director's performance of which they have direct knowledge.
- Numerical scores will not be as useful as concrete written / oral feedback.
- The process should not take an inordinate amount of time for either Trustees or the Library Director to prepare.
- The Board evaluation component should involve conversation among Trustees.
- The Board evaluation component should not require consensus among Trustees.

Questions:

- Are the above assumptions valid?
- Do these competencies match the expectations set in the Library Director's current job description?
- Can the board adequately reflect on staff relations? If not, how might that dimension be captured?
- How should we capture annual goals? And would there be a mid-point review to evaluate the progress / continued relevance of these goals?
- What is the best way to compile and share the Board's feedback?

Next steps:

- This meeting: Review, discuss, and finalize evaluation form(s).
- Before next meeting: Determine goal-setting format and timeline.
- October meeting: Approve process and forms.
- November meeting: Meet to conduct 2020 evaluation (minus 2020 goal discussion).

Library Director Evaluation Form

Rating scale:

- 4 - Consistently demonstrates exceptional performance
- 3 - Often demonstrates performance beyond expectations
- 2 - Performance meets expectations
- 1 - Performance needs attention
- 0 - No opportunity to observe

Long-Range Planning and Leadership

Rating (see scale above):	Competency description: Articulates and works to achieve a guiding vision for the Library. Sets goals and makes decisions based on the direction set by the Library's strategic plan. Gathers input from the Board, the community, staff, and other stakeholders to understand the Library's impact and effectiveness. Reports regularly on the progress and outcomes of the strategic plan. Stays current with library best practices, trends, and innovations.
Examples and notes:	

Board Relations

Rating (see scale above):	Competency description: Keeps the Board informed about the activities of the Library. Provides all relevant information for decision-making in a timely way. Offers direction and makes appropriate recommendations as needed for Board discussions. Explains to the Board new developments in library services and their applicability to the Library's strategic plan. Supports and administers Board decisions and policies.
Examples and notes:	

Legal and Financial Responsibilities

Rating (see scale above):	Competency description: Stays up-to-date with the Library's financial and legal matters. Ensures all governmental and legal requirements of the Library are met. Maintains accurate and current financial records. Prepares budgets and directs spending in accordance with Board policy and the best interests of the community. Works with the Board to ensure long-term financial sustainability.
Examples and notes:	

Representing the Library

Rating (see scale above):	Competency description: Builds effective, positive, respectful relationships with the Village, community members, and other stakeholders. Serves as an advocate for the Library in interactions with the public. Responds or directs responses to community feedback in a timely, professional manner. Represents the Library in professional organizations and among peers.
Examples and notes:	

Staff Relations

Rating (see scale above):	Competency description: Serves as an example for staff through professional conduct and mutual respect. Maintains high standards of ethics, honesty, and integrity. Communicates with staff in a timely and transparent way. Supports and encourages staff development and professional growth. Delegates authority and efficiently organizes work among direct reports. Creates a positive, equitable, and stimulating workplace environment.
Examples and notes:	

Library Director Self-Evaluation Form

What do you consider your biggest accomplishments this year?

Describe any significant challenges that may have affected how you performed your work this year.

What suggestions do you have for changes you could make to improve your job and / or job performance?

What suggestions do you have for the Board of Trustees to better support you or improve your job and / or job performance?

Library Director Evaluation Process

The Downers Grove Public Library Director's annual evaluation would consist of three main components:

- Progress on annual goals
- Self-report
- Board of Trustees evaluation

The process would culminate with a closed session meeting at the end of the year during which the Trustees and the Director would engage in a conversation about each of these components.

Suggested timeline:

- **November / December:** Library Director creates next year's goals. These goals get discussed and approved at that month's Board meeting.
- **June Board meeting:** Brief check-in report on annual goals
- **early October:** Trustees fill out the Board Evaluation form on their own.
- **October Board meeting:** Closed session held to discuss Trustees' individual responses and compile whole-Board evaluation to be shared with the Director.
- **October / November:** Director prepares self-report and progress on goals
- **November Board meeting:** Evaluation meeting; Director presents self-report and progress and designated Trustee presents Board evaluation
- **December(?) Board meeting:** The Board makes a recommendation about the Director's merit increase for the year.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020**

Agenda Item 9C

COVID-19 Response and Reopening Phasing Plan Update

At the August 26, 2020 meeting, the Board of Library Trustees again reauthorized 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.

An updated COVID-19 Response and Reopening Phasing Plan is included in your packet. Phase 4 has been renamed “Restoring Service and Hours” to reflect the gradual return of services and hours of service. This reflects the non-linear progression of service restoration since reopening in July.

This change places us in our Phase 4, Restoring Services and Hours. Public service hours remain Monday through Friday, 10:00 a.m. to 7:00 p. m., Saturday 10:00 a.m. to 4:00 p.m. and Sunday 1:00 to 4:00 p.m. Capacity limits are in force, with staff monitoring the entrance to track capacity and remind visitors to wear masks properly. Curbside service usage remains steady. Self-service holds pickup returned. Visit duration was extended to two hours and computer sessions to 90 minutes. Next steps include returning the age for children to visit the library without an adult to eight years old, reopening of the Curtiss Street entrance to the public, and reopening a limited number of study rooms and/or tables on a reservation-only basis.

Illinois remains in its Phase 4: Revitalization of the Restore Illinois plan as of June 26, 2020. Mask requirements and social distancing remain in place. Gathering size allowed is 50 people. However, the use of Meeting, Conference, and Study Rooms for quarantine of items, storage of furniture, and socially distanced staff workspaces does not allow for gatherings in the library.

Recommended Action: Reauthorize 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 (Actual Date: 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 (Actual Date: May 20, 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, July 6, 2020 (Actual Date: July 6, 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 by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult 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. Home deliveries may resume on a “no contact” basis.

Phase 4: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

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

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

Summary: Open hours gradually return to regular schedule, in keeping with usage patterns and as staffing allows. Visit duration increase incrementally, but extended stays or gathering remain restricted. Age for access by children without an adult returns to 8. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. No reservations for meeting rooms are

accepted. Capacity limits and/or other restrictions continue. Seating is slowly reintroduced, configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Limited study room use is slowly reintroduced. Reservations for seating, computer sessions, and study rooms required. Access to Kids Room play areas are restricted. 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 and Restore Illinois Phase 5 anticipated. 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

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.
- Limited public computer use will be available.

- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with with EPA-approved disinfectant 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 may wear gloves. Masks are required.

What must be in place before this phase begins:

- Acquire adequate PPE 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: Recovery of Services and Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Continued curbside service may impact hours due to staffing availability.
- Soft seating and toys are not 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.
- Gradually reintroduce seating at tables for public use.
- Limits on access to children without an adult may continue.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with EPA-approved disinfectant after each use.
- Reintroduce study rooms for public use if possible with staff needs.
- Cleaning of high touch surfaces 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.
- Home Delivery 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 may wear gloves. Masks are required.

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, 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.
- Opening use of Meeting, Conference, and Study Rooms to the public occurs when rooms are no longer needed for storage of furniture, social distancing of staff work spaces, etc.

Phase 6: New Normal

- Resume in-person programming for all size gatherings.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

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Agenda Item 10

Library Director's Report

Diversity, Equity, and Inclusion (DEI) Listening Sessions

The Diversity, Equity, and Inclusion (DEI) Trajectory Discovery Project will evaluate DGPL's current cultural agility and create a plan for closing the gap between the library's aspirations toward equity and its actual implementation of equitable practices across our governance and operations. At the time of the Board meeting, more than half of the scheduled listening sessions will be complete. Consultant Reesheda Graham Washington of RGW Consulting LLC will lead a Board Listening Session at the regular Board meeting, which has a limited agenda. The Listening Session will begin at approximately 8:00 p.m. The final Community Listening Session will be held via Zoom on Saturday, September 26, 10:30 a.m. – noon.

Curbside Pickup Service Report

A brief report on Curbside Pickup Service by Circulation Manager Christine Lees is included in your packet. Though the percentage of checkouts made via curbside is under 10%, this is our main accommodation for those that require one. It is a staff-intensive service, with two staff members currently assigned to this service during all hours the library is open to the public.

Cleaning and Conservation of *Journey to Janus* Sculpture

The Art Objects Conservation Lab completed the cleaning and conservation of the Walter Gordinier sculpture, *Journey to Janus*, located in the Curtiss Street entrance atrium and continuing into the second floor spine. If you visit the library in person, be sure to take a look. The difference is striking with the dichroic glass elements sparkling clean!

Submitted by Julie M. Milavec
September 17, 2020

Curbside Review 2020

For Downers Grove Public Library Board

Downers Grove Public Library began offering curbside service to our patrons on May 20th and since we started offering this service it has gone through many iterations to land where we are today. Library staff continue to offer amazing service to all DGPL patrons in the method they most prefer, either curbside or in person, during these challenging times. Here's an overview of our curbside service:

Goal: To offer curbside delivery for patrons in a safe, effective, and efficient way to connect patrons with physical materials.

Logistics:

The Village of Downers Grove was able to offer DGPL three curbside only spots directly in front of our Curtiss Street entrance. We closed off the Curtiss Street entrance to patrons and made this the primary operations hub for offering curbside service to our patrons.

Holds for patrons were processed by staff members, checked out to the patron, an email receipt was sent to notify patrons of their hold, the bags were then filed in alphabetical order. With the holds lists numbering in the thousands, staff had their work cut out for them! I created a "How to run curbside" video for all staff to watch before our first day of service, sadly I have not heard from The Academy regarding any awards ;-).

Timeline:

May/June 2020:

Curbside service started on May 20th with staff and patrons using the Curbside Communicator texting program created by library vendor, Unique Management. We had high hopes for this product and hopeful ease of use. Unfortunately we learned rather quickly that although this product was successful elsewhere, due to our set-up it was much more efficient to move to a relay/runner model versus a texting model.

As the number of patrons we served via curbside service of the next few months staff adapted to the changes needed to continually improve service. Many days we were servicing over 250 cars via curbside service.

July 2020

Once we opened the physical building to patrons we needed to adapt to serving patrons picking up holds via either inside the building or curbside. Additional plans were implemented to allow for continued high service standards. After the first week of the building being open we saw an even split of patrons coming inside to collect their holds versus curbside.

August 2020

In late August we made the huge transition from all holds being checked out and bagged back to the open hold shelves. This change was necessary and very welcomed by staff and patrons

alike. In fact, one patron jumped for joy upon seeing his hold on the open holds shelves exclaiming that things were starting to feel “normal” again! After the holds went back to the hold shelves we saw a pretty dramatic shift in folks coming into the library to collect their holds versus curbside.

September 2020

Curbside service continues, serving about 70 cars per day. Patrons can also collect their make and take projects, 3-D printing, regular print jobs, and Anything Emporium items via curbside if they wish. As conversations continue about opening the Curtiss Street doors to patrons we are preparing for the changes and challenges this will bring to our curbside service.

Recap:

Having been involved in each step and aspect of curbside service at DGPL it is important for me to note that during this entire adventure our staff have been nothing short of amazing! Things, situations, health directives, etc., continually change and I am confident that patrons were met with the same, stellar service with every interaction from our staff. All DGPL staff banded together to figure out our best practices and continually raise the bar of exceeding patron expectations. Curbside has been such an amazing effort by all!

Sincerely submitted,
Christine Lees
Manager, Circulation Services

Daily Curbside Totals with % of Daily Checkouts

Date	Curbside	Holds Desk	Total Circulation	Percent of Curbside Checkouts
8/10/2020	68	30	1,567	4.34%
8/11/2020	103	35	1,335	7.72%
8/12/2020	98	25	1,186	8.26%
8/13/2020	79	42	1,216	6.50%
8/14/2020	146	45	1,623	9.00%
8/15/2020	126	76	985	12.79%
8/16/2020	40	20	671	5.96%
8/17/2020	128	53	1,756	7.29%
8/18/2020	101	54	1,683	6.00%
8/19/2020	173	60	1,452	11.91%
8/20/2020		88	1,469	
8/21/2020	171	54	1,542	11.09%
8/22/2020	99	63	1,312	7.55%
8/23/2020	60	36	716	8.38%
8/24/2020	161	59	1,357	11.86%
8/25/2020	72	*	1,408	5.11%
8/26/2020	97	*	1,219	7.96%
8/27/2020		*	1,125	
8/28/2020	107	*	1,529	7.00%
8/29/2020	60	*	1,355	4.43%
8/30/2020	38	*	776	4.90%
8/31/2020	100	*	1,679	5.96%
9/1/2020	65	*	1,330	4.89%
9/2/2020	90	*	1,304	6.90%
9/3/2020	75	*	1,206	6.22%
9/4/2020	81	*	1,608	5.04%
9/5/2020	58	*	1,167	4.97%
9/6/2020	CLOSED			
9/7/2020	CLOSED			
9/8/2020	77	*	1,725	4.46%
9/9/2020	84	*	1,536	5.47%
9/10/2020	79	*	1,354	5.83%
9/11/2020	92	*	1,653	5.57%
9/12/2020	60	*	1,920	3.13%
9/13/2020	15	*	839	1.79%
9/14/2020	62	*	1,501	4.13%
9/15/2020	67	*		

*No longer recording due to self service holds

**DOWNERS GROVE PUBLIC LIBRARY
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Summer Reading Club Recap – 2020

Adult & Teen Services – Lizzie Matkowski

- Adult & Teen Summer Reading wrapped up in August. The biggest change going into summer reading this year was the addition of a digital platform, ReadSquared. Overall, numbers this year were down from last year, which was anticipated due to the library's closing and limited services.
- The Adult Summer Reading Club had 290 patrons participate this year with 137 completing the program. To complete the program, adults had to complete two forms.
- In total, 61 teens registered or completed at least one form. 133 forms/badges were submitted: 37 first prize, 26 second prize, 22 third prize, and 48 additional submissions. To officially complete the program, teens had to complete 3 forms or earn 3 badges. This year, 13 completed the program.

Children's Services – Allyson Renell

- The Summer Reading Club wrapped up on August 2. Prize pick up was officially extended for another week through August 9 and in the Kids Room we continued handing out some prizes through August 14.
- 849 children registered for the program this year (614 Readers, 235 Read-to-Me) and 602 children completed at least prize 1 (446 Readers and 146 Read-to-me). These numbers are much lower than last year's numbers (2001 children completed at least prize 1), but this was expected due to the Covid-19 pandemic. With the library closed for the first seven weeks of the program and many people not resuming normal library use even after we opened, these numbers are actually better than what we had originally expected.
- Our overall completion rates remained pretty high, with 515 children completing prize level 2 (61% of registrants, 86% of those who had completed level 1) and 459 children completing prize level 3 (54% of registrants, 76% of those who had completed level 1). 848 bonus pages were turned in.
- This was our first year using the online tracking system ReadSquared and 520 (366 Readers, 154 Read-to-me) registrants signed up for the program using the ReadSquared system. However, only 273 of those who registered using ReadSquared (47.5%) continued using the program to complete prize level 1. ReadSquared does have options to help send reminders to registrants to keep logging their reading, which we hope to take better advantage of next year now that we have a better grasp on the system. It was also interesting to see how many children start the program but never actually complete it, as we do not have this information when tracking using only paper.

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Department Reports – August 2020

Administration – Jen Ryjewski

- Completed and submitted the Personal Protective Equipment (PPE) Grant for Illinois Public Libraries.
- Wrote full Telecommuting Policy which will be added to the Personnel Policy section of the DGPL Policy Manual.
- Wrote formal processes and guidelines for employee disciplinary procedures, including a Performance Improvement Plan (PIP).
- Updated the PIC Manual with several changes, including: updates to the Heating and Cooling section, inclusion of a new reasonable suspicion of impairment procedure, and incorporation of many of the appendices into the body of the document.
- Worked two shifts at the Adult and Teen Services desk in support of departmental meetings.
- Worked one shift at the Circulation Holds desk in support of departmental meeting.
- Began the work of reviewing documents to write a Disaster Preparedness Plan in accordance with Standards for Illinois Public Libraries 4.0.
- Attended COVID-19 Employer Q&A presented by HR Source which highlighted direct and indirect COVID-19 exposure guidelines and best practices.
- Attended the Ryan Dowd COVID-19 webinar which focused on preventing COVID-19 related behavior issues, including how to address/approach patrons who fail to wear masks properly or refuse to wear them altogether.

Adult & Teen Services – Lizzie Matkowski

- In August we held the Listening Session: Policing in Downers Grove in partnership with the Village, DGPd, and the Park District, which Joy and Karen worked on with Admin and Cindy to great success.
- Other virtual programs included Low Impact Fitness, Job Workshop: Managing Your Stress During the Job Search with the People's Resource Center, and several pickup programs.
- The library received and put up the travelling exhibit Telling a People's Story from the University of Miami Ohio. Tie-in programming is planned virtually, including Living History Performance on the Life of Harriet Tubman.

Children's Services – Allyson Renell

- Anything Emporium items began circulating again on August 17. Every single one of these items was checked out when the library closed in March but they had all made it back to the building by mid-August. Now that they are back they have remained popular, with the collection almost always in use. We also added a couple of new kits, including a Bird Watching kit, a Night Vision kit, and a Metal Detector kit.
- On August 19, Erin Linsenmeyer, Outreach Coordinator, attended District 58's annual New Teacher Luncheon that was held virtually. She shared information about the library and the services we offer, including new options like virtual visits for booktalks, database demonstrations, and pretty much anything else that the teachers may need help with. With many of our local preschools and daycares now reopening, Erin has also reached out to our partners to discuss ways to support them as they operate under their new restrictions. We are offering material selection and checkout services as well as virtual visits if the centers are interested.
- Allyson and Erin spent the end of the month interviewing for our open part-time Library Clerk position, conducting both phone and in-person interviews.

Circulation Services – Christine Lees

- Our biggest change this month was transitioning from bagging and checking out all holds for patron pick-up to going back to open hold shelves. This was a huge step in moving back to a “more normal” direction and staff and patrons were thrilled with this step. In fact, a patron jumped up and down when seeing the holds back on the hold shelves stating that there was light at the end of the tunnel! We feel the same way, yay!
- Christine Lees and the school district librarians from 58 & 99 met to discuss how DGPL could support their students needing to return materials while their school buildings are closed. We have offered to have students return their school materials via the DGPL book drops and we will make arrangements to get those materials back to their “home” school. These types of collaboration are so important during these uncertain times and speak directly to our Strategic Plan.
- We moved to Fine Free Forever and met with a representative from SWAN to review our patron, hold, and item type settings. Lots of hard work was put into making sure our behind the scenes parameters were correct for fine free to be successful. A huge thank you to Amy Prechel, Access Services Manager, for all of her help on this project!
- In August, we said goodbye and happy retirement to Cheryl Pawlak, our Assistant Circulation Manager. Cheryl served DGPL for 19 years and brought so many ideas, innovations, and patron relationships to fruition. Cheryl will be missed!
- It is really important to mention how amazing our department staff, and staff library-wide, have been during this past month rolling with lots of changes,

updates, and “oh gosh we didn’t think of that!” moments while always leading with an attitude of getting to YES! Our staff truly rocks!

Information Technology – Paul Regis

- There were some slight staffing changes in August and it was bittersweet to see Computer Help Desk Associate Tricia Thompson move down to Circulation. Tricia took over the Circulation Supervisor position early in the month. Her excellent interpersonal skills, problem solving ability, and positive attitude are perfect for the new role. Congratulations, Tricia!
- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis interviewed applicants in early August to fill the open position. There were many qualified candidates with very impressive backgrounds - it was a close decision, but Andrew Cook was offered and accepted the position. Andrew previously worked at DGPL about five years ago and the customer service and tech skills he developed during his time away will be an awesome addition to the library. Welcome (back), Andrew!
- Computer Help Desk Associate Emily Anderson accepted the Library Assistant position that opened up in the Adult & Teen Services Department. Emily will be a great fit, as her extensive library experience and rapport with both regular and new patrons alike will go a long way. We’ll miss you, but congrats!
- Assistant IT Manager Max Mogavero made the call to resume 3D printing in late July/early August. As the library is trying to limit handling physical money as much as possible, Max and Paul tested and put up an online payment form that would allow patrons to pay ahead of time online and use the curbside service to pick up their prints.

Public Relations – Cindy Khatri

- PR Manager Cindy Khatri prepared for maternity leave, including training Marketing Content Coordinator Brian Ruane and Graphic Design and Display Coordinator Grace Goodwyn on a variety of projects and duties.
- The September/October issue of Discoveries was finalized, printed, and mailed to patrons.
- The PR Team began evaluating the current style guide and making lists of future edits.
- Fine Free Forever announcements were made, including a press release, social media/eNews features, and the creation of a fine free handout.
- Promotion for the Policing in Downers Grove Listening Session continued; the event was fully registered and had a short waitlist.
- Cindy met with Reesheda Graham for a one-on-one DEI meeting.
- Information was submitted for DG Living Magazine and DG Magazine to highlight September’s month of DEI programming.

- A new-cardholder email campaign was implemented: a series of 6 emails will go out every other week (lasting 3 months) to new cardholders to teach individuals about all of the services the library has to offer. This has already been well received!
- An invitation postcard for September's month of diversity, equity, and inclusion was designed and printed to be sent out to all DG residents.
- Preparations for Library Card Sign Up Month were made.

Access Services – Amy Prechel

Projects and Updates

- On August 4, Amy Prechel attended the conference call with SWAN staff to discuss the configuration changes needed to go “fine free forever”. There was further discussion at the August 5 management team meeting. On August 6, Amy drafted updated circulation and hold rule maps and related documents to reflect the changes. The official request to move forward went to SWAN on Friday, August 7. We were in a holding pattern for several weeks awaiting implementation, still operating under the “fine free for now” rule. The “fine free forever” rules go into effect Tuesday, September 1!
- A significant change to the workflow of the Access department was undertaken in August. Clerks are now completing the whole process of entering items when full bibliographic records are available. Cross training on copy cataloging took place on Tuesday, August 11. With this change we will be better equipped to handle absences or other staff shortages. More time can also be dedicated to original cataloging by the staff who do this specialized work.
- Work has resumed on two new collections slated to be released later this year: Binge Boxes and Board Games. We have also changed our processing procedure for media items, placing the library’s barcode on the front of items. This change avoids covering the UPC, making it easier for staff to perform search functions using either number.

Inventory and Cataloging

- For ATS collection in August: added 1196 print items, 245 AV items; discarded 289 print and 150 AV items.
- For Kids Room collection in August: added 989 print items and 103 AV items. Discarded 164 print and 18 AV items.
- The workflow shift has already allowed for a significant reinvestment in original cataloging! 90 bibliographic records were created or significantly upgraded in August.
- 2 new Kids Room Anything Emporium kits were introduced, and 29 items were added to the Local Author collection.

Reclassification and Repairs

- Repaired 452 ATS and Kids Room books and audiovisual items in August
- Reclassified 60 ATS and Kids Room items in August

Staff Training and Professional Development

- Nora Mastny attended the SWAN 'Poolside' chats on August 4 and 18. Amy attended the special resource sharing 'poolside' on August 28.
- Nora attended the RAILS CE Archived course "Introduction to MarcEdit" on August 7.
- Amy and Nora attended Ryan Dowd's COVID: How to Deal with problem Behaviors Related to COVID-19 webinar.
- Nora attended the SLUI Planning Meeting on August 20.
- Amy took on five In-Charge shifts in August (up from the usual three).
- The department logged 4.5 hours of training in August.

Facilities Services – Ian Knorr

- The fire alarm device testing was set up with Affiliated Fire and Service for September 14.
- Hayes Mechanical installed 8 new VAV units. These replaced old units that were not performing.
- Knickerbocker Roofing repaired leaks in the rubber roof that were found after the big storm we received.
- John Martin and Ian retro-fitted the middle CFL lights in the lobby light fixtures, north and south hallways, and by the 1st floor pinwheels and shelving. These lights have now been updated with direct wire LED lamps and we have eliminated ballast replacements.
- The holds shelf was moved back to pre-COVID placement in preparation for the Curtiss Street entrance re-opening.
- Trane integrated the new VAV units to the building automation system. All units are now performing as intended.

Circulation	AUG 20	%	AUG 19	%	AUG 18	%
Checkouts						
Selfchecks	22,539	56%	43,836	73%	48,916	72%
Staff desk	18,027	44%	16,126	27%	18,968	28%
Total checkouts	40,566		59,962		67,884	
Renewals						
Auto-renewal	22,421		34,732		36,321	
Selfchecks	0		10		31	
Staff desk (incl. phone)	566		333		289	
Patron self-renewals on website	503		627		565	
Patron self-renewals on BookMyne			43		5	
BlueCloud Mobile/Web services (22&11)	87					
Total renewals	23,577		35,745		37,211	
Total item checkouts and renewals	64,143		95,707		105,095	
Digital Circulation	11,951		8,898		7,039	
Total Circulation	76,094		104,605		112,134	
Reserves Processed						
Received from ILL	4,601		6,538		6,936	
ILL sent	979		4,786		5,242	
OCLC requests processed	149		244		258	
Gate Count						
North	13,277		27,556		28,499	
South	4,517		17,223		17,334	
Total	17,794		44,779		45,833	
Registrations						
New resident cards	100		258		193	
New fee cards	6		8		4	
Active fee cards			X		X	
Professional Development hours	8		40			
Cost of Professional Development						

Circulation

	Aug 2019	Aug 2020	YTD Totals			
Adult	52,000	32,912	401,673	196,194		
Teen	2,499	1,690	17,798	8,099		
Children	41,208	29,541	316,835	155,263		
Download	8,898	11,951	68,684	97,507		
Total	104,605	76,094	804,990	457,063	-347,927	-43.2%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	21,535	65.43%	2,540	7.72%	7,615	23.14%	1,222	3.71%	32,912
Teen	1,625	96.15%	27	1.60%	12	0.71%	26	1.54%	1,690
Children	24,837	84.08%	949	3.21%	2,830	9.58%	925	3.13%	29,541
Total	47,997	74.83%	3,516	5.48%	10,457	16.30%	2,173	3.39%	64,143

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,074	75.41%	15,397	9.75%	16,213	10.27%	7,219	4.57%	157,903
Children	79,254	85.90%	2,781	3.01%	8,336	9.03%	1,893	2.05%	92,264
Total	198,328	79.28%	18,178	7.27%	24,549	9.81%	9,112	3.64%	250,167

Book Collection

	Aug 2019	Aug 2020	YTD Totals		YTD Difference	
Adult	115,437	119,074				
Children	76,040	79,254				
Total	191,477	198,328	191,477	198,328	6,851	3.6%

Audio Collection

	Aug 2019	Aug 2020	YTD Totals		YTD Difference	
Adult	17,875	15,397				
Children	2,850	2,781				
Total	20,725	18,178	20,725	18,178	-2,547	-12.3%

Video Collection

	Aug 2019	Aug 2020	YTD Totals		YTD Difference	
Adult	15,583	16,213				
Children	8,145	8,336				
Total	23,728	24,549	23,728	24,549	821	3.5%

Miscellaneous Collection

	Aug 2019	Aug 2020	YTD Totals		YTD Difference	
Adult	7,340	7,219				
Children	2,084	1,893				
Total	9,424	9,112	9,424	9,112	-312	-3.3%

Statistics for August 2020 (FY Jan-Dec)

Rooms & Spaces

	Aug 2019	Aug 2020				
Community Use of Rooms	1174	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	274	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,448	0	YTD Totals	11,053	3,447	YTD Difference -7,606 -68.8%

Programs Offered

	Aug 2019	Aug 2020				
Library Programs Offered						
Adult	20	8				
Teen	2	0				
Children	44	0				
Outreach Programs Offered						
Adult	11	0				
Teen	1	0				
Children	12	0				
Passive Programs Offered						
Adult	0	2				
Teen	1	9				
Children	16	31	YTD Totals	1,095	488	YTD Difference -607 -55.4%
Programs Offered Total	107	50				

Program Attendance

	Aug 2019	Aug 2020				
Library Program Attendance						
Adult	466	130				
Teen	101	0				
Children	862	0				
Outreach Program Attendance						
Adult	447	0				
Teen	9	0				
Children	653	0				
Passive Program Attendance						
Adult	0	65				
Teen	24	222				
Children	952	2,007	YTD Totals	32,672	14,691	YTD Difference -17,981 -55.0%
Program Attendance Total	3,514	2,424				

Statistics for August 2020 (FY Jan-Dec)

Gate Count						
	Aug 2019	Aug 2020	YTD Totals		YTD Difference	
	44,779	17,794	334,345	124,670	-209,675	-62.7%
Reference Questions						
	Aug 2019	Aug 2020	YTD Totals		YTD Difference	
One on One Tutorials	76	20	538	276	-262	-48.7%
Computer User Sessions						
	Aug 2019	Aug 2020				
Adult	3,521	991				
Children	1,611	0	YTD Totals		YTD Difference	
Total	5,132	991	37,195	12,044	-25,151	-67.6%
Wireless Sessions	2,489	45	20,376	6,207		
Website Views						
	Aug 2020		YTD Totals			
	22,553		115,520			