

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021, 7:30 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

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

Members of the public can view and/or 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

Wed, Jan 27, 2021 7:00 PM - 9:00 PM (CST)

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AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes

- a. November 18, 2020, Regular Meeting Requested Action: Approval
- b. November 18, 2020, Executive Session Meeting Requested Action: Approval and Open Minutes
- 5. Financial Matters
 - a. November 2020 Financial Report
 - b. December 2020 Invoices Requested Action: Approval
 - c. December 2020 Financial Report
 - d. January 2021 Invoices Requested Action: Approval
- 6. Public Comment on Agenda Items
- 7. Public Comment on Other Library Business
- 8. New Business
 - a. Succession Plan Requested Action: Approval
 - b. Outdoor Pickup Locker Proposal Requested Action: Approval
- 9. Unfinished Business
 - a. COVID-19 Response and Phased Reopening Plan Requested Action: Approval
- 10. Library Director's Report
- 11. Trustee Comments and Requests for Information
- 12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
NOVEMBER 18, 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: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Dan Pohrte of Product Architecture + Design, Jason Perkunas of Shales McNutt.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. October 28, 2020, Regular Meeting. It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the October 28, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. October 2020 Financial Report. Library Director Milavec presented the report. The library is 83% through the year and has collected nearly 99% of its revenue. Overall property tax is very close to 100% received and more personal property replacement tax has been received than expected. Expenditures are 78% spent, with the Maintenance Supplies line and Other Equipment Repair and Maintenance line running over budget due to the purchase of PPE and equipment for COVID prevention.
 - b. November 2020 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of November 2020 Operating Fund invoices totaling \$108,115.14, the acceptance of November 2020 credit memos totaling \$170.98, and the ratification of October 2020 payrolls totaling \$236,351.90 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. Flat Roof Replacement Project Release to Bid. Dan Pohrte from Product Architecture + Design has been working with Jason Perkunas from Shales McNutt and Building Operations Director Ian Knorr to find the best way to complete the roof project with the least amount of impact on the library. They settled on a way to leave most of the metal roof intact while giving the library a 30-year warranty on the replacement. This process will use a liquid roofing membrane that will be applied on top of the existing membrane. The project should be ready to go out to bid in the beginning of January and work should start in the spring, once the weather cooperates. The cost of the project is expected to be 30-40% less than what was budgeted.

It was moved by Humphreys and seconded by Khuntia THAT the library proceed with a public bid of the 2021 Flat Roof Replacement Project. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Resolution 2020-2 Recognizing 2020 Milestone Anniversaries and Retirements. President Graber read the resolution aloud into library record. It was moved by Gigani and seconded by Dougherty THAT Resolution 2020-2 Recognizing 2020 Milestone Anniversaries and Retirements be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- c. 2021 Board Meetings Schedule. It was moved by Gigani and seconded by Khuntia THAT the 2021 Board Meetings Schedule be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. 2021 Holiday Closings Schedule. It was moved by Khuntia and seconded by Dougherty THAT the 2021 Holiday Closings Schedule be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- e. Scheduled Board Meeting for December. It was moved by Stapleton and seconded by Khuntia THAT the December 9, 2020 Board of Library Trustees meeting be cancelled. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- f. General, Library Services, Personnel, Collection Management, and Finance Policy Updates. The policy manual was rewritten in 2018 and the Board was supposed to review a section each month in 2020, but COVID restrictions delayed that process. The Management Team took on the full manual review and Executive Assistant Katelyn Vabalaitis reviewed the policy for consistency and formatting. Library Director Milavec noted three new sections added to the policy, which include the incorporation of the compensation policy, a telecommuting section, and a security camera section.

It was moved by Dougherty and seconded by Stapleton THAT the General, Library Services, Personnel, Collection Management, and Finance Policies be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- g. DEI Project Phase 1 Proposal from RGW Consulting. Library Director Milavec presented the proposal, which is a full year project that starts with an all-staff training during In Service Day on January 15, 2021. There will also be trainings for the leadership teams, which includes two sessions for the Management Team and two sessions for the Board. All trainings will be held online. The first action item is setting up the Equity Advisory Team, and Reesheda Graham Washington would take the lead on that process. Milavec recommends moving forward and keeping the momentum going on the library's Diversity, Equity, and Inclusion work.

It was moved by Humphreys and seconded by Dougherty THAT the DEI Project Phase 1 Proposal from RGW Consulting in the amount of \$35,000 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. Unfinished Business.

- a. COVID-19 Response and Phased Reopening Plan. Library Director Milavec confirmed with the Board that the library's curbside service be considered an essential service during closures. It was moved by Khuntia 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 COVID-19 Response and Reopening Phasing Plan through January 27, 2021 as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Library Director Milavec presented her report. Circulation Clerk Emily Kiang was appointed to the RAILS EDI Committee. This is a brand new committee for the regional library system and it is very exciting to have Emily as one of 14 regional library staff members appointed to the group. Milavec noted that in the October circulation statistics, the library made it to 95% of last year's October circulation, even with the gate count at 45% of last

October's total. The library hit capacity for the first time over the weekend after the closure announcement was made. Curated book bundles are coming back for patrons during the closure and delivery and interlibrary loan will continue. Curbside service will be offered to non-residents as well.

11. Executive Session.

- a. 5 ILCS 120/2(c) (1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Humphreys and seconded by Khuntia THAT the Board move to Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved to Executive Session at 8:26 p.m.

President Graber reconvened the Public Session at 9:45 p.m.

- 12. Action for Items Discussed in Executive Session.** It was moved by Graber and seconded by Humphreys THAT Library Director Julie Milavec receive a 1.5% merit increase in addition to her 1.9% cost of living increase beginning January 1, 2021. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

13. Trustee Comments and Requests for Information.

President Graber commented that he will be in touch with Milavec about procedural matters at a later date.

Trustee Gigani thanked all of the milestone recipients and retirees for their service and thanked all staff for their flexibility and ability to adapt to the constantly changing situation.

- 14. Adjournment.** President Graber adjourned the meeting at 9:49 p.m.

November 2020 Financial Report

Included:

- Fund Balance Report
- Revenue Report
- Capital Replacement Fund Expenditure Report
- Operating Fund Expenditure Report

DOWNERS GROVE LIBRARY 11/30/2020

| | Library fund | Building & Equip Replacement Fund |
|--------------------|--------------|---|
| CASH & INVESTMENTS | \$ 2,079,391 | \$ 1,035,328 |
| FUND BALANCE | 2,053,793 | \$ 1,035,328 |

Revenue by Object Report

Village of Downers Grove
11/1/2020 through 11/30/2020

Grand Totals

| Object/Title | Adjusted Estimate | Revenues | Year-to-date Revenues | Balance | Prct Rcvd |
|---|------------------------------|------------------|----------------------------------|-----------------|----------------------|
| 4101 Current Property Taxes | 5,497,919.00 | 43,149.82 | 5,490,988.90 | 6,930.10 | 99.87 |
| 4109 Prior Year Property Taxes | 100.00 | 0.00 | 3.46 | 96.54 | 3.46 |
| 4313 Personal Property Replacement Tax | 51,500.00 | 0.00 | 61,355.43 | -9,855.43 | 119.14 |
| 4410 Sales of Materials | 9,900.00 | 90.68 | 1,837.04 | 8,062.96 | 18.56 |
| 4502 Charges For Services | 20,000.00 | 307.24 | 42,640.68 | -22,640.68 | 213.20 |
| 4509 Fees For Non-Residents | 16,000.00 | 282.00 | 12,618.00 | 3,382.00 | 78.86 |
| 4571 Rental Fees | 4,000.00 | 0.00 | 880.00 | 3,120.00 | 22.00 |
| 4581 Fines | 33,000.00 | 244.33 | 10,969.50 | 22,030.50 | 33.24 |
| 4590 Cost Recovered For Services | 10,000.00 | 513.03 | 8,380.36 | 1,619.64 | 83.80 |
| 4620 State, Operational Grants | 61,516.00 | 0.00 | 61,516.25 | -0.25 | 100.00 |
| 4711 Investment Income | 7,500.00 | 1.15 | 2,686.14 | 4,813.86 | 35.82 |
| 4712 Investment Income - Property Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4820 Contributions, Operating | 5,000.00 | 10,580.00 | 16,308.40 | -11,308.40 | 326.17 |
| Grand Totals | 5,716,435.00 | 55,168.25 | 5,710,184.16 | 6,250.84 | 99.89 |

Capital Replacement Fund

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Periods: 11 through 11

Expenditures by Object Report

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Village of Downers Grove
11/1/2020 through 11/30/2020

Grand Totals

| <u>Object/Title</u> | <u>Adjusted Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date Expenditures</u> | <u>Year-to-date Encumbrances</u> | <u>Balance</u> | <u>Prct Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|------------------|
| 5760 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 447,000.00 | 0.00 | 215,619.49 | 0.00 | 231,380.51 | 48.2 |
| Grand Totals | 447,000.00 | 0.00 | 215,619.49 | 0.00 | 231,380.51 | 48.2 |

Operating Fund

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Periods: 11 through 11

Expenditures by Object Report

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Village of Downers Grove
11/1/2020 through 11/30/2020

Grand Totals

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Use |
|---------------------------------------|---------------------------|--------------|------------------------------|------------------------------|-------------|----------|
| 5101 Salaries, Exempt | 1,594,544.25 | 119,440.50 | 1,416,085.94 | 0.00 | 178,458.31 | 88.8 |
| 5104 Bonus | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5111 Salaries, Non-Exempt | 251,401.02 | 24,813.40 | 393,239.32 | 0.00 | -141,838.30 | 156.4 |
| 5119 Part-Time Employee Wages | 1,252,673.30 | 91,122.12 | 880,935.38 | 0.00 | 371,737.92 | 70.3 |
| 5131 IMRF Pension Contributions | 232,934.78 | 17,663.93 | 212,058.46 | 0.00 | 20,876.32 | 91.0 |
| 5133 Medicare Contributions | 44,929.98 | 3,363.51 | 38,380.44 | 0.00 | 6,549.54 | 85.4 |
| 5134 Social Security Contributions | 192,114.36 | 14,381.77 | 164,105.86 | 0.00 | 28,008.50 | 85.4 |
| 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 | 850.85 | 0.00 | 193.15 | 81.5 |
| 5191 Health Insurance | 415,774.44 | 32,807.02 | 349,162.85 | 0.00 | 66,611.59 | 83.9 |
| 5195 Optical Insurance | 1,989.69 | 149.94 | 1,608.99 | 0.00 | 380.70 | 80.8 |
| 5197 Dental Insurance | 34,239.11 | 2,603.58 | 28,106.11 | 0.00 | 6,133.00 | 82.0 |
| 5210 Supplies | 97,450.00 | 8,419.75 | 70,969.65 | 0.00 | 26,480.35 | 72.8 |
| 5251 Maintenance Supplies | 18,550.00 | 3,285.67 | 36,350.89 | 0.00 | -17,800.89 | 195.9 |
| 5280 Small Tools & Equipment | 31,100.00 | 1,189.86 | 20,772.08 | 0.00 | 10,327.92 | 66.7 |
| 5291 Water Purchase | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5302 Dues And Memberships | 7,500.00 | 350.00 | 4,981.30 | 0.00 | 2,518.70 | 66.4 |
| 5303 Seminars, Conferences & Meetings | 34,050.00 | 842.62 | 15,558.67 | 0.00 | 18,491.33 | 45.6 |
| 5308 Recognition Program-Staff | 5,000.00 | 826.73 | 3,701.66 | 0.00 | 1,298.34 | 74.0 |
| 5315 Professional Services | 60,000.00 | 10,822.93 | 52,874.28 | 0.00 | 7,125.72 | 88.1 |
| 5322 Personnel Recruitment | 1,000.00 | 97.18 | 1,116.39 | 0.00 | -116.39 | 111.6 |
| 5323 Special Legal | 6,000.00 | 154.00 | 2,288.00 | 0.00 | 3,712.00 | 38.1 |
| 5336 Cataloging Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5346 Data Processing Services | 105,500.00 | 7,500.00 | 107,316.87 | 0.00 | -1,816.87 | 101.7 |
| 5380 Printing Services | 24,800.00 | 4,067.00 | 18,429.00 | 0.00 | 6,371.00 | 74.3 |
| 5391 Telephone | 17,000.00 | 1,417.29 | 16,989.40 | 0.00 | 10.60 | 99.9 |
| 5392 Postage | 25,500.00 | 0.00 | 16,419.38 | 0.00 | 9,080.62 | 64.3 |
| 5393 Freight And Cartage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5407 Advertising And Public Relations | 19,000.00 | 123.54 | 6,361.98 | 0.00 | 12,638.02 | 33.4 |

Operating Fund

glExpObj
11/20/2020 3:29PM
Periods: 11 through 11

Expenditures by Object Report

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Village of Downers Grove
11/1/2020 through 11/30/2020

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 | 3,719.81 | 61,540.42 | 0.00 | 30,009.58 | 67.2 |
| 5450 Cleaning Services | 80,000.00 | 5,348.30 | 67,721.16 | 0.00 | 12,278.84 | 84.6 |
| 5461 Utilities | 25,250.00 | 1,093.84 | 10,618.18 | 0.00 | 14,631.82 | 42.0 |
| 5470 Other Equipment Repair And Maintenance | 12,000.00 | 940.00 | 16,104.42 | 0.00 | -4,104.42 | 134.2 |
| 5481 Rentals | 15,500.00 | 859.55 | 14,275.05 | 0.00 | 1,224.95 | 92.1 |
| 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 & Artwks | 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 | 372.91 | 29,089.36 | 0.00 | 30,910.64 | 48.4 |
| 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 | 9,004.66 | 206,760.49 | 0.00 | 20,039.51 | 91.1 |
| 5852 Print Materials | 345,250.00 | 29,953.50 | 236,284.34 | 0.00 | 108,965.66 | 68.4 |
| 5853 Audiovisual Materials | 147,725.00 | 8,174.76 | 82,353.64 | 0.00 | 65,371.36 | 55.7 |
| 5860 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 84,000.00 | 0.00 | 65,573.41 | 0.00 | 18,426.59 | 78.0 |
| 5880 Intangible Assets (Software) | 52,000.00 | 9,721.86 | 46,368.29 | 0.00 | 5,631.71 | 89.1 |
| 5899 Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5910 Transfer For Capital Projects | 350,000.00 | 0.00 | 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 | 414,708.88 | 5,096,320.36 | 0.00 | 919,974.57 | 84.7 |

December 2020 Invoices

Paid on December 18, 2020

Included:

- Capital Replacement Fund Invoice Edit List
- Capital Replacement Fund Invoices of Note
- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- Credit Memo Edit List
- December Credit Card Report
- November 2020 Payroll Report

Capital Replacement Fund

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Invoice Edit Listing
Village of Downers Grove

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December 18, 2020

| Vendor Totals | | | | |
|--------------------------|---------------------------|------------------|---------------------------------|------------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 020656 DECKS DR, LLC | 1 | 3,200.00 | 0.00 | 3,200.00 |
| 014548 PRODUCT, LLC | 1 | 5,000.00 | 0.00 | 5,000.00 |
| 000385 TRANE U.S. , INC. | 1 | 13,300.00 | 0.00 | 13,300.00 |
| Grand Total: | 3 | 21,500.00 | 0.00 | 21,500.00 |

INVOICES OF NOTE

For Library Check Run on December 18, 2020

Capital Replacement Fund

| | | |
|--------|--|-------------|
| 020656 | Decks DR, LLC (Roof Scan) | \$3,200.00 |
| 014548 | Product, LLC (Roof Documents) | \$5,000.00 |
| 000385 | Trane U.S., Inc (BAS System Integration VAV Box Replacement) | \$13,300.00 |

Operating Fund

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12/15/2020 3:35PM

Invoice Edit Listing
Village of Downers Grove

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December 18, 2020

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|--------------------|-----------|-----------------------------|-----------|
| 020657 ALEXA DRUBAY | 1 | 200.00 | 0.00 | 200.00 |
| 000322 AMAZON.COM | 1 | 4,753.50 | 0.00 | 4,753.50 |
| 000349 AMERICAN INST. OF PHILANTHROPY | 1 | 50.00 | 0.00 | 50.00 |
| 000351 AMERICAN LIBRARY ASSOCIATION | 1 | 550.00 | 0.00 | 550.00 |
| 000428 ANDERSON'S BOOKS, INC. | 1 | 64.78 | 0.00 | 64.78 |
| 000403 AT&T | 1 | 268.06 | 0.00 | 268.06 |
| 000672 BAKER & TAYLOR - L0217582 | 89 | 29,175.14 | 0.00 | 29,175.14 |
| 016893 BIBLIOTHECA, LLC | 2 | 4,348.26 | 0.00 | 4,348.26 |
| 000829 BLACKSTONE AUDIOBOOKS | 5 | 1,756.93 | 0.00 | 1,756.93 |
| 019484 BP CONTRACTORS CORP. | 1 | 352.00 | 0.00 | 352.00 |
| 001223 CASE LOTS, INC. | 2 | 2,850.00 | 0.00 | 2,850.00 |
| 008705 CASH - LIBRARY | 1 | 75.69 | 0.00 | 75.69 |
| 014684 CAVENDISH SQUARE PUBLISHING | 1 | 355.86 | 0.00 | 355.86 |
| 001259 CCH, INC. ORPORATED | 2 | 348.93 | 0.00 | 348.93 |
| 008323 CENGAGE LEARNING | 2 | 450.24 | 0.00 | 450.24 |
| 001277 CENTER POINT PUBLISHING | 2 | 92.28 | 0.00 | 92.28 |
| 001459 CINTAS CORPORATION #344 | 6 | 970.75 | 0.00 | 970.75 |
| 001553 COMCAST CABLE | 1 | 295.62 | 0.00 | 295.62 |
| 016094 DE LAGE LANDEN FINANCIAL SVC, INC. | 1 | 859.55 | 0.00 | 859.55 |
| 002056 DEMCO, INC. | 1 | 789.49 | 0.00 | 789.49 |
| 002359 DOWNERS GROVE SANITARY DIST. | 2 | 157.97 | 0.00 | 157.97 |
| 002539 EBSCO SUBSCRIPTION SERVICES | 2 | 17,308.37 | 0.00 | 17,308.37 |

| Vendor Totals | | | | |
|--|---------------------------|---------------|---------------------------------|--------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 017328 ELM USA, INC. | 1 | 74.95 | 0.00 | 74.95 |
| 020597 EVERGREEN COUNSELING, LLC | 1 | 100.00 | 0.00 | 100.00 |
| 005572 FIA CARD SERVICES, N.A. | 13 | 22,433.38 | 0.00 | 22,433.38 |
| 009775 FINDAWAY WORLD, LLC | 2 | 193.10 | 0.00 | 193.10 |
| 017510 FIRST COMMUNICATIONS, LLC | 2 | 1,360.54 | 0.00 | 1,360.54 |
| 002905 FRANCO TYP-POSTALIA, INC. | 1 | 111.00 | 0.00 | 111.00 |
| 016977 GARVEY'S OFFICE PRODUCTS, INC. | 2 | 568.40 | 0.00 | 568.40 |
| 013544 GOOGLE, INC. | 1 | 977.20 | 0.00 | 977.20 |
| 003188 GRAHAM CRACKERS COMICS, LTD. | 1 | 242.03 | 0.00 | 242.03 |
| 008770 GRAINGER | 4 | 783.38 | 0.00 | 783.38 |
| 018411 HAYES MECHANICAL, LLC | 1 | 677.00 | 0.00 | 677.00 |
| 003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY | 1 | 126.00 | 0.00 | 126.00 |
| 009880 IMAGE SYSTEMS & | 1 | 2,393.16 | 0.00 | 2,393.16 |
| 004070 JANWAY COMPANY USA, INC. | 1 | 841.34 | 0.00 | 841.34 |
| 019166 JULIE KITTREDGE, LLC | 1 | 100.00 | 0.00 | 100.00 |
| 004812 KLEIN, THORPE AND JENKINS, LTD | 1 | 66.00 | 0.00 | 66.00 |
| 004814 KNICKERBOCKER ROOFING & PAVING | 1 | 1,875.00 | 0.00 | 1,875.00 |
| 005866 MIDWEST TAPE | 20 | 9,196.72 | 0.00 | 9,196.72 |
| 012543 MORNINGSTAR, INC. | 1 | 2,990.00 | 0.00 | 2,990.00 |
| 006161 NICOR GAS | 1 | 751.75 | 0.00 | 751.75 |
| 019473 OC CREATIVE, INC. | 1 | 400.00 | 0.00 | 400.00 |
| 012499 OVERDRIVE, INC. | 3 | 6,124.53 | 0.00 | 6,124.53 |
| 018708 QUIPU GROUP, LLC | 1 | 2,625.00 | 0.00 | 2,625.00 |

| Vendor Totals | | | | |
|--|---------------------------|-------------------|-------------------------------------|-------------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 006859 R.H. DONNELLEY | 1 | 15.21 | 0.00 | 15.21 |
| 020030 RGW CONSULTING, LLC | 1 | 2,083.00 | 0.00 | 2,083.00 |
| 019214 RIZZO, SANDRA | 1 | 54.18 | 0.00 | 54.18 |
| 009802 ROSEN PUBLISHING GROUP, INC., THE | 1 | 1,795.00 | 0.00 | 1,795.00 |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO | 3 | 88.33 | 0.00 | 88.33 |
| 007517 SCHOLASTIC LIBRARY PUBLISHING | 1 | 75.40 | 0.00 | 75.40 |
| 007787 STANLEY ACCESS TECHNOLOGIES | 1 | 463.75 | 0.00 | 463.75 |
| 020469 SWK TECHNOLOGIES, INC. | 2 | 295.00 | 0.00 | 295.00 |
| 010020 THE DAVEY TREE EXPERT CO. | 1 | 250.00 | 0.00 | 250.00 |
| 019483 THE LANGUAGE LABS | 1 | 50.00 | 0.00 | 50.00 |
| 010471 TWIST OFFICE PRODUCTS | 3 | 1,045.18 | 0.00 | 1,045.18 |
| 015177 ULINE | 2 | 189.69 | 0.00 | 189.69 |
| 018458 URBAN ELEVATOR SERVICE, LLC | 1 | 216.32 | 0.00 | 216.32 |
| 008649 VAUGHAN PLANTSCAPES, INC. | 1 | 149.50 | 0.00 | 149.50 |
| 020655 VIDCODE | 1 | 2,500.00 | 0.00 | 2,500.00 |
| 009043 WORLD BOOK,INC | 1 | 999.00 | 0.00 | 999.00 |
| Grand Total: | 210 | 131,353.46 | 0.00 | 131,353.46 |

INVOICES OF NOTE

For Check Run on December 18, 2020

| | | |
|--------|--|-------------|
| 020657 | Alexa Drubay (Virtual Program Payment) | \$200.00 |
| 019484 | BP Contractors Corp. (Building Maintenance) | \$352.00 |
| 008705 | Cash-Library (Petty Cash Reimbursement) | \$75.69 |
| 002539 | EBSCO Subscription Services (Print Materials - Magazine Subscriptions) | \$17,308.37 |
| 020597 | Evergreen Counseling, LLC (Virtual Program Payment) | \$100.00 |
| 009880 | Image Systems (Copier Fees) | \$2,393.16 |
| 019166 | Julie Kittredge, LLC (Virtual Program Payment) | \$100.00 |
| 018708 | Quipu Group, LLC (PITS Subscription Fees) | \$2,625.00 |
| 020030 | RGW Consulting, LLC (DEI Consulting Monthly Payment) | \$2,083.00 |
| 019214 | Rizzo, Sandra (Employee Reimbursement) | \$54.18 |
| 020655 | Vidcode (Online Database Subscription) | \$2,500.00 |

12/15/2020

3:41PM

Village of Downers Grove

December 18, 2020

Vendor Totals

| <u>Vendor</u> | <u>Number of Memos</u> | <u>Amount</u> |
|------------------------------------|------------------------|-------------------|
| 000672 BAKER & TAYLOR - L0217582 | 1 | 27.48 |
| 002539 EBSCO SUBSCRIPTION SERVICES | 2 | 167.47 |
| 004070 JANWAY COMPANY USA, INC. | 1 | 5.20 |
| <u>Grand Total:</u> | <u>4</u> | <u>200.15</u> |

Library Credit Card Details for the December 18, 2020 Check Run

Julie Milavec

| | | | | |
|-----|------------------------|------------------------|--------------|--------------------|
| 971 | 5770 Capital Equipment | Replacement Book Drops | \$ | 8,596.14 |
| | | | Total | \$ 8,596.14 |

Katelyn Vabalaitis

| | | | | |
|-----|--------------------------------|-------------------------------|--------------|------------------|
| 971 | 5210 Supplies | Batteries | \$ | 36.34 |
| 971 | 5302 Dues & Membership | Costco Membership Renewal | \$ | 120.00 |
| 971 | 5308 Recognition Program-Staff | Downtown DG Gift Certificates | \$ | 247.50 |
| 973 | 5210 Supplies | Kraft Paper Bags, Ribbons | \$ | 315.50 |
| | | | Total | \$ 719.34 |

Ian Knorr

| | | | | |
|-----|-------------------------------------|-----------------------|--------------|------------------|
| 978 | 5251 Maintenance Supplies | Reflective Vests | \$ | 165.47 |
| 978 | 5280 Small Tools & Equipment | Duster | \$ | 36.99 |
| 978 | 5470 Other Equipment Repair & Maint | Batteries, LED Lights | \$ | 28.04 |
| | | | Total | \$ 230.50 |

Elizabeth Matkowski

| | | | | |
|-----|------------------------------|-------------------------------|--------------|--------------------|
| 971 | 5302 Dues & Memberships | Membership Dues (ALA, PLA) | \$ | 148.00 |
| 972 | 5210 Supplies | Program Supplies | \$ | 541.96 |
| 972 | 5280 Small Tools & Equipment | Arts and Crafts Storage Cases | \$ | 95.66 |
| 972 | 5852 Print Materials | Adult & Teen Services books | \$ | 72.00 |
| 972 | 5853 AV Materials | Cricut Explore Air 2 | \$ | 335.25 |
| | | | Total | \$ 1,192.87 |

Karen Bonarek

| | | | | |
|-----|---------------------------|--|--------------|------------------|
| 972 | 5210 Supplies | Program Supplies | \$ | 162.46 |
| 973 | 5851 Electronic Resources | Subscriptions to Digital Library Journal | \$ | 323.99 |
| | | | Total | \$ 486.45 |

Amelia Prechel

| | | | | |
|-----|------------------------------------|--------------------------------------|-----------|---------------|
| 972 | 5852 Print Materials | Magazine Renewal, Books | \$ | 44.01 |
| 977 | 5210 Supplies | Desk Calendar, Sharpies, Media Boxes | \$ | 496.79 |
| 977 | 5303 Seminars, Mtgs, & Conferences | Equity in Action Seminar | \$ | 237.24 |
| | | | \$ | 778.04 |

Sharon Hrycewicz

| | | | | |
|-----|----------------------|---------------------|--------------|------------------|
| 973 | 5210 Supplies | Program supplies | \$ | 100.18 |
| 973 | 5852 Print Materials | Books | \$ | 31.64 |
| 973 | 5853 AV Materials | Pixel Art Materials | \$ | 67.72 |
| 974 | 5210 Supplies | Office Supplies | \$ | 259.13 |
| | | | Total | \$ 458.67 |

Traci Skocik

| | | | | |
|-----|-------------------|--|--------------|--------------------|
| 973 | 5210 Supplies | Program supplies | \$ | 1,016.49 |
| 973 | 5853 AV Materials | Camera Tripod, Pretend Cash Register, Counting Tools | \$ | 97.13 |
| | | | Total | \$ 1,113.62 |

| Allyson Renell | | | | |
|----------------|-------------------------------------|---|---|---------------------|
| 973 | 5210 Supplies | Program Supplies | \$ | 568.02 |
| 973 | 5280 Small Tools & Equipment | Storage Cabinets | \$ | 616.93 |
| 973 | 5852 Printed Materials | Children's Materials | \$ | 496.46 |
| 973 | 5853 AV Materials | Cameras | \$ | 466.94 |
| | | | Total | \$ 2,148.35 |
| Christine Lees | | | | |
| | | | Total | \$ - |
| Paul Regis | | | | |
| 975 | 5210 Supplies | Adhesive Strips, Envelopes, White-Out, Paperclips | \$ | 104.40 |
| 975 | 5280 Small Tools & Equipment | Surge Protectors, Wireless Mice, Laptop Bags | \$ | 681.63 |
| 975 | 5770 Capital Equipment | Receipt Printers, Hotstops, Video Card Replacements | \$ | 2,578.00 |
| 975 | 5880 Intangible Assets | Zoom, Chrome Licenses, Google Voice, GoToMeeting | \$ | 168.00 |
| | | | Total | \$ 3,532.03 |
| Grace Goodwyn | | | | |
| 976 | 5210 Supplies | Paper, Labels | \$ | 129.03 |
| 976 | 5280 Small Tools & Equipment | Traffic Cone Base Weighted Outdoor Signs | \$ | 216.36 |
| 976 | 5407 Advertising & Public Relations | Display Signage and Velcro Hangers | \$ | 648.80 |
| | | | Total | \$ 994.19 |
| Cynthia Khatri | | | | |
| 976 | 5210 Supplies | Office Supplies | \$ | 121.62 |
| 976 | 5280 Small Tools & Equipment | Standing Desks and Cricut Explore Air 2 | \$ | 514.75 |
| 976 | 5315 Professional Services | Nintendo Switch Lites and Galaxy Tablet | \$ | 887.56 |
| | | | Total | \$ 1,523.93 |
| Jen Ryjewski | | | | |
| | | | Total | \$ - |
| Amanda Klenk | | | | |
| 973 | 5210 Supplies | Program Supplies | \$ | 659.25 |
| | | | Total | \$ 659.25 |
| | | | Library Credit Card December 2020 Totals | \$ 22,433.38 |

PAYROLLS FOR NOVEMBER 2020

| | |
|------------------------------|--------------|
| NOVEMBER 6 | \$118,370.30 |
| NOVEMBER 20 | \$117,005.72 |
| TOTAL NOVEMBER 2020 PAYROLLS | \$235,376.02 |

December 2020 Financial Report

Included:

- Fund Balance Report (unaudited)
- Revenue Report
- Capital Replacement Fund Expenditure Report
- Operating Fund Expenditure Report

DOWNERS GROVE LIBRARY

12/31/2020

****UNAUDITED****

| | Library fund | Building & Equip Replacement Fund |
|--------------------|--------------|---|
| CASH & INVESTMENTS | \$ 1,531,386 | \$ 1,013,871 |
| FUND BALANCE | 1,505,789 | \$ 1,013,871 |

Revenue by Object Report

Village of Downers Grove
12/1/2020 through 12/31/2020

Grand Totals

| Object/Title | Adjusted Estimate | Revenues | Year-to-date Revenues | Balance | Prct Rcvd |
|---|------------------------------|------------------|----------------------------------|-------------------|----------------------|
| 4101 Current Property Taxes | 5,497,919.00 | 31,545.10 | 5,522,534.00 | -24,615.00 | 100.45 |
| 4109 Prior Year Property Taxes | 100.00 | 13.74 | 17.20 | 82.80 | 17.20 |
| 4313 Personal Property Replacement Tax | 51,500.00 | 2,347.26 | 63,702.69 | -12,202.69 | 123.69 |
| 4410 Sales of Materials | 9,900.00 | 0.00 | 1,837.04 | 8,062.96 | 18.56 |
| 4502 Charges For Services | 20,000.00 | 101.80 | 42,742.48 | -22,742.48 | 213.71 |
| 4509 Fees For Non-Residents | 16,000.00 | 1,124.00 | 13,742.00 | 2,258.00 | 85.89 |
| 4571 Rental Fees | 4,000.00 | 0.00 | 880.00 | 3,120.00 | 22.00 |
| 4581 Fines | 33,000.00 | 144.95 | 11,114.45 | 21,885.55 | 33.68 |
| 4590 Cost Recovered For Services | 10,000.00 | 282.22 | 8,662.58 | 1,337.42 | 86.63 |
| 4620 State, Operational Grants | 61,516.00 | 0.00 | 61,516.25 | -0.25 | 100.00 |
| 4711 Investment Income | 7,500.00 | 1.86 | 2,688.00 | 4,812.00 | 35.84 |
| 4712 Investment Income - Property Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4820 Contributions, Operating | 5,000.00 | 310.00 | 16,618.40 | -11,618.40 | 332.37 |
| Grand Totals | 5,716,435.00 | 35,870.93 | 5,746,055.09 | -29,620.09 | 100.52 |

Capital Replacement Fund

glExpObj
01/14/2021 12:23PM
Periods: 12 through 12

Expenditures by Object Report

Page: 4

Village of Downers Grove
12/1/2020 through 12/31/2020

Grand Totals

| <u>Object/Title</u> | <u>Adjusted Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date Expenditures</u> | <u>Year-to-date Encumbrances</u> | <u>Balance</u> | <u>Prct Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|------------------|
| 5760 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 447,000.00 | 21,500.00 | 237,119.49 | 0.00 | 209,880.51 | 53.0 |
| Grand Totals | 447,000.00 | 21,500.00 | 237,119.49 | 0.00 | 209,880.51 | 53.0 |

Operating Fund

glExpObj
01/05/2021 4:17PM
Periods: 12 through 12

Expenditures by Object Report

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Village of Downers Grove
12/1/2020 through 12/31/2020

Grand Totals

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Use |
|---------------------------------------|---------------------------|--------------|------------------------------|------------------------------|-------------|----------|
| 5101 Salaries, Exempt | 1,594,544.25 | 182,743.72 | 1,598,829.66 | 0.00 | -4,285.41 | 100.2 |
| 5104 Bonus | 0.00 | 6,515.22 | 6,515.22 | 0.00 | -6,515.22 | 0.0 |
| 5111 Salaries, Non-Exempt | 251,401.02 | 37,580.53 | 430,819.85 | 0.00 | -179,418.83 | 171.3 |
| 5119 Part-Time Employee Wages | 1,252,673.30 | 133,956.07 | 1,014,891.45 | 0.00 | 237,781.85 | 81.0 |
| 5131 IMRF Pension Contributions | 232,934.78 | 27,283.73 | 239,342.19 | 0.00 | -6,407.41 | 102.7 |
| 5133 Medicare Contributions | 44,929.98 | 5,159.20 | 43,539.64 | 0.00 | 1,390.34 | 96.9 |
| 5134 Social Security Contributions | 192,114.36 | 21,927.24 | 186,033.10 | 0.00 | 6,081.26 | 96.8 |
| 5190 Life Insurance | 1,044.00 | 77.35 | 928.20 | 0.00 | 115.80 | 88.9 |
| 5191 Health Insurance | 415,774.44 | 32,807.02 | 381,969.87 | 0.00 | 33,804.57 | 91.8 |
| 5195 Optical Insurance | 1,989.69 | 149.94 | 1,758.93 | 0.00 | 230.76 | 88.4 |
| 5197 Dental Insurance | 34,239.11 | 2,603.58 | 30,709.69 | 0.00 | 3,529.42 | 89.6 |
| 5210 Supplies | 97,450.00 | 9,179.45 | 80,149.10 | 0.00 | 17,300.90 | 82.2 |
| 5251 Maintenance Supplies | 18,550.00 | 3,967.47 | 40,318.36 | 0.00 | -21,768.36 | 217.3 |
| 5280 Small Tools & Equipment | 31,100.00 | 2,244.42 | 23,016.50 | 0.00 | 8,083.50 | 74.0 |
| 5291 Water Purchase | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5302 Dues And Memberships | 7,500.00 | 268.00 | 5,249.30 | 0.00 | 2,250.70 | 69.9 |
| 5303 Seminars, Conferences & Meetings | 34,050.00 | 286.71 | 15,845.38 | 0.00 | 18,204.62 | 46.5 |
| 5308 Recognition Program-Staff | 5,000.00 | 272.92 | 3,974.58 | 0.00 | 1,025.42 | 79.4 |
| 5315 Professional Services | 60,000.00 | 3,480.56 | 56,433.86 | 0.00 | 3,566.14 | 94.0 |
| 5322 Personnel Recruitment | 1,000.00 | 0.00 | 1,116.39 | 0.00 | -116.39 | 111.6 |
| 5323 Special Legal | 6,000.00 | 66.00 | 2,354.00 | 0.00 | 3,646.00 | 39.2 |
| 5336 Cataloging Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5346 Data Processing Services | 105,500.00 | 0.00 | 107,316.87 | 0.00 | -1,816.87 | 101.7 |
| 5380 Printing Services | 24,800.00 | 0.00 | 18,429.00 | 0.00 | 6,371.00 | 74.3 |
| 5391 Telephone | 17,000.00 | 1,614.25 | 18,603.65 | 0.00 | -1,603.65 | 109.4 |
| 5392 Postage | 25,500.00 | 111.00 | 16,530.38 | 0.00 | 8,969.62 | 64.8 |
| 5393 Freight And Cartage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5407 Advertising And Public Relations | 19,000.00 | 648.80 | 7,010.78 | 0.00 | 11,989.22 | 36.9 |
| 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 | 3,834.07 | 65,374.49 | 0.00 | 26,175.51 | 71.4 |

Operating Fund

glExpObj
01/05/2021 4:17PM
Periods: 12 through 12

Expenditures by Object Report

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Village of Downers Grove
12/1/2020 through 12/31/2020

Grand Totals [Continued]

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Use |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|-----------------|
| 5450 Cleaning Services | 80,000.00 | 970.75 | 68,691.91 | 0.00 | 11,308.09 | 85.8 |
| 5461 Utilities | 25,250.00 | 909.72 | 11,527.90 | 0.00 | 13,722.10 | 45.6 |
| 5470 Other Equipment Repair And Maintenance | 12,000.00 | 39.58 | 16,144.00 | 0.00 | -4,144.00 | 134.5 |
| 5481 Rentals | 15,500.00 | 3,109.55 | 17,384.60 | 0.00 | -1,884.60 | 112.1 |
| 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 |
| 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 | 11,174.14 | 40,263.50 | 0.00 | 19,736.50 | 67.1 |
| 5850 Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5851 Electronic Resources | 226,800.00 | 27,004.50 | 233,764.99 | 0.00 | -6,964.99 | 103.0 |
| 5852 Print Materials | 345,250.00 | 43,538.67 | 279,823.01 | 0.00 | 65,426.99 | 81.0 |
| 5853 Audiovisual Materials | 147,725.00 | 13,433.21 | 95,786.85 | 0.00 | 51,938.15 | 64.8 |
| 5860 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 84,000.00 | 0.00 | 65,573.41 | 0.00 | 18,426.59 | 78.0 |
| 5880 Intangible Assets (Software) | 52,000.00 | 6,858.36 | 53,226.65 | 0.00 | -1,226.65 | 102.3 |
| 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 | 583,815.73 | 5,680,215.11 | 0.00 | 336,079.82 | 94.4 |

January 2021 Invoices

FY 2020

Included:

- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- Credit Memo Edit List
- December 2020 Payroll Report

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01/22/2021 10:01AM

Invoice Edit Listing
Village of Downers Grove

Page: 94

January 27, 2021

| <i>Vendor Totals</i> | | | | |
|---|--------------------|-----------|--------------------------|-----------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 018213 AMAZON CAPITAL SERVICES, INC. | 2 | 209.06 | 0.00 | 209.06 |
| 000322 AMAZON.COM | 1 | 2,844.14 | 0.00 | 2,844.14 |
| 000403 AT&T | 1 | 266.50 | 0.00 | 266.50 |
| 000672 BAKER & TAYLOR - L0217582 | 35 | 8,900.52 | 0.00 | 8,900.52 |
| 016893 BIBLIOTHECA, LLC | 4 | 1,493.71 | 0.00 | 1,493.71 |
| 000829 BLACKSTONE AUDIOBOOKS | 14 | 2,723.68 | 0.00 | 2,723.68 |
| 001264 CDW GOVERNMENT, INC. | 2 | 12,231.46 | 0.00 | 12,231.46 |
| 008323 CENGAGE LEARNING | 6 | 818.10 | 0.00 | 818.10 |
| 001277 CENTER POINT PUBLISHING | 2 | 751.41 | 0.00 | 751.41 |
| 001459 CINTAS CORPORATION #344 | 4 | 872.45 | 0.00 | 872.45 |
| 002056 DEMCO, INC. | 2 | 1,062.89 | 0.00 | 1,062.89 |
| 002539 EBSCO SUBSCRIPTION SERVICES | 1 | 47.22 | 0.00 | 47.22 |
| 009775 FINDAWAY WORLD, LLC | 5 | 1,344.49 | 0.00 | 1,344.49 |
| 018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC. | 2 | 660.00 | 0.00 | 660.00 |
| 013544 GOOGLE, INC. | 1 | 990.00 | 0.00 | 990.00 |
| 008770 GRAINGER | 7 | 274.60 | 0.00 | 274.60 |
| 003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY | 1 | 126.00 | 0.00 | 126.00 |
| 012834 IPROMOTEU | 1 | 5,241.82 | 0.00 | 5,241.82 |
| 002133 JAKOSZ, DIANE | 1 | 23.75 | 0.00 | 23.75 |
| 005056 LEXISNEXIS MATTHEW BENDER | 1 | 163.43 | 0.00 | 163.43 |
| 018876 LIBRARY IDEAS, LLC | 2 | 603.51 | 0.00 | 603.51 |
| 014465 MATKOWSKI, ELIZABETH | 1 | 15.00 | 0.00 | 15.00 |

| Vendor Totals | | | | |
|---------------------------------------|---------------------------|------------------|-------------------------------------|------------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 005866 MIDWEST TAPE | 14 | 5,352.34 | 0.00 | 5,352.34 |
| 010603 NELSON FIRE PROTECTION | 1 | 620.00 | 0.00 | 620.00 |
| 012499 OVERDRIVE, INC. | 3 | 5,035.88 | 0.00 | 5,035.88 |
| 006698 PRINT SMART | 2 | 1,085.23 | 0.00 | 1,085.23 |
| 006859 R.H. DONNELLEY | 1 | 15.21 | 0.00 | 15.21 |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO | 3 | 398.40 | 0.00 | 398.40 |
| 007517 SCHOLASTIC LIBRARY PUBLISHING | 1 | 94.25 | 0.00 | 94.25 |
| 015177 ULINE | 1 | 203.06 | 0.00 | 203.06 |
| 009043 WORLD BOOK,INC | 1 | 999.00 | 0.00 | 999.00 |
| Grand Total: | 123 | 55,467.11 | 0.00 | 55,467.11 |

INVOICES OF NOTE

For Library Board Meeting on January 27, 2021 - Fiscal Year 2020

| | | |
|--------|--|-------------|
| 001264 | CDW Government (Computers & Equipment) | \$12,231.46 |
| 012834 | iPROMOTEu (Public Relations Giveaways) | \$5,241.82 |
| 002133 | Jakosz, Diane (Employee Reimbursement) | \$23.75 |
| 014465 | Matkowski, Elizabeth (Employee Reimbursement) | \$15.00 |
| 010603 | Nelson Fire Protection (Annual Sprinkler Inspection) | \$620.00 |

Vendor Totals

| <u>Vendor</u> | <u>Number of Memos</u> | <u>Amount</u> |
|------------------------------------|------------------------|---------------------|
| 000672 BAKER & TAYLOR - L0217582 | 1 | 52.82 |
| 002539 EBSCO SUBSCRIPTION SERVICES | 1 | 6.95 |
| 005866 MIDWEST TAPE | 1 | 12.59 |
| <u>Grand Total:</u> | <u>3</u> | <u>72.36</u> |

PAYROLLS FOR DECEMBER 2020

| | |
|------------------------------|--------------|
| DECEMBER 4 | \$117,561.19 |
| DECEMBER 18 | \$121,011.82 |
| DECEMBER 31 | \$122,222.53 |
| TOTAL DECEMBER 2020 PAYROLLS | \$360,795.54 |

January 2021 Invoices

FY 2021

Included:

- Capital Replacement Fund Invoice Edit List
- Capital Replacement Fund Invoices of Note
- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- January Credit Card Report

Capital Replacement Fund - FY 2021

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01/19/2021 12:31PM

Invoice Edit Listing
Village of Downers Grove

Page: 4

January 27, 2021

| Vendor Totals | | | | |
|----------------------------|---------------------------|------------------|---------------------------------|------------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 014548 PRODUCT, LLC | 1 | 21,400.00 | 0.00 | 21,400.00 |
| 014414 SHAW SUBURBAN MEDIA | 1 | 292.94 | 0.00 | 292.94 |
| Grand Total: | 2 | 21,692.94 | 0.00 | 21,692.94 |

INVOICES OF NOTE

For Library Board Meeting on January 27, 2021 - Fiscal Year 2021
Capital Replacement Fund

| | | |
|--------|---|-------------|
| 014548 | Product, LLC (Roof Project Documents) | \$21,400.00 |
| 014414 | Shaw Suburban Media (Public Bid Notice) | \$292.94 |

Operating Fund - FY 2021

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01/22/2021 10:05AM

Invoice Edit Listing Village of Downers Grove

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January 27, 2021

| Vendor Totals | | | | |
|---|---------------------------|---------------|-------------------------------------|--------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 017992 ARTHUR J GALLAGHER RISK MGMT | 1 | 10,837.00 | 0.00 | 10,837.00 |
| 000672 BAKER & TAYLOR - L0217582 | 26 | 5,365.65 | 0.00 | 5,365.65 |
| 000829 BLACKSTONE AUDIOBOOKS | 1 | 39.99 | 0.00 | 39.99 |
| 008323 CENGAGE LEARNING | 2 | 759.73 | 0.00 | 759.73 |
| 001374 CHICAGO SUN-TIMES, INC. | 1 | 358.80 | 0.00 | 358.80 |
| 001459 CINTAS CORPORATION #344 | 1 | 44.15 | 0.00 | 44.15 |
| 005572 FIA CARD SERVICES, N.A. | 15 | 8,285.54 | 0.00 | 8,285.54 |
| 017510 FIRST COMMUNICATIONS, LLC | 1 | 455.93 | 0.00 | 455.93 |
| 008770 GRAINGER | 1 | 17.78 | 0.00 | 17.78 |
| 009102 HAGG PRESS, INC. | 1 | 2,172.00 | 0.00 | 2,172.00 |
| 018411 HAYES MECHANICAL, LLC | 1 | 2,230.00 | 0.00 | 2,230.00 |
| 002133 JAKOSZ, DIANE | 1 | 31.72 | 0.00 | 31.72 |
| 018997 JO-ANN STORES, LLC | 1 | 1,551.00 | 0.00 | 1,551.00 |
| 017994 LIBRARIES OF ILL RISK AGENCY | 1 | 46,378.00 | 0.00 | 46,378.00 |
| 009577 LIBRARIESFIRST | 2 | 4,938.00 | 0.00 | 4,938.00 |
| 019196 MCGARY, VAN | 1 | 11.18 | 0.00 | 11.18 |
| 005866 MIDWEST TAPE | 4 | 1,163.79 | 0.00 | 1,163.79 |
| 019803 MILDER, THEA | 2 | 73.61 | 0.00 | 73.61 |
| 006161 NICOR GAS | 1 | 1,086.87 | 0.00 | 1,086.87 |
| 020694 OBA WILLIAM KING | 1 | 850.00 | 0.00 | 850.00 |
| 006361 PADDOCK PUBLICATIONS, INC. | 1 | 157.00 | 0.00 | 157.00 |
| 014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM | 1 | 50.00 | 0.00 | 50.00 |

| Vendor Totals | | | | |
|---------------------------------------|---------------------------|-------------------|-------------------------------------|-------------------|
| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO | 1 | 23.17 | 0.00 | 23.17 |
| 014414 SHAW SUBURBAN MEDIA | 1 | 39.00 | 0.00 | 39.00 |
| 012698 SWAN | 1 | 16,581.00 | 0.00 | 16,581.00 |
| 014744 TEAM ONE REPAIR, INC. | 1 | 957.60 | 0.00 | 957.60 |
| 000385 TRANE U.S. , INC. | 1 | 1,774.50 | 0.00 | 1,774.50 |
| 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 |
| 008618 USA TODAY | 1 | 341.48 | 0.00 | 341.48 |
| Grand Total: | 75 | 112,790.81 | 0.00 | 112,790.81 |

INVOICES OF NOTE

For Library Board Meeting on January 27, 2021 - Fiscal Year 2021

| | | |
|--------|--|-------------|
| 017992 | Arthur J Gallagher Risk Mgmt (Workers' Compensation Insurance) | \$10,837.00 |
| 009102 | Hagg Press (January/February 2021 Discoveries Newsletter) | \$2,172.00 |
| 018411 | Hayes Mechanical (HVAC Quarterly Preventive Maintenance) | \$2,230.00 |
| 002133 | Jakosz, Diane (Employee Reimbursement) | \$31.72 |
| 018997 | Jo-Ann Stores, LLC (Creativebug Renewal Subscription) | \$1,551.00 |
| 017994 | Libraries of Ill Risk Agency (Annual Insurance Package) | \$46,378.00 |
| 009577 | Librariesfirst (Museum Adventure Pass & LexisNexis Renewals) | \$4,938.00 |
| 019186 | McGary, Van (Employee Reimbursement) | \$11.18 |
| 019803 | Milder, Thea (Employee Reimbursement) | \$1,163.79 |
| 020694 | Oba William King (Virtual Program Payment) | \$850.00 |
| 012698 | Swan (Swan Fees and EBSCO Databases) | \$16,581.00 |
| 000385 | Trane U.S., Inc. (Quarterly Maintenance) | \$1,774.50 |
| 006654 | United States Postal Service (Postage Purchase) | \$6,000.00 |

Library Credit Card Details for the January 27, 2021 Board Meeting

| Julie Milavec | | | | |
|---------------------|-------------------------------------|-------------------------------------|--------------|--------------------|
| 971 | 5280 Small Tools & Equipment | Enchroma Color Blind Glasses | \$ | 785.42 |
| | | | Total | \$ 785.42 |
| Katelyn Vabalaitis | | | | |
| 971 | 5303 Seminars, Mtgs, & Conferences | Gift Cards for In-Service Day Lunch | \$ | 1,353.94 |
| 971 | 5308 Recognition Program-Staff | Staff Holiday Celebration | \$ | 213.09 |
| 973 | 5210 Supplies | Program Supplies | \$ | 322.15 |
| | | | Total | \$ 1,889.18 |
| Ian Knorr | | | | |
| 978 | 5210 Supplies | Emergency Radio, Desk Calendar | \$ | 48.20 |
| 978 | 5251 Maintenance Supplies | Microfiber Towels, Garden Tray | \$ | 60.66 |
| 978 | 5430 Building Maintenance Services | LED Wall Sconce | \$ | 162.00 |
| 978 | 5470 Other Equipment Repair & Maint | Exterior Caulk and Foam Sealant | \$ | 24.52 |
| | | | Total | \$ 295.38 |
| Elizabeth Matkowski | | | | |
| 971 | 5302 Dues & Memberships | Membership Dues (ALA, PLA) | \$ | 225.00 |
| 972 | 5210 Supplies | Program Supplies | \$ | 151.09 |
| 972 | 5303 Seminars, Mtgs, & Conferences | Equity in Action Course | \$ | 237.24 |
| | | | Total | \$ 613.33 |
| Karen Bonarek | | | | |
| 972 | 5210 Supplies | Program Supplies | \$ | 370.03 |
| | | | Total | \$ 370.03 |
| Amelia Prechel | | | | |
| 972 | 5852 Print Materials | Print Materials | \$ | 246.93 |
| 977 | 5210 Supplies | Replacement Pads for Withdraw Stamp | \$ | 53.89 |
| | | | \$ | 300.82 |
| Sharon Hrycewicz | | | | |
| 974 | 5210 Supplies | Office Supplies | \$ | 91.69 |
| | | | Total | \$ 91.69 |
| Traci Skocik | | | | |
| 973 | 5210 Supplies | Program Supplies | \$ | 687.85 |
| | | | Total | \$ 687.85 |
| Allyson Renell | | | | |
| 973 | 5210 Supplies | Program Supplies | \$ | 22.32 |
| | | | Total | \$ 22.32 |
| Christine Lees | | | | |
| 974 | 5210 Supplies | Office Supplies | \$ | 191.01 |
| | | | Total | \$ 191.01 |

| Paul Regis | | | | |
|--|-------------------------------------|--|-----------|-----------------|
| 975 | 5210 Supplies | Office Supplies, Bluetooth Adapters, Toner | \$ | 90.18 |
| 975 | 5280 Small Tools & Equipment | Thunderbolt Adapter, 3D Printer Filament | \$ | 89.97 |
| 975 | 5880 Intangible Assets | Zoom, Chrome Licenses, Google Drive, GoToMeeting | \$ | 577.32 |
| Total | | | \$ | 757.47 |
| Grace Goodwyn | | | | |
| 976 | 5407 Advertising & Public Relations | Amazon Gift Card Raffle Prize | \$ | 5.00 |
| Total | | | \$ | 5.00 |
| Cynthia Khatri | | | | |
| 976 | 5407 Advertising & Public Relations | Large Format Printer | \$ | 1,895.00 |
| Total | | | \$ | 1,895.00 |
| Jen Ryjewski | | | | |
| 971 | 5303 Seminars, Mtgs, & Conferences | Equity in Action Course | \$ | 237.24 |
| Total | | | \$ | 237.24 |
| Amanda Klenk | | | | |
| 972 | 5210 Supplies | Program Supplies | \$ | 143.80 |
| Total | | | \$ | 143.80 |
| Library Credit Card January 2021 Totals | | | \$ | 8,285.54 |

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021**

Agenda Item 8A

Succession Plan

In the fall of 2020, the newly released edition of Illinois library standards, *Serving Our Public 4.0: Standards for Illinois Public Libraries*, was reviewed by the library's management team and Board of Library Trustees. One deficiency identified was Chapter 2, Governance and Administration, checklist item 16: "Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel." Although past experience provided informal procedure and guidance, there was no written plan. Library Director Julie Milavec developed a written succession plan, on which the management team supplied feedback. Following approval of this plan, the library will meet all checklist items in Chapter 2, Governance and Administration, of *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

Recommended Action: Approve the Succession Plan as presented.

DOWNERS GROVE PUBLIC LIBRARY SUCCESSION PLAN

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the Assistant Director will immediately inform the Board President of the absence. As soon as it is feasible, the President will convene a meeting of the Board of Library Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

The standing appointee to the position of Acting Library Director is the Assistant Director. Should the standing appointee to the position of Acting Library Director be unable to serve, the first and second back-up appointees for the position of Acting Library Director will be Children's Services Manager and Adult & Teen Services Manager in order of seniority in their positions.

If the Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered *one* of the following, to be determined by the Board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director in this temporary leadership role, during the leave of absence period.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Acting Library Director will notify staff and Trustees of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Trustees and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters of Downers Grove Public Library. This may include (but not be limited to):

1. Village of Downers Grove Administrative Staff & Village President
2. Downers Grove Public Library Foundation President
3. Friends of the Downers Grove Public Library President

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is Needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

1. Significant experience as the director of an Illinois village or municipal library
2. Ideally, prior experience as an Interim Library Director

3. Flexible schedule to allow for on-site presence of a Director and to attend Board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, the Acting Library Director should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to Administration staff, HR Source, or the library's attorney.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

Information and Contact Inventory for Downers Grove Public Library

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, DGPL would be able to quickly continue work in the most efficient and effective way.

Bylaws: Copies included on website Transparency page and a paper copy in a binder in the Administration Office on the Executive Assistant's credenza

Strategic Plan: Digital copy on website Transparency page and a paper copy in a binder in the Administration Office on the Executive Assistant's credenza

Board Minutes: Digital copies on website Board Members page and on the library's network drive

Corporate Seal: Administration storage room with closed session minutes and other Board materials

Human Resources Information: Administration Office and storage room in locked file cabinets

Human Resources Contact at Village of Downers Grove:

- Lauren Linares
- llinares@downers.us
- 630-434-5538

Human Resources Consulting:

- HR Source
- www.hrsource.org
- HR Hotline: 800-448-4584

Legal Counsel:

- Dennis G. Walsh
- Klein, Thorpe, and Jenkins
- DGWalsh@ktjlaw.com
- 312-984-6410
- 708-349-3888 cell

Regional Library System Consulting and Support:

- RAILS (Reaching Across Illinois Library System)
- www.railslibraries.info
- communications@railslibraries.info

- 630-734-5000

Annual actions and deadlines:

- **January:** Illinois Public Library Per Capita Grant application due to Illinois State Library.
- **February:** Illinois Public Library Annual Report for prior fiscal year due to Illinois State Library.
- **March:** Annual Illinois Public Library Certification online form due.
- **May-August:** Create next fiscal year's budget. This includes approval of the Salary Schedule and salary increases for the upcoming fiscal year. The final budget must be approved by the Board and submitted to the Village of Downers Grove by August 31. The final budget and narrative for Village budget documents must be transmitted to the Village Manager after approval.
- **June:** Non-resident fee card participation must be approved by the Board and communicated to RAILS.
- **October:** Board approval of annual employee insurance benefits renewal premiums.
- **November:** Board approval of the annual board meeting calendar and holiday closings schedule for the following year.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021**

Agenda Item 8B

Outdoor Pickup Locker Proposal

The management team is recommending that DGPL install pickup lockers outside, under the Curtiss Street entrance overhang, in the alcove adjacent to the wall book drops. Pickup lockers would replace Curbside Service as the pandemic subsides and library services return to a new normal. The staff-intensive procedure of Curbside Service due to our building, parking situation, and patron demand limits the feasibility of continuing this service post-pandemic. We believe that offering 24-hour access lockers will help to alleviate the concern that some patrons may have with coming into the building during the pandemic wind down and beyond.

Pickup lockers are a popular option for libraries to offer 24-hour access to materials or access to materials at remote locations. For example, the Villa Park Public Library offers pickup lockers just outside the doors of its main doors, while Plainfield Public Library District offers pickup lockers at Plainfield East High School, which is located about 5 miles from the main library. Patrons place holds on items through the library catalog as usual, choosing “DGPL Pickup Lockers” as the location for pickup. Users may choose a default pickup location within the catalog software if they want to use the lockers for all pickups. When the item is trapped to fill the hold, staff are notified of the pickup location. Using the administrative functions of the locker system, staff place the item in a locker and a notice is generated to inform the patron that their item is ready for pickup. When the patron arrives at the locker, they simply scan their library card barcode or key in their library card number on the touchscreen. The system confirms their items for pickup, asks if a receipt is desired, and automatically opens the door of the locker where their items are located. The patron takes the items out and closes the door. As a patron, pickup lockers are very easy to use, similar to lockers at theme parks or for Amazon purchases.

Circulation Manager Christine Lees took the lead on investigating locker systems and their use at area libraries, with support from IT Manager Paul Regis on the technical side and Building Operations Manager Ian Knorr on building infrastructure needs. There are four companies that currently offer lockers systems for use in library settings: Bibliotheca, D-Tech, Smiota, and Luxer One. Two vendors, Bibliotheca and D-Tech offer lockers that integrate with integrated library system (ILS) software like SWAN’s SIRSIDynix. Three vendors, D-Tech, Smiota, and Luxer One, offer lockers that are designed for outdoor use. All four vendors were initially contacted. Bibliotheca, D-Tech, and Luxer One provided quotes. Bibliotheca was not only the

most expensive, but also would not work in the desired outdoor location. Luxer One was the least expensive, but does not integrate with the ILS and utilizes additional proprietary software. A quote from Smiota was not pursued because it also does not integrate with the ILS and utilizes additional proprietary software.

The proposal presented includes a 9 locker “base unit” which contains the touchscreen and barcode scanner. Additional units may be added in standard blocks of 15 lockers, with or without a secure book return bin. Given the location adjacent to our existing book return, two larger size lockers may be substituted for the return bin. This modular configuration would allow for additional locker units to be added if needed. This proposal includes two standard blocks of 15 lockers, with a sample photo from an existing installation included.

In addition to the pickup locker units, electrical wiring will need to be done to create a dedicated circuit on the exterior of the building at the locker location. Data lines will need to be run to the exterior of the building at the locker location as well as to an additional security camera location for the area. Vinyl wrap graphics will be added to brand the lockers. Due to the minimum temperature required to install that type of graphics, temporary decals may be needed.

Total anticipated cost is:

| | |
|-------------|--|
| \$30,780.00 | D-Tech/Murphy Security Solutions (D-Tech’s Illinois distributor), lockers and installation |
| \$ 3,580.00 | Fitzgerald’s Electric, electrical wiring and conduit |
| \$ 830.00 | C&C Systems, data cabling for lockers only |
| \$ 1,756.00 | C&C Systems, data cable, closed circuit security camera, and installation |
| \$ 2,160.00 | Signs Now, locker wrap signage |
| \$39,106.00 | Total Project Cost |

While Pickup Lockers were not originally included in the 2021 budget, there are two options for funding this proposal. The proposal could be funded from the Operating Budget, Capital Expenditure Over \$20,000, in lieu of some other furniture replacements. Current budget for this line is \$60,000. Alternatively, the proposal could be funded from the Library Capital Replacement Fund in anticipation of the lower-than-budgeted cost of the roof replacement project.

The Downers Grove Public Library offered curbside service to community members with mobility issues prior to the pandemic. These individuals contacted staff to arrange for curbside pickup of their items in advance. When they arrived at the library, they parked in one of our nearby 15-minute parking spaces and called the Circulation Department to give their identity and location. A staff member would then take items out to their vehicle and retrieve any items for return. Patrons with mobility

issues could also choose our Home Delivery Service. We anticipate returning to this model once regular Curbside Service is retired and Pickup Lockers are in use.

Recommended Action: Approve the outdoor pickup locker proposal, as presented, in the amounts of \$30,780.00 to D-Tech/Murphy Security Solutions for lockers and installation, \$3,580.00 to Fitzgerald's Electric for electrical wiring and conduit, \$830.00 to C&C Systems for data cabling, \$1,756 to C&C Systems for closed circuit security camera and installation, and \$2,160.00 to Signs Now for locker wrap signage, for a total of \$39,106.00.



January 11, 2021

Christine Lee – Manager, Circulation Services
Downers Grove Public Library
1050 Curtis Street
Downers Grove, IL 60515

Subject: Quote for D-Techs holdIT Self Service Reservation Kiosk

Dear Ms. Lee,

Thank you for the opportunity to present to Downers Grove Public Library the D-Tech holdIT Self Service Reservation Kiosk. Murphy Security Systems is an authorized D-Tech reseller for the state of Illinois. We have many years of experience in selling and servicing RFID and library technologies and is well equipped to handle the needs of Downers Grove Public Library.

Once again thank you for considering D-Tech and Murphy Security Solutions as a solution for your technology needs. I look forward to establishing a partnership with Downers Grove Public Library.

Sincerely,

Thomas J. Murphy – President
Murphy Security Solutions



connecting you to technology



The holdIT™ from D-Tech is an automated self-service reservations kiosk that facilitates extending library opening hours by providing a self- service reservations collection point that can be positioned in either internal or external conditions.

Features:

- Safe and secure storage
- Adequate locker space for varying sizes of reservations
- Real Time connection to LMS
- Barcode, Mifare, Biometrics, RFID for user ID
- Smart phone ID reader functionality
- Myriad color options – any RAL color available
- Thermostatically controlled temperature management system as standard
- Connection to LMS via SIP2
- Meets all required Safety Standards and is fully CE, UL Certified
- 2- 15 Locker Standard Modules: H-75” xW-21” x D-18” w/ 2 Double Lockers
- 9 Locker – With Screen Module: H-75” x W-21” x D-18”
- Modular Design Allowing For Additional Bays At Later Dates
- Up To 204 Lockers Per Screen Module
- Easy Staff Loading
- Remote Access And Reporting System



connecting you to technology





connecting you to technology



Downers Grove Public Library D-Tech holdIT 24/7 Self Service Reservation System Price Quote

| Quantity | Product Description | Unit Price | Total Price |
|----------------------------------|--|-------------|--------------------|
| 1 | D-Tech holdIT Self Service Reservation System w/ Screen Module - 9 Locker Unit - H-75" x W-21" x D-18" w/ Weatherized Outside External Kit | \$11,895.00 | \$11,895.00 |
| 1 | D-Tech holdIT 15 Locker Standard Module - H-75" x W-21" x D-18" w/ Weatherized Outside External Kit - To Include 1 Double Locker | \$7,995.00 | \$7,995.00 |
| 1 | D-Tech holdIT 15 Locker Standard Module - H-75" x W-21" x D-18" w/ Weatherized Outside External Kit - To Include 1 Double Locker | \$7,995.00 | \$7,995.00 |
| Installation | | | \$2,895.00 |
| Total (With Installation) | | | \$30,780.00 |

Notes:

1. Library needs to provide 110v Quad Outlet for D-Tech holdIT Self Service Reservation System and a SIP 2 network connection and wiring back to the ILS Network
2. All pricing valid for 30 days.
3. Equipment Warranty: One Year Warranty
4. Shipping Extra - FOB Shipping (To Be Determined At The Time Of Shipping)
5. Description Of License, Support, And Hardware Maintenance After The First 12 Months: D-Tech/Murphy Security Solutions Services License, Support, and Maintenance (Applicable Following Your 12 Month Warranty). A Complete Package To Cover Equipment Listed Above; Includes License Fees With Software Support Over The Phone And Via Remote Access Through TeamViewer As Well As On Site help At The Discretion Of D-Tech/Murphy Security Solutions When Required. Includes All Updates And Upgrades Relevant To The Application Used. If The Hardware Will Breakdown (Accidental Or Deliberate Damage Precluded) D-Tech/Murphy Security Solutions Will Replace It Or Repairing Proper Running Order Within Scope Of The SLA. Current Specified Service Hours - Daytime 08:30 - 17:30. Covered - (1 Main Screen Locker Unit And 2 Locker Modules)- Year 2 = \$3,195.00, Year 3 = \$3,195.00, Year 4 = \$3,195.00, Year 5 = \$3,195.00



6S865 Shaw Road
Big Rock, IL 60511

Date: 12/01/2020

To: Ian Knorr

Re: Book Drop/Pickup Locker Power Requirements

We propose to provide the materials and labor based on the scope listed below:

Scope:

- Add power for new exterior book pickup locker
- Add data rough in for new exterior book pickup locker
- Data conduit stubbed to above accessible ceiling
- Seal all penetrations as necessary
- Conduits will be stubbed out to exterior just below ceiling in room PR 120A (Conduits will be visible)
- Pull cabling through underground conduit from Panel RPB to outside of Room 119.
- Install new conduit/cabling from existing HR conduit to exterior of building for power
- Approximately 2 days of work (2 electricians 1st day and 1 electrician 2nd day)

Total Cost - \$3,580.00

Exclusions: Overtime, low voltage conduit-cabling-devices, taxes, paint, drywall repair, installation of owner provided equipment.

Miles Henderson

Miles Henderson
Project Manager

ACCEPTANCE TERMS: This proposal is void if not accepted in writing within 30 days after this proposal date. No work will start unless this proposal is signed by an authorized representative and returned to Fitzgerald's Electrical Contracting, Inc. Net payment is due in 30 days.

Accepted by:

Signature

PO#

Date

Name and Title (Please Print)

Customer

Downers Grove Public Library

Ian Knorr

iknorr@dglibrary.org

Prepared By:
 Chris Miller
 630-669-5959
 Chris.jr@candcsystemsinc.com

Project: Downers Library

Scope of Work

Ian, here is our proposal for the added network data drop outside. This price is to install a new cable. Once Fitzgeralds Electric is finished installing raceway if we are able to rework one of the existing cables we can do a T&M ticket for the work to reduce costs. The Hubbell plate will have a cat6 jack in it and a weatherproof cover.

Outdoor data drop

| Part | Quantity |
|---|----------|
| Hubbell TWPF1GY weatherproof plate with cat6 jack | 1 ea |
| Cat 6 cable | 1 ea |

Excluded(-)

1. Conduit raceway by others

Notes

Summary

| | |
|----------|-----------|
| Subtotal | \$ 830.00 |
| Taxes | \$ 0.00 |

\$ 830

Accepted By

Date

Customer

Downers Grove Public Library

Ian Knorr

iknorr@dglibrary.org

Prepared By:
Chris Miller
630-669-5959
Chris.jr@candcsystemsinc.com

Project: Downers Grove Library

Scope of Work

Ian here is our proposal for the added PTZ camera outside as we discussed.

Outdoor drive up camera

Part

Hikvision DS-2DE3304W-DE ptz camera

Cable install

Programming

Notes

Summary

Subtotal \$ 1,756

\$ 1,756

Accepted By

Date

Estimate

Page 1 of 2



Signs Now

1548 Ogden Ave.

Downers Grove, IL 60515

ph. (630) 515-1085

fax. (630) 515-1087

email: info@signsnowdownersgrove.com

Estimate: SN195- 37333

Printed 12/16/2020 5:53:19PM

| | | | |
|---------------|-------------------------------|---------------|--|
| Created Date: | 12/15/2020 1:31:19PM | Prepared For: | Downers Grove Library |
| Entered By: | Tracy Hodge | Contact: | Cindy Khatri |
| Email: | info@signsnowdownersgrove.com | Address: | 1050 Curtiss St. Downers Grove, IL 60515 |
| Phone: | (630) 515-1085 | Email: | ckhatri@dglibrary.org |
| Fax: | (630) 515-1087 | Phone: | (630) 960-1200 x 4296 |

Self-Service Reservation Kiosk Wrap

Dear Cindy:

Thank you very much for the opportunity to quote the Signage needs for your company.

Please let me know if I can be of any further assistance.

NOTE: This estimate is valid for 30 days and a 3% convenience fee will be added to credit card payments.

Thank you for supporting a small family owned business!

Sincerely,

Marlene Krick
Owner

| Product | Qty | Sides | Height | Width | Unit Cost | Item Total |
|---|-----|-------|--------|-------|--------------|------------|
| 1 Digital | * | 1 | 1 | 1 | \$2,160.0000 | \$2,160.00 |
| Color: | | | | | | |
| Font: | | | | | | |
| Description: Digitally Printed Vinyl Wrap Applied to Serf-Service Reservation Kiosk | | | | | | |
| * Laminated | | | | | | |
| * Installed on front of 1 main unit and 2 15-Bay Units | | | | | | |
| * Since all three units will be put next to each other, we will also be installing on the farthest right and left sides of the units at the ends. | | | | | | |
| * NOTE 1: This price does not include production or installation on the back of any kiosk units. | | | | | | |
| * NOTE 2: Temperature must be above 40 degrees to install graphics on kiosk outside. If kiosk can be inside for installation of graphics, that would be preferred. | | | | | | |
| * NOTE 3: This price assumes that print ready files will be provided. If Signs Now needs to provide design services or needs to revise graphic files to make them fit, we charge \$95 an hour with an hour minimum. | | | | | | |
| Text: | | | | | | |

Notes:

| | |
|------------------|------------|
| Line Item Total: | \$2,160.00 |
| Subtotal: | \$2,160.00 |
| Taxes: | \$0.00 |
| Total: | \$2,160.00 |

Deposit Required: \$1,296.00



Signs Now

1548 Ogden Ave.

Downers Grove, IL 60515

ph. (630) 515-1085

fax. (630) 515-1087

email: info@signsnowdownersgrove.com

Estimate

Page 2 of 2

Estimate: SN195- 37333

Printed 12/16/2020 5:53:19PM

Company: Downers Grove Library
1050 Curtiss St.
Downers Grove, IL 60515

Received/Accepted By: _____

/ /

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021**

Agenda Item 9A

COVID-19 Response and Phased Reopening Plan

At the November 18, 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. The COVID-19 Response and Reopening Phasing Plan draft dated January 20, 2021 includes dates of implementation of phases, including those added in the November 2020 draft.

On November 16, DGPL rolled back from Phase 3, Limited Public Service, Limited Hours, to Phase 2 Curbside Pickup, after Tier 3 Resurgence Mitigations for Region 8 (DuPage and Kane Counties) were enacted November 13 and following the Village of Downers Grove closing its facilities to the public. Curbside service hours remain Monday through Friday 10:00 a.m. to 7:00 p.m., Saturday 10:00 a.m. to 5:00 p.m., and Sunday 1:00 to 5:00 p.m. By the beginning of January, curbside was regularly serving over 300 cars per day. Laptop kits for checkout through curbside were added as an option for computer access for our most vulnerable patrons and promoted to organizations working directly with these individuals. Some staff work in the library to support curbside, record virtual programming, and other functions that cannot be done remotely. RAILS (Reaching Across Illinois Library System) quarantine requirement remains 3 days, based on REALM (Reopening Archives, Libraries, and Museums Project) results and literature review.

On January 15, 2021, Illinois Region 8 (DuPage and Kane Counties) moved to Tier 2 Resurgence Mitigations and remains in its Phase 4: Revitalization of the Restore Illinois plan. Resurgence Mitigation Tiers continue to evolve. Mask requirements and social distancing remain in place. Meeting, social event, and gathering size allowed is 10 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. Capacity limits are 25 people or 25% for organized group recreational activities such as sports but remain at 50% for retail establishments.

As of this writing, on Monday, January 25, the Village of Downers Grove will reopen its facilities to the public and DGPL will publicly announce plans to reopen on to the public, enacting its Phase 3, Limited Public Service, Limited Hours on Monday, February 1. Visits will be limited to 1 hour per person, per day. 45-minute computer appointments, 1 per person per day, will be available with advanced reservations strongly encouraged.

No seating will be available, except at computers during computer appointments. Masks must be worn over the nose and mouth at all times in the library, regardless of vaccination status, or patron will be asked to leave for the day. Staff at all levels are empowered to enforce proper mask wearing. Hours of service will remain the same, with curbside operating through the Curtiss Street entrance, with walk-up service suspended except for cases of ADA accessibility. Only the Forest Street entrance will be used for the public entering and exiting, with a Door Monitor stationed there to track capacity and ensure masks are in place upon entering. We anticipate curbside demand to lessen as the public becomes aware of the reopening and plan to reopen the Curtiss Street entrance to the public on February 15. These plans assume Region 8 remains in Resurgence Mitigation Tier 2 and/or no other significant changes in information or recommendations from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the DuPage County Health Department (DCHD).

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 according to RAILS requirements before being checked in and reshelved. RAILS delivery may not be available.

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 through July 5, 2020, November 16, 2020 anticipated through January 31, 2021)

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, and place in patron's trunk. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. Holds will be filled if and when SWAN is allowing holds. 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 through September 15, 2020, October 23, 2020 through November 15, 2020, anticipated February 1, 2021)

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 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: September 16, 2020 through October 23, 2020)

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.

RESURGENCE MITIGATIONS

Beginning in fall 2020, the State of Illinois changed its regions and approach to COVID-19 resurgence. As regions reached certain thresholds in COVID-19 metrics, a tiered system of resurgence mitigations was implemented rather than rolling back the Restore Illinois Phases. The Tiers, Levels 1-3, as of November 10, 2020, include some but not all elements of a rollback to a previous Restore Illinois Phase. The Illinois Department of Commerce and Economic Opportunity (DCEO) posted guidance continues to be the Restore Illinois Phase 4 information for 16 different industry categories. Public libraries' general operations fit into at least seven different categories. Under the Governor's orders, "each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions" regardless of the Phase or Tier. Resurgence Mitigation Tiers will trigger the rollback of DGPL Phases, according to the restrictions implemented in each Tier.

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 items according to RAILS requirements for delivery,

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. May eliminate use of bags.
- 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 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 or be discontinued.
- 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.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021**

Agenda Item 10

Library Director's Report

Equity, Diversity, and Inclusion Initiatives

The January 15, 2021 staff in service day training with RGW Consulting was “the best in service I’ve ever been to” according to numerous staff. Reesheda Graham Washington and Miki Grace led an engaging, interactive day of thoughtful learning. The online format allowed for anonymous comments and questions while encouraging discussion. Two additional 3 hour sessions of staff training will be scheduled later in the year. The Equity Advisory Team is still short one member. We continue to search for the right person to serve as a community representative. The team will begin meeting as soon as possible once a second community representative agrees to serve.

Illinois Library Association Executive Board

I have been selected to run for a three year Director At Large seat on the Illinois Library Association Executive Board. If elected, this will be my third term on the ILA Executive Board, all non-consecutive.

Advocating for Library Workers Inclusion in Vaccination Round 1B or 1C

Illinois Library Association is advocating with a two-pronged approach to advocate for COVID-19 vaccine eligibility for library workers: First, urging IDPH to make public librarians eligible for the COVID-19 vaccine in Phase 1b or Phase 1c at the latest, noting that decisions about the extent to which libraries are open to in-person public services are being made on a local level, and the localities will need to know that decisions they make are in keeping with state guidance; second, to provide library directors with a template letter to use to follow up with their own county departments of public health. I used their template to draft a letter to the DuPage County Health Department (DCHD), which was sent on January 18, 2021. More information can be found [here](#).

Aspen Discovery Platform Pilot Project

Aspen Discovery Platform Pilot Project is scheduled to launch the beta test catalog to patrons on February 1. Staff training will be held on January 27 and 28, with a recorded session made available afterwards for staff unable to attend one of those dates. Access Services Manager Amy Prechel, Adult & Teen Services Manager Lizzie Matkowski, Adult & Teen Services Librarian Joy Matteson, and Public Relations Manager Cindy Khatri are leading DGPL’s participation in this pilot project.

Submitted by Julie M. Milavec
January 22, 2021

Downers Grove Public Library Foundation Board Expansion and Art Events

The Downers Grove Public Library Foundation expanded its Board of Directors, as provided for in its bylaws, to 14 members as of its January 2021 Annual Meeting and re-elected officers:

Brooks Ruyle, President

Robin Tryloff, Vice- President

Anna MW Jackson, Treasurer

Jenny Levine, Secretary

David Altholz

Jill Kulbok Carlson

Karen “Kiki” Ehlers

Katie Johnson

Elizabeth Jones

Andrea Knudsen

Kate Magnusson

David Sosnow

Terisa “Tess” Spector

Andi Voinovich

John Mochel is an Emeritus Board Member. Events celebrating the two newest art works donated to the library by the Foundation, Sarvin Haghighi’s *Reborn* and *Rumi Session Series: Love*, are planned for April. Because her work is inspired by the Persian poet Rumi, the events will be part of the library’s National Poetry Month programming.

Submitted by Julie M. Milavec
January 22, 2021

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021**

Department Reports – November 2020

Administration – Jen Ryjewski

- Finished writing first draft of the DGPL Disaster Plan and submitted it to the Safety Team for review and feedback.
- Attended ILA Best Practices Committee meeting and finalized ideas for presentations at Reaching Forward and discussed everyone's progress on the EDI project.
- Visited the Villa Park Public Library and was able to see and report back to staff the Luxor One self-serve locker system the library uses as its solution to Curbside Pickup service.

Adult & Teen Services – Lizzie Matkowski

- Pick Packs Book Bundle Giveaway raffle ran throughout November. We raffled off 10 bundles, each with 12 books, and had a total of 1,168 entries! There were more than 500 unique cardholders that entered!
- With the library returning to curbside-only service, Adult & Teen Services and Children's Services relaunched the Curbside Bundle form for patrons to request that staff pick out materials for them. Response to the return of this service has been great!
- Programming included Legal Tips for Small Business; Pickup Program - Photo Luminaries; Pickup Program - Pendant Necklace; and A Peek into the American Indian Way of Life.
- The Life in 2020 collection, formed from community member submissions, is up and linked on the Life In 2020 page of the library's website. We are still accepting submissions for this collection.

Children's Services – Traci Skocik (interim)

- Traci Skocik took over managing duties from Allyson Renell, who went on maternity leave on November 10.
- Outreach Coordinator Erin Linsenmeyer worked with District 58 ESL classes via Zoom. Erin did one-on-ones with students to help them find their reading level and put books on hold for them. She also worked with the older grades to teach them how to look up books in the catalog, put them on hold, and did book talks.
- A tour of the library went up on our YouTube channel. We have gotten requests from Boy Scout and Girl Scout troops who needed this to earn badges. This is also a great tool to use with schools or families who are not familiar with the library and cannot have an in-person tour while we are closed to the public. The tour was conducted by Erin and filmed by Traci.

- Kids Room staff have been busy fulfilling online book bundles. This service has been very successful and we have seen great numbers.
- We offered an extra special Discovery Bag that was gingerbread themed on November 27 in honor of Gingerbread Festival.

Circulation Services – Christine Lees

- On November 16, we returned to curbside-only service. Staff and patrons made this transition back to curbside easily and our stellar patron service continues!
- Curbside service remains very busy and November 2020 versus November 2019 only saw a 13% decrease in checkouts, which is simply amazing!
- We replaced the curbside signs with sturdier, plastic signs that carry more weight in the base. Additionally, we worked with PR to place better signage for the walk-up curbside patron area.
- We are busy converting digital use only library cards to full use library cards for patrons who live in the DGPL service boundaries. Once we determine their address is within the DGPL service boundaries, we update the library card and mail the physical card to the patron, which expands the use of library services such as placing holds and registering for programs.

Information Technology – Paul Regis

- IT Manager Paul Regis worked with Access Services Manager Amy Prechel and Graphic Design and Display Coordinator Grace Goodwyn on laptop kits. Amy and Grace quickly got them cataloged and created/edited the instructional inserts. These kits can be used outside of the library and include a 14" Chromebook, a wireless mouse, and a mobile hotspot for internet access. Laptop-only kits are in the works for December for patrons that have access to Wi-Fi.
- With the library reverting to curbside-only in mid-November, the IT crew helped make that transition as smoothly as they could. Assistant IT Manager Max Mogavero and Computer Help Desk Supervisor Lauren Cantore Gonzalez quickly recorded new greetings for the main phone line. Technology Trainer Annie Jagielski already had some virtual classes on the docket (covering YouTube, iPhone basics, Zoom, and Universal Class), so great timing on her part. Computer Help Desk staff offered as much virtual help as they could to patrons, answering calls and chats and remotely troubleshooting when possible.
- IT congratulated Computer Help Desk Associate Natassia Schulz on her new job at a neighboring academic library. She has graciously stayed on to sub/cover a few weekend hours.

Public Relations – Cindy Khatri

- The department kicked off Pick-a-palooza Pick Packs!
- Brian sent copy to DG Living and DG Magazine for their upcoming issues.

- Brian and Grace worked on getting graphics, signs, press releases, web updates, etc. in place for the library going back to curbside pickup only.
- Brian and Grace worked on edits and layout for Jan/Feb Discoveries.
- Cindy returned from maternity leave at the very end of the month, began to catch up, and had one-on-one meetings with Brian, Grace, Julie, and Jen.

Access Services – Amy Prechel

Projects and Updates

- Due to the increase in COVID-19 cases in our area, the decision was made to roll back to curbside-only service starting Monday, November 16. The management team worked with SWAN to make configuration changes necessary for reverting to curbside, such as making Hot Reads items holdable by DGPL patrons.
- With traditional outlets for redistributing withdrawn material being on hiatus due to COVID, alternative channels are being pursued. In November, a selection of withdrawn Large Print materials was permanently donated to Oak Trace residential facility. Withdrawn magazines were donated to Good Samaritan Hospital for use by COVID patients.
- Anticipating that some of our patrons were relying on the computer lab and may be negatively impacted by the temporary closure, we have added a new option in the IT Anything Emporium collection: Laptop and wireless hotspot kits. These contain everything needed to get online, including a mobile hotspot that provides a free internet connection, a Chromebook, and a wireless mouse. There are two of these kits available to start, but more may be added if we are able to acquire the equipment.
- We are continuing to work with Blackstone audio to improve our automated ordering process. The majority of our audio book ordering was transitioned to Blackstone in November.

Inventory and Cataloging

- For ATS collection in November: added 1556 print items, 301 AV items; discarded 2045 print and 147 AV items.
- For Kids Room collection in November: added 1077 print items and 71 AV items; discarded 125 print and 7 AV items.
- 19 original cataloging records were created in November.
- 58 new videogames were added to the collection in November. We also determined how to process games for the newly released PS5 and Xbox Series X consoles.
- Unique items added to the collection in November include 2 book club bags, 3 new puzzles in the ATS collection, 4 new Kits Room Anything Emporium art kits (available soon!), and 10 new Binge Boxes.
- We claimed 10 magazines that did not arrive as anticipated.

Reclassification and Repairs

- Repaired 514 ATS and Kids Room books and audiovisual items in November.
- Reclassified 182 ATS and Kids Room items in November.
- The Kids Room Large Type collection was refreshed in November. In addition to replacing older copies, data entry (Item cat. 1) was corrected on all items to make them findable in reports. Graphic and Display Coordinator Grace Goodwyn designed spine label stickers to make them more visible while browsing.

Staff Training and Professional Development

- Amy Prechel worked as an election judge on Tuesday November 3.
- Nora Mastny attended the Swan Cataloging Advisory Meeting on November 5, Swan Fireside Chat on November 17, and viewed recorded sessions from the ILA conference.
- Michelle Litwin attended Ryan Dowd's Dementia and Alzheimer's webinar.
- Amy and MaryKellie Marquez continued working curbside shifts to help meet the staffing demand.
- Amy took on 5 In-Charge shifts in November and Nora took on 4 (up from the usual 3).

Facilities Services – Ian Knorr

- Ian met with Shales McNutt and a window glazer to address window issues pre-roof replacement. We obtained a quote to remove all caps, check window flashing, make caulk touch ups, and make window replacements caused by bad seals.
- Ian met with Shales McNutt and the painter for the roofing project.
- Ian met with Miles from Fitzgerald's Electric for holdIT kiosk power.
- Ian met with C&C Systems for the data line for holdIT kiosk data and camera issues.
- Ian had a department meeting with Julie and Jen.
- Ian met with Trane to discuss indoor air quality assessment and next year's VAV replacements.

| Circulation | NOV 20 | % | NOV 19 | % | NOV 18 | % |
|---|---------------|----------|---------------|----------|---------------|----------|
| Checkouts | | | | | | |
| Selfchecks | 17,850 | 52% | 38,362 | 75% | 40,555 | 70% |
| Staff desk | 16,329 | 48% | 12,913 | 25% | 17,443 | 30% |
| Total checkouts | 34,179 | | 51,275 | | 57,998 | |
| | | | | | | |
| Renewals | | | | | | |
| Auto Renewal | 32,199 | | 30,314 | | 32,372 | |
| Selfchecks | | | 15 | | 30 | |
| Staff desk (incl. phone) | 225 | | 245 | | 254 | |
| Patron renewals on website | 676 | | 720 | | 549 | |
| Patron renewals on Bookmyne | | | 14 | | 17 | |
| BlueCloud Mobile/Web services (22&11) | 100 | | | | | |
| Total renewals | 33,200 | | 31,308 | | 33,222 | |
| | | | | | | |
| Total item checkout and renewals | 67,379 | | 82,583 | | 91,220 | |
| | | | | | | |
| Digital Circulation | 12,414 | | 8,658 | | 8,353 | |
| | | | | | | |
| Total Circulation | 79,793 | | 91,241 | | 99,573 | |
| | | | | | | |
| Reserves Processed | | | | | | |
| Received from ILL | 5,191 | | 5,414 | | 5,743 | |
| ILL sent | 4,707 | | 4,417 | | 4,189 | |
| OCLC requests processed | 178 | | 212 | | 136 | |
| | | | | | | |
| Gate count | | | | | | |
| North | 7,241 | | 25,733 | | 26,212 | |
| South | 7,835 | | 13,615 | | 13,837 | |
| Total | 15,076 | | 39,348 | | 40,049 | |
| | | | | | | |
| Registrations | | | | | | |
| New resident cards | 93 | | 151 | | 133 | |
| New fee cards | 1 | | 3 | | 5 | |
| | | | | | | |
| Professional Development Hours | 6 | | 8 | | | |
| Cost of Professional Development | \$0 | | | | | |

Circulation

| | Nov 2019 | Nov 2020 | YTD Totals | | | |
|----------|----------|----------|------------|---------|----------|--------|
| Adult | 44,342 | 36,060 | 540,913 | 310,401 | | |
| Teen | 1,365 | 1,757 | 22,694 | 13,697 | | |
| Children | 36,876 | 29,562 | 429,451 | 253,922 | | |
| Download | 8,658 | 12,414 | 94,995 | 133,442 | | |
| Total | 91,241 | 79,793 | 1,088,053 | 711,462 | -376,591 | -34.6% |

Circulation - By Item

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|-------|--------------|--------|--------------|-------|--------|
| Adult | 23,211 | 64.37% | 2,622 | 7.27% | 7,810 | 21.66% | 2,417 | 6.70% | 36,060 |
| Teen | 1,673 | 95.22% | 29 | 1.65% | 19 | 1.08% | 36 | 2.05% | 1,757 |
| Children | 25,251 | 85.42% | 955 | 3.23% | 2,466 | 8.34% | 890 | 3.01% | 29,562 |
| Total | 50,135 | 74.41% | 3,606 | 5.35% | 10,295 | 15.28% | 3,343 | 4.96% | 67,379 |

Collection - All Items

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|-------|--------------|--------|--------------|-------|---------|
| Adult | 119,911 | 75.78% | 15,450 | 9.76% | 16,101 | 10.18% | 6,777 | 4.28% | 158,239 |
| Children | 80,125 | 86.15% | 2,742 | 2.95% | 8,140 | 8.75% | 2,002 | 2.15% | 93,009 |
| Total | 200,036 | 79.62% | 18,192 | 7.24% | 24,241 | 9.65% | 8,779 | 3.49% | 251,248 |

Book Collection

| | Nov 2019 | Nov 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|---------|----------------|------|
| Adult | 115,372 | 119,911 | | | | |
| Children | 76,550 | 80,125 | | | | |
| Total | 191,922 | 200,036 | 191,922 | 200,036 | 8,114 | 4.2% |

Audio Collection

| | Nov 2019 | Nov 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|--------|
| Adult | 17,932 | 15,450 | | | | |
| Children | 2,944 | 2,742 | | | | |
| Total | 20,876 | 18,192 | 20,876 | 18,192 | -2,684 | -12.9% |

Video Collection

| | Nov 2019 | Nov 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|-------|
| Adult | 15,897 | 16,101 | | | | |
| Children | 8,423 | 8,140 | | | | |
| Total | 24,320 | 24,241 | 24,320 | 24,241 | -79 | -0.3% |

Miscellaneous Collection

| | Nov 2019 | Nov 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|-------|----------------|--------|
| Adult | 8,067 | 6,777 | | | | |
| Children | 2,018 | 2,002 | | | | |
| Total | 10,085 | 8,779 | 10,085 | 8,779 | -1,306 | -12.9% |

Statistics for November 2020 (FY Jan-Dec)

Rooms & Spaces

| | Nov 2019 | Nov 2020 | | | | |
|--|----------|----------|--------|-------|---------|--------|
| Community Use of Rooms | 1183 | 0 | | | | |
| <i>Meeting, Conference, Study Rooms</i> | | | | | | |
| Community Use of Spaces | 176 | 0 | | | | |
| <i>Media Lab, STEM Room, Teen Gaming</i> | | | | | | |
| Rooms and Spaces Total | 1,359 | 0 | 14,904 | 3,447 | -11,457 | -76.9% |

Programs Offered

| | Nov 2019 | Nov 2020 | | | | |
|---------------------------|----------|----------|-------|-----|------|--------|
| Library Programs Offered | | | | | | |
| Adult | 29 | 6 | | | | |
| Teen | 2 | 0 | | | | |
| Children | 62 | 0 | | | | |
| Outreach Programs Offered | | | | | | |
| Adult | 16 | 0 | | | | |
| Teen | 2 | 0 | | | | |
| Children | 12 | 0 | | | | |
| Passive Programs Offered | | | | | | |
| Adult | 7 | 12 | | | | |
| Teen | 4 | 7 | | | | |
| Children | 6 | 26 | | | | |
| Programs Offered Total | 140 | 51 | 1,533 | 638 | -895 | -58.4% |

Program Attendance

| | Nov 2019 | Nov 2020 | | | | |
|-----------------------------|----------|----------|--------|--------|---------|--------|
| Library Program Attendance | | | | | | |
| Adult | 566 | 85 | | | | |
| Teen | 15 | 0 | | | | |
| Children | 1,751 | 0 | | | | |
| Outreach Program Attendance | | | | | | |
| Adult | 172 | 0 | | | | |
| Teen | 23 | 0 | | | | |
| Children | 261 | 0 | | | | |
| Passive Program Attendance | | | | | | |
| Adult | 325 | 113 | | | | |
| Teen | 65 | 198 | | | | |
| Children | 277 | 837 | | | | |
| Program Attendance Total | 3,455 | 1,233 | 46,699 | 18,114 | -28,585 | -61.2% |

Statistics for November 2020 (FY Jan-Dec)

| Gate Count | | | | | | |
|------------------------|----------|----------|------------|---------|----------------|--------|
| | Nov 2019 | Nov 2020 | YTD Totals | | YTD Difference | |
| | 39,348 | 15,076 | 454,417 | 172,389 | -282,028 | -62.1% |
| Reference Questions | | | | | | |
| | Nov 2019 | Nov 2020 | YTD Totals | | YTD Difference | |
| One on One Tutorials | 86 | 25 | 816 | 332 | -484 | -59.3% |
| Computer User Sessions | | | | | | |
| | Nov 2019 | Nov 2020 | | | | |
| Adult | 2,934 | 677 | | | | |
| Children | 1,308 | 0 | YTD Totals | | YTD Difference | |
| Total | 4,242 | 677 | 50,502 | 15,481 | -35,021 | -69.3% |
| Wireless Sessions | 2,486 | 34 | 28,027 | 6,410 | | |
| Website Views | | | | | | |
| | Nov 2020 | | YTD Totals | | | |
| | 23,609 | | 185,339 | | | |

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 27, 2021**

Department Reports – December 2020

Administration – Jen Ryjewski

- Outreach Team met and decided to move forward with the brochures that were originally submitted with the My Library Is...grant as there was extra money in the PR budget. The team also decided to purchase two sets of trifold table displays and Velcro sign holders for outreach events.
- Attended monthly Illinois Library Association Best Practices Committee where we continued our group work on establishing EDI best practices for libraries.
- Watched the Ryan Dowd training webinar: Jerks with Homes: how to deal with members of the public who are being jerks about homeless folks.
- Assisted Access Services in cataloging work as a result of employee absences.
- Started work on applying for a new grant: Libraries Transform Communities Engagement Grant, which invites libraries to submit applications for a community engagement project that focuses on anti-racism.

Adult & Teen Services – Lizzie Matkowski

- Programming for December included: Salt Dough Keepsakes, Introduction to the Enneagram of Personality, Remembering Marshall Field's at Christmas with Leslie Goddard, Community Art Mosaic, Photo Luminaries, and Take Home Study Kits.
- With the library still operating with limited service, Book Bundles continue to be very popular with library users!
- Kira wrote an article for Booklist on a project she did for the Staff Social Committee!

Children's Services – Traci Skocik (interim)

- The Kids Room staff has continued to fulfill online book bundles. Though this was also mentioned in November's report, we have continued to see an increase in popularity with our patrons.
- The library participated in the annual Downers Grove Gingerbread Hunt. The library was not only a location on the hunt, but was the prize pick-up location (via curbside) and helped contribute to the prizes.
- We offered 262 New Year's Eve Discovery Kits for the holiday. These were geared to two different age groups.

Circulation Services – Christine Lees

- Annual Circulation for the year was 801,532. Despite the building being closed to the public for many months, we still posted impressive circulation numbers, which is a true testament to how Downers Grove citizens, and beyond, love their library!
- We held our annual Circulation Holiday party a bit differently this year. We joined together via GoToMeeting, shared recipes, and watched the movie Elf together. We are very thankful to work with such amazing colleagues.
- We continue to transfer digital library card applications to full use cards to folks in our library district. Patrons have been thrilled to receive their full use cards via the mail.
- Curbside continues to be busy with staff from every department jumping in to participate in the operational success of curbside. There are many days where over 300 cars are served, which is a truly remarkable number of patrons served!
- As 2020 comes to a close, we would like to thank our Board for their amazing dedication, kindness, and support during a year no one could have predicted!

Information Technology – Paul Regis

- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis posted a job opening for a Computer Help Desk Associate. IT's sub was no longer able to cover some shifts so the empty position ended up needing to be filled after all. Many strong candidates applied and Lauren and Paul are looking forward to interviews in early January.
- The pandemic certainly affected how the library continued to offer services while closed or operating with certain restrictions. Technology classes were no different, as virtual classes allowed IT staff an outlet to reach the community. Despite being closed for a few months and offering no in-person classes, IT still managed to have its third best year in the number of patrons that were trained (663 patrons). 2019 (976 patrons) and 2012 (729 patrons) take first and second, respectively. A huge thank you to Technology Trainer Annie Jagielski and Computer Help Desk Associates for developing and reworking curriculum for the virtual format. It was a huge undertaking and something that will be further developed in 2021.
- Paul worked again with Access Services Manager Amy Prechel and Graphic Design and Display Coordinator Grace Goodwyn to create records and pamphlets for more laptop kits. These kits contain a Chromebook, wireless mouse, and power adapter – they are intended for patrons that do have internet access and do not contain a mobile hotspot. They have a 14-day loan rule.

Public Relations – Cindy Khatri

- The PR team prepared for Winter Bingo- the winter reading challenge: webpage creation, bingo card design and printing, press release preparation, and scheduled marketing for the January 4 kickoff.

- Cindy Khatri, PR Manager, attended the Aspen Pilot kickoff meeting and began work on beta testing the potential new catalog.
- Cindy resumed one-on-one meetings with Grace Goodwyn, Graphic Design and Display Coordinator, and Brian Ruane, Marketing Content Coordinator.
- The Jan/Feb issue of Discoveries was created and sent out.
- The PR team created a variety of brochures for the library's regular programs and services to use at future outreach events and upon reopening (and service reintroduction).
- The Career Help page was created to feature resources ATS gathered (dglibrary.org/career-help).
- Cindy joined the RAILS BIPOC group.

Access Services – Amy Prechel

Projects and Updates

- DGPL was selected to participate in the Aspen Catalog Pilot project. Aspen is a new catalog interface that SWAN is hoping can replace Enterprise. Project leads will be working closely with SWAN staff in configuration, testing, and usability through April 2021. Amy Prechel is serving as DGPL's cataloging lead.
- Deliveries from our primary book vendor, Baker & Taylor, have been delayed and inconsistent. Access Services Clerks have been working on data cleanup projects on days where few deliveries are received.

Inventory and Cataloging

- For ATS collection in December: added 924 print items, 298 AV items; discarded 1407 print and 205 AV items.
- For Kids Room collection in December: added 554 print items and 170 AV items; discarded 993 print and 8 AV items.
- In December, 6 Binge Boxes were added to the collection. 3 Laptop kits and a replacement Cricut machine were added to the Anything Emporium.
- We claimed 33 magazines that did not arrive as anticipated.
- Amy Prechel filled in on cataloging and acquisitions tasks while the cataloging librarian was away for most the month. 8 original cataloging records were created in December.

Reclassification and Repairs

- Repaired 335 ATS and Kids Room books and audiovisual items in December
- Reclassified 122 ATS and Kids Room items in December
- The Kids Room large print refresh project was finished in December

Staff Training and Professional Development

- Amy Prechel, MaryKellie Marquez, and Nora Mastny attended the virtual RAILS Technical Services Networking Group meeting on December 4.

- Amy attended Ryan Dowd's live webinar, "Burnout and Stress (Updated): Strategies in case 2021 is as bad as 2020" on Thursday, December 10.
- Amy attended the Aspen Pilot Project Kickoff meeting on Monday, December 14.
- An Access Department meeting was held on Tuesday, December 15.
- Nora attended the SWAN Fireside Chat on December 15, webinar "Burnout, Vicarious Trauma, and Compassion Fatigue" and viewed recorded sessions from ILA.
- All Access department clerks completed a 1.5 hour required SWAN serials training.
- Amy and MaryKellie continued working curbside shifts to help meet the staffing demand.

Facilities Services – Ian Knorr

- Fitzgerald's Electric worked on finding a way to isolate a circuit for the proposed book pickup kiosks.
- Nelson Sprinkler performed our annual suppression system testing and we passed.
- Obtained a new LED light fixture to replace the outdated sconce lighting on the brickwork on the first floor of the library.
- Ian contacted Russ for e-recycling pickup.
- Ian attended managers meetings and a department meeting with Julie and Jen.

| Circulation | DEC 20 | % | DEC 19 | % | DEC 18 | % |
|---|---------------|-----|---------------|-----|---------------|-----|
| Checkouts | | | | | | |
| Selfchecks | 410 | 2% | 35,307 | 74% | 38,006 | 68% |
| Staff desk | 20,352 | 98% | 12,689 | 26% | 17,726 | 32% |
| Total checkouts | 20,762 | | 47,996 | | 55,732 | |
| | | | | | | |
| Renewals | | | | | | |
| Auto-renewal | 27,325 | | 31,138 | | 32,481 | |
| Selfchecks | 0 | | 10 | | 37 | |
| Staff desk (incl. phone) | 250 | | 367 | | 241 | |
| Patron renewals on website | 698 | | 797 | | 614 | |
| Patron renewals on BookMyne | 0 | | 24 | | 13 | |
| BlueCloud Mobile/Web services (22&11) | 159 | | | | | |
| Total renewals | 28,432 | | 32,336 | | 33,386 | |
| | | | | | | |
| Total item checkout and renewals | 49,194 | | 80,332 | | 89,118 | |
| | | | | | | |
| Digital Circulation | 12,404 | | 8,648 | | 7,850 | |
| | | | | | | |
| Total Circulation | 61,598 | | 88,980 | | 96,968 | |
| | | | | | | |
| Reserves Processed | | | | | | |
| Received from ILL | 6,225 | | 4,785 | | 5,661 | |
| ILL sent | 5,854 | | 4,066 | | 4,103 | |
| OCLC requests processed | 182 | | 231 | | 207 | |
| | | | | | | |
| Gate count | | | | | | |
| North Building | 1,390 | | 24,383 | | 24,537 | |
| South | 10,664 | | 13,115 | | 12,951 | |
| Total Building closed- curbside only | 12,054 | | 37,498 | | 37,488 | |
| | | | | | | |
| Registrations | | | | | | |
| New resident cards | 77 | | 131 | | 139 | |
| New fee cards | 4 | | 5 | | 4 | |
| | | | | | | |
| Professional Development Hours | 10 | | 7 | | | |
| Cost of Professional Development | | | | | | |

| | DGPL 3 YEAR COMPARISON | | |
|-----------|------------------------|-----------|-----------|
| | 2020 | 2019 | 2018 |
| January | 95,465 | 94,964 | 101,682 |
| February | 89,163 | 94,406 | 102,874 |
| March | 55,785 | 103,490 | 111,984 |
| April | 14,270 | 96,541 | 98,516 |
| May | 18,328 | 94,132 | 106,869 |
| June | 68,843 | 102,511 | 115,280 |
| July | 67,585 | 114,341 | 118,870 |
| August | 76,094 | 104,605 | 112,134 |
| September | 82,758 | 95,974 | 101,071 |
| October | 91,850 | 95,848 | 104,196 |
| November | 79,793 | 91,241 | 99,573 |
| December | 61,598 | 88,980 | 96,968 |
| | | | |
| | 801,532 | 1,177,033 | 1,270,017 |

Circulation

| | Dec 2019 | Dec 2020 | YTD Totals | | | |
|----------|----------|----------|------------|---------|----------|--------|
| Adult | 44,731 | 27,045 | 585,644 | 337,446 | | |
| Teen | 1,458 | 1,573 | 24,152 | 15,270 | | |
| Children | 34,143 | 20,576 | 463,594 | 274,498 | | |
| Download | 8,648 | 12,404 | 103,643 | 145,846 | | |
| Total | 88,980 | 61,598 | 1,177,033 | 773,060 | -403,973 | -34.3% |

Circulation - By Item

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|-------|--------------|--------|--------------|-------|--------|
| Adult | 18,318 | 67.73% | 2,328 | 8.61% | 5,130 | 18.97% | 1,269 | 4.69% | 27,045 |
| Teen | 1,492 | 94.85% | 35 | 2.23% | 14 | 0.89% | 32 | 2.03% | 1,573 |
| Children | 17,531 | 85.20% | 659 | 3.20% | 1,664 | 8.09% | 722 | 3.51% | 20,576 |
| Total | 37,341 | 75.91% | 3,022 | 6.14% | 6,808 | 13.84% | 2,023 | 4.11% | 49,194 |

Collection - All Items

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|-------|--------------|--------|--------------|-------|---------|
| Adult | 119,654 | 75.80% | 15,416 | 9.77% | 16,207 | 10.27% | 6,572 | 4.16% | 157,849 |
| Children | 79,762 | 86.01% | 2,768 | 2.98% | 8,270 | 8.92% | 1,933 | 2.08% | 92,733 |
| Total | 199,416 | 79.58% | 18,184 | 7.26% | 24,477 | 9.77% | 8,505 | 3.39% | 250,582 |

Book Collection

| | Dec 2019 | Dec 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|---------|----------------|------|
| Adult | 115,654 | 119,654 | | | | |
| Children | 76,481 | 79,762 | | | | |
| Total | 192,135 | 199,416 | 192,135 | 199,416 | 7,281 | 3.8% |

Audio Collection

| | Dec 2019 | Dec 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|--------|
| Adult | 18,005 | 15,416 | | | | |
| Children | 2,672 | 2,768 | | | | |
| Total | 20,677 | 18,184 | 20,677 | 18,184 | -2,493 | -12.1% |

Video Collection

| | Dec 2019 | Dec 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|------|
| Adult | 15,821 | 16,207 | | | | |
| Children | 8,463 | 8,270 | | | | |
| Total | 24,284 | 24,477 | 24,284 | 24,477 | 193 | 0.8% |

Miscellaneous Collection

| | Dec 2019 | Dec 2020 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|-------|----------------|--------|
| Adult | 7,906 | 6,572 | | | | |
| Children | 1,848 | 1,933 | | | | |
| Total | 9,754 | 8,505 | 9,754 | 8,505 | -1,249 | -12.8% |

Statistics for December 2020 (FY Jan-Dec)

Rooms & Spaces

| | Dec 2019 | Dec 2020 | | | | |
|--|----------|----------|------------|--------|-------|----------------------------------|
| Community Use of Rooms | 1128 | 0 | | | | |
| <i>Meeting, Conference, Study Rooms</i> | | | | | | |
| Community Use of Spaces | 182 | 0 | | | | |
| <i>Media Lab, STEM Room, Teen Gaming</i> | | | | | | |
| Rooms and Spaces Total | 1,310 | 0 | YTD Totals | 16,214 | 3,447 | YTD Difference -12,767 -78.7% |

Programs Offered

| | Dec 2019 | Dec 2020 | | | | |
|---------------------------|----------|----------|------------|-------|-----|-------------------------------|
| Library Programs Offered | | | | | | |
| Adult | 13 | 3 | | | | |
| Teen | 8 | 0 | | | | |
| Children | 51 | 0 | | | | |
| Outreach Programs Offered | | | | | | |
| Adult | 5 | 3 | | | | |
| Teen | 1 | 0 | | | | |
| Children | 10 | 0 | | | | |
| Passive Programs Offered | | | | | | |
| Adult | 8 | 16 | | | | |
| Teen | 1 | 8 | | | | |
| Children | 6 | 16 | YTD Totals | 1,636 | 684 | YTD Difference -952 -58.2% |
| Programs Offered Total | 103 | 46 | | | | |

Program Attendance

| | Dec 2019 | Dec 2020 | | | | |
|-----------------------------|----------|----------|------------|--------|--------|----------------------------------|
| Library Program Attendance | | | | | | |
| Adult | 212 | 79 | | | | |
| Teen | 567 | 0 | | | | |
| Children | 949 | 0 | | | | |
| Outreach Program Attendance | | | | | | |
| Adult | 33 | 261 | | | | |
| Teen | 10 | 0 | | | | |
| Children | 277 | 0 | | | | |
| Passive Program Attendance | | | | | | |
| Adult | 794 | 731 | | | | |
| Teen | 24 | 252 | | | | |
| Children | 267 | 651 | YTD Totals | 49,832 | 20,088 | YTD Difference -29,744 -59.7% |
| Program Attendance Total | 3,133 | 1,974 | | | | |

Statistics for December 2020 (FY Jan-Dec)

Gate Count

| | Dec 2019 | Dec 2020 | YTD Totals | | YTD Difference | |
|--|----------|----------|------------|---------|----------------|--------|
| | 37,498 | 0 | 491,915 | 172,389 | -319,526 | -65.0% |

Reference Questions

| | Dec 2019 | Dec 2020 | YTD Totals | | YTD Difference | |
|----------------------|----------|----------|------------|-----|----------------|--------|
| One on One Tutorials | 90 | 11 | 906 | 343 | -563 | -62.1% |

Computer User Sessions

| | Dec 2019 | Dec 2020 | | | | |
|-------------------|----------|----------|------------|--------|----------------|--------|
| Adult | 2,997 | 1 | | | | |
| Children | 1,177 | 0 | YTD Totals | | YTD Difference | |
| Total | 4,174 | 1 | 54,676 | 15,482 | -39,194 | -71.7% |
| Wireless Sessions | 2,566 | 50 | 30,593 | 6,460 | | |

Website Views

| | Dec 2020 | YTD Totals |
|--|----------|------------|
| | 23,743 | 209,082 |