

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 24, 2021, 7:30 P.M.  
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, Feb 24, 2021 7:30 PM - 9:00 PM (CST)

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

<https://global.gotomeeting.com/join/228721677>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 228-721-677

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

<https://global.gotomeeting.com/install/228721677>

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. January 27, 2021 Regular Meeting Requested Action: Approval
5. Financial Matters
  - a. Final 2020 Year End Financial Report

- b. January 2021 Financial Report
- c. February 2021 Invoices

Requested Action: Approval

6. Public Comment on Agenda Items

7. Public Comment on Other Library Business

8. New Business

- a. Roof Replacement Project Bid Award
- b. Bibliotheca Annual Service and Maintenance Agreement Renewal

Requested Action: Approval

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  
JANUARY 27, 2021, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:31 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.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. November 18, 2020, Regular Meeting. Library Director Milavec noted a correction in the second sentence of Section 8a, where “metal roof” should be replaced with “rubber membrane.” It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the November 18, 2020 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - b. November 18, 2020, Executive Session Meeting. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the November 18, 2020 Executive Session be approved as presented and opened to the public. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. November 2020 Financial Report. Library Director Milavec presented the report. She reminded the Board about the Intergovernmental Agreement between the library and the Village of Downers Grove, where the Village acts as the library’s operating reserve in the first half of the fiscal year, until property tax payments are received by the library.
  - b. December 2020 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of December 2020 Capital Replacement Fund invoices totaling \$21,500.00, the payment of December 2020 Operating Fund invoices totaling \$131,353.46, the acceptance of December 2021 credit

memos totaling \$200.15, and the ratification of November 2020 payrolls totaling \$235,376.02 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khutnia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. December 2020 Financial Report. Library Director Milavec presented the report. The Board Packet includes the unaudited numbers for the end of the 2020 fiscal year. Over 100% of anticipated revenues were received in 2020 and expenditures came in at 94.4% of the projected expenditures. Milavec noted an additional invoice edit list that was sent out the day of the meeting related to a server issue that required last-minute payment. Milavec also reminded the Board that there were three payrolls in the month of December. The 2020 payroll year was 27 pay periods, which happens roughly every nine years.
  - d. January 2021 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of January 2021 Operating Fund invoices for fiscal year 2020 totaling \$55,467.11, the payment of January 2021 Capital Replacement Fund invoices for fiscal year 2021 totaling \$21,692.94, the payment of January 2021 Operating Fund invoices for fiscal year 2021 totaling \$124,010.80, the acceptance of January 2021 credit memos for fiscal year 2020 totaling \$72.36, and the ratification of December 2020 payrolls totaling \$360,795.54 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. Succession Plan. The new version of *Serving Our Public 4.0: Standards for Illinois Public Libraries* includes a checklist item recommending each library have a written succession plan. This year's Illinois Public Library Per Capita Grant application focuses on libraries meeting all of the standards listed in *Serving Our Public*. The proposed plan fulfills the requirement and gives staff and the Board a clear plan to fill anticipated needs for library leadership. It was moved by Khuntia and seconded by Gigani THAT the Succession Plan be approved as presented. Roll call: Ayes: Dougherty, Gignai, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - b. Outdoor Pickup Locker Proposal. Staff started talking about the idea of pickup lockers when curbside service became popular and it was evident a long term plan was needed to offer this type of service to patrons in a way that was not so staff intensive. Lockers would allow the library to serve

patrons who are not ready to come back into the building. There are four primary locker vendors for libraries and two of those vendors do not integrate with the library's integrated library software (ILS). Of the two vendors that will integrate with the library's ILS, only one vendor, D-Tech, is equipped for outdoor use.

The proposed location of the lockers is near the Curtiss Street entrance of the library, under the overhang where the picnic tables used to be located. The current proposal is for three banks of lockers, with one having the touch screen/barcode scanner. The proposal also includes the necessary wiring, data cabling, and installation of a security camera.

It was moved by Stapleton and seconded by Khuntia THAT the Outdoor Pickup Locker proposal in the total amount of \$39,106.00 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**9. Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. The library is on track to open to the public on Monday, February 1. Visits will be limited to one hour per day and computer sessions will be 45 minutes per day. Current hours of service will continue and there will be door monitors to watch capacity and make sure patrons are wearing masks properly. Staff are going to be more stringent about masking – patrons will get one warning and then be asked to leave for the day after the second offense. The Cupboard is fully stocked and ready to go and will reopen with the library on February 1.

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

- 10. Library Director's Report.** Library Director Milavec presented her report. She thanked Trustees for their responses regarding an additional community member for the library's Equity Advisory Team. She will be reaching out to everyone to finalize the group. The first meeting of the library staff BIPOC support group led by PR Manager Cindy Khatri was a success. The In Service Day with Reesheda Graham Washington and RGW Consulting was a huge success with a lot of positive staff feedback. The Board will be having its own two 3-hour sessions with RGW Consulting and Julie is working on getting the meetings scheduled. The Aspen Discovery Platform pilot project is moving forward but the rollout to the public was postponed. Access Services Manager Amy Prechel, Adult & Teen Service Manager Lizzie Matkowski, Adult & Teen Services Librarian Joy

Matteson, and PR Manager Cindy Khatri have all been working very hard on the project. Children's Service Assistant Diane Jakosz is retiring after 15 years of service with the library. She is the mastermind behind the Kids Room decorations and will be sorely missed.

**11. Trustee Comments and Requests for Information.**

Trustee Humphreys asked if the internship program has become functional again. Library Director Milavec responded that Octavia and Theresa are the current social work interns and they are focusing on the social services resource guide and a social services web page. They will also be handling maintenance and restocking of The Cupboard as well as working with PADS to create move-in kits for people moving into temporary housing. Trustee Humphreys is thrilled the library is working with PADS to meet the needs of people who are food or housing insecure. The PADS organization now has over 200 people in hotel or apartment housing.

Trustee Humphreys is very excited to see the Foundation going strong through the pandemic and was pleased to see new people were added to the Foundation Board.

Trustee Stapleton will be participating in the Versiti Blood Drive in the lot outside the library on Friday. Every slot is full.

Trustee Humphreys asked if there is anything the Board can do to support the effort to get library staff included in vaccination group 1b.

Trustee Dougherty asked about the Life in 2020 project and was curious how many community members had submitted something. Milavec responded that there has not been a huge response, but the library is now working with the schools to allow teens volunteer service hours for participating in the Life in 2020 project.

Trustee Dougherty asked Assistant Library Director Jen Ryjewski about the webinar she attended titled "Jerks with Homes," presented by Ryan Dowd. Ryjewski highly recommended the training.

Trustee Stapleton recommended the documentary *A Most Beautiful Thing*, which is about the first African American high school rowing team in the country.

**12. Adjournment.** President Graber adjourned the meeting at 9:08 p.m.

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

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Estimate</b>	<b>Revenues</b>	<b>Year-to-date Revenues</b>	<b>Balance</b>	<b>Prct Rcvd</b>
4101 Current Property Taxes	5,497,919.00	5,539,446.81	5,539,446.81	-41,527.81	100.76
4109 Prior Year Property Taxes	100.00	17.20	17.20	82.80	17.20
4313 Personal Property Replacement Tax	51,500.00	63,702.69	63,702.69	-12,202.69	123.69
4410 Sales of Materials	9,900.00	1,837.04	1,837.04	8,062.96	18.56
4502 Charges For Services	20,000.00	42,742.48	42,742.48	-22,742.48	213.71
4509 Fees For Non-Residents	16,000.00	13,742.00	13,742.00	2,258.00	85.89
4571 Rental Fees	4,000.00	880.00	880.00	3,120.00	22.00
4581 Fines	33,000.00	11,114.45	11,114.45	21,885.55	33.68
4590 Cost Recovered For Services	10,000.00	8,662.58	8,662.58	1,337.42	86.63
4620 State, Operational Grants	61,516.00	61,516.25	61,516.25	-0.25	100.00
4711 Investment Income	7,500.00	2,688.00	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	16,618.40	16,618.40	-11,618.40	332.37
<b>Grand Totals</b>	<b>5,716,435.00</b>	<b>5,762,967.90</b>	<b>5,762,967.90</b>	<b>-46,532.90</b>	<b>100.81</b>

glExpObj  
02/19/2021 11:50AM  
Periods: 0 through 14

## Expenditures by Object Report

FY 2020 - Final

Page: 4

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

---

**Grand Totals**

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



glExpObj  
02/19/2021 11:50AM  
Periods: 0 through 14

## Expenditures by Object Report

FY 2020 - Final

Page: 15

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

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5101 Salaries, Exempt	1,594,544.25	1,618,420.41	1,618,420.41	0.00	-23,876.16	101.5
5104 Bonus	0.00	6,515.22	6,515.22	0.00	-6,515.22	0.0
5111 Salaries, Non-Exempt	251,401.02	430,819.85	430,819.85	0.00	-179,418.83	171.3
5119 Part-Time Employee Wages	1,252,673.30	1,014,891.45	1,014,891.45	0.00	237,781.85	81.0
5131 IMRF Pension Contributions	232,934.78	239,342.19	239,342.19	0.00	-6,407.41	102.7
5133 Medicare Contributions	44,929.98	43,196.52	43,196.52	0.00	1,733.46	96.1
5134 Social Security Contributions	192,114.36	184,516.86	184,516.86	0.00	7,597.50	96.0
5190 Life Insurance	1,044.00	928.20	928.20	0.00	115.80	88.9
5191 Health Insurance	415,774.44	381,969.87	381,969.87	0.00	33,804.57	91.8
5195 Optical Insurance	1,989.69	1,758.93	1,758.93	0.00	230.76	88.4
5197 Dental Insurance	34,239.11	30,709.69	30,709.69	0.00	3,529.42	89.6
5210 Supplies	97,450.00	81,651.59	81,651.59	0.00	15,798.41	83.7
5251 Maintenance Supplies	18,550.00	40,427.65	40,427.65	0.00	-21,877.65	217.9
5280 Small Tools & Equipment	31,100.00	23,663.13	23,663.13	0.00	7,436.87	76.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	5,249.30	5,249.30	0.00	2,250.70	69.9
5303 Seminars, Conferences & Meetings	34,050.00	15,860.38	15,860.38	0.00	18,189.62	46.5
5308 Recognition Program-Staff	5,000.00	3,974.58	3,974.58	0.00	1,025.42	79.4
5315 Professional Services	60,000.00	56,825.09	56,825.09	0.00	3,174.91	94.7
5322 Personnel Recruitment	1,000.00	1,116.39	1,116.39	0.00	-116.39	111.6
5323 Special Legal	6,000.00	2,354.00	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	107,316.87	107,316.87	0.00	-1,816.87	101.7
5380 Printing Services	24,800.00	18,429.00	18,429.00	0.00	6,371.00	74.3
5391 Telephone	17,000.00	19,011.36	19,011.36	0.00	-2,011.36	111.8
5392 Postage	25,500.00	16,530.38	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	13,337.83	13,337.83	0.00	5,662.17	70.2
5420 Insurance - Other Policies	43,125.00	50,491.00	50,491.00	0.00	-7,366.00	117.0
5430 Building Maintenance Services	91,550.00	66,654.49	66,654.49	0.00	24,895.51	72.8

glExpObj  
02/19/2021 11:50AM  
Periods: 0 through 14

## Expenditures by Object Report

FY 2020 - Final

Page: 16

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

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5450 Cleaning Services	80,000.00	69,564.36	69,564.36	0.00	10,435.64	86.9
5461 Utilities	25,250.00	11,527.90	11,527.90	0.00	13,722.10	45.6
5470 Other Equipment Repair And Maintenance	12,000.00	16,238.91	16,238.91	0.00	-4,238.91	135.3
5481 Rentals	15,500.00	17,384.60	17,384.60	0.00	-1,884.60	112.1
5620 Recoverables	4,000.00	384.85	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	92.00	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	52,616.04	52,616.04	0.00	7,383.96	87.6
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,800.00	242,494.82	242,494.82	0.00	-15,694.82	106.9
5852 Print Materials	345,250.00	292,265.56	292,265.56	0.00	52,984.44	84.6
5853 Audiovisual Materials	147,725.00	105,411.15	105,411.15	0.00	42,313.85	71.3
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	65,573.41	65,573.41	0.00	18,426.59	78.0
5880 Intangible Assets (Software)	52,000.00	54,216.65	54,216.65	0.00	-2,216.65	104.2
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	350,000.00	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
<b>Grand Totals</b>	<b>6,016,294.93</b>	<b>5,753,732.48</b>	<b>5,753,732.48</b>	<b>0.00</b>	<b>262,562.45</b>	<b>95.6</b>

DOWNERS GROVE LIBRARY
DRAFT
1/31/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,064,432	\$ 992,221
FUND BALANCE	1,022,050	\$ 992,221

Revenue by Object Report  
  
Village of Downers Grove  
1/1/2021 through 1/31/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,553,474.00	0.00	0.00	5,553,474.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	0.00	100.00	0.00
4313 Personal Property Replacement Tax	51,500.00	10,918.48	10,918.48	40,581.52	21.20
4410 Sales of Materials	2,000.00	5.00	5.00	1,995.00	0.25
4502 Charges For Services	10,000.00	278.24	278.24	9,721.76	2.78
4509 Fees For Non-Residents	8,000.00	705.00	705.00	7,295.00	8.81
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	171.25	171.25	-171.25	0.00
4590 Cost Recovered For Services	7,500.00	1,339.69	1,339.69	6,160.31	17.86
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	72,589.00	0.00	0.00	72,589.00	0.00
4711 Investment Income	7,500.00	2.08	2.08	7,497.92	0.03
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,785.42	1,785.42	3,214.58	35.71
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,719,663.00</b>	<b>15,205.16</b>	<b>15,205.16</b>	<b>5,704,457.84</b>	<b>0.27</b>

glExpObj  
02/19/2021 11:37AM  
Periods: 1 through 1

## Expenditures by Object Report

Page: 4

Village of Downers Grove  
1/1/2021 through 1/31/2021

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	1,228,100.00	21,692.94	21,692.94	0.00	1,206,407.06	1.7
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	1,228,100.00	21,692.94	21,692.94	0.00	1,206,407.06	1.7

glExpObj  
01/29/2021 9:36AM  
Periods: 1 through 1

## Expenditures by Object Report

Page: 17

Village of Downers Grove  
1/1/2021 through 1/31/2021

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5101 Salaries, Exempt	1,632,295.29	122,461.65	122,461.65	0.00	1,509,833.64	7.5
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,378.38	25,378.38	0.00	304,415.27	7.7
5119 Part-Time Employee Wages	1,218,289.29	94,365.39	94,365.39	0.00	1,123,923.90	7.7
5131 IMRF Pension Contributions	288,300.11	21,744.33	21,744.33	0.00	266,555.78	7.5
5133 Medicare Contributions	46,115.48	3,451.82	3,451.82	0.00	42,663.66	7.4
5134 Social Security Contributions	197,183.45	14,759.23	14,759.23	0.00	182,424.22	7.4
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	1,283.40	77.35	77.35	0.00	1,206.05	6.0
5191 Health Insurance	454,937.29	33,338.02	33,338.02	0.00	421,599.27	7.3
5195 Optical Insurance	2,520.47	146.15	146.15	0.00	2,374.32	5.8
5197 Dental Insurance	38,120.25	2,541.55	2,541.55	0.00	35,578.70	6.6
5210 Supplies	98,000.00	3,564.91	3,564.91	0.00	94,435.09	3.6
5251 Maintenance Supplies	21,750.00	60.66	60.66	0.00	21,689.34	0.2
5280 Small Tools & Equipment	29,600.00	893.17	893.17	0.00	28,706.83	3.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	500.00	500.00	0.00	7,000.00	6.6
5303 Seminars, Conferences & Meetings	28,110.00	1,828.42	1,828.42	0.00	26,281.58	6.5
5308 Recognition Program-Staff	5,000.00	213.09	213.09	0.00	4,786.91	4.2
5315 Professional Services	62,000.00	850.00	850.00	0.00	61,150.00	1.3
5322 Personnel Recruitment	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5323 Special Legal	6,000.00	0.00	0.00	0.00	6,000.00	0.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	14,585.00	14,585.00	0.00	96,190.00	13.1
5380 Printing Services	24,800.00	2,172.00	2,172.00	0.00	22,628.00	8.7
5391 Telephone	17,000.00	455.93	455.93	0.00	16,544.07	2.6
5392 Postage	25,500.00	6,000.00	6,000.00	0.00	19,500.00	23.5
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	1,900.00	1,900.00	0.00	17,100.00	10.0

## Expenditures by Object Report

Village of Downers Grove  
1/1/2021 through 1/31/2021

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5420 Insurance - Other Policies	70,700.00	57,215.00	57,215.00	0.00	13,485.00	80.9
5430 Building Maintenance Services	91,500.00	4,767.82	4,767.82	0.00	86,732.18	5.2
5450 Cleaning Services	80,000.00	44.15	44.15	0.00	79,955.85	0.0
5461 Utilities	24,250.00	1,233.27	1,233.27	0.00	23,016.73	5.0
5470 Other Equipment Repair And Maintenance	11,500.00	24.52	24.52	0.00	11,475.48	0.2
5481 Rentals	15,500.00	0.00	0.00	0.00	15,500.00	0.0
5620 Recoverables	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	58,000.00	11,219.99	11,219.99	0.00	46,780.01	19.3
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	227,800.00	8,210.00	8,210.00	0.00	219,590.00	3.6
5852 Print Materials	345,500.00	7,023.17	7,023.17	0.00	338,476.83	2.0
5853 Audiovisual Materials	147,200.00	1,203.78	1,203.78	0.00	145,996.22	0.8
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	0.00	0.00	0.00	60,000.00	0.0
5880 Intangible Assets (Software)	52,000.00	577.32	577.32	0.00	51,422.68	1.1
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>6,207,823.68</b>	<b>442,806.07</b>	<b>442,806.07</b>	<b>0.00</b>	<b>5,765,017.61</b>	<b>7.1</b>

<b>Vendor Totals</b>				
<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
000195 AIR FILTER ENGINEERS, INC.	1	859.45	0.00	859.45
000265 ALL AMERICAN PAPER CO	1	485.00	0.00	485.00
018213 AMAZON CAPITAL SERVICES, INC.	1	450.40	0.00	450.40
000322 AMAZON.COM	1	1,995.39	0.00	1,995.39
000403 AT&T	1	266.50	0.00	266.50
020734 AUDREY RA DESIGN	1	300.00	0.00	300.00
000672 BAKER & TAYLOR - L0217582	78	20,037.35	0.00	20,037.35
019652 BEST QUALITY CLEANING	2	10,820.00	0.00	10,820.00
000829 BLACKSTONE AUDIOBOOKS	17	2,161.33	0.00	2,161.33
020753 CARL EARL LAMBERT, JR. MD	1	500.00	0.00	500.00
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC.	6	7,393.51	0.00	7,393.51
008323 CENGAGE LEARNING	7	818.13	0.00	818.13
001276 CENTER FOR THE STUDY OF SERVIC	1	450.00	0.00	450.00
001277 CENTER POINT PUBLISHING	3	409.26	0.00	409.26
013822 CHRISTINE THORNTON	1	250.00	0.00	250.00
001459 CINTAS CORPORATION #344	4	872.45	0.00	872.45
001553 COMCAST CABLE COMMUNICATION, INC.	1	341.56	0.00	341.56
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	690.10	0.00	690.10
002056 DEMCO, INC.	1	227.13	0.00	227.13
002356 DOWNERS GROVE ROTARY CLUB	1	75.00	0.00	75.00
002359 DOWNERS GROVE SANITARY DIST.	2	114.77	0.00	114.77



<b>Vendor Totals</b>				
<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
017328 ELM USA, INC.	1	412.45	0.00	412.45
020758 ERICA R. BOUGH	1	225.00	0.00	225.00
005572 FIA CARD SERVICES, N.A.	14	11,665.72	0.00	11,665.72
009775 FINDAWAY WORLD, LLC	2	577.39	0.00	577.39
017510 FIRST COMMUNICATIONS, LLC	1	457.39	0.00	457.39
016977 GARVEY'S OFFICE PRODUCTS, INC.	3	555.01	0.00	555.01
020721 GENE HA	1	200.00	0.00	200.00
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	2	394.49	0.00	394.49
008770 GRAINGER	1	109.90	0.00	109.90
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &	1	1,280.28	0.00	1,280.28
020757 J. KEVIN CHAPMAN	1	150.00	0.00	150.00
010993 KENT ADHESIVE PRODUCTS COMPANY	1	61.71	0.00	61.71
020720 KEVIN J. WOOD	1	250.00	0.00	250.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	330.00	0.00	330.00
004928 LAKESHORE LEARNING MATERIALS	1	155.92	0.00	155.92
015812 LINSENMEYER, ERIN	1	16.00	0.00	16.00
005333 MANUFACTURERS NEWS, INC.	1	226.90	0.00	226.90
019714 MARTINA MATHISEN	1	200.00	0.00	200.00
005613 MEDLIN COMMUNICATIONS, INC.	1	703.11	0.00	703.11
020722 MICHAEL NIKSIC	1	360.00	0.00	360.00
005866 MIDWEST TAPE	12	6,110.11	0.00	6,110.11

<b>Vendor Totals</b>				
<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
020739 MURPHY SECURITY SOLUTIONS	1	7,695.00	0.00	7,695.00
006161 NICOR GAS	1	1,061.69	0.00	1,061.69
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
012499 OVERDRIVE, INC.	2	4,967.04	0.00	4,967.04
006698 PRINT SMART	3	328.57	0.00	328.57
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
019977 READSQUARED	1	1,595.00	0.00	1,595.00
020030 RGW CONSULTING, LLC	1	2,083.00	0.00	2,083.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	6	180.81	0.00	180.81
007517 SCHOLASTIC LIBRARY PUBLISHING	1	1,847.00	0.00	1,847.00
007676 SIGNS NOW	3	620.10	0.00	620.10
020469 SWK TECHNOLOGIES, INC.	1	10.00	0.00	10.00
017439 TINA BEAIRD	1	150.00	0.00	150.00
008391 TODAY'S BUSINESS SOLUTIONS	1	57.76	0.00	57.76
010471 TWIST OFFICE PRODUCTS	1	310.11	0.00	310.11
015177 ULINE	1	145.23	0.00	145.23
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32
019873 VALLEY ELECTRICAL CONTRACTORS, INC.	1	836.00	0.00	836.00
014795 WELLS STREET POPCORN	1	200.00	0.00	200.00
<b>Grand Total:</b>	<b>213</b>	<b>97,971.48</b>	<b>0.00</b>	<b>97,971.48</b>

## INVOICES OF NOTE

For Library Board Meeting on February 24, 2021

020734	Audrey Ra Design (Virtual Program Payment)	\$300.00
019652	Best Quality Cleaning (January and February Building Cleaning Service)	\$10,820.00
020753	Carl Earl Lambert, Jr. MD (Virtual Program Payment)	\$500.00
013822	Christine Thornton (Virtual Program Payment)	\$250.00
020758	Erica R. Bough (Virtual Program Payment)	\$225.00
020721	Gene Ha (Virtual Program Payment)	\$200.00
020757	J. Kevin Chapman (Virtual Program Payment)	\$150.00
020720	Kevin J. Wood (Virtual Program Payment)	\$250.00
019714	Martina Mathisen (Virtual Program Payment)	\$200.00
020722	Michael Niksic (Virtual Program Payment)	\$360.00
020739	Murphy Security Solutions (D-Tech Lockers Down Payment)	\$7,695.00
017439	Tina Beaird (Virtual Program Payment)	\$150.00

*Vendor Totals*

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
000672 BAKER & TAYLOR - L0217582	5	337.52
013544 GOOGLE, INC.	1	8.87
<b><u>Grand Total:</u></b>	<b><u>6</u></b>	<b><u>346.39</u></b>

### Library Credit Card Details for the February 24, 2021 Board Meeting

Julie Milavec				
971	5210 Supplies	USB Extension Cables, VGA and DVI Cables	\$	33.28
971	5303 Seminars, Mtgs, & Conferences	Chamber630 Webinar	\$	10.00
971	5315 Professional Services	DEI Consulting - Monthly Payment	\$	2,083.00
			<b>Total</b>	<b>\$ 2,126.28</b>
Katelyn Vabalaitis				
978	5280 Small Tools & Equipment	Contact Adhesive	\$	36.95
			<b>Total</b>	<b>\$ 36.95</b>
Ian Knorr				
978	5210 Supplies	Labor Law Posters	\$	37.90
978	5251 Maintenance Supplies	Heated Jackets	\$	510.78
978	5280 Small Tools & Equipment	Spotlight Supplies, Extra Keys for Book Drops	\$	49.63
978	5303 Seminars, Mtgs, & Conferences	2021 OSHA Training	\$	214.38
978	5430 Building Maintenance Services	LED Wall Sconce, Irrigation Contract	\$	1,948.50
978	5470 Other Equipment Repair & Maint	LED Lamps, Emergency Flood Lights	\$	874.27
			<b>Total</b>	<b>\$ 3,635.46</b>
Elizabeth Matkowski				
972	5280 Small Tools & Equipment	Chess Table	\$	339.99
972	5852 Print Materials	Books	\$	61.58
974	5210 Supplies	Office Supplies	\$	14.99
			<b>Total</b>	<b>\$ 416.56</b>
Karen Bonarek				
972	5315 Professional Services	Documentary for Virtual Program	\$	299.00
			<b>Total</b>	<b>\$ 299.00</b>
Amelia Prechel				
972	5852 Print Materials	Adult & Teen Services Book	\$	19.99
972	5853 AV Materials	Adult & Teen Services DVD	\$	14.98
977	5210 Supplies	Supplies	\$	43.61
			<b>\$</b>	<b>78.58</b>
Sharon Hrycewicz				
973	5210 Supplies	Paper for Programs	\$	47.00
973	5853 AV Materials	Kit Replacements	\$	243.06
			<b>Total</b>	<b>\$ 290.06</b>
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	447.14
973	5852 Print Materials	Black History Month Giveaway Books	\$	109.16
			<b>Total</b>	<b>\$ 556.30</b>
Allyson Renell				
972	5210 Supplies	Program Supplies	\$	171.00
973	5210 Supplies	Program Supplies	\$	127.22
973	5852 Printed Materials	Children's Materials	\$	447.71
			<b>Total</b>	<b>\$ 745.93</b>

Christine Lees				
972	5210 Supplies	Program supplies	\$	34.93
974	5210 Supplies	Office Supplies	\$	348.30
974	5280 Small Tools & Equipment	Thermal Pouch Board Laminator Kit	\$	132.73
			<b>Total</b>	<b>\$ 515.96</b>
Paul Regis				
975	5210 Supplies	Office Supplies, Envelopes	\$	66.56
975	5280 Small Tools & Equipment	SD Cards, iPhone Cables, Keyboard Sleeves, Printers	\$	540.30
975	5770 Capital Equipment	Server Cables, Server Memory	\$	933.82
975	5880 Intangible Assets	Zoom, Google Drive, Capacity Counter	\$	407.17
			<b>Total</b>	<b>\$ 1,947.85</b>
Grace Goodwyn				
			<b>Total</b>	<b>\$ -</b>
Cynthia Khatri				
976	5407 Advertising & Public Relations	ASCAP License, New Resident Greeter Program	\$	277.02
			<b>Total</b>	<b>\$ 277.02</b>
Jen Ryjewski				
971	5308 Recognition Program-Staff	Thank You Flowers	\$	47.12
			<b>Total</b>	<b>\$ 47.12</b>
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	642.65
973	5210 Supplies	Program Supplies	\$	50.00
			<b>Total</b>	<b>\$ 692.65</b>
			<b>Library Credit Card February 2021 Totals</b>	<b>\$ 11,665.72</b>

PAYROLLS FOR JANUARY 2021

JANUARY 15	\$118,909.61
JANUARY 29	\$123,295.81
TOTAL JANUARY 2021 PAYROLLS	\$242,205.42

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 24, 2021**

**Agenda Item 8A**

**2021 Flat Roof Replacement Project Bid Award**

The next project based on the Capital Needs Assessment Report 2017-2027, as revised by Capital Assessment Report Reordered Projects 2018, is replacement of the flat portion of the library roof. The estimated \$991,467 total project cost is included in the 2021 budget for the Library Capital Replacement Fund. This includes architectural fees and construction management, as well as the construction portion to be awarded.

Construction Manager Jason Perkunas from Shales McNutt Construction and Building Operations Director Ian Knorr conducted required pre-bid meetings on January 27 & 28. All bidders were required to attend one pre-bid meeting. Bids were opened on February 10, with 7 bids received. Jason and Ian met with representatives from the lowest responsible bidder, G.E. Riddiford Company Inc., to review the bid and project. The project will take approximately 6 weeks to complete, beginning April 1, weather permitting. Representatives of liquid membrane manufacturer Tremco will be on-site three times per week to ensure proper installation. The first two years will be warranted by installer G.E. Riddiford Company and the remaining 28 years by manufacturer Tremco.

Recommended Action: Award project bid to G.E. Riddiford Company Inc. as detailed in the Shales McNutt Recommendation to Award.



## BID PACKAGE #07A - Roofing Renovation Work

BIDDERS	BOND	ADDENDUM	BASE BID	Alternate 1	Alternate 2	Alternate 3	Alternate 4
				Removal and Replacement of Existing Roof Drains	Replacement of Existing Roof Hatch	Credit for the Removal and Reinstallation of Coping and Standing Seam Wall Panels	Credit for the Framing and Sheathing Replacement at EPDM "Gutters"
Bennett and Brosseau Roofing	Yes	1 and 2 Acknowledged	\$ 572,000	\$ 42,000	\$ 5,500	\$ (12,000)	\$ (18,000)
Malcor Roofing of Illinois, Inc.	Yes	1 and 2 Acknowledged	\$ 585,700	\$ 36,000	\$ 3,850	\$ (23,000)	\$ (34,682)
Anthony Roofing	Yes	1 and 2 Acknowledged	\$ 635,550	\$ 132,857	\$ 8,000	\$ (10,000)	\$ (30,000)
Combined Roofing	Yes	1 and 2 Acknowledged	\$ 764,800	\$ 88,000	\$ 8,900	\$ (44,000)	\$ (23,000)
G.E. Riddiford Company, Inc	Yes	1 and 2 Acknowledged	\$ 548,985	\$ 46,000	\$ 6,000	\$ (23,000)	\$ (2,000)
Knickerbocker Roofing	Yes	1 and 2 Acknowledged	\$ 596,000	\$ 44,000	\$ 6,300	\$ (10,300)	\$ (17,800)
DCG Roofing Solutions	Yes	1 and 2 Acknowledged	\$ 705,868	\$ 58,880	\$ 7,985	\$ (29,600)	\$ (16,550)



February 19, 2021

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

Re: Downers Grove Public Library Interior Renovations

Subject: Recommendation to Award Bids

Dear Julie:

Based on the bids received on February 10, 2021, we recommend awarding contracts to the following firms for the Downers Grove Public Library Interior Renovations Work with the Acceptance of Alternate 3 which are listed below:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid w/ Alt. 3</u>
07A	Roofing Work – G.E Riddiford Company Inc. (7 Bids)	\$525,985

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the February 10, 2021 bid opening with base bid amounts and alternate costs is attached.

The following alternates were included in the bids. Alternates 3 has been accepted and alternates 1, 2, and 3 have been rejected.

<u>No.</u>	<u>Description</u>	<u>Alternate Price</u>
1.	Removal and Replacement of Existing Roof Drains	\$46,000.00
2.	Replacement of Existing Roof Hatch	\$ 6,000.00
3.	Credit for Removal & Reinstallation of Existing Sheetmetal in Areas 1, 2, & 5	(\$23,000.00)
4.	Credit for the Substrate Framing and Sheathing in Areas 4 & 6	(\$ 2,000.00)

Please indicate the Library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,  
SHALES MCNUTT CONSTRUCTION

Jason Perkunas  
Project Manager

Approved:  
Downers Grove Public Library

\_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Ian Knorr, Downers Grove Public Library  
Dan Pohrte, Product Architecture and Design  
Alex Krug, Product Architecture and Design  
John Shales, SMC Construction Services  
Nicole Frohling, SMC Construction Services



Downers Grove Public Library Roof Renovation Project February 19, 2021		
Trade Contractor Cost with Bonds with Acceptance of Alternate #3		Cost
BP-07A - Roofing Work		\$ 525,985
	<b>Subtotal</b>	<b>\$ 525,985</b>
SMC Field/Office Administration		\$ 32,025
General Requirements 3%		\$ 18,328
Construction Fee & Insurance 5.25%		\$ 32,073
SMC Preconstruction		\$ 10,500.00
Architectural Fees		\$ 33,000
Infrared Scan/Coring		\$ 3,200
Knickerbocker Coring Cost		\$ 1,733
	<b>Subtotal</b>	<b>\$ 130,859</b>
Exterior Painting Allowance		\$ 5,000
Exterior Glazing Replacement and Investigative Work		\$ 14,700
Construction Contingency		\$ 75,000
Permit		TBD
	<b>Subtotal</b>	<b>\$ 94,700</b>
<b>Total Projected Project Cost</b>		<b>\$ 751,544</b>
<b>Amount Budgeted in Building Assessment</b>		<b>\$ 991,467</b>
<b>Amount Under Budget</b>		<b>\$ (239,923)</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 24, 2021**

**Agenda Item 8B**

**Bibliotheca Annual Service and Maintenance Agreement Renewal**

The annual support and maintenance contact for Bibliotheca renews in May. This contract covers many important systems including self-checks, automated materials handler (aka AMH or sorter), RFID workstations, and credit card swipe equipment, as well as on-going software needed for those systems. Hardware covered includes:

- 3 material handling inductions (2 interior book return slots and 1 workroom return site)
- 4 material handling conveyance sites (conveyer belts on the sorter)
- 1 material handling controller (server used to run the sorter)
- 4 materials handling sortation units (to push books to bins along conveyer belt)
- 7 self-check stations
- 7 credit card swipes
- 6 RFID workstations (for encoding tags placed on materials)

Subscription software includes:

- Enterprise Command Center (reporting and control)
- CompriseST Fines & Fees (self-check fine and fee payments)

Without a service agreement, technician visits are billed at \$675 per visit, plus \$250 per hour. If a part needs to be replaced, the cost of the part is additional. The annual service contract includes all service calls, parts and labor, and two annual tune ups for the sorter.

The maintenance on the 6 new self-checkout stations purchased in 2020 is pro-rated to reflect the first year of maintenance included in the purchase price. For that reason, this renewal is \$36,961.97, lower than the prior year's \$42,028.92 cost. The cost will increase next year to reflect full cost of the self-check stations for that year.

**Recommended Action:** Approve of the Bibliotheca Annual Service and Maintenance Agreement in an amount of \$36,961.97

Quote Date: 2/15/2021  
Quote Number: QUO-158645-F2R4

## Service & Maintenance/Extended Warranty Quote

### Invoice To:

Downers Grove Public Library - Main  
Christine Lees  
Assistant Manager, Circulation Services  
1050 Curtiss Street  
Downers Grove IL 60515  
US

clees@dglibrary.org  
Tel: 630-960-1200 x4264

### System Main Location:

Downers Grove Public Library  
Christine Lees  
Assistant Manager, Circulation Services  
1050 Curtiss Street  
Downers Grove IL 60515  
US

Contract Number: US-102323-Z6F7  
Term: 5/6/2021 - 5/5/2022  
Renewal and Consolidation

Item ID	Item Type	Quantity	Sale Price (USD)	Sub Total
SUP000002-000-US	ANNUAL SUPPORT & MAINTENANCE Contract Term: May 06, 2021 - May 05, 2022	1.000	\$36,961.97	\$36,961.97

**Total** \$36,961.97  
**(Less Sales Tax):**

### bibliothecca Contact:

Contract Team  
Service-renewals-us@bibliothecca.com  
Tel: 800-328-0067

### Terms & Conditions:

Service and Maintenance prices exclude any applicable sales tax. If tax-exempt, a copy of Tax Exemption Certificate is required with Purchase Order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice.

Quotes are good for 180 days.

## Service & Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #	Start Date	End Date	Price
Downers Grove Public Library - Main	RFID STF WKSTN:896	P1209553	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	RFID STF WKSTN:896	P1209552	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	RFID STF WKSTN:896	P1209551	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	RFID STF WKSTN:896	P1209550	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	RFID STF WKSTN:896	P1209549	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	RFID STF WKSTN:896	P1209548	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	AMH Sortation:2850 FX	28500423	5/6/2021	5/5/2022	\$729.59
Downers Grove Public Library - Main	AMH Sortation:2850 FX	28500422	5/6/2021	5/5/2022	\$729.59
Downers Grove Public Library - Main	AMH Sortation:2850 FX	28500421	5/6/2021	5/5/2022	\$729.59
Downers Grove Public Library - Main	AMH Sortation:2850 FX	28500420	5/6/2021	5/5/2022	\$729.59
Downers Grove Public Library - Main	AMH Conveyance:2860 FX	28600243L	5/6/2021	5/5/2022	\$697.07
Downers Grove Public Library - Main	AMH Conveyance:2860 FX	28600242R	5/6/2021	5/5/2022	\$697.07
Downers Grove Public Library - Main	AMH Conveyance:2863 FX	28630087	5/6/2021	5/5/2022	\$697.07
Downers Grove Public Library - Main	AMH Induction:2820	28200224	5/6/2021	5/5/2022	\$4,044.51
Downers Grove Public Library - Main	AMH Induction:2820	90100135	5/6/2021	5/5/2022	\$4,044.51
Downers Grove Public Library - Main	AMH Induction:2830	28500423	5/6/2021	5/5/2022	\$3,656.89
Downers Grove Public Library - Main	AMH Controller:2855 FX	28550151	5/6/2021	5/5/2022	\$2,411.23
Downers Grove Public Library - Main	AMH Conveyance:2860 FX	28600239R	5/6/2021	5/5/2022	\$697.07
Downers Grove Public Library - Main	Command Center:Enterprise	90100340	5/6/2021	5/5/2022	\$1,850.63
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000150	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000149	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000148	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000147	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000146	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000143	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	Comprise Annual Subscription	234151000142	5/6/2021	5/5/2022	\$599.00
Downers Grove Public Library - Main	selfCheck 500D desktop kiosk	B15995	5/6/2021	5/5/2022	\$1,299.00
Downers Grove Public Library - Main	bibliothecca RFID workstation™ 120V	P12R000514	5/6/2021	5/5/2022	\$199.00
Downers Grove Public Library - Main	selfCheck 500D desktop kiosk	B15152	6/30/2021	5/5/2022	\$1,103.26
Downers Grove Public Library - Main	selfCheck 500 full height kiosk	B17096	6/30/2021	5/5/2022	\$1,103.26
Downers Grove Public Library - Main	selfCheck 500 full height kiosk	B17123	6/30/2021	5/5/2022	\$1,103.26
Downers Grove Public Library - Main	selfCheck 500 full height kiosk	B14998	6/30/2021	5/5/2022	\$1,103.26
Downers Grove Public Library - Main	selfCheck 500 full height kiosk	B17095	6/30/2021	5/5/2022	\$1,103.26
Downers Grove Public Library - Main	selfCheck 500 full height kiosk	B17114	6/30/2021	5/5/2022	\$1,103.26
Downers Grove Public Library - Main	libraryConnect devices, 1 year subscription, 6-15 devices	License	5/6/2021	5/5/2022	\$1,743.00



# Service & Maintenance/Extended Warranty Quote

## Terms & Conditions Continued:

### WHAT IS COVERED:

**Hardware:** In consideration of payment of the agreement price, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

**Software:** In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

**WHAT IS NOT COVERED:** The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

**RENEWAL:** This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

**ENTIRE AGREEMENT:** This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

**Submit Purchase Order by fax to 1-877-689-2269 or by email to [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com).**

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBUARY 24, 2021**

**Agenda Item 9A**

**COVID-19 Response and Phased Reopening Plan**

At the January 27, 2021 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 newest draft of DGPL's COVID-19 Response and Reopening Phasing Plan is dated February 17, 2021 and includes dates of implementation of phases.

On February 1, 2021, DGPL returned to Phase 3, Limited Public Service, Limited Hours, with the same parameters as prior implementations of this Phase. 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. Visits are limited to 1 hour per person, per day. Computer sessions are 45 minutes per person, per day and may be reserved in advance. There is no seating except at computers during computer sessions. 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. Curbside service continues, with curbside service spaces reduced from 3 to 2 spaces. Due to the volume of curbside service, the Curtiss Street entrance was not reopened to the public until February 8, 2021. Door Monitors are stationed at each entrance to track capacity and ensure masks are in place upon entering. Staff continue to work remotely as duties and schedules permit.

On February 3, 2021, Illinois Region 8 (DuPage and Kane Counties) moved out of Resurgence Mitigations and back to Phase 4: Revitalization of the Restore Illinois plan. Mask requirements and social distancing remain in place. Meeting, social event, and gathering size allowed is 50 people or 50% of room capacity, whichever is less. Capacity limits are 50% for retail establishments. Use of Meeting, Conference, and Study Rooms for quarantine of items, storage of furniture, and socially distanced staff workspaces is under review. RAILS (Reaching Across Illinois Library System) will reduce its quarantine requirement to 24 hours as of February 24, 2021, based on the latest research showing that COVID-19 mainly spreads through respiratory droplets in the air. More information on this research is available on the RAILS COVID-19 Pulse Page: <https://www.railslibraries.info/issues/178451>

As of this writing, on Monday, March 1, DGPL will move to its Phase 4, Restoring Services and Hours. Visits limits will increase to 2 hours per person, per day. 90-minute computer appointments, 1 per person per day, will be available with advanced



reservations strongly encouraged. The management team will review next steps in early March. These plans assume Region 8 remains in Phase 4: Revitalization of the Restore Illinois plan 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 reshelfed. 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, February 1, 2021-present)

**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, anticipated March 1, 2021)

**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: Restoring 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  
FEBRUARY 24, 2021**

**Agenda Item 10**

**Library Director's Report**

Equity, Diversity, and Inclusion Initiatives

On February 11, 2021, the management team participated in their first leadership training with RGW Consulting. The next is scheduled for February 23. The Board trainings are scheduled for April 6 and June 1. The final member of the Equity Advisory Team has agreed to serve as a community representative. The Team is:

JR Donasco, Circulation Clerk

Cavanaugh Gray, community representative

Cindy Khatri, Public Relations Manager

Barnali Khuntia, Board of Library Trustees

Emily Kiang, Circulation Clerk and RAILS EDI Committee member

Omar Martin, Computer Help Desk Associate

Van McGary, Adult & Teen Services Librarian

Julie Milavec, Library Director

Tricia Thompson, Circulation Supervisor

Pastor Andi Voinovich, community representative

Vaccinations for Library Workers

Illinois Department of Public Health has not released a full listing of the vaccination group 1c, but preliminary CDC guidance includes library workers as "other essential workers" in COVID-19 vaccine Phase 1c. Some counties in Illinois included library workers in Phase 1b, but DuPage County was not one of those.

Aspen Discovery Platform Pilot Project

Aspen Discovery Platform Pilot Project rescheduled the launch of the beta test catalog to patrons to March 1. However, the software update to Aspen on February 15 did not resolve many of the issues encountered by staff in testing. Patron usability testing in February included some patron volunteers from Downers Grove. Public Relations Manager Cindy Khatri observed the usability testing and reported that patrons preferred the Aspen Discovery Platform to the current catalog.

Illinois Public Library Per Capita Grant Application

The Illinois Public Library Per Capita Grant Application is included in your packet. The application has been completely revised, now focusing on direct reporting on progress toward the checklists included in *Serving Our Public 4.0: Standards for Illinois Public*

Submitted by Julie M. Milavec  
February 19, 2021

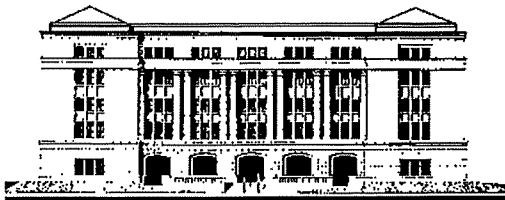
*Libraries.* It no longer includes varying requirements for completion by library boards and staff each year.

#### Strategic Plan Review

The final report on Strategic Plan 2017-2020 will be presented at the March regular Board meeting.

#### Census 2020 Commendation

DGPL received a certificate of recognition as member of the 2020 Census Community Partnership and Engagement Program, for support that helped the Chicago Region achieve the highest self-response rate of all regions and exceeding the national self-response rate. Kudos to the staff who worked with our regional Census folks to support their efforts, especially Adult Programming Coordinator Karen Bonarek.



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: Downers Grove Public Library City: Downers Grove  
Control Number: 30236 Branch Number: 00  
Fiscal Year: 2019 Exact amount of Per Capita Grant received: \$61,516.25

### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☒ Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

The Downers Grove Public Library used the entire amount of the FY2019 Illinois Public Library Per Capita Grant for the purchase of books, audiovisual materials, and electronic resources for public use. Use of Per Capita grant monies on library materials ensures DGPL meets Core 21 of Serving Our Public 4.0: Standards for Illinois Public Libraries.

☐ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ Personnel

☐ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

☐ Continuing Education (staff and/or board)

☐ Supplies

☐ Equipment (office equipment, computer software and hardware, etc.)

☐ Travel

☐ Public Relations (newsletters, media ads, etc.)

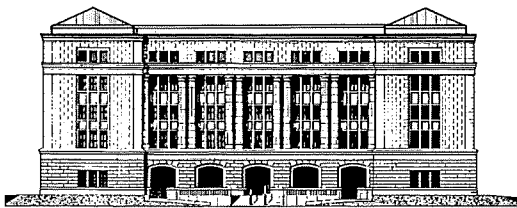
☐ Telecommunications (phone, fax, internet, cable, etc.)

☐ Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

☐ Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)





**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 South Second Street, Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** Downers Grove Public Library

**Library's Control Number:** 30236 **Branch Number:** 0 **Today's Date:** 01/31/20

**Contact information of the person completing this grant application:**

**Preparer's Name:** Julie Milavec  
*(First Name)* *(Last Name)*

**Preparer's Title:** Library Director

**Preparer's Phone Number:** (630) 960-1200

**Preparer's Email Address:** jmilavec@dglibrary.org

- ☒ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 49,213

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Downers Grove Public Library (DGPL) is on its way to meeting all components of the Core Standards in 2021. Since the new edition of Standards was released, it was reviewed by Board and staff. Core standards 13, 15, 21, and 23 identified areas in which DGPL needed new or updated documents and processes. Action to meet all standards began immediately. A new disaster prevention and recovery plan is under development (Core 13). A library director annual performance review process was created and implemented (Core 15). In 2021, the Illinois Public Library Annual Report statewide percentage analysis will replace the previous Standards percentages for use the library's budget process (Core 21). Development of a new Strategic Plan will begin in 2021, which will include a review of facilities, collections, and services to ensure that they meet community needs in quantity, time, and manner (Core 13 & 23).

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

DGPL meets all components of the Governance and Administration checklist.

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

DGPL meets all components of the Personnel checklist.

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

DGPL meets all components of the Access checklist to the best of its ability. All parking available adjacent to and nearby the library's single, downtown location is owned and maintained by the Village of Downers Grove, of which DGPL is a component unit. Development of a new Strategic Plan will begin in 2021.

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

DGPL meets all components of the Building Infrastructure and Maintenance checklists to the best of its ability. All parking available adjacent to and nearby the library's single, downtown location is owned and maintained by the Village of Downers Grove, of which DGPL is a component unit. DGPL's Capital Needs Assessment 2017-2027 provides a roadmap for capital projects through 2027.

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

DGPL will meet all components of the Safety checklist in early 2021, when its updated emergency manual and disaster prevention and recovery plan, including a prioritization list for salvage, are completed.

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

DGPL meets all components of the Collection Management checklist.

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

DGPL meets all components of the System Membership Responsibilities and Resource Sharing checklist.

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

DGPL meets all components of the Reference Service checklist and all but one of the Reader's Advisory Service checklist. Not all staff responsible for Reader's Advisory Service are a part of at least one community organization, club, or council. Multiple staff across departments and from all levels of the organization hold some responsibility for Reader's Advisory Service. Efforts will be made in 2021 to meet this component, dependent on staffing levels.

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

DGPL meets all components of the Programming checklist.

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

DGPL meets all components of the Youth/Young Adult Services checklist.

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

DGPL meets all components of the Technology checklist, except one: The library develops and updates, at regular intervals, a long range/strategic plan for its technology needs. This will be addressed in the Strategic Plan process in 2021.

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

DGPL meets all components of the Marketing, Promotion, and Collaboration checklist.



## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The Downers Grove Public Library plans to use the entire amount of any Per Capita grant for the purchase of books, audiovisual materials, and electronic resources for public use. Use of Per Capita grant monies on library materials will ensure DGPL meets Core 21: As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the Illinois Public Library Annual Report statewide percentages analysis.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 24, 2021**

**Department Reports – January 2021**

**Administration – Jen Ryjewski**

- Finished and submitted the Libraries Transform Communities Engagement Grant, which invites libraries to submit applications for a community engagement project that focuses on anti-racism. The funds requested will be directly applied to our equity work.
- Held bimonthly Person In Charge (PIC) meeting to check in with the team, review PIC back up procedures, and discuss how to handle FOIA requests and First Amendment audits.
- Attended In Service Day with our host and presenter, Reesheda Graham Washington, where we launched our library-wide EDI initiative.
- Submitted content to the Illinois Library Association Best Practices Committee, which focuses on EDI work as it pertains to library policies, operations, and administration.
- Worked on compiling data for the Illinois Public Library Annual Report (IPLAR), assisted by Executive Assistant Katelyn Vabalaitis.
- Attended quarterly Assistant Directors meeting as a function of Reaching Across Illinois Library System (RAILS), where we discussed reopening to the public and programs and services other libraries are currently offering.
- Attended the all-staff training for the Aspen Discovery Pilot Project to prepare for the Aspen catalog beta test tentatively scheduled to launch March 3.
- Helped coordinate the Versiti Blood Drive.

**Adult & Teen Services – Lizzie Matkowski**

- January programs for Adults & Teens included: Don't Pay the College Sticker Price; Pickup Program: Pendant Necklaces; How to Grow Your Home Business; Start the New Year with Meditation; Pickup Program: Teen Coping Cards; Maker Mondays 2 Go: Pom Pom Penguins; and How to Understand PPP Loans for Business.
- ATS staff Nancy, Karen, and Van applied for the NEA Big Read Grant. They will announce whether we are awarded the grant in the spring.
- Tax forms arrived and are available for patrons and Nancy and Cindy updated the tax information page on the library's website.
- The Winter Bingo Challenge for Adults and Teens launched thanks to the hard work of Karen and Amanda in ATS.

### **Children's Services – Allyson Renell**

- The library's Winter Reading Program started January 4 and this year's program is Winter Bingo. The Kids Room has two different programs, one for children birth-Kindergarten (Read-to-Me) and one for older children in grades 1-8 (Readers). Patrons are encouraged to use the library's Readsquared program to complete activities, but a paper/email option is available. Like with true bingo, if patrons complete five activities in a row they win! For the first two boards they receive prizes and any additional boards earn raffle tickets. The program runs through the end of February.
- The Kids Room's annual bookmark contest started in January, which allows students to submit their own bookmark design. Because the library was closed during January, students could submit their entries via email. Winners are selected in February with winning bookmarks printed and displayed in the Kids Room for other children to take.
- The Kids Room's pick-up programs and Discovery Bags continued to be popular through January.
- The Kids Room worked hard during the last week of January to return the department to tip-top condition in anticipation of the library's reopening to the public on February 1.

### **Circulation Services – Christine Lees**

- We gathered information from three vendors about outside locker systems for 24/7 holds pick-up. We determined D-Tech offered the best value for money and the specifications we required. We are thrilled that the Library Board approved the purchase of the locker system! Thank you Library Board for your support of our library and serving our patrons!
- Christine Lees was interviewed by Crystal Vela from SWAN about our best practices for curbside service for a SWAN-wide report.
- In January, we served 7,386 cars via curbside service!
- As a department, we created our 2021 Circulation Department Goals. As always, many of our goals are patron service focused but this year we thought it was important to include a wellness goal for ourselves. Our goal is to make personal and professional wellness a priority so we can serve ourselves and our patrons at the highest caliber our patrons have come to expect.
- All Circulation Department staff attended the two-hour Aspen Pilot Training sessions. We are excited to see this product roll out!
- Much prep work was done by the whole team to ensure a smooth reopening to the public on February 1. I am so proud of the Circulation staff reliance and can-do attitude!

### **Information Technology – Paul Regis**

- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis interviewed strong applicants for the Computer Help Desk Associate opening. The position was offered to Whitney Martin, who currently works at the Villa Park Public Library and is working towards an MLIS. Welcome to DGPL, Whitney!
- One of the library servers went down early in the month (a failsafe for a failsafe, well, failed). Paul worked with SWK Technologies on a replacement server and a more modern configuration. While inopportune, a server replacement was scheduled for this year. Library services were not disrupted.
- IT staff met virtually to discuss the plans to reopen to the public in February. Many of the procedures and policies from the initial reopening way back in May will be used once again – 45-minute computer sessions, increased free prints to limit the handling of physical currency, etc.

### **Public Relations – Cindy Khatri**

- PR worked on the library's reopening for February 1, including: new, larger signage; press release; updates to the website; social media posts.
- PR prepared to launch Black History Month initiatives, including: the webpage (/celebrate) that will change regularly for featured celebration months, meetings about programming, Grace Goodwyn (Graphic Design and Display Coordinator) created a printable guide on programming and book bundle images, Brian Ruane (Marketing Content Coordinator) set up the schedule for promotion of book bundles and programming.
- Cindy Khatri, PR Manager, began preparing the Aspen catalog for the beta launch, including modifying themes, adding placards and browse categories, and testing the catalog's search functionality.
- Cindy attended the EQDG and Outwards Journey meeting to discuss support of the LGBTQIA community.
- All staff members attended the in-service day (a huge hit) and the Aspen all-staff training webinar.
- Cindy organized and hosted the first BIPOC support group meeting for library employees.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- Work continues on the Aspen Catalog Pilot project. The beta catalog launch was pushed back from February 1 to March 3 in order to allow time to address found issues before making the catalog accessible to patrons.
- A statistics recalibration was undertaken in January to ensure the collection counts reported monthly match overall with the Integrated Library System (ILS) Symphony database. This process fixes miscounts caused by human error and provides an opportunity to flag other data entry errors for correction. This process

found the overall counts from the ILS and our spreadsheets were within 0.5% of each other for ATS collection, and within 0.3% of each other for the Kids Room collection. Approximately 2,000 records were flagged for follow up.

- The Access Services department was able to donate several large boxes of processing supplies that we no longer use to other libraries via the RAILS Free/For Sale/Wanted listings.

#### Inventory and Cataloging

- For ATS collection in January: added 868 print items, 275 AV items; discarded 548 print and 391 AV items.
- For Kids Room collection in January: added 744 print items and 55 AV items; discarded 205 print and 99 AV items.
- 4 new puzzles were added to the ATS board game collection. 11 new Playaways were added to the Kids Room Collection.
- We claimed 21 magazines that did not arrive as anticipated.
- 8 original cataloging records were created in January.

#### Reclassification and Repairs

- Volume information was added to all of our yearbook collection records in January.
- Repaired 664 ATS and Kids Room books and audiovisual items in January.
- Reclassified 189 ATS and Kids Room items in January.

#### Staff Training and Professional Development

- Amy Prechel attended SWAN's 'Using Library Lockers: a Panel Discussion' on Thursday, January 7.
- Nora Mastny attended SWAN Cataloging Advisory on January 7.
- Nora and Amy attended the In-Charge staff meeting on January 12.
- All Access staff attended the annual In-Service on Friday, January 15.
- Amy attended Aspen Pilot Project meetings on Mondays, January 11, 18, and 25. Additionally, there were follow up meetings with the DGPL team leads on Tuesday, January 19 and Wednesday, January 20, and an all staff training Wednesday the 27th. Nora also completed the all staff training.
- Nora attended a SLUI Planning Meeting on January 20 and the SWAN Fireside Chat on January 26.
- Amy and MaryKellie Marquez continued working curbside shifts to help meet the staffing demand.

#### **Facilities Services – Ian Knorr**

- E-recycling was picked up. The next pickup will be held in May/June.
- Art pieces were moved and electric was ran by John and Ian for new LED spot lights.
- New book drops were installed.
- Ian installed new scone lighting in the lobby and north entrance.
- The RTU filters were replaced.

- Ian held pre-bid meetings with Shales McNutt. We had 13 bidders show across two days.
- Ian had a department meeting with Julie and Jen.
- Ian and John worked the doors for blood drive.

January						
Circulation	JAN 21	%	JAN 20	%	JAN 19	%
<b>Checkouts</b>						
Selfchecks	476	2%	40,385	72%	40,004	73%
Staff desk	21,994	98%	15,637	28%	14,775	27%
<b>Total checkouts</b>	<b>22,470</b>		<b>56,022</b>		<b>54,779</b>	
<b>Renewals</b>						
Auto Renewals	17,074		28,625		30,697	
Selfchecks	0		13		13	
Staff desk (incl. phone)	222		303		272	
Patron renwals on website	559		563		486	
BookMyne	1		19		18	
BlueCloud Mobile/Web services (22 & 11)	118		61			
<b>Total renewals</b>	<b>17,974</b>		<b>29,584</b>		<b>31,486</b>	
<b>Total item checkout and renewals</b>	<b>40,444</b>		<b>85,606</b>		<b>86,265</b>	
<b>Digital Circulation</b>	<b>13,222</b>		<b>9,859</b>		<b>8,699</b>	
<b>Total Circulation</b>	<b>53,666</b>		<b>95,465</b>		<b>94,964</b>	
<b>Reserves Processed</b>						
Received from ILL	7,682		6,441		7,050	
ILL sent	6,762		5,735		4,975	
OCLC requests processed	147		252		265	
<b>Gate Count</b>						
North	1,517		26,098		23,754	
South	11,162		13,401		11,778	
<b>Total</b>	<b>12,679</b>		<b>39,499</b>		<b>35,532</b>	
<b>Curbside Count</b>	<b>7,386</b>		<b>x</b>		<b>x</b>	
<b>Registrations</b>						
New resident library Cards	119		172		138	
New fee cards	6		4		10	
Professional Development Hours	320		262	In-service day		
Cost of Professional Development	\$0		\$0			

**Circulation**

	Jan 2020	Jan 2021	YTD Totals			
Adult	48,851	23,203	48,851	23,203		
Teen	1,435	1,324	1,435	1,324		
Children	35,307	15,915	35,307	15,915		
Download	9,859	13,222	9,859	13,222		
<b>Total</b>	<b>95,452</b>	<b>53,664</b>	<b>95,452</b>	<b>53,664</b>	-41,788	-43.8%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	16,102	69.40%	1,840	7.93%	4,576	19.72%	685	2.95%	23,203
Teen	1,244	93.96%	34	2.57%	24	1.81%	22	1.66%	1,324
Children	13,822	86.85%	450	2.83%	1,110	6.97%	533	3.35%	15,915
<b>Total</b>	<b>31,168</b>	<b>77.07%</b>	<b>2,324</b>	<b>5.75%</b>	<b>5,710</b>	<b>14.12%</b>	<b>1,240</b>	<b>3.07%</b>	<b>40,442</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	120,494	75.85%	15,636	9.84%	15,916	10.02%	6,809	4.29%	158,855
Children	79,985	86.11%	2,841	3.06%	8,216	8.85%	1,841	1.98%	92,883
<b>Total</b>	<b>200,479</b>	<b>79.64%</b>	<b>18,477</b>	<b>7.34%</b>	<b>24,132</b>	<b>9.59%</b>	<b>8,650</b>	<b>3.44%</b>	<b>251,738</b>

**Book Collection**

	Jan 2020	Jan 2021	YTD Totals		YTD Difference	
Adult	115,230	120,494				
Children	76,429	79,985				
<b>Total</b>	<b>191,659</b>	<b>200,479</b>	<b>191,659</b>	<b>200,479</b>	8,820	4.6%

**Audio Collection**

	Jan 2020	Jan 2021	YTD Totals		YTD Difference	
Adult	15,064	15,636				
Children	2,721	2,841				
<b>Total</b>	<b>17,785</b>	<b>18,477</b>	<b>17,785</b>	<b>18,477</b>	692	3.9%

**Video Collection**

	Jan 2020	Jan 2021	YTD Totals		YTD Difference	
Adult	15,964	15,916				
Children	8,088	8,216				
<b>Total</b>	<b>24,052</b>	<b>24,132</b>	<b>24,052</b>	<b>24,132</b>	80	0.3%

**Miscellaneous Collection**

	Jan 2020	Jan 2021	YTD Totals		YTD Difference	
Adult	7,168	6,809				
Children	1,847	1,841				
<b>Total</b>	<b>9,015</b>	<b>8,650</b>	<b>9,015</b>	<b>8,650</b>	-365	-4.0%



**Rooms & Spaces**

	Jan 2020	Jan 2021				
Community Use of Rooms	1,279	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	147	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>1,426</b>	<b>0</b>	<b>YTD Totals</b>	<b>0</b>	<b>YTD Difference</b>	
						<b>-1,426 -100.0%</b>

**Programs Offered**

	Jan 2020	Jan 2021				
Library Programs Offered						
Adult	20	6				
Teen	6	1				
Children	68	0				
Outreach Programs Offered						
Adult	16	0				
Teen	2	0				
Children	36	0				
Passive Programs Offered						
Adult	4	7				
Teen	5	13				
Children	6	23				
<b>Programs Offered Total</b>	<b>163</b>	<b>50</b>	<b>YTD Totals</b>	<b>50</b>	<b>YTD Difference</b>	
						<b>-113 -69.3%</b>

**Programs Attended**

	Jan 2020	Jan 2021				
Library Program Attendance						
Adult	290	138				
Teen	87	30				
Children	1,638	0				
Outreach Programs Attendance						
Adult	211	0				
Teen	25	0				
Children	747	0				
Passive Programs Attendance						
Adult	131	103				
Teen	62	246				
Children	213	962				
<b>Programs Attendance Total</b>	<b>3,404</b>	<b>1,479</b>	<b>YTD Totals</b>	<b>1479</b>	<b>YTD Difference</b>	
						<b>-1,925 -56.6%</b>
Virtual Program Hours Viewed		124		124		

## Statistics for January 2021 (FY Jan-Dec)

**Visits**

	Jan 2020	Jan 2021				
Gate Count	39,499	12,679				
Curbside Pickup	0	7,386				
Locker Pickup	0	0	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>39,499</b>	<b>20,065</b>	<b>39,499</b>	<b>20,065</b>	-19,434	-49.2%

**One-on-Ones**

	Jan 2020	Jan 2021				
Book-a-Tech	42	15				
Notary	43	0	YTD Totals		YTD Difference	
<b>Total</b>	<b>85</b>	<b>15</b>	<b>85</b>	<b>15</b>	-70	-82.4%

**Computer User Sessions**

	Jan 2020	Jan 2021				
Adult	3,170	2				
Children	1,092	0	YTD Totals		YTD Difference	
<b>Total</b>	<b>4,262</b>	<b>2</b>	<b>4,262</b>	<b>2</b>	-4,260	-100.0%
Wireless Sessions	2,468	50	2,468	50	-2,418	-98.0%

**Website Views**

	Jan 2020	Jan 2021	YTD Totals		YTD Difference
Total Views	0	27,533	0	27533	27533

**The Cupboard**

	Jan 2021	YTD Totals
Donations Received	399	399