DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 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 by online participation or by phone during the meeting, 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, Mar 24, 2021 7:30 PM - 9:00 PM (CDT)

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AGENDA

1. Call to Order

2. Roll Call

3. Welcome to Visitors

4. Approval of Minutes
    a. February 24, 2021 Regular Meeting   Requested Action: Approval

5. Financial Matters
    a. February 2021 Financial Report
    b. March 2021 Invoices   Requested Action: Approval

6. Public Comment on Agenda Items

7. Public Comment on Other Library Business

8. New Business
    a. Elara Engineering Electrical Relay Panel Project Proposal
        Requested Action: Approval
    b. Update to General Policy, Section 2.13.4 Security Cameras, Retention of Digital Images   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
FEBRUARY 24, 2021, 7:30 P.M.
ONLINE VIA GOTO MEETING

DRAFT MINUTES

1. **Call to Order**. President Graber called the meeting to order at 7:30 p.m.

2. **Roll Call**. Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

   Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr, John Shales from Shales McNutt Construction, Jason Perkunas from Shales McNutt Construction, Alex Krug from Product Architecture + Design.

3. **Welcome to Visitors**. President Graber welcomed visitors and thanked them for their interest in the library.

4. **Approval of Minutes**.
   a. January 27, 2021 Regular Meeting. Trustee Khuntia noted that her name was spelled wrong in Section 5b. It was moved by Stapleton and seconded by Gigani THAT the Minutes of the January 27, 2021 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

5. **Financial Matters**.
   a. Final 2020 Year End Financial Report. Library Director Milavec presented the report. Revenues stood at 100.81% collected, which was great to see in such a difficult year. Capital expenditures, which included the masonry project that came in far under budget, were at 53% of budgeted expenditures. All 2020 projects plus additional work was done for that amount. Operating expenditures finished at 95.6% spent, which was decently under budget.

   b. January 2021 Financial Report. Library Director Milavec presented the report. At the end of January, the library was 8.3% into fiscal year 2021. Revenue was at 0.27% collected, which is typical due to the regular tax collection timetable. For the Capital Replacement Fund, expenditures were at 1.7%, which was for pre-bid work done by the construction management firm and architects in preparation for the roof project. Milavec highlighted the Data Processing Services expenditure line, which was at 13.1% spent due to quarterly and annual fees, such as SWAN fees. She also noted the Postage

expenditure line at 23.5% spent, which was due to postage paid in advance for the Discoveries newsletters. The Insurance – Other Policies expenditure line was at 80.9% spent, due to the LIRA package for property and liability policies, which is an annual cost that comes in January every year. Capital Equipment was at 19.3% spent due to a necessary server replacement.

    c. <u>February 2021 Invoices</u>. It was moved by Humphreys and seconded by Dougherty THAT the payment of February 2021 Operating Fund invoices totaling $97,971.48, the acceptance of February 2021 credit memos totaling $346.39, and the ratification of January 2021 payrolls totaling $242,205.42 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. <u>Roof Replacement Project Bid Award</u>. Jason Perkunas from Shales McNutt presented the Recommendation to Award as well as the bid numbers to the Board. He noted that there were seven bidders and numbers came in close. The Recommendation to Award included an alternate for the removal of sheet metal. Jason and Building Operations Director Ian Knorr met with Riddiford Roofing, who are one of the top installers of the Tremco roofing system. They understood the scope and phases of the project. The overcall cost report showed the project coming in $250,000 under what was budgeted in the initial building assessment.

    It was moved by Khuntia and seconded by Gigani THAT the Roof Replacement Project Bid be awarded to G.E. Riddiford Company Inc.
Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

    b. <u>Bibliotheca Annual Service and Maintenance Agreement Renewal</u>. Library Director Milavec presented the annual agreement renewal, which included the automated material handler, induction points, conveyer system, sorting stations, self-checks, RFID stations, and the software to power all of the components. It also included two preventative maintenance tune-ups as well as any additional service required. The total cost is less than last year due to the purchase of new self-check machines last year that came with one-year warranties still in effect.

It was moved by Dougherty and seconded by Khuntia THAT the Bibliotheca Annual Service and Maintenance Agreement in the amount of $36,961.97 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business**.
    a. <u>COVID-19 Response and Phased Reopening Plan</u>. The library had a fairly smooth reopening on February 1. At the time of the meeting, there were a number of patrons banned for repeated mask violations. Reduced hours remain with visits set at a maximum of one hour per day with 45-minute computer sessions. The Curtiss Street entrance was also reopened and there have been door monitors at each entrance to monitor capacity. The plan is to move to Phase 4 on March 1, which includes increasing visit times to two hours and PC sessions to 90 minutes. On March 3, the Management Team will be discussing next steps, including reintroducing tables and chairs. RAILS reduced material quarantine time to 24 hours, which allowed quarantined materials to be moved back to the Circulation workroom. The Meeting Room is now open and undergoing a refresh, with the removal of wallpaper and fresh paint to match the staff lounge. The divider wall is also being refreshed.

    It was moved by Gigani and seconded by Stapleton 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. The leadership team has had two of its four sessions with Reesheda Graham Washington to work on Equity, Diversity, and Inclusion training. The next step is to get the Equity Advisory Team meetings scheduled. Staff are working on diversity audits of the collections, books being used for book discussions, booklists, etc. Staff are working to keep an equity lens when creating items and selecting for the collection. A staff member brought forward the idea of a land acknowledgement and using it for library programming and on the library's website. Staff reached out to the Downers Grove Historical Museum to begin the process. Milavec received the final word from the DuPage County Health Department that they will not be including library workers in Group 1b for vaccinations. Frontline library workers are anticipated to be included in Group 1c. The Aspen Discovery beta catalog should appear on the library's website sometime in early March. It will be a little button in the upper right hand corner of the library's main web page. Usability testing shows that patrons really like this new catalog. The Illinois Public Library Per Capita Grant application has been submitted and a copy is included in the Board Packet. Assistant Library Director Jen Ryjewski just submitted the Illinois Public Library Annual Report to the state library and a copy will be included in next month's packet. Milavec thanked the

Board for their support and sympathy during the past month with her father's passing.

11. **Trustee Comments and Requests for Information**.
President Graber thinks the library has a very strong Equity Advisory Team assembled and asked if the Team will be discussing ideas and offering recommendations to the Board. Library Director Milavec responded that the number one task of the Equity Advisory Team is to create the Equity Strategic Plan. Moving forward, they will be shepherding the library through that process, evaluating how it is going, and determining and taking the next steps.

Trustee Stapleton thanked Trustee Barnali Khuntia for serving on the Equity Advisory Team.

Trustee Humphreys noted that many buildings in the area had leaky roofs over the last couple of weeks due to heavy snow and subsequent melting. He asked if there were any issues at the library. Building Operations Director Ian Knorr noted that at this time, there have been no issues.

Trustee Humphreys is thrilled that Cavanaugh Gray is a member of the Equity Advisory Team. He is also happy to hear about the land acknowledgement discussion and is hoping for library programming around that to acknowledge the source of our land and engage the community in talking about it. He is getting his second vaccine shot on Saturday.

Trustee Stapleton had an idea to offer a community event for recycling batteries.

Trustee Dougherty does not know all of the library managers well and she appreciates the way the department reports are written and how she can hear their voices come through the report. She also commented on circulation and programming data and noted that next month we will begin comparing COVID data between this pandemic year and last. Looking at last year versus other libraries, do we know if we are comparable to other libraries in our region during the pandemic? Library Director Milavec noted that the library uses data from SWAN to compare area libraries and DGPL has been one of the busiest libraries during this time. Typically, libraries in the pandemic range have been running at about 60% of circulation.

12. **Adjournment**. President Graber adjourned the meeting at 8:30 p.m.

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	$ 652,000	$ 992,260
FUND BALANCE	609,172	$ 992,260

glRevObj
03/12/2021   10:24AM
Periods: 2 through 2

Revenue by Object Report

Page: 11

Village of Downers Grove
2/1/2021   through   2/28/2021

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
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	40.41	10,958.89	40,541.11	21.28
4410 Sales of Materials	2,000.00	168.98	173.98	1,826.02	8.70
4502 Charges For Services	10,000.00	414.25	692.49	9,307.51	6.92
4509 Fees For Non-Residents	8,000.00	3,102.00	3,807.00	4,193.00	47.59
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	137.08	308.33	-308.33	0.00
4590 Cost Recovered For Services	7,500.00	819.34	2,159.03	5,340.97	28.79
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	2.63	4.71	7,495.29	0.06
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	0.00	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
Grand Totals	5,719,663.00	4,684.69	19,889.85	5,699,773.15	0.35

Expenditures by Object Report

Village of Downers Grove
2/1/2021   through   2/28/2021

Grand Totals

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

Expenditures by Object Report

Village of Downers Grove
2/1/2021   through   2/28/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,632,295.29	124,539.07	247,000.72	0.00	1,385,294.57	15.1
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,365.24	50,743.62	0.00	279,050.03	15.3
5119 Part-Time Employee Wages	1,218,289.29	91,937.70	186,303.09	0.00	1,031,986.20	15.2
5131 IMRF Pension Contributions	288,300.11	21,989.24	43,733.57	0.00	244,566.54	15.1
5133 Medicare Contributions	46,115.48	3,445.23	6,897.05	0.00	39,218.43	14.9
5134 Social Security Contributions	197,183.45	14,730.90	29,490.13	0.00	167,693.32	14.9
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	154.70	0.00	1,128.70	12.0
5191 Health Insurance	454,937.29	34,366.96	67,704.98	0.00	387,232.31	14.8
5195 Optical Insurance	2,520.47	149.94	296.09	0.00	2,224.38	11.7
5197 Dental Insurance	38,120.25	2,603.58	5,145.13	0.00	32,975.12	13.5
5210 Supplies	98,000.00	5,158.71	8,723.62	0.00	89,276.38	8.9
5251 Maintenance Supplies	21,750.00	3,206.38	3,267.04	0.00	18,482.96	15.0
5280 Small Tools & Equipment	29,600.00	2,379.88	3,273.05	0.00	26,326.95	11.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	75.00	575.00	0.00	6,925.00	7.6
5303 Seminars, Conferences & Meetings	28,110.00	224.38	2,052.80	0.00	26,057.20	7.3
5308 Recognition Program-Staff	5,000.00	47.12	260.21	0.00	4,739.79	5.2
5315 Professional Services	62,000.00	7,050.00	8,156.55	0.00	53,843.45	13.1
5322 Personnel Recruitment	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5323 Special Legal	6,000.00	330.00	330.00	0.00	5,670.00	5.5
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	0.00	14,585.00	0.00	96,190.00	13.1
5380 Printing Services	24,800.00	0.00	2,172.00	0.00	22,628.00	8.7
5391 Telephone	17,000.00	1,909.77	2,365.70	0.00	14,634.30	13.9
5392 Postage	25,500.00	0.00	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	700.99	2,600.99	0.00	16,399.01	13.6

Expenditures by Object Report

Village of Downers Grove
2/1/2021   through   2/28/2021

Grand Totals *[Continued]*

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5420 Insurance - Other Policies	70,700.00	0.00	57,215.00	0.00	13,485.00	80.9
5430 Building Maintenance Services	91,500.00	2,164.82	6,932.64	0.00	84,567.36	7.5
5450 Cleaning Services	80,000.00	11,692.45	11,736.60	0.00	68,263.40	14.6
5461 Utilities	24,250.00	1,176.46	2,409.73	0.00	21,840.27	9.9
5470 Other Equipment Repair And Maintenance	11,500.00	984.17	1,008.69	0.00	10,491.31	8.7
5481 Rentals	15,500.00	690.10	690.10	0.00	14,809.90	4.4
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	8,777.73	19,997.72	0.00	38,002.28	34.4
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	227,800.00	11,108.96	19,318.96	0.00	208,481.04	8.4
5852 Print Materials	345,500.00	22,107.51	29,130.68	0.00	316,369.32	8.4
5853 Audiovisual Materials	147,200.00	8,289.60	9,493.38	0.00	137,706.62	6.4
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	7,695.00	7,695.00	0.00	52,305.00	12.8
5880 Intangible Assets (Software)	52,000.00	1,856.06	2,433.38	0.00	49,566.62	4.6
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,207,823.68	416,830.30	859,892.92	0.00	5,347,930.76	13.8

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
015079 SHALES MC NUTT, LLC	1	10,500.00	0.00	10,500.00
Grand Total:	1	10,500.00	0.00	10,500.00

S* = Automatic Summary

INVOICES OF NOTE

Capital Replacement Fund

| 015079 | Shales Mc Nutt, LLC (Preconstruction for Roof Project) | $10,500.00 |

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
019152 ALLCOMM SYSTEMS, INC.	1	425.00	0.00	425.00
000322 AMAZON.COM	1	1,509.33	0.00	1,509.33
000428 ANDERSON'S BOOKS, INC.	3	214.22	0.00	214.22
000403 AT&T	1	267.91	0.00	267.91
000672 BAKER & TAYLOR - L0217582	86	23,168.87	0.00	23,168.87
019652 BEST QUALITY CLEANING	1	5,410.00	0.00	5,410.00
016893 BIBLIOTHECA, LLC	5	40,060.88	0.00	40,060.88
000829 BLACKSTONE AUDIOBOOKS	12	955.39	0.00	955.39
017633 BONAREK, KAREN	1	150.00	0.00	150.00
001223 CASE LOTS, INC.	2	2,957.60	0.00	2,957.60
001264 CDW GOVERNMENT, INC.	1	2,204.36	0.00	2,204.36
008323 CENGAGE LEARNING	5	584.24	0.00	584.24
001277 CENTER POINT PUBLISHING	5	1,028.25	0.00	1,028.25
002319 CHAMBER630	1	93.75	0.00	93.75
001377 CHICAGO TRIBUNE	2	200.46	0.00	200.46
001459 CINTAS CORPORATION	5	922.00	0.00	922.00
020785 CODY CLARK	1	250.00	0.00	250.00
020040 COLE INFORMATION SERVICES	1	466.95	0.00	466.95
001553 COMCAST CABLE COMMUNICATION, INC.	1	347.55	0.00	347.55
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	618.69	0.00	618.69
002539 EBSCO SUBSCRIPTION SERVICES	2	1,397.04	0.00	1,397.04

S* = Automatic Summary

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	14	7,428.53	0.00	7,428.53
009775 FINDAWAY WORLD, LLC	3	236.21	0.00	236.21
017510 FIRST COMMUNICATIONS, LLC	1	455.93	0.00	455.93
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	3,580.00	0.00	3,580.00
002905 FRANCOTYP-POSTALIA,INC.	1	111.00	0.00	111.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	3	836.01	0.00	836.01
013544 GOOGLE, INC.	1	990.00	0.00	990.00
008770 GRAINGER	5	437.49	0.00	437.49
009102 HAGG PRESS, INC.	1	2,172.00	0.00	2,172.00
018411 HAYES MECHANICAL, LLC	1	457.00	0.00	457.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
017608 IMPACT NETWORKING, LLC	1	109.10	0.00	109.10
020782 K&J PAINTING, LLC	1	8,500.00	0.00	8,500.00
019583 MARIANNE BOECKENSTEDT	1	100.00	0.00	100.00
017280 MARTIN, JOHN	1	6.99	0.00	6.99
005866 MIDWEST TAPE	14	5,713.17	0.00	5,713.17
020783 MONICA G. CHAVEZ	1	200.00	0.00	200.00
006161 NICOR GAS	1	1,415.44	0.00	1,415.44
020031 ORANGEBOY, INC.	1	6,250.00	0.00	6,250.00
017535 OUR DIGITAL WORLD ORGANIZATION	1	1,346.35	0.00	1,346.35
012499 OVERDRIVE, INC.	2	4,945.22	0.00	4,945.22
006698 PRINT SMART	1	729.65	0.00	729.65
006716 PROQUEST, LLC	1	1,866.80	0.00	1,866.80

S* = Automatic Summary

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
020170 QUEST COLLEGE CONSULTING	1	400.00	0.00	400.00
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
020030 RGW CONSULTING, LLC	1	2,083.00	0.00	2,083.00
018123 ROONEY, NANCY	1	15.00	0.00	15.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	4	165.40	0.00	165.40
007517 SCHOLASTIC LIBRARY PUBLISHING	1	1,022.10	0.00	1,022.10
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75
007861 STEPHENS PLUMBING AND HEATING,	1	360.00	0.00	360.00
020469 SWK TECHNOLOGIES, INC.	3	672.50	0.00	672.50
020784 THE SHAKESPEARE PROJECT OF, CHICAGO	1	150.00	0.00	150.00
008391 TODAY'S BUSINESS SOLUTIONS	1	33.92	0.00	33.92
018357 TRAF-SYS, INC.	1	60.00	0.00	60.00
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32

| **Grand Total:** | 215 | 137,720.97 | 0.00 | 137,720.97 |

INVOICES OF NOTE

For Library Board Meeting on March 24, 2021

016893	Bibliotheca, LLC (Annual Service and Maintenance Contract)	$40,060.88
017633	Bonarek, Karen (Employee Reimbursement)	$150.00
020785	Cody Clark (Virtual Program Payment)	$250.00
020782	K&J Painting, LLC (Meeting Room Painting)	$8,500.00
019583	Marianne Boeckenstedt (Virtual Program Payment)	$100.00
020783	Monica G. Chavez (Virtual Program Payment)	$200.00
020031	Orangeboy, Inc. (Targeted Marketing Tracking Software)	$6,250.00
017535	Our Digital World Organization (Annual Database Subscription)	$1,346.35
006716	Proquest, LLC (Ancestry Database Renewal)	$1,866.80
020170	Quest College Consulting (Virtual Program Payment)	$400.00
020030	RGW Consulting, LLC (DEI Training Monthly Payment)	$2,083.00

Vendor Totals

Vendor	Number of Memos	Amount
000672 BAKER & TAYLOR - L0217582	2	20.56
Grand Total:	2	20.56

Library Credit Card Details for the March 24, 2021 Board Meeting

Julie Milavec

				Total $	-

Katelyn Vabalaitis

971	5210	Supplies	Headphone Jack Extender	$	4.99
971	5308	Recognition Program-Staff	Sympathy Basket	$	134.68
976	5407	Advertising & Public Relations	Rebrandly Subscription	$	270.89
978	5391	Telephone	Comcast - missed payment	$	331.20
				Total $	**741.76**

Ian Knorr

978	5210	Supplies	Heated Jacket - return shipping	$	6.09
978	5251	Maintenance Supplies	Heated Jackets	$	21.19
978	5280	Small Tools & Equipment	PC Mount	$	29.95
978	5470	Equipment Repair & Maintenance	Plexi Glass Guards	$	292.94
				Total $	**350.17**

Elizabeth Matkowski

972	5210	Supplies	Office Supplies	$	32.44
972	5280	Small Tools & Equipment	File Folders, Chess Pieces, Picture Holders for Tables	$	51.75
972	5303	Seminars, Mtgs, & Conferences	ARRT Membership Renewal	$	15.00
972	5853	AV Materials	Mahjong Tile Set	$	59.99
				Total $	**159.18**

Karen Bonarek

972	5210	Supplies	Program Supplies	$	261.93
972	5852	Printed Materials	2 Copies of The Paris Library	$	44.80
				Total $	**306.73**

Amelia Prechel

971	5302	Dues & Memberships	Amazon Prime Renewal	$	119.00
972	5852	Print Materials	The Chicago Cookbook	$	12.99
				$	**131.99**

Sharon Hrycewicz

971	5302	Dues & Memberships	ALA membership renewal	$	275.00
973	5210	Supplies	Batteries, Cardstock	$	47.84
973	5853	AV Materials	Anything Emporium Boxes, Binocular Box Materials	$	369.10
				Total $	**691.94**

Traci Skocik

973	5210	Supplies	Program Supplies	$	1,511.42
				Total $	**1,511.42**

Allyson Renell

973	5210	Supplies	Program Supplies	$	590.52
973	5303	Seminars, Mtgs, & Conferences	Reaching Forward Conference	$	346.30
				Total $	**936.82**

		Christine Lees				
973	5210	Supplies	Program supplies		$	41.38
974	5210	Supplies	Office Supplies		$	217.86
974	5303	Seminars, Mtgs, & Conferences	How To Guide Library Workers Class		$	49.00
				Total	$	308.24
		Paul Regis				
975	5210	Supplies	Keyboard Covers, Envelopes, Sticky Notes		$	61.87
975	5280	Small Tools & Equipment	Printer, SD Cards, Cables		$	173.12
975	5770	Capital Equipment	Server Memory		$	660.24
975	5880	Intangible Assets	Zoom, Google Drive, Capacity Counter		$	694.62
				Total	$	1,589.85
		Grace Goodwyn				
974	5210	Supplies	Labels		$	48.83
				Total	$	48.83
		Cynthia Khatri				
975	5880	Intangible Assets	Google storage		$	99.99
976	5407	Advertising & Public Relations	Stickers for Circulation Holds		$	17.30
				Total	$	117.29
		Jen Ryjewski				
971	5302	Dues & Memberships	ILA Membership Renewal		$	150.00
				Total	$	150.00
		Amanda Klenk				
972	5210	Supplies	Program Supplies		$	384.31
				Total	$	384.31

Library Credit Card March 2021 Totals $ 7,428.53

PAYROLLS FOR FEBRUARY 2021

FEBRUARY 12	$120,517.43
FEBRUARY 26	$121,324.58
TOTAL FEBRUARY 2021 PAYROLLS	$241,842.01

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 24, 2021

Agenda Item 8A

Elara Engineering Electrical Relay Panel Project Proposal

During the 2021 budget planning process, two projects were added to the Capital Needs Assessment 2017-2027: replacement of the electrical relay panels and upgrades to the existing elevator. The electrical relay panel replacement was prioritized for the 2021 budget due to the unavailability of replacement parts for existing panels. This project was budgeted at $75,000 of the total Library Capital Replacement Fund budget of $1,228,100 for 2021.

This proposal provides for the engineering, bid, and construction services of Elara Engineering for this project. The proposal includes electrical specifications and drawings, support for the public bid process, qualification of lowest responsible bidder, and sites visits during constriction. The library has an existing professional service relationship with Elara Engineering, including the Capital Needs Assessment 2017-2027, 2018 interior space renovation, and 2019 HVAC replacement project.

Incompatibility of existing wall switches, occupancy sensors, and daylight harvesting sensors with upgraded electrical relay panels was not anticipated in initial project cost estimates. The updated cost estimate for this project, including Elara's services and a 20% construction contingency is $94,500:
- Engineering Services $10,500
- Construction/Electrical $70,000
- Construction Contingency $14,000

With the Roof Replacement Project cost coming under budget by nearly $250,000, the overall Library Capital Replacement Fund will be under budget for 2021, despite the additional cost for this project. This project may also qualify for incentives, rebates, and grants under programs like the ComEd Energy Efficiency Program. All applicable incentives, rebates, and grants will be pursued to reduce project cost.

Building Operations Director Ian Knorr will attend the meeting to answer any questions you may have about this proposal and electrical relay panel replacement project in general.

Recommended Action: Approve the proposal from Elara Engineering for engineering, bid, and construction services in the amount of $10,500.

March 12, 2021

Mr. Ian Knorr
Building Operations Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

Re: Downers Grove Public Library Lighting Relay Panel Replacement - Engineering Proposal

Dear Ian,

Thank you for the opportunity to prepare this proposal for the engineering services associated with the replacement of existing lighting relay panels serving Downers Grove Public Library.

As you know, we already have existing familiarity with the major electrical infrastructure serving Downers Grove Public Library from our previous work at the site which has included the preparation of a Capital Assessment Report in 2017, an interior space renovation in 2018 and HVAC infrastructure upgrades in 2019.

In review, the Library is served by a dedicated 277/480V, 3-phase electrical service from Commonwealth Edison with power distributed to various loads throughout the library by a main distribution panel and step-down transformers for smaller loads. All lighting within the library is 277V.

Based on our existing familiarity with the building and recent site visit, we know that the building's interior and exterior lighting utilizes three (3) main relay panels labeled "A", "B" and "C" (pictured) manufactured by General Electric (GE): one (1) located in the first floor main pump room, one (1) in a first floor storage room and one (1) in the second floor electrical room. The existing relay panels interface with existing wall switches, occupancy sensors and daylight harvesting sensors through the facility for lighting control.

As we have discussed, the existing (3) lighting relay panels are aged and obsolete with replacement parts being difficult to obtain. Additionally, we understand there have been limited operational issues associated with the existing panels. As a result, we understand the Library has interest in replacing the (3) existing relay panels with new panels in the same location as existing and reusing existing wall switches, occupancy sensors and daylighting sensors wherever compatible. New switches and sensors will be installed where the existing are not found to be compatible with the new relay panels. Working with a local lighting manufacturer, the construction cost for this work is budgeted at approximately $70,000 exclusive of engineering and contingency.

We discussed other design options for replacement of the existing lighting relay panels including consideration for wireless systems and the installation of above-ceiling modules; however, these

options were ultimately rejected due to system reliability, cost and impact to existing finished spaces. Additionally, we are not aware of any existing wiring diagrams for the lighting control system further complicating the adaptation of the existing lighting to a new control strategy.

This proposal is, therefore, for the electrical engineering services necessary to replace the (3) lighting relay panels and non-compatible switches, occupancy sensors and daylighting sensors serving the existing lighting system at Downers Grove Public Library as described above. This work includes the preparation of permit/bid/construction documents and the performance of bidding and construction services. The following provides a more detailed description of these services:

Permit/Bid/Construction Documents

We will prepare electrical drawings and specifications setting forth the details necessary to obtain permit, secure competitive bidding and to construct the project as summarized above. These documents shall include the following:

1. Scope of Work for the Electrical portion of the project.
2. Electrical drawings depicting the demolition and installation of the new Electrical equipment/devices, conduit and wiring as applicable.
3. Electrical specifications as part of the drawing package.
4. Prime Contractor Instructions to Bidders and Bid Form.

The permit/bid/construction documents will be prepared identifying the electrical contractor as the prime contractor; all other contractors will be sub-contractors to the prime contractor. The successful contractor will be responsible for obtaining the project permit(s) utilizing the documentation prepared above.

Bid & Construction Services

Upon completion of the Permit/Bid/Construction Documents, we will assist the Library in obtaining and evaluating the bids from multiple prime contractors. We understand that this project requires a public bid process. Our bidding services include (as required) posting a bid advertisement, creating a project manual, posting project drawings on our ftp site, conducting (1) pre-bid meeting, clarifying the project for the bidders and responding to any questions during the bidding period. We will then assist in evaluating the bids to determine the lowest responsible bidder. Our evaluation of the bids is thorough and includes interviews with each of the low bid contractors for clarification and identification of value added items. We also include working with the Library's legal counsel in the preparation of an AIA contract for construction.

Additionally, we will include the following during construction:

1. We will provide stamped copies of the electrical construction documents for the Contractor's use in obtaining a permit as required.
2. We will respond to RFI's relative to the electrical design as applicable.
3. We will assist the successful contractor in addressing and resolving electrical coordination and design execution items.
4. We will review the electrical submittals and shop drawings for the project.
5. We will perform periodic site visits to review the successful contractors' work to ensure it meets the project design intent. At this time, we have included up to two (2) site visits during the course of construction which includes the preparation of a punch-list.

Construction Engineering Services is not the same as construction management. The successful prime contractor will be responsible for managing the project and coordinating all subcontractors. Elara will require the successful prime contractor to prepare a detailed schedule of the sequence and duration of each phase of work. Additionally, any schedule modifications will be developed and communicated by the prime contractor directly with management.

Fee

We propose to provide the engineering services identified above for a fixed fee of $10,500.00 exclusive of reimbursable expenses for printing, parking and expedited deliveries (these expenses are reimbursable at our cost).

Additional services outside the scope of this proposal will be invoiced at the hourly rate schedule applicable at the time of this proposal's acceptance. A current hourly rate schedule is available upon request.
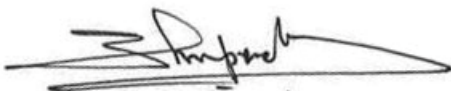
Our terms are one-third down payment with monthly progress bills, based on the percentage of work completed, due within thirty days of the date of the invoice or the unpaid balance subject to a 1% monthly finance charge.
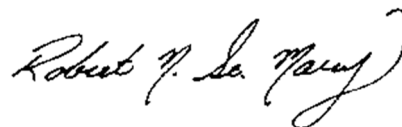
Clarifications

1. To facilitate our work, we will need access to the site for our walk-thru(s). We will schedule these site visit(s) ahead of time subject to approval by management.
2. We have excluded architectural and structural engineering as none is presently seen as being required.
3. We have excluded the survey of inaccessible locations (i.e. behind closed, occupied tenant/unit chase walls).
4. We have based this proposal on reuse of the existing light fixtures and control devices (switches, occupancy sensors and daylighting sensors) located throughout the building that are determined to be compatible with the new relay panels. Existing control devices that are not compatible will be replaced with new in the same location and serving the same lighting fixtures and wiring as existing.
5. We have excluded formal commissioning services.

Please indicate your acceptance of this proposal by signing below and forwarding and original to us. We look forward to continuing our work with you and Downers Grove Public Library and are available to review this proposal with you at your convenience.

Respectfully Submitted,

Bhupendra Tailor, PE
(Licensed in AZ, CA, MD)
Associate Principal
Elara Engineering

Robert N. St. Mary
Project Engineer
Elara Engineering

Accepted by: _____ Date: _____

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 24, 2021

Agenda Item 8B

Update to General Policy, Section 2.13.4 Security Cameras, Retention of Digital Images

General Policy, Section 2.13 Security Cameras provides policies governing the use of security cameras in the library and on library grounds. Recently, we have upgraded and added security cameras, including HD cameras. When reviewing retained security images, it became apparent that the duration of our retention has been impacted by the changes.

The following change would bring the policy into alignment with the actual capability of the security camera system. Deletions are ~~struckthrough~~. Additions are highlighted.

2.13.4 Retention of Digital Images
Recordings shall be kept for approximately ~~30~~ 3-10 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident. The storage media shall be kept in a secure area. In situations involving banned patrons, stored still images or selected portions of the recorded data relating to specific incidents may be shared with staff library-wide.

Recommended Action: Approve update to General Policy, Section 2.13.4 Security Cameras, Retention of Digital Images as presented.

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 24, 2021

Agenda Item 9A

COVID-19 Response and Phased Reopening Plan

At the February 24, 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 COVID-19 Response and Reopening Phasing Plan draft dated March 18, 2021 includes dates of implementation of phases.

On March 1, 2021, DGPL returned to Phase 4, Recovery of Hours and Services. Visits will be limited to 2 hours per person, per day. 90-minute computer appointments, 1 per person per day, will be available with advanced reservations strongly encouraged. 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. 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 the patron will be asked to leave for the day. Staff at all levels are empowered to enforce proper mask wearing. Door Monitors are stationed at each entrance to track capacity and ensure masks are in place upon entering. Curbside service continues, with 2 curbside service spaces and reduced staffing. Staff continue to work remotely as duties and schedules permit.

Illinois Region 8 (DuPage and Kane Counties) remain in 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. At this time, the DuPage County Public Health Department (DCPH) does not consider library workers eligible for vaccination in Group 1b as community educators. Under the Center for Disease Control (CDC) guidelines, library workers will be eligible for vaccination in Group 1c as other essential workers. DCPH has not yet released information on Group 1c eligibility.

As of this writing, on Monday, March 22, DGPL will add a limited number of study tables with chairs, available for one 90-minute walk-in, same day reservation per person, per day. Meeting, Conference, and Study Rooms are currently used only for socially distanced staff meetings, storage of furniture, and socially distanced staff workspaces. The return of some services, such as in-person programming, will not be undertaken until library staff are eligible for and had adequate time to receive COVID vaccinations.

The management team will continue to review current operations and plan next steps to restore services. 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 reshelved. RAILS delivery may not be available.

Phase 2: Curbside Pickup

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

prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020 (Actual Date: May 20, 2020 through July 5, 2020, November 16, 2020 anticipated through January 31, 2021)

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

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

Phase 3: Limited Public Service, Limited Hours

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

Anticipated Date: Monday, July 6, 2020 (Actual Date: July 6, 2020 through September 15, 2020, October 23, 2020 through November 15, 2020, 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, March 1, 2021 through present)

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.

8   DRAFT - March 18, 2021

- 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 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
MARCH 24, 2021

Agenda Item 10

Library Director's Report

Equity, Diversity, and Inclusion Initiatives
On February 23, 2021, the management team participated in their second leadership training with RGW Consulting. The Equity Advisory Team met for the first time on Thursday, March 18. They will be meeting regularly on the 3rd Thursday of each month. The Board of Library Trustees trainings were changed to June 1 and August 3, due to a scheduling conflict.

Vaccinations for Library Workers
Some local pharmacies are classifying library workers as community educators and including them in vaccine Group 1b eligibility. Executive Assistant Katelyn Vabalaitis has been diligently working to secure a place in the vaccination queue for Downers Grove Public Library staff through these sources.

Land Acknowledgement
In response to both a community member's suggestion and work being done by Assistant Director Jen Ryjewski with the Illinois Library Association's Best Practices Committee, a land acknowledgement is under development for the Downers Grove area, with the intention to share with all units of local government. A land acknowledgement is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories. Adult and Teen Services Librarian Van McGary is taking the lead on the research and development of the acknowledgment and supporting resources, working with the Downers Grove Park District Museum and Dr John N. Low from Ohio State University, with whom the Museum was already in contact on this topic.

Aspen Discovery Platform Pilot Project
Aspen Discovery Platform beta test catalog is now live. Links are available under the catalog search box on the upper righthand side of the library's home page or in the banner announcements at the top: https://dglibrary.org/ .

Illinois Public Library Annual Report
The Illinois Public Library Annual Report is included in your packet. As you know, 2020 statistics look very different than the previous year. The report was revised to add

Submitted by Julie M. Milavec
March 18, 2021

questions and revise definitions of existing statistics in an effort to reflect the changes in public library services.

Strategic Plan Review
The final report on Strategic Plan 2017-2020 and notes for future planning will be presented at the April regular Board meeting.

Submitted by Julie M. Milavec
March 18, 2021

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)   2021
DOWNERS GROVE PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30236
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0145
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Downers Grove Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1050 Curtiss Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Downers Grove
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60515
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1050 Curtiss Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Downers Grove
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60515
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6309601200
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6309609374
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.dglibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Julie M. Milavec
1.15 Title	Director
1.16 Library Director's E-mail	jmilavec@dglibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	49,213
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
DOWNERS GROVE P.L.	DOWNERS GROVE PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
DOWNERS GROVE P.L.	30236	3023600

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
DOWNERS GROVE P.L.	1050 CURTISS STREET		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
DOWNERS GROVE P.L.	DOWNERS GROVE		60515	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
DOWNERS GROVE P.L.	DuPage		6309601200	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
DOWNERS GROVE P.L.	67,738		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER	2.13 Total number of weeks, during the fiscal year, this service outlet	2.14 Total annual	2.15 Number of Weeks an Outlet	2.16 Number of Weeks an Outlet Had

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	YEAR for this service outlet [PLSC 713]	was open for service to the public [PLSC 714]	attendance/visits in the outlet	Closed Due to COVID-19	Limited Occupancy Due to COVID-19
DOWNERS GROVE P.L.	¹1,762	²30	³172,389	22	19

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jennifer Ryjewski
3.5 Telephone Number of Person Preparing Report	630-960-1200
3.6 FAX Number	630-960-9374
3.7 E-Mail Address	jryjewski@dglibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	6
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Jonathan Graber
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	08/2022
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Second member

5.5 Name	Carissa Dougherty
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/2024
5.8 Telephone Number	
5.9 E-mail Address	

5.10	Home Address	
5.11	City	
5.12	State	
5.13	Zip Code	

Third member

5.5	Name	Swapna Gigani
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	08/2021
5.8	Telephone Number	
5.9	E-mail Address	
5.10	Home Address	
5.11	City	
5.12	State	
5.13	Zip Code	

Fourth member

5.5	Name	David Humphreys
5.6	Trustee Position	Secretary
5.7	Present Term Ends (mm/year)	08/2025
5.8	Telephone Number	
5.9	E-mail Address	
5.10	Home Address	
5.11	City	
5.12	State	
5.13	Zip Code	

Fifth member

5.5	Name	Barnali Khuntia
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	08/2025
5.8	Telephone Number	
5.9	E-mail Address	
5.10	Home Address	
5.11	City	
5.12	State	
5.13	Zip Code	

Sixth member

5.5	Name	Kim Stapleton
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	08/2023
5.8	Telephone Number	
5.9	E-mail Address	

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5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Seventh member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	67,738
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	We have signage throughout the library, including bathroom signs, that contain both words and pictures to assist patrons with ASD; Lighting was updated from fluorescent bulbs to LED; Children's area has family bathrooms for patrons and their caregivers; Headphones are provided when using the computers; The library provides quiet study rooms that allow patrons with ASD who may be experiencing sensory overload to take a break; Staff have undergone Customer Service training and workshops to better assist patrons on ASD; We offer reference and reader's advisory service via online chat for patrons with ASD who may struggle with verbal communication; We offer tours of the library building so patrons with ASD can learn about the location of materials and room without feeling stressed about the environment; We offer self-checkout and checkin machines with picture descriptions for patrons to use; we recorded a tour of the library so that all patrons, including those with ASD, could know what to expect from the library when they visited.
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year [4]	699
6.4a Total Number of Study Rooms	11
6.4b Total number of times study room(s) used by the public during the fiscal year [5]	2,748

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $

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General repair/remodeling	1	$10,000	0	$0
Structural repairs (walls, foundations, etc.)	1	$0	0	$0
Roof repair/replacement	1	$900,000	0	$0
Heating/ventilation/air conditioning	1	$24,000	0	$0
Electrical systems other than alarms	1	$65,000	0	$0
Plumbing systems	1	$0	0	$0
Egress systems (doors, stairs, etc.)	1	$0	0	$0
Fire protection (detectors, alarms, etc.)	1	$3,000	0	$0
Asbestos abatement	1	$0	0	$0
Security measures	1	$3,500	0	$0
Energy conservation	1	$10,000	0	$0
Repair of sidewalks, curbing, parking areas	1	$0	0	$0
Accessibility measures	1	$2,000	0	$0
Technology upgrading	1	$5,000	0	$0
New building construction (construction of a new facility)	1	$0	0	$0
Building additions (adding square feet to existing facility)	1	$0	0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$10,000	0	$0
Structural repairs (walls, foundations, etc.)	1	$0	0	$0
Roof repair/replacement	1	$900,000	0	$0
Heating/ventilation/air conditioning	1	$0	0	$0
Electrical systems other than alarms	1	$0	0	$0
Plumbing systems	1	$0	0	$0
Egress systems (doors, stairs, etc.)	1	$0	0	$0
Fire protection (detectors, alarms, etc.)	1	$0	0	$0
Asbestos abatement	1	$0	0	$0
Security measures	1	$3,500	0	$0
Energy conservation	1	$0	0	$0
Repair of sidewalks, curbing, parking areas	1	$0	0	$0
Accessibility measures	1	$0	0	$0
Technology upgrading	1	$0	0	$0
New building construction (construction of a new facility)	1	$0	0	$0
Building additions (adding square feet to existing facility)	1	$0	0	$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

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Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$20,829,432
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	By policy, for uninsured losses and other equipment failure expenditures, the Operating Reserve amount will be set at 35% of the total amount needed to replace one boiler, one rooftop air conditioning unit, and the entire flat potion of the roof. The estimated Operating Fund balance is $1,505,789. For planned capital expenses, the Library Capital Replacement Fund will be funded according to an annual budget allocation, as provided for in the Library's Board-approved planning documents. The Estimated Capital Replacement Fund balance is $1,013,871.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$5,522,551
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	$61,516
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$63,703
8.5 Other State Government funds received	$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$125,219

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

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8.8 LSTA funds received [6]	$500
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$500

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,
or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$16,618
8.14 Other receipts intended to be used for operating expenditures	$81,666
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$98,284
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$5,746,554

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$3,051,056
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$884,282
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$3,935,338

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$292,266
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$242,495
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$105,411
10.3b Please provide an explanation of the other types of material expenditures.	Laptop kits, Binge Boxes, STEM kits, Board games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$640,172

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$810,160
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$5,385,670

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$0
12.2 State Government [PLSC 401]	$0
12.3 Federal Government [PLSC 402]	$0
12.4 Other Capital Revenue [PLSC 403]	$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$237,120

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	20	20	$658.71	703.00
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Library Director	Library Director	**$71.45**	**37.50**
	Assistant Library Director	Assistant Library Director	**$52.97**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$28.60**	**37.50**
	Adult & Teen Services Librarian	Young Adult Services	**$28.60**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$22.88**	**24.00**
	Adult & Teen Services Librarian	Young Adult Services	**$28.60**	**24.00**
	Adult & Teen Services Manager	Adult Services	**$33.73**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$29.99**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$25.84**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$28.60**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$35.38**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$28.60**	**37.50**
	Adult & Teen Services Librarian	Adult Services	**$25.74**	**27.50**
	Adult & Teen Services Librarian	Adult Services	**$25.74**	**27.50**
	Children's Services Librarian	Children\'s Services	**$35.38**	**37.50**
	Children's Services Librarian	Children\'s Services	**$28.60**	**37.50**
	Children's Services Manager	Children\'s Services	**$38.45**	**37.50**
	Children's Services Librarian	Children\'s Services	**$29.99**	**37.50**
	Cataloging Librarian	Cataloging	**$25.84**	**37.50**
	Access Services Manager	Cataloging	**$33.73**	**37.50**

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	17.58

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	17.58

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,363.00
13.14 Minimum hourly rate actually paid	$11.66
13.15 Maximum hourly rate actually paid	$39.04
13.16 Total FTE Group C employees (13.13 / 40)	34.08

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	208.00
13.18 Minimum hourly rate actually paid	$10.20
13.19 Maximum hourly rate actually paid	$12.88
13.20 Total FTE Group D employees (13.17 / 40)	5.20

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	124.00
13.22 Minimum hourly rate actually paid	$13.12
13.23 Maximum hourly rate actually paid	$35.62
13.24 Total FTE Group E employees (13.21 / 40)	3.10
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	42.38
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	59.95

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position	13.28 Primary Work	13.29 Education Level		13.30 Total	13.31 Number	13.32 Annual 13.33 Annual

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Title	Area		Hours/Week	of Weeks Vacant during report period.	Salary Range Minimum	Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	1,762
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	1,762
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	30
14.3 Total annual visits/attendance in the library [PLSC 501] [7]	172,389
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	[8]222	[9]5,641	168	9,043
Young Adult	[10]22	[11]284	63	1,304
Other	[12]145	[13]2,348	64	1,468
Total	[14]389	[15]8,273	295	11,815
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	We held Sensory Storytimes and Read to the Dogs.			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	29,493
16.2a Total Number of Unexpired Non-resident Users Cards	114
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$13,742.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	29,607
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: **Counting Electronic Materials for the IPLAR**

17.1 Print Materials [PLSC 450]	199,416
17.2 Current Print Serial Subscriptions [PLSC 460]	282
17.3 Total Print Materials (17.1+17.2)	199,698
17.4 E-books Held at end of the fiscal year [PLSC 451]	39,197
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	18,184
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	7,352
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,477
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	2,985

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	42
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	58

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned [16]	351,455
18.2 Number of young adult materials loaned [17]	16,010
18.3 Number of children's materials loaned [PLSC 551] [18]	288,221
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3) [19]	655,686

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: **Reporting Electronic Item Usage for the IPLAR**

18.5 Books- Physical	472,324
18.6 Videos/DVDs- Physical	114,743
18.7 Audios (include music)- Physical	39,904
18.8 Magazines/Periodicals- Physical	13,951
18.9 Other Items- Physical	14,753
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553] [20]	655,675
18.11 Use of Electronic Materials [PLSC 552]	145,846
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550] [21]	801,521
18.13 Successful Retrieval of Electronic Information [PLSC 554]	99,781
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	245,627
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	901,302
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	53,082
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	43,191

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] [22]	26,583
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	343

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	161
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	54
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	100 Mbps
21.3 What is the monthly cost of the library's internet access?	$319
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	45
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	15,482
21.6 Wireless Sessions Per Year [PLSC 652]	6,460
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	209,082 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	-1 Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$21,095
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	4,591.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	COVID significantly impacted our numbers for FY 2020, including: service hours, total visits, occupancy restrictions, program attendance, overall circulation, spending, public use of space, and reference transactions.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Our Teen programming consisted of a Graphic Novel Design class, monthly service projects completed in the library for community service hours, and after hours programming for teens. Throughout COVID, we had to get very creative, pivoting from an in-house programming model to one nearly exclusively virtual: programs, lectures, how-tos; in addition to Discovery Kits, Book Bundles, Make-and-Take programs. We partnered with the Downers Grove Police Department and held a listening session for the community on policing in Downers Grove. We received the Lift Every Voice Grant and held associated programming: a traveling exhibit on black lives; a lecture on the book: Autobiography of a Freedom Writer: My Life as a Soldier for Civil Rights; a historical reenactment: Living History on the Life of Harriet Tubman; and a community read and discussion: Lift Every Voice: Why African-American poetry matters, from the book, African-American Poetry: 250 Years of Struggle and Song. Traveling Exhibit: Telling a People's Story A Bit of History: - Living History Performance on the Life of Harriet Tubman Autobiography of a Freedom Rider: - My Life as a Foot Soldier for Civil Rights Lift Every Voice: Why African-American Poetry Matters - A community read and discussion. We did a recording of a macreame wall hanging tutorial video. We held new computer classes and content: Learning Zoom for the Holidays and YouTube basics. We opened a community Cupboard to help our patrons with food and personal hygiene item shortages, in which we distributed 1445 items.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	I would like to know how to report patron traffic outdoors at our pickup lockers and Curbside service. Should these numbers reflected in total visit count? I would like to know if we could start reporting total virtual hours viewed.

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19 [23]	Yes
External WiFi Access Before COVID-19	No
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Julie Milavec	02/23/2021
President	Jonathan Graber	02/23/2021
Secretary	Dave Humphreys	02/23/2021

┌─ **IPLAR SUBMISSION REMINDERS** ───┐

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

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[1], 2.16 The library was closed for several weeks due to the pandemic. (*0-2021-01-25*)

[2], 2.16 The library was closed for several weeks due to the pandemic. (*0-2021-02-09*)

[3], 2.16 Number drastically reduced due to COVID. (*0-2021-02-09*)

[4], 6.3b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[5], 6.4b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[6], 8.8 Illinois Secretary of State PPE Grant (*0-2021-02-20*)

[7], 14.3 In addition to our library visits, we served 15,751 patrons at Curbside Pickup. (*0-2021-02-10*)

[8], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[9], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[10], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[11], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-01*)

[12], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[13], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[14], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[15], 15.17b Number was drastically reduced due to COVID. (*0-2021-02-09*)

[16], 18.1 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[17], 18.2 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[18], 18.3 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[19], 18.4 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[20], 18.10 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[21], 18.12 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[22], 19.1 Number was drastically reduced due to COVID. (*0-2021-02-09*)

[23], Our patrons watched 481 hours of virtual programming. (*0-2021-02-09*)

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 24, 2021

Department Reports – February 2021

<u>Administration</u> – Jen Ryjewski
- Worked several door shifts and more than customary Person In Charge shifts as we reopened to the public on February 1.
- Attended two EDI leadership sessions with Reesheda Graham Washington where we focused on how we make institutional decisions in regards to building improvements and work, hiring, and collections and how we can broaden our awareness and employ tools to become more equitable.
- Continued work with the Illinois Library Association Best Practices Committee and started working on content to present at the Reaching Forward conference in May, which will focus on the importance of language: building a common vocabulary, normalizing pronoun, signage, and uncovering and eliminating coded language.
- Met with the Friends of the Library and worked with the group on program ideas for the spring and fall.
- Met with the Safety Team and reviewed together my first draft of the library's disaster plan which will eventually be incorporated into the DGPL Emergency Manual.
- Finished and submitted the Illinois Public Library Annual Report (IPLAR), assisted by Executive Assistant Katelyn Vabalaitis.
- Started class and coursework for Library Journal's Equity in Action: fostering an antiracist culture, a series of three classes, which focuses on identifying racist behavior practices both individually and as an institution.
- Held Person In Charge meeting to touch base with PICs soon after reopening to check in with the team and make sure they feel empowered to enforce the DGPL's Code of Conduct.

<u>Adult & Teen Services</u> – Lizzie Matkowski
- Winter Bingo wrapped up and prizes are going out to participants!
  - Adults:
    - 61 adults earned at least one prize
    - 147 adults registered on ReadSquared
    - 14 via paper
    - Total registered: 161
  - Teens
    - 27 earned at least one prize
    - 34 registered on ReadSquared
    - 5 registered via paper

- ▪ Total registered: 39
  - ○ Thanks to Karen, Amanda, and Traci for their hard work coordinating this program and all the staff who helped make it happen!
- All ATS Staff trained in using the beta catalog as part of our participation in the pilot testing of Aspen as a new catalog for all SWAN libraries.
- Programming included: Job Workshop: Resume vs Robots; Job Workshop: Manage Stress; Screening and discussion of the documentary Black Men in White Coats; Black History Mini Bundles giveaways; Pickup Programs: Embroidered canvas, hot chocolate bombs; Maker Mondays 2 Go: Heart hanging art, valentine's day cards, polymer clay magnets, Create Like Alma Woodsey Thomas; DIY Marketing Graphics for Any Skill Level; Movie Discussion - "42"-a biopic of Jackie Robinson; Oba William King Presents: Stories to Inspire & Create Unity; Strategies for Writing Your Memoirs.
- Van worked with Cindy to create a COVID resources page on the library's website as well as a bookmark with key information.
- Van applied for and was accepted to the Illinois Library Association's Elevate leadership program.

Children's Services – Allyson Renell
- Department Manager Allyson Renell returned from maternity leave on February 3. Many thanks to Traci Skocik for doing a wonderful job as interim while she was out!
- Outreach Coordinator Erin Linsenmeyer presented a couple of virtual zoom-based book talks to Middle Schoolers in February, sharing some of her favorite titles with 30 students.
- We had 138 entries for our Annual Bookmark Contest. While this number was down from previous years (by about 50 entries), it really wasn't down very much compared to last year's numbers. We are glad that many students in our community still were able to participate, even though we were closed during part of the drop off period.
- We had 88 views for our outside performer virtual event presented by storyteller and author Oba William King. Mr. Oba Presents: It's Storytelling Time was targeted to preschool children and featured interactive storytelling and music celebrating black culture.
- The Kids Room's Black History Month Book bundle raffles were very popular with 141 entries. Our available bundles were non-fiction titles about black history for toddlers through 8th graders.
- Winter Bingo wrapped up at the end of February and we had around 130 participants in the program. The number is not yet finalized, as we are still receiving some late turn-ins. However, we are very happy with the number of participants we did have. This is the first year doing this type of program and we exceeded participation over previous Winter Reading Programs.

Circulation Services – Christine Lees

- Canvas bags and umbrellas are back in circulation and patrons are loving access to these items again! We have been hopping with refilling the canvas bag holders multiple times a day!

- Curbside total for February was 1,572 patrons served, which is amazing due to a shortened month and a number of days when curbside had to be closed due to weather. As always, DGPL staff rock curbside service and we are so thankful for the amazing team effort needed to make curbside run so smoothly!

- The best news this month came from RAILS rolling back the timeframe for quarantining items to 24 hours - a total game changer for us! Due to this shortened period of time, we were able to get all of the quarantining materials out of the meeting room and house everything in the Circulation workroom. While we won't be able to hold many dance parties in our workroom with so many carts in the back, we are thrilled to have everything in one spot again. Another huge leap for returning to a bit of "normal."

- In an effort to re-train patrons that are picking up their holds in person now versus curbside, we have placed green reminder stickers on materials to highlight to patrons that they must check out their holds. It seems that many patrons got used to their items already being checked out via curbside delivery so this sticker is a very helpful reminder! Additionally, we have already been contacted by two area libraries who also want to implement this idea on their hold items.

- A number of Circulation staff displayed their artwork and talent via the all staff display in our lobby. Our staff and the library as a whole sure have some amazing, artistic folks!

Information Technology – Paul Regis

- IT was quick to adapt to the early February reopening. Computer Help Desk Associates have been exemplary in the level service offered, even in the limited hands-off model the library has been offering. The public computer area is unique compared to other service desks, as patron interactions are less transactional; patrons will remain in the area for the full duration of their visit. Naturally, this skews expectations on how much help can be given. The Associates have been phenomenal in balancing staying true to the library's customer service values along with the realities of, well, a pandemic and the limitations that brings.

- IT prepared for the extended in-library visits and computer sessions planned for the beginning of March. This included adjusting MyPC, the PC management service, to 90-minute sessions and working with TBS (MyPC vendor) to iron out some issues with the reservation system.

- IT Manager Paul Regis researched online database options for the library's obituary database. The aim is to make it accessible to patrons, as the current setup is an Access database accessible only by staff. This database has been

compiled by various staff over the past 15+ years, with extensive cleanup and correction of records led by Technology Trainer Annie Jagielski in the past few years. Annie has also been assessing the public side of Niche Academy, a resource that the library heavily relies upon for staff training. This will provide a wide range of tutorials and guides ranging from Gmail help to basic first aid.

Public Relations – Cindy Khatri

- The PR team worked on marketing for Black History Month, including promoting the book bundles, Black Men in White Coats, and Mr. Oba Storytelling events. Brian Ruane, Marketing Content Coordinator, pushed registration for The Black Men in White Coats event to over 90 registrants!
- The PR team discussed updates to the style guide including: font and colors, word forms, needed additions, and creating All Staff and PR-Use Only sections.
- Cindy Khatri, PR Manager, continued work with the Aspen team to prepare for the beta launch on March 3. This included usability testing with Tara Wood, User Experience Manager, at SWAN; working with OC Creative to prepare the website for a new style of book carousel (which will potentially allow the library to end usage of Library Aware); and preparing browse categories and providing feedback.
- The PR team met with the Summer Reading Club programmers to begin brainstorming on this year's event.
- The Organization of the Month application was opened and is now accepting applicants.
- Grace Goodwyn, Graphic Design and Display Coordinator, created various hold locker wrap designs that would be proposed by the Village for compliance to the sign ordinance. The management team's favorite was inspired by card catalogs. Spoiler alert for March's update: the card catalog design was approved! :)
- Cindy met with Theresa, one of the Social Work Interns, to discuss the Social Services webpage and future content.
- The Social Services and Book Discussions page went live on the library's website.
- Cindy attended the EQDG and Outwards Journey meeting to discuss creating a community-wide Pride Month celebration. A meeting with Mary Blanchard will be scheduled in March to discuss library events, as Mary wanted a dedicated meeting to meet with library staff after discussing ideas and the potential for partnership.
- The Outreach Team met to discuss working on a Take-Home Service Fair for later this year.

Access Services – Amy Prechel

Projects and Updates

- Work continues on the Aspen Catalog Pilot project. Many of the issues with record grouping have fortunately been corrected, which should give patrons a better experience overall. The beta catalog launch is now anticipated for March 3rd!

- Further analysis of the statistics recalibration project revealed that the discrepancies can largely be explained by items with MISSING and LOST statuses being deleted in batch by the SWAN consortium. These items do not have a DISCARD status long enough to show up on our monthly reports. Amy Prechel is trying to work with SWAN staff to get statistics on what they delete so the numbers can be included in our withdraw tallies. The effort is ongoing, and will likely necessitate retroactively correcting numbers until SWAN provides a more streamlined solution.

- We are continuing to experience delivery delays from our primary book vendor, Baker & Taylor. Other libraries in the consortium are facing similar delays. In order to lessen our reliance on an under-performing vendor, we are looking at adding an additional option to our ordering workflow. An initial consultation was held with Ingram Books on Wednesday, February 17.

Inventory and Cataloging

- For ATS collection in February: added 1215 print items, 217 AV items; discarded 1398 print and 329 AV items.

- For Kids Room collection in February: added 373 print items and 51 AV items; discarded 345 print and 132 AV items.

- These statistics do not include items deleted by SWAN, which we are still trying to tabulate.

- Three new Binge Boxes were added to the collection. Four books by local authors were added to the collection. Fourteen Reading Resource kits were added to the Kids Room. Enchroma Color Blindness Glasses, which help some individuals with red-green colorblindness see colors more vividly, were added to the ATS Anything Emporium collection.

- We claimed 18 magazines that did not arrive as anticipated.

- 38 original cataloging records were created in February.

Reclassification and Repairs

- Repaired 1204 ATS and Kids Room books and audiovisual items in February.

- Reclassified 125 ATS and Kids Room items in February.

Staff Training and Professional Development
- Amy Prechel attended Aspen Pilot Project meetings on Mondays, February 1, 8, 15, and 22.
- Amy and Nora Mastny attended the Swan Cataloging Users meeting on Thursday, February 4.
- Nora and Amy attended the In-Charge check-in meeting on February 10.
- Amy and Nora attended the RAILS Technical Services Networking Group meeting on Friday, February 12.
- Michelle Litwin attended the Safety Team meeting on Thursday, February 18.
- Nora attended the Swan Fireside Chat on Tuesday, February 23.
- Amy attended session #1 of Library Journals "Fostering and anti-racist library" training on Tuesday, February 23.
- Amy, Mary, MaryKellie, and Nora attended Ryan Dowd's webinar "Unattended Children: How to talk to parents about their children's behavior."
- Amy and MaryKellie Marquez continued working curbside shifts to help meet the staffing demand.
- Amy and Nora continued to work extra In-Charge shifts to help meet the staffing demand.

Facilities Services – Ian Knorr
- Facilities staff set up the entrances for reopening to the public.
- Water testing was performed by Water Testing Inc. on behalf of the Village of Downers Grove.
- Ian attended the Murphy Security/D-tech meeting for discussion on the pickup lockers.
- Urban Elevator and the State Inspector performed Category 1 pressure testing and we passed.
- Ian attended the In Charge check-in meeting.
- Ian attended two EDI meetings with the management team.
- Ian contacted Elara Engineering to inquire about the lighting relay panel replacements.
- K & J painting started work in the meeting room.

February						
Circulation	**FEB 21**	**%**	**FEB 20**	**%**	**FEB 19**	
Checkouts						
Selfchecks	26,720	63.28%	37,004	73%	40,483	73%
Staff desk	15,507	36.72%	13,462	27%	15,216	27%
Total checkouts	**42,227**		**50,466**		**55,699**	
Renewals						
Auto Renewals	19,484		28,346		29,837	
Selfchecks	0		30		19	
Staff desk (incl. phone)	274		333		212	
Patron online renewals	536		656		444	
Patron self-renewals on BookMyne	0		7		16	
BlueCloud Mobile/Web services (22 & 11)	93		60		0	
Total renewals	**20,387**		**29,432**		**30,528**	
Total item checkout & renewals	**62,614**		**79,898**		**86,227**	
Digital Circulation	**11,892**		**9,265**		**8,179**	
Total Circulation	**74,506**		**89,163**		**94,406**	
Reserves Processed						
Received from ILL	5,657		5,884		6,768	
ILL sent	5,293		4,632		4,604	
OCLC requests processed	149		256		247	
Gate Count						
North	10,864		25,969		24,201	
South	5,557		13,765		12,421	
Total	**16,421**		**39,734**		**36,622**	
Curbside Count	1,572		x		x	
Registrations						
New resident library cards	81		187		138	
New fee cards	11				7	
Professional Development Hours	22		2		4	
Cost of Professional Development			$0		$80	

3/18/2021

DOWNERS GROVE PUBLIC LIBRARY

Circulation

	Feb 2020	Feb 2021		YTD Totals			
Adult	45,188	32,891		94,039	56,094		
Teen	1,417	1,455		2,852	2,779		
Children	33,293	28,268		68,600	44,183		
Download	9,265	11,892		19,124	25,114	YTD Difference	
Total	**89,163**	**74,506**		**184,615**	**128,170**	-56,445	-30.6%

Circulation - By Item

	Books		Audio		Video		Misc.		Total
Adult	21,279	64.70%	2,631	8.00%	7,048	21.43%	1,933	5.88%	32,891
Teen	1,373	94.36%	37	2.54%	20	1.37%	25	1.72%	1,455
Children	24,443	86.47%	835	2.95%	2,093	7.40%	897	3.17%	28,268
Total	**47,095**	**75.21%**	**3,503**	**5.59%**	**9,161**	**14.63%**	**2,855**	**4.56%**	**62,614**

Collection - All Items

	Books		Audio		Video		Misc.		Total
Adult	120,100	75.75%	15,598	9.84%	15,840	9.99%	7,015	4.42%	158,553
Children	80,003	86.17%	2,842	3.06%	8,145	8.77%	1,852	1.99%	92,842
Total	**200,103**	**79.60%**	**18,440**	**7.34%**	**23,985**	**9.54%**	**8,867**	**3.53%**	**251,395**

Book Collection

	Feb 2020	Feb 2021				
Adult	115,222	120,100				
Children	76,404	80,003	YTD Totals		YTD Difference	
Total	**191,626**	**200,103**	**191,626**	**200,103**	8,477	4.4%

Audio Collection

	Feb 2020	Feb 2021				
Adult	15,165	15,598				
Children	2,772	2,842	YTD Totals		YTD Difference	
Total	**17,937**	**18,440**	**17,937**	**18,440**	503	2.8%

Video Collection

	Feb 2020	Feb 2021				
Adult	16,087	15,840				
Children	8,101	8,145	YTD Totals		YTD Difference	
Total	**24,188**	**23,985**	**24,188**	**23,985**	-203	-0.8%

Miscellaneous Collection

	Feb 2020	Feb 2021				
Adult	7,298	7,015				
Children	1,881	1,852	YTD Totals		YTD Difference	
Total	**9,179**	**8,867**	**9,179**	**8,867**	-312	-3.4%

DOWNERS GROVE PUBLIC LIBRARY

Rooms & Spaces

	Feb 2020	Feb 2021				
Community Use of Rooms	1,214	0				
Meeting, Conference, Study Rooms						
Community Use of Spaces	149	0				
Media Lab, STEM Room, Teen Gaming			YTD Totals		YTD Difference	
Rooms and Spaces Total	**1,363**	**0**	**2,789**	**0**	-2,789	-100.0%

Programs Offered

Library Programs Offered		Feb 2020	Feb 2021				
	Adult	24	10				
	Teen	7	0				
	Children	54	0				
Outreach Programs Offered							
	Adult	19	0				
	Teen	3	0				
	Children	25	2				
Passive Programs Offered							
	Adult	6	21				
	Teen	4	18				
	Children	11	32	YTD Totals		YTD Difference	
Programs Offered Total		**153**	**83**	**316**	**133**	-183	-57.9%

Program Attendance Total

Library Program Attendance		Feb 2020	Feb 2021				
	Adult	530	148				
	Teen	83	0				
	Children	1,313	0				
Outreach Program Attendance							
	Adult	251	0				
	Teen	45	0				
	Children	725	29				
Passive Program Attendance							
	Adult	15	473				
	Teen	42	361				
	Children	2,663	1,135	YTD Totals		YTD Difference	
Program Attendance Total		**5,667**	**2,146**	**9,071**	**3,625**	-5,446	-60.0%

| Virtual Program Hours Viewed | | | 149 | | 273 | | |

Statistics for February 2021 (FY Jan-Dec)

DOWNERS GROVE PUBLIC LIBRARY

Visits

	Feb 2020	Feb 2021				
Gate Count	39,734	16,421				
Curbside Pickup	0	1,572				
Locker Pickup	0	0	YTD Totals		YTD Difference	
Total Library Visits	**39,734**	**17,993**	**79,233**	**38,058**	-41,175	-52.0%

One-on-Ones

	Feb 2020	Feb 2021				
Book-a-Tech	43	18				
Notary	43	1	YTD Totals		YTD Difference	
Total	**86**	**19**	**171**	**34**	-137	-80.1%

Computer User Sessions

	Feb 2020	Feb 2021				
Adult	3,061	868				
Children	975	0	YTD Totals		YTD Difference	
Total	**4,036**	**868**	**8,298**	**870**	-7,428	-89.5%
Wireless Sessions	2,398	234	4,866	284	-4,582	-94.2%

Website Views

	Feb 2020	Feb 2021	YTD Totals		YTD Difference	
Total Views	11,358	26,770	11,358	54,303	42,945	378.1%

The Cupboard

	Feb 2021	YTD Totals
Donations Received	667	1,066