

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 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. Comments will be forwarded to the Board of Library Trustees and distributed in the next month's meeting packet.

Board of Library Trustees

Wed, May 26, 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. April 28, 2021 Regular Meeting

Requested Action: Approval

5. Financial Matters
 - a. April 2021 Financial Report
 - b. May 2021 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Summer Reading Club Presentation
 - b. Girl Scout Troop Gardening Project Presentation (pre-recorded)
 - c. Non-Resident Fee Card Participation
 - d. TIF District Expiration and Potential Budget ImpactRequested Action: Discussion
Requested Action: Discussion
Requested Action: Approval
Requested Action: Discussion
9. Unfinished Business
 - a. COVID-19 Response and Phased Reopening PlanRequested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 28, 2021, 7:30 P.M.
ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:34 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, Resident Ed Pawlak, Resident Richard Barker Jr.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. March 24, 2021 Regular Meeting. It was moved by Stapleton and seconded by Humphreys THAT the Minutes of the March 24, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. March 2021 Financial Report. Library Director Milavec presented the report. The library is one quarter of the way through the year. Revenues do not reflect any property taxes yet, which is typical for this time of year. Generally, the first property tax payment is posted sometime in May. The Village of Downers Grove covers any operating expenditures that the library needs during the time period between the beginning of the fiscal year and when property taxes start coming in. Milavec noted that the April revenue report, which will be distributed in May, will include the FEMA grant that the library just received in the amount of \$20,499.46. This grant is a reimbursement for PPE and other expenses incurred due to the COVID-19 pandemic. Milavec thanked Assistant Director Jen Ryjewski for her hard work and commitment to helping the library secure this grant.

On the expenditure side, the library is at 21.2% expended in the first 25% of the year. As discussed in previous meetings, the Maintenance Supplies, Data Processing Services, Insurance, and Capital Equipment lines are all over budget due to annual invoices received at the beginning of the year as well as expenses due to COVID-19. Milavec noted the RGW Consulting invoice in the

May Invoice Edit List, which included the newly signed additional scope of work that is for three additional staff trainings, including recording and playback of those trainings for staff who are unable to attend live. This additional scope of work also includes six support meetings for the library's BIPOC staff support group that will include a consultant meeting with them on topics of their choice.

- b. April 2021 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of April 2021 Capital Replacement Fund invoices totaling \$3,496.50, the payment of April 2021 Operating Fund invoices totaling \$137,192.89, and the ratification of March 2021 payrolls totaling \$242,596.33 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. Resident Richard E. Barker Jr is a resident of Downers Grove and thanked the Board for giving him time to speak as well as for their service to the library. He was looking for guidance in terms of the Board's anti-racism statements of late. First, he wanted to make it very clear that he is in support of all anti-racism of all people of all stripes. He marched against racism in Chicago in the 60s and 70s and participated in the recent march in Downers Grove. He would like guidance on where the library derives authority to put out public statements on social, political, or legislative matters.

Library Director Milavec noted that she has spoken with Mr. Barker on several occasions in regards to this question. The Board is acting under its bylaws and under the statutes in Chapter 75 of the Illinois Compiled Statutes that govern library law. They are acting as they see fit as an independent governing body.

Mr. Barker felt the section of the bylaws covering the Board's ability to make statements is more linked to the idea of the Board speaking to the business of the library, or library matters. Mr. Barker commented that the Board has a powerful, influential voice, especially for a non-elected body. He stated that in particular, the Board's anti-Asian racism statement has many mischaracterizations and misstatements of fact. Mr. Barker believes the language of the bylaws seems to imply that statements should be made only on library business. He is concerned with the governmental issue of a non-elected body having authority to issue public statements. In particular, he feels this statement was not researched and sources were not cited. There is no liability. Mr. Barker asked for assistance in researching the actual language of the compiled statutes. President Graber commented that the actual language can be found in section 75 ILCS 5/4-7 of the Illinois Compiled Statutes. He noted that the Board has the power to adopt bylaws and in Section 1, Article 2 of the Board's bylaws, it says that they have the ability to communicate actively with local government and the general public.

Mr. Barker asked who regulates the Board of Library Trustees and Library Director Milavec responded that the Board is appointed by the Village Council and the Mayor and can be removed by the Village Council and the Mayor, and that is the totality of the Village's oversight.

7. **Public Comment on Other Library Business.** President Graber invited comment. Assistant Director Jen Ryjewski read aloud and verbatim a comment that was submitted electronically to the Board of Library Trustees from Brian Sewell. The comment is as follows:

When did the DGPL become an advocate for BLM (a Marxist organization) and other woke racial equity plays? The latest April 16th message from Ms. Milavec makes reference to "systemic racism" and asserts "The Black community's pain, fear, and anger is real." On what basis does she speak for these communities? She is also apparently an expert on evaluating policing techniques and feels her position is an appropriate venue to comment. These are opinions NOT facts, and she feels she is sending a message that is divisive to our community. The library receives its funding from our taxes and this new social agenda is unwelcome and divisive. What will be next Ms. Milavec, defunding the DGPD? We await your input.

8. **New Business.**

- a. Strategic Plan 2017-2020 Review. Library Director Milavec led a discussion on the progress made on the Strategic Plan 2017-2020. Milavec commented that doing this review of the plan brought home how far DGPL has come as an organization in the past three and a half years. This plan was approved in September 2017 and at that point, focus was on the long-term health of the facility, team-building, and cross-departmental cooperation and collaboration. Partnerships have grown in ways staff never could have imagined. Staff have been given a lot of latitude to innovate and to try things and do things that have never been tried before. The single action item of adding STEM kits to the Kids Room collection grew into an entire library of things that is now known as the Anything Emporium. One of the most important pieces is that equity, diversity and inclusion initiatives for the library started in this strategic plan and have grown into diversity audits and working on an Equity Strategic Plan.

Trustee Dougherty was not on the Board when the strategic plan was created, though she has seen how it has evolved during her time on the Board and appreciated all of the periodic reports over the years as well as all of the effort that went into creating the plan review. She would like to understand where the connection is between the actions and the eventual impact for some of the goals/focuses. How can we understand the impact of some of the bigger initiatives so that the next strategic plan takes advantage of all of that hard work? Milavec noted that this plan focused on deliverables at the action level rather than how the deliverables fed into the goals. The

new strategic plan will be more focused on impact and outcome rather than on specific actions and deliverables.

Trustee Humphreys viewed the strategic plan as a transition document. It had been a while since the library had a real strategic plan and there was a strong feeling that the library needed one. The first thing Library Director Milavec did after being hired was create a strategic plan. The library is looking outward into the community and is inviting the community to be partners with the library. He is thrilled to see the EDI movement come to fruition as well.

Library Director Milavec commented that the former Board that passed this strategic plan was adamant that it be created in-house and not through a consultant. The task turned into a team-building exercise and consisted of a cross-departmental staff committee that did key stakeholder interviews throughout the community, which was the basis for this plan. The Equity Advisory Team has started working on an Equity Strategic Plan for the library and the intention is that the plan will become the springboard for the larger strategic planning process.

9. Unfinished Business.

- a. COVID-19 Response and Phased Reopening Plan. The Meeting Room was converted into seven staff workstations and study rooms will reopen on Monday for public use. Non-reserved seating has been slowly reintroduced and some soft seating has been put back on the floor. There have been more visitors on a regular basis and most are adhering to the two-hour visit limit. Staff are looking forward to slowly reintroducing even more seating. Once study rooms reopen, tables will no longer need to be reserved. Summer reading will include some outdoor in-person programming, including the use of Fishel Park. Operating hours are slowly increasing and the plan is to return to regular operating hours on July 5.

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

10. Library Director's Report. Library Director Milavec presented her report.

Library staff are working towards a partnership with CASA DuPage, which would allow the library to offer restricted use cards to children in foster care in Downers Grove. Building Operations Director Ian Knorr is on a medical leave and staff are hoping to have him back in a couple of weeks. Building Operations Assistant John Martin has been doing a great job in his absence, especially with the ceiling leak incident. Several other staff were on hand to assist, including Adult & Teen Services Manager Lizzie Matkowski, Children's Services Manager Allyson

Renell, and Circulation Assistant Manager Sandy Feuillan. Staff are continuing work on the land acknowledgement. The Aspen Discovery Platform, the library's beta catalog, was approved for a three-year contract to become the primary catalog.

11. Trustee Comments and Requests for Information.

President Graber asked how online public comment submissions are passed along and if they need to meet certain criteria before being passed to the Board. Library Director Milavec responded that to be read aloud at the Board meeting, members of the public must indicate in the body of the comment that it is a Board Meeting Comment.

Trustee Stapleton talked with Assistant Director Jen Ryjewski about Republic Bank doing a third display in the library. This third display is on the 20th anniversary of September 11.

Trustee Humphreys applauded the Board and library staff for exercising their responsibility to serve the entire community of Downers Grove and to occasionally audit themselves to be sure the entire community is being served.

12. Adjournment. President Graber adjourned the meeting at 8:36 p.m.

DOWNERS GROVE LIBRARY 4/30/2021

	Library fund		Building & Equip Replacement Fund	
CASH & INVESTMENTS	\$	(208,805)	\$	978,337
FUND BALANCE		(252,036)	\$	978,337

Revenue by Object Report

Village of Downers Grove
4/1/2021 through 4/30/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,553,474.00	0.00	0.00	5,553,474.00	0.00
4109 Prior Year Property Taxes	100.00	0.92	0.92	99.08	0.92
4313 Personal Property Replacement Tax	51,500.00	18,427.27	33,342.83	18,157.17	64.74
4410 Sales of Materials	2,000.00	101.83	275.81	1,724.19	13.79
4502 Charges For Services	10,000.00	2,681.01	5,079.75	4,920.25	50.80
4509 Fees For Non-Residents	8,000.00	705.00	6,486.00	1,514.00	81.08
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	121.85	582.20	-582.20	0.00
4590 Cost Recovered For Services	7,500.00	818.93	3,916.37	3,583.63	52.22
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	1.66	9.73	7,490.27	0.13
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	765.00	2,550.42	2,449.58	51.01
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	23,623.47	52,244.03	5,667,418.97	0.91

Capital Replacement Fund

glExpObj
04/29/2021 11:53AM
Periods: 4 through 4

Expenditures by Object Report

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Village of Downers Grove
4/1/2021 through 4/30/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Use</i>
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	3,496.50	35,689.44	0.00	1,192,410.56	2.9
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	1,228,100.00	3,496.50	35,689.44	0.00	1,192,410.56	2.9

glExpObj
04/29/2021 11:47AM
Periods: 4 through 4

Expenditures by Object Report

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Village of Downers Grove
4/1/2021 through 4/30/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,632,295.29	125,622.00	498,244.72	0.00	1,134,050.57	30.5
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,264.50	101,404.02	0.00	228,389.63	30.7
5119 Part-Time Employee Wages	1,218,289.29	88,439.65	366,321.17	0.00	851,968.12	30.0
5131 IMRF Pension Contributions	288,300.11	21,959.79	87,686.21	0.00	200,613.90	30.4
5133 Medicare Contributions	46,115.48	3,404.66	13,757.81	0.00	32,357.67	29.8
5134 Social Security Contributions	197,183.45	14,557.82	58,825.59	0.00	138,357.86	29.8
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,283.40	77.35	309.40	0.00	974.00	24.1
5191 Health Insurance	454,937.29	34,366.96	136,438.90	0.00	318,498.39	29.9
5195 Optical Insurance	2,520.47	149.94	595.97	0.00	1,924.50	23.6
5197 Dental Insurance	38,120.25	2,603.58	10,352.29	0.00	27,767.96	27.1
5210 Supplies	98,000.00	5,123.65	19,737.31	0.00	78,262.69	20.1
5251 Maintenance Supplies	21,750.00	689.91	7,667.50	0.00	14,082.50	35.2
5280 Small Tools & Equipment	29,600.00	601.11	4,476.17	0.00	25,123.83	15.1
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	375.00	1,494.00	0.00	6,006.00	19.9
5303 Seminars, Conferences & Meetings	28,110.00	704.00	3,182.10	0.00	24,927.90	11.3
5308 Recognition Program-Staff	5,000.00	874.97	1,269.86	0.00	3,730.14	25.4
5315 Professional Services	62,000.00	7,823.00	19,441.97	0.00	42,558.03	31.3
5322 Personnel Recruitment	1,000.00	30.27	30.27	0.00	969.73	3.0
5323 Special Legal	6,000.00	594.00	924.00	0.00	5,076.00	15.4
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	14,624.95	66,171.92	0.00	44,603.08	59.7
5380 Printing Services	24,800.00	0.00	4,344.00	0.00	20,456.00	17.5
5391 Telephone	17,000.00	1,210.71	5,120.21	0.00	11,879.79	30.1
5392 Postage	25,500.00	3,000.00	9,111.00	0.00	16,389.00	35.7
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	158.95	3,871.53	0.00	15,128.47	20.3

glExpObj
04/29/2021 11:47AM
Periods: 4 through 4

Expenditures by Object Report

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Village of Downers Grove
4/1/2021 through 4/30/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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	12,165.82	29,580.53	0.00	61,919.47	32.3
5450 Cleaning Services	80,000.00	11,632.90	29,701.50	0.00	50,298.50	37.1
5461 Utilities	24,250.00	1,019.90	4,973.17	0.00	19,276.83	20.5
5470 Other Equipment Repair And Maintenance	11,500.00	147.76	2,114.43	0.00	9,385.57	18.3
5481 Rentals	15,500.00	818.39	4,576.88	0.00	10,923.12	29.5
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 & Artw	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	127.47	22,989.79	0.00	35,010.21	39.6
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	31,391.61	65,762.85	0.00	162,037.15	28.8
5852 Print Materials	345,500.00	27,830.24	83,693.86	0.00	261,806.14	24.2
5853 Audiovisual Materials	147,200.00	9,880.01	24,359.63	0.00	122,840.37	16.5
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	2,586.00	13,861.00	0.00	46,139.00	23.1
5880 Intangible Assets (Software)	52,000.00	3,792.27	14,314.18	0.00	37,685.82	27.5
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	453,649.14	1,773,920.74	0.00	4,433,902.94	28.5

Capital Replacement Fund

InvEdPst
05/20/2021 9:50AM

Invoice Edit Listing
Village of Downers Grove

Page: 3

May 26, 2021

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
015079 SHALES MC NUTT, LLC	1	296,159.00	0.00	296,159.00
Grand Total:	1	296,159.00	0.00	296,159.00

INVOICES OF NOTE

For Library Board Meeting on May 26, 2021
Capital Replacement Fund

015079	Shales Mc Nutt, LLC (Roof Replacement Project)	\$296,159.00
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InvEdPst
05/21/2021 10:09AM

Invoice Edit Listing
Village of Downers Grove

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May 26, 2021

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000322 AMAZON.COM	1	1,666.56	0.00	1,666.56
020916 ANDERSEN VOINOVICH	1	100.00	0.00	100.00
000428 ANDERSON'S BOOKS, INC.	2	168.00	0.00	168.00
017992 ARTHUR J GALLAGHER RISK MGMT	1	1,870.00	0.00	1,870.00
000403 AT&T	1	267.48	0.00	267.48
000672 BAKER & TAYLOR - L0217582	42	9,447.47	0.00	9,447.47
016893 BIBLIOTHECA, LLC	2	981.34	0.00	981.34
000829 BLACKSTONE AUDIOBOOKS	21	1,789.30	0.00	1,789.30
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC.	1	1,163.03	0.00	1,163.03
008323 CENGAGE LEARNING	9	457.98	0.00	457.98
001277 CENTER POINT PUBLISHING	1	45.54	0.00	45.54
002319 CHAMBER630	1	66.75	0.00	66.75
001377 CHICAGO TRIBUNE	1	107.50	0.00	107.50
020917 CINDY LYNN CROSBY	1	125.00	0.00	125.00
001459 CINTAS CORPORATION	8	1,969.30	0.00	1,969.30
001553 COMCAST CABLE COMMUNICATION, INC.	1	341.74	0.00	341.74
020918 CONSTANCE L. MARTIN	1	350.00	0.00	350.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	2	463.12	0.00	463.12
002346 DOWNERS GROVE PARK DISTRICT	1	70.00	0.00	70.00
017328 ELM USA, INC.	1	391.45	0.00	391.45

InvEdPst
05/21/2021 10:09AM

Invoice Edit Listing
Village of Downers Grove

Page: 273

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
020758 ERICA R. BOUGH		1	275.00	0.00	275.00
005572 FIA CARD SERVICES, N.A.		13	9,961.83	0.00	9,961.83
009775 FINDAWAY WORLD, LLC		5	437.90	0.00	437.90
017510 FIRST COMMUNICATIONS, LLC		1	457.54	0.00	457.54
018657 FROG LADY PRESENTATIONS		1	250.00	0.00	250.00
016977 GARVEY'S OFFICE PRODUCTS, INC.		3	902.37	0.00	902.37
019863 GARY WENSTRUP		1	220.00	0.00	220.00
013544 GOOGLE, INC.		1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.		1	170.67	0.00	170.67
008770 GRAINGER		1	13.36	0.00	13.36
009102 HAGG PRESS, INC.		1	3,217.00	0.00	3,217.00
008206 HR SOURCE		1	1,720.00	0.00	1,720.00
007622 HRYCEWICZ, SHARON		1	11.49	0.00	11.49
003504 ID LABEL, INC.		1	441.25	0.00	441.25
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY		1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &		1	1,599.92	0.00	1,599.92
003688 INGRAM LIBRARY SERVICES, LLC		185	11,003.34	0.00	11,003.34
011614 JAGIELSKI, ANNE		1	40.00	0.00	40.00
010993 KENT ADHESIVE PRODUCTS COMPANY		1	117.91	0.00	117.91
004812 KLEIN, THORPE AND JENKINS, LTD		1	792.00	0.00	792.00
019932 LIBRARY SUPPLY SOLUTIONS, LLC		1	4,860.00	0.00	4,860.00
005613 MEDLIN COMMUNICATIONS, INC.		1	703.11	0.00	703.11
005866 MIDWEST TAPE		18	6,615.24	0.00	6,615.24

InvEdPst
05/21/2021 10:09AM

Invoice Edit Listing
Village of Downers Grove

Page: 274

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006161 NICOR GAS	1	1,146.96	0.00	1,146.96
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
012499 OVERDRIVE, INC.	3	8,361.04	0.00	8,361.04
018491 PEOPLEFACTS, LLC	1	65.95	0.00	65.95
006698 PRINT SMART	1	2,526.08	0.00	2,526.08
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	49.80	0.00	49.80
020030 RGW CONSULTING, LLC	1	3,300.00	0.00	3,300.00
019214 RIZZO, SANDRA	1	27.09	0.00	27.09
013422 RUNCO OFFICE SUPPLY & EQUIP CO	2	90.43	0.00	90.43
007517 SCHOLASTIC LIBRARY PUBLISHING	1	75.40	0.00	75.40
011204 SERVICEMASTER DSI	1	2,876.67	0.00	2,876.67
014414 SHAW SUBURBAN MEDIA	1	52.00	0.00	52.00
013611 SKOCIK, TRACI	1	43.04	0.00	43.04
018508 SUE FARLEY	1	64.07	0.00	64.07
020469 SWK TECHNOLOGIES, INC.	2	1,605.01	0.00	1,605.01
008251 THE WALL STREET JOURNAL	1	599.88	0.00	599.88
008391 TODAY'S BUSINESS SOLUTIONS	1	4,863.80	0.00	4,863.80
015177 ULINE	1	206.25	0.00	206.25
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32
Grand Total:	367	94,348.81	0.00	94,348.81

INVOICES OF NOTE

For Library Board Meeting on May 26, 2021

020916	Andersen Voinovich (Virtual Program Payment)	\$100.00
020917	Cindy Lynn Crosby (Virtual Program Payment)	\$125.00
020918	Constance L Martin (Virtual Program Payment)	\$350.00
002346	Downers Grove Park District (Virtual Program Payment)	\$70.00
020758	Erica R. Bough (Virtual Program Payment)	\$275.00
018657	Frog Lady Presentations (Virtual Program Payment)	\$250.00
019863	Gary Wenstrup (Virtual Program Payment)	\$220.00
003688	Ingram Library Services, LLC (Print Materials)	\$11,003.34
004812	Klein, Thorpe and Jenkins, LTD (Legal Services)	\$792.00
019932	Library Supply Solutions, LLC (RFID Block-Lite Paper Tag Rolls)	\$4,860.00
006698	Print Smart (Summer Reading Club Materials)	\$2,526.08
020030	RGW Consulting, LLC (EDI Training)	\$3,300.00
011204	Servicemaster DSI (Emergency Cleaning Service)	\$2,876.67
018508	Sue Farley (Green Grovers Reimbursement)	\$64.07
008391	Today's Business Solutions (Annual License and Service Agreement)	\$4,863.80

Library Credit Card Details for the May 26, 2021 Board Meeting

Julie Milavec				
972	5210 Supplies	Books for SRC Prizes	\$	128.57
973	5852 Print Materials	Books for SRC Prizes	\$	1,365.47
			Total	\$ 1,494.04
Katelyn Vabalaitis				
971	5210 Supplies	Toner, Batteries	\$	868.34
972	5853 AV Materials	Nintendo Switch Games	\$	119.76
			Total	\$ 988.10
Ian Knorr				
972	5280 Small Tools & Equipment	Sneeze Guards	\$	109.99
978	5251 Maintenance Supplies	Refridgerator Filter, Ceiling Tiles, Mulch and Soil	\$	850.40
			Total	\$ 960.39
Elizabeth Matkowski				
972	5210 Supplies	Program Supplies	\$	49.86
972	5280 Small Tools & Equipment	Sneeze Guards	\$	60.99
973	5280 Small Tools & Equipment	Sneeze Guards	\$	60.99
			Total	\$ 171.84
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	621.41
			Total	\$ 621.41
Amelia Prechel				
973	5852 Print Materials	Children's Materials	\$	47.88
977	5210 Supplies	Glue Strips, Sharpies, Distilled Water	\$	84.71
977	5303 Seminars, Mtgs, & Conferences	COSUGI 2021 Registrations, ALA Conference	\$	379.00
			\$	511.59
Sharon Hrycewicz				
973	5853 AV Materials	Anything Emporium Items	\$	7.15
			Total	\$ 7.15
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	1,021.74
			Total	\$ 1,021.74
Allyson Renell				
973	5210 Supplies	Program Supplies	\$	729.16
973	5303 Seminars, Mtgs, & Conferences	ALA Membership Renewal	\$	275.00
			Total	\$ 1,004.16
Christine Lees				
971	5210 Supplies	Pencil Sharpener	\$	9.99
972	5210 Supplies	Program Supplies	\$	274.44
973	5210 Supplies	Paint Pens	\$	23.18
974	5210 Supplies	Office Supplies	\$	33.33
			Total	\$ 340.94

Paul Regis				
973	5853	AV Materials	Outdoor Audio Equipment	\$ 1,064.93
975	5210	Supplies	Office Supplies, Paper	\$ 32.77
975	5280	Small Tools & Equipment	Keyboards, Laptop Cases, USB Cables, Printer	\$ 185.93
975	5770	Capital Equipment	Wireless Hotspots, Speakers	\$ 230.99
975	5880	Intangible Assets	Zoom, Google Drive, Mobile Beacon, PayPal, LibSyb	\$ 327.02
Total				\$ 1,841.64
Grace Goodwyn				
Total				\$ -
Cynthia Khatri				
975	5880	Intangible Assets	Google storage	\$ 99.99
976	5210	Supplies	Office Supplies, Paper, Ink	\$ 264.64
976	5315	Professional Services	Cupboard Items	\$ 445.66
Total				\$ 810.29
Jen Ryjewski				
Total				\$ -
Amanda Klenk				
972	5210	Supplies	Program Supplies	\$ 188.54
Total				\$ 188.54
Library Credit Card May 2021 Totals				\$ 9,961.83

PAYROLLS FOR APRIL 2021

APRIL 9	\$119,648.08
APRIL 23	\$119,678.07
TOTAL APRIL 2021 PAYROLLS	\$239,326.15

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 2021**

Agenda Item 8A

Summer Reading Club Presentation

Children's Services Manager Allyson Renell will present information about this year's Summer Reading Club, "Reading Colors Your World."

Recommended Action: None.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 2021**

Agenda Item 8B

Girl Scout Troop Gardening Project Presentation (pre-recorded)

A local 5th grade Girl Scout troop worked with Green Grovers member and library gardening volunteer Sue Farley and Building Operations Assistant John Martin on a native plants gardening project in the bed adjacent to the Forest Avenue parking lot. Their troop leader, Kelly Meyer, requested that the troop members make a brief presentation to the Board about native gardens, what they planted, and the Girl Scout bronze award they are working toward with this project. The pre-recorded presentation has not yet been received at the time of this writing.

Recommended Action: None

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 2021**

Agenda Item 8C

Illinois Non-Resident Library Card Program

The State of Illinois requires each library board to take action annually concerning the library's participation in the non-resident card program. The Downers Grove Public Library has participated for many years.

The required Board action addresses four questions:

1. Will the library participate in the program?
2. Which method will the library use to compute the annual household fee?
3. What is the amount of the fee?
4. What is the effective starting date of the new fee?

The Downers Grove Public Library has participated in the Illinois Non-Resident Library Card Program every year since its inception. The fee formulae available under this program can be found here:

<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

The General Mathematical Formula is easy to calculate and administer. Using the General Mathematical Formula, the fee is computed by dividing the library's total operating and debt service property tax levy (\$5,719,663) by the number of households in the municipality (20,303). This computation yields a result of \$282.04, rounded to \$282.00. This is no change from the fee set in 2020. Generally, an August 1 effective date is used to allow staff to provide notice of the new fee information on the website and in Circulation Department procedures.

Recommended action: Approve participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$282.00 per household per year, effective August 1, 2021.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 2021**

Agenda Item 8D

TIF District Expiration and Potential Budget Impact

The Downtown Tax Increment Financing (TIF) District in Downers Grove expired in 2020. Created to finance economic development projects in a specific area, TIF districts automatically expire after 23 years. A TIF district freezes the equalized assessed valuation (EAV) of property within its borders for its duration for all taxing districts serving the TIF. The difference in value (“increment”) is used to fund projects that bolster development within the TIF, such as streetscapes or façade grants. At the expiration of the TIF, the taxing bodies serving the area receive the difference in EAV in the tax year of the expiration. Last year, that difference was \$68,671,382, an additional \$139,403 in revenue using the current 0.2030 library tax rate. While the EAV for 2021 is not yet available, using 2020 EAV, this represents an increase of over 2.5%.

In July 2019, Library Director Julie Milavec gave a presentation on the property tax process and explained in detail how the property tax levy becomes a dollar amount on a taxpayer’s property tax bill. A copy of that presentation is included in your packet. Library Director Milavec will review this process and the potential budget impact of the expiration of the Downtown TIF at the meeting.

Recommended Action: Discussion

91850000

DOWNERS GROVE TIF DISTRICT #1

Township: DOWNERS GROVE

2020 Current Valuation: 83,900,452
 Initial Valuation: 16,108,850
 Revised Frozen Valuation: 15,229,070
 Difference: 68,671,382

Residential: 2,144,973
 Farm: -
 Commercial: 13,044,467
 Industrial: 39,630
 Total Real Estate: 15,229,070
 Railroad: -
 Total: 15,229,070

TIF CODE VALUE	DISTRICT	RATE EXTENDED	TAXES EXTENDED	CODE	VALUE	RATE
59,975,653	DU PAGE COUNTY	.1609	110,492.25	9448	59,975,653	7.0866
	FOREST PRESERVE	.1205	82,749.02	9452	8,695,729	5.5866
	DU PAGE WATER COMMISSION	.0000	-		68,671,382	
	DU PAGE AIRPORT AUTHORITY	.0148	10,163.36			
	DOWNERS GROVE TOWNSHIP	.0309	21,219.46			
	DOWNERS GROVE TWP ROAD	.0507	34,816.39			
	VILLAGE OF DOWNERS GROVE	.4699	322,686.82			
	VLG DOWNERS GROVE FIRE	.1080	74,165.09			
	VLG DOWNERS GROVE LIBRARY	.2030	139,402.91			
	DOWNERS GROVE SSA #2	1.5000	899,634.80			
	DOWNERS GROVE PARK	.3177	218,168.98			
	DOWNERS GROVE SANITARY	.0390	26,781.84			
	GRADE SCHOOL DIST #58	1.9774	1,357,907.92			
	HIGH SCHOOL DIST #99	1.8824	1,292,670.09			
	JUNIOR COLLEGE #502	.2114	145,171.30			
	TOTAL		4,736,030.23			

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

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2030
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2030
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	-3.5%

<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	0.0%

<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 95,066,610
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,735,805,789
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	3.6%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 67.66
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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The Property Tax Process:

How the Levy the Board of Library Trustees Approves
Becomes a Line on Your Tax Bill



Property Tax Defined

- A tax based on a property's value. Sometimes referred to as an “ad valorem” tax, meaning “according to value.”

In Illinois:

- Only real property is taxed, not personal property.
- Local tax imposed by local government taxing bodies
- Collected and spent at the local level
- Major source of revenue for local government taxing bodies
 - Percentage of revenues derived from property taxes depends largely on the type of local government taxing body (i.e. libraries commonly 95% or more of revenue is property tax, while park districts commonly receive less than 60% of revenue from property tax.)



Property Tax Cycle

Year One:

- Assessment
- Review of Assessments
- Equalization

Year Two:

- Levy
- Extension
- Collection and Distribution



Assessment

- Local Assessor determines value.
- An assessment is the property value officially entered in the county assessment books (aka “tax rolls”).
 - Most real property is assessed at 33 1/3 % of market value.
 - Market value is determined by market data, cost, or income – or any combination.
 - By law, each property must be reassessed every four years, sometimes referred to as “quadrennial reassessment.”
 - Taxpayers receive notice of property reassessment in the mail, only if the assessment changes.



Review

- After Assessment is complete, a County Board of Review is convened.
- County Board of Review is generally appointed by the County Board.
- County Board of Review's duties are:
 - Assess omitted property
 - Make homestead exemption decisions
 - Ensure equitable assessments
 - Review complaints



Equalization

- Equalization ensures assessment levels are uniform to provide equal distribution of tax among taxpayers.
- An assessment/sales ratio study is used determine is assessment are actually at 33 1/3 percent of market value.
 - If not, an equalization factor (aka multiplier) is calculated.
- The County Chief Assessment Officer and County Board of Review calculate equalization only in their own county, the apply the state-certified equalization factor if necessary.
- The final result is the “equalized assessed value” (aka EAV).



Levy

- Governing boards of each taxing body develop their budgets and determine how much of their revenue will come from each source, including property taxes.
 - State laws govern what types of funds a taxing body can have (i.e. operating fund, bond fund, etc.)
 - Statutes and deadlines for the levy process include budget and appropriations, certified estimates of revenues, and public hearings.
 - Every taxing body must file its levy with the County Clerk by the last Tuesday in December each year
- As a component unit of the Village of Downers Grove, the Downers Grove Public Library submits its levy request to the Village. The Village includes the library's levy request in its levy ordinance.



Extension

- The process of billing taxes is called “extension.” County Clerks are responsible for computing extensions based on levies from taxing bodies.
 - $\text{Tax Rate} = \text{Tax Levy} / \text{EAV}$
 - EAV is sometimes referred to as “tax base.”
- Tax rates may be limited by statutes, including Property Tax Extension Limitation Law (PTELL, aka tax cap).
- Some taxing bodies, like the Village of Downers Grove, are exempt from the tax cap as a Home Rule unit of government.



Collection and Distribution

- The County Collector (or County Treasurer) prepares and distributes tax bills, records tax payments, and records delinquencies.
- Property taxes are usually due in two installments – June 1 and September 1. If tax bills are distributed late, the first installment is due 30 days after the date on the tax bill.
- Tax payments are recorded by the Collector and deposited into accounts established by each taxing body.
- The County Collector is responsible for enforcement actions for delinquent taxes.



Board of Library Trustees' Role

- Determining levy is a part of the library's budget process.
 - Library levy is incorporated in the Village of Downers Grove's levy ordinance.
 - Village of Downers Grove Library appears as separate line on the property tax bill.
 - August 31 levy submission deadline to Village of Downers Grove.
 - Assessment estimates from local assessors are generally not available until late fall.



Rate 2017	Tax 2017	Taxing District	Rate 2018	Tax 2018
		** COUNTY **		
.1052	103.81	COUNTY OF DU PAGE	.1007	103.49
.0227	22.40	PENSION FUND	.0217	22.30
.0340	33.55	COUNTY HEALTH DEPT	.0330	33.91
.0130	12.82	PENSION FUND	.0119	12.23
.1207	119.10	FOREST PRESERVE DIST	.1180	121.28
.0099	9.76	PENSION FUND	.0098	10.07
.0166	16.38	DU PAGE AIRPORT AUTH	.0146	15.00
		** LOCAL **		
NO LEVY		DU PAGE WATER COMM	NO LEVY	
.0330	32.56	DOWNERS GROVE TWP	.0317	32.58
.0001	.09	PENSION FUND	.0001	.10
.0496	48.94	DOWNERS GR TWP RD	.0500	51.39
.0016	1.57	PENSION FUND	.0010	1.02
.1643	162.13	VLG DWNRS GR-EX FIRE	.1570	161.36
.2704	266.83	PENSION FUND	.2761	283.77
.1187	117.13	VLG DWNRS GR FIRE	.1134	116.55
.2145	211.66	VLG DWNRS GR LIBR	.2111	216.96
.2964	292.48	DOWNERS GROVE PARK	.3013	309.67
.0396	39.07	PENSION FUND	.0243	24.97
.0404	39.86	DOWNERS GR SAN DIST	.0398	40.90
		** EDUCATION **		
1.9829	1,956.72	GRADE SCHOOL DIST 58	1.9508	2,005.03
.0660	65.12	PENSION FUND	.0674	69.27
1.8680	1,843.34	HIGH SCHOOL DIST 99	1.8931	1,945.72
.0504	49.73	PENSION FUND	.0569	58.48
.2431	240.01	COLLEGE DU PAGE 502	.2317	238.25
5.7611	5,685.06	TOTAL	5.7154	5,874.30

Mailed to:

Property Location:

Township Assessor:

DOWNERS GROVE
630-719-6630

Tax Code:

Property Index Number:

TIF Frozen Value	
Fair Cash Value	326,400
Land Value	52,520
+ Building Value	56,260
= Assessed Value	108,780*
x State Multiplier	1.0000
= Equalized Value	108,780
- Residential Exemption	6.000
- Senior Exemption	
- Senior Freeze	
- Disabled Veteran	
- Disability Exemption	
- Returning Veteran Exemption	
- Home Improvement Exemption	
- Housing Abatement	
= Net Taxable Value	102,780
x Tax Rate	5.7154
= Total Tax Due	5,874.30
- Less Advance Payment	.00
= Net Tax Due	5,874.30

CHANGE OF NAME/ADDRESS:
CALL: 630-407-5900

*** S OF A FACTOR 1.0392**

1st INST PAID MAY 24, 2019

2nd INST DUE ON SEP 3, 2019

2018 DuPage County Real Estate Tax Bill
Gwen Henry, CPA, County Collector
421 N. County Farm Road
Wheaton, IL 60187

Office Hours – 8:00 am–4:30 pm, Mon–Fri
Telephone – (630) 407-5900



2017 \$104,680 Assessed Value 2018 \$108,780

Impact of Levy on Tax Rate

Scenario 1:

Levy: 6.0% Increase
\$5,656,500

EAV: 4.5% Increase
\$2,669,290,663

Tax Rate = Levy/EAV

$0.2119 = 5,656,500 / 2,669,290,663$

Tax Impact: 1.4% increase
\$3.16 per year

Scenario 2:

Levy: 9.5% Increase
\$5,844,875

EAV: 4.5% Increase
\$2,669,290,663

Tax Rate = Levy/EAV

$0.2190 = 5,844,875 / 2,669,290,663$

Tax Impact: 4.8% increase
\$10.74 per year



Impact of EAV on Tax Rate

Scenario 1:

Levy: 6.0% Increase
\$5,656,500

EAV: 4.5% Increase
\$2,669,290,663

Tax Rate = Levy/EAV

$0.2119 = 5,656,500 / 2,669,290,663$

Tax Impact: 1.4% increase
\$3.16 per year

Scenario 2:

Levy: 6.0% Increase
\$5,656,500

EAV: 1.0% Increase
\$2,579,888,583

Tax Rate = Levy/EAV

$0.2193 = 5,656,500 / 2,579,888,583$

Tax Impact: 4.9% increase
\$11.05 per year



Downers Grove Public Library
Tax Rate, Levy and EAV History and Estimates
Draft

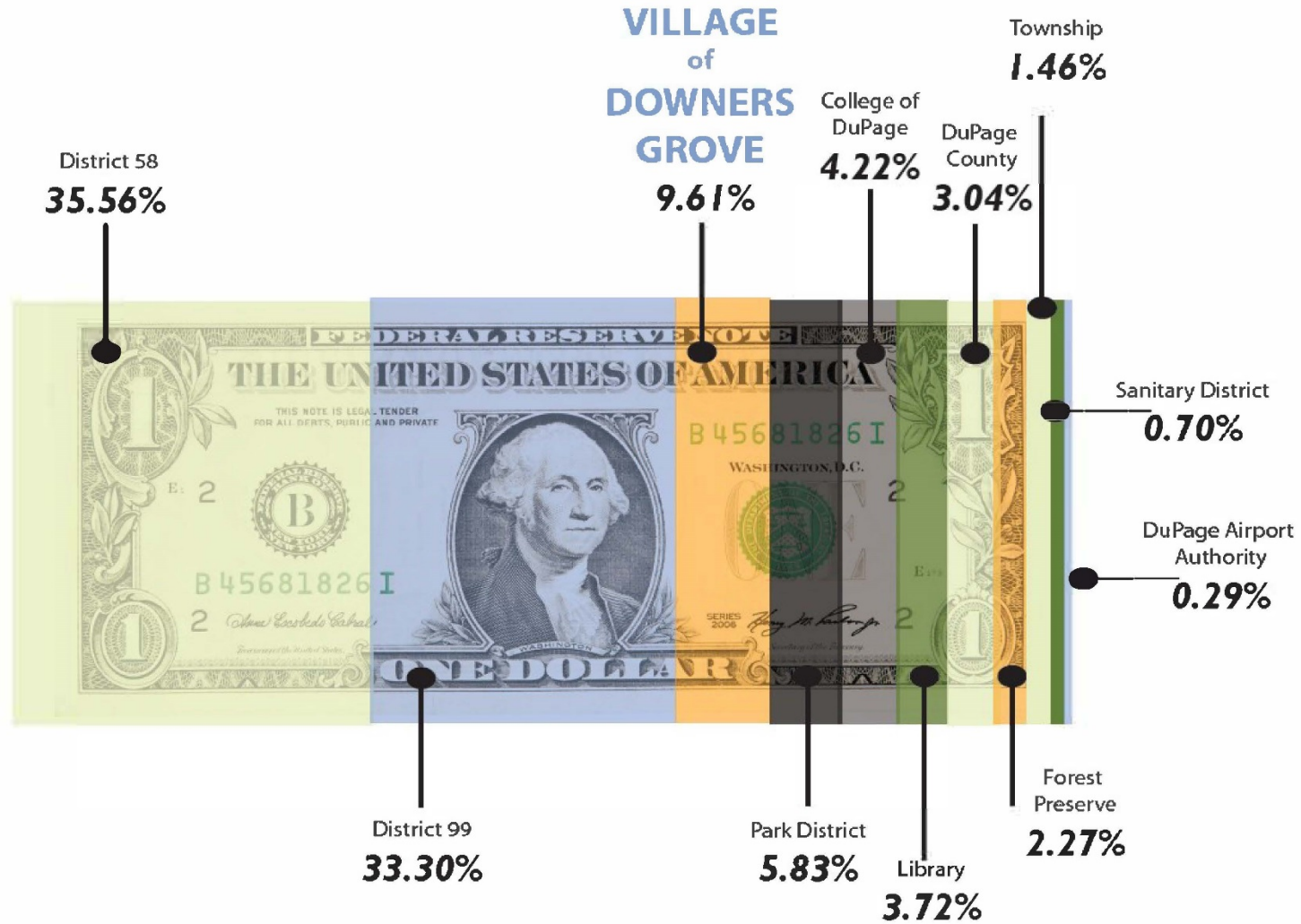
<u>RATE</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Estimated</u>
<u>Operating</u>	0.2302	0.2253	0.2202	0.2145	0.2090	0.2119
<u>Bond</u>	0.031	0.0154	0	0	0	0
<u>Total</u>	0.2612	0.2407	0.2202	0.2145	0.2090	0.2119
<u>% change YroYr</u>	4.4%	-7.8%	-8.5%	-2.6%	-2.6%	1.4%

<u>LEVY</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Estimated</u>
<u>Operating</u>	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785.00	\$ 5,656,500.00
<u>Bond</u>	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -	\$ -
<u>Total</u>	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,656,500
<u>% change YroYr</u>	3.7%	-2.3%	-2.2%	2.75%	3.0%	6.0%

<u>EAV</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Estimated</u>
<u>Base</u>	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,555,124,167
<u>Increase / (Decrease)</u>	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 114,945,531	\$ 114,945,531
<u>Total</u>	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,555,124,167	\$ 2,669,290,663
<u>% change YroYr</u>	0.1%	5.8%	6.9%	5.5%	4.7%	4.5%

Library Tax Per \$100K Home Value	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.66	\$ 70.64
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Wage/Salary Increment	4.0%	3.5%	2.5%	2.5%	3.0%	Minimum wage increment OR 3.0%
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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 2021**

Agenda Item 9A

COVID-19 Response and Phased Reopening Plan

At the April 28, 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 was revised according to the latest information available on May 19, 2021. Phase 5 – Large Group Limits Only became Bridge to New Normal to incorporate measures to safeguard the health of children under the age of 12 in the library prior to the availability of vaccines for this group. This includes continued masking requirements in the Kids Room and at library programs for children and families. This realigns the library's Phase 5 with the latest information and recommendations from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the DuPage County Health Department (DCHD). Phase 6 - New Normal of the COVID-19 Response and Reopening Phasing Plan draft is now dependent on the availability of vaccines for children age 2 and over.

On May 3, 2021, cleaning and disinfecting of surfaces returned to once per day, opening hours extended to 9 a.m. Monday through Saturday, and study rooms reopened for public use. Cleaning and disinfecting products continue to be available at public service desks, as needed. Study rooms are available for one 90-minute walk-in, same day reservation per person, per day. Use of tables and chairs will no longer require reservations. An honor system for the 2-hour visit time limit continues. Additional seating and tables has been reintroduced. Newspapers are available for use. 90-minute computer appointments, one per person per day, are available with advanced reservations strongly encouraged. Hours are now Monday through Friday 9 a.m. to 7 p.m., Saturday 9 a.m. to 5 p.m., and Sunday 1 to 5 p.m. Masks must be worn over the nose and mouth at all times in the library, regardless of vaccination status. 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 one curbside service space and reduced staffing. Staff continue to work remotely as duties and schedules permit. Meeting and conference rooms are currently used only for socially distanced staff meetings, storage of furniture, and socially distanced staff workspaces.

On Thursday, May 13, the Centers for Disease Control issued "Interim Public Health Recommendations for Fully Vaccinated People." It states "fully vaccinated people no

longer need to wear a mask or physically distance in any setting, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.” On Friday, May 14, the State of Illinois moved into A Bridge to Phase 5, a step, like the Resurgence Mitigations, added to the Restore Illinois plan. Mask requirements and social distancing remain in place. Recreational events allowed is 100 people or 50% of room capacity, whichever is less. Capacity limits are 60% for retail establishments. Individuals who are fully vaccinated (defined as 14 days after receiving their final dose of vaccine) or have received a negative COVID-19 test (PCR) 1-3 days prior to an event. Governor Pritzker announced that Illinois could move to Restore Illinois Phase 5 as early as June 11.

As of this writing, on Tuesday, June 1, hours will extend to 8 p.m. Monday through Friday. On Monday, July 5, regular hours will resume: Monday through Friday 9 a.m. to 9 p.m., Saturday 9 a.m. to 5 p.m., and Sunday 1 to 5 p.m. A recent poll of staff show that approximately 92% are now or will be fully vaccinated by June 11. Due to space and planning time needed, indoor in-person programming will not resume until fall 2021 at the earliest. At this time, it appears that the library may skip or only briefly enter COVID-19 Response and Reopening Phasing Plan Phase 5.

The Management Team will continue to plan the measured restoration of services. These plans assume the state will move to Restore Illinois Phase 5 as scheduled 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) are made.

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

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

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

Caveats and Considerations:

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

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

REOPENING PHASES

General overview of the phased open approach

Phase 1: Return of Materials Only

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

Date Implemented: Monday, May 4, 2020 (Actual Date: May 4, 2020)

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

Summary: Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined according to RAILS requirements before being checked in and reshelfed. RAILS delivery may not be available.

Phase 2: Curbside Pickup

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

prepare to reopen the building.

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

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

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

Phase 3: Limited Public Service, Limited Hours

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

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

Context: Restore Illinois Phase 3 implemented for our area. Social

distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult may be established. Fine free limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Home deliveries may resume on a “no contact” basis.

Phase 4: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. Social distancing is recommended. Face masks are required. (Actual Date: September 16, 2020 through October 23, 2020, 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: Bridge to New Normal

The majority of library services and seating are reintroduced, but additional precautions are in place for the Kids Room.

Anticipated Date: Restore Illinois Phase 5 implemented for our area and vaccine availability for children under 12 anticipated.

Context : People over the age of 12 are eligible for vaccination.

Summary: Masks are required in the Kids Room for patrons and staff and at programs for children and families. Toys and play areas remain unavailable. Most computers in operation. Most seating is back in public areas.

Phase 6: New Normal

Service returns to “our new normal”.

Anticipated Date: Late 2021

Context: Restore Illinois Phase 5 implemented for our area. Vaccines are

available for children age 2 and over.

Summary: Toys return to the Kids Room and play areas are open. Meeting rooms and conference rooms available for public use. No face masks or social distancing are required.

RESURGENCE MITIGATIONS

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

STAFF CONSIDERATIONS

Phase 1: Return of Materials Only

- Announce date book drops open or do a "soft opening"
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.

- Quarantine items according to RAILS requirements for delivery, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

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

Phase 2: Curbside Pickup

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before closure to let them know they have materials waiting for them.
- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff

bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.

- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

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

Phase 3: Limited Public Service, Limited Hours

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.
- Limited public computer use will be available.
- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with with EPA-approved disinfectant at

intervals throughout day.

- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns or be discontinued.
- Staff wear may wear gloves. Masks are required.

What must be in place before this phase begins:

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

Phase 4: Restoring Services and Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Continued curbside service may impact hours due to staffing availability.
- Soft seating and toys are not available to public. Access to Kids Room play areas may be restricted.
- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.
- Gradually reintroduce seating at tables for public use.
- Limits on access to children without an adult may continue.
- Wipe down computers with antiseptic wipes after each use.

- Wipe down tables/chairs with EPA-approved disinfectant after each use.
- Reintroduce study rooms for public use if possible with staff needs.
- Cleaning of high touch surfaces at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Home Delivery and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff may wear gloves. Masks are required.

What must be in place before this phase begins:

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

Phase 5: Bridge to New Normal

- Gradually relax social distancing and use of non-medical masks, as advised by public health officials.
- Most seating returns to public areas.
- Use of Meeting and Conference Rooms by the public returns when rooms are no longer needed for storage of furniture, staff work spaces, etc.
- Phase back to full on-desk staffing. Staff may telecommute for “off desk” work to avoid crowding in staff office space.
- Toys and play areas are not available for use.
- Staff must wear masks in the public areas of the Kids Room and

may wear masks or other PPE as they choose in other parts of the building.

What must be in place be in place before this phase begins:

- Create a plan for staff monitoring and enforcing mask use in the Kids Room and at any program for children under the age of 12 or families.

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
MAY 26, 2021**

Agenda Item 10

Library Director's Report

Roof Replacement Project

The roof replacement project completion has been hampered by weather and complicated by changing timelines and lack of communication, particularly with some of the subcontractors on the job. Closure of the ADA accessible ramp and door at the Forest Avenue entrance was necessary several times during the month and for longer than expected. Additionally, the unexpected and unannounced closure of the Curtiss Street sidewalk for window work one day during the ADA ramp closure made accessibility extremely difficult until the work was completed. The project should, weather permitting, be completed by Memorial Day weekend.

Equity, Diversity, and Inclusion Board Training

The Board of Library Trustees will meet with Reesheda Graham Washington of RGW Consulting for the first of two equity, diversity, and inclusion trainings on Tuesday, June 1 from 6 to 9 p.m. This will be posted as a Committee of the Whole meeting and open to the public. There will be no public comment on the agenda and no Board action taken at the meeting.

Land Acknowledgement

Public Relations Manager Cindy Khatri contacted the [Midwest SOARRING Foundation](#) about a partnership, enlisting their help in creation of the land acknowledgment and asking for ways in which the library could help them. Midwest SOARRING Foundation President Joseph Standing Bear Schranz met with her to discuss the potential partnership. He will be helping library staff finalize our land acknowledgment. The Midwest SOARRING Foundation offers some tradition programs for all ages that could be hosted by the library, including teaching and explaining their traditional dances and native plants and food. Their collection of photos could be displayed in our gallery or they could be Organization of the Month to help build awareness for their organization.

Illinois Library Association Board of Directors

I was elected to the Illinois Library Association Board of Directors for a three-year term, beginning on July 1, 2021. I look forward to serving on this board for the second time in my career.

Submitted by Julie M. Milavec
May 20, 2021

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 26, 2021**

Department Reports – April 2021

Administration – Jen Ryjewski

- Attended RAILS Assistant Director's Quarterly Meeting where we discussed the status of employees returning to onsite work full-time, telecommuting policies, phone banks, and types of software for monitoring incoming telephone calls and chats.
- Received funding for the FEMA grant in the amount of \$20,499.46 and started working on a second FEMA grant submission for additional COVID-19 reimbursements.
- Met with Programming Team and EQDG to finalize our partnership contributions for Pride Month in June. Pride picnics to-go will be available from local restaurants: Pierce Tavern, Cadence Kitchen, Foxtail, and will include a DGPL LGBTQ+ reading list, June pride program offerings, and pride a button created by Graphic Design and Display Coordinator Grace Goodwyn.
- Met with Innovation Team and continued project work on Memory Kits.
- Met with ILA Best Practices Committee to finalize slides and content for Reaching Forward conference and continued project work on EDI for the Association.
- Attended 3-hour EDI leadership training session with Reesheda Graham Washington.
- Attended mandatory annual sexual harassment prevention training and an additional training for managers specifically.
- Attended Ryan Dowd's monthly webinar: Prejudice: responding to prejudicial comments from customers.

Adult & Teen Services – Lizzie Matkowski

- We added more seating and tables on the second floor!
- PIC (Person In Charge) Advisory Group met for the first time. Joy and Kira from ATS attended, with Joy taking the lead in organizing.
- Thanks to the work of ATS, PR, and IT staff, the library's database of local obituaries is now available for patrons to search on the library's website!
- Van attended the Elevate Illinois Libraries Leadership Program training.
- Programs included: Next Chapter Book Club, Maker Mondays 2 Go: Create Like Georgia O'Keeffe, Maker Mondays 2 Go: Blackout Poetry, Tai Chi for Adults, Women in History, SCORE: Learn the WHY of Your Business, Book Discussion of Transcendent Kingdom by Yaa Gyasi, College Admission Process: When to

Start, Grab & Go Crafts for Adults: Seed Bombs, and A Fireside Chat with Author John Sandford.

Children's Services – Allyson Renell

- The Kids Room hired a new Library Assistant, Molly Seidl. Molly started April 19 and we are very glad to have her!
- Several staff members attend the Reaching Forward South virtual sessions on April 15 and 16. Both Reaching Forward and Reaching Forward South were virtual this year, so registration included both conferences. Staff were pleased with this year's offerings.
- Department Manager Allyson Renell attended the Elevate Illinois Libraries Leadership program on April 24. The workshop was based on framework called "Conscious Action for Inclusion" and focused on integrating "joining behaviors" into leadership styles and library practices. Allyson really enjoyed the workshop and felt it paralleled well with the library's other EDI work.
- In honor of April being Autism Acceptance Month, we posted a virtual program featuring magician Cody Clark presenting his Different Way of Thinking Magic Show. This show combined magic, comedy, and storytelling to share what living with autism is like for him.
- Towards the end of April, we added more soft seating to the Kids Room, including a couple of couches and a couple of love seats. Patrons have responded favorably to these returns; caregivers and children have been using the seating to share books together.
- Most of April was focused on continued prep for the Summer Reading Program, which starts May 23. This year's theme is Reading Colors Your World and staff have been hard at work creating programming and decorations along the theme. Allyson and Program Coordinator Traci Skocik have been updating the library's ReadSquared system, as well as updating our paper logs and other department processes.

Circulation Services – Christine Lees

- We served 907 cars via our curbside service during the month of April. We have seen a steady decrease each month in cars served via this service.
- RAILS issued a new quarantine directive for materials. As of April 12, returned items would no longer need to be quarantined. The elimination of quarantining items was a huge game changer for our department productivity (and sanity!).
- With the quarantine parameters lifted, we were able to reopen the patron return stations into the sorter. Patrons and staff were thrilled to have the self-returns open once again!
- For our most recent team-building event, our department rented out a movie theater at Seven Bridges for a private screening of, "A League of Their Own." Staff could not decide which was better, actually being back in a movie theater or eating popcorn with extra butter.

- Christine attended a meeting with SWAN staff for a “Pseudo Library” location. This newly created location will be used once our lockers become available and will allow patrons to select to pick up their holds either at the lockers or in the library at the time they place their hold. This add-on from Sirsi Dynix is exactly what we need to make the best use of the lockers and we expect once they arrive that this system will work seamlessly. We are looking at a hopeful date of the end of June for the locker installation.

Information Technology – Paul Regis

- April was certainly a month. It was mostly business as usual for IT. IT Manager Paul Regis spent much of the month preparing for migrating to the new server. This involved some reconfiguration of existing virtual servers and apps (as well as creating completely new ones), migrating them to the new server, and testing that all worked as they should. Thankfully, the transition was mostly smooth and allowed for the decommissioning of some apps and policies that have probably been in place for a good decade and a half.
- As the library reintroduced the study rooms for public use, IT prepared the Meeting Room as an annexed location for ATS and Kids Room staff.
- IT offered two new classes in April. Computer Help Desk Supervisor Lauren Cantore Gonzalez led a coding class focused on creating a Snapchat filter. Computer Help Desk Associate Andrew Cook presented a “Cutting the Cord” program that focused on streaming services and other alternatives to cable. Both were very well received and kudos to Andrew for persevering through a Comcast outage that happened to occur during his program.

Public Relations – Cindy Khatri

- The PR team worked on creating a quick-guide to the library handout for the CASA new cardholders based on the new cardholder email campaign.
- The PR team met with Amanda Klenk (Teen Librarian) to discuss her new 100 Books Before Graduation program. Plans were made to prepare for a fall launch.
- Cindy Khatri (PR Manager) attended the RAILS BIPOC Networking Group meeting. The DGPL BIPOC Connection Group met to discuss setting up future meetings with Darrel from RGW. Cindy also participated in the leadership team's RGW session.
- Cindy met with the Programming Team and EQDG to discuss Pride Month initiatives.
- The PR team worked on setting up the framework for the Summer Reading Club outreach initiative and the downtown DG crayon scavenger hunt. Local businesses will put crayons in their window for patrons to find, alongside a "Reading Colors Your World" sign to encourage SRC participation. Three winners will receive \$50 gift certificates in downtown dollars. We hope this helps to raise awareness in downtown businesses in addition to growing our partnerships after a long year.

- Grace Goodwyn (Graphic Design and Display Coordinator) created Summer Reading Club materials and graphics, and Brian Ruane (Marketing Content Coordinator) drafted marketing copy.
- The PR team attended the Illinois Library Association's Mini Marketing Conference (virtual).
- Work continued on the Aspen pilot program. The pilot team is aiming for Aspen to become the primary catalog within the next two months.
- Cindy attended the Dismantling Anti-Asian Bias in the Workplace webinar and the Bystander Intervention webinar.
- Cindy and Paul (IT Manager) met with neighboring libraries to discuss help ticket software.

Access Services – Amy Prechel

Projects and Updates

- Our second selector training for ordering with Ingram took place Monday, April 5. A recording of the training was shared with all selectors.
- The SWAN consortium has formed a working group to explore diversity and representation in our online catalog. The group will endeavor to address problematic controlled vocabulary and devise a system that supports the Collection Diversity Audit work occurring at member libraries. Amy Prechel and Nora Mastny are participating in the working group. A kick-off meeting was held April 23. The group anticipates meeting weekly for the duration of the project.

Inventory and Cataloging

- For ATS collection in April: added 1275 print items, 202 AV items; discarded 1066 print and 963 AV items.
- For Kids Room collection in April: added 580 print items and 98 AV items; discarded 290 print and 163 AV items.
- These statistics include items deleted by SWAN.
- In April, we added a Mahjong set to the Adult & Teen board game collection. A “Making Cents” kit, containing real coin-sorting and coin-counting equipment, a toy cash register, play money, and books to learn about money and math, was added to the Kids Room Anything Emporium collection. 43 new Playaways were added to the Kids Room collection. 15 videogames were also added to the collection.
- We claimed 19 magazines that did not arrive as anticipated.
- 9 original cataloging records were created in April.

Reclassification and Repairs

- Repaired 2066 ATS and Kids Room books and audiovisual items in April.
- Reclassified 1108 ATS and Kids Room items in April.

- The Access Team has changed the order of Call Numbers and relabeled Kids Room media items. The collection looks refreshed and this will solve the issue of non-fiction Playaways being sorted incorrectly by the materials handler.

Staff Training and Professional Development

- MaryKellie Marquez attended Part 3 "MARC 21: An introduction," a 3-part course offered by RAILS, on Thursday, April 1.
- Amy Prechel attended Aspen Pilot Project meetings on April 5 and 19. Nora Mastny attended SWAN's ASPEN Update on April 14.
- Michelle Litwin and Amy attended the Innovation Team meeting on Tuesday, April 6. Nora attended "Data that Counts: An Introduction to Census Data for Public Libraries" on April 6.
- Nora and Amy attended Ryan Dowd's "Prejudice: Responding to prejudicial comments from customers" on Thursday, April 8.
- Nora and Amy attended the LACONI training: "Diversity, Equity, and Inclusion in Cataloging and Collection Development" on Friday, April 9.
- Amy and Nora attended the RAILS Technical Services Networking Group meeting on Friday, April 16.
- Nora attended Bystander Intervention to Stop Anti-Asian/American and Xenophobic Harassment on April 22.
- Amy and Nora attended the Annual COSUGI conference (online) April 27-29.
- Nora attended RAILS Training: A Beginner's Guide to Library of Congress Classification (Part 1) on April 30.
- Amy and MaryKellie continued working curbside and door greeter shifts to help meet the staffing demand. Amy and Nora continued to work extra In-Charge shifts.

Facilities Services – Ian Knorr/John Martin

- Despite numerous rain delays, the roofing project got off and running.
- The roofing job led to discovery of an issue with the curtain wall windows. Those have since been inspected, caulked, and sealed.
- Elara Engineering was out to assess and plan the relay panel replacement project.
- Ian participated in the leadership team's EDI training session with Reesheda Graham Washington.
- Call the Underground was out to turn on the irrigation system for the season.
- Ian began investigating Person In Charge (PIC) practices at other libraries.
- Ian went on leave near the end of April and Building Operations Assistant John Martin took over in his absence.

April						
Circulation	APR 21	%	APR 20	%	APR 19	%
Checkouts						
Selfchecks	27,910	68.84%	71	1	39,127	74%
Staff desk	12,636	31.16%	47	0	13,670	26%
Total checkouts	40,546		118		52,797	
Renewals						
Auto Renewals	28,485		0		34,351	
Selfchecks	2		0		10	
Staff desk (incl. phone)	213		0		346	
Patron self-renewals on website	510		0		770	
Patron self-renewals on BookMyne	0		0		12	
BlueCloud Mobile/Web services (22 & 11)	131		0			
Total renewals	29,341		0		35,489	
Total item checkout and renewals	69,887		118		88,286	
Digital Circulation	11,642		14,152		8,255	
Total Circulation	81,529		14,270		96,541	
Reserves Processed						
Received from ILL	5,386				6,537	
ILL sent	4,497				4,552	
OCLC requests processed	160				292	
Gate Count						
North	10,654		0		26,264	
South	7,745		0		14,463	
Total	18,399		0		40,727	
Curbside Count	907		x		x	
Registrations						
New resident library cards	88		90		186	
New fee cards	3				4	
Professional Development Hours	16		600		0	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	Apr 2020	Apr 2021	YTD Totals			
Adult	75	36,579	118,020	130,092		
Teen	4	1,803	3,883	6,551		
Children	39	31,505	87,946	109,028		
Download	14,152	11,642	44,821	49,292	YTD Difference	
Total	14,270	81,529	254,670	294,963	40,293	15.8%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	23,470	64.16%	3,042	8.32%	8,043	21.99%	2,024	5.53%	36,579
Teen	1,726	95.73%	42	2.33%	14	0.78%	21	1.16%	1,803
Children	27,058	85.88%	1,060	3.36%	2,453	7.79%	934	2.96%	31,505
Total	52,254	74.77%	4,144	5.93%	10,510	15.04%	2,979	4.26%	69,887

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	120,374	76.00%	15,517	9.80%	15,028	9.49%	7,462	4.71%	158,381
Children	80,595	86.29%	2,860	3.06%	8,044	8.61%	1,901	2.04%	93,400
Total	200,969	79.82%	18,377	7.30%	23,072	9.16%	9,363	3.72%	251,781

Book Collection

	Apr 2020	Apr 2021	YTD Totals		YTD Difference	
Adult	115,282	120,374				
Children	76,301	80,595				
Total	191,583	200,969	191,583	200,969	9,386	4.9%

Audio Collection

	Apr 2020	Apr 2021	YTD Totals		YTD Difference	
Adult	15,202	15,517				
Children	2,714	2,860				
Total	17,916	18,377	17,916	18,377	461	2.6%

Video Collection

	Apr 2020	Apr 2021	YTD Totals		YTD Difference	
Adult	16,038	15,028				
Children	8,113	8,044				
Total	24,151	23,072	24,151	23,072	-1,079	-4.5%

Miscellaneous Collection

	Apr 2020	Apr 2021	YTD Totals		YTD Difference	
Adult	7,396	7,462				
Children	1,887	1,901				
Total	9,283	9,363	9,283	9,363	80	0.9%

Rooms & Spaces

	Apr 2020	Apr 2021				
Community Use of Rooms	0	188				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	0	188	3,447	228	-3,219	-93.4%

Programs Offered

	Apr 2020	Apr 2021				
Library Programs Offered						
Adult	0	16				
Teen	0	2				
Children	0	0				
Outreach Programs Offered						
Adult	0	0				
Teen	0	0				
Children	0	0				
Passive Programs Offered						
Adult	0	8				
Teen	0	15				
Children	0	24				
Programs Offered Total	0	65	376	272	-104	-27.7%

Program Attendance

	Apr 2020	Apr 2021				
Library Program Attendance						
Adult	0	323				
Teen	0	21				
Children	0	0				
Outreach Program Attendance						
Adult	0	0				
Teen	0	0				
Children	0	0				
Passive Program Attendance						
Adult	0	260				
Teen	0	336				
Children	0	898				
Program Attendance Total	0	1,838	10,557	7,574	-2,983	-28.3%
Virtual Program Hours Viewed	0	156	0	550		

Statistics for April 2021 (FY Jan-Dec)

Visits

	Apr 2020	Apr 2021				
Gate Count	0	18,399				
Curbside Pickup	0	907				
Locker Pickup	0	0	YTD Totals		YTD Difference	
Total Library Visits	0	19,306	89,055	78,483	-10,572	-11.9%

One-on-Ones

	Apr 2020	Apr 2021				
Book-a-Tech	11	20				
Notary	0	1	YTD Totals		YTD Difference	
Total	11	21	222	80	-142	-64.0%

Computer User Sessions

	Apr 2020	Apr 2021				
Adult	0	1,345				
Children	0	0	YTD Totals		YTD Difference	
Total	0	1,345	10,077	3,711	-6,366	-63.2%
Wireless Sessions	0	487	6,112	1,275		

Website Views

	Apr 2020	Apr 2021	YTD Totals		YTD Difference	
Total Views	11,094	23,092	23,231	101,934	78,703	338.8%

The Cupboard

	Apr 2021	YTD Totals
Donations Received	323	2,069