

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. October 27, 2021 Regular Meeting Requested Action: Approval
5. Financial Matters
  - a. October 2021 Financial Report
  - b. November 2021 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. 2022 Board Meeting Schedule Requested Action: Approval
  - b. 2022 Library Closings and Holidays Requested Action: Approval
  - c. Resolution 2021-1 Recognizing Milestone Anniversaries and Retirements Requested Action: Approval
  - d. Electrical Relay Panel Project Proposal Requested Action: Approval
  - e. Table Purchase Proposal Requested Action: Approval
  - f. Cancelling December 15 Regular Board Meeting Requested Action: Approval
9. Unfinished Business
  - a. COVID-19 Response and Phased Reopening Plan Requested Action: Approval
10. Library Director's Report
11. Executive Session
  - a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee
12. Action for Items Discussed in Executive Session Requested Action: Approval
13. Trustee Comments and Requests for Information
14. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 27, 2021, 7:30 P.M.  
LIBRARY MEETING ROOM**

**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, Assistant IT Manager Max Mogavero.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. September 22, 2021 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the September 22, 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. September 2021 Financial Report. Library Director Milavec presented the report. The library is 75% through the year as of September 30. On the revenue side, property tax collections are at 98.55% and overall revenue collected is at 99.18%, so the library anticipates collecting over 100% of its anticipated revenue for the year. On the expense side, the library is under budget in most lines, with 66% spent overall. Milavec noted an invoice from Northbrook Library for the Color of Law program, which is being put on by the same group that will be covered by the IGA that is up for approval in Agenda Item 8A.
  - b. October 2021 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of October 2021 Operating Fund invoices totaling \$143,055.10, the acceptance of October 2021 credit memos totaling \$788.04, and the ratification of September 2021 payrolls totaling \$236,033.56 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. Intergovernmental Agreement for Illinois Libraries Present. Library Director Milavec distributed a proposal for the agreement from Adult Program Coordinator Karen Bonarek. The group has been functioning for about a year and Bonarek is on the steering committee. Northbrook Library has been the contracting library for all of the presenters along the way and they want to formalize the process with an intergovernmental agreement. Each member library would contribute the same amount of money and Bonarek would like to start with the six-month pilot to see if it will be worthwhile. The programs are primarily live, virtual programs, many with national speakers. Registration is required for all of the programs.

It was moved by Gigani and seconded by Khuntia THAT the Intergovernmental Agreement for Illinois Libraries Present be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Interlocal Agreement for The Interlocal Purchasing System (TIPS) Program. TIPS is a governmental joint purchasing program run by a regional office of education in Texas. They started the program as a way for government entities to be able to leverage group purchasing. Library staff were made aware of the program by Library Furniture International (LFI), who furnished most of the 2014 building renovation and who has been helping the library plan for study table replacements. There are six different companies and seven different lines of tables that are available at a contracted price that is less than the list price. By participating in the program, the library would not have to go through the public bid process for the tables. There is no cost to join the program and there are no obligations to buy anything.

It was moved by Humphreys and seconded by Dougherty THAT the Interlocal Agreement for The Interlocal Purchasing System Program be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2022 Salary Structure Revised. Library Director Milavec presented next year's revised salary structure. The Board went through the budget process with placeholders for the new public safety model. There have also been some other staffing changes being discussed that are somewhat related to the new safety model. Two new job descriptions were created, which include an Assistant Manager for both Adult & Teen Services as well as Children's Services. Updates were made to the Building Operations Monitor job description. There is also a plan to change the Executive Assistant job title to Business Office Manager, which better encompasses the human resource and finance responsibilities of that position. The Administrative Assistant title will be changed to Business Office Assistant to better match that position as well. HR Source evaluated and benchmarked the new and updated positions and slotted them in to the revised salary structure.

It was moved by Khuntia and seconded by Gigani THAT the Revised 2022 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- d. Future Board Training. Following the Board's final EDI training with Reesheda Graham Washington, members of the Board had comments about wanting more training, different kinds of training, etc. Library Director Milavec polled Trustees and presented the results. After discussion, the Board agreed that facilitated discussions about a particular topic are most helpful and they would be open to exploring more trainers as well, for more perspectives. Milavec reminded the Board that there would be a new strategic planning process in 2022, which may include additional meetings and focus groups. She also noted that RAILS offers trustee trainings. Milavec will move forward with seeking out opportunities for focused discussions on difficult topics as they come up and will explore a possible additional training for next year that will help the Board get to know each other, relationship build, and better communicate.

## 9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. On November 8, the meeting room and conference rooms will return to their rolling six-month calendar for public reservations. Most of the furniture is back out on the floor. Staff are waiting for kids to be vaccinated so the play café and kids toys can return. Some of the individual play items in the Kids Room will be returning soon, including single family games and toys. More in-person programming will begin in January. Staff are waiting for more information on vaccine mandates.

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

- 10. Library Director's Report.** Library Director Milavec presented her report. She noted that the elevator might become a 2022 project. There have been issues lately and it looks like it may need an update sooner rather than later. Milavec and Building Operations Director Ian Knorr are discussing putting off the carpeting project and doing it all at once another year. No elevator quotes have been received yet and there may be another intergovernmental agreement for the elevator and installation. Assistant Library Director Jen Ryjewski is the queen of grants and has won the library the ARPA grant from the State Library, the IMLS grant, and two FEMA grants, all this year. Library staff will have a significant presence at the Public Library Association conference next spring. Library staff will be doing three different presentations, including a presentation on anti-hate statements and a presentation on the Cover to Cover podcast. Milavec also noted that the Framework for Releasing Anti-Hate Statements now includes the paragraph for context at the beginning of the document, as discussed at the last meeting. The Libraries of Illinois Risk Agency (LIRA) insurance renewal was slated for an increase of over 20%, but the final numbers are anticipated to come in at an 8-10% increase. The employee benefits renewal was flat this year.

**11. Executive Session.**

- a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Humphreys and seconded by Gigani THAT the Board move into Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved to Executive Session at 8:30 p.m.

President Graber reconvened the Public Session at 9:21 p.m.

- 12. Action for Items Discussed in Executive Session.** There were no action items. The Board announced a second closed session that will be held at the November 17, 2021 meeting.

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

Trustee Dougherty commented on the number of staff who have been taking on more leadership and who have been taking on more active and creative roles at the library.

Trustee Humphreys commented on the number of people that have talked to him in the last few weeks about the Land Acknowledgement statement and program. It was very well received and he thanked all of the staff who were a part of the process.

14. **Adjournment.** President Graber adjourned the meeting at 9:24 p.m.

DOWNERS GROVE LIBRARY      10/31/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 2,726,458	\$ 285,973
FUND BALANCE	2,683,103	\$ 285,973

Revenue by Object Report  
  
Village of Downers Grove  
10/1/2021 through 10/31/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,553,474.00	62,897.97	5,535,570.94	17,903.06	99.68
4109 Prior Year Property Taxes	100.00	0.00	149.23	-49.23	149.23
4313 Personal Property Replacement Tax	51,500.00	28,295.14	105,084.50	-53,584.50	204.05
4410 Sales of Materials	2,000.00	261.63	736.29	1,263.71	36.81
4502 Charges For Services	10,000.00	1,237.22	22,173.15	-12,173.15	221.73
4509 Fees For Non-Residents	8,000.00	846.00	11,844.00	-3,844.00	148.05
4571 Rental Fees	2,000.00	220.00	570.00	1,430.00	28.50
4581 Fines	0.00	215.87	2,121.52	-2,121.52	0.00
4590 Cost Recovered For Services	7,500.00	466.83	12,870.57	-5,370.57	171.61
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	72,589.00	0.00	72,589.18	-0.18	100.00
4711 Investment Income	7,500.00	32.25	78.82	7,421.18	1.05
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	4,500.00	7,784.17	-2,784.17	155.68
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,719,663.00</b>	<b>98,972.91</b>	<b>5,771,572.37</b>	<b>-51,909.37</b>	<b>100.91</b>



## Capital Replacement Fund

glExpObj  
10/28/2021 12:06PM  
Periods: 10 through 10

## Expenditures by Object Report

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Village of Downers Grove  
10/1/2021 through 10/31/2021

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	1,228,100.00	0.00	728,144.59	0.00	499,955.41	59.2
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>1,228,100.00</b>	<b>0.00</b>	<b>728,144.59</b>	<b>0.00</b>	<b>499,955.41</b>	<b>59.2</b>

glExpObj  
10/28/2021 12:00PM  
Periods: 10 through 10

## Expenditures by Object Report

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Village of Downers Grove  
10/1/2021 through 10/31/2021

## 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	126,706.50	1,317,301.72	0.00	314,993.57	80.7
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,368.00	267,474.03	0.00	62,319.62	81.1
5119 Part-Time Employee Wages	1,218,289.29	86,263.73	944,968.65	0.00	273,320.64	77.5
5121 Overtime	0.00	0.00	588.02	0.00	-588.02	0.0
5131 IMRF Pension Contributions	288,300.11	22,189.78	232,500.87	0.00	55,799.24	80.6
5133 Medicare Contributions	46,115.48	3,390.45	36,040.18	0.00	10,075.30	78.1
5134 Social Security Contributions	197,183.45	14,496.48	154,099.49	0.00	43,083.96	78.1
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,283.40	77.35	773.50	0.00	509.90	60.2
5191 Health Insurance	454,937.29	34,366.96	342,640.66	0.00	112,296.63	75.3
5195 Optical Insurance	2,520.47	149.94	1,495.61	0.00	1,024.86	59.3
5197 Dental Insurance	38,120.25	2,603.58	25,973.77	0.00	12,146.48	68.1
5210 Supplies	98,000.00	6,184.90	67,375.16	0.00	30,624.84	68.7
5251 Maintenance Supplies	21,750.00	1,694.37	15,493.68	0.00	6,256.32	71.2
5280 Small Tools & Equipment	29,600.00	2,316.05	13,042.02	0.00	16,557.98	44.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	0.00	6,666.67	0.00	833.33	88.8
5303 Seminars, Conferences & Meetings	28,110.00	763.64	7,760.80	0.00	20,349.20	27.6
5308 Recognition Program-Staff	5,000.00	59.98	1,804.33	0.00	3,195.67	36.0
5315 Professional Services	62,000.00	9,388.82	56,761.48	0.00	5,238.52	91.5
5322 Personnel Recruitment	1,000.00	122.45	751.51	0.00	248.49	75.1
5323 Special Legal	6,000.00	132.00	2,568.00	0.00	3,432.00	42.8
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	16,210.25	98,922.42	0.00	11,852.58	89.3
5380 Printing Services	24,800.00	0.00	14,241.00	0.00	10,559.00	57.4
5391 Telephone	17,000.00	1,199.79	13,412.93	0.00	3,587.07	78.9
5392 Postage	25,500.00	0.00	15,578.00	0.00	9,922.00	61.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

glExpObj  
10/28/2021 12:00PM  
Periods: 10 through 10

## Expenditures by Object Report

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Village of Downers Grove  
10/1/2021 through 10/31/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5407 Advertising And Public Relations	19,000.00	863.98	9,897.32	0.00	9,102.68	52.0
5420 Insurance - Other Policies	70,700.00	0.00	59,085.00	0.00	11,615.00	83.5
5430 Building Maintenance Services	91,500.00	23,469.97	85,434.63	0.00	6,065.37	93.3
5450 Cleaning Services	80,000.00	5,771.10	70,462.95	0.00	9,537.05	88.0
5461 Utilities	24,250.00	1,033.29	11,166.24	0.00	13,083.76	46.0
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	9,589.03	0.00	1,910.97	83.3
5481 Rentals	15,500.00	818.39	13,987.22	0.00	1,512.78	90.2
5620 Recoverables	4,000.00	17.90	116.35	0.00	3,883.65	2.9
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	2,440.01	78,641.04	0.00	-20,641.04	135.5
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	16,884.66	196,336.26	0.00	31,463.74	86.1
5852 Print Materials	345,500.00	32,628.43	243,729.17	0.00	101,770.83	70.5
5853 Audiovisual Materials	147,200.00	10,616.31	82,344.57	0.00	64,855.43	55.9
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	0.00	16,981.00	0.00	43,019.00	28.3
5880 Intangible Assets (Software)	52,000.00	9,216.87	42,089.04	0.00	9,910.96	80.9
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>6,207,823.68</b>	<b>457,445.93</b>	<b>4,558,094.32</b>	<b>0.00</b>	<b>1,649,729.36</b>	<b>73.4</b>

InvEdPst  
11/10/2021 3:57PM

Invoice Edit Listing  
Village of Downers Grove

November 17, 2021

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
021177 GREENBEE, LLC	2	21,058.22	0.00	21,058.22
Grand Total:	2	21,058.22	0.00	21,058.22

INVOICES OF NOTE

For Library Board Meeting on November 17, 2021  
Capital Replacement Fund

021177	Greenbee, LLC (Lighting Work)	\$21,058.22
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November 17, 2021

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018213 AMAZON CAPITAL SERVICES, INC.	4	2,334.91	0.00	2,334.91
000322 AMAZON.COM	1	2,845.97	0.00	2,845.97
000428 ANDERSON'S BOOKS, INC.	3	147.91	0.00	147.91
000403 AT&T	1	267.21	0.00	267.21
000672 BAKER & TAYLOR - L0217582	9	674.13	0.00	674.13
019652 BEST QUALITY CLEANING	1	5,410.00	0.00	5,410.00
000829 BLACKSTONE AUDIOBOOKS	8	815.68	0.00	815.68
001264 CDW GOVERNMENT, INC.	1	2,193.87	0.00	2,193.87
008323 CENGAGE LEARNING	9	1,321.82	0.00	1,321.82
001277 CENTER POINT PUBLISHING	1	67.11	0.00	67.11
001377 CHICAGO TRIBUNE	1	135.50	0.00	135.50
001459 CINTAS CORPORATION	2	189.89	0.00	189.89
009821 DAVE RUDOLF, INC.	1	400.00	0.00	400.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002539 EBSCO SUBSCRIPTION SERVICES	1	13,144.98	0.00	13,144.98
005572 FIA CARD SERVICES, N.A.	14	12,849.14	0.00	12,849.14
009775 FINDAWAY WORLD, LLC	3	274.95	0.00	274.95
017510 FIRST COMMUNICATIONS, LLC	1	515.99	0.00	515.99
019894 FISH WINDOW CLEANING	1	1,595.00	0.00	1,595.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	994.81	0.00	994.81
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	202.83	0.00	202.83

InvEdPst

11/11/2021

2:21PM

## Invoice Edit Listing

Village of Downers Grove

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**Vendor Totals**

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
008770 GRAINGER	1	706.52	0.00	706.52
009102 HAGG PRESS, INC.	1	3,463.00	0.00	3,463.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003688 INGRAM LIBRARY SERVICES, LLC	40	19,757.85	0.00	19,757.85
012834 IPROMOTEU	1	698.74	0.00	698.74
021473 KELLY SUMMERS	1	150.00	0.00	150.00
010993 KENT ADHESIVE PRODUCTS COMPANY	1	119.00	0.00	119.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	616.00	0.00	616.00
004928 LAKESHORE LEARNING MATERIALS	2	753.87	0.00	753.87
018876 LIBRARY IDEAS, LLC	1	93.90	0.00	93.90
019932 LIBRARY SUPPLY SOLUTIONS, LLC	1	1,887.00	0.00	1,887.00
014465 MATKOWSKI, ELIZABETH	2	97.67	0.00	97.67
005613 MEDLIN COMMUNICATIONS, INC.	1	703.11	0.00	703.11
005866 MIDWEST TAPE	10	5,234.11	0.00	5,234.11
006161 NICOR GAS	1	1,271.18	0.00	1,271.18
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
012499 OVERDRIVE, INC.	3	3,823.82	0.00	3,823.82
009359 PALOS HEIGHTS PUBLIC LIBRARY	1	59.50	0.00	59.50
018491 PEOPLEFACTS, LLC	1	55.54	0.00	55.54
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	7,500.00	0.00	7,500.00
020030 RGW CONSULTING, LLC	1	3,833.00	0.00	3,833.00
019214 RIZZO, SANDRA	1	23.25	0.00	23.25

InvEdPst

11/11/2021

2:21PM

## Invoice Edit Listing

Village of Downers Grove

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**Vendor Totals**

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Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
013422 RUNCO OFFICE SUPPLY & EQUIP CO	2	101.79	0.00	101.79
007517 SCHOLASTIC LIBRARY PUBLISHING	5	340.53	0.00	340.53
007918 STEVEN G. HASHIMOTO	1	700.00	0.00	700.00
020469 SWK TECHNOLOGIES, INC.	3	377.50	0.00	377.50
010020 THE DAVEY TREE EXPERT CO.	1	200.00	0.00	200.00
008450 TOTAL FIRE & SAFETY, INC.	1	382.80	0.00	382.80
016212 TOWN SQUARE PUBLICATIONS, LLC	1	1,000.00	0.00	1,000.00
018458 URBAN ELEVATOR SERVICE, LLC	1	224.97	0.00	224.97
015110 VABALAITIS, KATELYN	1	18.79	0.00	18.79
<b>Grand Total:</b>	<b>158</b>	<b>102,925.24</b>	<b>0.00</b>	<b>102,925.24</b>



## INVOICES OF NOTE

For Library Board Meeting on November 17, 2021

009821	Dave Rudolf, Inc. (Program Payment)	\$400.00
002539	EBSCO Subscription Services (Periodicals Renewals)	\$13,144.98
021473	Kelly Summers (Chinese Genealogy Program)	\$150.00
014465	Matkowski, Elizabeth (Employee Reimbursement)	\$97.67
009359	Palos Heights Public Library (Author Event)	\$59.50
014549	Reaching Across Illinois, Library System (Communico Cloud Platform)	\$7,500.00
020030	RGW Consulting, LLC (EDI Training Fee)	\$3,833.00
007918	Steven G. Hashimoto (Concert Program Payment)	\$700.00
010020	The Davey Tree Expert Co. (Tree Pruning)	\$200.00
008450	Total Fire & Safety, Inc. (Annual Fire Exit Inspection)	\$382.80

November 17, 2021

Vendor Totals

Vendor	Number of Memos	Amount
000672 BAKER & TAYLOR - L0217582	1	17.49
Grand Total:	1	17.49

### Library Credit Card Details for the November 17, 2021 Board Meeting

Julie Milavec				
971	5210 Supplies	Brochure and Sign Holders	\$	10.99
971	5302 Dues & Membership	ILA Membership Renewal	\$	250.00
971	5303 Seminars, Mtgs, & Conferences	PLA Staff Registration	\$	549.00
972	5303 Seminars, Mtgs, & Conferences	PLA Staff Registration	\$	1,383.00
973	5303 Seminars, Mtgs, & Conferences	PLA Staff Registration	\$	891.00
975	5303 Seminars, Mtgs, & Conferences	PLA Staff Registration	\$	1,098.00
976	5303 Seminars, Mtgs, & Conferences	PLA Staff Registration	\$	549.00
977	5303 Seminars, Mtgs, & Conferences	PLA Staff Registration	\$	297.00
			<b>Total</b>	<b>\$ 5,027.99</b>
Katelyn Vabalaitis				
971	5210 Supplies	Bricks for Foundation, Tablecloths for Staff Events	\$	237.00
971	5308 Recognition Program-Staff	Candy for Halloween Celebration	\$	74.93
978	5391 Telephone	Comcast Monthly Payment	\$	456.57
			<b>Total</b>	<b>\$ 768.50</b>
Ian Knorr				
978	5210 Supplies	Face Masks	\$	80.00
978	5251 Maintenance Supplies	Assembly Pipe, Rollers, Paint and Trays, Liquid De-Icer	\$	471.37
978	5280 Small Tools & Equipment	Exterior Light Wires, Bodily Fluid Cleanup Kits, Urinal Mats	\$	370.33
			<b>Total</b>	<b>\$ 921.70</b>
Elizabeth Matkowski				
971	5302 Dues & Membership	ALA/PLA membership renewal	\$	456.00
972	5210 Supplies	Memory Emporium and Program Supplies	\$	239.66
972	5315 Professional Services	Cricut Annual Renewal	\$	103.26
972	5851 Electronic Resources	Kindle Books	\$	197.65
972	5853 Audiovisual Materials	Flickback Media Book, Greeting Card, Jigsaw Puzzle	\$	83.02
			<b>Total</b>	<b>\$ 1,079.59</b>
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	117.27
972	5852 Printed Materials	Magazine Renewal	\$	18.00
972	5853 AV Materials	Golden Age of Hollywood LP for Anything Emporium	\$	17.68
			<b>Total</b>	<b>\$ 152.95</b>
Amelia Prechel				
972	5852 Print Materials	Magazine Renewal, ATS Print Materials	\$	107.50
977	5210 Supplies	Supplies	\$	54.79
977	5303 Seminars, Mtgs, & Conferences	ALA/PLA membership renewal	\$	298.00
			<b>Total</b>	<b>\$ 460.29</b>
Cynthia Khatri				
976	5315 Professional Services	Pick Pack Items	\$	7.65
			<b>Total</b>	<b>\$ 7.65</b>

Sharon Hrycewicz				
972	5853 AV Materials	Cards for Memory Kit	\$	6.93
973	5210 Supplies	Program Supplies	\$	24.31
973	5852 Print Materials	Pick Pack Books	\$	16.98
973	5853 AV Materials	Anything Emporium Items, Terrapin Robot, Digital Scopes	\$	660.17
			<b>Total</b>	<b>\$ 708.39</b>
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	874.86
973	5852 Print Materials	Book Pre-Order	\$	19.99
			<b>Total</b>	<b>\$ 894.85</b>
Allyson Renell				
973	5210 Supplies	Colored Pencil Sharpener	\$	15.00
973	5280 Small Tools & Equipment	Toys	\$	604.95
973	5852 Printed Materials	Patron Requested Books	\$	70.93
			<b>Total</b>	<b>\$ 690.88</b>
Christine Lees				
972	5210 Supplies	Potawatomi Indians Book, Plastic Cups	\$	22.02
973	5210 Supplies	Program Supplies	\$	22.24
974	5210 Supplies	Office Supplies, Safe for Book Sale Cash Payments	\$	178.71
976	5315 Professional Services	Pick Pack Books	\$	338.88
			<b>Total</b>	<b>\$ 561.85</b>
Paul Regis				
975	5280 Small Tools & Equipment	Office Supplies	\$	141.50
975	5770 Capital Equipment	Camcorder Carrying Case	\$	158.00
975	5880 Intangible Assets	Mobile Beacon, Google, Zoom, LibSyn, GoToMeeting	\$	683.28
			<b>Total</b>	<b>\$ 982.78</b>
Grace Goodwyn				
			<b>Total</b>	<b>\$ -</b>
Jen Ryjewski				
972	5853 AV Materials	Carrying Cases for Innovation Team	\$	78.48
			<b>Total</b>	<b>\$ 78.48</b>
Amanda Klenk				
971	5302 Dues & Memberships	ALA/PLA Membership	\$	228.00
972	5210 Supplies	Program Supplies	\$	203.92
972	5315 Professional Services	Shutterstock Annual Renewal	\$	29.00
972	5852 Print Materials	ATS Book	\$	9.42
972	5853 AV Materials	Anything Emporium Materials	\$	42.90
			<b>Total</b>	<b>\$ 513.24</b>
			<b>Library Credit Card November 2021 Totals</b>	<b>\$ 12,849.14</b>

PAYROLLS FOR OCTOBER 2021

OCTOBER 8	\$119,501.09
OCTOBER 22	\$118,837.14
TOTAL OCTOBER 2021 PAYROLLS	\$238,338.23

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 8A**

**2022 Board Meeting Schedule**

Generally, the Board of Library Trustees meets on the fourth Wednesday of each month, except on the second Wednesday in November and December. Due to the calendar for 2022, the second Wednesday is very early in November, so this schedule reflects a third Wednesday meeting for the month of November. Meetings are held at 7:30 p.m. in the Library Meeting Room unless otherwise posted.

Proposed 2022 Board meeting dates are:

January 26, 2022  
February 23, 2022  
March 23, 2022  
April 27, 2022  
May 25, 2022  
June 22, 2022  
July 27, 2022  
August 24, 2022  
September 28, 2022  
October 26, 2022  
November 16, 2022  
December 14, 2022

**Recommended Action:** Approve 2022 Board Meeting Schedule as presented.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 8B**

**2022 Library Closings and Holidays**

The following schedule follows the holiday and unpaid closings as enumerated in the Personnel Policy.

**PAID HOLIDAYS**

Saturday, January 1, New Year's Day  
Monday, May 30, Memorial Day  
Monday, July 4, Independence Day  
Monday, September 5, Labor Day  
Thursday, November 24, Thanksgiving  
Saturday, December 24, Christmas Eve  
Sunday, December 25, Christmas

**UNPAID CLOSINGS**

Sunday, April 17, Easter  
Sunday, May 29, Sunday before Memorial Day  
Friday, June 24, 7:00 p.m. Rotary Grove Fest  
Saturday, June 25, 1:00 p.m. Rotary Grove Fest  
Sunday, June 26, Rotary Grove Fest  
Sunday, September 4, Sunday before Labor Day

The annual Staff In-Service Day is not included on the closing schedule. This In-Service Day will be scheduled as a part of the strategic planning process in 2022.

There is one additional consideration this year: In 2021, Juneteenth (June 19) became a state holiday in Illinois. A Reaching Across Illinois Library System (RAILS) survey of 60 public libraries showed: 32 will be open, 8 will be closed, 14 are undecided, 3 will be open with staff receiving a floating holiday, and 3 responded "Other." DGPL is open on other state and federal holidays, including Martin Luther King Jr. Day, Lincoln's Birthday, Presidents' Day, Columbus Day, and Veterans Day.

**Recommended Action:** Approve 2022 Library Closings and Holidays as presented.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 8C**

**Resolution 2021-1 Recognizing 2021 Milestone Anniversaries and Retirements**

This resolution is passed annually to recognize the milestone anniversaries and retirement of staff in the past year.

Each staff member reaching a milestone anniversary is recognized, usually at In-Service Day, and receives a copy of the resolution. The staff member also receives one personal day to be used during the year following the milestone anniversary.

Each staff member retiring is recognized with a party or other staff social event, with food paid for by the library.

**Recommended Action:** Approve Resolution 2021-1 Recognizing 2021 Milestone Anniversaries and Retirements with gratitude for their years of service.



**RESOLUTION NO. 2021-1**

**A RESOLUTION OF APPRECIATION FOR THE SERVICE OF  
STAFF MEMBERS WHO HAVE CELEBRATED MILESTONE  
SERVICE ANNIVERSARIES AND/OR RETIREMENT IN 2021**

**WHEREAS**, fourteen members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2021, totaling 130 years of service, as follows:

**5 Years of Service:**

Gail Blazek  
Ed Bromiel  
JR Donasco  
Lauren Gonzalez  
Emily Kiang  
Amanda Klenk  
Michelle Litwin  
Julie Milavec  
Teresa Pavesich

**10 Years of Service:**

Thea Milder  
Traci Skocik

**15 Years of Service:**

Kelly Pocci  
Paul Regis

**35 Years of Service:**

Karen Neal

**AND WHEREAS**, two members of the Downers Grove Public Library Staff have celebrated retirement in 2021, totaling 50 years of service, as follows:

**Diane Jakosz**, 15 Years of Service

**Karen Neal**, 35 Years of Service

**AND WHEREAS**, the committed services of these staff members has contributed significantly to the library's high level of performance and high reputation in the community;

**AND WHEREAS**, 2021 has provided many new opportunities for service, including response to the COVID-19 pandemic and the diversity, equity, and inclusion trajectory discovery project;

**THEREFORE BE IT RESOLVED**, that the Board of Library Trustees recognizes with great appreciation the dedication and perseverance of these staff members and thanks them for their outstanding work.

**UNANIMOUSLY APPROVED** this 17<sup>th</sup> day of November, 2021 by the Board of Library Trustees of the Village of Downers Grove.

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**President**

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**Secretary**

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 8D**

**Electrical Relay Panel Project Proposal**

In July 2021, the Board of Library Trustees declined to award the publicly bid electrical relay replacement project. The project cost obtained through the open bid process was more than double the project cost estimates provided by Elara.

Building Operations Director Ian Knorr worked on value engineering options to bring the cost of the project closer in-line with the original cost estimates using a retrofit solution for the existing panels. Using OMNIA Partners (formerly US Communities) cooperative purchasing organization contracts, he identified Graybar Electrical Company, a contracted provider with the appropriate retrofit solution for the electrical relay panel project. By retrofitting existing equipment in lieu of replacement, existing field devices (i.e. wall switches, daylight harvesting sensors, etc.) will not need to be replaced, a major factor in the public bids coming in over the original estimated project cost.

The project proposal includes overtime work to allow for switchover to the new relays outside of normal library operating hours. The project has a 6-8 week lead-time for ordering materials.

**Recommended Action:** Approve Electrical Relay Panel Project Proposal from Graybar Electrical Company in the amount of \$84,800.

## SERVICES AGREEMENT

**THIS SERVICES AGREEMENT** (“Agreement”) is made effective on the 29th day of October, 2021 by and between Downers Grove Public Library (“Owner”), with an address at 1050 Curtiss Street, Downers Grove, IL, and Graybar Electric Company, Inc. (“Supplier”), with a corporate address at 34 N. Meramec Avenue, St. Louis, MO 63105.

PROPERTY: Downers Grove Public Library, 1050 Curtiss Street, Downers Grove, IL

**GENERAL SCOPE OF WORK:** Replace existing lighting control relay panel boards

Owner desires to hire Supplier to perform the Work at the Property in accordance with Supplier’s Proposal, which is accepted by Owner and attached hereto and made a part hereof as Attachment A.

The Parties agree as follows:

1. **The Work.** Supplier agrees to perform the Work set forth in the Supplier’s Proposal in Attachment A. Owner acknowledges that Supplier is not a licensed subcontractor in all jurisdictions and that, when applicable, Supplier will subcontract all services requiring licensure to an appropriately licensed subcontractor.

2. **Commencement.** Supplier will start the Work when notified by Owner and will perform the Work with diligence and promptness as requested by Owner and as mutually agreed upon by the parties. Supplier requires a minimum of 30 days prior notice before commencing Work.

3. **Contract Price.** Subject to the Standard Terms and Conditions attached to this Agreement as Attachment B, Owner agrees to pay Supplier for the performance of the Work the total sum of Eighty-Four Thousand, Eight Hundred and 00/100 (\$84,800.00), subject to additions and deductions for changes requested or approved by Owner (the “Contract Price”).

4. **Terms and Conditions.** The Standard Terms and Conditions, which are attached to this Agreement as Attachment B, are incorporated into this Agreement and govern all work performed by Supplier and its Subcontractors. In the event that any provision of any invoice, acknowledgment, quotation, proposal, delivery ticket, authorization, work order, schedule, purchase order, or other document whatsoever provided by either party to the other party conflicts with the provisions in this Agreement, the provisions of this Agreement shall control. This Agreement may be modified only by a writing signed by both parties.

5. **Special Provisions:**

**List of Attachments:** The following Attachments are part of this Agreement:

Attachment A – Supplier’s Proposal  
Attachment B – Standard Terms and Conditions

6. **Payment Terms:** Net 30 days

Supplier will diligently pursue and substantially complete all work within a reasonable time. The Project will be considered substantially complete upon any of the following: (a) issuance of a government certificate of occupancy, final or temporary; (b) notice from Supplier that the work has been completed if a certificate of occupancy is not required; or (c) the Project is usable for the intended purpose.

Payments are due within thirty days from the submission to Owner of an invoice or application for payment. A "late payment" charge of one and one half percent (1 1/2%) per month or the maximum legal interest rate, whichever is greater, will be applied to all monies past due and shall be paid by Owner immediately upon demand.

**7. Complete Agreement.** This Agreement sets forth the entire and integrated agreement between Owner and Supplier and supersedes any and all prior agreements, representations, and negotiations. No verbal agreement or conversation with any representative or employee of Supplier, either before or after execution of the Agreement, shall affect or modify any of the terms or obligations of this Agreement.

Downers Grove Public Library

Graybar Electric Company, Inc.

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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**ATTACHMENT B**  
**SUPPLY AND INSTALLATION**  
**STANDARD TERMS AND CONDITIONS**

1. **Contractual Conditions.** These Standard Terms and Conditions are not binding until Owner has authorized Supplier to commence work by execution of the Services Agreement.
2. **Warranty.**
  - A. **Workmanship:** Supplier warrants that the Work will be performed in a good and workmanlike manner in accordance with the Supplier's Proposal.
  - B. **Material Warranty:** Supplier warrants that all materials sold to Owner (the "Products") are free of any security interest, and Supplier will make available to Owner all transferable warranties made to Supplier by the manufacturer of the Products.
  - C. **Entire Warranty:** SUBJECT TO ANY DIFFERENT OR ADDITIONAL WARRANTIES PROVIDED IN ATTACHMENT A, SUPPLIER MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE WORK OR THE PRODUCTS, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. WITHOUT LIMITATION OF THE PRECEDING SENTENCE, THE WARRANTIES OF THIS SECTION 2 DO NOT COVER ANY FAILURE OR DEFECT RESULTING FROM: (I) SUBSTRATE DETERIORATION OR MOVEMENT, (II) WATER INFILTRATION, (III) HARMFUL CHEMICALS, FUMES OR VAPORS, (IV) VANDALISM OR PHYSICAL ABUSE, (V) LACK OF PROPER MAINTENANCE AND REPAIR, (VI) UNAUTHORIZED PENETRATIONS OR REPAIRS, OR (VII) ACTS BEYOND THE REASONABLE CONTROL OF SUPPLIER, SUCH AS FIRE, FLOOD, EARTHQUAKE, TORNADO, EXPLOSIONS, ACTS OF GOD OR OTHER CATASTROPHIC EVENTS.
  - D. **Supplier's Obligation:** Supplier shall correct, or shall cause its Subcontractor to correct, any defects due to a breach of the foregoing warranties, which appear on or before the earlier of (i) eighteen (18) months after the first delivery of the Products to the Property, or (ii) twelve (12) months after Substantial Completion of the Work (the "Warranty Period"). Supplier's obligation and liability under the foregoing warranties are limited to the repair or replacement of any defective workmanship or materials, at the Property, and shall not in any case extend to any loss of anticipated profits, rents, shutdown or non-operation of the facility, or other consequential loss suffered by Owner from any cause, including defects covered by this paragraph.
  - E. **Notice:** Any warranty claim must be presented in writing to Supplier prior to the expiration of the Warranty Period, or the claim shall be waived.
  - E. **Product Exclusions:** UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (I) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (II) IN A HEALTHCARE SITUATION, WHERE THE PRODUCTS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.
3. **Permits.** Unless otherwise provided in the Agreement, all building, construction, and other permits required for the Work shall be obtained by Owner with Supplier's assistance but at no cost to Supplier.

4. **Other Charges.** The Contract Price shall include applicable sales and use tax. However, Owner shall pay any other charges upon the sale, use, transportation, production or installation of the material, structures, or real property additions and improvements in excess of those covered by this Agreement. If Supplier is required to pay any such charges, Owner shall promptly reimburse Supplier.
5. **Performance Dates.** The schedule, if stated in the Agreement or the Supplier's Proposal, is approximate and is not guaranteed by Supplier. Supplier shall not be liable for delays in delivery, fabrication or installation when such delays result from acts of government, acts of God, adverse weather, war, riot, labor disputes, civil insurrection or any other causes beyond Supplier's reasonable control, and the date of performance shall be adjusted for any such delays. Supplier shall not be responsible for damages for delayed completion.
6. **Contract Amendments.** Either Supplier or Owner may propose changes to the Work, and such changes shall be incorporated into the Work as long as each party agrees in writing upon the appropriate adjustments to the Contract Price and the schedule (each such writing being a "Change Order").
7. **Facility/Site Conditions.** Owner shall provide adequate and safe working and storage areas, utilities, and reasonable access to the Property. Owner shall pay any additional costs incurred by Supplier as a result of variations in the conditions of the Property (including but not limited to conditions that were not reasonably anticipated by Supplier.)
8. **Hazardous Conditions.** Upon execution of this Agreement, Owner will provide notice of any hazardous or dangerous conditions on the Property. In the event that Supplier encounters material on the site that is reasonably believed to be a hazardous substance, including without limitation, asbestos-containing material, Supplier will immediately stop work in the area affected and report the condition to the Owner.
  - A. Upon Supplier's notice, Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported and, in the event such material or substance is found to be present, to cause it to be rendered harmless. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of Owner and Supplier. By Change Order, the schedule shall be extended appropriately and the Contract Price shall be increased in the amount of Supplier's reasonable additional costs of shut-down, delay and start-up.
  - B. To the fullest extent permitted by law, Owner shall indemnify and hold harmless Supplier and its subcontractors, agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if hazardous materials or materials or substances that present the risk of bodily injury or death have not been rendered harmless, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss or expense is due to the fault or negligence of the party seeking indemnity.
9. **Labor.** If use of union labor or the payment of prevailing wages is required, the Contract Price will be modified to reflect the cost of using union labor or paying prevailing wages.
10. **Indemnification.** Subject to the limitation of liability provided in Section 13:
  - A. Owner agrees to defend and indemnify Supplier against any loss or expense from any claim or suit against Supplier as a result of any bodily injury or property damage caused by the negligence of Owner or its agents, employees, or suppliers; and
  - B. Supplier agrees to indemnify Owner for any loss or expense from any claim or suit against Owner as a result of any bodily injury or property damage caused by the negligence of Supplier or its subcontractors, agents or employees. In no event shall a party be required to indemnify the other party for the other party's negligence.

## 11. Insurance.

- A. **Owner's Insurance.** Owner will procure and maintain Commercial General Liability insurance from commencement of the Work until twelve (12) months after the Work is finally completed. The limit of liability under such insurance shall be at least \$1,000,000 for any one occurrence. Owner shall also purchase and maintain for the term of the Agreement both property and casualty insurance for the full replacement value of the Property and statutory workers compensation insurance.
- B. Owner and Supplier waive all rights of subrogation for workers compensation claims.
- C. **Supplier's Insurance.** Supplier shall purchase and maintain insurance of the following types of coverage and limits of liability:
  - 1. Commercial General Liability (CGL)     \$1,000,000
  - 2. Business Automobile Liability             \$1,000,000
  - 3. Umbrella                                         \$1,000,000
  - 4. Worker's Compensation                     Statutory Limits
- D. Supplier will provide Owner additional insured status on commercial general liability insurance policies upon request with respect to Supplier's negligence in its performance under this Agreement.

12. **Limitation of Liability.** IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGE ARISING OUT OF ANY WORK PERFORMED HEREUNDER, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, LOSS OF PROFIT, BUSINESS INTERRUPTION, INTEREST, INCREASED EXPENSES OF OPERATION OF THE PROJECT, THE FACILITY OR OTHER FACILITIES, OR SPECIAL CONSEQUENTIAL LOSS OR DAMAGE, ARISING FROM ANY CAUSE WHATSOEVER (WHETHER SOUNDING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE), ALL REGARDLESS OF WHETHER SUCH PARTY KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH LOSSES. To the fullest extent permitted by law, the total liability, in the aggregate, of Supplier to Owner or anyone claiming by or through Owner, for any and all liabilities, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Supplier's services or the Work, from any cause or causes whatsoever, including without limitation, negligence, strict liability, warranty, or breach of contract, shall not exceed the Contract Amount.

13. **Cancellation.** Upon cancellation of this Agreement prior to completion of the Work, Owner shall be responsible to Supplier for all costs of cancellation, including (1) the proportionate Contract Price for all Work completed, whether shipped or not, prior to Supplier's receipt of notice or cancellation; (2) all costs incurred by Supplier in connection with Work not completed at the time notice of cancellation is received; (3) Supplier's full anticipated fee for this Agreement and (4) all expenses incurred by Supplier by reason of such cancellation, including costs arising from termination of subcontractors and vendors. This clause shall not limit nor apply to Owner's remedies in the event Supplier breaches or fails to perform any of the material terms of this Agreement; provided, however, that Supplier's liability shall be subject to the limitation of liability set forth in these Terms and Conditions.

## 14. Default.

- A. If Owner fails to make payment for a period of thirty (30) days after the date the payment is due, Supplier may, upon three (3) days' written notice to Owner, terminate this Agreement and recover from the Owner payment for Work performed and for loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead and profit applicable to the Project.



- B. If Supplier fails to perform a provision of this Agreement or neglects to carry out the Work in accordance with this Agreement, within fifteen (15) days after receipt of written notice of such default from Owner, then Owner may perform or correct such deficiencies and may deduct the reasonably documented cost thereof from the payment due Supplier. If the unpaid balance of the Contract Price exceeds the cost of finishing the Work, such excess shall be paid to Supplier, but if such costs exceed such unpaid balance, Supplier shall pay the difference to Owner, subject to the limitation of liability set forth in these Terms and Conditions.
15. **Choice of Law.** This Agreement and any disputes arising under or related to it shall be governed by the laws of the State of Missouri.
16. **Assigns.** Neither party shall assign this Agreement without written consent of the other party. Notwithstanding the foregoing, Supplier will be permitted, without the prior written consent of Owner, to subcontract all or portions of the Work to third party subcontractors and/or to assign this Agreement to an affiliate of Supplier.
17. **Attorneys' Fees.** In any proceeding or other action brought by one party against the other party to enforce or interpret the terms of this Agreement, or to resolve any dispute concerning any of the services, work, or obligations of this Agreement or any other matter arising out of this Agreement, the prevailing party in such proceeding or action shall be entitled, in addition to such other relief the court may grant, to an award of its costs and expenses incurred in connection with the proceeding or action, including, but not limited to, reasonable fees and disbursements of its attorneys.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 8E**

**Table Purchase Proposal**

Replacement of tables throughout the library is included in the 2021 and 2022 capital equipment budget. The tables to be replaced were originally purchased for the renovation that opened to the public in February 1999. They have wooden legs and laminate tops and come in a variety of sizes, from study room tables to side tables next to the self-check units.

Library Furniture International (LFI), the primary furniture vendor from the library's 2014 renovation, suggested use of the TIPS-USA joint purchasing cooperative contract. They initially showed seven styles of tables from six manufacturers for consideration. The Skware line from 3Branch was selected for best meeting the library's needs, including finishes, base/leg styles, and integrated power systems. Due to cost, this proposal prioritizes public use tables, which have suffered most from wear-and-tear. The remainder of the table replacements will be included in the 2023 budget.

The project proposal includes delivery and installation. The tables have a 10-12 week lead-time. By ordering the tables at the end of 2021, the cost of the tables is spread over two fiscal years, a 50% deposit at the time of order in 2021 and 50% to be paid following delivery in 2022.

**Recommended Action:** Approve the table purchase proposal from Library Furniture International (LFI) for \$104,402.55.

11/9/2021

# LFI QT-2623 (Phase 1 and 2) Proposal For:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
**TIPS #200301**

Factory: 3branch

## Downers Grove Public Library

Lead Time: 10-12 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>T-1A</b>	<b>6</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table</b>	<b>\$ 2,102.07</b>	<b>\$ 12,612.41</b>

6 SK-7236-LAM **72" x 36" x 29.5"H**  
Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish  
  
(5) floor 2-study rooms 4,5,6,7,8  
(1) floor 2-brown wall near local history/non-fiction



product representation

<b>T-4</b>	<b>6</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table with power</b>	<b>\$ 2,103.45</b>	<b>\$ 12,620.69</b>
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6 SK-4848-LAM **48" x 48" x 29.5"H**  
Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish  
(1) wire management leg  
Power: (1) Byrne Dean unit with (2) outlets and (1) USB  
port/Storm finish  
  
(1) floor 2-PC area outside conference A  
(5) floor 2-center between AskUs and Quiet Study



product representation

<b>T-5</b>	<b>5</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table</b>	<b>\$ 2,001.38</b>	<b>\$ 10,006.90</b>
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5 SK-6036-LAM **60" x 36" x 29.5"H**  
Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish  
  
(1) floor 1-study room 1  
(1) floor 2-center near quiet study  
(1) floor 2-center near copier  
(1) floor 2-white wall near non-fic under Forest windows  
(1) floor 2-scan station near PC area



product representation

<b>T-6A</b>	<b>7</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table</b>	<b>\$ 1,757.24</b>	<b>\$ 12,300.69</b>
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7 SK-48-LAM **48"dia x 29.5"H**  
Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame (square); brushed Stainless Steel finish  
  
(1) floor 2-spine near Teen Central  
(2) floor 2-magazine area  
(2) floor 1-kids room Graphic Novels  
(1) floor 1-kids room near restrooms  
(1) floor 1-kids room near Kids desk



product representation

11/9/2021

**LFI QT-2623 (Phase 1 and 2) Proposal For:**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
**TIPS #200301**

Factory: 3branch

**Downers Grove Public Library**

Lead Time: 10-12 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>T-6B</b>	<b>4</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table with power</b>	<b>\$ 2,013.79</b>	<b>\$ 8,055.17</b>

4

SK-48-LAM

**48"dia x 29.5"H**

Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame (square); brushed Stainless Steel finish  
(1) wire management leg  
Power: (1) Byrne Dean unit with (2) outlets and (1) USB  
port/Storm finish



*product representation*

(1) floor 2-magazine area  
(1) floor 2-spine near Teen Central  
(2) floor 1-kids room Graphic Novels

<b>T-11</b>	<b>14</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table</b>	<b>\$ 1,423.45</b>	<b>\$ 19,928.28</b>
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14

SK-4224-LAM

**42" x 24" x 29.5"H**

Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish



*product representation*

(6) floor 2-Quiet Study  
(6) floor 2-green wall near fiction under Curtiss windows  
(1) floor 2-white wall 2nd floor on Forest  
(1) floor 2-on column by CDs

<b>T-12</b>	<b>1</b>	<b>3branch</b>	<b>skware</b>	<b>Conference Table</b>	<b>\$ 4,222.07</b>	<b>\$ 4,222.07</b>
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1

SK-12042-LAM

**120" x 42" x 29.5"H**

Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish



*product representation*

(1) floor 2-conference room B

11/9/2021

**LFI QT-2623 (Phase 1 and 2) Proposal For:**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
**TIPS #200301**

Factory: 3branch

**Downers Grove Public Library**

Lead Time: 10-12 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>T-13</b>	<b>7</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table</b>	<b>\$ 1,539.31</b>	<b>\$ 10,775.17</b>



*product representation*

7 SK-4230-LAM **42" x 30" x 29.5"H**  
Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish  
  
(1) floor 2-Social Work Intern desk near AskUs  
(1) floor 2-OPAC near AskUs  
(1) floor 2-dictionary stand center near stacks  
(2) floor 2-Green wall near Seed Library  
(2) floor 2- White wall near non-fic under Forest windows

<b>T-14</b>	<b>4</b>	<b>3branch</b>	<b>skware</b>	<b>Study Table</b>	<b>\$ 1,434.48</b>	<b>\$ 5,737.93</b>
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*product representation*

4 SK-3624-LAM **36" x 24" x 29.5"H**  
Top: Wilsonart 10776 -Kensington Maple  
with matching PVC edge  
skware frame; brushed Stainless Steel finish  
  
(1) floor 2-copier PC area  
(3) floor 1-Kids room by window fiction area

TOTAL FOB FACTORY					\$	96,259.31
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INSTALLATION + FREIGHT \$ 8,143.24  
\* non union / non-prevailing wage \*

**TOTAL \$ 104,402.55**

<b>50% DEPOSIT</b>	<b>\$</b>	<b>52,201</b>
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11/9/2021

Factory: 3branch

Lead Time: 10-12 weeks

# LFI QT-2623 (Phase 1 and 2) Proposal For:

## Downers Grove Public Library

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
TIPS #200301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p><b>QUOTATION TERMS</b></p> <p><b>* quotes are valid for 30 days from date at top of this page</b></p> <p>* quotes are based on stated quantities; any change in quantity may require re-quoting</p> <p>* prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p>* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge</p> <p><b>PAYMENT TERMS</b></p> <p><b>50% deposit; balance due upon completion</b></p> <p><b>TO ACCEPT THIS QUOTE:</b></p> <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				<p>Signature _____ Date _____</p>		
				<b>TOTAL</b>	<b>\$</b>	<b>104,402.55</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 8F**

**Cancelling December 15 Regular Board Meeting**

The Board of Library Trustees has a meeting scheduled for December 15, 2021. If the November agenda is completed with no items tabled, there are no anticipated items of Old or New Business. Due to the early date, credit card statements and other financial information will not be available in time for this meeting. As in previous years, the December invoices and November financial reports may be approved in arrears in January.

**Recommended Action:** Cancel December 15, 2021 Regular Board Meeting.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Agenda Item 9A**

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

At the October 27, 2021 meeting, the Board of Library Trustees 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.

Illinois' statewide indoor mask mandate continues. The policies and rules in force in October remain unchanged. On November 8, Meeting and Conference Room reservations resumed the rolling six-month calendar. Other operations continue as previously reported.

On Thursday, November 4, 2021, the Occupational Safety and Health Administration (OSHA) released details of the federal vaccine mandate, with an effective date of January 4, 2021. Employers must have policies for the vaccine mandate in place by December 4, 2021. According to this mandate, employers of 100 or more must require employees to be vaccinated for COVID-19 or undergo weekly testing for COVID-19. Under this reauthorization, the Library Director, with the help of Executive Assistant (soon to be Business Office Manager) Katelyn Vabalaitis, will draft and disseminate the vaccine policy to staff by the deadline.

According to the federal mandate, states like Illinois with an OSHA-approved state plan must implement a mandate that is at least equal to the federal mandate. The Illinois Occupational Safety and Health Administration (Illinois OSHA) has not yet issued any information on their plan.

**Recommended Action:** Reauthorize Library Director to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Phased Reopening 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. CDC Community Transmission Level is High. Social distancing is recommended. Face masks are required. (Actual Date: September 16, 2020 through October 23, 2020, March 1, 2021 through June 10, 2021, August 7, 2021-present)

**Context:** Physical distancing is still recommended, but infections risks are beginning to decline. Supply needs are predictable and supplies are plentiful. Rollback to this Phase occurs when infection risk begins to rise

again and may include gradual reductions in service.

**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. (Actual Date: June 11, 2021-August 6, 2021)

**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.

In summer 2021, the Centers for Disease Control updated guidance on mask wearing to recommend everyone, including vaccinated people, wear masks indoors. New information about the virulent Delta variants and its transmissibility by vaccinated people necessitated the change. Around the same time, a new county-by-county tracking system was introduced, with Community Transmission Levels of Low, Moderate, Substantial, and High.

As these levels are set by rolling 7-day statistics and are updated frequently, phase rollbacks will be incremental and remain in place until a Community Transmission Levels decline and hold at the lower level.

## **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.
- 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 before this phase begins:***

- Create a plan for staff monitoring and enforcing mask use in the Kid's 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  
NOVEMBER 17, 2021**

**Agenda Item 10**

**Librarian's Report**

Libraries of Illinois Risk Agency (LIRA) Property and Liability Package Renewals

The Libraries of Illinois Risk Agency (LIRA) renewal for 2022 is well under the estimated 20-30% increase for which member libraries were advised to plan. The renewal premium is an increase of 7.19%. The package includes property, casualty, liability, crisis protection, cyber-liability, volunteer, and workers compensation coverage. I currently serve on the LIRA Executive Committee as Vice-President.

Elevator Modification

The library's elevator is at the end of its useful life and requires extensive modification to bring it up to current code. Building Operations Director Ian Knorr is actively seeking quotes from elevator companies through the OMNIA Partners cooperative purchasing contracts to complete this elevator modification as quickly as possible to minimize disruption to library services. The cost of this modification will be substantial, and likely will exceed the \$75,000 estimate included in the Capital Needs Assessment. This project is likely to come before the Board of Library Trustees in January.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 17, 2021**

**Department Reports – October 2021**

**Administration – Jen Ryjewski**

- Awarded Illinois Secretary of State Technology grant in the amount of \$29,650.00 to be used for a Digital Inclusion for All project.
- Awarded the IMLS Federal ARP grant in the amount of \$24,734.78 to be used for a Digital Inclusion for All project.
- Attended and participated in the Land Acknowledgment Ceremony at Fishel Park. What an amazing morning!
- Programming Team met and touched base regarding Job Fair, scheduled for April 30, 2022; created annual events calendar to track holidays, celebrations, etc.; and made changes to our speaker's contract to eliminate the over-the-top legal jargon.
- Met with Illinois Library Association Best Practices Committee and reviewed current scope of work and set hard and fast deadlines for project completion in June 2022.
- Attended webinars: Q & A Lunch-n-Learn with Miki Grace with RGW Consulting; Unconscious Bias workshop; and Critical Conversations having to do with crisis communications.

**Adult & Teen Services – Lizzie Matkowski**

- Programs included: Scarecrow Gnomes, ONLINE Job Workshop: Am I Ready for a Successful Job Search?, Paranormal Investigations, Next Chapter Book Club, ACT Practice Test, Maker Mondays: Create Like Sonia Delaunay, Etsy for Entrepreneurs 101, 2021 Taxes, After Hours Scary Movie Night, and Adventures in Travel.
- In early October, the Land Acknowledgment Announcement event took place. Many staff worked hard to make that happen, but Van McGary in particular dedicated a great deal of time to the work, researching and drafting the statement and reaching out to Midwest SOARRING Foundation and Dr. John Low, a Native professor from Ohio State University for partnership and input.
- Amanda from ATS and Erin from the Children's Department restarted outreach with the multineeds classes from DGN and DGS.

**Children's Services – Allyson Renell**

- October was a busy month for the Kids Room with the continuation of our in-person programs. We presented 12 storytimes with a total of 378 attendees this month and storytime popularity continues to grow. Our Sew What sewing skills class returned on October 11, we had a variety of fall themed programs about

gourds, leaves, and monsters, and we partnered with Teen Services on a Scary Movie night for teens.

- We participated in Downtown Downers Grove Trick or Treating on both October 23 and October 30. The first date was cancelled last minute due to bad weather, but we still had a few Trick or Treaters show up that day. Altogether, we saw 185 kids at the Kids Room Desk across both weekends.
- October was a very busy month for outreach. Outreach Coordinator Erin Linsenmeyer presented multiple book talks at Herrick Middle School in partnership with Teen Services Librarian Amanda Klenk. Erin presented storytimes to Highland Kindercare (virtually) and Downers Grove Christian School (in the library). She also attended the Downers Grove Fire Department's Night at the Firehouse on October 6, where she handed out library information and swag to at least 300 attendees.
- Erin and Amanda also renewed their partnership with District 99's multineeds classes by starting regular visits to classrooms at both Downers Grove North and Downers Grove South High Schools. Erin visited the multineeds reading and technology classes at Downers Grove South in October to bring sensory activities and some of our tech toys respectively. The visit to the reading class will continue monthly and she will return to the technology class quarterly.
- On October 22, Erin, along with Department Manager Allyson Renell, presented a professional development webinar to the early childhood educators at Immanuel Lutheran Church's preschool. The presentation was about using picture books during lessons on other subjects like science, math, and art. The majority of the presentation was Erin's creation and we receive positive feedback from the Immanuel Lutheran staff who attended.

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

- We processed 286 locker holds during October! We are confident that this number will continue to grow each month and our patrons love this new service model.
- All staff attended the EDI training with RGW this month and enjoyed the question and answer format of the session.
- We hired two new shelveers - welcome to Nancy & Josh!
- Circulation Desk staff enjoyed handing out treats to our patrons for the downtown trick-or-treating events. There were some really great costumes this year!
- Tricia Thompson met with the Library Director Leighton Shell from Stickney-Forest View to show off our locker system. Director Shell had some follow-up questions that we were able to answer after doing a bit of testing with our system. Lockers at libraries are certainly a hot trend right now!
- We registered 212 patrons for library cards this month!

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

- Computer Help Desk Associate Amy Page resigned in mid-October to begin her new job at the Henry S. Olcott Memorial Library at the Theosophical Society of America, located in Wheaton. While sad to see her go, IT wishes Amy all the best with her new endeavor!
- With Amy's departure, IT had an open Computer Help Desk Associate position. Computer Help Desk Supervisor Lauren Gonzalez and IT Manager Paul Regis interviewed two applicants. Circulation Shelver Curran Cook accepted the position and will be joining the team in early November. Welcome to IT, Curran!
- PLA invited Computer Help Desk Supervisor Lauren Gonzalez, Media Lab Coordinator Ed Bromiel, and Public Relations Manager Cindy Khatri to present at the upcoming PLA conference in early 2022. They host the library's "Cover to Cover" podcast and submitted a proposal on how use a library podcast to build empathy in the community. Congratulations!
- IT offered six classes in October.

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

- The Land Acknowledgment event took place on October 2! 169 patrons attended the event at Fishel Park and 88 came back to the library to visit the Midwest SOARRING table, view the Midwest SOARRING's photographs in the North Gallery, and participate in the kids craft. 57 patrons entered the Native Experiences Book Bundle Raffles.
- The Cafe Gallery's artist event had over 30 patrons attend.
- The PR team conducted a Marketing Survey from Oct 15-31. Over 200 patrons participated in the survey!
- The PR team prepared for November's Pick-a-Palooza, including:
  - Grace Goodwyn, Graphic Design and Display Coordinator, creating visual assets for both print and digital marketing, and
  - Brian Ruane, Marketing Content Coordinator, scheduling promotion to begin on the 1st.
- Brian and Cindy Khatri, PR Manager, met to discuss plans for coverage during Brian's family leave, anticipated for mid-November.
- Cindy met with Van McGary, ATS Librarian, throughout the month to work on a variety of Equity Team and EDI initiatives, including the EDI Decision-Making Tool (with Barnali Khuntia, Library Trustee), the Anti-Hate Statements Framework context paragraph, discussing the Land Acknowledgment on the Cover to Cover Podcast's November episode, and meeting with Library Journal about writing a featured article about Anti-Hate statements. Additionally, an outline for the ILA Reporter article on Land Acknowledgments was discussed.
- Grace and Cindy met with Allyson Renell, Children's Services Manager, and Traci Skocik, Children's Program Coordinator, to continue the discussion of Storytime rebranding, which included additional design approval.

- Cindy met with Felicia Comacho, Supervisor of the DG Museum (part of the Park District), to discuss a partnership in EDI programming.

### **Access Services – Nora Mastny (Interim Manager)**

#### **Projects and Updates**

- The Access Services department worked together with our vendors to address supply-chain-related delays. We have temporarily switched our new tape for the ATS collection from yellow to white and have begun ordering other materials earlier than we would otherwise, to ensure continuity of new materials processing.
- Claire Ong continued her on-boarding process, completing all required trainings. The whole department has continued to support her training in all areas of Clerk responsibilities.
- Nora worked with Public Relations Manager Cindy Khatri and Building Operations Director Ian Knorr to edit the job ad for the Building Operations Monitor position.
- The library re-introduced the book sale shelf in the lobby area. Michelle Litwin and Claire are working together to ensure that the shelf remains fully stocked with good quality withdrawn materials.

#### **Inventory and Cataloging**

- For ATS collection: added 1634 print items and 330 AV items; discarded 1296 print items and 61 AV items.
- For Kids Room collection: added 908 print items and 182 AV items; discarded 403 print items and 530 AV items.
- These statistics include items deleted by SWAN.
- Access cataloged, entered, and processed 35 Wonderbooks to kick-start our collection of preloaded audio materials for middle grade readers in the Kids Room.
- We claimed 17 magazines that did not arrive when expected.
- We created 6 original cataloging records in October.

#### **Reclassification and Repairs**

- Repaired 363 ATS and Kids Room books and audiovisual items.
- Reclassified 159 ATS and Kids Room items in October.
- We determined the best way to re-bind our comb-bound Braille materials to ensure that they are in the best shape possible for our users.

#### **Staff Training and Professional Development**

- The department logged 9 hours of training in August.
- All Access Services staff attended the RGW Consulting DEI Lunch & Learn live on October 7 or viewed the recording afterward.



- Nora watched recordings of “How to Be an Exceptional Ally” and “Walking the Talk: Realizing Ethical Considerations in Cataloging Work” on October 7.
- Nora attended the Swan Cataloging Users meeting on October 7 and spoke about the work of Swan’s Diversity and Inclusion in Metadata Working Group.
- Maria Patacsil and Claire attended the BIPOC Connections Group meeting on October 8.
- Claire completed the Librarian’s Guide to Homelessness training on October 18 as part of her on-boarding process.
- Nora attended “Auditing Your Collection for Diversity and Inclusion” on October 18.
- Nora attended the Swan Fireside Chat on October 26.
- Nora did 3 In Charge shifts in October.

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

- Ian had a meeting with our Omnia Partners Representative Hewa. She explained the program and helped him get a better idea of how to best utilize it. We are currently using them for pricing on the relay lighting panels, but Ian is also looking into the cost savings for the elevator modification project by using Omnia Partners.
- Facilities staff either attended live or watched the recorded RGW Lunch and Learn.
- Ian met with Jim Pitzer, Loss Control Consultant/Risk Analyst from Gallagher Bassett. A couple of suggestions were made and/or remedied on his site visit. Other than that, he said everything looked great.
- Ian repaired some non-functioning exterior lighting in the garden walk.
- We had our annual fire extinguisher inspection and unit re-tagging.
- Ian had a meeting with our Garvey’s Office Supplies Representative and inquired about a possible paper shortage. He reassured us that we will not have an issue as they are preparing.
- Building Operations Assistant John Martin and Ian met with Zlatko Nikolov from Downers Grove Public Works to discuss a drain issue and get his input. The issue has been fixed.
- The irrigation system has been shut down for the year.
- C and C Low Voltage replaced the camera in Teen Central due to an issue with the picture.
- Due to ongoing issues with our current nightly cleaning service, Ian has decided to seek out other vendors and terminate the contract with Best Quality Cleaning. Best Quality Cleaning's last day of service for the library will be January 31, 2022. Ian is currently obtaining pricing and interviewing cleaning companies to make sure the transition is as seamless as possible.

October						
Circulation	OCT 21	%	OCT 20	%	OCT 19	%
<b>Checkouts</b>						
Selfchecks	31,135	74.14%	27,305	64%	37,692	73%
Staff desk	10,505	25.01%	15,642	36%	14,208	27%
Lockers	357	0.85%	0		0	
<b>Total checkouts</b>	<b>41,997</b>		<b>42,947</b>		<b>51,900</b>	
<b>Renewals</b>						
Auto renewal	32,912		35,933		33,751	
Selfchecks	12		3		19	
Staff desk (incl. phone)	331		318		372	
Patron renewals on website	155		589		791	
Patron renewals on Bookmyne	0		6		17	
BlueCloud Mobile/Web services (22 & 11)	556		95			
<b>Total renewals</b>	<b>33,966</b>		<b>36,944</b>		<b>34,950</b>	
<b>Total item checkout and renewals</b>	<b>75,963</b>		<b>79,891</b>		<b>86,850</b>	
<b>Digital Circulation</b>	<b>12,135</b>		<b>11,959</b>		<b>8,998</b>	
<b>Total Circulation</b>	<b>88,098</b>		<b>91,850</b>		<b>95,848</b>	
<b>Reserves Processed</b>						
Received from ILL	4,810		5,491		6,001	
ILL sent	4,569		5,067		4,884	
OCLC requests processed	149		184		260	
<b>Gate count</b>						
North	14,604		14,090		26,793	
South	10,185		4,946		15,388	
Lockers	357		0		0	
<b>Total</b>	<b>25,146</b>		<b>19,036</b>		<b>42,181</b>	
<b>Curbside Count</b>			x		x	
<b>Registrations</b>						
New resident cards	161		104		184	
New fee cards	2		4		4	
Professional Development Hours	60		8		6	
Cost of Professional Development	\$0		\$0		\$0	

**Circulation**

	Oct 2020	Oct 2021	YTD Totals			
Adult	41,382	37,940	288,337	363,128		
Teen	1,933	1,804	12,680	20,617		
Children	36,576	36,219	238,083	339,992		
Download	11,959	12,135	121,028	120,581	YTD Difference	
<b>Total</b>	<b>91,850</b>	<b>88,098</b>	<b>660,128</b>	<b>844,318</b>	184,190	27.9%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	25,581	67.42%	3,032	7.99%	6,949	18.32%	2,378	6.27%	37,940
Teen	1,738	96.34%	40	2.22%	15	0.83%	11	0.61%	1,804
Children	30,989	85.56%	1,115	3.08%	3,063	8.46%	1,052	2.90%	36,219
<b>Total</b>	<b>58,308</b>	<b>76.76%</b>	<b>4,187</b>	<b>5.51%</b>	<b>10,027</b>	<b>13.20%</b>	<b>3,441</b>	<b>4.53%</b>	<b>75,963</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,978	75.72%	15,402	9.80%	15,465	9.84%	7,287	4.64%	157,132
Children	78,076	86.26%	2,827	3.12%	7,647	8.45%	1,962	2.17%	90,512
<b>Total</b>	<b>197,054</b>	<b>79.57%</b>	<b>18,229</b>	<b>7.36%</b>	<b>23,112</b>	<b>9.33%</b>	<b>9,249</b>	<b>3.73%</b>	<b>247,644</b>

**Book Collection**

	Oct 2020	Oct 2021	YTD Totals		YTD Difference	
Adult	119,455	118,978				
Children	79,185	78,076				
<b>Total</b>	<b>198,640</b>	<b>197,054</b>	<b>198,640</b>	<b>197,054</b>	-1,586	-0.8%

**Audio Collection**

	Oct 2020	Oct 2021	YTD Totals		YTD Difference	
Adult	15,412	15,402				
Children	2,722	2,827				
<b>Total</b>	<b>18,134</b>	<b>18,229</b>	<b>18,134</b>	<b>18,229</b>	95	0.5%

**Video Collection**

	Oct 2020	Oct 2021	YTD Totals		YTD Difference	
Adult	16,016	15,465				
Children	8,129	7,647				
<b>Total</b>	<b>24,145</b>	<b>23,112</b>	<b>24,145</b>	<b>23,112</b>	-1,033	-4.3%

**Miscellaneous Collection**

	Oct 2020	Oct 2021	YTD Totals		YTD Difference	
Adult	7,688	7,287				
Children	1,959	1,962				
<b>Total</b>	<b>9,647</b>	<b>9,249</b>	<b>9,647</b>	<b>9,249</b>	-398	-4.1%

**Rooms & Spaces**

	Oct 2020	Oct 2021				
Community Use of Rooms	0	752				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	50				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>0</b>	<b>802</b>	<b>3,447</b>	<b>3,105</b>	<b>-342</b>	<b>-9.9%</b>

**Programs Offered**

	Oct 2020	Oct 2021				
Library Programs Offered						
Adult	11	20				
Teen	0	7				
Children	0	21				
Outreach Programs Offered						
Adult	0	2				
Teen	0	2				
Children	0	19				
Passive Programs Offered						
Adult	10	25				
Teen	8	7				
Children	28	8				
<b>Programs Offered Total</b>	<b>57</b>	<b>111</b>	<b>587</b>	<b>724</b>	<b>137</b>	<b>23.3%</b>

**Program Attendance**

	Oct 2020	Oct 2021				
Library Program Attendance						
Adult	94	256				
Teen	0	54				
Children	0	485				
Outreach Program Attendance						
Adult	0	183				
Teen	0	40				
Children	0	713				
Passive Program Attendance						
Adult	167	245				
Teen	238	105				
Children	825	756				
<b>Program Attendance Total</b>	<b>1,324</b>	<b>2,837</b>	<b>16,881</b>	<b>21,040</b>	<b>4,159</b>	<b>24.6%</b>
Virtual Program Hours Viewed	33	92	306	1,405		

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

### Visits

	Oct 2020	Oct 2021				
Gate Count	19,036	24,789				
Curbside Pickup	1,366	0				
Locker Pickup	0	357	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>20,402</b>	<b>25,146</b>	<b>163,253</b>	<b>223,105</b>	59,852	36.7%

### One-on-Ones

	Oct 2020	Oct 2021				
Book-a-Tech	17	23				
Notary	0	53	YTD Totals		YTD Difference	
<b>Total</b>	<b>17</b>	<b>76</b>	<b>307</b>	<b>324</b>	17	5.5%

### Computer User Sessions

	Oct 2020	Oct 2021				
Adult	1,453	1,737				
Children	0	157	YTD Totals		YTD Difference	
<b>Total</b>	<b>1,453</b>	<b>1,894</b>	<b>14,804</b>	<b>14,059</b>	-745	-5.0%
Wireless Sessions	94	1,012	6,376	6,319	-57	-0.9%

### Website Views

	Oct 2020	Oct 2021	YTD Totals		YTD Difference	
Total Views	22,474	23,406	161,730	269,513	107,783	66.6%

### Printing Services

	Oct 2021		
Poster	3		
3D	4	YTD Totals	
<b>Total Prints</b>	<b>7</b>	<b>124</b>	

### The Cupboard

	Oct 2021	YTD Totals
Donations Received	2,840	12,205