DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022, 7:30 P.M.
LIBRARY MEETING ROOM

AGENDA

1. Call to Order

2. Roll Call

3. Welcome to Visitors

4. Approval of Minutes
   a. February 23, 2022 Regular Meeting   Requested Action: Approval

5. Financial Matters
   a. February 2022 Financial Report
   b. March 2022 Invoices   Requested Action: Approval

6. Public Comment on Agenda Items

7. Public Comment on Other Library Business

8. New Business
   a. EDI Project Phase 2 Proposal from RGW Consulting
                                                 Requested Action: Approval
   b. Pierce Downer Heritage Alliance Memorial Garden Donation
                                                 Requested Action: Approval
   c. Davey Tree Experts Tree Donation   Requested Action: Approval

9. Unfinished Business
   a. COVID-19 Response and Phased Reopening Plan
                                                 Requested Action: Approval

10. Library Director's Report

11. Trustee Comments and Requests for Information

12. Adjournment

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBUARY 23, 2022, 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, President Jonathan Graber. Absent: None.

   Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel.

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

4. **Approval of Minutes**.
   a. January 26, 2022 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the January 26, 2022 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

5. **Financial Matters**.
   a. FY2021 Final Financial Reports. Library Director Milavec presented the report. The Board received the final fiscal year 2021 numbers, though Milavec noted that the reports may change slightly with the Village's audit. The library received 102.73% of projected revenue and spent 96.9% of projected expenditures. For the Capital Replacement Fund, the library only spent about 61% of the budgeted amount, which can be attributed to the roofing project going so well.

   b. January 2022 Financial Report. Library Director Milavec presented the report. The library is 8.3% through the year after one month. Revenues collected are at 0.88%, which is typical for January. Expenditures are 6.9% spent. The Capital Replacement Fund has two large payments up for approval this month. One is for the electrical relay panel project and the other is the deposit for the elevator. President Graber asked why the cash and investments total does not match the library fund total in the fund balance report. Milavec will talk to the Village and report back at the next meeting.

c. <u>February 2022 Invoices</u>. It was moved by Humphreys and seconded by Gigani THAT payment of February 2022 Capital Replacement Fund invoices totaling $91,153.49, the payment of February 2022 Operating Fund invoices totaling $78,386.05, the acceptance of February 2022 credit memos totaling $96.46, and the ratification of January 2022 payrolls totaling $247,749.20 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items**. President Graber invited comment. There was none.

7. **Public Comment on Other Library Business**. President Graber invited comment. There was none.

8. **New Business**.
   a. <u>Product Architecture Workroom Reconfiguration Letter of Agreement</u>. The workroom reconfiguration project was added to the Capital Replacement Fund for this year and it may carry over to next year. The Letter of Agreement will get the planning process started. Dan Pohrte and Tiffany Nash from Product Architecture and John Shales and Jason Perkunas from Shales McNutt met with library staff to talk about the project and the library's budget, vision, and priorities. All Letters of Agreement with the architects become addenda to the original contract with the firm. They went with a flat fee for the project, which includes the planning process for the renovation.

   It was moved by Gigani and seconded by Khuntia THAT the Letter of Agreement with Product Architecture for the 2022 Workroom Reconfiguration Project in the amount of $22,000.00 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

   b. <u>Bibliotheca Annual Service and Maintenance Agreement Renewal</u>. Library Director Milavec noted that new self-checks were purchased at the beginning of 2020 and they have finally come off of their first year warranties that were included in the purchase price. While the annual price has gone up with the warranty expirations, it is still below the amount the library was paying before the new self-check units were purchased.

   It was moved by Khuntia and seconded by Gigani THAT the Bibliotheca Annual Service and Maintenance Agreement in the amount of $39,389.11 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

c. Personnel Policy Updates to Sections 3.55 Sick Leave and 3.61 Victims' Economic Security and Safety Act (VESSA). Library Director Milavec discussed the change to the sick leave policy, noting that many staff were confused about the language previously used. It now states that if staff miss more than three consecutive work shifts, they must have a doctor's note to return. Previously, it read as missing three consecutive days, which became an equity issue among staff who did not have health insurance and had to take on an economic burden to acquire a doctor's note. The Board discussed the possibility of removing the doctor's note requirement completely in the future. The proposed changes to VESSA came from the changes made to the VESSA act to include gender and other crimes of violence.

It was moved by Humphreys and seconded by Gigani THAT the updates to Personnel Policy Sections 3.55 Sick Leave and 3.61 Victims' Economic Security and Safety Act (VESSA) be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

d. VAV Replacement Proposal. VAV replacements are included in the Capital Replacement Fund budget every year. No replacements were completed in 2021, so Building Operations Director Ian Knorr is ready to do the next round. The VAV boxes are purchased from Trane and installed by Hayes Mechanical.

It was moved by Gigani and seconded by Dougherty THAT the expenditures from the Library Capital Replacement Fund for the purchase of VAV boxes from Trane in the amount of $28,877.00 and the installation by Hayes Mechanical in the amount of $23,500.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business**.
   a. COVID-19 Response and Phased Reopening Plan. In early February, the decision was made to reopen conference rooms and bring back in-person programming. When the Illinois mask mandate is lifted, the library will move to masks optional. Masks will be required for children and family programs and staff will revisit that mask rule towards the end of March. The play café and play areas remain closed for the time being.

   It was moved by Humphreys 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, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report**. Library Director Milavec presented her report. The new Statements of Economic Interest have dramatically changed for this year. Milavec outlined the updated requirements and noted the definitions and exemptions from the required information. The Equity Advisory Team had a great meeting last night and made a large amount of progress on the Equity Strategic Plan. Milavec hopes to bring the plan before the Board in the next couple of months. Milavec thanked Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, and the rest of the Management Team for their work on the Illinois Public Library Annual Report, which will be included in next month's Board Packet. The ILA Reporter articles by library staff were included in the February packet. Many staff are attending the PLA bi-annual conference. Media Lab Coordinator Ed Bromiel, Computer Help Desk Supervisor Lauren Gonzalez, and Public Relations Manager Cindy Khatri will be presenting on the library's Cover to Cover podcast at the conference. Adult & Teen Services Assistant Manager Van McGary and Cindy Khatri were featured on the PLA podcast this month.

11. **Trustee Comments and Requests for Information**.
Trustee Humphreys heard so many new things at the meeting that make him very proud to be a library trustee.

12. **Adjournment**. President Graber adjourned the meeting at 8:19 p.m.

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	$ 613,117	$ 523,900
FUND BALANCE	561,993	$ 523,900

glRevObj
03/18/2022   1:59PM
Periods: 2 through 2

Revenue by Object Report

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Village of Downers Grove
2/1/2022 through   2/28/2022

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,862,439.00	0.00	0.00	5,862,439.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	0.00	100.00	0.00
4313 Personal Property Replacement Tax	60,000.00	428.46	22,086.40	37,913.60	36.81
4410 Sales of Materials	2,000.00	263.34	679.90	1,320.10	34.00
4502 Charges For Services	10,000.00	960.46	1,236.28	8,763.72	12.36
4509 Fees For Non-Residents	8,000.00	2,261.00	2,684.00	5,316.00	33.55
4571 Rental Fees	2,000.00	20.00	140.00	1,860.00	7.00
4581 Fines	0.00	105.65	163.03	-163.03	0.00
4590 Cost Recovered For Services	8,500.00	468.90	1,345.46	7,154.54	15.83
4610 Federal, Operational Grants	0.00	1,977.99	1,977.99	-1,977.99	0.00
4620 State, Operational Grants	72,589.00	0.00	29,330.80	43,258.20	40.41
4711 Investment Income	2,500.00	127.17	247.69	2,252.31	9.91
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	185.00	185.00	4,815.00	3.70
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	6,033,128.00	6,797.97	60,076.55	5,973,051.45	1.00

glExpObj
02/25/2022   9:02AM
Periods: 2 through 2

Expenditures by Object Report

Village of Downers Grove
2/1/2022   through   2/28/2022

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Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	411,600.00	91,153.49	91,153.49	0.00	320,446.51	22.1
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	411,600.00	91,153.49	91,153.49	0.00	320,446.51	22.1

Expenditures by Object Report

Village of Downers Grove
2/1/2022   through   2/28/2022

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,733,543.38	124,665.00	251,926.61	0.00	1,481,616.77	14.5
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	338,730.61	26,937.00	53,874.00	0.00	284,856.61	15.9
5119 Part-Time Employee Wages	1,286,018.09	93,381.34	186,931.93	0.00	1,099,086.16	14.5
5121 Overtime	0.00	0.00	0.00	0.00	0.00	0.0
5131 IMRF Pension Contributions	240,632.68	17,826.80	35,780.68	0.00	204,852.00	14.8
5133 Medicare Contributions	48,695.16	3,487.34	7,014.42	0.00	41,680.74	14.4
5134 Social Security Contributions	208,213.83	14,910.63	29,991.21	0.00	178,222.62	14.4
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,366.20	73.95	147.90	0.00	1,218.30	10.8
5191 Health Insurance	496,336.20	33,757.72	67,813.17	0.00	428,523.03	13.6
5195 Optical Insurance	1,925.91	143.90	289.31	0.00	1,636.60	15.0
5197 Dental Insurance	32,871.93	2,513.66	5,049.80	0.00	27,822.13	15.3
5210 Supplies	108,750.00	5,662.28	8,155.95	0.00	100,594.05	7.5
5251 Maintenance Supplies	21,750.00	1,224.02	3,116.65	0.00	18,633.35	14.3
5280 Small Tools & Equipment	29,900.00	1,766.93	1,902.33	0.00	27,997.67	6.3
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	195.00	195.00	0.00	7,305.00	2.6
5303 Seminars, Conferences & Meetings	28,600.00	56.35	459.58	0.00	28,140.42	1.6
5308 Recognition Program-Staff	5,000.00	0.00	1,080.42	0.00	3,919.58	21.6
5315 Professional Services	75,200.00	1,028.25	1,951.57	0.00	73,248.43	2.6
5322 Personnel Recruitment	1,000.00	0.00	287.62	0.00	712.38	28.7
5323 Special Legal	6,000.00	330.00	330.00	0.00	5,670.00	5.5
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	119,495.00	0.00	16,210.25	0.00	103,284.75	13.5
5380 Printing Services	27,250.00	0.00	0.00	0.00	27,250.00	0.0
5391 Telephone	17,000.00	2,098.78	3,333.94	0.00	13,666.06	19.6
5392 Postage	29,000.00	6,000.00	9,000.00	0.00	20,000.00	31.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

glExpObj

Expenditures by Object Report

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02/25/2022   8:59AM

Periods: 2 through 2

Village of Downers Grove

2/1/2022   through   2/28/2022

Grand Totals   *[Continued]*

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5407 Advertising And Public Relations	19,500.00	214.94	626.34	0.00	18,873.66	3.2
5420 Insurance - Other Policies	70,700.00	0.00	60,494.00	0.00	10,206.00	85.5
5430 Building Maintenance Services	92,000.00	2,224.47	5,231.44	0.00	86,768.56	5.6
5450 Cleaning Services	80,000.00	6,723.44	12,312.66	0.00	67,687.34	15.3
5461 Utilities	24,250.00	3,815.01	7,035.38	0.00	17,214.62	29.0
5470 Other Equipment Repair And Maintenance	11,500.00	512.79	512.79	0.00	10,987.21	4.4
5481 Rentals	18,000.00	818.39	1,636.78	0.00	16,363.22	9.0
5620 Recoverables	4,000.00	10.30	55.05	0.00	3,944.95	1.3
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	2,500.00	0.00	0.00	0.00	2,500.00	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	816.58	2,110.85	0.00	55,889.15	3.6
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	245,800.00	13,814.77	23,290.80	0.00	222,509.20	9.4
5852 Print Materials	348,150.00	20,850.11	31,666.16	0.00	316,483.84	9.1
5853 Audiovisual Materials	146,200.00	6,934.62	10,321.28	0.00	135,878.72	7.0
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	0.00	0.00	0.00	60,000.00	0.0
5880 Intangible Assets (Software)	59,500.00	3,192.56	5,161.67	0.00	54,338.33	8.6
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	**6,454,878.99**	**395,986.93**	**845,297.54**	**0.00**	**5,609,581.45**	**13.1**

Invoice Edit Listing

Vill   e of D wners Grove

Vendor Totals

Vendor	Number of Invoices	Am unt	Retained/Withheld Amount	Tota
003200 GRAYBAR ELECTRIC COMPANY, INC.	1	84,800.00	0.00	84,800.00
Grand Total:	1	84,800.00	0.00	84,800.00

S* = Automatic Summary

INVOICES OF NOTE

Capital Replacement Fund

003200   Graybar Electric Company, Inc. (Electrical Relay Project) $84,800.00

Vendor	Number of Invoices	Am unt	Retained/Withheld Amount	Tota
Vendor Totals				
021463 360CLEAN	1	5,350.00	0.00	5,350.00
021323 AIR CLEANING SPECIALIST	1	699.20	0.00	699.20
000265 ALL AMERICAN PAPER CO	1	225.00	0.00	225.00
018213 AMAZON CAPITAL SERVICES, INC.	4	704.24	0.00	704.24
000322 AMAZON.COM	1	1,145.58	0.00	1,145.58
000428 ANDERSON'S BOOKS, INC.	1	140.00	0.00	140.00
017992 ARTHUR J GALLAGHER RISK MGMT	1	1,446.00	0.00	1,446.00
000403 AT&T	1	267.77	0.00	267.77
000672 BAKER & TAYLOR - L0217582	24	1,719.61	0.00	1,719.61
021696 BALICKI, AMY	1	388.72	0.00	388.72
016893 BIBLIOTHECA, LLC	4	46,941.46	0.00	46,941.46
000829 BLACKSTONE AUDIOBOOKS	28	1,868.17	0.00	1,868.17
021718 BOHRA, ASMA	1	160.00	0.00	160.00
001223 CASE LOTS, INC.	3	1,359.98	0.00	1,359.98
001264 CDW GOVERNMENT, INC.	7	27,866.68	0.00	27,866.68
008323 CENGAGE LEARNING	15	1,288.34	0.00	1,288.34
001277 CENTER POINT PUBLISHING	3	378.72	0.00	378.72
001459 CINTAS CORPORATION	2	98.44	0.00	98.44
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	890.17	0.00	890.17
021643 DR STEVE ALBRECHT	1	3,500.00	0.00	3,500.00
005572 FIA CARD SERVICES, N.A.	13	12,497.83	0.00	12,497.83

S* = Automatic Summary

Invoice Edit Listing
Vill   e of D wners Grove

Vendor Totals

Vendor	Number of Invoices	Am unt	Retained/Withheld Amount	Total
009775 FINDAWAY WORLD, LLC	4	2,625.62	0.00	2,625.62
017510 FIRST COMMUNICATIONS, LLC	1	512.21	0.00	512.21
002905 FRANCOTYP-POSTALIA,INC.	2	222.00	0.00	222.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	317.65	0.00	317.65
013544 GOOGLE, INC.	1	990.00	0.00	990.00
008770 GRAINGER	1	478.17	0.00	478.17
009102 HAGG PRESS, INC.	1	4,110.00	0.00	4,110.00
018411 HAYES MECHANICAL, LLC	3	1,541.46	0.00	1,541.46
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &	1	2,092.60	0.00	2,092.60
003688 INGRAM LIBRARY SERVICES, LLC	60	22,808.53	0.00	22,808.53
012834 IPROMOTEU	1	703.41	0.00	703.41
018694 JOHNSON CONTROLS FIRE, PROTECTION LP	2	3,242.81	0.00	3,242.81
004812 KLEIN, THORPE AND JENKINS, LTD	1	450.00	0.00	450.00
009577 LIBRARIESFIRST	1	275.00	0.00	275.00
005333 MANUFACTURERS NEWS, INC.	1	243.90	0.00	243.90
021182 MIDWEST SOARRING FOUNDATION	1	150.00	0.00	150.00
005866 MIDWEST TAPE	21	6,260.90	0.00	6,260.90
006161 NICOR GAS	1	3,419.64	0.00	3,419.64
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
020031 ORANGEBOY, INC.	1	5,750.00	0.00	5,750.00
006296 ORLAND PARK PUBLIC LIBRARY	1	19.99	0.00	19.99
017535 OUR DIGITAL WORLD ORGANIZATION	1	1,389.71	0.00	1,389.71

Vendor Totals

Vendor		Number of Invoices	Am unt	Retained/Withheld Amount	Total
012499	OVERDRIVE, INC.	3	4,436.41	0.00	4,436.41
018491	PEOPLEFACTS, LLC	1	251.77	0.00	251.77
006698	PRINT SMART	2	318.25	0.00	318.25
006859	R.H. DONNELLEY	1	15.71	0.00	15.71
014549	REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	1,150.00	0.00	1,150.00
020030	RGW CONSULTING, LLC	1	22,500.00	0.00	22,500.00
013422	RUNCO OFFICE SUPPLY & EQUIP CO	3	95.02	0.00	95.02
019871	SCARCE	1	150.00	0.00	150.00
007517	SCHOLASTIC LIBRARY PUBLISHING	3	1,909.38	0.00	1,909.38
014414	SHAW SUBURBAN MEDIA	1	65.00	0.00	65.00
007787	STANLEY ACCESS TECHNOLOGIES	2	1,224.69	0.00	1,224.69
014744	TEAM ONE REPAIR, INC.	1	170.00	0.00	170.00
008391	TODAY'S BUSINESS SOLUTIONS	1	5,110.00	0.00	5,110.00
016212	TOWN SQUARE PUBLICATIONS, LLC	1	505.00	0.00	505.00
018357	TRAF-SYS, INC.	1	60.00	0.00	60.00
016841	TSAI FONG BOOKS, INC.	1	139.82	0.00	139.82
011517	UNIQUE MANAGEMENT SERVICES, IN	1	10.30	0.00	10.30
018458	URBAN ELEVATOR SERVICE, LLC	2	685.00	0.00	685.00
021032	WILLIAM HAZELGROVE	1	300.00	0.00	300.00
Grand Total:		253	206,980.25	0.00	206,980.25

S* = Automatic Summary

INVOICES OF NOTE

For Library Board Meeting on March 23, 2022

021463	360Clean (Monthly Cleaning Service - new vendor)	$5,350.00
017992	Arthur J Gallagher Risk Mgmt (Workers Comp Renewal)	$1,446.00
021696	Balicki, Amy (Employee Reimbursement)	$388.72
016893	Bibliotheca, LLC (Annual Service and Maintenance Contract)	$46,941.46
021718	Bohra, Asma (Program Payment)	$160.00
021643	Dr Steve Albrecht (Program Payment)	$3,500.00
021182	Midwest Soarring Foundation (Program Payment)	$150.00
020031	Orangeboy, Inc. (Annual Savannah Subscription)	$5,750.00
017535	Our Digital World Organization (Subscription Renewals)	$1,389.71

Vendor Totals

Vendor	Number of Mem s	Am unt
000672 BAKER & TAYLOR - L0217582	1	16.94
005866 MIDWEST TAPE	1	26.99
016841 TSAI FONG BOOKS, INC.	1	30.40
Grand Total:	3	74.33

Library Credit Card Details for the March 23, 2022 Board Meeting

Julie Milavec					
				Total $	-
Katelyn Vabalaitis					
971	5210	Supplies	Office and Staff Room Supplies	$	112.61
971	5280	Small Tools & Equipment	Notary Journals	$	27.80
971	5302	Dues & Membership	Notary Renewal Fees	$	138.00
976	5407	Advertising & Public Relations	Rebrandly Subscription	$	268.83
978	5391	Telephone	Comcast Monthly Payment	$	475.45
				Total $	**1,022.69**
Ian Knorr					
971	5770	Capital Equipment	Desks, Tables, Monitor Arms and Mounts	$	1,933.78
978	5210	Supplies	KN95 Masks	$	371.80
978	5251	Maintenance Supplies	LED Lamps	$	238.04
978	5470	Other Equipment Repair & Maint	Clocks, Batteries, Bottle Filter Sensor	$	728.71
				Total $	**3,272.33**
Elizabeth Matkowski					
				Total $	-
Karen Bonarek					
972	5210	Supplies	Program Supplies	$	148.92
				Total $	**148.92**
Amelia Prechel					
971	5302	Dues & Memberships	Amazon Prime Renewal	$	119.00
972	5852	Print Materials	Requested Print Materials	$	157.44
977	5210	Supplies	Mailers, Batteries, Planners	$	41.97
977	5303	Seminars, Mtgs, & Conferences	PLA Virtual Conference	$	79.60
				Total $	**398.01**
Cynthia Khatri					
971	5308	Staff Recognition	Summer Reading Shirts	$	2,102.70
976	5280	Small Tools & Equipment	Paper Rack	$	224.13
976	5407	Advertising & Public Relations	Google Storage	$	99.99
				Total $	**2,426.82**
Sharon Hrycewicz					
973	5210	Supplies	Program Supplies	$	394.63
973	5853	AV Materials	AE Art Kit Supplies	$	148.14
				Total $	**542.77**
Traci Skocik					
973	5210	Supplies	Program Supplies	$	881.60
				Total $	**881.60**

		Allyson Renell			
973	5210	Supplies	Math Concept Kits	$	80.95
			Total	$	**80.95**
		Christine Lees			
974	5210	Supplies	Office Supplies	$	328.39
			Total	$	**328.39**
		Paul Regis			
975	5770	Capital Equipment	PC, iPads	$	910.87
975	5880	Intangible Assets	Zoom, Google, GoToMeeting, Libsyn, Deep Freeze	$	973.34
			Total	$	**1,884.21**
		Grace Goodwyn			
976	5210	Supplies	Tape and Tape Measure	$	55.75
			Total	$	**55.75**
		Jen Ryjewski			
971	5315	Professional Services	Federal Processing Registry Renewal	$	503.20
			Total	$	**503.20**
		Amanda Klenk			
972	5210	Supplies	Program Supplies	$	420.05
972	5280	Small Tools & Equipment	iRead T-shirts	$	228.14
972	5315	Professional Services	Shutterstock Renewal, Teen SRC Program	$	304.00
			Total	$	**952.19**

Library Credit Card March 2022 Totals $ **12,497.83**

PAYROLLS FOR FEBRUARY 2022

FEBRUARY 11	$122,701.62
FEBRUARY 25	$122,281.72
TOTAL FEBRUARY 2022 PAYROLLS	$244,983.34

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022

Agenda Item 8A

EDI Project Phase 2 Proposal from RGW Consulting

In October 2020, the Board of Library Trustees received and discussed the Diversity, Equity, and Inclusion Trajectory Discovery Report from RGW Consulting. The report recommended actions to be taken over the next two years to close the gap between where the library was at that time and its stated purpose and values around diversity, equity, and inclusion.

At their November 18, 2020 meeting, the Board of Library Trustees approved EDI Project Phase 1 Proposal with RGW Consulting for support in implementing their recommendations, to be completed in 2021. It included:
- Equity Advisory Team Development
- Equity Strategic Plan Development
- Board, Leadership, and Staff Development
- Reflections and Next Steps Meetings

Additional staff development training, affinity group support, and leadership coaching were contracted in 2021, with a Scope of Work extending through March 31, 2022. Completion of the full Scope of Work outlined in the Phase 1 proposal is anticipated to conclude with the presentation of the Equity Strategic Plan at the April 27, 2022 Board meeting.

The EDI Project Phase 2 Proposal from RGW Consulting continues the recommended actions from the Diversity, Equity, and Inclusion Trajectory Discovery Report. It includes:
- Equity Advisory Team Development
- Executive Leadership Coaching
- Communications Plan Creation and Implementation
- Continuation of Affinity Group Work
- Reflections and Next Steps Meetings

Recommended Action: Approve the EDI Project Phase 2 Proposal from RGW Consulting in the amount of $48,000.00.

RGW

SCOPE OF WORK

BY RGW CONSULTING, LLC.
PROPOSED TO:

Downers Grove
Public Library

708.646.8312

WWW.RGWASHINGTON.COM

"Reimagining & Generating Wonder"

RGW CONSULTING, LLC.

Who We Are

RGW Consulting, LLC is a boutique consulting firm that curates opportunities for its clients to Reimagine and Generate Wonder that leads to diversity, equity, and inclusion for all.

Our vision is a world where differences are embraced and celebrated. Our mission is to create a community of individuals who possess a growing consciousness of the cultural space they occupy and are agile in their ability to navigate a variety of cultural spaces, toward a more viable and sustainable framework for doing business equitably.

Reesheda Graham Washington

CEO, PRINCIPAL CONSULTANT

"If you are always trying to be *Normal* you will never know how *Amazing* you can be!"

~Maya Angelou

CONTACT RGW

PHONE: 708-646-8312
LOCATION: 163 S. OAK PARK AVE.
OAK PARK, IL 60302
EIN NO.: 83-4284702

REESHEDA GRAHAM WASHINGTON

CHIEF EXECUTIVE OFFICER

PERSONAL PROFILE

I am an entrepreneurial consultant with over 10 years experience in providing mission inspired, intersectional leadership that invites equity for all using an efficacious, asset-based approach.

SKILLS & ABILITIES

- Facilitator of community & connectivity
- Expertise in curriculum development & experience design,
- Well versed in cultural agility, equity & justice principles & practices
- Knowledgeable regarding strategic planning & data analysis
- Entrepreneurial, innovative, generative, and iterative in thinking & leadership style
- Centers practices of collaboration, mindfulness & discernment in decision making
- As a Black Woman, I embody DEI practices by way of lived experiences

INTERESTS & HOBBIES

- Social Enterprise, Economic Development, & Equity
- Liberal Arts & Sciences
- Interior Design
- Cooking Regionally Inspired Recipes

CONTACT INFORMATION

Cell: 708-646-8312
info@rgwashington.com
www.rgwashington.com
163 S. Oak Park Avenue,
Oak Park, IL, 60302

MOST RECENT EMPLOYMENT

RGW Consulting, LLC, Chief Executive Officer
Oak Park, IL January 2019-Present. www.rgwashington.com
RGW consulting supports individuals, communities, and organizations recognize the actual and realize the ideal through speaking, coaching, training, consulting, and facilitating. Our clients are remarkably diverse: large and small, private and public, faith-based and secular, for-profit and nonprofit. We curate curiosity & wonder to foster sustainable transformation that emphasizes equitable practices for all.

L!VE 2.0, LLC, Chief Experience Office
     Oak Park, IL   2016-Present. www.livexclamation.com
Design and develop a start-up artisanal, destination, transformational experience café that infuses asset-based community development, economic development and equity (ABCDE^2) practices and serves as a model for sustainable community development for other organizations. Innovated the concept, ethos, mission, and vision of a diverse, inclusive, transformational space that curates opportunities to live in tension, live intentionally, and facilitate practices in being in difficult dialogue with one's self and others.

Communities First Association, Executive Director
Oak Park, IL 2013-2019
Led and strategically developed a board, staff, and national community of practitioners as part of a faith-based, intermediary organization that specializes in the multiplication of asset-based community development, economic development, and equity (ABCDE^2). Increased board diversity by 34% within the first 12 months of tenure and 73% within the first 24 months. Increased affiliate diversity by 800% within the first 24 months of tenure. Developed and redesigned equitable vetting and certification processes. Rebranded the organization enhancing communication of mission, vision, and values of the organization. Reclaimed relationships with two major foundations formerly acquainted with the organization. Developed a sustainability model shifting the organization from foundation reliance to a fee for service framework, simultaneously avoiding mission drift
Launched a professional development initiative comprised of 11 core competencies, including an online learning community, allowing for an equitable, collaborative network with standards of excellence in asset-based community development

REFERENCES

Gavin Morgan, Director, Oak Park Township, gmorgan@oakparktownship.org*
Brynne Hovde, COO, The Nova Collective, Co-Founder, Race Conscious Dialogues, brynne@thenovacollective.com*
Bernadette Arthur, Equity Consultant, Co: Culture Collective, bernadette@coculture.co*
Dr. Carol Kelley, Superintendent, Elementary School District 97, ckelley@op97.org*
Kathleen Porreca, Principal, Regina Dominican High School, kporreca@rdpanthers.org*
Wilonda Cannon, Director of Development, Breakthrough Urban Ministries, wcannon@breakthrough.org*
Alaina Kleinbeck, Director, Leadership Education, Duke University, akleinbeck@div.duke.edu*
David Seleb, Executive Director, Oak Park Public Library, d.seleb@oppl.org*

*Denotes all past/current clients who can speak to our experience

RGW

RGW CONSULTING, LLC

WWW.RGWASHINGTON.COM

WHO WE ARE

RGW is a company skilled at guiding individuals and groups on an inquisition of curiosity and wonder about their goals and passions, particularly as it pertains to decolonization and deconstruction of systems that marginalize historically underserved and/or underrepresented people groups. We assist clients in determining what needs to be dismantled, as well as what needs revision and restoration to ensure justice oriented growth and development.

WHAT WE DO

RGW consulting supports individuals, communities, and organizations recognize the actual and realize the ideal through speaking, coaching, training, consulting, and facilitating. Our clients are remarkably diverse: large and small, private and public, faith-based and secular, for-profit and nonprofit. We curate curiosity & wonder to foster sustainable transformation that emphasizes equitable practices for all.

CONTACT INFORMATION

Cell: 708-646-8312
info@rgwashington.com
www.rgwashington.com
163 S. Oak Park Avenue,
Oak Park, IL, 60302

RGW: "Reimagining & Generating Wonder"

EMPLOYMENT HISTORY

The Evangelical Covenant Church, Director of Mission Mobilization
Chicago, IL   2011-2013
Managed and Led a team mobilized to obliterate extreme poverty in the Equateur Province of Congo through the denomination's partnership with World Vision to sponsor 10,000 children in one year and ultimately 20,000 children in Congo. Recruited 400+ churches' involvement in Covenant Kids Congo. Acted as point person and liaison between the ECC & World Vision. Monitored and communicate on the ground developments in Congo. Comprehensively created, coordinated, and implemented tiered strategic plans related to recruitment, marketing, communications, resourcing, and treatment-streaming

American Quality Schools, Regional Manager of Curriculum & Instruction
Chicago, IL   2008-2011
Managed and Supported 9 Elementary and Secondary Charter Schools in traditionally underserved urban communities as it pertained to building & budget management, school leadership,culture & climate, parent & community satisfaction, curriculum & instruction, and professional development. Created, planned, and evaluated the implementation of curriculum. Facilitated partnerships and communications with representatives from school stakeholders. Created a NEW school with a strong culture and climate that supports data-driven decision making and lifelong learning.

EDUCATIONAL HISTORY

National Louis University   Chicago, IL   2006-2007
Master of Educational Leadership, Administratation, & Supervision of Curriculum & Instruction

Chicago State University   Chicago, IL   1996-1999
Master of Arts, English Literature

Northern Illinois University   DeKalb, IL   1992-1996
Bachelor of Arts, English Literature

CERTIFICATIONS & PUBLICATIONS

State of Illinois Administrative Certificate Type 75, April 2007

State of Illinois Teaching Certificate Type 09, August 1998

Bi-Vocational Minister's License, The Evangelical Covenant Church, June 2012-Present

Certified Life Coach, Christian Coaching Institute, April 2015

Co-Author, Soul Force: Seven Pivots Toward Courage, Community, and Change Published June 5, 2018, Herald Press.

OUR METHODOLOGY

Let's Get Curious!

RGW

Discovery

Born out of a desire to interrupt racism, bias, and injustice, RGW Consulting emerged from a determination to reimagine the way we approach diversity, equity, and inclusion, and their intersections with business and organizational operations and strategy. Our discovery implementation affords us the time and space necessary to get to know the strengths and challenges associated with the goals and objectives of our work together, as well as the opportunity to name the most appropriate and effective way forward in the integration of enduring strategies and solutions.

Inquiry

Participants often approach DEI, building on the last traumatic experience they've had, leading to reservation, disdain, and guardedness, before they even start the training. With a sheer wit, a bit of levity, and the significance of storytelling in mind, RGW prides itself on engaging its participants in the preliminary work of thinking about how we learn (metacognition), interrogating our posture (self-reflection), and equipping participants with practices (mindfulness) that lead to a more healthful engagement of humanity in DEI content.

Differentiation

With a commitment to truth, vulnerability, and transparency, we help our clients hold the tension between the deep and difficult work ahead and the care required to face the challenges associated with DEI.   With an emphasis on a customized and uniquely differentiated journey for each client, our discovery implementation and curation of a curious space in which to ask hard and heavy questions, cultivates opportunities for individual and organizational transformation. We discover your purpose and align scalable solutions to your passion points, infusing equitable practices all along the way.

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WWW.RGWASHINGTON.COM | INFO@RGWASHINGTON.COM | 708.646..8312

Contact Information
708.646.8312
163 S. Oak Park. Ave.
Oak Park, IL 60302
PRIMARY POINT OF CONTACT:
Reesheda Graham Washington
Reesheda@rgwashinton.com

RGW

THE SCOPE OF WORK

THE COMPANY

RGW Consulting supports individuals, communities, and organizations recognize the actual and realize the ideal through speaking, coaching, training, consulting, and facilitating. Our clients are remarkably diverse: large and small, private and public, for-profit and nonprofit. We curate curiosity & wonder to foster sustainable transformation.

THE CLIENT

The Downers Grove Public Library (DGPL) is a place for everyone to discover, grow, play, and learn! DGPL is committed to lifelong learning, relationship building, transparency of information, and equitable access for all.

CONTACT INFO

Downers Grove Public Library
1050 Curtiss St.
Downers Grove, IL 60515
Julie Milavec, Director
jmilavec@dglibrary.org
630-960-1200

PLAN GOALS

RGW will work with Downers Grove Public Library to train management in the use of an equity decision making framework. Additionally, together we will begin the implementation of the equity strategic plan, as well as work with the anti-racism advisory team to complete policy auditing to ensure anti-racist practices and protocols across library systems, and finally, we will implement a communications plan that shares our efforts and progress in anti-racism work with the larger community.

PLAN DELIVERABLES

In terms of deliverables under this proposal, RGW would provide services in the areas projected below, beginning in April, 2022 and continuing over the course of 12 months:

1. ANTI-RACISM ADVISORY TEAM DEVELOPMENT, POLICY AUDITS FOR EQUITY & ANTI-RACISM, & INCLUDING PR/COMMS PLAN CREATION
2. EXECUTIVE LEADERSHIP COACHING
3. COMMUNICATIONS PLAN IMPLEMENTATION
4. CONTINUATION OF AFFINITY GROUP WORK
5. FEEDBACK, REFLECTIONS, NEXT STEPS, AND PLANNING MEETINGS AND COMMUNICATIONS THROUGHOUT

KEY COMPONENTS

01

ANTI-RACISM ADVISORY TEAM POLICIES & COMMUNICATIONS PROJECTS

02

EQUITY STRATEGIC PLAN IMPLEMENTATION

03

EXECUTIVE LEADERSHIP TEAM COACHING

04

CONTINUATION OF AFFINITY GROUP INTEGRATION

05

REFLECTIONS & NEXT STEPS MEETINGS

OBJECTIVES

- DGPL's anti-racism advisory team will work with RGW Consulting to become proficient in the auditing of policies, processes, protocols, and procedures using an equity lens/framework to ensure equitable operations
- Prepare the Executive Leadership Team for the practical application of DEI strategies
- The DGPL anti-racism advisory team will work together and be informed by key stakeholders to implement the 2022 equity strategic plan that includes goals, objectives, benchmarks, evaluative methods
- The DGPL anti-racism advisory team will work together and be informed by key stakeholders to develop a PR/Communications plan to apprise stakeholders of DGPL's equity and anit-racism developments
- Management/Leaders will become adept at the use of an equity framework by which to deploy policies, programs, protocols, and procedure, as well as by which to make equitable decisions moving forward

WORKPLAN ELEMENTS

RGW Consulting, LLC anticipates the following "back end preparations" in an effort to ensure effective implementation of the DEI work plan:

- Meeting Preparation Time: Content & Logistics both with the anti-racism advisory team, the affinity group leaders, and aside from DGPL in preparation for our work together

- 6 1-hour Executive Leadership Team coaching sessions on the practical application of DEI strategies

- The Development of a PR/Communications plan, alongside the anti-racism advisory team

- The Development of revised policies, protocols, processes, and procedures that are equity-based

- Evaluative Feedback and Reflection Loops between meeting sessions

- A Final meeting to discuss the holistic experience, as well as recommended next steps

COMPENSATION AGREEMENT

This yearlong work plan, to commence April 1st, 2022 and end on March 31st, 2023, is to be compensated at a total of $48,000. A non-refundable deposit of $22,500 is to be paid by April 1st, 2022 , in order to secure the timeframe indicated for this work plan. The balance of $25,500 is to be rendered on the 1st of each month at a rate of $2,318.18 over the subsequent 11 months. All correspondence is to be sent to RGW's attention at the address indicated on this letterhead or emailed to reesheda@rgwashington.com.

(*A 3% service charge will be applied to all ACH transactions)

RGW

PROJECT BUDGET

DESCRIPTION	AMOUNT
• Policy, Protocols, and Procedures Auditing with the Anti-Racism Advisory Team	$15,000.00
• Yearlong Strategic Planning Implementation	$15,000.00
• Continued Affinity Groups	$5,000.00
• Anti-Racism Advisory Team PR/Communications Plan Development & Implementation (extended from 2020)	$10,000.00
• 6 1-hour ELT Coaching sessions	$3,000.00

2022 DGPL ANTI-RACISM TRAJECTORY, PHASE 2

SUB TOTAL	$48,000.00
TAX (0%)	$0.00
GRAND TOTAL	$48,000.00

RGW

NOTES:

TERMS OF AGREEMENT

DGPL agrees to enter into an Agreement for Services with RGW to undertake and perform the services set forth above. The fee for services rendered will be paid in the amount and pursuant to the terms set forth above. RGW may have access to certain confidential and proprietary information of Sprout. RGW agrees that they will not disclose such confidential information to any third party, and agrees not to use such information for their benefit or for the benefit of any third party without obtaining prior written permission from an authorized executive of DGPL.

This agreement may be terminated by either party upon ten days written notice to the other. Upon termination of this agreement for any reason by either party, RGW agrees to promptly turn over any of the organization's concepts, completed work, or work in progress, including but not limited to documents, electronic media, manuscripts, research findings, or other products of this special project (excluding all assessment tools and documentation) through effective date of the termination of the agreement.

All training facilitation notes, assessment batteries, and presentation documents are to be owned by RGW Consulting alone. Meetings, gatherings, and interactions are to be advertised and promoted by and its partners by way of their collaborative communication networks on their own behalf.

RECORDING CLAUSE

An unfortunate aspect of inequity in this country has been appropriation and coopting of works and intellectual properties of historically, intentionally, and traditionally marginalized people groups. As such, RGW Consulting does not allow for the recording of any of its sessions, trainings, facilitations, or engagements. Any recordings must be requested from RGW and must be implemented by RGW staff only on the RGW e-platforms only. Once approved and recorded by RGW, then RGW would establish a date and time to facilitate a replay of the content for viewers. Please indicate whether or not you have this need/desire prior to finalizing your agreement for services, as this is considered an additional service for recorded workshop content replay, though it is NOT considered an additional service for recorded meeting content replay.

RGW

TERMS OF AGREEMENT

PRACTICE STATEMENT

RGW is a constructivist practice. This means that rather than taking on our clients' diversity, equity and inclusion work as our own, we come alongside our clients as thought partners, coaches, and consultants in their development toward enhancing their own diversity, equity, inclusion and anti-racism capacity. Our expertise in the area of DEI and anti-racism empowers our clients with the necessary skills, knowledge, and insights needed to take the lead in their DEI journey toward doing the work more healthfully. Having us as partners meaningfully enhances their ability to do so.

DISCOVERY CLAUSE

It is important to note that while there may be some unique findings that are specific to each client, and even some that are specific to a particular industry, many of our discovery findings fall into a variety of categories that we have standardized as practice over time and experiences. These standard categories have emerged as a result of what we know about the lived experiences of historically, intentionally and traditionally marginalized people groups and the ways in which they are oppressed within organizations, communities, and systems. Categories like tokenism, hierarchical power dynamics, marginalization, etc. just are, and because they are, if we find demonstrations of these standard discovery categories during the discovery process we will name them as such. This means that there is great potential for our clients to find similarities between their reports. Put plainly, racism plays itself out in indistinct ways, across our communities, cities, and our country. It is not very unique nor customized. Consequently, while we are committed to arduous protocols to ensure that there is evidence of our findings, these findings are unfortunately typical and common across the spaces in which we have worked.

MEDIA AGREEMENT

Entering into this agreement serves as consent to use all photographs and/or video/media images associated with this project. This agreement assumes that and its partners have received all necessary permission for such media use.

This agreement shall be effective when signed by all parties, and may not be modified, extended, or renewed unless done so in a written document, again, signed by all parties.

TERMS OF AGREEMENT

IMPOSSIBILITY

FORCE MAJEURE

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") control, including, but not limited to, the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) a natural disaster (fires, explosions, earthquakes, hurricane, flooding, storms, explosions, infestations), epidemic, or pandemic; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; and (i) shortage of adequate power or transportation facilities. The Impacted Party shall give Notice within 7 business days days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of 7 business days following Notice given by it, the other party may thereafter terminate this Agreement upon Notice.

TERMS OF AGREEMENT

FAILURE TO PERFORM SERVICES

In the event RGW Consulting, LLC (Provider) cannot or will not perform its obligations in any or all parts of this Agreement, it (or a responsible party) will:

1. Immediately give Notice to DGPL via the Notice provisions detailed in this Agreement; and
2. Attempt to find another competent professional outside of RGW Consulting, LLC to take its place with the mutual agreement of Client(s);
3. If another competent professional outside of RGW Consulting, LLC is not available or Client(s) do not agree to transfer of obligations to said alternate professional, RGW will issue a refund or credit based on a reasonably accurate percentage of services rendered; and
4. Excuse Client(s) of any further performance and/or payment obligations in this Agreement.

APPROPRIATE CONDUCT/SAFE WORK ENVIRONMENT

HEALTH & SAFTEY

DGPL ("Client(s)") further understand that RGW Consulting ("Provider")complies with all health and safety laws, directives, and rules and regulations. Client(s) expressly agree(s) that during the carrying out of work associated with this contract agreement, Client(s) and Client(s)' agents shall not carry weapons or firearms, be exposed to severe illness, or request the Provider to do anything illegal or unsafe. Further, Provider will not provide services in any location or area deemed to be unsafe in its sole discretion, including, but not limited to, areas affected by communicable diseases, quarantined areas, or other similar occurrences. Under any of these circumstances, Provider reserves the right to end service coverage immediately and/or leave the session. Provider shall be entitled to retain all monies paid and Client(s) agree to relieve and hold Provider harmless as a result of incomplete event coverage, or for a lapse in the quality of the Provider's working environment.

RGW

TERMS OF AGREEMENT

This agreement shall be effective when signed by all parties, and may not be modified, extended, or renewed unless done so in a written document, again, signed by all parties

RGW Consulting, LLC
163 S. Oak Park Avenue.
Oak Park, IL 60302
www.rgwashington.com
info@rgwashington.com
facebook.com/reeshedagrahamwashington
@reeshedangw

March 18th, 2022
DATE

Reesheda Graham Washington

Reesheda Graham Washington, RGW Consulting CEO

DATE

DGPL Designee Signature

RGW

RGW

"Reimagining & Generating Wonder"

TED

163 S. Oak Park Ave.
Oak Park, IL 60302
EIN No.: 83-4284702
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info@rgwashington.com
708-646-8312

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022

Agenda Item 8B

Pierce Downer Heritage Alliance Memorial Garden Donation

Library garden volunteer and Pierce Downer Heritage Alliance (PDHA) member Sue Farley will present a proposal to donate a native bush in honor of former Mayor Betty Cheever and to further enhance the Memorial Garden Walk area on the corner of Forest and Curtiss Streets.

Recommended Action: Accept the donation proposed by the Pierce Downer Heritage Alliance as presented.

As a member of the Pierce Downer Heritage Alliance and an active gardener for the DG Library Gardens, my fellow PDHA members and I would like to propose updating and sprucing up of the Memorial Garden Walk area located at the corner of Forest and Curtiss.   Specifically, the PDHA would like to purchase a memorial bush in honor of former DG Mayor Betty Cheever.   This memorial bush would be a native bush that would replace a small tree already removed. The open spot is located along the north wall by the inside corner of the Memorial Garden Walk area.

Both the PDHA and Lyle Cheever feel this type of memorial would be in keeping to recognizing the great many contributions former Mayor Betty Cheever gave willingly to the Village of Downers Grove and citizens throughout the many years of her volunteering, leadership and strength of character.   It is also our hope to have a simple ceremony when all the updated plantings to the Memorial Garden Walk area are complete. This ceremony would be open to the public to enable us to honor former Mayor Betty Cheever's many accomplishments in the growth and expansion of our town and library and to welcome our fellow citizens to the memorial garden and walk for all those the garden walk bricks recognize.

This memorial bush in honor of DG former Mayor Betty Cheever's would be a native bush purchased from the DuPage Forest Preserve Plant Sale which supports the many green programs offered to our fellow citizens of DuPage. The Bush would be purchased by PDHA.   Options of bushes being reviewed by the PDHA include potentially a Buttonbush, Ninebark, Willow or Flowering Dogwood all of which are hardy for our local environment and would work in the semi-shade area.   The native bush chosen would offer food sources and nesting places for birds, butterflies, moths and other insects plus further enhance the green efforts of the DG Library.   We would like to put a plaque honoring former Mayor Betty Cheever in front of the bush. Currently there is a stone style plaque in front of the girl/boy statue and a plaque mounted on the wall next to the window.   Would the library purchase the plaque so there can be consistency in the style of plaques?

Additional plans for this area to further enhance the established plantings in the Memorial Garden Walk area involve adding more native plant offerings.   Native plants such as Blue Star, Black-eyed Susan, Coneflowers, Butterfly weed, Prairie Dropseed, Turtlehead, Solomon Seal, Bottle Gentian, Prairie Coreopsis would all draw a wider variety of insects and birds to the area along with enhancing the peaceful environment for our fellow citizens to observe nature in the middle of the downtown area. I attach a suggested layout of the Memorial Garden Walk Corner for your review.

We ask for your approval of our plans for the memorial bush planting in honor of former Mayor Betty Cheever. We are open to any suggestions, questions or comments you may have.

 Thank you for your time.

Memorial Garden Walkway

Sidewalk

South

Sidewalk

Bushes

Bench

Bench

Bench

Door

Window

Wall

Statue

Memorial Bush

Lilac Bush

Tree

Blazing Star

False dragon head

Grass

Coneflower

Joe Pye

Golden Rod

Blackeyed Susan

Plains Tickseed

Butterfly Weed

Coneflower

Everbearing!

NE Asters

Turtlehead

Solomon Seal

Solomon Seal

Tree

Bee Balm

Coreopsis

Blackeyed Susan

Prairie

Coneflower

Bottle Gentian

Lavender

Solomon Seal

Butterfly Weed

Hosta's

Queen of the Prairie

P

P

D

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022

Agenda Item 8C

Davey Tree Experts Donation

Davey Tree Experts, the vendor that removed the dead and dying Service Berry trees from the library grounds last fall, have offered to donate a tree to replace the one removed from the bed adjacent to the Forest Street Parking Lot entrance. The Service Berry trees needed to be removed as a result of Fire Blight disease brought on by old age and end of life. In 2021, the Girl Scout troop from Pierce Downer School planted a pollinator garden in that area and gave a presentation to the Board of Library Trustees about their project. Master Gardener Sue Farley of the Green Grover's gardening club and Ryan Carter of Davey Tree Experts were consulted about the type of tree to be donated. In keeping with the native species used in the pollinator garden, an American Hornbeam tree was selected for the donation.

American Hornbeam: Also known as a Blue-beech this species is a small hardwood tree native to North America and related to the Birch family. At full maturity this tree may grow to 30 feet tall with a 20-30 foot spread and can have one or more trunks. The growth rate is about 1 foot per year. The bark is smooth, blueish- gray, and heavily fluted. The green flowers and nuts that bloom from April until June attract songbirds. Spring foliage changes from yellow to scarlet with a deep green leaf in the summer. Leaf spots, cankers, and twig blight are occasional disease problems.

© 2017 iTrees.com, Inc. [1]

Accompanying the donated tree, a plaque will identify the species of tree, show the Davey Tree logo, and include the quote "Reading helps us grow."

Recommended Action: Accept the donation of an American Hornbeam tree and plaque from Davey Tree Experts as presented.

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[1] Information cited and pictures used from:
mortonarb.org
itrees.com
Plaquemaker.com
University of Minnesota Extension

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022

Agenda Item 9A

COVID-19 Response and Phased Reopening Plan

At the February 23, 2022 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 was lifted effective February 28. Masks are optional for patrons and staff in the library. Food and drinks are allowed in the library. The café and Media Lab are open. Book-an-Expert, notary, and all other one-on-one services are available. Wall-mounted manipulatives in the Kids Room are available. Masks were required for all in-person, indoor children's programming, with the events calendar stating the requirement in the description for programs to which this applies. Following the removal of the statewide mask mandate for schools and daycare settings, the Management Team decided to remove the mask requirement for children's programming for elementary and middle school aged children effective March 14 and from all children's programs effective March 28.

The health and safety of our patrons and staff are DGPL's top priority. We continue to make our decisions based on public health information and recommendations from the Centers for Disease Control (CDC), the Illinois Department of Public Health (IDPH), and the DuPage County Health Department (DCHD). As the level of community transmission in our area continues to decline and guidance changes, the COVID-19 Response and Phased Reopening Plan will continue to evolve. The Play Café and play area remain closed until children age 2 and over are eligible for vaccination, as stated in the COVID-19 Response and Phased Reopening Plan dated February 17, 2022. If community transmission levels continue to decline, that metric may be revised to reopen these areas before the start of Summer Reading Club.

Recommended Action: Reauthorize the 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 reshelved. RAILS delivery may not be available.

Phase 2: Curbside Pickup

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

prepare to reopen the building.

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

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

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

Phase 3: Limited Public Service, Limited Hours

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

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

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

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

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

Phase 4: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. 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 for in-person, indoor 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.

DRAFT - February 17, 2022

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 may wear masks or other PPE as they choose

What must be in place before this phase begins:

● Create a plan for staff monitoring and enforcing mask use 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
MARCH 23, 2022

Agenda Item 10

Librarian's Report

Workroom Renovation Project
Architect Dan Pohrte of Product Architecture + Design field measured the Children's, IT, Access, and Building Operations workrooms included in the project. Initial designs are expected by the end of March. Following the regular April meeting, the Board of Library Trustees will tour the library building to view the areas to be renovated.

Fund Balance vs. Cash & Investments Balance
At the February Board meeting, a Trustee asked about the difference between the Fund Balance and Cash & Investments Balance and why it's the same for the Library Capital Replacement Fund, but not for the Library Fund. Fund Balance is calculated by taking total assets less total liabilities (such as accounts payable, accrued payroll, and unearned property tax revenue). The Library Fund has these liability accounts with balances. The Library Fund also has other assets (property tax receivable, grants receivable) that are not calculated into the Cash & Investment Balance. The Library Capital Replacement Fund has no liabilities, so its Fund Balance and Cash & Investments Balance are the same.

Statements of Economic Interest
All qualifying staff and current Trustees must file Statements of Economic Interest with DuPage County by May 2, 2022.

Submitted by Julie M. Milavec
March 17, 2022

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022

Department Reports – February 2022

<u>Administration – Jen Ryjewski</u>

- With assistance from Business Office Manager Katelyn Vabalaitis, completed and submitted the Illinois Public Library Annual Report (IPLAR).
- Met with Innovation Team to discuss our next potential initiative, which is a survey idea that will be used to gather staff feedback on the interests and topics that are most important to them. Then after working out the bugs, invite the public to participate with the ultimate goal of working innovatively to meet some of those needs.
- Met with Programming Team to finalize the details of upcoming events: Craft Swap (which was a huge success), National Library Week, National Poetry Month, and discussed graphics and prizes for Summer Reading Club.
- Met with Service Excellence Team and decided to try out a new idea: having Jen facilitate a monthly meeting for staff the Thursday afternoon following a Board meeting to update staff on what is happening in the library in a conversational way.
- Met with Illinois Library Association (ILA) Best Practices Committee. Most of the research is completed for our project and Jen is assembling, formatting, and writing the introduction to meet a June 30 deadline.
- Met with several department managers to check in with Grant progress timeline. Most of the equipment has arrived and the loan periods and circulation rules have been determined.
- Met with Tiffany and Dan from Product Architecture to discuss workroom construction and storage and layout improvements for several departments.
- Attended Ryan Dowd webinar: Psychology: how to get people to follow the rules voluntarily, which was a back to the basics crash course. Ryan was looking for feedback from attendees on how to improve his training.
- Attended safety training for the Managers on Duty and the Building Operations Monitors with Steve Albrecht. The training was recorded and we have permission to use it with staff and as onboarding training.
- Attended the 6-module RGW Online Experience Training, which covered topics such as: Context in Which We Learn, Developing Common and Shared Language, Victim Oppressor Training, Allyship Training and Weaponization of Language Training.

Business Office – Katelyn Vabalaitis

- Created a PayPal account for the library and worked with SWAN to connect the account to Aspen, our newer library catalog, to receive payments made online.
- Worked with the library's lawyer and the IRS to get proper documentation needed for Adult & Teen Services staff to apply for a grant through the National Endowment for the Arts.
- Assisted Assistant Library Director Jen Ryjewski in completing the Illinois Public Library Annual Report (IPLAR).
- Completed required annual trainings, including Blood Borne Pathogens and Sexual Harassment and Discrimination.
- Business Office Assistant Scott Anderson prepared for the return of public meeting room reservations on February 20.

Adult & Teen Services – Lizzie Matkowski

- Winter Bingo wrapped up! For the adult program, 71 participants completed at least 1 bingo and 14 completed the entire board. For the teen program, 10 participants completed at least 1 bingo and 5 completed the entire board!
- Satellite Stacks deliveries resumed to local assisted living facilities after a short pause.
- Programs included: Make & Take: Create Like Edmonia Lewis; College Prep: Don't Pay the College Sticker Price, ACT Practice Test; President's Day quiz, Black history month book bundle drawings; Blues 101 with Fruteland Jackson; Watercolor Heart Frames; The Friendliest Town Documentary and Q&A; and the Craft Exchange.
- ATS staff, including Lizzie, Karen, and Amanda worked with Jen and others to complete the library's 2021 IPLAR report.

Children's Services – Allyson Renell

- 189 children participated in our Winter Bingo program this year! We had 90 in our Read-to-Me program for children not yet reading on their own and 99 in our Reader's program. The program ran through January and February and children can now pick up their prizes.
- Starting in February, we brought back the previously popular Kids Room Mysteries activity for preschoolers. Each week children can look for three clues around the Kids Room and try to solve the mystery of the week. The answer is usually a letter or a number, depending on the week. Children who participate in this scavenger hunt-like activity receive a sticker for a correct answer. During February, 250 children participated. The program continues into March.
- On February 1, the Kids Room had an excellent professional development workshop with Heather Booth of ALA and Booklist. Heather spoke to us about how to write annotations about books and materials. This practical workshop was

really great in helping us to think about and discuss the various ways we provide Readers Advisory to our patrons.

- We added a new Anything Emporium item this month- a Digital Microscope! Our digital microscope is a small handheld device that can magnify objects up to 43x. The device transmits the image for viewing to an iPad which is also included in the kit. Children can use the device on everyday objects around their home, yards, and more!
- In-person programming resumed on Monday, February 21 with our first drop-in Make & Create program since before the pandemic. Make & Create is a program aimed at elementary school children and occurs every Monday from 2:30 p.m.-3:30 p.m. We scheduled the program to align with District 58's early release day as something fun for kids to drop into after school. Each week features a new activity based in art, science, technology, or a small service project. We are excited to be able to start this program up again!
- Outreach Coordinator Erin Linsenmeyer stayed busy in February by visiting both Grove Preschool locations at Indian Trails and Henry Puffer schools. She also provided book talks for Lester Elementary's upper grade classes.

Circulation Services – Christine Lees

- We offered patrons a unique way to "vote" on who they thought would win the Super Bowl by voting with their returned materials. Our patrons are sport savvy as they correctly selected the Rams to win the Super Bowl. Here's a picture of the return stations and how patrons voted. It was a fun experiment!

- In order to prepare staff for the upcoming summer elevator renovation project, Circulation Supervisor Tricia Thompson filmed a video for all staff on how to use the library dumbwaiter for transporting carts to different floors without using the elevator. Many staff members mentioned how helpful the video was – thanks, Tricia!
- The Service Excellence Team met and brainstormed some ideas on how to increase staff communication. We landed on a new meeting idea, a monthly Board Recap meeting for all staff. At the monthly Board Recap meeting, Administration will highlight the topics that were discussed at the Board meeting and offer a Q & A session. The Board Recap meeting will take place the Thursday after each Board meeting from 12:45 - 1:15 p.m. The meetings will be recorded for any staff that cannot attend in person.

- We have decided to continue to offer the temporary digital use only cards that patrons can register for via our website. In keeping this option available to patrons, we feel that we are meeting patrons where they are most comfortable as some patrons still choose to not come into the library. Since these cards are temporary (3 months) and for digital use only, they are limited cards but still a great way for patrons to connect to our library until they are able to come in for their full-use cards.
- In February, 929 locker holds were filled, which is an amazing number since February is a short month. The feedback from patrons on our lockers is so positive and we are thrilled they have been such a welcome addition to our available services!

Information Technology – Paul Regis
- The state lifted the mask mandate in late February, with the library following suit. This marked the return of one-on-one services, in-person programming, and the larger conference rooms. IT retired the hourly PA mask reminders – this took some getting used to, as staff were accustomed to this top of the hour notice for the past two years.
- TBS installed an upgraded scan and fax station in late February. Along with a more intuitive UI and larger display, it also came equipped with numerous translation services, accessibility features, and a photo restoration option. TBS also installed two credit card terminals for the second-floor print kiosk and scan/fax station. A new wireless printing system followed shortly after, which ended up being less expensive than the previous service and much easier to use.
- IT offered four virtual classes in February, reaching 14 students.

Public Relations – Cindy Khatri
- Cindy Khatri, PR Manager, met with the Organization of the Month, Food Rescue US - Willowbrook, to discuss their partnership and set up a last-minute program on food waste. Cindy helped to co-host with Karen Bonarek, Adult Program Coordinator.
- Theater partnership raffles returned in February with both Broadway in Chicago and the Paramount Theater.
- Cindy met with Jill Yott from Indian Prairie Public Library to discuss and give a tutorial around Orangeboy's Savannah, the software PR uses for email marketing.
- Grace Goodwyn, Graphic Design and Display Coordinator, worked with the Kids Room to finalize numerous storytime-rebranding assets.
- Cindy co-hosted the Friendliest Town Documentary Q&A with the Producers discussion with Karen Bonarek. The discussion was lively and well-received.

- The PR team discussed wayfinding signage changes, including needing an updated building map and more user-friendly arrows.
- Brian Ruane, Marketing Content Coordinator, distributed content around the library's Black History Month programming and resources.
- The PR team prepared for numerous events/services including: preparation for March Madness, National Library Week, and the Braiding Sweetgrass book discussion (featuring partner Joseph Standing Bear Schranz from the Midwest SOARRING Foundation).
- The team worked on the March/April issue of Discoveries, which hit homes at the end of the month.
- The team prepared for the change in service (masks, etc.) on February 28 with messaging and signage.

Access Services – Amy Prechel
Projects and Updates
- On Tuesday, February 22, Amy Prechel met with Jen Ryjewski and Christine Lees to discuss preparations for executing the Digital Inclusion for All collection grant.
- On Monday, February 28, a Girl Scout troop visited the Access Services Department on a tour lead by Kids Room Librarian Erin Linsenmeyer. We enjoyed providing a 'behind the scenes' look at the library!
- Cataloging and Acquisitions Librarian Nora Mastny announced she is leaving DGPL to assume the role of Head of Technical and Automation Services at the Prospect Heights Public Library District. Her last day with us is Friday, March 11. We are both proud and excited for her, and sad so see her go.

Inventory and Cataloging
- For ATS collection: added 1310 print items and 217 AV items; discarded 2307 print items and 19 AV items.
- For Kids Room collection: added 477 print items and 81 AV items; discarded 493 print items and 139 AV items.
- These statistics include items deleted by SWAN.
- 47 books in Chinese, Polish and Spanish were added to the ATS world languages collection. 6 books were added to the Local Author collection. 4 items were added to the Anything Emporium collection: A USB microphone in IT, page magnifiers in ATS, and a Easi-scope digital microscope in the Kids Room. We also added several braille books to the Kids Room collection.
- We created 40 original cataloging records in February.

Reclassification and Repairs
- Repaired 207 ATS and Kids Room books and audiovisual items.
- Reclassified 93 ATS and Kids Room items in February.

Staff Training and Professional Development
- The department logged 13 hours of training in February.
- Amy Prechel and Michelle Litwin attended the Innovation Team meeting on Tuesday, February 1.
- Nora Mastny attended the Staff Social Committee meeting on February 1, LACONI Vendor Fair on February 4, SWAN DEI Working Group on February 7, and the SWAN Fireside Chat on February 22.
- Nora and Amy attended the SWAN Acquisitions and Cataloging Users Group meeting on February 10 and the RAILS Tech Services Networking Group meeting on Friday, February 18.
- Claire Ong and Amy attended and evaluated RGW's suite of online courses.

Building Operations – Ian Knorr
- Lighting relay panel work began. The project will be wrapped up on March 3. Updated panel schedules will be placed in the relay cabinets once all programming has been completed.
- The meeting room piano was tuned in preparation for the meeting room reopening.
- Thompson Elevator Inspection performed our annual CAT 1 testing. We did have an infraction as a result of a code change which does not impact operation and has been corrected. The unit will be re-inspected in March.
- Danny, Andrew, and Ian attended the webinar: Active shooters and hostile activity in your venue. During this we found out that FEMA provides training and certification on Active Shooter events. All monitors and Ian have been through the training and received certification.
- Monitor Tony D. and Ian attended the training that was given by Dr. Steven Albrecht. Monitors Andrew and Danny have watched the recording as they were unable to attend it live.
- Ian met with Julie for the monthly one-on-one department meeting.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)   2022
DOWNERS GROVE PUBLIC LIBRARY
IPLAR

Instructions

IDENTIFICATION (1.1 - 1.31)

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

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

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

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

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	61	DuPage

1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	50,247
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

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

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

SERVICE OUTLETS (2.1 - 2.16)

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

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

Service Outlet Name

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

ISL Control Number

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

Street Address

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

Address

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

County & Phone

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

DOWNERS GROVE P.L.	DuPage		6309601200	

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
DOWNERS GROVE P.L.	¹3,079	48	272,211	4	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jennifer Ryjewski
3.5 Telephone Number of Person Preparing Report	630-960-1200
3.6 FAX Number	630-960-9374
3.7 E-Mail Address	jryjewski@dglibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

63

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail

Data Input

address, home address, and term expiration date. If there are vacancies, please explain.

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

Report the most current information available.

5.1 Total number of board seats	6
5.2 Total number of vacant board seats	1
5.2b Please explain	We had a trustee resign from the Downers Grove Public Library Board of Library Trustees on January 26, 2022. The Village of Downers Grove has not appointed a replacement as of the date entered on this report.
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

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

Second member

5.5 Name	Carissa Dougherty
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/2024
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Third member

5.5 Name	Swapna Gigani
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/2027
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Fourth member

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

Fifth member

5.5 Name	Barnali Khuntia

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

Sixth member

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

Seventh member

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

Eighth member

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

Ninth member

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

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
65	We have signage throughout the library, including bathroom signs, that contain both words and pictures to assist patrons with ASD; Lighting was updated from fluorescent bulbs to LED; Children's area has family

6.1b If so, please describe	bathrooms for patrons and their caregivers; Headphones are provided when using the computers; The library provides quiet study rooms that allow patrons with ASD who may be experiencing sensory overload to take a break; Staff have undergone Customer Service training and workshops to better assist patrons on ASD; We offer reference and reader's advisory service via online chat and email for patrons with ASD who may struggle with verbal communication; We offer tours of the library building so patrons with ASD can learn about the location of materials and room without feeling stressed about the environment; We offer self-checkout and checkin machines with picture descriptions for patrons to use; we have a recorded tour of the library so that all patrons, including those with ASD, could know what to expect from the library when they visited.
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	689
6.3 Total Number of Study Rooms	11
6.3b Total number of times study room(s) used by the public during the fiscal year	4,106

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

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

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

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

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The library maintains an Operating Reserve in its Library Fund and a Library Capital Replacement Fund to ensure the stability and continuity of the library's operations. The Library Capital Replacement Fund is a special reserve fund established under 75 ILCS 5/5-8. Short-term cash flow shortages caused by the difference between the normal expenditure cycle and the normal income cycle are covered by the Village of Downers Grove, as provided for by intergovernmental agreement. For uninsured losses and other equipment failure expenditures, the Operating Reserve amount will be set at 35% of the total amount needed to replace one boiler, one rooftop air conditioning unit, and the entire flat portion of the roof. For planned capital expenses, the Library Capital Replacement Fund will be funded according to an annual budget allocation, as provided for in the library's Board approved planning documents. The current Library Capital Replacement Fund balance is The current Library Fund allotment for Operating Reserves is $350,000.

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$5,582,189
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

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

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

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

8.2 Per capita grant	$72,908
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$111,587
8.5 Other State Government funds received	$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$184,495

Federal Government

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

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

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$40,269
8.11 If Other, please specify	FEMA grant - $21,256; Institute of Museum and Library Services grant - $19,013
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$40,269

Other Income

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

8.13 Monetary Gifts and Donations	$9,500
8.14 Other receipts intended to be used for operating expenditures	$59,444
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$68,944
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$5,875,897

Safeguarding of Library Funds

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

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

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

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

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$3,139,645
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$969,904
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$4,109,549

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$325,116
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$221,574
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$109,782
10.3b Please provide an explanation of the other types of material expenditures.	STEM kits, art kits, memory kits, board games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$656,472

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$901,539
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$5,667,560

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

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

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] [2]	$749,203

PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary				
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	$74.59	37.50
	Assistant Library Director	Assistant Library Director	$54.51	37.50
	Adult & Teen Services Librarian	Adult Services	$29.43	37.50
	Adult & Teen Services Librarian	Young Adult Services	$29.14	37.50
	Adult & Teen Services Librarian	Adult Services	$29.14	24.00
	Adult & Teen Services Librarian	Adult Services	$23.31	24.00
	Adult & Teen Services Manager	Adult Services	$35.05	37.50
	Adult & Teen Services Librarian	Adult Services	$30.56	37.50
	Adult & Teen Services Assistant Manager	Adult Services	$31.79	37.50
	Adult & Teen Services Librarian	Adult Services	$29.43	26.50
	Adult & Teen Services Librarian	Adult Services	$35.38	37.50

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	Adult & Teen Services Librarian	Adult Services	$29.14	37.50
	Adult & Teen Services Librarian	Adult Services	$26.23	27.50
	Adult & Teen Services Librarian	Adult Services	$26.23	27.50
	Children's Services Librarian	Children\'s Services	$35.38	37.50
	Children's Services Librarian	Children\'s Services	$29.14	37.50
	Children's Services Manager	Children\'s Services	$39.57	37.50
	Children's Services Librarian	Children\'s Services	$30.56	37.50
	Cataloging Librarian	Cataloging	$26.33	37.50
	Access Services Manager	Cataloging	$34.37	37.50

Group A Total

	13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	17.30

Group A hidden group hours

Group B

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

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

Group B Total

	13.11 Total Group B: FTE Other Librarians (13.10/40)	
	13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	17.30

Group C

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

	13.13 Total hours worked in a typical week by all Group C employees	1,413.00
	13.14 Minimum hourly rate actually paid	$11.88
	13.15 Maximum hourly rate actually paid	$40.17
	13.16 Total FTE Group C employees (13.13 / 40)	35.33

Group D

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

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13.17 Total hours worked in a typical week by all Group D employees	240.00
13.18 Minimum hourly rate actually paid	$11.00
13.19 Maximum hourly rate actually paid	$12.93
13.20 Total FTE Group D employees (13.17 / 40)	6.00

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	113.00
13.22 Minimum hourly rate actually paid	$17.85
13.23 Maximum hourly rate actually paid	$37.37
13.24 Total FTE Group E employees (13.21 / 40)	2.83
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	44.15
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	61.45

Librarian Vacancies

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

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Adult & Teen Services Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	1	$45,464.00	$68,195.00

Newly Created Librarian Positions

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

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Adult & Teen Services Assistant Manager	Adult Services	Master's Degree (ALA accredited)	37.50	Filled	12/2021

Eliminated Librarian Positions

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

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

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	272,211
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs
sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

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

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	95	2,131	81	3,545
Children (6-11)	46	742	35	2,032
Children's Total	141	2,873	116	5,577
Young Adults (12-18)	42	446	95	3,214
Adults (19 and older)	235	2,953	148	5,161
General Interest	26	1,449	141	10,687
Total	444	7,721	500	24,639

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	144	2,509
Synchronous In-Person Offsite Program Sessions	82	2,582
Synchronous Virtual Program Sessions	218	2,630
Total	444	7,721

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	198
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	8,959

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	We have provided outreach to groups that include students who are on the autism spectrum, but nothing specifically tailored for only that group alone.

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	29,047
16.2a Total Number of Unexpired Non-resident Cards	50
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	3
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$14,241.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	29,097
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

use as of the last day of the fiscal year report period.

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

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

17.1 Print Materials [PLSC 450]	202,380
17.2 Current Print Serial Subscriptions	264
17.3 Total Print Materials (17.1+17.2)	202,644
17.4 E-books Held at end of the fiscal year [PLSC 451]	36,627
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	18,097
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	13,551
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,999
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,933
17.6c Other Circulating Physical Items [PLSC 462]	1,768
17.6d Total Physical Items in Collection [PLSC 461]	247,244

Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	41
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	57

USE OF RESOURCES (18.1 - 18.17)

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

18.1 Number of adult materials loaned	581,394
18.2 Number of young adult materials loaned	23,713
18.3 Number of children's materials loaned [PLSC 551]	408,183
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,013,290

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

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

18.5 Books- Physical	665,177
18.6 Videos/DVDs- Physical	114,603
18.7 Audios (include music)- Physical	49,227
18.8 Magazines/Periodicals- Physical	16,799
18.9 Other Items- Physical [PLSC 561]	23,839
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	869,645
18.11 Use of Electronic Materials [PLSC 552]	143,645
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,013,290
18.13 Successful Retrieval of Electronic Information [PLSC 554]	67,993
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	211,638
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,081,283
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	54,875
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	65,453

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	48,087
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	509

AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	150
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	41
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	100Mbps
21.3 What is the monthly cost of the library's internet access?	$475
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	35
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	17,748
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLSC 652]	8,181
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	330,542 --Select--

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$99,183

23.2 Does the above amount include travel expenses?	Yes	
23.3 How many hours of training did employees receive this year?	3,264.00	
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes	
23.5 Would you like to receive autism training at your library?	No	

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	COVID continued to impact our numbers for FY 2021, including: service hours, total library visits, program attendance, and public use of space.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We launched a new collection called The Memory Emporium, which is targeted towards those individuals who suffer from dementia and Alzheimer's and their caretakers; added several Art Kits to our Anything Emporium collection; introduced holds lockers in order to provide 24/7 pickup service; continued online library card registration; started offering poster print services; added a small collection of audio-enabled books for juvenile target audiences; we also have a public art collection which changes every month--the only public art collection in Downers Grove; offered a community cupboard which supports individuals in the community who are experiencing food, toiletry, and undergarment shortage (this year we collected 18,830 donated items to share); joined a multi-library programming group called Illinois Libraries present which provides high-quality online events at equitable prices for participating member libraries of all sizes and budgets; offered Winter Bingo, a reading program to get through the winter doldrums; launched 100 Books Before Graduation (a similar program to 1000 Books Before Kindergarten); recorded a monthly podcast about our work, programs, services, and collections, posted to our YouTube channel; hosted an Organization of the Month which highlights a nonprofit organization in our area and the services they provide; became an affiliate location for the national organization, Next Chapter Book Club, which is a book club for adults with intellectual and developmental disabilities who may or may not be able to read.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	It would be extremely helpful to announce/release the major changes to data gathering before the IPLAR is made available to libraries, so libraries can track accurately throughout the year instead of having to scramble at the end. I am especially referring to Section 15: Programming.

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

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

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

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

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

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	**Julie Milavec**	**02/27/2022**
President	**Jonathan Graber**	**02/27/2022**
Secretary	**David Humphreys**	**02/27/2022**

IPLAR SUBMISSION REMINDERS

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

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

[1], 2.12 2022 IPLAR: we had reduced hours the first half of the year due to COVID-19; 2021 IPLAR: we were closed for 20 weeks of the year due to COVID-19. (*0-2022-02-03*)

[2], 12.7 LCRF plus operating budget capital lines (*0-2022-02-25*)

February						
Circulation	**Feb 22**	**%**	**FEB 21**	**%**	**FEB 20**	**%**
Checkouts						
Selfchecks	30,697	72.69%	26,720	63.28%	37,004	73%
Staff desk	10,602	25.11%	15,507	36.72%	13,462	27%
Lockers	929		0		0	
Total checkouts	**42,228**		**42,227**		**50,466**	
Renewals						
Auto Renewals	27,873		19,484		28,346	
Selfchecks	2		0		30	
Staff desk (incl. phone)	246		274		333	
Patron online renewals	68		536		656	
Patron self-renewals on BookMyne	0		0		7	
BlueCloud Mobile/Web services (22 & 11)	537		93		60	
Total renewals	**28,726**		**20,387**		**29,432**	
Total item checkout & renewals	**70,954**		**62,614**		**79,898**	
Digital Circulation	**11,750**		**11,892**		**9,265**	
Total Circulation	**82,704**		**74,506**		**89,163**	
Reserves Processed						
Received from ILL	5,027		5,657		5,884	
ILL sent	4,283		5,293		4,632	
OCLC requests processed	160		149		256	
Gate Count						
North	13,579		10,864		25,969	
South	8,466		5,557		13,765	
Lockers	929					
Total	**22,045**		**16,421**		**39,734**	
Curbside Count	0		1,572		0	
Registrations						
New resident library cards	162		81		187	
New fee cards	8		11			
Professional Development Hours	60		22		2	
Cost of Professional Development	$0		$0		$0	

3/18/2022

DOWNERS GROVE PUBLIC LIBRARY

Circulation

	Feb 2021	Feb 2022	YTD Totals			
Adult	32,891	36,356	56,094	73,898		
Teen	1,455	1,665	2,779	3,427		
Children	28,268	32,933	44,185	68,187		
Download	11,892	11,750	0	0	YTD Difference	
Total	**74,506**	**82,704**	**103,058**	**145,512**	42,454	41.2%

Circulation - By Item

	Books		Audio		Video		Misc.		Total
Adult	25,183	69.27%	2,479	6.82%	6,560	18.04%	2,134	5.87%	36,356
Teen	1,593	95.68%	27	1.62%	29	1.74%	16	0.96%	1,665
Children	28,515	86.58%	1,186	3.60%	2,165	6.57%	1,067	3.24%	32,933
Total	**55,291**	**77.93%**	**3,692**	**5.20%**	**8,754**	**12.34%**	**3,217**	**4.53%**	**70,954**

Collection - All Items

	Books		Audio		Video		Misc.		Total
Adult	117,968	75.62%	15,388	9.86%	15,920	10.20%	6,727	4.31%	156,003
Children	77,551	86.13%	2,823	3.14%	7,661	8.51%	2,005	2.23%	90,040
Total	**195,519**	**79.47%**	**18,211**	**7.40%**	**23,581**	**9.58%**	**8,732**	**3.55%**	**246,043**

Book Collection

	Feb 2021	Feb 2022	YTD Totals		YTD Difference	
Adult	120,100	117,968				
Children	80,003	77,551	YTD Totals		YTD Difference	
Total	**200,103**	**195,519**	**200,103**	**195,519**	-4,584	-2.3%

Audio Collection

	Feb 2021	Feb 2022	YTD Totals		YTD Difference	
Adult	15,598	15,388				
Children	2,842	2,823	YTD Totals		YTD Difference	
Total	**18,440**	**18,211**	**18,440**	**18,211**	-229	-1.2%

Video Collection

	Feb 2021	Feb 2022	YTD Totals		YTD Difference	
Adult	15,840	15,920				
Children	8,145	7,661	YTD Totals		YTD Difference	
Total	**23,985**	**23,581**	**23,985**	**23,581**	-404	-1.7%

Miscellaneous Collection

	Feb 2021	Feb 2022	YTD Totals		YTD Difference	
Adult	7,015	6,727				
Children	1,852	2,005	YTD Totals		YTD Difference	
Total	**8,867**	**8,732**	**8,867**	**8,732**	-135	-1.5%

Rooms & Spaces

		Feb 2021	Feb 2022		
Community Use of Rooms		0	732		
Meeting, Conference, Study Rooms					
Community Use of Spaces		0	61		
Media Lab, STEM Room, Teen Gaming				YTD Totals	
Rooms and Spaces Total		**0**	**793**	**0**	**1,546**

Programs Offered

		Feb 2021	Feb 2022		
Library Programs Offered		Feb 2021	Feb 2022		
	Adult	0	22		
	Teen	0	12		
	Children	0	37		
Self-Directed Programs Offered					
	Adult	0	22		
	Teen	0	12		
	Children	0	10	YTD Totals	
Programs Offered Total		**0**	**115**	**0**	**202**

Program Attendance Total

		Feb 2021	Feb 2022		
Library Program Attendance		Feb 2021	Feb 2022		
	Adult	0	333		
	Teen	0	86		
	Children	0	608		
Self-Directed Program Attendance					
	Adult	0	1,082		
	Teen	0	222		
	Children	0	522	YTD Totals	
Program Attendance Total		**0**	**2,853**	**0**	**3,707**
Total Virtual Program Views			434		434

Website Views

		Feb 2021	Feb 2022	YTD Totals		YTD Difference	
	Total Views	26,770	26,239	54,303	64,086	9,783	18.0%

DOWNERS GROVE PUBLIC LIBRARY

Library Visits

	Feb 2021	Feb 2022				
Gate Count	17,993	21,116				
Locker Pickup	0	929	YTD Totals		YTD Difference	
Total Library Visits	**17,993**	**22,045**	**38,058**	**44,248**	6,190	16.3%

One-on-One Services

	Feb 2021	Feb 2022				
One-on-Ones	18	19				
Homebound	0	2				
Notary	1	5	YTD Totals		YTD Difference	
Total	**19**	**26**	**34**	**46**	12	35.3%

Computer User Sessions

	Feb 2021	Feb 2022				
Adult	868	1,332				
Children	0	166	YTD Totals		YTD Difference	
Total	**868**	**1,498**	**870**	**3,140**	2,270	260.9%
Wireless Sessions	234	816	284	1,648	1,364	480.3%

Printing Services

	Feb 2021	Feb 2022				
Poster	0	10				
3D	25	15	YTD Totals		YTD Difference	
Total Prints	**25**	**25**	**47**	**29**	-18	-62.1%

The Cupboard

	Feb 2021	Feb 2022	YTD Totals	
Donations Received	667	4,868	1,066	5,603