

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 27, 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. March 23, 2022 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. March 2022 Financial Report
 - b. April 2022 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Equity Strategic Plan Requested Action: Approval
 - b. Officer Election – President, unexpired term through October 2022 Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
APRIL 27, 2022, IMMEDIATELY FOLLOWING 7:30 P.M. BOARD MEETING
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Building Tour Highlighting Workroom Renovation Options for Maintenance, Children's, and Access Workrooms
4. Adjournment

Anyone arriving in the Library Meeting Room after the tour has begun should go to the Check Out Desk. Staff will radio for the tour's current location so that they may join.

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

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, 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, Sue Farley, Ken Lerner, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 23, 2022 Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the February 23, 2022 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

5. **Financial Matters.**
 - a. February 2022 Financial Report. Library Director Milavec presented the report. She answered the Board's question from last month about the difference between the cash and investments balance and the fund balance in both the Library Fund and the Capital Replacement Fund. The fund balance takes into account liabilities and assets, whereas the cash and investments balance is just cash. The library's Capital Replacement Fund has no liabilities.

The library is 16.6% through the fiscal year. One percent of revenue has been collected, which is typical for this time of year. Expenditures are at 13.1% spent. The only line that is almost fully spent is the Insurance line, which covers the library's liability and worker's compensation insurance. That is paid at the end of January each year. Milavec noted the deposit for the RGW scope of work that is being voted on at the meeting and explained that if the Board does not approve the scope of work, that payment will not be sent.

- b. March 2022 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of March 2022 Capital Replacement Fund invoices totaling \$84,800.00, the payment of March 2022 Operating Fund invoices totaling \$206,980.25, the acceptance of March 2022 credit memos totaling \$74.33, and the ratification of February 2022 payrolls totaling \$244,983.34 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. Resident Ed Pawlak saw the new online SWAN catalog and thinks it looks good and is easy to use. He has a problem with the “More Like This” section and the fact that it steers people towards more of the same things and narrows their focus. The good thing about a library is that there are diverse options and can they provide different subjects and viewpoints for people. He strongly suggests something besides “More Like This” is included to highlight other things. It would provide more diverse viewpoints and help broaden people’s selections of reading materials. Trustee Dougherty suggested a book titled **Algorithms of Oppression** by Safiya Noble, which discusses this very topic.

8. **New Business.**

- a. EDI Project Phase 2 Proposal from RGW Consulting. Library Director Milavec announced that the library is nearing the end of its Phase 1 scope of work. The Equity Strategic Plan is nearly ready to be presented before the Board in April. The Phase 2 proposal covers the support of the staff and leadership team during the implementation of the Equity Strategic Plan as well as a continuation of the work being done with the library’s affinity groups and executive leadership coaching. The Equity Advisory Team’s role will change a bit. They will review the library’s policies, procedures, job descriptions, etc. with an equity lens. RGW will help teach the team and staff how to do that and give the library tools to do it moving forward.

It was moved by Khuntia and seconded by Humphreys THAT the EDI Project Phase 2 Proposal from RGW Consulting in the amount of \$48,000.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- b. Pierce Downer Heritage Alliance Memorial Garden Donation. Sue Farley and Ken Lerner of the Pierce Downer Heritage Alliance presented a proposal to plant a memorial bush in the Garden Walk where a tree was removed last year. This bush would be in memory of Former Downers Grove Mayor Betty

Cheever. Farley would also spruce up that corner area and add more native plants to make that area more attractive and greener. The committee would purchase the bush and have a simple ceremony once everything has been planted. Having a ceremony would also draw more attention the Garden Walk and the brick program. They also suggest a plaque to go in that area that the committee would split 50/50 with the library.

It was moved by Humphreys and seconded by Gigani THAT the donation proposed by the Pierce Downer Heritage Alliance be accepted. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- c. Davey Tree Experts Tree Donation. Davey Tree Experts is interested in donating a tree to replace a diseased tree that was removed last year. They would like to donate the tree and put up a plaque that matches the other library plaques. It was moved by Gigani and seconded by Khuntia THAT the donation of an American Hornbeam tree and plaque from Davey Tree Experts be accepted. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. It was moved by Khuntia and seconded by Humphreys 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 Milavec presented her report. By March 28, the library will have rolled back all COVID precautions. Masks will no longer be required in children's programs. The play areas are not all back yet, but they are slowly returning. Part of the relaunch of the play café is waiting on Ian. The new study tables arrived and the old tables are for sale. There has been a lot of staff turnover in the Access Services Department. There are openings for the Access Services Manager and the Cataloging Librarian. Assistant Library Director Jen Ryjewski has been acting as interim manager of that department. Many library staff are currently attending the Public Library Association conference in Portland. Thanks to Assistant IT Manager Max Mogavero for taking most of the evening and weekend Manager on Duty shifts while staff are away at the conference. In this month's Library Journal magazine, there is an article titled *Anti-Hate Statements: How and Why to Write One For Your Library*, written by PR Manager Cindy Khatri and Adult & Teen Services Assistant Manager Van

McGary. The library continues to partner with the Midwest SOARRING Foundation and just hosted a program on sweet grass.

11. Trustee Comments and Requests for Information.

Trustee Khuntia asked if patrons are signing up for on-site events as much as they did before the pandemic. Library Director Milavec responded that the numbers are coming back, though some of the kids programs are still being limited. Staff have also discovered that virtual programs are the format patrons prefer for some programs, such as technology classes. Illinois Libraries Present virtual author events have been very well attended.

Trustee Dougherty asked if staff who attend conferences share their information when they return. Milavec commented that staff generally come back and share a synopsis of what they attended and what they learned. Trustee Dougherty also commented that she really appreciates reading about the behind the scenes work that goes on at the library.

Trustee Humphreys announced that Rotary GroveFest will occur this year. The street fair will return to Main Street and the stage will return to the parking lot. Rotary will begin recruiting volunteers soon, which will be up on their website. Trustee Humphreys also discussed Pride Month coming in June and mentioned that the Village will be declaring the month as Pride Month and there will be a lot of events and activities, some of which the library is helping with. He noted that President Graber will be leaving after next month's meeting and that the Village needs to be urged to appoint new Board members to the vacant seats.

12. Adjournment. President Graber adjourned the meeting at 8:35 p.m.

DOWNERS GROVE LIBRARY 3/31/2021

		Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$	121,452	\$ 439,215
FUND BALANCE		122,733	\$ 439,215

Capital Replacement Fund

glExpObj
03/29/2022 10:48AM
Periods: 3 through 3

Expenditures by Object Report

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Village of Downers Grove
3/1/2022 through 3/31/2022

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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	84,800.00	175,953.49	0.00	235,646.51	42.7
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	411,600.00	84,800.00	175,953.49	0.00	235,646.51	42.7

glExpObj
03/29/2022 10:38AM
Periods: 3 through 3

Expenditures by Object Report

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Village of Downers Grove
3/1/2022 through 3/31/2022

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,733,543.38	125,979.00	377,905.61	0.00	1,355,637.77	21.8
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	338,730.61	29,487.00	83,361.00	0.00	255,369.61	24.6
5119 Part-Time Employee Wages	1,286,018.09	94,815.85	281,747.78	0.00	1,004,270.31	21.9
5121 Overtime	0.00	0.00	0.00	0.00	0.00	0.0
5131 IMRF Pension Contributions	240,632.68	18,103.90	53,884.58	0.00	186,748.10	22.3
5133 Medicare Contributions	48,695.16	3,564.15	10,578.57	0.00	38,116.59	21.7
5134 Social Security Contributions	208,213.83	15,239.09	45,230.30	0.00	162,983.53	21.7
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	77.87	225.77	0.00	1,140.43	16.5
5191 Health Insurance	496,336.20	33,757.72	101,570.89	0.00	394,765.31	20.4
5195 Optical Insurance	1,925.91	143.90	433.21	0.00	1,492.70	22.4
5197 Dental Insurance	32,871.93	2,513.66	7,563.46	0.00	25,308.47	23.0
5210 Supplies	108,750.00	5,901.46	14,057.41	0.00	94,692.59	12.9
5251 Maintenance Supplies	21,750.00	2,522.22	5,638.87	0.00	16,111.13	25.9
5280 Small Tools & Equipment	29,900.00	857.41	2,759.74	0.00	27,140.26	9.2
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	532.00	727.00	0.00	6,773.00	9.6
5303 Seminars, Conferences & Meetings	28,600.00	79.60	539.18	0.00	28,060.82	1.8
5308 Recognition Program-Staff	5,000.00	2,102.70	3,183.12	0.00	1,816.88	63.6
5315 Professional Services	75,200.00	27,627.20	29,711.74	0.00	45,488.26	39.5
5322 Personnel Recruitment	1,000.00	251.77	539.39	0.00	460.61	53.9
5323 Special Legal	6,000.00	450.00	780.00	0.00	5,220.00	13.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	119,495.00	39,389.11	55,599.36	0.00	63,895.64	46.5
5380 Printing Services	27,250.00	4,110.00	4,110.00	0.00	23,140.00	15.0
5391 Telephone	17,000.00	1,457.14	4,791.08	0.00	12,208.92	28.1
5392 Postage	29,000.00	222.00	9,222.00	0.00	19,778.00	31.8
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

glExpObj
03/29/2022 10:38AM
Periods: 3 through 3

Expenditures by Object Report

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Village of Downers Grove
3/1/2022 through 3/31/2022

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5407 Advertising And Public Relations	19,500.00	1,192.07	1,818.41	0.00	17,681.59	9.3
5420 Insurance - Other Policies	70,700.00	1,446.00	61,940.00	0.00	8,760.00	87.6
5430 Building Maintenance Services	92,000.00	4,737.56	9,969.00	0.00	82,031.00	10.8
5450 Cleaning Services	80,000.00	5,448.44	17,761.10	0.00	62,238.90	22.2
5461 Utilities	24,250.00	3,729.81	10,765.19	0.00	13,484.81	44.3
5470 Other Equipment Repair And Maintenance	11,500.00	5,255.88	5,768.67	0.00	5,731.33	50.1
5481 Rentals	18,000.00	818.39	2,455.17	0.00	15,544.83	13.6
5620 Recoverables	4,000.00	30.29	85.34	0.00	3,914.66	2.1
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	35,434.67	37,545.52	0.00	20,454.48	64.7
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	18,298.84	41,589.64	0.00	204,210.36	16.9
5852 Print Materials	348,150.00	26,369.31	58,035.47	0.00	290,114.53	16.6
5853 Audiovisual Materials	146,200.00	10,185.32	20,506.60	0.00	125,693.40	14.0
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	8,826.90	13,988.57	0.00	45,511.43	23.5
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,454,878.99	530,958.23	1,376,388.74	0.00	5,078,490.25	21.3

INVOICE LISTING - APRIL 2022
Capital Replacement Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
14548	PRODUCT ARCHITECTURE + DESIGN	1	3,058.50
385	TRANE U.S. , INC.	1	5,789.60
GRAND TOTALS:		2	8,848.10

INVOICES OF NOTE

For Library Board Meeting on April 27, 2022
Capital Replacement Fund

14548	Product Architecture + Design (Office Renovation Layouts)	\$3,058.50
385	Trane U.S., Inc. (VAV Replacement)	\$5,789.60

INVOICE LISTING - APRIL 2022
Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360CLEAN	1	5,350.00
17676	AMANDA KLENK	1	51.30
18213	AMAZON CAPITAL SERVICES, INC.	6	574.75
21718	ASMA BOHRA	1	160.00
403	AT&T	1	267.35
672	BAKER & TAYLOR ENTERTAINMENT	23	1,842.27
19158	BARCODES, LLC	1	343.60
16893	BIBLIOTHECA, LLC	2	1,878.43
829	BLACKSTONE AUDIOBOOKS	19	925.45
200009	BRENDA CAMPILLO	1	360.00
1223	CASE LOTS, INC.	2	1,266.74
8705	CASH - LIBRARY	1	137.96
1264	CDW GOVERNMENT, INC.	2	3,554.59
8323	CENGAGE LEARNING	8	590.19
1377	CHICAGO TRIBUNE	1	135.50
1459	CINTAS	3	147.66
200014	CREATIVE CLINICAL CONSULTING, LLC	1	200.00
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	817.88
2056	DEMCO, INC.	4	529.21
2356	DOWNERS GROVE ROTARY CLUB	1	300.00
2359	DOWNERS GROVE SANITARY DIST.	2	139.67
2539	EBSCO SUBSCRIPTION SERVICES	1	21.67
14465	ELIZABETH MATKOWSKI	2	164.69
15812	ERIN LINSENMEYER	1	40.20
5572	FIA CARD SERVICES, N.A.	15	13,205.53
9775	FINDAWAY WORLD, LLC	3	613.57
17510	FIRST COMMUNICATIONS, LLC	1	510.91
18270	FITZGERALD'S ELECTRICAL CONTRACTING, INC.	2	1,563.00
2905	FRANCOTYP-POSTALIA, INC.	1	106.97
16977	GARVEY'S OFFICE PRODUCTS, INC.	6	848.00
322	GEGRB/AMAZON	1	194.26
13544	GOOGLE, INC.	1	990.00
20596	GRACE GOODWYN	1	16.38
3188	GRAHAM CRACKERS COMICS, LTD.	1	237.13
8770	GRAINGER	3	434.64
3504	ID LABEL, INC.	1	559.50
14493	INFOGROUP LIBRARY DIVISION	1	12,470.00
3688	INGRAM LIBRARY SERVICES, LLC	47	20,519.10
17633	KAREN BONAREK	1	17.49
16519	KIRA RIDDLE	1	22.82
4812	KLEIN, THORPE AND JENKINS, LTD	1	652.50
4928	LAKESHORE LEARNING MATERIALS	1	29.99
14991	LIBRARY FURNITURE INTER'L, INC	1	52,201.55
18876	LIBRARY IDEAS, LLC	1	707.92

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
19932	LIBRARY SUPPLY SOLUTIONS, LLC	1	6,014.00
200013	MAUREEN E. BRADY	1	175.00
5866	MIDWEST TAPE	14	6,193.24
6161	NICOR GAS	1	2,412.69
17535	OUR DIGITAL WORLD ORGANIZATION	1	1,389.71
12499	OVERDRIVE, INC.	2	6,889.23
6640	POLONIA BOOKSTORE, INC.	2	258.59
6698	PRINT SMART	3	332.87
6716	PROQUEST, LLC	2	12,339.15
6874	RAINMAKERS IRRIGATION & MAINTENANCE, INC.	1	211.00
6942	RECORD INFORMATION SERVICES IN	1	1,328.00
16384	RENELL, ALLYSON	1	99.24
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	110.16
19214	SANDRA RIZZO	1	11.00
7657	SHOWCASES	1	27.68
200007	SONIC MAINTENANCE, LLC	1	2,035.00
12698	SWAN	1	16,210.25
12100	SWANK MOTION PICTURES, INC.	1	1,924.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
8223	THE NEW YORK TIMES	1	1,416.84
6859	THRYV	1	15.71
13611	TRACI SKOCIK	2	70.28
385	TRANE U.S. , INC.	2	2,941.29
16841	TSAI FONG BOOKS, INC.	1	104.08
11517	UNIQUE MANAGEMENT SERVICES, IN	1	20.60
18458	URBAN ELEVATOR SERVICE, LLC	1	225.00
19196	VAN MCGARY	1	54.00
GRAND TOTALS:		223	188,634.98

INVOICES OF NOTE

For Library Board Meeting on April 27, 2022

21463	360Clean (Monthly Cleaning Service - new vendor)	\$5,350.00
17676	Amanda Klenk (Employee Reimbursement)	\$51.30
21718	Asma Bohra (Program Payment)	\$160.00
17992	Arthur J Gallagher Risk Mgmt (Workers Comp Renewal)	\$1,446.00
200009	Brenda Campillo (Program Payment)	\$360.00
8705	Cash - Library (Petty Cash Reimbursement)	\$137.96
200014	Creative Clinical Consulting, LLC (Program Payment)	\$200.00
14465	Elizabeth Matkowski (Employee Reimbursement)	\$164.69
15812	Erin Linsenmeyer (Employee Reimbursement)	\$40.20
18270	Fitzgerald's Electrical Contracting, Inc. (Lighting Work)	\$1,563.00
14493	Infogroup Library Division (License Agreement Renewals)	\$12,470.00
14991	Library Furniture Inter'l, Inc (Tables)	\$52,201.55
19932	Library Supply Solutions, LLC (RFID and Stingray Tags)	\$6,014.00
200013	Maureen E. Brady (Program Payment)	\$175.00
17535	Our Digital World Organization (Subscription Renewals)	\$1,389.71

Library Credit Card Details for the April 27, 2022 Board Meeting

Julie Milavec				
973	5280 Small Tools & Equipment	iPad Supplies, Painting, Poster Frames	\$	394.60
			Total	\$ 394.60
Katelyn Vabalaitis				
971	5302 Dues & Membership	Notary Renewal Fees	\$	207.00
971	5308 Staff Recognition	National Library Workers Day Coffee and Doughnuts	\$	289.48
978	5391 Telephone	Comcast Monthly Payment	\$	476.45
			Total	\$ 972.93
Ian Knorr				
978	5210 Supplies	KN95 Masks, Kids and PR Items, Emergency Weather Radios	\$	579.42
978	5251 Maintenance Supplies	Supplies	\$	421.63
978	5280 Small Tools & Equipment	Bollard Protectors, Plate Levelers, Wall Plates	\$	226.76
978	5303 Seminars, Mtgs, & Conferences	Webinar	\$	149.00
			Total	\$ 1,376.81
Elizabeth Matkowski				
972	5303 Seminars, Mtgs, & Conferences	PLA Checked Bags, PLA Meals, Parking, PLA Hotels	\$	1,430.87
972	5851 Electronic Resources	Kindle Novel	\$	10.99
972	5852 Print Materials	Print Materials	\$	64.88
972	5853 AV Materials	Audiovisual Materials	\$	14.25
973	5303 Seminars, Mtgs, & Conferences	PLA Meals	\$	136.40
			Total	\$ 1,657.39
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	322.18
972	5303 Seminars, Mtgs, & Conferences	ILA Conference, ALA Webinar	\$	330.10
972	5852 Printed Materials	Print Materials	\$	43.08
			Total	\$ 695.36
Amelia Prechel				
977	5210 Supplies	Spiral Binding, Supplies, Labels	\$	113.62
977	5303 Seminars, Mtgs, & Conferences	Goodbye Party Cake	\$	46.99
			Total	\$ 160.61
Cynthia Khatri				
976	5303 Seminars, Mtgs, & Conferences	Marketing Mini Conference	\$	30.00
			Total	\$ 30.00
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	301.30
973	5853 AV Materials	AE Supplies	\$	67.98
			Total	\$ 369.28

Traci Skocik				
973	5210 Supplies	Program Supplies	\$	441.11
972	5210 Supplies	PLA Shipping, Supplies	\$	42.06
972	5303 Seminars, Mtgs, & Conferences	PLA Meals, PLA Shipping	\$	33.60
973	5303 Seminars, Mtgs, & Conferences	PLA Meals, PLA Shipping	\$	172.46
			Total	\$ 689.23
Allyson Renell				
971	5303 Seminars, Mtgs, & Conferences	PLA Hotel	\$	245.09
972	5303 Seminars, Mtgs, & Conferences	PLA Hotels, PLA Meals	\$	581.80
973	5210 Supplies	Math Concept Kits	\$	98.60
973	5303 Seminars, Mtgs, & Conferences	PLA Checked Bags, PLA Hotel, PLA Meals, Parking	\$	1,604.75
			Total	\$ 2,530.24
Christine Lees				
971	5308 Staff Recognition	Popcorn for Staff	\$	85.41
974	5210 Supplies	Office Supplies	\$	235.09
977	5210 Supplies	Office Supplies	\$	39.19
			Total	\$ 359.69
Paul Regis				
975	5770 Capital Equipment	iPad	\$	350.61
975	5880 Intangible Assets	Zoom, Google, GoToMeeting, Libsyn, Mobile Beacon	\$	1,860.58
			Total	\$ 2,211.19
Grace Goodwyn				
976	5303 Seminars, Mtgs, & Conferences	Marketing Mini Conference	\$	15.00
978	5210 Supplies	Polo Shirts	\$	749.50
			Total	\$ 764.50
Jen Ryjewski				
971	5308 Staff Recognition	Access Services Recognition Lunch	\$	59.76
977	5210 Supplies	Labels	\$	69.12
			Total	\$ 128.88
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	263.28
972	5303 Seminars, Mtgs, & Conferences	PLA Meals, PLA Shipping, Parking	\$	502.56
972	5315 Professional Services	Shutterstock Renewal, Teen Gaming Replacements	\$	98.98
			Total	\$ 864.82
			Library Credit Card April 2022 Totals	\$ 13,205.53

PAYROLLS FOR MARCH 2022

MARCH 11	\$124,584.09
MARCH 25	\$125,697.76
TOTAL MARCH 2022 PAYROLLS	\$250,281.85

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 27, 2022**

Agenda Item 8A

Equity Strategic Plan

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, including development of an Equity Advisory Team, who would then create an Equity Strategic Plan. Trustee Barnali Khuntia volunteered to serve on the Equity Advisory Team. With the support of Reesheda Graham Washington, Library Director Julie Milavec contacted potential staff and community members to participate on the team.

The initial Equity Advisory Team met for the first time in April 2021 and included:

- Andi Voinovich, Pastor of First United Methodist Church and EQDG member
- Barnali Khuntia, Library Trustee
- Cavanaugh Gray, former Downers Grove Village Council member
- Cindy Khatri, PR Manager
- Emily Kiang, Circulation Clerk
- Julie Milavec, Library Director
- JR Donasco, Circulation Clerk
- Latricia Thompson, Circulation Supervisor
- Omar Martin, Computer Help Desk Associate
- Van McGary, Adult & Teen Services Librarian

Reesheda Graham Washington led the team through equity, diversity, and inclusion (EDI) training and teambuilding to prepare them for creating the Equity Strategic Plan. Feedback and ideas from the affinity groups held as a part of the Diversity, Equity, and Inclusion Trajectory Discovery Report and received after its presentation was used in to inform the draft plan.

The team lost and added members throughout the year. Cavanaugh Gray left the team when he moved to Texas. JR Donasco and Latricia Thompson left for personal reasons. Circulation Clerk Marifides Faron joined briefly but was unable to continue for personal reasons. Access Services Clerk Claire Ong joined despite being unable to attend

meetings, participating virtually and helping to review EDI onboarding training for new staff. Janell Robinson, Executive Director of Hope's Front Door, joined as a community member. Emily Kiang became a Substitute Circulation Clerk but continued on the team.

The Equity Strategic Plan includes goals, objectives, implementation/activities, evaluations/benchmarks, and resources/budgeting. Evaluations/benchmarks and resources/budgeting will be further fleshed out during the full Strategic Planning process. The Equity Strategic Plan has four sections: Internal Practices Internalized & Interpersonal, Internal Practices Institutional & Structural, External Practices Internalized & Interpersonal, External Practices Institutional & Structural.

Reesheda Graham Washington will present the plan. Members of the Equity Advisory Team will also attend the Board meeting.

Recommended Action: Approve the Equity Strategic Plan as presented, which will be the starting point for the full Strategic Plan to be developed later this year.

**DOWNERS GROVE PUBLIC LIBRARY
DRAFT EQUITY STRATEGIC PLAN
APRIL 27, 2022**

Internal Practices/Internalized & Interpersonal

Goals:

- Increase staff and Board of Library Trustees (Trustees) awareness of why Downers Grove Public Library (DGPL) is doing anti-prejudice, anti-racism, and anti-hate work and its connection to equity, diversity, and inclusion (EDI) and the library's mission and values.
- Create a welcoming, accepting, and inclusive workplace where all staff are treated with dignity and respect.

Objectives:

- Provide staff and Trustees with continuous opportunities for anti-prejudice, anti-racist, and anti-hate professional development, which will be required, to increase self-awareness, with space to process their thoughts.
- Build staff awareness of the historical context of racism, their own implicit biases, and how these inform their interactions and decisions.
- Continue to support affinity groups of historically, intentionally, and traditionally marginalized people groups (HITMPGs) and cultivate an environment in which staff may share their authentic selves.
- Develop staff skills to act as allies and intervene when they hear or see racist and/or hateful behavior, such as microaggressions in customer service situations and from other staff.

Implementation/Activities:

- Offer and require continuing education for all staff members and the Board of Library Trustees.
- Develop onboarding training cohorts for new staff members and the Board of Library Trustees.
- Offer team-building activities for staff members and the Board of Library Trustees.
- Offer support for additional affinity groups.
- Invite the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation to participate in EDI training offered to Trustees and staff.

Evaluation/Benchmarks:

- Provide opportunities for staff feedback on continuing education through periodic surveys, which will include asking what actions they will take to implement what they learned.
- Complete onboarding training of new staff members and Trustees within their first six months, after which they will participate in a debriefing session to process, discuss, and provide feedback.

- Provide staff opportunities for anonymous feedback on safety, EDI, and workplace culture.

Resources/Budgeting

- Survey software - Google Forms or Savannah Orangeboy (already owned)
- Training programs - varies
- Onboarding programs - \$1,600 per year
- Consulting support for affinity groups - BIPOC Affinity Group included in RGW Consulting Phase 2 Scope of Work
- Additional hours of paid time for staff to participate in affinity groups, continuing education, and onboarding cohorts

Internal Practices/Institutional & Structural

Goals:

- Employ policies and procedures that ensure an equitable work environment.
- Promote library work as a career path for HITMPGs by offering resources for career exploration, professional growth and development, and job opportunities for those without a MLIS.

Objectives:

- Increase inclusion of HITMPG voices in programming and consult the Equity Advisory Team on choice points.
- Articulate and embody the purpose of the library's equity, diversity, and inclusion work, including: the framework for anti-hate statements, shared definitions of racism, and the overarching goals of the equity strategic plan both internally and externally.
- Advocate for opportunities to advance in the library field without requiring a MLIS degree.
- Work to eliminate the traditional hierarchy of library positions to support the value of non-MLIS voices in library work.
- Model best practices as a library employer through equitable pay and benefits for all staff, including compensating HITMPGs fairly for the unique skill sets that are integral to their identities (i.e., Spanish-speaking staff translating documents).

Implementation/Activities:

- Create a method for capturing the current data in areas including staffing, vendors, vacation time, and programs to establish a baseline for evaluation and benchmarking.
- Include professional values and equity in its Statement for Service.
- Allot equitable benefits and vacation time.
- Recognize equivalent experience in job descriptions to allow for upward mobility and hiring of staff without a MLIS degree.
- Audit library policies, procedures, and communications strategies using a team that includes HITMPG staff members.

- Utilize the EDI Decision-Making Tool and consult the Equity Team for guidance regarding decisions.
- Explore staffing needs to support effective implementation of EDI goals, objectives, and ongoing work.
- Provide opportunities to promote the library profession to HITMPG communities through paid internships, mentorship, job shadowing, cross-training, and scholarships.

Evaluation/Benchmarks:

- Utilize data from benchmarking of current activities to measure progress.
- Utilize feedback from surveys of staff members and the Board of Library Trustees to implement initiatives and changes.
- Identify and communicate omissions of the usage of the EDI Decision-Making Tool. (A team of any two staff members, Trustees, or Equity Advisory Team members may do this)
- Re-evaluate policies, procedures, and communication strategies at least biannually.

Resources/Budgeting

- Cost of paid internship(s) and scholarship(s) - TBD
- Cost of additional benefits and vacation time - TBD
- Survey software - Google Forms or Savannah Orangeboy (already owned)

External Practices/Internalized & Interpersonal

Goals:

- Create opportunities for the community to engage in lifelong learning about EDI and anti-hate.
- Support the Downers Grove community in developing a common and shared language and understanding of EDI and anti-hate.

Objectives:

- Activate library programming that builds community awareness and capacity in anti-prejudice, anti-racism, and anti-hate.
- Engage in programming and outreach, leveraging past success and outcomes of programming, to develop new programs and services, such as Community Conversations.
- Allocate physical space for equitable and accessible use of library services and resources, arts and culture, and programming.

Implementation/Activities:

- Create an EDI glossary to establish a common and shared language in collaboration with community members and partners.
- Invite community organizations to utilize and implement tools that the library has created including the EDI Decision-Making Tool and EDI glossary.

- Establish clear expectations and guidelines for respectful behavior through a Code of Conduct and Statement of Service for patrons and staff that are easily accessible in the building and online.
- Create a method for capturing the current data in physical space for equitable and accessible use of library services and resources, arts and culture, and programming to establish a baseline for evaluation and benchmarking.

Evaluation/Benchmarks:

- Host an annual roundtable discussion with community partners to share tools and feedback on EDI initiatives, as well as re-evaluate the EDI glossary.
- Utilize data from benchmarking of current physical space and library services to measure progress.

Resources/Budgeting

- Code of Conduct and Statement of Service Signage
- Cost of programming
- [Racial Equity Tools Glossary](#)
- [How to Be an Antiracist Glossary of Terms and Reflection Questions](#)
- [RGW - A Glossary of Terms](#)

External Practices/Institutional & Structural

Goal:

- Demonstrate that the library represents and welcomes all historically, intentionally, and traditionally marginalized people groups (HITMPGs) for Downers Grove, the Midwest region, and the library profession in the expansion of equity, diversity, and inclusion practices.

Objectives:

- Cultivate community and professional library partnerships that act as a network for HITMPGs.
- Share power and build allyship with HITMPGs.
- Partner with local government agencies and other organizations to discuss, develop, implement and commit to equitable, diverse, and inclusive policies, ordinances, and/or laws.
- Advocate for equitable practices in the library field and library legislation in the American Library Association and the Illinois Library Association.
- Provide opportunities for staff and community members to gain an understanding of racial trauma and trauma-informed communities, and provide services through this lens (for example, mental health first aid training).

Implementation/Activities:

- Inform staff about opportunities available in the RAILS BIPOC affinity groups and in RAILS, ILA, and ALA committees.

- Lead an annual EDI Institute Day in collaboration with other area libraries to offer training for our community.
- Inform the public about our commitment to the privacy and confidentiality of patron information.
- Make anti-hate statements to ensure HITMPGs feel seen and valued.
- Attract, retain, and provide opportunities for promotion of HITMPG staff at all levels.
- Actively seek to increase our relationships with HITMPG publishers, vendors, and partners.
- Partner with other area libraries and organizations that have alignment in equity, diversity, inclusion, and anti-racism work to further the goals and missions of each.

Evaluation/Benchmark:

- Include information about the RAILS BIPOC affinity groups as well as RAILS, ALA, and ILA committees in onboarding documents.
- Survey participants of the annual EDI Institute Day to obtain feedback.
- Create onsite signage, digital marketing, and information in the library welcome packet that explains the library's commitment to patron privacy and confidentiality.
- Continuously gather and review feedback from the library's anti-hate statements.
- Create a survey for capturing the current diversity demographics of staff.
- Reach out to a minimum of ten different libraries/local organizations about partnering on EDI work.

Resources/Budgeting:

- Signage regarding patron privacy and confidentiality
- Cost of EDI Institute Day - \$1,000-\$5,000, depending on presenters and venue
- Increased cost of purchasing/programming due to smaller vendor costs

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 27, 2022**

Agenda Item 8B

Officer Election – President, Unexpired Term

Board President Jonathan Graber has resigned, effective at the close of the April 27, 2022 regular Board meeting, leaving the position of Board President vacant. The Board's Bylaws state:

1.5.2 Section 2. Election of Officers

Officers shall be elected by the Board from its members at a regular or special meeting in even-numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held.

1.5.3 Section 3. Board Officers – Vacancy

A special election will be held to fill any vacancy created by officers who leave the Board before completing their term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer.

The length of the term will be dependent on the Village Council's appointments to the vacant Trustee positions.

Recommended Action: Elect a President of the Board of Library Trustees to the unexpired term.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 27, 2022**

Agenda Item 10

Librarian's Report

Workroom Renovation Project

Architects Dan Pohrte and Tiffany Nash of Product Architecture + Design met with Assistant Director Jen Ryjewski, Building Operations Director Ian Knorr, and Children's Services Manager Allyson Renell to review initial options for the workroom renovations. IT manager Paul Regis was unable to attend. We reviewed the options for each area, requesting changes and updates. Product sent revised options via email to which we provided more feedback. Once an option is finalized, Product will send it to Shales McNutt, our construction management firm, for cost estimates.

Review of Illinois Library Standards

An updated review of Illinois Public Library Standards is included in your packet. Since the 2017 review, completed during the strategic planning process, Census 2020 data and *Serving Our Public: Illinois Public Library Standards 4.0* were released.

Play Areas and Toys

The play areas and toys have nearly all returned to the Kids Room. The "lite brite," designed and built by Building Operations Director Ian Knorr and replacing the white board, should be open for play by the Board meeting. The train table returned to the public floor in April. The Play Café will reopen on or before May 22.

Board Meeting Recap

At the suggestion of the Service Excellence Team, led by Circulation Services Manager Christine Lees, Assistant Director Jen Ryjewski and I and now holding a monthly 30-minute recap and Q&A session for staff the day following the Board meeting. The meeting is recorded and made available to all staff. Twenty-five staff attended the first session in March.

Statements of Economic Interest

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

Building Tour

A building tour for Library Trustees, posted as a Committee of the Whole meeting, will immediately follow the regular Board meeting and focus on the areas included in the workroom reconfiguration project.

Submitted by Julie M. Milavec
April 21, 2022

2020 CENSUS ILLINOIS PUBLIC LIBRARY STANDARDS REVIEW

Between the 2017 Strategic Planning Standards Review and the 2020 Census Standards Review, *Serving Our Public: Standards for Illinois Public Libraries 4.0* was released. Like the previous edition, it provides four benchmark levels for public libraries, with standards banded by population size. The benchmarks are: Minimum, Growing, Established, and Advanced. The Downers Grove Public Library was in the 25,000 to 49,999 population band in 2017. With the release of the 2020 Census data, DGPL moved into the 50,000 to 74,999 population band. The official 2020 Census population is 50,247. Quantifiable standards are now Hours of Operation and Staffing Levels. In the previous edition, Collection Size was also a quantifiable standard. The Collection Size standard has been replaced by one that reads “The library spends a minimum of 8-12% of its operating budget on materials for patrons.” A Collection Management Worksheet (Appendix I) is included to verify that collection spending. During the budget process each year, the Library Director reports on proposed expenditures’ compliance with the standards.

In Hours of Operation, the standards are:

		Minimum	Growing	Established	Advanced
2017	49,213	64	68	72	72
2022	50,247	72	72	72	75
25-49K Minimum and Growing include Sundays Sept-May.					
All other levels include Sundays year round.					

The Downers Grove Public Library is open 72 hours per week, including Sundays year round, Advanced in 2017 but Established for 2022.

For Staffing Levels, the standards calculations are:

		Minimum	Growing	Established	Advanced
2017	49,213	30.3	42.6	54.9	67.2
2022	50,247	42.5	55.0	67.5	80.0

The Downers Grove Public Library currently has 67.9 FTE, just over the Established level. In 2017, FTE was 62.6, just under the Advanced level.

In FY2017, 12.5% of the operating budget was allocated to materials for patrons. In FY2022, the allocation is 12.1%.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 27, 2022**

Department Reports – March 2022

Administration – Jen Ryjewski

- Met with the Outreach Team and decided to cancel the Job Fair in favor of another Volunteer Fair since the community appears to be more interested in volunteer opportunities than employment connectivity—and our inaugural one was a HUGE success in Fall 2019.
- Met with the SET Committee early in the month and led the first monthly Board Recap Meeting--the Thursday following Board Meeting night. It was a great success with 25 staff members in attendance. These have been scheduled for the remainder of the year.
- Compiled the annual collection report for the Village of Downers Grove.
- Finished first draft of Illinois Library Association (ILA) Best Practices Committee project: A Framework for EDI Practices.
- Met with Claudia Nickson from SWAN Bibliographic Services to discuss any and all requirements and cataloging changes that have occurred since my tenure as Access Services Manager.
- Acted and performed the work of Cataloging Librarian and Access Services Manager in the absence of two full-time employees; spent a lot of time with the Access Services team.
- Continued to administer State and Federal grant projects to ensure adherence to grant obligations and timeline.

Business Office – Katelyn Vabalaitis

- Business Office Manager Katelyn Vabalaitis and Business Office Assistant Scott Anderson evaluated the RGW Online Experience as a tool for onboarding new staff.
- Katelyn attended one of four modules of Illinois Municipal Retirement Fund (IMRF) Authorized Agent training.
- After many frustrating attempts, Katelyn finally linked the library's new PayPal account to our bank account. We are now fully operational and successfully receiving payments through the Aspen catalog.
- Business Office Assistant Scott Anderson changed the library's primary office supply vendor after an extensive price matching project to get us better pricing and access to more HP toner and ink, which is our largest supply expenditure.
- Katelyn held an exit interview for a departing staff member.

- Scott and Katelyn attended in-person training at Village Hall on the Village's new financial software. They received hands-on training and are preparing to go live in the new Accounts Payable module on April 4.

Adult & Teen Services – Lizzie Matkowski

- Kira, Amanda, and Lizzie attended the Public Library Association Conference in Portland. Van attended the virtual conference.
- ATS' new librarian, Mary, started in March. Welcome, Mary!
- Programming included: Self-Care for Busy People; Make & Take: Create Like Bridget Riley; March Madness Book Tournament; SAT Practice Test; Maker Mondays: Tissue Paper Stained Glass; Next Chapter Book Club; The 1950 US Census: Are You Ready?; Maker Mondays: St. Patrick's Day Perler Beads; Canvas Dot Art; Illinois Libraries Present: An Evening with Jenny Lawson; and The Journey to Mollie's War: WACS and World War II.
- Van had two articles she wrote with Cindy published, one in the ILA Reporter on their Land Acknowledgment work and one in Library Journal on their Anti-Hate Statement work.

Children's Services – Allyson Renell

- On Monday, March 6, Traci Skocik, former Kids Room Program Coordinator, began her new position as Kids Room Assistant Manager. Traci's knowledge and skills gained in her twelve years as Program Coordinator will serve her well in her new role and we are excited for her as she takes on the challenge of this new position.
- Girls Who Code for 3rd-5th graders began on March 2, after a delayed start due to COVID-19. The program was slated to begin in February and last for 10 1-hour sessions, but after the February programming pause all the girls voted to do 1.5 hour sessions over a six-week period. Led by Reference and Technology Coordinator Sharon Hrycewicz and Library Assistant Gracie Ruyle, the younger version of Girls Who Code introduces tech and coding skills while also leading the girls through leadership and problem solving exercises.
- Outreach Coordinator Erin Linsenmeyer had a busy month for school age outreach. She did her first post-COVID Girl Scout troop meeting, taking the girls on a tour of the library and introducing them to the library skills. She, along with Traci and Library Assistant Sandy Rizzo, acted as judges for DG Christian's Annual Reading fair where they listened to students give presentations on their favorite books. Erin also attended Indian Trail's Math Night and Highland Elementary's Geography Nights.
- Traci, Erin, and Department Manager Allyson Renell all attended the PLA Conference in Portland, Oregon from March 22 through March 25. They really enjoyed attending program sessions, networking with colleagues, and visiting vendor exhibits. A highlight of the trip was the Children's Authors Breakfast where they heard authors Dhonielle Clayton, Alex Gino, Rex Ogle, and Traci

Sorell speak about their latest works and about the importance of continuing to celebrate and promote diverse voices in children's literature.

- The Kids Room ended March by celebrating Spring Break. The department was busy all week providing drop-in Make and Creates, Discovery Bags, and in general just being a place where families could spend time together. Erin also visited DG Park District's spring break camp, bringing storytimes and an air clay art project.

Circulation Services – Christine Lees

- Our locker use for March was 1,066 items and we continue to receive fabulous feedback from our patrons about the lockers and ease of use.
- The Service Excellence Committee (SET) organized our first ever Board Recap session in March. These Board Recap sessions will be held monthly and will allow Administration to recap the Board meeting for all staff and to be available for a Q&A session for staff so everyone has the opportunity to learn about important things happening at the library. Our first meeting had 25 staff members in attendance and all of the Board Recaps will be recorded so staff that who cannot attend the meeting can still watch the recap.
- Kathy Moran has been working with an outreach coordinator at PADS to ensure that the correct form is given to their clients to allow them to receive a Restricted Use Card. During their move to their new location (Red Roof Inn) there seemed to be a bit of confusion around which form to use but it is all set now!
- With the help of SWAN staff we finalized a streamlined procedure with both Downers Grove North and South High Schools for getting SWAN materials to them in an expedited manner. So far, the updated system seems to be working well.
- This month we welcomed our newest shelver, Erin O'Neal!

Information Technology – Paul Regis

- March was a busy and somewhat hectic month. Staff were a bit rattled by a series of patron incidents that were more stressful than usual. Thankfully, the library's new security model went into effect in the beginning of the month. The new Building Operations Monitors have been a great asset in keeping the peace.
- IT Manager Paul Regis worked on the laptop kits funded by the IMLS grant. He also met with an IT firm to discuss upgrading the library's wireless network, which unfortunately turned out to be unfruitful.
- IT had a bit of a setback in mid-March when an update to the server used to manage the public computers (MyPC) went awry. IT Manager Paul Regis and Assistant IT Manager Max Mogavero worked with MyPC's vendor, TBS, to assess what happened and how to correct it. It was thankfully nothing major, but a huge thanks to all staff (and patrons) for their patience!
- IT offered four virtual classes in March with 32 students. Technology Trainer Annie Jagielski will be resuming in-person classes in late April.

Public Relations – Cindy Khatri

- The PR team conducted interviews for a few outreach volunteers and will be inviting two community members to be regular volunteers at programs like the farmers market and summer concert series. More volunteer applications have come in since the interviews and will be reviewed soon.
- Cindy Khatri, PR Manager, began discussions with Heather Hathaway Miranda to introduce some EDI training/programs to the program calendar for patrons.
- Cindy participated in the virtual PLA conference. Cindy, Lauren Gonzalez (Computer Help Desk Supervisor) and Ed Bromiel (Media Lab Coordinator) presented at the PLA virtual conference on the Cover to Cover podcast in a session titled: Using a Library Podcast to Build Empathy in Your Community. The session had over 350 attendees.
- ILA Reporter published *Land Acknowledgments: A Mindful Approach*, an article written by Van McGary (Adult and Teen Services Asst. Manager) and Cindy.
- Library Journal published *Anti-Hate Statements: why and how to write one for your library*, written by Cindy and Van.
- The PR team began working on its next issue of Discoveries. Printing costs have significantly ballooned, so it will be another 8-page issue (rather than 12-pages).
- The PR team prepared for National Library Week and began work on Summer Reading Club assets.

Access Services – Jen Ryjewski (interim)

- Met with Access Services staff individually to talk about staffing changes, individual workload, department workflow, and how everyone is feeling.
- Met as a Department to reassign and review some tasks, discuss workflow, and increase clerical hours as needed to ensure everyone is on the same page and that we can keep up with the deliveries, cataloging, processing, and lending of materials.

	Adult & Teens	Kids	Both
Items Added			
Print	1509	979	
AV	278	125	
Items Discarded			
Print	1703	391	
AV	179	284	
Items Repaired			177
Items Reclassified			169

Building Operations – Ian Knorr

- Chicago Light Works programmed the new relay lighting panels that were replaced by Fitzgerald's Electric. The time automatic on/off schedules were programmed as follows:

Mon-Fri 6 a.m. – 11:59 p.m. (This allows time for the evening cleaning crew)

Sat 7 a.m. – 7 p.m.

Sun noon – 7 p.m.

- Unused areas such as closets, storage areas, electrical rooms etc. have a 30-minute timer and will automatically shut off. The end result is less energy use and less wear and tear on lighting components. We have other integration options with this system that we will take advantage of later this year, budget permitting.
- TK Elevator came and took their final survey and fabrication has started on the equipment for the elevator modification.
- Product Design Architecture came to meet with Julie, Jen, and Ian to go over preliminary plans for the upcoming workroom renovation project.
- New furniture was installed in the Children's Services Manager's office.
- Ian attended the DuPage Narcan Program's annual meeting.
- Ian met with Cut Right Landscaping and have contracted them for the spring and fall clean-up for the 2022 season.
- Building Operations had their bi-monthly team meeting.
- Ian presented Narcan training for library staff and we now have 21 trained staff members that can administer Narcan in an emergency overdose situation.
- The new tables were delivered and installed. The old tables have been sold and the remaining four are being donated to Sharing Connections.
- Ian signed off on the final cut sheets for the new VAV units. Anticipated delivery of these units is mid-April with an end of April/ beginning of May installation.

March						
Circulation	Mar 22	%	MAR 21	%	MAR 20	%
Checkouts						
Selfchecks	33,372	72.18%	30,460	67.99%	22,843	75%
Staff desk	11,794	25.51%	14,342	32.01%	7,500	25%
Lockers	1,066		0		0	
Total checkouts	46,232		44,802		30,343	
Renewals						
Auto Renewals	32,083		26,884		13,409	
Selfchecks	8		1		2	
Staff desk (incl. phone)	325		323		201	
Patron self-renewals on website	144		585		254	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	615		133		31	
Total renewals	33,175		27,926		13,897	
Total item checkout and renewals	79,407		72,728		44,240	
Digital Circulation	12,606		12,536		11,545	
Total Circulation	92,013		85,264		55,785	
Reserves Processed						
Received from ILL	5,118		6,182		2,866	
ILL sent	4,568		5,676		2,826	
OCLC requests processed	193		116		116	
Gate Count						
North	17,814		12,114		6,339	
South	10,643		7,673		3,483	
Total	28,457		19,787		9,822	
Lockers	1,066		0		0	
Gate Count and Lockers Total	29,523		19,787		9,822	
Curbside Count	0		1,332		0	
Registrations						
New resident library cards	186		110		136	
New fee cards	9		7		2	
Professional Development Hours	18		25		100	
Cost of Professional Development	\$0		\$0			
March 2022						

Circulation

	Mar 2021	Mar 2022	YTD Totals			
Adult	37,419	39,962	93,513	113,860		
Teen	1,969	1,802	4,748	5,229		
Children	33,340	37,643	77,525	105,830		
Download	12,536	12,606	37,650	37,285	YTD Difference	
Total	85,264	92,013	213,436	262,204	48,768	22.8%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	27,589	69.04%	2,787	6.97%	7,140	17.87%	2,446	6.12%	39,962
Teen	1,735	96.28%	22	1.22%	24	1.33%	21	1.17%	1,802
Children	32,176	85.48%	1,410	3.75%	2,831	7.52%	1,226	3.26%	37,643
Total	61,500	77.45%	4,219	5.31%	9,995	12.59%	3,693	4.65%	79,407

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	117,580	75.40%	15,454	9.91%	15,939	10.22%	6,964	4.47%	155,937
Children	78,117	86.35%	2,876	3.18%	7,464	8.25%	2,006	2.22%	90,463
Total	195,697	79.42%	18,330	7.44%	23,403	9.50%	8,970	3.64%	246,400

Book Collection

	Mar 2021	Mar 2022	YTD Totals		YTD Difference	
Adult	120,355	117,580				
Children	79,969	78,117				
Total	200,324	195,697	200,324	195,697	-4,627	-2.3%

Audio Collection

	Mar 2021	Mar 2022	YTD Totals		YTD Difference	
Adult	15,565	15,454				
Children	2,842	2,876				
Total	18,407	18,330	18,407	18,330	-77	-0.4%

Video Collection

	Mar 2021	Mar 2022	YTD Totals		YTD Difference	
Adult	15,749	15,939				
Children	8,145	7,464				
Total	23,894	23,403	23,894	23,403	-491	-2.1%

Miscellaneous Collection

	Mar 2021	Mar 2022	YTD Totals		YTD Difference	
Adult	7,264	6,964				
Children	1,853	2,006				
Total	9,117	8,970	9,117	8,970	-147	-1.6%

Rooms & Spaces

	Mar 2021	Mar 2022				
Community Use of Rooms	40	921				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	113				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	40	1,034	YTD Totals	40	2,580	YTD Difference 2,540 6350.0%

Programs Offered

Library Programs Offered		Mar 2022		
Adult		24		
Teen		15		
Children		48		
Self-Directed Programs Offered				
Adult		13		
Teen		10		
Children		2	YTD Totals	
Programs Offered Total		112		314

Program Attendance

Library Program Attendance		Mar 2022		
Adult		403		
Teen		121		
Children		1,291		
Self-Directed Program Attendance				
Adult		640		
Teen		191		
Children		575	YTD Totals	
Program Attendance Total		3,221		6,928
Virtual Program Views Total		400		834

Website Views

	Mar 2021	Mar 2022	YTD Totals		YTD Difference	
Total Website Views	24,539	26,093	78,842	90,179	11,337	14.4%

Statistics for March 2022 (FY Jan-Dec)

Library Visits

	Mar 2021	Mar 2022				
Gate Count	21,119	27,391				
Locker Pickups	0	1,066	YTD Totals		YTD Difference	
Total Library Visits	21,119	28,457	59,177	72,705	13,528	22.9%

One-on-One Services

	Mar 2021	Mar 2022				
One-on-Ones	24	36				
Homebound	0	4				
Notary	1	44	YTD Totals		YTD Difference	
Total Sessions	25	84	59	130	71	120.3%

Computer User Sessions

	Mar 2021	Mar 2022				
Adult	1,496	1,633				
Children	0	567	YTD Totals		YTD Difference	
Total	1,496	2,200	2,366	5,523	3,157	133.4%
Wireless Sessions	504	1,016	788	2,664	1,876	238.1%

Printing Services

	Mar 2021	Mar 2022				
Poster	0	11				
3D	8	12	YTD Totals		YTD Difference	
Total Prints	8	23	55	52	-3	-5.5%

The Cupboard

	Mar 2021	Mar 2022	YTD Totals		YTD Difference	
Total Donations	680	2,568	1,746	8,171	6,425	368.0%