

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023, 7:30 P.M.
KIDS PROGRAM ROOM**

AGENDA

1. Call to Order, Pledge of Allegiance, Land Acknowledgment
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. January 25, 2023 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. December 2022/Year End Financial Report
 - b. January 2023 Financial Report
 - c. February 2023 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Bibilotheca Annual Service and Maintenance Agreement Renewal Requested Action: Approval
 - b. Update to Personnel Policy, Section 3.56 Compassionate Leave Requested Action: Approval
 - c. Strategic Planning Process Requested Action: Approval
 - d. Third Party Investigator for Personnel Matter Requested Action: Approval
9. Unfinished Business
 - a. Bylaws Update Requested Action: Discussion
10. Library Director's Report
 - a. Access Services Department Presentation
11. Executive Session
 - a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee
12. Action for Items Discussed in Executive Session Requested Action: Approval
13. Trustee Comments and Requests for Information
14. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 25, 2023, 7:30 P.M.
KIDS PROGRAM ROOM**

DRAFT MINUTES

1. **Call to Order, Pledge of Allegiance, Land Acknowledgment.** President Gigani called the meeting order at 7:30 p.m. and led the room in the Pledge of Allegiance. President Gigani read aloud the Downers Grove Public Library Land Acknowledgement.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Marti Sladek, President Swapna Gigani. Absent: Trustee Bill Nienburg.

Also present: Library Director Julie Milavec, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. November 16, 2022 Regular Meeting. President Gigani noted that on page 22, line 4, the word “patrons” should be changed to “patrols.” It was moved by Khuntia and seconded by Dougherty THAT the Minutes of the November 16, 2022 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. November 2022 Financial Report. At the end of November, the library was at 91.6% through the year. At that time, 104% of revenue was collected and expenditures were 86.8% spent. The Capital Replacement Fund was showing 92% spent.
 - b. December 2022 Invoices. It was moved by Humphreys and seconded by Sladek THAT the payment of December 2022 Capital Replacement Fund invoices totaling \$3,547.11, the payment of December 2022 Operating Fund invoices totaling \$137,866.49, the acceptance of December 2022 Operating Fund credit memos totaling \$33.08, and the ratification of November 2022

payroll totaling \$258,698.90 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None.

- c. December 2022 Financial Report. Library Director Milavec announced to the Board that there were no December financials included in the packet because library staff are still unable to access that information. Milavec called on Business Office Manager Katelyn Vabalaitis to explain what has been happening. Katelyn explained that when she ran the December reports, they were not capturing all of the library's expenditures or revenues for the month. She also noted that the November and December Fund Balance Reports were missing from the packet. Those are reports that the Village runs for the library and they are currently down a staff member in the Village's Finance Department. She has been in contact with Village staff and they are working to get everything in order so that the reports can be ran soon.

Katelyn also explained to the Board that the November Capital Replacement Fund Expenditure Report is not accurate. The library has been having issues with its mail and each month after checks are mailed out to vendors, some of them are returned for no apparent reason. TK Elevator's check never made it to them, so a new check was issued. As the Village went to void the initial check, it was discovered that it had been deposited, which means TK Elevator now has received two payments for the same invoice. They are in the process of refunding the library the initial check.

- d. January 2023 Invoices. Library Director Milavec noted that for January invoices, some payments come out of Fiscal Year 2022 and the rest come out of Fiscal Year 2023. It was moved by Humphreys and seconded by Sladek THAT the payment of January 2023 Capital Replacement Fund invoices for fiscal year 2022 totaling \$1,072.68, the payment of January 2023 Capital Replacement Fund invoices for fiscal year 2023 totaling \$4,003.22, the payment of January 2023 Operating Fund invoices for fiscal year 2022 totaling \$72,980.10, the payment of January 2023 Operating Fund invoices for fiscal year 2023 totaling \$119,885.35, the acceptance of January 2023 Operating Fund credit memos for fiscal year 2022 totaling \$39.27, the acceptance of January 2023 Operating Fund credit memos for fiscal year 2023 totaling \$149.16, and the ratification of December 2022 payroll totaling \$378,446.36 be approved.

6. **Public Comment on Agenda Items.** There was none.

7. **Public Comment on Other Library Business.**

Emily Owens moved to Downers Grove in 1981. She came from a town where there was one library that serviced four counties. When she came to Downers

Grove, she was so pleased to have a library for the town. She loves the library. She knows it isn't perfect and part of the reason it isn't perfect is because the world isn't perfect. But she supports the Board and what they are trying to do for the library wholeheartedly. She thinks that everyone should keep in mind that we need to work together to solve the problems. To attack each other is not productive. Specifically, she finds any discussion of banning books very objectionable. She has to wonder what the goal of banning books is. Is it to try to control thought? Because that's impossible and it's not desirable. There are whole genres in the library that she will hold her nose when she walks past but she will not take away people's right to read those books because they love them. Also, if you start banning books, where do you draw the line? You start with something you don't like, and then maybe it just gets bigger. This is a dangerous thing to start. If you truly don't want these books to be available, banning these books is the worst thing you could possibly do. Banned books are now on the best seller lists and that's because people think, "oh, it's banned, it must be great." She knows that with kids, if you tell them they may not do "X," they will figure out a way; they will do it. The worst thing you can do is tell them not to do something – they will do it. She also feels very strongly that opposition to the library's efforts to be inclusive are extremely distasteful. We are a diverse world and it is wrong to try to change people's perception to marginalize those that don't fit someone's cookie cutter ideas. It's a shame that it escalated to the point of threats of violence. It should never get to that point. If you don't want your kid to go, don't send them. Don't give them a ride. Tell them not to go and they'll figure out a way. We support kids and kids are our future. We need to let them be free to explore, to find themselves. Not tell them they must be a certain type of person. It's not going to damage them to know that there's something different out there. It's not going to change who they are. On the issue of patrons who misbehave, she does not want to say that it's only people without permanent residences; there are others who misbehave. It's an issue that needs some work and she supports the library in its effort to deal with that. She understands that the police department is aware and she thinks that an ongoing effort that may need some tweaking. The main thing she wanted to say is that we have different opinions and it's not a bad thing. We don't have to agree. It's not one group winning and another group losing. We have to work together to make it better. Let's not be adversaries; we should all be working for a common good.

Ilene Briner is in attendance to implore the Board to stop with the diversity and equity planning. Equity means active discrimination of certain people. Merit is not to be a determining factor. It's verboten. Equity means everyone ends up in the same place, to quote Kamala Harris. Does the Board not see the Marxism in this? Everyone should be at the lowest common denominator. That's the only way to be fair in this ideology. Diversity achieved by equity will take us to a place no one wants to be. Who would be the appointed arbitrators of human value in

the clans? Who will decide who is given a special privilege or pass on requirements? Who will decide on the equation? How long will the equation be in place before it's re-evaluated? This is Marxist. Equality is the only true barometer to be used. Let's look at DEI applied to sports. The football team would have equal white, black, Asian, Latino, and LGBTQ players, regardless of ability. There'd be no rules for practice or requisites for training. The team will be inclusive but no one on it will be happy because of the lack of discipline or ability to perform or compete. This is what the Board is proposing for the library. We need leadership to stop following the crazy ideology of DEI. It sounds good but it's destructive to the core. High quality service should be the goal and not social engineering. Does everyone remember the show American Idol? The judges were mostly complimentary to contestants but Simon Cowell was honest and fair. He treated people equally. If a performance was bad, he told the person that he needed more practice or should look for something better suited for him to do. This is how the library should be run – fairly. Everyone should know the rules and requirements. May the best person win the positions. America is the melting pot of the world, or so it used to be. Now, there's an effort to divide the country into groups. Everyone gets pigeon-holed into a group; a group that's defined and unchanging. This will never end up well. United we stand, divided we fall. Our library is diverse. Take it and treat everyone the same. Remember, a rising tide lifts all boats, regardless of size, shape, or color.

Laurie Temple has been a library hardcore cardholder in Downers Grove since she moved here in 1994. She wanted to congratulate the Director, staff, and Board for all of the recent awards and accolades that have been bestowed on the beloved library. It's not surprise to those who live here and use this wonderful place regularly, but having others recognize your efforts is always a nice thing. It's been a challenging year and she wants the Board to know how much she supports and appreciates the things they have done and continue to do, including DEI efforts, to ensure that all members of the community are welcomed and treated with respect and kindness in this treasured place.

Terri Williams has lived in Downers Grove for about 30 years. Her book club was talking about the library at their book discussion last month and they want to make sure the library knows how much they appreciate the lengths that the Interlibrary Loan Department goes to to get them their books. They also discussed the fact that the library has been willing to work with book discussion groups to get their books that are sometimes a little difficult to find. They have some from the 50's that came from all over the country and the Interlibrary Loans Department got them for the group and delivered them in a very timely, remarkably, miraculously, timely manner. They want to make sure that the Board knows how much they appreciate that and the fact that at the library, there's no judgement. It doesn't matter what book they ask for; they don't get any looks or

questions as to why they are checking out what they are. They really appreciate that and thank the library.

Noel Manley is the co-chair of the Downers Grove chapter of Awake Illinois, a peaceful organization dedicated to the education and safety of all the children. He sees that the library's native land grab continues to ignore his cousins, the Potawatomi people, who occupied this area prior to Downers Grove's founding. That's just a minor issue. Sadly, as many may know, Sacheen Littlefeather died last fall at the age of 75. If you are not familiar with Ms. Littlefeather, she was a young woman Marlon Brando used to issue a statement at the 1973 Academy Awards regarding injustices to Native people. Throughout her life, Ms. Littlefeather maintained that she was associated with the White Mountain Apache in Arizona. Shortly after her death, New York Times, CNN, The Washington Post, and other news outlets revealed that Ms. Littlefeather was in fact a fraud. Her real name was Marie Louise Cruz and it was discovered that her ancestors were Mexican, German, and Dutch; no Apache. Closer to home, another woman at the University of Wisconsin was exposed for similar fraud. Her name is Kay LeClaire. According to the New York Post, Ms. LeClaire claimed her native ancestry was Anishinaabe in Oneida. In fact, it was none of these. Instead, she leveraged this deceit in order to pass her artwork off as Native. The reason why he raised these two women is that both engaged in egregious forms of cultural appropriation. In this outrageous and racist behavior, as well as the unprecedented level of political activity practice of this library, he naturally went to the fists of rage webpage on the library's website. What did he find there regarding this diminishment of Native culture? Absolutely nothing. These well-published cultural crimes occurred and there's nothing but silence from this library. Why is that? Because Ms. Cruz and Ms. LeClaire did not fit the biased narrative perpetuated by the library and its staff. To be clear, the library's native language statement is meaningless, self-serving, and completely ignores the injustices that Native people suffer today. Shame on you. On another matter, he mentioned a few names: Jordan Dixon, Ramiro Mendez, Bryan McGhee, Demani Bass, Derrick Burnett, Ruben Olivares, Benjamin Lopez, Leticia Zaragoza, Charmaine Davis, Kavatish Wallace, Kadmiel Barney, Dominique Nash, Austin McAllister, Adele Jones, Jacque Kindle, Ulysses Taylor, Jarvis Watts, and 18 other individuals identified as unknown by the Chicago Sun Times. These are African-American and Hispanic people who've been murdered not more than 15 miles from this library in the city of Chicago since January 1 of this year. Again, he went to the fists of rage webpage on the Downers Grove Library website and found no reference to any of these young people. Sadly, they don't get a voice in our activist library, because quite frankly, they don't fit the narrative. He was told by a feckless Downers Grove politician that these matters are crimes, not hate crimes. However, he simply responded by saying that these lives are worth mentioning

and anytime a criminal picks up a weapon and points that at another human being and pulls the trigger, it's not an act of love; it's an act of hate.

Melissa and her family moved to Downers Grove about a year and a half ago. They have loved using the library ever since. It's a really welcoming place. Just this evening, her husband wanted to read a book at their son's school and the library went out of their way to find the book for them in Hinsdale so she can pick it up tomorrow. It's just wonderful service. She also wanted to comment that she really applauds the library for doing diversity, equity, and inclusion work. She thinks it's important that we step back and think about that. Going on a journey of exploration and seeing what is out there is just that – it's a journey of exploration. It does not mean that it is a list of actions and things that we are going to do. It's important. We need to see where we fit into the world of diversity, equity, and inclusion, because we live in a diverse world and we are raising children and members of society that are going to leave this town and want to know those things, and it's important. Also, this idea that we hire candidates that are less qualified because we put out a diversity, equity, and inclusion statement is racist. That is the only way to call it. It is a racist statement to think that someone that does not look like you, does not have the same level of education, and does not have the same anything is somehow automatically less qualified. That is the definition of racism. It is not okay. That is not the way we want to be for our children. She applauds the library for it. Also, when we bring in people of different backgrounds, that is how we learn. It's not because you have an advanced degree that makes you somehow better. It is that you have different experiences and you bring them to the table and that makes us richer, more than we can read in a book. We hear someone's stories from them. She applauds the library for doing that. She doesn't think it fixes everything but it's an exploration in research that the library did and she's thankful that the library has done that on behalf of her as a resident of Downers Grove.

Dave Deal is a proud Downers Grove since 1997 and he applauds and uplifts the Downers Grove Public Library for its embrace of diversity, equity, and inclusion. That's the best thing to happen to this town, ever. It has been proven time and again, look it up in McKinsey or PWC, that any organization and any business that embraces DEI outperforms those that don't. Why is that? It's because people who have different backgrounds, colors, beliefs, and walks of life uplift each other and make each other better thinkers because they're not all thinking the same way. Why is that? Because they are all different. Also, organizations that embrace DEI reflect the diverse nature of our society. He doesn't know if everyone else has looked around lately, but this is not a country of 100% white people the last time he checked. Any organization that embraces DEI more accurately and correctly reflects our society. They are more tuned in to their customer base. That's why DEI makes us a better organization. That mission is

the right thing to do; the right and sensible thing to do. That includes inclusiveness of the unhoused. He applauds the Downers Grove Public Library for including the unhoused in DEI. He's heard it said that DEI is a Marxist ideology. He heard this interesting point brought up tonight asking what would happen if athletic organizations actually embrace this kind of Marxist thinking and awarded people based on inclusive values as opposed to merit. With Black History Month coming up, he thinks now might be a good time to invite everyone to visit the Downers Grove Public Library and look up two words to answer that question: Jackie Robinson.

Tina Chan commented that since she is different from everyone in the room, she hopes that everyone can embrace what she has to say and include her. This Library Board has spent \$86,000 to hire Reesheda Graham Washington to spend a week interviewing library staff to come up with a book report called Equity Strategic Plan. Forty hours of interviews costing \$86,000 equates to about \$2,150 per hour. Many Downers Grove resident taxpayers who pay for this may not earn \$86,000 a year, let alone \$86,000 for a week's worth of work, like interviewing. Now the Library Board is going to pay this woman even more for her to implement the plan at the library. A total waste of taxpayer money and time with a clear goal from the report: Critical Race Theory needs to be taught and everyone is racist. It doesn't matter what you have done or what you've said; the study says everybody is racist, especially those of a certain skin color, which in and of itself is a racist perspective that defines racism. The Library Board and staff are spreading racism to indoctrinate children and adults. Why is this Library Board and staff so laser focused on pushing racism, Critical Race Theory, transgender ideology, and diversity, equity, and inclusion to children? Because when children learn these ideologies, they will become confused, dumber, and more obedient to tyrants and predators so children can be ruled over. Their teachers become their masters and the government becomes their God. World Economic Forum, WEF, openly says that those who were submitted to the COVID-19 lockdowns will also accept smart cities and social credit scores. Communist ideas like equity, that is where everybody ends up in the same place, will accept digital ID, digital crypto, recurring vaccinations, re-education camps, a police state where unarmed citizens are ruled by an armed cartel, and a one-world government are all conned into thinking they are a one-world citizen of the New World Order. That's the Downers Grove Library Board. When the library promotes transgenderism and drag shows, it is promoting Baphomet. Baphomet is both male and female with a goat's head, horns, breasts of a woman, and a penis of a man, wearing a pentagram necklace. Anyone can look it up. The Church of Satan worships Baphomet. The Library Board promotes satanic doctrines through transgender ideology and slave mentality by telling people one race is bad and another race is good. The Board has no right to promote the satanic propaganda and books about racism to influence how children and adults

behave. Don't say that the library is trying to be inclusive by pushing transgender-inclusive math, like two plus two equals five. On this day, January 25, 2023 at this library, she requests the library remove books about transgender life; transgendered surgery; diversity, equity, and inclusion; racism that stems from DEI; Critical Race Theory; abortion; books that promote anti-God, anti-family, anti-country, and anti-freedom; books that promote pornographic material; books about sex; and books that are satanic. They should be replaced with the following: books about the Constitution and Bill of Rights; books that promote family, life, God, patriotism, and good morals; books that promote marriage; books that promote growing food, cooking, working hard, how to do things, how to make things, how to fix things; books that promote common sense; and books like the Bible. The library's events, media, staff, and materials should reflect all that she stated. Get rid of RGW Consulting Group and Reesheda Graham Washington; she needs to go. All who support this consultant's work also need to go. She will not tolerate indoctrination of children and the community.

Werner Kiuntke was born in post-WWII Germany. His parents went through WWII in Germany and there was silence regarding anti-Semitism and book burning. His family came to this country in about 1953. There was silence about Jim Crow, about displacing Native Americans and reservations, about taking Japanese Americans and placing them in concentration camps. There was silence about a lot of things. He moved into the Downers Grove community about four years ago, so he is relatively new. He doesn't know the history of Downers Grove but he's used the library quite a lot. He is really happy to come here. What he would love to see is a greater emphasis upon non-European type literature because that is the focus many times, in terms of what we are talking about. How much do we spend time with Latin America, Asian, Arabic cultures. Those are things he would like to see. He is really proud of this community. In the last meeting and the meetings before that, there were quite a number of loud comments that were made about things that shouldn't be occurring here at the library. Those loud comments are heard by a lot of people but since he's relatively new to Downers Grove, his question is for everyone in attendance and the library. He thinks it's a great example of how much we are a welcoming community. He hopes there is no silence.

Sarah DeMink has lived in Downers Grove since 1966. She's seen a lot of changes in the community. Over the years, she has become more and more proud of the library and what it means. She realizes what an important institution it is for the whole community. It's an essential part of the community. She thinks this library is a perfect example of a place that provides a neutral, third party space besides one's residence and workplace. The library is a third space that's really important for everyone in the community. It provides a place of trust. It also provides a safe place for diverse groups. It doesn't matter who it is, it's a place of

safety. It also is a welcoming place; she can attest to that. She came to the library last weekend with her grandson who's from Riverside. She's been to their library but after bringing her grandson here, he was wowed and acted like the world was opening up for him. It's very friendly and accessible. The staff bends over backwards to find whatever is needed, as somebody else mentioned. The previous speaker who was saying the library should get more books about a list of topics – the library already has these books. The library is an amazing resource. She was reading online and there was a good article that she found by David Morris called the Public Library Manifesto: Why Libraries Matter. He lists all the important criteria that libraries fulfill for a community. This library does it already. Highlights of what were mentioned are that the library is a community builder; it is a community center for diverse populations – anybody can come; it's also a community center for the arts; it provides various workshops. It's a university for the people. It doesn't matter what someone's socioeconomic class is; you can come here and find out whatever information you need on whatever topic. Good or bad, you can find it here. It's also really important to mention that the library is a champion of youth. She says champion because they really are. They provide building blocks for children to learn; even in the playroom here they learn how to share, look up information, access things, and explore their world. Keep up the good work because the library is already doing a lot of these things. Don't let negative comments swerve the library away from what it's doing because the library is such an important cog for the community and she really appreciates that.

Frank Cody has been a resident of Downers Grove for the last 27 years. He's a retired IT manager and a co-chair of EQDG, which stands for Equality Downers Grove. He's also an avid library customer and he's here to support the library. He wanted to start with a quote from Marie Curie. "Nothing in life is to be feared; it is only to be understood. Now is the time to understand more so that we may fear less." He thought that was appropriate for tonight. For him, he needed to understand why so many people would come here and misrepresent the fine work of the Downers Grove Library and what he found was a concerted effort to mobilize citizens through lies and fear to get them to do their bidding and to get them to come here and attack this library. This effort was organized by a well-funded network of organizations and the message they broadcast is fear. Whatever you're afraid of, they have a message that fits. They have a message that's anti-vax, anti-mask, anti-mandate (no matter what the mandate is), anti-immigrant, anti-black, anti-history, anti-education, and anti-everything connected with LGBTQ. They don't even like rainbows. They are very pro-assault weapon and pro-Marjorie Taylor Greene. All of this is political. The people steering this are the same people that are steering the Republican party and right-wing groups across the country. Many understand the political truths. So what happens if we listen to them, take them at face value, and remove the books that talk about

gender issues, that tell stories of LGBTQ people. His late friend was telling him a story from when he was in his teens. He was desperately looking for stories by or about people like himself; anything that would help him understand what was happening to himself, something he dared not ask about. He wasn't an adult when this was happening; he was in seventh grade. He knew he was different. These people wish that the whole LGBTQ community would just disappear, but they're not going to. They are his friends and they are his neighbors; they are everywhere. They are in every family and we are not shoving them back into the closet. We are not telling them to hide the people they love. The library is the antidote to Dr. Google and its intermittent lies. We need the truth now. He read another quote from Amanda Gorman. "There's always light if only we're brave enough to see it, if only we're brave enough to be it." Please be the light.

Zoey Rei lives in Downers Grove. She's also an organizational psychology practitioner, which means anything to do with organizations and people at work. She studies topics like selection processes and how to make those performance reviews actually something you want to do. She would like to provide support and validation for the library's investment in DEI and the commitment to doing the work of intertwining them in each part of the organization. It was brought up earlier that the bill was \$86,000. It's really easy to focus on the bill but thinking about the return on investment shows it will be well worth it. It's a sound financial investment. It will position the library to continue to reach and obtain its community and financial goals for the long run. She also mentioned that when someone says a system is racist, it's not an accusation towards someone in the community. It means they found a process that was lifting up one race over another and wasn't meeting everyone's needs. It's horrible but more importantly a great opportunity to take action and change it towards one that is inclusive, equitable, and celebrates diversity. Selection processes have been brought up this evening. Usually with a selection process you might do a job analysis and in the job analysis is where you find what knowledge, skills, and abilities a person needs in order to do a particular job. There was mention of dropping the master's degree requirement for certain positions. If you found in this job analysis that you don't need that because a candidate could get experience or knowledge from other places, that's great. What she's saying is that the library should keep doing the work it's doing. It's challenging and difficult. She's seen the library's work in DEI in multiple areas and she applauds it and supports the continuation of that work. She noted that at the last meeting, there was an invitation for everyone to stay towards the end so trustee comments could be heard. She wants to invite people to stay to the very end and hear what they have to say because it's pretty great.

Julie Brethauer has lived in Downers Grove since 1991. Her husband grew up here and has lived here all his life. They moved to Downers Grove because they

wanted a community that was welcoming, inclusive, and diverse. She supports the library and all of its efforts in reflecting those values that they hold very dear.

8. New Business.

- a. Building Operations Department Presentation. Building Operations Director Ian Knorr presented details on his department. The Building Operations Department consists of three areas: facilities, safety, and custodial. He has five members on his team and they serve the community, patrons, and staff by providing an environment for everyone to enjoy. A lot of what they do is behind the scenes, though some of it is visible out on the floor like the light wall and the renovation of the Kids Café. Ian manages the mechanical equipment in the building, including the HVAC equipment, boilers, and lighting. The Building Monitors are here to make the library comfortable and safe for everyone who comes in by enforcing the Code of Conduct.
- b. Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property/Casualty and Workers Compensation. Library Director Milavec noted that while LIRA originally told libraries to budget for a 20% increase, the library's rate for 2023 will be going down by 3.26%. It was moved by Dougherty and seconded by Khuntia THAT the Libraries Illinois Risk Agency (LIRA) Insurance package renewal in the amount of \$58,524.71 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None.
- c. Bylaws Update. It is time to review and update the Board's Bylaws and the Policy Manual as whole. Section 1 is the Board's Bylaws. Library Director Milavec asked the Board for direction on how they want to proceed with the revision process. Discussion ensued and the Board decided to review the Bylaws individually prior to the February meeting. During that time, Milavec will gather some sample Bylaws from other libraries that the Board can review.

9. Unfinished Business. There was none.

- 10. Library Director's Report.** Library Director Julie Milavec presented her report. She began by highlighting the Five Star Library designation that DGPL just received from Library Journal. The library is honored to be named a five-star library. It reflects the hard work of the Board and staff and the wonderful community that supports the library and continues to use it. The Chicago Tribune named libraries and library workers in Illinois the Chicagoans of the Year for Books, as they fought for dignity during a year of challenges. Julie, along with a number of her colleagues, were recognized in that article, which was a great honor. Staff had the strategic planning kickoff meeting with ReThinking Libraries, the library's strategic planning consultant and staff are off and running on survey

development. That survey will go live at the end of February. The QR code that goes directly to the online survey will be in the Discoveries newsletter for March/April that will start arriving in homes in the last week of February. Everyone in the community is invited and encouraged to take the survey. Information will also be coming about focus groups and community forums for the community to give their opinions about the library and to discuss what their vision is for the library. The focus groups should begin at the end of April. The elevator modernization project is done and the library got the final certificate of occupancy. Work on the renovation project continues. The Children's Services staff will be moving into their renovated workroom starting Monday, so everyone is very excited. Access Services will then move into the meeting room while their work area begins renovation. Three Freedom of Information Act requests have been received so far in January. The 2023 Illinois Public Library Per Capita Grant application will be submitted within the next couple of days. That grant is from the State Library and it's the primary source of state funding for public libraries. Julie reviewed the *Serving our Public 4.0: Standards for Illinois Public Libraries* checklist with the Board, which is part of the yearly application process. She also reviewed statistics of PITS Reports since the library began using the system in 2018.

It was moved by Humphreys and seconded by Khuntia THAT Agenda Item 13, Trustee Comments and Requests for Information, be moved before Executive Session. Motion passed by voice vote.

11. Trustee Comments and Requests for Information.

Trustee Sladek brought a friend to the library yesterday who works at another library in suburban Cook County. She asked if a staff member could give him a tour because he was curious about what all was going on here. He had a terrific tour and a very nice time. He reacted that programs and services are very similar. He was blown away by the little room where all the book club items are kept. After spending a couple hours here, he kept commenting that while the facilities are similar, two things stood out - one was the comparative progress DGPL has made on DEI and the other was how warm, welcoming, and friendly this library is. It wasn't anything particular that he could point to, although every staff member they interacted with was great. There's something about this library. While it's still an institution in a big box building, it has that kind of vibe. Some people take that for granted, but seeing that perspective from an outsider who is a librarian staff member elsewhere made her very proud. That comes from staff. That vibe and atmosphere is not about the color of the walls and what angle you put the bookshelves at, it's just about the overall sense that when you come in here, you're in a really nice, warming, welcoming space. It was presented in an objective observation from her friend and she just wanted that on the record.

Trustee Humphreys repeated the thank you to all who were in attendance and to the members of the community who are showing interest in the library and asking questions and wanting to know more. The Board hears those comments and appreciates that democracy does not work without an active constituency. He's not going to comment too much on any specifics from the night but the comment that sticks out in his head is to please be the light. He also commented that many other organizations are also experiencing issues with the post office. He has spoken with post office personnel and the issue is with the centralized processing centers. He commented on the elevator renovation, noting that while the downtime is inconvenient, it needs to happen to avoid unscheduled issues and necessary repairs. Thanks to Ian for keeping us safe and saving us money.

Trustee Khuntia is proud to be a Board Member of a five-star library. Thanks to Julie and the staff for providing such excellence service. She is incredibly proud of the Equity Plan and is incredibly proud of the diversity, equity, and inclusion that is being done at this library. Someone mentioned raising children for a global world and that's what it is – we are preparing our kids to go out into the world. She is honored to be a Board Member of this library and her job is easy because there is an incredible staff and Library Director.

Trustee Dougherty noticed that some of the invoices from Klein, Thorpe, and Jenkins are starting to come in and that was something the Board was concerned about as all the FOIA requests were coming in. She asked to see details at next month's meeting about where the library's legal fees are at. Trustee Dougherty also echoed what Trustee Khuntia said, that it's amazing to have a five-star library. Kudos to Julie and all the staff. Thanks to Ian for the presentation. She also gave a plug for the strategic planning process. Being a good or bad speaker is not important. The library wants to hear from everyone. You don't have to be a good speaker to share your experience and share what vision for the library is. She hopes that everyone can come and do that. She also appreciates everyone sticking around to hear the Trustee comments this evening.

President Gigani congratulated the library for being five-star. Having been a resident since 2014, it's not really a surprise to her. She has experienced the library in many capacities, from professional workshops to book clubs to activities with her children. It is very well earned and deserved. President Gigani called out the last few pages of each month's Board Packet, which includes monthly reports and accomplishments from each department. She thinks it is important for everyone to pay attention to all that is going on at the library. It is more than many people think. These reports provide so much information and even with how involved she is in the library, she doesn't know all of the things that are happening on a day to day basis. The strategic plan is how the library moves

forward and all of that information comes from patrons and staff. During planning for the last strategic plan, patrons asked for EDI - it came up in the forums. Patrons also asked for more cooperative work with other community organizations. Please look for the QR code and please be a part of what you want the library to be for you and your family.

Library Director Milavec forgot to highlight that the library broke a million circulations again in 2022. That is part of how DGPL becomes a five-star library.

12. Executive Session.

- a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Sladek and seconded by Khuntia THAT the Board move into Executive Session. Motion passed by voice vote.

The Board moved to Executive Session at 9:18 p.m.

President Gigani reconvened the Public Session at 10:07 p.m.

- 13. Action for Items Discussed in Executive Session.** It was moved by Dougherty and seconded by Humphreys THAT Library Director Julie Milavec receive a 5% salary increase. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None. The Downers Grove Library Board of Trustees unanimously acknowledges Director Julie Milavec's hard work, leadership, and commitment to the library and the library, the library staff, and the Downers Grove community.

It was moved by Khuntia and seconded by Sladek THAT Library Staff move forward with a third party vendor to investigate the employment claims made against the library. Motion passed by voice vote.

- 14. Adjournment.** President Gigani adjourned the meeting at 10:10 p.m.

DOWNERS GROVE LIBRARY 12/31/2022

	Fund 805	Fund 821
		Building & Equipment Replacement Fund
	Library fund	

CASH & INVESTMENTS	\$ 1,296,894	\$ 739,593
FUND BALANCE	1,233,530	\$ 738,520

REVENUE BY OBJECT REPORT
12/1/2022 THROUGH 12/31/2022

ACCOUNT	ACCOUNT NAME	ADJUSTED ESTIMATE	REVENUE	YTD RECEIVED	BALANCE	% RCVD
80520000 410100	CURRENT PROPERTY TAXES	5,862,439.00	26,552.23	5,868,942.19	-6,503.19	100.11%
80520000 410900	PRIOR YEAR PROPERTY TAXES	100.00	0	0	100.00	0.00%
80520000 431300	PERSONAL PROPERTY REPLACE TAX	60,000.00	14,598.41	226,114.70	-166,114.70	376.86%
80590971 441000	SALES OF MATERIALS	2,000.00	1	4,761.44	-2,761.44	238.07%
80590971 450200	CHARGES FOR SERVICES	10,000.00	599.29	42,045.78	-32,045.78	420.46%
80590971 450900	FEES FOR NON-RESIDENTS	8,000.00	1,752.00	18,157.00	-10,157.00	226.96%
80590971 457100	RENTAL FEES	2,000.00	0	1,810.00	190.00	90.50%
80590971 458100	FINES	0.00	25.5	1,316.68	-1,316.68	
80590971 459000	COST RECOVERED FOR SERVICES	8,500.00	455.22	11,228.85	-2,728.85	132.10%
80590971 461000	FEDERAL, OPERATIONAL GRANTS	0.00	0	5,789.00	-5,789.00	
80590971 462000	STATE, OPERATIONAL GRANTS	72,589.00	121.14	103,576.27	-30,987.27	142.69%
80590971 463000	SPECIAL GRANTS	0.00	0	750	-750.00	
80520000 471100	INVESTMENT INCOME	2,500.00	0	22,528.20	-20,028.20	901.13%
80520000 471200	INVEST INC-PROPERTY TAXES	0.00	0	514.69	-514.69	
80590971 482000	CONTRIBUTIONS, OPERATING	5,000.00	8,043.82	22,168.24	-17,168.24	443.36%
	TOTAL REVENUE	6,033,128.00	52,148.61	6,329,703.04	-296,575.04	104.92%

**EXPENDITURE BY OBJECT REPORT
12/1/2022 THROUGH 12/31/2022
Capital Replacement Fund**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	411,600.00	4,619.79	384,070.55	27,529.45	93.30

EXPENDITURE BY OBJECT REPORT
12/1/2022 THROUGH 12/31/2022
Operating Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	EXPENDITURES	YTD EXPENDED	AVAILABLE	% USED
		APPROPRIATION			BUDGET	
510100	SALARIES, EXEMPT	1,733,543.38	195,212.00	1,678,612.69	54,930.69	96.80
511100	SALARIES, NON-EXEMPT	338,730.61	57,575.06	436,566.23	-97,835.62	128.90
511900	PART-TIME EMPLOYEE WAGES	1,286,018.09	125,659.30	1,147,420.23	138,597.86	89.20
513100	IMRF PENSION CONTRIBUTIONS	240,632.68	27,629.12	237,126.21	3,506.47	98.50
513300	MEDICARE CONTRIBUTIONS	48,695.16	5,423.47	46,572.81	2,122.35	95.60
513400	SOCIAL SECURITY CONTRIBUTIONS	208,213.83	23,188.76	199,128.56	9,085.27	95.60
519000	LIFE INSURANCE	1,366.20	117.25	1,066.22	299.98	78.00
519100	HEALTH INSURANCE	496,336.20	35,838.82	418,616.85	77,719.35	84.30
519500	OPTICAL INSURANCE	1,925.91	155.98	1,818.29	107.62	94.40
519700	DENTAL INSURANCE	32,871.93	2,693.50	31,576.43	1,295.50	96.10
521000	SUPPLIES	108,750.00	7,285.66	96,153.27	12,596.73	88.40
525100	MAINTENANCE SUPPLIES	21,750.00	3,013.90	22,903.63	-1,153.63	105.30
528000	SMALL TOOLS & EQUIPMENT	29,900.00	3,147.96	22,842.84	7,057.16	76.40
530200	DUES AND MEMBERSHIPS	7,500.00	539.00	8,771.00	-1,271.00	116.90
530300	SEMINARS, CONFERENCES& MEETINGS	28,600.00	1,823.16	23,570.49	5,029.51	82.40
530800	RECOGNITION PROGRAM-STAFF	5,000.00	891.68	6,106.34	-1,106.34	122.10
531500	PROFESSIONAL SERVICES	75,200.00	7,911.63	72,928.25	2,271.75	97.00
532200	PERSONNEL RECRUITMENT	1,000.00	163.01	1,610.75	-610.75	161.10
532300	SPECIAL LEGAL	6,000.00	10,395.00	17,227.50	-11,227.50	287.10
534600	DATA PROCESSING SERVICES	119,495.00	16,707.25	105,264.06	14,230.94	88.10
538000	PRINTING SERVICES	27,250.00	5,077.00	27,912.00	-662.00	102.40
539100	TELEPHONE	17,000.00	2,565.40	20,205.07	-3,205.07	118.90
539200	POSTAGE	29,000.00	111.00	22,949.97	6,050.03	79.10
540700	ADVERTISING & PUBLIC RELATIONS	19,500.00	2,295.06	16,284.10	3,215.90	83.50
542000	INSURANCE - OTHER POLICIES	70,700.00	0.00	61,940.00	8,760.00	87.60
543000	BUILDING MAINTENANCE SERVICES	92,000.00	13,911.69	99,788.37	-7,788.37	108.50
545000	CLEANING SERVICES	80,000.00	10,878.11	86,448.88	-6,448.88	108.10
546100	UTILITIES	24,250.00	10,195.67	45,947.17	-21,697.17	189.50
547000	OTHER EQUIPMENT R & M	11,500.00	750.00	18,792.52	-7,292.52	163.40
548100	RENTALS	18,000.00	2,225.00	17,898.21	101.79	99.40
562000	RECOVERABLES	4,000.00	61.80	227.95	3,772.05	5.70
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	18,990.00	-16,490.00	759.60

EXPENDITURE BY OBJECT REPORT
12/1/2022 THROUGH 12/31/2022
Operating Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
577000	CAPITAL EQUIPMENT (UNDER \$20,000)	58,000.00	2,162.59	66,532.09	-8,532.09	114.70
585100	ELECTRONIC RESOURCES	245,800.00	33,012.35	261,485.47	-15,685.47	106.40
585200	PRINT MATERIALS	348,150.00	48,915.65	330,105.80	18,044.20	94.80
585300	AUDIOVISUAL MATERIALS	146,200.00	22,123.69	117,269.95	28,930.05	80.20
587000	CAPITAL EQUIPMENT (OVER \$20,000)	60,000.00	0.00	104,402.55	-44,402.55	174.00
588000	INTANGIBLE ASSETS (SOFTWARE)	59,500.00	3,284.98	91,496.40	-31,996.40	153.80
	Total 805 LIBRARY FUND	6,104,878.99	682,941.50	5,984,559.15	120,319.84	98.02

DOWNERS GROVE LIBRARY **1/31/2023**
Fund 805 **Fund 821**

			Building & Equipment Replacement Fund
	Library fund		
CASH & INVESTMENTS	\$ 801,013	\$	734,517
End FUND BALANCE	819,253		734,517

REVENUE BY OBJECT REPORT
1/1/2023 THROUGH 1/31/2023

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATIONS	REVENUE	YTD RECEIVED	BALANCE	% RCVD
410100	CURRENT PROPERTY TAXES	5,921,063.00	0.00	0.00	5,921,063.00	0.00
410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	0.00	100.00	0.00
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	31,882.65	31,882.65	98,117.35	24.50
441000	SALES OF MATERIALS	2,000.00	502.72	502.72	1,497.28	25.10
450200	CHARGES FOR SERVICES	10,000.00	6,423.24	6,423.24	3,576.76	64.20
450900	FEES FOR NON-RESIDENTS	8,000.00	584.00	584.00	7,416.00	7.30
457100	RENTAL FEES	2,000.00	140.00	140.00	1,860.00	7.00
458100	FINES	0.00	52.80	52.80	-52.80	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	620.19	620.19	7,879.81	7.30
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	0.00	74,114.00	0.00
471100	INVESTMENT INCOME	500.00	0.00	0.00	500.00	0.00
482000	CONTRIBUTIONS, OPERATI	5,000.00	355.00	355.00	4,645.00	7.10
	TOTAL REVENUE	6,161,277.00	40,560.60	40,560.60	6,120,716.40	0.70

**EXPENDITURE BY OBJECT REPORT
1/1/2023 THROUGH 1/31/2023
CAPITAL REPLACEMENT FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	611,900.00	4,003.22	4,003.22	607,896.78	0.70

EXPENDITURE BY OBJECT REPORT
1/1/2023 THROUGH 1/31/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	EXPENDITURES	YTD EXPENDED	AVAILABLE	% USED
		APPROPRIATION			BUDGET	
510100	SALARIES, EXEMPT	1,842,036.74	135,193.50	135,193.50	1,706,843.24	7.30
511100	SALARIES, NON-EXEMPT	596,716.40	40,366.50	40,366.50	556,349.90	6.80
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	86,224.56	86,224.56	976,184.82	8.10
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	12,572.35	12,572.35	155,622.08	7.50
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,730.26	3,730.26	47,278.55	7.30
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	15,949.98	15,949.98	202,156.72	7.30
519000	LIFE INSURANCE	1,695.33	128.88	128.88	1,566.45	7.60
519100	HEALTH INSURANCE	576,679.45	37,182.52	37,182.52	539,496.93	6.40
519500	OPTICAL INSURANCE	2,342.46	152.96	152.96	2,189.50	6.50
519700	DENTAL INSURANCE	40,115.65	2,535.30	2,535.30	37,580.35	6.30
521000	SUPPLIES	94,860.00	3,108.00	3,108.00	91,752.00	3.30
525100	MAINTENANCE SUPPLIES	22,400.00	506.67	506.67	21,893.33	2.30
528000	SMALL TOOLS & EQUIPMENT	31,615.00	605.22	605.22	31,009.78	1.90
530200	DUES AND MEMBERSHIPS	9,000.00	120.00	120.00	8,880.00	1.30
530300	SEMINARS, CONFERENCES& MEETINGS	31,500.00	14.68	14.68	31,485.32	0.00
530800	RECOGNITION PROGRAM-STAFF	5,250.00	401.23	401.23	4,848.77	7.60
531500	PROFESSIONAL SERVICES	101,000.00	3,341.82	3,341.82	97,658.18	3.30
532200	PERSONNEL RECRUITMENT	1,500.00	0.00	0.00	1,500.00	0.00
532300	SPECIAL LEGAL	4,000.00	0.00	0.00	4,000.00	0.00
534600	DATA PROCESSING SERVICES	119,500.00	16,707.25	16,707.25	102,792.75	14.00
538000	PRINTING SERVICES	51,850.00	0.00	0.00	51,850.00	0.00
539100	TELEPHONE	17,500.00	1,039.87	1,039.87	16,460.13	5.90
539200	POSTAGE	30,500.00	0.00	0.00	30,500.00	0.00
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	275.00	275.00	20,225.00	1.30
542000	INSURANCE - OTHER POLICIES	74,235.00	58,437.93	58,437.93	15,797.07	78.70
543000	BUILDING MAINTENANCE SERVICES	95,000.00	4,004.50	4,004.50	90,995.50	4.20
545000	CLEANING SERVICES	84,000.00	0.00	0.00	84,000.00	0.00
546100	UTILITIES	25,500.00	612.63	612.63	24,887.37	2.40

EXPENDITURE BY OBJECT REPORT
1/1/2023 THROUGH 1/31/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
547000	OTHER EQUIPMENT R & M	14,720.00	2,708.04	2,708.04	12,011.96	18.40
548100	RENTALS	18,025.00	0.00	0.00	18,025.00	0.00
562000	RECOVERABLES	4,200.00	14.99	14.99	4,185.01	0.40
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	0.00	2,500.00	0.00
577000	CAPITAL EQUIPMENT	58,000.00	0.00	0.00	58,000.00	0.00
585100	ELECTRONIC RESOURCES	273,300.00	7,578.45	7,578.45	265,721.55	2.80
585200	PRINT MATERIALS	376,350.00	8,435.15	8,435.15	367,914.85	2.20
585300	AUDIOVISUAL MATERIALS	137,050.00	2,487.83	2,487.83	134,562.17	1.80
587000	CAPITAL EQUIPMENT	65,000.00	0.00	0.00	65,000.00	0.00
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	0.00	367,500.00	0.00
	Total 805 LIBRARY FUND	6,758,310.35	454,837.74	454,837.74	6,303,472.61	6.70

INVOICE LISTING - FEBRUARY 2023
Capital Replacement Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
18270	FITZGERALD'S ELECTRICAL CONTRACTING	1	7,440.00
8770	GRAINGER	1	92.06
200094	HEARTLAND CABINET SUPPLY INC	1	15,934.00
14548	PRODUCT ARCHITECTURE + DESIGN	1	2,000.00
15079	SHALES MCNUTT, LLC	2	171,795.60
GRAND TOTALS:		6	197,261.66

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For the Board Meeting on February 23, 2023

18270	Fitzgerald's Electrical Contracting (Workroom Renovation Electrical)	\$7,440.00
8770	Grainger (Workroom Renovation Materials)	\$92.06
200094	Heartland Cabinet Supply, Inc (Workroom Renovation Materials)	\$15,934.00
14548	Product Architecture + Design (Workroom Construction)	\$2,000.00
15079	Shales McNutt, LLC (Workroom Construction)	\$171,795.60

INVOICE LISTING - FEBRUARY 2023

Operating Fund			
VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360BRANDS INC	1	5,995.00
200143	ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	1	179.00
18213	AMAZON CAPITAL SERVICES, INC.	8	2,033.21
20916	ANDERSEN VOINOVICH	1	300.00
16678	ANDREW COOK	1	232.79
403	AT&T	1	270.87
672	BAKER & TAYLOR BOOKS	8	488.16
16893	BIBLIOTHECA	2	1,697.82
829	BLACKSTONE AUDIOBOOKS	13	1,449.99
7517	BOOKFLIX, SCHOLASTIC INC	4	254.72
15802	C&C SYSTEMS, LLC	1	215.00
1259	CCH, INCORPORATED	1	227.41
1264	CDW GOVERNMENT LLC	5	7,167.00
8323	CENGAGE LEARNING	10	1,091.61
1276	CENTER FOR THE STUDY OF SVC	1	460.00
1277	CENTER POINT PUBLISHING	1	24.57
1377	CHICAGO TRIBUNE	1	183.42
1459	CINTAS CORPORATION #344	1	74.33
21335	CLARENCE GOODMAN	1	800.00
200014	CREATIVE CLINICAL CONSULTING LLC	2	700.00
200154	DANIEL THOMAS JUNGCLAS	1	150.00
2056	DEMCO, INC.	2	2,867.61
2359	DOWNERS GROVE SANITARY DIST.	2	181.70
15812	ERIN LINSENMEYER	1	208.64
5572	FIA CARD SERVICES, N.A.	15	14,611.70
9775	FINDAWAY WORLD, LLC	5	2,221.28
17510	FIRST COMMUNICATIONS, LLC	1	551.16
16977	GARVEY'S OFFICE PRODUCTS, INC.	9	1,623.75
13544	GOOGLE, INC.	1	990.00
19859	GRACIE RUYLE	1	204.06
3188	GRAHAM CRACKERS COMICS, LTD.	1	333.66
8770	GRAINGER	5	832.93
18411	HAYES MECHANICAL	4	8,644.56
200094	HEARTLAND CABINET SUPPLY INC	1	4,422.00
200160	HOMETOWNS TO HOLLYWOOD INC	1	250.00
8206	HR SOURCE	1	3,000.00
200098	IMPERIAL BAG & PAPER CO LLC	1	470.41
3688	INGRAM LIBRARY SERVICES, LLC	38	18,123.00
200164	JOHN N LOW	1	150.00
15110	KATELYN VABALAITIS	1	207.12
200131	KINGS III OF AMERICA LLC	1	237.00
4812	KLEIN, THORPE AND JENKINS, LTD	1	2,385.80
200155	LIZZADRO MUSEUM OF LAPIDARY ART	1	150.00
5333	MANUFACTURERS NEWS, INC.	1	243.90
5613	MEDLIN COMMUNICATIONS, INC.	1	703.11
5866	MIDWEST TAPE	16	11,244.29
6161	NICOR GAS	1	3,676.55
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	3	8,167.28
200165	POP UP ART SCHOOL INC	1	275.00

INVOICE LISTING - FEBRUARY 2023

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
6698	PRINT SMART	1	247.97
20170	QUEST COLLEGE CONSULTING	1	175.00
200156	RETHINKING LIBRARIES	1	1,162.50
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	45.99
7861	STEPHENS PLUMBING AND HEATING	1	368.00
12698	SWAN	1	23.20
3567	TECHNOLOGY MGMT REV FUND	1	126.00
19483	THE LANGUAGE LABS	1	230.00
12915	THOMPSON ELEVATOR INSPECTION SERVICE, INC.	1	50.00
6859	THRYV	1	16.22
11517	UNIQUE MANAGEMENT SERVICES, IN	1	20.60
18458	URBAN ELEVATOR SERVICE, LLC	1	225.00

GRAND TOTALS:	195	113,796.89
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INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on February 22, 2023

200143	Algonquin Area Public Library District (Program Payment)	\$179.00
20916	Anderson Voinovich (Consulting Fee)	\$300.00
16678	Andrew Cook (Employee Reimbursement)	\$232.79
21335	Clarence Goodman (Program Payment)	\$800.00
200014	Creative Clinical Consulting LLC (Staff Support Sessions)	\$700.00
200154	Daniel Thomas Jungclas (Program Payment)	\$150.00
15812	Erin Linsenmeyer (Mileage Reimbursement)	\$208.64
19859	Gracie Ruyle (Employee Reimbursement)	\$204.06
200094	Heartland Cabinet Supply Inc (Desk Reconfiguration)	\$4,422.00
200160	Hometowns to Hollywood Inc (Program Payment)	\$250.00
8206	HR Source (Employee Benchmarking Project)	\$3,000.00
200164	John N Low (Program Payment)	\$150.00
15110	Katelyn Vabalaitis (Employee Reimbursement)	\$207.12
4812	Klein, Thorpe and Jenkins, LTD (Legal Fees)	\$2,385.80
200155	Lizzadro Museum of Lapidary Art (Program Payment)	\$150.00
200165	Pop Up Art School Inc (Program Payment)	\$275.00
20170	Quest College Consulting (Program Payment)	\$175.00
200156	Rethinking Libraries (Strategic Planning Payment)	\$1,162.50
19483	The Language Labs (Program Payment)	\$230.00

CREDIT MEMO LISTING - CAPITAL REPLACEMENT FUND
February 2023

VENDOR #	VENDOR NAME	NUMBER OF CREDIT MEMOS	GROSS AMOUNT
8770	GRAINGER	2	112.06

GRAND TOTALS:		2	112.06
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CREDIT MEMO LISTING - OPERATING FUND

February 2023

VENDOR #	VENDOR NAME	NUMBER OF CREDIT MEMOS	GROSS AMOUNT
3688	INGRAM LIBRARY SERVICES, LLC	1	15.55

GRAND TOTALS:	1	15.55
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Library Credit Card Details for the February 22, 2023 Board Meeting

Julie Milavec				
			Total	\$ -
Katelyn Vabalaitis				
971	5302 Dues & Membership	Notary Public Association	\$	153.90
971	5308 Recognition Program-Staff	Staff Social Committee Supplies	\$	212.70
976	5407 Advertising & Public Relations	Rebrandly Subscription	\$	25.00
978	5391 Telephone	Comcast Monthly Payment	\$	505.47
			Total	\$ 897.07
Ian Knorr				
978	5210 Supplies	Supplies	\$	33.72
978	5251 Maintenance Supplies	Aunt Flow Products	\$	810.00
			Total	\$ 843.72
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	160.60
972	5852 Printed Materials	Print Materials	\$	203.80
972	5315 Professional Services	C2E2 Professional Registration	\$	36.35
			Total	\$ 400.75
Cynthia Khatri				
971	5315 Professional Services	Art and Clock Framing (\$543.64 will be reimbursed by Foundation)	\$	997.48
976	5210 Supplies	Supplies	\$	28.53
976	5303 Seminars, Mtgs, & Conferences	Coffee for Team Meeting	\$	16.23
			Total	\$ 1,042.24
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	22.99
973	5853 AV Materials	Educational Toys and Puzzles	\$	47.12
975	5770 Capital Equipment	Charging Cables	\$	240.00
			Total	\$ 310.11
Traci Skocik				
972	5210 Supplies	Program Supplies	\$	30.61
973	5210 Supplies	Program Supplies	\$	51.77
973	5852 Print Materials	Children's Books	\$	58.29
			Total	\$ 140.67
Allyson Renell				
971	5302 Dues & Memberships	ILA Membership Renewal	\$	200.00
973	5210 Supplies	Children's Program Supplies	\$	152.72
973	5303 Seminars, Mtgs, & Conferences	ILA Conference Registration	\$	675.00
973	5280 Small Tools & Equipment	Storage Equipment, Shelving	\$	62.98
973	5852 Printed Materials	Print Materials	\$	57.93
			Total	\$ 1,148.63

Christine Lees				
971	5303 Seminars, Mtgs, & Conferences	Affinity Group Meeting	\$	138.92
974	5210 Supplies	Office Supplies	\$	420.12
			Total	\$ 559.04
Paul Regis				
975	5280 Small Tools & Equipment	Apple Lightning Cables and Adapters, 3D Printer Materials	\$	93.02
975	5770 Capital Equipment	Transceivers for Network Switches	\$	367.16
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting, Hotspot Renewals	\$	2,413.18
			Total	\$ 2,873.36
Grace Goodwyn				
976	5210 Supplies	Printer Ink	\$	100.95
			Total	\$ 100.95
Jen Ryjewski				
971	5302 Dues & Memberships	ILA Membership Renewal	\$	150.00
971	5303 Seminars, Mtgs, & Conferences	Staff Luncheon	\$	762.00
			Total	\$ 912.00
Amanda Klenk				
972	5210 Supplies	Teen Program Supplies, Checkers, Chess	\$	192.01
972	5853 AV Materials	Lunar New Year Program Materials	\$	65.45
			Total	\$ 257.46
Van McGary				
972	5851 Electronic Resources	Kindle Books, Digital Newspaper Subscription	\$	174.90
972	5210 Supplies	Program Supplies, Office Supplies	\$	324.25
972	5280 Small Tools & Equipment	Signholders, Slatwall Holders	\$	231.88
972	5303 Seminars, Mtgs, & Conferences	ALA Virtual Conference Registration	\$	395.00
972	5852 Print Materials	Print Materials	\$	307.80
972	5853 AV Materials	Video Games, Roku, Streaming Services, Puzzles, AV Supplies	\$	1,570.04
			Total	\$ 3,003.87
Lucas McKeever				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	170.00
977	5210 Supplies	Department Supplies	\$	983.97
977	5303 Seminars, Mtgs, & Conferences	ALA Webinar, Coffee for Meeting	\$	189.02
			Total	\$ 1,342.99
Amanda Blau				
973	5210 Supplies	Program Supplies	\$	778.84
			Total	\$ 778.84
			Library Credit Card February 2023 Totals	\$ 14,611.70

PAYROLLS FOR JANUARY 2023

JANUARY 13	\$128,223.47
JANUARY 27	\$133,561.09
TOTAL JANUARY 2023 PAYROLLS	\$261,784.56

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Agenda Item 8A

Bibliotheca Annual Service and Maintenance Agreement Renewal

The annual support and maintenance agreement for Bibliotheca renews in May. This agreement covers many important systems including self-checks, automated materials handler (aka AMH or sorter), RFID workstations, and the software needed for those systems. Hardware covered includes:

- 3 material handling inductions (2 interior book return slots and 1 workroom return site)
- 4 material handling conveyance sites (conveyer belts on the sorter)
- 1 material handling controller (server used to run the sorter)
- 4 materials handling sortation units (to push books to bins along conveyer belt)
- 7 self-check stations (for patron self-service)
- 6 RFID workstations (for encoding tags placed on materials)

Subscription software includes:

- Enterprise Command Center (reporting and control)
- CompriseST Fines & Fees (self-check fine and fee payments)

Without a service agreement, technician visits are billed at \$675 per visit, plus \$250 per hour. If a part needs to be replaced, the cost of the part is additional. The annual service contract includes all service calls, parts and labor, and two annual tune-ups for the sorter.

Seven credit card swipe units were removed from this year's renewal. The swipe units were added before overdue fines were eliminated. Usage has decreased significantly since the library went fine free permanently in 2020. In 2022, the credit card swipes were used only 3-6 times per month. At an annual maintenance cost of over \$4,200, this service was no longer cost-effective. The credit cards swipe units have been eliminated at the self-check units. With that change, the renewal is a 7.2% decrease, from \$39,389.11 to \$36,569.96.

Recommended Action: Approve the Bibliotheca Annual Service and Maintenance Agreement in the amount of \$36,569.96.



Service & Maintenance/Extended Warranty Quote

Bill To

Downers Grove Public Library
Adult & Teen Services Manager
1050 Curtiss Street
Downers Grove IL 60515
United States

Ship To

Downers Grove Public Library
Adult & Teen Services Manager
1050 Curtiss Street
Downers Grove IL 60515
United States

Quote

QUO-US09635

Date

01/19/2023

Customer:

C0000595-US

Payment Terms:

Net 30 Days

Quote Expiration:

04/19/2023

Contract Number:

US-150973-H3S5

Term:

05/06/2023 - 05/05/2024

Item	Quantity	Net Price	Net Extended
bibliotheca RFID workstation™ 120V P12R001341 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
896 P1209553 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
selfCheck 500 full height kiosk B17123 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
selfCheck 500 full height kiosk B17096 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
selfCheck 500 full height kiosk B17095 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
selfCheck 500 full height kiosk B17114 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
libraryConnect devices, 1 year subscription, 6-15 devices License Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,747.78	1,747.78



Item	Quantity	Net Price	Net Extended
bibliotheca RFID workstation™ 120V P12R001224 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
bibliotheca RFID workstation™ 120V P12R000514 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
selfCheck 500 full height kiosk B17096 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
2850 FX 28500422 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	806.57	806.57
2850 FX 28500421 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	806.57	806.57
2850 FX 28500420 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	806.57	806.57
2860 FX 28600243L Downers Grove Public Library May 06, 2023 - May 05, 2024	1	770.63	770.63
2860 FX 28600242R Downers Grove Public Library May 06, 2023 - May 05, 2024	1	770.63	770.63
2863 FX 28630087 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	770.63	770.63
2820 28200224 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	4,471.30	4,471.30
2820 28200223 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	4,471.30	4,471.30
2830 28500423 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	4,042.77	4,042.77



Item	Quantity	Net Price	Net Extended
2855 FX 28550151 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	2,665.66	2,665.66
2860 FX 28600239R Downers Grove Public Library May 06, 2023 - May 05, 2024	1	770.63	770.63
Enterprise 90100340 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,948.48	1,948.48
selfCheck 500D desktop kiosk B15152 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
selfCheck 500D desktop kiosk B15995 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	1,302.56	1,302.56
896 P1209552 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
896 P1209551 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
896 P1209550 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
896 P1209549 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
896 P1209548 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	199.55	199.55
2850 FX 28500423 Downers Grove Public Library May 06, 2023 - May 05, 2024	1	806.57	806.57
Total:			36,569.96
Currency:			US Dollar



Terms and Conditions

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

Submit Purchase Order by fax to 1-877-689-2269 or by email to service-renewals-us@bibliotheca.com.

Accepted By: 

Accepted Date: 1/19/23

Customer Purchase Order Number: 77101136

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Agenda Item 8B

Update to Personnel Policy, Section 3.56 Compassionate Leave

In order to comply with the Family Bereavement Leave Act (Public Act 102-1050), Personnel Policy section 3.56 Compassionate Leave must be updated to provide for the additional qualifying events and ten days of unpaid leave specified in the act.

The following change brings the policy into compliance with the new law. Deletions are ~~struck through~~. Additions are **highlighted**.

3.56 Compassionate Leave

Compassionate leave will be granted in the case of:

- the death of a member of an employee's immediate family (See Section 3.5 Appointments for definition of immediate family);
- a stillbirth;
- a miscarriage;
- an unsuccessful reproductive procedure;
- a failed adoption match or adoption that is not finalized because it is contested;
- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility.

Five days of paid leave and five days of unpaid leave will be granted. Employees will be paid for hours scheduled during the paid portion of the leave and may use vacation or personal time to receive pay for hours scheduled during the unpaid portion of the leave. In the event of multiple qualifying events in a 12-month period, employees will be eligible for up to six weeks' leave as provided for in the Family Bereavement Leave Act (Public Act 102-1050). ~~Up to five days will be granted, depending on the circumstances. Hours scheduled during the leave will be paid. If circumstances require additional time off, vacation or personal time must be used or a written request must be submitted to the Library Director who may extend the leave without pay.~~ Proof of the need for the leave may be required. In special cases where services are postponed or held at a later time, the Library Director may opt to allow the use of compassionate leave to be split up and used as needed to accommodate said arrangements.

Leave for a catastrophic personal emergency involving an employee or a member of their immediate family may also be granted at the discretion of the Library Director. In all such cases, the Library Director is to be notified at the earliest possible opportunity.

Recommended Action: Approve the updated Personnel Policy Section 3.56 Compassionate Leave as presented.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Agenda Item 8C

Strategic Planning Process

Since the kick-off meeting in January, the Management Team has reviewed and given extensive feedback on the community survey. The Board of Library Trustees will receive a final draft via email before the Board meeting. It will go live on February 21, when the next issue of the *Discoveries* newsletter is expected to begin being delivered to all residences in Downers Grove. This issue features the Strategic Planning process and links to both the survey and planning webpage. The survey will also be available in print format at the library.

Planning for public focus groups and forums is underway. Two public forums, one in-person and one virtual, will be available for anyone wishing to participate. The Management Team identified six audiences for focus groups. One session may be virtual. Further discussion is needed with consultant ReThinking Libraries before finalizing the groups. Also being planned are “mini-focus groups” in local elementary, middle, and high schools where library staff will gather input on what kids and teens want in their library.

Tonight’s discussion will focus on determining possible dates and times for the Board focus group, participant composition for the Strategic Retreat, and structure (single day, multi-day, or virtual), timing, and location for the Retreat.

Included in this packet are:

- Draft Strategic Planning Schedule which provides general timing for each piece
- Strategic Retreat Guidelines about its structure, format, and participation
- Stakeholder Input Guidelines for focus groups, including the Board session

Trustees are asked to be prepared to discuss specific dates and times, so please bring your calendars!

Recommended Action: Discussion of the strategic planning process and Strategic Retreat.

Downers Grove Public Library – DRAFT Strategic Planning Schedule

- The following outlines our most typical approach to scope and schedule.
- However, our approach is highly flexible, and our desire is to adapt to what works best for the library
- Any virtual sessions (staff, board, or public) can be scheduled starting any time starting from 2 weeks after the kickoff to 2 weeks prior to the retreat (though public sessions need strong promotion so those would likely be closer in timing to the onsite community session time window)

Planning Meetings

- Kickoff Meeting – Wednesday 1/18/2023
- Ongoing planning meeting cadence TBD, as needed to schedule activities, review project progress, etc.

Survey

- Survey draft to DGPL by end of January (URLs and QR Codes to DGPL ASAP for newsletter inclusion)
- Survey launch target _____ (February most likely)
- Survey closes 1 or 2 weeks after last community session

Staff Engagement Sessions (90 minutes – in-person & virtual)

- Non-Supervisory Staff: X sessions – Y virtual, Z in person while onsite in _____ (April most likely)
- Supervisory Staff: 1 session (most likely) – _____ (Virtual or In-person)

Board Engagement Session (90 minutes – in-person or virtual)

- 1 x Virtual or In-person session TBD
- The Julie and likely Jen would attend this session instead of the staff/supervisor session

Community Sessions (60 minutes each) (April most likely)

- Virtual: 1 or 2 Sessions
- In-person sessions: 4-6 Sessions
- The in-person sessions (community and/or staff) will be conducted over about 2.5 days. Typically starting on the afternoon of day 1, throughout the day and evening of day 2, and completed by early afternoon of day 3. Typically, this is a Tuesday to Thursday type of arrangement.

Findings Book Delivery and Pre-Retreat Findings Review (Not required): (90 minutes – Virtual/Zoom)

- Findings book is delivered at least 3 business days before the retreat, ideally a week ahead
- If a findings review is done it is typically done a day or more ahead of retreat.

Downers Grove Public Library – DRAFT Strategic Planning Schedule (continued)



Strategic Retreat (6-8 hours over 1 or 2 session(s)) (In-Person) (May most likely)

- Typically prefer a minimum of 3 weeks between the survey close and the start of the retreat
- The retreat itself is then either a single, full-day session or could do an afternoon session, followed by a second session the following morning. We have more clients going this way recently, but we are fine with either approach.
- This retreat is a mix of staff, board members (usually not all board members but we can do it with all if you prefer, and community members).
- Typically, this is a group of about 15-20 people. See the Strategic Retreat Guidelines document for more information. But all of this is flexible based on the library's particular needs and desired approach.

Delivery of Draft High-Level 3–5-year Strategic Plan (within 3-4 weeks of Retreat)

- The format of this plan will be determined at the strategic retreat.
- Optional Virtual (or in-person if needed) review of the plan with the board

Kickoff with staff of Detailed 12-month Strategic Work Plan Process

- Typically scheduled for after approval of high-level plan.
- RTL is available each year to help “kickoff” the following 12-month plan at the discretion of the library

Other Activities as Needed

- RTL will support DGPL as needed to ensure the success of the project

Strategic Retreat Guidelines

The strategic retreat is probably the most important phase of the strategic planning process. It is where the actual decisions around the Library's strategic plan are made. ReThinking Libraries' role in this process is focused on planning and facilitation. This includes assisting the library and community in developing or refining its mission, vision, and values and high-level strategic needs. Below information below outlines the best approaches to the participants, setup, structure, and logistics of the retreat.

A. Retreat Participants

Ideally the retreat's participants should include 15-25 people, with a mix of staff, board, and community members as outlined below. Though we've had successful retreats with smaller and larger groups, this size range is the most effective and practical. If you don't feel able to arrange for a group in this size range, let us know and we'll adjust our approach to optimize the process for the group you can coordinate. The following information outlines the best practice approaches to the makeup of your retreat participants.

1. Staff

Ideally less than 60% of the total attendees should be library staff members and we find it is important to have a mix of both supervisory AND non-supervisory staff. For most libraries that means only a portion of the staff can participate in the retreat. For some clients we include in the scope a pre-retreat work session to allow staff not participating in the retreat to provide input into the process. If this wasn't included in your scope of work and you would like this option, let us know and we can explore it with you.

2. Board Members/Trustees

Board participation in the retreat is critical but every library and board has their own desired approach. Most boards have quorum rules which may impact the decision of how many board members participate. However, we've worked with both full boards and, in some cases, had more minimal participation and still had very successful outcomes. If you are not sure about the best approach for your board's participation, we'd be happy to discuss that with you.

3. Community Leaders or other Community Members

A good selection of community leaders and/or members participating in the retreat is the best scenario. Though not an absolute must, the balance and end results community members bring to the process should make getting community participation a priority. Even if it is only a couple of people, the impact of their participation is invaluable. When considering local community leaders think of organizations such as: Friends of the Library, City/County elected and non-elected officials, school leaders, teachers or other staff, business leaders, parents, heavy library users, clergy or lay leaders, non-profit leaders or staff, or any other local organization or interested general residents.

4. Overall Thoughts

You're likely to gravitate towards including people who are supporters of the library, however it can be helpful to include community members who may have a different vision for the library. Anyone who is open to reasonable dialogue and willing to work collaboratively in productive discussions with others is a viable candidate. Even dissenting voices, when respectful in their approach, bring a great deal of value to the process. It's important that attendees are present through the bulk of the retreat. Missing early portions will rob them of context and perspective to apply to later portions and missing later portions will leave them out of the actual voting/decision portion of the retreat. Inevitably some won't be able to be present for the whole retreat but it's not easy to pinpoint which portions are more important than others.

B. Pre-Retreat Activities

1. Findings Book Distribution

Three to five calendar days before the start of the retreat, RTL will provide the Library a PDF copy of the Project Findings Book. This document pulls together all the input, data, and analysis collected throughout the process. This typically includes a summary of the community and staff discussions, results of the survey, benchmarks, demographics, and collection utilization analysis. Other elements, if included in your scope of work, will also be included in the document. The library should immediately forward this document, at a minimum, to all those attending the retreat and optionally, to any other interested stakeholders.

2. Pre-Retreat Findings Review – Virtual Meeting (Optional / Not Always Included in Fixed Price option)

Depending on the retreat schedule and the scope outlined in the contract, a virtual findings review session may be held between the findings book release and the retreat. This 60–90-minute virtual session is intended to review the findings and answer any questions about what was learned in the discovery phase of the project. This session is not required for retreat attendees but is highly recommended. The session can also be made accessible to any key library stakeholders who might be interested in the findings but aren't participating in the retreat. The findings book may often include a link to an exercise or two related to mission, vision, and values.

3. Non-Retreat Participant Engagement (Optional / Not Always Included in Fixed Price option)

This is a new (still experimental) option in our process. It is intended to create a mechanism for key stakeholders to provide input in the retreat processes even though they are not directly attending. This is currently being structured in the form of a single page worksheet, which will be provided with the findings book. These worksheets are due to RTL 24-hours before the start of the retreat

C. Retreat Day(s)

The following represents the key elements of the retreat; however, the exact sequence and approaches are tailored for each client based on all of the variables at play. Typically, the work is broken into various segments and intermixed.

1. Kickoff

Overview of the day's agenda, introductions with a quick ice breaker, and a visual voting exercise.

2. Findings Review and Key Issues Discussion

If the virtual findings review session was held this will be a very short Q&A period or, If that session was not conducted, about 30-60 minutes will be allocated to reviewing the data findings and answering any questions. We will then go through an exercise to discuss and identify some of the key takeaways (this is a place where some of the non-participant input will also be shared and integrated).

3. Mission, Vision, and Values

RTL will review the concepts and foundations of mission, vision, and values as they relate to libraries. Exercises will be conducted to develop and arrive at the library's values, further building upon any pre-exercises that were completed. Ultimately the top values of the library will be surfaced through the work of the group. These values, along with additional exercises, will inform the direction and content options for the library's mission and vision.

4. Ideation, Small Group Breakouts, Affinity Grouping, and Voting

This section of the retreat will focus on uncovering the possible ideas, initiatives, projects, investments, policy shifts, organizational changes, etc. This process will eventually lead to the identification of the top ideas and focus areas.

5. Wrap-up

Once all of the required elements of the day are completed, the day will be recapped and next steps discussed. Presentation format for the plan will also be discussed.

D. Post Retreat Activities / Next Steps

1. Retreat results compilation

The results from the retreat are compiled and refined based on the format determined during the retreat.

2. High-Level Plan

- Initial Draft Plan is delivered to Library leadership for review and revisions.
- Library team reviews plan and provides RTL with feedback on edits. The revisions are made and the plan is returned to the Library for further review and/or approval.
- Board approves and adopts plan and further work can begin on specific executional tactics.

3. 12-Month Tactical Work Plan Developed

RTL works with Library leadership and staff to develop a detailed 12-month work plan. This process is repeated each year. RTL is available as needed to help the Library develop their 12-month plan in subsequent years.

E. Retreat Logistics

Over the years, retreat formats and locations have varied based on clients needs and desires. We are happy to work with you on the appropriate plan for your Library. Usually, these sessions are conducted on weekdays, but can be done on a Saturday if that works better for participants involved. The most common formats are described below.

1. Retreat Formats

- 1-day Retreat—This was our original format and usually consists of 6-7 hour single day session. Start times are flexible but generally begin at 8 or 9 am and are completed no later than 4 or 5 pm. The Library provides lunch which is sometimes part of a working session and otherwise that is time for RTL to compile and set-up additional exercises.
- 2-day Retreat—Our experience with virtual retreats during COVID brought to our attention the benefits of having some time between sessions to absorb and reflect on the some of the information and ideas. With this in mind we came up with the option of the 2-day session. This is done over 2 consecutive days in 3-4 hour segments. It usually consists of an afternoon/evening session and a morning session. The timeframes can be adjusted to meet the needs of the participants.
- Virtual Retreat—During COVID, we were forced to conduct retreats virtually and came up with an effective methodology for these sessions. While we still feel that retreats are more effectively done in-person, the virtual option is still available if absolutely necessary and does still yield good results. These sessions needed to be conducted as multiple shorter segments and often they are done over consecutive weeks. Small group assignments are be conducted outside of the session and results are either emailed in or shared during subsequent sessions. This does not necessarily tend to be a less expensive option since it takes substantially more time for RTL to prepare for and conduct these sessions.

2. Location

Often sessions are held in the Library meeting rooms but depending on the size of the group and the day and time of the meeting, sometimes other venues are more appropriate. We are open to where the sessions are held as long as they meet the criteria described in the Room Set-up section of this document.

3. Snacks or Meals

Since these sessions tend to be a little longer it is generally advised that food and beverages be provided.

- 1-day Retreat—Generally lunch is provided for these sessions and sometimes, depending upon start time, there are some morning snacks available as people are arriving. Generally, water and coffee are available throughout the day. Sometimes juices and soda options are available as well but they are not always necessary.

- 2-day Retreat—Food needs for these sessions tends to be dictated by timing. Sometimes if a session goes over the dinner hour, a meal is provided or if the start time is earlier in the morning continental breakfast options are often available. Water and coffee are still a good idea and if no meals are provided light snack options are a nice option.

4. Room Set-up

Tables and chairs are the preferred set-up for the strategic retreat. The ability to move things around or initially set the room up in small groups throughout the room is preferred. Approach is flexible as long as everyone can see the screen and easily converse with the RTL facilitator(s) and each other. An area with blank wall space, tackboard, and/or a large whiteboard are helpful. Exercises may utilize chart paper or voting exercises will rely on being able to record, group things and otherwise work on the wall surfaces available.

RTL will provide a laptop computer and the library will need to provide the projector and screen. An extension cord and power strip will also be needed. RTL will provide chart paper, sticky notes, markers and other supplies needed to conduct the retreat. The Library may be asked to print out worksheets or other materials generated by RTL.

Stakeholder Input

Discussion Group Overview & Guidelines

Stakeholder input is an effective way to explore a variety of opinions regarding current and potential library services. The goal of all stakeholder sessions is three-fold. 1.) It educates the staff, board, and public about 21st century libraries and “shows them the possibilities” for their library. 2.) It gathers valuable ideas and opinions from key stakeholders. 3.) It markets the library in the sense that information and experiences are openly and positively shared and library champions can be identified as part of your project.

Because different stakeholders in each community value different aspects of library service, it is advisable to hold a number of input sessions in order to assure that a broad array of perspectives are represented. Below is a list of potential groups to consider for your project. Because each community is unique and our approach is tailored to each client, RTL will work with you to determine which of these groups, or which additional groups, should be included.

A. Focus Groups & Public Forums

During the planning process, the planning team and RTL will select 6 – 12 total sessions as the contract or project budget allows of the following groups.. The staff and board sessions are required. The public groups will vary from client to client depending on the community.

These sessions could be in person or virtual (Zoom or Teams) depending on what is best for that session at that time as agreed by RTL and the client. Both modes offer certain advantages. Pre-pandemic we absolutely preferred in-person sessions, but during the pandemic when we were forced to do all sessions virtually, we learned to get the most from that format and now that the vast majority of the population (at least those that have both technology and broadband access) have become more comfortable and familiar with virtual meeting platforms. These days we believe both approaches have their place and find that most clients should look to use both meeting modes as is appropriate to their community. In-person is overall the slightly better approach with all other things being equal, when the project budget allows for onsite travel by RTL.

1. Staff & Board Stakeholder Sessions:

- ☐ Typically (2-4) Two to Four staff sessions depending on the size of your staff and the scheduling flexibility of those staff. Non-supervisory staff should be in separate sessions from Supervisory staff.
- ☐ Library board of trustees and the director, and in some cases the assistant/deputy director(s).
Note: Typically, due to quorum statutes, these sessions have to be open to the public. While that is generally not an issue, if you believe it could be an issue limiting open dialogue with your board members, let us know and we can discuss optional approaches to the board’s discussion group.

Please note: We respectfully but strongly insist that staff and board members do not attend the public sessions. We feel that we get more honest and open dialogue from the public without the presence of staff and board members. It is also very tempting for staff and board members to try to comment on public input, which can be frustrating for the staff and board as well as disruptive to the public, and unproductive in relation to the overall outcome.

2. Targeted Public Stakeholder Discussion Sessions:

Just a few of the possible public groups are outlined below. Please note that this is not an all-inclusive list and you should take your own community's makeup into consideration as you work with RTL to decide how to plan your community engagement process. It is also important to note, that your engagement process will ultimately seek to include both library users and non-users.

Choose 3 – 6 of these as appropriate for your community, the project budget, and scope (if outlined in the contract).

- ☐ General adult
- ☐ Parents and caregivers
- ☐ Senior citizens
- ☐ Representatives of the business community
- ☐ Community leaders (elected officials, government and non-profit agency administrators, clergy)
- ☐ Educators (teachers, administrators, including both public and private schools);
- ☐ Representatives of neighborhood associations
- ☐ Library Friends and/or Library Foundation Members
- ☐ Key ethnic groups
- ☐ Home schooling parents
- ☐ Teens users and non-users (Middle School and High School students)

3. General Public Forums:

In addition to the targeted stakeholder sessions, we also recommend having 1 – 2 all invite community public forms. These would be open to anyone in the public and are typically held in the evening. These can be advertised in the newspaper, etc.

B. Guidelines

The client will designate a contact(s) to work with RTL to plan and coordinate all stakeholder input sessions. Overall, the library staff person(s) or designated parties from the library will be responsible for planning and coordinating all sessions with guidance from RTL. RTL will be responsible for conducting all sessions and producing a summary report of all feedback.

1. General Information – Location, Time, etc.

- ☐ Staff and Board sessions are schedule for 90 minutes while we work to limit public sessions to 60 minutes. In addition, please allow adequate time for setup, takedown, transition between groups, and travel to other locations, as needed. Typically, we suggest 15 minutes between sessions unless it is a lunch or dinner break, which should be 45 min – 1 hour, depending on the situation.
- ☐ Some general session times that have proven effective include:
 - 8:00 - 9:15 a.m. (breakfast) or lunchtime (e.g., business and/or community leaders tend to respond to breakfast or lunch sessions so they can work it in their schedules easier)
 - Morning or early afternoon (e.g., senior citizens, single moms with small children – tie it into a library program so their kids have something to do when moms are in the session)
 - Late afternoon (e.g., teachers and educators, teenagers)
 - Early evening (e.g., working parents, general adults)
 - Weekend sessions have not proven to be successful in the past but there are exceptions for special circumstance or groups, who might already have a regularly scheduled weekend gathering (in-person or virtual).
 - Friday afternoons and evenings are not recommended for the public session.

- ❑ The library contact(s) will be responsible for securing a location(s) for the focus group sessions. RTL is open to most any locations for conducting these community conversations. Though library meeting spaces are the most common location, we've previously held sessions at schools, senior centers, town halls, fire stations, churches, after-school/day care centers, community centers, restaurants/bars, and even in the living rooms of local residents. RTL would be happy to consider whatever location(s) you fee might be most advantageous for garnering resident participation in your community.

2. Public Focus Group & Community Forum Participant Recruitment

The type, size and scope of the project as well as the racial, social and economic composition of your library's service population will determine the types and number of input sessions to be scheduled. In order to assure that a broad array of perspectives is represented, the library contact(s) in collaboration with RTL will be responsible for actively recruiting participants as described below.

Public Focus Groups:

- ❑ Ideal attendance for each public focus group is **10 – 25 individuals**. RTL has successfully conducted sessions with even larger groups but the dynamics of those are challenging, and the amount of input from each participant is highly limited. Smaller groups are often a certain a reality, and RTL is skilled at still getting good conversation and value from the time for smaller attendance levels when that occurs.
- ❑ Our experience over the years has shown that the MOST important key to good discussion group attendance is personal invitation. While advertising and promotion are still important, it is these personal invitations that generate 70-90% of the attendance as most sessions.
- ❑ For the best results, RTL recommends involving the entire staff, board, friends group, community/city/county partners in the attendee public focus group brainstorming process. Once the library's planning team has established the types of public groups and the number of sessions, we recommend giving each staff member and board member a challenge to provide at least 5 users and 5 non-users suggestions for invitation to your scheduled sessions. This list can often be combined with a list of known library "power users and/or frequent borrowers/program attendees" to create the full invitation list.
- ❑ Potential focus group participants should be invited in a letter that is sent over the signature of the director and/or the board president. The letter should include a general statement about the project and purpose of the sessions, a specific date and time for which the individual is being invited, and a person and phone number to whom the invitee should respond by a specified date. Generally this is someone in the director's office that can keep an accurate record of who will be participating.

The invitation to library users should appeal to their understanding and love for the library. The invitation to Non-Users must appeal more to their knowledge and love for the community, and acknowledge that though they may not be active users of the library, their knowledge and perspective is still important to the library as it considers its future.

- **Note:** *If you have online program registration software, you can also have people register online.*

- ☐ The invitation should list specific sessions that their invitee is considered a prime candidate for but also the other session that might be relevant to them, including the general all community forums. This way if they cannot make the particular session you believe they are most targeted too, they still can attend a different session that might better match their schedule and availability.
- ☐ To really maximize participation, it is HIGHLY recommended that each public focus group invitee also personally be contacted by phone by someone on staff or the board after they have received their invitations. Oftentimes invitees don't understand why they are being invited, or don't believe they have something to offer the library (which is never true). Reaching out to invitees on a one-to-one basis allows for additional explanation of what the library is doing and why they need the invitee's input. ***This is also a great PR opportunity for the library and builds further goodwill with your invitees!***
- ☐ If the library has an online program registration, it is also recommended that auto reminders be sent to all registered participants 1 day prior to the focus group.

Open Community Forums:

- ☐ The open forums will have the same approach and content as the focus groups. The only difference is that the forums are completely open and advertised to the broader community.
- ☐ For best attendance, get the word out through local media, social media, emails to cardholders, handouts at circulation and at programs, direct staff involvement, etc.

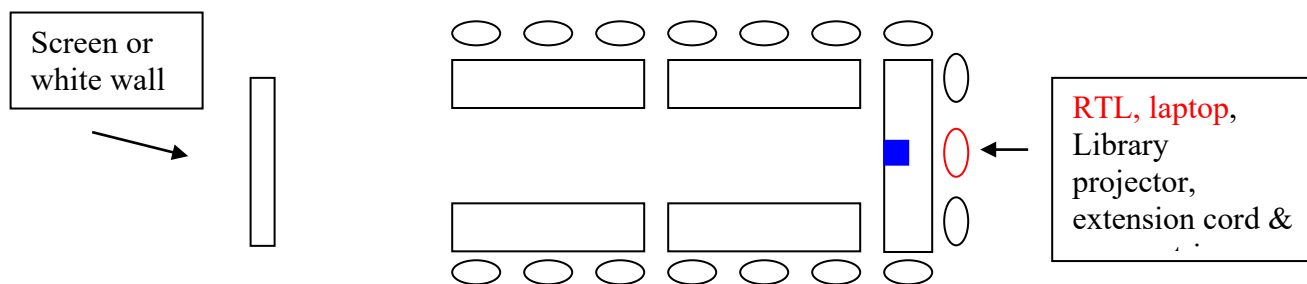
3. Conducting the Sessions

- ☐ The RTL team will be responsible for creating the presentation for the sessions (in collaboration with the planning team).
- ☐ The RTL will be responsible for conducting each session as well as for taking notes.
- ☐ It is important that participants feel comfortable in sharing their ideas and opinions. Therefore, RTL asks that **board members and staff do not attend public sessions**. Board and staff members will have their own sessions.
- ☐ We ask that the library director (or other library staff or board member as appropriate) introduce each session. This person will spend just a few minutes welcoming the group, provide a brief recap of the purpose of the project and/or sessions, and then turn it over to the RTL team. *Please note that this person should leave the session just after the introduction.*
- ☐ Refreshments such as coffee, tea, soft drinks, and cookies should be available at all focus group sessions. If the session is held over a mealtime, some libraries provide breakfast, lunch, pizza, etc.
- ☐ Some libraries choose to provide small gifts to participants as a way of thanking them for their help. Examples of gifts include small library promotional items, a choice of donated paperbacks, a coupon to a local business, etc. These are NOT required but mentioned as something many clients do.

- ❑ RTL will utilize a PowerPoint to help facilitate the discussion at each session, so a projector and screen or large LCD monitor will be needed in most cases. RTL will provide the laptop.

4. Room Setup

- ❑ RTL has worked with just about every setup possible for these kinds of sessions and can make whatever you have work.
- ❑ However, the “board room” setup below with tables in a rectangle so everyone can see each other and the screen. Generally, is the most ideal, but do not feel like this is a required arrangement.
- ❑ RTL will provide the laptop and the library will need to provide the projector and the screen. An extension cord and power strip will also typically be needed depending on the room setup.



**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Agenda Item 8D

Third Party Investigator for Personnel Matter

Following the January 25 Executive Session on the specific personnel matter to be investigated, Board President Swapna Gigani instructed staff to gather information on firms able to conduct third-party investigations of employment issues, in addition to the two supplied to the Board in January - Klein, Thorpe, and Jenkins, Ltd. and HR Source. Business Office Manager Katelyn Vabalaitis and Assistant Director Jen Ryjewski contacted several firms, including Robbins-Schwartz and Ancel Glink. All firms contacted included lawyers specializing in employment law to aid in the investigation and would charge on an hourly basis for the investigation. Hourly rates ranged from \$225 to \$350 per hour.

Ancel Glink has extensive experience in library and employment law and no prior relationship with the Downers Grove Public Library.

Recommended Action: Hire legal firm Ancel Glink to conduct a third party investigation into the personnel matter discussed in the January 25 Executive Session.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Agenda Item 9A

Bylaws Update

As discussed at the January Board meeting, each Trustee reviewed the current bylaws and sent suggestions and comments for revisions to Board President Swapna Gigani. Each Trustee has a copy of *Serving our Public 4.0: Standards for Illinois Public Libraries*, which includes Appendix C: Topics Recommended for Inclusion in Board Bylaws. Library Director Julie Milavec gathered sample bylaws from other libraries and supporting documentation, such as the Library Bill of Rights, and shared them with the Trustees.

This discussion will focus on determining the best way to move forward (i.e. ad hoc committee, staff draft reviewed by all Trustees, etc.).

Recommended Action: Discussion of the process to review and revise Bylaws and direction to staff on how to move forward.

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Agenda Item 10

Librarian's Report

Kidslist: Activities for Kids Top 10 Libraries

The Downers Grove Public Library (DGPL) was named the #1 library in the western suburbs, as voted by Kidslist: Activities for Kids readers! We're thrilled to have received this recognition for our Kids Room, which features the children's play area (including our Play Café, light wall, toys, and activities), programming, materials of all kinds, and our wonderful staff!

The Legacy Wall Exhibit Planned

EQDG is working to bring [The Legacy Wall](#) to DGPL in June, in recognition of Pride month. DGPL will host this exhibit, as it has hosted others, such as [Telling a People's Story](#) and [4Ever 4](#). As with previous exhibits, it will be located on the second floor, in the high-ceiling area referred to as "the spine." The Legacy Wall is described as "a one-of-a-kind, digitally-interactive, traveling exhibit that features "mini-biographies" of LGBTQ people throughout history, from virtually every walk of life, who have contributed in over 20 distinct fields. The content is international and multicultural, and has been substantially vetted and sourced. This wonderfully positive and inspiring exhibit tells the stories behind such figures as Social Justice pioneer Jane Addams; Civil Rights organizer Bayard Rustin; British mathematician Alan Turing; U.S. Congresswoman Barbara Jordan; Astronaut Sally Ride; Renaissance artist and inventor Leonardo da Vinci; Transgender icons Sylvia Rivera and Marsha P. Johnson; Mexican Artist Frida Kahlo; and Fr. Mychal Judge (the "Saint of 9/11") – over 125 digitally interactive "mini-biographies" in all. The life-stories behind these heroes are immensely enlightening for all audiences and produce powerful – often cathartic – responses in people."

Workroom Renovation Project Continues

Children's Services moved back into their newly renovated workroom! We're still awaiting delivery of some of the storage units. Staff are thrilled with their updated space! Access Services has relocated to the Meeting Room. The Kids Program Room will be back in action for programming by the beginning of March. Completion of the project remains on schedule for May 1.

January PITS Incident Reports

There were eight incidents in January. None of the incidents in January resulted in suspension of library privileges beyond the person being asked to leave for the day. Two of the reports were made to track non-behavioral incidents.

Submitted by Julie M. Milavec
February 17, 2023

Freedom of Information Act (FOIA) Requests

As requested at the January Board meeting, a summary of 2022 legal fees related to FOIA requests is included in your packet. Over \$15,000 was spent in 2022 on legal support for FOIA requests. Four FOIA requests were received in January. No requests have been received to date in February. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.

**DOWNERS GROVE PUBLIC LIBRARY
2022 ATTORNEY FEES FOR FOIA RESPONSES**

<u>Work Performed</u>	<u>Amount</u>	<u>Note</u>
August 2022	\$ 405.00	FOIA work unrelated to Drag Queen Bingo, 8/3-8/8
September 2022	\$3,532.50	
October 2022	\$2,970.00	
November 2022	\$6,795.00	
December 2022	<u>\$2,047.50</u>	
Total	\$15,750.00	

971-5323

Klein, Thorpe and Jenkins, Ltd.20 N. Wacker Drive
Suite 1660
Chicago, IL 60606

9/29/2022

Board of Library Trustees
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515Document # 7683
Vendor # 4812
Entered by SHATO: KLEIN, THORPE AND JENKINS, LTD. for legal services rendered
and expenses advanced, per the attached computer print-outs,
through 8/31/2022

MATTER ID	MATTER DESCRIPTION	STATEMENT NUMBER	STATEMENT AMOUNT
0404-001	Miscellaneous	228825	405.00
Total Due This Statement:			\$ <u>405.00</u>
Current A/R: \$ 405.00			
All Other A/R less than 30 Days: \$ 0.00			
Total A/R Over 30 Days: \$ 0.00			
Total A/R Over 60 Days: \$ 0.00			
Total A/R Over 90 Days: \$ 0.00			
Total A/R Balance: \$ <u>405.00</u>			

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Downers Grove Public Library

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Suite 1660
Chicago, IL 60606
(312) 984-6400

Downers Grove Public Library
Board of Library Trustees
1050 Curtiss Street
Downers Grove, IL 60515

Statement Date: September 29, 2022

Matter ID
0404-001

Statement # 228825
For Legal Services Rendered through August 31, 2022
Miscellaneous

Professional Fees	Hours	Amount
8/3/2022 DGW Receipt, review and analysis of communications possible FOIA matter; related research; provide opinion.	0.60	135.00
8/8/2022 DGW Work on FOIA matters	0.40	90.00
8/8/2022 MAL Receipt and review of FOIA issues re LGBT+ employee group	0.80	180.00
Total Fees:		<u>405.00</u>

Rate Summary	
Dennis G. Walsh	1.00 hours at \$ 225.00/hr 225.00
Mallory A. Milluzzi	0.80 hours at \$ 225.00/hr 180.00
Total hours:	<u>1.80</u> Total Fees: <u>405.00</u>

Payments

6/25/2022	Payment	EFT - Village of Downers Grove	135.00
Total Payments:			<u>135.00</u>

Total Current Billing: 405.00

Previous Trust Balance:	0.00	Previous Balance Before Payments:	135.00
Change in Trust:	<u>0.00</u>	Less Payment(s) Received:	<u>- 135.00</u>
Trust Balance:	<u>0.00</u>	Previous Balance Due:	0.00
		Total Current Billing:	<u>+ 405.00</u>
		Total Now Due:	<u>405.00</u>

Dennis G. Walsh

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606

10/20/2022

Board of Library Trustees
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

Document # 8478
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through 9/30/2022

MATTER ID	MATTER DESCRIPTION	STATEMENT NUMBER	STATEMENT AMOUNT
0404-001	Miscellaneous	229224	4,860.00
Total Due This Statement:			\$ 4,860.00
Current A/R: \$ 4,860.00			
All Other A/R less than 30 Days: \$ 405.00			
Total A/R Over 30 Days: \$ 0.00			
Total A/R Over 60 Days: \$ 0.00			
Total A/R Over 90 Days: \$ 0.00			
Total A/R Balance: \$ 5,265.00			

971-5323
KV

Detach and Return This Portion With Your Remittance

Statement Date: 10/20/2022
Downers Grove Public Library
Client ID: 0404

Amount Remitted: _____

Check No.: _____

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606
(312) 984-6400

Downers Grove Public Library
Board of Library Trustees
1050 Curtiss Street
Downers Grove, IL 60515

Statement Date: October 20, 2022

Matter ID
0404-001

Statement # 229224

For Legal Services Rendered through September 30, 2022

Miscellaneous

Professional Fees	Hours	Amount
9/7/2022 DGW Communications regarding FOIA	0.30	67.50
9/8/2022 MAL Communications with staff re FOIA requests	0.90	202.50
9/8/2022 DGW Receipt, review and analysis of communications re FOIA matters	0.30	67.50
9/12/2022 DGW Receipt, review and analysis of communications and documents regarding FOIA matters	0.30	67.50
9/12/2022 MAL Communications with staff re FOIA requests; prepared voluminous FOIA responses	1.10	247.50
9/13/2022 MAL Communications with staff re various FOIA requests	1.10	247.50
9/14/2022 MAL Communications with staff re FOIA requests	1.10	247.50
9/15/2022 MAL Communications with staff re FOIA requests	1.30	292.50
9/16/2022 MAL Communications with staff re FOIA request	0.20	45.00
9/19/2022 MAL Receipt and review of responsive records re various FOIA requests; prepared response re voluminous FOIA; communications with staff re FOIA request	2.90	652.50
9/20/2022 DGW Receipt and review of communications and documents from Library Director; Work on Artwork documents	1.30	292.50
9/20/2022 MAL Communications with staff re FOIA requests re drag bingo event; prepared draft response letters and reviewed responsive records re FOIA requests	1.20	270.00
9/21/2022 MAL Communications with staff re FOIA requests re drag queen bingo; receipt and review of records re FOIA requests; prepare response letters re FOIA requests	1.70	382.50
9/22/2022 MAL Communications with staff re FOIA requests	1.40	315.00
9/23/2022 DGW Work on Art Purchase Agreement; Art Donation Agreement; Bill of Sale; related research and communication to Director	2.80	630.00

9/23/2022	MAL	Communications with staff re various FOIA requests	0.50	112.50
9/26/2022	MAL	Communications with staff re FOIA request	0.20	45.00
9/27/2022	MAL	Communications with staff re FOIA requests	0.40	90.00
9/28/2022	MAL	Communications with staff re FOIA requests	1.60	360.00
9/29/2022	MAL	Communications with staff re FOIA requests	0.40	90.00
9/30/2022	MAL	Communications with staff re FOIA requests	0.60	135.00
			Total Fees:	<u>4,860.00</u>

Rate Summary

Dennis G. Walsh	5.00 hours at \$ 225.00 /hr	1,125.00
Mallory A. Milluzzi	16.60 hours at \$ 225.00 /hr	3,735.00
Total hours:	<u>21.60</u>	Total Fees: <u>4,860.00</u>

Total Current Billing: 4,860.00

		Previous Balance Before Payments:	405.00
Previous Trust Balance:	0.00	Less Payment(s) Received:	<u>- 0.00</u>
Change in Trust:	<u>0.00</u>	Previous Balance Due:	405.00
Trust Balance:	<u>0.00</u>	Total Current Billing:	<u>+ 4,860.00</u>
		Total Now Due:	<u>5,265.00</u>

Dennis G. Walsh

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606

971-5323

11/19/2022

Board of Library Trustees
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

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through 10/31/2022

MATTER ID	MATTER DESCRIPTION	STATEMENT NUMBER	STATEMENT AMOUNT
0404-001	Miscellaneous	229796	3,600.00
Total Due This Statement:			\$ 3,600.00
Current A/R: \$ 3,600.00			
All Other A/R less than 30 Days: \$ 4,860.00			
Total A/R Over 30 Days: \$ 0.00			
Total A/R Over 60 Days: \$ 0.00			
Total A/R Over 90 Days: \$ 0.00			
Total A/R Balance: \$ 8,460.00			

Detach and Return This Portion With Your Remittance

Statement Date: 11/19/2022

Downers Grove Public Library

Client ID: 0404

Amount Remitted: _____

Check No.: _____

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606
(312) 984-6400

Downers Grove Public Library
Board of Library Trustees
1050 Curtiss Street
Downers Grove, IL 60515

Statement Date: November 19, 2022

Matter ID
0404-001

Statement # 229796
For Legal Services Rendered through October 31, 2022
Miscellaneous

Professional Fees			Hours	Amount
10/3/2022	MAL	Review and redact responsive records re FOIA Request; prepare and transmit FOIA response letter re FOIA request	1.00	225.00
10/5/2022	MAL	Communications with staff re FOIA requests and resident questions	1.60	360.00
10/6/2022	MAL	Communications with staff re various FOIA requests	1.60	360.00
10/11/2022	MAL	Communications with staff re FOIA request	0.40	90.00
10/13/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA requests	1.60	360.00
10/14/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA request	1.20	270.00
10/14/2022	DGW	Receipt, review and analysis of communications re Art Purchase Agreement	0.30	67.50
10/18/2022	DGW	Communication with R Tryloff, revise artwork contract documents and related communications	1.70	382.50
10/19/2022	MAL	Communications with staff re FOIA requests	1.40	315.00
10/19/2022	DGW	Receipt review and analysis of communications and documents regarding Artwork purchase	0.30	67.50
10/20/2022	DGW	Receipt, review and analysis of communications regarding purchase of Artwork; Preparation of revised donation agreement and related communications	0.80	180.00
10/20/2022	MAL	Communications with staff re FOIA request	0.20	45.00
10/25/2022	MAL	Communications with staff re FOIA request; communications with requestor re FOIA request	0.60	135.00
10/26/2022	MAL	Communications with staff re FOIA requests; communications from requestor Terry re new FOIA request	1.20	270.00

10/27/2022	MAL	Communications with staff re various FOIA requests	1.10	247.50
10/28/2022	MAL	Receipt and review of FOIA request and communication re Newsome FOIA; communications with staff re FOIA request	0.30	67.50
10/31/2022	MAL	Communications with staff re FOIA requests	0.70	157.50
			Total Fees:	<u>3,600.00</u>

Rate Summary

Dennis G. Walsh	3.10 hours at \$ 225.00/hr	697.50
Mallory A. Milluzzi	12.90 hours at \$ 225.00/hr	2,902.50
Total hours:	<u>16.00</u>	Total Fees: <u>3,600.00</u>

Payments

10/28/2022	Payment	EFT - Village of Downers Grove	405.00
			Total Payments: <u>405.00</u>

Total Current Billing: 3,600.00

		Previous Balance Before Payments:	5,265.00
Previous Trust Balance:	0.00	Less Payment(s) Received:	<u>- 405.00</u>
Change in Trust:	<u>0.00</u>	Previous Balance Due:	4,860.00
Trust Balance:	<u>0.00</u>	Total Current Billing:	<u>+ 3,600.00</u>
		Total Now Due:	<u>8,460.00</u>

Dennis G. Walsh

971-5323

Klein, Thorpe and Jenkins, Ltd.20 N. Wacker Drive
Suite 1660
Chicago, IL 60606

12/15/2022

Board of Library Trustees
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515Document # 11116
Vendor # 4812
Entered by SJATO: KLEIN, THORPE AND JENKINS, LTD. for legal services rendered
and expenses advanced, per the attached computer print-outs,
through 11/30/2022

MATTER ID	MATTER DESCRIPTION	STATEMENT NUMBER	STATEMENT AMOUNT
0404-001	Miscellaneous	230450	6,795.00
Total Due This Statement:			\$ <u>6,795.00</u>
	Current A/R: \$	6,795.00	
	All Other A/R less than 30 Days: \$	3,600.00	
	Total A/R Over 30 Days: \$	0.00	
	Total A/R Over 60 Days: \$	0.00	
	Total A/R Over 90 Days: \$	0.00	
	Total A/R Balance: \$	10,395.00	

Detach and Return This Portion With Your Remittance

Statement Date: 12/15/2022
Downers Grove Public Library
Client ID: 0404

Amount Remitted: _____

Check No.: _____

REMITTANCE ADDRESSKlein, Thorpe and Jenkins, Ltd.
900 Oakmont Lane, Suite 301
Westmont, IL 60559

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606
(312) 984-6400

Downers Grove Public Library
Board of Library Trustees
1050 Curtiss Street
Downers Grove, IL 60515

Statement Date: December 15, 2022

Matter ID
0404-001

Statement # 230450

For Legal Services Rendered through November 30, 2022

Miscellaneous

Professional Fees			Hours	Amount
11/1/2022	MAL	Communications with staff re various FOIA requests; drafted FOIA response letters; review and redact responsive records re FOIA Request	2.90	652.50
11/2/2022	MAL	Communications with staff re various FOIA requests; review and redact responsive records re FOIA Request	3.20	720.00
11/3/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA request	5.10	1,147.50
11/4/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA request	3.90	877.50
11/7/2022	MAL	Communications with staff re FOIA request	0.20	45.00
11/8/2022	MAL	Communications with staff re FOIA requests	0.40	90.00
11/9/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA request; prepare and transmit Newsome FOIA response	2.50	562.50
11/10/2022	MAL	Review and redact responsive records re Newsome FOIA Request; communications with staff re Newsome FOIA requests 325-419	1.80	405.00
11/14/2022	MAL	Communications with staff re FOIA request; communications from requestor Sidler re FOIA request	0.60	135.00
11/15/2022	MAL	Communications with staff re FOIA request; communications from requestor Newsome re new FOIA request; communications to requestor Sidler re FOIA request	0.80	180.00
11/16/2022	MAL	Communications with staff re FOIA requests	1.20	270.00
11/17/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA requests; communications with requestors re FOIA responses	2.20	495.00
11/18/2022	MAL	Communications with staff re FOIA request	1.10	247.50

11/21/2022	MAL	Communications with staff re FOIA request; communications with requestors re pending FOIA requests	1.20	270.00
11/22/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA requests; communications with requestor Newsome re FOIA request; prepare and transmit FOIA response to requestor L. Sewell	1.30	292.50
11/28/2022	MAL	Communications with staff re FOIA request; communications with requestor Newsome re FOIA request clarification	0.70	157.50
11/29/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA requests; prepare and transmit FOIA response letter and responsive records re DGPLFOIA FOIA request	1.10	247.50
			Total Fees:	<u>6,795.00</u>

Rate Summary

Mallory A. Milluzzi	30.20 hours at \$ 225.00/hr	6,795.00
Total hours:	<u>30.20</u>	Total Fees: <u>6,795.00</u>

Payments

11/18/2022	Payment	EFT - Village of Downers Grove	4,860.00
Total Payments:			<u>4,860.00</u>

Total Current Billing: 6,795.00

Previous Trust Balance:	0.00	Previous Balance Before Payments:	8,460.00
Change in Trust:	<u>0.00</u>	Less Payment(s) Received:	- 4,860.00
Trust Balance:	<u>0.00</u>	Previous Balance Due:	3,600.00
		Total Current Billing:	<u>+ 6,795.00</u>
		Total Now Due:	<u>10,395.00</u>

Dennis G. Walsh

971-5323

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606

1/31/2023

Board of Library Trustees
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

Document # 12180
Vendor # 4812
Entered by SWA

TO: KLEIN, THORPE AND JENKINS, LTD. for legal services rendered
and expenses advanced, per the attached computer print-outs,
through 12/31/2022

MATTER ID	MATTER DESCRIPTION	STATEMENT NUMBER	STATEMENT AMOUNT
0404-001	Miscellaneous	231382	2,385.80

Total Due This Statement: \$ 2,385.80

Current A/R: \$ 2,385.80
All Other A/R less than 30 Days: \$ 0.00
Total A/R Over 30 Days: \$ 0.00
Total A/R Over 60 Days: \$ 0.00
Total A/R Over 90 Days: \$ 0.00

Total A/R Balance: \$ 2,385.80

Detach and Return This Portion With Your Remittance

Statement Date: 1/31/2023
Downers Grove Public Library
Client ID: 0404

Amount Remitted: _____

Check No.: _____

REMITTANCE ADDRESS

Klein, Thorpe and Jenkins, Ltd.
900 Oakmont Lane, Suite 301
Westmont, IL 60559

Klein, Thorpe and Jenkins, Ltd.

20 N. Wacker Drive
Suite 1660
Chicago, IL 60606
(312) 984-6400

Downers Grove Public Library
Board of Library Trustees
1050 Curtiss Street
Downers Grove, IL 60515

Statement Date: January 31, 2023

Matter ID
0404-001

Statement # 231382
For Legal Services Rendered through December 31, 2022
Miscellaneous

Professional Fees			Hours	Amount
12/1/2022	MAL	Communications with staff re FOIA request	0.50	112.50
12/2/2022	MAL	Communications with staff re FOIA request	0.50	112.50
12/5/2022	MAL	Communications with staff re FOIA request	0.70	157.50
12/6/2022	MAL	Communications with staff re FOIA requests; review and redact responsive records re FOIA Requests	2.10	472.50
12/8/2022	MAL	Review and redact responsive records re FOIA Request	0.80	180.00
12/9/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA request	1.70	382.50
12/12/2022	MAL	Review and redact responsive records re FOIA Request; communications with staff re FOIA request	1.10	247.50
12/13/2022	MAL	Communications with staff re FOIA request	0.60	135.00
12/16/2022	EKF	Research and preparation of budget, appropriation and levy timeline; letter to Library re same	1.50	337.50
12/19/2022	MAL	Review and redact responsive records re FOIA Request; prepare and transmit FOIA responses; communications with staff re FOIA request	1.10	247.50
			Total Fees:	2,385.00

Rate Summary		
E. Kenneth Friker	1.50 hours at \$ 225.00/hr	337.50
Mallory A. Milluzzi	9.10 hours at \$ 225.00/hr	2,047.50
Total hours:	10.60	Total Fees: 2,385.00

Detailed Disbursements

Photocopies 0.80

Total Disbursements: 0.80**Payments**

12/19/2022	Payment	EFT - Village of Downers Grove	3,600.00
1/27/2023	Payment	EFT - Village of Downers Grove	6,795.00
Total Payments:			<u>10,395.00</u>

Total Current Billing: 2,385.80

Previous Trust Balance:	0.00	Previous Balance Before Payments:	10,395.00
Change in Trust:	<u>0.00</u>	Less Payment(s) Received:	<u>- 10,395.00</u>
Trust Balance:	<u>0.00</u>	Previous Balance Due:	0.00
		Total Current Billing:	<u>+ 2,385.80</u>

Total Now Due: 2,385.80

Dennis G. Walsh

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 22, 2023**

Department Reports – January 2023

Administration – Jen Ryjewski

- Wrote and submitted an article to Library Journal for potential future publication
- Worked on the Illinois Public Library Annual Report (IPLAR), which is due February 28
- Met with the Programming Team and finalized the Lunar New Year Scavenger Hunt, Spring Break Theme: *Get a Clue*, and mini video series ideas for National Library Week. Discussed how we could incorporate more sustainable practices into our programming offerings and an upcoming proposal for an After-Hours Pride Night for LGBTQ+ families
- Attended Sustainable Thinking for the Future of Libraries webinar where we explored the importance of infusing sustainability into everything we do, and learning how we can use “sustainable thinking” to contribute to our mission as libraries in new and innovative ways
- Attended the Strategic Planning pre-planning meeting with ReThinking Libraries where we reviewed relevant documents and reviewed a tentative timeline for planning, data gathering, and implementation
- Attended the Strategic Planning kickoff meeting with Management Team and consultants from ReThinking Libraries where we reviewed the entire process from start-to-finish, a preliminary timeline, and expected outcomes and deliverables
- Met with Library Director Julie Milavec and Joy Lynn Hyer from HR Source about our salary structure benchmarking project based on our updated and/or newly created job descriptions
- Met with Building Operations Manager Ian Knorr to discuss changes and updates to our Emergency and Disaster Plan manual and made updates to the manual as relevant

Business Office – Katelyn Vabalaitis

- The Business Office calculated and disseminated 2023 Paid Time Off (PTO) totals for all staff. Business Office Assistant Scott Anderson did all of the calculations and created the individual PTO letters for each staff member. Katelyn double checked all calculations and proofed the letters.
- Katelyn worked with Village Finance Department staff to figure the issues with the December expenditure and revenue reports.

- The first payroll in Munis was run on January 10. Scott and Katelyn were on standby to check the library's figures for accuracy and give the Village any extra information that was needed.
- Katelyn finished creating the virtual timesheets for each staff member, which included entering 600 individual security permissions!
- Katelyn visited every department's staff meeting in January and held two drop-in sessions to train all staff on the new Employee Self Service module from Munis, which is now being used for staff to view their paystubs and update their personal and financial information. Katelyn also trained all staff on the new, virtual timesheets and explained the updated workflow. Virtual timesheets will go live in February.
- The Human Resources portion of Munis went live on January 1. Katelyn spent a good portion of the month working out how to make all of the different personnel changes that come up throughout the year in the new system. She is also creating step-by-step instructions for each of these changes to be able to train Scott as her backup.

Adult & Teen Services – Van McGary

- January was another exciting and busy month for programs! Library-wide, ATS staff helped with the Staff Picks VIP raffle, which was very popular, with nearly 400 entries in January alone. The Lunar New Year Lantern scavenger hunt had over 200 participants! In addition, Winter Bingo for all ages wrapped up on January 22.
- Adult programming highlights included: Start the New Year with Meditation, Illinois Libraries Present A Conversation with Ross Gay, Grab & Go Penguin Button Art, A Guide to Overseas Genealogy, Job Workshop: Is This the Right Job for Me?, Taxes are Everyone's Business, Getting Started with Genealogy at DGPL, and a concert featuring Suenos Latin-Jazz Quartet.
- The popular Great Decisions Program returned with a hybrid option. Supplemental resources are available at the library, including a curated display for each discussion topic.
- Van worked with Cindy and the library's social work interns on planning the first program in a series of Morning Meet and Greet with the social work interns. The first event on January 28 went very well. The social work interns met with a wide range of community members of diverse backgrounds and ages throughout the whole hour and connected them to a variety of social services. This series will continue every month on the 4th Saturday at 10:30 a.m. through May.
- Teen programming highlights included: DIY Soap Bars pickup program, ACT/SAT Test Prep Roadmap, After Hours Nerf Night, Make & Take Penguin Button Art, Learn to Crochet, Maker Kit Drop Ins, and a Valentine's Day Cards service project

- Girls Who Code has also started back up. We have 10 girls in the program this year. In addition, another teen completed the 100 Books Before Graduation program!
- Katelyn from Admin presented training to the ATS team on the new Employee Self-Service and timesheet systems. In addition, Van attending a training on Google Classroom led by Circulation Supervisor Tricia Thompson. This is a helpful tool for managing departmental training and documents, including required all-staff annual training
- Interlibrary Loan and Book Club Bag Coordinator Lorel trained Van and other ATS staff on KitKeeper, a software that allows registered SWAN library users to reserve kits for future pickup and to keep track of checked out kits. We are investigating ways to help other libraries and patrons better utilize our book club bag resources.
- Van gathered ideas and information for Accessibility Kits for a grant Allyson from the Kids Room worked on (and received!) from the Downers Grove Junior Women's Club.
- Van also worked on completing statistics and initiative highlights for the annual Illinois Public Library Annual Report (IPLAR).
- Van, along with Lucas and Kira from Access Services, investigated an issue with delayed orders from Ingram, our primary book vendor, and have developed a process to address these issues.
- We posted two job openings for our department. Allyson from the Kids Room and Van reviewed applications throughout the month.
- Van coordinated with Ian and Paul on the remodeling of the rear Ask Us Desk. Many thanks to Ian, Paul, and Max for all of their help to ensure a smooth transition.
- After investigating numerous delays and miscommunication regarding tax forms, ATS staff were able to get federal and state tax forms and booklets. Information about where to get tax help assistance is also available in the library and on our website

Children's Services – Allyson Renell

- After a nice holiday break, the Kids Room ramped back up our programming and outreach schedules. In January, we had a combined 60 programs and outreach events with 2097 attendees – a great start to the year!
- Winter Bingo ended on January 22 with 141 children participating in the Kids Room program. The program began in mid-December and children are now able to pick up their prizes.
- The Kids Room participated in the library-wide Lunar New Year Scavenger Hunt that ran from January 23 through January 30. Children and their families loved the hunt, with 220 people collecting their prizes at the Kids Room Desk alone

(others collected upstairs). We received a lot of patron feedback on how much fun they had finding the lanterns and learning about the zodiac.

- Much of the end of January was spent packing up our space in the meeting room in preparation for our move back to our renovated workroom. The move officially happened on the last day of January and staff are very excited to be in our new space. A huge thanks to Building Operations Manager Ian Knorr for all the extra building and moving he has been doing for the Kids Room and to Library Assistant Gracie Ruyle for leading our unpacking and organizing!
- On January 31, Department Manager Allyson Renell presented to the Downers Grove Junior Woman's Club requesting a grant of \$5,000 to fund Accessibility Kits to be added to the library's Anything Emporium. On February 1, Allyson was informed that our grant was approved and DGJWC will be funding the project!
 - Accessibility Kits are going to be designed for children, teens, and adults who may have different needs or abilities and are meant to be both therapeutic and for recreational use. There are a variety of tools and devices available to help people with disabilities, however some of these items are costly and there is no guarantee they will work for each unique individual. Kits like the ones planned will allow patrons to try devices to figure out what works best for them and allow more people access to costlier items. More details about the kits will be shared in future Board Reports as we receive the funding and start adding the items to the collection.

Circulation Services – Christine Lees

- We reviewed our department goals and objectives from 2022 and established our 2023 goals. We are looking forward to building on a very successful 2022 and are excited to achieve our 2023 goals! Our goals are included further on in this report.
- To recognize becoming a 5-star library, I worked with Cindy in PR to design and purchase a mug for every staff member and worked with Lucas and Van to pair each mug with some extra goodies. Staff seemed to really love the gift and were happy to be recognized for their hard work.
- We decided to remove the credit card payment option for all of our self-check units because they were only being used by a handful of patrons and the cost to keep this payment option did not make fiscal sense. By removing these payment units we will be saving \$4,204 per year!
- Circulation staff member Melissa Troy served as the DGPL Staff Picks VIP for the month of January. Patrons checked out most of Melissa's book recommendations as her display in the lobby was extremely popular. Great job, Melissa!
- Circulation Clerk, JR Donasco, gave Library Trustee Marti Sladek and her friend a tour of the Circulation Department. We love being able to show off our space and appreciate the positive feedback provided to us by Marti.

- We saw our highest circulation count for digital stats ever this month with 14,714 digital items checked out in January!
- We circulated 1,007 locker items this month and processed 200 new library cards.
- **2023 Circulation Department Goals**
 - **Interpersonal Behavior Goals**
 - Before getting involved, ask myself “Is this my concern/business?” (Other team members’ schedules, days off, etc.)
 - Start each shift at a different location. Example: make sure you are not always first or last at the service desk
 - Show the same patience and grace to others that you would want shown to you. We ALL make mistakes
 - Lead with kindness; walk away when you cannot. Try to locate the good in every situation and interaction
 - Be conscious of how you communicate; watch out for negative, non-verbal body language
 - **Patron Service**
 - Provide stellar patron service to all internal and external patrons
 - Be forgiving to patrons, co-workers, and ourselves
 - Make personal and professional wellness a priority so we can serve ourselves and others at the high caliber our patrons have come to expect
 - Continue to learn and grow in our EDI work and knowledge. Respect all.
 - **Accuracy**
 - We strive for 100% accuracy on registration forms, shelving tests, filing holds and shelving materials
 - The shelving supervisor will perform periodic cart checks throughout the year. QSA assessment will be held once each quarter with a goal of 95% accuracy
 - Clerks will strive for 100% accuracy on processing locker holds
 - The Supervisory and Management Team will provide monthly feedback on accuracy goals to the team by sharing error rate percentages on library card applications at every department meeting
 - Staff will be up to date on all department policies and procedures and will make themselves familiar with where to find information on library events. We will promote and participate in cross-training whenever possible

- **Expand Knowledge**

- We will remain active team members at the library, we will attend meetings and participate in committees both inside and outside the library
 - We will attend all department meetings, SOS meetings, review recording from each meeting and seek clarification if necessary
 - Every Circulation staff member will participate in at least one library sponsored program in 2023, however our ideal goal will be to attend one program quarterly
 - Staff will seek online training via Universal Class or similar sites on a topic that interests them and share their findings with the department
 - Staff will take one hour each month to review our website during a scheduled shift

Information Technology – Paul Regis

- With the Kids Room workroom finishing up late in the month, IT prepared/braced for the big move. This required some coordination and planning with Building Ops, Kids Room, and Access Services, as the move involved setting up workspaces in the Kids Room, moving their items from the Meeting Room to the new workroom, moving Access Services' workstations to the Meeting Room, and moving Access Services' items to their temp space in the Meeting Room. While busy, it went smoothly considering all the moving parts. A huge thanks to IT staff for moving and connecting workstations as well as to staff from those other departments for their patience during the move
- IT Manager Paul Regis, Assistant IT Manager Max Mogavero, and Building Operations Director Ian Knorr were notified that the circuit that the library's phone system is tied to will be terminated in late March. Paul and Max met with a rep from Medlin Communications, the vendor that services the library's VoIP phone system, to discuss specifics and timelines. While no date has been set, Medlin will be onsite to handle connecting the library's system to the new circuit. There should be no major installations required and any downtime should be minimal (famous last words). More concrete plans to come
- The library received the majority of the wireless access points for the new wireless network upgrade over the course of the month – a very welcome surprise. The main switch component that more or less controls the network has not yet shipped and no word on when to expect it, but this is progress nonetheless
- IT and the People's Resource Center offered a combined 12 classes in January, ranging from intro to Microsoft Office classes to learning iPhone basics

Public Relations – Cindy Khatri

- The PR team worked on the March/April issue of Discoveries, which will be 12 pages to accommodate an increased programming schedule and the annual report
- Planning for communications around the strategic plan survey began. Marketing efforts will include (but are not limited to): signage throughout the library and Downers Grove, vinyl QR codes on library tables, digital promotion on our website, catalog, and social media, email blasts, communication with the school districts and village, as well as a press release
- Ta-Da! by Daria Peoples and the library's historic clock face were taken to the framer. Ta-Da! will be exhibited by the Kids Room, alongside a copy of the illustration from the book Show the World by Angela Dalton. The clock face, along with the donation plaques, will be hung in the Administration office
- Cindy Khatri (PR Manager) met with EQDG to discuss the One Book One Community book discussion that will be taking place in April
- Brian Ruane (Marketing Content Coordinator) began training on taking over maintaining the scheduling of the library's general outreach to the Farmers Market and Concert Series
- Preparation for Black History Month included updating the library's Celebrate page and preparing marketing for the book bundle raffles
- The Organization of the Month was the National Youth Advocate Program. This was the final organization to be featured for this cycle of the program. The PR team will be reaching out to previous organizations to better understand the strengths and growing points of the program
- Grace Goodwyn (Graphic Design and Display Coordinator) began work on Summer Reading Club and Spring Break designs and assets as the library will be utilizing its own theme this year instead of working with the iRead materials
- The Outreach Team met and discussed the team's charge and future. It was decided that the team will transition to a Community Engagement Team; the Outreach Team's projects and events have already been focused on community engagement rather than library service outreach, as nearly every department already does its own service outreach programs. This change will be informed by the results of the Strategic Planning process. The team will hold off on pursuing any new projects until the plan has been established and will work on a new charge and goals at that time
- The Galleries featured works by the Nature Artists' Guild of the Morton Arboretum
- Cover to Cover featured a discussion around titles that inspired the team in some way

Access Services – Lucas McKeever

- We are excited to share that Gina Reitsma, formerly of the Circulation Department, has joined the Access Services Department as of the pay period starting on Sunday, February 5, 2023. This will be our first time being fully staffed in our department since Mary retired in October of 2022
- I would like to thank Kids Room staff, specifically Anya Konieczka, for a last bit of support as we were short-staffed. They have been so kind to help us out!
- Kira, Maria, and Mary Sustar from ATS worked together to create a 4K Blu-Ray collection in ATS. This collection launched in February and is filled with a blend of classic cinema and current hits
- The Access Services workroom renovation began in February. Access Services has settled into a new temporary workspace in the meeting room and will continue to be housed there until mid to late April
- We have had issues with some of our materials being on backorder for up to four months. In addition to delays, the discontinuation of some supplies has led us to start investigating alternative workflows to some of our processes

	Adult & Teens	Kids	Both
Items Added			
Print	1183	542	
AV	296	80	
Items Discarded			
Print	1129	1567	
AV	216	140	
Items Repaired			449
Items Reclassified			67
Original Records			36

Building Operations – Ian Knorr

- The remaining Plexiglas partitions on the public floor and in the employee workrooms were removed and stored if needed in the future
- Alarm Detection Systems performed our annual fire extinguisher inspection and retagging and our annual fire sprinkler system inspection

- I met with Fitzgerald's Electric and Heartland Cabinets to finalize the electrical layout and electrical rework of the rear facing Ask Us Desk. The new desk was installed and all work was completed a day earlier than expected
- I helped Kids Room staff member Gracie Ruyle reorganize the Kids Program Room closet. We were able to reuse some of the old cabinets from the Kids Workroom to make more storage space for their items and eliminate unused space
- I had a meeting with a company called Aunt Flow. Their initiative is to supply users in need with menstrual products that are free to them via wall mounted vending machines. I worked on pricing discounts with the sales person and was able to obtain product and the 2 vending machines at a reduced cost to us. Two vending machines will be installed in the women's public restrooms as well as acrylic holders in the non-gender specific bathrooms in the Kids Room and staff bathrooms
- I was asked to give an interview for the Cover to Cover podcast. Topics included the elevator modernization project, workroom renovations, how we go about saving the taxpayers money when such projects occur, and changes to my role here at the library. I did an interview for the very first Cover to Cover podcast episode so it was pretty cool to be able to come back and give updates on things that have happened since
- I reached out to Yonan Carpet to get an idea of what the cost would be to re-carpet the library. The capital assessment that was done in August of 2017 had it at \$582,048.00 if it was done in 2023. Yonan Carpet's quote came in at \$599,214.22
- I met with Hill Mechanical to get pricing on a preventative maintenance contract to see if we could get the same level of service at a lower rate. Hill Mechanical's quote was \$9,984.00 per year minus union increases. Unfortunately, their cost is higher than our current vendor Hayes Mechanical (\$8,920.00 per year minus union increases). We are not actively shopping around for a new vendor as we are very happy with Hayes Mechanical and their customer-focused service but I always like to see how the other companies compare
- The Building Operations Department held our first meeting of the year. Katelyn explained the new Employee Self-Service portal and also the new timesheet system. We also discussed current and upcoming projects and building safety
- I met with Unicare Building Maintenance which offers cleaning services. We are in contract with our current vendor but I am waiting on pricing and will meet with them again in August
- The elevator had its final inspection for the life safety devices. Thompson Elevator Inspections wanted an additional smoke detector in the elevator hoist-way pit. This inspection was for that device

January						
Circulation	JAN 23	%	JAN 22	%	JAN 21	%
Checkouts						
Selfchecks	31,227	71%	31,467	73%	476	2%
Staff desk	12,044	27%	10,501	24%	21,994	98%
Lockers	1,007	2%	1,050	3%	0	0%
Total checkouts	44,278		43,018		22,470	
Renewals						
Auto Renewals	29,556		30,359		17,074	
Selfchecks	9		2		0	
Staff desk (incl. phone)	299		366		222	
Patron renwals on website	0		146		559	
BookMyne	0		0		1	
BlueCloud Mobile/Web services (22 & 11)	796		667		118	
Total renewals	30,660		31,540		17,974	
Total item checkout and renewals	74,938		74,558		40,444	
Digital Circulation	14,714		12,929		13,222	
Total Circulation	89,652		87,487		53,666	
Reserves Processed						
Received from ILL	4,742		5,653		7,682	
ILL sent	5,196		4,788		6,762	
OCLC requests processed	223		182		147	
Gate Count						
North	20,619		12,830		1,517	
South	11,413		8,323		11,162	
Total	32,032		21,153		12,679	
Lockers	1,007		1,050		0	
Gate Count and Lockers Total	33,039		22,203		12,679	
Curbside Count	0		0		7,386	
Registrations						
New resident library Cards	200		149		119	
New fee cards	2		2		6	
Professional Development Hours	16		35		320	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	Jan 2022	Jan 2023	YTD Totals			
Adult	37,542	38,011	37,542	38,011		
Teen	1,762	1,534	1,762	1,534		
Children	35,254	35,393	35,254	35,393		
Download	12,929	14,714	12,929	14,714	YTD Difference	
Total	87,487	89,652	87,487	89,652	2,165	2.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	25,745	67.73%	2,473	6.51%	6,788	17.86%	3,005	7.91%	38,011
Teen	1,491	97.20%	30	1.96%	7	0.46%	6	0.39%	1,534
Children	30,837	87.13%	1,137	3.21%	2,243	6.34%	1,176	3.32%	35,393
Total	58,073	77.49%	3,640	4.86%	9,038	12.06%	4,187	5.59%	74,938

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,224	75.52%	15,938	10.18%	16,176	10.33%	6,206	3.96%	156,544
Children	78,594	86.36%	3,008	3.31%	7,451	8.19%	1,958	2.15%	91,011
Total	196,818	79.50%	18,946	7.65%	23,627	9.54%	8,164	3.30%	247,555

Book Collection

	Jan 2022	Jan 2023	YTD Totals		YTD Difference	
Adult	119,145	118,224				
Children	77,575	78,594				
Total	196,720	196,818	196,720	196,818	98	0.0%

Audio Collection

	Jan 2022	Jan 2023	YTD Totals		YTD Difference	
Adult	15,291	15,938				
Children	2,812	3,008				
Total	18,103	18,946	18,103	18,946	843	4.7%

Video Collection

	Jan 2022	Jan 2023	YTD Totals		YTD Difference	
Adult	15,105	16,176				
Children	7,732	7,451				
Total	22,837	23,627	22,837	23,627	790	3.5%

Miscellaneous Collection

	Jan 2022	Jan 2023	YTD Totals		YTD Difference	
Adult	6,543	6,206				
Children	1,998	1,958				
Total	8,541	8,164	8,541	8,164	-377	-4.4%

Statistics for January 2023 (FY Jan-Dec)

Rooms & Spaces

	Jan 2022	Jan 2023				
Community Use of Rooms	703	1,197				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	50	96				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	753	1,293	YTD Totals	753	1,293	YTD Difference 540 71.7%

Programs Offered

	Jan 2022	Jan 2023				
Library Programs Offered						
Adult	15	26				
Teen	4	8				
Children	6	61				
Self-Directed Programs Offered						
Adult	44	12				
Teen	9	7				
Children	9	3				
Programs Offered Total	87	117	YTD Totals	87	117	YTD Difference 30 34.5%

Programs Attendance

	Jan 2022	Jan 2023				
Library Programs Attendance						
Adult	218	381				
Teen	41	68				
Children	0	1,536				
Self-Directed Programs Attendance						
Adult	415	1351				
Teen	180	82				
Children	0	54				
Programs Attendance Total	854	3,472	YTD Totals	854	3,472	YTD Difference 2,618 306.6%
Virtual Program Views Total		707		707		

Website Views

	Jan 2022	Jan 2023	YTD Totals	YTD Difference		
Total Website Views	37,847	38,730	37,847	38,730	883	2.3%

Statistics for January 2023 (FY Jan-Dec)

Library Visits

	Jan 2022	Jan 2023				
Gate Count	21,153	32,032				
Locker Pickups	1,050	1,007	YTD Totals		YTD Difference	
Total Library Visits	22,203	33,039	22,203	33,039	10,836	48.8%

One-on-One Services

	Jan 2022	Jan 2023				
One-on-Ones	13	39				
Homebound	3	6				
Notary	4	39	YTD Totals		YTD Difference	
Sessions Total	20	84	20	84	64	320.0%

Computer User Sessions

	Jan 2022	Jan 2023				
Adult	1,316	1,465				
Children	326	696	YTD Totals		YTD Difference	
Total	1,642	2,161	1,642	2,161	519	31.6%
Wireless Sessions	832	850	832	850	18	2.2%

Printing Services

	Jan 2022	Jan 2023				
Poster	4	6				
3D	0	9	YTD Totals		YTD Difference	
Total Prints	4	15	4	15	11	275.0%

The Cupboard

	Jan 2022	Jan 2023	YTD Totals	
Total Donations	735	1,086	735	1,086