

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
MARCH 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. February 22, 2023 Regular Meeting Requested Action: Approval
5. Financial Matters
  - a. February 2023 Financial Report
  - b. March 2023 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Letter of Support for Legacy Wall Requested Action: Approval
9. Unfinished Business
  - a. Bylaws Update Requested Action: Discussion
  - b. Third-Party Investigator for Personnel Matter Requested Action: Approval
10. Library Director's Report
  - a. Information Technology 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  
FEBRUARY 22, 2023, 7:30 P.M.  
KIDS PROGRAM ROOM**

**DRAFT MINUTES**

1. **Call to Order, Pledge of Allegiance, Land Acknowledgement.** President Gigani called the meeting to 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 Bill Nienburg, Trustee Marti Sladek, President Swapna Gigani. Absent: None.

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

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. January 25, 2023 Regular Meeting. It was moved by Khuntia and seconded by Sladek THAT the Minutes of the January 25, 2023 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: Nienburg.
5. **Financial Matters.**
  - a. December 2022/Year End Financial Report. Library Director Milavec presented the report. She noted that the December 2022 report includes the invoices paid in 2023 out of the 2022 budget. Revenues collected in 2022 came in at 104.2%, mainly due to higher than expected personal property replacement tax. FY 2022 ended with 93.3% of the Capital Replacement Fund expended and 98.2% of the Operating Fund expended.
  - b. January 2023 Financial Report. Library Director Milavec presented the report. She noted that this is the time where the library's fund balances tend to dip down and when the Intergovernmental Agreement with the Village of Downers Grove kicks in to cover operating expenditures until property tax payments starting arriving in June. At the end of January, the library was

8.3% through the year and expenditures were at 6.7%, which includes the fact that the library has already paid its annual insurance premiums.

- c. February 2023 Invoices. It was moved by Khuntia and seconded by Humphreys THAT the payment of February 2023 Capital Replacement Fund invoices totaling \$197,261.66, the payment of February 2023 Operating Fund invoices totaling \$113,796.89, the acceptance of February 2023 Capital Replacement Fund credit memos totaling \$112.06, the acceptance of February 2023 Operating Fund credit memos totaling \$15.55, and the ratification of January 2023 payroll totaling \$261,784.56 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

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

7. **Public Comment on Other Library Business.** President Gigani invited comment. Ilene Briner is a Downers Grove resident. Yesterday, she received an email from the Downers Grove Library and she believes all cardholders received it as well. It is titled "To the Downers Grove Community: A Message About Continued Violence, Coping, and Mental Health." It is an opinion piece coming from the library. It's clearly propaganda. The piece is unsigned. She wants to know who wrote it. Who is authorized to speak for the library? Did the Board of Trustees approve this message? The library has no authority to be disseminating opinion pieces. There's a reply button, but the replies are not public. She has to FOIA the replies in order to see them. The replies should be as public as the subject piece. She wants the Board to address this immediately. If the Board did not approve this message, a message recanting it needs to be sent. If the Board did approve it, a public reply system needs to be in place that's open for all to view and reply. If the Board did approve this piece, she would like further review and discussion of the information that was presented.

Frank Cody lives in Downers Grove and is a member of EQDG. Coincidentally, he also wanted to mention the letter about continued violence and coping. Every day, he is heartbroken reading the news of the day's mass shooting or the latest attempt of right-wing politicians to torment and persecute minorities. Lately, the LGBTQ community seems to have fallen into their crosshairs. But they are not alone in this, as every minority has been attacked in one way or another and as the library stated, we are all impacted by this. We all have a responsibility to work to create a more just and inclusive place for everyone to exist. He thanked the library for its courage in sending out this letter at this politically charged time.

Laura Hois also received the message. Why has the Downers Grove Public Library again issued a message to the Downers Grove community about tragic events in our nation and around the world that did not happen here in Downers Grove? Downers Grove Public Library has a responsibility to serve this community in a neutral manner without issuing biased opinion editorials about violence, aggression, and hate that have nothing to do with the community. The residents of Downers Grove wish to live here in peace without being forced to hear the Downers Grove Public Library's views about the violence unfortunately committed against immigrant farm workers in Half Moon Bay, Asian Americans in Monterey Park, and anti-Semitic attacks in New York and New Jersey. The library is a public facility which must not be used as a political sounding board. She respectfully but firmly declines the invitation to join the library in exploring ways in which these events can have an effect on our relationships with each other, ourselves, and society. Some members of the community do not share the library's views. They believe in God. They believe that abortion is wrong. They value life. Let everyone read their own news about world events and be free to interpret them based upon their own values and beliefs. Do your job. The library works for the community. Community members don't come into the library to impose their opinions on the Board and staff. They have not categorized the library as oppressed, oppressor, or marginalized, so don't do that to others. It's not the library's place to tell the community it is okay not to be okay. It is not okay to provide the community with a list of materials depicting violence and death. Who wrote the February 21 message? Who authorized Downers Grove Public Library to publish it on the website? The library has a statutory duty to act for the benefit of the community. Again, the Library Act calls for the library to be used for residents and taxpayers, for the benefit of the greatest number of residents and tax payers. That means all of us. It does not say the library can be used to give preference to certain groups of people. Community members have not asked the library to fight on their behalf against systemic inequities they do not believe exist. The library's awful equity consultant, RGW, attacks American history, tradition, meritocracy, and rejects equal rights under the law. RGW says the library must be DEI-centered, not neutral. Maybe you think it is okay to promote civil discourse and inclusiveness. Members of the community disagree. The library's bylaws require the library to avoid situations in which personal interests might be served and to disqualify oneself whenever the appearance of conflict of interest exists. You as Board members hold positions of public trust. You are expected by your bylaws to conduct yourselves according to the highest ethical standards and maintain truth, integrity, and honor. The Board has violated Illinois Law, its own bylaws, and its duty of public trust. To correct this, she asks the library to withdraw the inappropriate politically motivated message from Downers Grove Public Library's website.

Zoe Rei lives in Downers Grove. She unknowingly thought she would be the only one to bring up this email. She was so happy when she saw this email empathetically addressing all the trauma and challenges we are facing as a nation and as a community. She has friends and family throughout the United States and these things affect all of us here in this community, and they affect us as a whole. And not only was she grateful for the letter, she thought it was awesome and effective that staff added a list of resources. She was late to tonight's meeting because she was picking up a book from that list called **Compassionate Conversations**. There are other books from the list she's interested in but other people had already checked them out, so she looks forward to reading them once they are returned or once she gets them through SWAN. Not only is the library putting out the statement, but it's backing the statement up with actions and are helping everyone cope and grow. She, along with others, appreciate it so much. She also got really excited about the March Madness bracket and she has other books in there that she's exploring that she's never heard of and would have never found, so she appreciates all the resources and lists that everyone in the library works so hard to put together. Keep doing this amazing work; it's much appreciated and it's working.

Werner Kiuntke is a resident of Downers Grove and wanted to start by saying that he was extremely proud to receive the library's email as a public statement. It needed to be said, especially when there are issues of anti-Semitism, racism, and so forth, that are abounding all over the place in our society and culture. He thinks it's really unique, in a positive way, that this library is at the foreground of a lot of cultural discussions. This is a place where we can bring that forward like we are doing tonight. He would love to see more books on the shelves regarding African-American history, history of Native Americans, history of non-European peoples, and he would love to see discussions on that. Several months ago there was to be a discussion on racial healing. That discussion was canceled by the police department because of threats of violence which is what this memo and email indicated. We should have a discourse and we need to learn from both sides and understand one another. Therefore, he would love to see the community get involved in some of the discussions like racial healing because coming from Germany, where you had anti-Semitism, and to come to this country where you had Jim Crow, there isn't much difference. Therefore, he has spent his entire life fighting against that. He is pleased that the library is taking the stance and he thanks the Board for bringing that about. He is proud to just be here and say this is a fabulous place.

Julie Brethauer has been a Downers Grove resident for approximately 32 years and she also wanted to thank the Board for the statement. She thinks that if certain members of the community don't feel that the problems that were addressed are happening here, she doesn't think they are fully aware that just

because they haven't happened here doesn't mean they couldn't happen here. She applauds the Board for bringing awareness and making the library another channel to be a teachable moment in our community and to open eyes and hearts to others in the community who don't live the same life, and just bringing awareness. She thanks the Board and speaks in support of the statement.

John Thornton has been a patron of this library since sometime in the 70s. He played Dungeon and Dragons here, he has attended concerts here, and he's done so many things here. Throughout all of that time, this library has been a great place – a free public space – where people can come without any expectation of spending money or buying something. People can come in here and they can just exist and it's wonderful. He doesn't know if anyone has ever heard of Joshua Prince-Ramus, the architect who designed the Seattle Public Library, but he gives a wonderful presentation where he talks about what libraries are and what a massive anchor they are to an entire community. The Board and staff are doing an amazing job. The email that was sent out yesterday that he also received was wonderful. It was delightful. It was heartbreaking, but everything about it was perfect. Thank you to the library for continuing to do the work that it's doing. Thank you so much for being brave and staying on the front lines because he knows about all the threats that the library received and it's terrible. The community is here to support the Board. The community supports the library.

Robin Tryloff has been a Downers Grove resident for more than 30 years. She has a prepared statement to read. She had not planned on speaking to the email, but she is briefly going to make a point. First of all, it was just an excellent statement; it was so beautifully written. Those who've spoken tonight and said that the statement has no relevance in Downers Grove, frankly, are speaking from arrogance and dismissiveness. One of the most recent shootings happened in her hometown and it's very painful for her. She lives in Downers Grove, and has for more than 30 years, and that shooting affected her. How dare anyone say that the library's statement didn't make her feel like the library cares about her feelings? It did. Now for what she wrote. She is concerned about the ongoing and relentless attacks on the library, its staff, and certain of its patrons, especially people who are unhoused and the LGBTQ+ community. Our library staff is outstanding. They are professionals who are skilled at curating, collecting, documenting, research, literature, programming, helping patrons, critical thinking, and so much more. That is why several staff members have been recognized for their outstanding service by Library Journal. It is completely inappropriate to assail and malign them, making them feel besieged, threatened, and unsafe as they steadfastly work to serve us all. The Library Trustees are bound in good faith by the American Library Association's standards and the Downers Grove Public Library's bylaws to, "work to recognize and dismantle systemic and

individual biases, to confront inequity and oppression, to enhance diversity and inclusion, and to advance racial and social justice” and “to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.” Public libraries are among America’s most democratic institutions. In fact, given the broad spectrum of programs and services we ask them to provide, they have in essence become the village square. As Andrew Carnegie, whom many consider to be the father of American public libraries, said, “There is not such a cradle of democracy upon the Earth as the free public library. A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert.” He recognized that the freedom to read is essential to our democracy. Individuals must be sufficiently knowledgeable to make informed decisions and libraries must provide users with necessary information through a wide variety of tools from varying viewpoints. So for her, it begs the question, what motivates the individuals to spend the last six months engaging in disruptive, dangerous, and intimidating attacks on the Downers Grove Public Library? Many of them are affiliated with organizations that vilify others because of their race, religion, ethnicity, sexual orientation, or gender identity. Prejudices that strike at the heart of our freedoms and democratic values. They are part of a wave of groups that galvanize followers to attack members and allies of the LGBTQ+ community, advocate for book bans, and protest inclusive curriculum. As they choose one target after another for their vitriol, their choice of the library for these attacks leads her to believe that their real aim is to weaken freedom and democracy as represented by the library, and threaten us via this public square that is the library. Inciting fear and panic does not fall under the protection of the First Amendment. These vile, hateful, and disruptive tactics to assault our library take a toll on library workers, library patrons, and the community members who are subjects of these attacks. She is here to support the Library Director, the rest of the staff, the members of the Board of Trustees, and all library patrons. They do not deserve the stress and disruption of service resulting from the ongoing attacks that started last fall and have continued here tonight.

Sue Ellen Cook is a Downers Grove resident for 11 years now and she’s found that she needs to support the library. She’s a mom. She has two children, adult children, who are part of the LGBTQIA+ community and the vitriol that she’s seen, and the attacks on the library, have made her want to come and show support. She appreciates the resources that are available at the library. It has helped her be a better mom, a better ally, and a better advocate. She thanks the library.

Scott Frank is a 38 year resident of Downers Grove. This is his first Library Board meeting and he’s here because he was outraged and shocked at the email that was sent out yesterday. He does not see where it is the library’s business to get

into editorials. His sentiments lie with the first and third speaker. He did some online searching on the purpose and responsibilities of the role of the Board. The Board of Library Trustees serves the residents of the Village of Downers Grove with the responsibility to determine the purpose of the library and the community, and to develop appropriate goals for services, seek adequate funding to achieve the goals of the library, to adopt written policies to govern the operation of the library, to authorize plans of expenditure, to allow implementation of the library service program, to be aware of issues in library services of legislation affecting libraries, to communicate actively with local government and the general public, and to employ a confident, qualified library administrator. He's not connecting the library statement document with the charge of the Board of Library Trustees document.

It was moved by Sladek and seconded by Humphreys THAT the Access Services Department presentation be moved up to before Agenda Item 8 New Business. Motion passed by voice vote.

#### Access Services Department Presentation

Lucas McKeever is the Access Services Manager at the library. If you are familiar with libraries but maybe not with Access Services, a lot of other institutions call it Technical Services. Anything you see on the shelves throughout the library and anything that circulates comes through Access Services first and they get it ready for circulation. While they don't have a public desk that greets the public every day, they do work very closely with their colleagues throughout the library and he likes to think of the department as an internal vendor. Once orders are placed on materials, the Access Services Department creates the "on order" records within the catalog, which allows patrons to place holds long before the materials are received. The department also works with colleagues on projects to reformat or reframe how materials are marketed within our shelves and space. When items have been loved a little too much, they end up in Access Services, where staff do their best to repair them and give them a second life. If they are beyond repair, Access works with the selectors to try and replace the items. They also handle the materials that are at the end of their life cycle. They try to be very intentional with what is done with those materials to make sure that we do the best we can to give them a second opportunity to get into the hands of a community member. Some items are set aside for the Friends of the Library book sale, some go to outreach events, and others are held to be used at the Rack at the Tracks.

Library Director Julie Milavec commented that Lucas is also the guru of the rules that control how everything in this library goes out by making sure that the item type and what it's called in the record connects to how long it should go out. There are literally hundreds of lines of code behind that catalog that Lucas maintains. Access Services touches every item that comes into the library and



every item that leaves the collection. They are the backbone of the entire library and without them, none of us would be able to find anything. Lucas also mentioned that last year, over 27,000 items were added to the catalog and over 26,000 items were withdrawn. Over 4,000 items were repaired as well. They are hard workers and do a lot with the time they have.

## **8. New Business.**

- a. Bibliotheca Annual Service and Maintenance Agreement Renewal. The service and maintenance agreement covers the automated materials handler, the self-check units, and all of the software that controls those machines. The cost of a service call without a service agreement is extremely high, and the agreement includes parts and labor to keep the machines up and running and also includes two tune-ups a year, which are vital to keeping the machines running smoothly. There is one change to the renewal this year. The library opted to remove the credit card readers from each self-check machine, as they are only being used a few times each month, bringing in about \$100 per month. The annual cost for these in the agreement is \$4,200, which will now be saved by removing the units. Trustee Nienburg inquired about the cost per service visit versus an annual service contract.

It was moved by Nienburg THAT the vote be tabled until the Board can get a comparison on the per item costs incurred last year versus the cost of the annual contract. There was no second.

It was moved by Dougherty and seconded by Khuntia THAT the Bibliotheca Annual Service and Maintenance Agreement in the amount of \$36,569.96 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: Nienburg. Abstentions: None.

- b. Update to Personnel Policy, Section 3.56 Compassionate Leave. The Family Bereavement Leave Public Act 102-1050 has come into law. This provides for additional qualifying events under compassionate leave and up to 10 days of unpaid leave as specified in the Act. The library's Personnel Policy Section 3.56 has been updated to bring in all of the provisions, including offering five days of paid leave and an additional five days of unpaid leave should an employee choose to use it.

It was moved by Khuntia and seconded by Dougherty THAT the updated Personnel Policy Section 3.56 Compassionate Leave be approved as presented. Motion passed by voice vote.

- c. Strategic Planning Process. Library Director Milavec announced that the next steps of the strategic planning process will be focus groups, held in late April.

Milavec reviewed the different focus groups that the management team was considering and reminded the Board that they will have their own focus group with the opportunity to give feedback. There will also be two public forums that the community can attend, with one being in-person and one virtual. The final, big piece of the strategic planning process will occur when the consultants give the Board and staff their findings book, which will include all of the information from the focus groups, surveys, forums, and all other information collected about the library. This will be used in the strategic retreat, where a specific group of 15-25 trustees, staff, and community members will come together to make a cohesive initial plan. The Board discussed scheduling and possible conflicts for both the Board focus group and the strategic retreat.

- d. Third Party Investigator for Personnel Matter. Business Office Manager Katelyn Vabalaitis spent the last month working with Assistant Library Director Jen Ryjewski to contact legal firms that the library has no affiliation with, to gather information on the firms and find out pricing. Katelyn's recommendation was to move forward with having the firm Ancel Glink carry out the personnel investigation.

It was moved by Dougherty and seconded by Sladek THAT the remainder of the discussion be tabled until Executive Session. Motion passed by voice vote.

## 9. **Unfinished Business.**

- a. Bylaws Update. The bylaws are required to be reviewed every two years. The last time they were reviewed was October 28, 2020 but between COVID and other things coming up, the latest review has been delayed a bit. The last review had no major changes and was more a matter of bringing them up to date with the checklist in Serving Our Public 4.0. The Board discussed how to go about revising the bylaws, whether it be utilizing staff, an ad hoc committee, or workshopping during meetings.

It was moved by Nienburg and seconded by Sladek THAT by the next meeting, Trustees will make recommendations to President Gigani on groupings of topics that will be worked on by Board committees. Motion passed by voice vote.

It was moved by Nienburg and seconded by Khuntia THAT the Executive Session be moved to after Trustee Comments and Requests for Information. Motion passed by voice vote.

**10. Librarian's Report.** Library Director Julie Milavec presented her report. The salary structure re-benchmarking project has begun and Administration has received the preliminary report and structure. It will be going before the Board in a few months and the final structure will go into effect January 1, 2024. The annual report is also in the Discoveries issue that will be coming out this week. The library is at more than a million circulations again this year and there are incredible numbers as far as programming and participation go, which really shows why we are a five-star library. There is a report attached to the Librarian's Report that details legal invoices related to FOIA that was questioned last month. There were over \$15,000 in FOIA request legal bills related to drag queen bingo. The Legacy Wall exhibit may be coming to Downers Grove in June. EQDG is working to do that. That would be an exhibit like the other museum exhibits the library has hosted on the second floor. There were eight incident reports in January. There have been 11 incident reports so far in February. Two of those did not occur on library property and two were just incidents to be documented. Four of those incidents were disruptive teens. As of 4 p.m. the day of the meeting, the library had received a total of 90 responses to the latest statement, with 74 in support, 12 in opposition, and 4 were other comments.

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

Trustee Sladek wanted to share an experience. She went to the Coffee with the Social Workers event this month. She was curious about it and as a new trustee, wanted to check it out. It was a really nice experience. She not only met them and saw them working some library users on some issues. They were terrific with the patrons, including one unhoused person. This was on the Saturday where there was an ice storm and people were looking for shelter and things. She talked to them and talked to a couple of patrons who knew she was a trustee. She was really glad she did it and she felt good about the direction the library is going with the social workers being available for patrons. They were really able to help most of them in some way or another. Since she was talking to other patrons and those who came for services, some mentioned wanting to talk to a trustee and she thought it may be something the Board might want to consider. The Village Council does it and the Board might want to consider something that's a little less of a formal opportunity for people to interact with them.

Trustee Dougherty thanked Library Director Milavec for including the FOIA legal fees in her report. She loved the Circulation Department's goal setting for the new year and always loves reading their reports. She really appreciated the report about the free menstrual products being offered in the women's restrooms and thinks it is a really exciting opportunity. She also attended a library program, the Great Decisions conversation, and it was really great to hear community members coming together and talking in a really respectful way about potentially really contentious topics. She was really impressed by the facilitator and by the program.

Trustee Khuntia acknowledged Business Office Manager Katelyn Vabalaitis' work on the 600 individual security permissions on the new timesheets. She also commented that she loved hearing about Access Services. She did not always know what that department did and hearing about how much work that tiny department does is amazing. She also noticed the menstrual products in the restrooms and thought that was amazing. She was so proud to see the 12-page Discoveries newsletter highlighting the library's efforts and how much the library does for the community.

Trustee Sladek thanked President Gigani for all the work she put into compiling the trustees' bylaws comments into one cohesive document.

Trustee Humphreys heard the word "proud" a lot at the meeting and speaking as an individual person, he is very proud of the statement that was released. It is a statement addressed to the community, which includes library customers, library staff, and the community of Downers Grove and beyond. The library serves many people that are not in Downers Grove. He read part of the last line of the statement that helps him be very proud to be associated with a library that considers these kinds of values, "We encourage all community members to remember the humanity in all of us and to treat ourselves, and one another, with kindness, dignity, and empathy." That makes him very proud.

President Gigani thanked Children's Services Manager Allyson Renell for providing her the opportunity to meet with representatives from the Downers Grove Junior Women's Club as they presented the library with a check for \$5,000 for the library to add accessibility kits to the Children's Department. The group thanked Allyson personally for bringing attention to the needs of individuals within the community and for presenting new ideas for how to support these families in ways that may be out of reach for them on their own due to the cost of these devices. She also wanted to thank the library for releasing the statement. It is a reminder of the importance of mental health and these resources have been made available for anyone who needs it without dictating that everyone has to use it. We do not live in a bubble. While some of the referenced incidents are not local ones, incidents like these happen all around us and are not as far removed from us as we may want to believe. Her niece's school was involved in a situation with an intruder today and that is just a few suburbs away. Acknowledging the existence of these real events is important, so thank you for the statement.

## **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 Khuntia and seconded by Dougherty THAT the Board move into Executive Session. Motion passed by voice vote.

The Board moved into Executive Session at 9:40 p.m.

It was moved by Dougherty and seconded by Nienburg THAT the Public Session be reconvened. Motion passed by voice vote. President Gigani reconvened the Public Session at 10:07 p.m.

13. **Action for Items Discussed in Executive Session.** It was moved by Sladek and seconded by Humphreys THAT the Board circulate an outline of what their expectation is from Ancel Glink in the investigation so that they can give a more detailed proposal on how to meet the Board's expectations as well as provide the employee name to Ancel Glink so they can run their conflict check.

Trustee Nienburg amended the motion to also authorize the library to give a status update to the employee that the Board is moving forward with the investigation. The amendment was accepted by Sladek. The amended motion passed by voice vote.

14. **Adjournment.** President Gigani adjourned the meeting at 10:09 p.m.

**DOWNERS GROVE LIBRARY**      **2/28/2023**

	<b>Fund 805</b>	<b>Fund 821</b>
		Building & Equipment Replacement Fund
	Library fund	

CASH & INVESTMENTS	\$     458,521	\$     734,517
Beg Fund Balance 1/1/2023	\$   1,233,530	\$     738,520
End FUND BALANCE 2/28/23	389,666	543,067

**REVENUE BY OBJECT REPORT**  
**2/1/2023 THROUGH 2/28/2023**

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 REPLACE TAX	130,000.00	0.00	31,882.65	98,117.35	24.50
441000	SALES OF MATERIALS	2,000.00	454.29	957.01	1,042.99	47.90
450200	CHARGES FOR SERVICES	10,000.00	425.80	6,849.04	3,150.96	68.50
450900	FEES FOR NON-RESIDENTS	8,000.00	292.00	876.00	7,124.00	11.00
457100	RENTAL FEES	2,000.00	0.00	140.00	1,860.00	7.00
458100	FINES	0.00	20.16	72.96	-72.96	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	88.40	708.59	7,791.41	8.30
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	0.00	74,114.00	0.00
471100	INVESTMENT INCOME	500.00	17,381.67	17,381.67	-16,881.67	3,476.30
482000	CONTRIBUTIONS, OPERATING	5,000.00	5,141.00	5,496.00	-496.00	109.90
	<b>TOTAL REVENUE</b>	<b>6,161,277.00</b>	<b>23,803.32</b>	<b>64,363.92</b>	<b>6,096,913.08</b>	<b>1.00</b>

**EXPENDITURE BY OBJECT REPORT  
2/1/2023 THROUGH 2/28/2023  
CAPITAL REPLACEMENT FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
587000	CAPITAL EQUIPMENT	611,900.00	197,149.60	201,152.82	410,747.18	32.90



**EXPENDITURE BY OBJECT REPORT**  
**2/1/2023 THROUGH 2/28/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	135,769.50	270,963.00	1,571,073.74	14.70
511100	SALARIES, NON-EXEMPT	596,716.40	40,411.50	80,778.00	515,938.40	13.50
511900	PART-TIME EMPLOYEE WAG	1,062,409.38	89,949.67	176,174.23	886,235.15	16.60
513100	IMRF PENSION CONTRIBUT	168,194.43	12,781.85	25,354.20	142,840.23	15.10
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,793.29	7,523.55	43,485.26	14.70
513400	SOCIAL SECURITY CONTRI	218,106.70	16,219.48	32,169.46	185,937.24	14.70
519000	LIFE INSURANCE	1,695.33	128.88	257.76	1,437.57	15.20
519100	HEALTH INSURANCE	576,679.45	37,182.52	74,365.04	502,314.41	12.90
519500	OPTICAL INSURANCE	2,342.46	152.96	305.92	2,036.54	13.10
519700	DENTAL INSURANCE	40,115.65	2,535.30	5,070.60	35,045.05	12.60
521000	SUPPLIES	94,860.00	7,978.88	11,086.88	83,773.12	11.70
525100	MAINTENANCE SUPPLIES	22,400.00	1,791.78	2,298.45	20,101.55	10.30
528000	SMALL TOOLS & EQUIPMENT	31,615.00	1,468.01	2,073.23	29,541.77	6.60
530200	DUES AND MEMBERSHIPS	9,000.00	673.90	793.90	8,206.10	8.80
530300	SEMINARS, CONFERENCES& MEETINGS	31,500.00	3,291.93	3,306.61	28,193.39	10.50
530800	RECOGNITION PROGRAM-STAFF	5,250.00	212.70	613.93	4,636.07	11.70
531500	PROFESSIONAL SERVICES	101,000.00	7,855.33	11,197.15	89,802.85	11.10
532200	PERSONNEL RECRUITMENT	1,500.00	0.00	0.00	1,500.00	0.00
532300	SPECIAL LEGAL	4,000.00	2,385.80	2,385.80	1,614.20	59.60
534600	DATA PROCESSING SERVICES	119,500.00	0.00	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	2,172.83	3,212.70	14,287.30	18.40
539200	POSTAGE	30,500.00	0.00	0.00	30,500.00	0.00
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	272.97	547.97	19,952.03	2.70
542000	INSURANCE - OTHER POLICIES	74,235.00	0.00	58,437.93	15,797.07	78.70
543000	BUILDING MAINTENANCE SERVICES	95,000.00	9,443.56	13,448.06	81,551.94	14.20
545000	CLEANING SERVICES	84,000.00	6,069.33	6,069.33	77,930.67	7.20
546100	UTILITIES	25,500.00	3,858.25	4,470.88	21,029.12	17.50
547000	OTHER EQUIPMENT R & M	14,720.00	846.00	3,554.04	11,165.96	24.10

**EXPENDITURE BY OBJECT REPORT**  
**2/1/2023 THROUGH 2/28/2023**  
**OPERATING FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
548100	RENTALS	18,025.00	0.00	0.00	18,025.00	0.00
562000	RECOVERABLES	4,200.00	43.80	58.79	4,141.21	1.40
569000	UNEMPLOYMENT COMPENSATION	2,500.00	502.00	502.00	1,998.00	20.10
577000	CAPITAL EQUIPMENT	58,000.00	8,737.72	8,737.72	49,262.28	15.10
585100	ELECTRONIC RESOURCES	273,300.00	14,579.18	22,157.63	251,142.37	8.10
585200	PRINT MATERIALS	376,350.00	21,582.72	30,017.87	346,332.13	8.00
585300	AUDIOVISUAL MATERIALS	137,050.00	12,518.99	15,006.82	122,043.18	10.90
587000	CAPITAL EQUIPMENT	65,000.00	4,422.00	4,422.00	60,578.00	6.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	3,757.87	14,159.54	48,490.46	22.60
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	0.00	367,500.00	0.00
	<b>Total 805 LIBRARY FUND</b>	<b>6,758,310.35</b>	<b>453,390.50</b>	<b>908,228.24</b>	<b>5,850,082.11</b>	<b>13.40</b>

**INVOICE LISTING - MARCH 2023**  
**Capital Replacement Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
14548	PRODUCT ARCHITECTURE + DESIGN	1	2,000.00
15079	SHALES MCNUTT, LLC	1	137,405.37
<b>GRAND TOTALS:</b>		<b>2</b>	<b>139,405.37</b>

## INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For the Board Meeting on March 23, 2023

14548	Product Architecture + Design (Workroom Construction)	\$2,000.00
15079	Shales McNutt, LLC (Workroom Construction)	\$137,405.37

**INVOICE LISTING - MARCH 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
21463	360BRANDS INC	1	5,995.00
21323	AIR CLEANING SPECIALIST	1	861.20
19152	ALLCOMM SYSTEMS, INC.	1	425.00
18213	AMAZON CAPITAL SERVICES, INC.	7	1,077.49
20916	ANDERSEN VOINOVICH	1	200.00
21718	ASMA BOHRA	1	180.00
403	AT&T	1	271.86
672	BAKER & TAYLOR BOOKS	5	129.06
16893	BIBLIOTHECA	3	43,589.57
829	BLACKSTONE AUDIOBOOKS	15	1,531.70
7517	BOOKFLIX, SCHOLASTIC INC	1	32.49
8705	CASH - LIBRARY	1	148.25
8323	CENGAGE LEARNING	8	769.32
1277	CENTER POINT PUBLISHING	1	622.25
1377	CHICAGO TRIBUNE	1	187.42
1459	CINTAS CORPORATION #344	1	74.33
20162	CITIBANK/CITI CARDS	1	239.95
200014	CREATIVE CLINICAL CONSULTING LLC	1	100.00
200108	DAVID W NORDIN	1	150.00
2539	EBSCO SUBSCRIPTION SERVICES	1	5.30
5572	FIA CARD SERVICES, N.A.	15	12,702.13
9775	FINDAWAY WORLD, LLC	1	517.40
17510	FIRST COMMUNICATIONS, LLC	1	208.80
2905	FRANCOTYP-POSTALIA, INC.	1	111.00
16977	GARVEY'S OFFICE PRODUCTS, INC.	6	889.71
13544	GOOGLE, INC.	1	990.00
3188	GRAHAM CRACKERS COMICS, LTD.	1	202.85
8770	GRAINGER	3	303.01
9102	HAGG PRESS, INC.	1	7,244.00
18411	HAYES MECHANICAL	1	1,118.00
8206	HR SOURCE	1	4,000.00
3504	ID LABEL, INC.	1	577.55
200098	IMPERIAL BAG & PAPER CO LLC	3	1,333.81
3688	INGRAM LIBRARY SERVICES, LLC	47	22,608.13
4812	KLEIN, THORPE AND JENKINS, LTD	1	135.00
4928	LAKESHORE LEARNING MATERIALS	1	50.97
5866	MIDWEST TAPE	14	6,961.20
6161	NICOR GAS	1	3,113.78
20031	ORANGEBOY	1	5,750.00
6295	ORKIN PEST CONTROL	1	135.00
17535	OUR DIGITAL WORLD ORGANIZATION	1	1,308.33
12499	OVERDRIVE, INC.	3	7,609.49
200161	PATRICIA CAMALLIERE	1	75.00
6698	PRINT SMART	1	464.55
6716	PROQUEST, LLC	2	12,771.02
6942	RECORD INFORMATION SERVICES IN	1	1,328.00
200156	RETHINKING LIBRARIES	1	1,275.00
19871	SCARCE	1	150.00
14414	SHAW SUBURBAN MEDIA	1	78.00
7787	STANLEY ACCESS TECHNOLOGIES	1	478.75

**INVOICE LISTING - MARCH 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
21476	STRICTLY SELF DEFENSE, LLC	1	249.00
14744	TEAM ONE REPAIR, INC.	1	1,170.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
200113	THE BLACKBERRY COLLECTION LLC	3	10,450.00
6859	THRYV	1	16.22
18357	TRAF-SYS, INC.	1	60.00
385	TRANE U.S., INC.	1	1,405.00
18458	URBAN ELEVATOR SERVICE, LLC	2	2,832.75
19196	VAN MCGARY	1	55.89

<b>GRAND TOTALS:</b>	<b>180</b>	<b>167,445.53</b>
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**INVOICES OF NOTE - OPERATING FUND**

For Library Board Meeting on March 22, 2023

20916	Anderson Voinovich (Consulting Fee)	\$200.00
21718	Asma Bohra (Program Payment)	\$180.00
8705	Cash - Library (Petty Cash Reimbursement)	\$148.25
200014	Creative Clinical Consulting LLC (Art Therapy Program)	\$100.00
200108	David W Nordin (Program Payment)	\$150.00
8206	HR Source (Employee Benchmarking Project)	\$4,000.00
20031	Orangeboy (Annual Savannah Subscription Renewal)	\$5,750.00
200161	Patricia Camalliere (Program Payment)	\$75.00
6716	Proquest, LLC (Database Renewals)	\$12,771.02
200156	Rethinking Libraries (Strategic Planning Payment)	\$1,275.00
19871	Scarce (Program Payment)	\$150.00
21476	Strictly Self Defense, LLC (Program Payment)	\$249.00
200113	The Blackberry Collection LLC (EDI Consulting Fees - 2 months plus 1-on-1 coaching sessions)	\$10,450.00
19196	Van McGary (Employee Reimbursement)	\$55.89

**CREDIT MEMO LISTING - OPERATING FUND**

**March 2023**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
3688	INGRAM LIBRARY SERVICES, LLC	3	50.49

**GRAND TOTALS:**

**3**

**50.49**



## Library Credit Card Details for the March 22, 2023 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	Laconi Trustee Banquet	\$	195.00
973	5210 Supplies	Program Supplies	\$	774.06
973	5853 AV Materials	Ozobot Bundle for Outreach and STEM	\$	2,099.95
			<b>Total</b>	<b>\$ 3,069.01</b>
Katelyn Vabalaitis				
971	5210 Supplies	Supplies	\$	156.15
971	5308 Recognition Program-Staff	Staff Social Committee Party Supplies	\$	157.00
973	5210 Supplies	Screen Cleaner Wipes	\$	76.84
976	5407 Advertising & Public Relations	Rebrandly Subscription	\$	261.00
978	5391 Telephone	Comcast Monthly Payment	\$	505.72
			<b>Total</b>	<b>\$ 1,156.71</b>
Ian Knorr				
978	5280 Small Tools & Equipment	Workroom Renovation Supplies, Soap Dispensers	\$	488.31
			<b>Total</b>	<b>\$ 488.31</b>
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	186.90
972	5852 Printed Materials	Print Materials	\$	373.79
972	5853 Audiovisual Materials	Board Games, Puzzles, Audiovisual Materials, Kindles	\$	629.72
			<b>Total</b>	<b>\$ 1,190.41</b>
Cynthia Khatri				
976	5407 Advertising & Public Relations	Google Storage, Sympathy Flowers, Photography Equipment	\$	227.12
			<b>Total</b>	<b>\$ 227.12</b>
Sharon Hrycewicz				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	286.00
973	5210 Supplies	Program Supplies	\$	34.99
973	5303 Seminars, Mtgs, & Conferences	ALA Online Course	\$	260.10
973	5853 AV Materials	Educational Toys and Puzzles	\$	227.04
973	5852 Print Materials	Children's Book	\$	12.60
			<b>Total</b>	<b>\$ 820.73</b>
Traci Skocik				
973	5210 Supplies	Program Supplies, Office Supplies	\$	445.88
973	5852 Print Materials	Children's Books	\$	91.59
			<b>Total</b>	<b>\$ 537.47</b>
Allyson Renell				
973	5210 Supplies	Children's Program Supplies, Office Supplies	\$	838.12
973	5853 AV Materials	Audiovisual Materials	\$	49.98
			<b>Total</b>	<b>\$ 888.10</b>

Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	42.70
974	5210 Supplies	Office Supplies	\$	202.84
			<b>Total</b>	<b>\$ 245.54</b>
Paul Regis				
975	5210 Supplies	Department Supplies	\$	11.49
975	5280 Small Tools & Equipment	Fiber Patch Cables, SIM Cards, Wireless Keyboard	\$	99.72
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting, Drivestrike	\$	1,240.58
			<b>Total</b>	<b>\$ 1,351.79</b>
Grace Goodwyn				
976	5210 Supplies	Poster Tape	\$	80.05
			<b>Total</b>	<b>\$ 80.05</b>
Jen Ryjewski				
			<b>Total</b>	<b>\$ -</b>
Amanda Klenk				
972	5210 Supplies	Teen Program Supplies, St. Patrick's Day Craft	\$	415.27
972	5280 Small Tools & Equipment	Nintendo Switch Charging Stand	\$	124.32
972	5852 Print Materials	Print Materials	\$	258.00
972	5853 AV Materials	Subscriptions for Roku Devices	\$	80.28
973	5210 Supplies	St. Patrick's Day Craft	\$	35.00
			<b>Total</b>	<b>\$ 912.87</b>
Van McGary				
972	5210 Supplies	Program Supplies, Office Supplies	\$	66.02
972	5851 Electronic Resources	Kindle Books	\$	64.75
972	5852 Print Materials	Print Materials	\$	48.93
972	5853 AV Materials	Video Games, Roku, Streaming Services, Puzzles, AV Supplies	\$	54.96
			<b>Total</b>	<b>\$ 234.66</b>
Lucas McKeever				
972	5852 Print Materials	Subscription Renewals, Print Materials	\$	335.70
977	5210 Supplies	Department Supplies	\$	209.51
			<b>Total</b>	<b>\$ 545.21</b>
Amanda Blau				
973	5210 Supplies	Program Supplies	\$	508.54
973	5852 Print Materials	Print Materials	\$	445.61
			<b>Total</b>	<b>\$ 954.15</b>
			<b>Library Credit Card March 2023 Totals</b>	<b>\$ 12,702.13</b>

PAYROLLS FOR FEBRUARY 2023

FEBRUARY 10	\$133,296.08
FEBRUARY 24	\$132,834.59
<b>TOTAL FEBRUARY 2023 PAYROLLS</b>	<b>\$266,130.67</b>

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

**Agenda Item 8A**

**Letter of Support for Legacy Wall**

As included in the February meeting packet Librarian's Report, EQDG is working to bring [The Legacy Wall](#) to DGPL in June, in recognition of Pride month. On February 17, 2023, EQDG requested a letter of support from DGPL for their efforts to bring the Legacy Wall to Downers Grove.

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."

As a community partner, EQDG began working with DGPL in 2020 as the organization planned Downers Grove's first community-wide Pride month celebration. Since that time, they have worked with DGPL on numerous events, including the One Book One Town community read in April. A draft of the letter of support is included in your packet.

**Recommended Action:** Approve letter of support for EQDG's efforts to bring the Legacy Wall to Downers Grove in June 2023.



*Creating an accepting and equitable environment for LGBTQ+ people  
through education, support, social action and advocacy.*

---

February 17, 2023

Ms. Julie Milavec  
Director  
Downers Grove Public Library  
1050 Curtiss St.  
Downers Grove, IL 60515

Dear Julie,

EQuality Downers Grove is grateful for the wonderful work the Library does for all members of our community. We are particularly proud of programs we have co-sponsored with you or in which the Library played a supportive role.

We write to you now to ask for a letter of support for an exciting Pride 2023 installation, the Legacy Wall. The Legacy Wall is part of the Chicago-based Legacy Project which includes the Legacy Walk on Halsted St.

The Legacy Wall is a dynamic visual installation with biographical information on LGBTQ+ individuals who have contributed to society all over the world and over a span of 400 years. This highly educational and well-researched set of panels requires a large space and significant funding.

EQDG is prepared to raise the funds to bring the Legacy Wall to Downers Grove and we are thrilled to have the Downers Grove Public Library agreeing to be the host for the Wall. It would be of great help to our fundraising for this stunning installation to have a letter of support from the Downers Grove Public Library. Would this be possible?

Please let us know if you have any questions.

In gratitude,

Kathryn J. Deiss  
EQDG Co-Chair

Frank Cote  
EQDG Co-Chair



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street  
Downers Grove, IL 60515  
630-960-1200  
dglibrary.org

March 23, 2023

Kathryn J. Deiss  
EQDG Co-Chair  
EQuality Downers Grove

Dear Kathryn,

On behalf of the Downers Grove Public Library (DGPL) Board of Trustees, it is our pleasure to support the fundraising efforts of EQuality Downers Grove (EQDG), in conjunction with The Legacy Project, to bring the Legacy Wall—a traveling exhibit which highlights the lives and accomplishments of over 125 LGBTQ+ people throughout history who have made a profound impact on society—to our town, and more specifically, our library as we continue to remain faithful to our commitment to Equity, Diversity, and Inclusion (EDI) work in the Downers Grove community and beyond. It would be a privilege to be the destination place for this timely exhibit to help raise social awareness of the roles LGBTQ+ people have played throughout history in the fields of art, science, mathematics, political science, etc.

Over the past couple of years, DGPL has successfully collaborated with EQDG in various ways, from celebrating Pride Month to hosting the LGBTQ+ panel discussion, both of which were extremely successful.

By inviting DGPL—where everyone is welcome to discover, grow, play, and learn—to be the host site for the Legacy Wall, you guarantee that everyone has an opportunity to explore the exhibit that shares the stories behind historically significant LGBTQ+ individuals and their cross-disciplinary contributions to society. You aid in normalizing LGBTQ+ identities and ensure a safe space for engaging in larger conversations, mutual respect, and tolerance for those who may need some extra validation and support as well as those who may not have had much exposure to such a collection of figures.

We are grateful for your partnership and wish you much success in your fundraising efforts to bring the Legacy Wall to DGPL for everyone to enjoy.

Sincerely,

Swapna Gigani  
President, Board of Library Trustees

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
MARCH 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, who disseminated them to the other Trustees. This discussion will focus on determining next steps for revising the Bylaws.

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

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

**Agenda Item 9B**

**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. Business Office Manager Katelyn Vabalaitis and Assistant Director Jen Ryjewski contacted several firms, including Robbins-Schwartz and Ancel Glink and made a recommendation to the Board at the February 22 meeting. The Board instructed staff to seek a detailed letter of engagement from the law firm Ancel Glink.

The engagement letter for Ancel Glink is included in your packet.

**Recommended Action:** Hire legal firm Ancel Glink to conduct a third party investigation into the personnel matter discussed in the January 25 and February 22 Executive Sessions.





A Professional Corporation  
140 South Dearborn Street, Suite 600  
Chicago, IL 60603  
www.ancelglink.com

Amber M. Samuelson  
asamuelson@ancelglink.com  
(P) 312.604.9167  
(F) 312.782.0943

March 17, 2023

Swapna Gigani  
President  
Downers Grove Public Library  
1050 Curtiss St  
Downers Grove, IL 60515

***Re: Engagement Letter***

Dear Ms. Gigani

On behalf of Ancel, Glink, P.C., we appreciate your consideration of Ancel Glink to serve as special employment counsel for the purpose of conducting personnel investigation on behalf of the Downers Grove Public Library. To ensure that both of us have an understanding of our relationship, it is the firm's policy to memorialize the key terms of our engagement. The following, therefore, sets forth these terms:

1. **Client; Scope of Representation.** Our client in this matter will be the Downers Grove Public Library, and the scope of our engagement will be as follows:
  - a. Investigate circumstances leading to the employee's resignation from the library. The scope may include DGPL employees, Village of Downers Grove employees, or other pertinent witnesses or evidence.
  - b. Determine whether library staff violated any laws, policies, or procedures in their handling of her concerns and throughout her disciplinary process.
  - c. Examine whether library staff engaged in any other inappropriate conduct or action or breach of best practices during her employment at the library.
  - d. Make recommendations to improve the way staff handle employee complaints and employee discipline in the future to avert similar conflicts and reduce risk of liability.
  - e. Make recommendations regarding how to address the findings and any following actions with the ex-employee.
  - f. Determine whether there are other/broader issues with respect to the workplace culture or environment that warrant further/separate investigations.
2. **Term of Engagement.** Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional responsibility. Following such termination, any otherwise non-public information

March 17, 2023

Page 2

you have supplied to the firm which is retained by us will be kept confidential in accordance with applicable rules of professional responsibility. If, upon such termination, you wish to have any documents delivered to you, please advise us. Otherwise, all such documents will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents retained by us, absent contrary instructions from you.

3. **Key Personnel.** Margaret Kostopulos, an equity partner, and Amber Samuelson, associate will handle the investigation. Other Ancel Glink attorneys may be consulted and called upon based upon their respective special expertise to offer efficient and effective support to the Library.
4. **Fees and Expenses.** Our fees are determined based on time spent providing services to the client by our professional staff at each person's applicable hourly billing rate. Our schedule of hourly billing rates is based upon years of experience, specialization and training and practice, and level of professional attainment. At the present time, the following hourly rates shall apply:

Attorneys:	\$225/hour
Paralegal:	\$120/hour

Any expenses, disbursements and other charges incurred on your behalf will be billed to you in addition to our charges for professional services in accordance with our regularly established procedures. We may ask you either to pay or reimburse certain vendors directly or advance to us those sums prior to our expenditure. We are pleased to have this opportunity to be of service to you.

If you are in agreement with the above, please sign the enclosed copy of this letter in the space provided below and return it to the undersigned. If you have any questions about these provisions, please do not hesitate to call me.

Sincerely,



Amber M. Samuelson

**ACCEPTED:**

**DATE:** \_\_\_\_\_, 2023

**Downers Grove Public Library**

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

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

**Agenda Item 10**

**Librarian's Report**

Strategic Planning

Since the February Board meeting, Assistant Director Jen Ryjewski and I met twice with ReThinking Libraries (RTL) consultants Rob Cullin and Janet Nelson about focus group and strategic retreat composition, recruitment, and scheduling. A Google Form was sent to all staff, Board, Equity Advisory Team, and Downers Grove Public Library Foundation members to suggest individuals to participate in focus groups, with a goal of inviting at least 25 people to each core audience group. The focus group audiences are: Parent & Caregivers; Senior Citizens; Community Leaders and Organizations; Black, Indigenous, and People of Color (BIPOC) & Historically, Intentionally, and Traditionally Marginalized People Groups (HITMPGs); and General Adult. Each of the five focus groups will be in-person, with one additional General Adult session offered virtually. Sessions will be held in mid- to late-April. Separate groups are planned for Board and staff. Survey response has been strong, with over 1,500 responses received by mid-March. Invitations to participate in the survey have appeared in the *Discoveries* newsletter and library social media.

Workroom Renovation Project Wrapping Up

Children's Services received some of the storage units still outstanding for their workroom. The remainder will be delivered with the Access Services workroom and Building Operations furniture. The Kids Program Room is back in action for programming. Access Services is now scheduled to move into the renovated workroom on March 27, several weeks ahead of schedule. This will allow the Meeting Room to be repainted and carpets cleaned by mid-April and available for Strategic Planning Focus Groups and Board Meeting in late April, before reopening for public use.

Salary Schedule Benchmarking Project

Business Office Manager Katelyn Vabalaitis, Assistant Director Jen Ryjewski and I met with HR Source consultant Joy Lynn Hyer to discuss the preliminary results of the salary schedule benchmarking project. The final report and 2024 salary schedule is anticipated to go before the Board in May for approval to allow for its implementation in the 2024 budget planning process that begins in June. The last full benchmarking project for the library's compensation system was completed in 2019 for the 2020 budget process. Since that time, the salary schedule has been adjusted annually according to HR Source's annual structure adjustment recommendations for public libraries. HR Source recommends a full benchmarking project utilizing the most current job descriptions every three to five years.

### Public Library Safety Summit

Building Operations Director Ian Knorr and Building Operations Monitor Danny Bartkowiak will be attending the [Public Library Safety Summit](#) in late April. The program includes sessions on De-escalation Training, Alternative Security Staffing, Engaging with Young Adults, and Public Perception.

### February PITS Incident Reports

There were 19 incidents in February. One phone number was blocked for inappropriate questions to a staff member. No other incidents in February resulted in suspension of library privileges beyond the person being asked to leave for the day. Six of the reports were made to track non-behavioral incidents. Two reports were made for incidents that did not occur on library property.

### Freedom of Information Act (FOIA) Requests

No FOIA requests were received in February. Two FOIA requests have been received to date in March. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.

### **Information on the Annual Bibliotheca Maintenance Agreement:**

Our annual Bibliotheca Maintenance agreement is a substantial amount of money at first glance but the services provided in the contract are imperative to the functionality of many key operational components of library services. For example this maintenance contract includes support for both software and hardware for our sorter, self checks, RFID devices, and remote support. Additionally, this contract includes service calls for our sorter as well as bi-annual inspection and cleaning of the sorter machine.

Attached you can see the email from our Bibliotheca representative that explains the standard call out fee of \$575 plus the billing of labor at \$250 per hour. These amounts do not include parts that are needed for repairs. To date we have received numerous part replacements such as receipt printers, brushes for the sorter, conveyor belt repairs and replacements, RFID pad replacements, software upgrades, etc. As our representative from Bibliotheca points out in her email response, since the beginning of this year we would have been charged \$4,600 in service calls alone, that does not include labor or parts.

The following asset items on the maintenance contract are:

**RFID STF WKSTN:** these are RFID pads that are used at the Circulation Desk and Circulation workstations to check in and check out materials via our RFID tags. We currently have 6 RFID pads, all of which are used regularly.

**AMH Sortation:** This is the four, double sided units on the sorter that the materials are sorted into the bins. AMH stands for Automated Material Handling.

**AMH Conveyance:** This is the run of conveyor belts and electronic eyes that move the materials along the sorter. There are four of these belt runs on our sorter.

**AMH Induction & AMH Controller:** The induction station is simply what they call the material return window on the sorter, we have two public facing return windows and one in the workroom.

**Command Center Enterprise:** this is the software that runs the sorter operation and the “brain” of the sorter operation. The large gray tower next to the sorter , right by the Circ Workroom door.

**Library Connect Devices 1 year subscription 6-15 devices:** Bibliotheca’s libraryConnect is a cloud-based service that ties in the management of RFID devices (self-check units, sorter, induction stations, etc.), updates, reporting, and remote support

in a single platform. This allows staff to run financial reports for self-check usage more easily, administer updates, and quickly assess whether hardware issues can be resolved by library staff or if service calls are required. Performing such actions at each individual device is extremely time-intensive or simply not possible in certain cases.

**Self-check desktop kiosk:** These are the two desktop self-checks in the Kids Room area.

**Self-Check full height kiosk:** these are the five freestanding self checks (two by the holds area, one in the lobby, two by the ATS Desk)

**Bibliotheca RFID workstations 120V:** These are tagging stations used in Access Services (two stations) and Circulation (one station) to program tags for materials. These are used on a daily basis.

### **Email Response from Biblioteca representative**

----- Forwarded message -----

From: **Service Renewals - NA** <[service-renewals-na@bibliotheca.com](mailto:service-renewals-na@bibliotheca.com)>

Date: Mon, Feb 27, 2023 at 3:27 PM

Subject: RE: Questions re: maintenance contract pricing

To: [clees@dglibrary.org](mailto:clees@dglibrary.org) <[clees@dglibrary.org](mailto:clees@dglibrary.org)>

Hi Christine,

We do not have a list that would be able to break down each cost.

When equipment is not on a service agreement, it is supported on a Time and Materials basis. No software access, support, or updates are included in Time and Materials, meaning you would lose access to your libraryConnect account.

As far as service calls and repairs, each call would have a call out fee of \$575, labor is billed at \$250 per hour and any parts needed for repairs would be an additional cost.

It looks like so far this year we have received 8 calls for service, if a technician was dispatched to each, it would have been a minimum of \$4,600 not including labor or parts for repairs.

I hope this answers your question, if you need any more information please let me know.

Thank you,

Rachael

**From:** Christine Lees <[clees@dglibrary.org](mailto:clees@dglibrary.org)>  
**Sent:** Friday, February 24, 2023 7:24 PM  
**To:** bibliotheca Support US <[Support-US@bibliotheca.com](mailto:Support-US@bibliotheca.com)>  
**Subject:** Questions re: maintenance contract pricing

Hello,

Our Board is questioning the RTI of the annual service contract we have with Bibliotheca and asked to obtain some numbers. Can you please send me a cost sheet of items such as service call, sorter maintenance, etc. that you would charge if we did not have a service contract with you? I am confident we will be able to show that the maintenance contract is well worthwhile but they need to see the numbers. I am on a bit of a time crunch to gather this information so if you are able to respond ASAP I would appreciate it!

Kindly,

Christine Lees

--

Christine Lees  
Manager, Circulation Services  
Pronouns: she, her, hers  
Downers Grove Public Library  
(630) 960-1200 ext. 4264

My work hours may be different than your work hours; please don't feel you have to respond to my email outside of your normal hours.

--

Christine Lees  
Manager, Circulation Services  
Pronouns: she, her, hers  
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Submitted by Christine Lees, March 3, 2023

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

**Department Reports – February 2023**

**Administration – Jen Ryjewski**

- With assistance from Building Office Manager, Katelyn Vabalaitis, completed and submitted the 2023 Illinois Public Library Annual Report (IPLAR)
- Attended the webinar/panel discussion: Creating Safe Spaces: Balancing Security and Compassion in the Library, led by Rob Simmons (Oak Park) and Brent Lipinski (CPL) which focused on strategies to help library employees balance compassion and kindness while still enforcing policy. It was great!
- Attended full-day Mental Health First Aid training, which taught how to identify, understand, and respond to signs of mental illnesses and substance abuse disorders and provide initial help and support to someone who may be experiencing a crisis
- Met with Candace Fischer from HR Source to discuss employee evaluations and see how we could make the process just as meaningful as our current one, but less arduous for managers and supervisors. The conversation resulted in my reevaluation of our existing and lengthy evaluation forms and the creation of a new one for all non-supervisory staff
- Attended DuPage Pads meeting with village officials, and Downers Grove school superintendents to discuss ways to work together in an effort to better support DuPage Pads clients and their families
- Wrote letter of support on behalf of the Board of Library Trustees to champion EQDG's efforts to bring the Legacy Wall to the library in June 2023
- Worked on gathering all the data the ReThinking Libraries requested from us to help them in the strategic planning process and met with them to finalize our focus groups and a loose chronology of events
- Reviewed a new incident tracking software called Incident Tracker and set up a review for key staff, which includes a 30-day free trial

**Business Office – Katelyn Vabalaitis**

- Worked with Assistant Library Director Jen Ryjewski to complete the 2023 Illinois Public Library Annual Report (IPLAR).
- Created the 2023 statistics workbook that will publish the monthly statistics reports.
- Business Office Assistant Scott Anderson ran reports and provided additional information for HR Source as they are working on the library's job descriptions and re-benchmarking.
- Worked with Hartford Insurance on the library's Workers Compensation Audit.



- Rolled out the new, virtual timesheets to all departments and worked through any issues that arose.
- Attended the first ever meeting of the newly created RAILS group: Library Administrative Assistants Networking Group (LAANG).

### **Adult & Teen Services – Van McGary**

- February was another exciting and busy month for programs
- Library-wide, Adult & Teen Services staff helped with the monthly Staff Picks VIP raffle, which was again very popular. Many thanks to the Staff Picks committee, which also includes PR staff and Kids Room staff, for all of their hard work!
- Adult programming highlights include: Job Workshop: LinkedIn for Your Job Search, Grab & Go Crafts for Adults: String Art Valentine's Card, Illinois Libraries Present a Conversation with Kwame Alexander, Funny & Romantic Weddings in the Movies, Job Workshop: Nailing the Virtual Interview, return of the popular March Madness Book Tournament, Genealogy Round Table, National Trading Card Day, Cuisine Quest: Southeast Asia and India, Black History Month book bundles, and the continuance of Great Decisions. For supplemental resources for Great Decisions discussion topics, patrons can visit our Consumer Information collection or contact ATS staff
- The library's social work interns held another successful Meet & Greet morning program to help community members with social service assistance. They also coordinated and helped with the library's monthly donation drive for the community Cupboard at the library. Thank you to everyone who donated! Donations can be dropped off at the library each month on the 3<sup>rd</sup> weekend. Patrons can check our website or ask staff for a list of accepted items
- Teen programming highlights include: Maker Kit: Legos Winter Coloring Gee's Bend Quilt Project, Maker Kit drop ins, Pickup Program: Felt Conversation hearts, Metal Hand Stamping, Make & Take: Tiny Lava Lamps, DIY Korean Lotus Lanterns, Black History Month book bundles, as well as the continuance of Girls Who Code
- Van and the library's Green Team organized the first collection of bread tags for SCARCE along with a guessing activity. Prizes were awarded for the top three guessers without going over. In our first three months, community members collected 7,183 bread tags! The collection is ongoing with a container in our café. The bread tags will go to a recycling program that helps fund wheelchairs for those in need
- Van worked with ATS staff and a volunteer to shift the A/V collection to create space for our new 4K Blu-ray Collection! These items, which are in a distinct black case and require a special 4K Blu-ray player to view, can be found directly before the regular Blu-rays in both the new movie section on the first floor and in the regular movie section on the second floor. In addition, nonfiction Blu-rays were moved directly before the nonfiction DVDs

- In addition, puzzles and video games are now easier to find. Puzzles are now labeled with a bright green “Puzzle” sticker and have a clearly labeled top shelf in the Board Games collection. Video games are now clearly labeled by console type
- Van, Allyson, and ATS staff members interviewed candidates for the ATS Assistant Manager position. Teen Services Coordinator Amanda Klenk was offered and accepted the position. Amanda will begin her new role on March 19<sup>th</sup>!
- Van reported the Part-Time ATS Librarian position and reviewed applications throughout the month
- Also throughout February, Van held quarterly check-ins with departmental staff. We have lots of exciting plans in the works!
- ATS staff members continued making solid progress on their individual collection audits, with several staff members completing their initial audits this month. Amanda and Van worked on creating the foundation for next steps, provided an overview to the department, and are training individual staff members as they become ready to move on
- ATS staff continued to provide helpful Book-an-Expert appointments. This included assisting patrons with E-readers, job searches, and genealogy research. Van also helped a patron in her 80’s learn how to use her Cricut machine for the first time. Patrons can get one-on-one help on a variety of topics by completing the Book-an-Expert form on our website under “Using the Library” or by contacting the library

### **Children’s Services – Allyson Renell**

- During January and February our passive around the department program was Kids Room Mysteries. Kids used three clues hidden around the play area to figure out the letter or number of the week and received a sticker if they guessed correctly. 302 kids participated in January and 266 participated in February for a total of 568
- The Kids Room Annual Bookmark Contest wrapped up on February 20<sup>th</sup> with 206 entries. We had some fabulous entries this year and are working on selecting the winners for each grade. Winners will be contacted within the next week or so
- On February 28<sup>th</sup>, Outreach Coordinator Erin Linsenmeyer presented at District 58’s Institute Day to the district’s Teacher Librarians. Erin discussed media literacy and collection development and worked with the Teacher Librarians on future goals and partnership possibilities
- While the last two weeks of February is typically a storytime break, we kept busy with a variety of other programs and a lot of outreach visits. We visited 44 unique groups in February and saw 791 children, teens, and adults outside of the library’s walls
- February is a very big planning month for the Kids Room in regards to the Summer Reading Club. We finalized prizes, started working on programs and

decorations, and began reaching out to partners for donations and partnerships. We also worked on organizing our new space, closets, and desks now that we are fully moved in

### **Circulation - Christine Lees**

- Although February is a short month, we continued to see strong activity in the Circulation Department:
  - 13,183 digital items checked out during the month
  - 995 locker holds
  - Gate count February 2023 vs February 2022 increased by 9,205 patrons!
  - We processed 233 library card applications and renewals this month
- We restarted our partnership with Downers Grove North High School to participate in their work study program, and we welcomed DGN Student Chris and his job coach Austin to our department. Once a week, Chris will come to the library to gain job experience and help us by emptying our book drops. Welcome, Chris!
- The QR codes printed on our check out receipts have been an excellent conversation starter in helping encourage patrons to complete the strategic plan survey
- The SET committee wrapped up their portion of the phone message project. The project is to highlight quarterly library closing dates/times via our phone system so folks without internet access can still be informed of our closing dates. The IT department is now getting the recordings made and updating the phone system

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

- IT Manager Paul Regis attended a PITS Advisory Board meeting in early February. This board is comprised of library staff from across the country, ranging from smaller libraries to multi-branch systems. The aim is to assess proposed enhancements and features and determine which will be more beneficial to PITS users. This month's meeting focused on improving search functionality and possible features that would better alert users when suspensions end
- Assistant IT Manager Max Mogavero and Computer Help Desk Supervisor Lauren Cantore Gonzalez met with the Service Excellence Team to discuss changes to the library's automated phone attendant. There were concerns that library hours and closings – especially after holidays – have not been clear for those who cannot access the library's website for the most up-to-date information. The system is not dynamic and requires a lot of planning and programming to configure each greeting and schedule (it is essentially just a giant database without a clean user interface). They discussed what is possible with the current system and what might improve its accessibility

- IT and the People's Resource Center offered a combined 12 classes in February, reaching 54 students

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

- The PR team read and discussed the book *Useful, Usable, Desirable: Applying User Experience Design to Your Library* by Aaron Schmidt and Amanda Etches. The book featured guided exercises for the team to assess how user-friendly the library is in a number of outlets. The PR team looks forward to implementing some new strategies and ideas
- Cindy Khatri, PR Manager, worked with the Management Team on the development of the strategic plan survey
- The PR team prepared for the launch and distribution of the strategic plan survey, including logo design, sign development, content creation, and establishing a distribution plan. The survey was launched publicly on Thursday, February 23. ReThinking Libraries suggested a goal of 400-500 responses throughout the entire survey period (through April). Within the first 24 hours, the library received over 276 responses. The library currently surpassed the original goal substantially. Brian Ruane, Marketing Content Coordinator, did a fantastic job in getting the word out so quickly and effectively in an incredibly busy week
- The PR team developed the Annual Report, which can be found on pages 2-3 of the March/April issue of Discoveries. Graphic Design and Display Coordinator Grace Goodwyn's design is masterful in making a substantial amount of information easy to digest visually!
- The March/April issue of Discoveries was put together and mailed out
- Cindy met with EQDG to discuss One Book One Town book discussion events that will be held on April 10, featuring author David Levithan
- The PR team distributed the library's statement about continued violence, coping, and mental health. The team also tracked feedback received. Of 110 responses, 83% of the feedback received was positive, with many patrons thanking us for providing resources to the community around difficult topics
- A press release about the DGJWC donation towards Accessibility Kits was sent to media outlets. A feature about the future kits was featured in My Suburban Life
- The PR team met with RGW Consulting to discuss communications
- The Professional Art Quilters Alliance (PAQA) was featured in both gallery spaces

### **Access Services – Lucas McKeever**

- Lucas worked with Sandy from Circulation, Paul from IT, and Jen from Admin to reconfigure the circulation behavior of our laptop and hotspot kits Jen assembled through the IMLS funded grant. By aligning the loan period with that of our other laptops that circulate, it will avoid confusion for patrons and staff alike

- Lucas and Tricia are co-chairs of the Staff Social Committee. The committee is working on two library-wide events for staff that will culminate in a fun-filled National Library Workers Day (Tuesday, April 25) during National Library week (April 23-29)
- This month, Kira completed an ongoing collection maintenance project she started in August of 2022. During the months when we did not have a Cataloging Librarian or an Access Services Manager, there were many items sent out for circulation without receiving the full level of cataloging our items normally receive. Our original list contained almost 700 titles. While prioritizing the processing of new materials, Kira has worked her way through the entire list and has had a major positive impact on the catalog beyond her regular day-to-day responsibilities
- Michelle is working with Lucas to assemble a list of forthcoming projects. As a department, we are all looking into utilizing Monday.com to plan for and manage collection projects as they are planned with selectors throughout the library
- Lucas collaborated with Van in ATS and Allyson in the Kids Room to configure what snapshot of collection statistics is useful for our ongoing strategic plan efforts. This document will be useful for tracking collection usage-based goals that we identify for the strategic plan document

	Adult & Teens	Kids	Both
<b>Items Added</b>			
Print	1183	546	
AV	326	61	
<b>Items Discarded</b>			
Print	466	505	
AV	181	12	
<b>Items Repaired</b>			301
<b>Items Reclassified</b>			54
<b>Original Records</b>			91

#### **Building Operations – Ian Knorr**

- TRANE Chicago was on site to perform quarterly BAS preventative maintenance. As they were in the building they assisted me in troubleshooting some older VAV units that have been experiencing trouble. These troubles include: loss of

communication to the head end, trouble in running or interruption to the sequence of operation i.e. not opening air valves to allow for zone heating, opening too much to not allow for proper heat exchange within the unit. These are older (pre 1997) units that are reaching their end of life. I am compiling a list of units for replacement this calendar year. As we have done in the previous years we will replace 8-10 units over the course of a week

- I met with IT manager Paul Regis and staff member Lauren Gonzalez to review the IT workroom work space. The IT workroom is in need of more storage and dedicated workspace for repairs to PCs, laptops, etc. The suggested plan is to source new cabinetry, countertops, and shelving that will allow them best use of the space. To help keep costs for this down, I will perform the installation, patching, painting, and carpet replacing as needed
- FirstComm Communications performed the equipment switchover. This switchover was prompted by FirstComm as a piece of equipment (PRI) would no longer be supported. This unit was removed and replaced with a UC PRI. Everything was provisioned and working like nothing ever happened. The best part is we will be saving money on our monthly bill
- Had a Zoom meeting with John Hickmott from Verkada. Verkada started as a security camera company in 2016 offering cloud based storage for surveillance footage, and an easy to use web based platform. They have since branched out to access control, alarm systems, and an entire suite of products that are based on this platform. I actually demoed one of their camera units back in 2020 during the library shutdown. It's impressive and user friendly but at the time we weren't looking to upgrade. Our current surveillance equipment consists of HikVision cameras, NVRs (a digital recorder that holds the footage and then drops it to clear storage after so many days) and their camera software. HikVision, for some reason, as decided to no longer sell products in the United States, actually stopping these sales in 2022. We have been able to source replacement units and new cameras from shelf stock through suppliers but supplies are limited and becoming harder to procure. We are also only able to retain around 72 hours of camera footage due to the constraints of the NVRs. As a result, I am working with one of Verkada's local suppliers for pricing on replacing all the library's cameras, installation of new cameras, and upgrading our door access control. I will have more information on this in the future
- A new 3-year preventative maintenance contract with Hayes Mechanical was accepted at a cost of \$9,768 per year with locked in pricing for the 3 year term.
- Construction of the new Access Services and Building Operations workrooms continue to remain on schedule. The remaining pieces of furniture for the Kids workroom are scheduled to be delivered and installed on Thursday, March 2<sup>nd</sup>.
- Everything else continues to be business as usual

February						
Circulation	FEB 23	%	FEB 22	%	FEB 20	%
<b>Checkouts</b>						
Selfchecks	30,011	74%	30,697	73%	26,720	63%
Staff desk	9,440	23%	10,602	25%	15,507	37%
Lockers	995	2%	929	2%	0	0%
<b>Total checkouts</b>	<b>40,446</b>		<b>42,228</b>		<b>42,227</b>	
<b>Renewals</b>						
Auto Renewals	27,450		27,873		19,484	
Selfchecks	12		2		0	
Staff desk (incl. phone)	493		246		274	
Patron online renewals	0		68		536	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	842		537		93	
<b>Total renewals</b>	<b>28,797</b>		<b>28,726</b>		<b>20,387</b>	
<b>Total item checkout &amp; renewals</b>	<b>69,243</b>		<b>70,954</b>		<b>62,614</b>	
<b>Digital Circulation</b>	<b>13,183</b>		<b>11,750</b>		<b>11,892</b>	
<b>Total Circulation</b>	<b>82,426</b>		<b>82,704</b>		<b>74,506</b>	
<b>Reserves Processed</b>						
Received from ILL	4,768		5,027		5,657	
ILL sent	4,276		4,283		5,293	
OCLC requests processed	201		160		149	
<b>Gate Count</b>						
North	19,835		13,579		10,864	
South	11,349		8,466		5,557	
<b>Total</b>	<b>31,184</b>		<b>22,045</b>		<b>16,421</b>	
Lockers	995		929		0	
<b>Gate Count and Lockers Total</b>	<b>32,179</b>		<b>22,974</b>		<b>16,421</b>	
<b>Curbside Count</b>	<b>0</b>		<b>0</b>		<b>1,572</b>	
<b>Registrations</b>						
New resident library cards	159		162		81	
New fee cards	6		8		11	
Professional Development Hours	45		60		22	
Cost of Professional Development	\$0		\$0		\$0	

**Circulation**

	Feb 2022	Feb 2023	YTD Totals			
Adult	36,356	34,352	73,898	72,363		
Teen	1,665	1,408	3,427	2,942		
Children	32,933	32,488	68,187	67,881		
Download	11,750	13,183	24,679	27,897	YTD Difference	
<b>Total</b>	<b>82,704</b>	<b>81,431</b>	<b>170,191</b>	<b>171,083</b>	892	0.5%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	23,573	68.62%	2,433	7.08%	6,141	17.88%	2,205	6.42%	34,352
Teen	1,347	95.67%	22	1.56%	11	0.78%	28	1.99%	1,408
Children	28,510	87.76%	1,115	3.43%	1,759	5.41%	1,104	3.40%	32,488
<b>Total</b>	<b>53,430</b>	<b>78.29%</b>	<b>3,570</b>	<b>5.23%</b>	<b>7,911</b>	<b>11.59%</b>	<b>3,337</b>	<b>4.89%</b>	<b>68,248</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,727	75.43%	15,942	10.13%	16,317	10.37%	6,415	4.08%	157,401
Children	78,629	86.27%	3,037	3.33%	7,471	8.20%	2,004	2.20%	91,141
<b>Total</b>	<b>197,356</b>	<b>79.41%</b>	<b>18,979</b>	<b>7.64%</b>	<b>23,788</b>	<b>9.57%</b>	<b>8,419</b>	<b>3.39%</b>	<b>248,542</b>

**Book Collection**

	Feb 2022	Feb 2023	YTD Totals		YTD Difference	
Adult	117,968	118,727				
Children	77,551	78,629				
<b>Total</b>	<b>195,519</b>	<b>197,356</b>	<b>195,519</b>	<b>197,356</b>	1,837	0.9%

**Audio Collection**

	Feb 2022	Feb 2023	YTD Totals		YTD Difference	
Adult	15,388	15,942				
Children	2,823	3,037				
<b>Total</b>	<b>18,211</b>	<b>18,979</b>	<b>18,211</b>	<b>18,979</b>	768	4.2%

**Video Collection**

	Feb 2022	Feb 2023	YTD Totals		YTD Difference	
Adult	15,920	16,317				
Children	7,661	7,471				
<b>Total</b>	<b>23,581</b>	<b>23,788</b>	<b>23,581</b>	<b>23,788</b>	207	0.9%

**Miscellaneous Collection**

	Feb 2022	Feb 2023	YTD Totals		YTD Difference	
Adult	6,727	6,415				
Children	2,005	2,004				
<b>Total</b>	<b>8,732</b>	<b>8,419</b>	<b>8,732</b>	<b>8,419</b>	-313	-3.6%



## Statistics for February 2023 (FY Jan-Dec)

### Rooms & Spaces

	Feb 2022	Feb 2023				
Community Use of Rooms	732	1,188				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	61	118				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>793</b>	<b>1,306</b>	<b>YTD Totals</b>	<b>2,599</b>	<b>YTD Difference</b>	
			<b>1,546</b>		1,053	68.1%

### Programs Offered

Library Programs Offered		Feb 2023		
Adult		30		
Teen		7		
Children		71		
Self-Directed Programs Offered				
Adult		15		
Teen		4		
Children		3	<b>YTD Totals</b>	
<b>Programs Offered Total</b>		<b>130</b>		<b>247</b>

### Program Attendance

Library Program Attendance		Feb 2023		
Adult		223		
Teen		78		
Children		1,737		
Self-Directed Program Attendance				
Adult		1,353		
Teen		54		
Children		228	<b>YTD Totals</b>	
<b>Program Attendance Total</b>		<b>3,673</b>		<b>7,145</b>
Virtual Program Views Total		0		707

### Website Views

	Feb 2022	Feb 2023	YTD Totals		YTD Difference	
Total Website Views	26,239	29,602	64,086	68,332	4,246	6.6%



## Statistics for February 2023 (FY Jan-Dec)

### Library Visits

	Feb 2022	Feb 2023				
Gate Count	21,116	31,184				
Locker Pickups	929	995	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>22,045</b>	<b>32,179</b>	<b>44,248</b>	<b>65,218</b>	20,970	47.4%

### One-on-One Services

	Feb 2022	Feb 2023				
One-on-Ones	19	42				
Homebound	2	5				
Notary	5	28	YTD Totals		YTD Difference	
<b>Sessions Total</b>	<b>26</b>	<b>75</b>	<b>46</b>	<b>159</b>	113	245.7%

### Computer User Sessions

	Feb 2022	Feb 2023				
Adult	1,332	1,484				
Children	349	778	YTD Totals		YTD Difference	
<b>Total</b>	<b>1,681</b>	<b>2,262</b>	<b>3,323</b>	<b>4,423</b>	1,100	33.1%
Wireless Sessions	816	876	1,648	1,726	78	4.7%

### Printing Services

	Feb 2022	Feb 2023				
Poster	10	2				
3D	15	16	YTD Totals		YTD Difference	
<b>Total Prints</b>	<b>25</b>	<b>18</b>	<b>29</b>	<b>33</b>	4	13.8%

### The Cupboard

	Feb 2022	Feb 2023	YTD Totals		YTD Difference	
Total Donations	4,868	1,976	5,603	3,062	-2,541	-45.4%