

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 26, 2023, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order, Pledge of Allegiance, Land Acknowledgment
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. March 22, 2023 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. March 2023 Financial Report
 - b. April 2023 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
 - a. Bylaws Update Requested Action: Discussion
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
APRIL 26, 2023, 5:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Strategic Planning Board Focus Group led by ReThinking Libraries
4. Adjournment

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

DRAFT MINUTES

1. **Call to Order, Pledge of Allegiance, Land Acknowledgment.** 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, Information Technology Manager Paul Regis.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 22, 2023 Regular Meeting. It was moved by Sladek and seconded by Nienburg THAT the Minutes of the February 22, 2023 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. February 2023 Financial Report. Library Director Milavec presented the report. The library is 16.6% through the fiscal year as of the end of February. About 1% of revenue has been received, which is expected at this time of year. Milavec noted that the library has received significantly more investment income in 2023 than in previous years. The Capital Replacement Fund is at 32% spent for the year, which is on track with where the library is at in the workroom renovation project. General expenditures are at 13.4% spent through the end of February. Trustee Nienburg inquired about the possibility of different financial reports and Milavec commented that Administration staff are reviewing financial reports from other libraries and will be working with Village staff to see how the financial reports can be improved.
 - b. March 2023 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of March 2023 Capital Replacement Fund

invoices totaling \$139,405.37, the payment of March 2023 Operating Fund invoices totaling \$167,445.53, the acceptance of March 2023 Operating Fund credit memos totaling \$50.49, and the ratification of February 2023 payroll totaling \$266,130.67 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. Robin Tryloff has lived in Downers Grove for more than 30 years and is a resident, taxpayer, and devoted library patron. She has served on the Downers Grove Public Library Foundation Board of Directors since 2017. Through the Board's meeting packet, she was delighted to learn that the library is scheduled to host the Legacy Wall during this coming June's Pride Month. The Legacy Wall is one of many projects by the award-winning Legacy Project – a Chicago-based cultural and educational nonprofit dedicated to researching and promoting the contributions of LGBTQ+ people have made to world history and culture. It's driven by a core of historians, biographers, educators, youth advocates, social activists, and community and business leaders who share a commitment to ending the redaction of LGBTQ+ contributions from our shared human history. The Legacy Wall is a digitally interactive traveling exhibition that features over 125 digitally interactive mini-biographies of LGBTQ+ people throughout history from virtually every walk of life, who have contributed in over 20 fields of endeavor. The history of the LGBTQ+ community is largely a forgotten and suppressed history which this exhibit helps bring to life. The content is international, multicultural, and has been substantially vetted and sourced. It tells the stories behind such important historical and cultural figures as Chicago's own social justice pioneer Jane Addams, Renaissance artist and inventor Leonardo da Vinci, and visual artist Frida Kahlo, who was recently celebrated with an exhibition at the Cleve Carney Museum of Art at the College of DuPage. These life stories are educational and enlightening for all audiences and they help raise awareness of the roles of LGBTQ+ people have played in our shared human history. This information helps to boost the self-esteem of LGBTQ+ youth and has been shown to lessen the incidents of bullying in schools by fostering a culture of mutual respect and tolerance. The goal of the Legacy Wall is to use the powerful lessons of human history to spark conversations in the classroom and around the kitchen table about the ability this knowledge offers to raise social awareness while giving our children hope and all community members a feeling of belonging. This exhibit will help underscore the Downers Grove Public Library's motto that it is a place for everyone to discovery, grow, play, and learn. Equality Downers Grove is raising the funds to cover the full cost of hosting this exhibit. The Library Board of Trustees is simply being asked tonight to support EQDG's efforts by writing a letter of support. Since the library will present the Legacy Wall as part of its Pride Month programming, not only should the Board vote to endorse the letter of support as the exhibit's future host, it would be

incomprehensible not to. At the September 28 Library Board Meeting, Trustee Nienburg referenced “the undoubtedly long list of LGBTQ individuals who have led inspiring lives, overcome obstacles, and made valuable contributions to our country and society” as a source for future inclusive library programming. This is it.

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

It was moved by Khuntia and seconded by Sladek THAT the Information Technology Department presentation be moved before New Business. Motion passed by voice vote.

8. **Information Technology Department Presentation.** Information Technology Manager Paul Regis presented his report. He has worked at Downers Grove Public Library for about 16 years in various positions. This has offered him a unique perspective on how technology has evolved as well as how patrons use that technology. IT is a department of 13 staff and they view their responsibilities from two distinct perspectives – internal and external customers. External customers would be the public, various vendors and the SWAN consortium. The Computer Help Desk assists patrons with their technology questions. They also assist patrons with other library equipment such as scanners, copy machines, and fax machines. IT staff also offer one-on-one help in the form of Book an Expert sessions that allows staff to take more time to handle complicated questions and to be able to sit with patrons and give them assistance at their own pace. Internal customers are library staff. The IT Department works with all departments as projects arise. They also use a ticketing system that helps keep track of updates and manages ongoing projects. IT staff have developed relationships with People’s Resource Center and the Downers Grove Township which have both grown into regular programming and events. They also offer Tech Outreach to area assisted living facilities.

9. **New Business.**

- a. Letter of Support for Legacy Wall. It was moved by Sladek and seconded by Khuntia THAT the letter of support for EQDG’s efforts to bring the Legacy Wall to Downers Grove in June 2023 be approved. Motion passed by voice vote.

10. **Unfinished Business.**

- a. Bylaws Update. Since the last meeting, Trustee Sladek used her background in bylaws to propose an outline for the Board’s revised bylaws and Trustee Nienburg provided a reconciliation of Trustee Sladek’s proposal versus what exists now. The Board discussed how to move forward with the revision

process. They decided that Trustee Sladek will provide a second draft that can be reviewed at the next meeting and then the other trustees can weigh in on specific language and content.

It was moved by Nienburg and seconded by Dougherty THAT the Bylaws Update be tabled until the April 26, 2023 meeting. Motion passed by voice vote.

- b. Third-Party Investigator for Personnel Matter. Business Office Manager Katelyn Vabalaitis discussed with Ancel Glink the Board's expectations for the investigation. The legal firm also ran their conflict of interest check to make sure they could be an unbiased investigator.

It was moved by Khuntia and seconded by Sladek THAT the legal firm Ancel Glink be hired to conduct a third party investigation into the personnel matter discussed in the January 25 and February 22 Executive Sessions. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

- 11. **Library Director's Report.** Library Director Milavec presented her report. Staff have been working diligently on the scheduling of the focus groups and there is a tentative schedule in place. There will be 11 sessions total, with nine in-person and two virtual. These will start on April 17 and continue through April 27. The in-person sessions include sessions for seniors, parents, community leaders and organizations, Board, non-supervisory staff, supervisory staff, general adult, and BIPOC/HITMPGs. The BIPOC/HITMPG session will be led by a special consultant, as ReThinking Libraries does not have a BIPOC/HITMPG person on their staff. There have been 1,600 responses to the library's survey so far, so the turnout has been great. The next step is to get people to the focus groups. Five FOIAs have been received so far in March that have run the gamut from a whole pile of emails to a single document. So far, only one of them has required legal assistance. There have been 14 PITS incidents so far in March. Staff are seeing an uptick in incidents with young teens. Staff are looking at a new patron incident tracking software and may be moving forward with a free trial, as they have a much more robust reporting module. Workroom renovations are on track and going well. Access Services and Building Operations will be moving into their new spaces on Monday. Once the meeting room is emptied, it will be patched, painted, the carpets will be cleaned, and then it will be ready to act as a meeting space again.

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.
No Executive Session was held.

13. Action for Items Discussed in Executive Session. There was none.

14. Trustee Comments and Requests for Information.

Trustee Khuntia noted that the Spring Equinox was yesterday and along with that came a lot of holidays. There was Nowruz, today is Ugadi, which is the South Indian holiday, and it's also Ramadan. She also wished Ramadan Mubarak to all of the library's Muslim patrons. Trustee Khuntia was really excited to read about the Green Team and the bread tag collection. She asked if they are going to be doing more activities at the library, and Milavec mentioned that SCARCE just did a green audit of the library and staff are waiting on the results. Trustee Khuntia was interested in the DGN Work Study program and thought it was exciting to see a student come in and work at the library. She also commented that she's really excited about the Legacy Wall and she's very excited to bring her kids and witness the joy and celebration that it brings to the community.

Trustee Sladek is really excited the library is working with SCARCE. She was on the Board of Directors of the environmental group back in the day that founded SCARCE. It started with a grant and became so successful that it spun off into its own thing. Trustee Sladek also recognized Pesach and Easter for those who celebrate.

Trustee Humphreys commented on the Building Operations staff who will be attending the Library Safety Summit. He looked at it a bit and thinks it sounds great. He would like a report or update after the summit of what they might have learned that can be used to make the library not only welcoming but safe. He also acknowledged that he's on the Board of EQDG, who is the sponsor of the Legacy Wall and he's thrilled that it's going to be in the library. It's a big display that will be up on the second floor in the spine of the building. It's a long, serpentine wall that is interactive and has LED lights and will be inviting to a number of people in the community. The library is providing the space for the wall but none of the funding. Trustee Humphreys also noted that April 4 is Election Day and early voting is open. He commented that everyone should exercise their democratic obligation to vote.

Trustee Dougherty is very pleased the library is supporting the Legacy Wall and co-hosting the One Book One Town author event. She also asked if trustees could get a tour of the new workrooms during the April meeting. Library Director

Milavec noted that this could be done in April between the Board's focus group session and the regular meeting.

President Gigani wished Ramadan Mubarak to the library's Muslim patrons and community members. She acknowledged Erin Linsenmeyer's work with District 58 teachers and school librarians during the District 58 Institute Day, which is a great example of the partnership the library has with the schools. School libraries are, unfortunately for some children, the only avenue to library access so for library staff to bring their expertise to the schools is a wonderful thing. She was also excited to see that the Circulation Department will be having a work study student from Downers Grove North. President Gigani thanked Circulation Department Manager Christine Lees for getting the Board more information about the Bibliotheca service contract. She feels good about the Board's renewal of the contract after seeing how quickly some of those charges add up. It seems like it's an insurance policy on top of a service contract. The mock-ups of the Legacy Wall that she has been able to see look stunning and she's very excited to see it in the library. She also thanked librarian Amanda Klenk for holding a program that her daughter attended last week about local elections. She thinks it's really nice to see more diverse programs brought to young kids.

15. Adjournment. President Gigani adjourned the meeting at 8:28 p.m.

	DOWNERS GROVE LIBRARY		3/31/2023
	Fund 805	Fund 821	
		Building & Equipment Replacement	
	Library fund	Fund	

CASH & INVESTMENTS	(23,780)	\$	405,952
Beg Fund Balance 1/1/2023	1,399,278	\$	614,948
REVENUES	\$ 90,758	\$	5,700
EXPENSES	\$ 1,416,941	\$	340,446
End FUND BALANCE 03/31/2023	73,094		280,202

REVENUE BY OBJECT REPORT
3/1/2023 THROUGH 3/31/2023

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	MARCH 2023 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	16,680.21	48,562.86	81,437.14	37.40
441000	SALES OF MATERIALS	2,000.00	409.11	1,366.12	633.88	68.30
450200	CHARGES FOR SERVICES	10,000.00	2,424.12	9,273.16	726.84	92.70
450900	FEES FOR NON-RESIDENTS	8,000.00	1,898.00	2,774.00	5,226.00	34.70
457100	RENTAL FEES	2,000.00	120.00	260.00	1,740.00	13.00
458100	FINES	0.00	83.64	156.60	-156.60	
459000	COST RECOVERED FOR SERVICES	8,500.00	735.01	1,443.60	7,056.40	17.00
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	0.00	74,114.00	0.00
471100	INVESTMENT INCOME	500.00	0.00	17,381.67	-16,881.67	
482000	CONTRIBUTIONS, OPERATING	5,000.00	45.00	5,541.00	541.00	110.80
	Total 805 LIBRARY FUND	6,161,277.00	22,395.09	86,759.01	6,074,517.99	1.40

**EXPENDITURE BY OBJECT REPORT
3/1/2023 THROUGH 3/31/2023
CAPITAL REPLACEMENT FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	611,900.00	139,405.37	340,558.19	271,341.81	55.70

EXPENDITURE BY OBJECT REPORT
3/1/2023 THROUGH 3/31/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	MARCH 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	135,811.50	406,774.50	1,435,262.24	22.10
511100	SALARIES, NON-EXEMPT	596,716.40	40,372.56	121,150.56	475,565.84	20.30
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	91,554.86	267,729.09	794,680.29	25.20
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	12,762.57	38,116.77	130,077.66	22.70
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,816.57	11,340.12	39,668.69	22.20
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	16,319.22	48,488.68	169,618.02	22.20
519000	LIFE INSURANCE	1,695.33	128.88	386.64	1,308.69	22.80
519100	HEALTH INSURANCE	576,679.45	37,182.52	111,547.56	465,131.89	19.30
519500	OPTICAL INSURANCE	2,342.46	152.96	458.88	1,883.58	19.60
519700	DENTAL INSURANCE	40,115.65	2,535.30	7,605.90	32,509.75	19.00
521000	SUPPLIES	94,860.00	6,747.82	17,834.70	77,025.30	18.80
525100	MAINTENANCE SUPPLIES	22,400.00	2,195.01	4,493.46	17,906.54	20.10
528000	SMALL TOOLS & EQUIPMENT	31,615.00	1,268.80	3,342.03	28,272.97	10.60
530200	DUES AND MEMBERSHIPS	9,000.00	286.00	1,079.90	7,920.10	12.00
530300	SEMINARS, CONFERENCES & MEETINGS	31,500.00	471.99	3,778.60	27,721.40	12.00
530800	RECOGNITION PROGRAM-STAFF	5,250.00	459.63	1,073.56	4,176.44	20.40
531500	PROFESSIONAL SERVICES	101,000.00	17,062.56	28,259.71	72,740.29	28.00
532200	PERSONNEL RECRUITMENT	1,500.00	0.00	0.00	1,500.00	0.00
532300	SPECIAL LEGAL	4,000.00	135.00	2,520.80	1,479.20	63.00
534600	DATA PROCESSING SERVICES	119,500.00	36,569.96	53,277.21	66,222.79	44.60
538000	PRINTING SERVICES	51,850.00	7,244.00	7,244.00	44,606.00	14.00
539100	TELEPHONE	17,500.00	1,188.60	4,401.30	13,098.70	25.20
539200	POSTAGE	30,500.00	111.00	111.00	30,389.00	0.40
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	952.67	1,500.64	18,999.36	7.30
542000	INSURANCE - OTHER POLICIES	74,235.00	0.00	58,437.93	15,797.07	78.70
543000	BUILDING MAINTENANCE SERVICES	95,000.00	1,038.75	14,486.81	80,513.19	15.20
545000	CLEANING SERVICES	84,000.00	6,069.33	12,138.66	71,861.34	14.50

EXPENDITURE BY OBJECT REPORT
3/1/2023 THROUGH 3/31/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	MARCH 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
546100	UTILITIES	25,500.00	3,527.69	7,998.57	17,501.43	31.40
547000	OTHER EQUIPMENT R & M	14,720.00	5,355.75	8,909.79	5,810.21	60.50
548100	RENTALS	18,025.00	0.00	0.00	18,025.00	0.00
562000	RECOVERABLES	4,200.00	0.00	58.79	4,141.21	1.40
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	502.00	1,998.00	20.10
577000	CAPITAL EQUIPMENT	58,000.00	766.99	9,504.71	48,495.29	16.40
585100	ELECTRONIC RESOURCES	273,300.00	32,181.22	54,338.85	218,961.15	19.90
585200	PRINT MATERIALS	376,350.00	26,150.55	56,168.42	320,181.58	14.90
585300	AUDIOVISUAL MATERIALS	137,050.00	10,123.18	25,130.00	111,920.00	18.30
587000	CAPITAL EQUIPMENT	65,000.00	0.00	4,422.00	60,578.00	6.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	8,024.63	22,184.17	40,465.83	35.40
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	508,568.07	1,416,796.31	5,341,514.04	21.00

INVOICE LISTING - APRIL 2023
Capital Replacement Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
1646	CORPORATE CONCEPTS INC	1	5,088.02
5572	FIA CARD SERVICES, N.A.	1	178.20
14548	PRODUCT ARCHITECTURE + DESIGN	1	1,575.00
15079	SHALES MCNUTT, LLC	1	114,138.22
GRAND TOTALS:		4	120,979.44

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For the Board Meeting on April 26, 2023

1646	Corporate Concepts Inc. (Workroom Renovation Furniture)	\$5,088.02
5572	FIA Card Services, N.A. (Ian Knorr Credit Card - Workroom Supplies)	\$178.20
14548	Product Architecture + Design (Workroom Construction Architect Fees)	\$2,000.00
15079	Shales McNutt, LLC (Workroom Construction)	\$137,405.37

INVOICE LISTING - APRIL 2023

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360BRANDS INC	1	5,995.00
16384	ALLYSON RENELL	1	149.34
17676	AMANDA KLENK	1	26.40
18213	AMAZON CAPITAL SERVICES, INC.	15	3,303.71
200200	ANCEL GLINK PC	1	168.75
20916	ANDERSEN VOINOVICH	1	150.00
428	ANDERSON'S BOOKS, INC.	1	145.00
17992	ARTHUR J GALLAGHER RISK MGMT	1	1,358.00
403	AT&T	1	271.16
672	BAKER & TAYLOR BOOKS	8	413.98
16893	BIBLIOTHECA	1	1,004.64
829	BLACKSTONE AUDIOBOOKS	12	1,162.94
7517	BOOKFLIX, SCHOLASTIC INC	1	32.49
17675	C FREDERICK LEBARON	1	40.00
8705	CASH - LIBRARY	1	161.76
1264	CDW GOVERNMENT LLC	1	3,958.44
8323	CENGAGE LEARNING	8	410.26
1277	CENTER POINT PUBLISHING	3	414.80
1377	CHICAGO TRIBUNE	2	370.84
1459	CINTAS CORPORATION #344	1	74.33
20162	CITIBANK/CITI CARDS	1	45.20
200014	CREATIVE CLINICAL CONSULTING LLC	1	350.00
200190	DAVID EDWARD CORBETT	1	400.00
16094	DE LAGE LANDEN FINANCIAL SVC INC	4	3,014.02
2056	DEMCO, INC.	2	2,511.03
2346	DOWNERS GROVE PARK DISTRICT	2	1,050.00
2356	DOWNERS GROVE ROTARY CLUB	1	150.00
2359	DOWNERS GROVE SANITARY DISTRICT	2	189.53
2539	EBSCO SUBSCRIPTION SERVICES	2	14,773.08
5572	FIA CARD SERVICES, N.A.	15	14,222.23
17510	FIRST COMMUNICATIONS, LLC	1	270.94
16977	GARVEY'S OFFICE PRODUCTS, INC.	7	799.29
13544	GOOGLE, INC.	1	990.00
3188	GRAHAM CRACKERS COMICS, LTD.	1	229.44
8770	GRAINGER	2	150.38
3249	GREY HOUSE PUBLISHING	1	432.50
18411	HAYES MECHANICAL	1	2,442.00
200023	HEATHER ANA HATHAWAY MIRANDA	1	1,000.00
8206	HR SOURCE	1	3,200.00
200098	IMPERIAL BAG & PAPER CO LLC	2	1,131.73
14493	INFOGROUP LIBRARY DIVISION	1	12,470.00
3688	INGRAM LIBRARY SERVICES, LLC	49	29,059.36
15168	JENNIFER RYJEWSKI	1	72.77
200201	KATIE MAAS	1	50.00
14628	KRISTIN MARIE PURCELL	1	154.38
200196	LAUREN ERICKSON	1	500.00
5866	MIDWEST TAPE	13	6,218.22
6161	NICOR GAS	1	2,421.68
19473	OC CREATIVE, INC.	1	400.00
6295	ORKIN PEST CONTROL	1	135.00

INVOICE LISTING - APRIL 2023

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
12499	OVERDRIVE, INC.	4	12,777.16
18491	PEOPLEFACTS, LLC	1	45.05
200192	PLAYAWAY PRODUCTS LLC	4	208.95
6640	POLONIA BOOKSTORE, INC.	1	303.50
6698	PRINT SMART	1	1,208.30
6716	PROQUEST, LLC	1	914.36
4910	RAILS	1	150.00
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	2,197.50
200007	SONIC MAINTENANCE, LLC	1	2,035.00
18271	SOUNDS GOOD, INC.	1	100.00
12698	SWAN	1	16,707.25
3567	TECHNOLOGY MGMT REV FUND	1	126.00
8223	THE NEW YORK TIMES	1	1,585.95
6859	THRYV	1	16.22
8377	TIVOLI ENTERPRISES INC	1	90.00
8391	TODAY'S BUSINESS SOLUTIONS	2	144.16
385	TRANE U.S., INC.	1	1,774.50
11517	UNIQUE MANAGEMENT SERVICES, INC	2	30.90
18458	URBAN ELEVATOR SERVICE, LLC	2	797.75
19196	VAN MCGARY	1	34.89

GRAND TOTALS:	210	159,692.06
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INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on April 26, 2023

16384	Allyson Renell (Employee Reimbursement)	\$149.34
200200	Ancel Glink PC (Legal Fees)	\$168.75
20916	Andersen Voinovich (Consulting Fee)	\$150.00
8705	Cash - Library (Petty Cash Reimbursement)	\$161.76
200014	Creative Clinical Consulting LLC (Art Therapy Program)	\$350.00
200190	David Edward Corbett (Program Payment)	\$400.00
200023	Heather Ana Hathaway Miranda (Consultant Payment)	\$1,000.00
8206	HR Source (Employee Benchmarking Project)	\$3,200.00
15168	Jennifer Ryjewski (Employee Reimbursement)	\$72.77
200201	Katie Maas (Program Payment)	\$50.00
14628	Kristin Marie Purcell (Employee Reimbursement)	\$154.38
200196	Lauren Erickson (Program Payment)	\$500.00
200007	Sonic Maintenance, LLC (Window Cleaning)	\$2,035.00
18271	Sounds Good, Inc. (Piano Tuning)	\$100.00
12698	SWAN (Quarterly Fees)	\$16,707.25
8377	Tivoli Enterprises Inc. (Summer Reading Club Prizes)	\$90.00

CREDIT MEMO LISTING - OPERATING FUND
April 2023

VENDOR #	VENDOR NAME	NUMBER OF CREDIT MEMOS	GROSS AMOUNT
3688	INGRAM LIBRARY SERVICES, LLC	5	56.87

GRAND TOTALS:

5

56.87

Library Credit Card Details for the April 26, 2023 Board Meeting

Julie Milavec				
972	5280 Small Tools & Equipment	Replacement Chairs for Ask Us Desk	\$	1,874.80
978	5461 Utilities	Republic Services Account Payment	\$	762.00
			Total	\$ 2,636.80
Katelyn Vabalaitis				
971	5303 Seminars, Mtgs, & Conferences	HR Conference	\$	375.00
971	5308 Recognition Program-Staff	Board Meeting Recap Treats	\$	42.70
978	5391 Telephone	Comcast Monthly Payment	\$	505.73
			Total	\$ 923.43
Ian Knorr				
971	5870 Capital Equipment	Workroom Supplies (Capital Replacement Fund)	\$	178.20
972	5853 Audiovisual Materials	PC Monitor Desk Mount for ATS	\$	59.39
978	5210 Supplies	Department Supplies	\$	387.74
978	5251 Maintenance Supplies	Drywall Patching Supplies	\$	59.02
978	5303 Seminars, Mtgs, & Conferences	Safety and Security Conference for 2 staff, Hotel Room	\$	860.30
			Total	\$ 1,544.65
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	353.09
972	5280 Small Tools & Equipment	Label Maker and Carrying Case	\$	119.98
972	5303 Seminars, Mtgs, & Conferences	C2E2 Parking	\$	38.00
972	5853 Audiovisual Materials	Streaming Services, AV Supplies	\$	67.26
			Total	\$ 578.33
Cynthia Khatri				
976	5280 Small Tools & Equipment	Marketing Brochure Holders	\$	94.98
976	5407 Advertising & Public Relations	Raffle Prizes	\$	62.10
			Total	\$ 157.08
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	65.88
973	5853 Audiovisual Materials	Anything Emporium Supplies	\$	19.16
			Total	\$ 85.04
Traci Skocik				
973	5210 Supplies	Program Supplies, Office Supplies	\$	105.86
973	5852 Print Materials	Children's Books	\$	116.83
			Total	\$ 222.69
Allyson Renell				
973	5210 Supplies	Children's Program Supplies, Office Supplies	\$	76.70
973	5303 Seminars, Mtgs, & Conferences	IYSI Conference	\$	809.34
			Total	\$ 886.04
Christine Lees				
974	5210 Supplies	Office Supplies	\$	230.06
			Total	\$ 230.06

Paul Regis				
975	5210 Supplies	Department Supplies	\$	68.77
975	5280 Small Tools & Equipment	Hotspot Adapters, HDMI Adapters, Cleaning Kits	\$	122.07
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting, Digital Insp	\$	2,963.48
			Total	\$ 3,154.32
Grace Goodwyn				
			Total	\$ -
Jen Ryjewski				
971	5210 Supplies	Office Supplies	\$	29.99
971	5308 Staff Recognition	Staff Recognition	\$	16.19
			Total	\$ 46.18
Amanda Klenk				
972	5210 Supplies	Teen Program Supplies	\$	233.98
972	5315 Professional Services	Teen Program Payment	\$	300.00
972	5852 Print Materials	Print Materials	\$	205.23
972	5853 AV Materials	Subscriptions for Roku Devices	\$	79.96
973	5210 Supplies	Kids Program Supplies	\$	68.93
			Total	\$ 888.10
Van McGary				
972	5210 Supplies	Program Supplies, Office Supplies	\$	249.80
971	5280 Small Tools & Equipment	Equity Advisory Team Materials	\$	149.58
972	5303 Seminars, Mtgs, & Conferences	Mental Health First Aid Training	\$	57.40
972	5851 Electronic Resources	Kindle Books	\$	82.67
972	5852 Print Materials	Print Materials	\$	1,067.20
972	5853 AV Materials	Streaming Services, AV Supplies	\$	97.67
			Total	\$ 1,704.32
Lucas McKeever				
971	5308 Staff Recognition	Staff Puzzle	\$	12.74
972	5852 Print Materials	Subscription Renewals, Print Materials	\$	149.00
975	5280 Small Tools & Equipment	Rolling Cart for IT	\$	47.10
977	5210 Supplies	Department Supplies	\$	371.66
			Total	\$ 580.50
Amanda Blau				
973	5210 Supplies	Program Supplies	\$	746.90
973	5852 Print Materials	Print Materials	\$	15.99
			Total	\$ 762.89
			Library Credit Card April 2023 Totals	\$ 14,400.43

PAYROLLS FOR MARCH 2023

MARCH 10	\$133,659.72
MARCH 24	\$134,079.20
TOTAL MARCH 2023 PAYROLLS	\$267,738.92

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 26, 2023**

Agenda Item 9A

Bylaws Update

Trustee Marti Sladek created a draft of updated Bylaws based on the comments and feedback of the other Trustees. Board President Swapna Gigani disseminated the draft to the full Board, requesting their comments. The most current draft is included in the packet for discussion.

Recommended Action: Discussion of the Bylaws draft and determination of next steps.

BY-LAWS OF THE BOARD OF TRUSTEES OF THE DOWNERS GROVE IL PUBLIC LIBRARY

Article I: Name

The name of this organization is the Board of Trustees of the Village of Downers Grove Public Library. (Referred to hereinafter as The Board or the Trustee/s, and the Library.)

Article II: Purpose

The purpose is to ensure general oversight of, adequate funding for, and advocacy on behalf of the Downers Grove Public Library for the benefit and access of all community members and patrons and to promote the purposes, values and services of the Library.

Article III: Governance

The Board operates under legal authority of the State Of Illinois, including but not limited to the United States and Illinois Constitutions, The Illinois Library Act, Open Meetings Act, Freedom of Information Act, Government Ethics Act and State Gift Ban Act, Illinois Records Act and such other regulations as may be promulgated by the Secretary of State. The Board also ascribes to the American and Illinois Library Associations Standards and the American Library Association Bill of Rights.

Article IV: Trustees

Section 1. Membership

A. The Board shall consist of six people appointed by the Village Council for six year terms, without monetary compensation. Terms are staggered so that no more than two terms expire simultaneously.

B. New members shall be sworn in that first meeting they attend, and should complete any current certification, orientation and training requirements prior to their first meeting.

C. Vacancies occur when a term ends without the person having been re-appointed or another having been appointed in their place; or when a Trustee resigns; or is removed by the Village Council for cause.

Section 2. Responsibilities

A. Trustees are expected to act in the best interest of the library, including but not limited to:

- (1) Keep up to date and comply with legal and ethical requirements, standards and best practices of the position; and complete required training and certification as soon as possible.
- (2) Prepare for and attend meetings and events as required unless excused by the President.
- (3) Represent the Library in the community as needed.
- (4) Participate in professional development activities.
- (5) Participate in planning sessions and project and committee work as the Board requires.

B. Hire and provide guidance to and oversight of the sole employee of the Board itself, the Director of the Library, who reports to the Board and is responsible for day-to-day operational management of the library, its staff, and service to patrons, and is its spokesperson.

C. Trustees are expected to act in accordance with their positions as public officials and community leaders: to avoid conflicts of interest and make disclosures as necessary; to avoid the appearance of impropriety; to speak about library issues in their official capacity only when so assigned, distinguishing their personal opinions.

D. Develop policies and procedures for the conduct of Board business as necessary.

E. Failure to fulfill responsibilities: The Board may recommend removal of Trustee to the Village Council by roll call vote for failure to fulfill the duties of the office or for conduct detrimental to the Board or the Library.

Article V: Officers

Section 1. Election. The Board shall elect a President and a Secretary at the first meeting after Board appointments of an even-numbered year to serve for two years. Vacancies are to be filled by a special election for the remainder of the term.

Section 2. President. The President shall preside at meetings, coordinate committee and project work by Trustees, and act as official liaison to the Director of the Library. President shall also arrange new Trustee training and orientation in coordination with Library Director.

Section 3. Secretary. The Secretary shall certify documents on behalf of the Board, shall see that any documents required for transparency of Board business, such as meeting notices and minutes, are made public in a timely manner, and preside at meetings in the absence of the President.

Section 4. Treasurer. The Treasurer of the Village of Downers Grove is the official Treasurer for the Board and coordinates financial services on behalf of the Board.

Section 5. Removal of an Officer. An officer except for the Treasurer may be removed by vote of the Board for failure to fulfill responsibilities or other misconduct detrimental to the Board or the Library.

Article VI. Meetings

Section 1. Regular Meetings.

A. Monthly meetings are generally held on the 4th Wednesday of every month unless the Board votes otherwise to skip a meeting or add a special meeting.

B. All Board meetings are open to the public and shall include a period of Public Comment. The Board shall have authority to issue rules and regulations to govern format, length and code of conduct and decorum for public participation.

C. Four trustees shall constitute a quorum.

Section 2. Remote participation. Meetings are in-person unless public safety, public health or other public emergency concerns make remote meetings necessary as determined by the President in consultation with the Library Director and other appropriate officials. Individual trustees may participate remotely at any meeting if approved by the President for good cause.

Section 3. Procedures. Meetings shall be conducted under the most recent edition of Roberts Rules of Order. Voice votes may be used for routine matters such as report approvals but roll call shall be used for substantive matters such as resolutions, expenditures and changes in by-laws, policies, procedures, rules or other matters of governance, or whenever a situation requires a detailed record of each vote.

Section 4. Committees. Committee of the Whole or Ad-Hoc or Sub-committee methods may be employed for particular business. Such committees shall not have authority to enact policy unless granted by the Board.

Section 5. While transparency is the goal and norm for any public body, Executive Sessions shall be held when necessary to discuss issues that must be kept confidential by the Board, for example legal and personnel matters or to otherwise protect privacy of individuals.

Article VII. Review of By-laws.

Section 1. Review. The Board shall review the by-laws at least biennially.

Section 2. Amendments. The Board may make changes to the by-laws by 2/3 vote provided an initial draft has been presented and discussed at a regular meeting, and the final text of any changes is part of the Agenda for the subsequent meeting before final vote. Technical changes and corrections may be voted on at any meeting if included on the meeting agenda.

Article VIII. Indemnification.

Trustees acting in good faith and legally for the benefit of the Library shall be insured and indemnified from legal action for their work on behalf of the library as are other volunteers and employees.

Marti Sladek
Draft 4.0 April 20, 2023

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 26, 2023**

Agenda Item 10

Librarian's Report

Strategic Planning

In March, invitations to the focus groups were sent to the individuals identified by staff, Board, Equity Advisory Team, and Downers Grove Public Library Foundation members. Focus groups will be held from April 17 to April 27. Survey response continues to be strong, with over 1,800 responses received by mid-April. The survey will remain open through April 30, with paper surveys to be keyed in on May 1. The Strategic Retreat is scheduled for 5:30 p.m. to 9:00 p.m. on May 17 & 18. In addition to the 6 Trustees and 8-10 staff members, invitations to participate have been extended to the Downers Grove Public Library Foundation, Village of Downers Grove, Community High School District 99, Downers Grove Grade School District 58, Downers Grove Park District, and other business and community leaders.

Workroom Renovation Project

The Workroom Renovation Project is complete, including the final punch list. The staff has settled into and organized the new spaces. The final project cost report is included in this packet, showing the total project cost of \$616,210.82, which is \$43,270.18 under the budgeted amount. The newly renovated workrooms will be available for Trustees to tour before the April Board Meeting.

The Right to Read Bill (Illinois House Bill 2789)

Illinois House Bill 2789, the Right to Read Bill, passed the House and moved to the Senate. You can follow its progress on [the Illinois General Assembly website](#). The bill would require that as a condition of qualifying for grants through the Illinois State Library in the future, libraries or library systems would have to adopt a written policy prohibiting the practice of banning books. Alternatively, they could adopt the American Library Association's Library Bill of Rights, which includes a statement that "(m)aterials should not be proscribed or removed because of partisan or doctrinal disapproval." This is an initiative of Secretary of State Alexi Giannoulias. Its lead sponsor in the House is Rep. Anne Stava-Murray. The bill is supported by the Illinois Library Association, the Association of Illinois School Librarians, and the Illinois Federation of Teachers.

March PITS Incident Reports

There were 18 incidents in March. No other incidents in March 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. Staff is evaluating a new incident tracking software, Incident Tracker, which offers a more robust reporting module.

Freedom of Information Act (FOIA) Requests

Seven FOIA requests were received in March. One follow-up to a FOIA request was received to date in April and referred to the library's attorney for a response. 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

Date: 04/18/2023

Staff Area Renovations Final Project Cost Report

Bid Packages		Total
BP-06A General Trades Work	\$	133,005.31
BP-09A Painting Work	\$	17,238.00
BP-09B Flooring Work	\$	26,517.00
BP-21A Fire Protection Work	\$	12,000.00
BP-22A Plumbing Work	\$	12,400.00
BP-23A HVAC Work	\$	59,653.45
BP-26A Electrical Work	\$	104,348.06
Total Final Trade Contractor Cost		365,161.82
SMC Preconstruction Fees	\$	11,000.00
SMC Field Supervision	\$	68,726.00
General Requirments	\$	13,021.00
SMC OH+P	\$	30,512.00
Architectural/Engineering Fees	\$	47,790.00
Furniture Relocation Allowance	\$	10,000.00
Furniture/Fixtures/Equipment Allowance	\$	70,000.00
Permit Fees	\$	-
Subtotal	\$	251,049.00
Final Project Construction Cost	\$	616,210.82
09/15/2022 Budget Approved with RTA		\$
	\$	659,481.00
Total Cost Under Budget including Unused Allowance/Contingency		\$ (43,270.18)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 26, 2023**

Department Reports – March 2023

Administration – Jen Ryjewski

- Assisted ATS Department Manager, Van McGary, by working a shift at the Ask Us Desk
- Attended the final, as-it-were-formally-established, Friends of the Library (FOL) meeting. The DGPL Foundation approved a motion to absorb the FOL as a Foundation Committee Doing Business As. They decided to keep the FOL name alive and are currently brainstorming ways to improve the marketing of and rejuvenate the group
- Met with the Programming Team and continued to work on plans for Summer Reading, National Library Week (April 23-29) – be on the lookout for a series of super-fun staff videos, National Autism Month, Juneteenth, celebrate pages on our website, and so much more!
- Met with co-team leaders of the Innovation Team, Grace Goodwyn and Sharon Hrycewicz, to review the charge and direction of the team and discuss some potential unusual, innovative projects
- Met with the Innovation Team and made final preparations to roll out our brand new Tool Kit Collection. The following items are now available for checkout: self-leveling laser level and tripod kit, picture hanging kit, wall stud finder, radon detector, air quality monitor, thermal camera, combustible gas leak detector, Christmas light tester, electrical test kit, and even an LED light therapy lamp. We also discussed the impact of several new additions to the Anything Emporium and how we can improve its searchability on our website
- With the assistance of several staff members, I finished the updates and changes to and disseminated our improved Emergency & Disaster Response Manual, incorporating disaster response plans as recommended by the most recent edition of Standards for Illinois Public Libraries
- Met with HR consultant Joy Lynn Hyer from HR Source about our salary structure benchmarking project. The updated salary structure will be used for the FY2024 budget planning process
- Met virtually with the folks from ReThinking Libraries and our BIPOC/HITMPG consultant to discuss the general format and expectations of the BIPOC/HITMPG focus group session
- The Center for Creative Arts Therapy hosted their monthly employee wellness session. This month's project was an Intention Stick, where staff could write down their intentions on a piece of paper then wrap the paper around a self-decorated craft stick and tie it with string to serve as a reminder of one's resolutions, plans, purpose, etc.

- Coordinated and attended a review for an alternative incident tracking software – similar to PITS, which many libraries use – called Incident Tracker and set up a 30-day demo for all managers and monitors on duty
- Met with Building Operations Director Ian Knorr to discuss my reworking of and changes to our patron infractions and suspensions responses, what to do, how, and when for a final review from the Safety and Security Team
- Wrote invitations for all focus groups with additional input from the Administration Team. Technology Trainer Annie Jagielski helped me so much with the invitations by figuring out the mail merge and registration process in Communico, our calendar system
- Reviewed, edited, and formatted the Board of Library Trustees bylaws for the next steps in Board review

Business Office – Katelyn Vabalaitis

- Began working with legal firm Ancel Glink on a personnel investigation, including gathering all necessary paperwork and documentation for review.
- Reviewed updates Assistant Director Jen Ryjewski made to the annual evaluation form and discussed with Administration staff.
- Reviewed the recommendations HR Source made on the library's salary benchmarking project.
- Created and disseminated the Quarter 2 virtual timesheets for all staff.
- Met with Foundation President Dave Sosnow and Foundation Board Member Genene Murphy to discuss how donations and donor information is tracked and brainstormed on how to improve the process.
- Attended the HR Source HR Roundtable Meeting.

Adult & Teen Services – Van McGary

- ATS staff continued to hold a wide range of programs in March for adults and teens, both in person and virtual
- Adult programming highlights include: Illinois Libraries Present The Weird and Wonderful World with Mary Roach, screening of *Invisible Warriors – African American Women in World War II*, Grab & Go Crafts for Adults: Sushi Candle, Women's History Month Book Bundles, Germanic Genealogy: Tips & Tidbits, Murder, Mayhem & the Mob online series, Rock and Mineral Identification Class, Betty White: A Lifetime of Laughter, Job Workshop: Conflict Management, Resources for Jobseekers, Virtual Escape Room, and Straw Bale Gardening: The Basics, and a month-long March Madness competition between books. *Lessons in Chemistry* by Bonnie Garmus took the top spot!
- Series programs Great Decisions, D&D Adventurers League for Adults, and book discussions Real Reads and Pages & Pints continued to be well-attended
- Van hosted Dr. John Low from OSU, who presented a virtual webinar on "Issues of Power & Representation in American Indian Sports Mascots". Thank you to

the AILA Talk Story Grant for funding this program. A recording of this program and most other virtual programs can be found on the library's Virtual Programs page under Attend Events

- The library's social work interns held another helpful Meet & Greet morning program to assist community members with social services resources. Thank you to Chipotle for donating gift cards to a special raffle for this month's attendees. The next event will be held Saturday, May 27 from 10:30 to 11:30. Coffee and donuts will be provided
- Teen programming highlights include: Maker Kit: spring paper quilling, acrylic keychains, and a Women's History Guess Who Game, Women's History Month Book Bundles, Create Like Shantell Martin (Mug Decorating), Make and Take: St. Patrick's Day Clover Jar, Service Project: Get Out the Vote, SAT Practice Test, Forensics 101, Murder Mystery in a Bag pickup program, Murder Mystery Escape Room, and the continuance of Girls Who Code
- Congratulations to Amanda Klenk, who started as ATS Assistant Manager on March 19th. Van trained Amanda on the desk schedule, which has been a huge task over the past several weeks/months as the ATS department has been down one part-time and two full-time staff members. A huge shout out to our amazing substitute librarians, Amy Balicki and Lora Bruggeman, who also sub in the Kids Room. They are amazing librarians and colleagues. Thank you for your continued tremendous help! A special thanks also goes out to the ATS team for taking on extra duties and desk shifts during our prolonged staff shortage
- Van performed site-check-ins with Aurora University Social Work professors for our current social work interns. In addition, Van worked with Aurora University on posting openings for the library's social work internship program for a fall start date. Our current interns will be wrapping up their internships this spring
- Van and Amanda worked on the job ad for the Teen Services Coordinator position, which was posted in late March. Van and Amanda also interviewed candidates for the part-time ATS Librarian position. Mary Costello from Naperville Public Library was offered and accepted the position! Mary will begin her new role on April 18th!
- Two new exciting collections were added in ATS this month: RPGs and Ready Reads, which can both be found on the north pinwheel shelves near the Nonfiction area. RPGs, or Role Playing Game Collection, can be found directly on the other side of the board games. This collection comprises RPG rulebooks and nonfiction about RPG's formerly found at 793.93 as well as RPG boxed games and accessories. Ready Reads consists of fiction and nonfiction books that are of high interest and low reading level. Thank you to the Access Services team for helping with these collections
- For questions about RPGs, Ready Reads, and other offerings to adults and teens, patrons can contact ATS staff at askus@dglibrary.org

Children's Services – Allyson Renell

- Our spring storytime session started on March 6th and due to our move back into our workspace, we have been holding them in our program room again! This is a great change because we've been able to return to having toddler storytimes, a very popular storytime option. Storytime attendance has been up for all age groups and on the weekend during this session with attendance numbers climbing as 76 for a single storytime
- In addition to the return of our program room for storytime, we've been able to bring back our drop-in Friday preschool programs as well. These programs like drop-in crafts, math stations, and more are popular additions for young patrons to stop in on Friday mornings
- On March 13th and 14th, Department Manager Allyson Renell and Library Assistants Kristin Purcell and Gracie Ruyle attended the Illinois Youth Services Institute in Springfield. This conference, hosted by ILA and the LACONI Youth Service Section is a conference dedicated just to youth services in public libraries. We saw a variety of presentations on storytimes, elementary age programming, and other popular youth services trends. Allyson, who serves on the LACONI YSS board, also had room management duties throughout the conference
- District 58's school break was the last week of March and the whole library celebrated with mystery and true crime programs. In the Kids Room we had another Codebreakers passive program around the room and a variety of other mystery-themed programs. Kids attended programs about forensics, solved mysteries by examining clues, built spy kits, and wrong in invisible ink!
- Preparation for the Summer Reading Club continued throughout March, with a strong focus on program planning and decorations. We will have programming almost every single day during the summer, including many days with multiple programs. We are also hosting more programs at Fishel Park this summer after the great success we've had there over the last few years

Circulation - Christine Lees

- We continued to see strong activity in the Circulation Department:
 - 14,409 digital items checked out this month
 - 607 locker holds
 - Gate count March 2023 vs March 2022 increased by 6,082 patrons!
 - We processed 209 library card applications and renewals this month
- We hosted District 99 Transitions class on a tour around our department and showed off our book sorter machine. Each student had the opportunity to put a book through the sorter and see it in action!
- Our lockers received the much anticipated software upgrade from D-Tech. The patron and staff interfaces are more user friendly and some of the bugs that were an issue before have been addressed

- With two local libraries closed for renovations this month (Lisle and Helen Plum) we saw many new patrons visiting our library. We opened 40 new non-SWAN reciprocal accounts which is about triple the standard number of these types of accounts
- We are working with our PR team to explore the idea of creating a kids design version of our library cards. Watch this space for more details soon!
- A majority of our department is participating in the library-wide staff walking challenge. We are getting lots of great exercise AND having lots of fun!

Information Technology – Paul Regis

- Library Director Julie Milavec, Assistant Director Jen Ryjewski, Director of Building Operations Ian Knorr, and IT Manager Paul Regis attended a meeting of Incident Tracker, a – believe it or not – service for tracking incidents and a possible alternative to PITS. All felt that Incident Tracker offered a cleaner, more intuitive interface and more customizable templates. The analytics and reporting seemed much more robust than PITS’ reporting features. Jen planned the next steps of scheduling a demo for MOD/BOM testing and see if it’s possible to export/import PITS data
- IT helped move Access Services and Building Operations into their new workrooms towards the end of the month. This involved packing stations, patching network cables, and configuring equipment. The new workrooms are a great use of space and the move was a relative breeze
- Paul made some behind-the-scenes preparations for the library’s move to a new non-profit Google plan in April. It should be seamless and not noticeable by end users
- IT and the People’s Resource Center offered a combined eight classes in March

Public Relations – Cindy Khatri

- The PR Team continued promotion around the strategic planning survey. The survey was announced and featured in numerous emails to patrons, social media posts, and emails from community partners such as Chamber 630, the Park District, and the Village of Downers Grove. Survey QR codes were posted on tables throughout the library. Additionally, hard copy surveys were provided to satellite stacks locations and to the Downers Grove Township. Signs were distributed to local businesses around Downers Grove and a press release was distributed to the library’s media contacts. Over 1,800 responses have been recorded thus far
- Cindy Khatri, PR Manager, was featured as a panelist for the Illinois Library Association’s Career Pathway Talk Series, discussing nontraditional library careers
- The PR team met with the Park District to discuss promotional banners to be placed at the Recreation Center (along the walking track) and Fishel Park.

Banners will feature promotions around audiobooks/Playaways and Summer Reading Club

- Major changes have been in the works for the Research Database section of the website. Cindy is working with OC Creative, and Mary Sustar, Adult and Teen Services Librarian, to redesign how the databases are organized and presented
- The library will be participating in the Chamber's new New Resident Greeter program. New residents will get a welcome packet from the Chamber; the library will have a whole-page ad that features basic information about the library and QR code to sign up for a library card immediately. The Chamber estimates this will be delivered to 50-100 households per month
- Promotion for the library's annual March Madness event was featured
- Grace Goodwyn, Graphic Design and Display Coordinator, created and finalized graphics and form assets for Summer Reading Club
- Brian Ruane, Marketing Content Coordinator worked on some specialized messaging around how to get items fasted at the library by suspending holds and being mindful of format types when placing holds
- The team worked collaboratively with EQDG in preparation for the One Book One Town book discussion (April 10) with author David Levithan
- Cindy and Lisa Hung, Kids Room Assistant, hosted Learn to Play Mahjongg at the Downers Grove Township. The program was fully registered with a substantial waitlist
- The Cover to Cover episode featured a discussion about gaming at the library with Karen Bonarek, Adult and Teen Services Librarian
- The Meet the Artist had over 130 patrons attend to meet featured gallery artists Dorothy Dvorachek Larsen and Heather D Chelmecki

Access Services – Lucas McKeever

- Kira created a spreadsheet for tracking areas in the Kids Room collection where some call number inconsistencies can be fixed in the future as time allows. She also shared this with some Kids Room staff so that they can add their own areas they find and would like cleaned up. This will be great for long-term project planning and side project work when we have volunteers, practicum students, or during slower times
- Access staff worked with various departments to update aspects of our collections. With IT, we updated the home location that displays in the catalog. Instead of following the 2nd-floor Adult location, technology that can be checked out at their desk is listed in the catalog as "IT Department". With ATS, we worked on creating a new call number set up for a newly created collection called "Ready Reads". These items are books with high interest but low reading level for adults that are not strong readers in English or that prefer books to be more fast-paced and with fewer pages. In the Kids Room, we continued to update some of the picture book "Favorites" collections as well as updating all Toddler call numbers

and spine labels to match the rest of the collections in this department. Once this is complete, every call number will begin with either “J” or “JE”

- Michelle created a mockup of the newly renovated Access Services space including cutouts of to-scale furniture. We used this to evaluate our new space, plan for furniture placement, and even reduced the number of shelving units we had installed to better utilize our floor space
- Access officially moved into the newly renovated workspace on Monday, March 27th. We settled in and continue to establish a new normal in our space
- This March, the Staff Social Committee put together a walking challenge that is taking place through April. 59 staff members are participating and it is turning out to be a really fun way for staff to intentionally be active. The challenge will conclude on National Library Workers Day and include some treats and prizes for our participants

	Adult & Teens	Kids	Both
Items Added			
Print	1382	649	
AV	174	21	
Items Discarded			
Print	812	1128	
AV	113	4	
Items Repaired			553
Items Reclassified			95
Original Records			58

Building Operations – Ian Knorr

- Met with Ryan Church of 22 Vets which is an installer for Verkada. We looked at our current camera system, camera placement, and door access controls. He prepared a quote and sent that to Verkada. I am connecting with John from Verkada sometime this week to review the quote
- Adult and Teen Services Manager Van McGary and I met with SCARCE for the library’s Green Audit. A couple of recommendations were made but they were very impressed with how much the library has already done
- I met with Community Services Office Bill Budds to talk about the Downers Grove Police Department’s assistance in performing a staff active intruder drill. We

discussed the different drill scenarios, how long the drills would take, and the intensity of the drills. All of these can be tailored to the library's needs. From speaking with him and going over everything it looks like this would be best done as part of an in-service day as the library would be closed for the drills and the Q and A session afterwards

- I attended a meeting with EQDG and Victor Salvo of the Legacy Project about the logistics involved for the Legacy Wall
- I met with Mike Skinner of 360 Clean to go over some cleaning issues we have been experiencing recently.
- I attended an online meeting with Julie, Jen, and Paul to look at an alternative platform to PITS
- I met with Melissa Rodriguez from Vanguard Cleaning Services to get a quote for custodial services for the library. If we decide not to re-sign with 360 Clean I need to give them notice by October 2023
- Access Services and Building Operations were moved to their new locations
- I met with Rick Lennart of Warehouse Direct to get pricing on paper products to see if any savings can be made
- I met with Assistant Director Jen Ryjewski to go over Code of Conduct infractions. Changes to suspension lengths were changed and the changes have been sent to the Safety Team for review

March						
Circulation	Mar 23	%	MAR 22	%	MAR 21	%
Checkouts						
Selfchecks	11,692	25%	33,372	72%	22,843	75%
Staff desk	33,806	1%	11,794	26%	7,500	25%
Lockers	607	1%	1,066	2%	0	0%
Total checkouts	46,105		46,232		30,343	
Renewals						
Auto Renewals	33,427		32,083		13,409	
Selfchecks	5		8		2	
Staff desk (incl. phone)	339		325		201	
Patron self-renewals on website	0		144		254	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	895		615		31	
Total renewals	34,666		33,175		13,897	
Total item checkout and renewals	80,771		79,407		44,240	
Digital Circulation	14,409		12,606		11,545	
Total Circulation	95,180		92,013		55,785	
Reserves Processed						
Received from ILL	5,068		5,118		2,866	
ILL sent	4,520		4,568		2,826	
OCLC requests processed	215		193		116	
Gate Count						
North	21,944		17,814		6,339	
South	13,054		10,643		3,483	
Total	34,998		28,457		9,822	
Lockers	607		1,066		0	
Gate Count and Lockers Total	35,605		29,523		9,822	
Curbside Count	0		0		0	
Registrations						
New resident library cards	198		186		136	
New fee cards	11		9		2	
Professional Development Hours	48		18		100	
Cost of Professional Development	\$0		\$0			

Circulation

	Mar 2022	Mar 2023	YTD Totals			
Adult	39,962	40,245	113,860	112,608		
Teen	1,802	1,790	5,229	4,732		
Children	37,643	38,737	105,830	106,618		
Download	12,606	14,409	37,285	42,306	YTD Difference	
Total	92,013	95,181	262,204	266,264	4,060	1.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	27,704	68.84%	3,038	7.55%	6,913	17.18%	2,590	6.44%	40,245
Teen	1,703	95.14%	32	1.79%	18	1.01%	37	2.07%	1,790
Children	33,458	86.37%	1,434	3.70%	2,482	6.41%	1,363	3.52%	38,737
Total	62,865	77.83%	4,504	5.58%	9,413	11.65%	3,990	4.94%	80,772

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,055	75.37%	15,886	10.06%	16,434	10.40%	6,589	4.17%	157,964
Children	78,138	86.17%	3,038	3.35%	7,487	8.26%	2,016	2.22%	90,679
Total	197,193	79.31%	18,924	7.61%	23,921	9.62%	8,605	3.46%	248,643

Book Collection

	Mar 2022	Mar 2023	YTD Totals		YTD Difference	
Adult	117,580	119,055				
Children	78,117	78,138				
Total	195,697	197,193	195,697	197,193	1,496	0.8%

Audio Collection

	Mar 2022	Mar 2023	YTD Totals		YTD Difference	
Adult	15,454	15,886				
Children	2,876	3,038				
Total	18,330	18,924	18,330	18,924	594	3.2%

Video Collection

	Mar 2022	Mar 2023	YTD Totals		YTD Difference	
Adult	15,939	16,434				
Children	7,464	7,487				
Total	23,403	23,921	23,403	23,921	518	2.2%

Miscellaneous Collection

	Mar 2022	Mar 2023	YTD Totals		YTD Difference	
Adult	6,964	6,589				
Children	2,006	2,016				
Total	8,970	8,605	8,970	8,605	-365	-4.1%

Rooms & Spaces

	Mar 2022	Mar 2023				
Community Use of Rooms	921	1,223				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	113	132				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,034	1,355	YTD Totals	2,580	3,954	YTD Difference 1,374 53.3%

Programs Offered

	Mar 2022	Mar 2023				
Library Programs Offered						
Adult	24	45				
Teen	15	7				
Children	48	76				
Self-Directed Programs Offered						
Adult	13	23				
Teen	10	7				
Children	2	2				
Programs Offered Total	112	160	YTD Totals	314	407	YTD Difference 93 29.6%

Program Attendance

	Mar 2022	Mar 2023				
Library Program Attendance						
Adult	403	463				
Teen	121	44				
Children	1,291	2,405				
Self-Directed Program Attendance						
Adult	640	1,546				
Teen	191	66				
Children	575	21				
Program Attendance Total	3,221	4,545	YTD Totals	6,928	11,690	YTD Difference 4,762 68.7%
Virtual Program Views Total	400	1,123	834	1,830	996	119.4%

Website Views

	Mar 2022	Mar 2023	YTD Totals	YTD Difference		
Total Website Views	26,093	30,866	90,179	99,198	9,019	10.0%

Statistics for March 2023 (FY Jan-Dec)

Library Visits

	Mar 2022	Mar 2023				
Gate Count	27,391	34,998				
Locker Pickups	1,066	607	YTD Totals		YTD Difference	
Total Library Visits	28,457	35,605	72,705	100,823	28,118	38.7%

One-on-One Services

	Mar 2022	Mar 2023				
One-on-Ones	36	49				
Homebound	4	4				
Notary	44	31	YTD Totals		YTD Difference	
Total Sessions	84	84	130	243	113	86.9%

Computer User Sessions

	Mar 2022	Mar 2023				
Adult	1,633	1,825				
Children	567	941	YTD Totals		YTD Difference	
Total	2,200	2,766	5,523	7,189	1,666	30.2%
Wireless Sessions	1,016	1,086	2,664	2,812	148	5.6%

Printing Services

	Mar 2022	Mar 2023				
Poster	11	1				
3D	12	17	YTD Totals		YTD Difference	
Total Prints	23	18	52	51	-1	-1.9%

The Cupboard

	Mar 2022	Mar 2023	YTD Totals		YTD Difference	
Total Donations	2568	1599	8,171	4,661	-3,510	-43.0%