

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. January 22, 2020 Requested Action: Approval
5. Financial Matters
  - a. Final 2019 Year End Financial Report
  - b. January 2020 Financial Report
  - c. February 2020 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Purchase of Six Bibliotheca SelfCheck 500 Stations Requested Action: Approval
  - b. Bibliotheca Annual Service and Maintenance Agreement Renewal Requested Action: Approval
  - c. Use of Library Capital Replacement Fund for Purchase of Trane VAVs Requested Action: Approval
  - d. General Policy Update – Section 2.9 Code of Conduct Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
  - a. Public Relations Department, Public Relations Manager Cindy Khatri
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 22, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee David Humphreys.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Building Operations Director Ian Knorr, Downers Grove Public Library Foundation Art Committee Chair Robin Tryloff, Friends of the Library President Joni Hansen, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. November 13, 2019. It was moved by Stapleton and seconded by Dougherty THAT the Minutes of the November 13, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. November 2019 Financial Report. Milavec presented the report. She noted that the Board packet included a large financial report, detailing the end of November 2019 financials, December 2019 financials, unaudited fiscal year 2019 fund balances, and invoice approvals for December 2019 and January 2020.
  - b. December 2019 Financial Report. Milavec presented the report. The unaudited numbers for the end of fiscal year 2019 show the library's revenue at 102%. The Capital Replacement Fund is only 93% expended, which includes the additional lighting project completed beyond the initial plan. More rebates are anticipated to arrive as well, which would bring the library to roughly \$60,000 under budget in the Capital Replacement Fund for 2019. The end of December reports show the library at 93.8% in Operating Fund expenditures with a few more adjustments to come. The February Board packet will include the definite year-end financials for 2019.

January invoices include both fiscal year 2019 and fiscal year 2020. Milavec noted the payment of Arthur J. Gallagher Risk Management and Libraries of Illinois Risk Agency (LIRA) invoices, which include the library's workers compensation premium renewal and the full liability insurance package.

President Graber thanked Milavec for the detailed Capital Replacement Fund balance report included in the Library Director's Report. Milavec noted that before the next budget season, she will be meeting with Building Operations Director Ian Knorr to go over the capital needs assessment to take a closer look at what figures can be adjusted after the library was able to complete extra building projects.

- c. December 2019 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of December 2019 capital replacement fund invoices totaling \$55,676.40, the payment of December 2019 operating fund invoices totaling \$125,252.19, and the ratification of November 2019 payrolls totaling \$220,442.78 be approved. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. January 2020 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of January 2020 operating fund invoices for fiscal year 2019 totaling \$55,337.38, the payment of January 2020 capital replacement fund invoices for fiscal year 2020 totaling \$292.94, the payment of January 2020 operating fund invoices for fiscal year 2020 totaling \$88,070.47, and the ratification of December 2019 payrolls totaling \$217,309.28 be approved. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

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

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

8. **New Business.**

- a. 2020 Masonry, Exterior Painting, and Doors Project Bid Awards. The library received bids from six painters and eight masonry outfits. Building Operations Director Ian Knorr and Jason Perkunas from Shales McNutt Construction met with the two lowest responsible bidders and walked through the details of the project, making sure the bidders understood the full scope of work.

It was moved by Stapleton and seconded by Gigani THAT the masonry contract be awarded to Otto Baum Masonry with Alternate 2 in the amount of

\$89,290 and the painting contract be awarded to K&J Painting for the base bid only in the amount of \$11,550. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Personnel Policy, 3.40 Alcohol and Drug Free Workplace. Milavec presented an expanded alcohol and drug policy based on a sample from HR Source. With the legalization of recreational cannabis, HR Source revised their policy recommendations. It allows for testing for alcohol and drugs in cases of reasonable suspicion. President Graber requested a revision to the second to last sentence in the third paragraph of section 3.40.1.

It was moved by Khuntia and seconded by Gigani THAT the update to the Personnel Policy Section 3.40 Alcohol and Drug Free Workplace be approved with added revisions. Motion passed by voice vote.

- c. Art Donation by the Downers Grove Public Library Foundation. Foundation Art Committee Chair Robin Tryloff presented two pieces that the Foundation recommends the library accept as donations. These two pieces, along with the Melissa Leandro piece accepted in October 2019, would broaden the public art experience of the library.

It was moved by Stapleton and seconded by Khuntia THAT the donation by the Downers Grove Public Library Foundation of artist Sarvin Haghighi's works *Reborn* and *Rumi Session Series; love* be accepted. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**9. Unfinished Business.** There was none.

- 10. Library Director's Report.** Milavec presented her report. Before or after the February Board meeting, Trustees will be getting their pictures taken by Media Lab Coordinator Ed Bromiel. Milavec congratulated Executive Assistant Katelyn Vabalaitis on 15 years of service at the library. Each Board member received new copies of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Milavec acknowledged the passing of former Board of Trustee member Thomas Read, who served on the Board from 2003-2016 and was instrumental in the revitalization of the Downers Grove Public Library Foundation. The Foundation will have their first major fundraiser on Saturday, February 22 at Cadence Kitchen. Tickets are \$50 per person and available on their website. It will be a meet the artist event with Melissa Leandro, the artist behind the new piece of art for the library's lobby. On Sunday, February 23, the Foundation will host a free public unveiling of the new artwork at 3:00 p.m. in the lobby.

- a. Facilities Department Report by Building Operations Director Ian Knorr.  
Building Operations Director Ian Knorr gave an overview of the Facilities Department and discussed current trends and future plans. Facilities focuses on building functionality to make sure the building operates without any disruption of service. The library has a new cleaning company as of January 1, 2020 and new cleaning practices have also been implemented, including bi-monthly deep cleaning of the public restrooms. Custodian John Martin handles the grounds and works closely with the Green Grovers of Downers Grove during the spring, summer, and fall. Ian sets up preventative maintenance schedules, handling some maintenance in house and hiring out for other equipment maintenance. In regards to building improvements, Facilities focused on energy efficiency in 2019 and the library is 90% LED converted to date. The new HVAC system is much more energy efficient as well.

Facilities also focuses on safety and security, making sure patrons and staff have a safe building to work in and visit. This includes security patrols of the building, video monitoring, and the development of a Safety and Security Team. Future plans include the 2020 exterior masonry project and the 2021 roof rubber membrane replacement. Ian is working on a survey of usable space and is at the very beginning stages of looking into solar energy options. Ian noted that the building's elevator was not included in the capital needs assessment but should have been. Facilities has been keeping up on maintenance of the elevator but is starting to price out an elevator remodel for the near future.

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

Trustee Stapleton asked about the application for the Illinois Public Library Per Capita Grant that was included in the packet. It is funded through the state of Illinois and funded at a maximum of \$1.25 per capita. The library's application was submitted to the state in December.

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

# Revenue by Object Report

FY 2019 - Final

Village of Downers Grove  
1/1/2019 through 12/31/2019

## Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,337,785.00	5,378,934.10	5,378,934.10	-41,149.10	100.77
4109 Prior Year Property Taxes	100.00	5,125.57	5,125.57	-5,025.57	5,125.57
4313 Personal Property Replacement Tax	60,000.00	71,270.13	71,270.13	-11,270.13	118.78
4410 Sales of Materials	11,000.00	8,487.18	8,487.18	2,512.82	77.16
4502 Charges For Services	20,000.00	20,115.08	20,115.08	-115.08	100.58
4509 Fees For Non-Residents	16,000.00	19,272.00	19,272.00	-3,272.00	120.45
4571 Rental Fees	5,000.00	5,042.00	5,042.00	-42.00	100.84
4581 Fines	37,500.00	34,127.57	34,127.57	3,372.43	91.01
4590 Cost Recovered For Services	10,000.00	13,546.74	13,546.74	-3,546.74	135.47
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	61,516.25	61,516.25	-24,606.25	166.67
4711 Investment Income	2,000.00	15,844.37	15,844.37	-13,844.37	792.22
4712 Investment Income - Property Taxes	0.00	2,440.07	2,440.07	-2,440.07	0.00
4820 Contributions, Operating	5,000.00	25,287.71	25,287.71	-20,287.71	505.75
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,541,295.00</b>	<b>5,661,008.77</b>	<b>5,661,008.77</b>	<b>-119,713.77</b>	<b>102.16</b>

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## Expenditures by Object Report

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Village of Downers Grove  
1/1/2019 through 12/31/2019

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	624,000.00	581,479.11	581,479.11	0.00	42,520.89	93.1
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	624,000.00	581,479.11	581,479.11	0.00	42,520.89	93.1

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## Expenditures by Object Report

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Village of Downers Grove  
1/1/2019 through 12/31/2019

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5101 Salaries, Exempt	1,406,416.00	1,468,592.53	1,468,592.53	0.00	-62,176.53	104.4
5104 Bonus	0.00	5,176.26	5,176.26	0.00	-5,176.26	0.0
5111 Salaries, Non-Exempt	247,835.00	245,239.33	245,239.33	0.00	2,595.67	98.9
5119 Part-Time Employee Wages	1,237,473.00	1,123,394.41	1,123,394.41	0.00	114,078.59	90.7
5131 IMRF Pension Contributions	194,334.00	194,879.18	194,879.18	0.00	-545.18	100.2
5133 Medicare Contributions	41,930.00	40,496.11	40,496.11	0.00	1,433.89	96.5
5134 Social Security Contributions	179,287.00	173,202.03	173,202.03	0.00	6,084.97	96.6
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	926.50	926.50	0.00	117.50	88.7
5191 Health Insurance	450,182.00	352,460.32	352,460.32	0.00	97,721.68	78.2
5195 Optical Insurance	1,992.00	1,665.72	1,665.72	0.00	326.28	83.6
5197 Dental Insurance	38,044.00	29,480.34	29,480.34	0.00	8,563.66	77.4
5210 Supplies	91,050.00	80,605.38	80,605.38	0.00	10,444.62	88.5
5251 Maintenance Supplies	18,500.00	18,802.89	18,802.89	0.00	-302.89	101.6
5280 Small Tools & Equipment	35,300.00	26,943.68	26,943.68	0.00	8,356.32	76.3
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	8,239.67	8,239.67	0.00	-739.67	109.8
5303 Seminars, Conferences & Meetings	30,525.00	28,965.60	28,965.60	0.00	1,559.40	94.8
5308 Recognition Program-Staff	5,000.00	4,213.30	4,213.30	0.00	786.70	84.2
5315 Professional Services	60,000.00	58,495.72	58,495.72	0.00	1,504.28	97.4
5322 Personnel Recruitment	2,000.00	865.93	865.93	0.00	1,134.07	43.3
5323 Special Legal	6,000.00	2,066.80	2,066.80	0.00	3,933.20	34.4
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	108,950.00	105,295.36	105,295.36	0.00	3,654.64	96.6
5380 Printing Services	25,100.00	24,505.90	24,505.90	0.00	594.10	97.6
5391 Telephone	20,200.00	20,059.48	20,059.48	0.00	140.52	99.3
5392 Postage	25,500.00	14,679.00	14,679.00	0.00	10,821.00	57.5
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	19,248.34	19,248.34	0.00	1,251.66	93.8

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## Expenditures by Object Report

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Village of Downers Grove  
1/1/2019 through 12/31/2019

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5420 Insurance - Other Policies	45,150.00	39,203.00	39,203.00	0.00	5,947.00	86.8
5430 Building Maintenance Services	91,500.00	74,588.62	74,588.62	0.00	16,911.38	81.5
5450 Cleaning Services	80,500.00	70,511.13	70,511.13	0.00	9,988.87	87.5
5461 Utilities	25,250.00	16,944.25	16,944.25	0.00	8,305.75	67.1
5470 Other Equipment Repair And Maintenance	11,550.00	10,272.45	10,272.45	0.00	1,277.55	88.9
5481 Rentals	20,500.00	18,570.27	18,570.27	0.00	1,929.73	90.5
5620 Recoverables	3,000.00	1,473.82	1,473.82	0.00	1,526.18	49.1
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	51,888.73	51,888.73	0.00	8,111.27	86.4
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,000.00	220,895.77	220,895.77	0.00	5,104.23	97.7
5852 Print Materials	345,000.00	354,393.45	354,393.45	0.00	-9,393.45	102.7
5853 Audiovisual Materials	147,000.00	141,933.00	141,933.00	0.00	5,067.00	96.5
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	65,000.00	53,895.50	53,895.50	0.00	11,104.50	82.9
5880 Intangible Assets (Software)	43,000.00	44,713.07	44,713.07	0.00	-1,713.07	103.9
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	350,000.00	350,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>5,778,112.00</b>	<b>5,497,782.84</b>	<b>5,497,782.84</b>	<b>0.00</b>	<b>280,329.16</b>	<b>95.1</b>

DOWNERS GROVE LIBRARY      1/31/2020

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,083,867	\$ 897,713
FUND BALANCE	1,058,651	\$ 897,713

## Revenue by Object Report

Village of Downers Grove  
1/1/2020 through 1/31/2020

### Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,497,919.00	0.00	0.00	5,497,919.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	0.00	100.00	0.00
4313 Personal Property Replacement Tax	51,500.00	10,438.54	10,438.54	41,061.46	20.27
4410 Sales of Materials	9,900.00	548.70	548.70	9,351.30	5.54
4502 Charges For Services	20,000.00	1,422.91	1,422.91	18,577.09	7.11
4509 Fees For Non-Residents	16,000.00	1,752.00	1,752.00	14,248.00	10.95
4571 Rental Fees	4,000.00	620.00	620.00	3,380.00	15.50
4581 Fines	33,000.00	3,334.58	3,334.58	29,665.42	10.10
4590 Cost Recovered For Services	10,000.00	1,193.51	1,193.51	8,806.49	11.94
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	61,516.00	0.00	0.00	61,516.00	0.00
4711 Investment Income	7,500.00	983.80	983.80	6,516.20	13.12
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	249.48	249.48	4,750.52	4.99
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,716,435.00</b>	<b>20,543.52</b>	<b>20,543.52</b>	<b>5,695,891.48</b>	<b>0.36</b>

## CAPITAL REPLACEMENT FUND

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## Expenditures by Object Report

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Village of Downers Grove  
1/1/2020 through 1/31/2020

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	447,000.00	292.94	292.94	0.00	446,707.06	0.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	447,000.00	292.94	292.94	0.00	446,707.06	0.0

# OPERATING FUND

## Expenditures by Object Report

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Village of Downers Grove  
1/1/2020 through 1/31/2020

### Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Use</i>
5101 Salaries, Exempt	1,594,544.25	184,603.50	184,603.50	0.00	1,409,940.75	11.5
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	33,921.00	33,921.00	0.00	217,480.02	13.4
5119 Part-Time Employee Wages	1,252,673.30	129,812.12	129,812.12	0.00	1,122,861.18	10.3
5131 IMRF Pension Contributions	232,934.78	26,148.22	26,148.22	0.00	206,786.56	11.2
5133 Medicare Contributions	44,929.98	4,992.82	4,992.82	0.00	39,937.16	11.1
5134 Social Security Contributions	192,114.36	21,577.51	21,577.51	0.00	170,536.85	11.2
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	77.35	77.35	0.00	966.65	7.4
5191 Health Insurance	415,774.44	30,372.61	30,372.61	0.00	385,401.83	7.3
5195 Optical Insurance	1,989.69	140.50	140.50	0.00	1,849.19	7.0
5197 Dental Insurance	34,239.11	2,513.66	2,513.66	0.00	31,725.45	7.3
5210 Supplies	97,450.00	3,749.95	3,749.95	0.00	93,700.05	3.8
5251 Maintenance Supplies	18,550.00	862.33	862.33	0.00	17,687.67	4.6
5280 Small Tools & Equipment	31,100.00	869.80	869.80	0.00	30,230.20	2.8
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	208.00	208.00	0.00	7,292.00	2.7
5303 Seminars, Conferences & Meetings	34,050.00	391.12	391.12	0.00	33,658.88	1.1
5308 Recognition Program-Staff	5,000.00	458.75	458.75	0.00	4,541.25	9.1
5315 Professional Services	60,000.00	3,375.00	3,375.00	0.00	56,625.00	5.6
5322 Personnel Recruitment	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5323 Special Legal	6,000.00	0.00	0.00	0.00	6,000.00	0.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	14,289.00	14,289.00	0.00	91,211.00	13.5
5380 Printing Services	24,800.00	0.00	0.00	0.00	24,800.00	0.0
5391 Telephone	17,000.00	742.41	742.41	0.00	16,257.59	4.3
5392 Postage	25,500.00	0.00	0.00	0.00	25,500.00	0.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	0.00	0.00	0.00	19,000.00	0.0

glExpObj  
02/07/2020 10:46AM  
Periods: 1 through 1

# OPERATING FUND Expenditures by Object Report

Page: 18

Village of Downers Grove  
1/1/2020 through 1/31/2020

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
5420 Insurance - Other Policies	43,125.00	45,428.00	45,428.00	0.00	-2,303.00	105.3
5430 Building Maintenance Services	91,550.00	1,333.34	1,333.34	0.00	90,216.66	1.4
5450 Cleaning Services	80,000.00	43.37	43.37	0.00	79,956.63	0.0
5461 Utilities	25,250.00	1,580.39	1,580.39	0.00	23,669.61	6.2
5470 Other Equipment Repair And Maintenance	12,000.00	675.41	675.41	0.00	11,324.59	5.6
5481 Rentals	15,500.00	859.55	859.55	0.00	14,640.45	5.5
5620 Recoverables	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	795.68	795.68	0.00	59,204.32	1.3
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,800.00	6,214.00	6,214.00	0.00	220,586.00	2.7
5852 Print Materials	345,250.00	4,084.20	4,084.20	0.00	341,165.80	1.1
5853 Audiovisual Materials	147,725.00	2,419.73	2,419.73	0.00	145,305.27	1.6
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	0.00	0.00	0.00	84,000.00	0.0
5880 Intangible Assets (Software)	52,000.00	239.44	239.44	0.00	51,760.56	0.4
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>6,016,294.93</b>	<b>522,778.76</b>	<b>522,778.76</b>	<b>0.00</b>	<b>5,493,516.17</b>	<b>8.6</b>

**Invoice Edit Listing**  
**Village of Downers Grove**  
**February 26, 2020**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
000265 ALL AMERICAN PAPER CO	1	485.00	0.00	485.00
018213 AMAZON CAPITAL SERVICES, INC.	4	858.18	0.00	858.18
000322 AMAZON.COM	1	1,523.21	0.00	1,523.21
015561 ASI SIGNAGE INNOVATIONS	2	305.00	0.00	305.00
000403 AT&T	1	266.50	0.00	266.50
000672 BAKER & TAYLOR - L0217582	85	27,567.08	0.00	27,567.08
019652 BEST QUALITY CLEANING	2	10,520.00	0.00	10,520.00
016893 BIBLIOTHECA, LLC	1	609.81	0.00	609.81
015802 C & C SYSTEMS LLC	2	903.50	0.00	903.50
001223 CASE LOTS INC	1	159.20	0.00	159.20
001264 CDW GOVERNMENT, INC	4	356.43	0.00	356.43
008323 CENGAGE LEARNING	23	1,926.70	0.00	1,926.70
001276 CENTER FOR THE STUDY OF SERVIC	1	450.00	0.00	450.00
001277 CENTER POINT PUBLISHING	2	114.45	0.00	114.45
002319 CHAMBER630	1	54.75	0.00	54.75
012050 CHERYL PAWLAK	3	68.97	0.00	68.97
001459 CINTAS CORPORATION #344	10	896.99	0.00	896.99
001553 COMCAST CABLE	1	307.28	0.00	307.28
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO INC	3	820.57	0.00	820.57
002332 DOWNERS GROVE FRIENDS OF THE, LIBRARY	1	89.00	0.00	89.00
002359 DOWNERS GROVE SANITARY DIST.	2	204.35	0.00	204.35

**Invoice Edit Listing**  
**Village of Downers Grove**  
**February 26, 2020**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
017328 ELM USA, INC.	2	427.25	0.00	427.25
013570 FEUILLAN, SANDRA	1	70.47	0.00	70.47
005572 FIA CARD SERVICES, N.A.	12	8,488.79	0.00	8,488.79
009775 FINDAWAY WORLD, LLC	1	67.61	0.00	67.61
017510 FIRST COMMUNICATIONS, LLC	1	444.65	0.00	444.65
016977 GARVEY'S OFFICE PRODUCTS, INC.	8	1,446.17	0.00	1,446.17
019967 GLAS, MARY	1	243.30	0.00	243.30
013544 GOOGLE, INC.	1	966.00	0.00	966.00
003188 GRAHAM CRACKERS COMICS, LTD.	2	368.63	0.00	368.63
008770 GRAINGER	7	846.61	0.00	846.61
020008 GUY FREDERICK WICKE	1	200.00	0.00	200.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &	1	1,685.11	0.00	1,685.11
017608 IMPACT NETWORKING, LLC	1	91.50	0.00	91.50
014493 INFOGROUP LIBRARY DIVISION	1	12,470.00	0.00	12,470.00
012834 IPROMOTEU	2	971.01	0.00	971.01
002133 JAKOSZ, DIANE	2	47.06	0.00	47.06
017676 KLENK, AMANDA	1	34.03	0.00	34.03
004910 LACONI, INC.	1	100.00	0.00	100.00
004928 LAKESHORE LEARNING MATERIALS	1	102.95	0.00	102.95
015812 LINSENMEYER, ERIN	1	205.50	0.00	205.50
005333 MANUFACTURERS NEWS INC	1	231.90	0.00	231.90
010916 MARY THOMAS	2	32.54	0.00	32.54



**Invoice Edit Listing**  
**Village of Downers Grove**  
**February 26, 2020**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018877 MASTNY, NORA	2	26.22	0.00	26.22
014465 MATKOWSKI, ELIZABETH	1	108.98	0.00	108.98
019472 MC DAVITT DESIGN STUDIO, INC..	1	500.00	0.00	500.00
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	30	10,221.61	0.00	10,221.61
019916 MINDFULNESS INSTITUTE NW, ILLINOIS	1	35.40	0.00	35.40
006161 NICOR GAS	1	1,037.03	0.00	1,037.03
019473 OC CREATIVE, INC.	1	4,650.00	0.00	4,650.00
012499 OVERDRIVE, INC.	2	4,293.85	0.00	4,293.85
018491 PEOPLEFACTS, LLC	1	192.85	0.00	192.85
019980 PHILIP A. PASSEN	1	250.00	0.00	250.00
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	5.00	0.00	5.00
006698 PRINT SMART	2	394.06	0.00	394.06
006716 PROQUEST LLC	2	11,979.76	0.00	11,979.76
006859 R.H. DONNELLEY	1	14.70	0.00	14.70
019977 READSQUARED	1	1,695.00	0.00	1,695.00
006944 RECORDED BOOKS, LLC	3	208.23	0.00	208.23
013422 RUNCO OFFICE SUPPLY & EQUIP CO	13	1,230.50	0.00	1,230.50
015168 RYJEWSKI, JENNIFER	1	20.21	0.00	20.21
007517 SCHOLASTIC LIBRARY PUBLISHING	1	150.80	0.00	150.80
014414 SHAW SUBURBAN MEDIA	1	26.00	0.00	26.00
013611 SKOCIK, TRACI	1	16.99	0.00	16.99
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00

**Invoice Edit Listing**  
**Village of Downers Grove**  
**February 26, 2020**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018051 STEPHEN M. SZABADOS	1	200.00	0.00	200.00
012467 STEVE BELLIVEAU	1	50.00	0.00	50.00
019659 TAISHA SELBY	2	100.00	0.00	100.00
010020 THE DAVEY TREE EXPERT CO.	1	540.00	0.00	540.00
008391 TODAY'S BUSINESS SOLUTIONS	1	92.64	0.00	92.64
000385 TRANE U.S. , INC.	2	10,554.50	0.00	10,554.50
011517 UNIQUE MANAGEMENT SERVICES, IN	2	223.75	0.00	223.75
018458 URBAN ELEVATOR SERVICE, LLC	2	416.00	0.00	416.00
 <b>Grand Total:</b>	 286	 129,040.79	 0.00	 129,040.79

## INVOICES OF NOTE

For Library Board Meeting on February 26, 2020

015802	C & C Systems LLC (meeting room sound system maintenance)	\$903.50
001276	Center for the Study of Service (in-library and remote access)	\$450.00
020008	Guy Frederick Wicke (improv comedy workshop)	\$200.00
012834	iPromoteU (summer reading tote bags and bubble necklaces)	\$971.01
014493	InfoGroup Library Division (database reference subscription)	\$12,470.00
019472	Mc Davitt Design Studio, Inc. (teen digital art workshop)	\$500.00
019473	OC Creative, Inc. (website design - final payment)	\$4,650.00
019980	Philip A. Passen (March of The Women)	\$250.00
006716	ProQuest LLC (Chicago Tribune/US major dailies online subscriptions)	\$11,979.76
019977	ReadSquared (reading program 3 yr. subscription)	\$1,695.00
018051	Stephen M. Szabados (genealogy program)	\$200.00
012467	Steve Belliveau (science program)	\$50.00
000385	Trane U.S., Inc. (install and finish 4 WCISs/quarterly svc agrmt.)	\$10,554.50

**Credit Memo Edit Listing**  
Village of Downers Grove  
February 26, 2020

***Vendor Totals***

<b>Vendor</b>	<b>Number of Memos</b>	<b>Amount</b>
000672 BAKER & TAYLOR - L0217582	1	155.70
005866 MIDWEST TAPE	1	11.25
008770 GRAINGER	1	110.11
018213 AMAZON CAPITAL SERVICES, INC.	1	257.78
<b>Grand Total:</b>	4	534.84

## Library Credit Card Details for the February 26, 2020 Board Meeting

### Julie Milavec

971	5210 Supplies	Books: Our Public 4.0 Standards for IL Public Libraries	\$	360.00
971	5303 Seminars, Mtgs, & Conferences	ILA Legislative Meet-Up, In Service Day gift cards	\$	55.00
			<b>Total</b>	<b>\$ 415.00</b>

### Katelyn Vabalaitis

971	5210 Supplies	Kitchen supplies	\$	12.55
971	5280 Small Tools & Equipment	Storage baskets, can opener	\$	27.98
971	5303 Seminars, Mtgs, & Conferences	Lunches and water/pop for In Service Day	\$	1,107.17
971	5308 Recognition Program-Staff	Fruit trays for In Service Day	\$	88.09
			<b>Total</b>	<b>\$ 1,235.79</b>

### Ian Knorr

978	5210 Supplies	Business card holder, signage	\$	84.31
978	5251 Maintenance Supplies	Soap, foaming soap, sand paper, LED lighting	\$	1,301.75
978	5280 Small Tools & Equipment	Microwave, air compressor, router, drill, milling saw	\$	497.81
978	5430 Building Maintenance Services	Acrylic rods, thermoplastic sheets	\$	617.36
978	5470 Other Equipment Repair & Maint	Refrigerator filters, screws, light switch, outlet	\$	116.23
			<b>Total</b>	<b>\$ 2,617.46</b>

### Elizabeth Matkowski

972	5210 Supplies	Program supplies	\$	383.89
972	5303 Seminars, Mtgs, & Conferences	AART memberships, License: Next Chapter Book Club	\$	520.00
972	5315 Professional Services	Teen program: March Madness Site	\$	14.95
			<b>Total</b>	<b>\$ 918.84</b>

### Karen Bonarek

971	5303 Seminars, Mtgs, & Conferences	ALA regular membership	\$	99.00
972	5210 Supplies	Program supplies	\$	38.69
			<b>Total</b>	<b>\$ 137.69</b>

### Amelia Prechel

972	5852 Print Materials	Adult & Teen Services magazines	\$	42.95
977	5210 Supplies	Glue, badge holders and office supplies	\$	149.02
977	5303 Seminars, Mtgs, & Conferences	Fruit for SLUI planning meeting	\$	16.98
			<b>\$</b>	<b>208.95</b>

### Sharon Hrycewicz

973	5210 Supplies	Program supplies	\$	77.95
973	5852 Print Materials	Children's book	\$	28.98
973	5853 AV Materials	Think Fun games, STEM games	\$	427.99
			<b>Total</b>	<b>\$ 534.92</b>

### Traci Skocik

973	5210 Supplies	Program supplies	\$	1,162.09
			<b>Total</b>	<b>\$ 1,162.09</b>

**Allyson Renell**

973	5210 Supplies	Program supplies	\$	39.96
973	5303 Seminars, Mtgs, & Conferences	LACONI youth services training, Lead the Way Conf.	\$	385.00
			<b>Total</b>	<b>\$ 424.96</b>

**Christine Lees**

974	5210 Supplies	Office supplies	\$	173.79
974	5303 Seminars, Mtgs, & Conferences	PADS Partnership meeting	\$	64.00
			<b>Total</b>	<b>\$ 237.79</b>

**Paul Regis**

975	5280 Small Tools & Equipment	Wireless mouse, Bluetooth adaptor, batteries	\$	192.10
975	5303 Seminars, Mtgs, & Conferences	ILA 2020 Reaching Forward conference	\$	150.00
975	5880 Intangible Assets	Pantheon Systems, Cover to Cover podcast	\$	240.00
			<b>Total</b>	<b>\$ 582.10</b>

**Grace Goodwyn**

**Total** \$ -

**Cynthia Khatri**

**Total** \$ -

**Jen Ryjewski**

971	5308 Recognition Program-Staff	In Service Day muffins	\$	13.20
			<b>Total</b>	<b>\$ 13.20</b>
			<b>Library Credit Card December 2019 Totals</b>	<b>\$ 8,488.79</b>

PAYROLLS FOR JANUARY 2020

JANUARY 3	\$112,280.69
JANUARY 17	\$114,175.33
JANUARY 31	\$121,880.60
TOTAL JANUARY 2020 PAYROLLS	\$348,336.62

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020**

**Agenda Item 8A**

**Purchase of Six Bibliotheca selfCheck 500 Stations**

As provided for in the 2020 budget, line 5870 Capital Equipment > \$20,000, six self-checkout stations are scheduled for replacement. These stations contain built-in printers for which only refurbished replacements are available. Since new printers are no longer available, downtime due to printing issues has increased exponentially. The current units run on a Windows 7 operating system, which is no longer supported. Upgrade to the Windows 10 operating system plus the printer issues resulted in the decision to include replacement of current stations for new model Biblioteca selfCheck 500 stations in the 2020 budget request. The quote includes five full height, free-standing self-checkout stations, one countertop station, and six mounting brackets for credit card swipes. Cost includes installation and the first year of maintenance.

Recommended Action: Approve purchase of six Biblioteca selfCheck 500 stations and accessories in the total amount of \$57,405.50



# Customer Official System Quote

Quote Date: 01/22/2020  
Quote Number: QUO-118112-G8K4, Rev: 1

## Customer Bill To:

Downers Grove Public Library - Main

Assistant Manager, Circulation Services, 1050 Curtiss Street  
Downers Grove IL 60515  
United States of America

clees@dglibrary.org  
Tel: 630-960-1200 x4264

## Quote Details

Budgetary 2020 Selfcheck Refresh Quote 500s

## Location Information:

Downers Grove Public Library  
Christine Lees  
Adult & Teen Services Manager, 1050 Curtiss Street  
Downers Grove IL 60515  
United States of America

**Sales Contact:** Dustin Lamm  
**Sales Phone:** 678-336-7980 Ext. 154  
**Sales Email:** d.lamm@bibliotheca.com

Prices are in US Dollars  
Quote expires (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Item ID	Item Type	Quantity	Sale Price	Sub Total
SCK500003-001-US	selfCheck 500 payment bracket UIC795SE	6	\$299.000	\$1,794.00
SCK500000-000-US	selfCheck 500 full height kiosk	5	\$8,799.000	\$43,995.00
SCK500001-000-US	selfCheck 500D	1	\$8,399.000	\$8,399.00
SHP000001-000-US	SHIPPING AND ADMINISTRATION Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$3,217.500	\$3,217.50
<b>Total (Less Sales Tax):</b>				\$57,405.50

## Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

## Customer Official System Quote

*Submit Purchase Order by fax to 877-689-2269 or by email to [orders-us@bibliotheca.com](mailto:orders-us@bibliotheca.com).*

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020**

**Agenda Item 8B**

**Bibliotheca Annual Service and Maintenance Agreement Renewal**

The annual support and maintenance contract for Bibliotheca renews in May. This contract covers many important systems including self-checks, automated materials handler (aka AMH or sorter), RFID workstations, and credit card swipe equipment, as well as on-going software needed for those systems. Hardware covered includes:

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

Subscription software includes:

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

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

Bibliotheca has included the full year of maintenance for the new self-checkout stations, scheduled to be replaced this year, in this renewal. Cost will be pro-rated to reflect the first year of maintenance when the new stations are installed. For that reason, approval is requested for renewal of the annual service and maintenance contract in an amount not to exceed \$42,028.92.

Recommended Action: Approve of the Bibliotheca Annual Service and Maintenance Agreement in an amount not to exceed \$42,028.92.

# Service and Maintenance/Extended Warranty Quote

Quote Date: 01/30/2020  
Quote Number: QUO-133824-N1L8

**Licensee Bill To:**

Downers Grove Public Library - Main  
Christine Lees  
Assistant Manager, Circulation Services, 1050 Curtiss Street  
Downers Grove IL 60515  
United States of America

clees@dglibrary.org  
Tel: 630-960-1200 x4264

**System Licensee:**

Downers Grove Public Library  
Christine Lees  
Assistant Manager, Circulation Services, 1050 Curtiss  
Downers Grove IL 60515  
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com)

Contract Number: US-80613-Q3Z1  
Term: 5/6/2020 - 5/5/2021  
Renewal and Consolidation

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	ANNUAL SUPPORT & MAINTENANCE Contract Term: May 06, 2020 - May 05, 2021	1	\$42,028.922	\$42,028.92
			Total (Less Sales Tax):	\$42,028.92
Grand Total:				\$42,028.92

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

*Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.*

# Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Downers Grove Public Library - Main	CompriseST Subscription	234151000142	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	CompriseST Subscription	234151000143	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	CompriseST Subscription	234151000146	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	CompriseST Subscription	234151000147	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	CompriseST Subscription	234151000148	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	CompriseST Subscription	234151000149	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	CompriseST Subscription	234151000150	1	05/06/20	05/05/21	\$599.00
Downers Grove Public Library - Main	2820 AMH Induction	28200223	1	05/06/20	05/05/21	\$4,044.51
Downers Grove Public Library - Main	2820 AMH Induction	28200224	1	05/06/20	05/05/21	\$4,044.51
Downers Grove Public Library - Main	2830 AMH Induction	28300210	1	05/06/20	05/05/21	\$3,656.89
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500420	1	05/06/20	05/05/21	\$729.59
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500421	1	05/06/20	05/05/21	\$729.59
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500422	1	05/06/20	05/05/21	\$729.59
Downers Grove Public Library - Main	2850 FX AMH Sortation	28500423	1	05/06/20	05/05/21	\$729.59
Downers Grove Public Library - Main	2855 FX AMH Controller	28550151	1	05/06/20	05/05/21	\$2,411.23
Downers Grove Public Library - Main	2860 FX AMH Conveyance	28600239R	1	05/06/20	05/05/21	\$697.07
Downers Grove Public Library - Main	2860 FX AMH Conveyance	28600242R	1	05/06/20	05/05/21	\$697.07
Downers Grove Public Library - Main	2860 FX AMH Conveyance	28600243L	1	05/06/20	05/05/21	\$697.07
Downers Grove Public Library - Main	2863 FX AMH Conveyance	28630087	1	05/06/20	05/05/21	\$697.07
Downers Grove Public Library - Main	8420 Selfcheck	84200519	1	05/06/20	05/05/21	\$1,945.00
Downers Grove Public Library - Main	8420 Selfcheck	84200520	1	05/06/20	05/05/21	\$1,945.00
Downers Grove Public Library - Main	8420 Selfcheck	84200521	1	05/06/20	05/05/21	\$1,945.00
Downers Grove Public Library - Main	8420 Selfcheck	84200522	1	05/06/20	05/05/21	\$1,945.00
Downers Grove Public Library - Main	8421 Selfcheck	84210111	1	05/06/20	05/05/21	\$1,945.00
Downers Grove Public Library - Main	8422 Selfcheck	84220759	1	05/06/20	05/05/21	\$1,945.00
Downers Grove Public Library - Main	8422 Selfcheck	84220760	1	05/06/20	05/05/21	\$1,945.00

## Service and Maintenance/Extended Warranty Quote

Main

Downers Grove Public Library - Main	Enterprise: Command Center	90100340	1	05/06/20	05/05/21	\$1,850.63
Downers Grove Public Library - Main	selfCheck 500D desktop kiosk	B15995	1	06/19/20	05/05/21	\$1,142.41
Downers Grove Public Library - Main	896 Workstation	P1209548	1	05/06/20	05/05/21	\$199.00
Downers Grove Public Library - Main	896 Workstation	P1209549	1	05/06/20	05/05/21	\$199.00
Downers Grove Public Library - Main	896 Workstation	P1209550	1	05/06/20	05/05/21	\$199.00
Downers Grove Public Library - Main	896 Workstation	P1209551	1	05/06/20	05/05/21	\$199.00
Downers Grove Public Library - Main	896 Workstation	P1209552	1	05/06/20	05/05/21	\$199.00
Downers Grove Public Library - Main	896 Workstation	P1209553	1	05/06/20	05/05/21	\$199.00
Downers Grove Public Library - Main	bibliotheca RFID workstation™ 120V	P12R000514	1	06/28/20	05/05/21	\$170.10

# Service and Maintenance/Extended Warranty Quote

## TERMS AND CONDITIONS

### WHAT WE WILL DO:

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

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

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

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

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

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

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

Submit Purchase Order by fax to 1-877-689-2269 or by email to [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com).

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020**

**Agenda Item 8C**

**Use of Library Capital Replacement Fund for Purchase of Trane VAVs**

Building Operations Director Ian Knorr requests \$23,541.00 from the Library Capital Replacement Fund for eight replacement Variable Air Volume Single Duct Terminals (commonly referred to as VAV boxes or VAVs). The Capital Needs Assessment includes replacement of six to seven VAVs per year from 2020 through 2027, starting at \$19,685.00 for 2020. However, he is finding that the budgeted cost is significantly less than actual cost of materials and installation.

Eight VAV boxes are prioritized for replacement due to noise and malfunctions in 2020. Due to the manufacturing and delivery time needed, these items have not yet shipped or been invoiced. Installation, anticipated in March, is estimated at \$15,000 to \$20,000 for the eight VAVs, depending on factors like early morning installation in high traffic areas. Due to the higher than anticipated cost, Ian proposes payment for the materials from the Library Capital Replacement Fund, with installation to be paid from 5430 Building Maintenance Services.

Though this expenditure is over the 2020 budget for this project within the Library Capital Replacement Fund, the 2020 masonry project was budgeted at \$314,962.00 and awarded at \$89,290. As previously communicated to the Board of Library Trustees, staff will be updating the Capital Needs Assessment projects and costs for the 2021 budget process.

**Recommended Action:** Approve expenditure of \$23,541.00 from Library Capital Replacement Fund for purchase of eight VAV boxes from Trane.



**TRANE®**

# Proposal

(Valid for 30 days from Proposal date)

**PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.**  
**DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED**

© 2016 Trane All rights reserved

**Prepared For:**  
 Downers Grove Public Library

**Date:** December 12, 2019**Proposal Number:** R1-248522-2**Job Name:** Downers Grove Public

**Delivery Terms:**  
 Freight Allowed and Prepaid - F.O.B. Factory

**Payment Terms:**  
 Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Item	Tag(s)	Qty	Description	Model Number
A1	VAV-6	1	Variable Air Volume Single Duct Terminal	VCWF08
A2	VAV-7	1	Variable Air Volume Single Duct Terminal	VCWF05
A3	VAV-11	1	Variable Air Volume Single Duct Terminal	VCWF05
A4	VAV-22, VAV-23	2	Variable Air Volume Single Duct Terminal	VCWF12
A5	VAV-40	1	Variable Air Volume Single Duct Terminal	VCWF05
A6	VAV-80	1	Variable Air Volume Single Duct Terminal	VCWF14
A7	VAV-64	1	Variable Air Volume Single Duct Terminal	VCWF12

Single duct with hot water heat  
 Matte faced insulation - 1/2" (13 mm)  
 UC210 DDC-Basic (Water heat- Modulating)  
 Standard actuator  
 Left hand &/or same side connection (control &/or hot water coil)  
 Air - Fi Wireless Communication Module  
 DTS & HWV harness - factory mounted  
 1 Row hot water coil  
 2 Way auto balancing  
 Trane Air-Fi - WCS-SD (display) (FId)  
 1st year labor warranty whole unit

**Item: A1 Qty: 1 Tag(s): VAV-6**

8" inlet size, 900 cfm (203mm inlet, 425 l/s)  
 1.7 Cv proportional HW valve (FId)  
 2.5 GPM

**Item: A2, A3 Qty: 2 Tag(s): VAV-7, VAV-11**

5" inlet size, 350 cfm (127mm inlet, 165 l/s)  
 1.7 Cv proportional HW valve (FId)  
 2 GPM

**Item: A4 Qty: 2 Tag(s): VAV-22, VAV-23**

12" inlet size, 2000 cfm (305mm inlet, 944 l/s)  
 2.7 Cv proportional HW valve (FId)  
 4 GPM

**Item: A5 Qty: 1 Tag(s): VAV-40**

5" inlet size, 350 cfm (127mm inlet, 165 l/s)  
 1.7 Cv proportional HW valve (FId)

2.5 GPM

**Item: A6 Qty: 1 Tag(s): VAV-80**

14" inlet size, 3000 cfm (356mm inlet, 1416 l/s)  
 5.0 Cv proportional HW valve (FId)  
 5 GPM

**Item: A7 Qty: 1 Tag(s): VAV-64**

12" inlet size, 2000 cfm (305mm inlet, 944 l/s)  
 2.7 Cv proportional HW valve (FId)  
 5 GPM

**Tag Data - BAS Integration (Qty: 1)**

Item	Tag(s)	Qty
B1	No Tag	1

**Integrate 8 new boxes into the existing Tracer SC with existing wireless network and capacity in place to accommodate 8 boxes.**

**NOT INCLUDED:** Installation, Rigging, Storage, Control or power wiring, Disconnects, Startup, Piping, piping specialties, Maintenance. Any items not listed above.

*Thank you for the opportunity to work with you on this project. Please let me know if I may provide any further assistance.*

**Total Net Price (Excluding Sales Tax) .....\$ 23,541.00**

Tax Status: Taxable <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE <a href="http://WWW.TAXSITES.COM/STATE-LINKS.HTML">WWW.TAXSITES.COM/STATE-LINKS.HTML</a> FOR TAX FORMS.
--	--

Sincerely,

**Mo Alikhan - Trane U.S. Inc.**

**Dillon Drayer – Trane U.S. Inc.**

7100 South Madison  
 Willowbrook, IL 60527-5505  
 Phone: (630) 734-3200  
 Cell: (630) 400-4278  
 Fax: (630) 323-9040

**This proposal is subject to your acceptance of the attached Trane terms and conditions.**

12/16/19

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020**

**Agenda Item 8D**

**General Policy Update – Section 2.9 Code of Conduct**

Following the legalization of recreational marijuana in Illinois, the Board of Library Trustees passed an update to the Personnel Policy's Drug and Alcohol Free Workplace section in January to accommodate for the change. Several weeks later, a staff member noted that marijuana was now a legal drug and should be called out in the General Policy's Code of Conduct section. The update is a single word and punctuation in the bullet point list of conduct not permitted in the library. The change appears highlighted below:

"Examples of conduct and actions that are not permitted anywhere on the library's property include but are not limited to:

- Smoking, including smokeless tobacco, herbal products, and e-cigarettes, anywhere in the library or within 15 feet of the library.
- Possessing, consuming, or being under the influence of alcohol, marijuana, or illegal drugs.
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use.
- Prolonged or habitual sleeping.
- Loud talking, loud telephone use, or loud use of listening devices.
- Use of sporting equipment in the library facility.
- Disrupting others' use of library facilities or services due to personal hygiene or excessive body odor.
- Any other activity that disturbs other members of the public or interferes with staff members' performance of their duties."

Recommended Action: Approve the General Policy, Section 2.9 Code of Conduct update as presented.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020**

**Agenda Item 10**

**Library Director's Report**

FY2020 Illinois Public Library Annual Report (IPLAR)

The FY2020 Illinois Public Library Annual Report (IPLAR) was submitted to the Illinois State Library on February 19, 2020. A copy of the report is included in this packet.

Diversity, Equity, and Inclusion (DEI) Trajectory Discovery Project

A proposal is included in this packet for a month-long discovery process to evaluate DGPL's current cultural agility and create a plan for closing the gap between the library's aspirations toward equity and its actual implementation of equitable practices across our governance and operations. Consultant Reesheda Graham Washington of RGW Consulting LLC is currently undertaking a similar process with the Oak Park Public Library.

Group Purchase of Crisis Protection Insurance

The Downers Grove Public Library has joined with a group of more than two dozen other Libraries of Illinois Risk Agency (LIRA) members for a group purchase of Gallagher Crisis Protect. This includes coverage for pre-incident support, incident response, and post-incident services. Originally proposed as an addition to the LIRA property and liability package, it was not included this year due to the overall renewal increase. A group of interested members moved forward with purchase of the coverage at a group discount. Information about this coverage is included in this packet.

Annual Calendar of Board Actions

An Annual Calendar for Board actions is included in this packet. It contains an approximate schedule for review of policies, budget process, required actions, and other agenda items.

Serving Our Public 4.0: Standards for Illinois Public Libraries

The new *Serving Our Public 4.0: Standards for Illinois Public Libraries* was distributed to the Board of Library Trustees in January. Generally, the Illinois Public Library Per Capita and Equalization Aid Grant applications annually require review of a chapter or two and reporting on progress toward the standards contained in those chapters. Assistant Director Jen Fredericks and I have read and made extensive notes on the standards in this new edition. It is important to note that for quantitative measures in the appendices, DGPL's current population of 49,213 puts it on the cusp of a change of category with the results of the 2020 Census, which would have significant impact on our placement within those categories.

Submitted by Julie M. Milavec  
February 20, 2020

### Statements of Economic Interest

Just a reminder that Library Trustees and qualified staff will receive a letter and email in early March from DuPage County with information on how to file a 2020 Statement of Economic Interest. All elected and appointed officials and staff with the authority to spend \$5,000 or more are required to file. Statements of Economic Interest must be filed by May 1 of each year by each required filer.

### Community Conversation on Supporting LGBTQ Youth

Public Relations Manager Cindy Khatri will attend a community conversation held by First United Methodist Church, Downers Grove on the topic of support for LGBTQ youth in the Downers Grove community, focused on bringing LGBTQ youth, adults, allies and professionals together and increasing understanding of what LGBTQ youth find supportive and valuable.

**From:****Reesheda Graham Washington**

RGW Consulting

Business Consulting

(708) 646-8312

reesheda@rgwashington.com



<b>Bill To:</b>	<b>Julie Milavec</b>
	jmilavec@dglibrary.org
<b>Project:</b>	<b>Julie Milavec's project</b>
Type	Corporate
Date	TBD
Time	TBD
Location	TBD

## JULIE MILAVEC'S PROJECT PROPOSAL

### Version 1

#### PROPOSAL

QTY	UNIT	PRICE	TAX	TOTAL
				<b>\$0</b>

#### Downers Grove Public Library DEI Trajectory Discovery & Recommended Scope:

##### Specific Dates TBD

RGW Consulting, LLC

163 S. Oak Park Avenue, Oak Park, IL 60302

Authorized Contact Person: Reesheda Graham Washington

708-646-8312

reesheda@rgwashington.com

IntroductoryProposal: Downers Grove Public Library DEI Trajectory Discovery and Recommended Scope

#### THE CLIENT

The Downers Grove Public Library is coming to the end of a strategic plan pertaining to civic engagement that challenged its participants, and also addressed DEI. A continuing emerging question is, "How can we be more inclusive in our hiring practices, diversify the library's collection(s), and make DEI a part of our culture, while also connecting these changes to the community? With a high population of people who are experiencing homelessness (PADS is across the street), DGPL has created initiatives such as instituting library cards for people who use a shelter in downers grove and partnering with rotary club to do a breakfast/lunch to make services available and raise awareness for people who are experiencing homelessness.

Now: how do we take these pockets of concepts and make it a library wide and then community wide support of DEI? How do we create that culture internally and externally? --economics, homelessness, immigration, ESL (DEI)

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## COVER LETTER

RGW Consulting, LLC (henceforth referred to as "RGW") understands from Library Director, Julie Milavec, that the Downers Grove Public Library, (henceforth referred to as "DGPL") is seeking a consultant to support organizational listening and discovery to determine the best recourse for the implementation of future Diversity, Equity, and Inclusion (DEI) work, as it pertains to the internal and external operations of DGPL. Participants will include library staff, as well as library leadership, human resource designees, hiring managers, board members and others as directed. Ideally, listening opportunities would focus on examining the team's interpretation of what is needed for the holistic integration of equitable practices interdepartmentally, incorporating a broad span of topics related to diversity, equity, and inclusion, specifically as it pertains to race, age, gender, sexual orientation (LGBTQIA), homelessness, and ableism, and specifically to generate consultative recommendations for next steps based on needs, goals, and objectives, both as articulated by the DGPL staff and as revealed from the results of a needs assessment, to be implemented by RGW.

To inform our proposal to implement staff and community listening and devise recommendations for future DEI training and planning, RGW completed a preliminary analysis relative to your brand identity and your demonstrated cultural agility. Overall, our preliminary assessment is that the library's intention to be culturally agile is sincere, and the potential to develop cultural agility is high. Additionally, however, there exists a gap between the library's aspirations for cultural agility and equity and its current level of demonstrated cultural agility and equity, of which the library's team members share a broad continuum of awareness.

Given DGPL's desire to serve all of its stakeholders well, RGW is interested in consulting with the library to close the gap between its aspirations and its actual implementation of equity for all. RGW Consulting hopes to partner with the library, not just to mitigate any risk, but also to assist in leveraging the strategic advantages of increasing its cultural agility and practices of equity, particularly in consideration of DGPL's larger strategic planning efforts, due to take place this fall.

We propose that the library initially adopt a robust, month long query, either from March 15-April 15, or from April 15- May 15, 2020, as a means by which to ascertain the information necessary to design a comprehensive DEI strategy for the Downers Grove Public Library. We offer this proposal for your consideration.

Sincerely, Date 2/11/20  
Reesheda N. Graham Washington, CEO  
RGW Consulting, LLC

## DESCRIPTION OF SERVICE PROVIDER

RGW Consulting, LLC is a boutique consulting firm that curates opportunities for its clients to Reimagine and Generate Wonder that leads to diversity, equity, and inclusion for all. Our vision is a world where differences are embraced and celebrated. Our mission is to create a community of individuals who possess a growing consciousness of the cultural space they occupy and are agile in their ability to navigate a variety of cultural spaces. Reesheda Graham Washington, CEO of RGW Consulting, formerly led similar efforts in the non-profit sector. She recently transitioned her work of almost ten years to become RGW, toward a more viable and sustainable framework for doing business.

## PERSONAL QUALIFICATIONS

Native of the Austin Community on the West Side of Chicago, Reesheda Graham Washington is a speaker, author, facilitator, coach, entrepreneur, and consultant. As the

QTY UNIT PRICE TAX TOTAL

CEO of RGW Consulting, LLC, Reesheda focuses her vision around diversity, equity, and inclusion on the creative process of getting curious about “the other.” She impresses upon her clients that Reimagining and Generating Wonder about ourselves first, and then about people who are different than we are, leads to equitable and transformative living for all. Leading from a place of asset-based community development, economic development, and equity, Reesheda encourages organizations and audiences to assess for what they have, articulate what they need, and deploy agency at the intersection of the two, with all people in mind. This is the essence of holistic equity. It is her non-invasive approach that maximizes opportunities to practice vulnerability in difficult conversations and challenging circumstances that draw participants into the practice of equity.

As the owner of LIVE Cafe and Creative Space in Oak Park, Illinois, a boutique coffee shop that serves as a social enterprise of curated intersectionality between people, service, and community, Ms. Graham Washington has personally done the work, both within the walls of the cafe and beyond, of facilitating experiences that invite residents of Oak Park and surrounding communities to practice the art of both living in the tension of hard topics and discussions long enough for revelation and transformation to emerge, while also living intentionally, being purposeful in engaging relationships with people who are different, resulting in authentic, courageous, and abundant living. She has specifically done the work of equity and justice in local partnership with the Oak Park Public Library, High School District 200, Elementary School District 97, The Oak Park & River Forest Community Foundation’s Leadership Lab, The Wednesday Journal, Suburban Unity Alliance, Echo Theater Collective, The Children’s School, and Oak Park Progressive Women. However, she has also done this work nationally and globally, learning equitable practices from around the world, and teaching her practice and methodology of equity in Guatemala, Canada, Nicaragua, Congo, and South Africa.

Having previously served as an education administrator in Chicago Public Schools, the third largest school district in the country, and as Regional Manager of Schools for Chicagoland and Northwest Indiana, Reesheda has a keen sense of the impact city governance and planning has on the community and its members. Her co-authorship of Soul Force: Seven Pivots Toward Courage, Community, and Change documents the means by which equitable, communal, and organizational change occurs and offers a framework to achieve diversity, equity, and inclusion. Reesheda lives in Bronzeville, Chicago, with her 9 year old daughter, Olivia, near her 19 year old daughter, Micaiah, who is currently studying at DePaul, and also near her recently married 29 year old daughter Datrianna, and her wife, Tashay.

#### RESEARCH AND PRELIMINARY ANALYSIS RESULTING IN THE RECOMMENDED SCOPE OF SERVICE

Our process of designing the DEI training trajectory that you will find most meaningful, involves us getting to know the Downers Grove Public Library and its staff, interdepartmentally. To start the process, we completed some initial research and preliminary analysis. We reviewed your website, and social media presence, for content pertaining to diversity, equity, and inclusion. We looked at other community libraries, industry reports, and other publicly available sources of information. We assembled a general profile of the library, and from there, completed preliminary analysis relative to your brand identity, strategic plans, and finally, the library’s cultural agility.

#### Preliminary Organizational Profile

We assembled the following documents/information to anchor our understanding of the library’s urge for community equity, underscoring the development of this proposal for a DEI trajectory discovery process:

#### The Anything Emporium

The curation of The Anything Emporium signals the library’s awareness that not everyone has access to the smallest of devices that could easily serve as a barrier to



QTY UNIT PRICE TAX TOTAL

learning and literacy. The provision of The Anything Emporium signals that the library is intent on provided access to opportunities for literacy.

#### Staff Picks

The diversity indicated by what the staff is reading underscores that the staff is interested in a diverse range of titles, topics, and authors, and collectively signals the library's commitment to the integration of programming that is intersectionally relevant to its constituents.

#### Cover to Cover: The Podcast

DGPL records "Cover to Cover" in support of its vision to empower every voice in the library community and to share information, services and opportunities. From the diversity of partners who are guests on the show, to the many creative ways that the show helps to illuminate library service offerings, "Cover to Cover" illustrates the library's desire to come alongside multiple cultures and ways of being and make room for the stories of all people groups to be shared

#### External Partnership Selections

Partnering with the community as a means for creating change toward relevant and sustainable impact for constituents, the library is persistent in leveraging community partners who work alongside the people with whom the library is trying connect. Its connections with organizations like the Rotary Club, DuPage Health Coalition, and West Suburban Humane Society all embolden the library's message that they are present to serve everyone, no matter their walk of life.

#### PRELIMINARY ANALYSIS

Now that RGW has acquainted itself with some basic information about DGPL and its journey toward equity to date, RGW needs to implement this month-long stakeholder listening protocol to get an initial sense of DGPL's current climate regarding, organizational culture and externally demonstrated equity practices. Among the ways we would conduct the discovery and complete the analysis are the following:

##### External Brand Audit

To gain an introductory understanding of your brand, we would conduct an external brand audit by analyzing your visual identity, brand language, and external communications. How you present DGPL to the world is a good place to start understanding your values, climate, and culture and equity orientation. External branding can provide powerful insights about organizational strengths and opportunities, particularly around race.

##### Informal Qualitative Data Analysis

To gain a basic understanding of DGPL's current climate regarding diversity, equity, and inclusion, we would attend various community gatherings, including, but not limited to board meetings, community listening sessions, and public library events. In these spaces, RGW would converse with leaders and representatives from the community as well as team members from DGPL, gleaning a greater sense of organizational culture and climate.

##### Cultural Agility Assessment

To gain an initial sense of DGPL's level of cultural agility, we would use the content derived from our external brand audit and the informal qualitative data analysis to complete an abbreviated cultural agility assessment. We would then analyze your visual identity, brand language, and external communications with a focus on the presence, quality, or absence of content, which indicated awareness, skillfulness, and best practices relative to diversity, equity, and inclusion.

##### Cultural Agility & Capacity

QTY UNIT PRICE TAX TOTAL

RGW notes several positive indicators of cultural agility, such as the library's partnerships with organizations that focus their efforts toward people who have been intentionally, traditionally, and historically marginalized. Additionally, the library's recent work on programming and diversity illustrates its intentionality around equity, a strong indicator of its desired outcomes regarding equity for all. However, the composition of the staff based on ethnicity indicates some additional need for thought and care around equity as it pertains to representation. RGW believes these are strong indicators of the library's sincerity and potential to take on a DEI journey as an organization.

Additionally, our preliminary assessment revealed activities on behalf of the library that indicates a gap between what has been articulated in its mission/vision and how it carries out its work in the actual. It is for these reasons that RGW would recommend, minimally, a month long discovery that helps to illuminate a differentiated and customized approach to the library's future and ongoing DEI work, which would prioritize closing the gap between the ideal ways in which the library hopes to aspire toward equity and the actual implementation of equitable practices across the organization's governance and operations.

RGW CLIENT LIST (Any of the individuals listed here can also be contacted as references)

Breakthrough Urban Ministries, Arloa Sutter, Executive Director,  
asutter@breakthrough.org  
East Garfield Park, Chicago, IL

Facilitate and consult with the Executive Leadership Team and Equity Team to analyze systems, protocols, policies and procedures to ensure equity both in content and processes; implement 4 staff development sessions per year for 100 staff members regarding diversity, equity, and inclusion.

Leadership Education, Duke University, David Odom, Executive Directors, 919-613-5334, dodom@div.duke.edu, Raleigh-Durham, North Carolina  
Implement RGW's equity readiness assessment tool for the Executive Leadership Team; provide 1:1 coaching for each team member to design a customized professional development trajectory for each individual member of the team; provide daylong staff development on DEI for the team as a collective; assess grant making documents and procedures to ensure equitable implementation

Reformed Churches of America, Earl James, Director, African American/Black Ministries & Advocacy, 616-916-8077, ejames@rca.org, Grand Rapids, Michigan  
Provide yearlong DEI staff development journey for the agency responsible for DEI work. Includes The Trusted Ten analysis, five daylong staff development workshops, and small group coaching on practices of DEI every six weeks for one year.

Rebuilding Together, Dawn Farthing, Manager of National Service Programs, 202-420-9131, dfarthing@rebuildingtogether.org, Washington, DC  
Implementation of in person and online training for regional leaders within the national network; workshop implementations for national training days for Americorps members; keynote address for national conference gathering.

Oak Park Public Library, David Seleb, Director, 708-212-7698, d.seleb@oppl.org, Oak Park, IL  
Implemented a monthlong journey of discovery toward a recommended anti-racism trajectory for the entire staff and its patrons

District 200, Joylynn Pruitt-Adams, Superintendent, 224-532-0175, jpruittadams@oprfs.org, Oak Park, IL  
Facilitated community listening sessions and feedback loops for race equity concerns related to District 200; Yearlong Cultural Agility Coaching for the new Director of

QTY UNIT PRICE TAX TOTAL

## Diversity for District 200

District 97, Carol Kelley, Superintendent, 708-613-1209, ckelley@op97.org, Oak Park, IL  
Facilitated community listening sessions and feedback loops for race equity concerns related to District 97; Yearlong Cultural Agility Coaching for D97 Superintendent, Director of Diversity, and Chief Academic and Accountability Officer

Oak Park River Forest Community Foundation, Carrie Summy, Philanthropic Advisor, Oak Park, IL, 708-848-1560, ext. 112, csummy@oprpcf.org  
For the past two years, provided consulting on leadership development as it pertains to building a culture of belonging for The Leadership Lab

The Wednesday Journal, Dan Haley, Publisher, 708-524-8300, dhaley@wjinc.com, Oak Park, IL  
Facilitated community listening sessions and feedback loops for race equity concerns related to equity in reporting and reporting on issues of equity

## REFERENCES (In addition to any of the contacts listed on the RGW Client List above)

Bob Tucker, Former Board Member, The Village of Oak Park, rtucker@cclfcchicago.org  
Linda Francis, Director, Oak Park-River Forest Community Foundation, lfrancis@oprpcf.org  
Lauren Collins, Diversity Director, Near North Montessori School, Chicago, IL, lcollins@nnms.org  
Brian Hammersley, Hammersley Architecture, Oak Park, IL, brian@hammersleyarchitecture.com  
Kaitlin Rogers, Business Partner, Sweet Rest, LLC, kaitlingcrogers@gmail.com  
Pemalyn Hessing, PTO Member, Holmes School, Oak Park, IL, pemalyn@gmail.com  
Mak Flournoy, Co-President, PTO Diversity Council, District 97, makesha.benson@gmail.com  
Carrie Kamm, Director of Diversity, District 97, ckamm@op97.org  
Athena Green Williams, Director, Oak Park Regional Housing Center, awilliams@oprhs.org  
Anthony Clark, Executive Director, Suburban Unity Alliance, anthony@suburbanunity.org

## SCOPE OF WORK

In terms of deliverables under this proposal, RGW would provide services similar to what is projected below between either March 15, 2020-April 15, 2020 or April 15, 2020-May 15, 2020

An Initial Consultation with appointed library representation to review the scope of work, identify issues, priorities, and approaches

Analysis of a comprehensive qualitative and quantitative needs assessment that includes a series of interactions to ensure intersectional feedback and recommendations regarding the development of the yearlong DEI trajectory

A Consultation with library staff that includes recommendations for the best way forward in terms of a plan for DEI Training

Process observation and feedback to designated library staff

Commencement debrief with recommended next steps to further the library's DEI work moving forward

## WORK PLAN

Reesheda Graham Washington anticipates the following interactions in an effort to ascertain relevant information toward a recommendation of a work plan in DEI:

QTY	UNIT	PRICE	TAX	TOTAL
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- 1:1 Sessions with Executive Director and the Directors of DGPL (7 total hours) (7)
- 1 Board of Directors Meeting (1 total hour) (8)
- 1 Managers' Meeting (1 total hour) (9)
- A Series of 1 hour Affinity Meetings as Follows: (8 total hours) (17)
  - Adult Facing Services
  - Collection Management
  - Community Related Services
  - Digital & Design
  - Early Learning & School Based Services
  - Staff Who Are People of Color
  - Staff Who Are Women
  - Disability Related Services
- Office Hours annotations, processing, and documentation of conversation impressions (4 hours) (21)
- 2 2 hour Community Listening Sessions Facilitated by RGW (DGPL provides childcare) (4 hours) (25)
- Analysis Preparation and Debrief (5 hours) (30)

## COMPENSATION AGREEMENT

This 30 hour work plan is to be compensated at \$200/hour for a total of \$6,000. \$3,000 is to be paid via Honeybook Invoice at the commencement of the contract prior to the start date (15th of the month). The balance of \$3,000 is to be rendered within 10 days of the agreement's culmination date of the 15th of April or May 2020 (contingent upon start date selection) via Honeybook. All paper checks are to be hand delivered to Reesheda Graham Washington or mailed to RGW Consulting, LLC at 163 S. Oak Park Avenue, Oak Park, IL 60302

❖	<b>Monthlong Interview Sessions &amp; Discovery Process</b>	30.0	hour	\$200.00	\$6,000.00
The month will be spent in meetings and interactions at DGPL and via Zoom web conferencing capturing content from parties specified above; these will be 30-45 minute interview segments as structured by Julie Milavec and her admin team					
Subtotal:					\$6,000.00
<b>Total Amount:</b>					<b>\$6,000.00</b>

## PAYMENT PLAN

1.	\$3,000.00	Mar 25, 2020	#115420-000010	UNPAID
2.	\$3,000.00	Feb 10, 2021	#115420-000009	UNPAID

Total Amount: **\$6,000.00**

## SERVICE CONTRACT

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# Client Service Agreement

Entered into on Feb 11, 2020.

Event is on TBD at \_\_\_\_\_.

Parties:

Known as "Vendor"

RGW Consulting

info@rgwashington.com

163 S. Oak Park Avenue, Oak Park, IL 60302

(708) 646-8312

and

Known as "Client"

Julie Malivec

jmalivec@dglibrary.org

1050 Curtiss Street, Downers Grove, IL 60515

815-370-9658

Collectively, all of the above people or businesses entering this Agreement will be referred to as the "Parties."

## Purpose of the Agreement

Client wishes to hire Vendor to provide services relating to Client's Corporate as detailed in this Agreement. Vendor has agreed to provide such services according to the terms of this Agreement.

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## Terms

## Services

Vendor shall provide Client with the following services and/or products ("Services"):

Downers Grove Public Library DEI Trajectory Discovery & Recommended Scope: Specific Dates TBD

**RGW Consulting, LLC**

**163 S. Oak Park Avenue, Oak Park, IL 60302**

**Authorized Contact Person: Reesheda Graham Washington**

**708-646-8312**

**reesheda@rgwashington.com**

**IntroductoryProposal: Downers Grove Public Library DEI Trajectory Discovery and Recommended Scope**

### THE CLIENT

The Downers Grove Public Library is coming to the end of a strategic plan pertaining to civic engagement that challenged its

participants, and also addressed DEI. A continuing emerging question is, "How can we be more inclusive in our hiring practices, diversify the library's collection(s), and make DEI a part of our culture, while also connecting these changes to the community? With a high population of people who are experiencing homelessness (PADS is across the street), DGPL has created initiatives such as instituting library cards for people who use a shelter in Downers Grove and partnering with rotary club to do a breakfast/lunch to make services available and raise awareness for people who are experiencing homelessness.

Now: how do we take these pockets of concepts and make it a library wide and then community wide support of DEI? How do we create that culture internally and externally?—economics, homelessness, immigration, ESL (DEI)

## COVER LETTER

RGW Consulting, LLC (henceforth referred to as "RGW") understands from Library Director, Julie Milavec, that the Downers Grove Public Library, (henceforth referred to as "DGPL") is seeking a consultant to support organizational listening and discovery to determine the best recourse for the implementation of future Diversity, Equity, and Inclusion (DEI) work, as it pertains to the internal and external operations of DGPL. Participants will include library staff, as well as library leadership, human resource designees, hiring managers, board members and others as directed. Ideally, listening opportunities would focus on examining the team's interpretation of what is needed for the holistic integration of equitable practices interdepartmentally, incorporating a broad span of topics related to diversity, equity, and inclusion, specifically as it pertains to race, age, gender, sexual orientation (LGBTQIA), homelessness, and ableism, and specifically to generate consultative recommendations for next steps based on needs, goals, and objectives, both as articulated by the DGPL staff and as revealed from the results of a needs assessment, to be implemented by RGW.

To inform our proposal to implement staff and community listening and devise recommendations for future DEI training and planning, RGW completed a preliminary analysis relative to your brand identity and your demonstrated cultural agility. Overall, our preliminary assessment is that the library's intention to be culturally agile is sincere, and the potential to develop cultural agility is high. Additionally, however, there exists a gap between the library's aspirations for cultural agility and equity and its current level of demonstrated cultural agility and equity, of which the library's team members share a broad continuum of awareness.

Given DGPL's desire to serve all of its stakeholders well, RGW is interested in consulting with the library to close the gap between its aspirations and its actual implementation of equity for all. RGW Consulting hopes to partner with the library, not just to mitigate any risk, but also to assist in leveraging the strategic advantages of increasing its cultural agility and practices of equity, particularly in consideration of DGPL's larger strategic planning efforts, due to take place this fall.

We propose that the library initially adopt a robust, month long query, either from March 15-April 15, or from April 15- May 15, 2020, as a means by which to ascertain the information necessary to design a comprehensive DEI strategy for the Downers Grove Public Library. We offer this proposal for your consideration.

Sincerely, Date 2/11/20

Reesheda N. Graham Washington, CEO  
RGW Consulting, LLC

## DESCRIPTION OF SERVICE PROVIDER

RGW Consulting, LLC is a boutique consulting firm that curates opportunities for its clients to Reimagine and Generate Wonder that leads to diversity, equity, and inclusion for all. Our vision is a world where differences are embraced and celebrated. Our mission is to create a community of individuals who possess a growing consciousness of the cultural space they occupy and are agile in their ability to navigate a variety of cultural spaces. Reesheda Graham Washington, CEO of RGW Consulting, formerly led similar efforts in the non-profit sector. She recently transitioned her work of almost ten years to become RGW, toward a more viable and sustainable framework for doing business.

## PERSONAL QUALIFICATIONS

Native of the Austin Community on the West Side of Chicago, Reesheda Graham Washington is a speaker, author, facilitator, coach, entrepreneur, and consultant. As the CEO of RGW Consulting, LLC, Reesheda focuses her vision around diversity, equity, and inclusion on the creative process of getting curious about "the other." She impresses upon her clients that Reimagining and Generating Wonder about ourselves first, and then about people who are different than we are, leads to equitable and transformative living for all. Leading from a place of asset-based community development, economic development, and equity, Reesheda encourages organizations and audiences to assess for what they have, articulate what they need, and deploy agency at the intersection of the two, with all people in mind. This is the essence of holistic equity. It is her non-invasive approach that maximizes opportunities to practice vulnerability in difficult conversations and challenging circumstances that draw participants

into the practice of equity.

As the owner of LIVE Cafe and Creative Space in Oak Park, Illinois, a boutique coffee shop that serves as a social enterprise of curated intersectionality between people, service, and community, Ms. Graham Washington has personally done the work, both within the walls of the cafe and beyond, of facilitating experiences that invite residents of Oak Park and surrounding communities to practice the art of both living in the tension of hard topics and discussions long enough for revelation and transformation to emerge, while also living intentionally, being purposeful in engaging relationships with people who are different, resulting in authentic, courageous, and abundant living. She has specifically done the work of equity and justice in local partnership with the Oak Park Public Library, High School District 200, Elementary School District 97, The Oak Park & River Forest Community Foundation's Leadership Lab, The Wednesday Journal, Suburban Unity Alliance, Echo Theater Collective, The Children's School, and Oak Park Progressive Women. However, she has also done this work nationally and globally, learning equitable practices from around the world, and teaching her practice and methodology of equity in Guatemala, Canada, Nicaragua, Congo, and South Africa.

Having previously served as an education administrator in Chicago Public Schools, the third largest school district in the country, and as Regional Manager of Schools for Chicagoland and Northwest Indiana, Reesheda has a keen sense of the impact city governance and planning has on the community and its members. Her co-authorship of *Soul Force: Seven Pivots Toward Courage, Community, and Change* documents the means by which equitable, communal, and organizational change occurs and offers a framework to achieve diversity, equity, and inclusion. Reesheda lives in Bronzeville, Chicago, with her 9 year old daughter, Olivia, near her 19 year old daughter, Micaiah, who is currently studying at DePaul, and also near her recently married 29 year old daughter Datrianna, and her wife, Tashay.

## RESEARCH AND PRELIMINARY ANALYSIS RESULTING IN THE RECOMMENDED SCOPE OF SERVICE

Our process of designing the DEI training trajectory that you will find most meaningful, involves us getting to know the Downers Grove Public Library and its staff, interdepartmentally. To start the process, we completed some initial research and preliminary analysis. We reviewed your website, and social media presence, for content pertaining to diversity, equity, and inclusion. We looked at other community libraries, industry reports, and other publicly available sources of information. We assembled a general profile of the library, and from there, completed preliminary analysis relative to your brand identity, strategic plans, and finally, the library's cultural agility.

### Preliminary Organizational Profile

We assembled the following documents/information to anchor our understanding of the library's urge for community equity, underscoring the development of this proposal for a DEI trajectory discovery process:

#### The Anything Emporium

The curation of The Anything Emporium signals the library's awareness that not everyone has access to the smallest of devices that could easily serve as a barrier to learning and literacy. The provision of The Anything Emporium signals that the library is intent on provided access to opportunities for literacy.

#### Staff Picks

The diversity indicated by what the staff is reading underscores that the staff is interested in a diverse range of titles, topics, and authors, and collectively signals the library's commitment to the integration of programming that is intersectionally relevant to its constituents.

#### Cover to Cover: The Podcast

DGPL records "Cover to Cover" in support of its vision to empower every voice in the library community and to share information, services and opportunities. From the diversity of partners who are guests on the show, to the many creative ways that the show helps to illuminate library service offerings, "Cover to Cover" illustrates the library's desire to come alongside multiple cultures and ways of being and make room for the stories of all people groups to be shared

#### External Partnership Selections

Partnering with the community as a means for creating change toward relevant and sustainable impact for constituents, the library is persistent in leveraging community partners who work alongside the people with whom the library is trying connect. Its connections with organizations like the Rotary Club, DuPage Health Coalition, and West Suburban Humane Society all embolden the library's message that they are present to serve everyone, no matter their walk of life.

## PRELIMINARY ANALYSIS

Now that RGW has acquainted itself with some basic information about DGPL and its journey toward equity to date, RGW needs to

implement this month-long stakeholder listening protocol to get an initial sense of DGPL's current climate regarding, organizational culture and externally demonstrated equity practices. Among the ways we would conduct the discovery and complete the analysis are the following:

#### **External Brand Audit**

To gain an introductory understanding of your brand, we would conduct an external brand audit by analyzing your visual identity, brand language, and external communications. How you present DGPL to the world is a good place to start understanding your values, climate, and culture and equity orientation. External branding can provide powerful insights about organizational strengths and opportunities, particularly around race.

#### **Informal Qualitative Data Analysis**

To gain a basic understanding of DGPL's current climate regarding diversity, equity, and inclusion, we would attend various community gatherings, including, but not limited to board meetings, community listening sessions, and public library events. In these spaces, RGW would converse with leaders and representatives from the community as well as team members from DGPL, glean a greater sense of organizational culture and climate.

#### **Cultural Agility Assessment**

To gain an initial sense of DGPL's level of cultural agility, we would use the content derived from our external brand audit and the informal qualitative data analysis to complete an abbreviated cultural agility assessment. We would then analyze your visual identity, brand language, and external communications with a focus on the presence, quality, or absence of content, which indicated awareness, skillfulness, and best practices relative to diversity, equity, and inclusion.

#### **Cultural Agility & Capacity**

RGW notes several positive indicators of cultural agility, such as the library's partnerships with organizations that focus their efforts toward people who have been intentionally, traditionally, and historically marginalized. Additionally, the library's recent work on programming and diversity illustrates its intentionality around equity, a strong indicator of its desired outcomes regarding equity for all. However, the composition of the staff based on ethnicity indicates some additional need for thought and care around equity as it pertains to representation. RGW believes these are strong indicators of the library's sincerity and potential to take on a DEI journey as an organization.

Additionally, our preliminary assessment revealed activities on behalf of the library that indicates a gap between what has been articulated in its mission/vision and how it carries out its work in the actual. It is for these reasons that RGW would recommend, minimally, a month long discovery that helps to illuminate a differentiated and customized approach to the library's future and ongoing DEI work, which would prioritize closing the gap between the ideal ways in which the library hopes to aspire toward equity and the actual implementation of equitable practices across the organization's governance and operations.

#### **RGW CLIENT LIST (Any of the individuals listed here can also be contacted as references)**

Breakthrough Urban Ministries, Arloa Sutter, Executive Director, [asutter@breakthrough.org](mailto:asutter@breakthrough.org)  
East Garfield Park, Chicago, IL

Facilitate and consult with the Executive Leadership Team and Equity Team to analyze systems, protocols, policies and procedures to ensure equity both in content and processes; implement 4 staff development sessions per year for 100 staff members regarding diversity, equity, and inclusion.

Leadership Education, Duke University, David Odom, Executive Directors, 919-613-5334, [dodom@div.duke.edu](mailto:dodom@div.duke.edu), Raleigh-Durham, North Carolina

Implement RGW's equity readiness assessment tool for the Executive Leadership Team; provide 1:1 coaching for each team member to design a customized professional development trajectory for each individual member of the team; provide daylong staff development on DEI for the team as a collective; assess grant making documents and procedures to ensure equitable implementation

Reformed Churches of America, Earl James, Director, African American/Black Ministries & Advocacy, 616-916-8077, [ejames@rca.org](mailto:ejames@rca.org), Grand Rapids, Michigan

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Lauren Collins, Diversity Director, Near North Montessori School, Chicago, IL, lcollins@nnms.org  
Brian Hammersley, Hammersley Architecture, Oak Park, IL, brian@hammersleyarchitecture.com  
Kaitlin Rogers, Business Partner, Sweet Rest, LLC, kaitlingcrogers@gmail.com  
Pemalyn Hessing, PTO Member, Holmes School, Oak Park, IL, pemalyn@gmail.com  
Mak Flournoy, Co-President, PTO Diversity Council, District 97, makesha.benson@gmail.com  
Carrie Kamm, Director of Diversity, District 97, ckamm@op97.org  
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#### SCOPE OF WORK

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#### WORK PLAN

Reesheda Graham Washington anticipates the following interactions in an effort to ascertain relevant information toward a recommendation of a work plan in DEI:

- 1:1 Sessions with Executive Director and the Directors of DGPL (7 total hours) (7)
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**A Series of 1 hour Affinity Meetings as Follows: (8 total hours) (17)****Adult Facing Services****Collection Management****Community Related Services****Digital & Design****Early Learning & School Based Services****Staff Who Are People of Color****Staff Who Are Women****Disability Related Services****Office Hours annotations, processing, and documentation of conversation impressions (4 hours) (21)****2 2 hour Community Listening Sessions Facilitated by RGW (DGPL provides childcare) (4 hours) (25)****Analysis Preparation and Debrief (5 hours) (30)****COMPENSATION AGREEMENT**

This 30 hour work plan is to be compensated at \$200/hour for a total of \$6,000. \$3,000 is to be paid via Honeybook Invoice at the commencement of the contract prior to the start date (15th of the month). The balance of \$3,000 is to be rendered within 10 days of the agreement's culmination date of the 15th of April or May 2020 (contingent upon start date selection) via Honeybook. All paper checks are to be hand delivered to Reesheda Graham Washington or mailed to RGW Consulting, LLC at 163 S. Oak Park Avenue, Oak Park, IL 60302

- **Monthlong Interview Sessions & Discovery Process**

The month will be spent in meetings and interactions at DGPL and via Zoom web conferencing capturing content from parties specified above; these will be 30-45 minute interview segments as structured by Julie Milavec and her admin team

**Location and Delivery of Services**

**Location.** Vendor shall deliver Services to Client at the following location(s):

\_\_\_\_\_

\_\_\_\_\_

**Delivery of Services.** Vendor will provide all Services by \_\_\_\_\_ unless otherwise specified in this Agreement.

**Cost, Fees and Payment**

**Cost.** The total cost ("Total Cost") for all Services is 6,000.00 due in full by March 15, 2020. Client shall pay the Total Cost to Vendor as follows:

50% of the total due on Mar 25, 2020, in the amount of \$3000.00

50% of the total due on Project Date (TBD), in the amount of \$3000.00

The first payment is a non-refundable retainer. At a minimum, Client agrees that the retainer fee fairly compensates Vendor for committing to provide the Services and turning down other potential projects/clients.

**Exclusivity**

**Exclusivity.** Client understands and agrees that he or she has hired Vendor exclusive of any other service provider. In order to provide a high level of satisfaction and quality of service, no other service providers, other than any assistant or third party that Vendor hires to complete the Services outlined in this Agreement, are permitted to provide the same or similar services or products, paid or unpaid, at the locations and dates specified in this Agreement.

**Intellectual Property**

**Copyright Ownership.** In the event that any copyrighted work(s) are utilized as a process of the Services provided by Vendor in accordance with this Agreement, Vendor owns all copyrights in any and all work(s) it has created or produced pursuant to federal copyright law (Title 17, Chapter 2, Section 201-02 of the United States Code), whether registered or unregistered. Any and all products, whether tangible or intangible, owned by RGW that are utilized in the process of fulfilling this Agreement, are expressly and solely owned by Vendor and may be used in the reasonable course of Vendor's business.

## Artistic Release

**Style.** Client has spent a satisfactory amount of time reviewing Vendor's work and has a reasonable expectation that Vendor will perform the Services in a similar manner and style unless otherwise specified in this Agreement.

**Consistency.** Vendor will use reasonable efforts to ensure Client's desired Services are produced in a style and manner consistent with Vendor's current portfolio and Vendor will try to incorporate any reasonable suggestion made by Client.

## Limit of Liability

**Maximum Damages.** Client agrees that the maximum amount of damages he or she is entitled to in any claim relating to this Agreement or Services provided in this Agreement are not to exceed the Total Cost of Services provided by Vendor.

**Indemnification.** Client agrees to indemnify, defend and hold harmless Vendor and its affiliates, employees, agents and independent contractors for any injury, property damage, liability, claim or other cause of action arising out of or related to Services and/or product(s) Vendor provides to Client.

## Cancellation, Rescheduling and No-Shows

**Cancellation, Rescheduling of Services or No-Show Client.** If Client desires to cancel Services, reschedule Services, or if it becomes impossible for Vendor to render Services due to the fault of the Client or parties related to Client, such as failure of the Corporate to occur or failure of one or more essential parties to the Corporate to show up in a timely manner, Client shall provide notice to Vendor as soon as possible via the Notice provisions detailed in this Agreement. Vendor has no obligation to attempt to re-book further Services to fill the void created by Client's cancellation, rescheduling, no-show or if it becomes impossible for Vendor to provide the Services due to the fault of Client (or parties related to Client), and Vendor will not be obligated to refund any monies Client has previously paid towards the Total Cost. Client is not relieved of any payment obligations for cancelled Services, rescheduled Services, failing to show up for the Corporate, or should it become impossible for Vendor to provide the services due to the fault of Client (or parties related to Client) unless the Parties otherwise agree in writing. For instance, if Vendor is able to secure another, unrelated client for TBD, then Vendor may choose, at its sole discretion, to excuse all (or a portion of) Client's outstanding balance of the Total Cost.

## Impossibility

**Force Majeure.** Notwithstanding the above, either party may choose to be excused of any further performance obligations in the event of a disastrous occurrence outside the control of either party, such as, but not limited to:

1. A natural disaster (fires, explosions, earthquakes, hurricane, flooding, storms or infestation); or
2. War, Invasion, Act of Foreign Enemies, Embargo, or other Hostility (whether declared or not); or
3. Any hazardous situation created outside the control of either party such as a riot, disorder, nuclear leak or explosion, or act or threat of terrorism.

**Failure to Perform Services.** In the event Vendor cannot or will not perform its obligations in any or all parts of this Agreement, it (or a responsible party) will:

1. Immediately give Notice to Client via the Notice provisions detailed in this Agreement; and
2. Issue a refund or credit based on a reasonably accurate percentage of Services rendered; and
3. Excuse Client of any further performance and/or payment obligations in this Agreement.

## General Provisions

**Governing Law.** The laws of Illinois govern all matters arising out of or relating to this Agreement, including torts.

**Severability.** If any portion of this Agreement is deemed to be illegal or unenforceable, the remaining provisions of this Agreement remain in full force.

**Notice.** Parties shall provide effective notice ("Notice") to each other via either of the following methods of delivery at the date and time which the Notice is sent:

a. Email

i. Vendor's Email: [info@rgwashington.com](mailto:info@rgwashington.com)

ii. Client Email: [jmalivec@dglibrary.org](mailto:jmalivec@dglibrary.org)

## **Appropriate Conduct/ Safe Working Environment:**

The Client(s) expressly agree(s) to take best efforts to provide RGW and Vendor's staff with a safe and appropriate professional relationship. In the event of circumstances deemed to present a threat or implied threat of injury or unprofessional, harassing language or behavior to RGW staff, RGW will make reasonable efforts to notify the Client(s). If the Client(s) is/are able to respond to the threatening situation in a reasonable amount of time, RGW shall resume work in accordance with the original terms of this Agreement. If the inappropriate behavior continues, the Client(s) will agree to relieve and hold RGW harmless as a result of incomplete services under this Agreement, or for a lapse in the quality of the RGW's work. The Client(s) shall be responsible for payment in full, regardless of whether the situation is resolved or whether RGW resumes work detailed in this Agreement.

### **HOLD HARMLESS**

RGW shall defend, indemnify and hold harmless the District from any and all claims, losses, harm, costs, liabilities, damages and expenses (including, but not limited to, reasonable attorney fees), arising from any intentional wrongdoing of RGW, or of RGW's agents, employees, invitees, or permittees, occurring or arising from RGW's performance of an obligation, covenant, or condition of this Agreement, or arising from or related to the performance by RGW's of the Services; provided that RGW shall not be required to defend, indemnify, or hold harmless the District for any liability caused by or resulting solely from the negligence or willful misconduct of the School.

### **CONFIDENTIALITY**

District 97 and RGW agree to keep confidential all negotiations and exchange of proprietary information.

### **Ownership of Intellectual Property**

All materials created by RGW for District 97 will become the property of District 97. RGW can, however, list District 97 as a client and describe (in general) the work done for District 97 to others including current and potential clients.

**Merger.** This Agreement constitutes the final, exclusive agreement between the parties relating to the Corporate and Services contained in this Agreement. All earlier and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

**Amendment.** The parties may amend this Agreement only by the parties' written consent via proper Notice.

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Reesheda Graham Washington

TBD

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Julie Malivec

TBD

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# Gallagher Crisis Protect

A comprehensive crisis management solution




















Recent events highlight the dynamic and wide ranging security crises that businesses face, such as active assailant, workplace violence / assault and large scale emergency evacuations. These crises can cause serious disruption, financial loss, adverse publicity and potential legal liability that can impact your business and profits. As a response, we have developed **Gallagher Crisis Protect**.

## What is our solution?

**Gallagher Crisis Protect** is a comprehensive crisis management solution which combines indemnities for first party, third party and response, with pre and post incident risk management services for a wide range of security events.

## What does it cover?

 Assault	 Blackmail	 Civil Commotion	 Cyber Extortion
 Deprivation	 Detention	 Disappearance	 Emergency Repatriation
 Employee Dishonesty	 Extortion	 Hijack	 Hostage Crisis
 Kidnap	 Product Tamper	 Radicalization	 Sabotage
 Stalking	 Terrorism	 Threat	 Vicious Attack

## A solution for businesses from all industry sectors

### Gallagher Crisis Protect

#### Bespoke underwriting

For any client

- Flexible indemnity limits up to:
  - 1st party \$25m
  - 3rd party (15% of 1st party limit)
- Crisis Consultant costs
  - Unlimited for detention, disappearance, extortion, hijack, hostage crisis and kidnap
  - \$1m for assault, blackmail, civil commotion, deprivation, emergency repatriation, employee dishonesty, radicalization, sabotage, stalking, terrorism, threat and vicious attack
  - Pre Incident Funds available up to 5% of premium

## Crisis consulting support

Gallagher Crisis Protect includes a comprehensive crisis consultancy package that helps build resilience and address duty of care. In the event of an incident you have the support of some of the **world's** leading crisis consultants, available 24/7/365 by calling one number. The solution supports clients during the three phases of a crisis: pre incident, during the incident and post incident.

### Pre incident support

Service
Clients will have access to an online Crisis Management Portal that will provide information and templates to enable them to increase their resilience to security-related crises
Clients have a dedicated secure group, private to them that they can brand to their own organization. They have full control to add and manage access to the group for their colleagues, where they will be able to take advantage of the training and awareness information, as well as manage and share access to their own plans, procedure, documents and guidance, available anywhere at any time with a secure internet connection
<b>Document Library including; • Thought leadership papers • Awareness guidance</b>
6 x Active Shooter (vicious attack) online Awareness Videos
Quarterly Webinars on key issues and topics
Risk Management Allowance
One to one consulting call
<b>"Ask the Expert"</b> – AIG and partner network of experts for hints, tips and ideas
Access to Country Risk Information

### Incident Response

Service
24/7/365 Emergency Response Number to get immediate advice and support in a crisis
Consultancy Support from a panel of retained response consultant companies that are leaders in their field; these include but not limited to NYA, R3 Continuum & AIG Travel all coordinated through a single emergency response number
Access to live Incident log via the online Crisis Management Portal (ensuring key decisions and actions are captured as part of duty of care and audit purposes, especially important in the context of any future potential litigation)

R3 Continuum: [www.r3c.com](http://www.r3c.com) | NYA: [www.nyarisk.com](http://www.nyarisk.com) | AIG: [www.aig.co.uk](http://www.aig.co.uk)

### Post Incident

Service
<b>Post Incident Information Guidance &amp; Advice; • Lessons identified • Counselling Advice (PTSD) • Legal support</b>
Incident Log Summary Case File for audit and records

Would you like to find out more?

**Visit [www.gallagher.crisis-protect.info.com](http://www.gallagher.crisis-protect.info.com)**

If you have any questions not answered on the website, contact:

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**Gallagher**

Insurance | Risk Management | Consulting

**DOWNERS GROVE PUBLIC LIBRARY  
BORAD OF LIBRARY TRUSTEES  
ANNUAL CALENDAR**

<u>Month</u>	<u>Item for Information (I), for Review (R), or for Action (A)</u>
January	Illinois Public Library Per Capita Grant Application (I)
February	Illinois Public Library Annual Report (I)
March	Bylaws (R)
April	General Policy (R)
May	Personnel Policy (R) Non-Resident Fee Card Participation (A) Summer Reading Presentation (I)
June	Collection Management Policy (R) Transfer from Operating Fund to Capital Replacement Fund (A) Library Director Performance Evaluation (A)
July	Preliminary Budget (A) Strategic Plan (R & I)
August	Budget (A) Salary Schedule (A)
September	Library Services Policy (R) Oath of Office for New Trustee <sup>1</sup> (A)
October	Financial Policy (R) Election of Officers <sup>2</sup> (A)
November	Annual Holiday Closings Schedule (A) Annual Board Meeting Schedule (A) Resolution of Appreciation for Milestone Anniversaries (A)

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<sup>1</sup> As appointed.

<sup>2</sup> Even numbered years only.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 26, 2020**

**DEPARTMENT REPORTS – JANUARY 2020**

**Administration – Jen Ryjewski**

- Worked on gathering and inputting data for the IPLAR and PLDS annual reports.
- Created a schedule for and worked a half day with COD practicum student, Rosary Lewellyn, and gave her a general overview of some of the Assistant Director's duties and responsibilities.
- Attended Project Dandelion program (a database that provides information on campus sexual assaults at all Illinois colleges), presented by DGS Senior Therese Malinowski.
- Worked a morning shift at the ATS desk to cover for employee absences.
- Prepared for and held annual In Service Day.
- Attended monthly FOL meeting. Currently working on a proposal which will include a potential partnership with FOL and Summer Reading.
- Continued to work on staff evaluations.
- Attended quarterly RAILS Assistant Director meeting at Elmhurst. Main agenda items included Person In Charge training, emergency library closing notification methods, and programming for the 2020 census.
- In Charge Team
  - Reviewed and discussed fourth quarter PITS incidents and how they were handled. Wrote several role-playing scenarios which were acted out by staff and discussed. Offered a building tour refresher for those interested.
- Innovation Team
  - Wrote collection proposal for Binge Boxes and solidified target launch date and all relevant deadlines.
  - Decided on the board games that will be kept for future board game collection.
  - Reviewed new Anything Emporium additions: noise cancelling headphones and Cricut machine, now available for checkout; and discussed future/potential Anything Emporium additions.
- Outreach Team
  - Worked on the first draft for the My Library Is...grant and discussed essential elements to include as well as the plan moving forward.
- Programming Team
  - Discussed How-to Fair participants, space needs, and action plan.
  - Viewed a demo of READsquared, an online reading tracking software product.
  - Discussed specifics of FOL proposal for library-wide program.

- Safety and Security
  - Reviewed and discussed the first draft of the Emergency Procedures Flip Chart as a team. Incorporated team feedback and additional edits into the chart.

### **Adult & Teen Services – Lizzie Matkowski**

- The department welcomed two new Assistants, Anna and Tim, as well as the library's Social Work Intern, Octavia.
- Offered a service project in Teen Central making no sew scarves. Approximately 30 teens made 110 scarves! The scarves will go to DuPage PADS outreach and the library's community pantry.
- Held our biannual magazine giveaway.
- Attended the Library's Staff In Service Day.
- Programming included: Nifty Bookends, Project Dandelion: Campus Sexual Assault Campaign Awareness, Goal Setting for Effortless Success, Maker Mondays in Teen Central, and an ACT Practice Test.
- Completed reorganization of the Large Type collection to include Romance as a genre.

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

- Girls Who Code: Grades 3-5 started up this month. This is our second year running this program, which is similar to the program for older girls. The 10 girls of the club are introduced to coding, as well as other topics related to STEM and empowerment.
- The Kids Room held a graduation party for our 1,000 Books Before Kindergarten participants who have finished the full program. Forty-two people attended the celebration and watched the graduates receive a certificate of completion and bubble necklace in honor of their hard work.
- Clothespin Puppets visited the Kids Room on January 11. Eighty-four people watched the show and learned a little bit about how puppets are made!
- Outreach Coordinator Erin Linsenmeyer presented booktalks at both Kingsley and Fairmount Elementary Schools. Eighty-five students learned about exciting titles they can check out from the library.
- The Kids Room added another outreach location for storytime visits this month, Fairview Kindercare. We now visit six daycare locations regularly every month. In January we also visited the preschool classes of Grove Preschool at Henry Puffer Elementary and Indian Trail Elementary.
- On the weekend of January 31-February 2 we held our annual Star Wars Weekend, celebrating all things Star Wars! We showed movies, had a variety of activities, and held a family trivia where the winner won a 3D printed baby Yoda! Around 150 people joined us for the festivities.

### **Circulation Services – Christine Lees**

- As a department we met to determine our 2020 Goals. Our focus for 2020 will be on patron service, accuracy, and expanding our knowledge. We also reviewed our success with achieving our 2019 goals. Bring on 2020!
- Dawn Golias and Mary Piller were recognized at Staff In Service Day for their five years of service. Thank you Dawn and Mary!
- Christine Lees and Cindy Khatri presented at the Downers Grove Rotary meeting to provide an update on our partnership for supporting the PADS Lunch and Learn programming at the library. Additionally, we asked for future collaboration and funding. We are very hopeful that this collaboration will continue with the Downers Grove Rotary.
- We hosted the SLUI (SirsiDynix User Group of Illinois) Board meeting to plan our annual SLUI meeting.

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

- Girls Who Code picked up in early January with a parents/guardians meeting. It's hard to believe, but this is the fifth year that the library has hosted the GWC program! Computer Help Desk Supervisor Lauren Cantore Gonzalez has taken on the facilitator role, helping students through the curriculum and ensuring everything is on track. Her third year in this role, she has done a fantastic job of organizing the club and bonding with the students – thank you, Lauren.
- PR Manager Cindy Khatri and IT Manager Paul Regis finalized some design aspects of the new website with OC Creative in late January. Despite a few setbacks, a tentative early February launch was planned.
- During January's In Service Day, we celebrated Assistant IT Manager Max Mogavero's five-year anniversary working at the Downers Grove Public Library. Congratulations, Max!
- IT Manager Paul Regis, with help from Circulation Manager Christine Lees and Director Julie Milavec, got the ball rolling on updating the six remaining older self-check units. The tentative plan is to aim for late February or early March. The new units will be very similar to the newer self-check in the Kids Room area, which is very responsive and has been much more reliable.

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

- We worked and focused on finalizing things for the new website (now launched).
- PR Manager Cindy Khatri conducted Graphic Design and Display Coordinator Grace Goodwyn's six-month evaluation.
- The PR team met to discuss more elements of the future marketing plan.
- Grace explored printing options for smaller projects and for Discoveries. The vendors we currently use are still the best fit and price.
- All of the PR team attended the In Service Day of training.

- Cindy presented with Circulation Manager Christine Lees at the Rotary Club meeting in regards to a funding request for the Lunch 'n Learn program.
- PR promoted Project Dandelion and Therese Malinowski's presentation to the public. Promotion increased site traffic for Project Dandelion from approximately 400 page views to over 10,000.
- Cindy researched a possible new data and marketing software, Orangeboy Savannah.
- Cindy presented with ATS Librarian Joy Matteson at Oak Trace on the library's services to the homeless population and the There's No Place That's Home month of Homelessness Awareness.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- On Thursday January 9, Amy met with Allyson in the Kid's Room to make final preparations and a timeline for the Reader's collection reclassification project. Throughout January, 165 new items were added to this collection following the new conventions. Call number updates and relabeling of the existing collection accounts for a large portion of the month's reclassification statistics.

#### **Inventory and Cataloging**

- For ATS collection in January: added 1218 print items, 373 AV items; discarded 1645 print items and 48 AV items.
- For Kids Room collection in January: added 940 print items and 139 AV items; discarded 600 print items and 432 AV items.
- The bi-annual magazine giveaway took place January 18 & 19.
- Kids Room staff selected pre-bound versions of "Bob" phonics books to replace the loose sets in pre-readers. The new replacements and the relabeling have greatly improved the organization and presentation of that collection.

#### **Reclassification and Repairs**

- Repaired 1576 ATS and Kids Room books and audiovisual items in January.
- Reclassified 1955 ATS and Kids Room items in January.
- Work to relabel all of the Reader's collection began in earnest in January. Access Services staff is also wrapping up the reclassifying of Large Type fiction into the new Romance genre.

#### **Staff Training and Professional Development**

- Amy Prechel completed the acquisitions process three weeks in January while the cataloging librarian was away or at training.
- Nora Mastny attended the Swan Cataloging Advisory meeting on January 9.
- Amy and Nora attended the Quarterly In-Charge meeting on January 14.

- All Access Services staff attended the annual Staff In Service Day on January 17.
- On January 23 and 30, Nora attended full-day Cataloging Basics classes at RAILS.
- MaryKellie Marquez and Michelle Litwin attended the Safety Team meeting on January 28. Michelle and Amy attended the Innovation Team meeting on January 30.
- On January 31, Nora and Amy attended the SLUI (Sirsi library users of Illinois) steering committee meeting.

#### **Facilities Services – Ian Knorr**

- Had a sales meeting with Verkada. Verkada is a security software and hardware firm.
- Met with Shales McNutt and K and J painting to review scope of work for the 2020 exterior renovations.
- Met with Davey Tree Service to go over tree trimming needs for 2020 exterior renovations.
- Met with Nathan Esparza from Trane to go over final automation system training.
- Attended the quarterly in-charge meeting.
- Attended staff In Service Day.
- Ian attended and gave a department presentation at the monthly board meeting.
- The staff Security Team held their quarterly meeting which included discussion on the new emergency flip charts.

Circulation	JAN 20	%	JAN 19	%	JAN 18	%
<b>Checkouts</b>						
Selfchecks	40,385	72%	40,004	73%	46,741	75%
Staff desk	15,637	28%	14,775	27%	15,801	25%
<b>Total checkouts</b>	<b>56,022</b>		<b>54,779</b>		<b>62,542</b>	
<b>Renewals</b>						
Auto Renewals	28,625		30,697		30,624	
Selfchecks	13		13		48	
Staff desk (incl. phone)	303		272		287	
Patron renewals on website	563		486		689	
BookMyne	19		18		18	
BlueCloud Mobile/Web services (22&11)	61					
<b>Total renewals</b>	<b>29,584</b>		<b>31,486</b>		<b>31,666</b>	
<b>Total item checkout and renewals</b>	<b>85,606</b>		<b>86,265</b>		<b>94,208</b>	
<b>Digital Circulation</b>	<b>9,859</b>		<b>8,699</b>		<b>7,474</b>	
<b>Total Circulation</b>	<b>95,465</b>		<b>94,964</b>		<b>101,682</b>	
<b>Reserves Processed</b>						
Received from ILL	6,441		7,050		7,475	
ILL sent	5,735		4,975		4,913	
OCLC requests processed	252		265		558	
<b>Gate Count</b>						
North	26,098		23,754		26,649	
South	13,401		11,778		13,238	
<b>Total</b>	<b>39,499</b>		<b>35,532</b>		<b>39,887</b>	
<b>Registrations</b>						
New resident library Cards	172		138		151	
New fee cards	4		10		3	
Professional Development hours	262	In-service day				

**Circulation**

	Jan 2019	Jan 2020	YTD Totals			
Adult	49,759	48,851	49,759	48,851		
Teen	1,964	1,435	1,964	1,435		
Children	34,542	35,307	34,542	35,307		
Download	8,699	9,859	8,699	9,859		
Total	94,964	95,452	94,964	95,452	488	0.5%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	27,235	55.75%	4,928	10.09%	13,009	26.63%	3,679	7.53%	48,851
Teen	1,306	91.01%	75	5.23%	25	1.74%	29	2.02%	1,435
Children	27,798	78.73%	1,471	4.17%	4,826	13.67%	1,212	3.43%	35,307
Total	56,339	65.82%	6,474	7.56%	17,860	20.87%	4,920	5.75%	85,593

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	115,230	75.10%	15,064	9.82%	15,964	10.41%	7,168	4.67%	153,426
Children	76,429	85.79%	2,721	3.05%	8,088	9.08%	1,847	2.07%	89,085
Total	191,659	79.03%	17,785	7.33%	24,052	9.92%	9,015	3.72%	242,511

**Book Collection**

	Jan 2019	Jan 2020	YTD Totals		YTD Difference	
Adult	110,756	115,230				
Children	72,906	76,429				
Total	183,662	191,659	183,662	191,659	7,997	4.4%

**Audio Collection**

	Jan 2019	Jan 2020	YTD Totals		YTD Difference	
Adult	14,850	15,064				
Children	2,875	2,721				
Total	17,725	17,785	17,725	17,785	60	0.3%

**Video Collection**

	Jan 2019	Jan 2020	YTD Totals		YTD Difference	
Adult	15,002	15,964				
Children	8,324	8,088				
Total	23,326	24,052	23,326	24,052	726	3.1%

**Miscellaneous Collection**

	Jan 2019	Jan 2020	YTD Totals		YTD Difference	
Adult	7,700	7,168				
Children	2,659	1,847				
Total	10,359	9,015	10,359	9,015	-1,344	-13.0%

## Statistics for January 2020 (FY Jan-Dec)

### Rooms & Spaces

	Jan 2019	Jan 2020				
Community Use of Rooms	1,115	1,279				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	126	147				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,241	1,426	1,241	1,426	185	14.9%

### Programs Offered

	Jan 2019	Jan 2020				
Library Programs Offered						
Adult	20	20				
Teen	12	6				
Children	58	68				
Outreach Programs Offered						
Adult	5	16				
Teen	4	2				
Children	20	36				
Passive Programs Offered						
Adult	3	4				
Teen	1	5				
Children	11	6				
Programs Offered Total	134	163	134	163	29	21.6%

### Programs Attended

	Jan 2019	Jan 2020				
Library Program Attendance						
Adult	276	290				
Teen	83	87				
Children	1,026	1,638				
Outreach Programs Attendance						
Adult	47	211				
Teen	81	25				
Children	197	747				
Passive Programs Attendance						
Adult	115	131				
Teen	24	62				
Children	464	213				
Programs Attendance Total	2,313	3,404	2,313	3404	1,091	47.2%



## Statistics for January 2020 (FY Jan-Dec)

### Gate Count

	Jan 2019	Jan 2020	YTD Totals		YTD Difference	
	35,532	39,499	35,532	39,499	3,967	11.2%

### Reference Questions

	Jan 2019	Jan 2020	YTD Totals		YTD Difference	
One on One Tutorials	52	85	52	85	33	63.5%

### Computer User Sessions

	Jan 2019	Jan 2020				
Adult	3,057	3,170				
Children	1,015	1,092	YTD Totals		YTD Difference	
Total	4,072	4,262	4,072	4,262	190	4.7%
Wireless Sessions	2,315	2,468	2,315	2,468		