

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. August 25, 2021 Regular Meeting Requested Action: Approval
 - b. September 7, 2021 Committee of the Whole Meeting Requested Action: Approval
5. Financial Matters
 - a. August 2021 Financial Report
 - b. September 2021 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
 - a. Framework for Releasing Anti-Hate Statements Requested Action: Approval
 - b. COVID-19 Response and Phased Reopening Plan Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 2021, 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 David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Public Relations Manager Cindy Khatri, Adult & Teen Services Librarian Van McGary.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 28, 2021 Regular Meeting. Trustee Gigani identified a misspelling in the second sentence of Section 10. The word “lank” should be changed to “land.” It was moved by Stapleton and seconded by Humphreys THAT the Minutes of the July 28, 2021 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. July 2021 Financial Report. Library Director Milavec presented the report. The library is 58.3% through fiscal year 2021 and revenue collected is at 53.6%. Milavec anticipates that the Illinois Per Capita Grant funds will be received before the end of the year. The Library Capital Replacement Fund had three invoices, which included the final payment on the roof project, the first invoice for the lighting controls and LED retrofit project, and the final invoice from Elara Engineering for the lighting relay panel project. Milavec noted that the month of July included three payrolls, which happens twice a year.
 - b. August 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of August 2021 Capital Replacement Fund invoices totaling \$162,586.18, the payment of August 2021 Operating Fund invoices totaling \$100,173.36, the acceptance of August 2021 credit memos totaling \$541.42, and the ratification of July 2021 payrolls totaling \$363,358.37 be

approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, 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. Land Acknowledgment. In early 2021, the library began its Equity, Diversity, and Inclusion efforts. At that time, Assistant Library Director Jen Ryjewski was working with the ILA Best Practices Committee on best practices for creating land acknowledgements. At the same time, staff received a comment from a patron asking if the library was going to do a land acknowledgement. Staff decided to move forward and Librarian Van McGary took on the role of lead researcher and primary author. Public Relations Manager Cindy Khatri took the lead on partnerships and contacts with outside organizations to make sure the library was getting good input and finding partners in the community. In March, the Village of Downers Grove was asked to work on a land acknowledgement and reached out to the library about working together.

McGary initially reached out to the Downers Grove Museum to begin her work, and they directed her to Dr. John N. Low from Ohio State University, who was helping them with their own land acknowledgement. Cindy Khatri reached out to other Native groups as well, including Midwest SOARRING Foundation, to help consult on the library's work. The library's goal was to have a land acknowledgement and a suite of resources that could be used by any organization in Downers Grove. After months of work, the library now has a land acknowledgement and resources, all available at dglibrary.org/land.

The Board discussed their comments and concerns about the land acknowledgement draft and McGary and Khatri answered questions and discussed their reasons behind specific aspects of the draft.

- The Board discussed the phrase "genocide and forced displacement" as being part of the land acknowledgement as well as on the plaque placed at the entrances to the library. There was concern about the strong language and the negative reaction it may elicit in patrons, causing them to shut down and not take the time to research and learn more.
 - McGary commented that the consultants and Native partners the library worked with felt very strongly that the words "genocide and forced displacement" be included in the acknowledgement and that nothing be sugarcoated. They are passionate about naming the injustices.

- The Board discussed the language in the version for the Kids Room that includes the phrase “killing and forced removal,” both debating the phrase used as well as the reason for not using the word “genocide.”
 - Khatri noted that the Children’s Librarians wrote the kids version of the acknowledgement utilizing their knowledge of children and their ability to understand certain types of language.
- The Board asked why the land acknowledgement does not list the names of the Tribes who are being acknowledged.
 - McGary commented that she discussed this with the library’s Native partners and consultants and they felt very strongly that the library acknowledge all peoples. They said there are so many Tribes that were originally on this land and to name a few specific Tribes would be doing an injustice to all of the people that lived here and/or were forced to move here from their original homeland in the surrounding areas. With this feedback, the library chose to acknowledge all Native peoples who for some time lived in the Downers Grove area. The FAQ section of the library’s land acknowledgement webpage lists some of the specific tribes and more information.

McGary and Khatri stressed that in all of their conversations with the number of consultants and Native partners the library worked with, it was consistently stated that the land acknowledgement should have a “therefore” statement, or call to action, so that the acknowledgement does not appear performative. The Board discussed what they wanted the call to action to be and what patrons should be asked to do. The Board decided to rework the wording of the last sentence and replace the phrase “take a moment of reflection to consider” with the action to “learn more about the genocide and forced displacement by non-Native settlers, and the ongoing injustices against Native peoples.”

It was moved by Humphreys and seconded by Khuntia THAT the Land Acknowledgement be approved as revised. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. FY 2022 Budget and Levy. The proposed budget and levy includes a 4.5% increase, which should have no impact on individual households due to an anticipated higher EAV. It was moved by Humphreys and seconded by Gigani THAT the FY2022 Library Fund levy of \$5,862,439, Library Fund expenditures budget of \$6,104,879, and Library Capital Replacement Fund expenditures budget of \$411,600 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. COVID-19 Response and Phased Reopening Plan. The library is back to indoor masking requirements but will not be going back to zero tolerance. Staff will refuse face-to-face service to anyone who refuses to wear a mask in the building. It was moved by Stapleton and seconded by Graber THAT the Library Director be reauthorized to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report.** Library Director Milavec presented her report. GreenBee Electric is starting the LED retrofit and lighting controls project within the next six weeks. This will happen while the library is open. Building Operations Director Ian Knorr is meeting with Chicago Lightworks and Fitzgerald Electric about a plan B for the relay panel project. Milavec reminded Trustees that on September 7 from 6-9 p.m, the Board will be having their second training with RGW Consulting.

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

Trustee Khuntia asked if progress is being made on the changes to the Person In Charge process. Library Director Milavec responded that the proposed model will be presented to the Management Team on September 15.

Trustee Dougherty congratulated Trustee Dave Humphreys on receiving the Montrew Dunham Award. She also asked about the pick-up lockers and wanted to know if they were operational yet. Milavec responded that staff are training and waiting on the wrap from Signs Now.

Trustee Dougherty also asked about the social work interns and wanted to know if they fill out an evaluation about their time at the library. Milavec responded that the interns do exit interviews with Adult & Teen Services Manager Lizzie Matkowski. The outgoing interns left a large amount of notes and information for the incoming new interns as well.

12. **Adjournment.** President Graber adjourned the meeting at 9:00 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
SEPTEMBER 7, 2021, 6:00 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 6:14 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Reesheda Graham Washington of RGW Consulting.

3. **Public Comment.** President Graber invited comment. There was none.
4. **Equity, Diversity, and Inclusion Training.** Reesheda Graham Washington of RGW Consulting led the Board of Library Trustees in their second Equity, Diversity, and Inclusion training session.
5. **Adjournment.** President Graber adjourned the meeting at 9:02 p.m.

DOWNERS GROVE LIBRARY 8/31/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,460,950	\$ 286,185
FUND BALANCE	1,417,809	\$ 286,185

Revenue by Object Report

Village of Downers Grove
8/1/2021 through 8/31/2021

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,553,474.00	518,859.47	3,486,228.93	2,067,245.07	62.78
4109 Prior Year Property Taxes	100.00	0.00	149.23	-49.23	149.23
4313 Personal Property Replacement Tax	51,500.00	2,624.43	76,741.15	-25,241.15	149.01
4410 Sales of Materials	2,000.00	159.38	474.66	1,525.34	23.73
4502 Charges For Services	10,000.00	968.34	8,425.28	1,574.72	84.25
4509 Fees For Non-Residents	8,000.00	1,410.00	9,306.00	-1,306.00	116.33
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	583.57	1,739.34	-1,739.34	0.00
4590 Cost Recovered For Services	7,500.00	2,001.99	9,213.67	-1,713.67	122.85
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	72,589.00	0.00	0.00	72,589.00	0.00
4711 Investment Income	7,500.00	2.10	20.35	7,479.65	0.27
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	25.00	3,264.17	1,735.83	65.28
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
Grand Totals	5,719,663.00	526,634.28	3,595,562.78	2,124,100.22	62.86

Capital Replacement Fund

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Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2021 through 8/31/2021

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>
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	1,228,100.00	162,586.18	727,919.04	0.00	500,180.96	59.2
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	1,228,100.00	162,586.18	727,919.04	0.00	500,180.96	59.2

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Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2021 through 8/31/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,632,295.29	125,719.50	1,063,888.72	0.00	568,406.57	65.1
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,368.00	216,738.03	0.00	113,055.62	65.7
5119 Part-Time Employee Wages	1,218,289.29	90,728.47	774,745.86	0.00	443,543.43	63.5
5121 Overtime	0.00	0.00	588.02	0.00	-588.02	0.0
5131 IMRF Pension Contributions	288,300.11	22,336.69	188,266.21	0.00	100,033.90	65.3
5133 Medicare Contributions	46,115.48	3,440.84	29,292.75	0.00	16,822.73	63.5
5134 Social Security Contributions	197,183.45	14,712.20	125,249.36	0.00	71,934.09	63.5
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	1,283.40	77.35	618.80	0.00	664.60	48.2
5191 Health Insurance	454,937.29	34,366.96	273,906.74	0.00	181,030.55	60.2
5195 Optical Insurance	2,520.47	149.94	1,195.73	0.00	1,324.74	47.4
5197 Dental Insurance	38,120.25	2,603.58	20,766.61	0.00	17,353.64	54.4
5210 Supplies	98,000.00	9,237.17	57,186.59	0.00	40,813.41	58.3
5251 Maintenance Supplies	21,750.00	1,272.55	11,506.17	0.00	10,243.83	52.9
5280 Small Tools & Equipment	29,600.00	1,663.98	8,112.43	0.00	21,487.57	27.4
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	1,719.67	5,731.67	0.00	1,768.33	76.4
5303 Seminars, Conferences & Meetings	28,110.00	827.64	6,627.46	0.00	21,482.54	23.5
5308 Recognition Program-Staff	5,000.00	0.00	1,397.98	0.00	3,602.02	27.9
5315 Professional Services	62,000.00	4,560.75	41,428.07	0.00	20,571.93	66.8
5322 Personnel Recruitment	1,000.00	76.36	363.26	0.00	636.74	36.3
5323 Special Legal	6,000.00	396.00	2,112.00	0.00	3,888.00	35.2
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	0.00	82,712.17	0.00	28,062.83	74.6
5380 Printing Services	24,800.00	0.00	10,778.00	0.00	14,022.00	43.4
5391 Telephone	17,000.00	1,910.31	11,016.01	0.00	5,983.99	64.8
5392 Postage	25,500.00	245.00	12,467.00	0.00	13,033.00	48.8
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

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Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2021 through 8/31/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5407 Advertising And Public Relations	19,000.00	282.42	8,859.56	0.00	10,140.44	46.6
5420 Insurance - Other Policies	70,700.00	0.00	59,085.00	0.00	11,615.00	83.5
5430 Building Maintenance Services	91,500.00	3,289.97	43,119.89	0.00	48,380.11	47.1
5450 Cleaning Services	80,000.00	5,861.64	59,183.55	0.00	20,816.45	73.9
5461 Utilities	24,250.00	754.54	9,145.62	0.00	15,104.38	37.7
5470 Other Equipment Repair And Maintenance	11,500.00	451.42	9,027.84	0.00	2,472.16	78.5
5481 Rentals	15,500.00	818.39	10,100.44	0.00	5,399.56	65.1
5620 Recoverables	4,000.00	89.50	89.50	0.00	3,910.50	2.2
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	58,000.00	9,547.47	45,052.36	0.00	12,947.64	77.6
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	227,800.00	18,696.90	160,505.50	0.00	67,294.50	70.4
5852 Print Materials	345,500.00	28,152.13	188,503.21	0.00	156,996.79	54.5
5853 Audiovisual Materials	147,200.00	13,747.31	66,298.69	0.00	80,901.31	45.0
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	0.00	13,861.00	0.00	46,139.00	23.1
5880 Intangible Assets (Software)	52,000.00	5,135.82	27,720.10	0.00	24,279.90	53.3
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,207,823.68	428,240.47	3,647,247.90	0.00	2,560,575.78	58.7

Capital Replacement Fund

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09/15/2021 8:50AM

Invoice Edit Listing
Village of Downers Grove

Page: 3

September 22, 2021

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
014414 SHAW SUBURBAN MEDIA	1	225.55	0.00	225.55
Grand Total:	1	225.55	0.00	225.55

INVOICES OF NOTE

For Library Board Meeting on September 22, 2021
Capital Replacement Fund

014414	Shaw Suburban Media (Lighting Relay Panel Replacement Ad)	\$225.55
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09/15/2021 8:46AM

Invoice Edit Listing
Village of Downers Grove

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September 22, 2021

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	5	804.69	0.00	804.69
000322 AMAZON.COM	1	440.84	0.00	440.84
000403 AT&T	1	267.77	0.00	267.77
000672 BAKER & TAYLOR - L0217582	40	2,799.77	0.00	2,799.77
019652 BEST QUALITY CLEANING	1	5,410.00	0.00	5,410.00
016893 BIBLIOTHECA, LLC	3	3,730.64	0.00	3,730.64
000829 BLACKSTONE AUDIOBOOKS	14	875.95	0.00	875.95
001264 CDW GOVERNMENT, INC.	3	3,516.30	0.00	3,516.30
008323 CENGAGE LEARNING	5	513.41	0.00	513.41
001277 CENTER POINT PUBLISHING	4	548.88	0.00	548.88
001377 CHICAGO TRIBUNE	1	96.46	0.00	96.46
013235 CHILDREN'S PLUS, INC.	2	1,818.80	0.00	1,818.80
001459 CINTAS CORPORATION	2	98.30	0.00	98.30
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	31.13	0.00	31.13
002539 EBSCO SUBSCRIPTION SERVICES	1	26.58	0.00	26.58
021297 ELIZABETH M. KIRCHHOFF	1	175.00	0.00	175.00
017328 ELM USA, INC.	1	174.49	0.00	174.49
005572 FIA CARD SERVICES, N.A.	14	14,135.24	0.00	14,135.24
017510 FIRST COMMUNICATIONS, LLC	1	457.10	0.00	457.10
002905 FRANCOTYP-POSTALIA, INC.	1	111.00	0.00	111.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	4	505.91	0.00	505.91

InvEdPst

09/15/2021

8:46AM

Invoice Edit Listing

Village of Downers Grove

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Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
013544 GOOGLE, INC.	1	998.87	0.00	998.87
003188 GRAHAM CRACKERS COMICS, LTD.	1	83.21	0.00	83.21
008770 GRAINGER	9	1,074.19	0.00	1,074.19
003249 GREY HOUSE PUBLISHING	1	229.50	0.00	229.50
009102 HAGG PRESS, INC.	1	3,463.00	0.00	3,463.00
018411 HAYES MECHANICAL, LLC	2	15,562.46	0.00	15,562.46
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003688 INGRAM LIBRARY SERVICES, LLC	50	15,910.18	0.00	15,910.18
010490 KELLY POCCI	1	34.22	0.00	34.22
019062 KHATRI, CYNTHIA	1	20.34	0.00	20.34
004812 KLEIN, THORPE AND JENKINS, LTD	1	324.00	0.00	324.00
004928 LAKESHORE LEARNING MATERIALS	1	147.90	0.00	147.90
017116 LINKEDIN CORPORATION	1	7,000.00	0.00	7,000.00
012673 MANGO LANGUAGES	1	4,885.61	0.00	4,885.61
005333 MANUFACTURERS NEWS, INC.	1	231.90	0.00	231.90
018877 MASTNY, NORA	1	17.00	0.00	17.00
021307 MECHANIC SHOP FEMME, INC.	1	550.00	0.00	550.00
021182 MIDWEST SOARRING FOUNDATION	1	600.00	0.00	600.00
005866 MIDWEST TAPE	15	6,200.03	0.00	6,200.03
017442 MILAVEC, JULIE	1	110.71	0.00	110.71
020739 MURPHY SECURITY SOLUTIONS	1	24,482.00	0.00	24,482.00
006161 NICOR GAS	1	480.93	0.00	480.93
012499 OVERDRIVE, INC.	2	4,051.79	0.00	4,051.79

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Invoice Edit Listing
Village of Downers Grove

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Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
021162 PALAMIDIS, JESSICA	1	8.74	0.00	8.74
018491 PEOPLEFACTS, LLC	1	265.80	0.00	265.80
006698 PRINT SMART	2	173.78	0.00	173.78
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
020030 RGW CONSULTING, LLC	1	3,833.00	0.00	3,833.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	5	125.96	0.00	125.96
007517 SCHOLASTIC LIBRARY PUBLISHING	3	815.05	0.00	815.05
011204 SERVICEMASTER DSI	1	804.09	0.00	804.09
007676 SIGNS NOW	1	3,120.00	0.00	3,120.00
013611 SKOCIK, TRACI	1	46.88	0.00	46.88
007787 STANLEY ACCESS TECHNOLOGIES	1	478.75	0.00	478.75
009112 STRAUSS TAX SERVICE	1	100.00	0.00	100.00
020469 SWK TECHNOLOGIES, INC.	3	413.75	0.00	413.75
000385 TRANE U.S. , INC.	1	1,774.50	0.00	1,774.50
011517 UNIQUE MANAGEMENT SERVICES, IN	1	8.95	0.00	8.95
006654 UNITED STATES POSTAL SERVICE	1	3,000.00	0.00	3,000.00
018458 URBAN ELEVATOR SERVICE, LLC	1	224.97	0.00	224.97
Grand Total:	229	139,150.42	0.00	139,150.42

INVOICES OF NOTE

For Library Board Meeting on September 22, 2021

021297	Elizabeth M. Kirchhoff (Etsy for Entrepreneurs Program)	\$175.00
018411	Hayes Mechanical, LLC (Ductless System Installation, Boiler Work)	\$15,562.46
017116	LinkedIn Corporation (LinkedIn Learning Library Subscription)	\$7,000.00
012673	Mango Languages (Subscription Renewal)	\$4,885.61
021307	Mechanic Shop Femme, Inc. (Teen Car Ownership Program)	\$550.00
021182	Midwest Soaring Foundation (Land Acknowledgment Event & Consulting)	\$600.00
020739	Murphy Security Solutions (D-Tech Hold Lockers and Installation)	\$24,482.00
020030	RGW Consulting, LLC (EDI Consulting Monthly Fee)	\$3,833.00
011204	Servicemaster DSI (Water Mitigation Services)	\$804.09
007676	Signs Now (Wrap for D-Tech Hold Lockers)	\$3,120.00
009112	Strauss Tax Service (Tax Program)	\$100.00
006654	United States Postal Service (Discoveries Postage)	\$3,000.00

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
000672 BAKER & TAYLOR - L0217582	1	32.67
013422 RUNCO OFFICE SUPPLY & EQUIP CO	1	99.99
018213 AMAZON CAPITAL SERVICES, INC.	1	502.47
<u>Grand Total:</u>	<u>3</u>	<u>635.13</u>

Library Credit Card Details for the September 22, 2021 Board Meeting

Julie Milavec				
971	5210 Supplies	Toner	\$	97.77
971	5302 Dues & Membership	ALA Institutional Membership Renewal	\$	816.00
971	5303 Seminars, Mtgs, & Conferences	DG EDC Luncheon	\$	40.00
971	5308 Staff Recognition	Catering for Employee Goodbye Party	\$	221.09
971	5315 Professional Services	Gift Card	\$	254.95
972	5853 AV Materials	Video Game for ATS	\$	59.88
			Total	\$ 1,489.69
Katelyn Vabalaitis				
971	5210 Supplies	Toner, Office Supplies	\$	165.96
971	5302 Dues & Membership	National Notary Association Membership	\$	119.00
971	5303 Seminars, Mtgs, & Conferences	HR Training	\$	199.00
971	5308 Recognition Program-Staff	Treats for SSC Ice Cream Event	\$	29.94
978	5391 Telephone	Comcast Monthly Payment	\$	330.55
			Total	\$ 844.45
Ian Knorr				
978	5210 Supplies	Carpet Cleaning Supplies, Face Masks	\$	292.24
978	5251 Maintenance Supplies	Paint, Mulch, Kids Room Café supplies	\$	1,664.36
978	5280 Small Tools & Equipment	Battery powered touchless bathroom faucet	\$	448.72
978	5470 Equipment Repair & Maintenance	Glass, Truck Rental	\$	147.44
			Total	\$ 2,552.76
Elizabeth Matkowski				
			Total	\$ -
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	226.15
972	5852 Printed Materials	Fund X Newsletter Renewal	\$	219.00
			Total	\$ 445.15
Amelia Prechel				
971	5308 Staff Recognition	Nothing Bundt Cakes for Employee Goodbye Party	\$	58.00
972	5852 Print Materials	Print Material and Magazine Renewals	\$	88.05
977	5210 Supplies	Labels, Stamps, Spiral Binding, Tag Holders	\$	228.50
			Total	\$ 374.55
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	111.11
			Total	\$ 111.11
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	451.79
973	5280 Small Tools & Equipment	Stainless Steel Sink	\$	100.17
			Total	\$ 551.96

Allyson Renell				
973	5210 Supplies	Posters, Mailbox	\$	169.87
			Total	\$ 169.87
Christine Lees				
973	5210 Supplies	Program Supplies	\$	9.95
974	5210 Supplies	Office Supplies	\$	100.85
			Total	\$ 110.80
Paul Regis				
975	5210 Supplies	Pens	\$	4.88
975	5280 Small Tools & Equipment	USB Drives	\$	35.67
975	5303 Seminars, Mtgs, & Conferences	Leadership Program	\$	19.99
975	5770 Capital Equipment	Server Hardware	\$	1,076.95
975	5880 Intangible Assets	Google, Zoom, GoToMeeting, SonicWall	\$	4,655.67
			Total	\$ 5,793.16
Grace Goodwyn				
976	5280 Small Tools & Equipment	Brochure and Sign Holders	\$	237.58
			Total	\$ 237.58
Cynthia Khatri				
971	5280 Small Tools & Equipment	Staff name tags	\$	698.00
976	5210 Supplies	Poster Tape, Paper	\$	83.73
976	5280 Small Tools & Equipment	Business Card Holders	\$	8.83
			Total	\$ 790.56
Jen Ryjewski				
971	5210 Supplies	Large Desk Planner	\$	26.99
			Total	\$ 26.99
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	390.69
972	5280 Small Tools & Equipment	Cricuit Small Tools	\$	67.40
972	5315 Professional Services	Gaming Supplies, Shutterstock	\$	178.52
			Total	\$ 636.61
Library Credit Card September 2021 Totals			\$	14,135.24

PAYROLLS FOR AUGUST 2021

AUGUST 13	\$121,547.71
AUGUST 27	\$120,268.26
TOTAL AUGUST 2021 PAYROLLS	\$241,815.97

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021**

Agenda Item 9A

Framework for Releasing Anti-Hate Statements

Before the murder of George Floyd in May 2020, the Downers Grove Public Library began work on equity, diversity, and inclusion to meet Strategic Plan 2017-2020 goals. That event was the catalyst for many organizations, including DGPL, to commit even more fully to this work. The first anti-hate statement by DGPL was issued on June 2, 2020. Since then, DGPL has issued three additional statements in response to rising hate incidents against Asian and Pacific Islanders, Black and brown people, and Jews and Muslims.

These anti-hate statements have received many responses from the community. The positive comments include people who identify as members of the community targeted by hate thanking DGPL for supporting them and expressing a feeling of belonging. The negative comments include people who oppose DGPL making statements at all and those who disagree that the incidents referenced in the statement(s) were hate.

Navigating the process of releasing statements can be difficult. The “Framework for Releasing Anti-Hate Statements: 5 W’s and H” used in creating and releasing statements is included in your packet. The 5 W’s and H are: who, what, when, where, why, and how. These guidelines were developed by Public Relations Manager Cindy Khatri and Adult & Teen Services Librarian Van McGary, who have drafted these statements, making multiple revisions to each one and incorporating feedback from Trustees and staff. Approval of a framework for these statements by the Board of Library Trustees will clarify the goals and objectives of making these statements for the Trustees, staff, and community.

The Board of Library Trustees tabled discussion of this topic at their June 23, 2021 meeting and requested a facilitator for the rescheduled discussion. EDI Consultant Reesheda Graham Washington of RGW Consulting will facilitate the discussion of this framework at this meeting.

Recommended Action: Approve Guidelines on Releasing Anti-Hate Statements as presented.

Downers Grove Public Library
Framework for Releasing Anti-Hate Statements
5 W's and H

Releasing statements that are in line with the library's EDI work is something that is vital to showing support to historically, intentionally, and traditionally marginalized people groups (HITMPGs). Anti-hate statements celebrate diversity by making HITMPGs and issues they face visible. Drawing attention to hate incidents and violence experienced by HITMPGs neither excludes our support nor denies another group's pain and suffering.

Why do we release anti-hate statements?

Releasing anti-hate statements accomplishes three primary goals:

1. To show support of HITMPGs: through statements, the library can show strong support, ensure they feel welcome, and establish they have a safe space at the library
2. To communicate that hate has no home in the library: this kind of behavior will not be tolerated within our building
3. To model behavior that we would like to see in the community: we are acting as a catalyst for positive change

The support of HITMPGs in a time of need is the primary and most significant reason for releasing a statement. In addition to any statement, the library must continue to demonstrate its commitment to EDI work through other efforts within the library's practices and policies.

What situations do we write an anti-hate statement for? **When** do we release a statement?

Anti-hate statements should be released any time a HITMPG or community group is experiencing a need for support against hate and violence on a public and large platform. This may be due to a one-time incident, or an escalation of numerous incidents over time. Local, national, and international events should be taken into consideration. If a community group is in crisis, it warrants an anti-hate statement. If people in the targeted community group would feel scared to come to the library or go in public, the library should release a statement.

Statements should be released in a timely manner to provide the most amount of support to the HITMPG.

Who is the audience?

The primary audience for the statement is the affected HITMPG, as our primary goal is to show support for the community in crisis. Other community members are invited to consider the statement by reflecting on the actions that would warrant the library to release an anti-hate statement, the historic and systemic hate, and resources for change.

How do we write one?

Statements should not be hollow, whitewashed, or generic, which can cause more harm and pain for the HITMPG. To avoid these problems, it is important to follow a few rules of thumb:

- Be authentic and genuine in concern for the HITMPG. Authors of statements should carefully consider what the community in crisis is experiencing, where they feel seen or unseen, and how the library can support them.
- Name the specific issue(s) at hand. By naming the problem, the library is acknowledging the root cause of harm to the community. Additionally, the library acknowledges historically harmful narratives. This makes the marginalized community feel validated and seen.
- Show empathy for families and community members that have experienced loss.
- Express support for the staff members and community members that identify and relate to the HITMPG.
- Provide a path forward for readers: suggest resources, our own book lists, and ways to be an ally.
- Do not copy and paste or link to other statements unless appropriate. Using another individual's or organization's statement is not acceptable.
- When crafting the statement, be aware of the [characteristics of white supremacy](#). Do not shape a statement around easing white fragility. Instead, focus on the impacted community group.

Where is it posted and shared?

Each statement will have different needs. It's important to consider the statement when identifying how it is posted and shared.

- All statements should be posted on the library's EDI page. When a new statement is posted, the EDI homepage slider will be posted with a prompt for patrons to visit the webpage.
- The statement should be posted on social media with direction to the library's EDI webpage. An abbreviated version may be the most appropriate depending on the length of the statement.
- An email may be sent to the library's patron base with the statement and EDI webpage link. It may be appropriate to send an abbreviated version or mention of the statement with the library's regular eNews in place of a separate email, depending on the situation.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021**

Agenda Item 9B

COVID-19 Response and Phased Reopening Plan

At the August 25, 2021 meeting, the Board of Library Trustees again reauthorized the Library Director to enact temporary policies in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan.

On Thursday, August 26, 2021, Illinois Governor J.B. Pritzker announced a statewide indoor mask mandate, effective Monday, August 30. All counties in Illinois are in High Community Transmission according to the CDC's [tracking system](#). Social distancing and capacity limits are advised only for the unvaccinated.

Since Saturday, August 7, DGPL remains in its Phase 4, Restoring Services and Hours. All patrons and staff are required to wear masks. As of August 30, patrons not wearing a mask are asked to wear one and offered a disposable mask. If they continue to refuse, the patron is asked to leave for the day. Patrons not wearing masks do not receive staff service. Zero-tolerance is not enforced, allowing patrons without masks to enter and complete their library visit quickly, such as retrieving items from the holds shelves and checking them out at a self-check. All service desks have masks available for patrons. Study rooms and PC sessions continue, first-come, first-served, with 2-hour time limits, per person per day. The café, including the vending machines, is open for public use. Notary service and Book-an-Expert one-on-one help are available. Plexiglas barriers remain on service desks and in some workrooms. Indoor in-person programming began in September, with masks required for all attendees. Social distancing is enforced during children's programs. Public Meeting and Conference Room reservations opened September 13 for bookings through the end of 2021. On November 8, Meeting and Conference Room reservations resume the rolling six-month calendar.

On Thursday, September 9, 2021, President Joe Biden announced a vaccine mandate for all federal workers, healthcare workers, and employers with more than 100 workers. With more than 100 employees, DGPL may fall under this mandate. We await further information about how and when this mandate will take effect. As of this writing, the Department of Labor has not yet released full details of the mandate and its effective date.

The Management Team continues to review the latest information and guidance from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and

the DuPage County Health Department (DCHD). Illinois remains in Restore Illinois Phase 5. We are prepared in the event that guidance changes again or further rollbacks to previous Phases become necessary.

Recommended Action: Reauthorize Library Director to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan as presented.

COVID-19 RESPONSE AND PHASED REOPENING PLAN DOWNERS GROVE PUBLIC LIBRARY

INTRODUCTION: COVID-19 has forced the library building to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff. This document, COVID-19 Response and Phased Reopening Plan, outlines proposed stages to reopen our library building. This phased strategy keeps the health and safety of the staff and public as the highest priority of Downers Grove Public Library. In this time, our decisions will be health-driven rather than customer service driven. In addition to compliance with national and state Executive Orders, the library will follow the recommendations of the DuPage County Health Department, Illinois Department of Public Health, and the CDC for staff and public safety.

Caveats and Considerations:

- We don't know when we will implement any phase of this plan.
- We don't know how long each phase will be implemented, if phases may be combined, or if public health recommendations require reverting to a previous phase.
- We don't know if we will receive clear public health guidance for public libraries, or if we will have to rely on the general consensus of public health agencies and others in our profession.
- SWAN is seeking to achieve uniformity in the reopening schedule of its member libraries, so to some extent we may be required to conform to timelines set by SWAN.
- We don't know when RAILS will resume delivery.
- Summer Reading will be planned with all virtual programs. If restrictions ease, in-person programs may be added back at that time.

- Good faith attempts will be made to rotate the in-building staff so that all take turns working in-library and telecommuting. Complete equity of staff time in-library and telecommuting is not possible, given specialization of tasks.
- The Board of Library Trustees approved Fine Free through August 2, both to help those in our community struggling financially as a result of the COVID-19 crisis and to mitigate cash handling concerns.

REOPENING PHASES

General overview of the phased open approach

Phase 1: Return of Materials Only

Library building is closed to the public. Staff come in to prepare to reopen the building. Book drops reopen for materials return.

Date Implemented: Monday, May 4, 2020 (Actual Date: May 4, 2020)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Summary: Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined according to RAILS requirements before being checked in and reshelfed. RAILS delivery may not be available.

Phase 2: Curbside Pickup

Library provides curbside service for access to physical materials, with reduced hours. Library building is closed to the public. Staff continue to

prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020 (Actual Date: May 20, 2020 through July 5, 2020, November 16, 2020 anticipated through January 31, 2021)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Curbside pickup service will begin for only those materials available in the library. SWAN holds and delivery may not be available. Reference and readers advisory services continue via phone, email, and chat. Curbside service procedures to be determined by the Circulation Department. Library staff bring materials to the patron's car, checked out, and place in patron's trunk. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. Holds will be filled if and when SWAN is allowing holds. Holds will be available for curbside pickup. RAILS delivery may not be available, limiting holds to local items only.

Phase 3: Limited Public Service, Limited Hours

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted.

Anticipated Date: Monday, July 6, 2020 (Actual Date: July 6, 2020 through September 15, 2020, October 23, 2020 through November 15, 2020, February 1, 2021-present)

Context: Restore Illinois Phase 3 implemented for our area. Social

distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult may be established. Fine free limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Home deliveries may resume on a “no contact” basis.

Phase 4: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. CDC Community Transmission Level is High. Social distancing is recommended. Face masks are required. (Actual Date: September 16, 2020 through October 23, 2020, March 1, 2021 through June 10, 2021, August 7, 2021-present)

Context: Physical distancing is still recommended, but infections risks are beginning to decline. Supply needs are predictable and supplies are plentiful. Rollback to this Phase occurs when infection risk begins to rise

again and may include gradual reductions in service.

Summary: Open hours gradually return to regular schedule, in keeping with usage patterns and as staffing allows. Visit duration increase incrementally, but extended stays or gathering remain restricted. Age for access by children without an adult returns to 8. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. No reservations for meeting rooms are accepted. Capacity limits and/or other restrictions continue. Seating is slowly reintroduced, configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Limited study room use is slowly reintroduced. Reservations for seating, computer sessions, and study rooms required. Access to Kids Room play areas are restricted. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

Phase 5: Bridge to New Normal

The majority of library services and seating are reintroduced, but additional precautions are in place for the Kids Room.

Anticipated Date: Restore Illinois Phase 5 implemented for our area and vaccine availability for children under 12 anticipated. (Actual Date: June 11, 2021-August 6, 2021)

Context : People over the age of 12 are eligible for vaccination.

Summary: Masks are required in the Kids Room for patrons and staff and at programs for children and families. Toys and play areas remain unavailable. Most computers in operation. Most seating is back in public areas.

Phase 6: New Normal

Service returns to “our new normal”.

Anticipated Date: Late 2021

Context: Restore Illinois Phase 5 implemented for our area. Vaccines are available for children age 2 and over.

Summary: Toys return to the Kids Room and play areas are open. Meeting rooms and conference rooms available for public use. No face masks or social distancing are required.

RESURGENCE MITIGATIONS

Beginning in fall 2020, the State of Illinois changed its regions and approach to COVID-19 resurgence. As regions reached certain thresholds in COVID-19 metrics, a tiered system of resurgence mitigations was implemented rather than rolling back the Restore Illinois Phases. The Tiers, Levels 1-3, as of November 10, 2020, include some but not all elements of a rollback to a previous Restore Illinois Phase. The Illinois Department of Commerce and Economic Opportunity (DCEO) posted guidance continues to be the Restore Illinois Phase 4 information for 16 different industry categories. Public libraries' general operations fit into at least seven different categories. Under the Governor's orders, "each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions" regardless of the Phase or Tier. Resurgence Mitigation Tiers will trigger the rollback of DGPL Phases, according to the restrictions implemented in each Tier.

In summer 2021, the Centers for Disease Control updated guidance on mask wearing to recommend everyone, including vaccinated people, wear masks indoors. New information about the virulent Delta variants and its transmissibility by vaccinated people necessitated the change. Around the same time, a new county-by-county tracking system was introduced, with Community Transmission Levels of Low, Moderate, Substantial, and High.

As these levels are set by rolling 7-day statistics and are updated frequently, phase rollbacks will be incremental and remain in place until a Community Transmission Levels decline and hold at the lower level.

STAFF CONSIDERATIONS

Phase 1: Return of Materials Only

- Announce date book drops open or do a “soft opening”
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.
- Quarantine items according to RAILS requirements for delivery, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

- Acquire adequate non-medical masks (if possible) and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 2: Curbside Pickup

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before closure to let them know they have materials waiting for them.
- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.
- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Acquire adequate paper bags for curbside service. May eliminate use of bags.
- Acquire adequate non-medical masks and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 3: Limited Public Service, Limited Hours

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.
- Limited public computer use will be available.
- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with with EPA-approved disinfectant at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns or be discontinued.
- Staff wear may wear gloves. Masks are required.

What must be in place before this phase begins:

- Acquire adequate PPE for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.

Phase 4: Restoring Services and Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Continued curbside service may impact hours due to staffing availability.
- Soft seating and toys are not available to public. Access to Kids Room play areas may be restricted.
- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.
- Gradually reintroduce seating at tables for public use.
- Limits on access to children without an adult may continue.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with EPA-approved disinfectant after each use.
- Reintroduce study rooms for public use if possible with staff needs.
- Cleaning of high touch surfaces at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Home Delivery and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff may wear gloves. Masks are required.

What must be in place before this phase begins:

- Create plan for staff monitoring and enforcing social distancing for people moving around library, especially children/teens.

Phase 5: Bridge to New Normal

- Gradually relax social distancing and use of non-medical masks, as advised by public health officials.
- Most seating returns to public areas.
- Use of Meeting and Conference Rooms by the public returns when rooms are no longer needed for storage of furniture, staff work spaces, etc.
- Phase back to full on-desk staffing.
- Toys and play areas are not available for use.
- Staff must wear masks in the public areas of the Kids Room and may wear masks or other PPE as they choose in other parts of the building.

What must be in place before this phase begins:

- Create a plan for staff monitoring and enforcing mask use in the Kid's Room and at any program for children under the age of 12 or families.

Phase 6: New Normal

- Resume in-person programming for all size gatherings.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021**

Agenda Item 10

Librarian's Report

Pick-Up Lockers

The Pick-Up Lockers have been installed. Staff are undergoing training on pick-up locker processes. The branding wrap has been ordered and should be installed before the end of the month. Lockers will “go live” for public use shortly thereafter.

Library Director Performance Evaluation Process

The Board of Library Trustees reviews the Library Director's performance annually. In July, the Board received an update from the Library Director on progress towards 2021 goals. Prior to the October Board meeting, Trustees will receive the Library Director's self-evaluation and the performance evaluation form. At the Board's October 27 meeting, the Board will go into closed session to discuss the Library Director's performance and complete the form as a group.

Public Safety Staffing Changes

In August, Building Operations Director Ian Knorr presented three staffing models for improving public safety at the library. Assistant Director Jen Ryjewski and I reviewed the models and met with Ian. After discussing the three models outlined by Ian in his report, we discussed our priorities, incident statistics, and most recent experiences. We landed on a hybrid approach that will be discussed with the Management Team at their meeting on September 16. We met a second time to work on details of the plan for that meeting. A timeline for implementation, including hiring and training by the end of 2021, is anticipated.

Equity Advisory Team

The Equity Advisory Team has two new members: community representative Janell Robinson of Hope's Front Door and staff representative Access Services Clerk Claire Ong. One additional staff member has volunteered to participate but cannot currently due to her schedule. The Team will review its meeting schedule to determine if a change can be accomplished to facilitate her participation. The Equity Team continues its work developing an Equity Strategic Plan for DGPL.

Nominations for DGPL Foundation Board of Directors

Once again, the Downers Grove Public Library Foundation is seeking nominations for individuals to serve on the Foundation's Board of Directors. If you know anyone that may be a good fit for this volunteer board that governs this 501(c)3 fundraising

Submitted by Julie M. Milavec
September 15, 2021

organization that supports extraordinary gifts to the library, please let me know or contact them directly through dgplfoundation.org

Land Acknowledgment Formal Announcement

The formal announcement of DGPL's Land Acknowledgment will take place on October 2 at 10:00 a.m. in Fishel Park. Joseph Standing Bear Schranz, founder and President of the Midwest SOARRING Foundation, will comment on the library's acknowledgment and its significance. Native dancers will perform a traditional healing dance. After the event, patrons are invited to explore an art exhibit of the Midwest SOARRING Foundation's photographs and artifacts at the library.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021**

Summer Reading Club Report 2021

Adult & Teen Services – Lizzie Matkowski

- Participants in Adult & Teen Summer Reading this year could log their reading through paper forms or online through READsquared.
- In total, 377 patrons completed the adult summer reading program and earned at least one prize this year. In addition, 50 staff completed the program and earned a prize.
- Participation for adults increased over 2020, but was still lower than participation in 2019. Staff participation was higher than it has been in several years. To complete the program, adults and staff needed to complete one sheet, for a total of three books or 18 hours. Adults and staff read a total of:
1,810 books
1,920 hours
- In total, 112 teens registered for READsquared or completed at least one form. 93 teens completed at least one form for Teen Summer Reading. 334 total forms were turned in: 93 first prize, 59 second prize, 43 third prize, and 139 bonus forms.
- Teens could choose to count their reading by either books read or by hours read. Each form/level was achieved after reading 3 books or for 6 hours. Participation for teens increased by over 150% from 2020, but was also lower than participation in 2019. Teens read a total of:
577 books
522 hours

Children's Services – Allyson Renell

- The Summer Reading Club officially wrapped up on Sunday, August 1. As with years past, however, we allowed children to continue picking up their prizes through the following week.
- This year we had 1,541 children registered for the program (505 Read-to-me and 1,036 Readers) with 1,419 children completing at least one prize level (456 Read-to-me and 963 Readers). This is a sharp increase from last year's pandemic-hobbled registrations of only 849. In 2019, pre-pandemic, we had 2,001 registrations so we are pretty happy with how our numbers have rebounded. We were able to drop off paper logs at the local schools this year for the children to take home which we think helped increased visibility of the club.
- We continued to have high completion rates of additional levels with 1,238 children completing prize level 2 (80% of registrants) and 1,088 children completing prize level 3 (70%) of all registrants. This year was actually one of the

highest completion rates that we have had over the last few years. Most children who participate in the club do end up completing the whole program.

- 1,618 bonus prizes or raffle tickets were also collected for this year's club.
- This was our second year using the online platform READsquared. 398 children used READsquared to track their participation, a drop from last year's 520. With the library being open during the entire club and because we were able to get more paper packets in the hands of kids, we are not surprised by the drop in this statistic. We are still glad to have READsquared as it was very popular with adults this year and we plan on using it for other programs during the school year.

**DOWNERS GROVE PUBLIC LIBRARY
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Department Reports – August 2021

Administration – Jen Ryjewski

- Met with Programming Team twice in August. We reviewed the details for the Land Acknowledgment program on October 2, discussed highlights and takeaways from the Summer Reading Club, decided on library-wide programs for Fall 2021 and Winter and Spring 2022, and drafted and submitted a presenter contract for the library attorney to review.
- Assisted Programming Librarian Karen Bonarek with full day Library Con program.
- Met with Safety Team and started work on our next project, which is an interior and exterior Building Security Assessment. We discussed at length things to look out for in and around the perimeter of the building.
- Watched the recorded webinar of our next installment of EDI training, with Miki Grace from RGW Consulting, which focused on maintaining resilience in EDI work by identifying and employing consistent practices to sustain emotional health while doing the difficult work, as much of the work is emotionally taxing and draining.
- Met with DGPL Friends of the Library. We discussed the upcoming travel programs, the firsts in nearly 20 months, and getting posters made to advertise on the community bulletin board.
- Attended Ryan Dowd's Homelessness Training Institute webinar: The best way to back up an employee, which discussed the right and the wrong ways to back up a fellow employee who is in conflict with a patron.
- Conducted an exit interview for a longtime employee for Director Julie Milavec, who was away on vacation.
- Met with Building Operations Director Ian Knorr and Director Julie Milavec to discuss the practical approaches to implementing a new security model, taking into account: affected job descriptions, onboarding training, hiring, scheduling, and maintaining consistency throughout the process.

Adult & Teen Services – Lizzie Matkowski

- Summer Reading wrapped up in August with the virtual Library Con on August 7! Participants in Adult & Teen Summer Reading this year could log their reading through paper forms or online through READsquared.
- Programs in August included: Star Wars Decorative Lights for Teens and Adults; DIY Bee Watering Station; Mini Fairy Garden; Create Like Takashi Murakami; and the virtual Library Con events.

- Three of our Satellite Stacks collections were refreshed in August by Suzy Miller and Tim Raub.

Children's Services – Allyson Renell

- Department Manager Allyson Renell attended District 58's New Teacher Luncheon on August 18. She presented information to new teachers, new teacher librarians, and other new staff members on how the library can support their work and their students throughout the school year.
- Allyson and Traci Skocik, Program Coordinator, interviewed candidates to fill a part-time clerk position in the beginning of August. Anya Konieczka was selected and started on August 23. We are very excited to have her!
- Staff spent much of August catching up on vacations and prepping for our return to in-person programming in September. Barring any unforeseen issues, we are planning to host storytime three times a week (once on Monday or Tuesday and twice on Saturdays), bring back our popular Lego Club and Read to the Dogs programs, and present other grade-specific programs for elementary and middle school students. We will still have some pick-up programs available each month for patrons who are not yet ready to attend in person. We will also still have Discovery Bags, but are cutting back on how often we are offering them in order to focus on our in-person programming efforts.

Circulation Services – Christine Lees

- Our biggest news this month is that our self-service lockers have arrived! We are still in the process of doing our internal testing before rolling out the lockers to the general public. Additionally, we are waiting for the graphic wrap to be installed on the lockers before public use. We are confident that the lockers will be available for public use in the next few weeks!
- Our partnership with CASA took another step forward this month when representatives from CASA came to DGPL for a library tour and to collect library cards that can be issued to the in-district foster families. We look forward to welcoming the foster families to DGPL!
- Christine attended a webinar about Community Immunity Grants and while the information was very valuable, we determined that we are simply going to share the community resources given and not apply for the grants in order for underserved communities to benefit from these programs. Currently, our community has approximately a 70% vaccination rate, which is far above other communities.
- Christine created an all staff video on how to use the pick-up lockers. Staff have done a great job using the lockers and providing feedback on any issues or concerns.
- Department staff attended our library-wide EDI session with RGW and as always, a lot of valuable information was shared.

- We continue to interview for the many open positions we have in the department. A huge thank you to all Circulation staff for picking up extra shifts to keep our department running smoothly!

Information Technology – Paul Regis

- Computer Help Desk Associate Whitney Martin left DGPL in mid-August to study abroad in Ireland. We wish her the best of luck with her future endeavors! Former Circulation Clerk Jameson Ghalioungui accepted that open position and hit the ground running.
- Some libraries belonging to RAILS noted that they had experienced issues with their mobile hotspots purchased through TechSoup/Mobile Beacon not connecting to the cellular network and providing data. Mobile Beacon uses Sprint for coverage; T-Mobile and Sprint recently merged, resulting in a new-ish network with which some hotspot models do not play well. IT Manager Paul Regis reached out to a Mobile Beacon rep to get the ball rolling on compatible replacement devices, but there could be a delay given the number of Illinois libraries that use the service and might be experiencing similar issues.
- IT held 21 classes in August. The partnership with the People's Resource Center led by Technology Trainer Annie Jagielski has substantially increased the number of classes offered as well as adding a little variety to the times in which they are scheduled.

Public Relations – Cindy Khatri

- The PR Team worked on the September/October issue of Discoveries.
- Marketing plans for the Land Acknowledgment were put in place.
- Cindy Khatri, PR Manager, met with CASA DuPage, to give them library cards for children assigned to foster families in Downers Grove.
- Cindy created a Communico tutorial video with Ed Bromiel, Media Lab Coordinator, in preparation for the reintroduction of study rooms. Brian Ruane, Marketing Content Coordinator, worked with Cindy on the promotion of the study room reintroduction.
- Cindy attended the Communities for Immunity webinar to explore opportunities for outreach to increase vaccine confidence.
- Cindy met with Heather Lippe, the Village's new Social Worker. They discussed current library partnerships with social services and observations of needs. Cindy inquired if Heather could have office/intake hours here at the library in a study room on a regular basis.
- The PR Team was pleased to host our (the PR department's) first off-site outreach program since the shutdown! The library had a table at the Farmers Market and reached over 220 patrons.
- Grace Goodwyn, Graphic Design and Display Coordinator, began work on Storytime rebranding.

- The PR Team attended the all-staff EDI training with RGW Consulting.
- The PR Team changed signage and messaging about the library's mask requirement.

Access Services – Nora Mastny (Interim Manager)

Projects and Updates

- Access Services Manager Amy Prechel had her twin boys rather unexpectedly on July 31. She worked remotely to finish annual evaluations, post and hire for an open position, and smooth the department's transition into her maternity leave while her babies were in the NICU. She started her leave on August 25.
- Access Services Clerk MaryKellie Marquez tendered her resignation on August 10. She is completing her MLIS degree this month and has accepted a position as Acquisitions and Cataloging Coordinator at the Warrenville Public Library.
- The Access Services department completed many hours of cross training in anticipation of Amy's maternity leave and MaryKellie's departure from DGPL.
- Amy and Nora interviewed for the open Access Services Clerk position on August 19. Amy extended an offer to Claire Ong. She accepted and began her position at DGPL on September 7.
- As more patrons and staff have been using the Aspen interface for our OPAC, Access Services staff have corrected inconsistencies in how information is displayed and elevated issues to Swan as necessary.

Inventory and Cataloging

- For ATS collection in August: added 1357 print items, 205 AV items; discarded 1450 print and 241 AV items.
- For Kids Room collection in August: added 454 print items and 110 AV items; discarded 998 print and 167 AV items.
- These statistics include items deleted by SWAN.
- Access received and processed items for the "Next Chapter Book Club" program.
- Access created a binder to enhance access to The Review, a publication of the DuPage County Genealogical Society, which has ceased print publication.
- Access added 6 math resources and one additional emporium item (Light Box Tracer Kit) to the Kids' Room collection.
- Access added one local author book to the collection.
- We claimed 12 magazines that did not arrive as anticipated.
- We created one original cataloging record in August.

Reclassification and Repairs

- Repaired 629 ATS and Kids Room books and audiovisual items in August.
- Reclassified 138 ATS and Kids Room items in August.

- To comply with SWAN's guidelines, the Kids' Room video games were changed to item type CONSOL_SP1, and the automated materials handler (sorter) was adjusted to accommodate the new type.

Staff Training and Professional Development

- The department logged 20.5 hours of training in August.
- All Access staff attended the RGW Consulting Workshop live on August 18 or viewed the recording afterward.
- Amy attended SWAN's Diversity and Inclusion in Metadata Working Group meeting on August 5 and Nora attended on August 26.
- Nora attended Ryan Dowd's webinar HELP!: The correct way for staff to provide backup in crisis on August 12.
- Amy and Nora attended the RAILS Technical Services Networking Group meeting on August 13.
- Amy attended the ASPEN Project meeting on August 23.
- Nora attended Building Accessible Library Collections for Individuals with Disabilities presented by Renee Grassi on August 26.
- Nora attended the SWAN Fireside Chat on August 31.
- Access Services held a department meeting on August 31 to determine a basic training schedule and outline in anticipation of new clerk Claire Ong starting in September.

Facilities Services – Ian Knorr

- Affiliated Fire and Safety was scheduled for the annual fire device testing and inspection on September 20.
- OASIS – Call the Underground performed their mid-summer sprinkler inspection for our irrigation system. Everything is fine and the system is functioning properly.
- The Safety Team had their summer meeting. This meeting focused on performing a physical security assessment. After the team has gone through their results, an assessment document will live in the shared drive and be updated annually.
- Ian attended the Ryan Dowd webinar on how to backup coworkers during a crisis.
- Hayes Mechanical replaced the two split system A/C units in the server room.
- Ian attended the all staff EDI training.
- Julie and Ian met with Meghann from Library Furniture International to discuss replacement tables and options.
- Ian met with Miles Henderson of Fitzgerald's Electric and Chicago Light Works to reaffirm that the retrofit kits will work for the lighting relay panels. The retrofit kits will work as planned.
- Ian met with Alisa Hansen of Verde Energy Solutions to discuss options for a solar array for the library.

August						
Circulation	AUG 21	%	AUG 20	%	AUG 19	%
Checkouts						
Selfchecks	33,339	74.52%	22,539	56%	43,836	73%
Staff desk	11,401	25.48%	18,027	44%	16,126	27%
Total checkouts	44,740		40,566		59,962	
Renewals						
Auto-renewal	36,502		22,421		34,732	
Selfchecks	14		0		10	
Staff desk (incl. phone)	282		566		333	
Patron self-renewals on website	118		503		627	
Patron self-renewals on BookMyne	0		0		43	
BlueCloud Mobile/Web services (22 & 11)	596		87			
Total renewals	37,512		23,577		35,745	
Total item checkouts and renewals	82,252		64,143		95,707	
Digital Circulation	11,853		11,951		8,898	
Total Circulation	94,105		76,094		104,605	
Reserves Processed						
Received from ILL	4,602		4,601		6,538	
ILL sent	3,769		979		4,786	
OCLC requests processed	194		149		244	
Gate Count						
North	14,111		13,277		27,556	
South	10,326		4,517		17,223	
Total	24,437		17,794		44,779	
Curbside Count	0		x		x	
Registrations						
New resident cards	175		100		258	
New fee cards	5		6		8	
Professional Development Hours	160		8		40	
Cost of Professional Development	\$0		\$0			

Circulation

	Aug 2020	Aug 2021	YTD Totals			
Adult	32,912	39,822	210,188	288,430		
Teen	1,690	2,666	8,839	16,871		
Children	29,541	39,787	168,986	267,307		
Download	11,951	11,853	97,507	96,708	YTD Difference	
Total	76,094	94,128	485,520	669,316	183,796	37.9%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,937	67.64%	3,315	8.32%	7,094	17.81%	2,476	6.22%	39,822
Teen	2,595	97.34%	27	1.01%	21	0.79%	23	0.86%	2,666
Children	34,200	85.96%	1,486	3.73%	2,920	7.34%	1,181	2.97%	39,787
Total	63,732	77.46%	4,828	5.87%	10,035	12.20%	3,680	4.47%	82,275

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,333	76.01%	15,519	9.89%	15,227	9.70%	6,912	4.40%	156,991
Children	79,156	86.02%	2,760	3.00%	8,191	8.90%	1,915	2.08%	92,022
Total	198,489	79.71%	18,279	7.34%	23,418	9.40%	8,827	3.54%	249,013

Book Collection

	Aug 2020	Aug 2021	YTD Totals		YTD Difference	
Adult	119,074	119,333				
Children	79,254	79,156				
Total	198,328	198,489	198,328	198,489	161	0.1%

Audio Collection

	Aug 2020	Aug 2021	YTD Totals		YTD Difference	
Adult	15,397	15,519				
Children	2,781	2,760				
Total	18,178	18,279	18,178	18,279	101	0.6%

Video Collection

	Aug 2020	Aug 2021	YTD Totals		YTD Difference	
Adult	16,213	15,227				
Children	8,336	8,191				
Total	24,549	23,418	24,549	23,418	-1,131	-4.6%

Miscellaneous Collection

	Aug 2020	Aug 2021	YTD Totals		YTD Difference	
Adult	7,219	6,912				
Children	1,893	1,915				
Total	9,112	8,827	9,112	8,827	-285	-3.1%

Statistics for August 2021 (FY Jan-Dec)

Rooms & Spaces

	Aug 2020	Aug 2021				
Community Use of Rooms <i>Meeting, Conference, Study Rooms</i>	0	398				
Community Use of Spaces <i>Media Lab, STEM Room, Teen Gaming</i>	0	9				
Rooms and Spaces Total	0	407	3,447	1,433	-2,014	-58.4%

Programs Offered

	Aug 2020	Aug 2021				
Library Programs Offered						
Adult	8	13				
Teen	0	1				
Children	0	0				
Outreach Programs Offered						
Adult	0	1				
Teen	0	0				
Children	0	0				
Passive Programs Offered						
Adult	2	20				
Teen	9	12				
Children	31	19				
Programs Offered Total	50	66	488	529	41	8.4%

Program Attendance

	Aug 2020	Aug 2021				
Library Program Attendance						
Adult	130	71				
Teen	0	7				
Children	0	0				
Outreach Program Attendance						
Adult	0	112				
Teen	0	0				
Children	0	112				
Passive Program Attendance						
Adult	65	698				
Teen	222	326				
Children	2,007	963				
Program Attendance Total	2,424	2,289	14,691	15,446	755	5.1%
Virtual Program Hours Viewed	149	171	240	1,106		

Statistics for August 2021 (FY Jan-Dec)

Visits

	Aug 2020	Aug 2021				
Gate Count	17,795	24,437				
Curbside Pickup	2,767	0				
Locker Pickup	0	0	YTD Totals		YTD Difference	
Total Library Visits	20,562	24,437	127,438	174,613	47,175	37.0%

One-on-Ones

	Aug 2020	Aug 2021				
Book-a-Tech	20	23				
Notary	0	43	YTD Totals		YTD Difference	
Total	20	66	276	204	-72	-26.1%

Computer User Sessions

	Aug 2020	Aug 2021				
Adult	991	1,611				
Children	0	238	YTD Totals		YTD Difference	
Total	991	1,849	12,044	10,431	-1,613	-13.4%
Wireless Sessions	45	984	6,207	4,349		

Website Views

	Aug 2020	Aug 2021	YTD Totals		YTD Difference	
Total Views	22,553	23,832	115,520	223,097	107,577	93.1%

Printing Services

	Aug 2021		
Poster	0		
3D	8	YTD Totals	
Total Prints	8	109	

The Cupboard

	Aug 2021	YTD Totals
Donations Received	551	8,819