

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 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. September 22, 2021 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. September 2021 Financial Report
 - b. October 2021 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Intergovernmental Agreement for Illinois Libraries Present Requested Action: Approval
 - b. Interlocal Agreement for The Interlocal Purchasing System (TIPS) Program Requested Action: Approval
 - c. 2022 Salary Structure Revised Requested Action: Approval
 - d. Future Board Training Requested Action: Discussion
9. Unfinished Business
 - a. COVID-19 Response and Phased Reopening Plan Requested Action: Approval
10. Library Director's Report
11. Executive Session
 - a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee
12. Action for Items Discussed in Executive Session Requested Action: Approval
13. Trustee Comments and Requests for Information
14. Adjournment

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

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:32 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, Adult & Teen Services Manager Lizzie Matkowski, Reesheda Graham Washington of RGW Consulting.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. August 25, 2021 Regular Meeting. It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the August 25, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - b. September 7, 2021 Committee of the Whole Meeting. It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the September 7, 2021 Committee of the Whole Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. August 2021 Financial Report. Library Director Milavec presented the report. The library is two thirds of the way through fiscal year 2021. Revenue is at 63% received and that percentage will go up in September. The Illinois Public Library Per Capita Grant was received in the full amount of \$72,589.18. The second installment of property taxes is due September 1, so that revenue will be reflected beginning in the next revenue report as well. On the expenditure side, the library is at 58.7% spent and most expenses are right in line. Milavec noted that a revised September 2021 invoice edit list was distributed due to an invoice being removed by the Village while they wait for more documentation. Milavec also noted the large Hayes Mechanical invoice that

covered an indoor air quality project. This project added some controls to the system for Building Operations Director Ian to be able to monitor the library's air quality and flush the building of air every night.

- b. September 2021 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of September 2021 Capital Replacement Fund invoices totaling \$225.55, the payment of September 2021 Operating Fund invoices totaling \$139,150.42, the acceptance of September 2021 credit memos totaling \$635.13, and the ratification of August 2021 payrolls totaling \$241,815.97 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.** There was none.

9. **Unfinished Business.**

- a. Framework for Releasing Anti-Hate Statements. Library Director Milavec gave background on how the framework was developed. The library started doing anti-hate statements in spring 2020 when the George Floyd murder occurred. Public Relations Manager Cindy Khatri and Adult & Teen Services Librarian Van McGary have written the library's statements and put together the framework that they used when writing each one. The library has published four statements, all of which can be found on the library's Equity, Diversity, and Inclusion webpage. Khatri commented that one of the big motivators is that these statements are for the affected community members in the HITMPG groups that are in crisis in that moment. The purpose of the message is to tell them that the library is with them, cares about them, and that their issues are seen. The library wants to reinforce that these community members are welcome in the building.

Reesheda Graham Washington of RGW Consulting led the Board in a discussion on how to navigate the process of releasing anti-hate statements and how to use the proposed framework to assist in that process. Washington suggested beginning the document with a section in italics that gives the context in which the framework was created. She also suggested inserting the link to the recording of this conversation into the framework as another opportunity for people to understand how the Board came to this process and to reinforce that this is a living document that will be altered by history, time, and occurrences. Milavec noted that she will work with Assistant Director Jen Ryjewski, Public Relations Manager Cindy Khatri, and Librarian Van McGary

to create a preface to the framework document that gives context and links to this meeting's conversation as well as the initial conversation had by the Board in June 2021.

It was moved by Khuntia and seconded by Humphreys THAT the Framework on Releasing Anti-Hate Statements 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 in masks again. Right after the last Board meeting, Illinois went back to a mask mandate. Staff are not doing the zero tolerance rule and are instead giving patrons a little more grace with mask issues. The Person in Charge and the Library Monitors are walking around with masks to offer to patrons who are coming in unmasked, but overall there have been far fewer problems this time around. In-person programming restarted and there has been great turnout. Public meeting room bookings reopened, the Quiet Study Room reopened, and notary service restarted. Statistics are still down from 2019 but not that far down anymore. It has been great to see more people returning to the library.

It was moved by Gigani and seconded by Khuntia 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. She congratulated Trustee Dave Humphreys on his Montrew Dunham award. The pick-up lockers should be going live around October 1. They are in the process of getting the signage wrap on right now. The public safety staffing changes are in progress. The changes were presented to the Management Team last week and the library is moving forward with the new model, with the goal of having it in place by the first of the year. The Equity Advisory Team has a bunch of new members and is making good progress on the Equity Strategic Plan. On Monday, the Downers Grove Public Library Foundation voted to support the social work intern program with a stipend of \$15 an hour for two interns, starting in January 2022. They passed the funding for the first year and then they will be fundraising for a second year of the stipends. There are a lot of potential changes coming to social services needs at the library and in the community. The Village of Downers Grove has hired a full time social worker, who will be looking at putting together a social services referral program. DuPage Pads is in the process of purchasing the former Red Roof Inn in Downers Grove to create an interim housing center. The Land Acknowledgement event is on Saturday, October 2 at 10 a.m.

11. Trustee Comments and Requests for Information.

President Graber congratulated Trustee Humphreys on his award and commended him for never letting the Board forget how what they do impacts people.

Trustee Humphreys asked if the Village's social worker might spend some time with the library's social work interns. Library Director Milavec responded that the social worker met with Adult & Teen Services Manager Lizzie Matkowski and Public Relations Manager Cindy Khatri during her first couple of weeks on the job. Trustee Humphreys also thanked the Foundation for funding the stipend program.

12. Adjournment. President Graber adjourned the meeting at 8:50 p.m.

DOWNERS GROVE LIBRARY 9/30/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 3,085,147	\$ 285,966
FUND BALANCE	3,041,695	\$ 285,966

Revenue by Object Report

Village of Downers Grove
9/1/2021 through 9/30/2021

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	5,553,474.00	1,986,444.04	5,472,672.97	80,801.03	98.55
4109 Prior Year Property Taxes	100.00	0.00	149.23	-49.23	149.23
4313 Personal Property Replacement Tax	51,500.00	48.21	76,789.36	-25,289.36	149.11
4410 Sales of Materials	2,000.00	0.00	474.66	1,525.34	23.73
4502 Charges For Services	10,000.00	12,510.65	20,935.93	-10,935.93	209.36
4509 Fees For Non-Residents	8,000.00	1,692.00	10,998.00	-2,998.00	137.48
4571 Rental Fees	2,000.00	350.00	350.00	1,650.00	17.50
4581 Fines	0.00	166.31	1,905.65	-1,905.65	0.00
4590 Cost Recovered For Services	7,500.00	3,190.07	12,403.74	-4,903.74	165.38
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	72,589.00	72,589.18	72,589.18	-0.18	100.00
4711 Investment Income	7,500.00	26.22	46.57	7,453.43	0.62
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	20.00	3,284.17	1,715.83	65.68
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	2,077,036.68	5,672,599.46	47,063.54	99.18

Capital Replacement Fund

glExpObj
09/27/2021 10:15AM
Periods: 9 through 9

Expenditures by Object Report

Page: 4

Village of Downers Grove
9/1/2021 through 9/30/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
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	225.55	728,144.59	0.00	499,955.41	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	225.55	728,144.59	0.00	499,955.41	59.2

Operating Fund

glExpObj
09/27/2021 10:03AM
Periods: 9 through 9

Expenditures by Object Report

Page: 17

Village of Downers Grove
9/1/2021 through 9/30/2021

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>
5101 Salaries, Exempt	1,632,295.29	126,706.50	1,190,595.22	0.00	441,700.07	72.9
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,368.00	242,106.03	0.00	87,687.62	73.4
5119 Part-Time Employee Wages	1,218,289.29	83,959.06	858,704.92	0.00	359,584.37	70.4
5121 Overtime	0.00	0.00	588.02	0.00	-588.02	0.0
5131 IMRF Pension Contributions	288,300.11	22,044.88	210,311.09	0.00	77,989.02	72.9
5133 Medicare Contributions	46,115.48	3,356.98	32,649.73	0.00	13,465.75	70.8
5134 Social Security Contributions	197,183.45	14,353.65	139,603.01	0.00	57,580.44	70.8
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	696.15	0.00	587.25	54.2
5191 Health Insurance	454,937.29	34,366.96	308,273.70	0.00	146,663.59	67.7
5195 Optical Insurance	2,520.47	149.94	1,345.67	0.00	1,174.80	53.3
5197 Dental Insurance	38,120.25	2,603.58	23,370.19	0.00	14,750.06	61.3
5210 Supplies	98,000.00	4,003.67	61,190.26	0.00	36,809.74	62.4
5251 Maintenance Supplies	21,750.00	2,293.14	13,799.31	0.00	7,950.69	63.4
5280 Small Tools & Equipment	29,600.00	2,613.54	10,725.97	0.00	18,874.03	36.2
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	935.00	6,666.67	0.00	833.33	88.8
5303 Seminars, Conferences & Meetings	28,110.00	369.70	6,997.16	0.00	21,112.84	24.8
5308 Recognition Program-Staff	5,000.00	346.37	1,744.35	0.00	3,255.65	34.8
5315 Professional Services	62,000.00	5,551.47	47,228.72	0.00	14,771.28	76.1
5322 Personnel Recruitment	1,000.00	265.80	629.06	0.00	370.94	62.9
5323 Special Legal	6,000.00	324.00	2,436.00	0.00	3,564.00	40.6
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	3,463.00	14,241.00	0.00	10,559.00	57.4
5391 Telephone	17,000.00	1,197.13	12,213.14	0.00	4,786.86	71.8
5392 Postage	25,500.00	3,111.00	15,578.00	0.00	9,922.00	61.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

Operating Fund

glExpObj
09/27/2021 10:03AM
Periods: 9 through 9

Expenditures by Object Report

Page: 18

Village of Downers Grove
9/1/2021 through 9/30/2021

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	173.78	9,033.34	0.00	9,966.66	47.5
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	18,844.77	61,964.66	0.00	29,535.34	67.7
5450 Cleaning Services	80,000.00	5,508.30	64,691.85	0.00	15,308.15	80.8
5461 Utilities	24,250.00	480.93	9,626.55	0.00	14,623.45	39.7
5470 Other Equipment Repair And Maintenance	11,500.00	561.19	9,589.03	0.00	1,910.97	83.3
5481 Rentals	15,500.00	818.39	10,918.83	0.00	4,581.17	70.4
5620 Recoverables	4,000.00	8.95	98.45	0.00	3,901.55	2.4
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	31,148.67	76,201.03	0.00	-18,201.03	131.3
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	227,800.00	18,946.10	179,451.60	0.00	48,348.40	78.7
5852 Print Materials	345,500.00	22,597.53	211,100.74	0.00	134,399.26	61.1
5853 Audiovisual Materials	147,200.00	5,429.57	71,728.26	0.00	75,471.74	48.7
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	3,120.00	16,981.00	0.00	43,019.00	28.3
5880 Intangible Assets (Software)	52,000.00	5,152.07	32,872.17	0.00	19,127.83	63.2
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	450,250.97	4,097,748.05	0.00	2,110,075.63	66.0

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	5	384.30	0.00	384.30
000322 AMAZON.COM	1	1,515.18	0.00	1,515.18
000428 ANDERSON'S BOOKS, INC.	2	117.58	0.00	117.58
000403 AT&T	1	267.21	0.00	267.21
000672 BAKER & TAYLOR - L0217582	34	1,903.88	0.00	1,903.88
019652 BEST QUALITY CLEANING	1	5,410.00	0.00	5,410.00
016893 BIBLIOTHECA, LLC	2	866.33	0.00	866.33
000829 BLACKSTONE AUDIOBOOKS	24	1,654.33	0.00	1,654.33
014883 BOOKPAGE	1	882.00	0.00	882.00
012746 BRAINFUSE, INC.	1	4,100.00	0.00	4,100.00
015802 C & C SYSTEMS, LLC	1	416.00	0.00	416.00
001264 CDW GOVERNMENT, INC.	7	10,868.58	0.00	10,868.58
008323 CENGAGE LEARNING	19	1,514.69	0.00	1,514.69
001277 CENTER POINT PUBLISHING	2	231.30	0.00	231.30
001377 CHICAGO TRIBUNE	1	107.50	0.00	107.50
001459 CINTAS CORPORATION	5	361.10	0.00	361.10
020162 CITIBANK / CITI CARDS	1	354.22	0.00	354.22
021335 CLARENCE GOODMAN	1	260.00	0.00	260.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	3	979.95	0.00	979.95
002359 DOWNERS GROVE SANITARY DIST.	2	199.56	0.00	199.56
002539 EBSCO SUBSCRIPTION SERVICES	1	5,535.61	0.00	5,535.61

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	11	7,400.97	0.00	7,400.97
009775 FINDAWAY WORLD, LLC	3	693.61	0.00	693.61
017510 FIRST COMMUNICATIONS, LLC	1	454.90	0.00	454.90
016977 GARVEY'S OFFICE PRODUCTS, INC.	3	1,132.48	0.00	1,132.48
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	393.45	0.00	393.45
008770 GRAINGER	5	857.40	0.00	857.40
018411 HAYES MECHANICAL, LLC	1	2,230.00	0.00	2,230.00
008206 HR SOURCE	1	1,250.00	0.00	1,250.00
021386 ILLINI CHPTR OF THE LEWIS AND	1	60.00	0.00	60.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
021334 ILLINOIS HOLOCAUST MUSEUM	1	200.00	0.00	200.00
009880 IMAGE SYSTEMS &	1	1,884.31	0.00	1,884.31
003688 INGRAM LIBRARY SERVICES, LLC	71	28,404.12	0.00	28,404.12
004812 KLEIN, THORPE AND JENKINS, LTD	1	132.00	0.00	132.00
018876 LIBRARY IDEAS, LLC	2	1,048.62	0.00	1,048.62
019196 MCGARY, VAN	1	14.53	0.00	14.53
021182 MIDWEST SOARRING FOUNDATION	1	250.00	0.00	250.00
005866 MIDWEST TAPE	21	7,654.02	0.00	7,654.02
006161 NICOR GAS	1	833.73	0.00	833.73
021378 NORTHBROOK PUBLIC LIBRARY	1	71.42	0.00	71.42
012499 OVERDRIVE, INC.	3	3,860.91	0.00	3,860.91
018491 PEOPLEFACTS, LLC	1	122.45	0.00	122.45

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006698 PRINT SMART	3	990.13	0.00	990.13
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	82.50	0.00	82.50
020030 RGW CONSULTING, LLC	1	3,833.00	0.00	3,833.00
019214 RIZZO, SANDRA	1	15.87	0.00	15.87
013422 RUNCO OFFICE SUPPLY & EQUIP CO	6	168.97	0.00	168.97
007517 SCHOLASTIC LIBRARY PUBLISHING	1	97.47	0.00	97.47
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
012698 SWAN	1	16,210.25	0.00	16,210.25
020469 SWK TECHNOLOGIES, INC.	5	257.50	0.00	257.50
010020 THE DAVEY TREE EXPERT CO.	1	1,425.00	0.00	1,425.00
008252 THE WEST TOWNS CHORUS	1	500.00	0.00	500.00
000385 TRANE U.S. , INC.	2	19,500.00	0.00	19,500.00
021333 TRUE BEING RD, LLC	1	150.00	0.00	150.00
018118 TUMBLEWEED PRESS, INC.	1	639.20	0.00	639.20
011517 UNIQUE MANAGEMENT SERVICES, IN	1	17.90	0.00	17.90
018458 URBAN ELEVATOR SERVICE, LLC	1	224.97	0.00	224.97
021379 VERNON AREA PUBLIC LIBRARY, DISTRICT	1	24.00	0.00	24.00
Grand Total:	280	143,055.10	0.00	143,055.10

INVOICES OF NOTE

For Library Board Meeting on October 27, 2021

012746	Brainfuse, Inc. (Online Tutoring Services Renewal)	\$4,100.00
020162	Citibank/Citi Cards (Costco Credit Card Payment)	\$354.22
021335	Clarence Goodman (Christmas Program)	\$260.00
002539	EBSCO Subscription Services (Flipster Subscriptions)	\$5,535.61
008206	HR Source (Salary Benchmarking)	\$1,250.00
021386	Illini Chptr of the Lewis and (Potawatomi Traditions Program)	\$60.00
021334	Illinois Holocaust Museum (Remembering Babiy Yar Program)	\$200.00
021182	Midwest Soaring Foundation (Craft Kits for Land Acknowledgement)	\$250.00
021378	Northbrook Public Library (The Color of Law & Reversing Segregation Program)	\$3,120.00
020030	RGW Consulting, LLC (EDI Training Fee)	\$3,833.00
018271	Sounds Good, Inc. (Piano Tuning)	\$90.00
012698	SWAN (Quarterly Fees)	\$16,210.25
010020	The Davey Tree Expert Co. (Tree Pruning)	\$1,425.00
008252	The West Towns Chorus (West Towns Chorus Concert)	\$500.00
000385	Trane U.S., Inc. (Temp Control Installation)	\$19,500.00
021333	True Being Rd, LLC (Program Payment)	\$150.00
018118	Tumbleweed Press, Inc. (Subscription Renewal)	\$639.20
021379	Vernon Area Public Library, District (Program Cohosting Fee)	\$24.00

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
000672 BAKER & TAYLOR - L0217582	1	180.50
005866 MIDWEST TAPE	1	14.00
008770 GRAINGER	1	118.54
013544 GOOGLE, INC.	1	475.00
<u>Grand Total:</u>	<u>4</u>	<u>788.04</u>

Library Credit Card Details for the October 27, 2021 Board Meeting

Julie Milavec				
			Total	\$ -
Katelyn Vabalaitis				
971	5210 Supplies	Toner, Plastic Cups	\$	472.75
972	5853 AV Materials	Nintendo Switch Game	\$	33.88
978	5391 Telephone	Comcast Monthly Payment	\$	335.97
			Total	\$ 842.60
Ian Knorr				
971	5280 Small Tools & Equipment	Monitor Mount Stand	\$	49.99
978	5210 Supplies	Vacuum Bags, Keys	\$	78.13
978	5251 Maintenance Supplies	LED Panels, Spot Cleaner	\$	196.35
978	5280 Small Tools & Equipment	Plexiglas, TP Dispenser, Jigsaw & Blades, LED Wall Pack	\$	911.54
			Total	\$ 1,236.01
Elizabeth Matkowski				
972	5210 Supplies	Program Supplies, Book Club T-Shirts, Garage Cabinet	\$	171.41
972	5280 Small Tools & Equipment	Garage Cabinet	\$	259.99
972	5303 Seminars, Mtgs, & Conferences	ILA Conference Registration	\$	125.00
972	5852 Print Materials	Books	\$	18.40
976	5315 Professional Services	Pick-a-Palooza Books	\$	550.26
			Total	\$ 1,125.06
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	48.22
			Total	\$ 48.22
Amelia Prechel				
972	5210 Supplies	Bookmarks	\$	51.50
972	5852 Print Materials	Print Material and Magazine Renewals	\$	292.18
972	5853 AV Materials	Binge Box Collection DVD	\$	10.99
977	5210 Supplies	Envelopes, Document Holder	\$	10.90
			Total	\$ 365.57
Sharon Hrycewicz				
972	5210 Supplies	Memory Emporium Supplies	\$	138.54
973	5210 Supplies	Halloween Discovery Bags	\$	34.95
973	5303 Seminars, Mtgs, & Conferences	CLEL Conference	\$	35.00
973	5853 AV Materials	Squishy Circuits	\$	114.13
			Total	\$ 322.62
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	905.16
973	5280 Small Tools & Equipment	Kitchen Sink for Play Café	\$	59.30
			Total	\$ 964.46

Allyson Renell				
973	5303 Seminars, Mtgs, & Conferences	ALA membership renewals	\$	556.00
973	5852 Printed Materials	Children's Materials	\$	345.19
			Total	\$ 901.19
Christine Lees				
974	5210 Supplies	Office Supplies	\$	837.64
			Total	\$ 837.64
Paul Regis				
975	5280 Small Tools & Equipment	Office Supplies	\$	63.67
975	5880 Intangible Assets	Google, Zoom, GoToMeeting, Chrome Licenses	\$	247.64
			Total	\$ 311.31
Grace Goodwyn				
			Total	\$ -
Cynthia Khatri				
			Total	\$ -
Jen Ryjewski				
			Total	\$ -
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	384.70
972	5315 Professional Services	Shutterstock	\$	29.00
976	5315 Professional Services	Pick-a-Palooza Books	\$	32.59
			Total	\$ 446.29
			Library Credit Card October 2021 Totals	\$ 7,400.97

PAYROLLS FOR SEPTEMBER 2021

SEPTEMBER 10	\$119,117.95
SEPTEMBER 24	\$116,915.61
TOTAL SEPTEMBER 2021 PAYROLLS	\$236,033.56

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 2021**

Agenda Item 8A

Intergovernmental Agreement for Illinois Libraries Present

Adult Programming Coordinator Karen Bonarek has requested that the Downers Grove Public Library participate in the Illinois Libraries Present programming cooperative.

The full proposal and intergovernmental agreement are included in your packet.

Recommended Action: Approve Intergovernmental Agreement for Illinois Libraries Present as presented.

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement ("Agreement") also known as "Illinois Libraries Present" is entered into this October 27, 2021, by and between the Northbrook Public Library an Illinois public library, ("Northbrook Library"), and Downers Grove Public Library LIBRARY an Illinois public Library or Library District (the "Library"), and the Reaching Across Illinois Library System ("RAILS"), for the purpose of facilitating the joint purchasing of programming, events and services for the parties' use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library's and the LIBRARY'S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties' intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a "CONTRACTING PROVIDER OF THE PROGRAM") so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the "Services") to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM's Contract, except as to services for the LIBRARY, without Northbrook Library's express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY's sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY's payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the Downers Grove Public Library

Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.


H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 9, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: October 27, 2021

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By:

Date:

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of
Northbrook (Library) and (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through_____,(Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$.

Payment is due within 30 days of the program date and payable to .

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____ (insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____ will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy






ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxccMj7LC6rfkfxIWGQ-q07zjFQzOnGnx

"ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.
2021-10-07 - 9:02:58 PM GMT

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 2021**

Agenda Item 8B

Interlocal Agreement for The Interlocal Purchasing System (TIPS) Program

The Interlocal Purchasing System (TIPS) Program is a national purchasing cooperative, based in Texas and available to governmental agencies. It offers access to competitively procured purchasing contracts to its membership to save time and financial resources needed to fulfill bid requirements, while accessing pricing based on a national contract. Contracts include commonly used items such as furniture, like the tables to be purchased for DGPL's 2021 furniture replacement project.

Library Furniture International, Inc. (LFI), the vendor that supplied most of DGPL's furniture in the 2014 renovation, suggested use of the TIPS program when consulting on the upcoming replacement of tables originally purchased in the 1999 expansion throughout the library. LFI showed seven varieties of tables from six manufacturers available through TIPS. Two varieties were selected and quotes prepared. The final proposal for the purchase of tables will go before the Board to be approved separately in November.

Illinois statute gives units of local government the authority to enter into intergovernmental agreements in the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and participate in joint purchasing in the Government Joint Purchasing Act (30 ILCS 525/1, et seq.). The interlocal agreement needed to become a TIPS member is included in your packet. More information about TIPS can be found at <http://www.tips-usa.com>

Recommended Action: Approve Interlocal Agreement for The Interlocal Purchasing System (TIPS) Program as presented.

INTERLOCAL AGREEMENT
Region VIII Education Service Center
ILLINOIS PUBLIC AGENCY
(School, College, University, State, City or County Office)

Downers Grove Public Library
ILLINOIS
EDUCATIONAL OR GOVERNMENT ENTITY

_____-_____
Control Number (TIPS will Assign)
Schools enter County-District Number

and

Region VIII Education Service Center
Pittsburg, Texas

225 - 950
Region 8 County-District Number

The Texas Education Code §8.002 permits Regional Education Service Centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations.

Government Authority:

The Illinois Intergovernmental Cooperation Act grants authority for public agencies, such as school districts, to exercise any powers, privileges, or authority jointly with any other public agency of Illinois, or any other state, which has the same powers, privileges or authority. 5 Ill. COMP STAT. 220/2-(1). The definition of "public agency" includes any political subdivision of any other state 5 ILL. COMP. STAT. 220/2-(1). A Texas regional service center is a political subdivision of Texas. Tex. Educ. Code §8.001, et seq. Therefore, Illinois public school districts, or other local governments, have statutory authority to contract or agree with a Texas regional education service center for the joint exercise of the same powers, privileges and authority that each entity may exercise independently.

Vision:

TIPS will become the premier purchasing cooperative in North America through developing partnerships with quality vendors, school districts, universities, colleges, all governmental entities, and public and private industry.

Mission:

Our mission is to provide a proven purchasing process through quality customer service including timely response, legal support and effective recruitment by providing sufficient resources to include personnel.

Purpose:

The purpose of the TIPS program shall be to continue providing substantial savings and best value for participating educational entities or public agencies through cooperative purchasing.

Effective:

This Interlocal Agreement (hereinafter referred to as the "Agreement") is effective October 27, 2021 and shall be automatically renewed annually unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at

anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region VIII Education Service Center, by this *Agreement*, agrees to provide competitively bid cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

Role of the TIPS Purchasing Cooperative:

1. Provide organizational and administrative structure of the TIPS Program.
2. Provide Administrative and Support Staff necessary for efficient operation of the TIPS Program.
3. Provide marketing of the TIPS program to expand membership, awarded contracts and commodity categories.
4. Initiate and implement activities required for competitive bidding and vendor award process including posting, advertising, collecting proposals, scoring proposals, and awarding of vendor contracts.
5. Provide members with current awarded vendor contracts, instructions for obtaining quotes and ordering procedures.
6. Maintain filing system for all competitive bidding procedure requirements.
7. Provide Reports as requested.
8. Maintain active membership database for awarded vendors.
9. Provide TIPS training to members and vendors upon request.

Role of the Education or Government Entity:

1. Commit to participate in the TIPS Program.
2. Designate a Primary and Technology Contact for the entity to be responsible for promoting TIPS within the organization.
3. Commit to purchase products and services from TIPS Vendor Awarded Contracts when in the best interest of the entity. **PURCHASE ORDER MUST ALWAYS BE MARKED TIPS and EMAILED to TIPSP0@TIPS-USA.COM for processing.**
4. Accept shipments of products ordered from Awarded Vendors in accordance with standard purchasing procedures.
6. Pay Awarded Vendors in a timely manner for all goods and services received.
7. Report any vendor issues that may arise to the TIPS Cooperative Coordinator.

General Provisions:

Both Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the laws of the State of Texas and venue shall be in the county in which the administrative offices of RESC VIII are located which is Camp County, Texas.

It is the responsibility of the Entity purchasing from TIPS to insure that the respective State purchasing laws are being followed.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region VIII Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered into an Agreement to provide competitively bid cooperative purchasing opportunities to entities as outlined above.

This Interlocal Agreement process was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the respective STATE Open Meetings Act, for Texas it was Government Code Ch. 551.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Membership Entity-
Downers Grove Public Library

Region 8 Education Service Center

By: _____
Authorized Signature

By: _____
Authorized Signature

Title: _____

Title: Executive Director Region VIII ESC

Date

Date

Public Entity Contact Information

Julie M. Milavec
Primary Purchasing Person's Name

jmilavec@dglibrary.org
Primary Person's Email Address

1050 Curtiss Street
Street Address

Downers Grove, IL 60515
City, State Zip

Ian Knorr
Secondary Coordinator's Name

630-960-1200 x4300
Telephone Number

iknorr@dglibrary.org
Secondary Coordinator's Email Address

630-960-9374
Fax Number

Instructions:

If your entity does not require you to have an Interlocal Agreement, please go to the TIPS website under Membership and take advantage of online registration. The states of Texas and Arizona **do** require all entities to have an Interlocal Agreement. Email completed Interlocal Agreement to tips@tips-usa.com.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 2021**

Agenda Item 8C

2022 Salary Structure Revised

A revision to the 2022 salary structure is needed to incorporate new job titles and updated job descriptions. All pay grades remain the same as originally approved for 2022, with new or revised job titles assigned to some pay grades. The new or revised job descriptions were evaluated by HR Source and benchmarked into a pay grade on the 2022 salary structure.

Several changes are accounted for in this revision. The adoption of a new public safety model included changes to the Library Monitor job description and updated job title of Building Operations Monitor, but does not change pay grades. New Adult & Teen Services Assistant Manager and Children's Services Assistant Manager job descriptions include acting as Manager on Duty under the new public safety model and are inserted at the same pay grade as IT Assistant Manager. The Executive Assistant position is expanded to Business Office Manager, with responsibilities for human resources, finance, and acting as Manager on Duty, which changes its pay grade from 8 to 10. The Administrative Assistant becomes Business Office Assistant, providing backup and support to the Business Office Manager, which changes its pay grade from 6 to 7.

The payroll and wage impacts of these changes are accommodated within the 2022 budget as approved in August.

Recommended Action: Approve 2022 Salary Structure Revised as presented.

**DOWNERS GROVE PUBLIC LIBRARY
2022 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
14	E	Library Director	\$103,806.40	\$116,782.20	\$129,758.00	\$142,733.80	\$155,709.60
			\$53.23	\$59.89	\$66.54	\$73.20	\$79.85
13		Hold for future use	\$90,715.57	\$102,055.02	\$113,394.46	\$124,734.43	\$136,074.39
			\$46.52	\$52.34	\$58.15	\$63.97	\$69.78
12	E	Assistant Director	\$79,276.64	\$89,185.96	\$99,095.28	\$109,005.12	\$118,914.96
			\$40.65	\$45.74	\$50.82	\$55.90	\$60.98
11		Hold for future use	\$69,279.23	\$77,939.26	\$86,599.30	\$95,259.33	\$103,919.36
			\$35.53	\$39.97	\$44.41	\$48.85	\$53.29
10	E	Access Services Manager	\$60,543.03	\$68,110.77	\$75,678.52	\$83,246.27	\$90,814.02
	E	Adult & Teen Services Manager	\$31.05	\$34.93	\$38.81	\$42.69	\$46.57
	E	Business Office Manager					
	E	Children's Services Manager					
	E	Circulation Services Manager					
	E	Information Technology Services Manager					
	E	Public Relations Manager					
9	E	Assistant Manager - Information Technology Services	\$52,908.43	\$59,521.73	\$66,135.02	\$72,748.84	\$79,362.65
	E	Assistant Manager - Adult & Teen Services Services	\$27.13	\$30.52	\$33.92	\$37.31	\$40.70
	E	Assistant Manager - Children's Services					
	E	Building Operations Director					
	E	Technology Instructor					
8	E	Marketing Content Coordinator	\$46,236.59	\$52,016.16	\$57,795.73	\$63,575.31	\$69,354.88
	E	Librarian - Program Coordinator (Adult & Teen Services)	\$23.71	\$26.67	\$29.64	\$32.60	\$35.57
	E	Librarian - Program Coordinator (Children's Services)					
	E	Librarian - Reference & Technology Coordinator					
	E	Librarian (Adult & Teen Services)					
	E	Librarian - Teen Services Coordinator					
	E	Librarian - Outreach Coordinator					
	E	Librarian - Cataloger					

**DOWNERS GROVE PUBLIC LIBRARY
2022 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
7	E	Assistant Manager - Circulation Services	\$40,406.23	\$45,456.75	\$50,507.27	\$55,557.79	\$60,608.31
	NE	Graphic Design and Display Coordinator	\$20.72	\$23.31	\$25.90	\$28.49	\$31.08
	NE	Business Office Assistant					
6	NE	Supervisor (Circulation Services)	\$35,310.63	\$39,724.33	\$44,138.03	\$48,551.73	\$52,965.43
	NE	Media Lab Coordinator	\$18.11	\$20.37	\$22.63	\$24.90	\$27.16
	NE	Computer Help Desk Supervisor					
5	NE	Library Assistant (Adult & Teen Services)	\$30,857.55	\$34,714.75	\$38,571.94	\$42,429.14	\$46,286.33
	NE	Library Assistant (Children's Services)	\$15.82	\$17.80	\$19.78	\$21.76	\$23.74
	NE	Interlibrary Loan Coordinator					
	NE	Library Clerk (Access Services)					
	NE	Computer Help Desk Associate					
	NE	Building Operations Assistant					
4	NE	Building Operations Monitor	\$26,966.16	\$30,337.32	\$33,708.48	\$37,079.12	\$40,449.76
	NE	Library Clerk (Circulation Services)	\$13.83	\$15.56	\$17.29	\$19.01	\$20.74
3	NE	Custodian	\$23,565.99	\$26,511.73	\$29,457.48	\$32,403.23	\$35,348.98
	NE	Library Clerk (Adult & Teen Services)	\$12.09	\$13.60	\$15.11	\$16.62	\$18.13
	NE	Library Clerk (Children's Services)					
2	NE	Shelver	\$20,593.81	\$23,168.04	\$25,742.26	\$28,317.01	\$30,891.75
	NE	Summer Clerk	\$10.56	\$11.88	\$13.20	\$14.52	\$15.84
1		No longer used	\$18,692.68	\$20,594.59	\$22,496.50	\$24,746.36	\$26,996.21
			\$9.59	\$10.56	\$11.54	\$12.69	\$13.84

The current Illinois minimum wage is the lowest hiring wage. Levels under the current Illinois minimum wage are grayed out to indicate they are not used. Illinois minimum wage for 2022 is \$12.00 per hour.

Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 2021**

Agenda Item 8D

Future Board Training

In 2021, the Board of Library Trustees took part in 2 3-hour equity, diversity, and inclusion (EDI) training sessions as a part of implementing Year One of the recommendation made in RGW Consulting's EDI Trajectory Discovery Report. Following those trainings, some Trustees expressed interest in further Board training on EDI and other topics. In response to a Library Director email about additional training, Trustees responded:

- All Trustees agreed that they would like more training, three specifically on EDI topics.
- Three Trustees preferred not to do a specific December date for training, but one preferred sooner and two preferred a later date.
- One Trustee asked for more topics of training and/or trainers to choose from.
- One Trustee asked for more meetings with a focused discussion topic, as done with the land acknowledgment and anti-hate statements framework.

The goal of this discussion is to find consensus on topics and scheduling for future Board training.

Recommended Action: Discussion.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 2021**

Agenda Item 9A

COVID-19 Response and Phased Reopening Plan

At the September 22, 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.

Illinois' statewide indoor mask mandate continues. The policies and rules in force in September remain unchanged.

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 require masks for all attendees. Social distancing is enforced during children's programs. Public Meeting and Conference Room reservations are open 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 Occupational Safety and Health Administration (OSHA) has not yet released 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
OCTOBER 27, 2021**

Agenda Item 10

Librarian's Report

Pick-Up Lockers Are Live

The Pick-Up Lockers are now available! Check them out near the Curtiss Street entrance. When you place your hold, simply select "Downers Grove Public Library Locker" as your pick-up location. You will be notified when your hold is ready, as usual!

Public Safety Staffing Changes

The new public safety model and staffing was announced on October 18. The new model will be in place beginning December 26, provided that hiring and training of new staff can be accomplished according to schedule. Under the new model, a Building Operations staff member will be scheduled during all hours the library is open to deal with behavioral and Code of Conduct issues. A Manager on Duty will be scheduled during all hours the library is open to deal with customer service and policy issues.

Equity Advisory Team

The Equity Advisory Team has changed its regular meetings to accommodate the changing schedules of the team members. Unfortunately, the variety of scheduling needs did not mesh, necessitating that one team member would not be able to participate. Access Services Clerk Claire Ong will be taking on a different role in the library's equity, diversity, and inclusion work. The Equity Team continues its work developing an Equity Strategic Plan for DGPL.

Libraries of Illinois Risk Agency (LIRA) Property and Liability Package Renewals

The Libraries of Illinois Risk Agency (LIRA) property and liability insurance package renewal final pricing will be announced at the November full membership meeting. The final renewal cost is expected to be well below the originally expected 20-30% increase. Approval of the renewal will be on the Board's November agenda.

2022 Employee Benefits Premiums Renewal

The 2022 employee benefits premium renewals are flat for 2022. All medical, dental, and vision insurance remains the same for both premiums and coverage. Life insurance premiums remain the same while the carrier will change to Blue Cross Blue Shield of Illinois.

Framework for Issuing Anti-Hate Statements

Following the Board's discussion at the September meeting, PR Manager Cindy Khatri and Adult & Teen Services Librarian Van McGary wrote a context statement for the

Submitted by Julie M. Milavec
October 21, 2021

Framework for Issuing Anti-Hate Statements, which is included in this packet. The Framework with the context statement will be added to the Equity, Diversity, & Inclusion web page.

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

The Downers Grove Public Library's Framework for Releasing Anti-Hate Statements is a living document that may change as library staff and leadership continue to learn and grow. This document is not a comprehensive checklist for all situations; rather, this document is intended to help library staff, management, and Trustees navigate the process of releasing an anti-hate statement. An anti-hate statement is a useful tool to support historically, intentionally, and traditionally marginalized people groups (HITMPGs) and may serve as a learning resource for all community members. The library released its first anti-hate statement following the murder of George Floyd, in June 2020. As additional hate incidents occurred, a clear need emerged to publicly communicate support during times of crisis. As the library continued its equity, diversity, and inclusion journey, omission of such statements became evident and needed to be addressed. Library staff created this document to provide a structured approach to the development of anti-hate statements. Additionally, this document is meant to uphold transparency in the library's process of releasing anti-hate statements. Two Board Meeting discussions on this framework can be found [here](#) and [here](#). EDI Training for Trustees led by RGW Consulting in June can be found [here](#) and September can be found [here](#). Statements are considered by staff, the Equity Advisory Team, and the Board of Library Trustees prior to their release.

Releasing statements that are in line with the library's EDI work is something that is vital to showing support to 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
OCTOBER 27, 2021**

Department Reports – September 2021

Administration – Jen Ryjewski

- Received funding for a second FEMA grant in the amount of \$19,267.95 for COVID-related costs incurred between July 2020-April 2021.
- Conducted and tabulated the results from the annual Reference Transaction Survey. Our numbers are not where they were pre-COVID, but were substantially greater than that of 2020: from 26,583 to 48,047.
- Attended the SWAN Quarterly membership meeting on behalf of Library Director Julie Milavec.
- Met with Illinois Library Association Best Practices Committee, where we identified and reviewed current scope of work and solidified the project goal for this year. Our goal is to establish a framework for EDI practices, so that Illinois libraries can easily identify where they are along their EDI journey and know where they can continue in the process or start from the very beginning.
- Met with cross-departmental Innovation team where we reviewed and decided upon the themes and selectors for the first wave of the Memory Emporium collection (memory kits). We decided on the following: Foods/Entertaining of 50s-70s, Chicago History, Golden Age of Hollywood, Decade of the 1950s, National Parks/Route 66, and Chicago Baseball. Our goal is to launch this collection in January 2022.
- Attended the Board of Library Trustees training session with EDI consultant Reesheda Graham Washington.
- Met with Reesheda Graham Washington and Library Director Julie Milavec to review the status of EDI Board and staff training and discuss the agenda for the next and final mandatory all-staff training on Thursday, November 11.
- Met with Aaron Siebert Llera from the Morton Arboretum and discussed the framework for our anti-hate statements and the appropriateness of releasing future statements in response to social issues.
- Met with Library Director Julie Milavec and Building Operations Director Ian Knorr to review our new public safety model, which will include changes to in-charge duties and assignments and the management of patron behavior and customer service issues. Our target implementation date is January 2022.
- Held bimonthly PIC meeting and apprised staff of our progress with new security model, reviewed currently suspended patrons, and highlighted PITS suggestions made on behalf of the PIC Advisory Team.

- Attended award ceremony for Board of Library Trustees member Dave Humphreys, who received the Montrew Dunham Award for his outstanding service and significant contributions to the Downers Grove community.
- Attended webinars: Kicked out: how to safely ask someone to leave (without calling the police), presented by Ryan Dowd and How to be an exceptional ally, presented by LaTonya Wilkins.

Adult & Teen Services – Lizzie Matkowski

- September programs in ATS included: Create Like Frida Kahlo cross stitch make and take, Geometric Bowls, After Hours Nerf Night with Children's Department, College Application Workshop, College Admission Paper Writing, Job Workshop: Changing Careers, Medicare 101, and Mexican American Mural Tour.
- Amanda launched 100 Books Before Graduation for Teens this month!
- Book talks at Herrick resumed for Amanda with Erin from the Children's Department.
- Lizzie presented on the Kitkeeper pilot program with Lauren Maxwell from Geneva Public Library and Helen Pinder from SWAN to librarians at other SWAN libraries.
- After months of research and work, Van and Cindy finalized the library's Land Acknowledgement and prepared for the event on October 2.
- Van from ATS and Cindy from PR's conference proposal was accepted for the 2022 Public Library Association Conference! They will be presenting in March on Anti-Hate Statements: An Inclusive Way to Support Community Members.

Children's Services – Allyson Renell

- Storytime has returned to the library! Starting on September 7, the Kids Room began offering storytime once during the week (on alternating Mondays and Tuesdays) and twice on every Saturday. Registration is required in order to limit attendance for social distancing and mask wearing is required. So far the storytimes have gone well and attendance at each session has continued to climb. During the month of September, we held 10 storytimes with a total attendance of 222 patrons. Both staff and patrons are glad to finally be doing this library program staple after an 18-month hiatus!
- The Kids Room also began hosting other indoor, in-person programming for elementary and middle school children. Interest in these programs has also continued to increase as the month went on. Read to the Dogs, our partner therapy dog program with Hinsdale Humane Society, and Lego Club were standout favorites with full registration. Program Coordinator Traci Skocik also partnered with Teen Librarian Amanda Klenk to host a Nerf Night afterhours program for teens that was very successful. Ultimately, we are happy with our return to indoor programming so far. We are still offering some pick-up programs for patrons who do not yet want to attend programs in person, as well as the occasional Discovery Bag.

- Outreach Coordinator Erin Linsenmeyer jumped back into outreach services this month by providing in-person book talks at Herrick Middle School. She visited four classrooms and spoke to 80 students. Erin has also been in contact with other schools and daycares in the area including Avery Coonley, Downers Grove Christian, Grove Preschool, and KinderCare to provide materials and to set up future visits (in-person and virtual) and field trips. Each week we have been able to speak to more and more partners and we are excited that outreach, like in-person programming, has begun again.
- The return to in-person programming, as well as an uptick in visits to our service desk, has kept Kids Room staff busy. During September, we continued to work on long term projects like weeding and diversity audits while we were also preparing for, hopefully, an equally active October. We have a lot of exciting things planned for this fall and we are glad for small steps back to normalcy.

Circulation Services – Christine Lees

- Our patrons began to use the new pick-up lockers on September 29. So far, the feedback has been very positive and the user experience seems to be pretty seamless. A big shout out to Circulation Supervisor Tricia Thompson for filming the “How to Use the Lockers” instructional video for our patrons - the video has already been viewed over 550 times! If you haven’t seen the video, check it out on the library’s YouTube channel.
- Christine Lees attended the webinar, “How to be a Better Ally” which was remarkably informative.
- Sandy Feuillan, Cindy Khatri, Grace Goodwyn, and Christine Lees met to discuss ideas on how to revamp the SWAN library locator poster and to find a home for it on the public floor. Grace is working her magic on making the poster more user friendly and branded in DGPL colors before it makes its debut.
- Sandy and Christine attended an informational session on pseudo locker locations (essentially what SWAN calls the location for our pick-up lockers) to discuss best practices and issues that other libraries are experiencing. Overall, we have felt super supported by SWAN during the transition to using the lockers and we are very thankful for all of their assistance!
- We registered 242 new library card holders this month and have enjoyed seeing our lobby fill up with patrons once again!
- Christine moderated the SLUI (Sirsi/Dynix User of Illinois) meeting discussion of the Pseudo Libraries. Staff from 35+ libraries attended the event as well as eight representatives from Sirsi.
- We have hired a number of new staff in the department this month. Please welcome Louisa, Marifides, Natalie, Melanie, Stephanie, Felecia, and Saba!
- Please stop by the Circulation Desk to admire our fall decorations arranged by our very own, JR! JR’s style and passion for decorating shines through in one of the best fall displays we have ever had. Thank you, JR!

Information Technology – Paul Regis

- IT had a few staff shakeups in September. Computer Help Desk Associate Andrew Cook was offered the Adult & Teen Service Assistant position – a huge congratulations to Andrew! He left IT and moved just across the way to the Ask Us Desk in mid-September.
- With Andrew Cook moving to ATS, IT had an opening for a Computer Help Desk Associate. The position was offered to Elizabeth Stamper, who began in early September. Welcome aboard, Elizabeth!
- IT Manager Paul Regis implemented a new backup and recovery solution for the library, moving away from the expensive and unreliable Unitrends service that had been in use for about the last three years. Veeam has proven to be much quicker and more stable at a fraction of the cost. Paul sincerely hopes he never has to actually use it.
- IT held 14 classes in September with 75 patrons attending.

Public Relations – Cindy Khatri

- The PR team prepared for the Land Acknowledgment event, including finalizing the abridged version and script, creating programs, finalizing details with the Midwest SOARRING Foundation, marketing efforts (social posts, eNews blasts, posters downtown, press release, interview with DG Living, and in-library promotion), and preparing the gallery.
- Cindy Khatri, PR Manager, and Grace Goodwyn, Graphic Design and Display Coordinator, met with Allyson Renell, Children's Services Manager, and Traci Skocik, Children's Program Coordinator, to discuss rebranding storytime.
- Cindy met with Janell Robinson, Director of Hope's Front Door, to discuss the Equity Advisory Team and its efforts. Janell agreed to join the team!
- Cindy met with Lizzie Matkowski, ATS Manager, to discuss current databases and hopes for increased engagement. The PR team will begin a year-long campaign to increase awareness and usage of databases.
- Cindy attended a meeting with DuPage Pads leadership to discuss the future of the DGPL/PADS partnership.
- The PR team began the Discoveries cycle again for the Nov/Dec issue.
- SWAN Libraries used the DGPL Aspen page to demo web accessibility features to other libraries.
- The PR team attended the How To Be An Amazing Ally webinar.
- The library had a booth at the Farmers Market - the last for the season.
- PLA accepted two proposals by Cindy for the 2022 conference:
 - presenting with Van McGary, ATS Librarian, on Anti-Hate Statements: An Inclusive Way to Support Community Members
 - presenting with Lauren Gonzalez, Computer Help Desk Supervisor, and Ed Bromiel, Media Lab Coordinator, on Using a Library Podcast to Build Empathy in the Community

Access Services – Nora Mastny (Interim Manager)

Projects and Updates

- MaryKellie Marquez worked her last day at DGPL on September 2. She was an Access Services Clerk who had worked at DGPL for over 13 years. She will be missed!
- Claire Ong started in the Access Services department on September 7 as an Access Services Clerk. The whole department has contributed greatly to her onboarding and training. Nora worked with Katelyn Vabalaitis in Administration to help streamline the onboarding process for new employees.
- We continued fixing inconsistencies in the Aspen catalog to improve the search experience for our patrons.
- Michelle and Nora worked with Karen Bonarek from ATS to get everything ready for the final Ebsco serials renewal for our 2022 subscriptions. We also created a periodicals@dglibrary.org email address to help ease future transitions of serials responsibilities.
- Nora worked with ATS librarians to improve the information on our standing orders list and make entering these items more efficient in the future.

Inventory and Cataloging

- For ATS collection in September: added 1288 print items and 236 AV items; discarded 1259 print items and 365 AV items.
- For Kids Room collection in September: added 824 print items and 61 AV items; discarded 2387 print items and 154 AV items.
- These statistics include items deleted by SWAN.
- Access created records for and entered three Halloween-themed Binge Boxes, and added two new Kids' Room puzzles in September.
- We claimed 17 magazines that did not arrive when expected.
- We created 4 original cataloging records in September.

Reclassification and Repairs

- Repaired 659 ATS and Kids Room books and audiovisual items in September.
- Reclassified 136 ATS and Kids Room items in September.
- We updated book club bag Item Types to align with KitKeeper Pilot guidelines.
- We created a new "World Language" sticker template for DVDs and Blu-rays.

Staff Training and Professional Development

- The department logged 12.5 hours of training in September.
- Nora transitioned from being Chair-elect to Chair of the SirsiDynix Library Users of Illinois group (SLUI) at their annual meeting and program on September 15.
- Claire completed several trainings as part of her onboarding process, including Run, Hide, Fight; Bloodborne Pathogens; Sexual Harassment; and Diversity (For Employees).

- Nora attended the Swan Cataloging Advisory meeting on September 2 and the Swan Fireside Chat on September 28.
- Nora watched recordings of several training sessions, including Cataloging with the Homosaurus; When Speech Bubbles and Pictures Collide: Cataloging Graphic Novels; OCLC's Cataloging Community Meeting presentation on Diversity, Equity, and Inclusion; and Ethical Cataloging: Toward Diversity and Inclusiveness.
- Nora attended the program Developing Responsive Collections for LGBTQ+ Patrons of All Ages on September 15.
- Nora attended the LACONI TSS program RDA after the 3R Project on September 17.
- Nora attended New Notary/Notary Refresher 102 Training on September 30.

Facilities Services – Ian Knorr

- Ian finalized the lighting count for the LED retrofit project with GreenBee Energy Efficiency. Work on the lighting project began on September 29.
- E-Scrap Technologies picked up our electronics recycling.
- We passed our annual fire device inspection with Affiliated Fire Protection Services.
- Davey Tree Service Experts manicured the trees and shrubs on the property as well as removed three dying Service Barry trees at the north entrance garden and a diseased Viburnum in the Garden Walk. Replacements for those are being recommended.
- The Kids Café remodel was completed, including a new window and play sink and faucet.
- Ian met with Fitzgerald's Electric, Graybar, and Chicago Lightworks to finalize the scope and equipment review for the lighting relay panel work as well as gathering information on Omnia Partners and how that purchasing program works. We are now registered with Omnia Partners and Ian will be speaking to our account rep soon to see how we can utilize their joint purchasing program to its fullest potential.
- Ian met with Urban Elevator Service and had them assess the functionality of the elevator and lifespan of the passenger elevator. The elevator is up to code, passes all required annual safety inspections, and is safe for continued use. However, it is old, outdated, and starting to show signs of end of life. Ian wanted to put this on the Board's radar as we may want to move the elevator modification project in to 2022.

September						
Circulation	SEP 21	%	SEP 20	%	SEP 19	%
Checkouts						
Selfchecks	30,661	71.16%	25,371	64%	38,066	73%
Staff desk	12,344	28.65%	14,529	36%	14,021	27%
Lockers	83	0.19%	0	0%	0	0%
Total checkouts	43,088		39,900		52,087	
Auto Renewal	31,168		30,262		34,229	
Selfchecks	7		0		25	
Staff desk (incl. phone)	329		480		296	
Patron renewals on website	135		421		645	
Patron renewals on BookMyne	0		0		37	
BlueCloud Mobile/Web Services (22 & 11)	460		133		-	
Total renewals	32,099		31,296		35,232	
Total item checkout and renewals	75,187		71,196		87,319	
Digital Circulation	11,738		11,562		8,655	
Total Circulation	86,925		82,758		95,974	
Reserves Processed						
Received from ILL	4,603		5,308		6,022	
ILL sent	4,193		4,886		4,284	
OCLC requests processed	188		190		232	
Gate count						
North	13,822		13,607		23,954	
South	9,524		0		14,589	
Lockers	83					
Total	23,429		13,607		38,543	
Curbside count	0		x		x	
Registrations						
New resident cards	183		109		175	
New fee cards	6		4		4	
Professional Development Hours	65		0		6	
Cost of Professional Development	\$0		\$0			

Circulation

	Sep 2020	Sep 2021	YTD Totals			
Adult	36,767	36,781	246,955	325,188		
Teen	1,908	1,942	10,747	18,813		
Children	32,521	36,464	201,507	303,773		
Download	11,562	11,738	109,069	108,446	YTD Difference	
Total	82,758	86,925	568,278	756,220	187,942	33.1%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	24,540	66.72%	3,271	8.89%	6,769	18.40%	2,201	5.98%	36,781
Teen	1,876	96.60%	31	1.60%	15	0.77%	20	1.03%	1,942
Children	31,815	87.25%	1,126	3.09%	2,582	7.08%	941	2.58%	36,464
Total	58,231	77.45%	4,428	5.89%	9,366	12.46%	3,162	4.21%	75,187

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,164	75.95%	15,310	9.76%	15,302	9.75%	7,113	4.53%	156,889
Children	77,590	85.86%	2,761	3.06%	8,090	8.95%	1,925	2.13%	90,366
Total	196,754	79.58%	18,071	7.31%	23,392	9.46%	9,038	3.66%	247,255

Book Collection

	Sep 2020	Sep 2021	YTD Totals		YTD Difference	
Adult	119,371	119,164				
Children	79,280	77,590				
Total	198,651	196,754	198,651	196,754	-1,897	-1.0%

Audio Collection

	Sep 2020	Sep 2021	YTD Totals		YTD Difference	
Adult	15,313	15,310				
Children	2,738	2,761				
Total	18,051	18,071	18,051	18,071	20	0.1%

Video Collection

	Sep 2020	Sep 2021	YTD Totals		YTD Difference	
Adult	16,221	15,302				
Children	8,416	8,090				
Total	24,637	23,392	24,637	23,392	-1,245	-5.1%

Miscellaneous Collection

	Sep 2020	Sep 2021	YTD Totals		YTD Difference	
Adult	7,455	7,113				
Children	1,935	1,925				
Total	9,390	9,038	9,390	9,038	-352	-3.7%

Statistics for September 2021 (FY Jan-Dec)

Rooms & Spaces

	Sep 2020	Sep 2021				
Community Use of Rooms <i>Meeting, Conference, Study Rooms</i>	0	616				
Community Use of Spaces <i>Media Lab, STEM Room, Teen Gaming</i>	0	31				
Rooms and Spaces Total	0	647	3,447	2,303	-1,144	-33.2%

Programs Offered

	Sep 2020	Sep 2021				
Library Programs Offered						
Adult	11	12				
Teen	0	8				
Children	0	21				
Outreach Programs Offered						
Adult	0	6				
Teen	0	1				
Children	0	4				
Passive Programs Offered						
Adult	5	16				
Teen	8	6				
Children	18	9				
Programs Offered Total	42	83	530	613	83	15.7%

Program Attendance

	Sep 2020	Sep 2021				
Library Program Attendance						
Adult	126	181				
Teen	0	48				
Children	0	341				
Outreach Program Attendance						
Adult	0	1,243				
Teen	0	42				
Children	0	80				
Passive Program Attendance						
Adult	50	354				
Teen	109	121				
Children	581	294				
Program Attendance Total	866	2,704	15,557	18,203	2,646	17.0%
Virtual Program Hours Viewed	33	207	273	1,313		

Statistics for September 2021 (FY Jan-Dec)

Visits

	Sep 2020	Sep 2021				
Gate Count	13,607	23,346				
Curbside Pickup	1,806	0				
Locker Pickup	0	83	YTD Totals		YTD Difference	
Total Library Visits	15,413	23,429	142,851	198,042	55,191	38.6%

One-on-Ones

	Sep 2020	Sep 2021				
Book-a-Tech	14	17				
Notary	0	27	YTD Totals		YTD Difference	
Totals	14	44	290	248	-42	-14.5%

Computer User Sessions

	Sep 2020	Sep 2021				
Adult	1,307	1,601				
Children	0	133	YTD Totals		YTD Difference	
Total	1,307	1,734	13,351	12,165	-1,186	-8.9%
Wireless Sessions	75	958	6,282	5,307	-975	-15.5%

Website Views

	Sep 2020	Sep 2021	YTD Totals		YTD Difference	
Total Views	23,736	23,010	139,256	246,107	106,851	76.7%

Printing Services

	Sep 2021		
Poster	0		
3D	8	YTD Totals	
Total Prints	8	117	

The Cupboard

	Sep 2021	YTD Totals
Donations Received	546	9,365