

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance and Land Acknowledgment
3. Roll Call
4. Approval of Minutes
  - a. September 27, 2023 Regular Meeting ACTION
5. Financial Matters
  - a. September 2023 Financial Report
  - b. October 2023 Invoices ACTION
6. Public Comment

Public Comments may also be submitted online at [dglibrary.org/feedback](https://dglibrary.org/feedback) or emailed to the Board of Library Trustees at [libraryboard@dglibrary.org](mailto:libraryboard@dglibrary.org)
7. Trustee Comments
8. Library Director's Report
9. New Business
  - a. 2024 Library and Holiday Closings ACTION
  - b. 2024 Board Meetings Dates ACTION
  - c. Resolution 2023-1 Recognizing Milestone Anniversaries ACTION
  - d. FY2024 Work Plan DISCUSSION
10. Unfinished Business
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. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
1050 CURTISS STREET  
DOWNERS GROVE, ILLINOIS**

**DRAFT MINUTES OF THE BOARD OF LIBRARY TRUSTEES MEETING  
SEPTEMBER 27, 2023, 7:30 P.M.**

**BOARD TRUSTEES:**

Swapna Gigani	President
Dave Humphreys	Trustee
Barnali Khuntia	Trustee
Bill Nienburg	Trustee
Marti Sladek	Trustee

**GUESTS:**

Jen Ryjewski	Assistant Library Director
Katelyn Vabalaitis	Business Office Manager
Allyson Renell	Children's Services Manager

**REGRETS:**

Carissa Dougherty	Trustee
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Minutes prepared by Business Office Manager Katelyn Vabalaitis.

**1. CALL TO ORDER**

There being a quorum present, and the Trustees having been given adequate and proper notice of the meeting, the meeting was called to order at 7:30 p.m.

**2. PLEDGE OF ALLEGIANCE AND LAND ACKNOWLEDGEMENT**

President Swapna Gigani led the room in the Pledge of Allegiance and read aloud the Downers Grove Public Library Land Acknowledgement.

**3. APPROVAL OF MINUTES**

**On a motion made by Khuntia, seconded by Sladek, it was resolved that the minutes of the Board of Library Trustees meeting held on August 23, 2023, be approved as presented. Motion carried by voice vote with an abstention from Nienburg.**

**4. FINANCIAL STATEMENTS**

**a. Financial Statements for the Period Ending August 31, 2023:**

As of August 31, 2023, the library is 66% through the year and has collected 62% of its revenue. The Board received a revised July 2023 revenue report and the August 2023 revenue report at the start of the meeting. The library has spent 63% of its Operating Fund as of the end of August. Special legal continues to be over budget at 500% due to a third-party investigation, which has

concluded. The Cleaning Services line will continue to increase and exceed the budgeted amount as a result of hiring a new cleaning company earlier in the year. Trustee Nienburg asked about when the Board will receive a financial report that tracks against a monthly budget rather than reporting percentages of time elapsed versus dollars spent. Assistant Director Ryjewski will bring this question to Library Director Milavec when she returns.

**b. Invoices for September 2023:**

**On a motion made by Humphreys, seconded by Khuntia, it was resolved THAT the payment of September 2023 Capital Replacement Fund invoices totaling \$16,900.00, the payment of September 2023 Operating Fund invoices totaling \$153,024.38, the acceptance of September 2023 Operating Fund credit memos totaling \$520.03, and the ratification of August 2023 payrolls totaling \$273,312.39 be approved. Roll call: Ayes: Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None. Motion carried.**

**5. PUBLIC COMMENT**

**Ilene Briner** stated that she was in attendance to address the misinformation in the Land Acknowledgement. The revisions approved by the Board at last month's meeting still suggest that the Catholic Church was a predominant player in the school program. The library author of the revision conveniently deleted Volume 38 Number 2 of the legal review by the Native American Rights Fund, which shows that 7% of the students were at Catholic schools. A new document was added that shows 14 denominations took part in the schools. This latest document has been updated in August 2023 and states that there were 523 total boarding schools in the United States from 1801 to present. She has documentation by the National Native American Boarding School Healing Coalition that 87 of these schools were Catholic – that's less than 17% of the schools. This is a complicated history and is oversimplified and biased to an extreme in the Land Acknowledgement statement. She asked that the sentence in dispute be changed to, "The federal government and Christian churches created boarding schools to carry out the assimilation policies of the United States."

**James Wool** organized the window painting in May 2023 to honor Memorial Day. At the May and June Board meetings, he addressed the Board concerning the unprofessional behavior of Julie Milavec and Jen Ryjewski. Specifically, they lied about the existence of a Board policy regarding the painting of the library windows. He was told by Julie and Jen and that the Board policy required all groups to submit an email requesting permission to paint the windows and explain what they would paint. His group complied with this Board policy. Through FOIA requests, he learned that the Pride organization never submitted emails asking permission to paint the windows. This double standard should not have come as a surprise since Julie is an unapologetic political advocate for LGBTQ and they receive preferential treatment. But if you want to paint the windows to honor the men and women who died fighting for our freedoms, Julie will try to stop you with a policy that doesn't even exist. Before the July Board meeting, he submitted an email requesting to paint the library windows in July 2024 to celebrate the 4<sup>th</sup> of July. In response to his request, Julie and Jen explained that there was a new policy for painting the windows and the library will allow window painting only as a part of a community-wide event organized by a community partner. When he questioned why the Board never voted on this policy in a meeting, he was handed off to the Board President, who told him the Board is now working on drawing up a policy regarding the painting of the windows. He has been lied to repeatedly. He would like a straightforward answer and for there to be a recognition of wrongdoing. This Board refuses to hold Julie and Jen accountable and he requests that the Board President and the other members of

this Library Board censure the Director and Assistant Director for their unprofessional and unethical behavior.

**Marsha Prichason** is a resident of Downers Grove and thanked the Board for providing content that reflects the entire community, including materials that reflect the LGBTQ+ community. Last month at this meeting, a book that is on the library shelves was presented as allegedly promoting being gay. She wondered what magic power this book had that would turn someone gay so she decided to review it to determine for herself the validity of that assertion. While she found the characters to be relatable, the plot was formulaic and followed the typical storyline of a teen romance. She found no sexually explicit language or profanity; no more than any other teen romance novel. She could not find anything that targeted heterosexuals to read it and turn gay. It was also alleged that this book was being marketed by the library. She was curious about how LGBTQ content was being displayed at the library and she found that LGBTQ books were located in the Teen Reads section, nowhere near *Pat the Bunny*. They were mixed in with a vast array of other genres. She estimates about 5% of the books on display were LGBTQ+ related and that number barely reflects the general population of queer people in this country. She could find no documentation from any credible source that reading a book or being exposed to or learning about different identities would turn someone gay. She believes the push to eliminate LGBTQ+ materials at the library is an effort to eliminate the very presence of queer people. That is not going to happen, regardless of the language used to demonize LGBTQ+ people. She thanked Trustees and staff for continuing to make the Downers Grove Public Library a safe and welcoming space for everyone.

**Noel Manley** is a resident of Darien and was saddened and troubled by an action the Board took last month. The Board chose to approve unanimously, with the exception of Trustee Nienburg who was not in attendance, to add a biased and misleading anti-Catholic and anti-Christian statement to the library's questionable native Land Acknowledgement. He is at the meeting to challenge the taxpayer-funded anti-Catholic statement, which follows in a long and sad tradition of anti-Catholic tropes that predate the founding of our nation. The statement speaks broadly and deceptively of unnamed and unidentified Catholic officials who conspired with the federal government to perpetuate cultural genocide against Native people. This could not be further from the truth and to challenge this nonsense, he brought with him *The Dictionary of the Ojibwe Language*, which was written by an immigrant, priest, and Catholic official by the name of Father Frederic Baraga. How does the Board reconcile the charge that Catholic officials participated in cultural genocide of Native people while at the same time authorizing a series of books designed to preserve and protect the Ojibwe language. He noted that his grandmother and her four sisters attended schools that were listed in the library's sources and they went in speaking Ojibwe and continued to speak Ojibwe when they left. He showed a picture of his aunt that shows young women wearing the Native outfits as well. He asked the Board how they reconcile the charge that Catholic officials participated in cultural genocide when there is a school identified by the library's very source that did not beat or restrict the Ojibwe language out of his ancestors. The library is politically motivated who is pushing an anti-Catholic narrative to advance a far-left taxpayer-funded agenda. The statement is intellectually dishonest and follows an established Marxist pattern. He requests that the statement either be removed from the acknowledgement or the acknowledgement provide clear and unambiguous examples.

**Mary O'Dell** is a resident of Darien and while she usually obtains materials from Indian Prairie Public Library, she has in the past borrowed items from Downers Grove Public Library that were not available at her local library. She says in the past because she no longer feels comfortable, welcome, or included at DGPL. She is a proud Catholic. She is a proud Christian. She does not feel comfortable being around an organization that only last month added a hateful, hurtful, anti-



Catholic statement to its Native Land Acknowledgement. This outrageous, unsupported smear statement was unanimously approved by all members present and she does not recall any discussion. She does not understand why a taxpayer-funded public entity would take such hateful action against Catholics and other Christians whose religion is based on faith, hope, and love. She is going to pray that each of the Board members do the right thing.

**Laura Hois** is a Downers Grove resident. This past summer, the Board approved amended bylaws to provide that they will follow the dictates of the American Library Association. She had pleaded with the Board to not do that and to have allegiance to all members of the community. Members of the community have been disappointed by the discrimination by the equity practices and by the alliance with the ALA and what it represents. The ALA is a far-left, anti-parent force that aggressively targets children with sexually explicit LGBTQ materials and drag queen story hours in libraries across the country. The members of the community against ALA are not anti-gay but are against having children in the community, in public libraries, and in school libraries being indoctrinated and sexualized and gender influenced. This month, Citrus County, Florida was the first library district in Florida to publicly vote to leave the ALA. They had so much opposition from members of the community that they voted to defund ALA membership. Campbell County, Wyoming Library District became the first in America to cut ties with the ALA. The library system in Citrus County recognized gay pride month and had LGBTQ propaganda displays everywhere in the library such as what you see here. Parents and pro-family voices objected to that and in the next couple of years there were no such events. The residents were outraged when they found out their tax dollars were being used to pay ALA memberships. ALA supporters called parents radical extremists who are trying to limit freedoms but nothing could be further from the truth. Parents don't want their children to be exposed to pornographic materials and that includes teenagers. She asks that the Board undo what they've done and to follow the path of Florida and have allegiance to this community; all colors of this community. Stop discriminating against certain people, stop giving preference to certain people, serve everyone, and say goodbye to the American Library Association.

**Dave Sosnow** is a 20-year resident of Downers Grove. He shares Laura's sense of importance of taking care of our kids and he shared a few facts from the Trevor Project, a nationally recognized nonprofit. 41% of LGBTQ young people seriously considered attempting suicide in the past year. 56% of LGBTQ young people who wanted mental healthcare in the past year were not able to get it. Transgender and non-binary young people who reported that all of the people they live with respect their pronouns reported lower rates of attempting suicide. Roughly half of transgender and non-binary young people found their school to be gender affirming and those who did reported lower rates of attempting suicide. He thanked the Library Board for having the courage to provide material that make his kid feel like they're a member of the community and that they don't need to be ashamed and shuddered and closeted. He thanked the Board for having the courage to do that.

**An unnamed attendee** commented that this is his first time attending one of these meetings and it's very interesting sitting in the audience. He thinks there is a little bit of a lack of institutional control going on and called out some of what he heard so far this evening. People here say they don't feel comfortable. Whose job is it to make them feel comfortable? The Board. People are saying that the Board's doing something wrong with the relationship it has with the ALA, which is a control issue that goes back to the Board. During the financials, only Bill asked a question and no other members of the Board did. Staff said the library is doing great on financials while being 66% through the year but only 63% of revenue has been received. According to his definition, that is not considered doing great. Bill pointed out that there doesn't seem to be much tracking, which seems again like a lack of institutional control by the people running the Board. It was peculiar to

him that it was called out by staff that a transcription service is being used but they are only summarizing the minutes; it's not a shock to him that expenses are at 66% and revenues are at 63% because we are not even transcribing the words down right and are wasting money. All of these lack of institutional controls are astounding to him and he asked where the accountability is. The Board might disagree with some of the comments being made but the folks in attendance are clearly upset and it's the Board's job to make them feel comfortable. He hopes that the Board puts the onus on someone.

**It was moved by Sladek and seconded by Nienburg THAT Public Comment time be extended. Motion carried.**

**Werner Kiuntke** is a resident of Downers Grove and has been attending these meetings for about the past year. During these meetings, there have been comments made regarding races of people, books on the shelves, LGBTQ, Native Americans, etc. Having been involved with civil rights since the 1960s, he can attest that there have been many evils committed in our culture against various groups and religions. He doesn't think that can be denied. We need to acknowledge it and we need to work to end this. On the broader level, all of the faiths have done a lot of stuff that this country is not very proud of. On July 28, 2022, Pope Francis apologized for the evil of the church personnel who worked in the schools with Native Americans. He thanked the library for giving the community access to the literature that keeps our history alive so that we don't repeat the patterns of the past.

**Janet Winningham** is a Downers Grove resident and thanked the Board for their time, attention, patience, and courage in the comment sections. The tenor and tone of statements made are uncivil attacks and are not acceptable. She thinks the comment about the apology from Pope Francis has already been made. Evil things have been done to people throughout history in the name of one organization or another and if we can't face that history, we can't improve the future. She thanked the Board for its discernment in book selection. At the suggestion of a friend, she read **Irreversible Damage** and it was not a particularly helpful book. It is a political book and it's available. It's not being censored and the fact that DGPL doesn't buy it doesn't mean it's not available, and that's the wonderful thing about sharing collections among libraries. She has often had to get books from other libraries and she appreciates that the library is using its resources and tax dollars wisely. It also occurred to her that it's not a constitutional right to paint windows, although everybody should be fair. She thanked the Board for their time and dedication.

**An unnamed attendee** commented that at the beginning of the meeting it was stated that the library is using a transcription service and she agrees with the other speaker that a transcription service should transcribe word for word what people say. She doesn't know if this is a recording that people in the community can go back and listen to, which would be good. A summary might be good if somebody wants to briefly look at just the speakers and their topics but when you jump to a summary there can be no other way to summarize than the person's biased view of what they are reading. You do your best to summarize fairly but there's always going to be a bias and she agrees that that's a little frightening.

**Terry Pavesich** is a Downers Grove resident. She spoke about how consistency is an important part of all of our jobs. It's the mark of an excellent management team. She questioned why there are different rules for different departments within DGPL. Circulation is the backbone of this library yet they are held under different rules. They are not allowed to swap their time and they are not able to trade unless they've used all their vacation and personal time. Is that really the way to manage people? It is harsher than any other department in the library and is just wrong. This was brought to the Board's attention in May and the Director said only a few staff had a problem with

that. Did she even ask the other people in the department? Staff are afraid to come forward because of their jobs. This is wrong on many levels and the Board has the ability to reinstate their ability to switch and make the department whole again.

## 6. **TRUSTEE COMMENTS**

**Trustee Sladek** commented that she has been on a steep learning curve the last several months since she's been on the Board and she's just been reappointed to a full term. She's looking forward to working with everybody and she wants to thank the community. She doesn't always agree with everything everybody says but she's learning and she's willing to listen. She's so impressed at the turnout that the Board gets and she thanked the community for their passion in caring about the library. Even when we have disagreements, she thinks this is a strong, healthy community and she hopes everyone can work together better in the future.

**President Gigani** echoed Trustee Sladek's comments. She appreciates everyone coming out to the meetings and it's especially nice to see our younger generation being involved. She would have loved to communicate to the younger gentleman before he left that the library's revenue is based on tax collection. Tax collection occurs twice a year and the library's tax revenue reported this month does not include the September 1 tax payments that are forthcoming. Regarding window painting, the beauty of the FOIA process is that all of this information is public, including emails to and from patrons from library administration and from the Board. If you request it you can see that there are always two sides to every story. If this is something people feel strongly about, she encourages them to seek out that information and not just listen to one party. She is glad Children's Services Manager Allyson Renell is at the meeting. The Kids Department has been seeing some wonderful renovations to make it very friendly and very user-friendly. It empowers our youngest readers to really feel like this is their experience and she applauds the interdepartmental effort between Building Operations, Access Services, and everyone else to really revamp the Kids Department. She thanked the Downers Grove Public Library Foundation for their upcoming fundraiser. They support our social work interns, our artwork, and so much more.

**Trustee Khuntia** thanked the Foundation for their work and support. She was looking at the final numbers for summer reading and was happy to see that all of the numbers increased this year. It was amazing to see the number of people who were using our library. She tried to hang out at the library a lot more this month and it was wonderful to see the number of people coming and going. She also gave a shout out to Cindy Khatri and Lucas McKeever for becoming members of the RAILS EDI Board.

**Trustee Nienburg** is very frustrated. He could not attend the last meeting and respectfully asked that the discussion on the strategic plan be postponed, because it thought it was important that all Board members participate. His request was denied and the Board moved forward with the discussion and vote. Matters at the last meeting were voted on in haste. He commits to the community that have concerns that he is not going to let them go unaddressed. Some of our constituents take issue with the mention of the Catholic Church's involvement in coercing Native American children to attend boarding schools in the Land Acknowledgement. While he shares this concern, he is more concerned with the word "genocide" that is used in the opening of the Land Acknowledgement. Listening to the meeting from a couple years ago when the statement was adopted, other members of the Board shared his same discomfort with the use of that word. It is divisive and feeds the culture of victimhood that has overtaken our society. He also noted that the Native Americans who consulted with the library on this statement have been absent from Library Board meetings. The public may also notice that the library has not done any significant Native

American programming, which comes across as virtue-signaling. At the last meeting, there was an opportunity to course correct and to take a direction with the Land Acknowledgement that would be more uniting, healing, and historically accurate. But the updates that were made were a slap in the face to everyone who has expressed concern over the one-sided account of the conflict between Native Americans and the settlers. He commits that this will not be his last word on the matter.

He next wants to address the tax levy. Since joining the Board, fiscal responsibility has been one of the things that's of the highest importance to him. During the budget discussion at the July meeting, he thought the Board was all on the same page regarding a feasible and workable alternative budget that featured no increase to the tax rate. Keeping the tax rate flat would have been a gesture and a nod to the struggle that most families are facing today with higher prices everywhere. The Board, which does not do oversight well, went straight to the full amount as presented by library staff and passed it unanimously. Regardless of the spin that is put on this by staff, this means taking more money from the taxpayers of Downers Grove. The expenditures were the same in both versions of the budget. The library's version of budget alternatives is to only adjust the revenue and contribution to the capital fund. That's not how he does budgeting. When he's faced with lower revenue, he cuts spending. In this case, the library is writing itself a check and leaving it to the Village to figure out where to make trade-offs to avoid passing it straight through to the taxpayers, which the Village routinely does to their credit. The budget includes \$54,000 so the library staff can travel to conferences while some taxpayer households are probably skipping summer vacations or cutting back on holiday spending. There's \$100,000 for professional services, including funding consultants who create reports that insult the taxpayer and divide the community. There's a 25% increase in special legal, which should probably be more given the overspend this year for FOIA responses to outraged community members and personnel investigations about mistreated employees. There's nothing in the budget that is going to improve safety and security in the library. The net effect of this budget is going to be a burden to the Village, which is already struggling to maintain burgeoning pension costs, and at the end of the day it's going to come out of roads, sidewalks, policing, and taxpayer summer vacations. He apologizes to the community. At the July meeting, the Board talked about being more fiscally conservative and careful stewards of the taxpayer money. But he got duped after the vote in August.

Regarding the Strategic Plan, he's going to save most comments for next month. The 2023 strategic planning process was an in-depth effort including the community and a consulting firm. Five days before the July meeting, the Board receives a note from the director that the Management Team had taken it upon themselves to edit the Strategic Plan, which the Board had not seen yet. At the same time, a member of the Equity Advisory Team merged the Strategic Plan with the Equity Strategic Plan, which was created before he was on the board. He, along with other Board members, voiced concern that the plan should not have been modified without the Board's alignment. Last month, the Board met with RTL, merged the equity plan, and without any thought of letting the public view the draft first, passed the five-year Strategic Plan. Whether it's virtue-signaling, picking and choosing causes they deem worthy of window painting, getting rid of employees who don't conform, manipulating material selection policies to exclude materials they don't like, or pushing agenda-driven programming and displays, this library thinks it can do whatever it wants. And unfortunately, it enjoys a majority of a Board. Look at the number of dissenting votes on any substantive matter in the years before he was appointed. He stopped looking after three years. He's frustrated and the only thing he can do is to continue to work on these matters and to bring this library into alignment with where he thinks the majority of the community wants them to go.

## **7. LIBRARY DIRECTOR'S REPORT**

On behalf of Director Julie Milavec, Assistant Library Director Jen Ryjewski presented the report. She acknowledged that Trustee Marti Sladek has been reappointed to the Board of Library Trustees for a six-year term.

The security camera software upgrade and new device installation was completed on September 13. The library currently has 25 cameras in and around the building. With this upgrade, four 360 degree cameras were installed throughout the library, which gives staff a larger viewing area. No matter what you are looking at on the screen, the camera continues to record a 360 degree view. This is something the old cameras could not do. Retention time for video recordings has also been increased to 45 days as opposed to 48-72 hours that was originally set.

Jen Ryjewski, the Assistant Library Director, is on an unexpected medical leave. Allyson Renell, the Children's Services Manager, will be taking the Acting Director role next week while Julie Milavec is on vacation. Depending on Jen Ryjewski's medical leave, Allyson Renell may also reprise her role at the end of September 2023, when Julie Milavec goes on a scheduled medical leave.

The Strategic Plan was passed last month, which has permitted staff to take the next step and work on a 2024 Work Plan. The draft of the work plan should be presented at the next meeting in October.

The Illinois Library Association Conference Trustee Day is October 26, 2023. Three trustees have registered so far, and there is still time to register. Library Director Julie Milavec will be presenting as well as Children's Outreach Coordinator Erin Linsenmeyer and Librarian Mary Sustar. Children's Services Manager Allyson Renell will be presenting with a couple of colleagues on interviewing and job skills.

The Board of Library Trustees will be holding its very first Coffee with our Trustees on Saturday, October 21 from 9:30-10:30 a.m. in the library's café. Community members are invited to visit, get to know the Board, and ask questions over coffee and pastries.

On the evening of October 21, the Downers Grove Public Library will be honored at the Youth Outlook Business Partner of the Year Award Gala. The Youth Outlook's mission is to celebrate, empower, advocate for, and provide services to meet the ever-evolving needs of the LGBTQ+ youth and their families, friends, and communities. The library has been partners with them since 2020.

There were 24 incidents reports in August, with 11 of them involving disruptive teens. There was a power outage and one call to emergency services for an intoxicated person in the garden area. There were a couple of patron complaints and an abusive chat interaction. PITS is used to record every incident that occurs in the library. Staff do not take any incident lightly and records information in the event we need to revisit it or have documentation for something occurring on the premises. The library is making slow progress with the transition to Incident Tracker, which is a new reporting software that the library is migrating to. Part of the transition has to be done manually, so it's taking a little longer than initially expected.

The library had a Comcast internet outage that lasted four days. Some of the library's equipment was upgraded a few years ago and when Comcast repurposed the equipment elsewhere, they neglected to do a factory reset. Because of this, the device still had the library's network

information stored on it. The information that was stored on it did not allow access to the library's network or any confidential information. It just allowed connection to the internet. The issue is now resolved.

**8. NEW BUSINESS**

**a. Reschedule October 25 Board Meeting:**

**On a motion made by Khuntia, seconded by Sladek, it was resolved to move the October 25 Board Meeting to October 18. Motion carried.**

**b. Feedback on Statistical Reports:**

Over the summer, the Board was provided with several examples of different library board packets which included graphs and charts. Trustees gave feedback and the overall consensus was that they wanted graphs to be clear, simple, easy to read, and represent trends over time. Trustees agreed that the infographic style is clear and conducive to keeping the public fully informed. They would like to have year-to-year comparison data included as well as financial data. Jen Ryjewski will bring this consensus back to the director and library staff to investigate.

**9. UNFINISHED BUSINESS**

**None**

**10. NEXT MEETING**

The next Board of Library Trustees meeting is scheduled for October 18, 2023.

**11. ADJOURNMENT**

**President Gigani adjourned the meeting at 9:02 p.m.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

**EXPENDITURE BY OBJECT REPORT**  
**9/1/2023 THROUGH 9/30/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	SEPTEMBER 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	141,452.29	1,296,717.26	545,319.48	70.40
511100	SALARIES, NON-EXEMPT	596,716.40	37,011.82	362,244.03	234,472.37	60.70
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	86,423.13	866,344.28	196,065.10	81.50
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	12,967.82	121,019.42	47,175.01	72.00
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,781.38	36,042.00	14,966.81	70.70
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	15,996.89	153,938.56	64,168.14	70.60
519000	LIFE INSURANCE	1,695.33	125.30	1,142.02	553.31	67.40
519100	HEALTH INSURANCE	576,679.45	35,662.04	326,472.52	250,206.93	56.60
519500	OPTICAL INSURANCE	2,342.46	145.38	1,337.26	1,005.20	57.10
519700	DENTAL INSURANCE	40,115.65	2,411.24	22,186.58	17,929.07	55.30
521000	SUPPLIES	94,860.00	10,385.03	71,556.05	23,303.95	75.40
525100	MAINTENANCE SUPPLIES	22,400.00	949.01	11,236.24	11,163.76	50.20
528000	SMALL TOOLS & EQUIPMENT	31,615.00	3,542.94	21,958.31	9,656.69	69.50
530200	DUES AND MEMBERSHIPS	9,000.00	1,322.00	6,892.90	2,107.10	76.60
530300	SEMINARS, CONFERENCES, & MEETINGS	31,500.00	3,086.29	20,151.57	11,348.43	64.00
530800	RECOGNITION PROGRAM-STAFF	5,250.00	174.93	1,797.50	3,452.50	34.20
531500	PROFESSIONAL SERVICES	101,000.00	4,545.60	78,941.79	22,058.21	78.20
532200	PERSONNEL RECRUITMENT	1,500.00	0.00	518.00	982.00	34.50
532300	SPECIAL LEGAL	4,000.00	315.00	20,318.30	-16,318.30	508.00
534600	DATA PROCESSING SERVICES	119,500.00	0.00	86,803.91	32,696.09	72.60
538000	PRINTING SERVICES	51,850.00	7,078.43	26,583.75	25,266.25	51.30
539100	TELEPHONE	17,500.00	1,186.56	12,950.13	4,549.87	74.00
539200	POSTAGE	30,500.00	3,111.00	13,333.00	17,167.00	43.70
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	1,231.51	12,725.77	7,774.23	62.10
542000	INSURANCE - OTHER POLICIES	74,235.00	0.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	9,883.75	39,533.21	55,466.79	41.60
545000	CLEANING SERVICES	84,000.00	12,202.60	75,206.07	8,793.93	89.50
546100	UTILITIES	25,500.00	2,046.64	20,206.95	5,293.05	79.20
547000	OTHER EQUIPMENT R & M	14,720.00	272.50	25,032.20	-10,312.20	170.10

**EXPENDITURE BY OBJECT REPORT**  
**9/1/2023 THROUGH 9/30/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	SEPTEMBER 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
548100	RENTALS	18,025.00	844.11	11,289.47	6,735.53	62.60
562000	RECOVERABLES	4,200.00	0.00	1,129.69	3,070.31	26.90
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	511.24	1,988.76	20.40
577000	CAPITAL EQUIPMENT	58,000.00	22,860.84	45,061.81	12,938.19	77.70
585100	ELECTRONIC RESOURCES	273,300.00	18,515.67	190,954.82	82,345.18	69.90
585200	PRINT MATERIALS	376,350.00	33,494.59	244,073.11	132,276.89	64.90
585300	AUDIOVISUAL MATERIALS	137,050.00	9,324.13	72,074.83	64,975.17	52.60
587000	CAPITAL EQUIPMENT	65,000.00	3,337.00	8,317.00	56,683.00	12.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	3,496.68	44,029.66	18,620.34	70.30
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	367,500.00	0.00	100.00
	<b>805 LIBRARY FUND</b>	<b>6,758,310.35</b>	<b>489,184.10</b>	<b>4,777,927.14</b>	<b>1,980,383.21</b>	<b>70.70</b>



**EXPENDITURE BY OBJECT REPORT  
9/1/2023 THROUGH 9/30/2023  
CAPITAL REPLACEMENT FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>SEPTEMBER 2023 EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
587000	CAPITAL EQUIPMENT	611,900.00	16,900.00	578,254.44	33,645.56	94.50

**DOWNERS GROVE PUBLIC LIBRARY**  
**STATEMENT OF REVENUE AND EXPENSE REPORT FY2023**  
**THROUGH SEPTEMBER 30, 2023**

	2023 Annual Budget	FY2023 Month of September	FY2023 Current YTD	% YTD	FY2022 September YTD	FY2022 Yearly Totals
<b>EXPENDITURES</b>						
Total Salaries	3,501,162.52	264,887.24	2,525,305.57	72.13%	2,369,713.14	3,273,490.53
Total Benefits	1,058,142.83	71,090.05	662,138.36	62.58%	683,908.40	935,905.37
<b>Total Salaries &amp; Benefits</b>	<b>4,559,305.35</b>	<b>335,977.29</b>	<b>3,187,443.93</b>	<b>69.91%</b>	<b>3,053,621.54</b>	<b>4,209,395.90</b>
<b>Compensation as a Percent of Total</b>	<b>67.5%</b>	<b>68.7%</b>	<b>66.7%</b>		<b>62.5%</b>	<b>64.8%</b>
Building & Office Supplies	148,875.00	14,876.98	104,750.60	70.36%	107,894.68	141,899.74
Professional Development/Travel	31,500.00	3,086.29	20,151.57	63.97%	15,261.94	23,570.49
Dues & Memberships	9,000.00	1,322.00	6,892.90	76.59%	6,274.00	8,771.00
Recruitment & Retention	6,750.00	174.93	2,315.50	34.30%	6,259.87	7,717.09
Professional Services	105,200.00	4,545.60	80,071.48	76.11%	60,156.15	73,156.20
Legal Services	4,000.00	315.00	20,318.30	507.96%	1,567.50	17,227.50
Data Processing Services	119,500.00	0.00	86,803.91	72.64%	88,556.81	105,264.06
Telephone	17,500.00	1,186.56	12,950.13	74.00%	14,764.18	20,205.07
Postage	30,500.00	3,111.00	13,333.00	43.71%	19,838.97	22,949.97
Advertising & Public Relations	72,350.00	8,309.94	39,309.52	54.33%	31,302.19	44,196.10
Insurance Premiums	74,235.00	0.00	59,795.93	80.55%	61,940.00	61,940.00
Building & Equipment Maintenance	211,745.00	23,202.96	151,060.95	71.34%	155,388.18	222,927.98
Utilities	25,500.00	2,046.64	20,206.95	79.24%	28,205.50	45,947.17
Unemployment Compensation	2,500.00	0.00	511.24	20.45%	10,388.00	18,990.00
Capital Equipment	123,000.00	26,197.84	53,378.81	43.40%	165,327.75	170,934.64
Library Materials	786,700.00	61,334.39	507,102.76	64.46%	498,859.91	708,861.22
Software	62,650.00	3,496.68	44,029.66	70.28%	61,418.13	91,496.40
Transfer to LCRF	367,500.00	0.00	367,500.00	100.00%	500,000.00	500,000.00
<b>Materials as a Percent of Total</b>	<b>11.6%</b>	<b>12.5%</b>	<b>10.6%</b>		<b>10.2%</b>	<b>10.9%</b>
<b>Total Expenditures</b>	<b>6,758,310.35</b>	<b>489,184.10</b>	<b>4,777,927.14</b>	<b>70.70%</b>	<b>4,887,025.30</b>	<b>6,495,450.53</b>

**INVOICE LISTING - OCTOBER 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
18213	AMAZON CAPITAL SERVICES, INC.	12	1,422.20
200200	ANCEL GLINK PC	1	2,193.75
403	AT&T	1	267.43
672	BAKER & TAYLOR BOOKS	9	960.59
829	BLACKSTONE AUDIOBOOKS	13	1,183.27
7517	BOOKFLIX, SCHOLASTIC, INC.	1	18.85
1223	CASE LOTS, INC.	2	807.85
1264	CDW GOVERNMENT LLC	2	2,052.59
8323	CENGAGE LEARNING	7	1,508.25
1277	CENTER POINT PUBLISHING	2	189.36
1377	CHICAGO TRIBUNE	1	276.99
1459	CINTAS CORPORATION #344	1	80.05
200212	COMPLETE CLEANING COMPANY, INC	2	16,280.00
16094	DE LAGE LANDEN FINANCIAL SVC INC	1	754.06
18349	DEBRA MARGUERITE DUDEK	1	125.00
2056	DEMCO, INC.	3	615.56
2356	DOWNERS GROVE ROTARY CLUB	1	300.00
2359	DOWNERS GROVE SANITARY DIST.	2	253.82
200207	ELITE TECHNOLOGY SYSTEMS LLC	2	19,265.00
15812	ERIN LINSENMEYER	1	52.98
5572	FIA CARD SERVICES, N.A.	16	11,006.96
17510	FIRST COMMUNICATIONS, LLC	1	271.38
16977	GARVEY'S OFFICE PRODUCTS, INC.	3	136.63
18411	HAYES MECHANICAL, LLC	1	2,442.00
3688	INGRAM LIBRARY SERVICES, LLC	34	18,755.50
4070	JANWAY COMPANY USA, INC.	1	600.22
18694	JOHNSON CONTROLS FIRE PROTECTION LP	1	557.00
200285	LEARNING ADVENTURES, INC.	1	495.00
5866	MIDWEST TAPE	8	4,092.24
6161	NICOR GAS	1	2,463.07
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	4	11,704.61
200192	PLAYAWAY PRODUCTS LLC	3	2,589.34
14549	REACHING ACROSS ILLINOIS	2	11,477.00
200156	RETHINKING LIBRARIES, LLC	1	216.85
13422	RUNCO OFFICE SUPPLY & EQUIP CO	2	2,257.49
18271	SOUNDS GOOD, INC.	1	100.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
10020	THE DAVEY TREE EXPERT CO.	1	1,485.00
8252	THE WEST TOWNS CHORUS	1	500.00
18280	THOMAS KENS	1	245.00
6859	THRYV	1	16.22
11517	UNIQUE MANAGEMENT SERVICES, INC.	1	175.10
18458	URBAN ELEVATOR SERVICE, LLC	1	236.25

<b>GRAND TOTALS:</b>	<b>152</b>	<b>120,691.46</b>
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# INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on October 18, 2023

018213	Amazon Capital Services, Inc. (Small Tools, WIFI Adapter, Graphics Cards)	\$1,422.20
200200	Ancel Glink PC (Special Counsel Legal Services)	\$2,193.75
829	Blackstone Audiobooks (Audiovisual Materials Purchases)	\$1,183.27
1264	CDW Government LLC (Dell PC and Laser Printer)	\$2,052.59
8323	Cengage Learning (Print Materials)	\$1,508.25
200212	Complete Cleaning Company, Inc (Building Cleaning Service)	\$16,280.00
2539	EBSCO Subscription Services (Digital Subscription Renewals, Print Materials)	\$2,617.19
200207	Elite Technology Systems LLC (New Cameras and Installation)	\$19,265.00
18411	Hayes Mechanical, LLC (HVAC Preventive Maintenance)	\$2,442.00
3688	Ingram Library Services, LLC (Print Material Purchases)	\$18,755.50
5866	Midwest Tape (Audiovisual Material Purchases)	\$4,092.24
6161	Nicor Gas (Utility Payment)	\$2,463.07
12499	Overdrive, Inc. (eBook and eAudiobook Purchases)	\$11,704.61
200192	Playaway Products LLC (Audiovisual Materials)	\$2,589.34
14549	Reaching Across Illinois (Communico Renewal and Brainfuse Renewal)	\$11,477.00
13422	Runco Office Supply & Equip Co (Paper Purchase)	\$2,257.49
10020	The Davey Tree Expert Co. (Tree Pruning)	\$1,485.00

**CREDIT MEMO LISTING - OPERATING FUND  
OCTOBER 2023**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
18213	AMAZON CAPITAL SERVICES, INC.	1	21.89
3688	INGRAM LIBRARY SERVICES, LLC	1	13.98

<b>GRAND TOTALS:</b>	<b>2</b>	<b>35.87</b>
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## Library Credit Card Details for the October 18, 2023 Board Meeting

Julie Milavec				
978	5391 Telephone	Comcast Monthly Payment	\$	506.51
			<b>Total</b>	<b>\$ 506.51</b>
Katelyn Vabalaitis				
971	5303 Seminars, Mtgs, & Conferences	Workplace Mental Health Ally Certificate	\$	74.25
971	5308 Recognition Program-Staff	HR Materials	\$	172.75
971	5880 Intangible Assets	HelloSign Subscription	\$	600.00
			<b>Total</b>	<b>\$ 847.00</b>
Ian Knorr				
978	5251 Maintenance Supplies	Paint, Aunt Flow Hygeine Products, Maintenance Supplies	\$	523.14
978	5430 Building Maintenance	Junk Removal, Electrical Supplies	\$	583.29
			<b>Total</b>	<b>\$ 1,106.43</b>
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	18.98
			<b>Total</b>	<b>\$ 18.98</b>
Cynthia Khatri				
976	5407 Advertising & Public Relations	Window Privacy Covering	\$	43.69
977	5303 Seminars, Mtgs, & Conferences	Library Marketing and Communications Conference Registrations	\$	950.00
			<b>Total</b>	<b>\$ 993.69</b>
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	62.92
973	5303 Seminars, Mtgs, & Conferences	Middle Managers Moving Up Seminar	\$	23.18
973	5852 Print Materials	Children's Books	\$	162.74
973	5853 Audiovisual Materials	Video Games	\$	415.98
			<b>Total</b>	<b>\$ 664.82</b>
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	28.70
973	5853 AV Materials	Anything Emporium Items	\$	451.27
			<b>Total</b>	<b>\$ 479.97</b>
Allyson Renell				
973	5210 Supplies	Children's Program Supplies	\$	17.98
973	5280 Small Tools & Equipment	Trash Cans for Office	\$	142.46
973	5852 Printed Materials	Print Materials	\$	74.00
			<b>Total</b>	<b>\$ 234.44</b>
Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	42.70
974	5210 Supplies	Office Supplies	\$	277.27
974	5303 Seminars, Mtgs, & Conferences	SLUI Conference Fee	\$	20.00
			<b>Total</b>	<b>\$ 339.97</b>
Paul Regis				
975	5880 Intangible Assets	Zoom, Google, Wasabi, Sonic Wall, LibSyn	\$	2,235.93
			<b>Total</b>	<b>\$ 2,235.93</b>

Grace Goodwyn				
976	5210 Supplies	Supplies	\$	10.81
977	5303 Seminars, Mtgs, & Conferences	Library Marketing and Communications Conference Registration	\$	475.00
			<b>Total</b>	<b>\$ 485.81</b>
Jen Ryjewski				
971	5210 Supplies	Office Supplies	\$	116.28
971	5308 Staff Recognition	Staff Recognition	\$	25.00
			<b>Total</b>	<b>\$ 141.28</b>
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	247.73
972	5280 Small Tools & Equipment	Desk Supplies	\$	48.79
972	5303 Seminars, Mtgs, & Conferences	Middle Managers Moving Up Seminar	\$	23.18
972	5315 Professional Services	Teen Program Supplies	\$	52.67
972	5852 Print Materials	Print Materials	\$	268.07
972	5853 AV Materials	AV Materials	\$	308.01
			<b>Total</b>	<b>\$ 948.45</b>
Van McGary				
972	5210 Supplies	Program Supplies, Office Supplies	\$	493.16
972	5280 Small Tools & Equipment	Anything Emporium Supplies	\$	30.97
972	5852 Print Materials	Print Materials	\$	54.63
972	5853 AV Materials	Streaming Services, Video Games, Anything Emporium Items	\$	507.50
973	5852 Print Materials	Print Materials	\$	15.36
976	5315 Professional Services	Items for the Cupboard	\$	69.46
			<b>Total</b>	<b>\$ 1,171.08</b>
Lucas McKeever				
977	5210 Supplies	Office Supplies	\$	348.02
			<b>Total</b>	<b>\$ 348.02</b>
Amanda Blau				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	260.00
973	5210 Supplies	Program Supplies, Office Supplies	\$	33.12
973	5315 Professional Services	Program Supplies	\$	191.46
			<b>Total</b>	<b>\$ 484.58</b>
			<b>Library Credit Card October 2023 Totals</b>	<b>\$ 11,006.96</b>

PAYROLLS FOR SEPTEMBER 2023

SEPTEMBER 8	\$133,563.02
SEPTEMBER 22	\$131,324.22
<b>TOTAL SEPTEMBER 2023 PAYROLLS</b>	<b>\$264,887.24</b>



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023**

**Agenda Item 8**

**Library Director's Report**

Land Acknowledgement

The library's Land Acknowledgment was originally passed during the [August 2021 meeting of the Board of Library Trustees](#). Dr. John Low, a citizen of the Pokagon Band of Potawatomi Indians and a scholar of American Indian studies, and Joseph Standing Bear Schranz, an Ojibwe Elder and founder and president of the Midwest SOARRING Foundation, worked with library staff to draft the Land Acknowledgment. An extensive discussion, including that on the use of the word genocide, may be viewed in that meeting's recording. The statement regarding the Catholic Church was in the extended version approved at that time. At the [August 2023](#) meeting, the statement regarding the Catholic Church in the extended version was updated to include other Christian churches. No notations were added. Citations and supporting documentation were updated.

Native American Programming

Both Dr. John Low, a citizen of the Pokagon Band of Potawatomi Indians and a scholar of American Indian studies, and Joseph Standing Bear Schranz, an Ojibwe Elder and founder and president of the Midwest SOARRING Foundation, who began partnering with the library through their work on the Land Acknowledgment, continue to work with us on Native American programming and remain our active partners. A full report on our Native American programming is included in this packet.

Window Painting

Prior to February 2023, the only window painting at the library was done as a participant in two annual Downtown Business Management Corporation events, Window Art with EQDG and Halloween Window Painting, following the frameworks set by our partner entity for their events. When the first-ever individual request to paint the windows for Memorial Day was received, it was approved with the understanding that this was a "beta test" and no policy or procedure was in place. The amount of staff time used in administering this request showed a need for a policy on window painting if it is to be allowed outside of participation in partner entities' events. The individual's request to paint windows for July 2024 was deferred until a policy can be considered.

American Library Association

As was stated by a Trustee during the [June 28, 2023 Board meeting](#), the Board of Library Trustees' Bylaws have included abiding by the American Library Association's Library Bill of Rights and Freedom to Read Statement for decades. This national

professional organization provides continuing education and support for libraries and library staff.

### Minutes Service

Downers Grove Public Library does not use verbatim transcripts for minutes of its meetings. Minutes Solutions provides professional meeting minutes summarized from a meeting recording. They are not a transcription service.

### Consistency in Library Department Work Rules

The Downers Grove Public Library has 8 departments that vary wildly in size and responsibility. A department of 3 people that does not staff a public service desk has a different set of procedures than a department that has dozens of people and a busy public service desk that must be staffed every hour the library is open. The library is consistent in its overall work rules and procedures, which are detailed in an Employee Handbook, while allowing individual departments to set up their own procedures within those parameters. For example, the Employee Handbook requires a doctor's note for an employee to return to work after an absence of more than 3 consecutive shifts. When, how, and to whom an individual employee calls in sick is determined by the department manager and detailed in their departmental procedures and also follows the doctor's note rule.

### Illinois Public Library Annual Report (IPLAR)

The statistics used in the budget planning process are from the Illinois Public Library Annual Report (IPLAR). Every public library in Illinois is required by law to submit the IPLAR to the Illinois State Library, which then reports it to the Institute of Museum and Library Services (IMLS), the federal agency that administers funding to museums and libraries.

### Budget Process

The library's budget process includes a [preliminary budget and levy presented in June](#), [a draft budget and levy presented in July](#), and [a final draft budget and levy for approval in August](#). The Village of Downers Grove requires the library to submit its levy by August 31 each year. All Trustees were able to review and comment on the budget in [June](#), [July](#), and [August](#). Trustees unable to attend meetings in person may attend electronically (under the exceptions allowed in the Open Meetings Act) or submit their comments in writing. Summaries of the expenses associated with each expenditure line are included in each Board packet during the budget process.

### 2024 Budget Expenditure Increase

99% of the budget expenditure increase (\$300,235) for 2024 are personnel expenses (\$215,683), cleaning services (\$33,924), and electronic resources (\$48,000), all of which were discussed in detail during the budget process. 70% of the library's total budget is personnel expenses. In [May 2023](#), the Board of Library Trustees approved the

2024 Salary Schedule, developed by consultants from HR Source, benchmarking pay rates to include the minimum wage increase, inflation, and the current job market. The 2024 budget implements this Salary Schedule. At the [June 28, 2023 Board meeting](#), Adult & Teen Services Manager Van McGary presented the need for a significant increase in electronic materials expenditures to meet demand. Details regarding the cleaning services expenses are also in the June budget discussion. The Professional Services budget line includes consultants and program presenters for many different departments, such as strategic planning consultants, IT network consultants, [Illinois Libraries Present](#) presenters, and other programs like the Windy City Ghost Busters.

#### Library Tax Rate

As a public library formed under the commission form of government, the library's tax levy is separate from the Village's tax levy and a pass-through at the Village level. The tax levies are completely separate lines on your tax bill. The library's tax rate has *decreased* every year since 2016. Homeowners pay less per \$100,000 in home value this year than they have since 2012 and that is not adjusted for inflation. The last 5 years' tax rate, levy, EAV, and taxpayer cost per \$100,000 of home value are included in the budget information provided in the [June](#), [July](#), and [August](#) Board packets.

#### Property Tax Collections and Library Revenues

The Downers Grove Public Library receives 95% of its revenue from property taxes, a typical percentage for Illinois public libraries. Property taxes are due in June and September and dispersed by the county to the taxing bodies thereafter. When the Village of Downers Grove changed its fiscal year from a May 1 to a January 1 start, the library's revenue was then back-loaded in the fiscal year. Because the Village receives only about one-third of its revenue from property taxes, the change impacted the library more than the Village. The Village of Downers Grove and the library entered into an intergovernmental agreement in 2017 to cover any short-term cash flow needs caused by the property tax collection cycle. The library has collected more than its budgeted revenues in each of the last 7 years.

#### Capital Needs Assessment Report and Interior Renovations

When the Capital Needs Assessment Report was done in 2017, it detailed 10 years of projects needed to keep the building, which had not had more than surface renovations since 1999, functioning for 20+ more years. This included HVAC system, boilers, roof, masonry, windows, lighting, carpet, doors, etc. It did not include any updates to the use of interior space to meet changing needs. Projects such as the HVAC replacement and lighting updates received substantial grants and rebates to help offset the cost.

#### RGW Consulting

Over \$80,000 was paid to RGW Consulting over the course of three budget years. The scope of their work included a Discovery Report based on interviews and focus group sessions in 2020, multiple all-staff and trustee trainings in 2021, the development of the

Equity Strategic Plan approved in April 2022, and the creation and support of staff affinity groups and teams 2021-early 2023. There are no current contracts with RWG Consulting. Details of RGW's Scope of work and payments can be found in the [September 8, 2022](#) and [June 20, 2023](#) FOIA responses.

#### Third-Party Investigation of Personnel Matter

At the [November 16, 2022 Board meeting](#), a former employee made allegations of wrongdoing by library administration. The Board of Library Trustees hired a third-party law firm, Ancel Glink, to perform a comprehensive investigation of the allegations. They concluded that no laws, policies, or procedures were violated. All Trustees received the report. Its findings were communicated to the former employee.

#### Strategic Planning

The strategic planning process undertaken by the library included the incorporation of the [Equity Strategic Plan](#) from the very beginning. It is specifically called out in the Request for Proposals and was included in [interview questions for finalist consulting firms](#). All Trustees participated in the process, from a Trustee focus group to full Board participation in the Strategic Retreat. ReThinking Libraries consultants reiterated in August that the process of refining and editing the Strategic Retreat results into a high-level plan is their typical process. All of the results of the Strategic Retreat and the Equity Strategic Plan are found in the [High-Level Strategic Plan](#) and [Addendum - Strategic Plan Suggested Initiatives and Metrics](#).

#### Coffee with the Trustees October 21

On Saturday, October 21, 9:30 - 10:30 a.m. in Lobby Café, community members are invited to meet the members of the Board of Library Trustees, ask questions, and chat about the library and community at their first coffee event. Beverages and breakfast pastries will be served.

#### Youth Outlook Business Partner of the Year Award

The Downers Grove Public Library will be honored at the 2023 Dare to Dream Youth Outlook Dare to Dream Gala as Business Partner of the Year Award winner. The gala will be held on October 21, 2023. Formed in 1998, Youth Outlook's mission is "Youth Outlook celebrates, empowers, advocates for, and provides services to meet the ever-evolving needs of LGBTQ+ youth and their families, friends, and communities."

#### Illinois Library Association Annual Conference

The Illinois Library Association Annual Conference will be held from October 24 to October 26 in Springfield IL, with Trustee Day on October 26. Three Trustees and numerous staff are scheduled to attend. Thank you to Children's Services Manager Allyson Renell, who served on the Conference Planning Committee!

#### September PITS Incident Reports and Incident Tracker Implementation

There were 15 incidents in September. Six incidents involved teen/tween behavior. One incident tracked a non-library 911 for something outside the library. One tracked a wellness check by staff on a patron. Three resulted in suspension beyond the remainder of the day. Incident Tracker, the new tracking software, is now live. The library's subscription to PITS expires on October 31.

#### Freedom of Information Act (FOIA) Requests

Two FOIA requests were received and responded to in September. Three FOIA requests have been received to date in October. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.

## **Native American/Indigenous Peoples Programming October 18, 2023**

### **Summary:**

The Downers Grove Public Library (DGPL) is committed to creating an inclusive and welcoming environment, where everyone is valued, represented, and included. This commitment reflects a cornerstone of all public libraries; the role and responsibility to be both a mirror, representing all identities within their services, and a window, to share, introduce, and educate patrons to identities other than their own. DGPL demonstrates this in a variety of ways, including its dedication to amplifying Native voices and experiences. In 2021, DGPL adopted a Land Acknowledgment after requests from patrons and staff members. As part of this process, the library made a commitment to continually provide educational opportunities for patrons to learn more about Native experiences through library services. Although programming featuring Native experiences has increased since 2021, DGPL would like to note that programming on this topic was not new, and patrons were able to enjoy events around Native history as early as 2019.

Since 2019, the library has hosted 18 programs featuring Native voices and experiences. Two additional programs scheduled for this November will bring the program total to 20 programs at the completion of 2023. Additionally, nine book lists and book bundle giveaways have been completed as of the October 2023 Board of Trustees meeting, with three additional scheduled for November 2023 in celebration of Native American Heritage Month. Since the library's Land Acknowledgment (and not including the Land Acknowledgment announcement events themselves) the library has hosted 14 events featuring Native experiences. These events include three that were funded by the American Indian Library Association's Talk Story Grant, which was awarded for the specific purpose of highlighting Native stories through programs, services, and collection materials. In addition to the library's programming, the library has been purposeful in choosing Native vendors (when purchasing Native collection and program materials) and Native voices (when featuring materials to check out).

The library looks forward to its continued efforts of welcoming everyone to discover, grow, play, and learn through programming featuring Native experiences.

### **Programming Featuring Native Experiences, 2019 - Present:**

*Sacagawea: Adventures with Lewis and Clark - with partner Lewis & Clark Trail Heritage Foundation*

Wednesday, November 20, 2019

Martina Mathisen's portrayal of Sacagawea will immerse you in her life, her experiences, and her incredible journey into the Louisiana Purchase.

*A Peek into the American Indian Way of Life - through Their History and Oral Traditions*

Sunday, November 15, 2020

Internationally-published, award-winning Ojibwa author and speaker, Kim Sigafus McIver presents on the Native people who once called Illinois their home. Her presentation will include oral traditions, daily life, and the planting of the Three Sisters: corn, beans, and squash. Discussing the importance of music in the culture, she will drum and sing, as she shares a traditional lullaby with participants.

*Land Acknowledgment Announcement*

Sunday, October 2, 2021

The announcement of our Land Acknowledgment with Joseph Standing Bear Schranz, Midwest SOARRING Foundation; native performances & crafts. Rain location: Meeting Room. Learn more at [dglibrary.org/land](http://dglibrary.org/land).

*Kids Crafts and Artifact Table by the Midwest SOARRING Foundation*

Sunday, October 2, 2021

Join us after the Land Acknowledgment event at Fishel Park back at the library for kids to work on two crafts that SOARRING will be providing, a beaded tooth necklace and crayon artifact rubbings! Also in the Meeting Room, the Midwest SOARRING Foundation will share authentic Native artifacts.

*Art Exhibit: Artists featured by the Midwest SOARRING Foundation*

October 2021

Photographs by Native photographers of Native cultural activities from the Midwest SOARRING Foundation will be exhibited in the North Gallery.

*Potawatomi Traditions Presented by Skip Twardosz - with Partner Lewis and Clark Trail Heritage Foundation*

Sunday, November 7, 2021

Learn how Native people treat the natural world, their traditions, and ways of paying respect to plants, animals and Mother Earth, as taught by elders.

*Organization of the Month: Midwest SOARRING Foundation*

January 1-31, 2022

Learn more about the Midwest SOARRING Foundation and how to support local Native communities.

*Book Discussion: Braiding Sweetgrass*

Thursday, March 10, 2022

We'll discuss *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants* by Robin Wall Kimmerer. Books are available at the Ask Us Desk one month before each discussion. Joseph Standing Bear, of the Midwest SOARRING Foundation, will join our discussion to answer questions and provide additional insight on indigenous plants, as well as a possible demonstration of a Native American smudging ceremony.

*Sources and Methods: Researching Native American Ancestors*

November 9, 2022

Learn the basics of ancestral research, understanding traditions, and the importance of heritage for those with Native American ancestry.

*Storytelling with the Midwest SOARRING Foundation (Ages 6-13)*

Sunday, November 6, 2022

Listen to Native stories and folk tales shared by a member of the Midwest SOARRING Foundation. Create a beaded necklace to take home. This program was funded by the 2022 AILA Talk Story Grant.

*Real Reads Book Discussion: Killers of the Flower Moon: The Osage Murders and the Birth of the FBI by David Gran*

Tuesday, March 21, 2023

Grann presents a true account of the early 20th-century murders of dozens of wealthy Osage and law-enforcement officials, citing the contributions and missteps of a fledgling FBI that eventually uncovered one of the most chilling conspiracies in American history.

*Issues of Power and Representation in American Indian Sports Mascots*

Tuesday, March 21, 2023

Dr. John N. Low (Pokagon Band Potawatomi Indians) examines the issue of race-based sports mascots and explores why many American Indians have an issue with stereotypes being used as mascots. This program was funded by the 2022 AILA Talk Story Grant.

*Conversation with Midwest SOARRING Foundation*

Sunday, April 16, 2023

President and Founder of the Midwest SOARRING Foundation, Joseph Standing Bear Schranz, will discuss contemporary life for Native communities, including current issues they face. This program was funded by the 2022 AILA Talk Story Grant.

*Illinois Libraries Present: In Conversation with Robin Wall Kimmerer*

Wednesday, June 21, 2023

In this insightful and inspiring talk, Robin will share her unique perspective on the interconnectedness of humans and nature and the importance of recognizing and respecting the gifts of the earth.

*Art Exhibit: Heather Hathaway Miranda*

October 2023

Photographs feature a Native Pow Wow at the Pine Ridge Indian Reservation, located in South Dakota, in addition to images of other communities in South and Latin America.



*Illinois Libraries Present: Chills and Thrills with Stephen Graham Jones*

October 4, 2023

National Endowment for the Arts Fellow Stephen Graham Jones joins us to talk scary stories, horror, and more with librarian horror expert Becky Spratford.

*Indigenous People's Day: Art and Trivia in Teen Central*

October 5 - 9, 2023

We'll feature art and trivia from and about famous Indigenous artists in Teen Central.

*Community Celebrates - Indigenous Peoples' Day*

Sunday, October 15, 2023

A family program celebrating all the wonderful things that make the Downers Grove community great. Each program will feature a different holiday, celebration, cultural group, or identity. The program will have stories, informational books, crafts or activities, and community members who will share what the celebrations mean to them. This program welcomes all children and their families to learn, share, and celebrate together.

*Cahokia Mounds: The City of the Sun*

November 15, 2023

Learn about the largest prehistoric archeological site north of Mexico and discover its unique cultural features in a presentation by Cahokia Mounds State Historic Site.

*A Taste Of...Juniper Berries*

Tuesday, November 21, 2023

Your spice kit will include recipes, cookbook recommendations, as well as some history and cultural context.

**Additional Services Supporting Native Experiences:**

Book Lists, Displays, and Raffle Giveaways:

Teen Reads - Native American Heritage Month Booklist

(2023 forthcoming, 2022)

Aspen Browse Categories: Native American Heritage Month (Adult & Teen lists)

(2022, 2021)

Native American Heritage Month Display

Small Stand, November 2023

Native American Heritage Month Display

Main Table, November 2022

Indigenous Peoples History Month Display  
Nonfiction Slatwall, June 2021

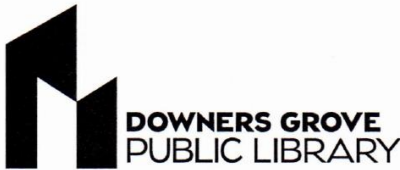
Native American Heritage Month Display  
Nonfiction Slatwall, November 2020

Native American Heritage Month Display  
Kids Room Round Table, 2020, 2021, 2022

Native American Heritage Month Book Bundles  
Children, Teen, Adult; November 2023

Additional AILA Talk Story Grant Purchases:

The AILA Talk Story Grant funded the purchase of collection materials. Six titles were purchased from Tribal Nations Maps, a Native American-owned business. All selected titles centered Native American culture and/or characters and the majority were by Native American authors. The grant also funded the purchase of Native tea for the *Conversations with the Midwest SOARRING Foundation* program. The library purchased the tea from a Native vendor, Sweetgrass Trading Co., who supports Native scholarship programs and the economic development of the Winnebago Tribe of Nebraska.



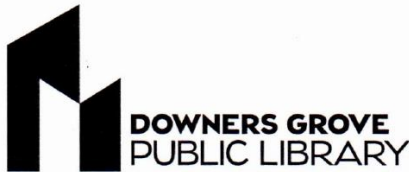
## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 9/13/23

My comment relates to: ☐ building/grounds ☒ customer service ☐ materials ☐ policy ☐ programming ☐ other

The monitors are the reason  
I come here. So nice AM



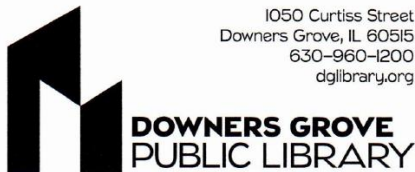
## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 9/8/23

My comment relates to: ☐ building/grounds ☒ customer service ☐ materials ☐ policy ☐ programming ☐ other

Great customer service at all times! Everyone  
is so nice and helpful. I love all of  
the staff!  
Also great selection of books for all  
interests.



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

## How Did We Do? Tell Us.

Use this form or tell us online at [dglibrary.org/feedback](https://dglibrary.org/feedback).

Date: 9/14/2023

first time hearing Phil and I truly enjoyed  
the presentation. Thank you D.G. Library a  
wonder to hear and see speakers for free.  
Thank you.



**DOWNERS GROVE  
PUBLIC LIBRARY**

## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 9/26/2023

My comment relates to: ☒ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☐ other

PLEASE work with the village to create safe pedestrian and bicycle access to the library from the northeast (train station). Current conditions are unsafe and it is unrealistic to expect patrons to walk all the way around the parking lot.



**DOWNERS GROVE  
PUBLIC LIBRARY**

## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 09/17/2023

My comment relates to: ☐ building/grounds ☒ customer service ☒ materials ☐ policy ☐ programming ☐ other

The librarians are always so nice & helpful. They always take me to find a book I need and help me ensure it's the topic I need.

2 suggestions: Books for learning basic latin, because latin is root words for many medical terms and it helps to learn Spanish, French, Italian, ect easly & faster.  
#2: Portable DVD player

Dear DG public library,  
EQDG + Fume thank you for  
your engagement in the  
June 2023 Pride in the Park n' Lot  
event! Pride month was made  
more joyful because of  
your willingness to show your  
support for the LGBTQ+ community  
through participation in the  
downtown Pride window  
Painting. Please accept our  
genuine gratitude + thanks!



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023**

**Department Reports – September 2023**

**Administration – Jen Ryjewski**

- Continued to work on the migration from PITS to Incident Tracker. After the importation of all the attachments from PITS, there was a lot of clean up to do. Building Operations Monitors are currently transitioning to the new system and are entering incident reports into both databases until we go live at the end of October when all staff have been trained
- Finalized basic how-to instructions for all staff who have read-only access to Incident Tracker and continued to work on more detailed instructions for Building Operations Monitors and Managers on Duty who are responsible for submitting reports
- Met with the ILA Reaching Forward Committee. Divided the team into sub-committees to begin working on conference specifics for next spring. I will be working on the vendors and performers sub-committees
- Conducted our annual Reference Transaction Survey for the IPLAR; however, as a result of the extended internet outage, we decided to redo the survey in October
- Attended the Library Journal Public Safety Summit with several other colleagues. The summit discussed best practices on how to balance equitable and safe service (during a time when security threats have become one of the greatest challenges libraries have to face), and maintain a safe and secure environment for all while keeping spaces open, accessible and welcoming
- Continued to work on the Strategic Plan work plan for 2024 with the Management Team

**Business Office – Katelyn Vabalaitis**

- Attended a flurry of networking groups and training sessions, including HR Department of One Peer Hub, Library Journal's Online Library Safety Summit, IMRF Employer Access Training, Managing Difficult Conversations, and It's Not Us, It's Them (hosted by RAILS).
- Held three new hire orientations for library staff
- Navigated a multi-day Comcast outage while acting as Manager on Duty for a portion of that time
- Investigated ways to utilize current library software to simplify the hiring and onboarding process. My goal is to digitize many of the document that are currently distributed as paper and to streamline and automate part of the process

- Shifted some of my regular job duties over to the Business Office Assistant in a continuing effort to balance out our tasks and allow my position more time to work on larger projects

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

- In-person attendance was especially strong this month with a wide array of exciting adult and teen programs
- Adult programming highlights in September include: Let's Meet Jackie Kennedy – with partner DG Township Senior Center, The Power of Story with Colson Whitehead – in association with Illinois Libraries Present, Grab & Go Crafts for Adults: Guatemalan Worry Dolls, Using Maps in Genealogy, Solar Eclipses, Concert: Reginald Robinson: Chicago Ragtime Wizard – with Partner DG Music Club, Hispanic Heritage Month Book Bundles, Grab & Go for Adults: A Taste of Ancho Chile Powder, and Medicare 101
- Teen programming highlights in September include: Maker Kits: Washi Tape Bookmarks, Fall Keychains, and Mexican Tin Art, Pick up program: Felt Mushroom Garland, SAT Practice Test, TikTok Tips and Tricks, Self-Defense Workshop, Service Project: Meals on Wheels Oven Mitts, Make and Take: Cloud Slime, and College Application Workshop
- Our series programs continued to be popular: Staff Picks Monthly Raffle, D&D Adventurers League for Adults & Teens, Next Chapter Book Club, Real Reads Book Discussion, Stellar Reads Book Discussion, Great Decisions, and Drop-In Board Games. The library's Pages & Pints Book Discussion at Alter Brewing has grown so much in popularity that staff have been running two discussions with two separate facilitators
- Van worked on a proposal to the DGPL Foundation for a licensed clinical social worker (LCSW) to co-supervise our social work interns. Many thanks to DGPLF for providing this funding, which allows the social work interns to provide direct counseling services and case management, which they previously were not able to do
- ATS staff trained on the Computer Help Desk to help cover during department meetings and during times of staffing shortages
- ATS staff met with Marketing and Communications staff to improve workflow for our high demand booklists and bookmarks
- We received positive feedback for a new Satellite Stacks location, added in August, at the Adult Day Center in Downers Grove. This mini collection uses large type materials at the end of their cycle from other Satellite Stacks locations

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

- Department Manager Allyson Renell served as Interim Acting Director during the end of August and the beginning of September due to Julie's vacation and Jen's medical leave
- Programming and outreach kicked off its school year levels in September. We are hosting nine in house storytimes a week for babies, toddlers, and preschoolers. Storytime attendance has been very strong and morning in the

Kids Room are very busy. Toddler storytime alone has been averaging 65 attendees per session

- For Outreach, we are visiting 9 daycare/preschool locations monthly, and are about to begin with two more locations on a quarterly basis. Outreach Coordinator Erin Linsenmeyer has already worked with four District 58 schools, as well as St. Joseph's School and Avery Coonley School so far this school year
- Our first outside performer program also was very successful in September. Firefly Family Theater drew in 107 attendees, which is especially impressive since this was on September 16<sup>th</sup>, one of the days of Downtown Oktoberfest
- On September 30<sup>th</sup> and October 1<sup>st</sup>, the Kids Room hosted the Northern Illinois Lego Train Club to display their amazing exhibit of Lego sculptures and trains. Over the course of the weekend the show brought in 2,993 attendees of all ages. A huge kudos to Program Coordinator Amanda Blau who coordinated this event, working with club and the Village to ensure it was successful

### **Circulation Services - Christine Lees**

- The biggest news from September was the sorter and internet being down for 5+ days. This caused a huge backlog of materials to be checked in and the need for staff to check out materials in Workflows "offline" mode. Additionally, locker pickups were not available during this offline period so the totals for this month are a bit lower than normal
- 895 locker holders were filled in a month and 125 new library card registrations were completed
- National Library Card Sign-up Month was celebrated this month and our new, whimsical library card design was introduced. We received overwhelmingly positive feedback on our newest card design and want to shout out to our Graphic Designer, Grace Goodwyn, for her creative and appealing library card design!
- A group of us from DGPL met with representatives from Envisionware to see their material handling machine (sorter). The meeting was very informative and highlighted some new technology that we do not currently have with our older sorter. We also discussed maintenance contract pricing, repair response times, and overall layout of the machine. More information to come on this topic!
- Christine Lees and Tricia Thompson attended the SLUI (Sirsi Dynix User of IL) annual meeting at St. Charles Public Library. We received a tour of their new library and also went to visit Geneva PL and tour their new building. Geneva PL has the Envisionware sorting machine that was highlighted at the vendor presentation so it was cool to see it in action and receive real world feedback from Geneva staff. Overall they love the sorter and highly recommend the product
- Christine Lees presented at the Lunch & Learn for DG Seniors at Lincoln Center and had the opportunity to highlight the library and our services as well as to register two new cardholders



- A majority of the management team attended the Library Journal's Safety Summit online conference. It was a very informative session
- Karen Gustafson led a sorter tour for students from Transitions 99. They provided feedback that the tour was excellent and a favorite stop in the library

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

- Computer Help Desk Associate Jameson Ghalioungui accepted a full-time librarian position at another library and submitted his two-week notice in late September to begin his new position in early October. He will be missed but we wish him all the best with his new career!
- The library experienced a five-day network outage towards the end of the month that impact internet and access to library services (such as checking in materials). The cause of the outage was entirely on the internet provider's end, Comcast; they inadvertently configured another customer's equipment with network information specific to the library, which essentially blocked all traffic from reaching the outside world. IT Manager Paul Regis recognized the issue fairly early on but had to escalate the issue numerous times before reaching a rep that could make the necessary change – this configuration was on Comcast's device, so only they could make such changes. Staff and patrons were incredibly patient and understanding during this ordeal, which was extremely helpful with the mundane chaos of dealing with Comcast
- IT replaced three staff computers, misc. peripherals, two network switches, and purchased a replacement printer for ATS
- IT offered 6 classes reaching 25 students in September. PRC cancelled some classes in August and September, which is why stats have decreased.

### **Marketing & Communications – Cindy Khatri**

- The MC team hosted numerous cross-training sessions for new staff members in Adult & Teen Services and the new Social Work Interns
- A new calendar space was created at the entrance of the Kids Room. This area showcases upcoming children's programs to patrons as they enter. This is an improvement, as the old calendar placement was primarily visible to patrons as they exited the room and were less likely to stop to consider additional programming and activities
- Grace Goodwyn, Graphic Design and Gallery Coordinator, researched and proposed a new process to streamline the formatting and creation of booklists. This new workflow will allow MC to automate large portions of the creation process, shortening the amount of time it takes for MC to deliver finished assets to the librarians. Way to go, Grace!
- Cindy and Van McGary, Adult & Teen Services Manager, submitted an article for the *ILA Reporter*. The article was accepted and will appear in the December issue

- Cindy Khatri, MC Manager, co-presented with Julie Milavec for a *Library Journal* online course. The course was well attended with over 100 participants
- Cindy continued to watch media coverage. She was interviewed by CatholicVote.org. The interview did not result in any coverage or story about the library

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

- Beyond our regular workflow, Access Services staff provided one of our colleagues in ATS an opportunity to shadow in the department. This individual got to see a wide range of our regular activities and hands-on opportunities to perform these same tasks
- Kira performed a major cleanup of our on-order records in our catalog and with our vendor. This led to us receiving many items that were stuck in a limbo stage with our vendor and removing on-order records from the catalog for titles that were canceled by the publisher

	<b>Adult &amp; Teens</b>	<b>Kids</b>	<b>Both</b>
<b>Items Added</b>			
<b>Print</b>	1300	1038	
<b>AV</b>	170	50	
<b>Items Discarded</b>			
<b>Print</b>	1332	374	
<b>AV</b>	190	466	
<b>Items Repaired</b>			715
<b>Items Reclassified</b>			69
<b>Original Records</b>			15

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

- 6 new VAVs were received and the installation is scheduled for October 11
- Building Operations Monitors and I attended the Library Journal's Online Security and Safety Summit
- The Office of the State Fire Marshal performed our annual boiler inspection
- New outlets, patching, and painting were performed in the Kid's Room for the new tween area

- I met with City Wide Maintenance Services for quotes on custodial services and window cleaning services. Their pricing for custodial services was higher by \$700.00 monthly, but I did contract them for their window cleaning services as it will save the library \$200.00 per year

September						
Circulation	SEP 23	%	SEP 22	%	SEP 21	%
<b>Checkouts</b>						
Selfchecks	28,541	72%	29,134	71%	30,661	71%
Staff desk	10,373	26%	10,848	27%	12,344	29%
Lockers	895	2%	906	2%	83	0%
<b>Total checkouts</b>	<b>39,809</b>		<b>40,888</b>		<b>43,088</b>	
Auto Renewal	31,871		32,928		31,168	
Selfchecks	36		45		7	
Staff desk (incl. phone)	636		232		329	
Patron renewals on website	0		0		135	
Patron renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web Services (22 & 11)	808		671		460	
<b>Total renewals</b>	<b>33,351</b>		<b>33,876</b>		<b>32,099</b>	
<b>Total item checkout and renewals</b>	<b>73,160</b>		<b>74,764</b>		<b>75,187</b>	
<b>Digital Circulation</b>	<b>13,815</b>		<b>12,662</b>		<b>11,738</b>	
<b>Total Circulation</b>	<b>86,975</b>		<b>87,426</b>		<b>86,925</b>	
<b>Reserves Processed</b>						
Received from ILL	4,836		4,816		4,603	
ILL sent	4,298		4,057		4,193	
OCLC requests processed	194		171		188	
<b>Gate count</b>						
North	20,069		17,331		13,822	
South	12,756		11,210		9,524	
<b>Total</b>	<b>32,825</b>		<b>28,541</b>		<b>23,346</b>	
Lockers	895		906		83	
<b>Gate Count and Lockers Total</b>	<b>33,720</b>		<b>29,447</b>		<b>23,429</b>	
<b>Curbside count</b>	<b>0</b>		<b>0</b>		<b>0</b>	
<b>Registrations</b>						
New resident cards	125		198		183	
New fee cards	7		8		6	
Professional Development Hours	32		22		65	
Cost of Professional Development	\$0		\$0		\$0	

**Circulation**

	Sep 2022	Sep 2023	YTD Totals			
Adult	37,335	36,390	343,031	341,424		
Teen	1,666	1,737	18,205	17,006		
Children	35,763	35,033	336,882	333,385		
Download	12,662	13,769	113,143	126,368	YTD Difference	
<b>Total</b>	<b>87,426</b>	<b>86,929</b>	<b>811,261</b>	<b>818,183</b>	6,922	0.9%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	25,853	71.04%	2,421	6.65%	5,778	15.88%	2,338	6.42%	36,390
Teen	1,669	96.09%	27	1.55%	17	0.98%	24	1.38%	1,737
Children	30,169	86.12%	1,169	3.34%	2,456	7.01%	1,239	3.54%	35,033
<b>Total</b>	<b>57,691</b>	<b>78.86%</b>	<b>3,617</b>	<b>4.94%</b>	<b>8,251</b>	<b>11.28%</b>	<b>3,601</b>	<b>4.92%</b>	<b>73,160</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,260	75.37%	15,521	9.81%	16,710	10.56%	6,740	4.26%	158,231
Children	79,207	87.48%	2,943	3.25%	6,342	7.00%	2,050	2.26%	90,542
<b>Total</b>	<b>198,467</b>	<b>79.78%</b>	<b>18,464</b>	<b>7.42%</b>	<b>23,052</b>	<b>9.27%</b>	<b>8,790</b>	<b>3.53%</b>	<b>248,773</b>

**Book Collection**

	Sep 2022	Sep 2023	YTD Totals		YTD Difference	
Adult	117,696	119,260				
Children	80,259	79,207				
<b>Total</b>	<b>197,955</b>	<b>198,467</b>	<b>197,955</b>	<b>198,467</b>	512	0.3%

**Audio Collection**

	Sep 2022	Sep 2023	YTD Totals		YTD Difference	
Adult	15,605	15,521				
Children	2,970	2,943				
<b>Total</b>	<b>18,575</b>	<b>18,464</b>	<b>18,575</b>	<b>18,464</b>	-111	-0.6%

**Video Collection**

	Sep 2022	Sep 2023	YTD Totals		YTD Difference	
Adult	16,120	16,710				
Children	7,636	6,342				
<b>Total</b>	<b>23,756</b>	<b>23,052</b>	<b>23,756</b>	<b>23,052</b>	-704	-3.0%

**Miscellaneous Collection**

	Sep 2022	Sep 2023	YTD Totals		YTD Difference	
Adult	6,503	6,740				
Children	1,911	2,050				
<b>Total</b>	<b>8,414</b>	<b>8,790</b>	<b>8,414</b>	<b>8,790</b>	376	4.5%

### Rooms & Spaces

	Sep 2022	Sep 2023				
Community Use of Rooms	871	1,047				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	87	111				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>958</b>	<b>1,158</b>	<b>9,127</b>	<b>11,485</b>	2,358	25.8%

### Programs Offered

	Sep 2022	Sep 2023				
Library Programs Offered						
Adult	63	34				
Teen	7	3				
Children	56	70				
Self-Directed Programs Offered						
Adult	11	17				
Teen	6	6				
Children	0	3				
<b>Programs Offered Total</b>	<b>143</b>	<b>133</b>	<b>1,058</b>	<b>1,221</b>	163	15.4%

### Program Attendance

	Sep 2022	Sep 2023				
Library Program Attendance						
Adult	689	3,079				
Teen	77	52				
Children	1,226	2,100				
Self-Directed Program Attendance						
Adult	1,345	782				
Teen	41	116				
Children	0	207				
<b>Program Attendance Total</b>	<b>3,378</b>	<b>6,336</b>	<b>34,774</b>	<b>50,438</b>	15,664	45.0%
Virtual Program Views Total	1,295	193	3,923	4,041	118	3.0%

### Website Views

	Sep 2022	Sep 2023	YTD Totals		YTD Difference	
Total Website Views	34,976	32,129	282,463	304,852	22,389	7.9%

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

### Library Visits

	Sep 2022	Sep 2023				
Gate Count	28,541	32,825				
Locker Pickups	906	895	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>29,447</b>	<b>33,720</b>	<b>264,563</b>	<b>319,727</b>	55,164	20.9%

### One-on-One Services

	Sep 2022	Sep 2023				
One-on-Ones	44	23				
Homebound	9	3				
Notary	26	39	YTD Totals		YTD Difference	
<b>Total Sessions</b>	<b>79</b>	<b>65</b>	<b>517</b>	<b>684</b>	167	32.3%

### Computer User Sessions

	Sep 2022	Sep 2023				
Adult	1,724	1,488				
Children	491	706	YTD Totals		YTD Difference	
<b>Total</b>	<b>2,215</b>	<b>2,194</b>	<b>18,552</b>	<b>23,458</b>	4,906	26.4%
Wireless Sessions	1,322	1,262	9,917	10,424	507	5.1%

### Printing Services

	Sep 2022	Sep 2023				
Poster	3	10				
3D	9	5	YTD Totals		YTD Difference	
<b>Total Prints</b>	<b>12</b>	<b>15</b>	<b>144</b>	<b>176</b>	32	22.2%

### The Cupboard

	Sep 2022	Sep 2023	YTD Totals		YTD Difference	
Total Donations	1,556	1,996	20,014	16,009	-4,005	-20.0%

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023**

**Agenda Item 9A**

**2024 Library Closings and Holidays**

The following schedule follows the holiday and unpaid closings as enumerated in the Personnel Policy:

**PAID HOLIDAYS**

Monday, January 1, New Year's Day  
Monday, May 27, Memorial Day  
Thursday, July 4, Independence Day  
Monday, September 2, Labor Day  
Thursday, November 28, Thanksgiving  
Tuesday, December 24, Christmas Eve  
Wednesday, December 25, Christmas

**UNPAID CLOSINGS**

Sunday, March 31, Easter  
Sunday, May 26, Sunday before Memorial Day  
Friday, June 21, 7:00 p.m. Rotary Grove Fest  
Saturday, June 22, 1:00 p.m. Rotary Grove Fest  
Sunday, June 23, Rotary Grove Fest  
Sunday, September 1, Sunday before Labor Day

The annual Staff In-Service Day is not included on the closing schedule. This In-Service Day will be scheduled as a part of continued staff development and training in 2024. DGPL is open on all other state and federal holidays, including Martin Luther King Jr. Day, Lincoln's Birthday, Presidents' Day, Juneteenth, Columbus Day, and Veterans' Day.

**Recommended Action:** Approve 2024 Library Closings and Holidays as presented.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023**

**Agenda Item 9B**

**2024 Board Meeting Schedule**

Generally, the Board of Library Trustees meets on the fourth Wednesday of each month, except on the second Wednesday in November and December to accommodate the holidays. Meetings are held at 7:30 p.m. in the Library Meeting Room unless otherwise posted.

Proposed 2024 Board Meeting dates are:

January 24, 2024  
February 28, 2024  
March 27, 2024  
April 24, 2024  
May 22, 2024  
June 26, 2024  
July 24, 2024  
August 28, 2024  
September 25, 2024  
October 23, 2024  
November 13, 2024  
December 11, 2024

**Recommended Action:** Approve 2024 Board Meeting Schedule as presented.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023**

**Agenda Item 9C**

**Resolution 2023-1 Recognizing 2023 Milestone Anniversaries**

This resolution is passed annually to recognize the milestone anniversaries of staff in the past year.

Each staff member reaching a milestone anniversary is recognized, usually at the annual In-Service Day, and receives a copy of the resolution. The staff member also receives one personal day to be used during the year following the milestone anniversary.

**Recommended Action:** Approve Resolution 2023-1 Recognizing 2023 Milestone Anniversaries with gratitude for their years of service.

**RESOLUTION NO. 2023-1**

**A RESOLUTION OF APPRECIATION FOR THE SERVICE OF  
STAFF MEMBERS WHO HAVE CELEBRATED MILESTONE  
SERVICE ANNIVERSARIES IN 2023**

**WHEREAS**, fifteen members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2023, totaling 145 years of service, as follows:

**5 Years of Service:**

Karen Gustafson  
Lisa Hung  
Cindy Khatri  
Omar Martin  
June Martinez  
Van McGary  
Tim Raub  
Sandy Rizzo  
Lindsey Sheehan

**15 Years of Service:**

Susan Behnke  
Janet Cavenagh

**20 Years of Service:**

Jessica Bowes

**30 Years of Service:**

Maria Patacsil

**10 Years of Service**

Kristin Purcell  
Jen Ryjewski

**AND WHEREAS**, the committed services of these staff members have contributed significantly to the library's high level of performance and high reputation in the community;

**AND WHEREAS**, 2023 has provided many new opportunities for service, including working on the new 2023-2028 Strategic Plan;

**THEREFORE BE IT RESOLVED**, that the Board of Library Trustees recognizes with great appreciation the dedication and perseverance of these staff members and thanks them for their outstanding work.

**UNANIMOUSLY APPROVED** this 18th day of October, 2023 by the Board of Library Trustees of the Village of Downers Grove.

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**President**

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**Secretary**

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 18, 2023**

**Agenda Item 9D**

**FY2024 Work Plan**

The 2023-2028 High-Level Strategic Plan was approved at the September 27, 2023 Board meeting. A template for an annual work plan was included in the August 2023 Board packet. Staff were instructed to draft an annual work plan for 2024, based on the information contained in the Addendum – Strategic Plan Suggested Initiatives and Metrics.

The 2023-2028 High-Level Strategic Plan is the culmination of the strategic planning process undertaken with consultants ReThinking Libraries (RTL) throughout the spring of 2023. It includes an updated mission statement, vision, values, strategic focus areas, goals, outcomes, and potential initiatives. Community engagement with the planning process exceeded expectations. Over 2,000 people responded to the survey. 140 people participated in focus groups. 26 people, including Trustees, staff, and community members, participated in the Strategic Retreat. The Findings Book compiled the data gathered as part of the process including a community survey, focus groups, demographic data, market penetration analysis, benchmark analysis, and review of the previous strategic plan and Equity Strategic Plan. Consultants from RTL synthesized the work of the Strategic Retreat participants in reviewing the Findings Book and determining the priorities to be included in a preliminary draft. The library's Management Team worked with RTL to refine the draft into the 2023-2028 High-Level Strategic Plan. The Equity Advisory Team then worked on integrating the draft 2023-2028 High-Level Strategic Plan and Equity Strategic Plan into a single document. The combined high-level plan incorporates the goals and overall outcomes for both plans. The Addendum – Strategic Plan Suggested Initiatives and Metrics captures all of the suggested initiatives and additional outcomes from the Strategic Retreat and Equity Strategic Plan.

**Recommended Action:** Discussion of the FY2024 Work Plan draft.



## DGPL Strategic Plan - 2024 Work Plan



### Mission

Welcoming all to discover, grow, play and learn

### Vision

The heart of a diverse community providing inspiring ideas, community connections, and empowering opportunities

### Values

**Inclusive and Welcoming Environment:** We celebrate our individual uniqueness and create spaces where everyone is valued, represented, and included.

**Community Engagement:** We listen and respond to the changing needs of our community.

**Equitable Access:** We remove barriers and enable access for all.

**Intellectual Freedom:** We provide a variety of programs, services, and materials so community members can customize their own library experience.

**Lifelong Learning:** We are always learning and encourage our community to be curious and continue to learn throughout all stages of life.

**Integrity:** We advocate for and uphold ethical library practices and responsible financial stewardship.

<b>Strategic Focus: Access</b>				
<b>Goals:</b> Improve access to resources, services, and spaces to ensure everyone, especially those with mobility limitations, neurodivergence, or lack of experience with libraries, feels welcome and comfortable utilizing the library				
<b>Outcomes:</b> All community members can comfortably access and utilize the building and library services				
Initiative	Project(s)	Point Person(s)	Action Steps	Action Step Target Date
Examine building/space to consider physical accessibility, teens, makerspace, calming/nursing/meditation, inclusive spaces (see full initiatives in Addendum)	Building/Space Assessment	Library Director/Building Operations Director	Establish a scope of work with Product Architecture	Q1 2024
Improve services and signage to create a more welcoming library for non-English speakers	Create standards and guidelines for signage and promotional materials	Marketing & Communications Manager	Identify languages for signage, services, and collections	Q2 2024
	Get summer reading packets and welcome packets translated into languages requested by District 58	Marketing & Communications Manager	Investigate translation service	Q3 2024
Expand access to services for youth through new library card initiatives	Implement a universal library card program with Downers Grove schools	Children's Services Manager	Work with District 58 to get card form into registration packets	Q1 2024
			Work with District 58 to create a Data Sharing Agreement to furnish DGPL with student information	Q2 2024
Evaluate options for increased security in the building	Explore additions to new security camera system	Building Operations Director	Review camera coverage	Q1 2024
	Investigate options for building control access	Building Operations Director	Explore building needs with vendors	Q2 2024
Establish clear expectations and guidelines for respectful behavior through a Code of Conduct and Statement of Service for patrons and staff that are easily accessible in the building and online	Update and refresh the Customer Service Promise to a Statement of Service using staff input	Access Services Manager	Create an interdepartmental team and gather feedback on our current Customer Service Promise	Q4 2024
Inform our community about our commitment to the privacy and confidentiality of patron information	Develop script for staff to communicate to patrons about commitment to privacy and confidentiality of patron information	Marketing & Communications Manager/Circulation Services Manager	Contact area libraries for samples of their scripts	Q2 2024
	Expand information in marketing materials to inform patrons about commitment to privacy and confidentiality of patron information	Marketing & Communications Manager	Add sections about patron privacy to the welcome packet and new cardholder email campaign	Q3 2024

Strategic Focus: Programs and Services				
<b>Goals:</b> Offer increasingly innovative, relevant, and engaging programs and services library-wide; focus on drawing in more teen and tweens to become regular users of the library; create opportunities for our community to engage in lifelong learning about equity, diversity, and inclusion (EDI), and anti-hate				
<b>Outcomes:</b> Additional community members are engaged with the library, especially tweens and teens; library programming builds community awareness and capacity in anti-prejudice, anti-racism, and anti-hate				
Initiative	Project(s)	Point Person(s)	Action Steps	Action Step Target Date
Enhance teen engagement and services by evaluating changes in teen department structure and providing more frequent/constructive activities for them	Create mechanisms for teen feedback and engagement	Teen Services Coordinator	Create a Teen Advisory Group	Q2 2024
			Start engagement initiatives, including expansion of teen volunteer opportunities	Q3 2024
Upgrade and better define the tween space within the children's area	Creation of tween gaming/social space in the Kids Room adjacent to STEM Room	Children's Services Manager	Purchase and install new gaming equipment	Q1 2024
			Rearrange existing furniture to create new social areas	Q1 2024
Implement more maker/STEM creativity programs both inside and outside of the building	Reimagine existing spaces and STEM services to include more makery activities	Children's Services Manager	Explore additional furnishings or activities for purchase	Q2 2024
	Investigate best practices for a Makerspace		Research and create a proposal on how to repurpose the STEM room	Q4 2024
Increase efforts around all types of literacy (technology, civic, financial, media)	Expand voter information	IT Manager	Conduct field trips to makerspaces and research equipment and policies	Q2 2024
	Offer information literacy programming	Adult Program Coordinator	Explore additional programs and services on civic engagement and voter information	Q2 2024
	Explore offering media/technology literacy classes and information for children and caregivers	Adult Program Coordinator	Investigate potential presenters and topics	Q2 2024
Expand non-traditional materials borrowing (Anything Emporium)	Continue to add accessibility items to Anything Emporium	Children's Outreach Coordinator	Research best practices and gather feedback from staff and patrons	Q3 2024
	Explore expansion of Memory Emporium collection	Children's Services Manager/Adult & Teen Services Manager	Perform annual review of current offerings and explore additional possibilities	Ongoing
	Explore addition of youth specific A/V and streaming devices	Adult & Teen Services Manager	Review current kits for possible items to add	Q2 2024
	Improve wireless network connectivity in the building	Children's Services Manager	Investigate potential new kit themes	Q2 2024
Enhance library facilities that positively impact more community members by connecting them to resources, technology, and services	Explore options for faster and more stable internet access	IT Manager	Investigate options and budget	Q3 2024
	Improve technology in meeting spaces (e.g. study and conference rooms)	IT Manager	Make a decision on feasibility of additions	Q3 2024
		IT Manager	Replace hardware and equipment for network upgrade	Q1 2024
		IT Manager	Research alternatives to the library's current internet service provider, Comcast	Q2 2024
		IT Manager	Explore upgrades to A/V equipment (TVs, projectors, etc.) and virtual meeting devices	Q4 2024

<b>Strategic Focus: Turn Outward</b>				
<b>Goals:</b> Expand outreach, partnerships, and opportunities that go beyond our physical building with an emphasis on services to areas most underserved and those in need; support the Downers Grove community in developing a common and shared language and understanding of EDI and anti-hate; demonstrate that, as a public library, DGPL advocates for and welcomes all HITMPGs for Downers Grove, the Midwest region, and the library profession in the expansion of EDI practices				
<b>Outcomes:</b> The library is an accessible, visible, and active partner in all corners of the community				
<b>Initiative</b>	<b>Project(s)</b>	<b>Point Person(s)</b>	<b>Action Steps</b>	<b>Action Step Target Date</b>
Expand offsite programs	Reimplement SRC prize pick-up in South Downers Grove	Assistant Children's Services Manager	Review and evaluate the previous program and adjust Reach out to previous partners to reestablish locations	Q3 2024 Q3 2024
Investigate the placement of additional pickup lockers or other satellite materials around the community	Explore options for placement and procedures of new pickup lockers in off-site location	Circulation Services Manager	Reach out to DG Village, District 99, & 58, to explore community partnership for remote pick-up lockers Reach out to D-Tech to investigate remote locker capabilities	Q2 2024 Q1 2024
Increase senior services and outreach	Explore campaign for and expansion of home delivery services	Adult & Teen Services Manager/Senior Outreach Librarian/Marketing & Communications Manager	Review capacity and need for expansion	Q4 2024
Increase partnerships to expand programs and increase outreach effectiveness and connections	Evaluate existing partnerships for growth opportunities	Marketing & Communications Manager	Aggregate information about existing partnerships. Evaluate and assess current partnership effectiveness utilizing the Guidelines for Partnerships	Q1 2024 Q2 2024
	Evaluate existing outreach initiatives	Marketing & Communications Manager Children's Services Manager	Review summer community outreach partnerships Look for gaps in partnerships with schools/daycares in the community	Q3 2024 Q3 2024
Create an EDI glossary to establish a common and shared language in collaboration with community members and partners	Create an EDI glossary for internal library use	Equity Advisory Team	Review and aggregate EDI glossaries available and in use	Q3 2024



Strategic Focus: Turn Inward				
<b>Goals:</b> Increase the overall well-being and diversity of the DGPL team, empowering them to confidently respond to the current and future needs of our community; increase staff and Board of Library Trustees (Trustees) awareness of why DGPL is doing anti-prejudice, anti-racism, and anti-hate work and its connection to EDI and the library's mission and values; employ policies and procedures that ensure an equitable work environment; promote library work as a career path for HITMPGs by offering resources for career exploration, professional growth and development, and job opportunities for those without an MLIS				
<b>Outcomes:</b> An engaged and supported staff that reflects our community and is better positioned to provide responsive library services; staff and Trustees have continuous opportunities for anti-prejudice, anti-racist, and anti-hate professional development to cultivate a welcoming, accepting, and inclusive workplace where all staff are treated with dignity and respect				
Initiative	Project(s)	Point Person(s)	Action Steps	Action Step Target Date
Increase staff investment (training, compensation, benefits, mental health support, family support, parental leave, etc.)	Consider changes to the Personnel Policy to include vacation time revisions, paid parental leave, and tuition reimbursement	Library Director/Business Office Manager	Review Personnel Policy for best practices and latest labor statutes	Q1 2024
Improve explanation of staff benefits/resources	Create onboarding training on staff benefits	Business Office Manager	Work with Village HR staff to gather information and outline all available benefits Create benefits training path and resource list that will be accessible to all staff	Q1 2024 Q3 2024
Expand the diversity of DGPL staff to be a better reflection of the community	Explore best practices for surveying/determining initial staff composition for benchmarking purposes	Business Office Manager	Reach out to HR Source and other libraries to discuss what tools they used to determine staff composition and how they incorporated that into benchmarking	Q2 2024
	Investigate creating an internship program to support HITMPGs to consider a career in libraries	Children's Service Manager/Adult & Teen Services Manager	Explore best practice	Q2 2024
	Attract, retain, and provide opportunities for promotion of HITMPG staff at all levels		Create guidelines and curriculum	Q4 2024
			Determine funding needs	Q4 2024
Offer and require continuing education for all staff members and the Trustees	Develop a training pathway for staff and Trustee onboarding and ongoing training, including EDI training	Management Team Equity Advisory Team/Onboarding Team	Explore best practices and training opportunities Review existing training with the teams	Ongoing Q1 2024
Audit library policies, procedures, and communications strategies using a team that includes HITMPG staff members	Audit Policy Manual with EDI lens	Library Director/Equity Advisory Team	Update Personnel Policy	Q1 2024



# DGPL HIGH-LEVEL STRATEGIC PLAN

## Mission

Welcoming all to discover, grow, play, and learn

## Vision

The heart of a diverse community providing inspiring ideas, community connections, and empowering opportunities

## Values

**Inclusive and Welcoming Environment:** We celebrate our individual uniqueness and create spaces where everyone is valued, represented, and included

**Community Engagement:** We listen and respond to the changing needs of our community

**Equitable Access:** We remove barriers and enable access for all

**Intellectual Freedom:** We provide a variety of programs, services, and materials so community members can customize their own library experience

**Lifelong Learning:** We are always learning and encourage our community to be curious and continue to learn throughout all stages of life

**Integrity:** We advocate for and uphold ethical library practices and responsible financial stewardship



# STRATEGIC FOCUS

## Programs and Services

### Goals:

- Offer increasingly innovative, relevant, and engaging programs and services library-wide
- Focus on drawing in more teens and tweens to become regular users of the library
- Create opportunities for our community to engage in lifelong learning about equity, diversity, and inclusion (EDI), and anti-hate

### Overall Outcomes:

- Additional community members are engaged with the library, especially tweens and teens
- Library programming builds community awareness and capacity in anti-prejudice, anti-racism, and anti-hate

## Turn Outward

### Goals:

- Expand outreach, partnerships, and opportunities that go beyond our physical building with an emphasis on services to areas most underserved and those in need
- Create lasting and mutually beneficial relationships with other entities that share our values
- Support the Downers Grove community in developing a common and shared language and understanding of EDI and anti-hate
- Demonstrate that, as a public library, DGPL advocates for and welcomes all historically, intentionally, and traditionally marginalized people groups (HITMPGs) in Downers Grove, the Midwest region, and the library profession in the expansion of EDI practices

### Overall Outcomes:

- The library is an accessible, visible, and active partner in all corners of the community

## Access

### Goals:

- Improve access to resources, services, and spaces to ensure everyone, especially those with mobility limitations, neurodivergence, or lack of experience with libraries, feels welcome and comfortable utilizing the library

### Overall Outcomes:

- All community members can safely, comfortably, and equitably access and utilize the building and library services

## Turn Inward

### Goals:

- Increase the overall well-being and diversity of the DGPL team, empowering them to confidently respond to the current and future needs of our community
- Increase staff and Board of Library Trustees (Trustees) awareness of why DGPL is doing anti-prejudice, anti-racism, and anti-hate work and its connection to EDI and the library's mission and values
- Employ policies and procedures that ensure an equitable work environment
- Promote library work as a career path for HITMPGs by offering resources for career exploration, professional growth and development, and job opportunities for those without a Master's in Library Science degree

### Overall Outcomes:

- An engaged and supported staff that reflects our community and is better positioned to provide responsive library services
- Staff and Trustees have continuous opportunities for anti-prejudice, anti-racist, and anti-hate professional development to cultivate a welcoming, accepting, and inclusive workplace where all staff are treated with dignity and respect

# **Addendum:**

## **Strategic Plan Suggested Initiatives and Outcomes**

### **STRATEGIC FOCUS**

#### **Programs and Services**

##### **Suggested Initiatives:**

- Better setup and configure the existing teen space
- Enhance teen engagement and services by evaluating changes in teen department structure and providing more frequent/ constructive activities for them
- Upgrade and better define the tween space within the children's area
- Implement more maker/ STEM creativity programs both inside and outside of the building
- Increase efforts around all types of literacy (technology, civic, financial, media)
- Provide more creative and elevated programs
- Increase all ages/multi-age programming (crafting, life skills, hobbies) and bring kids, teens, adults, empty-nesters, and childfree adults together
- Expand non-traditional materials borrowing (Anything Emporium)
- Increase digital materials/ eBook budgets
- Explore ways to expand food, drink, and “café like” options at the library

##### **More Specific Outcomes:**

- Increased community visits, usage, and satisfaction with the library
- Extended visits to the library
- Increased use of physical spaces & digital resources
- Increased community support for the Downers Grove Public Library (DGPL)
- Teens acknowledge the library as an important part of their social and educational ecosystem
- Increased number and duration of teen and tween visits to the library
- Enhanced library facilities that positively impact more community members by connecting them to resources, technology, and services
- Community members experience a larger array of library services and resources on each visit
- Increased inclusion of historically, intentionally, and traditionally marginalized people groups (HITMPG) voices in programming and consultation of the Equity Advisory Team on choice points
- Increased engagement in programming and outreach, leveraging past success and outcomes of programming, to develop new programs and services, such as Community Conversations





# STRATEGIC FOCUS

## Access

### Suggested Initiatives:

- Improve the facility's physical accessibility (with a focus on the mobility-limited access to the parking lot side of the building)
- Look to create sensory, calming, and nursing spaces
- Improve services and signage to create a more welcoming library for non-English speakers
- Explore parking expansions or parking improvement strategies (e.g., EV chargers) in partnership with the Village
- Expand access to services for youth, through new library card initiatives
- Increase programs for the underserved at PADS and other sites
- Explore options for improving transportation options to the library, likely through partnerships
- Evaluate options for increased security in the building
- Establish clear expectations and guidelines for respectful behavior through a Code of Conduct and Statement of Service for patrons and staff that are easily accessible in the building and online
- Create a method for capturing the data in physical space for equitable and accessible use of library services and resources, arts and culture, and programming to establish a baseline for evaluation and benchmarking
- Inform our community about our commitment to the privacy and confidentiality of patron information
- Continue to make anti-hate statements according to our existing framework to ensure HITMPGs feel seen and valued

### More Specific Outcomes:

- Engaged and positively impacted underserved community members
- Increased use of library resources
- Expanded user base of underserved community members
- Increased and expanded access for those community members who don't live or work within walking distance of the building
- Improved access (goal: 100% access) for children under 18 to library services and materials through the expanded Cards for Kids legislation
- Improved physical access to the building's north entrance, especially for those with mobility limitations or difficulties
- Physical space is allocated for equitable and accessible use of library services and resources, arts and culture, and programming



# STRATEGIC FOCUS

## Turn Outward

### Suggested Initiatives:

- Explore options around a South branch or other satellite services
- Expand offsite programs
- Provide more pop-up programs at events
- Investigate the placement of additional pickup lockers or other satellite materials locations around the community
- Develop a new resident services and outreach program
- Increase senior services and outreach
- Explore an offsite makerspace, perhaps in the southern portion of the Village
- Increase partnerships to expand programs and increase outreach effectiveness and connections
- Increase staff training and community awareness related to affordable housing/shelter shortage and how it impacts library usage
- Expand home delivery services
- Create an equity, diversity, and inclusion (EDI) glossary to establish a common and shared language in collaboration with community members and partners
- Invite community organizations to utilize and implement tools that the library has created, including the EDI Decision-Making Tool and EDI glossary
- Lead an annual EDI Institute Day in collaboration with other area libraries to offer training for our community
- Actively seek to increase our relationships with HITMPG publishers, vendors, and partners
- Partner with other area libraries and organizations that have alignment in EDI and anti-racism work to further the goals and missions of each



# STRATEGIC FOCUS

## Turn Outward Continued...

### More Specific Outcomes:

- Improved access for community members who cannot easily access the library
- Increased community awareness of library resources and services throughout all of Downers Grove
- More community members are positively and consistently impacted by library services directly and through the library's support of other community organizations
- Increased community support for DGPL, strengthening the partnerships and resources of the library
- Increased awareness of how the library contributes to making Downers Grove a great place to live
- A network for HITMPGs is cultivated from community and professional library partnerships
- Power is shared and allyship is built with HITMPGs
- Partnerships are formed with local government agencies and other organizations to discuss, develop, implement and commit to EDI policies, ordinances, and/or laws
- Equitable practices are advocated for in the library field and library legislation in the American Library Association and the Illinois Library Association
- Community members are provided opportunities to gain an understanding of racial trauma and trauma-informed communities, and provide services through this lens (for example, mental health first aid training)



# STRATEGIC FOCUS

## Turn Inward

### Suggested Initiatives:

- Increase staff investment (training, compensation, benefits, mental health support, family support, etc.), e.g., parental leave
- Improve explanation of staff benefits/resources
- Expand the diversity of DGPL staff to be a better reflection of the community
- Look for avenues to expand funding/support beyond the current base to support increased staff and library services investments
- Offer tuition reimbursement for all levels of education, not just advanced degrees, (i.e., Master's of Library Science (MLIS))
- Compensate staff with differential pay for specialized skills such as using their second language for translation, etc.
- Offer and require continuing education for all staff members and the Trustees
- Develop onboarding training cohorts for new staff members and the Trustees
- Offer team-building activities for staff members and the Trustees
- Offer support for additional affinity groups
- Invite the Downers Grove Public Library Foundation to participate in EDI training offered to Trustees and staff
- Create a method for capturing the current data in areas including staffing, vendors, vacation time, and programs to establish a baseline for evaluation and benchmarking
- Include professional values and equity in its Statement of Service
- Allot equitable benefits and vacation time
- Recognize equivalent experience in job descriptions to allow for upward mobility and hiring of staff without an MLIS degree
- Audit library policies, procedures, and communications strategies using a team that includes HITMPG staff members
- Utilize the EDI Decision-Making Tool and consult the Equity Advisory Team for guidance regarding decisions
- Explore staffing needs to support effective implementation of EDI goals, objectives, and ongoing work
- Provide opportunities to promote the library profession to HITMPG communities through paid internships, mentorship, job shadowing, cross-training, and scholarships
- Attract, retain, and provide opportunities for promotion of HITMPG staff at all levels





# STRATEGIC FOCUS

## Turn Inward Continued...

### More Specific Outcomes:

- Increased retention of employees across all job levels
- Increased opportunities for career growth within the library
- Increased staff job satisfaction and improved overall health of the organizational culture, supporting and respecting all identities and providing all staff with what they need to drive success for themselves and DGPL
- Increased staff awareness of benefits and resources available
- Assured staff access to training, professional development, and resources they need to thrive as DGPL team members
- Staff have awareness of the historical context of racism, their own implicit biases, and how these inform their interactions and decisions
- Affinity groups of HITMPGs have continued support to cultivate an environment in which staff may share their authentic selves
- Staff have the skills to act as allies and intervene when they hear or see racist and/or hateful behavior, such as microaggressions in customer service situations and from other staff
- Staff and Trustees are able to articulate and embody the purpose of the library's EDI work, including: the framework for anti-hate statements, shared definitions of racism, and the overarching goals of the equity strategic plan both internally and externally
- The traditional hierarchy of library positions is eliminated to support the value of non-MLIS voices in library work
- The library models best practices as a library employer through equitable pay and benefits for all staff, including compensating HITMPGs fairly for the unique skill sets that are integral to their identities (i.e., Spanish-speaking staff translating documents)
- Staff are provided opportunities to gain an understanding of racial trauma and trauma-informed communities, and provide services through this lens (for example, mental health first aid training)

