

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 25, 2017, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. December 16, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. December 2016 Financial Report
 - b. January 2017 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Unfinished Business
 - a. Intergovernmental Agreement Between
the Village and Library Regarding
Creation of a Special Reserve FundRequested Action: Approval
9. New Business
10. Library Director's Report
 - a. Strategic Planning Update
 - b. Illinois Library Association Upcoming Events Reminder
 - c. Recent media coverage
10. Board Member comments and requests for information
11. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 22, 2017, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. January 25, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. January 2017 Financial Report
 - b. February 2017 Invoices

Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Unfinished Business
9. New Business
 - a. Safe deposit Box - Designation of Authorized Signatories
10. Library Director's Report
 - a. Illinois Public Library Annual Report (IPLAR)
 - b. Strategic Planning Update
 - c. Recent media coverage
10. Board Member comments and requests for information
11. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 22, 2017, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. February 22, 2017 Regular Monthly Meeting
 - b. February 22, 2017 Committee of the Whole Meeting
5. Financial Matters
 - a. February 2017 Financial Report
 - b. March 2017 Invoices

Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Unfinished Business
9. New Business
 - a. Resolution 2017-1 Establishing a Special Reserve Fund
 - b. Financial Policy, Section 1.7.5 Financial Reserves
 - c. Circulation Policy, Section 6.1 Registration
 - d. Mural Project Proposal – Downers Grove Library Foundation
 - e. Biblioteca Annual Support and Maintenance Invoice
10. Library Director's Report
 - a. SWAN Update
 - b. Security Cases for DVDs and CDs
 - c. Intergovernmental Agreement
 - d. Potential State and Federal Budget Impacts
 - e. Recent media coverage
10. Board Member comments and requests for information
11. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
APRIL 26, 2017, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. March 22, 2017 Regular Monthly Meeting
 - b. March 22, 2017 Committee of the Whole Meeting
5. Financial Matters
 - a. March 2017 Financial Report
 - b. April 2017 Invoices

Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Unfinished Business
 - a. Resolution 2017-1 Establishing a Special Reserve Fund

Requested Action: Approval
9. New Business
 - a. Facilities Assessment Proposal – Product Architecture + Design

Requested Action: Approval

 - b. Rotary GroveFest – Library as Emergency Weather Shelter

Requested Action: Discussion
10. Library Director's Report
11. Board Member comments and requests for information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MAY 24, 2017, 7:45 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. April 26, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. April 2017 Financial Report
 - b. May 2017 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Staff Report
 - a. Summer Reading Club Presentation Requested Action: Receive Report
9. Unfinished Business
 - a. Rotary GroveFest – Library as Safe Location Requested Action: Approval
 - b. Strategic Plan – One Page Strategic Plan Requested Action: Approval
 - c. Finance Policy - Revision Requested Action: Approval
10. New Business
 - a. Revised 2017 Meeting Schedule Requested Action: Approval
11. Library Director's Report
12. Board Member comments and requests for information
13. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 28, 2017, 7:45 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. May 24, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. May 2017 Financial Report
 - b. June 2017 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Unfinished Business
 - a. Telephone System Replacement Proposal Requested Action: Approval
 - b. Strategic Plan – First Draft Requested Action: Discussion
9. New Business
 - a. Illinois Non-Resident Library Card Program Requested Action: Approval
 - b. Authorization to Transfer Monies from Library (General Fund) to Library Building & Equipment Replacement (Special Reserve) Fund Requested Action: Approval
10. Library Director's Report
11. Board Member comments and requests for information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 26, 2017, 7:45 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. June 28, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. June 2017 Financial Report
 - b. July 2017 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Liability Insurance Package Proposals
 1. Kamm Insurance
 2. Libraries of Illinois Risk Agency (LIRA) Requested Action: Approval
 - b. Meeting Time Change Requested Action: Approval
9. Unfinished Business
 - a. Facilities Assessment Presentation – Product Architecture + Design Requested Action: Discussion
 - b. Strategic Plan – Final Draft Requested Action: Approval
10. Library Director's Report
11. Board Member comments and requests for information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
AUGUST 23, 2017, 7:00 PM
LIBRARY MEETING ROOM***

AGENDA

1. Facilities Assessment - Tour of Building and Grounds

*Tour will begin in the Library Meeting Room. Please seek staff assistance in locating the group if arriving after 7:00pm.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 23, 2017, 7:30 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. July 26, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. July 2017 Financial Report
 - b. August 2017 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Circulation Policy – Restricted Use Library Cards Requested Action: Approval
9. Unfinished Business
 - a. Liability Insurance Package Proposals Requested Action: Approval
 - b. Facilities Assessment Presentation – Product Architecture + Design Requested Action: Approval
 - c. Strategic Plan 2017-2020 Requested Action: Approval
 - d. 2018 Budget Preliminary Draft Requested Action: Discussion
 - e. Transfer Debt Service Fund Balance and Close Debt Service Fund Requested Action: Approval
10. Executive Session
 - a. 5 ILCS 120/2(c) (1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee
11. Action for items discussed in Executive Session

12. Library Director's Report

13. Board Member comments and requests for information

14. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 27, 2017, 7:30 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. August 23, 2017 Committee of the Whole Meeting
 - b. August 23, 2017 Regular Monthly Meeting
 - c. August 23, 2017 Executive Session
5. Unfinished Business – Tabled Items
 - a. Strategic Plan 2017-2020 – Action Item Temporarily Removed in August
Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Financial Matters
 - a. August 2017 Financial Report
 - b. September 2017 Invoices
Requested Action: Approval
9. New Business
 - a. Circulation Policy – Section 6.3 Fines and Charges
Requested Action: Approval
 - b. Architectural Services Proposal for 2018 Projects
Requested Action: Approval
 - c. 2018 Wage and Salary Schedule
Requested Action: Approval
10. Unfinished Business
 - a. 2018 Budget Draft
Requested Action: Discussion
 - b. Schedule Budget Workshop
Requested Action: Discussion
11. Executive Session
12. Library Director's Report
13. Board Member comments and requests for information
14. Adjournment

Public Comments will be limited to 5 minutes per person.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
AUGUST 23, 2017, 7:00 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:00 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, President Wendee Greene. Trustee Jonathan Graber and Trustee David Humphreys arrived at 7:03 p.m.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Dan Pohrte of Product Architecture + Design, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley.

3. **Facilities Assessment Tour.** Dan Pohrte led the Committee on a tour of the library building, highlighting the projects that have been proposed by staff for completion in 2018.
4. **Adjournment.** President Greene adjourned the meeting at 7:27 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 23, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley, Resident Christine Martin, Dan Pohrte of Product Architecture + Design.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 26, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the July 26, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2017 Financial Report. Milavec presented the report and distributed an updated invoice list.
 - b. August 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of August 2017 invoices totaling \$112,716.12, the acceptance of August 2017 credit memos totaling \$1,828.98, and the ratification of July 2017 payrolls totaling \$214,427.03 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. There was none.
8. **New Business.**
 - a. Circulation Policy – Restricted Use Library Cards. Milavec presented the proposed policy, which is modeled after a successful program currently in place at the Aurora

Public Library. Graber asked if any other libraries have done this and if this policy would be doing enough to serve these patrons. He said it was a good first step. The Board discussed clarifications of wording in the policy.

It was moved by Humphreys and seconded by Eblen THAT the Restricted Use Library Card policy be approved.

Jaros moved to amend the previous motion by adding, “at any time” to the second sentence of the proposed policy, which would read, “The cardholder is entitled to use of the public computers and a maximum checkout of two items at any time.”

Humphreys and Eblen agreed to absorb this motion into their original motion. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. Liability Insurance Package Proposals. The Board compared the two proposed packages, agreeing that LIRA’s benefits outweighed Kamm Insurance. The Board particularly liked that LIRA was designed specifically for libraries and that similar programs have been successful in schools.

It was moved by Graber and seconded by Eblen THAT the Board approve joining Libraries of Illinois Risk Agency (LIRA) beginning October 1, 2017. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Facilities Assessment Presentation – Product Architecture + Design. Dan Pohrte presented Board members with bound copies of the Facilities Assessment. It was noted that due to a printing issue, these bound copies are missing page numbers. New copies will be delivered to Julie Milavec on Monday for distribution to Board members. Dan noted changes in the assessment from last month’s presentation, specifically the increase in the lighting estimate. He also noted that library staff will have a copy of the expenditure spreadsheet that can be manipulated to assist in planning and budgeting.

It was moved by Jaros and seconded by Eblen THAT the Board accept the Facilities Assessment, dated August 23, 2017, as presented. Motion passed by voice vote.

- c. Strategic Plan 2017-2020. Milavec presented the revised final draft of the Strategic Plan. Graber asked that the word “verbiage” be replaced by “terminology” in the footnotes on pages 13-17. The Board went through the plan page by page and identified a few more formatting issues to be fixed. Discussion moved on to the content of the action items; only the final goal and objective of the plan elicited extensive commentary.

The section from the Strategic Plan draft was:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular training for all staff in equity, diversity, and inclusion
2. Incorporate inclusive practices into library services
3. Create a diversity strategy for hiring that reflects the community”

Jaros expressed his objection to Action Item 3, stating that hiring should be based only on merit. The Board discussed other ways to word that action item, according to Milavec’s clarification on staff intent. This action was intended to more widely spread the word of job openings, encouraging all interested applicants to apply.

Regarding Action Items 1 and 2, Jaros brought up the Illinois School Code and the requirements for schools in what can be included in sex education classes. He stated that equity, diversity, and inclusion are part of a left wing political agenda and these action items espouse a progressive agenda and viewpoint. Jaros stated children’s librarians should not provide booklists or services that support same sex marriage and that same sex marriage is lesser than heterosexual marriage. He stated that support of inclusive practices would mean supporting all kinds, including “terrorists” and “cannibalism.” He believes the library should be inclusive, but only the good kind. Greene questioned how that would be defined. Milavec stated that libraries by definition serve all people and that means a wide spectrum of beliefs and cultures, but does not condone illegal activity. She also defined the difference between equity and equality.

Graber did not interpret the plan the way Jaros described, but instead stressed common sense in execution of the plan by staff. He also commented that equity, diversity, and inclusion training is held regularly by his employer, which he finds beneficial. Eblen commented that staff will decide what is appropriate when providing service to patrons. Humphreys stated that, while not agreeing with Jaros’ point of view, he was willing to make wording changes. President Greene tried to focus the discussion on getting unanimous approval for the Strategic Plan. The Board discussed wording changes that would be amenable to both points of view and decided to temporarily remove Action Item 2, which will be revisited at a future meeting. Humphreys requested that the details of this discussion be reflected in the minutes for future reference.

It was moved by Jaros and seconded by Graber THAT the Board approve the Strategic Plan with the addition of “patron service” to action item 1, temporary deletion of action item 2, and the replacement of the word “hiring” with “recruiting” in action item 3. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

The approved Strategic Plan section reads:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular patron service training for all staff in equity, diversity, and inclusion
 2. Create a diversity strategy for recruiting that reflects the community”
- d. Transfer Debt Service Fund Balance and Close Debt Service Fund. *This item was moved up in the agenda by President Greene.*
It was moved by Graber and seconded by Humphreys THAT the Debt Service Fund balance of \$1,755 be transferred to the Library Fund and the Debt Service Fund closed. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- e. 2018 Budget Preliminary Draft (discussion). Milavec presented a preliminary draft of the operating budget. She noted placeholders for insurance renewal premiums and furniture replacement and hopes to have those figures as well as the Equalized Assessed Valuation (EAV) by the September 13, 2017 budget workshop. The Board discussed moving funds each year into the Library Building & Equipment Replacement Fund to assist in funding building projects.
10. **Library Director’s Report** (attached). *This item was moved up in the agenda by President Greene.* Milavec presented the report. She reported that the safe deposit box issue has finally been resolved. Milavec and Greene visited US Bank to empty the contents of the box. Milavec thanked Wendee Greene for her years of service as a trustee and as President this past year.
11. **Board Member comments and requests for information**. *This item was moved up in the agenda by President Greene.*
Greene advised the Board to look at the possibility of more meeting rooms when discussing future building plans. She also reminded the Board that the 1999 intent of the alley to the east of the library building was to travel north, which would allow patrons to easily use the materials drop box from their cars as well as seek out other parking when the spaces on the south side of the building became full. Greene reiterated that the library’s current parking setup does not service handicapped patrons well.
12. **Executive Session**.
- a. It was moved by Jaros and seconded by Graber THAT the Board move into Executive Session, 5 ILCS 120/2(c) (1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None. The Board met in Executive Session beginning at 9:25 p.m.
- President Greene reconvened the Public Session at 10:03 p.m.
13. **Action for items discussed in Executive Session**. There was none.
14. **Adjournment**. President Greene adjourned the meeting at 10:03 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 5A

Strategic Plan 2017-2020 – Action Temporarily Removed

At the regular meeting on August 23, the following Action was temporarily removed from Strategic Plan 2017-2020:

Incorporate inclusive practices into library services.

In this context, “inclusive practices” are those that maximize access to library services and resources and support participation in library programs and activities. Examples include sensory storytime for children on the autism spectrum and offering library cards for residents without a permanent address.

DOWNERS GROVE LIBRARY 8/31/2017

	Library fund	Building & Equip Replacement Fund	Debt Service Fund
CASH & INVESTMENTS	\$ 676,130	\$ 1,400,000	\$ -
FUND BALANCE	\$ 570,157	\$ 1,400,000	\$ -

Revenue by Object Report

Village of Downers Grove
8/1/2017 through 8/31/2017

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,043,515.00	70,875.68	2,724,323.16	2,319,191.84	54.02
4109 Prior Year Property Taxes	100.00	13.21	451.55	-351.55	451.55
4313 Personal Property Replacement Tax	55,000.00	557.18	61,446.62	-6,446.62	111.72
4410 Sales of Materials	8,000.00	886.83	7,790.45	209.55	97.38
4502 Charges For Services	45,000.00	1,389.68	15,265.79	29,734.21	33.92
4509 Fees For Non-Residents	16,000.00	258.00	13,252.00	2,748.00	82.83
4571 Rental Fees	4,000.00	700.00	3,330.00	670.00	83.25
4581 Fines	85,000.00	3,677.63	50,198.09	34,801.91	59.06
4590 Cost Recovered For Services	15,000.00	1,043.77	9,464.95	5,535.05	63.10
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	713.88	5,588.52	-3,588.52	279.43
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	50.00	2,429.00	2,571.00	48.58
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,315,525.00	80,165.86	2,893,540.13	2,421,984.87	54.44

Expenditures by Object Report

Village of Downers Grove
8/1/2017 through 8/31/2017

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5101 Salaries, Exempt	1,443,453.00	120,700.96	990,816.78	0.00	452,636.22	68.6
5111 Salaries, Non-Exempt	216,900.00	5,741.70	66,843.82	0.00	150,056.18	30.8
5119 Part-Time Employee Wages	1,204,010.00	94,440.87	773,215.84	0.00	430,794.16	64.2
5131 IMRF Pension Contributions	274,700.00	19,782.20	164,934.83	0.00	109,765.17	60.0
5133 Medicare Contributions	41,533.00	3,141.70	26,086.63	0.00	15,446.37	62.8
5134 Social Security Contributions	177,590.00	13,433.11	111,539.54	0.00	66,050.46	62.8
5190 Life Insurance	972.00	81.60	646.40	0.00	325.60	66.5
5191 Health Insurance	300,900.00	24,065.00	180,392.50	0.00	120,507.50	59.9
5195 Optical Insurance	1,989.00	165.80	1,246.34	0.00	742.66	62.6
5197 Dental Insurance	29,873.00	2,404.48	18,030.64	0.00	11,842.36	60.3
5210 Supplies	95,400.00	7,136.00	49,872.85	0.00	45,527.15	52.2
5251 Maintenance Supplies	18,000.00	2,482.71	10,973.08	0.00	7,026.92	60.9
5280 Small Tools & Equipment	30,000.00	4,604.18	15,448.30	0.00	14,551.70	51.4
5302 Dues And Memberships	4,800.00	50.00	2,597.00	0.00	2,203.00	54.1
5303 Seminars, Conferences & Meetings	30,400.00	1,017.76	10,698.20	0.00	19,701.80	35.1
5308 Recognition Program-Staff	4,000.00	0.00	2,285.14	0.00	1,714.86	57.1
5315 Professional Services	62,000.00	16,585.77	46,148.86	0.00	15,851.14	74.4
5323 Special Legal	3,000.00	0.00	2,404.20	0.00	595.80	80.1
5346 Data Processing Services	95,000.00	0.00	72,743.18	0.00	22,256.82	76.5
5380 Printing Services	16,700.00	69.95	8,740.78	0.00	7,959.22	52.3
5391 Telephone	20,000.00	2,327.22	12,137.29	0.00	7,862.71	60.6
5392 Postage	26,725.00	0.00	10,942.06	0.00	15,782.94	40.9
5407 Advertising And Public Relations	20,500.00	497.24	7,883.13	0.00	12,616.87	38.4
5420 Insurance - Other Policies	46,000.00	0.00	4,360.00	0.00	41,640.00	9.4
5430 Building Maintenance Services	94,000.00	16,568.28	49,361.62	0.00	44,638.38	52.5
5450 Cleaning Services	88,000.00	5,545.00	44,810.00	0.00	43,190.00	50.9
5461 Utilities	26,000.00	753.34	11,497.20	0.00	14,502.80	44.2
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	3,224.49	0.00	8,275.51	28.0
5481 Rentals	20,500.00	934.07	11,656.56	0.00	8,843.44	56.8
5620 Recoverables	3,000.00	66.25	2,499.09	0.00	500.91	83.3

Expenditures by Object Report

Village of Downers Grove
8/1/2017 through 8/31/2017

Grand Totals [Continued]

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	7,000.00	0.00	0.00	0.00	7,000.00	0.0
5770 Capital Equipment	63,500.00	5,099.85	24,175.00	0.00	39,325.00	38.0
5851 Electronic Resources	220,000.00	14,506.63	150,963.58	0.00	69,036.42	68.6
5852 Print Materials	343,000.00	23,109.56	180,388.02	0.00	162,611.98	52.5
5853 Audiovisual Materials	147,000.00	9,363.67	78,610.53	0.00	68,389.47	53.4
5870 Capital Equipment	65,000.00	0.00	19,166.59	0.00	45,833.41	29.4
5880 Intangible Assets (Software)	51,200.00	1,121.66	16,644.84	0.00	34,555.16	32.5
5910 Transfer For Capital Projects	1,400,000.00	0.00	1,400,000.00	0.00	0.00	100.0
Grand Totals	6,714,145.00	395,796.56	4,583,984.91	0.00	2,130,160.09	68.2

Invoice Edit Listing
Village of Downers Grove
September 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
017505 AFFILIATED FIRE SYSTEM	1	650.00	0.00	650.00
016839 ALL AMERICAN BOOK BINDERY	1	23.20	0.00	23.20
000265 ALL AMERICAN PAPER CO	1	424.48	0.00	424.48
000280 ALL WINDOW CLEANING SERVICE IN	1	920.00	0.00	920.00
000322 AMAZON.COM	1	1,149.26	0.00	1,149.26
000351 AMERICAN LIBRARY ASSOCIATION	1	116.95	0.00	116.95
000425 ANDERSON ELEVATOR CO	1	232.78	0.00	232.78
000428 ANDERSON'S BOOKS, INC	2	41.60	0.00	41.60
017991 ANIMAL FARM MUSIC, LLC	1	300.00	0.00	300.00
017992 ARTHUR J GALLAGHER RISK MGMT	1	3,992.00	0.00	3,992.00
000403 AT&T	1	650.93	0.00	650.93
000672 BAKER & TAYLOR - L0217582	56	36,808.06	0.00	36,808.06
016893 BIBLIOTHECA, LLC	4	4,782.92	0.00	4,782.92
014883 BOOKPAGE	1	528.00	0.00	528.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
014684 CAVENDISH SQUARE PUBLISHING	1	195.54	0.00	195.54
008323 CENGAGE LEARNING	24	1,006.82	0.00	1,006.82
001277 CENTER POINT PUBLISHING	4	249.27	0.00	249.27
002319 CHAMBER630	1	147.00	0.00	147.00
001377 CHICAGO TRIBUNE	1	429.00	0.00	429.00
013235 CHILDREN'S PLUS, INC.	2	3,310.09	0.00	3,310.09
012157 CLASSIC HARDWARE, INC.	1	47.90	0.00	47.90

Invoice Edit Listing
Village of Downers Grove
September 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
001553 COMCAST CABLE	1	258.09	0.00	258.09
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	5	2,193.71	0.00	2,193.71
009238 DG ECONOMIC DEVELOPMENT CORP	1	500.00	0.00	500.00
002133 DIANE L. JAKOSZ	1	37.19	0.00	37.19
002346 DOWNERS GROVE PARK DISTRICT	1	680.00	0.00	680.00
017673 EDWARD J. BROMIEL	1	25.38	0.00	25.38
017328 ELM USA, INC.	1	190.50	0.00	190.50
015812 ERIN LINSENMEYER	1	28.40	0.00	28.40
002729 EVERY DAY'S A SUNDAE	1	895.50	0.00	895.50
005572 FIA CARD SERVICES, N.A.	12	7,939.81	0.00	7,939.81
009775 FINDAWAY WORLD, LLC	3	1,807.35	0.00	1,807.35
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
002916 FRANK ELECTRIC COMPANY, INC	1	528.00	0.00	528.00
013389 FUNNY VALENTINE PRESS	1	250.00	0.00	250.00
013544 GOOGLE, INC.	1	641.66	0.00	641.66
003188 GRAHAM CRACKERS COMICS, LTD.	1	302.53	0.00	302.53
009102 HAGG PRESS INC	1	2,889.00	0.00	2,889.00
017993 HOOS, KATHRYN	1	42.88	0.00	42.88
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
012834 IPROMOTEU	2	2,726.19	0.00	2,726.19
015168 JENNIFER FREDERICKS	1	22.68	0.00	22.68
017442 JULIE MILAVEC	1	13.80	0.00	13.80

Invoice Edit Listing
Village of Downers Grove
September 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
016519 KIRA RIDDLE	1	33.38	0.00	33.38
005056 LEXISNEXIS MATTHEW BENDER	1	134.43	0.00	134.43
017994 LIBRARIES OF ILL RISK AGENCY	1	11,730.00	0.00	11,730.00
014991 LIBRARY FURNITURE INTER'L, INC	1	9,966.00	0.00	9,966.00
017116 LINKEDIN CORPORATION	1	7,000.00	0.00	7,000.00
011454 LYNETTE PITRAK	1	78.51	0.00	78.51
017283 MAGIC PURE LLC	1	97.95	0.00	97.95
008206 MANAGEMENT ASSOCIATION	2	1,718.75	0.00	1,718.75
005613 MEDLIN COMMUNICATIONS, INC	1	18,984.60	0.00	18,984.60
005866 MIDWEST TAPE	34	10,856.11	0.00	10,856.11
014406 MUSE PIANO WORKSHOP	1	85.00	0.00	85.00
006161 NICOR GAS	1	256.25	0.00	256.25
006237 NWYS - NEAR WEST YOUTH SERVICE	1	25.00	0.00	25.00
012499 OVERDRIVE, INC.	2	2,443.49	0.00	2,443.49
012904 PERSPECTIVES, LTD	1	181.70	0.00	181.70
006640 POLONIA BOOKSTORE INC	2	130.50	0.00	130.50
006698 PRINT SMART	7	3,615.60	0.00	3,615.60
014548 PRODUCT, LLC	1	799.97	0.00	799.97
015245 PROSHRED	1	85.00	0.00	85.00
006859 R.H. DONNELLEY	1	13.69	0.00	13.69
006944 RECORDED BOOKS, LLC	1	60.07	0.00	60.07
007517 SCHOLASTIC LIBRARY PUBLISHING	7	833.95	0.00	833.95
017815 SCOTT HEINRICHS	1	275.00	0.00	275.00

Invoice Edit Listing
Village of Downers Grove
September 2017

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,865.59	0.00	5,865.59
007612 SHANES OFFICE SUPPLY CO	9	572.96	0.00	572.96
007682 SIMPLEXGRINNEL LP	1	221.00	0.00	221.00
014744 TEAM ONE REPAIR, INC.	2	660.38	0.00	660.38
010020 THE DAVEY TREE EXPERT CO.	1	250.00	0.00	250.00
017439 TINA BEAIRD	1	125.00	0.00	125.00
008377 TIVOLI ENTERPRISES INC	2	2,400.00	0.00	2,400.00
008391 TODAY'S BUSINESS SOLUTIONS	1	90.08	0.00	90.08
013611 TRACI SKOCIK	1	61.95	0.00	61.95
016841 TSAI FONG BOOKS, INC.	3	89.74	0.00	89.74
011517 UNIQUE MANAGEMENT SERVICES, IN	1	71.60	0.00	71.60
011242 VENTURE LIGHTING INTL	1	2,205.60	0.00	2,205.60
009043 WORLD BOOK,INC	3	2,313.20	0.00	2,313.20
017890 WORLD TRADE PRESS	1	500.00	0.00	500.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	166.17	0.00	166.17
Grand Total:	250	164,257.16	0.00	164,257.16

INVOICES OF NOTE

For Library Board Meeting on September 27, 2017

2017 Budget

017505	Affiliated Fire System (annual alarm system service)	\$650.00
017991	Animal Farm Music, LLC (program)	\$300.00
017992	Arthur J Gallagher Risk Management (New insurance)	\$3,992.00
014883	BookPage (printed material)	\$528.00
013235	Children's Plus, Inc (printed materials)	\$3,310.09
009238	DG Economic Development Corp (annual investment - bronze)	\$500.00
009102	Hagg Press (Discoveries)	\$2,889.00
012834	IPromoteU (tote bags, pens)	\$2,726.19
017994	Libraries of Ill Risk Agency (property/casualty program policies)	\$11,730.00
014991	Library Furniture Inter'l, Inc. (computer tables)	\$9,966.00
017116	Linkden (Lynda Library database)	\$7,000.00
008206	Management Association (employment severance agreements/job descriptions)	\$1,216.00
017815	Scott Heinrichs (animal program)	\$275.00
008377	Tivoli Enterprises (prize tickets)	\$2,400.00
011242	Venture Lighting Intl (lightbulbs)	\$2,205.60

Credit Memo Edit Listing

Village of Downers Grove
September 2017

Vendor Totals

Vendor	Number of Memos	Amount
011242 VENTURE LIGHTING INTL	1	1,102.80
016841 TSAI FONG BOOKS, INC.	1	58.06
Grand Total:	2	1,160.86

Library Credit Card Details for the September 27, 2017 Board Meeting

Julie Milavec

971	5303	Seminars, Mtgs, & Conferences	ILA Annual Conference	\$	260.00
				Total	\$ 260.00

Sue O'Brien

971	5210	Supplies	Plants for butterfly garden	\$	120.24
971	5303	Seminars, Mtgs, & Conferences	SWANstravaganza 2017 - refund	\$	(30.53)
				Total	\$ 89.71

Dave Thoele

971	5308	Recognition Program-Staff	Staff Picnic food	\$	150.00
971	5280	Small Tools & Equipment	Light clips, gutters, drill bits	\$	133.31
				Total	\$ 283.31

Katelyn Vabalaitis

971	5210	Supplies	Toners and staff event supplies	\$	663.88
971	5308	Staff Recognition	Staff Picnic supplies and food	\$	68.00
				Total	\$ 731.88

Nicole Wilhelms

972	5210	Supplies	Office supplies and program gift cards	\$	248.39
972	5303	Seminars, Mtgs, & Conferences	ILA Conference registrations	\$	550.00
972	5852	Print Materials	Printed materials	\$	79.95
				Total	\$ 878.34

Sharon Hrycewicz

973	5303	Seminars, Mtgs, & Conferences	ILA Conference	\$	180.00
973	5853	AV Materials	Tinkercrates and Bee-Bots	\$	594.56
				Total	\$ 774.56

Allyson Renell

973	5280	Small Tools & Equipment	Learning materials	\$	201.23
973	5303	Seminars, Mtgs, & Conferences	ABOS 2017 conference and airfare	\$	337.96
				Total	\$ 539.19

Traci Skocik

973	5210	Supplies	Program supplies	\$	423.20
				Total	\$ 423.20

Christine Lees

972	5210	Supplies	Teen program supplies	\$	39.93
972	5315	Professional Services	Props for teen murder mystery	\$	26.26
973	5210	Supplies	Office supplies	\$	26.98
974	5210	Supplies	Office supplies	\$	22.86
974	5470	Other Equipment Repair & Maintenance	Self check test	\$	2.50

974	5620 Recoverables	Self check test	\$	1.00
971	5308 Recognition Program-Staff	Food for retirement party	\$	162.80
		Total	\$	282.33

Paul Regis

975	5770 Capital Equipment	iPads, Netgear	\$	1,934.88
975	5280 Small Tools & Equipment	Nintendo Wii, mouse, keyboards, chargers and surger protectors	\$	1,494.84
		Total	\$	3,429.72

Melody Danley

Total \$ -

Melissa Fischer

976	5210 Supplies	Google storage and department supplies	\$	49.54
976	5407 Advertising & Public Relations	Outreach activity	\$	29.99
		Total	\$	79.53

Jen Fredericks

972	5852 Print Materials	Adult collection	\$	145.85
977	5210 Supplies	RTI water, office supplies	\$	22.19
		Total	\$	168.04

Library Credit Card September 2017 Totals \$ 7,939.81

PAYROLLS FOR AUGUST 2017

AUGUST 4	\$110,112.96
AUGUST 18	\$110,770.57
TOTAL AUGUST 2017 PAYROLLS	\$220,883.53

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 9A

Circulation Policy – Section 6.3 Fines and Charges

The management team recommends these changes to the Circulation Policy Section 6.3 Fines and Charges.

The requested changes are explained below:

6.3.3 Lost and Damaged Materials

- a. We identified through patron feedback that patrons felt that they could buy replacement copies for lost or damaged materials on Amazon at a cheaper price than we were charging at the library. Many patrons would purchase a replacement copy that was not the same ISBN number or version of the material that needed to be replaced and would need to be told that the replacement copy could not be accepted, this led to unpleasant patron interactions. The management team decided that in lieu of accepting replacement copies for materials, if we simply pass along the vendor discount that we receive (40% off list price) to our patrons and eliminate the processing fee we are certain that purchasing a replacement copy from an outside vendor will not be cheaper. Therefore, we will no longer accept replacement copies for lost or damaged materials. We are confident that this policy change is advantageous for both patrons and the library.
- b. There is no longer a need for an Appendix as all information is now included in the verbiage.
- c. We would like to offer patrons a 100% refund of the amount paid on lost and damaged materials up to 90 days after payment. After 90 days no refund will be given. This is a pretty standard time period for refunds and allows us to keep our database cleaner by discarding old items out of the system in a more timely fashion. The verbiage in the old policy was too vague and this change firms up how long a patron has to receive a refund.

6.3.4 Accepting Replacement Copies of Lost Items in lieu of Payment

This whole section becomes moot after the statement that we will not accept replacement copies.

Appendix I

The noteworthy change here is the elimination of the \$2.00 charge to replace a lost library card. We encourage all patrons to have a library card in their possession, replacing lost cards without a charge is simply the cost of doing business.

All other changes in policy make this appendix now moot.

6.3 Fines and Charges

6.3.1 Overdue Fines

a. Overdue fines for circulating material are 15 cents per day per item, except for high value, high demand items which are \$5.00 per day per item. Overdue fines will accumulate for 42 days and then the patron will be billed for the items.

b. The accounts of Downers Grove cardholders with Downers Grove materials valued at \$50.00 or more that have been overdue for more than 60 days may be sent to a collection agency. Collection agency service charges will be added to overdue fines or to the cost of the item as listed on the computer record plus processing fees. Accounts of reciprocal borrowers (cardholders of other libraries borrowing Downers Grove materials, or Downers Grove cardholders borrowing materials owned by other libraries) may be handled by SWAN and are subject to system fees.

Revised 06/22/2016

6.3.2 Borrowing Fees

Patrons who request items through the interlibrary loan service will be charged the \$3 out of state interlibrary loan and photocopy fees whether or not the items are picked up for use.

Revised 03/03/2014

6.3.3 Lost and Damaged Materials

a. ~~Charges for lost or missing materials other than equipment will be the cost of the item as listed on the computer record minus 40% for the discount received from the library's vendor.~~ Charges for lost or missing ~~material~~ **equipment** will be the cost of the item as listed on the computer record. ~~plus the processing fee as listed in the Appendix.~~ ~~Charges for essential missing pieces in audiovisual materials will be cost of the item minus 40% for the discount received from the library's vendor.~~ ~~Charges for a non-essential missing piece in audiovisual materials will be \$5.00.~~

~~b. Fees that will be charged for damaged materials are listed in the Appendix.~~

c. ~~Fifty percent~~ **100%** of the cost of the item will be refunded if a lost item is returned before **90 days**. ~~After 90 days no refund is given.~~ ~~the item is removed from the catalog (generally within about three months of payment).~~ ~~Processing fees are not refundable.~~

6.3.4 Accepting Replacement Copies of Lost Items in Lieu of Payment

The library will **not** accept replacement copies of lost items. ~~as long as the following~~

~~conditions are met.~~

~~a. Replacements must be identical or newer editions. ISBN will be used to verify the edition. Replacements must be in the same format — hardback book for lost hardback book, cassette tape for lost cassette tape, etc. Book club editions and similar special printings are not acceptable as replacement copies.~~

~~b. Replacement books may be new or used copies. Used copies must be in “like new” condition.~~

~~c. Audiovisual materials (CDs, DVDs CD-ROMs, etc.) must be new, unopened items in the original packaging. All inserts and booklets must be included.~~

~~d. When replacement copies are accepted, the patron is still responsible for paying the current fee for processing a lost item.~~

~~Patrons who have identified possible replacement copies are advised to consult with library staff to verify that the copies are acceptable before purchasing them. The library will not accept replacements that do not meet these requirements.~~

Revised 03/03/2014 09/27/2017

APPENDIX I

6.3 Fines and Charges

~~SCHEDULE FOR LOST AND DAMAGED LIBRARY MATERIALS~~

LIBRARY CARDS

Lost library card: \$2.00

LIBRARY MATERIALS

~~Lost or damaged so as to be unusable: cost of item as listed in the catalog + \$5.00 processing fee~~

MISSING PIECES IN AUDIOVISUAL

~~Essential piece: cost of item as listed in the catalog + \$5.00 processing fee~~

~~Non-essential piece: \$5.00~~

~~Revised 03/03/2014~~

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 9B

Architectural Services Proposal for 2018 Projects

This flat-fee proposal for architectural services covers the projects discussed during the walking tour of August 23, 2017, just prior to the regular Board meeting. The cost of these projects are included in the Library Building & Equipment Replacement Fund proposed budget. Approval of this proposal would allow for the planning of the 2018 projects to begin prior to the start of the new fiscal year.

September 19, 2017

Julie Milavec, Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

re: Proposal for Professional Architectural Services

Julie:

It has been a pleasure working with you and your staff and thank you for your consideration of product architecture + design to complete the proposed projects for your library. Our current proposal includes the preparation of design, construction, and permit documents, along with construction administration. We have also included all required engineering and will work with the construction manager in the preparation of cost estimates and bidding documents.

Project Scope:

The following constitutes the scope of services for the proposed projects:

- A) Staff Lounge Renovation + Furniture:
 - Project to include multiple design options for finishes, furniture, and new lighting for your review. These options will be developed into a single palette for presentation to the board in preparation for bid and construction.
- B) Level 1 Staff Toilet Rooms adjacent Staff Lounge
 - Project to include multiple design options for fixtures, finishes, and new lighting for your review. These options will be developed into a single palette for presentation to the board in preparation for bid and construction.
- C) Level 1 Family Toilet Rooms in Youth Services:
 - Project to include multiple design options for plumbing fixtures, finishes, and new lighting for your review. These options will be developed into a single palette for presentation to the board in preparation for bid and construction.
- D) Level 2 Lighting at Adult Non-Fiction Stacks + Seating Areas: (+/- 9000 sf)
 - Design to include multiple options for lighting fixtures including light level calculations for your review. The new acoustical ceiling tile will match the adjacent ceiling which was installed as part of a previous project. The final layout and fixture will be presented to the board as part of the overall project design.
- E) Level 2 Training Lab Lighting + Controls:
 - Design to include lighting and control options from our previous project including light level calculations for your review. The existing acoustical ceiling tile will remain.
- F) Level 1 & Level 2 Art Accent Lighting:
 - Art Lighting at Level 2 Elevator Core (Oil Painting) + Level 1 Café (Chihuly Sculpture) to include lighting and control options from our previous project including light level calculations for your review. The existing acoustical ceiling tile will remain.
- G) Level 1 STEM Lighting in Youth Services
 - Design to include lighting and control options from our previous project including light level calculations for your review. The existing acoustical ceiling tile will remain
- H) Removal of Existing Information Desk and New Location for Existing Circulation Desk:
 - Planning options for removal of existing info desk and relocation of existing circulation desk. We will move all required Power/Voice/Data as part of this project.

The total value of the scope of work above is +/- \$600,000 in construction as shown in the estimate prepared by Shales McNutt Construction for review by the Board of Trustees.

Fee:

Compensation to our firm will be on a fixed fee of \$46,500 based on the scope of work and value of construction listed above. Total estimated project cost is +/- \$660,000 as presented at the August meeting of the Board of Trustees. We have reduced our fee by \$1500.00 equal to the amount that has been billed to date for the design of projects E, F, & G listed above.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Printing expenses will be billed at an actual cost. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Best-



Dan Pohrte, partner

product architecture + design
811 west evergreen #405
chicago, il 60642
v 312.202.0701 c 773.837-0447 f 866.857.7265

Accepted by: _____ Date: _____
Julie Milavec, Library Director

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 9C

The proposed salary schedule for 2018 is unchanged from the prior year.

Two comparisons for salary schedule and ranges are attached. "Area Libraries" compares the Downers Grove Public Library's salary schedules and ranges to those of other suburban libraries in our area. "LACONI Libraries" uses the 2017-2018 Library Administrators Conference of Northern Illinois (LACONI) Salary Survey to match for comparable libraries, then compares lowest actual salary paid from the survey. Sorting the survey information by Population, Operating Budget, and Equalized Assessed Valuation (EAV), the five libraries nearest to Downers Grove, above and below were determined. Any library appearing two or more times was selected for comparison. It is important to note the significant difference between the "Area Libraries" and "LACONI Libraries" is that the first compares salary schedules and ranges while the second compares actual salaries paid at the time of the survey.

It is important to note that several employees have reached the maximum of their position's salary range. The current compensation practices of the library use only an across-the-board percentage increase for all staff without a merit or bonus component. Individuals at the maximum of their salary range do not receive a raise unless their salary range maximum increases. I am implementing a change in 2018: any individual at the maximum of their salary range may earn a performance bonus of up to the percentage of the 2018 across-the-board salary increase. This bonus would be paid in a lump sum, upon approval of satisfactory performance by the individual's supervisor. This preserves the maximum salary range while providing an incentive for performance.

DOWNERS GROVE PUBLIC LIBRARY												
2017 WAGE AND SALARY SCHEDULE					2017 Salary Schedule				Area Libraries		LACONI Libraries	
					Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum	Average Comp	DGPL % of Average	Average Comp	DGPL % of Average
	1	Shelver			10.20	15.30	19,890	29,835	\$ 9.28	110%	\$ 8.92	114%
		Tech Services Clerk										
	2	Library Clerk			12.00	18.00	23,400	35,100	\$ 11.68	103%	\$ 11.84	101%
		Custodian										
		Library Monitor										
	3	Computer Help Desk Associate			13.50	20.25	26,325	39,487	\$ 13.32	101%	\$ 12.56	107%
	4	Library Assistant			16.00	24.00	31,200	46,800	\$ 15.64	102%	\$ 15.89	101%
		Technology Assistant										
		Administrative Assistant										
		Circulation Supervisor										
		ILL Coordinator										
		Lead Custodian										
	5	Executive Assistant			20.00	30.00	39,000	58,500	\$ 19.67	102%	\$ 19.64	102%
		Staff Artist										
		Assistant Manager										
	6	Librarian			23.59	35.38	46,000	69,000	\$ 21.38	110%	\$ 22.45	105%
		Trainer										
	7	Manager			31.79	47.69	62,000	93,000	\$ 27.73	115%	\$ 29.66	107%
	8	Assistant Director			35.90	53.85	70,000	105,000	\$ 33.59	107%	\$ 49.20	104%
	9	Director			Set by Board of Library Trustees						\$ 62.24	103%

2017 Area Library Salary Schedules
Pay Range Comparisons

Position	Min/Hr	Max/Hr	Min/Annual	Max/Annual	Range
Shelver - DGPL	\$ 10.20	\$ 15.00	\$ 19,890.00	\$ 29,250.00	1.470588
Shelver - HPL	\$ 9.00	\$ 11.50	\$ 17,550.00	\$ 22,425.00	1.277778
Shelver - IPPL	\$ 9.13	\$ 13.69	\$ 17,803.50	\$ 26,695.50	1.499452
Shelver - LGPL	\$ 8.82	\$ 11.68	\$ 17,199.00	\$ 22,776.00	1.324263
Shelver - TPPL	\$ 8.76	\$ 12.88	\$ 17,082.00	\$ 25,116.00	1.47032
Shelver - WestmontPL	\$ 9.50	\$ 14.00	\$ 18,525.00	\$ 27,300.00	1.473684
Shelver - WoodridgePL	\$ 10.44	\$ 15.67	\$ 20,358.00	\$ 30,556.50	1.500958
Average	\$ 9.28	\$ 13.49	\$ 18,086.25	\$ 26,302.71	1.454293
Clerk - DGPL	\$ 12.00	\$ 18.00	\$ 23,400.00	\$ 35,100.00	1.5
Clerk - HPL	\$ 11.80	\$ 15.50	\$ 23,010.00	\$ 30,225.00	1.313559
Clerk - IPPL	\$ 13.11	\$ 19.68	\$ 25,564.50	\$ 38,376.00	1.501144
Clerk - LGPL	\$ 10.56	\$ 15.82	\$ 20,592.00	\$ 30,849.00	1.498106
Clerk - TPPL	\$ 12.72	\$ 19.08	\$ 24,804.00	\$ 37,206.00	1.5
Clerk - WestmontPL	\$ 11.00	\$ 17.00	\$ 21,450.00	\$ 33,150.00	1.545455
Clerk - WoodridgePL	\$ 10.91	\$ 16.38	\$ 21,274.50	\$ 31,941.00	1.501375
Average	\$ 11.68	\$ 17.35	\$ 22,782.50	\$ 33,835.29	1.485144
Associate - DGPL	\$ 13.50	\$ 20.25	\$ 26,325.00	\$ 39,487.50	1.5
Associate - HPL	\$ 14.00	\$ 19.20	\$ 27,300.00	\$ 37,440.00	1.371429
Associate - IPPL	\$ 14.88	\$ 22.33	\$ 29,016.00	\$ 43,543.50	1.500672
Associate - LGPL	\$ 12.29	\$ 18.42	\$ 23,965.50	\$ 35,919.00	1.498779
Associate - TPPL	\$ 14.03	\$ 21.05	\$ 27,358.50	\$ 41,047.50	1.500356
Associate - WestmontPL	\$ 11.73	\$ 17.50	\$ 22,873.50	\$ 34,125.00	1.491901
Associate - WoodridgePL	\$ 12.97	\$ 19.46	\$ 25,291.50	\$ 37,947.00	1.500386
Average	\$ 13.32	\$ 19.74	\$ 25,967.50	\$ 38,501.36	1.482675
Assistant - DGPL	\$ 16.00	\$ 24.00	\$ 31,200.00	\$ 46,800.00	1.5
Assistant - HPL	\$ 15.53	\$ 21.20	\$ 30,283.50	\$ 41,340.00	1.3651
Assistant - IPPL	\$ 16.89	\$ 25.32	\$ 32,935.50	\$ 49,374.00	1.499112
Assistant - LGPL	\$ 14.30	\$ 21.44	\$ 27,885.00	\$ 41,808.00	1.499301
Assistant - TPPL	\$ 17.08	\$ 25.62	\$ 33,306.00	\$ 49,959.00	1.5
Assistant - WestmontPL	\$ 14.28	\$ 21.42	\$ 27,846.00	\$ 41,769.00	1.5
Assistant - WoodridgePL	\$ 15.75	\$ 23.63	\$ 30,712.50	\$ 46,078.50	1.500317
Average	\$ 15.64	\$ 23.23	\$ 30,494.75	\$ 45,304.07	1.485635
Asst Manager - DGPL	\$ 20.00	\$ 30.00	\$ 39,000.00	\$ 58,500.00	1.5
Asst Manager - HPL	\$ 18.41	\$ 26.93	\$ 35,899.50	\$ 52,513.50	1.462792
Asst Manager - IPPL	\$ 25.03	\$ 37.56	\$ 48,808.50	\$ 73,242.00	1.500599
Asst Manager - LGPL	\$ 16.65	\$ 24.96	\$ 32,467.50	\$ 48,672.00	1.499099
Asst Manager - TPPL	\$ 20.79	\$ 31.19	\$ 40,540.50	\$ 60,820.50	1.500241
Asst Manager - WestmontPL	\$ 18.50	\$ 27.00	\$ 36,075.00	\$ 52,650.00	1.459459
Asst Manager - WoodridgePL	\$ 18.32	\$ 27.48	\$ 35,724.00	\$ 53,586.00	1.5
Average	\$ 19.67	\$ 29.30	\$ 38,359.29	\$ 57,140.57	1.489615

* Averages exclude DGPL

2017 Area Library Salary Schedules
Pay Range Comparisons

Position	Min/Hr	Max/Hr	Min/Annual	Max/Annual	spread
Librarian - DGPL	\$ 23.59	\$ 35.38	\$ 46,000.50	\$ 68,991.00	1.499788
Librarian - HPL	\$ 22.22	\$ 33.67	\$ 43,329.00	\$ 65,656.50	1.515302
Librarian - IPPL	\$ 22.16	\$ 33.23	\$ 43,212.00	\$ 64,798.50	1.499549
Librarian - LGPL	\$ 19.37	\$ 29.05	\$ 37,771.50	\$ 56,647.50	1.499742
Librarian - TPPL	\$ 22.94	\$ 34.40	\$ 44,733.00	\$ 67,080.00	1.499564
Librarian - WestmontPL	\$ 21.63	\$ 32.13	\$ 42,178.50	\$ 62,653.50	1.485437
Librarian - WoodridgePL	\$ 19.97	\$ 29.96	\$ 38,941.50	\$ 58,422.00	1.50025
Average	\$ 21.38	\$ 32.55	\$ 41,694.25	\$ 63,464.14	1.522132
Manager - DGPL	\$ 31.79	\$ 47.69	\$ 61,990.50	\$ 92,995.50	1.500157
Manager - HPL	\$ 27.07	\$ 40.92	\$ 52,786.50	\$ 79,794.00	1.511636
Manager - IPPL	\$ 28.29	\$ 42.44	\$ 55,165.50	\$ 82,758.00	1.500177
Manager - LGPL	\$ 26.24	\$ 39.37	\$ 51,168.00	\$ 76,771.50	1.500381
Manager - TPPL	\$ 30.80	\$ 46.21	\$ 60,060.00	\$ 90,109.50	1.500325
Manager - WestmontPL	\$ 26.93	\$ 40.80	\$ 52,513.50	\$ 79,560.00	1.515039
Manager - WoodridgePL	\$ 27.02	\$ 40.53	\$ 52,689.00	\$ 79,033.50	1.5
Average	\$ 27.73	\$ 42.57	\$ 54,063.75	\$ 83,003.14	1.535283
Asst Director - DGPL	\$ 35.90	\$ 53.85	\$ 70,005.00	\$ 105,007.50	1.5
Asst Director - HPL	\$ 31.54	\$ 47.08	\$ 61,503.00	\$ 91,806.00	1.492708
Asst Director - IPPL	\$ 31.96	\$ 47.96	\$ 62,322.00	\$ 93,522.00	1.500626
Asst Director - LGPL	\$ 35.56	\$ 53.34	\$ 69,342.00	\$ 104,013.00	1.5
Asst Director - TPPL	\$ 37.50	\$ 56.24	\$ 73,125.00	\$ 109,668.00	1.499733
Asst Director - WestmontPL	\$ 31.39	\$ 46.03	\$ 61,210.50	\$ 89,758.50	1.466391
Asst Director - WoodridgePL	N/A	N/A	N/A	N/A	N/A
Average	\$ 33.59	\$ 50.75	\$ 65,500.50	\$ 98,962.50	1.510866

* Averages exclude DGPL

**2017 LACONI Salary Survey
Position Pay Comparisons**

Position	Current Min/Hr	Annual	Yrs in Position	Education Req'd
Shelver - DGPL	\$ 10.20	\$ 19,890.00	<1	HS/GED
Shelver - EPL	\$ 9.77	\$ 19,051.50	<1	n/a
Shelver - HPPL	\$ 9.00	\$ 17,550.00	<1	n/a
Shelver - SCPL	\$ 8.48	\$ 16,536.00	not reported	
Shelver - WPL	\$ 8.42	\$ 16,419.00	2	HS/GED
Average	\$ 8.92	\$ 17,389.13		
Clerk - DGPL	\$ 12.00	\$ 23,400.00	<1	HS/GED
Clerk - EPL	\$ 11.18	\$ 21,801.00	1	n/a
Clerk - HPPL	\$ 12.61	\$ 24,589.50	<1	HS/GED
Clerk - SCPL	\$ 11.87	\$ 23,146.50	not reported	
Clerk - WPL	\$ 11.71	\$ 22,834.50	1	Bachelors
Average	\$ 11.84	\$ 23,092.88		
Associate - DGPL	\$ 13.50	\$ 26,325.00	<1	Bachelors
Associate - EPL	\$ 14.01	\$ 27,319.50	<1	Bachelors
Associate - HPPL	\$ 11.77	\$ 22,951.50	<1	HS/GED
Associate - SCPL	\$ 12.52	\$ 24,414.00	not reported	
Associate - WPL	\$ 11.94	\$ 23,283.00	4	Bachelors
Average	\$ 12.56	\$ 24,492.00		
Assistant - DGPL	\$ 16.00	\$ 31,200.00	<1	Bachelors
Assistant - EPL	\$ 16.86	\$ 32,877.00	3	Bachelors
Assistant - HPPL	\$ 16.08	\$ 31,356.00	3	Bachelors
Assistant - SCPL	\$ 16.73	\$ 32,623.50	not reported	
Assistant - WPL	\$ 13.89	\$ 27,085.50	12	Bachelors
Average	\$ 15.89	\$ 30,985.50		
Asst Manager - DGPL	\$ 20.00	\$ 39,000.00	<1	Bachelors
Asst Manager - EPL	\$ 22.06	\$ 43,017.00	5	Bachelors
Asst Manager - HPPL	\$ 21.58	\$ 42,081.00	8	Bachelors
Asst Manager - SCPL	\$ 18.83	\$ 36,718.50	not reported	
Asst Manager - WPL	\$ 15.74	\$ 30,693.00	1	Bachelors
Average	\$ 19.64	\$ 38,301.90		
Position	Min/Hr	Min/Annual		
Librarian - DGPL	\$ 23.59	\$ 46,000.50	<1	Masters
Librarian - EPL	\$ 24.18	\$ 47,151.00	1	Masters
Librarian - HPPL	\$ 23.80	\$ 46,410.00	1	Masters
Librarian - SCPL	\$ 21.50	\$ 41,925.00	not reported	
Librarian - WPL	\$ 20.33	\$ 39,643.50	<1	Masters
Average	\$ 22.45	\$ 43,782.38		
Manager - DGPL	\$ 31.79	\$ 61,990.50	<1	Bachelors
Manager - EPL	\$ 31.30	\$ 61,035.00	3	Bachelors

**2017 LACONI Salary Survey
Position Pay Comparisons**

Manager - HPPL	\$ 28.44	\$ 55,458.00	5	Masters
Manager - SCPL	\$ 30.88	\$ 60,216.00	not reported	
Manager - WPL	\$ 28.01	\$ 54,619.50	3	Masters
Average	\$ 29.66	\$ 57,832.13		
Asst Director - DGPL	\$ 50.95	\$ 99,352.50	5	Masters
Asst Director - EPL	\$ 46.64	\$ 90,948.00	5	Masters
Asst Director - HPPL	\$ 50.70	\$ 98,865.00	25	Masters
Asst Director - SCPL	\$ 54.20	\$ 105,690.00	not reported	
Asst Director - WPL	\$ 45.27	\$ 88,276.50	21	Masters
Average	\$ 49.20	\$ 95,944.88		
Director - DGPL	\$ 64.10	\$ 124,995.00	<1	Masters
Director - EPL	\$ 69.23	\$ 134,998.50	6	Masters
Director - HPPL	\$ 61.03	\$ 119,008.50	6	Masters
Director - SCPL	\$ 55.39	\$ 108,010.50	not reported	
Director - WPL	\$ 63.30	\$ 123,435.00	4	Masters
Average	\$ 62.24	\$ 121,363.13		

2017 LACONI Salary Survey
Determining Comparable Libraries

<u>BY POPULATION</u>						
Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
Oak Lawn Public Library	56,690	\$5,767,994	503,807	\$983,420,172	0.5800%	86,108
St. Charles Public Library	55,092	\$7,957,100	1,541,418	\$2,288,187,258		54,234
Mount Prospect Public Library	54,167	\$9,123,400	966,550	\$1,354,550,848	0.8011%	101,290
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518
Oak Park Public Library	52,287	\$7,939,246	1,201,353			104,000
Downers Grove Public Library	49,213	\$4,985,772	1,036,494	\$2,163,725,584	0.2612%	67,738
Barrington Area Library	44,157	\$7,000,000	975,959	\$2,857,423,160	0.0024%	60,000
Elmhurst Public Library	44,121	\$8,908,300	1,283,266	\$2,034,108,447	0.3600%	90,000
DeKalb Public Library	44,030	\$1,718,283	140,378			65,786
Helen M. Plum Memorial Public Library District	43,907	\$3,870,898	585,000	\$1,313,916,939	0.2763%	34,000
Indian Prairie Public Library District	42,529	\$3,644,678	758,241	\$1,769,285,086	0.1896%	43,400

2017 LACONI Salary Survey
Determining Comparable Libraries

<u>BY EAV</u>						
Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
Joliet Public Library	147,433	\$7,097,650	697,583	\$2,561,610,272	0.2306%	74,000
Arlington Heights Memorial Library	75,000	\$14,586,392	2,271,891	\$2,447,074,262	0.5652%	132,000
Vernon Area Public Library District	41,055	\$7,658,550	984,750	\$2,340,709,045	0.3079%	50,000
St. Charles Public Library	55,092	\$7,957,100	1,541,418	\$2,288,187,258		54,234
Highland Park Public Library	29,763	\$5,000,900	596,415	\$2,178,857,704	0.2129%	42,000
Downers Grove Public Library	49,213	\$4,985,772	1,036,494	\$2,163,725,584	0.2612%	67,738
Skokie Public Library	64,784	\$11,618,907	2,192,913	\$2,089,553,462	0.6300%	133,190
Northbrook Public Library	33,170	\$6,411,500	836,834	\$2,076,011,238	0.3850%	87,223
Elmhurst Public Library	44,121	\$8,908,300	1,283,266	\$2,034,108,447	0.3600%	90,000
Palatine Public Library District	88,983	\$6,631,690	1,423,403	\$2,012,240,568	0.3080%	96,000
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518

**2017 LACONI Salary Survey
Determining Comparable Libraries**

<u>BY OPERATING BUDGET</u>						
Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
Wilmette Public Library District	27,087	\$5,702,565	688,507	\$1,522,528,658	0.3950%	70,166
Orland Park Public Library	56,767	\$5,649,588	945,776	\$1,952,036,822	0.3550%	93,000
Eisenhower Public Library District	23,184	\$5,420,005	399,064	\$607,315,751	0.6262%	44,576
Elk Grove Village Public Library	33,419	\$5,081,568	700,562	\$1,438,272,402	0.3500%	63,000
Highland Park Public Library	29,763	\$5,000,900	596,415	\$2,178,857,704	0.2129%	42,000
Downers Grove Public Library	49,213	\$4,985,772	1,036,494	\$2,163,725,584	0.2612%	67,738
Geneva Public Library District	30,500	\$4,300,000	644,788	\$1,435,791,739	0.3340%	27,600
Park Ridge Public Library	37,480	\$4,266,453	830,981	\$1,288,845,108	0.3680%	36,040
Lake Villa District Library	40,574	\$4,230,650	828,000	\$801,754,366	0.6179%	30,000
Deerfield Public Library	18,297	\$4,206,339	450,209	\$13,197,410	0.3500%	
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518
<u>3 Matches</u>						
Wheaton Public Library						
<u>2 Matches</u>						
Elmhurst Public Library						
Highland Park Public Library						
St. Charles Public Library						

2017 LACONI Salary Survey
Determining Comparable Libraries

1 Match						
Arlington Heights Public Library						
Barrington Area Public Library						
Deerfield Public Library						
DeKalb Public Library						
Elk Grove Village Public Library						
Eisenhower Public Library District						
Geneva Public Library District						
Helen M. Plum Memorial Public Library District						
Indian Prairie Public Library District						
Joliet Public Library						
Lake Villa District Library						
Mount Prospect Public Library						
Northbrook Public Library						
Oak Lawn Public Library						
Oak Park Public Library						
Orland Park Public Library						
Palatine Public Library						
Park Ridge Public Library						
Skokie Public Library						
Vernon Area Public Library						
Wilmette Public Library						

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 10A

2018 Budget Draft

This narrative includes a line-by-line break down of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2017 attainment.

Revenue Budget Lines

4101 Current Property Taxes

Property taxes received for current property tax bills. This is the Library's primary revenue stream.

4109 Prior Year Property Taxes

Money collected that was owed in prior year property taxes.

4313 Personal Property Replacement Tax

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local government. The library receives 12.5% of the total distributed to the Village. The State's disbursements to the Village are posted here:

<http://www.revenue.state.il.us/LocalGovernment/Replacement/DuPage/index.htm>

4410 Sales of Materials

Sales of books, circulating bags, flash drives, earbuds, stationery, supplies, miscellaneous community items, bulk sale of discards, unneeded library property such as office chairs.

4502 Charges for Services

Money received from vending machines, toner/ink cartridge recycling, photocopying and MyPC printing, plus miscellaneous refunds.

4509 Fees for Non-Residents

Payment for non-resident library cards.

4571 Rental Fees

Meeting Room rental fees.

4581 Fines

Payment for fines for overdue materials. With the implementation of automatic renewals this year, fine income is expected to drop dramatically.

4590 Costs Recovered for Services
Payment for lost and damaged items.

4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. No revenue anticipated for 2018 budget year.

4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.25 per person served on an annual basis, to all Illinois public libraries. Based on the prior year's grant funding of \$0.77 per capita and State budget uncertainty, the revenue projection is reduced slightly to \$0.75 per capita.

4711 Investment Income

Interest earned on library cash invested by Village in various involvements or money market accounts.

4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes. Reduced revenue anticipated for 2018 budget year, due to the transfer of funds to the Building & Equipment Replacement Fund.

4820 Contributions, Operating

Donations for memorial and gift items, other gifts made directly to the library, and gifts to the Library from the Foundation and Friends of the Library. In recent years the Friends donate proceeds of its book sale to the library to sponsor Summer Reading Club.

Expenditure Lines

5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Assistant Department Managers, Librarians, Technology Trainer, Executive Assistant. A salary increase of 2.5% for all employees is included in the draft budget.

5111 Salaries, Non-Exempt

Full time non-exempt employees including Technology Assistant I and ILL Coordinator. A salary increase of 2.5% for all employees is included in the draft budget. The hold on Fair Labor Standards Act changes scheduled to take place in December 2016 impacts the classification of positions into Exempt or Non-Exempt lines.

5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Clerks, Library Clerks, Shelves, Staff Artist, Executive Assistant, Library Monitors, Custodians. A wage increase of 2.5% for all employees is included in the draft budget. Proposed amount also includes an allocation for additional hours at each public service desk for substitutes or part time hourly employees.

5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year.) Contribution rate is set annually by IMRF, according to statutory formula. Employer rate is 11.03% for 2018, a significant decrease from the 2017 rate. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5133 Medicare Contributions

Contributions to Medicare for all employees. Contribution rate is 1.45%. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5134 Social Security Contributions

Contributions to Social Security for all employees. Contribution rate is 0.62%. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5190 Life Insurance

Library contribution to life insurance premium for full-time employees. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on estimated renewal rates supplied by the Village, changes in insurance elected by current employees and anticipated employee turnover.

5191 Health Insurance

Library contribution to health insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the health insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. The Library Board sets annual employer contribution rates each year, following receipt of renewal rate information. Cost is based flat renewal rates, changes in insurance elected by current employees, and anticipated employee turnover.

5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the Library participates in the Village

employee benefits program. Cost is based flat renewal rates, changes in insurance elected by current employees, and anticipated employee turnover.

5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. The Library Board sets annual employer contribution rates each year, following receipt of renewal rate information. Cost is based flat renewal rates, changes in insurance elected by current employees, and anticipated employee turnover.

5210 Supplies

Office supplies such as printer cartridges, paper, pencils, and post-its and general supplies for in-house use and programming, such as puppets, STEM Room items, and art supplies. Reduction based on expected 2017 attainment.

5251 Maintenance Supplies

Maintenance supplies such as cleaning supplies, toilet paper, paper towels, and garbage bags.

5280 Small Tools & Equipment

Objects such as acrylic sign holders, computer cords, pencil sharpeners, and telephones. Increase based on expected 2017 attainment.

5302 Dues and Memberships

Institutional memberships to organizations such as Management Association, American Library Association, Illinois Library Association, LACONI. Library pays for personal memberships for Trustees, Director, and Assistant Directors. In response to Strategic Plan 2017-2020 goals for staff professional development, many organizations for librarians offer free or reduced price training and development opportunities for organization members. The additional \$2,700 requested will support these memberships.

5303 Seminars, Conference & Meetings

Costs for attending professional conferences such as Public Library Association Conference, American Library Association Conference, Illinois Library Association Conference, Adult Reading Round Table as well as local meetings and workshops. The additional \$3,800 requested will support the Strategic Plan 2017-2020 action items for staff training and development.

5308 Recognition Program--Staff

Expenses for staff events such as retirement gift and party for long-time employees, and for in-house staff activities. The \$1,000 supports new employee recognition initiatives.

5315 Professional Services

Speakers for library programs and internal staff training, professional services such as library search firm, architect, signage firm, legal ads, and construction management.

5323 Special Legal

Services provided by library attorney. This is used for questions dealing specifically with library law or for legal questions on matters between the Village and Library. This amount may be revisited during the discussion in the meeting.

5346 Data Processing Services

Fees for SWAN ILS (Integrated Library System for circulation, catalog, technical processing), online fine payment company Propay, and 3M licensing and maintenance agreements for self-checks, sorter, RFID checkin/out pads, and security gates. The Reaching Across Illinois Library System (RAILS) recently decided to hold SWAN's FY2018-2019 support level, despite the dissolution of the LINC and MAGIC consortia with 19 of 21 total members joining SWAN. This, coupled with the expiration of the 3-year 13% fee reduction enjoyed through FY2017-2018 and implementation of a new formula for calculating SWAN fees, may result in a SWAN fee increase of 20% for the second half of 2018. A lesser percentage increase is included for non-SWAN items in this budget line.

5380 Printing Services

Printing library newsletter, street banners, and incidental items. Increase allows for additional pages in the newsletter as needed.

5391 Telephone

Telephone service and Internet providers.

5392 Postage

Postage costs for Discoveries and all mailings. Reduction based on expected 2017 attainment.

5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets; branded giveaways, employment ads. Reduction based on expected 2017 attainment.

5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, Directors, and Security Camera. Proposed amount based actual renewal rate of the LIRA program.

5430 Building Maintenance Services

Covers building inspections and repairs, and general maintenance of installed equipment: mechanical, elevator, fire alarm, plumbing, etc. Reduction based on expected 2017 attainment.

5450 Cleaning Services

Annual contract for outside cleaning company (ServiceMaster), plus special services. The three-year contract expires December 31, 2019. This includes additional services utilized annually such as carpet cleaning and Floorazzo flooring steam clean. Reduction based on expected 2017 attainment.

5461 Utilities

Charges for gas, sanitary, water, and storm water utility. Under the Village's franchise agreement for utility services, the Library does not pay for electricity.

5470 Other Equipment Repair and Maintenance

Charges for repair for copiers, printers, fax, and microfilm reader/printers.

5481 Rentals

Rental of copy machines, staff room vending machine, parking permits, and postage meter.

5620 Recoverables

Payment to other libraries for interlibrary loan losses and fees to collection agency for recovery of materials. Increase based on expected 2017 attainment.

5630 Contingency

Money set aside for unforeseen events.

5690 Unemployment Compensation

Unemployment compensation claims, if necessary; Library has had one claim in five years. Proposed budgeted amount allows for claims in 2018.

5770 Capital Equipment < \$20,000

Long-term equipment under \$20,000 such as computers, peripherals, and Media Lab equipment, on a regular replacement cycle. Proposed amount includes anticipated IT replacements, plus \$10,000 for digital signage.

5851 Electronic Resources

Digital content for the collection, such as databases, eBooks, eAudiobooks, eMagazines, eMusic, and eMovies.

5852 Print Materials

Print items for the collection including books and magazines.

5853 Audiovisual Materials

AV materials for the collection such as DVDs and blu-rays, CDs, audiobooks, playaways, readalong kits, puzzles, and videogames.

5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Estimated cost of \$60,000 for replacement of remaining soft seating in public areas not replaced in 2014 renovation and miscellaneous other furniture replacement.

5880 Intangible Assets (Software)

Software for operational use such as Google Apps and Microsoft Office. Proposed is based on 2017 budgeted amount. Reduction based on expected 2017 attainment.

Points for Comparisons: Use, funding and taxpayer impact

The Downers Grove Library is on track for a second straight record-setting year of use, especially in the areas of program attendance and meeting room use. Use does not directly affect revenue in Illinois library funding. Under the Illinois statutes governing public library funding, public libraries are primarily property tax funded. This library derives approximately 96% of its funding by property taxes.

The Downers Grove Public Library's tax impact to the individual homeowner decreased -8.5% from 2016 to 2017. The proposed preliminary levy is an estimated -1.9% decrease from 2017 to 2018 for individual homeowners whose home value has not changed.

Alternate draft – 3% COL

An alternate budget draft is included in your packet, showing a 3% cost of living increase, as requested by a Trustee at the August meeting. The total budget impact of the additional 0.5% in cost of living is approximately \$12,000. In this draft, the preliminary levy is an estimated -1.5% decrease from 2017 to 2018 for individual homeowners whose home value has not changed.

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 2.5% COL					
OPERATING FUND BALANCE					
	2016	2016	2017	2017	2018
	BUDGET	ACTUAL	BUDGET	PROJECTED	PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 908,563.63
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,443,748.86
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,221,843.37	\$ 5,442,942.92
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 908,563.63	\$ 559,369.57
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,350,460.37)	\$ (349,194.06)
LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE					
	2016	2016	2017	2017	2018
	BUDGET	ACTUAL	BUDGET	PROJECTED	PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 2.5% COL						
		2016	2016	2017	2017	2018
	SOURCE	BUDGET	ACTUAL	BUDGET	EST. ATT.	PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,239,238.86
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,443,748.86

DOWNERS GROVE PUBLIC LIBRARY 2018 EXPENDITURES SIMPLIFIED SHEET DRAFT 2.5% COL							
	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2017	2017	2018	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5101	Salaries, Exempt	1,443,453.00	1,479,226.54	1,460,606.30	17,153.30	1.2%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	216,900.00	174,899.55	228,473.12	11,573.12	5.3%	
5119	Part-Time Employee Wages	1,204,010.00	1,189,555.28	1,255,118.47	51,108.47	4.2%	
5131	IMRF Pension Contributions	274,700.00	271,942.00	262,803.99	-11,896.01	-4.3%	
5133	Medicare Contributions	41,533.00	41,203.00	42,505.98	972.98	2.3%	
5134	Social Security Contributions	177,590.00	175,605.00	181,749.71	4,159.71	2.3%	
5190	Life Insurance	972.00	978.00	1,044.00	72.00	7.4%	
5191	Health Insurance	300,900.00	300,900.00	350,860.00	49,960.00	16.6%	no inc + changes
5195	Optical Insurance	1,989.00	1,989.00	2,160.96	171.96	8.6%	no inc + changes
5197	Dental Insurance	29,873.00	29,277.00	33,995.40	4,122.40	13.8%	no inc + changes
		3,691,920.00	3,665,575.37	3,819,317.92	127,397.92	3.5%	Cost of 2.5% raises

	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2017	2017	2018	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5210	Supplies	95,400.00	90,000.00	87,200.00	(8,200.00)	-8.6%	
5251	Maintenance Supplies	18,000.00	14,200.00	18,000.00	0.00	0.0%	
5280	Small tools & equipment	30,000.00	33,100.00	34,600.00	4,600.00	15.3%	
5302	Dues and Memberships	4,800.00	4,800.00	7,500.00	2,700.00	56.3%	
5303	Seminars, Conferences & Meetings	30,400.00	26,500.00	34,250.00	3,850.00	12.7%	
5308	Recognition Programs-Staff	4,000.00	4,400.00	5,000.00	1,000.00	25.0%	
5315	Professional Services	62,000.00	54,000.00	62,000.00	0.00	0.0%	
5322	Personnel Recruitment	0.00	0.00	0.00	0.00	0.0%	
5323	Special Legal	3,000.00	3,000.00	6,000.00	3,000.00	100.0%	
5346	Data Processing Services	95,000.00	95,000.00	105,000.00	10,000.00	10.5%	
5380	Printing Services	16,700.00	16,700.00	18,700.00	2,000.00	12.0%	
5391	Telephone	20,000.00	16,500.00	20,000.00	0.00	0.0%	
5392	Postage	26,725.00	26,725.00	25,500.00	(1,225.00)	-4.6%	
5407	Advertising & Public Relations	20,500.00	20,500.00	20,375.00	(125.00)	-0.6%	
5420	Insurance - other policies	46,000.00	41,640.00	43,000.00	(3,000.00)	-6.5%	
5430	Building Maintenance Services	94,000.00	94,000.00	90,000.00	(4,000.00)	-4.3%	
5450	Cleaning Services	88,000.00	75,000.00	80,000.00	(8,000.00)	-9.1%	
5461	Utilities	26,000.00	20,000.00	25,000.00	(1,000.00)	-3.8%	
5470	Other Equipment Repair & Maint.	11,500.00	7,500.00	11,500.00	0.00	0.0%	
5481	Rentals	20,500.00	20,100.00	20,500.00	0.00	0.0%	
5620	Recoverables	3,000.00	4,000.00	4,000.00	1,000.00	33.3%	
5630	Contingency	10,000.00	0.00	10,000.00	0.00	0.0%	
5690	Unemployment Compensation	7,000.00	0.00	10,000.00	3,000.00	42.9%	
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.0%	
5770	Capital equipment< \$20,000	63,500.00	66,103.00	60,000.00	(3,500.00)	-5.5%	
5851	Electronic Resources	220,000.00	220,000.00	223,000.00	3,000.00	1.4%	
5852	Print materials	343,000.00	343,000.00	345,000.00	2,000.00	0.6%	
5853	AV materials	147,000.00	147,000.00	148,500.00	1,500.00	1.0%	
5870	Capital equipment +\$20,000	65,000.00	65,000.00	65,000.00	0.00	0.0%	
5880	Intangible Assets (software)	51,600.00	47,500.00	44,000.00	(7,600.00)	-14.7%	
		1,622,625.00	1,556,268.00	1,623,625.00	1,000.00	0.1%	Cost of other items
	TOTAL 805.90	5,314,545.00	5,221,843.37	5,442,942.92	128,397.92	2.4%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	TOTAL LIBRARY 805.90.XXX.XXXX					
		2016	2016	2017	2017	2018
	EXPENDITURES	BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	1,592,865.00	1,544,275.32	1,443,453.00	1,479,226.54	1,460,606.30
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	78,120.00	82,210.41	216,900.00	174,899.55	228,473.12
5119	Part-Time Employee Wages	1,186,110.00	1,168,770.54	1,204,010.00	1,189,555.28	1,255,118.47
5131	IMRF Pension Contributions	284,625.00	264,738.94	274,700.00	271,942.00	262,803.99
5133	Medicare Contributions	44,505.00	39,649.84	41,533.00	41,203.00	42,505.98
5134	Social Security Contributions	185,782.50	169,533.44	177,590.00	175,605.00	181,749.71
5190	Life Insurance	2,070.00	873.00	972.00	978.00	1,044.00
5191	Health Insurance	216,700.00	234,472.50	300,900.00	300,900.00	350,860.00
5195	Optical Insurance	3,105.00	1,706.90	1,989.00	1,989.00	2,160.96
5197	Dental Insurance	24,529.50	24,137.52	29,873.00	29,277.00	33,995.40
5210	Supplies	92,920.00	84,365.61	95,400.00	90,000.00	87,200.00
5251	Maintenance Supplies	16,000.00	17,972.81	18,000.00	14,200.00	18,000.00
5280	Small tools & equipment	30,000.00	22,450.61	30,000.00	33,100.00	34,600.00
5302	Dues and Memberships	4,800.00	4,721.00	4,800.00	4,800.00	7,500.00
5303	Seminars, Conferences & Meetings	30,400.00	21,312.31	30,400.00	26,500.00	34,250.00
5308	Recognition Programs-Staff	4,000.00	1,904.06	4,000.00	4,400.00	5,000.00
5315	Professional Services	40,000.00	52,560.23	62,000.00	54,000.00	62,000.00
5322	Personnel Recruitment	0.00	200.00	0.00	0.00	0.00
5323	Special Legal	6,000.00	2,396.10	3,000.00	3,000.00	6,000.00
5346	Data Processing Services	95,000.00	96,693.86	95,000.00	95,000.00	105,000.00
5380	Printing Services	17,000.00	15,357.35	16,700.00	16,700.00	18,700.00
5391	Telephone	20,000.00	21,655.46	20,000.00	16,500.00	20,000.00
5392	Postage	26,000.00	25,500.00	26,725.00	26,725.00	25,500.00
5407	Advertising & Public Relations	20,000.00	22,121.71	20,500.00	20,500.00	20,375.00
5420	Insurance - other policies	44,000.00	42,758.00	46,000.00	41,640.00	43,000.00
5430	Building Maintenance Services	94,000.00	82,217.72	94,000.00	94,000.00	90,000.00
5450	Cleaning Services	88,000.00	62,717.00	88,000.00	75,000.00	80,000.00

5461	Utilities	28,000.00	16,624.46	26,000.00	20,000.00	25,000.00
5470	Other Equipment Repair & Maint.	15,000.00	2,230.67	11,500.00	7,500.00	11,500.00
5481	Rentals	15,000.00	20,280.84	20,500.00	20,100.00	20,500.00
5620	Recoverables	3,600.00	1,766.49	3,000.00	3,000.00	4,000.00
5630	Contingency	20,000.00	0.00	10,000.00	0.00	10,000.00
5690	Unemployment Compensation	14,000.00	0.00	7,000.00	0.00	10,000.00
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.00
5770	Capital equipment, less than \$20,000	46,000.00	36,297.32	63,500.00	66,103.00	60,000.00
5851	Electronic Resources	213,000.00	207,772.91	220,000.00	220,000.00	223,000.00
5852	Print materials	333,000.00	335,585.72	343,000.00	343,000.00	345,000.00
5853	AV materials	144,000.00	141,306.02	147,000.00	147,000.00	148,500.00
5870	Capital equipment +\$20,000	100,000.00	108,741.12	65,000.00	65,000.00	65,000.00
5880	Intangible Assets (software)	37,500.00	40,997.46	51,600.00	47,500.00	44,000.00
5910	Transfer for Capital Projects	0.00	0.00	1,400,000.00	1,400,000.00	350,000.00
	TOTAL 805.90	5,215,632.00	5,018,875.25	6,714,545.00	6,620,843.37	5,792,942.92

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY-ADMINISTRATIVE SERVICES 971	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	385,000.00	369,364.27	325,002.00	360,775.54	293,421.50
5111	Salaries, Non-Exempt	0.00	0.00	42,620.00	619.55	49,374.12
5119	Part-Time Employee Wages	104,764.00	110,356.70	114,271.00	99,816.28	74,039.42
5131	IMRF Pension Contributions	54,725.00	47,454.71	53,300.00	50,542.00	40,161.95
5133	Medicare Contributions	7,255.00	6,527.21	7,130.00	6,800.00	6,044.11
5134	Social Security Contributions	31,780.00	27,908.81	30,485.00	28,500.00	25,843.77
5190	Life Insurance	332.00	129.00	144.00	150.00	144.00
5191	Health Insurance	29,337.00	39,485.00	64,920.00	64,920.00	50,640.00
5195	Optical Insurance	636.00	326.97	425.00	425.00	302.64
5197	Dental Insurance	4,756.00	4,634.52	6,240.00	5,644.00	4,606.08
5210	Supplies	18,220.00	16,737.15	18,000.00	12,600.00	15,000.00
5251	Maintenance Supplies	16,000.00	17,972.81	18,000.00	14,200.00	18,000.00
5280	Small tools & equipment	8,100.00	7,987.65	7,900.00	11,000.00	12,000.00
5302	Dues and Memberships	4,800.00	4,721.00	4,800.00	4,800.00	7,500.00
5303	Seminars, Conferences & Meetings	11,000.00	5,208.17	8,900.00	5,000.00	10,000.00
5308	Recognition Programs-Staff	4,000.00	1,904.06	4,000.00	4,400.00	5,000.00
5315	Professional Services	20,000.00	31,059.89	35,000.00	30,000.00	35,000.00
5322	Personnel Recruitment	0.00	200.00	0.00	0.00	0.00
5323	Special Legal	6,000.00	2,396.10	3,000.00	3,000.00	6,000.00
5346	Data Processing Services	95,000.00	96,693.86	95,000.00	95,000.00	105,000.00
5391	Telephone	20,000.00	21,655.46	20,000.00	16,500.00	20,000.00
5420	Insurance - other policies	44,000.00	42,758.00	46,000.00	41,640.00	43,000.00
5430	Building Maintenance Services	94,000.00	82,217.72	94,000.00	94,000.00	90,000.00
5450	Cleaning Services	88,000.00	62,717.00	88,000.00	75,000.00	80,000.00
5461	Utilities	28,000.00	16,624.46	26,000.00	20,000.00	25,000.00
5470	Other Equipment Repair and Maintenance	7,500.00	290.56	5,000.00	1,000.00	5,000.00
5481	Rentals	13,000.00	19,836.84	20,000.00	19,600.00	20,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00

5630	Contingency	20,000.00	0.00	10,000.00	0.00	10,000.00
5690	Unemployment Compensation	14,000.00	0.00	7,000.00	0.00	10,000.00
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.00
5770	Capital equipment less than \$20,000	6,000.00	11,106.07	7,000.00	9,603.00	10,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00
5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	100,000.00	108,741.12	65,000.00	65,000.00	65,000.00
5880	Intangible Assets (software)	1,500.00	13,482.00	12,600.00	8,500.00	12,000.00
5910	Transfer to Capital Projects	0.00	0.00	1,400,000.00	1,400,000.00	350,000.00
	TOTAL 971	1,237,705.00	1,170,497.11	2,639,737.00	2,544,035.37	1,498,077.59

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - ADULT SERVICES 972	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	431,635.00	425,827.58	436,753.00	436,753.00	433,323.95
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	250,850.00	244,335.74	252,765.00	252,765.00	285,173.88
5131	IMRF Pension Contributions	84,590.00	75,767.78	81,487.00	81,487.00	79,250.31
5133	Medicare Contributions	10,348.00	9,653.22	9,998.00	9,998.00	10,418.22
5134	Social Security Contributions	44,465.00	41,274.14	42,750.00	42,750.00	44,546.87
5190	Life Insurance	496.00	216.00	252.00	252.00	252.00
5191	Health Insurance	43,156.00	48,120.00	58,320.00	58,320.00	70,440.00
5195	Optical Insurance	477.00	260.08	315.00	315.00	430.08
5197	Dental Insurance	4,826.00	4,972.60	5,817.00	5,817.00	7,459.32
5210	Supplies	5,200.00	6,452.71	5,200.00	5,200.00	6,200.00
5280	Small Tools & Equipment	2,300.00	1,220.79	2,000.00	2,000.00	2,000.00
5303	Seminars, Conferences & Meetings	6,700.00	4,997.01	6,700.00	6,700.00	5,500.00
5315	Professional Services	3,000.00	5,624.42	5,000.00	2,000.00	5,000.00
5380	Printing services	500.00	57.40	500.00	500.00	500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	202,000.00	193,915.96	205,000.00	205,000.00	208,000.00
5852	Print materials	233,000.00	231,522.10	233,000.00	233,000.00	235,000.00
5853	AV materials	92,000.00	96,473.59	95,000.00	95,000.00	95,000.00
	TOTAL 972	1,415,543.00	1,390,691.12	1,440,857.00	1,437,857.00	1,488,494.63

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - CHILDREN'S SERVICES 973	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	236,130.00	235,892.82	243,847.00	243,847.00	248,978.02
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	155,992.00	149,917.89	153,682.00	153,682.00	190,451.36
5131	IMRF Pension Contributions	41,207.00	37,146.21	41,000.00	41,000.00	43,903.96
5133	Medicare Contributions	6,210.00	5,525.86	5,648.00	5,648.00	6,371.73
5134	Social Security Contributions	25,283.00	23,628.05	24,149.00	24,149.00	27,244.62
5190	Life Insurance	332.00	144.00	144.00	144.00	144.00
5191	Health Insurance	28,750.00	37,045.00	40,680.00	40,680.00	45,660.00
5195	Optical Insurance	358.00	300.92	296.00	296.00	302.64
5197	Dental Insurance	2,448.00	3,178.56	4,199.00	4,199.00	4,606.08
5210	Supplies	14,300.00	12,405.58	17,000.00	17,000.00	18,500.00
5280	Small Tools & Equipment	3,500.00	4,391.04	4,000.00	4,000.00	4,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,496.66	6,000.00	6,000.00	6,000.00
5315	Professional services	5,000.00	5,160.00	6,000.00	6,000.00	6,000.00
5380	Printing Services	500.00	69.95	200.00	200.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	11,000.00	13,856.95	15,000.00	15,000.00	15,000.00
5852	Print materials	100,000.00	104,063.62	110,000.00	110,000.00	110,000.00
5853	AV materials	52,000.00	44,832.43	52,000.00	52,000.00	53,500.00
	TOTAL 973	689,010.00	684,055.54	723,845.00	723,845.00	781,362.40

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - CIRCULATION SERVICES 974	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	120,670.00	118,310.40	71,648.00	71,648.00	71,755.13
5111	Salaries, Non-Exempt	43,390.00	42,383.38	93,172.00	93,172.00	95,429.32
5119	Part-Time Employee Wages	441,363.00	429,157.32	445,835.00	445,835.00	458,785.02
5131	IMRF Pension Contributions	30,948.00	37,759.13	27,675.00	27,675.00	27,718.15
5133	Medicare Contributions	9,302.00	8,409.48	8,712.00	8,712.00	8,778.94
5134	Social Security Contributions	38,976.50	35,956.89	37,253.00	37,253.00	37,537.54
5190	Life Insurance	248.00	108.00	108.00	108.00	144.00
5191	Health Insurance	44,860.00	41,152.50	46,200.00	46,200.00	59,940.00
5195	Optical Insurance	702.00	324.57	319.00	319.00	435.36
5197	Dental Insurance	5,292.50	4,680.00	4,680.00	4,680.00	7,011.36
5210	Supplies	16,200.00	8,589.25	16,200.00	16,200.00	16,200.00
5280	Small Tools & Equipment	2,300.00	1,410.22	2,300.00	2,300.00	2,300.00
5303	Seminars, Conferences & Meetings	600.00	432.52	600.00	600.00	4,000.00
5392	Postage	12,500.00	12,000.00	12,500.00	12,500.00	12,500.00
5470	Other Equipment Repair and Maintenance	1,500.00	135.00	500.00	500.00	500.00
5481	Rentals	2,000.00	444.00	500.00	500.00	500.00
5620	Recoverables	3,600.00	1,766.49	3,000.00	3,000.00	4,000.00
	TOTAL 974	774,452.00	743,019.15	771,202.00	771,202.00	807,534.82

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - INFORMATION TECHNOLOGY 975	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	172,300.00	157,559.53	172,478.00	172,478.00	224,810.41
5111	Salaries, Non-Exempt	34,730.00	39,827.03	31,395.00	31,395.00	32,779.50
5119	Part-Time Employee Wages	105,070.00	108,380.22	107,385.00	107,385.00	121,307.10
5131	IMRF Pension Contributions	28,862.00	26,476.58	29,725.00	29,725.00	35,156.73
5133	Medicare Contributions	5,180.00	4,372.72	4,630.00	4,630.00	5,606.73
5134	Social Security Contributions	20,000.00	18,697.09	19,795.00	19,795.00	23,973.61
5190	Life Insurance	330.00	132.00	144.00	144.00	180.00
5191	Health Insurance	28,750.00	23,885.00	38,520.00	38,520.00	45,120.00
5195	Optical Insurance	465.00	219.34	296.00	296.00	345.12
5197	Dental Insurance	3,595.00	2,976.24	4,199.00	4,199.00	5,156.28
5210	Supplies	3,900.00	4,533.47	3,900.00	3,900.00	3,900.00
5280	Small Tools & Equipment	12,000.00	6,564.17	12,000.00	12,000.00	12,000.00
5303	Seminars, Conferences & Meetings	2,800.00	2,559.61	6,000.00	6,000.00	6,000.00
5315	Professional services	0.00	0.00	2,000.00	2,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	1,805.11	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	40,000.00	25,191.25	56,500.00	56,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	36,000.00	27,515.46	39,000.00	39,000.00	32,000.00
	TOTAL 975	498,482.00	450,694.82	532,467.00	532,467.00	604,835.48

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - PUBLIC RELATIONS 976	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	115,460.00	116,448.02	119,412.00	119,412.00	110,368.98
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	51,228.00	49,084.63	50,327.00	50,327.00	49,920.00
5131	IMRF Pension Contributions	21,603.00	19,483.10	19,988.00	19,988.00	17,679.87
5133	Medicare Contributions	3,105.00	2,333.60	2,460.00	2,460.00	2,324.19
5134	Social Security Contributions	11,593.00	9,978.12	10,524.00	10,524.00	9,937.92
5190	Life Insurance	166.00	72.00	108.00	108.00	108.00
5191	Health Insurance	14,344.00	19,505.00	26,940.00	26,940.00	26,940.00
5195	Optical Insurance	163.00	124.56	190.00	190.00	193.80
5197	Dental Insurance	1,234.00	1,596.08	2,639.00	2,639.00	2,853.24
5210	Supplies	2,600.00	2,343.90	2,600.00	2,600.00	2,400.00
5303	Seminars, Conferences & Meetings	1,200.00	895.40	1,200.00	1,200.00	750.00
5315	Professional Services	12,000.00	10,715.92	14,000.00	14,000.00	14,000.00
5380	Printing Services	16,000.00	15,230.00	16,000.00	16,000.00	18,000.00
5392	Postage	13,500.00	13,500.00	14,225.00	14,225.00	13,000.00
5407	Advertising and Public Relations	20,000.00	22,121.71	20,500.00	20,500.00	20,375.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	284,196.00	283,432.04	301,113.00	301,113.00	288,851.00

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - TECHNICAL SERVICES 977	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	131,670.00	120,872.70	74,313.00	74,313.00	77,948.33
5111	Salaries, Non-Exempt	0.00	0.00	49,713.00	49,713.00	50,890.17
5119	Part-Time Employee Wages	76,843.00	77,538.04	79,745.00	79,745.00	75,441.70
5131	IMRF Pension Contributions	22,690.00	20,651.43	21,525.00	21,525.00	18,933.01
5133	Medicare Contributions	3,105.00	2,827.75	2,955.00	2,955.00	2,962.06
5134	Social Security Contributions	13,685.00	12,090.34	12,634.00	12,634.00	12,665.37
5190	Life Insurance	166.00	72.00	72.00	72.00	72.00
5191	Health Insurance	27,503.00	25,280.00	25,320.00	25,320.00	25,320.00
5195	Optical Insurance	304.00	150.46	148.00	148.00	151.32
5197	Dental Insurance	2,378.00	2,099.52	2,099.00	2,099.00	2,303.04
5210	Supplies	32,500.00	33,303.55	32,500.00	32,500.00	25,000.00
5280	Small Tools & Equipment	1,800.00	876.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	2,100.00	722.94	1,000.00	1,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	1,500.00	0.00	1,500.00	1,500.00	1,500.00
	TOTAL 977	316,244.00	296,485.47	305,324.00	305,324.00	296,987.00

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 2.5% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2161
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2161
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-1.9%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,239,239
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,239,239
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	3.9%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 72.03
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

DOWNERS GROVE PUBLIC LIBRARY 2018 PRELIMINARY FUND BALANCE SHEET 3.0% COL					
OPERATING FUND BALANCE					
	2016	2016	2017	2017	2018
	BUDGET	ACTUAL	BUDGET	PROJECTED	PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 909,563.63
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,455,871.12
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,220,843.37	\$ 5,454,859.08
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 909,563.63	\$ 560,575.67
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,349,460.37)	\$ (348,987.96)
LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE					
	2016	2016	2017	2017	2018
	BUDGET	ACTUAL	BUDGET	PROJECTED	PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 PRELIMINARY REVENUE SHEET DRAFT 3.0% COL						
		2016	2016	2017	2017	2018
	SOURCE	BUDGET	ACTUAL	BUDGET	EST. ATT.	PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,251,361.12
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,455,871.12

DOWNERS GROVE PUBLIC LIBRARY 2018 EXPENDITURES SIMPLIFIED SHEET DRAFT 3.0% COL							
	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2017	2017	2018	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5101	Salaries, Exempt	1,443,453.00	1,479,226.54	1,466,316.10	22,863.10	1.6%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	216,900.00	174,899.55	229,587.62	12,687.62	5.8%	
5119	Part-Time Employee Wages	1,204,010.00	1,189,555.28	1,260,997.49	56,987.49	4.7%	
5131	IMRF Pension Contributions	274,700.00	271,942.00	263,903.02	-10,796.98	-3.9%	
5133	Medicare Contributions	41,533.00	41,203.00	42,689.28	1,156.28	2.8%	
5134	Social Security Contributions	177,590.00	175,605.00	182,533.46	4,943.46	2.8%	
5190	Life Insurance	972.00	978.00	1,044.00	72.00	7.4%	
5191	Health Insurance	300,900.00	300,900.00	350,860.00	49,960.00	16.6%	No inc, changes only
5195	Optical Insurance	1,989.00	1,989.00	2,160.96	171.96	8.6%	No inc, changes only
5197	Dental Insurance	29,873.00	29,277.00	31,142.16	1,269.16	4.2%	No inc, changes only
		3,691,920.00	3,665,575.37	3,831,234.08	139,314.08	3.8%	Cost of 2.5% raises

	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2017	2017	2018	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5210	Supplies	95,400.00	90,000.00	87,200.00	(8,200.00)	-8.6%	
5251	Maintenance Supplies	18,000.00	14,200.00	18,000.00	0.00	0.0%	
5280	Small tools & equipment	30,000.00	33,100.00	34,600.00	4,600.00	15.3%	
5302	Dues and Memberships	4,800.00	4,800.00	7,500.00	2,700.00	56.3%	
5303	Seminars, Conferences & Meetings	30,400.00	26,500.00	34,250.00	3,850.00	12.7%	
5308	Recognition Programs-Staff	4,000.00	4,400.00	5,000.00	1,000.00	25.0%	
5315	Professional Services	62,000.00	54,000.00	62,000.00	0.00	0.0%	
5322	Personnel Recruitment	0.00	0.00	0.00	0.00	0.0%	
5323	Special Legal	3,000.00	3,000.00	6,000.00	3,000.00	100.0%	
5346	Data Processing Services	95,000.00	95,000.00	105,000.00	10,000.00	10.5%	
5380	Printing Services	16,700.00	16,700.00	18,700.00	2,000.00	12.0%	
5391	Telephone	20,000.00	16,500.00	20,000.00	0.00	0.0%	
5392	Postage	26,725.00	26,725.00	25,500.00	(1,225.00)	-4.6%	
5407	Advertising & Public Relations	20,500.00	20,500.00	20,375.00	(125.00)	-0.6%	
5420	Insurance - other policies	46,000.00	41,640.00	43,000.00	(3,000.00)	-6.5%	
5430	Building Maintenance Services	94,000.00	94,000.00	90,000.00	(4,000.00)	-4.3%	
5450	Cleaning Services	88,000.00	75,000.00	80,000.00	(8,000.00)	-9.1%	
5461	Utilities	26,000.00	20,000.00	25,000.00	(1,000.00)	-3.8%	
5470	Other Equipment Repair & Maint.	11,500.00	7,500.00	11,500.00	0.00	0.0%	
5481	Rentals	20,500.00	20,100.00	20,500.00	0.00	0.0%	
5620	Recoverables	3,000.00	3,000.00	4,000.00	1,000.00	33.3%	
5630	Contingency	10,000.00	0.00	10,000.00	0.00	0.0%	
5690	Unemployment Compensation	7,000.00	0.00	10,000.00	3,000.00	42.9%	
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.0%	
5770	Capital equipment< \$20,000	63,500.00	66,103.00	60,000.00	(3,500.00)	-5.5%	
5851	Electronic Resources	220,000.00	220,000.00	223,000.00	3,000.00	1.4%	
5852	Print materials	343,000.00	343,000.00	345,000.00	2,000.00	0.6%	
5853	AV materials	147,000.00	147,000.00	148,500.00	1,500.00	1.0%	
5870	Capital equipment +\$20,000	65,000.00	65,000.00	65,000.00	0.00	0.0%	
5880	Intangible Assets (software)	51,600.00	47,500.00	44,000.00	(7,600.00)	-14.7%	
		1,622,625.00	1,555,268.00	1,623,625.00	1,000.00	0.1%	Cost of other items
	TOTAL 805.90	5,314,545.00	5,220,843.37	5,454,859.08	140,314.08	2.6%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	TOTAL LIBRARY 805.90.XXX.XXXX					
		2016	2016	2017	2017	2018
	EXPENDITURES	BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	1,592,865.00	1,544,275.32	1,443,453.00	1,479,226.54	1,466,316.10
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	78,120.00	82,210.41	216,900.00	174,899.55	229,587.62
5119	Part-Time Employee Wages	1,186,110.00	1,168,770.54	1,204,010.00	1,189,555.28	1,260,997.49
5131	IMRF Pension Contributions	284,625.00	264,738.94	274,700.00	271,942.00	263,903.02
5133	Medicare Contributions	44,505.00	39,649.84	41,533.00	41,203.00	42,689.28
5134	Social Security Contributions	185,782.50	169,533.44	177,590.00	175,605.00	182,533.46
5190	Life Insurance	2,070.00	873.00	972.00	978.00	1,044.00
5191	Health Insurance	216,700.00	234,472.50	300,900.00	300,900.00	350,860.00
5195	Optical Insurance	3,105.00	1,706.90	1,989.00	1,989.00	2,160.96
5197	Dental Insurance	24,529.50	24,137.52	29,873.00	29,277.00	31,142.16
5210	Supplies	92,920.00	84,365.61	95,400.00	90,000.00	87,200.00
5251	Maintenance Supplies	16,000.00	17,972.81	18,000.00	14,200.00	18,000.00
5280	Small tools & equipment	30,000.00	22,450.61	30,000.00	33,100.00	34,600.00
5302	Dues and Memberships	4,800.00	4,721.00	4,800.00	4,800.00	7,500.00
5303	Seminars, Conferences & Meetings	30,400.00	21,312.31	30,400.00	26,500.00	34,250.00
5308	Recognition Programs-Staff	4,000.00	1,904.06	4,000.00	4,400.00	5,000.00
5315	Professional Services	40,000.00	52,560.23	62,000.00	54,000.00	62,000.00
5322	Personnel Recruitment	0.00	200.00	0.00	0.00	0.00
5323	Special Legal	6,000.00	2,396.10	3,000.00	3,000.00	6,000.00
5346	Data Processing Services	95,000.00	96,693.86	95,000.00	95,000.00	105,000.00
5380	Printing Services	17,000.00	15,357.35	16,700.00	16,700.00	18,700.00
5391	Telephone	20,000.00	21,655.46	20,000.00	16,500.00	20,000.00
5392	Postage	26,000.00	25,500.00	26,725.00	26,725.00	25,500.00
5407	Advertising & Public Relations	20,000.00	22,121.71	20,500.00	20,500.00	20,375.00
5420	Insurance - other policies	44,000.00	42,758.00	46,000.00	41,640.00	43,000.00
5430	Building Maintenance Services	94,000.00	82,217.72	94,000.00	94,000.00	90,000.00
5450	Cleaning Services	88,000.00	62,717.00	88,000.00	75,000.00	80,000.00

5461	Utilities	28,000.00	16,624.46	26,000.00	20,000.00	25,000.00
5470	Other Equipment Repair & Maint.	15,000.00	2,230.67	11,500.00	7,500.00	11,500.00
5481	Rentals	15,000.00	20,280.84	20,500.00	20,100.00	20,500.00
5620	Recoverables	3,600.00	1,766.49	3,000.00	3,000.00	4,000.00
5630	Contingency	20,000.00	0.00	10,000.00	0.00	10,000.00
5690	Unemployment Compensation	14,000.00	0.00	7,000.00	0.00	10,000.00
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.00
5770	Capital equipment, less than \$20,000	46,000.00	36,297.32	63,500.00	66,103.00	60,000.00
5851	Electronic Resources	213,000.00	207,772.91	220,000.00	220,000.00	223,000.00
5852	Print materials	333,000.00	335,585.72	343,000.00	343,000.00	345,000.00
5853	AV materials	144,000.00	141,306.02	147,000.00	147,000.00	148,500.00
5870	Capital equipment +\$20,000	100,000.00	108,741.12	65,000.00	65,000.00	65,000.00
5880	Intangible Assets (software)	37,500.00	40,997.46	51,600.00	47,500.00	44,000.00
5910	Transfer for Capital Projects	0.00	0.00	1,400,000.00	1,400,000.00	350,000.00
	TOTAL 805.90	5,215,632.00	5,018,875.25	6,714,545.00	6,620,843.37	5,804,859.08

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY-ADMINISTRATIVE SERVICES 971	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	385,000.00	369,364.27	325,002.00	360,775.54	294,852.82
5111	Salaries, Non-Exempt	0.00	0.00	42,620.00	619.55	49,614.97
5119	Part-Time Employee Wages	104,764.00	110,356.70	114,271.00	99,816.28	74,400.58
5131	IMRF Pension Contributions	54,725.00	47,454.71	53,300.00	50,542.00	40,357.86
5133	Medicare Contributions	7,255.00	6,527.21	7,130.00	6,800.00	6,073.59
5134	Social Security Contributions	31,780.00	27,908.81	30,485.00	28,500.00	25,969.84
5190	Life Insurance	332.00	129.00	144.00	150.00	144.00
5191	Health Insurance	29,337.00	39,485.00	64,920.00	64,920.00	50,640.00
5195	Optical Insurance	636.00	326.97	425.00	425.00	302.64
5197	Dental Insurance	4,756.00	4,634.52	6,240.00	5,644.00	1,752.84
5210	Supplies	18,220.00	16,737.15	18,000.00	12,600.00	15,000.00
5251	Maintenance Supplies	16,000.00	17,972.81	18,000.00	14,200.00	18,000.00
5280	Small tools & equipment	8,100.00	7,987.65	7,900.00	11,000.00	12,000.00
5302	Dues and Memberships	4,800.00	4,721.00	4,800.00	4,800.00	7,500.00
5303	Seminars, Conferences & Meetings	11,000.00	5,208.17	8,900.00	5,000.00	10,000.00
5308	Recognition Programs-Staff	4,000.00	1,904.06	4,000.00	4,400.00	5,000.00
5315	Professional Services	20,000.00	31,059.89	35,000.00	30,000.00	35,000.00
5322	Personnel Recruitment	0.00	200.00	0.00	0.00	0.00
5323	Special Legal	6,000.00	2,396.10	3,000.00	3,000.00	6,000.00
5346	Data Processing Services	95,000.00	96,693.86	95,000.00	95,000.00	105,000.00
5391	Telephone	20,000.00	21,655.46	20,000.00	16,500.00	20,000.00
5420	Insurance - other policies	44,000.00	42,758.00	46,000.00	41,640.00	43,000.00
5430	Building Maintenance Services	94,000.00	82,217.72	94,000.00	94,000.00	90,000.00
5450	Cleaning Services	88,000.00	62,717.00	88,000.00	75,000.00	80,000.00
5461	Utilities	28,000.00	16,624.46	26,000.00	20,000.00	25,000.00
5470	Other Equipment Repair and Maintenance	7,500.00	290.56	5,000.00	1,000.00	5,000.00
5481	Rentals	13,000.00	19,836.84	20,000.00	19,600.00	20,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00

5630	Contingency	20,000.00	0.00	10,000.00	0.00	10,000.00
5690	Unemployment Compensation	14,000.00	0.00	7,000.00	0.00	10,000.00
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.00
5770	Capital equipment less than \$20,000	6,000.00	11,106.07	7,000.00	9,603.00	10,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00
5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	100,000.00	108,741.12	65,000.00	65,000.00	65,000.00
5880	Intangible Assets (software)	1,500.00	13,482.00	12,600.00	8,500.00	12,000.00
5910	Transfer to Capital Projects	0.00	0.00	1,400,000.00	1,400,000.00	350,000.00
	TOTAL 971	1,237,705.00	1,170,497.11	2,639,737.00	2,544,035.37	1,497,609.15

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY - ADULT SERVICES 972	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	431,635.00	425,827.58	436,753.00	436,753.00	434,747.82
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	250,850.00	244,335.74	252,765.00	252,765.00	286,564.97
5131	IMRF Pension Contributions	84,590.00	75,767.78	81,487.00	81,487.00	79,560.80
5133	Medicare Contributions	10,348.00	9,653.22	9,998.00	9,998.00	10,459.04
5134	Social Security Contributions	44,465.00	41,274.14	42,750.00	42,750.00	44,721.39
5190	Life Insurance	496.00	216.00	252.00	252.00	252.00
5191	Health Insurance	43,156.00	48,120.00	58,320.00	58,320.00	70,440.00
5195	Optical Insurance	477.00	260.08	315.00	315.00	430.08
5197	Dental Insurance	4,826.00	4,972.60	5,817.00	5,817.00	7,459.32
5210	Supplies	5,200.00	6,452.71	5,200.00	5,200.00	6,200.00
5280	Small Tools & Equipment	2,300.00	1,220.79	2,000.00	2,000.00	2,000.00
5303	Seminars, Conferences & Meetings	6,700.00	4,997.01	6,700.00	6,700.00	5,500.00
5315	Professional Services	3,000.00	5,624.42	5,000.00	2,000.00	5,000.00
5380	Printing services	500.00	57.40	500.00	500.00	500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	202,000.00	193,915.96	205,000.00	205,000.00	208,000.00
5852	Print materials	233,000.00	231,522.10	233,000.00	233,000.00	235,000.00
5853	AV materials	92,000.00	96,473.59	95,000.00	95,000.00	95,000.00
	TOTAL 972	1,415,543.00	1,390,691.12	1,440,857.00	1,437,857.00	1,491,835.42

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY - CHILDREN'S SERVICES 973	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	236,130.00	235,892.82	243,847.00	243,847.00	249,847.59
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	155,992.00	149,917.89	153,682.00	153,682.00	191,380.39
5131	IMRF Pension Contributions	41,207.00	37,146.21	41,000.00	41,000.00	44,080.08
5133	Medicare Contributions	6,210.00	5,525.86	5,648.00	5,648.00	6,397.81
5134	Social Security Contributions	25,283.00	23,628.05	24,149.00	24,149.00	27,356.13
5190	Life Insurance	332.00	144.00	144.00	144.00	144.00
5191	Health Insurance	28,750.00	37,045.00	40,680.00	40,680.00	45,660.00
5195	Optical Insurance	358.00	300.92	296.00	296.00	302.64
5197	Dental Insurance	2,448.00	3,178.56	4,199.00	4,199.00	4,606.08
5210	Supplies	14,300.00	12,405.58	17,000.00	17,000.00	18,500.00
5280	Small Tools & Equipment	3,500.00	4,391.04	4,000.00	4,000.00	4,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,496.66	6,000.00	6,000.00	6,000.00
5315	Professional services	5,000.00	5,160.00	6,000.00	6,000.00	6,000.00
5380	Printing Services	500.00	69.95	200.00	200.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	11,000.00	13,856.95	15,000.00	15,000.00	15,000.00
5852	Print materials	100,000.00	104,063.62	110,000.00	110,000.00	110,000.00
5853	AV materials	52,000.00	44,832.43	52,000.00	52,000.00	53,500.00
	TOTAL 973	689,010.00	684,055.54	723,845.00	723,845.00	783,474.72

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY - CIRCULATION SERVICES 974	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	120,670.00	118,310.40	71,648.00	71,648.00	72,105.15
5111	Salaries, Non-Exempt	43,390.00	42,383.38	93,172.00	93,172.00	95,894.83
5119	Part-Time Employee Wages	441,363.00	429,157.32	445,835.00	445,835.00	461,023.00
5131	IMRF Pension Contributions	30,948.00	37,759.13	27,675.00	27,675.00	27,853.36
5133	Medicare Contributions	9,302.00	8,409.48	8,712.00	8,712.00	8,821.77
5134	Social Security Contributions	38,976.50	35,956.89	37,253.00	37,253.00	37,720.65
5190	Life Insurance	248.00	108.00	108.00	108.00	144.00
5191	Health Insurance	44,860.00	41,152.50	46,200.00	46,200.00	59,940.00
5195	Optical Insurance	702.00	324.57	319.00	319.00	435.36
5197	Dental Insurance	5,292.50	4,680.00	4,680.00	4,680.00	7,011.36
5210	Supplies	16,200.00	8,589.25	16,200.00	16,200.00	16,200.00
5280	Small Tools & Equipment	2,300.00	1,410.22	2,300.00	2,300.00	2,300.00
5303	Seminars, Conferences & Meetings	600.00	432.52	600.00	600.00	4,000.00
5392	Postage	12,500.00	12,000.00	12,500.00	12,500.00	12,500.00
5470	Other Equipment Repair and Maintenance	1,500.00	135.00	500.00	500.00	500.00
5481	Rentals	2,000.00	444.00	500.00	500.00	500.00
5620	Recoverables	3,600.00	1,766.49	3,000.00	3,000.00	4,000.00
	TOTAL 974	774,452.00	743,019.15	771,202.00	771,202.00	810,949.48

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY - INFORMATION TECHNOLOGY 975	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	172,300.00	157,559.53	172,478.00	172,478.00	225,907.04
5111	Salaries, Non-Exempt	34,730.00	39,827.03	31,395.00	31,395.00	32,939.40
5119	Part-Time Employee Wages	105,070.00	108,380.22	107,385.00	107,385.00	121,898.84
5131	IMRF Pension Contributions	28,862.00	26,476.58	29,725.00	29,725.00	35,328.22
5133	Medicare Contributions	5,180.00	4,372.72	4,630.00	4,630.00	5,634.08
5134	Social Security Contributions	20,000.00	18,697.09	19,795.00	19,795.00	24,090.56
5190	Life Insurance	330.00	132.00	144.00	144.00	180.00
5191	Health Insurance	28,750.00	23,885.00	38,520.00	38,520.00	45,120.00
5195	Optical Insurance	465.00	219.34	296.00	296.00	345.12
5197	Dental Insurance	3,595.00	2,976.24	4,199.00	4,199.00	5,156.28
5210	Supplies	3,900.00	4,533.47	3,900.00	3,900.00	3,900.00
5280	Small Tools & Equipment	12,000.00	6,564.17	12,000.00	12,000.00	12,000.00
5303	Seminars, Conferences & Meetings	2,800.00	2,559.61	6,000.00	6,000.00	6,000.00
5315	Professional services	0.00	0.00	2,000.00	2,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	1,805.11	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	40,000.00	25,191.25	56,500.00	56,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	36,000.00	27,515.46	39,000.00	39,000.00	32,000.00
	TOTAL 975	498,482.00	450,694.82	532,467.00	532,467.00	606,999.54

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY - PUBLIC RELATIONS 976	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	115,460.00	116,448.02	119,412.00	119,412.00	110,907.36
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	51,228.00	49,084.63	50,327.00	50,327.00	49,920.00
5131	IMRF Pension Contributions	21,603.00	19,483.10	19,988.00	19,988.00	17,739.26
5133	Medicare Contributions	3,105.00	2,333.60	2,460.00	2,460.00	2,332.00
5134	Social Security Contributions	11,593.00	9,978.12	10,524.00	10,524.00	9,971.30
5190	Life Insurance	166.00	72.00	108.00	108.00	108.00
5191	Health Insurance	14,344.00	19,505.00	26,940.00	26,940.00	26,940.00
5195	Optical Insurance	163.00	124.56	190.00	190.00	193.80
5197	Dental Insurance	1,234.00	1,596.08	2,639.00	2,639.00	2,853.24
5210	Supplies	2,600.00	2,343.90	2,600.00	2,600.00	2,400.00
5303	Seminars, Conferences & Meetings	1,200.00	895.40	1,200.00	1,200.00	750.00
5315	Professional Services	12,000.00	10,715.92	14,000.00	14,000.00	14,000.00
5380	Printing Services	16,000.00	15,230.00	16,000.00	16,000.00	18,000.00
5392	Postage	13,500.00	13,500.00	14,225.00	14,225.00	13,000.00
5407	Advertising and Public Relations	20,000.00	22,121.71	20,500.00	20,500.00	20,375.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	284,196.00	283,432.04	301,113.00	301,113.00	289,489.95

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 3.0% COL						
	LIBRARY - TECHNICAL SERVICES 977	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	131,670.00	120,872.70	74,313.00	74,313.00	77,948.33
5111	Salaries, Non-Exempt	0.00	0.00	49,713.00	49,713.00	51,138.42
5119	Part-Time Employee Wages	76,843.00	77,538.04	79,745.00	79,745.00	75,809.71
5131	IMRF Pension Contributions	22,690.00	20,651.43	21,525.00	21,525.00	18,983.42
5133	Medicare Contributions	3,105.00	2,827.75	2,955.00	2,955.00	2,971.00
5134	Social Security Contributions	13,685.00	12,090.34	12,634.00	12,634.00	12,703.58
5190	Life Insurance	166.00	72.00	72.00	72.00	72.00
5191	Health Insurance	27,503.00	25,280.00	25,320.00	25,320.00	25,320.00
5195	Optical Insurance	304.00	150.46	148.00	148.00	151.32
5197	Dental Insurance	2,378.00	2,099.52	2,099.00	2,099.00	2,303.04
5210	Supplies	32,500.00	33,303.55	32,500.00	32,500.00	25,000.00
5280	Small Tools & Equipment	1,800.00	876.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	2,100.00	722.94	1,000.00	1,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	1,500.00	0.00	1,500.00	1,500.00	1,500.00
	TOTAL 977	316,244.00	296,485.47	305,324.00	305,324.00	297,700.81

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 3.0% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2166
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2166
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-1.6%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,251,361
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,251,361
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	4.1%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 72.20
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 10B

Schedule Budget Workshop

Library Board President Wendee Greene canceled the September Budget workshop. Normally, the Board holds a budget workshop in the second week of September and the final budget passed at its regular meeting in the fourth week of September in order to submit the final levy to the Village by October 1.

This year, the Village of Downers Grove extended their deadline for the Library to submit its tax levy information. An estimated levy and budget is due by October 25 and final levy and budget by November 29.

This year, a preliminary budget was presented in the Board packets in August. However, there was little discussion due to time constraints at that regular meeting. An updated draft, along with a requested alternate, is included in this packet. If discussion time constraints curtail discussion again, a budget workshop may be needed prior to the October 25 regular meeting or between then and the November 15 regular meeting.

The second week in October is the Illinois Library Association Annual Conference, from October 10-12. The Downers Grove Library Foundation's next meeting is Tuesday, October 17 at 7:00pm.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 12

Library Director's Report

The follow up from the August Board meeting, subsequent Village Council action, and resulting lawsuit have been the focus of my work in the past month. Between that and my bereavement leave in September, no progress was made on the next big items on my to do list such as the Long Range Budget.

We pushed back the launch of our new staff intranet drive, from September to October.

Library series examines media

SUBURBAN LIFE MEDIA

DOWNERS GROVE – The Downers Grove Public Library will hold a three-program series during September to help participants sift through and interpret the onslaught of information presented each day in the media, according to a library news release.

The programs will be held at 7 p.m. Sept. 7, 19 and 26 at the library, 1050 Curtiss St.

Register to attend at www.dg-library.org/events.

The program kicks off Sept. 7 with “Civically Speaking.” Presenter Terry Lynch will ask if civics today can be civil, enjoyable or even fun. Lynch will discuss other times in history where government structure was challenged and whether or not fake news is a new phenomenon.

“Fact or Fiction” is the program’s second installment on

Sept. 19. Librarians will explain how to tell the difference between opinion pieces, advertisements, nonbiased articles and fabricated stories when searching the internet.

The program’s final installment, “News Literacy in a Digital Age,” will be held Sept. 26. Veteran journalist Charlie Meyerson will share ways to weed through digital noise and social media to find and share news responsibly.



DAVID OLSEN

STATE REPRESENTATIVE • 81ST DISTRICT

Sept. 18, 2017

Dear Julie,

Thank you so much for allowing us to host the property tax assessment forum at the Library on Sept. 9. The session was very well-attended and I've received such positive feedback already.

We look forward to future opportunities to partner with you and your wonderful staff.

Thank you!
David

Downers library official faces removal after reported comments critical of diversity, homosexuality



Downers Grove Public Library (Dawn Rhodes / Chicago Tribune)

By **Matthew Walberg**
Chicago Tribune

SEPTEMBER 5, 2017, 12:44 PM

Downers Grove officials are seeking to remove a member of the suburb's library board following comments he is reported to have made at a meeting that library staff should not receive training on inclusion and diversity and that staff should protect children from exposure to homosexuals and homosexual lifestyle.

A proposed resolution has been posted on the village's website for consideration at Tuesday night's Village Council meeting seeking the removal of Art Jaros from the library board. Jaros was appointed in 2015 by Mayor Martin Tully and approved by the council despite questions about his earlier efforts to ban a book he found

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The resolution does not give any reason for the removal, and official board minutes from the Aug. 23 library board meeting have not yet been posted publicly. But according to notes taken by a monitor from the League of Women Voters of Downers Grove, Woodridge and Lisle that appear on the organization's website, Jaros expressed his opposition to a portion of the library board's 2017 strategic plan that included training for staff members on inclusion and diversity.

"The children, in his (Jaros') opinion, had to be protected by library staff from inclusion by ignoring its existence," according to a copy of the monitor's notes.

The monitor noted that Jaros read from a portion of what he said was the Illinois School Code's sex education section, which stated that marriage is only between a man and a woman, and that Jaros "personally commented that the code he read did not recognize homosexual marriage and he felt the library must not either."

"The staff had to protect the children from homosexuals and exposure to homosexual lifestyle," according to the monitor's account of Jaros' statement.

Both Tully and Village Manager David Fieldman were not immediately available for comment. A call to a phone number for Art Jaros prompted a recorded message stating the caller was not accepting calls at this time.

Jaros at the Aug. 23 meeting faced stiff opposition from other members of the library board, who said they felt the strategic plan reflected the library board's respect for the community and the village's demographics, according to the League of Women Voters monitor.

Tully appointed Jaros in August 2015 amid controversy over Tully's attempt in 1999 to remove "Blue Star Rapture" from the Downers Grove South High School reading curriculum. At the time, Jaros and another resident wanted the book banned over their concern that it contained crude, offensive and insensitive language.

Late last month, after much debate, the library board in West Chicago voted 6-1 to keep the children's book "This Day in June" in the library's collection. The book features illustrations of a gay pride parade.

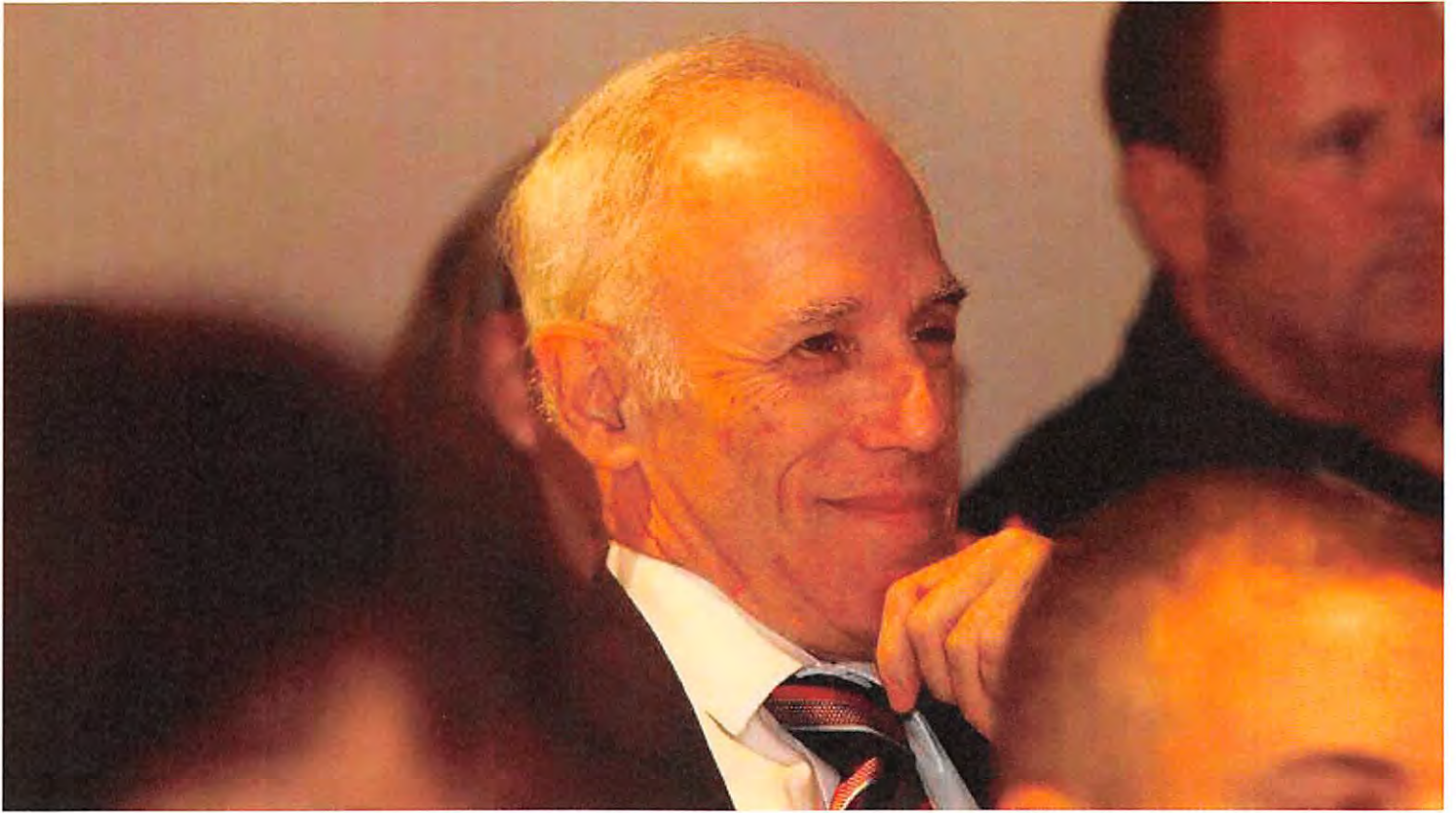
A woman, Michaela Jaros, filed a complaint with the library that the book wasn't age-appropriate, and her husband, Kurt Jaros, asked the library board if the book could be removed or kept out of the children's section. Though their last names are the same as the board member in Downers Grove, it was not immediately known Tuesday if they were related.

Check back for updates.

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This article is related to: Downers Grove

Library official removed after reported comments on homosexuality



A DuPage County judge upheld Downers Grove's removal of Art Jaros from the village's library board. (James C. Svehla / Chicago Tribune)

By **Matthew Walberg**
Chicago Tribune

SEPTEMBER 6, 2017, 6:57 AM

Downers Grove leaders voted late Tuesday to remove a library board member from office after a civic group reported that he'd made comments about homosexuality during a board meeting.

Village leaders, without comment, voted 6-0 to revoke Arthur Jaros' seat on the library board, prompting applause from a packed audience. Jaros was present but did not speak before the vote was taken.

Earlier Tuesday, Jaros had filed a court motion seeking a temporary restraining order to stop the Village Council from taking the vote. But a DuPage County judge denied the motion, saying it would be best to see what action the council took Tuesday night and address the matter in court on Wednesday.

library board meeting said Jaros had questioned diversity and that the staff should protect children

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Jaros on Tuesday afternoon called the league's account of his comments inaccurate. He has also filed a defamation lawsuit against the League of Women Voters of Downers Grove, Woodridge and Lisle; the monitor who wrote the report; and a Village Council member who Jaros said quoted the monitor's report, specifically its claim that he said, "we should ... reject any inclusion and people different than straight white people."

"I never said the word 'white,' I never said the word 'reject,' and I'm sure I didn't use the word 'straight,'" Jaros told the Tribune. "So this interjection accusing me of racism is defamatory. I never said that. That's what got me so hot about this."

Jaros did say in an interview with the Tribune that the children's section of the library should be operated under a different set of principles and that "young children should not be exposed to materials that may confuse them about their sexual identity" without parental consent.

Jaros on Tuesday also said he never said, as the monitor reported, that the library should not recognize gay marriage. He said it would be a "bizarre" thing for him, an attorney, to say that, given that state law allows homosexual marriage.

"The League of Women Voters or somebody who's a critic of mine published on the web that the library should be a safe place for everybody, and I agree with that, and that the children's department should be a safe place for children and I agree with that," Jaros said Tuesday. "... Young children should not be exposed to materials that may confuse them about their sexual identity. By that I mean children without parental consent. The library should be friends of the parents and respect parental rights over their own children."

After Tuesday's Village Council vote, several audience members stood up to comment, the vast majority in favor of the council's action to remove Jaros. Many said they support diversity and inclusion; some shared personal stories of discrimination against gay family members.

But Jaros' wife, Claire, also spoke, saying the vote "implies you cannot tolerate someone who disagrees with you. Diversity exists on both sides of the aisle. It is too bad the sides cannot learn from one another but rather enjoy tearing each other apart."

Another Jaros supporter, Jeanette Ward, said it was "ironic that you in this room speak of tolerance and yet you just dismissed someone because of their views."

Ward is a school board member in Elgin District U-46 but stressed she was sharing only her personal views.

After the meeting, Arthur Jaros said he believed the council's action removing him was "legally invalid and I'm a still a library trustee."

Other members of Jaros' family made news at another west suburban library last month. His son and daughter-in-law, Kurt and Michaela Jaros, requested to have a children's book about gay pride removed from the West Chicago Public Library. The library subsequently denied the request.

Hilary Denk, a board member for the League of Women Voters of Downers Grove, Woodridge and Lisle Chapter, said Arthur Jaros has reached out to the chapter and has "made some limited allegations regarding defamation." She said she was not aware of any lawsuit, but that attorneys were reviewing Jaros' correspondence to the chapter, and that she could not comment on the report taken by a chapter volunteer at the Aug. 23 meeting.

Mayor Martin Tully said the library board meetings are not recorded and the official minutes will not be available until they are approved at the next meeting.

Tully appointed Jaros in August 2015 amid controversy over Jaros' attempt in 1999 to remove "Blue Star Rapture" from the Downers Grove South High School reading curriculum. At the time, Jaros and another resident wanted the book banned over their concern that it contained crude, offensive and insensitive language.

The book tells the story of a character named T.J. and his sometimes profane friend Tyrone, who like basketball and girls. The story mixes sports, religion, and issues like honesty, loyalty and self-respect.

Tully said he was not present at the Aug. 23 library board meeting and first heard about Jaros' comments the following day.

"I had gotten a couple of calls after the meeting from some folks who were very disturbed by what was said," Tully said. "I did speak to some of the other trustees and people who were in the room at the time."

Tully said that by the time he was able to speak with Jaros nearly a week after the meeting, the notes had been published and controversy was inflamed. He said that prior to appointing Jaros in 2015, he told him that he needed to focus on the library's financial issues, and warned that if he became a lightning rod for conflict, he would be removed from the board. Tully said Jaros agreed, telling him that he understood that he served at the pleasure of the Village Council.

"I asked him on Wednesday of last week to voluntarily resign, because it was in the best interests of the library, because I have to put the needs of the organization above the interests of any individual," Tully said. "Two days later, he politely declined to resign. I indicated to him that if he did not resign, I would seek to replace him."

Tully said he does not believe the push to oust Jaros violates the First Amendment, saying that library board members are accountable to the Village Council.

"I am confident, based on the investigation that I did, that he said things that inflamed people both there and in the community and has created, without question, a controversy, which is the exact thing I told him we needed to avoid," Tully said. "The board members serve at the pleasure of the council. I should be able to replace someone for any reason — or no reason. They are not employees."

Besides, Tully said he doesn't understand how the subject matter discussed at the library board meeting in August would have prompted Jaros to make the statements he is alleged to have made.

"None of this was necessary," Tully said. "I don't know why this is being discussed. Why say them? That to me was concerning."

But Jaros said the terms equity, diversity and inclusion are "code words that the left uses."

"That doesn't mean I'm completely opposed to all aspects of that," Jaros said. "So I made it clear at the meeting — and the minutes of the meeting are going to show it — that I support the inclusion of good things. But my main problem is that these three action items ...were overly broad."

Freelance reporter Alicia Fabbre contributed.

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This article is related to: Same-Sex Marriage, Downers Grove

Former Downers Grove library trustee asks court to reverse Village Council decision

By **BOB RAKOW**
brakow@shawmedia.com

DOWNERS GROVE – Arthur Jaros will appear in DuPage County Court on Sept. 19 to seek reversal of the Downers Grove Village Council's decision to remove him from the library board following comments he reportedly made about homosexuality at an August meeting.

Jaros will go before Judge Paul Fullerton at 9:30 a.m., requesting a preliminary injunction to prevent his removal from the board.

Village commissioners on Sept. 5 voted, 6-0, to remove Jaros from the Downers Grove Public Library Board of Trustees. Commissioner William Waldack was absent from the meeting. The vote came after comments from several members of a packed audience, who applauded after the decision.

The village has agreed not to fill Jaros' seat pending the hearing. Library trustees are appointed by the mayor, but the board acts independently of the village.

Jaros said the village does not have the power to remove library board members.

The library's attorney, Dennis Walsh, has issued an opinion stating the village's home-rule status does not give it the authority to remove a library trustee.

"That's the system we have," Jaros said, adding only the library board can vote to remove a member under specific circumstances.

Downers Grove Mayor Martin Tully had appointed Jaros, a tax attorney, to a six-year term on the library board amid controversy.



Bob Rakow - brakow@shawmedia.com

Arthur Jaros will appear in DuPage County Court on Sept. 19 to seek reversal of the Downers Grove Village Council's decision to remove him from the library board following comments he reportedly made about homosexuality at an August meeting.

Jaros was labeled a "book banner" by residents who recalled a 1999 incident in which he allegedly was a member of a group that tried to ban a book from a Community High School District 99 school.

Tully said he appointed Jaros because of the budget and finance knowledge he displayed as a member of the Downers Grove Park District Board of Commissioners, and he said he asked him not to be "a lightning rod for controversy."

Jaros denied he agreed to Tully's request.

"To the best of my recollection, that topic was never discussed," he said.

Jaros has filed a lawsuit against the village, Tully, two village commissioners and the League of Women Voters of

Downers Grove, Woodridge and Lisle, alleging defamation of character.

Jaros, a library board member since 2015, allegedly questioned why library staff required training in equity, diversity or inclusion during an Aug. 23 board meeting. His comments came during a discussion of the diversity component of the library's strategic plan.

The meeting was not recorded, but observer notes were taken by Sue Farley, a member of the League of Women Voters. Farley also is named in Jaros' lawsuit.

"He stated he objected to staff, who would be around children, receiving any training in how to handle inclusion," Farley's notes stated.

Jaros also read from the sex education section of the Illinois School Code, according to the notes.

"He personally commented that the code he read did not recognize homosexual marriage and he felt the library must not either," the notes stated. "The staff had to protect the children from homosexuals and exposure to homosexual lifestyle."

Jaros called the notes "false and defamatory."

"The defamatory statement is that I was accused of having made a racially derogatory statement," he said, referring to a comment in the notes about "white straight people." "That accusation is a lie."

Jaros attended the Sept. 5 Village Council meeting but did not address commissioners. However, his wife, Claire, criticized her husband's opponents for their inability to tolerate someone who disagrees with them.

"Diversity exists on both sides of the aisle," she said.

Judge upholds ouster of library trustee in wake of reported remarks on homosexuality



A DuPage County judge upheld Downers Grove's removal of Art Jaros from the village's library board. (James C. Svehla / Chicago Tribune)

By **Clifford Ward**
Chicago Tribune

SEPTEMBER 21, 2017, 4:50 PM

The Downers Grove Village Council acted within its legal authority earlier this month when it removed a library board trustee over remarks about homosexuality he reportedly made at a public meeting, a DuPage County judge ruled Thursday.

Judge Paul Fullerton dismissed a motion filed by former library trustee Arthur Jaros, who asked the court to stop the village from enforcing his removal. But Fullerton said that as a home-rule municipality, Downers Grove had the legal authority to remove Jaros.

The village council had appointed him to a six-year term in 2015, but voted to remove him earlier this month in the wake of comments he was reported to have made at an August library board meeting.

An online meeting summary compiled by a local member of the League of Women Voters reported Jaros had questioned the need for inclusion training for library staff and said that the staff should protect children from

exposure to homosexuals and their lifestyle.

Jaros has called the report inaccurate and has filed several defamation suits.

In his motion for an injunction, he had argued that the village lacked legal authority under state law to vote him off the commission. Jaros said Thursday he was disappointed in the ruling, and promised an immediate appeal to the 2nd District Appellate Court.

Village Attorney John Murphey said he expected the DuPage court to rule in favor of Downers Grove.

"The village was confident the ordinance was valid, and that's just what the judge held," Murphey said.

Library Director Julie Milavec was in attendance for the ruling, but declined comment after.

Clifford Ward is a freelance reporter.

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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

DEPARTMENT REPORTS – AUGUST 2017

Administration

Sue O'Brien

- Completed all the paperwork for Medlin Communications for the new telephone system, including assigning extension numbers to staff.
- Contacted XO to arrange the new circuit for the new telephone system.
- Surveyed building furniture with Bonnie to determine furniture replacement needs.
- Trained with Allyson in the Kids Room to provide Kids Room service desk coverage if necessary during Allyson's maternity leave.
- Provided a building tour for several members of the Villa Park Public Library staff on their In Service Day.
- Met with the building appraiser to provide information for an updated building appraisal.
- Met with Nancy Rooney for in charge training.

Bonnie Reid

- Worked with Nicole, Allyson, and Melissa to finalize procedures for staff to follow when online booking of rooms on Communico began September 1; worked with Annie to update *Communico Basics* document for staff
- Gave new staff members Randy and Misty a tour of the library and met with them to talk about personnel and policy issues
- Worked with Allyson, Nicole, and Christine on planning staffing needs that will result from the Strategic Plan Action Plans
- Worked at the Circulation Service Desk on August 3; received training for working the Kids Desk when needed during Allyson's maternity leave
- Shared the list of the immediate furniture needs with Julie that Sue and I made for budget planning purposes

Adult & Teen Services – Nicole Wilhelms

- Lynette and Erin attended a teacher training camp and gave a presentation on Fake News to a standing room only crowd.
- Lynette and Ed led the very fun View from the Director's Chair screening event. Four final films were screened and many attendees had questions about the Media Lab and its equipment. One mom said after seeing the film her son worked on, that she knows his passion and future will be in editing. She's looking forward to supporting him in that. Check them out on the Library's YouTube page: <https://www.youtube.com/user/DGPLnews>

- A Game Design for Teens class was well attended and received.
- Several of our new staff received in depth training on Genealogy research and databases led by Kira and Karen N.
- Joy and Amanda were cross-trained to work the Kids Desk as needed during Allyson's maternity leave.
- We selected a new round of staff to participate in Bookology, which highlights our reader's advisory expertise through personal connections with patrons. Check out our Bookologists here: <http://dglibrary.org/books/bookology>
- Kira and Nicole have been overseeing a complete shift in the adult nonfiction to alleviate crowding issues. Circulation shelveers have been most helpful in this endeavor.

Children's Services – Traci Skocik (Interim Manager)

- Our annual Summer Reading Club ended on Sunday, August 6. By the end of the club, we had 1,841 participants. 81% of participants completed two prize levels and 60% of participants completed all three prize levels. In addition to completing three prize levels, Downers Grove children turned in 2,723 Bonus Pages, which averages to an additional 16,338 books read.
- During the summer (May 21-August 6) we hosted 39 storytimes and 104 programs. We welcomed 17 outside performers and community organizations to the Kids Room to lead programs. In partnership with Downers Grove community groups, day cares, and organizations, we developed and implemented 18 outreach programs. This puts us at a grand total of 6,674 people who participated in programs through the DGPL this summer.
- On August 2, Outreach Coordinator Erin Linsenmeyer and Teen Services Coordinator Lynette Pitrak presented at the SAMRi Teacher Camp, a professional development workshop series for Illinois teachers sponsored by District 58. They presented one session on how to teach fake news, and another one on using narrative nonfiction in the classrooms. Both were well attended and received, and our department has fielded requests from attendees across the state for help developing their own lessons on fake news.
- On Saturday, August 10, new presenters Flying Fox Conservation brought some amazing animals for a program in which 175 patrons learned about a sloth, a kinkajou, and an armadillo, amongst others. Downers Grove Park District's Lyman Woods came out to present about bees for preschoolers in which we had 50 people in attendance.

Circulation Services – Christine Lees

- Our library computer software vendor, Sirsi, made an upgrade to their display window, which now allows staff to view checkouts, holds, and bills on the screen at one time. This is a huge improvement and allows us to offer more information to patrons in a very timely manner.
- After nineteen years at DGPL, our Circulation Supervisor, Nancy Poch, retired. A beautiful retirement party was enjoyed by all staff to celebrate Nancy's time at DGPL.

- Thanks to money from the DGPL Foundation, the Book Club Bag program is underway. We had many discussions about the bags and what titles should kick off this new program. We continue to work closely with ATS staff and have received the bags and many book titles. We are ready for the January 2018 start date!
- Cheryl Pawlak and Christine Lees attended the annual SWANstravaganza event at Moraine Valley Community College. SWAN staff presented many interesting programs, including a sister library get together with our sister library, St. Charles Public Library.
- Three department staff members were cross-trained to cover the Kids Room Desk if/when needed.
- Julie Milavec, Melissa Fischer and Christine Lees met to finalize the criteria for the Restricted Use Library Cards. These library cards will be ready for issue beginning October 1, 2017.

Information Technology – Paul Regis

- Technology Assistant I Max Mogavero held a headshots event on Monday, August 7. As usual, there was a great turnout – all timeslots were reserved, and a few patrons that weren't able to make it scheduled Book-a-Tech appointments.
- Computer Help Desk Associate Ed Bromiel and Teen Services Coordinator Lynnette Pitrak helped teens finish their short films in the second iteration of the View from the Director's Chair program for most of August. Students were hard at work editing and sneaking in the occasional reshoot the last few weeks, utilizing the library's Media Lab and equipment to great effect. A screening of the films was held in the Program Room on Sunday, August 27, and the talent – as always – was astounding. Their short films can be seen on the library's YouTube channel at <https://www.youtube.com/user/DGPLnews>.
- Upgrades to the public computers took place Tuesday, August 29. Technology Assistant I Max Mogavero, Technology Assistant II Jason Peters, and IT Manager Paul Regis worked with Today's Business Solutions (TBS) on managing the upgrade process – a big thank you to all of them for helping out. While IT braced itself for patrons' response to the possible hours of downtime, TBS was able to complete the process by 10:00 that morning. Most of these upgrades were on the back-end, focused on increased stability and a more streamlined interface for staff.

Public Relations – Melissa Fischer

- Staff Artist Melody Danley has been busy creating many print pieces: Book Club Bag inserts, shelter resident card info, call number signage, and booklists. She also did a lot of research and logo design for promotional items that were ordered. We plan to use these as "thank you's" for library volunteers and giveaways at various community events. They're branded like all other DGPL material and a good way to remind residents about us in their daily life.
- Study and conference rooms now require a DGPL card number in order to book in advance. All other guests can book these rooms the same day, based on availability. We also launched online booking of rooms at this time and will begin promoting that after

ensuring all of the kinks are worked out. You can try requesting a room at www.dglibrary.org/reserve.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For the ATS collection: added 1484 print items and 337 AV items; discarded 2577 print items and 486 AV items.
- For Kids Room collection: added 791 print items and 168 AV items; discarded 1286 print item and 71 AV items.
- Originally cataloged: 9 items.
- Claimed 13 magazines that did not arrive when expected.

Reclassification and Repairs

- Repaired 974 ATS and Kids Room books and audiovisual items.
- Reclassified 169 general adult and ATS and Kids Room items.

Other news

- We are approximately 80 percent finished with repackaging music CDs that contain accompanying materials.
- We have received most of the book club books for our new book club bag program, scheduled to take off in January.
- Jen has approved renewal of all magazines for FY18.
- Jen ran a report for all items that were cataloged on-the-fly and discarded or reinstated about 170 titles.
- Jen attended SWANstravaganza and the SWAN OCLC cataloger's meeting.

	A	B	C	D	E	F	G
1	Circulation	AUG 17	%	AUG 16	%	AUG 15	%
2	Checkouts						
3	Selfchecks	50,714	73%	53,698	77%	53,163	77%
4	Staff desk	19,055	27%	16,076	23%	15,923	23%
5	Total checkouts	69,769		69,774		69,086	
6							
7	Renewals						
8	Auto-renewal	37,285					
9	Selfchecks	51		2,138		1,669	
10	Staff desk (incl. phone)	542		3,222		3,266	
11	Patron self-renewals on website	874		11,180		9,041	
12	Patron self-renewals on BookMyne	14		207			
13	Total renewals	38,766		16,747		13,976	
14							
15	Total item checkouts and renewals	108,535		86,521		83,062	
16				4,005		4,131	
17	Digital Circulation	6,659		975		1,179	
18				741		720	
19				700		307	
20	Total circulation	115,194		92,942		89,399	
21							
22	Reference questions at Info Desk	22		129		37	
23	Reserves Processed						
24	Received from ILL	7,409		8,057		7,158	
25	ILL sent	4,737		4,560		4,878	
26	OCLC requests processed	12,146		924		580	
27							
28	Gate Count						
29	North	29,900		32,278		30,354	
30	South	18,070		17,980		17,547	
31	Total	47,970		50,258		47,901	
32							
33	Registrations						
34	New resident cards	202		242		243	
35	New fee cards	1		6		7	
36	Current borrowers	29,491		31,809		32,280	
37	Active fee cards	131		135		142	
38	REVENUE, AUGUST 2016:	Cash	Online	Credit Cards	Credit	Total	
39			Payment	at Desk	Cards at		
40					Selfchecks		
41	4410 Sale of Materials	\$939.51		\$66.00		\$1,005.51	
42	4502 Charges for Services	\$250.91		\$35.60		\$286.51	
43	4509 Fees for Non-Residents			\$258.00		\$258.00	
44	4571 Meeting Room	\$590.00		\$160.00		\$750.00	
45	4581 Fines	\$1,138.71	\$226.77	\$861.53	\$1,442.44	\$3,669.45	
46	4590 Cost Recovered for Svcs.	\$1,044.68	\$102.13	\$407.75	\$138.95	\$1,693.51	
47	4820 Contributions, Operating						
48	Total	\$3,963.81	\$328.90	\$1,788.88	\$1,581.39	\$7,662.98	

Circulation

	Aug 2016	Aug 2017	YTD Totals			
Adult	48,508	61,214	374,900	406,835		
Teen	2,169	3,181	14,089	17,361		
Children	35,844	44,140	270,694	295,952		
Download	6,421	6,659	56,913	60,274		
Total	92,942	115,194	716,596	780,422	63,826	8.9%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	34,534	56.42%	8,405	13.73%	15,633	25.54%	2,642	4.32%	61,214
Teen	2,933	92.20%	110	3.46%	82	2.58%	56	1.76%	3,181
Children	33,361	75.58%	1,529	3.46%	7,637	17.30%	1,613	3.65%	44,140
Total	70,828	65.26%	10,044	9.25%	23,352	21.52%	4,311	3.97%	108,535

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	129,055	75.76%	16,568	9.73%	16,164	9.49%	8,559	5.02%	170,346
Children	74,317	84.70%	2,848	3.25%	7,904	9.01%	2,673	3.05%	87,742
Total	203,372	78.80%	19,416	7.52%	24,068	9.33%	11,232	4.35%	258,088

Book Collection

	Aug 2016	Aug 2017				
Adult	138,553	129,055				
Children	81,694	74,317	YTD Totals		YTD Difference	
Total	220,247	203,372	220,247	203,372	-16,875	-7.7%

Audio Collection

	Aug 2016	Aug 2017				
Adult	17,003	16,568				
Children	2,959	2,848	YTD Totals		YTD Difference	
Total	19,962	19,416	19,962	19,416	-546	-2.7%

Video Collection

	Aug 2016	Aug 2017				
Adult	18,720	16,164				
Children	7,839	7,904	YTD Totals		YTD Difference	
Total	26,559	24,068	26,559	24,068	-2,491	-9.4%

Miscellaneous Collection

	Aug 2016	Aug 2017				
Adult	9,874	8,559				
Children	3,003	2,673	YTD Totals		YTD Difference	
Total	12,877	11,232	12,877	11,232	-1,645	-12.8%

Rooms & Spaces

	Aug 2016	Aug 2017				
Community Use of Rooms	924	857				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	24	317				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	948	1,174	YTD Totals	7,995	10,024	YTD Difference 2,029 25.4%

Programs Offered

	Aug 2016	Aug 2017				
Library Programs Offered						
Adult	16	12				
Teen	3	8				
Children	20	37				
Outreach Programs Offered						
Adult	0	6				
Teen	0	0				
Children	4	8				
Passive Programs Offered						
Adult	0	1				
Teen	0	0				
Children	11	15	YTD Totals	590	876	YTD Difference 286 48.5%
Programs Offered Total	54	87				

Program Attendance

	Aug 2016	Aug 2017				
Library Program Attendance						
Adult	135	117				
Teen	47	137				
Children	932	721				
Outreach Program Attendance						
Adult	0	453				
Teen	0	0				
Children	126	306				
Passive Program Attendance						
Adult	0	200				
Teen	0	0				
Children	550	989	YTD Totals	28,202	33,496	YTD Difference 5,294 18.8%
Program Attendance Total	1,790	2,923				

Statistics for August 2017 (FY Jan-Dec)

Gate Count

	Aug 2016	Aug 2017	YTD Totals		YTD Difference	
	50,258	47,970	374,429	364,021	-10,408	-2.8%

Reference Questions

	Aug 2016	Aug 2017				
Adult	5,639	5,855				
Children	1,852	1,601	YTD Totals		YTD Difference	
Total	7,491	7,456	64,088	57,896	-6,192	-9.7%
One on One Tutorials	35	28	197	222	25	12.7%

Computer User Sessions

	Aug 2016	Aug 2017				
Adult	4,705	4,225				
Children	1,553	1,826	YTD Totals		YTD Difference	
Total	6,258	6,051	45,797	44,110	-1,687	-3.7%
Wireless Sessions	0	2,059	0	18,285		

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 25, 2017, 7:30 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Oath of Office
 - a. Kim Stapleton, 6 year term
 - b. Swapna Gigani, 4 year unexpired term
5. Approval of Minutes
 - a. September 27, 2017 Regular Monthly Meeting
6. Financial Matters
 - a. September 2017 Financial Report
 - b. October 2017 Invoices Requested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. Election of Officers – President, 1 year unexpired term
 - b. 2018 Holiday Closing Schedule Requested Action: Approval
 - c. 2018 Employee Benefit Premium Plan Requested Action: Approval
10. Unfinished Business
 - a. Circulation Policy – Section 6.3 Fines and Charges Requested Action: Approval
 - b. 2018 Wage and Salary Schedule Requested Action: Approval
 - c. 2018 Budget Draft Requested Action: Discussion
 - d. Architectural Services Proposal for 2018 Projects Requested Action: Approval
11. Library Director's Report
12. Board Member comments and requests for information
13. Adjournment

Public Comments will be limited to 5 minutes per person.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 4

OATH OF OFFICE

I, _____, having been appointed to the office of Library Trustee of the Downers Grove Public Library, in the Village of Downers Grove in the County of DuPage aforesaid, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

Library Trustee

State of Illinois
County of DuPage

Signed and sworn (or affirmed) to before me on _____ (date) by
_____ (name/s of person/s making statement).

(Signature of Notary Public)

(Seal)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 27, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Dennis Walsh of Klein, Thorpe, and Jenkins, and 40 members of the community.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. August 23, 2017 Committee of the Whole Meeting. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Committee of the Whole Meeting be approved as published. Motion passed by voice vote.
 - b. August 23, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
 - c. August 23, 2017 Executive Session. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Executive Session be approved as published. Motion passed by voice vote.
5. **Financial Matters.** *This item was moved up in the agenda by President Greene.*
 - a. August 2017 Financial Report. Milavec presented the report, noting that revenues and expenditures are on track for the year.
 - b. September 2017 Invoices. It was moved by Graber and seconded by Eblen THAT the payment of September 2017 invoices totaling \$164,257.16, the acceptance of September 2017 credit memos totaling \$1,160.86, and the ratification of August 2017 payrolls totaling \$220,883.53 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.
6. **Unfinished Business – Tabled Items.**
 - a. Strategic Plan 2017-2020 – Action Item Temporarily Removed in August. It was moved by Humphreys and seconded by Eblen THAT the action item temporarily

removed at the August 2017 meeting, stating, “Incorporate inclusive practices into library services,” be inserted back in to the Strategic Plan 2017-2020. Motion passed by voice vote.

7. Public Comment on Agenda Items.

President Greene invited Dennis Walsh of Klein, Thorpe, and Jenkins to make his remarks before public comments began. Walsh clarified the Library Board’s ability to deal with the removal of a Library Trustee. The Board’s authority and power comes specifically from the Illinois Constitution and the Illinois Local Library Act. Any action taken by the Board contrary to either document is void. Section 4.2 of the Illinois Local Library Act allows the Village Council to appoint members to the Board. There is no section in the Local Library Act for this Library Board to remove any particular trustee or declare a vacancy, with the exception of delinquent taxes, misdemeanors, and the like.

President Greene reminded the audience that each comment will be limited to five minutes per person and the Board will not be able to engage in a question and answer session regarding these comments.

Leslie Sadowski-Fugitt, a resident of Downers Grove for almost five years, wanted to state that she works for Lincoln Park Zoo but any comments made here are her own. She has experience with youth and young people of all backgrounds. The one thing she has learned is that it is crucial to have people at bat for them that are welcoming, kind, and open and willing to listen to all experiences. She has learned something from each student and has become a better person as a result. She grew up in Ohio in a neighborhood that was not very diverse and it has changed her view of the world to see what other people experience. It is crucial to experience diversity and inclusion training. Every person you interact with is going to give you a new experience. She has had diversity training in many capacities and believes it is so important that the library ensures they are doing everything they can to bring every youth in and make them feel welcome. She is very glad that the diversity and inclusion effort has been brought back into the Strategic Plan and hopes that we continue to do that every year.

Arthur Jaros expressed his thought that what has happened to him as a library trustee reflects a failure of our public system to instill fundamental American values in our citizens. He said those values include fair play, kind and courteous treatment of others, even when there are disagreements, and due process. When the local chapter of the League of Woman Voters published on their website after this Board’s August 23 meeting, how many Downers Grove residents contacted him personally to ask him if he had made the statements attributed to him? The answer is not one. Did the League of Woman Voters observer contact him to confirm his statements? The answer is no. Did the members of the Village Council bother to inquire of him as to his position on what was said after the August 23 meeting? No. Why did so many residents who attended the Village Council meeting on September 5 buy into the League of Woman Voters observer’s report? Was it because they investigated the truth content of the report by contacting him, other library trustees, and staff members who were in attendance at the August 23 meeting? No. Might it be that they were all too eager to accept the untruths

and inaccuracies contained in the observer's report because it fit their own biased, preconceived, and intolerant notions and agenda? Perhaps the Board of Trustees and Library Director should emphasize through choice the concepts of civil discourse, the importance of truth telling, and the scope of constitutionally protected rights to freedom of speech. He is now personally exercising his own civil rights by calling upon the courts to determine if the Village Council has the power to remove sitting library trustees at its will, whether one or more Americans have the legal and moral right to defame another person by falsely accusing them of racial comments, and whether members of the Village Council have the right to use governmental processes to retaliate against a member of the Library Board for alleged comments made by that member during an official meeting. He will resist the attempts of others to undermine the American way of life that is rooted in core principles.

Jenny Levine has been a resident for 11 years and wanted to say thank you for including diverse materials and making the library a welcoming place.

David Haugen, a resident of Downers Grove since 1975, has served on district school boards and is familiar with these kinds of proceedings. He had a question regarding the motion that passed earlier in this meeting related to the Strategic Plan. It was unclear to him if what was approved tonight was a goal, objective, action, or multiple actions and hopes to get an answer from library staff at a later time. He read in the Board packet that there is going to be a rearrangement of the Information Desk and Circulation Desk and he would like to learn more about that and provide suggestions. He also read that there is a plan to remodel or upgrade bathrooms and he has some suggestions for that as well.

Tom Sleeter, a 29 year resident of Downers Grove, wanted to commend the Library Board for starting to record its meetings and thinks that will be a good idea going forward. His wife was president of the Park District a number of years ago, instituted the same procedure, and found that there was an increase in civility and a reduction of misunderstandings after meetings. He believes this will serve the Library Board well.

Robin Tryloff, a resident of Downers Grove, wanted to echo previous comments about inclusion and diversity. She thinks they are important for our community and is delighted to see the library taking a leadership role in that. She understands the library to be a 501(c)3 organization and not a governmental body. Julie Milavec clarified that there is a separate entity, The Downers Grove Public Library Foundation, that is a 501(c)3 organization with an independent board that operates independently. Their purpose is to raise funds for the library.

President Greene thanked the audience for their comments and civility.

8. **Public Comment on Other Library Business.** *This item was combined with the previous public comment section.*

9. **New Business.**

It was moved by Earl and seconded by Graber THAT the items under Agenda Item 9 New Business be tabled for the October meeting. Motion passed by voice vote.

The below items will be revisited at the October 25, 2017 meeting of the Library Board of Trustees:

Circulation Policy – Section 6.3 Fines and Charges

Requested Action: Approval

Architectural Services Proposal for 2018 Projects

Requested Action: Approval

2018 Wage and Salary Schedule

Requested Action: Approval

10. **Unfinished Business.**

- a. 2018 Budget Draft. Milavec presented the draft of the 2018 budget. There were two versions circulated, the first with a 2.5% cost of living increase for staff and the second with a 3% cost of living increase as requested by a Board member. There are no other differences between the two. Milavec reminded the meeting attendees and the Board that the library is 96% property tax funded and while it is most dependent on property tax, it makes up about 3% of a resident's property tax bill.

Milavec went through the proposed budget detailing specific changes. There will be no increase in insurance premiums for 2018, so it is a flat renewal. Salaries and benefits make up 70% of the budget and any non-staff changes have a relatively small impact on the bottom line. There is an explanation of all proposed changes written out in the Board packet.

Earl inquired as to why the estimated revenue for fines is decreasing and Milavec explained that the new automatic renewal service is reducing the amount of revenue collected for fines.

The Board discussed long-range budget concerns and now that the Facilities Assessment has been received, Milavec hopes to have a long-range budget completed by the end of the calendar year. The Village of Downers Grove requested the library submit an estimated budget by October 25. The final budget and levy is due to the Village by November 29. The Board discussed which version of the budget should be submitted as the estimate.

- b. Schedule Budget Workshop. The Board discussed the need for a budget workshop and Board member availability. The final budget needs to be passed at the November 15 meeting.

It was moved by Graber and seconded by Earl THAT the Board provide the Village with an estimated budget that includes the 2.5% cost of living increase. Eblen commented that difference between the two is minimal and would prefer to use the budget that includes the 3% cost of living increase for staff. Graber clarified that the Board is just providing the Village with an estimated bottom line figure and not yet breaking the number down into individual budget lines. Earl commented that

providing a 2.5% cost of living increase would be in line with what Village staff will be receiving and it sends a good message to be following the same process.

Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.

The Board will provide an estimated budget to the Village using the 2.5% cost of living increase and will not have a separate budget workshop. The October 25 Board meeting will be used to look at the proposed budget in greater detail to work towards a final budget.

11. **Executive Session.** There was no executive session.

12. **Library Director's Report** (attached). Milavec presented the report. The last six weeks were challenging personally and she thanked the Board for their support and understanding. The library is moving forward with the Strategic Plan and Facilities Assessment and is ready to dive into the long-range budget planning process. Milavec recognized previous Library Director Christopher Bowen for his many detailed spreadsheets that will be helpful in the long-range budget process. The new telephone system has been installed and everyone's extensions have changed.

13. **Board Member comments and requests for information.**

Humphreys thanked the members of the community who came this evening to show an interest in how we provide library services.

Greene thanked everyone for the opportunity to be president the last two years. Since her term has expired, she will be resigning as president at the beginning of the next meeting.

Humphreys thanked President Greene for helping the Board through the last couple of years and specifically the last three weeks. He also thanked Library Director Milavec for being very helpful to the Board and community.

14. **Adjournment.** President Greene adjourned the meeting at 8:30 p.m.

DOWNERS GROVE LIBRARY 9/30/2017

	Library fund	Building & Equip Replacement Fund	Debt Service Fund
CASH & INVESTMENTS	\$ 2,228,211	\$ 1,400,000	\$ -
FUND BALANCE	\$ 2,122,496	\$ 1,400,000	\$ -

Revenue by Object Report

Village of Downers Grove
9/1/2017 through 9/30/2017

Grand Totals

<u>Object/Title</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
4101 Current Property Taxes	5,043,515.00	2,117,091.72	4,841,414.88	202,100.12	95.99
4109 Prior Year Property Taxes	100.00	0.00	451.55	-351.55	451.55
4313 Personal Property Replacement Tax	55,000.00	0.00	61,446.62	-6,446.62	111.72
4410 Sales of Materials	8,000.00	936.88	8,727.33	-727.33	109.09
4502 Charges For Services	45,000.00	1,912.44	17,178.23	27,821.77	38.17
4509 Fees For Non-Residents	16,000.00	258.00	13,510.00	2,490.00	84.44
4571 Rental Fees	4,000.00	590.00	3,920.00	80.00	98.00
4581 Fines	85,000.00	2,786.18	52,984.27	32,015.73	62.33
4590 Cost Recovered For Services	15,000.00	1,661.70	11,126.65	3,873.35	74.18
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	472.15	6,060.67	-4,060.67	303.03
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	0.00	2,429.00	2,571.00	48.58
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,315,525.00	2,125,709.07	5,019,249.20	296,275.80	94.43

Expenditures by Object Report

Village of Downers Grove
9/1/2017 through 9/30/2017

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,443,453.00	181,105.73	1,171,922.51	0.00	271,530.49	81.1
5111 Salaries, Non-Exempt	216,900.00	9,358.86	76,202.68	0.00	140,697.32	35.1
5119 Part-Time Employee Wages	1,204,010.00	135,839.22	909,055.06	0.00	294,954.94	75.5
5131 IMRF Pension Contributions	274,700.00	29,496.33	194,431.16	0.00	80,268.84	70.7
5133 Medicare Contributions	41,533.00	4,663.57	30,750.20	0.00	10,782.80	74.0
5134 Social Security Contributions	177,590.00	19,940.03	131,479.57	0.00	46,110.43	74.0
5190 Life Insurance	972.00	85.00	731.40	0.00	240.60	75.2
5191 Health Insurance	300,900.00	24,065.00	204,457.50	0.00	96,442.50	67.9
5195 Optical Insurance	1,989.00	165.80	1,412.14	0.00	576.86	71.0
5197 Dental Insurance	29,873.00	2,404.48	20,435.12	0.00	9,437.88	68.4
5210 Supplies	95,400.00	10,416.77	60,329.57	0.00	35,070.43	63.2
5251 Maintenance Supplies	18,000.00	1,967.27	12,940.35	0.00	5,059.65	71.8
5280 Small Tools & Equipment	30,000.00	2,525.90	17,974.20	0.00	12,025.80	59.9
5302 Dues And Memberships	4,800.00	500.00	3,097.00	0.00	1,703.00	64.5
5303 Seminars, Conferences & Meetings	30,400.00	1,486.20	12,184.40	0.00	18,215.60	40.0
5308 Recognition Program-Staff	4,000.00	423.68	2,708.82	0.00	1,291.18	67.7
5315 Professional Services	62,000.00	6,608.68	52,900.15	0.00	9,099.85	85.3
5323 Special Legal	3,000.00	0.00	2,404.20	0.00	595.80	80.1
5346 Data Processing Services	95,000.00	0.00	72,743.18	0.00	22,256.82	76.5
5380 Printing Services	16,700.00	2,912.20	11,652.98	0.00	5,047.02	69.7
5391 Telephone	20,000.00	1,240.88	13,378.17	0.00	6,621.83	66.8
5392 Postage	26,725.00	111.00	11,053.06	0.00	15,671.94	41.3
5407 Advertising And Public Relations	20,500.00	2,644.63	10,527.76	0.00	9,972.24	51.3
5420 Insurance - Other Policies	46,000.00	15,722.00	20,082.00	0.00	25,918.00	43.6
5430 Building Maintenance Services	94,000.00	2,886.78	52,248.40	0.00	41,751.60	55.5
5450 Cleaning Services	88,000.00	5,545.00	50,355.00	0.00	37,645.00	57.2
5461 Utilities	26,000.00	1,022.06	12,519.26	0.00	13,480.74	48.1
5470 Other Equipment Repair And Maintenance	11,500.00	190.53	3,415.02	0.00	8,084.98	29.7
5481 Rentals	20,500.00	898.07	12,554.63	0.00	7,945.37	61.2
5620 Recoverables	3,000.00	98.24	2,597.33	0.00	402.67	86.5

Expenditures by Object Report

Village of Downers Grove
9/1/2017 through 9/30/2017

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	7,000.00	0.00	0.00	0.00	7,000.00	0.0
5770 Capital Equipment	63,500.00	11,900.88	36,075.88	0.00	27,424.12	56.8
5851 Electronic Resources	220,000.00	16,175.01	167,138.59	0.00	52,861.41	75.9
5852 Print Materials	343,000.00	45,115.22	225,503.24	0.00	117,496.76	65.7
5853 Audiovisual Materials	147,000.00	13,844.85	92,455.38	0.00	54,544.62	62.8
5870 Capital Equipment	65,000.00	18,984.60	38,151.19	0.00	26,848.81	58.6
5880 Intangible Assets (Software)	51,200.00	641.66	17,286.50	0.00	33,913.50	33.7
5910 Transfer For Capital Projects	1,400,000.00	0.00	1,400,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	-1,759.61	0.00	1,759.61	0.0
Grand Totals	6,714,145.00	570,986.13	5,153,393.99	0.00	1,560,751.01	76.7

Invoice Edit Listing
Village of Downers Grove
October 25, 2017

		Vendor Totals			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
017505	AFFILIATED FIRE SYSTEM	1	12.00	0.00	12.00
000265	ALL AMERICAN PAPER CO	1	236.72	0.00	236.72
000322	AMAZON.COM	1	2,144.78	0.00	2,144.78
000351	AMERICAN LIBRARY ASSOCIATION	1	809.00	0.00	809.00
000425	ANDERSON ELEVATOR CO	1	232.78	0.00	232.78
000428	ANDERSON'S BOOKS, INC	2	68.78	0.00	68.78
000403	AT&T	1	652.96	0.00	652.96
000602	AV CAFE, INC	1	27.00	0.00	27.00
000656	B. GUNTHER & COMPANY, INC	1	507.00	0.00	507.00
000672	BAKER & TAYLOR - L0217582	41	24,976.31	0.00	24,976.31
016893	BIBLIOTHECA, LLC	4	7,001.47	0.00	7,001.47
012746	BRAINFUSE, INC.	1	4,100.00	0.00	4,100.00
018029	BRENT ALLAN ENTERTAINMENT	1	400.00	0.00	400.00
014319	CANTEEN REFRESHMENTS	1	166.97	0.00	166.97
001223	CASE LOTS INC	1	119.40	0.00	119.40
008705	CASH - LIBRARY	1	131.75	0.00	131.75
001264	CDW GOVERNMENT, INC	4	1,144.62	0.00	1,144.62
008323	CENGAGE LEARNING	9	1,656.19	0.00	1,656.19
001277	CENTER POINT PUBLISHING	1	23.37	0.00	23.37
013235	CHILDREN'S PLUS, INC.	1	2,602.21	0.00	2,602.21
001553	COMCAST CABLE	1	267.58	0.00	267.58
014962	CONNIE LACEY	1	20.29	0.00	20.29

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002359 DOWNERS GROVE SANITARY DIST.	2	155.24	0.00	155.24
017328 ELM USA, INC.	1	213.95	0.00	213.95
005572 FIA CARD SERVICES, N.A.	10	3,974.37	0.00	3,974.37
009775 FINDAWAY WORLD, LLC	1	157.47	0.00	157.47
002916 FRANK ELECTRIC COMPANY, INC	1	700.00	0.00	700.00
018099 GALLAGHER BASSETT SERVICES INC	1	2,200.00	0.00	2,200.00
013544 GOOGLE, INC.	1	641.66	0.00	641.66
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
009880 IMAGE SYSTEMS &	2	610.53	0.00	610.53
003696 INLAND MECHANICAL SERVICE CORP	1	2,747.00	0.00	2,747.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	2,402.55	0.00	2,402.55
004814 KNICKERBOCKER ROOFING & PAVING	1	1,600.00	0.00	1,600.00
008206 MANAGEMENT ASSOCIATION	2	528.75	0.00	528.75
012673 MANGO LANGUAGES	1	4,019.40	0.00	4,019.40
005613 MEDLIN COMMUNICATIONS, INC	1	2,605.00	0.00	2,605.00
005866 MIDWEST TAPE	22	8,656.20	0.00	8,656.20
006161 NICOR GAS	1	723.08	0.00	723.08
012499 OVERDRIVE, INC.	5	4,132.95	0.00	4,132.95
018094 PACE SYSTEMS, INC.	1	249.00	0.00	249.00
012904 PERSPECTIVES, LTD	1	181.70	0.00	181.70
006698 PRINT SMART	1	115.50	0.00	115.50
006859 R.H. DONNELLEY	1	13.69	0.00	13.69

Invoice Edit Listing
Village of Downers Grove

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
014549	REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	7,500.00	0.00	7,500.00
006944	RECORDED BOOKS, LLC	4	478.69	0.00	478.69
006956	REGENT BOOK CO, INC.	1	15.96	0.00	15.96
007067	RICHARD PICKREN	1	300.00	0.00	300.00
007517	SCHOLASTIC LIBRARY PUBLISHING	1	1,297.40	0.00	1,297.40
012493	SCHOOL SPECIALTY, INC.	1	486.84	0.00	486.84
007604	SERVICEMASTER COMMERCIAL CLEAN	2	5,730.30	0.00	5,730.30
007612	SHANES OFFICE SUPPLY CO	6	1,137.57	0.00	1,137.57
007682	SIMPLEXGRINNEL LP	1	1,391.60	0.00	1,391.60
018051	STEPHEN M. SZABADOS	1	175.00	0.00	175.00
007861	STEPHENS PLUMBING AND HEATING,	2	962.15	0.00	962.15
007967	SUBURBAN DOOR CHECK & LOCK SER	1	283.00	0.00	283.00
012698	SWAN	1	13,305.75	0.00	13,305.75
008252	THE WEST TOWNS CHORUS	1	500.00	0.00	500.00
000385	TRANE U.S. , INC.	1	3,161.00	0.00	3,161.00
016841	TSAI FONG BOOKS, INC.	5	213.34	0.00	213.34
011517	UNIQUE MANAGEMENT SERVICES, IN	1	26.85	0.00	26.85
008894	WHEATON COLLEGE	1	65.00	0.00	65.00
009056	XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	603.80	0.00	603.80
Grand Total:		170	122,613.54	0.00	122,613.54

INVOICES OF NOTE

For Library Board Meeting on October 25, 2017

2017 Budget

012746	Brainfuse, Inc. (education services - online tutoring)	\$4,100.00
018029	Brent Allan Entertainment (magic show)	\$400.00
013235	Children's Plus, Inc. (printed materials)	\$2,602.21
018099	Gallagher Bassett Services, Inc. (appraisal services)	\$2,200.00
003696	Inland Mechanical Service Corp. (maintenance contract)	\$2,747.00
004814	Knickerbocker Roofing & Paving(semi-annual inspection/repair)	\$1,600.00
012673	Mango Languages (conversation subscription)	\$4,019.40
005613	Medlin Communications (additional phones)	\$2,605.00
018094	Pace Systems, Inc. (media room - audio issues)	\$249.00
014549	Reaching Across Illinois, Library System (Communico cloud)	\$7,500.00
012493	School Specialty, Inc. (math resources)	\$486.84
007682	SimplexGrinnel LP (atrium smoke detector disconnect)	\$1,391.60
018051	Stephen M. Szabados (genealogy club program)	\$175.00
012698	SWAN (fees)	\$13,305.75
008252	The West Town Chorus (concert)	\$500.00
000385	Trane U.S., Inc. (HVAC service agreement - software)	\$3,161.00

Credit Memo Edit Listing

Village of Downers Grove
October 25, 2017

<hr/> <i>Vendor Totals</i> <hr/>		
<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
007612 SHANES OFFICE SUPPLY CO	1	5.40
Grand Total:	<u>1</u>	<u>5.40</u>
	<u><u>1</u></u>	<u><u>5.40</u></u>

Library Credit Card Details for the October 25, 2017 Board Meeting

Julie Milavec

Total \$ -

Dave Thoele

971 5251 Maintenance Supplies	Caster sucokets	\$	39.87
971 5210 Supplies	Batteries	\$	59.24
		Total \$	99.11

Katelyn Vabalaitis

971 5210 Supplies	Toners and supplies	\$	216.96
971 5315 Professional Services	Postage	\$	23.75
971 5308 Staff Recognition	Staff event supplies	\$	12.00
		Total \$	252.71

Nicole Wilhelms

971 5210 Supplies	Silverware for the staff room	\$	40.96
		Total \$	40.96

Sharon Hrycewicz

Total \$ -

Allyson Renell

973 5280 Small Tools & Equipment	Doll house furniture	\$	126.48
973 5853 AV Materials	Puzzles	\$	288.62
		Total \$	415.10

Traci Skocik

973 5210 Supplies	Program supplies	\$	199.60
973 5303 Seminars & Meetings	Meeting breakfast and lunch	\$	115.74
		Total \$	315.34

Christine Lees

971 5210 Supplies	Staff supplies	\$	94.99
974 5210 Supplies	Office supplies	\$	207.90
		Total \$	302.89

Paul Regis

975 5770 Capital Equipment	AudioTech USB	\$	85.99
975 5280 Small Tools & Equipment	TPLink, wireless mouse, and cables	\$	335.65
975 5880 Intangible Assets	Domain Renewal, standard wildcard SSL	\$	650.89
		Total \$	1,072.53

Melody Danley

976 5407 Advertising & Public Relations	Giveaway items, volunteer thank you's	\$	1,102.91
		Total \$	1,102.91

Melissa Fischer

976	5210 Supplies	Google storage and department supplies	\$	19.98
971	5210 Supplies	Trustee Facts File Publications	\$	139.93
976	5407 Advertising & Public Relations	Facebook library card sign up month	\$	194.80
			Total	\$ 354.71

Jen Fredericks

977	5210 Supplies	RTI water	\$	18.11
			Total	\$ 18.11

Library Credit Card October 2017 Totals \$ 3,974.37

PAYROLLS FOR SEPTEMBER 2017

SEPTEMBER 9	\$105,790.86
SEPTEMBER 23	\$111,298.93
TOTAL SEPTEMBER 2017 PAYROLLS	\$217,089.79

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 9B

2018 Holiday Closing Schedule

PAID HOLIDAYS

Monday, January 1, New Year's Day
Monday, May 28, Memorial Day
Wednesday, July 4, Independence Day
Monday, September 3, Labor Day
Thursday, November 22, Thanksgiving
Monday, December 24, Christmas Eve
Tuesday, December 25, Christmas

OTHER CLOSINGS

Friday, January 19, Staff In-Service Day (paid)
Sunday, April 1, Easter (unpaid)
Sunday, May 27, Sunday before Memorial Day (unpaid)
Friday, June 22, 7:00 p.m. Rotary Grove Fest (unpaid)
Saturday, June 23, 1:00 p.m. Rotary Grove Fest (unpaid)
Sunday, June 24, Rotary Grove Fest (unpaid)
Sunday, September 2, Sunday before Labor Day (unpaid)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 9C

2018 EMPLOYEE BENEFIT PREMIUM PLAN

In order to offer the most effective and most economical medical, dental, and vision insurance to its employees, the Downers Grove Public Library participates in the insurance benefit program offered by the Village of Downers Grove.

All full-time employees, defined by the Affordable Care Act as employees working 30 hours per week or more, are eligible to participate with partial support from the library. Currently, 29 employees are eligible. Fourteen have elected employee only coverage, 10 have elected employee + family, and 5 have elected employee + spouse or employee + children.

All part-time employees working more than 1,000 hours per year are also eligible to participate, but these employees are responsible for the full cost of participation. For 2017, no part-time employees are participating.

Medical, dental and vision insurance offerings for 2018 are unchanged from 2017. There is no increase to 2018 premiums for medical, dental, and vision.

Recent salary discussions at the Library Board level have included the concept of mirroring the Village of Downers Grove for compensation. The library's compensation differs greatly from the Village of Downers Grove in the area of employee and employer portion of premiums. The current library employer portion is a set annual dollar amount per employee at each benefit level. Under this structure, the employee portion of medical premium varies from 3% to 20.4% of the total premium, depending on the medical plan and benefit level selected by the employee. The Village of Downers Grove sets a percentage of premium to be paid by the employee. This varies from 2.5% to 12.5%, depending on the medical plan and benefit level selected by the employee. Both the library and Village pass on the premium discount for participating in wellness screening to the employee. The library employee portion of dental premium varies from 0% to 9.2%, close to the Village's range of 0% to 13.2%. The library employee portion of vision premium is 0%, while Village employees pay 17% to 18.5%.

It is important to note that the Village of Downers Grove credits the flat renewal premiums of the past two years to performance within the plan. In particular, utilization of the cost-effective VEBA plan has driven this performance. However, very few library employees participate in the VEBA plan, largely due to the higher percentage of premium borne by library employees for this plan. The Village of Downers Grove has incentivized employees to select the VEBA plan through their premium structure.

The proposed 2018 budget reflects the current premium structure for employee and employer contributions. Implementing the Village's premium structure could cost approximately \$54,000 in 2018, if all current employees choose the highest employer cost plan at their current benefit level.

The open enrollment period begins November 1, for staff to make changes in their benefit choices.

If the Library Board of Trustees chooses to mirror the Village of Downers Grove in the area of employee and employer portion of medical, dental, and vision insurance premiums, I recommend either:

1. a decision tonight to move forward, which will allow staff to make changes to their benefits during the open enrollment period; OR
2. to implement the new premium structure, effective January 1, 2019.

If the Library Board of Trustees chooses not to mirror the Village of Downers Grove in the area of employee and employer portion of medical, dental, and vision insurance premiums at this time, I recommend approval of 2018 employee benefit premiums to remain the same as 2017.

Downers Grove Public Library
2018 Medical, Dental and Vision Premiums

	Current Structure					VoDG Structure				
					ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only w/Screening	\$ 16.89	\$ 550.00	\$ 566.89	3.0%	\$ 6,600.00	\$ 42.52	\$ 524.37	\$ 566.89	7.5%	\$ 6,292.48
Employee Only w/0 Screening	\$ 66.89	\$ 550.00	\$ 616.89		\$ 6,600.00	\$ 92.52	\$ 524.37	\$ 616.89		\$ 6,292.48
Employee & Spouse w/2 Screenings	\$ 158.83	\$ 1,145.00	\$ 1,303.83	12.2%	\$ 13,740.00	\$ 162.98	\$ 1,140.85	\$ 1,303.83	12.5%	\$ 13,690.22
Employee & Spouse w/1 Screening	\$ 208.83	\$ 1,145.00	\$ 1,353.83		\$ 13,740.00	\$ 212.98	\$ 1,140.85	\$ 1,353.83		\$ 13,690.22
Employee & Spouse w/0 Screening	\$ 258.83	\$ 1,145.00	\$ 1,403.83		\$ 13,740.00	\$ 262.98	\$ 1,140.85	\$ 1,403.83		\$ 13,690.22
Employee & Children w/Screening	\$ 45.46	\$ 1,145.00	\$ 1,190.46	3.8%	\$ 13,740.00	\$ 148.81	\$ 1,041.65	\$ 1,190.46	12.5%	\$ 12,499.83
Employee & Children w/0 Screening	\$ 95.46	\$ 1,145.00	\$ 1,240.46		\$ 13,740.00	\$ 198.81	\$ 1,041.65	\$ 1,240.46		\$ 12,499.83
Family w/2 Screenings	\$ 254.03	\$ 1,560.00	\$ 1,814.03	14.0%	\$ 18,720.00	\$ 226.75	\$ 1,587.28	\$ 1,814.03	12.5%	\$ 19,047.32
Family w/1 Screening	\$ 304.03	\$ 1,560.00	\$ 1,864.03		\$ 18,720.00	\$ 276.75	\$ 1,587.28	\$ 1,864.03		\$ 19,047.32
Family w/0 Screening	\$ 354.03	\$ 1,560.00	\$ 1,914.03		\$ 18,720.00	\$ 326.75	\$ 1,587.28	\$ 1,914.03		\$ 19,047.32
VEBA PLAN \$2,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYER COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYER COST
Employee Only w/Screening	\$ 60.39	\$ 550.00	\$ 610.39	9.9%	\$ 6,600.00	\$ 15.26	\$ 595.13	\$ 610.39	2.5%	\$7,141.56
Employee Only w/0 Screening	\$ 110.39	\$ 550.00	\$ 660.39		\$ 6,600.00	\$ 65.26	\$ 595.13	\$ 660.39		\$7,141.56
Employee & Spouse w/2 Screenings	\$ 260.35	\$ 1,145.00	\$ 1,405.35	18.5%	\$ 13,740.00	\$ 105.40	\$ 1,299.95	\$ 1,405.35	7.5%	\$15,599.39
Employee & Spouse w/1 Screening	\$ 310.35	\$ 1,145.00	\$ 1,455.35		\$ 13,740.00	\$ 155.40	\$ 1,299.95	\$ 1,455.35		\$15,599.39
Employee & Spouse w/0 Screening	\$ 360.35	\$ 1,145.00	\$ 1,505.35		\$ 13,740.00	\$ 205.40	\$ 1,299.95	\$ 1,505.35		\$15,599.39
Employee & Children w/Screening	\$ 137.28	\$ 1,145.00	\$ 1,282.28	10.7%	\$ 13,740.00	\$ 96.17	\$ 1,186.11	\$ 1,282.28	7.5%	\$14,233.31
Employee & Children w/0 Screening	\$ 187.28	\$ 1,145.00	\$ 1,332.28		\$ 13,740.00	\$ 146.17	\$ 1,186.11	\$ 1,332.28		\$14,233.31
Family w/2 Screenings	\$ 399.12	\$ 1,560.00	\$ 1,959.12	20.4%	\$ 18,720.00	\$ 146.93	\$ 1,812.19	\$ 1,959.12	7.5%	\$21,746.23
Family w/1 Screening	\$ 449.12	\$ 1,560.00	\$ 2,009.12		\$ 18,720.00	\$ 196.93	\$ 1,812.19	\$ 2,009.12		\$21,746.23
Family w/0 Screening	\$ 499.12	\$ 1,560.00	\$ 2,059.12		\$ 18,720.00	\$ 246.93	\$ 1,812.19	\$ 2,059.12		\$21,746.23

Downers Grove Public Library
2018 Medical, Dental and Vision Premiums

	Current Structure					VoDG Structure				
					ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST
DELTA DENTAL	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40
Family	\$ 13.21	\$ 130.00	\$ 143.21	9.2%	\$ 1,560.00	\$ 19.16	\$ 124.05	\$ 143.21	13.4%	\$ 1,718.52

	Current Structure					VoDG Structure				
					ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST
VISION	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 3.47	\$ 3.47	0.0%	\$ 41.64	\$ 0.59	\$ 2.88	\$ 3.47	17.0%	\$ 34.56
Family	\$ -	\$ 8.86	\$ 8.86	0.0%	\$ 106.32	\$ 1.64	\$ 7.22	\$ 8.86	18.5%	\$ 86.64

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 10A

Circulation Policy – Section 6.3 Fines and Charges

The management team recommends these changes to the Circulation Policy Section 6.3 Fines and Charges.

The requested changes are explained below:

6.3.3 Lost and Damaged Materials

- a. We identified through patron feedback that patrons felt that they could buy replacement copies for lost or damaged materials on Amazon at a cheaper price than we were charging at the library. Many patrons would purchase a replacement copy that was not the same ISBN number or version of the material that needed to be replaced and would need to be told that the replacement copy could not be accepted, this led to unpleasant patron interactions. The management team decided that in lieu of accepting replacement copies for materials, if we simply pass along the vendor discount that we receive (40% off list price) to our patrons and eliminate the processing fee we are certain that purchasing a replacement copy from an outside vendor will not be cheaper. Therefore, we will no longer accept replacement copies for lost or damaged materials. We are confident that this policy change is advantageous for both patrons and the library.
- b. There is no longer a need for an Appendix as all information is now included in the verbiage.
- c. We would like to offer patrons a 100% refund of the amount paid on lost and damaged materials up to 90 days after payment. After 90 days no refund will be given. This is a pretty standard time period for refunds and allows us to keep our database cleaner by discarding old items out of the system in a more timely fashion. The verbiage in the old policy was too vague and this change firms up how long a patron has to receive a refund.

6.3.4 Accepting Replacement Copies of Lost Items in lieu of Payment

This whole section becomes moot after the statement that we will not accept replacement copies.

Appendix I

The noteworthy change here is the elimination of the \$2.00 charge to replace a lost library card. We encourage all patrons to have a library card in their possession, replacing lost cards without a charge is simply the cost of doing business.

All other changes in policy make this appendix now moot.

6.3 Fines and Charges

6.3.1 Overdue Fines

a. Overdue fines for circulating material are 15 cents per day per item, except for high value, high demand items which are \$5.00 per day per item. Overdue fines will accumulate for 42 days and then the patron will be billed for the items.

b. The accounts of Downers Grove cardholders with Downers Grove materials valued at \$50.00 or more that have been overdue for more than 60 days may be sent to a collection agency. Collection agency service charges will be added to overdue fines or to the cost of the item as listed on the computer record plus processing fees. Accounts of reciprocal borrowers (cardholders of other libraries borrowing Downers Grove materials, or Downers Grove cardholders borrowing materials owned by other libraries) may be handled by SWAN and are subject to system fees.

Revised 06/22/2016

6.3.2 Borrowing Fees

Patrons who request items through the interlibrary loan service will be charged the \$3 out of state interlibrary loan and photocopy fees whether or not the items are picked up for use.

Revised 03/03/2014

6.3.3 Lost and Damaged Materials

a. ~~Charges for lost or missing materials other than equipment will be the cost of the item as listed on the computer record minus 40% for the discount received from the library's vendor.~~ Charges for lost or missing ~~material~~ **equipment** will be the cost of the item as listed on the computer record. ~~plus the processing fee as listed in the Appendix.~~ ~~Charges for essential missing pieces in audiovisual materials will be cost of the item minus 40% for the discount received from the library's vendor.~~ ~~Charges for a non-essential missing piece in audiovisual materials will be \$5.00.~~

~~b. Fees that will be charged for damaged materials are listed in the Appendix.~~

c. ~~Fifty percent~~ **100%** of the cost of the item will be refunded if a lost item is returned before **90 days**. ~~After 90 days no refund is given.~~ ~~the item is removed from the catalog (generally within about three months of payment).~~ ~~Processing fees are not refundable.~~

6.3.4 Accepting Replacement Copies of Lost Items in Lieu of Payment

The library will **not** accept replacement copies of lost items. ~~as long as the following~~

conditions are met.

- a. ~~Replacements must be identical or newer editions. ISBN will be used to verify the edition. Replacements must be in the same format — hardback book for lost hardback book, cassette tape for lost cassette tape, etc. Book club editions and similar special printings are not acceptable as replacement copies.~~
- b. ~~Replacement books may be new or used copies. Used copies must be in “like new” condition.~~
- c. ~~Audiovisual materials (CDs, DVDs CD-ROMs, etc.) must be new, unopened items in the original packaging. All inserts and booklets must be included.~~
- d. ~~When replacement copies are accepted, the patron is still responsible for paying the current fee for processing a lost item.~~

~~Patrons who have identified possible replacement copies are advised to consult with library staff to verify that the copies are acceptable before purchasing them. The library will not accept replacements that do not meet these requirements.~~

Revised 03/03/2014 09/27/2017

APPENDIX I

6.3 Fines and Charges

~~SCHEDULE FOR LOST AND DAMAGED LIBRARY MATERIALS~~

LIBRARY CARDS

Lost library card: \$2.00

LIBRARY MATERIALS

~~Lost or damaged so as to be unusable: cost of item as listed in the catalog + \$5.00 processing fee~~

MISSING PIECES IN AUDIOVISUAL

~~Essential piece: cost of item as listed in the catalog + \$5.00 processing fee~~

~~Non-essential piece: \$5.00~~

~~Revised 03/03/2014~~

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 10B

The proposed salary schedule for 2018 is unchanged from the prior year.

Two comparisons for salary schedule and ranges are attached. "Area Libraries" compares the Downers Grove Public Library's salary schedules and ranges to those of other suburban libraries in our area. "LACONI Libraries" uses the 2017-2018 Library Administrators Conference of Northern Illinois (LACONI) Salary Survey to match for comparable libraries, then compares lowest actual salary paid from the survey. Sorting the survey information by Population, Operating Budget, and Equalized Assessed Valuation (EAV), the five libraries nearest to Downers Grove, above and below were determined. Any library appearing two or more times was selected for comparison. It is important to note the significant difference between the "Area Libraries" and "LACONI Libraries" is that the first compares salary schedules and ranges while the second compares actual salaries paid at the time of the survey.

It is important to note that several employees have reached the maximum of their position's salary range. The current compensation practices of the library use only an across-the-board percentage increase for all staff without a merit or bonus component. Individuals at the maximum of their salary range do not receive a raise unless their salary range maximum increases.

I propose the following for 2018: any individual at the maximum of their salary range may earn a performance bonus of up to the percentage of the 2018 across-the-board salary increase. This bonus would be paid in a lump sum, upon approval of satisfactory performance by the individual's supervisor. This preserves the maximum salary range while providing an incentive for performance.

**DOWNERS GROVE PUBLIC LIBRARY
2018 WAGE AND SALARY SCHEDULE**

		2018 Salary Schedule			
		Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum*
1	Shelver Tech Services Clerk	10.20	15.30	19,890	29,835
2	Library Clerk Custodian Library Monitor	12.00	18.00	23,400	35,100
3	Computer Help Desk Associate	13.50	20.25	26,325	39,487
4	Library Assistant Technology Assistant Administrative Assistant Circulation Supervisor ILL Coordinator	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Communications Coordinator Media Lab Coordinator	20.00	30.00	39,000	58,500
6	Librarian Trainer	23.59	35.38	46,000	69,000
7	Manager	31.79	47.69	62,000	93,000
8	Assistant Director	35.90	53.85	70,000	105,000
9	Director	Set by Board of Library Trustees			

* Any individual at the maximum of their salary range may earn a performance bonus of up to the percentage of the across-the-board salary increase for that year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

DOWNERS GROVE PUBLIC LIBRARY												
2017 WAGE AND SALARY SCHEDULE					2017 Salary Schedule				Area Libraries		LACONI Libraries	
					Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum	Average Comp	DGPL % of Average	Average Comp	DGPL % of Average
	1	Shelver			10.20	15.30	19,890	29,835	\$ 9.28	110%	\$ 8.92	114%
		Tech Services Clerk										
	2	Library Clerk			12.00	18.00	23,400	35,100	\$ 11.68	103%	\$ 11.84	101%
		Custodian										
		Library Monitor										
	3	Computer Help Desk Associate			13.50	20.25	26,325	39,487	\$ 13.32	101%	\$ 12.56	107%
	4	Library Assistant			16.00	24.00	31,200	46,800	\$ 15.64	102%	\$ 15.89	101%
		Technology Assistant										
		Administrative Assistant										
		Circulation Supervisor										
		ILL Coordinator										
		Lead Custodian										
	5	Executive Assistant			20.00	30.00	39,000	58,500	\$ 19.67	102%	\$ 19.64	102%
		Staff Artist										
		Assistant Manager										
	6	Librarian			23.59	35.38	46,000	69,000	\$ 21.38	110%	\$ 22.45	105%
		Trainer										
	7	Manager			31.79	47.69	62,000	93,000	\$ 27.73	115%	\$ 29.66	107%
	8	Assistant Director			35.90	53.85	70,000	105,000	\$ 33.59	107%	\$ 49.20	104%
	9	Director			Set by Board of Library Trustees						\$ 62.24	103%

2017 Area Library Salary Schedules
Pay Range Comparisons

Position	Min/Hr	Max/Hr	Min/Annual	Max/Annual	Range
Shelver - DGPL	\$ 10.20	\$ 15.00	\$ 19,890.00	\$ 29,250.00	1.470588
Shelver - HPL	\$ 9.00	\$ 11.50	\$ 17,550.00	\$ 22,425.00	1.277778
Shelver - IPPL	\$ 9.13	\$ 13.69	\$ 17,803.50	\$ 26,695.50	1.499452
Shelver - LGPL	\$ 8.82	\$ 11.68	\$ 17,199.00	\$ 22,776.00	1.324263
Shelver - TPPL	\$ 8.76	\$ 12.88	\$ 17,082.00	\$ 25,116.00	1.47032
Shelver - WestmontPL	\$ 9.50	\$ 14.00	\$ 18,525.00	\$ 27,300.00	1.473684
Shelver - WoodridgePL	\$ 10.44	\$ 15.67	\$ 20,358.00	\$ 30,556.50	1.500958
Average	\$ 9.28	\$ 13.49	\$ 18,086.25	\$ 26,302.71	1.454293
Clerk - DGPL	\$ 12.00	\$ 18.00	\$ 23,400.00	\$ 35,100.00	1.5
Clerk - HPL	\$ 11.80	\$ 15.50	\$ 23,010.00	\$ 30,225.00	1.313559
Clerk - IPPL	\$ 13.11	\$ 19.68	\$ 25,564.50	\$ 38,376.00	1.501144
Clerk - LGPL	\$ 10.56	\$ 15.82	\$ 20,592.00	\$ 30,849.00	1.498106
Clerk - TPPL	\$ 12.72	\$ 19.08	\$ 24,804.00	\$ 37,206.00	1.5
Clerk - WestmontPL	\$ 11.00	\$ 17.00	\$ 21,450.00	\$ 33,150.00	1.545455
Clerk - WoodridgePL	\$ 10.91	\$ 16.38	\$ 21,274.50	\$ 31,941.00	1.501375
Average	\$ 11.68	\$ 17.35	\$ 22,782.50	\$ 33,835.29	1.485144
Associate - DGPL	\$ 13.50	\$ 20.25	\$ 26,325.00	\$ 39,487.50	1.5
Associate - HPL	\$ 14.00	\$ 19.20	\$ 27,300.00	\$ 37,440.00	1.371429
Associate - IPPL	\$ 14.88	\$ 22.33	\$ 29,016.00	\$ 43,543.50	1.500672
Associate - LGPL	\$ 12.29	\$ 18.42	\$ 23,965.50	\$ 35,919.00	1.498779
Associate - TPPL	\$ 14.03	\$ 21.05	\$ 27,358.50	\$ 41,047.50	1.500356
Associate - WestmontPL	\$ 11.73	\$ 17.50	\$ 22,873.50	\$ 34,125.00	1.491901
Associate - WoodridgePL	\$ 12.97	\$ 19.46	\$ 25,291.50	\$ 37,947.00	1.500386
Average	\$ 13.32	\$ 19.74	\$ 25,967.50	\$ 38,501.36	1.482675
Assistant - DGPL	\$ 16.00	\$ 24.00	\$ 31,200.00	\$ 46,800.00	1.5
Assistant - HPL	\$ 15.53	\$ 21.20	\$ 30,283.50	\$ 41,340.00	1.3651
Assistant - IPPL	\$ 16.89	\$ 25.32	\$ 32,935.50	\$ 49,374.00	1.499112
Assistant - LGPL	\$ 14.30	\$ 21.44	\$ 27,885.00	\$ 41,808.00	1.499301
Assistant - TPPL	\$ 17.08	\$ 25.62	\$ 33,306.00	\$ 49,959.00	1.5
Assistant - WestmontPL	\$ 14.28	\$ 21.42	\$ 27,846.00	\$ 41,769.00	1.5
Assistant - WoodridgePL	\$ 15.75	\$ 23.63	\$ 30,712.50	\$ 46,078.50	1.500317
Average	\$ 15.64	\$ 23.23	\$ 30,494.75	\$ 45,304.07	1.485635
Asst Manager - DGPL	\$ 20.00	\$ 30.00	\$ 39,000.00	\$ 58,500.00	1.5
Asst Manager - HPL	\$ 18.41	\$ 26.93	\$ 35,899.50	\$ 52,513.50	1.462792
Asst Manager - IPPL	\$ 25.03	\$ 37.56	\$ 48,808.50	\$ 73,242.00	1.500599
Asst Manager - LGPL	\$ 16.65	\$ 24.96	\$ 32,467.50	\$ 48,672.00	1.499099
Asst Manager - TPPL	\$ 20.79	\$ 31.19	\$ 40,540.50	\$ 60,820.50	1.500241
Asst Manager - WestmontPL	\$ 18.50	\$ 27.00	\$ 36,075.00	\$ 52,650.00	1.459459
Asst Manager - WoodridgePL	\$ 18.32	\$ 27.48	\$ 35,724.00	\$ 53,586.00	1.5
Average	\$ 19.67	\$ 29.30	\$ 38,359.29	\$ 57,140.57	1.489615

* Averages exclude DGPL

2017 Area Library Salary Schedules
Pay Range Comparisons

Position	Min/Hr	Max/Hr	Min/Annual	Max/Annual	spread
Librarian - DGPL	\$ 23.59	\$ 35.38	\$ 46,000.50	\$ 68,991.00	1.499788
Librarian - HPL	\$ 22.22	\$ 33.67	\$ 43,329.00	\$ 65,656.50	1.515302
Librarian - IPPL	\$ 22.16	\$ 33.23	\$ 43,212.00	\$ 64,798.50	1.499549
Librarian - LGPL	\$ 19.37	\$ 29.05	\$ 37,771.50	\$ 56,647.50	1.499742
Librarian - TPPL	\$ 22.94	\$ 34.40	\$ 44,733.00	\$ 67,080.00	1.499564
Librarian - WestmontPL	\$ 21.63	\$ 32.13	\$ 42,178.50	\$ 62,653.50	1.485437
Librarian - WoodridgePL	\$ 19.97	\$ 29.96	\$ 38,941.50	\$ 58,422.00	1.50025
Average	\$ 21.38	\$ 32.55	\$ 41,694.25	\$ 63,464.14	1.522132
Manager - DGPL	\$ 31.79	\$ 47.69	\$ 61,990.50	\$ 92,995.50	1.500157
Manager - HPL	\$ 27.07	\$ 40.92	\$ 52,786.50	\$ 79,794.00	1.511636
Manager - IPPL	\$ 28.29	\$ 42.44	\$ 55,165.50	\$ 82,758.00	1.500177
Manager - LGPL	\$ 26.24	\$ 39.37	\$ 51,168.00	\$ 76,771.50	1.500381
Manager - TPPL	\$ 30.80	\$ 46.21	\$ 60,060.00	\$ 90,109.50	1.500325
Manager - WestmontPL	\$ 26.93	\$ 40.80	\$ 52,513.50	\$ 79,560.00	1.515039
Manager - WoodridgePL	\$ 27.02	\$ 40.53	\$ 52,689.00	\$ 79,033.50	1.5
Average	\$ 27.73	\$ 42.57	\$ 54,063.75	\$ 83,003.14	1.535283
Asst Director - DGPL	\$ 35.90	\$ 53.85	\$ 70,005.00	\$ 105,007.50	1.5
Asst Director - HPL	\$ 31.54	\$ 47.08	\$ 61,503.00	\$ 91,806.00	1.492708
Asst Director - IPPL	\$ 31.96	\$ 47.96	\$ 62,322.00	\$ 93,522.00	1.500626
Asst Director - LGPL	\$ 35.56	\$ 53.34	\$ 69,342.00	\$ 104,013.00	1.5
Asst Director - TPPL	\$ 37.50	\$ 56.24	\$ 73,125.00	\$ 109,668.00	1.499733
Asst Director - WestmontPL	\$ 31.39	\$ 46.03	\$ 61,210.50	\$ 89,758.50	1.466391
Asst Director - WoodridgePL	N/A	N/A	N/A	N/A	N/A
Average	\$ 33.59	\$ 50.75	\$ 65,500.50	\$ 98,962.50	1.510866

* Averages exclude DGPL

**2017 LACONI Salary Survey
Position Pay Comparisons**

Position	Current Min/Hr	Annual	Yrs in Position	Education Req'd
Shelver - DGPL	\$ 10.20	\$ 19,890.00	<1	HS/GED
Shelver - EPL	\$ 9.77	\$ 19,051.50	<1	n/a
Shelver - HPPL	\$ 9.00	\$ 17,550.00	<1	n/a
Shelver - SCPL	\$ 8.48	\$ 16,536.00	not reported	
Shelver - WPL	\$ 8.42	\$ 16,419.00	2	HS/GED
Average	\$ 8.92	\$ 17,389.13		
Clerk - DGPL	\$ 12.00	\$ 23,400.00	<1	HS/GED
Clerk - EPL	\$ 11.18	\$ 21,801.00	1	n/a
Clerk - HPPL	\$ 12.61	\$ 24,589.50	<1	HS/GED
Clerk - SCPL	\$ 11.87	\$ 23,146.50	not reported	
Clerk - WPL	\$ 11.71	\$ 22,834.50	1	Bachelors
Average	\$ 11.84	\$ 23,092.88		
Associate - DGPL	\$ 13.50	\$ 26,325.00	<1	Bachelors
Associate - EPL	\$ 14.01	\$ 27,319.50	<1	Bachelors
Associate - HPPL	\$ 11.77	\$ 22,951.50	<1	HS/GED
Associate - SCPL	\$ 12.52	\$ 24,414.00	not reported	
Associate - WPL	\$ 11.94	\$ 23,283.00	4	Bachelors
Average	\$ 12.56	\$ 24,492.00		
Assistant - DGPL	\$ 16.00	\$ 31,200.00	<1	Bachelors
Assistant - EPL	\$ 16.86	\$ 32,877.00	3	Bachelors
Assistant - HPPL	\$ 16.08	\$ 31,356.00	3	Bachelors
Assistant - SCPL	\$ 16.73	\$ 32,623.50	not reported	
Assistant - WPL	\$ 13.89	\$ 27,085.50	12	Bachelors
Average	\$ 15.89	\$ 30,985.50		
Asst Manager - DGPL	\$ 20.00	\$ 39,000.00	<1	Bachelors
Asst Manager - EPL	\$ 22.06	\$ 43,017.00	5	Bachelors
Asst Manager - HPPL	\$ 21.58	\$ 42,081.00	8	Bachelors
Asst Manager - SCPL	\$ 18.83	\$ 36,718.50	not reported	
Asst Manager - WPL	\$ 15.74	\$ 30,693.00	1	Bachelors
Average	\$ 19.64	\$ 38,301.90		
Position	Min/Hr	Min/Annual		
Librarian - DGPL	\$ 23.59	\$ 46,000.50	<1	Masters
Librarian - EPL	\$ 24.18	\$ 47,151.00	1	Masters
Librarian - HPPL	\$ 23.80	\$ 46,410.00	1	Masters
Librarian - SCPL	\$ 21.50	\$ 41,925.00	not reported	
Librarian - WPL	\$ 20.33	\$ 39,643.50	<1	Masters
Average	\$ 22.45	\$ 43,782.38		
Manager - DGPL	\$ 31.79	\$ 61,990.50	<1	Bachelors
Manager - EPL	\$ 31.30	\$ 61,035.00	3	Bachelors

**2017 LACONI Salary Survey
Position Pay Comparisons**

Manager - HPPL	\$ 28.44	\$ 55,458.00	5	Masters
Manager - SCPL	\$ 30.88	\$ 60,216.00	not reported	
Manager - WPL	\$ 28.01	\$ 54,619.50	3	Masters
Average	\$ 29.66	\$ 57,832.13		
Asst Director - DGPL	\$ 50.95	\$ 99,352.50	5	Masters
Asst Director - EPL	\$ 46.64	\$ 90,948.00	5	Masters
Asst Director - HPPL	\$ 50.70	\$ 98,865.00	25	Masters
Asst Director - SCPL	\$ 54.20	\$ 105,690.00	not reported	
Asst Director - WPL	\$ 45.27	\$ 88,276.50	21	Masters
Average	\$ 49.20	\$ 95,944.88		
Director - DGPL	\$ 64.10	\$ 124,995.00	<1	Masters
Director - EPL	\$ 69.23	\$ 134,998.50	6	Masters
Director - HPPL	\$ 61.03	\$ 119,008.50	6	Masters
Director - SCPL	\$ 55.39	\$ 108,010.50	not reported	
Director - WPL	\$ 63.30	\$ 123,435.00	4	Masters
Average	\$ 62.24	\$ 121,363.13		

2017 LACONI Salary Survey
Determining Comparable Libraries

<u>BY POPULATION</u>						
Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
Oak Lawn Public Library	56,690	\$5,767,994	503,807	\$983,420,172	0.5800%	86,108
St. Charles Public Library	55,092	\$7,957,100	1,541,418	\$2,288,187,258		54,234
Mount Prospect Public Library	54,167	\$9,123,400	966,550	\$1,354,550,848	0.8011%	101,290
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518
Oak Park Public Library	52,287	\$7,939,246	1,201,353			104,000
Downers Grove Public Library	49,213	\$4,985,772	1,036,494	\$2,163,725,584	0.2612%	67,738
Barrington Area Library	44,157	\$7,000,000	975,959	\$2,857,423,160	0.0024%	60,000
Elmhurst Public Library	44,121	\$8,908,300	1,283,266	\$2,034,108,447	0.3600%	90,000
DeKalb Public Library	44,030	\$1,718,283	140,378			65,786
Helen M. Plum Memorial Public Library District	43,907	\$3,870,898	585,000	\$1,313,916,939	0.2763%	34,000
Indian Prairie Public Library District	42,529	\$3,644,678	758,241	\$1,769,285,086	0.1896%	43,400

2017 LACONI Salary Survey
Determining Comparable Libraries

<u>BY EAV</u>						
Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
Joliet Public Library	147,433	\$7,097,650	697,583	\$2,561,610,272	0.2306%	74,000
Arlington Heights Memorial Library	75,000	\$14,586,392	2,271,891	\$2,447,074,262	0.5652%	132,000
Vernon Area Public Library District	41,055	\$7,658,550	984,750	\$2,340,709,045	0.3079%	50,000
St. Charles Public Library	55,092	\$7,957,100	1,541,418	\$2,288,187,258		54,234
Highland Park Public Library	29,763	\$5,000,900	596,415	\$2,178,857,704	0.2129%	42,000
Downers Grove Public Library	49,213	\$4,985,772	1,036,494	\$2,163,725,584	0.2612%	67,738
Skokie Public Library	64,784	\$11,618,907	2,192,913	\$2,089,553,462	0.6300%	133,190
Northbrook Public Library	33,170	\$6,411,500	836,834	\$2,076,011,238	0.3850%	87,223
Elmhurst Public Library	44,121	\$8,908,300	1,283,266	\$2,034,108,447	0.3600%	90,000
Palatine Public Library District	88,983	\$6,631,690	1,423,403	\$2,012,240,568	0.3080%	96,000
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518

**2017 LACONI Salary Survey
Determining Comparable Libraries**

<u>BY OPERATING BUDGET</u>						
Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
Wilmette Public Library District	27,087	\$5,702,565	688,507	\$1,522,528,658	0.3950%	70,166
Orland Park Public Library	56,767	\$5,649,588	945,776	\$1,952,036,822	0.3550%	93,000
Eisenhower Public Library District	23,184	\$5,420,005	399,064	\$607,315,751	0.6262%	44,576
Elk Grove Village Public Library	33,419	\$5,081,568	700,562	\$1,438,272,402	0.3500%	63,000
Highland Park Public Library	29,763	\$5,000,900	596,415	\$2,178,857,704	0.2129%	42,000
Downers Grove Public Library	49,213	\$4,985,772	1,036,494	\$2,163,725,584	0.2612%	67,738
Geneva Public Library District	30,500	\$4,300,000	644,788	\$1,435,791,739	0.3340%	27,600
Park Ridge Public Library	37,480	\$4,266,453	830,981	\$1,288,845,108	0.3680%	36,040
Lake Villa District Library	40,574	\$4,230,650	828,000	\$801,754,366	0.6179%	30,000
Deerfield Public Library	18,297	\$4,206,339	450,209	\$13,197,410	0.3500%	
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518
<u>3 Matches</u>						
Wheaton Public Library						
<u>2 Matches</u>						
Elmhurst Public Library						
Highland Park Public Library						
St. Charles Public Library						

2017 LACONI Salary Survey
Determining Comparable Libraries

<u>1 Match</u>						
Arlington Heights Public Library						
Barrington Area Public Library						
Deerfield Public Library						
DeKalb Public Library						
Elk Grove Village Public Library						
Eisenhower Public Library District						
Geneva Public Library District						
Helen M. Plum Memorial Public Library District						
Indian Prairie Public Library District						
Joliet Public Library						
Lake Villa District Library						
Mount Prospect Public Library						
Northbrook Public Library						
Oak Lawn Public Library						
Oak Park Public Library						
Orland Park Public Library						
Palatine Public Library						
Park Ridge Public Library						
Skokie Public Library						
Vernon Area Public Library						
Wilmette Public Library						

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 10C

2018 Budget Draft

This narrative includes a line-by-line break down of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2017 attainment.

Revenue Budget Lines

4101 Current Property Taxes

Property taxes received for current property tax bills. This is the Library's primary revenue stream.

4109 Prior Year Property Taxes

Money collected that was owed in prior year property taxes.

4313 Personal Property Replacement Tax

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local government. The library receives 12.5% of the total distributed to the Village. The State's disbursements to the Village are posted here:

<http://www.revenue.state.il.us/LocalGovernment/Replacement/DuPage/index.htm>

4410 Sales of Materials

Sales of books, circulating bags, flash drives, earbuds, stationery, supplies, miscellaneous community items, bulk sale of discards, unneeded library property such as office chairs.

4502 Charges for Services

Money received from vending machines, toner/ink cartridge recycling, photocopying and MyPC printing, plus miscellaneous refunds.

4509 Fees for Non-Residents

Payment for non-resident library cards.

4571 Rental Fees

Meeting Room rental fees.

4581 Fines

Payment for fines for overdue materials. With the implementation of automatic renewals this year, fine income is expected to drop dramatically.

4590 Costs Recovered for Services
Payment for lost and damaged items.

4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. No revenue anticipated for 2018 budget year.

4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.25 per person served on an annual basis, to all Illinois public libraries. Based on the prior year's grant funding of \$0.77 per capita and State budget uncertainty, the revenue projection is reduced slightly to \$0.75 per capita.

4711 Investment Income

Interest earned on library cash invested by Village in various involvements or money market accounts.

4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes. Reduced revenue anticipated for 2018 budget year, due to the transfer of funds to the Building & Equipment Replacement Fund.

4820 Contributions, Operating

Donations for memorial and gift items, other gifts made directly to the library, and gifts to the Library from the Foundation and Friends of the Library. In recent years the Friends donate proceeds of its book sale to the library to sponsor Summer Reading Club.

Expenditure Lines

5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Assistant Department Managers, Librarians, Technology Trainer, Executive Assistant. A salary increase of 2.5% for all employees is included in the draft budget.

5111 Salaries, Non-Exempt

Full time non-exempt employees including Technology Assistant I and ILL Coordinator. A salary increase of 2.5% for all employees is included in the draft budget. The hold on Fair Labor Standards Act changes scheduled to take place in December 2016 impacts the classification of positions into Exempt or Non-Exempt lines.

5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Clerks, Library Clerks, Shelves, Staff Artist, Executive Assistant, Library Monitors, Custodians. A wage increase of 2.5% for all employees is included in the draft budget. Proposed amount also includes an allocation for additional hours at each public service desk for substitutes or part time hourly employees.

5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year.) Contribution rate is set annually by IMRF, according to statutory formula. Employer rate is 11.03% for 2018, a significant decrease from the 2017 rate. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5133 Medicare Contributions

Contributions to Medicare for all employees. Contribution rate is 1.45%. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5134 Social Security Contributions

Contributions to Social Security for all employees. Contribution rate is 0.62%. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5190 Life Insurance

Library contribution to life insurance premium for full-time employees. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on estimated renewal rates supplied by the Village, changes in insurance elected by current employees and anticipated employee turnover.

5191 Health Insurance

Library contribution to health insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the health insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. The Library Board sets annual employer contribution rates each year, following receipt of renewal rate information. Cost is based flat renewal rates, changes in insurance elected by current employees, and anticipated employee turnover.

5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the Library participates in the Village

employee benefits program. Cost is based flat renewal rates, changes in insurance elected by current employees, and anticipated employee turnover.

5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. The Library Board sets annual employer contribution rates each year, following receipt of renewal rate information. Cost is based flat renewal rates, changes in insurance elected by current employees, and anticipated employee turnover.

5210 Supplies

Office supplies such as printer cartridges, paper, pencils, and post-its and general supplies for in-house use and programming, such as puppets, STEM Room items, and art supplies. Reduction based on expected 2017 attainment.

5251 Maintenance Supplies

Maintenance supplies such as cleaning supplies, toilet paper, paper towels, and garbage bags.

5280 Small Tools & Equipment

Objects such as acrylic sign holders, computer cords, pencil sharpeners, and telephones. Increase based on expected 2017 attainment.

5302 Dues and Memberships

Institutional memberships to organizations such as Management Association, American Library Association, Illinois Library Association, LACONI. Library pays for personal memberships for Trustees, Director, and Assistant Directors. In response to Strategic Plan 2017-2020 goals for staff professional development, many organizations for librarians offer free or reduced price training and development opportunities for organization members. The additional \$2,700 requested will support these memberships.

5303 Seminars, Conference & Meetings

Costs for attending professional conferences such as Public Library Association Conference, American Library Association Conference, Illinois Library Association Conference, Adult Reading Round Table as well as local meetings and workshops. The additional \$3,800 requested will support the Strategic Plan 2017-2020 action items for staff training and development.

5308 Recognition Program--Staff

Expenses for staff events such as retirement gift and party for long-time employees, and for in-house staff activities. The \$1,000 supports new employee recognition initiatives.

5315 Professional Services

Speakers for library programs and internal staff training, professional services such as library search firm, architect, signage firm, legal ads, and construction management.

5323 Special Legal

Services provided by library attorney. This is used for questions dealing specifically with library law or for legal questions on matters between the Village and Library. This amount may be revisited during the discussion in the meeting.

5346 Data Processing Services

Fees for SWAN ILS (Integrated Library System for circulation, catalog, technical processing), online fine payment company Propay, and 3M licensing and maintenance agreements for self-checks, sorter, RFID checkin/out pads, and security gates. The Reaching Across Illinois Library System (RAILS) recently decided to hold SWAN's FY2018-2019 support level, despite the dissolution of the LINC and MAGIC consortia with 19 of 21 total members joining SWAN. This, coupled with the expiration of the 3-year 13% fee reduction enjoyed through FY2017-2018 and implementation of a new formula for calculating SWAN fees, may result in a SWAN fee increase of 20% for the second half of 2018. A lesser percentage increase is included for non-SWAN items in this budget line.

5380 Printing Services

Printing library newsletter, street banners, and incidental items. Increase allows for additional pages in the newsletter as needed.

5391 Telephone

Telephone service and Internet providers.

5392 Postage

Postage costs for Discoveries and all mailings. Reduction based on expected 2017 attainment.

5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets; branded giveaways, employment ads. Reduction based on expected 2017 attainment.

5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, Directors, and Security Camera. Proposed amount based actual renewal rate of the LIRA program.

5430 Building Maintenance Services

Covers building inspections and repairs, and general maintenance of installed equipment: mechanical, elevator, fire alarm, plumbing, etc. Reduction based on expected 2017 attainment.

5450 Cleaning Services

Annual contract for outside cleaning company (ServiceMaster), plus special services. The three-year contract expires December 31, 2019. This includes additional services utilized annually such as carpet cleaning and Floorazzo flooring steam clean. Reduction based on expected 2017 attainment.

5461 Utilities

Charges for gas, sanitary, water, and storm water utility. Under the Village's franchise agreement for utility services, the Library does not pay for electricity.

5470 Other Equipment Repair and Maintenance

Charges for repair for copiers, printers, fax, and microfilm reader/printers.

5481 Rentals

Rental of copy machines, staff room vending machine, parking permits, and postage meter.

5620 Recoverables

Payment to other libraries for interlibrary loan losses and fees to collection agency for recovery of materials. Increase based on expected 2017 attainment.

5630 Contingency

Money set aside for unforeseen events.

5690 Unemployment Compensation

Unemployment compensation claims, if necessary; Library has had one claim in five years. Proposed budgeted amount allows for claims in 2018.

5770 Capital Equipment < \$20,000

Long-term equipment under \$20,000 such as computers, peripherals, and Media Lab equipment, on a regular replacement cycle. Proposed amount includes anticipated IT replacements, plus \$10,000 for digital signage.

5851 Electronic Resources

Digital content for the collection, such as databases, eBooks, eAudiobooks, eMagazines, eMusic, and eMovies.

5852 Print Materials

Print items for the collection including books and magazines.

5853 Audiovisual Materials

AV materials for the collection such as DVDs and blu-rays, CDs, audiobooks, playaways, readalong kits, puzzles, and videogames.

5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Estimated cost of \$60,000 for replacement of remaining soft seating in public areas not replaced in 2014 renovation and miscellaneous other furniture replacement.

5880 Intangible Assets (Software)

Software for operational use such as Google Apps and Microsoft Office. Proposed is based on 2017 budgeted amount. Reduction based on expected 2017 attainment.

Points for Comparisons: Use, funding and taxpayer impact

The Downers Grove Library is on track for a second straight record-setting year of use, especially in the areas of program attendance and meeting room use. Use does not directly affect revenue in Illinois library funding. Under the Illinois statutes governing public library funding, public libraries are primarily property tax funded. This library derives approximately 96% of its funding by property taxes.

The Downers Grove Public Library's tax impact to the individual homeowner decreased -8.5% from 2016 to 2017. The proposed preliminary levy is an estimated -1.9% decrease from 2017 to 2018 for individual homeowners whose home value has not changed.

Alternate draft – 3% COL

An alternate budget draft is included in your packet, showing a 3% cost of living increase, as requested by a Trustee at the August meeting. The total budget impact of the additional 0.5% in cost of living is approximately \$12,000. In this draft, the preliminary levy is an estimated -1.5% decrease from 2017 to 2018 for individual homeowners whose home value has not changed.

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 2.5% COL**OPERATING FUND BALANCE**

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,443,748.86
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,443,424.05
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 539,374.27
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (349,675.19)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 2.5% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,239,238.86
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,443,748.86

DOWNERS GROVE PUBLIC LIBRARY 2018 EXPENDITURES SIMPLIFIED SHEET DRAFT 2.5% COL							
	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2017	2017	2018	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5101	Salaries, Exempt	1,443,453.00	1,479,226.54	1,460,606.30	17,153.30	1.2%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	216,900.00	174,892.00	228,473.12	11,573.12	5.3%	
5119	Part-Time Employee Wages	1,204,010.00	1,204,010.00	1,256,366.47	52,356.47	4.3%	
5131	IMRF Pension Contributions	274,700.00	274,700.00	262,941.64	-11,758.36	-4.3%	
5133	Medicare Contributions	41,533.00	41,533.00	42,524.08	991.08	2.4%	
5134	Social Security Contributions	177,590.00	177,590.00	181,827.08	4,237.08	2.4%	
5190	Life Insurance	972.00	972.00	1,044.00	72.00	7.4%	
5191	Health Insurance	300,900.00	300,900.00	350,860.00	49,960.00	16.6%	no inc + changes
5195	Optical Insurance	1,989.00	1,989.00	2,160.96	171.96	8.6%	no inc + changes
5197	Dental Insurance	29,873.00	29,277.00	33,995.40	4,122.40	13.8%	no inc + changes
		3,691,920.00	3,685,089.54	3,820,799.05	128,879.05	3.5%	Cost of 2.5% raises

	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2017	2017	2018	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5210	Supplies	95,400.00	90,000.00	87,200.00	(8,200.00)	-8.6%	
5251	Maintenance Supplies	18,000.00	14,200.00	18,000.00	0.00	0.0%	
5280	Small tools & equipment	30,000.00	33,100.00	34,600.00	4,600.00	15.3%	
5302	Dues and Memberships	4,800.00	4,800.00	7,500.00	2,700.00	56.3%	
5303	Seminars, Conferences & Meetings	30,400.00	26,500.00	34,250.00	3,850.00	12.7%	
5308	Recognition Programs-Staff	4,000.00	4,400.00	5,000.00	1,000.00	25.0%	
5315	Professional Services	62,000.00	54,000.00	62,000.00	0.00	0.0%	
5322	Personnel Recruitment	0.00	0.00	0.00	0.00	0.0%	
5323	Special Legal	3,000.00	3,000.00	6,000.00	3,000.00	100.0%	
5346	Data Processing Services	95,000.00	95,000.00	105,000.00	10,000.00	10.5%	
5380	Printing Services	16,700.00	16,700.00	18,700.00	2,000.00	12.0%	
5391	Telephone	20,000.00	16,500.00	20,000.00	0.00	0.0%	
5392	Postage	26,725.00	26,725.00	25,500.00	(1,225.00)	-4.6%	
5407	Advertising & Public Relations	20,500.00	20,500.00	20,375.00	(125.00)	-0.6%	
5420	Insurance - other policies	46,000.00	41,640.00	43,000.00	(3,000.00)	-6.5%	
5430	Building Maintenance Services	94,000.00	94,000.00	90,000.00	(4,000.00)	-4.3%	
5450	Cleaning Services	88,000.00	75,000.00	80,000.00	(8,000.00)	-9.1%	
5461	Utilities	26,000.00	20,000.00	25,000.00	(1,000.00)	-3.8%	
5470	Other Equipment Repair & Maint.	11,500.00	7,500.00	11,500.00	0.00	0.0%	
5481	Rentals	20,500.00	20,100.00	20,500.00	0.00	0.0%	
5620	Recoverables	3,000.00	4,000.00	4,000.00	1,000.00	33.3%	
5630	Contingency	10,000.00	0.00	10,000.00	0.00	0.0%	
5690	Unemployment Compensation	7,000.00	0.00	10,000.00	3,000.00	42.9%	
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.0%	
5770	Capital equipment< \$20,000	63,500.00	66,103.00	60,000.00	(3,500.00)	-5.5%	
5851	Electronic Resources	220,000.00	220,000.00	223,000.00	3,000.00	1.4%	
5852	Print materials	343,000.00	343,000.00	345,000.00	2,000.00	0.6%	
5853	AV materials	147,000.00	147,000.00	148,500.00	1,500.00	1.0%	
5870	Capital equipment +\$20,000	65,000.00	65,000.00	65,000.00	0.00	0.0%	
5880	Intangible Assets (software)	51,600.00	47,500.00	43,000.00	(8,600.00)	-16.7%	
		1,622,625.00	1,556,268.00	1,622,625.00	0.00	0.0%	Cost of other items
	TOTAL 805.90	5,314,545.00	5,241,357.54	5,443,424.05	128,879.05	2.4%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	TOTAL LIBRARY 805.90.XXX.XXXX					
		2016	2016	2017	2017	2018
	EXPENDITURES	BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	1,592,865.00	1,544,275.32	1,443,453.00	1,479,226.54	1,460,606.30
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	78,120.00	82,210.41	216,900.00	174,892.00	228,473.12
5119	Part-Time Employee Wages	1,186,110.00	1,168,770.54	1,204,010.00	1,204,010.00	1,256,366.47
5131	IMRF Pension Contributions	284,625.00	264,738.94	274,700.00	274,700.00	262,941.64
5133	Medicare Contributions	44,505.00	39,649.84	41,533.00	41,533.00	42,524.08
5134	Social Security Contributions	185,782.50	169,533.44	177,590.00	177,590.00	181,827.08
5190	Life Insurance	2,070.00	873.00	972.00	972.00	1,044.00
5191	Health Insurance	216,700.00	234,472.50	300,900.00	300,900.00	350,860.00
5195	Optical Insurance	3,105.00	1,706.90	1,989.00	1,989.00	2,160.96
5197	Dental Insurance	24,529.50	24,137.52	29,873.00	29,277.00	33,995.40
5210	Supplies	92,920.00	84,365.61	95,400.00	90,000.00	87,200.00
5251	Maintenance Supplies	16,000.00	17,972.81	18,000.00	14,200.00	18,000.00
5280	Small tools & equipment	30,000.00	22,450.61	30,000.00	33,100.00	34,600.00
5302	Dues and Memberships	4,800.00	4,721.00	4,800.00	4,800.00	7,500.00
5303	Seminars, Conferences & Meetings	30,400.00	21,312.31	30,400.00	26,500.00	34,250.00
5308	Recognition Programs-Staff	4,000.00	1,904.06	4,000.00	4,400.00	5,000.00
5315	Professional Services	40,000.00	52,560.23	62,000.00	54,000.00	62,000.00
5322	Personnel Recruitment	0.00	200.00	0.00	0.00	0.00
5323	Special Legal	6,000.00	2,396.10	3,000.00	3,000.00	6,000.00
5346	Data Processing Services	95,000.00	96,693.86	95,000.00	95,000.00	105,000.00
5380	Printing Services	17,000.00	15,357.35	16,700.00	16,700.00	18,700.00
5391	Telephone	20,000.00	21,655.46	20,000.00	16,500.00	20,000.00
5392	Postage	26,000.00	25,500.00	26,725.00	26,725.00	25,500.00
5407	Advertising & Public Relations	20,000.00	22,121.71	20,500.00	20,500.00	20,375.00
5420	Insurance - other policies	44,000.00	42,758.00	46,000.00	41,640.00	43,000.00
5430	Building Maintenance Services	94,000.00	82,217.72	94,000.00	94,000.00	90,000.00
5450	Cleaning Services	88,000.00	62,717.00	88,000.00	75,000.00	80,000.00

		2016	2016	2017	2017	2018
	EXPENDITURES continued	BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5461	Utilities	28,000.00	16,624.46	26,000.00	20,000.00	25,000.00
5470	Other Equipment Repair & Maint.	15,000.00	2,230.67	11,500.00	7,500.00	11,500.00
5481	Rentals	15,000.00	20,280.84	20,500.00	20,100.00	20,500.00
5620	Recoverables	3,600.00	1,766.49	3,000.00	3,000.00	4,000.00
5630	Contingency	20,000.00	0.00	10,000.00	0.00	10,000.00
5690	Unemployment Compensation	14,000.00	0.00	7,000.00	0.00	10,000.00
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.00
5770	Capital equipment, less than \$20,000	46,000.00	36,297.32	63,500.00	66,103.00	60,000.00
5851	Electronic Resources	213,000.00	207,772.91	220,000.00	220,000.00	223,000.00
5852	Print materials	333,000.00	335,585.72	343,000.00	343,000.00	345,000.00
5853	AV materials	144,000.00	141,306.02	147,000.00	147,000.00	148,500.00
5870	Capital equipment +\$20,000	100,000.00	108,741.12	65,000.00	65,000.00	65,000.00
5880	Intangible Assets (software)	37,500.00	40,997.46	51,600.00	47,500.00	43,000.00
5910	Transfer for Capital Projects	0.00	0.00	1,400,000.00	1,400,000.00	350,000.00
	TOTAL 805.90	5,217,648.00	5,020,891.25	6,716,562.00	6,642,374.54	5,795,442.05

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY-ADMINISTRATIVE SERVICES 971	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	385,000.00	369,364.27	325,002.00	360,775.54	293,421.50
5111	Salaries, Non-Exempt	0.00	0.00	42,620.00	612.00	49,374.12
5119	Part-Time Employee Wages	104,764.00	110,356.70	114,271.00	114,271.00	74,039.42
5131	IMRF Pension Contributions	54,725.00	47,454.71	53,300.00	53,300.00	40,161.95
5133	Medicare Contributions	7,255.00	6,527.21	7,130.00	7,130.00	6,044.11
5134	Social Security Contributions	31,780.00	27,908.81	30,485.00	30,485.00	25,843.77
5190	Life Insurance	332.00	129.00	144.00	144.00	144.00
5191	Health Insurance	29,337.00	39,485.00	64,920.00	64,920.00	77,440.00
5195	Optical Insurance	636.00	326.97	425.00	425.00	302.64
5197	Dental Insurance	4,756.00	4,634.52	6,240.00	5,644.00	4,606.08
5210	Supplies	18,220.00	16,737.15	18,000.00	12,600.00	15,000.00
5251	Maintenance Supplies	16,000.00	17,972.81	18,000.00	14,200.00	18,000.00
5280	Small tools & equipment	8,100.00	7,987.65	7,900.00	11,000.00	12,000.00
5302	Dues and Memberships	4,800.00	4,721.00	4,800.00	4,800.00	7,500.00
5303	Seminars, Conferences & Meetings	11,000.00	5,208.17	8,900.00	5,000.00	10,000.00
5308	Recognition Programs-Staff	4,000.00	1,904.06	4,000.00	4,400.00	5,000.00
5315	Professional Services	20,000.00	31,059.89	35,000.00	30,000.00	35,000.00
5322	Personnel Recruitment	0.00	200.00	0.00	0.00	0.00
5323	Special Legal	6,000.00	2,396.10	3,000.00	3,000.00	6,000.00
5346	Data Processing Services	95,000.00	96,693.86	95,000.00	95,000.00	105,000.00
5391	Telephone	20,000.00	21,655.46	20,000.00	16,500.00	20,000.00
5420	Insurance - other policies	44,000.00	42,758.00	46,000.00	41,640.00	43,000.00
5430	Building Maintenance Services	94,000.00	82,217.72	94,000.00	94,000.00	90,000.00
5450	Cleaning Services	88,000.00	62,717.00	88,000.00	75,000.00	80,000.00
5461	Utilities	28,000.00	16,624.46	26,000.00	20,000.00	25,000.00
5470	Other Equipment Repair and Maintenance	7,500.00	290.56	5,000.00	1,000.00	5,000.00
5481	Rentals	13,000.00	19,836.84	20,000.00	19,600.00	20,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00

	LIBRARY-ADMINISTRATIVE SERVICES 971	2016	2016	2017	2017	2018
	Continued	BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5630	Contingency	20,000.00	0.00	10,000.00	0.00	10,000.00
5690	Unemployment Compensation	14,000.00	0.00	7,000.00	0.00	10,000.00
5730	Intangibles & artwork	0.00	0.00	0.00	0.00	0.00
5770	Capital equipment less than \$20,000	6,000.00	11,106.07	7,000.00	9,603.00	10,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00
5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	100,000.00	108,741.12	65,000.00	65,000.00	65,000.00
5880	Intangible Assets (software)	1,500.00	13,482.00	12,600.00	8,500.00	11,000.00
5910	Transfer to Capital Projects	0.00	0.00	1,400,000.00	1,400,000.00	350,000.00
	TOTAL 971	1,239,721.00	1,172,513.11	2,641,754.00	2,544,035.37	1,525,895.59

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - ADULT SERVICES 972	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	431,635.00	425,827.58	436,753.00	436,753.00	433,323.95
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	250,850.00	244,335.74	252,765.00	252,765.00	285,173.88
5131	IMRF Pension Contributions	84,590.00	75,767.78	81,487.00	81,487.00	79,250.31
5133	Medicare Contributions	10,348.00	9,653.22	9,998.00	9,998.00	10,418.22
5134	Social Security Contributions	44,465.00	41,274.14	42,750.00	42,750.00	44,546.87
5190	Life Insurance	496.00	216.00	252.00	252.00	252.00
5191	Health Insurance	43,156.00	48,120.00	58,320.00	58,320.00	70,440.00
5195	Optical Insurance	477.00	260.08	315.00	315.00	430.08
5197	Dental Insurance	4,826.00	4,972.60	5,817.00	5,817.00	7,459.32
5210	Supplies	5,200.00	6,452.71	5,200.00	5,200.00	6,200.00
5280	Small Tools & Equipment	2,300.00	1,220.79	2,000.00	2,000.00	2,000.00
5303	Seminars, Conferences & Meetings	6,700.00	4,997.01	6,700.00	6,700.00	5,500.00
5315	Professional Services	3,000.00	5,624.42	5,000.00	2,000.00	5,000.00
5380	Printing services	500.00	57.40	500.00	500.00	500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	202,000.00	193,915.96	205,000.00	205,000.00	208,000.00
5852	Print materials	233,000.00	231,522.10	233,000.00	233,000.00	235,000.00
5853	AV materials	92,000.00	96,473.59	95,000.00	95,000.00	95,000.00
	TOTAL 972	1,415,543.00	1,390,691.12	1,440,857.00	1,437,857.00	1,488,494.63

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - CHILDREN'S SERVICES 973	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	236,130.00	235,892.82	243,847.00	243,847.00	248,978.02
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	155,992.00	149,917.89	153,682.00	153,682.00	190,451.36
5131	IMRF Pension Contributions	41,207.00	37,146.21	41,000.00	41,000.00	43,903.96
5133	Medicare Contributions	6,210.00	5,525.86	5,648.00	5,648.00	6,371.73
5134	Social Security Contributions	25,283.00	23,628.05	24,149.00	24,149.00	27,244.62
5190	Life Insurance	332.00	144.00	144.00	144.00	144.00
5191	Health Insurance	28,750.00	37,045.00	40,680.00	40,680.00	45,660.00
5195	Optical Insurance	358.00	300.92	296.00	296.00	302.64
5197	Dental Insurance	2,448.00	3,178.56	4,199.00	4,199.00	4,606.08
5210	Supplies	14,300.00	12,405.58	17,000.00	17,000.00	18,500.00
5280	Small Tools & Equipment	3,500.00	4,391.04	4,000.00	4,000.00	4,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,496.66	6,000.00	6,000.00	6,000.00
5315	Professional services	5,000.00	5,160.00	6,000.00	6,000.00	6,000.00
5380	Printing Services	500.00	69.95	200.00	200.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	11,000.00	13,856.95	15,000.00	15,000.00	15,000.00
5852	Print materials	100,000.00	104,063.62	110,000.00	110,000.00	110,000.00
5853	AV materials	52,000.00	44,832.43	52,000.00	52,000.00	53,500.00
	TOTAL 973	689,010.00	684,055.54	723,845.00	723,845.00	781,362.40

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - CIRCULATION SERVICES 974	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	120,670.00	118,310.40	71,648.00	71,648.00	71,755.13
5111	Salaries, Non-Exempt	43,390.00	42,383.38	93,172.00	93,172.00	95,429.32
5119	Part-Time Employee Wages	441,363.00	429,157.32	445,835.00	445,835.00	458,785.02
5131	IMRF Pension Contributions	30,948.00	37,759.13	27,675.00	27,675.00	27,718.15
5133	Medicare Contributions	9,302.00	8,409.48	8,712.00	8,712.00	8,778.94
5134	Social Security Contributions	38,976.50	35,956.89	37,253.00	37,253.00	37,537.54
5190	Life Insurance	248.00	108.00	108.00	108.00	144.00
5191	Health Insurance	44,860.00	41,152.50	46,200.00	46,200.00	59,940.00
5195	Optical Insurance	702.00	324.57	319.00	319.00	435.36
5197	Dental Insurance	5,292.50	4,680.00	4,680.00	4,680.00	7,011.36
5210	Supplies	16,200.00	8,589.25	16,200.00	16,200.00	16,200.00
5280	Small Tools & Equipment	2,300.00	1,410.22	2,300.00	2,300.00	2,300.00
5303	Seminars, Conferences & Meetings	600.00	432.52	600.00	600.00	4,000.00
5392	Postage	12,500.00	12,000.00	12,500.00	12,500.00	12,500.00
5470	Other Equipment Repair and Maintenance	1,500.00	135.00	500.00	500.00	500.00
5481	Rentals	2,000.00	444.00	500.00	500.00	500.00
5620	Recoverables	3,600.00	1,766.49	3,000.00	3,000.00	4,000.00
	TOTAL 974	774,452.00	743,019.15	771,202.00	771,202.00	807,534.82

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - INFORMATION TECHNOLOGY 975	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	172,300.00	157,559.53	172,478.00	172,478.00	224,810.41
5111	Salaries, Non-Exempt	34,730.00	39,827.03	31,395.00	31,395.00	32,779.50
5119	Part-Time Employee Wages	105,070.00	108,380.22	107,385.00	107,385.00	121,307.10
5131	IMRF Pension Contributions	28,862.00	26,476.58	29,725.00	29,725.00	35,156.73
5133	Medicare Contributions	5,180.00	4,372.72	4,630.00	4,630.00	5,606.73
5134	Social Security Contributions	20,000.00	18,697.09	19,795.00	19,795.00	23,973.61
5190	Life Insurance	330.00	132.00	144.00	144.00	180.00
5191	Health Insurance	28,750.00	23,885.00	38,520.00	38,520.00	45,120.00
5195	Optical Insurance	465.00	219.34	296.00	296.00	345.12
5197	Dental Insurance	3,595.00	2,976.24	4,199.00	4,199.00	5,156.28
5210	Supplies	3,900.00	4,533.47	3,900.00	3,900.00	3,900.00
5280	Small Tools & Equipment	12,000.00	6,564.17	12,000.00	12,000.00	12,000.00
5303	Seminars, Conferences & Meetings	2,800.00	2,559.61	6,000.00	6,000.00	6,000.00
5315	Professional services	0.00	0.00	2,000.00	2,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	1,805.11	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	40,000.00	25,191.25	56,500.00	56,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	36,000.00	27,515.46	39,000.00	39,000.00	32,000.00
	TOTAL 975	498,482.00	450,694.82	532,467.00	532,467.00	604,835.48

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - PUBLIC RELATIONS 976	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	115,460.00	116,448.02	119,412.00	119,412.00	110,368.98
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	51,228.00	49,084.63	50,327.00	50,327.00	51,168.00
5131	IMRF Pension Contributions	21,603.00	19,483.10	19,988.00	19,988.00	17,817.53
5133	Medicare Contributions	3,105.00	2,333.60	2,460.00	2,460.00	2,342.29
5134	Social Security Contributions	11,593.00	9,978.12	10,524.00	10,524.00	10,015.29
5190	Life Insurance	166.00	72.00	108.00	108.00	108.00
5191	Health Insurance	14,344.00	19,505.00	26,940.00	26,940.00	26,940.00
5195	Optical Insurance	163.00	124.56	190.00	190.00	193.80
5197	Dental Insurance	1,234.00	1,596.08	2,639.00	2,639.00	2,853.24
5210	Supplies	2,600.00	2,343.90	2,600.00	2,600.00	2,400.00
5303	Seminars, Conferences & Meetings	1,200.00	895.40	1,200.00	1,200.00	750.00
5315	Professional Services	12,000.00	10,715.92	14,000.00	14,000.00	14,000.00
5380	Printing Services	16,000.00	15,230.00	16,000.00	16,000.00	18,000.00
5392	Postage	13,500.00	13,500.00	14,225.00	14,225.00	13,000.00
5407	Advertising and Public Relations	20,000.00	22,121.71	20,500.00	20,500.00	20,375.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	284,196.00	283,432.04	301,113.00	301,113.00	290,332.12

DOWNERS GROVE PUBLIC LIBRARY 2018 BUDGET DRAFT 2.5% COL						
	LIBRARY - TECHNICAL SERVICES 977	2016	2016	2017	2017	2018
		BUDGET	ACTUAL	BUDGET	EST ATT.	PROPOSED
5101	Salaries, Exempt	131,670.00	120,872.70	74,313.00	74,313.00	77,948.33
5111	Salaries, Non-Exempt	0.00	0.00	49,713.00	49,713.00	50,890.17
5119	Part-Time Employee Wages	76,843.00	77,538.04	79,745.00	79,745.00	75,441.70
5131	IMRF Pension Contributions	22,690.00	20,651.43	21,525.00	21,525.00	18,933.01
5133	Medicare Contributions	3,105.00	2,827.75	2,955.00	2,955.00	2,962.06
5134	Social Security Contributions	13,685.00	12,090.34	12,634.00	12,634.00	12,665.37
5190	Life Insurance	166.00	72.00	72.00	72.00	72.00
5191	Health Insurance	27,503.00	25,280.00	25,320.00	25,320.00	25,320.00
5195	Optical Insurance	304.00	150.46	148.00	148.00	151.32
5197	Dental Insurance	2,378.00	2,099.52	2,099.00	2,099.00	2,303.04
5210	Supplies	32,500.00	33,303.55	32,500.00	32,500.00	25,000.00
5280	Small Tools & Equipment	1,800.00	876.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	2,100.00	722.94	1,000.00	1,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	1,500.00	0.00	1,500.00	1,500.00	1,500.00
	TOTAL 977	316,244.00	296,485.47	305,324.00	305,324.00	296,987.00

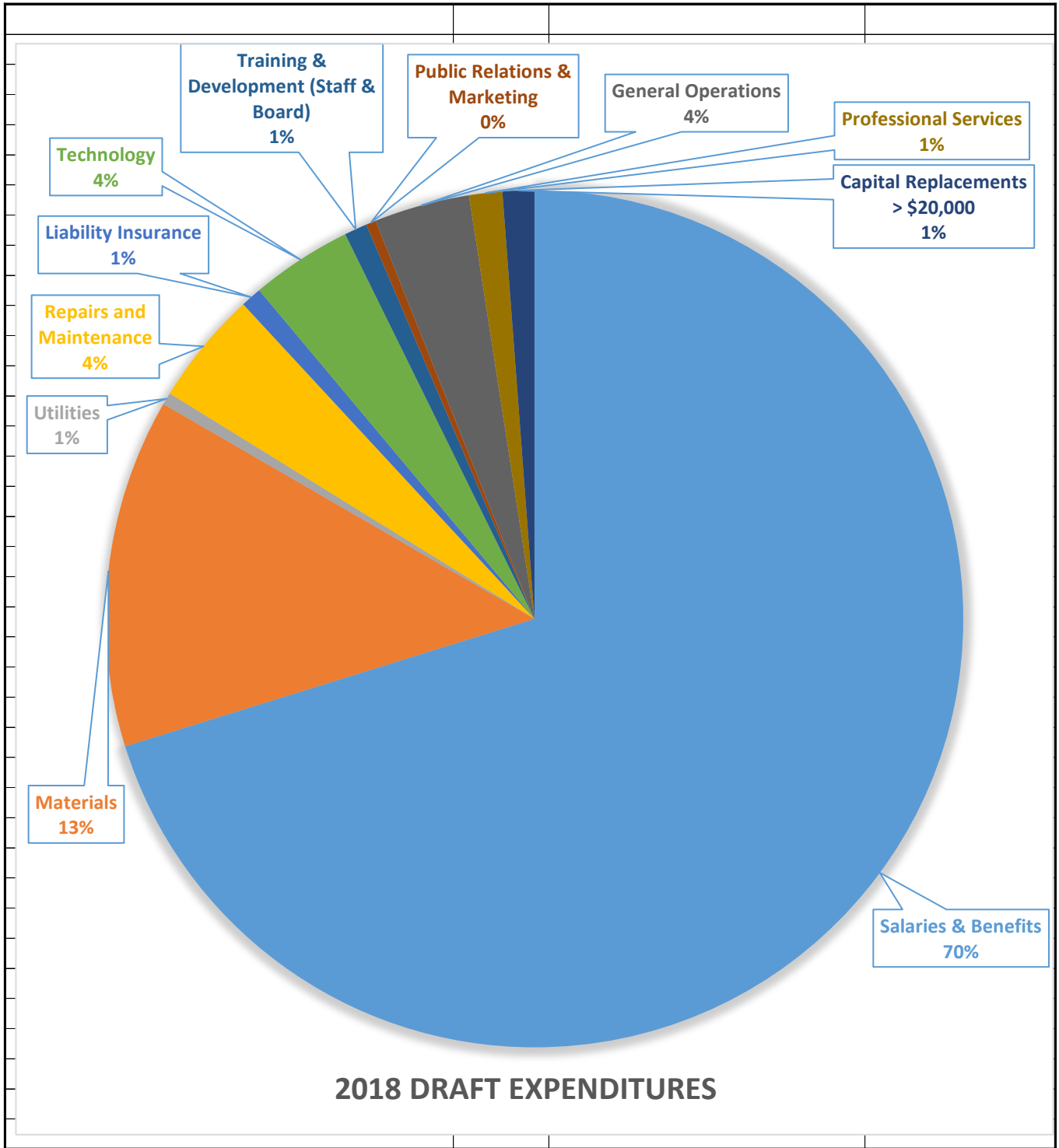
Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 2.5% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2161
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2161
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-1.9%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,239,239
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,239,239
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	3.9%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 72.03
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

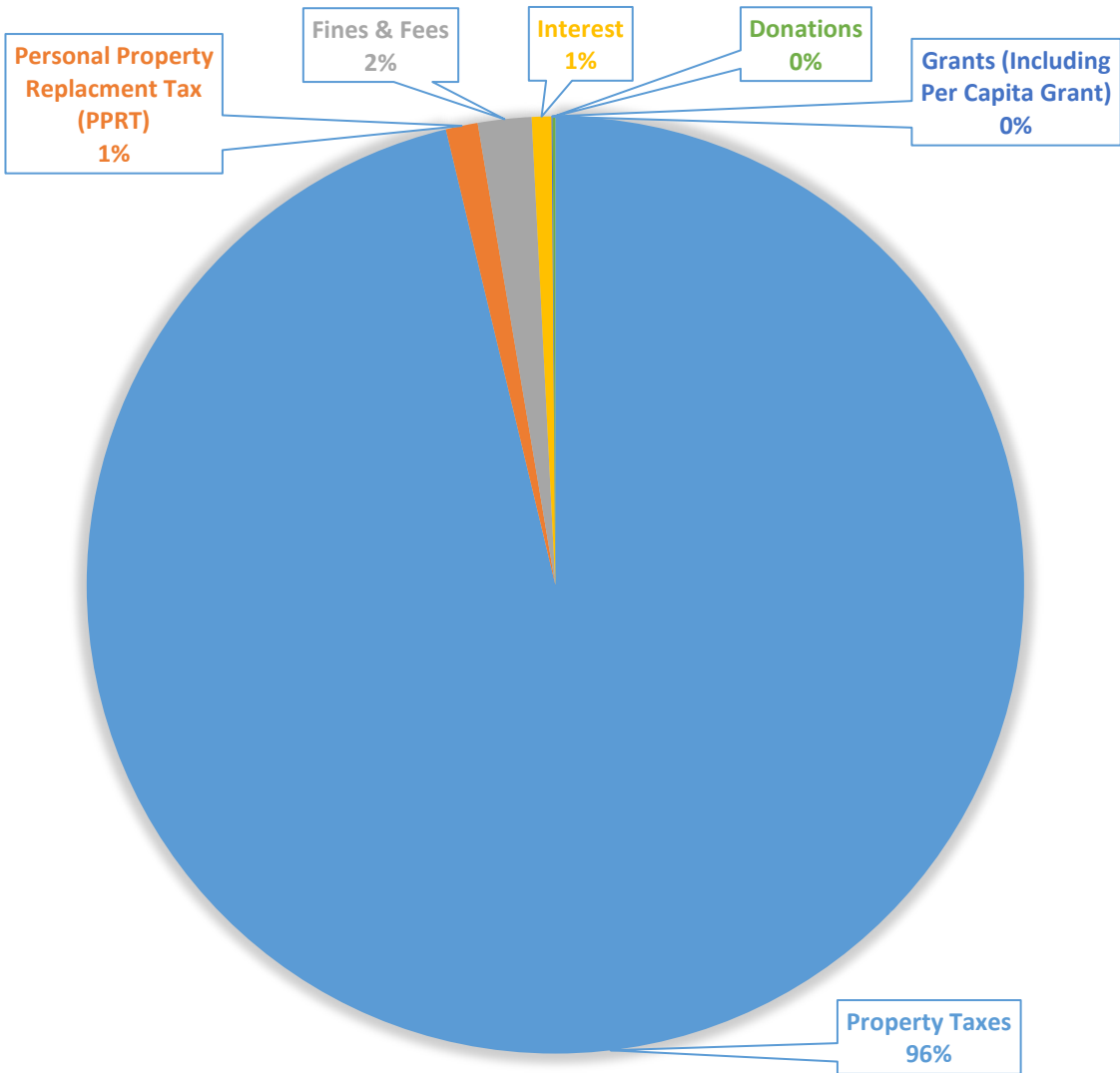
Downers Grove Public Library
2018 Budget Draft 2.5% COL

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**Downers Grove Public Library
2018 Budget Draft 2.5% COL**



**Downers Grove Public Library
2018 Budget Draft 2.5% COL**



2018 DRAFT REVENUES

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 10D

Architectural Services Proposal for 2018 Projects

This flat-fee proposal for architectural services covers the projects discussed during the walking tour of August 23, 2017, just prior to the regular Board meeting. The cost of these projects are included in the Library Building & Equipment Replacement Fund proposed budget. Approval of this proposal would allow for the planning of the 2018 projects to begin prior to the start of the new fiscal year.

September 19, 2017

Julie Milavec, Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

re: Proposal for Professional Architectural Services

Julie:

It has been a pleasure working with you and your staff and thank you for your consideration of product architecture + design to complete the proposed projects for your library. Our current proposal includes the preparation of design, construction, and permit documents, along with construction administration. We have also included all required engineering and will work with the construction manager in the preparation of cost estimates and bidding documents.

Project Scope:

The following constitutes the scope of services for the proposed projects:

- A) Staff Lounge Renovation + Furniture:
 - Project to include multiple design options for finishes, furniture, and new lighting for your review. These options will be developed into a single palette for presentation to the board in preparation for bid and construction.
- B) Level 1 Staff Toilet Rooms adjacent Staff Lounge
 - Project to include multiple design options for fixtures, finishes, and new lighting for your review. These options will be developed into a single palette for presentation to the board in preparation for bid and construction.
- C) Level 1 Family Toilet Rooms in Youth Services:
 - Project to include multiple design options for plumbing fixtures, finishes, and new lighting for your review. These options will be developed into a single palette for presentation to the board in preparation for bid and construction.
- D) Level 2 Lighting at Adult Non-Fiction Stacks + Seating Areas: (+/- 9000 sf)
 - Design to include multiple options for lighting fixtures including light level calculations for your review. The new acoustical ceiling tile will match the adjacent ceiling which was installed as part of a previous project. The final layout and fixture will be presented to the board as part of the overall project design.
- E) Level 2 Training Lab Lighting + Controls:
 - Design to include lighting and control options from our previous project including light level calculations for your review. The existing acoustical ceiling tile will remain.
- F) Level 1 & Level 2 Art Accent Lighting:
 - Art Lighting at Level 2 Elevator Core (Oil Painting) + Level 1 Café (Chihuly Sculpture) to include lighting and control options from our previous project including light level calculations for your review. The existing acoustical ceiling tile will remain.
- G) Level 1 STEM Lighting in Youth Services
 - Design to include lighting and control options from our previous project including light level calculations for your review. The existing acoustical ceiling tile will remain
- H) Removal of Existing Information Desk and New Location for Existing Circulation Desk:
 - Planning options for removal of existing info desk and relocation of existing circulation desk. We will move all required Power/Voice/Data as part of this project.

The total value of the scope of work above is +/- \$600,000 in construction as shown in the estimate prepared by Shales McNutt Construction for review by the Board of Trustees.

Fee:

Compensation to our firm will be on a fixed fee of \$46,500 based on the scope of work and value of construction listed above. Total estimated project cost is +/- \$660,000 as presented at the August meeting of the Board of Trustees. We have reduced our fee by \$1500.00 equal to the amount that has been billed to date for the design of projects E, F, & G listed above.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Printing expenses will be billed at an actual cost. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Best-



Dan Pohrte, partner

product architecture + design
811 west evergreen #405
chicago, il 60642
v 312.202.0701 c 773.837-0447 f 866.857.7265

Accepted by: _____ Date: _____
Julie Milavec, Library Director

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

AGENDA ITEM 11

Library Director's Report

Appraisal

The results of the updates appraisal of building and contents was received and sent on to the Libraries of Illinois Risk Agency (LIRA). The results were:

- Building Insurable Replacement Value: \$15,758,669
- Building Contents & EDP Replacement Value: \$5,175,000

2018 Illinois Public Library Per Capita Grant Requirements

The Illinois Public Library Per Capita Grant application requirements for 2018 include:

- **Trustees** — Will review chapters 1-5 of the "TRUSTEE FACTS FILE FOURTH EDITION"
- **Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
- **Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program:

<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

Applications are due January 15, 2018. The application form has not yet posted, so the method of verification that Trustees and staff have completed these tasks is unknown at this time. In November, Reaching Across Illinois Library System (RAILS) is schedule to post an archived webinar that meets the continuing education requirement.

Management Team Hiring

The first round of interviews for Facilities Manager are scheduled for October 23 through October 25. Finalists will interview with Assistant Director Jen Fredericks and I, departmental staff, and management team. I hope to have a hiring decision prior to the November Board meeting. Applications for Adult and Teen Services Manager close on October 30. I hope to have the hiring decision on that position prior to the December Board meeting.

Libraries of Illinois Risk Agency (LIRA) Executive Board

I have applied for the vacant seat on the LIRA Executive Board. The election will be held at the November 8 full membership meeting. As a former board member and founding member of the organization, I believe my chances are good, despite Downers Grove Public Library joining the organization on October 1.

Former library trustee takes case to appellate court

By BOB RAKOW

brakow@shawmedia.com

DOWNERS GROVE – The legal battle between former Downers Grove Public Library trustee Arthur Jaros and the village of Downers Grove continues as the matter goes before the DuPage County Appellate Court.

Jaros filed the appeal after a DuPage County judge Sept. 21 upheld the Downers Grove Village Council's decision to remove him from the library Board of Trustees.

The village responded to the appeal Sept. 28, saying home-rule authority was exercised when the Village Council voted to remove Jaros from the library board.

The village also argued Jaros' removal from the board will not affect its ability to conduct business.

"No harm will result if this court allows the library to go about its business without Jaros' presence on the board," the response stated.



Arthur Jaros

• JAROS

Continued from page 1

"Actions of the library board will not be tainted because plaintiff is not sitting at this point. If Jaros wins his appeal, this court will enter an appropriate order. In the meantime, the library will continue to operate without Jaros, and its actions and votes will be valid and enforceable."

The response added Jaros is "trying to drastically change the status quo by having this court, in effect, overturn the action of the Village Council pursuant to the removal ordinance."

"This transparent attempt to do an end-run around this court's ordinary processes should be summarily rejected," the village said in its response.

Jaros addressed the controversy at the Sept. 27 library board meeting.

He chastised the Village Council and residents who called for his ouster from the board for failing to verify what he reportedly said at an Aug. 23 meeting. Village commissioners on Sept. 5 voted, 6-0, to remove Jaros from the library board at a meeting that was attended by many residents who called for his removal.

"Did the members of the Village Council bother to inquire of me as to my position as to what I had said at

the Aug. 23 meeting? The answer: no," Jaros said.

He spoke for about five minutes during the public comment portion of the library board meeting and vowed to continue his legal battle to regain a seat on the board.

"Why did so many residents who attended the Village Council meeting on Sept. 5 buy into the League of Women Voters observer's report?" Jaros said. "Was it because they had investigated the truth content of that report by contacting me, other library trustees and staff members who were in attendance at the Aug. 23 meeting? No."

He said intolerance and political pressure played a role in his removal from the board.

"Might it be that they were all too eager to accept the untruths and the inaccuracies contained in the observer's report because it fit their own bias, preconceived and intolerant notions and agenda that are bent on driving out – using raw political pressure – civil discourse and debate reflecting different and widely held viewpoints from the arena of local government?" Jaros said.

He also encouraged the library director and board to emphasize through library material selections "the concepts of civil discourse, the importance of truth telling, and the

scope of constitutionally protected rights to freedom of speech."

Jaros, a library board member since 2015, allegedly had questioned why library staff required training in equity, diversity or inclusion during the Aug. 23 board meeting.

His comments came during a discussion of the diversity component of the library's strategic plan. Jaros also reportedly made controversial remarks regarding homosexuality at the meeting.

The meeting was not recorded, but observer notes were taken by Sue Farley, a member of the League of Women Voters of Downers Grove, Woodridge and Lisle.

"He stated he objected to staff, who would be around children, receiving any training in how to handle inclusion," Farley's notes stated.

The board on Sept. 27 voted to "include inclusive practices into library services." Trustees did not respond to Jaros' remarks during the meeting, which was video recorded.

Jaros also has filed a lawsuit against Mayor Martin Tully and commissioners Greg Hose and Bob Barnett, alleging violations of free speech. He also is suing Hose, the local chapter of the League of Women Voters and Farley, alleging defamation of character.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 2017**

DEPARTMENT REPORTS – SEPTEMBER 2017

Adult & Teen Services – Nicole Wilhelms

- Janet Cole will be retiring December 22. She has been with the library for 21 years!
- Nicole has accepted a job managing two branches at the Arapahoe Libraries in Denver. Her last day will be November 7!
- Nicole and Nancy worked Oktoberfest and connected with many families.
- Staff are starting a new genre study and the first genre for October is Horror.
- Lynette and Max's Teen Murder Mystery program was a lot fun and students really enjoyed this Clue inspired program.
- Erin & Lynette led a program on fake news.
- Staff are working on details for our third round of Girls Who Code, which will start in January 2018!
- Fred and Joy attended the Downtown Downers Grove Management Annual Meeting, Luncheon and Fred attended the Chamber 630 Not-For-Profit Network Meeting.
- Bookology Fair is returning November 5 featuring our newest round of Bookologists. <http://dglibrary.org/books/bookology>
- We completed a large shifting project in nonfiction. The shelveers were great in helping!

Children's Services – Traci Skocik (Interim Manager)

- In preparation for school starting back up, our Outreach Coordinator Erin Linsenmeyer reached out to all the local preschools and daycares to inform them of our services. Erin also had a meeting with the Grove Preschool Coordinator Jacklyn Cadard to set up on-site storytimes for the rest of the school year.
- On Friday, September 15, the Downers Grove Fire Department came to talk about fire safety to preschoolers. We had 75 people attend and were able to climb into a firetruck and ambulance parked at the library.
- On Saturday, September 16, Animal Quest came to DGPL for the first time. We had 133 people attend! Animal Quest brought a variety of animals including a Patagonian Cavy, Savannah Monito, Pixie Frog, and more. They pulled many volunteers up to the stage and every person got to pet the Flemish Giant Rabbit on their way out.
- On Wednesday, September 27, we hosted a volunteer meeting for our STEM Room. We had seven people attend the orientation and we are hoping to add them to our STEM Room schedule.

Circulation Services – Christine Lees

- September was ALA National Library Card Sign-Up Month. To celebrate, we ordered fantastic looking yard signs for patrons to display their pride in having a library card. The signs are a huge hit! Additionally, we created 100 super reader buttons to hand out to patrons. The buttons were very well received and enjoyed by patrons of all ages.
- Christine Lees and Bonnie Reid met with representatives from PADS to finalize the October launch of the Restricted Use Library card program. This has been a wonderful, collaborative effort to launch this exciting and much needed program.
- Assistant Manager, Cheryl Pawlak, visited our library delivery company, CTS to witness the delivery sorting process. The visit was very fruitful and many ideas were shared with how to improve services between libraries.
- The bags for the new Book Club Bag program were received and look fabulous. Many of the new titles have been received and the bags are being organized for our launch in January 2018.
- We ordered ten new pull out drawers for the Circulation workroom to house the video games. These drawers will allow for easier access in retrieving the games for patrons.

Information Technology – Paul Regis

- IT spent most of September learning the ins and outs of the new phone system, which was installed by Medlin Communications on September 6. The new VoIP (voice over IP) system is a bit more involved than the previous analog one, and configuring it to match exactly how the old one worked has proved to be interesting. Technology Assistant I Max Mogavero volunteered to take the lead on this, and now most likely regrets that decision. All joking aside, we are in very capable hands.
- Technology Assistant I Max Mogavero led a headshots event on Monday, September 25. All available timeslots were reserved, as usual, and those who weren't able to register requested a one-on-one Book-a-Tech (also as usual).
- Computer Help Desk Associate Ed Bromiel, John Martin, and IT Manager Paul Regis tested out different configurations for recording the September 27 board meeting. While the Meeting Room was definitely not designed with this intent in mind, Ed and John were able to make it work while being as unobtrusive as possible. This initial run was a trial of sorts, allowing us to learn what limitations are present and how to resolve those for the next meeting. A huge thank you to Ed and John.

Public Relations – Melissa Fischer

As usual, we received many positive comments this month:

- "You are above and beyond awesome."
- "This is the most beautiful library I've ever seen!"

- "Chat response came very fast and answered my question right away."
- "Your Inter Library Loan system is wonderful. I can always find the pretty obscure music I'm looking for. I love your in house collection too, it's the biggest and best around."
- As Staff Artist Melody Danley was putting up the North Gallery, a woman stopped to tell her how much she enjoys the art we display. This woman cannot make it to the museums, so she appreciates that we offer this opportunity for people to enjoy art easily.

Applications were accepted for the Communications Coordinator through October 13. At that time, I'll review resumes and begin the interview process with the most qualified applicants.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For the ATS collection: added 1523 print items and 444 AV items; discarded 3164 print items and 435 AV items.
- For Kids Room collection: added 1133 print items and 59 AV items; discarded 1399 print item and 109 AV items.
- Claimed 8 magazines that did not arrive when expected.

Reclassification and Repairs

- Repaired 1004 ATS and Kids Room books and audiovisual items.
- Reclassified 200 general adult and ATS and Kids Room items.

Other news

- Jen ran a report for all database records with auto-generated call numbers. All records, six months or older without a true on-order status were purged from the database.
- MaryKellie and Erin (KR) have been partnering with the clean-up of the J DVD collection. They have worked through the feature films, nonfiction and are finishing up with the TV series.
- Tech received an inordinate amount of juvenile nonfiction books in order to update the collection after a thorough purge.
- Materials for the Reading Games arrived and are out in the Kids Room.

	A	B	C	D	E	F	G
1	Circulation	SEPT 17	%	SEPT 16	%	SEPT 15	%
2	Checkouts						
3	Selfchecks	44,436	70%	45,459	76%	46,540	77%
4	Staff desk	18,749	30%	14,102	24%	14,084	23%
5	Total checkouts	63,185		59,561		60,624	
6							
7	Renewals						
8	Auto Renewal	33,356					
9	Selfchecks	45		1,542		1,159	
10	Staff desk (incl. phone)	448		2,650		2,769	
11	Patron renewals on website	600		10,641		9,261	
12	Patron renewals on BookMyne	4		205			
13	Total renewals	34,453		15,038		13,189	
14							
15	Total item checkout and renewals	97,638		74,599		73,813	
16	Ebooks	6,517		3,773		3,989	
17				2,571		2,102	
18				726		693	
19				835		284	
20	Total circulation	104,155		82,504		80,881	
21							
22	Reference Questions (Info Desk)	80		91		158	
23							
24	Reserves Processed						
25	Received from ILL	6,769		7,137		6,946	
26	ILL sent	4,233		4,603		4,505	
27	OCLC requests processed	603		731		690	
28							
29	Gate count						
30	North	25,312		26,997		26,200	
31	South	14,695		15,258		15,302	
32	Total	40,007		42,255		41,502	
33							
34	Registrations						
35	New resident cards	162		206		212	
36	New fee cards	1		4		12	
37	Current borrowers	29,347		31,315		32,457	
38	Active fee cards	123		128		242	

Circulation

	Sep 2016	Sep 2017	YTD Totals			
Adult	43,893	55,247	418,793	462,082		
Teen	1,646	2,537	15,735	19,898		
Children	29,060	38,842	299,754	334,794		
Download	7,905	6,517	64,818	66,791		
Total	82,504	103,143	799,100	883,565	84,465	10.6%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	31,680	57.34%	7,479	13.54%	13,752	24.89%	2,336	4.23%	55,247
Teen	2,377	93.69%	85	3.35%	58	2.29%	17	0.67%	2,537
Children	31,019	79.86%	1,290	3.32%	5,513	14.19%	1,020	2.63%	38,842
Total	65,076	67.35%	8,854	9.16%	19,323	20.00%	3,373	3.49%	96,626

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	127,200	75.38%	16,659	9.87%	16,082	9.53%	8,799	5.21%	168,740
Children	74,128	84.73%	2,851	3.26%	7,862	8.99%	2,645	3.02%	87,486
Total	201,328	78.57%	19,510	7.61%	23,944	9.34%	11,444	4.47%	256,226

Book Collection

	Sep 2016	Sep 2017				
Adult	137,939	127,200				
Children	82,182	74,128	YTD Totals		YTD Difference	
Total	220,121	201,328	220,121	201,328	-18,793	-8.5%

Audio Collection

	Sep 2016	Sep 2017				
Adult	17,127	16,659				
Children	2,974	2,851	YTD Totals		YTD Difference	
Total	20,101	19,510	20,101	19,510	-591	-2.9%

Video Collection

	Sep 2016	Sep 2017				
Adult	18,700	16,082				
Children	7,655	7,862	YTD Totals		YTD Difference	
Total	26,355	23,944	26,355	23,944	-2,411	-9.1%

Miscellaneous Collection

	Sep 2016	Sep 2017				
Adult	10,116	8,799				
Children	3,032	2,645	YTD Totals		YTD Difference	
Total	13,148	11,444	13,148	11,444	-1,704	-13.0%



Statistics for September 2017 (FY Jan-Dec)

Rooms & Spaces

	Sep 2016	Sep 2017				
Community Use of Rooms	978	883				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	20	202				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	998	1,085	8,993	11,109	2,116	23.5%

Programs Offered

	Sep 2016	Sep 2017				
Library Programs Offered						
Adult	23	20				
Teen	4	3				
Children	49	56				
Outreach Programs Offered						
Adult	0	8				
Teen	2	1				
Children	7	6				
Passive Programs Offered						
Adult	0	0				
Teen	0	0				
Children	9	12				
Programs Offered Total	94	106	684	982	298	43.6%

Program Attendance

	Sep 2016	Sep 2017				
Library Program Attendance						
Adult	525	221				
Teen	36	38				
Children	1,699	1,609				
Outreach Program Attendance						
Adult	0	809				
Teen	20	8				
Children	117	150				
Passive Program Attendance						
Adult	0	0				
Teen	0	0				
Children	314	406				
Program Attendance Total	2,711	3,241	30,913	36,737	5,824	18.8%



Statistics for September 2017 (FY Jan-Dec)

Gate Count

	Sep 2016	Sep 2017	YTD Totals		YTD Difference	
	42,255	40,007	416,684	404,028	-12,656	-3.0%

Reference Questions

	Sep 2016	Sep 2017				
Adult	4,974	5,064				
Children	1,519	1,336	YTD Totals		YTD Difference	
Total	6,493	6,400	70,581	64,296	-6,285	-8.9%
One on One Tutorials	30	22	227	244	17	7.5%

Computer User Sessions

	Sep 2016	Sep 2017				
Adult	0	3,912				
Children	0	1,007	YTD Totals		YTD Difference	
Total	0	4,919	45,797	49,029	3,232	7.1%
Wireless Sessions	0	2,542	0	20,827		

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 15, 2017, 7:30 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. October 25, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. October 2017 Financial Report
 - b. November 2017 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Circulation Policy Sections 6.1.1.3, 6.2.5, and 6.3.2
Requested Action: Approval
 - b. Board Development
Requested Action: Discussion
 - c. Illinois Public Library Per Capita Grant Requirements
Requested Action: Discussion
9. Unfinished Business
 - a. 2018 Budget and Levy
Requested Action: Approval
10. Library Director's Report
11. Board Member comments and requests for information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 25, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Kim Stapleton.
Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Downers Grove Library Foundation President Genene Murphy, Downers Grove Library Foundation Vice President Ed Pawlak, Friends of the Library President Joni Hansen, Village Commissioner Bob Barnett, Resident Jenny Levine, Resident Bonnie Reid.

3. **Welcome to Visitors.** Secretary Humphreys welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered oaths to Trustee Swapna Gigani for a four year unexpired term and Trustee Kim Stapleton for a six year term.
5. **Approval of Minutes.**
 - a. September 27, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the minutes of the September 27, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
6. **Financial Matters.**
 - a. September 2017 Financial Report. Milavec presented the report, noting that the library is 75% through the year and revenues and expenditures are on track.
 - b. October 2017 Invoices. It was moved by Graber and seconded by Eblen THAT the payment of October 2017 invoices totaling \$122,613.54, the acceptance of October 2017 credit memos totaling \$5.40, and the ratification of September 2017 payrolls totaling \$217,089.79 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Graber, Humphreys, Stapleton. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** Secretary Humphreys invited comment. There was none.

8. **Public Comment on Other Library Business.** Secretary Humphreys invited comment. Friends of the Library President Joni Hansen reminded the Board that their used book sale is coming up this weekend and asked them to spread the word.

9. **New Business.**

- a. Election of Officers – President, 1 year unexpired term. Humphreys opened up the floor for nominations. Eblen nominated Jonathan Graber for President and Earl seconded the nomination. It was moved by Earl and seconded by Eblen THAT the nominations for President be closed. It was moved by Earl and seconded by Eblen THAT Jonathan Graber be appointed as President for a one year unexpired term. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: Graber.
- b. 2018 Holiday Closing Schedule (attached). It was moved by Earl and seconded by Eblen THAT the 2018 Holiday Closing Schedule be accepted as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- c. 2018 Employee Benefit Premium Plan. Milavec presented the proposed premium plan as well as the structure used by the Village of Downers Grove for comparison. The Village uses a percentage structure while the library uses a flat cost structure. Milavec noted that the benefit plan has been successful in keeping premiums at flat renewal rates because a number of Village employees use the high deductible VEBA plan. The Village is hoping the library will incentivize more staff to participate in the VEBA plan moving forward. The Board discussed changing the premium structure and what year would be appropriate to do so. It was decided to revisit this change at a meeting in early 2018 so that it can go into effect for the 2019 fiscal year.

It was moved by Graber and seconded by Earl THAT the library continue with the current Employee Benefit Premium Plan into 2018. Motion passed by voice vote.

10. **Unfinished Business.**

- a. Circulation Policy – Section 6.3 Fines and Charges. Graber suggested that rather than listing the vendor discount as 40% in Section 6.3.3, the policy should read “the then applicable discount” to allow for changes to the discount. It was moved by Eblen and seconded by Graber THAT the proposed Section 6.3 policy changes be approved with revisions. Motion passed by voice vote.
- b. 2018 Wage and Salary Schedule (attached). Milavec presented the proposed 2018 salary schedule with no changes from 2017. She also compared the schedule to other libraries to see if Downers Grove was in line with their salaries and ranges. Milavec proposed a performance based lump sum bonus for staff who are at the top of their salary range, as a performance incentive. It was moved by Graber and seconded by Eblen THAT the 2018 Wage and Salary Schedule be approved as published. Motion passed by voice vote.

- c. 2018 Budget Draft. Milavec outlined changes from last meeting's proposed version of the budget. There is a large increase in the benefit lines due to changes from single to family plans as well as placeholders for possible changes in 2018. The proposed operating budget shows a total increase of 2.4%. After discussion, the Board requested that Milavec run versions of the budget showing a levy increase of 2.5%, 2.75%, and 3% for the November 15, 2017 meeting.
- d. Architectural Services Proposal for 2018 Projects. It was moved by Eblen and seconded by Graber THAT the Board approve the proposal from Product Architecture + Design for 2018 projects. Motion passed by voice vote.

11. **Library Director's Report** (attached). Milavec presented the report. She finished the first round of interviews for Facilities Manager. Seven candidates were interviewed and three finalists were chosen. The building appraisal was received and the new insured values were sent to the insurance company. The Per Capita Grant application requires one trustee to review a continuing education webinar and all trustees to review chapters 1-5 in the Trustee Facts File. Eblen volunteered to watch the safety webinar. The Trustee Facts File will be distributed to Board members at the end of the meeting. Applications for Adult and Teen Services Manager have been coming in and staff are in the middle of a lot of interviewing and hiring. Jen Fredericks is the new Assistant Director and began her position on Monday.

12. **Board Member comments and requests for information**. There was none.

13. **Adjournment**. Secretary Humphreys adjourned the meeting at 8:48 p.m.

DOWNERS GROVE LIBRARY 10/31/2017

	Library fund	Building & Equip Replacement Fund	Debt Service Fund	
CASH & INVESTMENTS	\$1,983,139	\$ 1,400,000	\$ -	
FUND BALANCE	\$1,877,424	\$ 1,400,000	\$ -	

Revenue by Object Report

Village of Downers Grove
10/1/2017 through 10/31/2017

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,043,515.00	138,177.31	4,979,592.19	63,922.81	98.73
4109 Prior Year Property Taxes	100.00	12.24	463.79	-363.79	463.79
4313 Personal Property Replacement Tax	55,000.00	7,229.79	68,676.41	-13,676.41	124.87
4410 Sales of Materials	8,000.00	645.60	9,372.93	-1,372.93	117.16
4502 Charges For Services	45,000.00	1,480.58	18,658.81	26,341.19	41.46
4509 Fees For Non-Residents	16,000.00	1,290.00	14,800.00	1,200.00	92.50
4571 Rental Fees	4,000.00	450.00	4,370.00	-370.00	109.25
4581 Fines	85,000.00	3,165.41	56,149.68	28,850.32	66.06
4590 Cost Recovered For Services	15,000.00	958.90	12,085.55	2,914.45	80.57
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	1,698.29	7,758.96	-5,758.96	387.95
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	150.00	2,579.00	2,421.00	51.58
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,315,525.00	155,258.12	5,174,507.32	141,017.68	97.35

Expenditures by Object Report

Village of Downers Grove
10/1/2017 through 10/31/2017

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5101 Salaries, Exempt	1,443,453.00	112,706.72	1,284,629.23	0.00	158,823.77	89.0
5111 Salaries, Non-Exempt	216,900.00	5,931.20	82,133.88	0.00	134,766.12	37.8
5119 Part-Time Employee Wages	1,204,010.00	92,095.77	1,001,150.83	0.00	202,859.17	83.1
5131 IMRF Pension Contributions	274,700.00	18,643.18	213,074.34	0.00	61,625.66	77.5
5133 Medicare Contributions	41,533.00	3,002.03	33,752.23	0.00	7,780.77	81.2
5134 Social Security Contributions	177,590.00	12,835.73	144,315.30	0.00	33,274.70	81.2
5190 Life Insurance	972.00	74.80	806.20	0.00	165.80	82.9
5191 Health Insurance	300,900.00	24,944.99	229,402.49	0.00	71,497.51	76.2
5195 Optical Insurance	1,989.00	166.22	1,578.36	0.00	410.64	79.3
5197 Dental Insurance	29,873.00	2,545.03	22,980.15	0.00	6,892.85	76.9
5210 Supplies	95,400.00	3,164.07	63,533.59	0.00	31,866.41	66.6
5251 Maintenance Supplies	18,000.00	581.29	13,521.64	0.00	4,478.36	75.1
5280 Small Tools & Equipment	30,000.00	472.90	18,447.10	0.00	11,552.90	61.4
5302 Dues And Memberships	4,800.00	819.00	3,916.00	0.00	884.00	81.5
5303 Seminars, Conferences & Meetings	30,400.00	154.90	12,339.30	0.00	18,060.70	40.5
5308 Recognition Program-Staff	4,000.00	12.00	2,720.82	0.00	1,279.18	68.0
5315 Professional Services	62,000.00	4,389.49	57,408.18	0.00	4,591.82	92.5
5323 Special Legal	3,000.00	2,402.55	4,806.75	0.00	-1,806.75	160.2
5346 Data Processing Services	95,000.00	15,489.14	88,232.32	0.00	6,767.68	92.8
5380 Printing Services	16,700.00	0.00	11,652.98	0.00	5,047.02	69.7
5391 Telephone	20,000.00	1,690.03	15,068.20	0.00	4,931.80	75.3
5392 Postage	26,725.00	0.00	11,053.06	0.00	15,671.94	41.3
5407 Advertising And Public Relations	20,500.00	1,413.21	11,940.97	0.00	8,559.03	58.2
5420 Insurance - Other Policies	46,000.00	0.00	20,082.00	0.00	25,918.00	43.6
5430 Building Maintenance Services	94,000.00	11,149.53	63,397.93	0.00	30,602.07	67.4
5450 Cleaning Services	88,000.00	5,545.00	55,900.00	0.00	32,100.00	63.5
5461 Utilities	26,000.00	878.32	13,397.58	0.00	12,602.42	51.5
5470 Other Equipment Repair And Maintenance	11,500.00	859.53	4,274.55	0.00	7,225.45	37.1
5481 Rentals	20,500.00	898.07	15,677.70	0.00	4,822.30	76.4
5620 Recoverables	3,000.00	91.85	2,689.18	0.00	310.82	89.6

Expenditures by Object Report

Village of Downers Grove
 10/1/2017 through 10/31/2017

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	7,000.00	0.00	0.00	0.00	7,000.00	0.0
5770 Capital Equipment	63,500.00	918.66	36,994.54	0.00	26,505.46	58.2
5851 Electronic Resources	220,000.00	18,408.57	185,547.16	0.00	34,452.84	84.3
5852 Print Materials	343,000.00	30,602.41	256,105.65	0.00	86,894.35	74.6
5853 Audiovisual Materials	147,000.00	11,078.12	103,533.50	0.00	43,466.50	70.4
5870 Capital Equipment	65,000.00	2,605.00	40,756.19	0.00	24,243.81	62.7
5880 Intangible Assets (Software)	51,200.00	9,104.50	26,391.00	0.00	24,809.00	51.5
5910 Transfer For Capital Projects	1,400,000.00	0.00	1,400,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	-1,759.61	0.00	1,759.61	0.0
Grand Totals	6,714,145.00	395,673.81	5,551,451.29	0.00	1,162,693.71	82.6

Invoice Edit Listing
Village of Downers Grove
November 15, 2017

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
000265	ALL AMERICAN PAPER CO	2	982.70	0.00	982.70
000322	AMAZON.COM	1	4,107.88	0.00	4,107.88
018147	AMBAUMINABLE, LLC	2	2,500.00	0.00	2,500.00
000349	AMERICAN INST. OF PHILANTHROPY	1	50.00	0.00	50.00
000425	ANDERSON ELEVATOR CO	1	240.00	0.00	240.00
000403	AT&T	1	652.70	0.00	652.70
000672	BAKER & TAYLOR - L0217582	36	18,995.11	0.00	18,995.11
018117	BETH WAGNER	1	450.00	0.00	450.00
016893	BIBLIOTHECA, LLC	3	2,934.61	0.00	2,934.61
001223	CASE LOTS INC	1	119.40	0.00	119.40
001259	CCH INCORPORATED	1	1,842.00	0.00	1,842.00
001264	CDW GOVERNMENT, INC	3	4,134.50	0.00	4,134.50
008323	CENGAGE LEARNING	4	163.94	0.00	163.94
001277	CENTER POINT PUBLISHING	1	45.54	0.00	45.54
002319	CHAMBER630	1	147.75	0.00	147.75
013235	CHILDREN'S PLUS, INC.	2	182.28	0.00	182.28
001553	COMCAST CABLE	1	277.05	0.00	277.05
002056	DEMCO INC	1	971.57	0.00	971.57
018145	DIVERSITY TRAINING &CONSULTING, INC	2	1,200.00	0.00	1,200.00
002539	EBSCO SUBSCRIPTION SERVICES	1	15,069.82	0.00	15,069.82
015812	ERIN LINSENMEYER	1	198.08	0.00	198.08
005572	FIA CARD SERVICES, N.A.	9	4,397.97	0.00	4,397.97

Invoice Edit Listing
Village of Downers Grove

		Vendor Totals			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
013544	GOOGLE, INC.	1	641.66	0.00	641.66
003188	GRAHAM CRACKERS COMICS, LTD.	1	360.20	0.00	360.20
009102	HAGG PRESS INC	1	2,889.00	0.00	2,889.00
003567	ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
003696	INLAND MECHANICAL SERVICE CORP	1	904.00	0.00	904.00
012834	IPROMOTEU	1	3,153.33	0.00	3,153.33
015168	JENNIFER FREDERICKS	1	41.34	0.00	41.34
018116	JENNIFER HOLIK	1	300.00	0.00	300.00
017633	KAREN BONAREK	1	33.60	0.00	33.60
004625	KAREN NEAL	1	32.56	0.00	32.56
004812	KLEIN, THORPE AND JENKINS, LTD	1	13,020.50	0.00	13,020.50
004910	LACONI	1	100.00	0.00	100.00
012447	MELISSA FISCHER	2	53.85	0.00	53.85
005866	MIDWEST TAPE	19	6,230.13	0.00	6,230.13
012543	MORNINGSTAR, INC.	1	2,736.00	0.00	2,736.00
017279	NADINE LYNN JOHNSTONE	1	200.00	0.00	200.00
018123	NANCY T. ROONEY	1	33.17	0.00	33.17
006161	NICOR GAS	1	329.02	0.00	329.02
012904	PERSPECTIVES, LTD	1	181.70	0.00	181.70
006640	POLONIA BOOKSTORE INC	1	93.72	0.00	93.72
006698	PRINT SMART	3	859.00	0.00	859.00
006859	R.H. DONNELLEY	1	13.69	0.00	13.69
014549	REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	82.50	0.00	82.50

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006944 RECORDED BOOKS, LLC	6	243.70	0.00	243.70
009802 ROSEN PUBLISHING GROUP INC, THE	1	1,795.00	0.00	1,795.00
007517 SCHOLASTIC LIBRARY PUBLISHING	1	1,120.60	0.00	1,120.60
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,956.22	0.00	5,956.22
007612 SHANES OFFICE SUPPLY CO	9	851.06	0.00	851.06
007622 SHARON HRYCEWICZ	1	39.73	0.00	39.73
014414 SHAW SUBURBAN MEDIA	1	669.00	0.00	669.00
012698 SWAN	1	225.23	0.00	225.23
008391 TODAY'S BUSINESS SOLUTIONS	1	112.96	0.00	112.96
018122 TRAK-1 TECHNOLOGY, INC.	1	55.00	0.00	55.00
016841 TSAI FONG BOOKS, INC.	3	337.77	0.00	337.77
018118 TUMBLEWEED PRESS, INC.	1	799.00	0.00	799.00
Grand Total:	148	104,309.14	0.00	104,309.14

INVOICES OF NOTE

For Library Board Meeting on November 15, 2017

2017 Budget

018147	Ambauminable, LLC (In-Service Day speaker)	\$2,500.00
018117	Beth Wagner (animal program)	\$450.00
001259	CCH Incorporated (printed material)	\$1,842.00
001264	CDW Government, Inc. (Adobe CC all apps renewal, cisco switch)	\$4,134.50
018145	Diversity Training & Consulting, Inc. (In-Day Service speaker)	\$1,200.00
002539	Ebsco Subscription Services (annual magazine renewals)	\$15,069.82
009102	Hagg Press, Inc. (Discoveries Nov/Dec)	\$2,889.00
003696	Inland Mechanical Service Corp (HVAC repair)	\$904.00
012834	Ipromoteu (water bottles, tote bags)	\$3,153.33
018116	Jennifer Holik (adult program - WW1 series)	\$300.00
004812	Klein, Thorpe and Jenkins, LTD (legal fees)	\$13,020.50
012453	Morningstar Inc. (financial database)	\$2,736.00
009802	Rosen Publishing Group Inc. (Power Knowledge Science Suite Renewal)	\$2,736.00
018122	TRAK-1 (background database service)	\$55.00
018118	Tumbleweed Press, Inc. (annual subscription)	\$799.00

Credit Memo Edit Listing

Village of Downers Grove

November 15, 2017

Vendor Totals		
Vendor	Number of Memos	Amount
002539 EBSCO SUBSCRIPTION SERVICES	7	1,036.12
Grand Total:	7	1,036.12

Library Credit Card Details for the November 15, 2017 Board Meeting

Julie Milavec

Total \$ -

Katelyn Vabalaitis

971 5210 Supplies	Toners and supplies	\$	628.16
971 5308 Staff Recognition	Staff Social Committee supplies	\$	98.24
		Total \$	726.40

Nicole Wilhelms

972 5210 Supplies	Office supplies	\$	113.97
972 5303 Seminars, Mtgs, & Conferences	Conference hotel and meals	\$	536.55
972 5303 Seminars, Mtgs, & Conferences	Program supplies	\$	(5.00)
		Total \$	645.52

Sharon Hrycewicz

973 5210 Supplies	Supplies	\$	181.31
976 5210 Supplies	Program supplies	\$	27.94
973 5852 Print Materials	Books	\$	180.58
		Total \$	389.83

Allyson Renell

973 5303 Seminars, Mtgs, & Conferences	Conference hotel stay	\$	444.60
		Total \$	444.60

Traci Skocik

973 5210 Supplies	Program supplies	\$	1,051.19
976 5210 Supplies	Program supplies	\$	64.99
		Total \$	1,116.18

Christine Lees

974 5210 Supplies	Office supplies	\$	191.39
974 5303 Seminars & Meetings	SirsiDynix Library Users Annual Meeting	\$	20.00
		Total \$	211.39

Paul Regis

975 5280 Small Tools & Equipment	USB recording interface, cables	\$	209.65
975 5880 Intangible Assets	Deep Freeze maintenance renewal	\$	467.75
		Total \$	677.40

Melody Danley

Total \$ -

Melissa Fischer

976 5210 Supplies	Program supplies	\$	78.66
976 5407 Advertising & Public Relations	Promo candy, Facebook ad	\$	32.38
		Total \$	111.04

Jen Fredericks

977 5210 Supplies	Department supplies and program supplies	\$	75.61
	Total	\$	75.61
	Library Credit Card November 2017 Totals	\$	4,397.97

PAYROLLS FOR OCTOBER 2017

OCTOBER 7	\$105,369.49
OCTOBER 21	\$105,337.20
TOTAL OCTOBER 2017 PAYROLLS	\$210,706.69

**DOWNERS GROVE PUBLIC LIBRARY
REGULAR BOARD MEETING
NOVEMBER 15, 2017**

AGENDA ITEM 8A

Circulation Policy Updates – Sections 6.1.1.3, 6.2.5, and 6.3.2

Circulation Manager Christine Lees and I recommend the following Circulation Policy updates:

6.1.1.3 Restricted Use Card:

We have included verbiage to the restricted use card policy to include issuing this type of card to teens, ages 13-18, who do not have a parent/guardian with them to sign for a library card. There have been many instances when we have had to turn teens away from checking out materials because their parent/guardian was not with them to sign up for a library card. As part of our commitment to remove barriers to service, we suggest allowing teens to obtain a restricted use card until a parent/guardian can come to the library with them to sign up for a card with full borrowing privileges.

6.2.5 Interlibrary Loan:

In an effort to always be fiscally responsible to all taxpayers, a limit on the number of out of system ILL requests is now needed so our ILL clerk's time is not monopolized by a small percentage of patrons. The addition of a twenty-five item limit request per month, per patron, will ensure that all patrons will have equal access to obtaining ILL materials.

6.3.2 Borrowing Fees:

The amount we charge for obtaining ILL items from out of state has not been increased in 20+ years, despite the increase in postage rates. We think that raising the amount from \$3.00 to \$5.00 per item is fair and fiscally responsible. When lending libraries charge additional fees for ILL materials to be sent, the updated policy states that these fees will be charged to the patron.

6.1.1.3 Restricted Use Card

A restricted use card will be issued without charge to any person without a fixed address upon verification of temporary residence at a shelter within the corporate boundaries of Downers Grove. Additionally, a restricted use card will be issued to teen patrons, ages 13-18, who reside within the library district who present a valid photo ID when their parent/guardian are not present to register the teen for a library card. The cardholder is entitled to use of the public computers and a maximum checkout of two items at any time. Restricted use cards may not be used to check out Equipment for At Home or In Library Use. The restricted use card is valid for one year and may be renewed upon verification of continued temporary residence at a shelter within the corporate boundaries of Downers Grove or teen status without a parent present for registration.

6.2.5 Interlibrary Loan

Interlibrary loan service is available only to Downers Grove Public Library cardholders. Interlibrary loans of material are subject to all restrictions and fees required by the agency lending the material to Downers Grove. We will accept up to twenty-five (25) out of system interlibrary loan requests per month, per patron. There is a \$5.00 charge to borrow materials from libraries in other states; some libraries charge additional fees to supply materials and these fees will be charged to the patron.

6.3.2 Borrowing Fees

Patrons who request items through the interlibrary loan service will be charged the \$3 \$5.00 for out of state interlibrary loan and photocopy fees whether or not the items are picked up for use. Additional fees charged by lending libraries will be charged to the patron.

**DOWNERS GROVE PUBLIC LIBRARY
REGULAR BOARD MEETING
NOVEMBER 15, 2017**

AGENDA ITEM 8B

Board Development

Included in your packet is a brief Board Development Retreat description from Kathryn Deiss, an experienced organizational and leadership development consultant specializing in libraries and non-profits who also happens to be a Downers Grove resident. Ms. Deiss can easily tailor this to our needs and accommodate whatever schedule the Board prefers.

Discussion will focus on type of training and scheduling.

Downers Grove Public Library

Purpose and Description of Library Board Development Retreat

Submitted by Kathryn Deiss, Kathryn Deiss Consulting, LLC

Purpose of Board Development

All working groups including governance groups such as library boards work effectively when members are able to clearly understand their roles and the parameters of the work and when members have established norms of communication and ways of managing dissent and agreement.

Board development is particularly useful and important when there are changes in the makeup of the board membership. When individuals join or leave the board the group dynamics change and spending focused time working on the group itself and on issues related to working in a group is helpful in establishing the “new” group and providing solid footing for both individuals and the whole.

The result of investing in periodic (annual or biannual) board development is stronger engagement and commitment by individuals, clarity of various important governance roles the board plays, mutual understanding of the work done by the board and management, and a shared agreement on norms.

Description of a Board Development Retreat

While each board is different and a customized retreat is designed for specific needs, a general set of outcomes can apply to all board retreats. A board retreat is, ideally, a 2.5 to 3-hour session during which a review of board roles and the shift in thinking about board roles is reviewed, communication and relevant concepts are discussed, and issues related to managing agreement and disagreement are presented and discussed. Board development retreats are future-oriented and not meant to redress or revisit the past. The idea is to provide the board with ways of working together, a common vocabulary, and shared aspirations for the work at hand.

Board development retreats offer a combination of shared learning and interactive work focused on the board itself with the help of a professional consultant.

Consultant Biographical Statement

Kathryn Deiss is a consultant and facilitator with her own consulting business based in Downers Grove, IL. Her work spans leadership development, board development, organizational development, and change leadership and management. She has consulted and offered training services for libraries and other cultural institutions for over twenty years. She has held positions at the American Library Association, the Metropolitan Library System (now RAILS), the Association of Research Libraries, Northwestern University, Winnetka Public Library, The Thomas J. Watson Library at the Metropolitan Museum of Art, and Albany Public Library.

**DOWNERS GROVE PUBLIC LIBRARY
REGULAR BOARD MEETING
NOVEMBER 15, 2017**

AGENDA ITEM 8C

Illinois Public Library Per Capita Grant Requirements

As you can see from the documents following this summary, the grant requirements outlined in the Illinois State Library's "FY2018 – FY2020 REQUIREMENTS, ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS" do not accurately reflect the questions that appear in the "2018 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION."

The questions that require Trustee participation in the application are:

- **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75ILCS 10/8.1,1¹). Review the check list at the end of the chapter and report your findings.
- **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3. Describe the Library Board's plan to modify or create bylaws as a result of the review.
- **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course.

Applications are due January 15, 2018. Every Trustee should verify via email or in writing that they have completed the Trustees requirement reading.

We need one volunteer each for the Standards Chapter Review and Continuing Education requirements.

¹ (75 ILCS 10/8.1) (from Ch. 81, par. 118.1)

Sec. 8.1. The State Librarian shall make grants annually under this Section to all qualified public libraries in the State from funds appropriated by the General Assembly. Such grants shall be in the amount of up to \$1.25 per capita for the population of the area served by the respective public library and, in addition, the amount of up to \$0.19 per capita to libraries serving populations over 500,000 under the Illinois Major Urban Library Program. If the moneys appropriated for grants under this Section fail to meet the \$1.25 and the \$0.19 per capita amounts above, the funding shall be decreased pro rata so that qualifying public libraries receive the same amount per capita. If the moneys appropriated for grants under this Section exceed the \$1.25 and the \$0.19 per capita amounts above, the funding shall be increased pro rata so that qualifying public libraries receive the same amount per capita.

To be eligible for grants under this Section, a public library must:

(1) Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association.



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**Illinois State Library
FY2018 – FY2020 REQUIREMENTS
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

FY2018 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

FY2019 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

FY2020

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.



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Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

Initials

Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: _____

2. Library's Control Number: _____ Branch Number: _____

3. Contact Information of Person completing this grant application:

Preparer's Name: _____
(Prefix) (First Name) (Last Name)

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

4. Population Served: _____

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.
6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
Describe the Library Board's plan to modify or create bylaws as a result of the review.
7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.
http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf
- Has each board member completed the test? Yes ☐ Not yet ☐
- All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.
- Has each board member completed a Conflict of Interest Statement? Yes ☐ Not yet ☐
- Has each board member completed an Economic Interest Statement? Yes ☐ Not yet ☐

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline? Yes ☐ Not at this time ☐

11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

**DOWNERS GROVE PUBLIC LIBRARY
REGULAR BOARD MEETING
NOVEMBER 15, 2017**

AGENDA ITEM 9A

2018 Draft Budget

There are 2 versions of draft expenditures that differ only in the level of across-the-board increase for staff: 2.5% cost of living increase and 3.0% cost of living increase. The difference in salary cost is approximately \$15,000.

There are 3 versions of draft revenues that differ in the percentage levy increase: 2.5%, 2.75%, and 3.0%. The difference in total levy dollar amount is approximately \$25,000.

The expenditure budgets have been updated to reflect the latest changes in personnel and benefits, including known changes to current employees' benefits elections. With 5 full time staff changing within the next 3-4 months, the benefits levels were increased to reflect the most expensive benefits level for all 5 positions. Those positions are: Facilities Manager, Adult and Teen Services Manager, Adult and Teen Services Librarian, Communications Coordinator, and Technical Services (exact position TBD). There were also several changes from exempt to non-exempt salaried positions that were not reflected in prior drafts.

According to the Finance Policy, the balance of the Operating Fund is designated as the Operating Reserve:

"For uninsured losses and other equipment failure expenditures, the Operating Reserve amount will be set at 35% of the total amount needed to replace one boiler, one rooftop air conditioning unit, and the entire flat portion of the roof."

With the Capital Assessment report, the updated amount is:

$(1 \text{ Boiler} + 1 \text{ Rooftop HVAC Unit} + \text{Flat Portion of Roof}) \times 0.35 = \text{Operating Reserve}$

$(\$70,000 + \$130,000 + \$847,510) \times 0.35 = \$366,628.50$

Every expenditure and levy draft presented results in an Operating Fund balance in excess of the Operating Reserve amount.

DOWNERS GROVE PUBLIC LIBRARY
2018 Budget and Levy Draft Comparison

	2.5% Cost of Living			3% Cost of Living		
	2.5% Levy Increase	2.75% Levy Increase	3.0% Levy Increase	2.5% Levy Increase	2.75% Levy Increase	3.0% Levy Increase
Total Revenues	\$ 5,374,215.38	\$ 5,386,824.41	\$ 5,399,433.45	\$ 5,374,215.38	\$ 5,386,824.41	\$ 5,399,433.45
Levy Amount	\$ 5,169,705.38	\$ 5,182,314.41	\$ 5,194,923.45	\$ 5,169,705.38	\$ 5,182,314.41	\$ 5,194,923.45
Total Expenditures	\$ 5,416,658.23	\$ 5,416,658.23	\$ 5,416,658.23	\$ 5,431,361.14	\$ 5,431,361.14	\$ 5,431,361.14
2018 Estimated Year End Fund Balance	\$ 496,606.61	\$ 509,215.64	\$ 521,824.68	\$ 481,903.69	\$ 494,512.73	\$ 507,121.77

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 2.5% LEVY INCREASE, 2.5% COL**OPERATING FUND BALANCE**

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,374,215.38
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,416,658.23
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 496,606.61
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (392,442.85)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 2.5% LEVY INCREASE, 2.5% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,169,705.38
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,374,215.38

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 2.5% LEVY INCREASE, 2.5% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2132
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2132
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-3.2%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,169,705
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,169,705
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	2.5%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.08
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 2.75% LEVY INCREASE, 2.5% COL

OPERATING FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,386,824.41
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,416,658.23
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 509,215.64
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (379,833.82)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 2.75% LEVY INCREASE, 2.5% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,182,314.41
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,386,824.41

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 2.75% LEVY INCREASE, 2.5% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2138
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2138
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-2.9%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	2.75%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.25
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 3.0% LEVY INCREASE, 2.5% COL**OPERATING FUND BALANCE**

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,399,433.45
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,416,658.23
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 521,824.68
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (367,224.78)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 3.0% LEVY INCREASE, 2.5% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,194,923.45
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,399,433.45

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 3.0% LEVY INCREASE, 2.5% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2143
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2143
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-2.7%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,194,923
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,194,923
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	3.0%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.42
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 2.5% LEVY INCREASE, 3% COL**OPERATING FUND BALANCE**

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,374,215.38
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,431,361.14
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 481,903.69
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (407,145.77)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 2.5% LEVY INCREASE, 3% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,169,705.38
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,374,215.38

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 2.5% LEVY INCREASE, 3% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2132
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2132
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-3.2%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,169,705
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,169,705
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	2.5%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.08
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 2.75% LEVY INCREASE, 3% COL**OPERATING FUND BALANCE**

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,386,824.41
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,431,361.14
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 494,512.73
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (394,536.73)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 2.75% LEVY INCREASE, 3% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,182,314.41
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,386,824.41

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 2.75% LEVY INCREASE, 3% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2138
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2138
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-2.9%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	2.75%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.25
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

DOWNERS GROVE PUBLIC LIBRARY 2018 FUND BALANCE SHEET DRAFT 3.0% LEVY INCREASE, 3% COL

OPERATING FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ 2,105,536.00	\$ 2,105,536.00	\$ 2,076,021.00	\$ 2,259,024.00	\$ 889,049.46
REVENUES	\$ 5,108,200.00	\$ 5,172,364.00	\$ 5,315,525.00	\$ 5,271,383.00	\$ 5,399,433.45
EXPENSES	\$ 5,215,632.00	\$ 5,018,876.00	\$ 5,314,145.00	\$ 5,241,357.54	\$ 5,431,361.14
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,998,104.00	\$ 2,259,024.00	\$ 677,401.00	\$ 889,049.46	\$ 507,121.77
NET CHANGE	\$ (107,432.00)	\$ 153,488.00	\$ (1,398,620.00)	\$ (1,369,974.54)	\$ (381,927.69)

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND BALANCE

	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 660,000.00
TRANSFER IN FROM OPERATING FUND	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00
ENDING BALANCE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,090,000.00
NET CHANGE	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ (310,000.00)

DOWNERS GROVE PUBLIC LIBRARY 2018 REVENUE SHEET DRAFT 3.0% LEVY INCREASE, 3% COL

SOURCE		2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 EST. ATT.	2018 PROPOSED
4101	Current Property Tax	4,826,000.00	4,872,521.86	5,043,515.00	5,043,950.00	5,194,923.45
4109	Prior Year Property Tax	100.00	3,713.21	100.00	450.00	100.00
4313	Personal Property Replacement Tax	50,000.00	59,659.17	55,000.00	60,000.00	60,000.00
4410	Sale of Materials	6,000.00	10,565.24	8,000.00	10,000.00	8,000.00
4502	Charges for Services (copy & printing)	25,000.00	39,354.12	45,000.00	15,750.00	15,000.00
4509	Fees For Non-Residents	16,000.00	15,872.00	16,000.00	16,000.00	16,000.00
4571	Rental Fees	3,000.00	4,870.00	4,000.00	4,400.00	4,500.00
4581	Fines	82,000.00	92,532.15	85,000.00	60,000.00	42,000.00
4590	Cost Recovered for Services	28,000.00	19,151.24	15,000.00	15,000.00	15,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	60,000.00	37,935.84	36,910.00	36,910.00	36,910.00
4711	Investment Income	2,000.00	5,312.08	2,000.00	3,923.00	2,000.00
4712	Investment Income - Property Taxes	100.00	0.00	0.00	0.00	0.00
4820	Contributions	10,000.00	10,967.00	5,000.00	5,000.00	5,000.00
	TOTAL 805.90	5,108,200.00	5,172,453.91	5,315,525.00	5,271,383.00	5,399,433.45

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT 3.0% LEVY INCREASE, 3% COL

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2143
Bond	<u>0.0293</u>	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2143
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-2.7%
<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,194,923
Bond	<u>\$ 649,340</u>	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,194,923
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	3.0%
<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Estimated</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554
Increase / (Decrease)	<u>\$ (127,791,578)</u>	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 111,043,563</u>
Total	\$ 2,141,812,696	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,424,451,117
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	4.8%
Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.42
Staff COL		3.5%	4.0%	3.5%	2.5%	2.5%

U.S. employees in line for another 3% pay raise in 2018, Willis Towers Watson survey finds

Star performers rewarded with significantly larger raises

August 14, 2017

ARLINGTON, VA, August 14, 2017 – U.S. employees hoping for larger pay raises next year will have to wait a little longer. A new survey by Willis Towers Watson (NASDAQ: WLTW), a leading global advisory, broking and solutions company, reveals U.S. employers expect to hold the line on pay raises in 2018. The survey of 819 companies also found employers continue to reward their best performers with significantly larger raises to retain their best performers and strengthen their commitment to paying for performance.

The survey, conducted by Willis Towers Watson Data Services, found that virtually all respondents (99%) are planning to give employees raises next year, with salaries for exempt (i.e., professional), nonmanagement employees to increase 3.0%. That's the same increase they received in each of the past three years. Employers are also planning 3.0% average salary increases for management and nonexempt employees. Executives can expect slightly larger raises – 3.1% in 2018, slightly less than executives received this year and in 2016.

“Most companies are not under any significant pressure to increase their salary budgets in the near term,” said Laura Sejen, managing director, Human Capital and Benefits at Willis Towers Watson. “Companies are relying more on variable pay, such as annual incentives and discretionary bonuses, to recognize and reward their best performers. At the same time, they are rewarding star performers with significantly larger increases while granting minimal increases to their weakest performers.”

Indeed, the survey found exempt employees who received the highest performance ratings were granted an average salary increase of 4.5% this year, about 73% larger than the 2.6% increase given to employees receiving an average rating. Companies gave salary increases of 1.0% to workers with below-average performance ratings.

The survey also found that annual performance bonuses, which are generally tied to company and employee performance goals, are projected to hold steady or decline slightly in 2018 for most employee groups. Exempt employees are projected to receive bonuses that average 10.5% of salary, roughly the same amount companies budgeted for this year. Discretionary bonuses, generally paid for special projects or one-time achievements, are also projected to hold relatively steady compared with bonuses awarded last year and budgeted for this year. This is fairly consistent with recent discretionary bonus increases – for example, 72% of companies paid discretionary bonuses in 2015 versus 75% last year – and demonstrates that while salary increase budgets are holding steady for workers overall, employers are finding ways to recognize and reward employees for specific contributions.

“Employers are rethinking how to administer limited salary budgets. Some organizations are moving away from differentiating increases based on an employee's previous year's performance altogether while others are focusing on rewarding employees for skills development. So while organizations may be forecasting 3% increases, the landscape of how and when they are giving increases varies considerably,” said Sandra McLellan, Rewards practice leader, North America at Willis Towers Watson.

About the survey

The Willis Towers Watson Data Services Salary Budget Survey was conducted between April and July 2017, and includes responses from 819 companies representing a cross section of industries. The survey report provides data on actual salary budget increase percentages for the past and current years, along with projected increases for next year.

About Willis Towers Watson

Willis Towers Watson (NASDAQ: WLTW) is a leading global advisory, broking and solutions company that helps clients around the world turn risk into a path for growth. With roots dating to 1828, Willis Towers Watson has 40,000 employees serving more than 140 countries. We design and deliver solutions that manage risk, optimize benefits, cultivate talent, and expand the power of capital to protect and strengthen institutions and individuals. Our unique perspective allows us to see the critical intersections between talent, assets and ideas – the dynamic formula that drives business performance. Together, we unlock potential. Learn more at [willistowerswatson.com](https://www.willistowerswatson.com/en) <<https://www.willistowerswatson.com/en>>.

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Social Security

Cost-Of-Living Adjustment (COLA)

Cost-of-Living Adjustment (COLA) Information for 2018

Monthly Social Security and Supplemental Security Income (SSI) benefits for more than 66 million Americans will increase 2.0 percent in 2018.

The 2.0 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 61 million Social Security beneficiaries in January 2018. Increased payments to more than 8 million SSI beneficiaries will begin on December 29, 2017. (Note: some people receive both Social Security and SSI benefits)

Read more about the Social Security Cost-of-Living adjustment for 2018.

The maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$128,700.

The earnings limit for workers who are younger than "full" retirement age (age 66 for people born in 1943 through 1954) will increase to \$17,040. (We deduct \$1 from benefits for each \$2 earned over \$17,040.)

The earnings limit for people turning 66 in 2018 will increase to \$45,360. (We deduct \$1 from benefits for each \$3 earned over \$45,360 until the month the worker turns age 66.)

There is no limit on earnings for workers who are "full" retirement age or older for the entire year.

Read more about the COLA, tax, benefit and earning amounts for 2018.

Medicare Information

Information about Medicare changes for 2018, when announced, will be available at www.Medicare.gov.

History of Automatic Cost-Of-Living Adjustments (COLA)

The purpose of the COLA is to ensure that the purchasing power of Social Security and Supplemental Security Income (SSI) benefits is not eroded by inflation. It is based on the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the third quarter of the last year a COLA was determined to the third quarter of the current year. If there is no increase, there can be no COLA.

The CPI-W is determined by the Bureau of Labor Statistics in the Department of Labor. By law, it is the official measure used by the Social Security Administration to calculate COLAs.

Congress enacted the COLA provision as part of the 1972 Social Security Amendments, and automatic annual COLAs began in 1975. Before that, benefits were increased only when Congress enacted special legislation.

Beginning in 1975, Social Security started automatic annual cost-of-living allowances. The change was enacted by legislation that ties COLAs to the annual increase in the CPI-W.

The change means that inflation no longer drains value from Social Security benefits.

- The 2018 COLA
- The 2017 COLA
- The 2016 COLA
- The 2015 COLA
- The 2014 COLA
- The 2013 COLA
- The 2012 COLA

The 1975-82 COLAs were effective with Social Security benefits payable for June (received by beneficiaries in July) in each of those years. After 1982, COLAs have been effective with benefits payable for December (received by beneficiaries in January).

Automatic Cost-Of-Living Adjustments received since 1975

July 1975 -- 8.0%	January 1998 -- 2.1%
July 1976 -- 6.4%	January 1999 -- 1.3%
July 1977 -- 5.9%	January 2000 -- 2.5% ⁽¹⁾
July 1978 -- 6.5%	January 2001 -- 3.5%
July 1979 -- 9.9%	January 2002 -- 2.6%
July 1980 -- 14.3%	January 2003 -- 1.4%
July 1981 -- 11.2%	January 2004 -- 2.1%

July 1982 -- 7.4%

January 1984 -- 3.5%

January 1985 -- 3.5%

January 1986 -- 3.1%

January 1987 -- 1.3%

January 1988 -- 4.2%

January 1989 -- 4.0%

January 1990 -- 4.7%

January 1991 -- 5.4%

January 1992 -- 3.7%

January 1993 -- 3.0%

January 1994 -- 2.6%

January 1995 -- 2.8%

January 1996 -- 2.6%

January 1997 -- 2.9%

January 2005 -- 2.7%

January 2006 -- 4.1%

January 2007 -- 3.3%

January 2008 -- 2.3%

January 2009 -- 5.8%

January 2010 -- 0.0%

January 2011 -- 0.0%

January 2012 -- 3.6%

January 2013 -- 1.7%

January 2014 -- 1.5%

January 2015 -- 1.7%

January 2016 -- 0.0%

January 2017 -- 0.3%

January 2018 -- 2.0%

(1) The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 25, 2017**

AGENDA ITEM 10

Library Director's Report

Management Team Hiring

Ian Knorr is expected to begin on December 4 as Facilities Manager. Ian has extensive experience with maintenance of public buildings, coming to us from Kane County. The first round of interviews for Adult and Teen Services Manager will be complete on Wednesday, November 15 just prior to the Board meeting. I hope to have the hiring decision on that position prior to the December Board meeting.

Libraries of Illinois Risk Agency (LIRA)

I was elected to the Libraries of Illinois Risk Agency (LIRA) Executive Board at the November 8 full membership meeting. My term begins January 1, 2018. The 2018 renewal rates for the Property/Casualty program are -8% and for the Workers Compensation package, -13%. This strong renewal includes expanded coverage in Cyberliability, Flood, and Earthquake limits.

Financial Management Plan

I have engaged the services of public finance advisors Ehlers Inc. (<http://www.ehlers-inc.com/>) to develop the Financial Management Plan, otherwise known as the long range budget. They create financial plans for municipalities, libraries and other government entities that act as roadmaps for achieving strategic and capital goals. The plan is under development and is scheduled to be presented to the Board in January.

Downers Grove Public Library Foundation – Board Expectations

The Downers Grove Public Library Foundation's revitalization is gaining momentum! They now have ten members on their Board of Directors, with two long-time members moving to the newly established Emeritus Board. Their new Board Expectations document is included in your packet.

Board Expectations

The Downers Grove Public Library Foundation works hard to inspire and engage our community through art and books — and fundraising. To make extraordinary happen, it's important we work in close communication and with clear expectation. Because we invest our time and energy, without staff, we rely on each other. Flexibility is key. So, is consistency. Other than what our By-laws guide, here is what we expect:

Attendance	Show up. Every time. If you're unable to attend a meeting, please call or email the Foundation President 48 hours in advance, if possible. That way, arrangements can be made to share information.
Preparation	Read and/or respond to communications in advance of our meetings. Come prepared to discuss and decide on agenda items, and introduce new business.
Participation	Attend Foundation events, and support library staff. Our role is to positively engage our community, and future donors. We are an extension of DGPL in its mission and outreach, and reputation.
Initiative	Bring your curiosity, creativity, and expertise to help seed ideas, solve problems, and advance discussion. Our Foundation succeeds when you're vested in its goals and growth. We trust each other to make that happen.
Leadership	Collaborate in discussion and offer constructive feedback. Share your experience to inform a perspective, and welcome other perspectives as well. Nothing is perfect. Change is good. Build trust; we work better together.
Development	Seek ways to reach new audiences, and make connections. Introduce Directors to those in our community who can partner in events and programming, and help us grow and support DGPL in extraordinary ways.
Support	Contribute your time and expertise, and consider a financial gift to help support our goals and what we ask of others too.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 15, 2017**

DEPARTMENT REPORTS – OCTOBER 2017

Administration – Jen Fredericks

- Jen started her new position on October 23.
- Jen started a 7-week Management Skills Certification Program. Week one topic: Becoming the manager they "fight" to keep.
- Jen revised and discussed with Management Team: Employee Appraisal Form and Onboarding Checklist for new employees. These are in final revision process.
- Jen and Julie reviewed 30 candidates for the ATS Manager position and decided on eight individuals for first-round interviews.

Adult & Teen Services – Nicole Wilhelms

- Joy and Fred offered a series of small business programs. We partnered with the Small Business Administration who provided a great presenter, Melissa Duff-Brown. Topics covered included How to Start a Small Business in Illinois, How to Write a Business Plan, How to Use Social Media to Promote Your Business, and How to Finance Your Small Business. Over 50 people came to these four programs and many went to all of them. It was also a win for our library databases, since at just about every program we showed them how to use our business databases!
- Karen B., Shannon, and Nancy each attended a day at the ILA Conference. They attended several great programs.
- Kira and Amanda will be Co-Interim Managers of ATS after Nicole leaves. Nicole cross-trained each of them on specific tasks.
- Shannon will begin her maternity leave in mid-November. We wish her and her family all the best with the upcoming arrival of baby!
- Staff have been working hard to prepare for the Bookology Fair on Nov. 5. We have received many wonderful donations of titles from publishers.
- Lynette was honored at the ILA Conference Awards Luncheon for the Young Adult Librarian of the Year. We are very proud!
- Girls Who Code applications are currently being accepted through the Library's website. Our instructor from last year, Radhi, will be returning.

Children's Services – Traci Skocik (Interim Manager)

- On Saturday, October 14, Flying Fox Conservation came to the library to talk and show off some amazing fruit bats. We had 103 people in attendance.

- Clifford the Big Red Dog came out for a special Doggy Storytime on Monday, October 16. We had 130 dog lovers come out to meet him and hear some great songs and stories.
- During our two-day Halloween Storytime on October 26 & 27, we had 199 people attend.
- Erin Linsenmyer presented *Programming for Multi-Needs* at the Association of Bookmobile and Outreach Services Conference twice in Pittsburgh.
- Throughout October, we went to six different schools for outreach programs, met with 21 classes, and saw 378 students! These programs included storytimes, STEM demonstrations, and book discussions.

Circulation Services – Christine Lees

- Christine Lees assisted Melissa Fischer in the first round of interviews for the newly created Communications Coordinator position.
- A Service Excellence Team has been created, which is an action point from our Strategic Plan. This team will be led by Christine Lees and will have a representative from each library department. We are looking forward to determining our scope and establishing goals for the team.
- Our monthly circulation department meetings continue to be very productive and insightful. This month we discussed restricted use cards, streamlining procedures for sending items via the delivery, reaching 1,000,000 circs in early November and ways to celebrate this milestone, and much more.
- Lorel Trout, Christine Lees and Julie Milavec met to discuss the need for implementing a borrowing limit for out of state ILL materials. A suggested policy revision was written and submitted to the Board for approval.
- Christine Lees attended the SWAN RFID committee meeting at their Burr Ridge location. Many interesting topics were discussed and new information about a Bluetooth capability option for Mobile Circ was discussed. SWAN will be testing this new device and will get back to the committee with a usability study.
- Carly Meminger joined our department as a shelver this month. Welcome, Carly!

Information Technology – Paul Regis

- IT Manager Paul Regis and Technology Trainer Annie Jagielski interviewed three candidates for the new Media Lab Coordinator position in mid-October. All three were very talented, and the position was offered to Computer Help Desk Associate Ed Bromiel, who accepted. Ed has extensive knowledge of multimedia equipment and software and has proven invaluable with his involvement in various programs highlighting use of the lab.
- IT had a fairly significant uptick in the number of attendees of the computer classes offered, reaching 73 patrons in October. A huge thanks to Technology Trainer Annie Jagielski and Computer Help Desk Associates for offering consistently professional and well-praised classes! Interestingly, we are reaching younger patrons as well – promoting

classes on the library's website is definitely having an effect, as there has been an increase in how many patrons reported finding out about offered classes through our website (versus the Discoveries newsletter, in-library ads, etc.).

Public Relations – Melissa Fischer

- The end of October/beginning of November were spent reviewing applications, conducting interviews, and contacting references for the Communications Coordinator job opening. I received 39 applications for the full-time position and selected six of the most qualified candidates to interview. I hope to offer the job by the middle of November with a starting date of December 4. We are looking forward to this new position and the workflows, communication strategies, and PR ideas this person will bring to our team.
- After training the new Communications Coordinator I will be reacquainting myself with the Strategic Plan (particularly those items with my name next to them!) and diving into the new Public Relations Manager job description and responsibilities, too. Busy times - but fun!

Technical Services – Jen Fredericks

Inventory and Cataloging

- For the ATS collection: added 1475 print items and 444 AV items; discarded 2254 print items and 420 AV items.
- For Kids Room collection: added 1174 print items and 243 AV items; discarded 552 print item and 156 AV items.
- Claimed 9 magazines that did not arrive when expected.

Reclassification and Repairs

- Repaired 796 ATS and Kids Room books and audiovisual items.
- Reclassified 124 general adult and ATS and Kids Room items.

Other news

- Jen ran a report for all database records that were checked out to REPAIR. Hundreds of items held the status. Library clerks checked for items on shelves; Michelle Litwin purged all records from the database for which physical items were not here.
- Tech received another mass order of juvenile nonfiction books in order to fill in gaps after the nonfiction purge.
- Jen worked on new and improved workflow options.
- Tech worked on the organization and procurement of book donations for the FOL book sale. After the sale, all items not sold were either recycled or saved to stock the book sale shelves in the lobby.

Circulation Statistics -- October

	A	B	C	D	E	F	G
1	Circulation	OCT 17	%	OCT 16	%	OCT 15	%
2	Checkouts						
3	Selfchecks	45,108	72%	45,554	76%	48,084	76%
4	Staff desk	17,371	28%	14,178	24%	15,393	24%
5	Total checkouts	62,479		59,732		63,477	
6							
7	Renewals						
8	Auto renewal	34,382					
9	Selfchecks	53		1,510		1,539	
10	Staff desk (incl. phone)	310		2,722		2,716	
11	Patron renewals on website	568		10,783		9,317	
12	Patron renewals on Bookmyne	29		321			
13	Total renewals	35,342		15,336		13,572	
14							
15	Total item checkout and renewals	97,821		75,068		77,049	
16	Ebooks	6774		3,633		3,774	
17				2,181		2,253	
18				675		541	
19				924		384	
20	Total circulation	104,595		82,481		84,001	
21							
22	Reference Questions (Info Desk)	76		85		152	
23							
24	Reserves Processed						
25	Received from ILL	6,966		6,622		7,326	
26	ILL sent	4,690		3,937		4,483	
27	OCLC requests processed	668		754		827	
28							
29	Gate count						
30	North	27,555		28,852		28,134	
31	South	15,276		15,902		15,233	
32	Total	42,831		44,754		43,367	
33							
34	Registrations						
35	New resident cards	182		179		186	
36	New fee cards	5		10		4	
37	Current borrowers	29,232		31,553		32,610	

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 13, 2017, 7:30 PM
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. November 15, 2017 Regular Monthly Meeting
5. Financial Matters
 - a. November 2017 Financial Report
 - b. December 2017 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. 2017-2 Resolution Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy
 - b. 2018 Board Meeting Schedule
 - c. 2017-3 Resolution of Appreciation for 2017 Milestone AnniversariesRequested Action: Approval
Requested Action: Approval
Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
11. Board Member comments and requests for information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 15, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Resident Christine Banaszak, Resident Ed Pawlak.
3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. October 25, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the Minutes of the October 25, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. October 2017 Financial Report. Milavec presented the report and distributed an updated invoice list. The library is doing great on the revenue side and is in excess of 97% of anticipated revenue for the year. Investment income was received along with unexpected back property tax revenue. Expenditures are running as expected.
 - b. November 2017 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of November 2017 invoices totaling \$105,207.21, the acceptance of November 2017 credit memos totaling \$1,036.12, and the ratification of October 2017 payrolls totaling \$210,706.69 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment.
Ed Pawlak commented that as a resident for 32 years, he believes the best thing the Board can do for the taxpayers is to fully fund the budget. It bothers him that the budget seems very arbitrary and that there is no reason behind the numbers chosen. The library has been a very good steward of public money and has a tradition of not spending money just because it is budgeted but instead when it is needed. That is why he does not want any arbitrary cuts. Circulation looks to be increasing by 8% per year, which is going up faster than the budget has been going up. The tax rate has been going down over the last few years and will continue to do so with the numbers presented at tonight's meeting. It does not speak to the need for cuts and it seems like the library staff is doing a good job of being responsible with the money. He looked at the ratio of circulation figures to the

budget, to get a measure of efficiency. Out of 26 other libraries, Downers Grove is in the top 4, which shows that this library is very efficient in its use of money. He also looked at the ratio of circulation to population for this library as well as the 26 other libraries, and Downers Grove falls in the middle of the pack. When comparing ratios of EAV to population, Downers Grove once again falls in the middle. He looked at the average tax rate and it is 50% higher, with Downers Grove successfully in the bottom third. There are three times the number of residents using the library then voting in Village elections, which shows residents are speaking with their feet. He believes that this high usage shows how residents value the library and thinks the budget should be fully funded as presented.

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

8. **New Business.**

- a. Circulation Policy Sections 6.1.1.3, 6.2.5, and 6.3.2. Milavec presented three revisions to the Circulation Policy. Graber revised the proposed second sentence of 6.1.1.3 by changing teen ages to 13-17 years old and striking the second half of the sentence. The third sentence was revised to begin with “The restricted use card holder” and the final sentence was reorganized for clarity.

It was moved by Humphreys and seconded by Eblen THAT the proposed Section 6.1.1.3, 6.2.5, and 6.3.2 policy changes be approved as presented and modified. Motion passed by voice vote.

- b. Board Development. Milavec met with community member and library consultant Kathryn Deiss to discuss additional Board training opportunities. Consensus was to try an hour session before or after a Board meeting early next year and see if Kathryn is a good fit with the Board.
- c. Illinois Public Library Per Capita Grant Requirements. Eblen volunteered to watch the safety webinar and complete the required reading. The rest of the trustees must read chapters 1-5 of the Trustee Facts File and focus on the bylaws chapter. Trustees should email Julie Milavec when their reading is complete.

9. **Unfinished Business.**

- a. 2018 Budget and Levy. Milavec presented the current draft of the budget and levy. There were no modifications made since last meeting with the exception of the salary and benefit lines to reflect recent hires. The Board first discussed the cost of living increase for staff salaries to decide between a 2.5% and 3% increase. Discussion moved on to the levy and centered on keeping the rate flat versus a slight increase.

It was moved by Humphreys and seconded by Eblen THAT the Board approve a 2018 cost of living increase of 2.5% and levy increase of 2.75%, bringing the 2018 expenditure budget to \$5,416,658.23 and the levy to \$5,182,314.41. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: Earl. Abstentions: None.

10. **Library Director's Report.** Milavec presented the report. December 4th is going to be a big day at the library with two new staff members starting. Ian Knorr is our new Facilities Manager and Christine Niels is our new Communications Coordinator. The Friends of the Library book sale surpassed last year's record sales by making \$3,200 and having very little material left over. In early 2018, Milavec and Jen Fredericks will be presenting an updated action plan portion of the Strategic Plan that includes date adjustments.

11. **Board Member comments and requests for information.**

Gigani attended the Bookology Fair with her kids and had a great time collecting booklists and interacting with the librarians. It was a great community event.

Graber commented that when coming to the library while working from home, he is amazed to see how busy it is during the weekday. Staff are doing a great job.

Humphreys has found himself in the building more frequently in the last month and feels really good about what he sees. He has never felt so optimistic about the quality and direction of the library. Humphreys thinks the Board did a good job tonight and has been doing a good job as trustees thinking and communicating with one another.

12. **Adjournment.** It was moved by Eblen and seconded by Earl THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 9:08 p.m.

DOWNERS GROVE LIBRARY

11/30/2017

	Library fund	Building & Equip Replacement Fund	Debt Service Fund
CASH & INVESTMENTS	\$ 1,637,044	\$ 1,402,445	\$ -
FUND BALANCE	\$ 1,530,793	\$ 1,402,445	\$ -

Revenue by Object Report

Village of Downers Grove
11/1/2017 through 11/30/2017

Grand Totals

<u>Object/Title</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
4101 Current Property Taxes	5,043,515.00	58,914.40	5,038,506.59	5,008.41	99.90
4109 Prior Year Property Taxes	100.00	55.45	519.24	-419.24	519.24
4313 Personal Property Replacement Tax	55,000.00	23.77	68,700.18	-13,700.18	124.91
4410 Sales of Materials	8,000.00	1,238.05	10,610.98	-2,610.98	132.64
4502 Charges For Services	45,000.00	3,040.60	21,699.41	23,300.59	48.22
4509 Fees For Non-Residents	16,000.00	653.50	15,453.50	546.50	96.58
4571 Rental Fees	4,000.00	310.00	4,680.00	-680.00	117.00
4581 Fines	85,000.00	3,258.42	59,408.10	25,591.90	69.89
4590 Cost Recovered For Services	15,000.00	1,067.16	13,152.71	1,847.29	87.68
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	1,600.70	9,359.66	-7,359.66	467.98
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	350.00	2,929.00	2,071.00	58.58
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,315,525.00	70,512.05	5,245,019.37	70,505.63	98.67

Expenditures by Object Report

Village of Downers Grove
11/1/2017 through 11/30/2017

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,443,453.00	150,331.45	1,434,960.68	0.00	8,492.32	99.4
5111 Salaries, Non-Exempt	216,900.00	11,851.70	93,985.58	0.00	122,914.42	43.3
5119 Part-Time Employee Wages	1,204,010.00	91,828.46	1,092,979.29	0.00	111,030.71	90.7
5131 IMRF Pension Contributions	274,700.00	17,015.40	230,089.74	0.00	44,610.26	83.7
5133 Medicare Contributions	41,533.00	3,630.31	37,382.54	0.00	4,150.46	90.0
5134 Social Security Contributions	177,590.00	15,522.60	159,837.90	0.00	17,752.10	90.0
5190 Life Insurance	972.00	71.40	877.60	0.00	94.40	90.2
5191 Health Insurance	300,900.00	23,799.99	253,202.48	0.00	47,697.52	84.1
5195 Optical Insurance	1,989.00	157.36	1,735.72	0.00	253.28	87.2
5197 Dental Insurance	29,873.00	2,392.55	25,372.70	0.00	4,500.30	84.9
5210 Supplies	95,400.00	4,583.80	68,157.34	0.00	27,242.66	71.4
5251 Maintenance Supplies	18,000.00	1,513.32	15,034.96	0.00	2,965.04	83.5
5280 Small Tools & Equipment	30,000.00	209.65	18,656.75	0.00	11,343.25	62.1
5302 Dues And Memberships	4,800.00	100.00	4,016.00	0.00	784.00	83.6
5303 Seminars, Conferences & Meetings	30,400.00	5,095.92	17,435.22	0.00	12,964.78	57.3
5308 Recognition Program-Staff	4,000.00	130.80	2,851.62	0.00	1,148.38	71.2
5315 Professional Services	62,000.00	1,978.81	59,499.94	0.00	2,500.06	95.9
5323 Special Legal	3,000.00	13,020.50	17,827.25	0.00	-14,827.25	594.2
5346 Data Processing Services	95,000.00	0.00	88,232.32	0.00	6,767.68	92.8
5380 Printing Services	16,700.00	2,889.00	14,541.98	0.00	2,158.02	87.0
5391 Telephone	20,000.00	1,095.44	16,163.64	0.00	3,836.36	80.8
5392 Postage	26,725.00	0.00	11,053.06	0.00	15,671.94	41.3
5407 Advertising And Public Relations	20,500.00	4,192.46	16,133.43	0.00	4,366.57	78.7
5420 Insurance - Other Policies	46,000.00	0.00	20,082.00	0.00	25,918.00	43.6
5430 Building Maintenance Services	94,000.00	1,144.00	64,541.93	0.00	29,458.07	68.6
5450 Cleaning Services	88,000.00	5,545.00	61,445.00	0.00	26,555.00	69.8
5461 Utilities	26,000.00	1,040.56	14,438.14	0.00	11,561.86	55.5
5470 Other Equipment Repair And Maintenance	11,500.00	112.96	4,387.51	0.00	7,112.49	38.1
5481 Rentals	20,500.00	898.07	16,575.77	0.00	3,924.23	80.8
5620 Recoverables	3,000.00	225.23	2,914.41	0.00	85.59	97.1

Expenditures by Object Report

Village of Downers Grove
11/1/2017 through 11/30/2017

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	7,000.00	0.00	0.00	0.00	7,000.00	0.0
5770 Capital Equipment	63,500.00	424.91	37,419.45	0.00	26,080.55	58.9
5851 Electronic Resources	220,000.00	9,474.30	196,783.22	0.00	23,216.78	89.4
5852 Print Materials	343,000.00	36,688.65	291,032.54	0.00	51,967.46	84.8
5853 Audiovisual Materials	147,000.00	9,863.31	113,396.81	0.00	33,603.19	77.1
5870 Capital Equipment	65,000.00	0.00	40,756.19	0.00	24,243.81	62.7
5880 Intangible Assets (Software)	51,200.00	4,819.00	31,210.00	0.00	19,990.00	60.9
5910 Transfer For Capital Projects	1,400,000.00	0.00	1,400,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	-1,759.61	0.00	1,759.61	0.0
Grand Totals	6,714,145.00	421,646.91	5,973,251.10	0.00	740,893.90	88.9

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000195 AIR FILTER ENGINEERS INC.	1	499.48	0.00	499.48
000265 ALL AMERICAN PAPER CO	2	1,076.30	0.00	1,076.30
000280 ALL WINDOW CLEANING SERVICE IN	1	820.00	0.00	820.00
018213 AMAZON CAPITAL SERVICES, INC.	1	1,869.00	0.00	1,869.00
000322 AMAZON.COM	1	6,142.26	0.00	6,142.26
000351 AMERICAN LIBRARY ASSOCIATION	1	550.00	0.00	550.00
000403 AT&T	1	650.67	0.00	650.67
000672 BAKER & TAYLOR - L0217582	52	20,702.80	0.00	20,702.80
016893 BIBLIOTHECA, LLC	4	6,221.85	0.00	6,221.85
011737 BOARD OF TRUSTEES OF SIU	1	105.00	0.00	105.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
001259 CCH INCORPORATED	2	265.48	0.00	265.48
001264 CDW GOVERNMENT, INC	2	1,751.32	0.00	1,751.32
008323 CENGAGE LEARNING	8	1,068.44	0.00	1,068.44
001277 CENTER POINT PUBLISHING	2	183.36	0.00	183.36
002319 CHAMBER630	1	96.75	0.00	96.75
013235 CHILDREN'S PLUS, INC.	1	4,126.16	0.00	4,126.16
017481 CHRISTINE L. LEES	1	34.24	0.00	34.24
001553 COMCAST CABLE	1	277.04	0.00	277.04
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	2	843.70	0.00	843.70
002356 DOWNERS GROVE ROTARY CLUB	1	195.00	0.00	195.00

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002359 DOWNERS GROVE SANITARY DIST.	2	227.75	0.00	227.75
005572 FIA CARD SERVICES, N.A.	10	8,878.27	0.00	8,878.27
002811 FILM IDEAS, INC	1	51.45	0.00	51.45
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
002916 FRANK ELECTRIC COMPANY, INC	2	2,293.00	0.00	2,293.00
013544 GOOGLE, INC.	1	641.66	0.00	641.66
003188 GRAHAM CRACKERS COMICS, LTD.	1	224.79	0.00	224.79
007622 HRYCEWICZ, SHARON	2	47.42	0.00	47.42
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
012834 IPROMOTEU	1	4,386.32	0.00	4,386.32
017442 JULIE MILAVEC	1	107.27	0.00	107.27
016713 KAPLAN K12 LEARNING SERVICES, LLC	1	825.00	0.00	825.00
010490 KELLY POCCHI	1	55.24	0.00	55.24
010993 KENT ADHESIVE PRODUCTS COMPANY	1	107.80	0.00	107.80
017628 KEVIN FARRIS	1	500.00	0.00	500.00
017750 KIMBO EDUCATIONAL	1	433.85	0.00	433.85
004812 KLEIN, THORPE AND JENKINS, LTD	1	1,626.05	0.00	1,626.05
004928 LAKESHORE LEARNING MATERIALS	1	110.37	0.00	110.37
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	22	6,773.70	0.00	6,773.70
006113 NEHER ELECTRIC SUPPLY INC	2	397.40	0.00	397.40
006161 NICOR GAS	1	999.91	0.00	999.91
015377 NUB GAMES, INC.	1	375.00	0.00	375.00

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
012904 PERSPECTIVES, LTD	1	181.70	0.00	181.70
006698 PRINT SMART	4	872.68	0.00	872.68
006859 R.H. DONNELLEY	1	13.69	0.00	13.69
006944 RECORDED BOOKS, LLC	3	230.69	0.00	230.69
007517 SCHOLASTIC LIBRARY PUBLISHING	1	7.99	0.00	7.99
007604 SERVICEMASTER COMMERCIAL CLEAN	1	5,545.00	0.00	5,545.00
007612 SHANES OFFICE SUPPLY CO	9	1,389.23	0.00	1,389.23
007647 SHICK SCHOOL&OFFICE SUPPLY CO	1	103.41	0.00	103.41
007861 STEPHENS PLUMBING AND HEATING,	1	775.00	0.00	775.00
007918 STEVEN G. HASHIMOTO	1	700.00	0.00	700.00
009112 STRAUSS TAX SERVICE	1	300.00	0.00	300.00
007967 SUBURBAN DOOR CHECK & LOCK SER	1	289.40	0.00	289.40
018122 TRAK-1 TECHNOLOGY, INC.	1	77.84	0.00	77.84
016841 TSAI FONG BOOKS, INC.	2	134.36	0.00	134.36
011517 UNIQUE MANAGEMENT SERVICES, IN	1	170.05	0.00	170.05
008618 USA TODAY	1	339.87	0.00	339.87
008649 VAUGHAN PLANTSCAPES, INC	1	205.86	0.00	205.86
009043 WORLD BOOK,INC	1	1,998.00	0.00	1,998.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	605.56	0.00	605.56
Grand Total:	178	92,465.01	0.00	92,465.01

INVOICES OF NOTE

For Library Board Meeting on December 13, 2017

2017 Budget

001264	CDW Government, Inc. (Adobe Creative cloud)	\$1,751.32
002916	Frank Electric Company, Inc. (install track lightening, replace ballast)	\$2,293.00
012834	Impromteu (totes)	\$4,386.32
016713	Kaplan K12 Learning Services, LLC (SAT & ACT test materials)	\$825.00
017628	Kevin Farris (family program)	\$500.00
015377	Nub Games, Inc. (annual subsription)	\$375.00
007861	Stephens Plumbing and Heating (tested 5 back flow valves)	\$775.00
007918	Steven G. Hashimoto (program - latin jazz quartet)	\$700.00
009112	Strauss Tax Services (tax tips program)	\$300.00

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
005866 MIDWEST TAPE	2	51.73
016893 BIBLIOTHECA, LLC	1	308.00
<u>Grand Total:</u>	<u>3</u>	<u>359.73</u>

Library Credit Card Details for the December 13, 2017 Board Meeting

Julie Milavec

971	5210 Supplies	Books for Board of Trustee member	\$	50.00
			Total	\$ 50.00

Katelyn Vabalaitis

971	5210 Supplies	Toners and supplies	\$	448.13
971	5303 Seminars Mtgs, & Conferences	FMLA Seminar	\$	199.00
971	5308 Staff Recognition	Staff Social Committee supplies	\$	56.30
			Total	\$ 703.43

Nicole Wilhelms

972	5210 Supplies	Office supplies	\$	69.18
972	5303 Seminars, Mtgs, & Conferences	ARRT Membership dues (12 ttl)	\$	180.00
			Total	\$ 249.18

Sharon Hrycewicz

973	5210 Supplies	Supplies	\$	11.98
973	5853 AV Materials	Circuit Scribe	\$	529.95
			Total	\$ 541.93

Allyson Renell

973	5853 AV Materials	Sewing machines, puzzles	\$	1,393.11
			Total	\$ 1,393.11

Traci Skocik

973	5210 Supplies	Program supplies	\$	618.47
973	5303 Seminars & Meetings	Conference	\$	10.00
			Total	\$ 628.47

Christine Lees

973	5280 Small Tools & Equipment	Cash registers for Mouse Café	\$	47.70
974	5210 Supplies	Office supplies	\$	390.04
974	5280 Small Tools & Equipment	Printer	\$	101.99
			Total	\$ 539.73

Paul Regis

975	5770 Capital Equipment	15" MacBook, AppleCare	\$	2,408.00
975	5280 Small Tools & Equipment	Monitors, USB cables, printer filaments	\$	812.25
975	5880 Intangible Assets	SMT2200, Apple Final Cut Pro	\$	1,232.83
			Total	\$ 4,453.08

Melody Danley

Total \$ -

Melissa Fischer

976	5210	Supplies	Google storage	\$	19.98
				Total	\$ 19.98

Jen Fredericks

972	5853	AV Materials	Adult collection	\$	155.94
977	5210	Supplies	Supplies	\$	143.42
				Total	\$ 299.36

Library Credit Card December 2017 Totals \$ 8,878.27

PAYROLLS FOR NOVEMBER 2017

NOVEMBER 4	\$155,790.47
NOVEMBER 18	\$98,221.14
TOTAL NOVEMBER 2017 PAYROLLS	\$254,011.61

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

AGENDA ITEM 8A

2017-2 Resolution Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy

Library legal firm Klein, Thorpe and Jenkins notified us of the enactment of Public Act 100-0554 on November 16, 2017, with a deadline of January 15, 2018 for compliance.

Public Act 100-0554 requires the sexual harassment policy to include, at a minimum:

- (i) a prohibition on sexual harassment;
- (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights;
- (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and
- (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

Two changes to the Personnel Policy Section 3.1.17, Anti-Discrimination and Anti-Harassment bring it into compliance with Public Act 100-0554:

1. Section F, Retaliation, first sentence updated to read: Reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act (See Section 3.1.23, Whistleblower Compliance) will not reflect adversely upon an individual's status or affect future employment.
2. Section G, False Reporting: Given the nature of this type of discrimination, the Library recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. Individuals found to file a knowingly false report will be subject to appropriate disciplinary action. Such disciplinary action could include termination of employment. (See Section 3.1.10, Progressive Discipline)

Klein, Thorpe, and Jenkins advises to ratify these changes to policy by resolution. For that reason, the changes are included in your packet in the form of a resolution.

RESOLUTION NO. 2017-2

**RESOLUTION APPROVING AND ADOPTING REVISED
ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

WHEREAS, the Illinois General Assembly recently enacted Public Act 100-0554, which requires all governmental units to adopt by resolution or ordinance a policy prohibiting sexual harassment; and

WHEREAS, the Board of Library Trustees of the Village of Downers Grove has previously adopted and maintained in effect a personnel policy manual, which includes an Anti-Discrimination and Anti-Harassment Policy; and

WHEREAS, the Board of Library Trustees have determined that certain revisions to the Anti-Discrimination and Anti-Harassment Policy are necessary in order to bring the Policy into compliance with Public Act 100-0554.

NOW, THEREFORE, Be It Resolved by the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois as follows:

SECTION 1: The above “Whereas” recitals are incorporated into and made a part of this Resolution.

SECTION 2: The Board of Library Trustees approve and adopt the Anti-Discrimination and Anti-Harassment Policy, attached hereto as **Exhibit A** and incorporate said Policy herein by reference as if it were fully set forth herein.

SECTION 3: That the revised Anti-Discrimination and Anti-Harassment Policy, attached hereto as **Exhibit A**, shall and does supersede all prior personnel and/or employee policies, including without limitation the last version of the policy approved by this Board of Library Trustees.

SECTION 4: That the revised Anti-Discrimination and Anti-Harassment Policy, attached hereto as **Exhibit A**, shall be and remain in effect until such time as it is further revised or amended by the Board of Library Trustees.

SECTION 5: Those sections, paragraphs and provisions of the personnel policy manual, which are not expressly amended by this Resolution, are hereby reenacted, and it is expressly declared to be the intention of this Resolution not to amend any portion of the personnel policy manual other than the Non-Discrimination and Anti-Harassment Policy.

PASSED this 13th day of December, 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED:

President

ATTEST:

Secretary

EXHIBIT "A"

3.1.17 Anti-Discrimination and Anti-Harassment

It is the policy of the Downers Grove Public Library to maintain a work environment free from all forms of discrimination and harassment. In keeping with this commitment, the Library will not tolerate discrimination against or harassment of Library employees by anyone, including any supervisor, co-worker, vendor, contractor, member of the public, or other regular visitor of the Library. The Library takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

A. Definition of Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law. In other words, discrimination occurs when an individual is treated differently, unequally, and usually negatively because the individual is a member of a protected group.

B. Definition of Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by law. The Library will not tolerate harassing conduct that affects employment conditions or job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

C. Definition of Sexual Harassment

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature when made to an employee when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting such individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment, as defined above, may include, but is not limited to:

- Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
- Graphic or suggestive comments about an individual’s dress or body
- Displaying sexually explicit objects, photographs, writings, or drawings
- Unwelcome touching, such as patting, pinching, or constant brushing against another’s body
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears such conduct.

D. Reporting Harassment

All Library employees are responsible to help ensure that harassment does not occur and/or is not tolerated. Any employee who believes that he or she has been subjected to sexual or other types of harassment, or who has witnessed harassment, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Assistant Director. In the event the Assistant Director is the alleged harasser, the complaint may be submitted directly to the Director or any supervisor. In the event the Director is the alleged harasser, the complaint may be submitted to the President of the Library Board. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to the Assistant Director.

The Assistant Director shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Director or his designee, who will review the investigation report

and make a final decision. At the Director's option, he or his designee may conduct further investigation, if necessary.

E. Discipline

If the complaint is found to be valid, appropriate disciplinary action will be taken against the perpetrator. Such disciplinary action could include termination of employment. (See Section 3.1.10, Progressive Discipline)

F. Retaliation

Reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act (See Section 3.1.23, Whistleblower Compliance) will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

It is hoped that most harassment complaints and incidents can be resolved within the Library. However, an employee has the right to contact the Illinois Department of Human Rights at 800-662-3942, the Illinois Human Rights Commission at 312-814-6269, or the Equal Employment Opportunity Commission at 800-669-4000 about filing a formal complaint.

The filing of a complaint under the procedures described herein shall not limit, extend, replace, or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

G. False Reporting

Given the nature of this type of discrimination, the Library recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Individuals found to file a knowingly false report will be subject to appropriate disciplinary action. Such disciplinary action could include termination of employment. (See Section 3.1.10, Progressive Discipline)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, _____ the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION NO. 2017-2

**"RESOLUTION APPROVING AND ADOPTING REVISED
ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY"**

which Resolution was duly adopted by said Board of Library Trustees at a meeting held on the 13th day of December, 2017.

I further certify that a quorum of said Board of Library Trustees was present at said meeting and that the Board of Library Trustees complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of December, 2017.

Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

AGENDA ITEM 8B

2018 BOARD MEETING SCHEDULE

Fourth Wednesday of each month, except second Wednesday in November and December. An additional meeting is scheduled for the second Wednesday in September as a workshop on 2019 budget.

January 24
February 28
March 28
April 25
May 23
June 27
July 25
August 22
September 12
September 26
October 24
November 14
December 12

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

AGENDA ITEM 8C

2017-3 Resolution of Appreciation for 2017 Milestone Anniversaries

This resolution is passed annually to recognize the milestone anniversaries of staff in the past year. At the annual In Service Day for staff, each staff member reaching a milestone anniversary is recognized 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.

RESOLUTION NO. 2017-3

**A RESOLUTION OF APPRECIATION FOR THE SERVICE
OF STAFF MEMBERS WHO HAVE CELEBRATED
MILESTONE SERVICE ANNIVERSARIES IN 2017**

WHEREAS, thirteen members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2017, totaling 145 years, as follows:

5 Years:

Shannon Gruber
Kathryn Hoos
Connie Lacey
Lynnea Nash

10 Years:

Anthony Drufke
Maureen Karl
MaryKellie Marquez
Mary McCann
Susan Slamar

15 Years:

Kathryn Moran

20 Years:

Sharon Hrycewicz
Kevin Montgomery
Lorel Trout

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

AND WHEREAS, 2017 has provided many new opportunities for service, including development of Strategic Plan 2017-2020 and check out of over 1,000,000 items;

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 13th day of December, 2017 by the Board of Library Trustees of the Village of Downers Grove

President

Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

AGENDA ITEM 10

Library Director's Report

Management Team Hiring

Lizzie Matkowski will be returning to the Library as Adult and Teen Services Manager on January 2, 2018. Lizzie left a position as Adult and Teen Services Librarian here last fall to become the Adult Services Manager at the Joliet Public Library Ottawa Street Branch. Ian Knorr started on December 4 as Facilities Manager. He has already scheduled regular maintenance visits needed by year end, placed year-end supply orders, and begun investigating solutions to ongoing building issues.

Statements of Economic Interest

I have completed the roster of Trustees and staff required to file a Statement of Economic Interest with DuPage County. You will receive notification directly from the County on how to complete the online form for this statutory requirement.

Public Computer Area Furniture Replacement

The public computer area will be closed from December 18 through December 22 to accommodate the electrical and data cabling changes and replacement of the tables. Instead of 4 long tables of 6 PCs, the new configuration is 6 round tables of 4 PCs. This allows for better visibility and traffic flow through the area. New chairs will arrive the following week.

**DOWENRS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

DEPARTMENT REPORTS – NOVEMBER 2017

Administration – Jen Fredericks

- Jen attended 4 out of 7 classes of the Management Skills Certification Program.
- The Employee Evaluation Form is revised and ready for use in 2018.
- The Onboarding Checklist for new employees is revised and ready for use.
- The Separation of Service checklist is revised and ready for use.
- Jen and Julie interviewed seven candidates for the ATS Manager position and hired Lizzie Matkowski.
- Jen is currently working on an In Charge checklist and manual.

Adult & Teen Services – Kira Riddle and Amanda Klenk (Co-Interim Managers)

- NaNoWriMo Crawl on 11/1
- Bookology Fair on 11/5. We saw over 400 people at the Fair, and we had over 500 patron interactions, 187 more book recommendations. All of our book giveaways were gone in 45 minutes--a record!
- Teen NaNoWriMo Workshop on 11/12
- Lynette attended the YALSA conference from 11/3-11/5
- Amanda and Lynette presented on Adult Books for teens at LACONI RASS “Take Off Your Blinders”
- Lynette presented on the YA Librarians of the Year panel for NWYS – 11/20
- Genealogy club met on 11/16 and had presenter Steve Szabados speaking about Polish Genealogy to a record 44 attendees!
- Amanda and Kira began co-interim managerial tasks on 11/8 and will continue through the end of December
- Shannon left for maternity leave beginning 11/20
- Department preparing for Janet's retirement and job duties dispersed accordingly
- Considering how short staffed we have been, spirits are high and everyone is chipping in!

Children's Services – Traci Skocik (Interim Manager)

- On Saturday, November 11, we had Brent Allan come to DGPL for the first time and put on a Minecraft themed magic show called Bookcraft. We had 110 patrons come and watch.

- Our annual Star Wars Reads Weekend took place from November 17 thru November 19. Children were able to spend time making crafts, playing games, and meeting Princess Leia on Saturday who read a story and took pictures.
- On Friday, November 24, we held two simultaneous Gingerbread Storytimes before the Downtown tree lighting. Between the two storytimes there were a total of 361 people in attendance.
- During the month of November, we saw a total of 114 patrons for outreach. This includes groups who come to the library for a special program or we go to them!

Circulation Services – Christine Lees

- We are thrilled to announce that we surpassed the 1,000,000th checkout during this month, a full month earlier than last year. Downers Grove patrons love their library! We have been handing out Fine Erasers as a way to celebrate.
- Christine Lees attended the Sister Library meeting at St. Charles Public Library. We were able to ease some concerns that SCPL had about billing policies at SWAN.
- Cheryl Pawlak attended the SWAN Circulation Advisory committee meeting. Cheryl was instrumental in getting the new SWAN billing process beta tested and ready for rollout to all SWAN libraries.
- The SirsiDynix Library Users of Illinois (SLUI) group met this month with representatives from SirsiDynix there to respond to library questions and concerns with their software.
- Circulation staff rose to the occasion during the Gingerbread storytime the day after Thanksgiving. Over 300 patrons filled the lobby at one time. Hectic but lots of fun!

Information Technology – Paul Regis

- IT is on its way to surpassing the max number of Book-a-Tech appointments made – as of late December, there have been 307 sessions, a bit over the 305 in 2016 (the previous record). These one-on-one tech sessions have been popular, delivering a personalized hour of help on a wide range of topics. All of IT has gone above and beyond in offering their expertise and providing a unique service.
- Media Lab Coordinator Ed Bromiel created a great video for the Girls Who Code program, highlighting the progression through the year. This can be viewed on the library's YouTube page at www.youtube.com/DGPLNews.

Public Relations – Melissa Fischer

- As of December 4, Christine Niels will be the Public Relations team's new Communications Coordinator. There will be lots and lots of training going on in our office.

- Staff Artist Melody Danley hung artwork by District 99 art students in the north and cafe galleries as well as three-dimensional art pieces in the window displays. This annual exhibit is a popular one in our community - a great way to showcase the students' work outside of the schools.
- Since I haven't gotten to this yet, it's a repeat from last month - post training new staff member Cris, I will be reacquainting myself with the Strategic Plan (particularly those items with my name next to them!) and diving into the new Public Relations Manager job description and responsibilities, too.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For the ATS collection: added 1589 print items and 361 AV items; discarded 1864 print items and 277 AV items.
- For Kids Room collection: added 957 print items and 221 AV items; discarded 767 print item and 495 AV items.
- Claimed 11 magazines that did not arrive when expected.

Reclassification and Repairs

- Repaired 471 ATS and Kids Room books and audiovisual items.
- Reclassified 120 general adult and ATS and Kids Room items.

Other news

- We are partnering with Bernie's Books, collecting donations and withdrawals of lightly used Children's Fiction and Nonfiction, birth-grade 6. Bernie's Book totes are next to the Discover Books bins in the receiving hallway.
- We completed the data entry and processing of 25 Teacher's Resource Bags for the Kids Room, so that teachers can easily access and check out larger quantities of items on a given topic.
- We completed the data entry and processing of 50 Book Club Discussion Bags and contents for circulation due to launch January 2018.
- We outsourced all the mylar book jacket covers on all the hardcover books we receive from Baker and Taylor.
- Pat Kujawa has been moved to a library clerk position, rather than processing aide.

Circulation

	Oct 2016	Oct 2017	YTD Totals			
Adult	42,573	54,988	461,366	517,070		
Teen	1,407	2,259	17,142	22,157		
Children	31,088	40,573	330,842	375,367		
Download	7,413	6,774	72,231	73,565		
Total	82,481	104,594	881,581	988,159	106,578	12.1%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	31,071	56.51%	7,750	14.09%	13,638	24.80%	2,529	4.60%	54,988
Teen	2,109	93.36%	103	4.56%	39	1.73%	8	0.35%	2,259
Children	31,658	78.03%	1,479	3.65%	6,155	15.17%	1,281	3.16%	40,573
Total	64,838	66.28%	9,332	9.54%	19,832	20.27%	3,818	3.90%	97,820

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	126,152	75.12%	16,492	9.82%	16,194	9.64%	9,104	5.42%	167,942
Children	74,726	84.73%	2,864	3.25%	7,903	8.96%	2,702	3.06%	88,195
Total	200,878	78.43%	19,356	7.56%	24,097	9.41%	11,806	4.61%	256,137

Book Collection

	Oct 2016	Oct 2017				
Adult	137,712	126,152				
Children	81,859	74,726	YTD Totals		YTD Difference	
Total	219,571	200,878	219,571	200,878	-18,693	-8.5%

Audio Collection

	Oct 2016	Oct 2017				
Adult	17,275	16,492				
Children	2,992	2,864	YTD Totals		YTD Difference	
Total	20,267	19,356	20,267	19,356	-911	-4.5%

Video Collection

	Oct 2016	Oct 2017				
Adult	18,657	16,194				
Children	7,627	7,903	YTD Totals		YTD Difference	
Total	26,284	24,097	26,284	24,097	-2,187	-8.3%

Miscellaneous Collection

	Oct 2016	Oct 2017				
Adult	10,336	9,104				
Children	3,093	2,702	YTD Totals		YTD Difference	
Total	13,429	11,806	13,429	11,806	-1,623	-12.1%

Statistics for October 2017 (FY Jan-Dec)

Rooms & Spaces

	Oct 2016	Oct 2017				
Community Use of Rooms	1128	1,013				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	20	162				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,148	1,175	10,141	12,284	2,143	21.1%

Programs Offered

	Oct 2016	Oct 2017				
Library Programs Offered						
Adult	25	23				
Teen	7	2				
Children	38	49				
Outreach Programs Offered						
Adult	0	3				
Teen	3	3				
Children	10	20				
Passive Programs Offered						
Adult	0	0				
Teen	0	0				
Children	15	22				
Programs Offered Total	98	122	782	1,104	322	41.2%

Program Attendance

	Oct 2016	Oct 2017				
Library Program Attendance						
Adult	1,517	228				
Teen	102	26				
Children	1,532	1,506				
Outreach Program Attendance						
Adult	0	64				
Teen	153	94				
Children	510	290				
Passive Program Attendance						
Adult	0	0				
Teen	0	0				
Children	1,459	670				
Program Attendance Total	5,273	2,878	36,186	39,615	3,429	9.5%

Statistics for October 2017 (FY Jan-Dec)

Gate Count

	Oct 2016	Oct 2017	YTD Totals		YTD Difference	
	44,754	42,831	461,438	446,859	-14,579	-3.2%

Reference Questions

	Oct 2016	Oct 2017				
Adult	5,222	5,227				
Children	1,488	1,421	YTD Totals		YTD Difference	
Total	6,710	6,648	77,291	70,944	-6,347	-8.2%
One on One Tutorials	38	34	265	278	13	4.9%

Computer User Sessions

	Oct 2016	Oct 2017				
Adult	4,623	4,058				
Children	997	944	YTD Totals		YTD Difference	
Total	5,620	5,002	51,417	54,031	2,614	5.1%
Wireless Sessions	0	2,468	0	23,295		

Circulation Statistics -- November

	A	B	C	D	E	F	G
1	Circulation	NOV 17	%	NOV 16	%	NOV 15	%
2	Checkouts						
3	Selfchecks	44,774	73%	44,223	77%	47,056	78%
4	Staff desk	16,333	27%	12,954	23%	13,566	22%
5	Total checkouts	61,107		57,177		60,622	
6							
7	Renewals						
8	Auto Renewal	33,158					
9	Selfchecks	18		1,463		1,835	
10	Staff desk (incl. phone)	307		2,418		2,962	
11	Patron renewals on website	569		10,268		9,896	
12	Patron renewals on Bookmyne	12		206			
13	Total renewals	34,064		14,355		14,693	
14							
15	Total item checkout and renewals	95,171		71,532		75,315	
16	E-materials	6,567		3,698		3,615	
17				2,117		1,968	
18				585		493	
19				1,008		330	
20	Total circulation	101,738		78,940		81,721	
21							
22	Reference Questions (Info Desk)	55		94		149	
23							
24	Reserves Processed						
25	Received from ILL	6,777		6,689		6,335	
26	ILL sent	4,213		4,011		4,134	
27	OCLC requests processed	461		736		700	
28							
29	Gate count						
30	North	27,547		27,454		27,769	
31	South	14,583		15,274		14,247	
32	Total	42,130		42,728		42,016	
33							
34	Registrations						
35	New resident cards	140		144		166	
36	New fee cards	3		10		5	
37	Current borrowers	29,094		32,899		30,299	
38							