

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 28, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. January 2018 Financial Report
 - b. February 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Bibliotheca Annual Service and Maintenance Agreement Renewal
Requested Action: Approval
 - b. Organizational Chart
Requested Action: Approval
9. Unfinished Business
 - a. Bylaws – Second Reading
Requested Action: Discussion
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 28, 2018, 7:45 P.M.*
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Board Development Session
3. Adjournment

*Immediately following the regular meeting

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 24, 2018, 7:30 P.M.
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. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, John Piemonte of Ehlers, Inc., Elizabeth Diaz of Ehlers, Inc. via Skype, Downers Grove Public Library Foundation Vice President Ed Pawlak, and two members of the public.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Eblen and seconded by Humphreys THAT the Minutes of the December 13, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. December 2017 Financial Report. Milavec presented the report, noting that the 2017 Expenditure Report in the Board's packet does not include the 2017 invoices to be approved at tonight's meeting. The final 2017 Expenditure Report will be distributed in February. The library received 99.71% of its expected revenue in 2017, receiving more personal property replacement tax than expected but not receiving the Illinois Per Capita Grant funds. Milavec entertained questions from the Board regarding invoices for the computer area furniture upgrade and fund balance totals.
 - b. January 2018 Invoices. It was moved by Humphreys and seconded by Eblen THAT the payment of December 2017 invoices totaling \$133,803.95, the payment of January 2018 invoices totaling \$76,765.39, the acceptance of December 2017 credit memos totaling \$55.20, and the ratification of December 2017 payrolls totaling \$200,111.88 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. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. Resident Tom Sleeter was on the library website looking at the financials and noticed the annual raises were labeled cost of living increases, even though the percentages are much greater than inflation. He believes calling the staff raises “cost of living increases” devalues the raises in the eyes of the employees and should be called “general salary increases” instead. He also wondered what the philosophy of the Board was for giving across the board salary increases. He believes the best staff members should get very good raises and not so great staff members should receive little to no raises. He wonders if the Board has ever considered this philosophy.

Milavec responded that it has been a long running practice of the Board to give across the board raises but she is planning to do a compensation overhaul and move to a merit increase system of some kind.

Graber agreed that the term “cost of living” should be changed. He also referenced the November 2017 meeting to explain how the Board decided on a salary increase of 2.5% for 2018.

8. **New Business.**
 - a. Financial Management Plan Presentation – Ehlers Inc. John Piemonte and Elizabeth Diaz of Ehlers, Inc. presented a working version of the library’s Financial Management Plan. The final version will be presented at the next meeting.

It was moved by Humphreys and seconded by Eblen THAT the Financial Management Plan presentation be accepted. Motion passed by voice vote.
 - b. Bylaws Update. Milavec presented a draft of the Bylaws of the Library Board of Trustees for review. This is the first piece of a full comprehensive policy manual update. The bylaws require the Board to review the draft at two meetings before a vote may take place and this was the first viewing. Humphreys suggested a section be added to address board member code of conduct. The Board will receive a second draft for the February meeting.
9. **Unfinished Business.**
 - a. Employee Benefit Premium Plan. The Board decided to table discussion on the benefit plan, choosing to discuss the plan in May and vote in June.
10. **Library Director’s Report.** Milavec presented the report (attached). Jen Fredericks found some discrepancies in the 2017 library statistics and worked to get all reports to tie out perfectly. She has also made improvements in the way we are receiving statistical

information and better streamlined the process. There was a 14.5% increase in circulation from 2016 to 2017, with about 10% of this increase coming from automatic renewals. It is a busy time at the library and staff are handling it very well. Commissioner Barnett asked for additional information regarding the library's circulation and he will be reporting these figures back to the Village Council. The library rolled out the Book Discussion Bags with mixed feedback from patrons. Staff are tweaking the process as more feedback comes in. There has been a lot of hiring lately across multiple departments.

11. Trustee Comments and Requests for Information.

Humphreys is thrilled to read the building analysis completed by Facilities Manager Ian Knorr. It is exactly what the Board needed to continue budgeting and planning. It is great to have a pro on staff.

Graber is proud of what Milavec did in 2017 and hopes 2018 is less stressful. The numbers and public opinion show that the library is doing fantastic and he is proud of Milavec and library staff.

12. Adjournment. It was moved by Eblen and seconded by Gigani THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:55 p.m.

DOWNERS GROVE LIBRARY

1/31/2018

	Library fund	Building & Equip Replacement Fund	Debt Service Fund
CASH & INVESTMENTS	\$ 888,348	\$ 1,404,833	\$ -
FUND BALANCE	\$ 783,837	\$ 1,404,833	\$ -

glExpObj
02/22/2018 3:50PM
Periods: 1 through 14

Expenditures by Object Report

Page: 17

Village of Downers Grove
1/1/2017 through 12/31/2017

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,443,453.00	1,535,322.81	1,535,322.81	0.00	-91,869.81	106.3
5111 Salaries, Non-Exempt	216,900.00	104,512.28	104,512.28	0.00	112,387.72	48.1
5119 Part-Time Employee Wages	1,204,010.00	1,180,933.30	1,180,933.30	0.00	23,076.70	98.0
5131 IMRF Pension Contributions	274,700.00	247,892.92	247,892.92	0.00	26,807.08	90.2
5133 Medicare Contributions	41,533.00	40,231.12	40,231.12	0.00	1,301.88	96.8
5134 Social Security Contributions	177,590.00	172,017.91	172,017.91	0.00	5,572.09	96.8
5190 Life Insurance	972.00	949.00	949.00	0.00	23.00	97.6
5191 Health Insurance	300,900.00	277,024.97	277,024.97	0.00	23,875.03	92.0
5195 Optical Insurance	1,989.00	1,894.03	1,894.03	0.00	94.97	95.2
5197 Dental Insurance	29,873.00	27,785.29	27,785.29	0.00	2,087.71	93.0
5210 Supplies	95,400.00	84,529.64	84,529.64	0.00	10,870.36	88.6
5251 Maintenance Supplies	18,000.00	18,897.55	18,897.55	0.00	-897.55	104.9
5280 Small Tools & Equipment	30,000.00	22,129.44	22,129.44	0.00	7,870.56	73.7
5302 Dues And Memberships	4,800.00	4,697.00	4,697.00	0.00	103.00	97.8
5303 Seminars, Conferences & Meetings	30,400.00	19,210.29	19,210.29	0.00	11,189.71	63.1
5308 Recognition Program-Staff	4,000.00	3,405.57	3,405.57	0.00	594.43	85.1
5315 Professional Services	62,000.00	63,634.53	63,634.53	0.00	-1,634.53	102.6
5323 Special Legal	3,000.00	19,453.30	19,453.30	0.00	-16,453.30	648.4
5346 Data Processing Services	95,000.00	88,232.32	88,232.32	0.00	6,767.68	92.8
5380 Printing Services	16,700.00	17,425.98	17,425.98	0.00	-725.98	104.3
5391 Telephone	20,000.00	20,035.11	20,035.11	0.00	-35.11	100.1
5392 Postage	26,725.00	11,164.06	11,164.06	0.00	15,560.94	41.7
5407 Advertising And Public Relations	20,500.00	20,073.80	20,073.80	0.00	426.20	97.9
5420 Insurance - Other Policies	46,000.00	23,280.00	23,280.00	0.00	22,720.00	50.6
5430 Building Maintenance Services	94,000.00	71,712.79	71,712.79	0.00	22,287.21	76.2
5450 Cleaning Services	88,000.00	66,990.00	66,990.00	0.00	21,010.00	76.1
5461 Utilities	26,000.00	16,886.71	16,886.71	0.00	9,113.29	64.9
5470 Other Equipment Repair And Maintenance	11,500.00	4,616.29	4,616.29	0.00	6,883.71	40.1
5481 Rentals	20,500.00	17,473.84	17,473.84	0.00	3,026.16	85.2
5620 Recoverables	3,000.00	3,413.21	3,413.21	0.00	-413.21	113.7

Expenditures by Object Report

Village of Downers Grove
1/1/2017 through 12/31/2017

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	7,000.00	3,641.00	3,641.00	0.00	3,359.00	52.0
5770 Capital Equipment	63,500.00	71,079.07	71,079.07	0.00	-7,579.07	111.9
5851 Electronic Resources	220,000.00	220,429.17	220,429.17	0.00	-429.17	100.2
5852 Print Materials	343,000.00	345,921.11	345,921.11	0.00	-2,921.11	100.8
5853 Audiovisual Materials	147,000.00	138,187.67	138,187.67	0.00	8,812.33	94.0
5870 Capital Equipment	65,000.00	60,535.79	60,535.79	0.00	4,464.21	93.1
5880 Intangible Assets (Software)	51,200.00	37,585.47	37,585.47	0.00	13,614.53	73.4
5910 Transfer For Capital Projects	1,400,000.00	1,400,000.00	1,400,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	-1,759.61	-1,759.61	0.00	1,759.61	0.0
Grand Totals	6,714,145.00	6,461,444.73	6,461,444.73	0.00	252,700.27	96.2

Revenue by Object Report

Village of Downers Grove
1/1/2018 through 1/31/2018

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	5,182,314.00	0.00	0.00	5,182,314.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	0.00	100.00	0.00
4313 Personal Property Replacement Tax	60,000.00	6,494.73	6,494.73	53,505.27	10.82
4410 Sales of Materials	10,000.00	713.60	713.60	9,286.40	7.14
4502 Charges For Services	15,000.00	1,714.38	1,714.38	13,285.62	11.43
4509 Fees For Non-Residents	16,000.00	1,548.00	1,548.00	14,452.00	9.68
4571 Rental Fees	4,500.00	220.00	220.00	4,280.00	4.89
4581 Fines	42,000.00	3,595.09	3,595.09	38,404.91	8.56
4590 Cost Recovered For Services	15,000.00	713.57	713.57	14,286.43	4.76
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	2.76	2.76	1,997.24	0.14
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	190.09	190.09	4,809.91	3.80
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	5,388,824.00	15,192.22	15,192.22	5,373,631.78	0.28

Expenditures by Object Report

Village of Downers Grove
1/1/2018 through 1/31/2018

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	1,279,284.00	104,213.19	104,213.19	0.00	1,175,070.81	8.1
5111 Salaries, Non-Exempt	392,226.00	13,184.11	13,184.11	0.00	379,041.89	3.3
5119 Part-Time Employee Wages	1,241,170.00	82,915.75	82,915.75	0.00	1,158,254.25	6.6
5131 IMRF Pension Contributions	257,339.00	17,367.52	17,367.52	0.00	239,971.48	6.7
5133 Medicare Contributions	41,935.00	2,858.80	2,858.80	0.00	39,076.20	6.8
5134 Social Security Contributions	179,315.00	12,223.83	12,223.83	0.00	167,091.17	6.8
5190 Life Insurance	1,044.00	68.00	68.00	0.00	976.00	6.5
5191 Health Insurance	360,420.00	20,607.50	20,607.50	0.00	339,812.50	5.7
5195 Optical Insurance	2,492.00	134.00	134.00	0.00	2,358.00	5.3
5197 Dental Insurance	38,808.00	1,947.04	1,947.04	0.00	36,860.96	5.0
5210 Supplies	87,200.00	221.91	221.91	0.00	86,978.09	0.2
5251 Maintenance Supplies	18,000.00	284.24	284.24	0.00	17,715.76	1.5
5280 Small Tools & Equipment	34,600.00	775.87	775.87	0.00	33,824.13	2.2
5302 Dues And Memberships	7,500.00	414.00	414.00	0.00	7,086.00	5.5
5303 Seminars, Conferences & Meetings	34,250.00	554.23	554.23	0.00	33,695.77	1.6
5308 Recognition Program-Staff	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5315 Professional Services	60,000.00	921.00	921.00	0.00	59,079.00	1.5
5322 Personnel Recruitment	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5323 Special Legal	6,000.00	0.00	0.00	0.00	6,000.00	0.0
5346 Data Processing Services	105,000.00	13,305.75	13,305.75	0.00	91,694.25	12.6
5380 Printing Services	18,700.00	0.00	0.00	0.00	18,700.00	0.0
5391 Telephone	20,000.00	1,089.04	1,089.04	0.00	18,910.96	5.4
5392 Postage	25,500.00	0.00	0.00	0.00	25,500.00	0.0
5407 Advertising And Public Relations	20,375.00	0.00	0.00	0.00	20,375.00	0.0
5420 Insurance - Other Policies	43,000.00	39,007.00	39,007.00	0.00	3,993.00	90.7
5430 Building Maintenance Services	90,000.00	3,077.00	3,077.00	0.00	86,923.00	3.4
5450 Cleaning Services	80,000.00	5,545.00	5,545.00	0.00	74,455.00	6.9
5461 Utilities	25,000.00	524.61	524.61	0.00	24,475.39	2.1
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	0.00	0.00	11,500.00	0.0
5481 Rentals	20,500.00	898.07	898.07	0.00	19,601.93	4.3

Expenditures by Object Report

Village of Downers Grove
1/1/2018 through 1/31/2018

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5770 Capital Equipment	60,000.00	0.00	0.00	0.00	60,000.00	0.0
5851 Electronic Resources	223,000.00	0.00	0.00	0.00	223,000.00	0.0
5852 Print Materials	345,000.00	7,372.80	7,372.80	0.00	337,627.20	2.1
5853 Audiovisual Materials	148,500.00	3,299.48	3,299.48	0.00	145,200.52	2.2
5870 Capital Equipment	65,000.00	0.00	0.00	0.00	65,000.00	0.0
5880 Intangible Assets (Software)	43,000.00	0.00	0.00	0.00	43,000.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
Grand Totals	5,766,658.00	332,809.74	332,809.74	0.00	5,433,848.26	5.7

Invoice Edit Listing
Village of Downers Grove
February 28, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000165 ADVANTAGE MICROFILM SERVICES, INC.	1	1,630.00	0.00	1,630.00
000265 ALL AMERICAN PAPER CO	2	572.82	0.00	572.82
000280 ALL WINDOW CLEANING SERVICE IN	1	1,670.00	0.00	1,670.00
018213 AMAZON CAPITAL SERVICES, INC.	7	1,161.88	0.00	1,161.88
000322 AMAZON.COM	1	1,162.53	0.00	1,162.53
018147 AMBAUMINABLE, LLC	1	188.09	0.00	188.09
000425 ANDERSON ELEVATOR CO	1	240.00	0.00	240.00
000403 AT&T	1	648.38	0.00	648.38
000672 BAKER & TAYLOR - L0217582	88	24,043.27	0.00	24,043.27
016893 BIBLIOTHECA, LLC	3	2,501.24	0.00	2,501.24
001223 CASE LOTS INC	1	119.40	0.00	119.40
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC	1	354.31	0.00	354.31
008323 CENGAGE LEARNING	12	824.51	0.00	824.51
001276 CENTER FOR THE STUDY OF SERVIC	1	450.00	0.00	450.00
001277 CENTER POINT PUBLISHING	1	22.17	0.00	22.17
002319 CHAMBER630	1	55.50	0.00	55.50
001374 CHICAGO SUN-TIMES INC	1	202.80	0.00	202.80
001377 CHICAGO TRIBUNE	1	390.00	0.00	390.00
013235 CHILDREN'S PLUS, INC.	1	175.50	0.00	175.50
012157 CLASSIC HARDWARE, INC.	1	1,155.00	0.00	1,155.00
001553 COMCAST CABLE	1	271.31	0.00	271.31

Invoice Edit Listing
Village of Downers Grove
February 28, 2018

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
002056 DEMCO INC	4	2,212.61	0.00	2,212.61
002346 DOWNERS GROVE PARK DISTRICT	1	130.00	0.00	130.00
002356 DOWNERS GROVE ROTARY CLUB	2	225.00	0.00	225.00
002359 DOWNERS GROVE SANITARY DIST.	2	167.67	0.00	167.67
002539 EBSCO SUBSCRIPTION SERVICES	2	67.69	0.00	67.69
005572 FIA CARD SERVICES, N.A.	12	9,165.64	0.00	9,165.64
012447 FISCHER, MELISSA	1	48.34	0.00	48.34
018270 FITZGERLD'S ELECTRICAL, CONTRACTING, INC.	1	355.27	0.00	355.27
002905 FRANCO TYP-POSTALIA, INC.	1	276.50	0.00	276.50
018340 GARY KANTOR	1	350.00	0.00	350.00
013544 GOOGLE, INC.	1	641.66	0.00	641.66
003188 GRAHAM CRACKERS COMICS, LTD.	1	320.34	0.00	320.34
008770 GRAINGER	6	596.72	0.00	596.72
003306 HAINES & COMPANY INC	1	463.50	0.00	463.50
003504 ID LABEL, INC	1	298.50	0.00	298.50
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
018332 ILLINOIS LIGHTING, INC.	1	99.50	0.00	99.50
009880 IMAGE SYSTEMS &	1	539.00	0.00	539.00
003696 INLAND MECHANICAL SERVICE CORP	1	839.83	0.00	839.83
004070 JANWAY COMPANY USA INC	1	412.67	0.00	412.67
004812 KLEIN, THORPE AND JENKINS, LTD	1	603.00	0.00	603.00
018342 MATTHEW BALL	1	300.00	0.00	300.00

Invoice Edit Listing
Village of Downers Grove
February 28, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	27	11,306.48	0.00	11,306.48
017442 MILAVEC, JULIE	1	34.50	0.00	34.50
006161 NICOR GAS	1	2,201.30	0.00	2,201.30
012499 OVERDRIVE, INC.	11	12,757.75	0.00	12,757.75
018283 PARTIES WITH CHARACTER	1	80.00	0.00	80.00
018338 PETER A. JAMES	1	150.00	0.00	150.00
006640 POLONIA BOOKSTORE INC	2	186.70	0.00	186.70
006698 PRINT SMART	4	664.49	0.00	664.49
014548 PRODUCT, LLC	1	5,109.00	0.00	5,109.00
006859 R.H. DONNELLEY	1	13.69	0.00	13.69
016325 RADIKO LLC	2	2,345.00	0.00	2,345.00
006897 RANDOM HOUSE, INC	2	681.25	0.00	681.25
006944 RECORDED BOOKS, LLC	3	124.32	0.00	124.32
007517 SCHOLASTIC LIBRARY PUBLISHING	8	2,320.45	0.00	2,320.45
007604 SERVICEMASTER COMMERCIAL CLEAN	4	9,081.86	0.00	9,081.86
007612 SHANES OFFICE SUPPLY CO	11	946.27	0.00	946.27
014414 SHAW SUBURBAN MEDIA	1	25.00	0.00	25.00
007657 SHOWCASES	2	94.29	0.00	94.29
007967 SUBURBAN DOOR CHECK & LOCK SER	1	94.00	0.00	94.00
017498 SUSAN ELIZABETH ROSS	1	185.00	0.00	185.00
012698 SWAN	1	667.30	0.00	667.30
008391 TODAY'S BUSINESS SOLUTIONS	1	101.12	0.00	101.12

Invoice Edit Listing
Village of Downers Grove
February 28, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018122 TRAK-1 TECHNOLOGY, INC.	1	136.40	0.00	136.40
016841 TSAI FONG BOOKS, INC.	1	136.44	0.00	136.44
008539 U S TOY CO INC	1	227.67	0.00	227.67
011517 UNIQUE MANAGEMENT SERVICES, IN	1	143.20	0.00	143.20
008582 UNIVERSITY OF ILLINOIS	1	125.00	0.00	125.00
018339 WILLOW RIDGE INDUSTRIES	1	3,500.00	0.00	3,500.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	687.33	0.00	687.33
 Grand Total:	 269	 112,009.07	 0.00	 112,009.07

INVOICES OF NOTE

For Library Board Meeting on February 28, 2018

2018 Budget

000165	Advantage Microfilm Services, Inc. (annual service agreement)	\$1,630.00
001276	Center for the Study of Service (In-Library remote database)	\$450.00
012157	Classic Hardware, Inc. (lock install)	\$1,155.00
018270	Fitzgerld's Electrical, Contracting, Inc. (install drinking fountain)	\$355.27
018340	Gary Kantor (magic program)	\$350.00
018342	Matthew Ball (concert series)	\$300.00
018338	Peter A. James (Crowdfunding 101)	\$150.00
014548	Product, LLC. (design for staff lounge, lighting and restrooms)	\$5,109.00
016325	Radiko, LLC (web site monthly svc and support, special project)	\$2,345.00
017498	Susan Elizabeth Ross (genealogy program)	\$185.00
018339	Willow Ridge Industries (deposit, wind block at North doors)	\$3,500.00

Credit Memo Edit Listing

Village of Downers Grove
February 28, 2018

Vendor Totals

Vendor	Number of Memos	Amount
018213 AMAZON CAPITAL SERVICES, INC.	1	29.97
Grand Total:	1	29.97

Library Credit Card Details for the February 28, 2018 Board Meeting

Julie Milavec

971	5303	Seminars, Mtgs, & Conferences	In Service Day staff lunch	\$	943.10
				Total	\$ 943.10

Katelyn Vabalaitis

971	5210	Supplies	Office supplies	\$	131.88
971	5302	Dues & Membership	ALA Membership renewal - Dave Humphreys	\$	118.00
971	5303	Seminars Mtgs, & Conferences	In Service Day Food	\$	64.17
971	5308	Staff Recognition	Pizzas for staff	\$	844.31
978	5303	Seminars Mtgs, & Conferences	BBP training	\$	14.99
				Total	\$ 1,173.35

Elizabeth Matkwoski

972	5210	Supplies	Food for program	\$	23.36
972	5303	Seminars, Mtgs, & Conferences	Laconi Program registration	\$	30.00
				Total	\$ 53.36

Nicole Wilhelms

972	5210	Supplies	Puzzles	\$	26.21
972	5303	Seminars, Mtgs, & Conferences	PLA Conference registration	\$	560.00
				Total	\$ 586.21

Sharon Hrycewicz

973	5210	Supplies	Fabric	\$	85.14
973	5210	Supplies	Fabric - tax refund	\$	(5.94)
973	5303	Seminars, Mtgs, & Conferences	ALA Membership adjustment	\$	37.00
				Total	\$ 116.20

Allyson Renell

973	5210	Supplies	Supplies	\$	272.98
973	5303	Seminars, Mtgs, & Conferences	PLA Registration	\$	280.00
				Total	\$ 552.98

Traci Skocik

973	5210	Supplies	Program supplies	\$	319.45
973	5280	Small Tools & Equipment	Puppets	\$	84.93
973	5303	Seminars & Meetings	Babies in Library Course	\$	180.00
				Total	\$ 584.38

Christine Lees

972	5210	Supplies	Teen program supplies	\$	47.55
974	5210	Supplies	Office supplies	\$	235.42
974	5620	Recoverables	Self-Check test	\$	1.00
				Total	\$ 283.97

Paul Regis

975 5770 Capital Equipment	Laser printer	\$	219.98
975 5210 Supplies	Envelopes	\$	11.98
975 5280 Small Tools & Equipment	Thumb drives, powerpoint clicker, keyboard, cables	\$	207.33
975 5880 Intangible Assets	SonicWall Servcies, Pantheon Systems	\$	2,281.76
		Total	\$ 2,721.05

Melody Danley**Total \$ -****Melissa Fischer**

976 5210 Supplies	Google storage, office supplies	\$	118.56
971 5308 Staff Recognition	In Service Day Food	\$	26.70
		Total	\$ 145.26

Jen Fredericks

977 5210 Supplies	Labels, water	\$	89.57
		Total	\$ 89.57

Ian Knorr

978 5280 Small Tools & Equipment	Non slip rugs, caulk gun, paint brushes, mud, clock	\$	552.04
978 5303 Seminars, Mtgs, & Conferences	Facilities management training, BBP training	\$	413.99
978 5430 Building Maintenance Services	Refrigerated drinking fountain	\$	943.40
976 5210 Supplies	Quilt cleaner	\$	6.78
		Total	\$ 1,916.21
		Library Credit Card February 2018 Totals	\$ 9,165.64

PAYROLLS FOR JANUARY 2018

JANUARY 5	\$98,263.04
JANUARY 19	\$102,050.01
TOTAL JANUARY 2018 PAYROLLS	\$200,313.05

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 28, 2018**

AGENDA ITEM 8A

Bibliotheca Annual Service and Maintenance Agreement Renewal

The annual support and maintenance contract for Bibliotheca renews in May. This contract covers many important systems including self-checks, sorting machine, RFID workstations, and credit card swipe equipment, as well as on-going software needed for those systems.

This service contract covers:

- 3 material handling inductions (2 interior book return slots and 1 workroom return site)
- 4 material handling conveyance sites (conveyer belts on the sorting machine)
- 1 material handling controller (server used to run the sorting machine)
- 4 materials handling sortation
- 7 self-check stations
- 7 credit card swipes
- 6 RFID workstations

Subscription software included:

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

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

Approval of the Bibliotheca Annual Service and Maintenance Agreement Renewal in the amount of \$40,350.88 is strongly recommended.

Service and Maintenance/Extended Warranty Quote

Quote Date: 02/16/2018
Quote Number: QUO-85042-X1S3

Licensee Bill To:

Downers Grove Public Library
Christine Lees
1050 Curtiss Street
Downers Grove IL 60515
United States of America

clees@stcharleslibrary.org
Tel: 6305840076 ext. 234

System Licensee:

Downers Grove Public Library
Christine Lees
1050 Curtiss Street
Downers Grove IL 60515
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: service-renewals-us@bibliotheca.com

Contract ID #: US-44723-Z4X7
Contract term: May 6, 2018 to May 5, 2019
Renewal --Revised quote
US-56045-C8T2 & 3M-US51735 into US-44723-Z4X7

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal Contract Term: May 06, 2018 - May 05, 2019	1	\$40,350.880	\$40,350.88
Total				\$40,350.88
(Less Sales Tax):				
Grand Total:				\$40,350.88

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

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

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000142	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000143	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000146	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000147	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000148	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000149	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	CompriseST Fines & Fees subscription	234151000150	1	05/06/18	05/05/19	\$787.82
Downers Grove Public Library	2820 AMH Induction	28200223	1	05/06/18	05/05/19	\$3,851.91
Downers Grove Public Library	2820 AMH Induction	28200224	1	05/06/18	05/05/19	\$3,851.91
Downers Grove Public Library	2830 AMH Induction	28300210	1	05/06/18	05/05/19	\$3,482.75
Downers Grove Public Library	2850 FX AMH Sortation	28500420	1	05/06/18	05/05/19	\$694.85
Downers Grove Public Library	2850 FX AMH Sortation	28500421	1	05/06/18	05/05/19	\$694.85
Downers Grove Public Library	2850 FX AMH Sortation	28500422	1	05/06/18	05/05/19	\$694.85
Downers Grove Public Library	2850 FX AMH Sortation	28500423	1	05/06/18	05/05/19	\$694.85
Downers Grove Public Library	2855 FX AMH Controller	28550151	1	05/06/18	05/05/19	\$2,296.41
Downers Grove Public Library	2860 FX AMH Conveyance	28600239R	1	05/06/18	05/05/19	\$663.88
Downers Grove Public Library	2860 FX AMH Conveyance	28600242R	1	05/06/18	05/05/19	\$663.88
Downers Grove Public Library	2860 FX AMH Conveyance	28600243L	1	05/06/18	05/05/19	\$663.88
Downers Grove Public Library	2863 FX AMH Conveyance	28630087	1	05/06/18	05/05/19	\$663.88
Downers Grove Public Library	Model 8420 self-check	84200519	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Model 8420 self-check	84200520	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Model 8420 self-check	84200521	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Model 8420 self-check	84200522	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Model 8421 self-check	84210111	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Model 8422 self-check	84220759	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Model 8422 self-check	84220760	1	05/06/18	05/05/19	\$1,848.60
Downers Grove Public Library	Enterprise Command Center Subscription	90100340	1	05/06/18	05/05/19	\$1,762.50
Downers Grove Public Library	896 RFID Staff Workstation	P1209548	1	05/06/18	05/05/19	\$202.59
Downers Grove Public Library	896 RFID Staff Workstation	P1209549	1	05/06/18	05/05/19	\$202.59
Downers Grove Public Library	896 RFID Staff Workstation	P1209550	1	05/06/18	05/05/19	\$202.59
Downers Grove Public Library	896 RFID Staff Workstation	P1209551	1	05/06/18	05/05/19	\$202.59
Downers Grove Public Library	896 RFID Staff Workstation	P1209552	1	05/06/18	05/05/19	\$202.59
Downers Grove Public Library	896 RFID Staff Workstation	P1209553	1	05/06/18	05/05/19	\$202.59

Service and Maintenance/Extended Warranty Quote

TERMS AND CONDITIONS

WHAT WE WILL DO:

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

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

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

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

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

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

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

Submit Purchase Order by fax to 1-877-689-2269 or by email to service-renewals-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

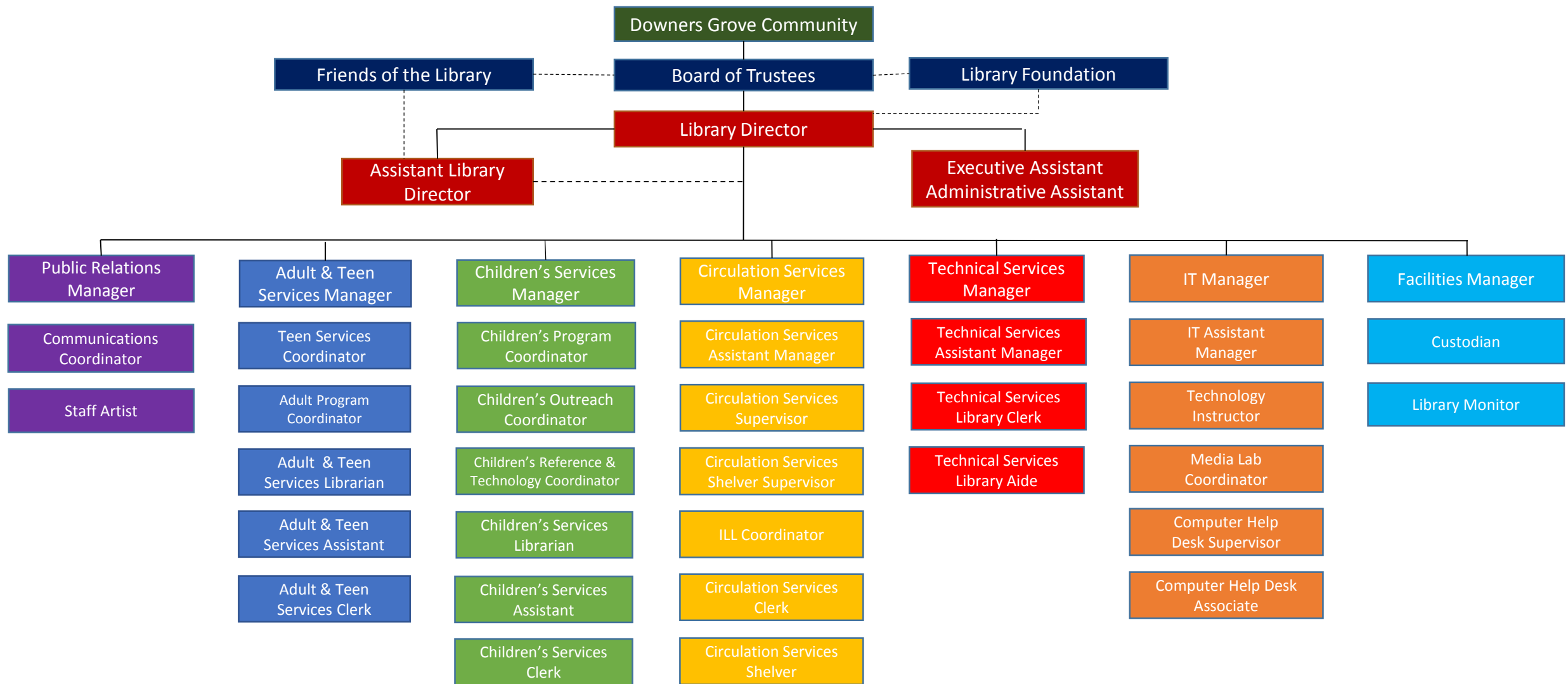
**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 28, 2018**

AGENDA ITEM 8B

Organizational Chart

In response to the Strategic Plan 2017-2020 action item “assess and address staffing needs,” the management team is reviewing every vacancy as an opportunity to make changes in duties and job descriptions to better meet the goals of the Strategic Plan. The vacancy in Technology Assistant II allowed Information Technology Manager Paul Regis to replace job descriptions for Technology Assistant I and Technology Assistant II with an Information Technology Assistant Manager and Computer Help Desk Supervisor. In lieu of replacing a vacant Adult and Teen Services Librarian position, Adult and Teen Services Manager Lizzie Matkowski added a new job description, Adult Program Coordinator, which mirrors the similar position in Children’s Services. The updated organizational chart reflects the changes to job descriptions in these two departments. For each of these positions, the pay grade, exempt status, and hours are identical to the one being replaced.

I recommend the approval of the updated organizational chart.



Revised Organizational Chart for Downers Grove Public Library

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 28, 2018**

AGENDA ITEM 9A

Bylaws – Second Reading

The second draft of the Bylaws is included in your packet. This update reflects the discussion and changes requested at the January meeting.

As provided in the current bylaws, the first draft was presented to the Board at the January regular meeting. This second reading and suggested revisions are presented at the February meeting. The final text will be distributed in the March packet and a vote may take place at the March meeting.

1 Bylaws of the Board of Library Trustees of the Village of Downers Grove

1.1 Article I. Compliance with the Law

The following Bylaws are directed specifically toward governing the operation of the Board of Library Trustees of the Village of Downers Grove. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these Bylaws, the current Illinois statutes including the Illinois Local Library Act (75 ILCS 5/1 – 5/5-9) shall apply. The Board of Library Trustees of the Village of Downers Grove shall comply with all provisions of the Illinois statutes pertaining to libraries and trustees.

1.2 Article 2. Name

This organization shall be called the Board of Library Trustees of the Village of Downers Grove existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (Illinois Local Library Act, 75 ILCS 5/1 – 5/5-9) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

1.3 Article 3. Membership and Terms of Office

1.3.1 Section 1. Appointment of Trustees

Pursuant to the requirements for villages under the commission form of government in the Illinois Compiled Statutes (75 ILCS 5/4-2), the Board of Library Trustees of the Village of Downers Grove (hereafter called the Board) shall consist of six members appointed by the Village Council of the Village of Downers Grove. Newly appointed trustees take the oath of office at the first regular board meeting after September 1, or following appointment, whichever comes first.

1.3.2 Section 2. Terms of Office

A full term on the Board of Library Trustees is six years. The terms are staggered so that one term expires each year on August 31. A Trustee whose term has expired is encouraged to continue to serve until a successor is appointed, as long as the Trustee continues to be otherwise eligible to serve.

1.3.3 Section 3. Vacancies

A vacancy occurs when “the appointed trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes non-resident of the city, village,... or who fails to pay the library taxes levied by the corporate authorities.” (75 ILCS 5/4-4) Vacancies are filled by appoint by the Village Council of the Village of Downers Grove.

1.3.4 Section 4. Resignations

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of three months' notice be given to the Library Board to allow the Village Council time to make a new appointment.

1.3.5 Section 5. Orientation of New Trustees

The President of the Library Board and the Library Director shall meet with any new Trustee(s) of the Board within one month of appointment in order to review with the Trustee(s) key operational and policy information.

1.3.6 Section 7. Compensation

Trustees serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of their duties shall be made, subject to Board approval.

1.4 Article 4. Purpose and Responsibilities

1.4.1 Section 1. The Role of the Board

The Board of Library Trustees serves the residents of the Village of Downers Grove with the responsibility to determine the purpose of the library in the community and to develop appropriate goals for service; to seek adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to authorize plans of expenditure to allow implementation of the library's service program; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified library administrator.

1.4.2 Section 2. The Role of the Library Director

The Library Director is the library administrator and employed to act as the professional advisor to the Board and as the manager of library operations. In this capacity, the Library Director is responsible for planning, budgeting, recommending and implementing policies, employing and managing the library staff, and enacting the adopted plan of service. The Library Director reports directly to the Board of Library Trustees and participates actively at all board meetings but is not a member of the Board and has no vote.

1.4.3 Section 3 Ethics and Conflict of Interest

Library Trustees hold positions of public trust. Trustees are expected to conduct themselves according to the highest ethical standards and to avoid conflicts of interest.

- Trustees are expected to observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of library users, colleagues, or the institution. It is incumbent upon any Trustee to disqualify himself or herself immediately, whenever the appearance of a conflict of interest exists.

Trustees must be aware of and comply with the Illinois Governmental Ethics Act and State Gift Ban Act.

- No Trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Library Trustees may not be employed by the library.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library Board responsibilities are expected to perform all of the functions of library Trustees as described in the Illinois Compiled Statutes (75 ILCS 5/4-7.5)
- Respect the opinions and contributions of other Trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Refer complaints and/or requests for information from the public to the Library Director.
- Refer staff grievances or problems to the Library Director, who has full responsibility for managing staff; refrain from becoming involved with controversy or conflict among staff.
- Conform to the Open Meetings Act in posting and conducting meetings with advance notice to the press and public; do not initiate or participate in ad hoc board meetings.
- New Trustees will be given a copy of the Ethics and Conflicts of Interest section of the Bylaws when they take office and will be required to sign a receipt affirming that they understand the policy and will abide by it. Whenever the policy is revised, current Trustees will be required to sign a receipt affirming that they understand the new policy and will abide by it.

1.4.4 Section 4. Duties of the Board

The Board of Library Trustees of the Village of Downers Grove is charged with the responsibility of the governance of the library.

- The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.

- The Board will generally meet once per month. These meetings will be open to the public and noticed in advance.
- Each Trustee shall file a Statement of Economic Interest in their primary county of residence by April 30 of each year.
- The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Trustee wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
- Any Trustee who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
- To be effective, Trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. Attendance at meetings via telephone conferencing or electronic means shall not constitute an absence.
- Individual Trustees do not speak for the Board. If questions or comments about the library are submitted to an individual Trustee, those questions will be referred to the Board as whole for consideration, or to the Library Director for a response, as appropriate.
- Trustees are expected to promote the purpose, values, and services of the library; however, they should be very careful to refrain from comments on matters of policy, controversy, or dispute. All communications on specific issues will be made by the Library Director or the President of the Board of Library Trustees, unless another Trustee has been designated as the spokesperson for a particular project or issue. Most questions about day to day library operations will be referred to the Library Director.

1.4.5 Section 5. Professional Meetings, Workshops, Training, and Memberships
 Library Trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities. Reimbursement will be made for reasonable expenses related to these activities. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Membership dues for the American Library Association and the Illinois Library Association will be paid for all Trustees.

1.5 Article 5. Officers

1.5.1 Section 1. Board Officers

The elected officers of the Board shall be a president and a secretary. Officers shall serve a term of two years.

1.5.2 Section 2. Election of Officers

Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held.

1.5.3 Section 3. Board Officers – Vacancy

A special election will be held to fill any vacancy created by officers who leave the board before completing their term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer.

1.5.4 Section 4. President

The President shall preside at all meetings of the Board, appoint all committees, and perform other duties normally associated with the office or assigned to the office by the Board. In the absence of the President, the Secretary shall preside over the meeting.

1.5.5 Section 5. Secretary

The Secretary has the responsibility to see that adequate minutes of meetings of the Board are taken and maintained as a public record. The Secretary certifies documents on behalf of the Board, including levy requests, grant applications and annual reports. In the absence of the President, the Secretary will preside over the Board meeting. In the absence of the Secretary, a secretary pro tem will be appointed.

1.5.6 Section 6. Treasurer

The Board does not elect a treasurer from among its members. The Treasurer of the Village of Downers Grove serves as the official bonded treasurer for the Board of Library Trustees and coordinates the financial services on behalf of the Board. The Treasurer of the Village of Downers Grove has no voting privileges on the Board of Library Trustees.

1.5.7 Section 7. Additional Duties of Officers

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board. **Officers hold themselves and fellow Trustees accountable for abiding by the Bylaws.**

1.6 Article 6. Meetings

1.6.1 Section 1. Open Meetings Act and Public Notice

All regular meetings, special meetings, and committee meetings of the Board of Library Trustees are open to the public as provided in the Illinois Open Meetings Act (5 ILCS 120/1 – 120/7.5). The Library Director is responsible for issuing notice of all meetings

to Trustees, the press, and the public in accordance with the Illinois Open Meetings Act and other current legal requirements. Notice shall include the agenda of business items to be discussed at the meeting.

1.6.2 Section 2. Regular Meetings

Regular meetings of the Board of Library Trustees are held on the fourth Wednesdays of each month at 7:30 PM at the Library. Meetings in November and December are generally held on the second Wednesday of the month at 7:30 PM at the Library to accommodate holidays. Regular meetings may be canceled if there is no business that requires the attention of the Board or rescheduled to accommodate holidays or other events.

1.6.3 Section 3. Special Meetings

Special meetings may be held at any time at the call of the President, the Secretary, or any two Trustees. Except in the case of a bona fide emergency, notice and the agenda of the special meeting must be delivered to all Trustees at least 48 hours prior to the meeting time.

1.6.4 Section 4. Attendance

A maximum of two Trustees may attend regular or special meetings electronically when they are not able to physically attend a meeting for reasons allowed by the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A Trustee attending electronically shall be a full participant in the meeting; however, such attendance shall not be used to establish a quorum.

1.6.5 Section 5. Quorum

A quorum consists of the majority of those Trustees appointed to the Board that are physically present at a meeting. Quorum is four Trustees when a full Board of six are appointed.

1.6.6 Section 6. Rules Governing Procedure

The latest edition of *Roberts Rules of Order* shall govern the parliamentary procedures of the Board to the extent practicable.

1.6.7 Section 7. Voting

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays and abstains and the spread of record recorded in the minutes of the meeting. Roll call votes shall be required for all ordinances, resolutions, and expenditures from all funds. A majority of those physically present shall determine the vote taken on any question, unless a larger majority is specified by law.

1.6.8 Section 8. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. Approval of Invoices
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
10. Library Director's Report
11. Executive Session (if applicable)
12. Action for Items Discussed in Executive Session (if applicable)
13. Trustee Comments and Requests for Information
14. Adjournment

1.6.9 Section 9. Public Comment

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board or Board committees will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda. The public will also be given an opportunity to make comments on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees are not obligated to respond to public comments.

Any person present at the meeting may comment. Each individual making a comment will be required to identify himself or herself by name. Each member of the public shall have a maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment.

1.6.10 Section 10. Executive Session

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A roll call vote shall be required to convene an executive session.

1.6.11 Section 11. Meeting Minutes

Minutes of Board meetings shall be retained in accordance with current legal requirements. Recordings of Executive Session meetings shall be retained in accordance with current legal requirements. Recordings of open Board meetings shall be retained for 18 months.

1.7 Article 7. Committees

The Board of Library Trustees shall function as a committee of the whole, with special assignments being undertaken by individuals or ad-hoc committees as deemed appropriate. No committee shall have other than advisory powers unless, by formal action of the board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

1.8 Article 8. Amendments to the Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws adopted by an affirmative vote of two-thirds of the appointed Board at a regular meeting, provided the following conditions have been met.

1. An initial draft of proposed changes are presented to the Board at a regular meeting;
2. Discussion and suggested revisions are sought at a second regular meeting; and
3. The final text of amendments is sent to each Trustee with the agenda for a third regular meeting.

A vote on the amended Bylaws may occur at the third regular meeting.

1.9 Article 9. Indemnification of Trustees, Employees, and Volunteers

If any claim or action not covered by insurance is instituted against a Trustee of the Downers Grove Public Library, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Downers Grove Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Downers Grove Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Downers Grove Public Library shall, at the request of the Trustee, employee or volunteer:

1. Appear and defend against the claim of action; and
2. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
3. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Library Trustees.

For the purpose of this Section, the term Trustee, employee and volunteer shall include any former Trustee, employee and volunteer of the Library. This indemnification resolution shall not apply if the Board of Library Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case the action to be taken by the Board of Library Trustees will be determined after an investigation of the facts.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 28, 2018**

AGENDA ITEM 10

Library Director's Report

2017 Illinois Public Library Annual Report

The completed 2017 Illinois Public Library Annual Report (IPLAR) is included in your packet.

2018 Project Planning

The planning phase for the 2018 capital project is underway. Product Architecture + Design are working with staff to create a plan that meets the needs in each area within the total project budget. With relocation of the Check Out Desk, renovation of staff lounge and restrooms, renovation of family restrooms, and replacement of lighting in remaining public areas of the second floor, Training Room, and STEM Room, this project addresses items reflected in the Capital Needs Assessment as well as the final remaining interior needs not addressed in the 2014 interior renovation. In March, a contract for construction management services from Shales McNutt Construction, the construction management firm with an established relationship with the Library, will come before the Board. In April, Product Architecture+ Design will present the project to the Board.

Financial Management Plan

The final draft of the Financial Management Plan is included in your packet. Prepared by Ehlers Inc. and based on the Capital Needs Assessment, this was presented in draft form to the Board of Library Trustees in January.

March Meeting Date and Packet Schedule

The regular meeting for the Board of Library Trustees will be March 21, 2018 at the usual 7:30pm start time in the Library Meeting Room. The Board packets will be distributed by 5pm on Monday, March 19.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2018
DOWNERS GROVE PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30236
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0145
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Downers Grove Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1050 Curtiss Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Downers Grove
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60515
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1050 Curtiss Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Downers Grove
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60515
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6309601200
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 960-9374
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.dglibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Julie M. Milavec
1.15 Title	Director
1.16 Library Director's E-mail	jmilavec@dglibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	49,213
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2017
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jennifer Fredericks
3.5 Telephone Number of Person Preparing Report	630-960-1200
3.6 FAX Number	630-960-9374
3.7 E-Mail Address	jfredericks@dglibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	

4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. upon request is the board member name, trustee position and term expiration date.

The only information that the Illinois State Library will release

Report the most current information available.

5.1 Total number of board seats	6
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Jonathan Graber
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	08/2022
5.8 Telephone Number	312-479-5468
5.9 E-mail Address	jonathan.graber@dbr.com
5.10 Home Address	5556 Washington Street
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60516

Second member

5.5 Name	Edward Earl
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/2020
5.8 Telephone Number	630-971-0476
5.9 E-mail Address	eae630@aol.com
5.10 Home Address	4720 Florence Avenue
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60515

Third member

5.5 Name	Susan Eblen
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/2018
5.8 Telephone Number	630-319-0470
5.9 E-mail Address	speblen@gmail.com
5.10 Home Address	1400 Wood Avenue
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60515

Fourth member

Fourth member

5.5 Name	Swapna Gigani
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/ 2021
5.8 Telephone Number	847-942-5897
5.9 E-mail Address	swapna.gigani@gmail.com
5.10 Home Address	3903 Sterling Road
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60515

Fifth member

5.5 Name	David Humphreys
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	08/ 2019
5.8 Telephone Number	630-968-5526
5.9 E-mail Address	dhump@interaccess.com
5.10 Home Address	200 Village Drive #245
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60516

Sixth member

5.5 Name	Kim Stapleton
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/ 2023
5.8 Telephone Number	630-964-4482
5.9 E-mail Address	kim@thenetworkeffectllc.com
5.10 Home Address	6005 Bloodget Avenue
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip Code	60516

Seventh member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	

5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	67,738
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/ variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	1) We have quiet study rooms that allow patrons with ASD who may be experiencing sensory overload to take a break. 2) We have signs throughout the library that contain both words and pictures to assist patrons. 3) Staff have undergone training and workshops on Customer Service to better assist customers with ASD. 4) We offer reference and reader's advisory service via online chat for patrons with ASD who may struggle with verbal communication. 5) We offer tours of the library building, so patrons with ASD can learn about the location of materials and rooms without feeling stressed about the environment. 6) We offer self checkout and check-in machines with picture descriptions for patrons to use.
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	2,539
6.4a Total Number of Study Rooms	11
6.4b Total number of times study room(s) used by the public during the fiscal year	11,997

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$20,829,435
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	By Policy, the Library maintains a balance in the General Fund equal to 35% of the property tax levy amount of the previous year, plus a set amount for uninsured losses and/or equipment failure. 1% of operating is also set aside annually for future capital needs.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$5,083,377
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	-1 Unknown

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$0
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$70,606
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$70,606

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$2,964
8.14 Other receipts intended to be used for operating expenditures	\$143,412
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$146,376
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$5,300,359
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy / insurance instrument?	\$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,820,768
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$767,795
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$3,588,563

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$345,921
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$220,429
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$138,188
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, BluRays, audiobooks, music CDs, video games, eReaders, Roku, Killo watt Meter, Circulating bags
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$704,538

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$764,702
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$5,057,803

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
---	-----

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	17	17	\$532.28	571.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$65.70	37.50
	Assistant Director	Assistant Library Director	\$48.72	37.50
	Adult & Teen Services Librarian	Adult Services	\$23.59	28.00
	Adult & Teen Services Librarian	Adult Services	\$27.58	22.75
	Adult & Teen Services Librarian	Adult Services	\$24.36	37.50

Adult & Teen Services Librarian	Adult Services	\$25.99	28.50
Adult & Teen Services Librarian	Adult Services	\$27.58	37.50
Adult & Teen Services Librarian	Adult Services	\$25.03	26.25
Adult & Teen Services Librarian	Adult Services	\$35.38	37.50
Adult & Teen Services Librarian	Adult Services	\$31.83	37.50
Adult & Teen Services Librarian	Adult Services	\$25.03	37.50
Adult & Teen Services Librarian	Adult Services	\$23.59	26.75
Adult & Teen Services Librarian	Adult Services	\$23.59	26.75
Children's Services Librarian	Children's Services	\$35.38	37.50
Children's Services Librarian	Children's Services	\$25.99	37.50
Children's Services Manager	Children's Services	\$35.36	37.50
Children's Services Librarian	Children's Services	\$27.58	37.50

Group A Total

13.5 Total Group A: FTE ALA- MLS (13.4 / 40) [PLSC 250]

14.29

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/ 40)

13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]

14.29

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,222.50
13.14 Minimum hourly rate actually paid	\$12.00
13.15 Maximum hourly rate actually paid	\$35.22
13.16 Total FTE Group C employees (13.13 / 40)	30.56

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	224.00
13.18 Minimum hourly rate actually paid	\$10.20
13.19 Maximum hourly rate actually paid	\$13.58
13.20 Total FTE Group D employees (13.17 / 40)	5.60

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	105.00
13.22 Minimum hourly rate actually paid	\$12.00

13.23 Maximum hourly rate actually paid	\$31.80
13.24 Total FTE Group E employees (13.21 / 40)	2.63
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	38.79
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	53.08

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	75.00	9	\$46,000.00	\$93,000.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Adult & Teen Services Manager	Adult Services	Master's Degree (ALA accredited)	37.50	8	\$62,000.00	\$93,000.00
	Adult & Teen Services Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	1	\$46,000.00	\$69,000.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Assistant Director	Assistant Library Director	Master's Degree (ALA accredited)	37.50	Filled	10/ 2017

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	3	3	3	112.50	3	\$83,129	3
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
	Assistant Director for Support Services	Assistant Library Director	Master's Degree (ALA accredited)	37.50	09/ 2017	\$99,352	Reorganization
	Assistant Director for Public Services	Assistant Library Director	Master's Degree (ALA accredited)	37.50	09/ 2017	\$99,352	Reorganization
	Digital Librarian	Automation/Technology/Systems	Master's Degree (ALA accredited)	37.50	09/ 2017	\$50,684	Reorganization

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/ CENTRAL LIBRARY [PLSC 713]	3,650
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,650
14.2 Total number of weeks, during the fiscal year, the MAIN/ CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/ attendance in the library [PLSC 501]	526,648

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	749	26,078	171	8,927
Young Adult	109	4,086	1	12
Other	270	6,103	8	791
Total	1,128	36,267	180	9,730
<u>15.17a</u> Did the library provide any special programming for patrons on the autism spectrum?	Yes			
<u>15.17b</u> Please describe the programming provided.	1) Provide bi-monthly, specialized programming for local high school students with ASD. 2) Every quarter, the DuPage County special education co-op brings in a class of preschool-aged students for a sensory storytime. 3) The DuPage County special education co-op brought in a class of middle school students for a library tour and a talk about life skills. 4) Library staff visit the local preschool classes to present storytimes; four of those classes are made up of children with ASD.			

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	Yes
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ ESL adult learners	No
Refer low literate/ ESL adult learners	Yes
Train adult volunteer tutors	Yes
Provide ESL conversation groups	No
House a high interest/ low reading level collection	Yes
House a bilingual collection (English / Spanish, English / Polish, etc.)	Yes
Employ bilingual or multilingual staff	No
Provide bilingual or multilingual services	Yes
Provide low literate adult learner programming	No
Provide family literacy programming, i.e. parent and child together literacy activities	Yes
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	No

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

A registered user is a library user who has applied for and

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	28,993
16.2a Total Number of Unexpired Non-resident Users Cards	114
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$17,517.50
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	29,107
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide:

[Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	199,439
17.2 Current Print Serial Subscriptions [PLSC 460]	376
17.3 Total Print Materials (17.1+17.2)	199,815
17.4 E-books Held at end of the fiscal year [PLSC 451]	31,694
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	19,390
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	8,751
17.6a DVDs/ Videos: Physical Units Held at end of the fiscal year [PLSC 454]	23,276
17.6b DVDs/ Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,140

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/ Other Cooperative agreements [PLSC 456]	39
17.8 State (state government or state library) [PLSC 457]	13

17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	52
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USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	622,629
18.2 Number of young adult materials loaned	25,836
18.3 Number of children's materials loaned [PLSC 551]	449,820
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,098,285

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide:

[Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	717,666
18.6 Videos/ DVDs- Physical	235,410
18.7 Audios (include music) - Physical	100,235
18.8 Magazines/ Periodicals- Physical	18,720
18.9 Other Items- Physical	26,254
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	1,098,285
18.11 Use of Electronic Materials [PLSC 552]	87,125
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,185,410
18.13 Successful Retrieval of Electronic Information [PLSC 554]	176,419
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	263,544
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,361,829
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	61,172
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	83,667

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons.

Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	83,118
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	330
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library.

Please provide the requested information below.

20.1 Total number of ALL co mputers in the lib rary	161
20.2 Total number of PUBLIC USE (Internet and non-Internet accessib le) computers in the lib rary)	78
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's ca talog accessib le via the web?	Yes
20.5 Does your library have a teleco mmunications messa ging device fo r the hearing impaired?	Yes

INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility.

Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maxim um speed of your library's I nternet connection? (Select one)	45 Mbps or more
21.2b If Other, plea se sp ecify	80Mbps
21.3 What is the monthly cost of the lib rary's in ternet access?	\$961
21.4 Number of Internet Computers Availab le fo r Public U se [PLSC 650]	35
21.5 Number of Uses (Sessio ns) of Public I nternet Computers Per Year [PLSC 651]	63,109
21.6 Wireless Sessio ns Per Year [PLSC 652]	28,416
21.7 Does your library utilize I nternet filters on some or all of the public a ccess co mputers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate disco unts for the fisca l year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fisca l year report period?	
22.3 If NO, why did your library NOT partici pate in the E-rate program?	-1 Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training.

Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fisca l year? (Round answer to the nearest whole dollar.)	\$19,210
23.2 Does the above amount inclu de travel exp enses?	Yes
23.3 How many hours of training did employees receiv e this year?	2,851.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receiv e autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affect ed your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services y our library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggest ions or concerns about the Illin ois Public Lib rary Annual Report (IPLAR).	-1 No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red).
this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

In the case of edit checks, explain pragmatically why

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

If you have trouble getting the form to submit/lock, please

February 2018
Financial Management Plan for the
Downers Grove Public Library



Prepared by

Downers Grove Library Staff
and
Ehlers

Table of Contents

Introduction 1

Background..... 1

Methodology and Assumptions 4

Base-Line Analysis 5

Tax Impact of Capital Improvements 6

Summary of Recommendations 10

Appendices

Capital Assessment Report.....Appendix A

Cashflow Projections for Tax Levy Increase.....Appendix B

Introduction

In November of 2017, the Downers Grove Public Library (the “Library”) engaged Ehlers to conduct a financial study to project the financial impacts of planned building improvements. The goal of the financial study (the “Financial Management Plan” or “FMP”) was to determine the financial health of the Library and estimate future tax levies needed to sustain existing operations and reinvest in the library building, and to measure the impact of future tax levies on residents.

The Library undertook this financial study to understand the funding required for operations and to complete necessary building improvements. This FMP recommends property tax rates that will support operations and planned future capital improvements, as described later within this report.

Background

Library Building Needs

The Library owns its current building which was reconstructed in 1999. In the 19 years since then, the building components have been carefully maintained. Nevertheless, many integral building systems such as the roof, door and windows and mechanical systems are nearing the end of their useful lives. Replacing these systems will be essential over the next ten years. If the Library fails to take care of the outer shell of the building, expensive damage to the building’s interior and the library’s materials will occur. The Library must protect and maintain its single largest asset – its building.



Source: Capital Assessment Report, page 13

To identify and quantify the cost of needed building improvements, the Library undertook a Capital Assessment Report in 2017. Shales McNutt Construction reviewed the exterior envelope and the interior finishes of the building and made recommendations for the same. Hutchinson Design Group reviewed the state of the roof and Elara Engineering provided a comprehensive inspection of all major mechanical and lighting systems.



Source: Capital Assessment Report, page 12

The total improvement costs for each year are summarized below and include building envelope, roofing, mechanical and lighting systems. The list does not include additional costs for furniture replacement, which is expected to be accomplished through the regular budgeting process. The costs below include estimates for inflation and total almost \$4.3 million.

○ Roofing Projects	\$991,500
○ Mechanical – rooftop units, boilers	\$876,800
○ Lighting upgrades -	\$880,500
○ Plumbing -	\$ 17,700
○ Building envelope – doors, windows	\$1,317,100

Library Funding and Illinois Property Taxes

The Library is funded primarily from property taxes. Other revenue sources include fees and fines, grants, and investment income. These other sources comprise just 5%-6% of the Library's overall annual funding.

The Village of Downers Grove is a home rule entity and thus the Library is an Illinois home rule unit of government. As a result, it is not subject to the Property Tax Extension Limitation Law (PTELL) that is designed to limit the annual increases in property tax extensions. The tax extension is the calculated taxable value to which the Library's tax rate is applied to determine the tax levy.

A survey of property tax rates among public libraries in surrounding communities shows that the Downers Grove Library's 2015 tax rate was among the lowest. Since 2015, the Library's tax rate has actually decreased.

Table 1. Comparison of Taxes Payable 2015 Library Tax Rates

Library	Population	Operating Budget	Circulation	EAV	Tax Rate	Square Feet
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
Vernon Area Public Library District	41,055	\$7,658,550	984,750	\$2,340,709,045	0.3079%	50,000
Wheaton Public Library	52,894	\$4,206,235	1,136,701	\$2,006,810,764	0.3100%	124,518
St. Charles Public Library	55,092	\$7,957,100	1,541,418	\$2,288,187,258	0.3375%	54,234
Elmhurst Public Library	44,121	\$8,908,300	1,283,266	\$2,034,108,447	0.3600%	90,000
Northbrook Public Library	33,170	\$6,411,500	836,834	\$2,076,011,238	0.3850%	87,223

Library Funds

The Library accounts for its operations in two funds. This FMP included the funds as described below:

The General Fund which accounts for Library operations. This fund receives the property tax levy and other income such as fees, fines, and grants. All operating expenses and routine building maintenance are paid out of this fund.

The Capital Repair and Maintenance Fund which accounts for special building projects. This fund was created in 2017 with a transfer of \$1.4M in reserves from

the General Fund. This fund will account for the costs related to the Capital Assessment Report and will be funded by transfers from the General Fund.

Methodology and Assumptions

A revenue requirement analysis was the first analytical step in the development of the financial study. Ehlers prepared a projection model for the funds listed above. A long-range projection was prepared through the year 2027 to examine future cashflows and estimate the tax levy increases necessary to meet all financial obligations of the funds while maintaining adequate fund balance reserves.

This type of financial needs approach is a commonly used methodology by public entities to set their revenue requirements and is comprised of operating and maintenance expenses, transfer payments, and capital projects. The primary financial inputs in the development of the revenue requirement analysis were the Library's audited financial statements, budget documents, and the Capital Assessment Report. A multi-year time frame is recommended to better anticipate future financial requirements and allow the Library to begin planning or adjusting for changes sooner, thereby successfully managing short- and long-term tax impacts.

Figure 1. Process for Undertaking the Financial Plan



Target Fund Balances

When establishing the revenue requirements in our analysis, we solve for a minimum or target fund balance in each of the funds. The Library's policy is to maintain a fund balance reserve equal to approximately \$300,000-\$400,000 per year in the General

Fund and a target fund balance of \$500,000 in the Capital Maintenance and Repair Fund.

The reserves are important because the library receives its primary funding (property taxes) only twice per year. The fund balance is measured at the end of the fiscal year each December 31. The first installment of tax receipts are not received until July, which means the Library needs cash on hand at the end of each year to fund about 50% of its operations. With an annual operating budget of over \$5 million, the Library can expect to need approximately \$2.5 million in reserves as of December 31.

Historically, cashflow has not been a concern because the Library has adequate cash reserves. In addition, the Library has entered into an agreement with the Village of Downers Grove whereby the Village has agreed to fund cashflow shortfalls during the fiscal year.

Ehlers followed the current fund balance policy to determine the revenue requirements needed to achieve \$300,000 to \$400,000 in General Fund reserves. We would caution, however, that drawing down the current fund balance by spending it on building projects will necessitate asking the Village for a mid-year cashflow loan beginning as early next year. We would recommend amending the Library's fund balance policy to increase the target General Fund balance to \$2 million. This will increase the levy projections beyond what is presented in this report.

Key Assumptions

In the cashflow projections, we included assumptions based on the Library's past experience and staff expectations for the future. The plan incorporated the following annual operating expense increase assumptions for the General Fund:

- 2% annual increase for general operations
- 3% annual increase for personnel related costs
- 1% annual increase for non-property tax related revenues.

Equalized Assessed Value (EAV) was assumed to increase 1% annually.

Capital projects are financed with transfers from the General Fund in order to avoid bonding related costs.

Base-Line Analysis

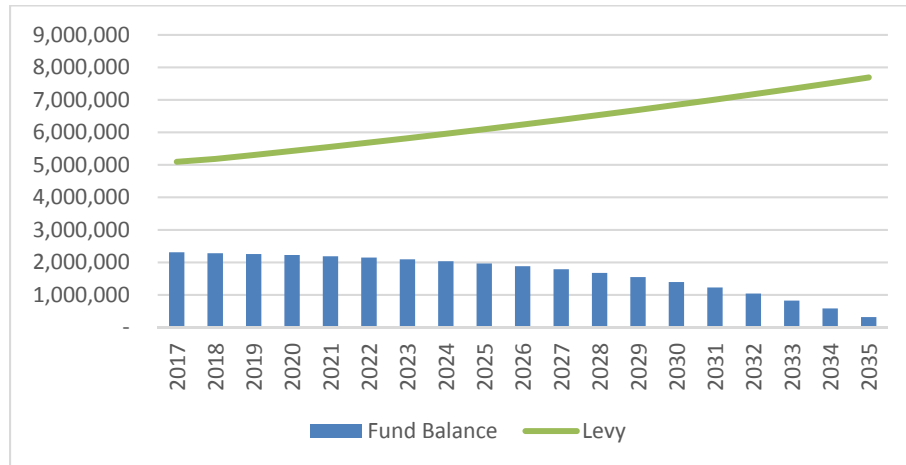
We modeled the Library's long-term financial position given the assumptions detailed above. It is important to note that the model builds in a structural imbalance whereby the non-property tax revenue is increasing by 1% annually while operating expenses are increasing between 2.0% and 3.0%, thereby putting an upward pressure on the levy. As previously mentioned, these assumptions are based on the recent financial history of the Library.

Our first step was to develop a "base-line" projection that modeled in the revenue and expense increases prior to adding capital projects. The "base-line" projection

demonstrates the financial steps the Library needs to take to maintain long-term financial sustainability even before undertaking the building improvements.

The following chart illustrates the levy necessary without capital improvements. The chart shows that a levy increase of 2.35% is necessary in order to fund current operations.

Figure 2. Projection of Tax Levy Necessary to Provide for Library Operations



The table below shows the impact on an average value single family residence in the Village of \$326,800. There is an approximate \$6 yearly increase that is necessary to fund Library operations.

Table 2. Projection of Impact on Single Family Residence-No Capital Projects

DOWNERS GROVE PUBLIC LIBRARY Financial Management Plan Summary											
Funding Library Operations	Percent Levy Increase										
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	Budget	Budget					Projected				
Library Tax Rate	0.222%	0.223%	0.226%	0.229%	0.232%	0.235%	0.239%	0.242%	0.245%	0.248%	0.251%
Library District Taxes	\$228	\$232	\$238	\$243	\$249	\$255	\$261	\$268	\$274	\$281	\$287
Annual Increase/(Decrease)	\$5	\$4	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$7	\$7

Tax Impact of Capital Improvements

We have modeled the impact whereby the Library requests a higher property tax levy in order to fund the items in the Capital Assessment Report. The proposed property tax would be established at an amount sufficient to fund the almost \$4.1 million in building improvements in the following years as recommended in the Capital Assessment Report:

Table 1. Cost Estimates by Year from the Capital Assessment Report

Fiscal Year	Capital Improvement Cost Estimate
2018	\$ 364,236
2019	\$ 649,771
2020	\$ 353,208
2021	\$ 1,034,752
2022	\$ 597,217
2023	\$ 352,391
2024	\$ 357,933
2025	\$ 214,865
2026	\$ 71,877
2027	\$ 42,187
TOTAL	\$ 4,038,437

The first of the major improvements would begin in 2018 and would be paid for with the initial \$1.4M deposit into the Capital Maintenance and Repair Fund that came from the General Fund in 2017. The amounts for 2018 above are an estimate and differ from the projections shown in Appendix B as the timing of projects have changed from the Capital Assessment Report. The Library would request the higher property tax levy beginning in Fiscal Year 2019. The levy increase would be used to: a) fund increasing operating costs as indicated in the “base-line” projections; and b) fund transfers from the General Fund to the Capital Repair and Maintenance Fund to pay for the improvements. Such transfers will initially be \$500,000 per year and taper down after 2023 when annual capital spending declines.

The Library is also planning for long term improvements by maintaining an ending fund balance in the Capital Maintenance and Repair Fund at approximately \$500,000. Library staff expects that about \$300,000 in annual maintenance and repair will occur in 2028 and beyond. Ongoing transfers of \$300,000 per year from the General Fund will continue to be needed to provide for future repairs and maintenance.

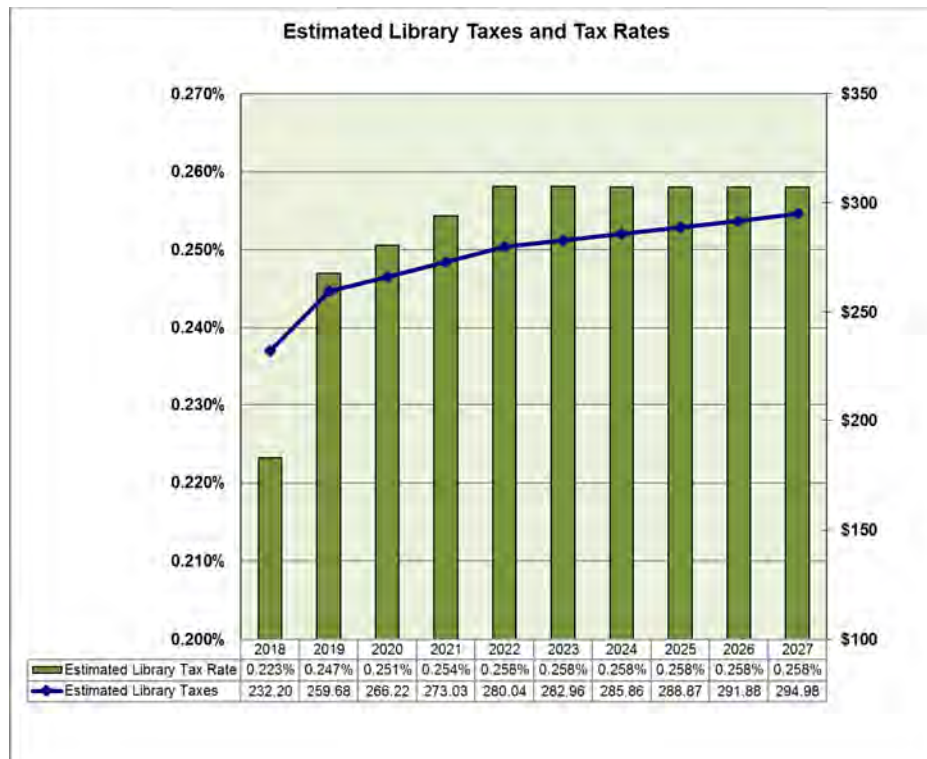
The projections estimate that an 11.75% levy increase will be necessary in 2019 in order to financially position the library to pay for both increasing operating costs and capital improvements. Thereafter the annual increase in the levy is approximately 2.50% per year. The table and graph below shows the impact on a residential property

of the above assumptions. After an initial \$27 increase in 2019, the impact is approximately \$7 per year.

Table 4. Projection of Impact on Single Family Residence-Funding Library Operations and Capital Improvements

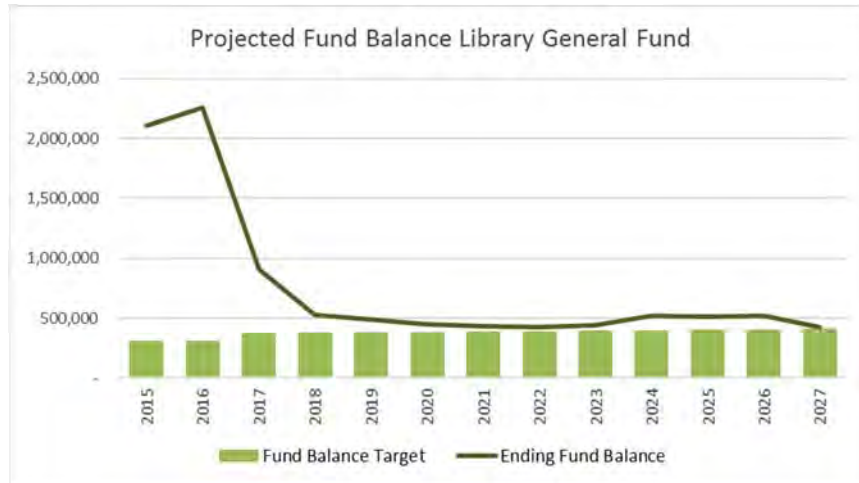
DOWNERS GROVE PUBLIC LIBRARY											
Financial Management Plan Summary											
Library Operations and Capital Improvements	Percent Levy Increase	11.75%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
GENERAL FUND	Budget	Projected									
Library Tax Rate	0.222%	0.223%	0.247%	0.251%	0.254%	0.258%	0.258%	0.258%	0.258%	0.258%	0.258%
Library District Taxes	\$228	\$232	\$260	\$266	\$273	\$280	\$283	\$286	\$289	\$292	\$295
Annual Increase/(Decrease)	\$5	\$4	\$27	\$7	\$7	\$7	\$3	\$3	\$3	\$3	\$3

Figure 3. Tax Impact of Funding Library Operations and Capital Improvements



The chart below shows the projected ending General Fund ending fund balance with the levy increase shown in Table 4 above and with financing capital improvements with cash. The initial decline in 2017 is the result of the transfer of \$1.4M to the Capital Maintenance and Reserve Fund for the capital improvements. The fund balance falls to about the target level beginning in 2019.

Figure 4. Projected General Fund Balance



The projections provided above include both operating and capital improvements. As policymakers, it is helpful to understand the marginal impact of adding the capital improvements on top of the “base-line” scenario of existing programming. The marginal impact of funding the projects identified in the Capital Assessment Report is approximately an average of \$18 per year on an average residential property valued at \$326,800.

Table 5. Marginal Impact Per Year on Average Residential Property of Funding Capital Assessment Report

Impact on Residential Property				
	Funding Library Operations only	Funding Library Operations plus Capital Assessment Report	Difference	
2018	232.20	232.20	-	
2019	237.81	259.68	21.87	
2020	243.49	266.22	22.73	
2021	249.31	273.03	23.73	
2022	255.30	280.04	24.74	
2023	261.48	282.96	21.49	
2024	267.69	285.86	18.17	
2025	274.09	288.87	14.78	
2026	280.68	291.88	11.20	
2027	287.43	294.98	7.55	

Summary of Recommendations

In completing the FMP, Ehlers and Library staff evaluated the impact of increasing the levy sufficiently in order to fund projected capital improvements without the use of debt. The projections included in Appendix B show the timing of the improvements and the drawdown of the General Fund balance. We would recommend that:

1. The Trustees of the Downers Grove Public Library consider setting the property tax levy such that the projects included in the Capital Assessment Report are funded.
2. The Trustees consider increasing the fund balance policy to maintain higher cash reserves. In order to achieve a \$2M ending fund balance by 2027, the Library would need to increase the 2019 levy by 15%. The table below shows the impact.

DOWNERS GROVE PUBLIC LIBRARY											
Financial Management Plan Summary											
Library Operations and Capital Improvements	Percent Levy Increase		15.00%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%	1.00%	1.00%
GENERAL FUND	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	Budget						Projected				
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Library Tax Rate	0.222%	0.223%	0.254%	0.258%	0.262%	0.266%	0.266%	0.266%	0.266%	0.266%	0.266%
Library District Taxes	\$228	\$232	\$267	\$274	\$281	\$288	\$291	\$294	\$297	\$300	\$304
Annual Increase/(Decrease)	\$5	\$4	\$35	\$7	\$7	\$7	\$3	\$3	\$3	\$3	\$3

3. The Library updates the Plan periodically to determine if the financial objectives for the Library's funds are being met and to determine future projected impacts.

Appendix A

Capital Assessment Report



Downers Grove Public Library

Capital Assessment Report

08.22.17

Summary Capital Assessment Report:

10 year Capital Assessment Summary Document 2017-2027:

Project Goals: 1

Summary Matrix: 4

Capital Assessment with Cost Projections to 2027 5-7

Full Reports: 8-66

Shales Mcnutt Construction: **Exterior Envelope Analysis 8-15**

Hutchinson Design Group: **Roof Analysis: 16-45**

Elara Engineering: **MEP + FP and Lighting Replacement Analysis: 46-58**

product architecture +design: **Furniture Inventory and Future Needs Analysis: 59-66**

Appendix A: 67

Existing Building Plans 67-69

Project Goals:

Product Architecture + Design has completed the following capital assessment report as a tool to understand the current condition of the building infrastructure and systems including future life cycle costs for operation and replacement. The summary represents a 10 year projection through 2027.

The following list was provided to the team at an initial kick-off meeting as topics to be included in the final report:

Building Exterior:

- Membrane Roof
- Metal Roof
- Masonry Walls(Tuckpointing)
- Exterior Curtainwall System(Glazing)
- Concrete Work (Retaining Wall
- Automatic Doors (South Entrance, Interior, Handicapped)
- North Entrance Doors

Building Systems:

- HVAC system
- Boilers
- Air Handlers
- Compressors
- Pumps
- Exterior & Interior Building Lighting
- Pipes Throughout Building
- Hot water heater
- Humidifiers-2
- Plumbing
- Sprinkler System
- Fire Alarm System
- Elevator & Dumbwaiter

Building Interior:

- Painting
- Carpet
- Linoleum
- Terrazzo Tile
- Restrooms (Family/Staff)
- Furniture

Summary Matrix

The following matrix summarizes the information presented by the individual reports through year 2027.

Note: All figures include a 4% annual escalation

SUMMARY MATRIX:
BUILDING ENVELOPE + INTERIOR ARCHITECTURE EVALUATION
ROOF EVALUATION

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
multiplier: 4% escalation per year				1.00	1.04	1.08	1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.48	
Building Review Report / smc	Exterior Architectural	Brick Masonry	\$ 280,000			\$ 302,848									
		Exterior Steel & Soffits	\$ 25,000		\$ 26,000							\$ 34,214			
		Exterior Doors	\$ 4,500			\$ 4,867									
		Exterior Concrete Column	\$ 7,500		\$ 7,800										
		Exterior West Windows	\$ 120,000							\$ 151,838					
		Caulking	\$ 20,000		\$ 20,800					\$ 25,306					
	Interior Architectural	Glass and Glazing	\$ 5,500		\$ 5,720				\$ 6,692				\$ 7,828		
		Flooring (1/4 total flooring each year)	\$ 115,000						\$ 139,915	\$ 145,512	\$ 151,332	\$ 157,385			
		Painting	\$ 25,000		\$ 26,000				\$ 30,416				\$ 35,583		
		Entrance Doors & Operators	\$ 5,500			\$ 5,949				\$ 6,959				\$ 8,141	
		Total Architectural	\$ 1,070,000		\$ 86,320	\$ 313,664	\$ -	\$ -	\$ 177,023	\$ 329,616	\$ 151,332	\$ 191,600	\$ 43,411	\$ 8,141	\$ 1,301,107
Roofing Synopsis / Hutchinson Design Group															
	Membrane Roof Areas														
	*see report for area diagram	Roof Area 1	\$ 42,000					\$ 49,134							
		Roof Area 3	\$ 376,250					\$ 440,159							
		Roof Area 5	\$ 8,750					\$ 10,236							
		Roof Area 6	\$ 61,250					\$ 71,654							
		Roof Area 9	\$ 113,750					\$ 133,071							
		Roof Area 11	\$ 28,000					\$ 32,756							
		Roof Area 12	\$ 127,750					\$ 149,449							
		Roof Allowances	\$ 89,760					\$ 105,007							
	Metal Roof Areas														
	* replacement not required	Roof Area 2	\$ 56,858					*							
	numbers not included in total	Roof Area 4	\$ 75,810					*							
		Roof Area 7	\$ 252,592					*							
		Roof Area 8	\$ 83,391					*							
		Roof Area 10	\$ 132,668					*							
		Roof Area 13	\$ 30,324					*							
		Total Roofing	\$ 847,510.00		\$ -	\$ -	\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467

SUMMARY MATRIX:
MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION EVALUATION
LIGHTING REPLACEMENT EVALUATION

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
Building Review Report / Elara	Mechanical	Rooftop Unit 1	\$ 130,000		\$ 135,200										
		Rooftop Unit 2	\$ 165,000		\$ 171,600										
		Humidifiers	\$ 12,000		\$ 12,480										
		Hot Water Boilers, Pumps, Flues	\$ 140,000								\$ 184,230				
		Building Pressurization Control	\$ 5,000	\$ 5,000											
		Exhaust Fan Replacement	\$ 5,000	\$ 5,000											
		Unit Heater Relocation	\$ 5,000	\$ 5,000											
		Controls Upgrade	\$ 55,000		\$ 57,200										
		Boiler Controller Upgrade	\$ 10,000		\$ 10,400										
		VAV Boxes Replacements (6/year @)	\$ 2,500	\$ 15,000	\$ 15,600	\$ 16,224	\$ 16,873	\$ 17,548	\$ 18,250	\$ 18,980	\$ 19,739	\$ 20,529	\$ 21,350	\$ 22,204	
		Heater Replacements (2/year @)	\$ 3,000	\$ 6,000	\$ 6,240	\$ 6,490	\$ 6,749	\$ 7,019	\$ 7,300						
		Exhaust Fan Replacements (1/year @)	\$ 2,000								\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
		Air Curtain Replacements	\$ 6,000	\$ 6,000				\$ 7,019						\$ 8,881	
		Total Mechanical	\$ 754,000	\$ 42,000	\$ 408,720	\$ 22,714	\$ 23,622	\$ 31,586	\$ 25,550	\$ 18,980	\$ 206,601	\$ 23,266	\$ 24,196	\$ 34,046	\$ 861,280
	Lighting Upgrades	Level 1 Mouse Café	\$ 1,200		\$ 1,248										
		Level 1 Storytime	\$ 3,120		\$ 3,245										
		Level 1 North Staff	\$ 11,400		\$ 11,856										
		Level 1 East Public	\$ 20,880		\$ 21,715										
		Level 1 East Staff	\$ 13,660		\$ 14,206										
		Level 2 Staff	\$ 8,380			\$ 9,064									
		Level 2 Public	\$ 25,370			\$ 27,440									
		Level 2 South Stacks	\$ 10,740			\$ 11,616									
		North Exterior	\$15,000			\$16,224									
		South Exterior	\$15,000			\$16,224									
	Lighting+Ceiling Replacement														
		Level 1 Stacks	\$ 315,019						\$ 383,268						
		Room Lighting Control	\$ 9,350						\$ 11,376						
		Level 2 North Stacks	\$ 303,227					\$ 354,732							
		Room Lighting Control	\$ 9,000					\$ 10,529							
	Misc Lighting/Electrical Costs														
		Panel Infrared Scanning	\$300/panel	\$ 3,000			\$ 3,375			\$ 3,796			\$ 4,270		
		Telecommunication Upgrade	\$ 10,000					\$ 11,699							
		Total Lighting Upgrades	\$ 783,349	\$ 3,000	\$ 52,270	\$ 80,568	\$ 3,375	\$ 376,959	\$ 394,644	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 918,883
	Plumbing														
		Electric Water Heater	\$ 15,000		\$ 15,600										
		Hot Water Recirculation Pump	\$ 2,000		\$ 2,080										
		Total Plumbing	\$ 17,003	\$ -	\$ 17,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,680

SUMMARY MATRIX:
LEVEL 1 + LEVEL 2 FURNITURE EVALUATION
FINAL COST SUMMARY

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
Furniture Inventory / product architecture	Level 1 Furniture	Entry Area	\$ 26,600						\$ 32,363						
		Entry Area Shelving	\$ 4,200						\$ 5,110						
		First Floor Staff Areas	\$ 149,800						\$ 182,255						
		Youth Shelving (next 5 years)	\$ 123,100						\$149,770						
		Youth Shelving (next 10 years)	\$ 76,000											\$ 112,498.57	
		Youth Collection Area	\$ 70,550						\$85,835						
		Total Level 1 Furniture		\$ -	\$ -	\$ -	\$ -		\$ 455,332	\$ -	\$ -	\$ -	\$ -	\$ 112,499	
	Level 2 Furniture	Staff Areas	\$ 50,600						\$ 61,563						
		Adult Computer Area	\$ 62,450						\$ 75,980						
		AV Area	\$ 20,850						\$ 25,367						
		AV Shelving (next 5 years)	\$ 65,600						\$ 79,812						
		AV Shelving (next 10 years)	\$ 12,750											\$ 18,873	
		Adult Area in High Ceiling	\$ 19,200						\$ 23,360						
		Teen													
		Teen Shelving (next 10 years)	\$ 17,880											\$ 26,467	
		Help Desk Area	\$ 49,300						\$ 59,981						
		Fiction Seating	\$ 19,250						\$ 23,421						
		Fiction Shelving (next 5 years)	\$ 79,000						\$ 96,116						
		Fiction Shelving (next 10 years)	\$ 110,200											\$ 163,123	
		Nonfiction Shelving (next 5 years)	\$ 99,100						\$ 120,570						
		Nonfiction Shelving (next 10 years)	\$ 86,400											\$ 127,893	
		Nonfiction Seating	\$ 33,600						\$ 40,880						
		Total Level 2 Furniture		\$ -	\$ -	\$ -	\$ -		\$ 607,049	\$ -	\$ -	\$ -	\$ -	\$ 336,356	
		Furniture Installation (next 5 years)	\$ 104,784						\$ 127,486						
		Furniture Installation (next 10 years)	\$ 36,388											\$ 53,863	
		Total Furniture	\$ 1,317,602.00	\$ -	\$ -	\$ -	\$ -		\$ 1,189,867	\$ -	\$ -	\$ -	\$ -	\$ 502,718	\$ 1,692,585
Report Summary			Total Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Cost (2027 \$)
	Building Review Report / smc	Total Architectural	\$ 1,070,000	\$ -	\$ 86,320	\$ 313,664	\$ -	\$ -	\$ 177,023	\$ 329,616	\$ 151,332	\$ 191,600	\$ 43,411	\$ 8,141	\$ 1,301,107
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467
	Building Review Report / Elara	Total Mechanical	\$754,000	\$ 42,000	\$ 408,720	\$ 22,714	\$ 23,622	\$ 31,586	\$ 25,550	\$ 18,980	\$ 206,601	\$ 23,266	\$ 24,196	\$ 34,046	\$ 861,280
		Total Lighting Upgrades	\$ 783,346	\$ 3,000	\$ 52,270	\$ 80,568	\$ 3,375	\$ 376,959	\$ 394,644	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 918,883
		Total Plumbing	\$ 17,000	\$ -	\$ 17,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,680
		Total Report minus Furniture	\$3,471,856	\$ 45,000	\$ 564,990	\$ 416,946	\$ 26,997	\$ 1,400,013	\$ 597,217	\$ 352,391	\$ 357,933	\$ 214,865	\$ 71,877	\$ 42,187	\$ 4,090,417
	Furniture Inventory / product architecture	Total Furniture	\$ 1,317,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,189,867	\$ -	\$ -	\$ -	\$ -	\$ 502,718	\$ 1,692,585
		Total Report w/ Furniture	\$ 4,789,458	\$ 45,000	\$ 564,990	\$ 416,946	\$ 26,997	\$ 1,400,013	\$ 1,787,084	\$ 352,391	\$ 357,933	\$ 214,865	\$ 71,877	\$ 544,905	\$ 5,783,002

Exterior Envelope and Building Interior **Analysis**

Shales McNutt Construction performed a visual inspection of both the exterior envelope and the interior finishes of the existing faculty. The following is a full report documenting their findings and recommendations based on industry standards.

Findings

By visual inspection and meetings on May 11, 2017, the following items were identified as needing or likely to need attention in the next several years.

1. Life Safety Items

General - Overall the facility was in good shape with regard to life safety. Exit lighting was lit and well placed. Paths of egress were open. Handrails were solid. One exit door in the dock area was corroded and sticking but exiting was not prohibited at this time. See the "Exterior Door" section below for more on this door. Mechanical Room fire-safing was in place and in good condition.

2. Exterior

Masonry – The masonry walls for the facility are all in need of some cleaning and tuck pointing. The north and west walls have greater need. The masonry has cracks, missing mortar, and discolored mortar indicating potential water infiltration issues. The masonry walls need to be cleaned, cracked brick replaced, and mortar tuck-pointed in limited areas in the next 2-3 years for the longevity of the building. See the spreadsheet for costs.





Exterior Steel & Soffits – There are several locations of exposed steel lintels above windows and overhangs. The paint on these is deteriorated and the steel is rusting. These elements need to be re-coated for long life and aesthetic appearance. Similarly the soffits on the exterior of the building are due for a coat of paint to protect the surface as well as improve appearances. Any loose paint should be scraped off, the surface cleaned and a new coat of paint applied. See spreadsheet for costs.



Exterior Doors - There is one door at the dock area in the north west corner of the building that has significant rust. Water has infiltrated the door frame and has caused the frame to expand and corrode from within. As the frame corrodes, it expands and causes the door to bind against the frame. As this door is an emergency exit door, it needs to function for proper exiting as well as general use. The door and frame need to be replaced. See the spreadsheet for costs.



Exterior Concrete Column – The exterior column near the north entrance has considerable cracking, both horizontal and vertical. Although no spalling has taken place, these cracks will allow greater moisture penetration and hastening the deterioration of the column. Although there are no visual signs of loss of structural integrity, the owner may consider having a structural engineer review the column. For budgeting purposes the spreadsheet includes a small allowance to perform some minor, proactive remediation such as sealing of the entire concrete column and grouting of the cracks.



Exterior Windows – The aluminum windows on the main level south and west are showing signs of age and previous attempts at fixing. There are loose trim pieces and layers of caulk being used to maintain them. These windows could continue to be “fixed” as issues arise but at some point they will need to be replaced. See the spreadsheet for costs associated with replacing them.

Misc. Caulking – The caulk around windows/doors and in masonry expansion joints is in good condition generally, but will likely need to be replaced in the next several years. See the spreadsheet for the costs associated with this.

3. Interior

Ceiling Sagging – In one location (staff office, northwest area, adjacent to kids area), the acoustic ceiling is sagging adjacent to a light fixture. Further sagging could cause the light fixture to fall out of the grid. The support for the ceiling needs to be fixed / added and the grid brought back into alignment. This is a maintenance item and is not reflected in the attached spreadsheet



Insulated Glass – Several panes of insulated glass have a broken seal and become “cloudy.” The locations include for the main level: Children’s Area west wall, Staff Office on the north elevation, Staff lounge; and for the upper level: north elevation.



Flooring – much of the flooring was replaced in 2014 with the renovation project, including carpet through the public areas, ceramic tile in the main toilet rooms, and luxury vinyl tile in various areas. The harder floors are likely to last greater than 10 years with proper maintenance, but the carpet is likely to wear - especially in high traffic areas – within the next 10 years. As a result, we have added a line item in the 10 year outlook for periodic replacement of flooring as may be needed. Our assumption is that one-fourth of the carpet flooring would be replaced each year for 4 years plus one other area for \$15,000 per year.

Painting – Periodic painting of walls takes place as both routine maintenance as well as complete room freshening. Much of the facility has received new walls finishes as a part of the 2014 renovation. Although the routine maintenance of touch-up painting is outside of the scope of this report, we have added to the cost spreadsheet a line item for more substantial freshening of spaces every couple of years.

Entrance Doors & Door Operators – The library reported that the entry doors on the north elevation were getting caught in the wind and had been damaged as a result. Upon investigation, it appears the doors were being opened as a result of interior HVAC air pressure being too high making them far more susceptible to wind damage. Once the air pressure is regulated down to a

normal level, the doors should operate correctly and greatly reduce the potential for wind damage. All of the public entry doors appeared to be in good shape, and with normal routine maintenance have significant useful life left. However, with the amount of traffic and the normal use of the automatic operators, we have added a line item for the potential future more significant repair or replacement issues.

4. Elevator & Dumbwaiter

The library has contracted with Anderson Elevator to maintain both the elevator and the dumbwaiter. According to Mike Gibbs at Anderson elevator, due to the age of the elevator and the library's commitment to regular maintenance, he is not anticipating any extraordinary expenses over the next 10 years other than the continued maintenance plan. Similarly, the dumbwaiter is in very good shape. He is not anticipating any extraordinary expenses for this unit either.

Item	Description	Remaining Life Expectancy	2017 Estimate		Replacement Year (Assumes 4% escalation per year)										
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
EXTERIOR ARCHITECTURAL															
Brick Masonry All elevations	Clean entire, tuckpoint and replace brick in areas One time occurrence	50+ years with maintenance	\$280,000			\$302,848									
Exterior Steel & Soffits All elevations	Clean, scrape and recoat Repeat every 5-10 years	2-3 years	\$25,000		\$26,000							\$34,214			
Exterior Doors West elevation at dock	Remove and replace the door and frame One time occurrence	1-2 years	\$4,500			\$4,867									
Exterior Concrete Column North elevation	Patch / Seal concrete column One time occurrence	50+ years with maintenance	\$7,500		\$7,800										
Exterior West Windows West & S/W elevation	Current windows can continue to be "fixed" But consider replacement in next 10 years	3-8 years	\$120,000							\$151,838					
Miscellaneous Caulking All elevations	Replace loose or damaged caulk about every 4-5 years	Varies	\$20,000		\$20,800					\$25,306					
INTERIOR ARCHITECTURAL															
Glass and Glazing Various locations	Replacemnt glass in exterior windows Plan on pieces needing replacemnt every 4-5 years	Varies	\$5,500		\$5,720					\$6,692			\$7,828		
Flooring Various locations	Replacement flooring as it becomes necessary Most flooring replaced in 2014	Varies	\$115,000 1/4 of carpet +							\$139,915	\$145,512	\$151,332	\$157,385		
Painting Various locations	Periodic wall finish updates - painting Assuming small area paint updates every 4 years	Varies	\$25,000		\$26,000					\$30,416				\$35,583	
Entrance Doors & Operators	Major Repairs	Varies	\$5,500			\$5,949					\$6,959			\$8,141	
Total Estimated Construction Costs					\$86,320	\$313,664	\$0	\$0	\$177,023	\$329,616	\$151,332	\$191,600	\$43,411	\$8,141	\$1,301,107

\$1,301,107

Notes:

- 1 - Miscellaneous interior painting, caulking and ceiling tile replacement is assumed to be incidental and apart of typical yearly maintenance budgets
- 2 - Public Elevator and Freight Elevator have an average life expectancy of 25 years. Currently there are no identifiable issues the elevator system or dumb-waiter.
However continuing the current maintenance program will ensure the longest life possible and identify larger issues earlier.

Roof Analysis

Hutchinson Design Group is an industry leading roofing consultant that performed a comprehensive inspection of both the membrane and metal standing seam roofs at the existing faculty. The following is a full report documenting their findings and recommendations based on industry standards.

Roof Survey

at the



1050 Curtiss Street
Downers Grove, IL 60515



prepared for

Product Architecture + Design

c/o Mr. Dan Pohrte
1608 N. Milwaukee Ave., Suite 307
Chicago, IL 60647-5916

May 18, 2017

Project No. 2017-058



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May 18, 2017

Downers Grove Public Library Roof Survey

On Thursday, May 11, 2017, the Hutchinson Design Group performed a visual inspection of the various roof systems on the Downers Grove Public Library for the purposes of determining their current condition, needed repairs, and remaining service lives. Our inspection was visual in nature and no destructive testing was performed. The evening prior to the inspection, it had rained resulting in some ponding water on the roof.

History

Downers Grove Public Library was initially constructed in 1977 with both low slope and steep slope roof systems. In 1999, a large addition was constructed to the east of the original construction, and was also composed of low and steep slope roof areas.

The library has a limited history of moisture intrusion through the roof, as was reported by the building personnel, although there are numerous patches over the various single ply roof systems areas. The roof cover products in place match the construction documents as provided by Product Architects dated 1999 remodel and addition.

Observations

General Summary: There are 13 distinct and separate roof systems on the Downers Grove Library (see roof plan R1 and photos 1-13). Seven of the roofs are low slope (roof areas 1, 3, 5, 6, 9, 11 and 12), and covered with a fully adhered 60 mil EPDM membrane; and the remaining six are steep slope (roof areas 2, 4, 7, 8, 10 and 13) with prefinished steel standing seam roof panels.

The original construction drawings for the 1999 remodel and addition project were made available to us and reveal a low roof insulation thermal value (to today's standards). The EPDM roofs exhibit numerous patching, and in many locations repeated patching attempts. The roof covers (top surface of the roof) at Downers Grove have exceeded their warranty period and are in fair condition, but planning and budgeting for their maintenance and future replacement should be undertaken. The standing seam roofs are prefinished steel single lock joints with 2" high seams located at 16" on center. They are performing well, but planning and budgeting for future replacement should be undertaken.

All of the roof areas, except roof areas 1 and 5, can be accessed in one way or another from the roof hatch on roof area 3, the access stair from roof area 3 to roof area 9 and the ladder from roof area 9 up to roof area 10. In general, the roof membrane in the roof drains is cut to small and needs to be cut back to within a 1/2" of the roof drain clamping ring (see photo 16). All debris should be removed from the roof drains (see photo 17) and from the roof surface. Many of the seams have been partially stripped in or repaired (see photo 15). The EPDM lap seams at the

angle change and roof penetration have also had new EPDM target patches or additional layers of EPDM installed (see photo 14 and 18).

Following is a summary of the observations made on the various roof sections:

Roof Area 1: Fully Adhered EPDM (see R1 and photos 1). This rectangular roof above the north entrance has a slope to interior roof drains located in the center of the roof. The roof edge is a prefinished steel gravel stop and fascia. The north roof edge is intersected by a masonry pier that rises 30" above the roof surface. Original drawings show that the insulation is tapered to the roof drains. The roof is accessed from the ground via ladder. The east roof edge fascia metal has been damaged (see photo 19) and a portion of the coping on the west roof edge is disengaged from the clip (see photo 21). Along the west roof edge a portion has been stripped in with a new piece of EPDM (see photo 20).

Roof Areas 2 and 4: Prefinished Steel Standing Seam (see R1 and photos 2 and 4). These two steep slope roofs slope at approximately 5/12. There are no penetrations through the roof panels, which is always a positive attribute. These roofs slope to the east and drain into a gutter with 2 downspouts. The east slope of both areas is intersected by the mechanical screen wall at the south end of roof area 2 and the north end of roof area 4. This intersection creates a difficult flashing condition (see photo 31). The northern downspout of roof area 2 is missing a fastener and is loose from the outlet pipe from the gutter (see photo 22). In the northwest corner of roof 4, the sheet metal flashing has become disengaged from the clip and is loose (see photo 32).

Roof Area 3: Fully Adhered EPDM (see R1 and photo 3). This rectangular roof is sloped to interior roof drains with overflow scuppers through the exterior parapet wall. Original drawings show that the insulation is tapered. The roof area is accessed through a roof hatch in the northern portion of the roof. The hatch is aged, heavy and hard to open and close (see photo 28). There is a mechanical screen wall approximately 3" above the roof surface in the center of the roof protecting a large mechanical unit. The door through this screen is beginning to rust at the bottom (see photo 30). There are concrete pavers that have been placed on a sacrificial EPDM sheet on the roof that have been placed around the roof hatch, below the eaves of roof areas 2 and 4 and lead to the mechanical screen wall door. There is sheet metal flue along the east roof edge that is beginning to rust (see photo 24). In the southern portion of the roof centrally located are 2 air conditioners placed on 4x4 wood blocking with a pipe penetration housing (see photo 25). The wood blocking will deteriorate over time and should be replaced with rubber pavers. The pipes penetrating the housing have had large amounts of sealant installed at the base; once again this is not a long term solution (see photo 26). Also, in this area is an abandoned roof curb with a rusting curb cap (see photo 27).

Roof Area 5: Fully Adhered EPDM (see R1 and photo 5). This rectangular roof above the south entrance has a slope to interior roof drains located in the center of the roof. The roof edge is a prefinished steel gravel stop and fascia. The south roof edge is intersected by a masonry pier that rises 30" above the roof surface. Original drawings show that the insulation is tapered to the roof drains. The roof is accessed from the ground via ladder. A portion of the fully adhered felt loose under foot (see photo 33).

Roof Area 6: Fully Adhered EPDM (see R1 and photo 6). This roof is partially a gutter area and partially an open area. Located along the south roof edge of roof area 7, which drains directly onto this area, it sloped to roof drains along the south roof edge. The center of the area is structurally sloped and rises to a clerestory below roof area 7. Concrete pavers have been installed below the high roof edge of roof area 7 to protect the existing membrane from falling snow and ice. The overflow scupper in the west parapet wall is missing its scupper framing (see photo 34). A portion of the EPDM membrane in the eastern portion of the roof felt loose underfoot (see photo 33).

Roof Areas 7, 8, and 10: Prefinished Steel Standing Seam (see R1 and photo 5). These roof areas are structurally sloped at 5/12 to the south, east and north respectively and drain onto adjacent roof areas. There is a snow fence located 24" from the eave. The eave of the panels has had additional fasteners installed in each panel. Roof areas 7 and 10 have grating located along the east edge to help with traversing the roof areas (see photo 38). Roof areas 7 and 10 also butt into clerestory window along the east roof edge. There are no penetrations through these roof areas, but, where roof area 7 meets roof 8 in the south west corner is a difficult transition due to the parapet wall.

Roof Areas 9: Fully Adhered EPDM (see R1 and photo 3). This rectangular roof is centrally located and is sloped to interior roof drains. This area has a large mechanical unit in the southern portion of the roof. The area can be accessed from the roof hatch on roof area 3 and crossover stair located in the center of the east parapet wall. There is a ladder along the north wall which grants access to roof areas 6, 7, 8, 9, 10, 11, 12 and 13 (see photo 35). This ladder is rusting and is not aligned with the steel grating located along the east roof edge of roof area 10. The flue pipe in the northwest corner is rusting and flashed with a pourable sealer pocket. The pourable sealer should be monitored for slump and the need for additional pourable sealer (see photo 36).

Roof Area 11: Fully Adhered EPDM (see R1 and photo 11). This roof is a gutter area located along the north roof edge of roof area 10, which drains directly onto this area, it sloped to roof drains along the north roof edge. The overflow scupper in the west parapet wall is missing its scupper framing (see photo 34). Organic debris was observed in the valley area.

Roof Areas 12: Fully adhered EPDM (see R1 and photo 12). This rectangular area is located at the western portion of the building. It is sloped to interior roof drains with tapered insulation. The parapet wall has a prefinished steel metal coping with minimal slope. Ponding water was observed around the southernmost roof drain.

Roof Areas 13: Standing Seam Metal Roof (see R1 and photo 13). This roof area is located in the west portion of the roof. It is a single 5/12 slope. The southern eave 18" above roof area 12 while below the northern head is a clerestory window. The eave has been reinforced with additional fasteners.

Conclusions

The roof systems at the Downers Grove Public Library are under insulated by today's standards. The low slope roof covers are in fair condition with some areas that are of concern that can be addressed to extend the service life of the roof. The library should begin to budget for roof replacement, one designed with long-term service and energy conservation in mind. The steep slope roof systems are in good condition.

Recommendations

The library should begin to budget for the roofs replacement of the low slope roof systems which should occur in the next 3 to 5 years. Until then we recommend proactive maintenance, repair and in some conditions enhancement to assure watertight service as the roofs ages until replacement. The steep slope roof system should last an additional 10-15 years with an annual or biannual inspection without the need for replacement.

Budgetary Construction Cost Estimate

Roof Repair, Maintenance and Enhancements: As full roofing removal and replacement of all roof areas is costly, the library can budget for the roof replacements while roof repairs and enhancements should be undertaken to extend their service lives.

- Construction Time: 2017.
- Union Labor, prevailing wage.
- Scope of work - Roof Areas 1, 3, 5, 6, 9, 11, 12:
 - Installation of cover strips of EPDM seams.
 - Installation of target patches of all roof drains and vent pipes.
 - Replacing 4x4 wood blocking that are under AC units with 2'-0" x 2'-0" x 2" rubber pavers.
 - Install rubber pavers around roof top units.
 - Any new penetration flashings, pipe curb sealing, etc., see your photos.

Budgetary cost estimate for Roofing Enhancements:\$37,500.00 – \$42,500.00

Full Roofing Removal and Replacement: As construction cost estimates will vary depending on the time of construction, system type, and scope of work, I have used the following variables in determining the approximate scope of work:

- Construction Time: 2017.
- Union Labor, prevailing wage.
- Scope of work:
 - Roof Areas 1, 3, 5, 6, 9, 11, 12: Fully Adhered EPDM: Roofing Removal and

Replacement:

- Removal of the existing roof systems.
 - Installation of a substrate board and vapor retarder.
 - Renovation of roof drains.
 - Installation of new roof hatch.
 - Raising of roof curbs and roof edges.
 - Raising of RTU curb to accommodate new roof insulation heights.
 - New pipe curb at the RTU (Roof Top Unit).
 - New thermal insulation to meet current codes (R30 min).
 - Cover board.
 - Fully adhered 90-mil EPDM.
 - Roof edge coping and fascia.
 - Thirty (30) year warranty.
- Scope of work:
 - Roof Areas 2, 4, 7, 8, 10, 13: Standing Seam Roofing Removal and Replacement:
 - Removal of the existing roof systems.
 - Installation of a substrate board and vapor retarder.
 - New thermal insulation (R30 min).
 - Underlayment.
 - 24 Ga Prefinished steel standing seam roof and associated roof edge metal.

Based on the assumptions above the following are budgetary construction cost estimates with 10% contingency for unknown conditions for Full Roofing Removal and Replacement:

Roof Areas 1, 3, 5, 6, 9, 11, 12 Roofing Removal and Replacement\$800,000.00 – \$925,000.00
Roof Areas 2, 4, 7, 8, 10, 13 Roofing Removal and Replacement\$600,000.00 – \$700,000.00

Also attached is a 10 year budgeting estimate for your use. Each additional year following 2017, is a 4% escalation has been added to help account for the increases in the cost of labor and materials.

Please do not hesitate to contact us if you have any further questions and need any additional services.

Respectfully Submitted,



Stephen P. Kolton
Hutchinson Design Group, Ltd.


Digital Signature

Thomas W. Hutchinson, AIA, CSI, FRCI, RRC
Principal, Hutchinson Design Group, Ltd.

Attachments: Photo Report, Photos 1 – 38
Plans: R1 – Roof Plan
10 Year Roofing Synopsis



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Photos taken 05/11/17

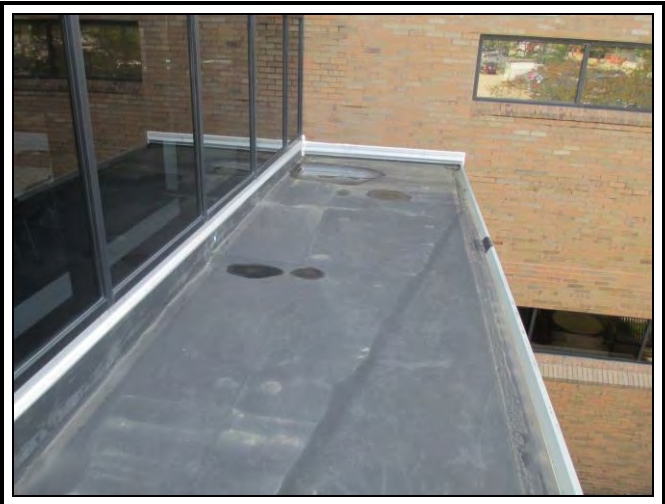


Photo 1: Looking down at Roof Area 1: Fully Adhered EPDM.



Photo 2: Looking west at Roof Area 2: Prefinished Steel Standing Seam Roof.



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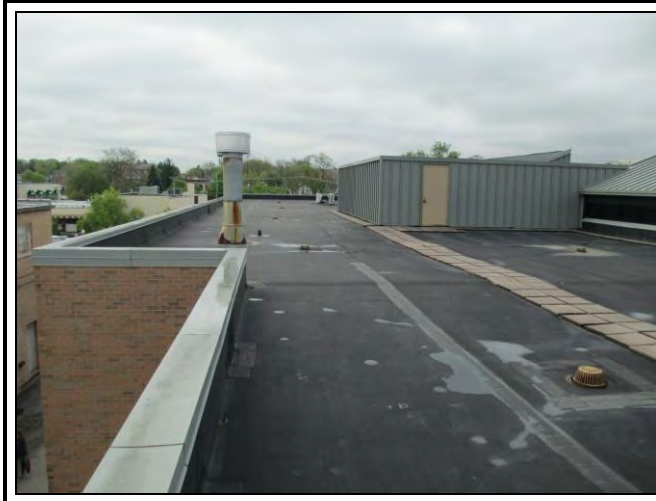


Photo 3: Roof Area 3: Looking south across the fully adhered EPDM roof cover of area 3, within the inside of mechanical screen wall.



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Photo 4: Looking west at Roof Area 4: Fully adhered EPDM.



Photo 5: Looking west at Roof Area 5: Fully adhered EPDM.



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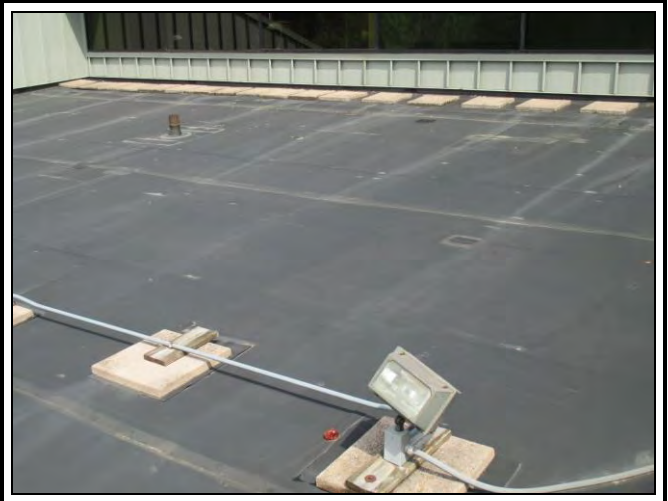


Photo 6: Looking east (left photo) across the prefinished steel standing seam roof and north (right photo) across the fully adhered EPDM section within Roof Area 6.

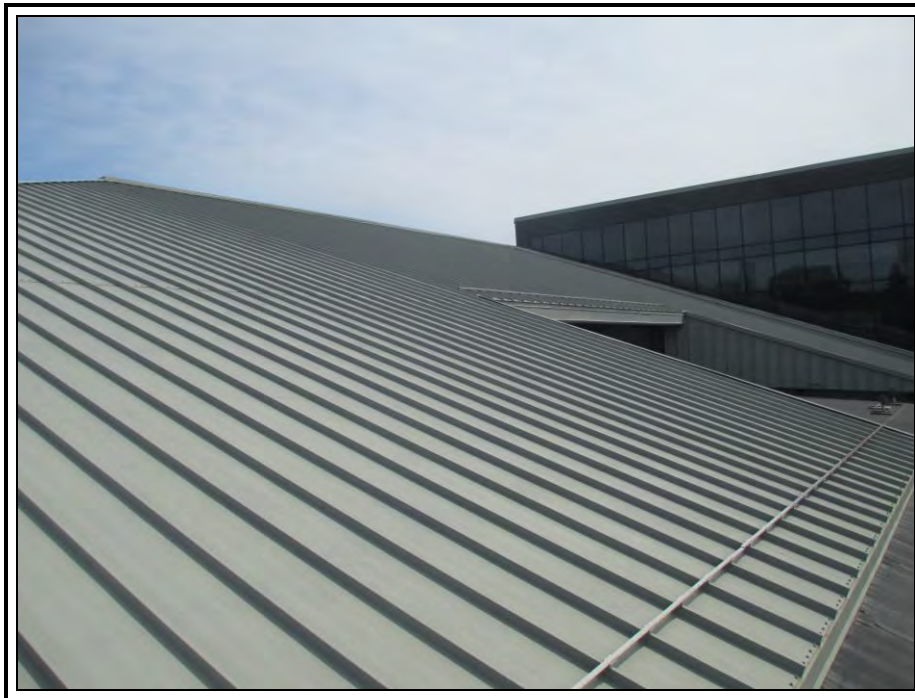


Photo 7: Looking north across Roof Area 7: Prefinished steel standing seam roof panel.



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Photo 8: Looking east across Roof Area 8. Prefinished steel standing seam roof.



Photo 9: Looking west across Roof Area 9: Fully adhered EPDM.



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Photo 10: Looking south across Roof Area 10: Prefinished steel standing seam roof.

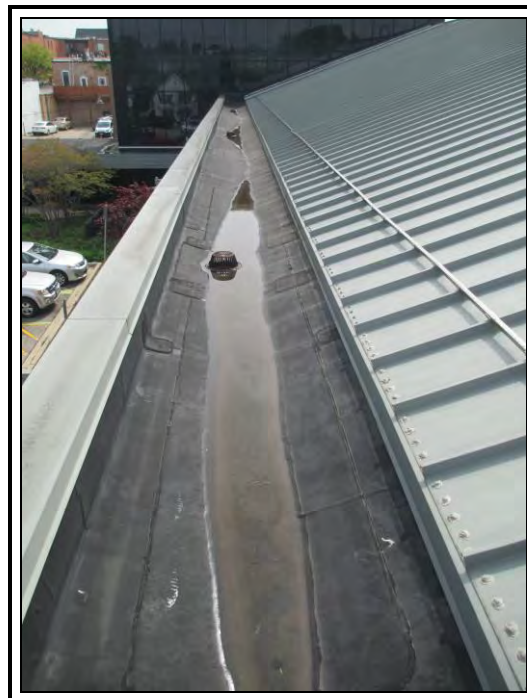


Photo 11: Looking east across Roof Area 11: Fully adhered EPDM.



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Photo 12: Looking west and south across Roof Area 12: Fully adhered EPDM.



Photo 13: Looking north across Roof Area 13: Prefinished steel standing seam roof.



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Inspection Photo Report

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Photo 14: Numerous patches were observed at the angle change between the roof and the parapet wall. The grey color sealant around the perimeter of the patch is polyurethane sealant, typically not used to seal the edges of the EPDM patch. EPDM lap sealant should be installed and tooled over the edge of the patch.



Photo 15: Many of the seams have had cover strips partially installed, apparently due to lack of seam integrity. A way to extend the life of the roof would be to installed 6" cover strips over all of the seams.



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Photo 16: All Roof Areas with EPDM: For the roof drain to function properly the EPDM should be cut back to within ½" of the clamping ring. Here the EPDM restricts drainage.



Photo 17: All Roof drains: All debris, both organic and trash should be removed from the roof drain domes.



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Photo 18: Many of the penetrations across the EPDM roof area have been reflash.



Photo 19: Roof Area 1: East Roof Edge: the existing sheet metal coping and fascia has been damaged.



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Photo 20: The west roof edge in the southern portion of roof area 1 has been repaired with an EPDM patch.



Photo 21: The east roof edge coping on roof area 1 is partially disengaged from the clip and should be reset.



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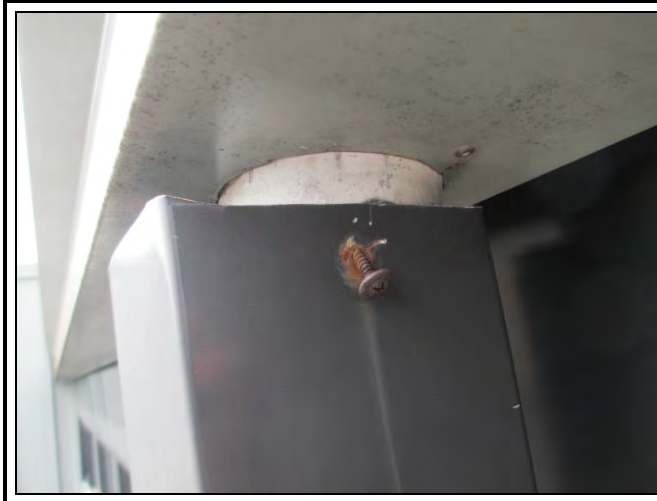


Photo 22: Roof Area 2: The downspout fastener to the outlet pipe is barely secured and needs to be refastened. The fastener holding the downspout together has failed and downspout is open along the back edge.

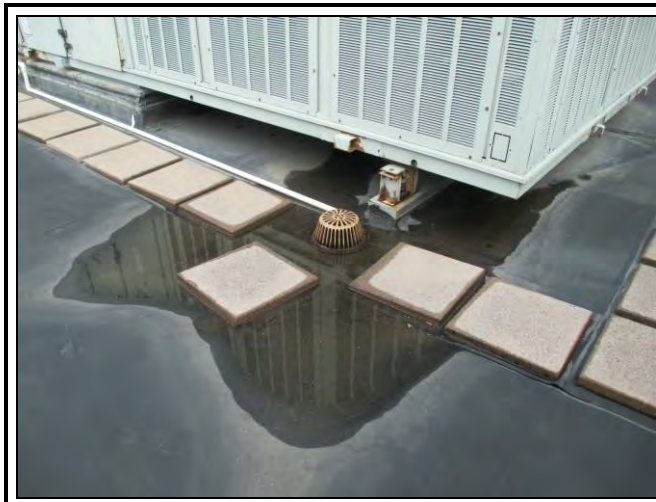


Photo 23: Although it rained the previous evening, large amounts of water were observed ponding around the roof drains on roof areas 3 and 12, respectively.



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Photo 24: Roof area 3: The square to round flue flashing and flue section is made from galvanized steel and are beginning to rust and should be replaced with a new stainless steel square to round flashing and flue section should be installed.



Photo 25: The air conditions have been placed on 4x4 wood blocking rails on bearing pads. The 4x4s are not long term solutions and should be replaced with 2'-0" x 2'-0" x 2" rubber walk way pads.



Downers Grove Public Library

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Photo 26: The pipe portal curb has multiple penetrations passing through it. Note the heavy layers of sealant installed at the base of the pipes. This is not a long term solution and a new pre-fabricated pipe penetration house should be installed.



Photo 27: The abandoned roof curb should be removed, new insulation installed to match the height when the roof is replaced in the future.



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Photo 28: The roof areas are accessed via a ships ladder with offset steps and roof hatch at the north end of roof area 3. The hatch lid is heavy and difficult to open.



Photo 29: Concrete pavers set on a sacrificial EDPM sheet are spread across roof area 3 and 9.



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Photos taken 05/11/17



Photo 30: The bottom of the roof top mechanical screen wall door on roof area 3 is beginning to rust.



Photo 31: Roof Area 2 and 4: The EIFS mechanical screen wall intersects the south roof rake edges of the standing seam roofs creating a difficult flashing condition. Note the different color sealant, a sign of previous repair.



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Barrington, Illinois 60010

847.756.4450 v
847.756.4451 f

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Downers Grove Public Library
Inspection Photo Report
Photos taken 05/11/17



Photo 32: Roof Area 4: The north rake edge of the sheet metal has been disengaged from the clip due to what is presumed to be wind damage. This condition should be repaired as soon as possible to prevent it from blowing off the building.

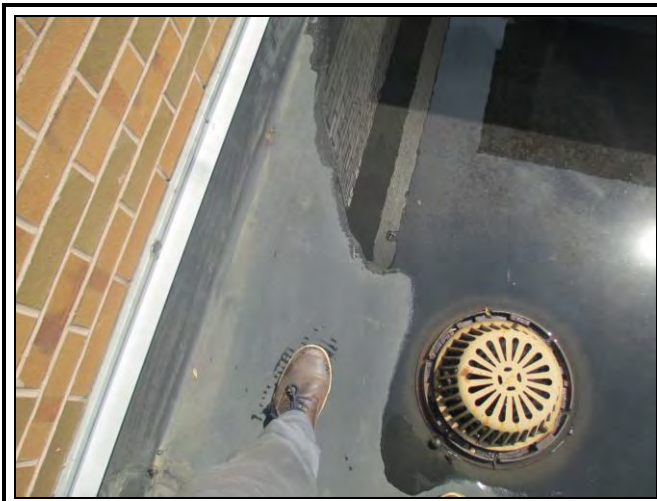


Photo 33: Roof Area 5 and 6: Portions of the EPDM on this area felt unadhered under foot. The loose EPDM and insulation below should be removed and a new installed.



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Photos taken 05/11/17



Photo 34: At the west end of roof areas 11 and 6 respectively, the sheet metal scupper framing is missing.



Photo 35: The existing ladder from roof area 9 to 10 is beginning to rust and should be removed and prepped, primed, painted and reinstalled. Additional pavers should be installed below the bottom of the ladder.



Downers Grove Public Library

Inspection Photo Report

Photos taken 05/11/17



Photo 36: Roof area 9, the pipe penetration in the northwest corner of the roof is flashed with a pourable sealer pocket. At this time the pourable is in fair condition, but should be checked regularly for debonding from the pipe, slumping and the need for additional pourable sealer.



Photo 37: The standing seam roofs, roof areas 2, 4, 7, 8, and 10, are single locked that are 2" high and 16" on center. Roof areas 2 and 4 have gutters at the eave with 2 downspouts that drain onto the adjacent roof below. Repair attempts have been made to eave with a coating material.



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Photo 38: At the east end of roof areas 7 and 10 a walkway grate has been installed over the standing seam roof to ease access to the lower roof areas. Unfortunately, it does not align with the ladder from roof area 9 up to roof area 10 and the standing seam roof needs to be traversed.




DOWNERS GROVE PUBLIC LIBRARY

10-YEAR ROOFING SYNOPSIS

MAY 2017

BUDGETARY COST ESTIMATES FOR RECOMMENDATIONS

Symbol Key:

 Recommended year of roof replacement.

Notes:

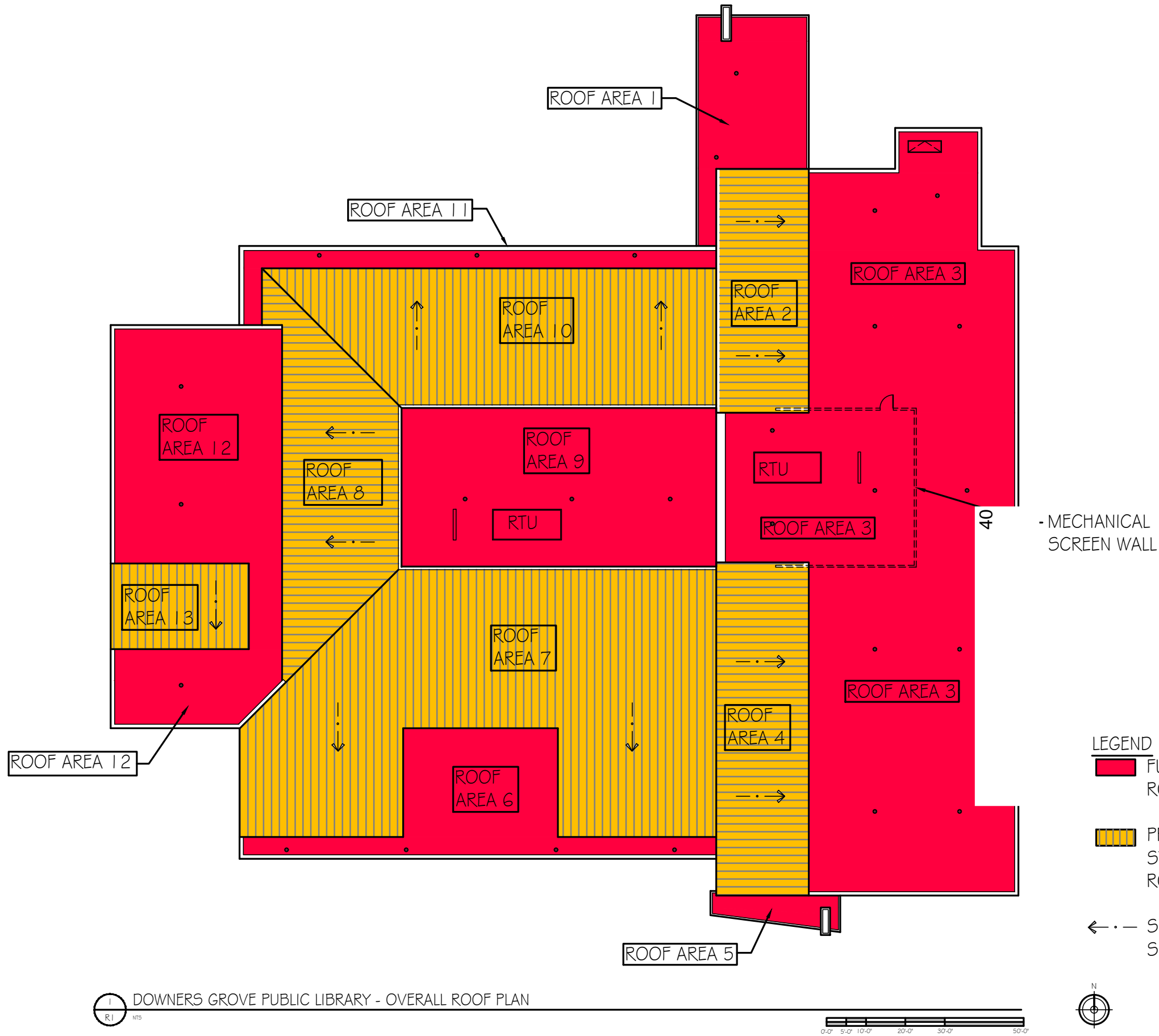
There is an 4% escalation following each year after 2017.

Allowance includes HVAC and Plumbing work as related to the roofing.

The numbers below are for informational purposes. Should the need to arise th replace all of the roofing systems on the entire building.

The metal roof panels currently installed on Roof Areas 2, 4, 7, 8, 10, and 13 should last an additional 10-15 years with an annual or biannual inspection without the need for replacement.

Facility	1	2	3	4	5	6	7	8	9	10
	Replacement in 2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
ROOF AREA 1	\$42,000	\$43,680	\$45,427	\$47,244	\$49,134	\$51,099	\$53,143	\$55,269	\$57,480	\$59,779
ROOF AREA 2	\$56,858	\$59,132	\$61,498	\$63,958	\$66,516	\$69,176	\$71,944	\$74,821	\$77,814	\$80,927
ROOF AREA 3	\$376,250	\$391,300	\$406,952	\$423,230	\$440,159	\$457,766	\$476,076	\$495,119	\$514,924	\$535,521
ROOF AREA 4	\$75,810.00	\$78,842	\$81,996	\$85,276	\$88,687	\$92,234	\$95,924	\$99,761	\$103,751	\$107,901
ROOF AREA 5	\$8,750.00	\$9,100	\$9,464	\$9,843	\$10,236	\$10,646	\$11,072	\$11,514	\$11,975	\$12,454
ROOF AREA 6	\$61,250.00	\$63,700	\$66,248	\$68,898	\$71,654	\$74,520	\$77,501	\$80,601	\$83,825	\$87,178
ROOF AREA 7	\$242,592.00	\$252,296	\$262,388	\$272,883	\$283,798	\$295,150	\$306,956	\$319,235	\$332,004	\$345,284
ROOF AREA 8	\$83,391.00	\$86,727	\$90,196	\$93,804	\$97,556	\$101,458	\$105,516	\$109,737	\$114,126	\$118,691
ROOF AREA 9	\$113,750.00	\$118,300	\$123,032	\$127,953	\$133,071	\$138,394	\$143,930	\$149,687	\$155,675	\$161,902
ROOF AREA 10	\$132,668.00	\$137,975	\$143,494	\$149,233	\$155,203	\$161,411	\$167,867	\$174,582	\$181,565	\$188,828
ROOF AREA 11	\$28,000.00	\$29,120	\$30,285	\$31,496	\$32,756	\$34,066	\$35,429	\$36,846	\$38,320	\$39,853
ROOF AREA 12	\$127,750.00	\$132,860	\$138,174	\$143,701	\$149,449	\$155,427	\$161,645	\$168,110	\$174,835	\$181,828
ROOF AREA 13	\$30,324.00	\$31,537	\$32,798	\$34,110	\$35,475	\$36,894	\$38,370	\$39,904	\$41,500	\$43,161
ALLOWANCES	\$89,760.00	\$93,350	\$97,084	\$100,968	\$105,007	\$109,207	\$113,575	\$118,118	\$122,843	\$127,756
TOTAL COST	\$1,469,153	\$1,527,919	\$1,589,036	\$1,652,597	\$1,718,701	\$1,787,449	\$1,858,947	\$1,933,305	\$2,010,637	\$2,091,063
					\$991,467					



- LEGEND**
- FULLY ADHERED EPDM ROOF SYSTEM
 - PREFINISHED STEEL STANDING SEAM ROOF SYSTEM
 - SLOPE OF STANDING SEAM METAL ROOF

1
R1
NTS

DOWNERS GROVE PUBLIC LIBRARY - OVERALL ROOF PLAN

Mechanical Electrical Plumbing & Fire Protection Systems Analysis

Elara Engineering performed a comprehensive inspection of all major mechanical, electrical, plumbing and fire protection equipment at the existing faculty. Their team also met with staff and the contracted maintenance firm for the mechanical system to further understand any issues that would need to be included as part of this report.

Elara Engineers also performed an interior lighting analysis with recommendations for replacement as part of this report

The following is a full report documenting their findings and recommendations based on industry standards.



DOWNERS GROVE PUBLIC LIBRARY CAPITAL ASSESSMENT REPORT

July 5, 2017

Page 1 of 9

1. Objective

The objective of this initial phase of engineering is to provide an engineering review of the existing mechanical, electrical, plumbing, and fire protection (MEPFP) systems at Downers Grove Public Library, and to review the condition of the major MEPFP equipment and identify likely capital repairs and replacements that may be required in the near future. Additionally, opportunities to improve comfort, reliability, and energy efficiency are also analyzed in this report.

2. Building Information

Downers Grove Public Library consists of an original library building constructed in 1977 as well as a significant addition and renovation in 1999. The interior of the library was also recently renovated in 2014 to include more study spaces, a café, and upgraded technology areas. As it stands today, the library is two stories (no basement) consisting of approximately 68,000 sq.ft of reference, office, meeting, multipurpose, and support spaces which serve the community of the Village of Downers Grove.

3. Mechanical Systems

The following are the current existing mechanical systems that serve the library. Additional detailed information, such as remaining life expectancy, replacement cost, etc., can be found in the appendix of this report.

- a. Heating System – There are (2) identical non-condensing, hot water boilers that provide 180 degree (F) water to the building hot water loop. Each boiler has a 1225/992 MBH gas input/output and has a dedicated primary pump. Through a primary-secondary piping strategy, (2) secondary pumps provide hot water to the building hot water loop. Heat is delivered to the library through an existing reverse return hot water system. The hot water loop serves (85) VAV box reheat coils, (11) cabinet unit heaters, (3) door air curtains, (1) suspended unit heater in the mechanical room, and multiple hot water baseboards. The boilers and secondary pumps were installed in 1999, while both primary boiler pumps were replaced in 2012 and 2013.
- b. Ventilation and Cooling System – There are (2) variable air volume, rooftop units (RTUs) that serve both the ventilation and cooling needs for the library. Both RTUs are manufactured by Trane and are cooling only, by means of a direct-expansion (DX) cooling coil. One rooftop unit (RTU-1) serves the west library, and has a nominal cooling capacity of 70 tons. The other rooftop unit (RTU-2) serves the east library, and has a nominal cooling capacity of 90 tons. Sound attenuators are located in the main ductwork of each RTU. Both RTUs were installed in 1999.
- c. Humidification – Both RTUs are equipped with remote steam humidifiers located within closet spaces and mechanical rooms inside of the library. Both humidifiers were installed in 1999.
- d. Exhaust Systems – Both RTUs are equipped with power exhaust fans, providing some means of exhaust and building pressurization control during economizer mode. In addition, there are (7) inline exhaust fans and (1) roof mounted exhaust fan that provide exhaust for various spaces of the library. Most of the exhaust fans were installed in 1999, with (1) exhaust fan having been replaced in 2014.
- e. IT Data Room Cooling – The data room is cooled by (2) ductless split systems. Both outdoor units are located on the roof. This cooling system was installed in 2012.

- f. Automatic Temperature Controls - The building has an existing Trane Tracer Building Automation System (BAS). All major mechanical systems are controlled by DDC controllers with a BACnet front end. The control system was installed in 1999.

3.1. Mechanical System Observations and Operational Issues

During our assessment, Elara was able to study the existing mechanical conditions of the library through means of field investigations, studying of the existing drawings, and interviews with the library's regular mechanical service technicians. The following are the observations made during our assessment and subsequent analysis of the building's existing mechanical systems:

- a. Due to the age of the (2) existing RTUs, various components are starting to fail. It was reported that last cooling season, there was a compressor failure that required replacement. It was also reported that another compressor has failed, and will require replacement this cooling season. Additionally, it is known that there are issues with control sequencing associated with building pressurization (see item b). Refer to appendix, figure 1 for photograph.
- b. It was reported that the building has been experiencing excessive positive pressure in the north vestibule entrance. This excessive positive pressure has been observed to hold the entrance doors open when not in use. The cause of this is believed to be improper control sequencing related to the RTU economizer mode. Also since the exterior doors are being held open, energy is being wasted by escaping out the open doors. Refer to appendix, figure 2 for photograph.
- c. It was reported that the lower level men's restroom has been experiencing unpleasant odors and poor exhaust ventilation. The cause of this is believed to be improper operation, or non-operation, of the associated inline exhaust fan (EF-7).
- d. It was reported that domestic water piping in the mechanical room has froze in the past due to cold weather infiltration through the combustion air louver. This is due in part to the location of the suspended unit heater in the mechanical room.
- e. It was reported that both humidifiers routinely require regular maintenance to maintain operation.
- f. It is found that the existing boiler plant does not provide full redundancy to the building in case of a boiler failure. The plant today provides approximately 30 btu/square foot of heat. While this is sufficient to heat the building during the heating season, if one of the boilers were to fail on an extremely cold day, a single boiler does not have enough capacity to provide comfortable heat to the building. It was also found that the existing boiler flue through the roof has begun to deteriorate. Refer to appendix, figure 3 for photograph.
- g. The existing control system was installed as part of the 1999 renovation and was observed to be in good working condition. However, we understand that there is a concern regarding the availability of parts to service the existing control system. Based on our discussions with the controls technician and the library, the following observations were made during our assessment and subsequent analysis of the existing control system:
 - The existing "Trane Tracer" building automation system is no longer manufactured and in failure instances, will need to be replaced with new "Trane SC" building automation system components. Per the controls contractor, this replacement would require adjustments in the control system resulting in down-time to the control system while the new equipment is installed.

- There is an existing “TCM” controller that provides communication between the boiler controllers and the building automation system. Per the controls contractor, the TCM controller is no longer supported, and failure would result in communication failure with the boilers.

3.2. Mechanical System Major Recommendations

The following are the major recommendations to mitigate identified issues and improve comfort in Downers Grove Library. Refer to the appendix of this report for recommended timing for replacement.

- a. Due to both of the RTUs nearing the end of their useful lives, it is recommended that both RTUs be replaced.

Proposed RTU-1 Budget: \$130,000

Proposed RTU-2 Budget: \$165,000

- b. Due to the excessive positive pressure in the north entrance vestibule, it is recommended that the building automation sequence controlling the building pressurization be reprogrammed / recommissioned. This will result in energy savings by preventing energy from escaping through the open doors.

Proposed Budget: \$5,000

- c. Due to poor ventilation of the lower level men’s restroom, it is recommended that the associated exhaust fan be replaced with new.

Proposed Budget: \$5,000

- d. Due to domestic water piping freezing in the mechanical room, it is recommended that the suspended unit heater in the mechanical room be relocated in front of the existing combustion air intake. This was the intent of the original design drawings; however the combustion air intake was relocated, resulting in cold air infiltration into the mechanical room. By relocating the suspended unit heater, combustion air can be properly heated to prevent pipe freezing.

Proposed Budget: \$5,000

- e. Due to both humidifiers requiring regular maintenance, it is recommended that both of the humidifiers be replaced with new. The library could also consider removing the humidifiers without replacement. This has become more common within libraries, as most libraries are not experiencing significant negative impacts by not having humidification.

Proposed Budget: \$12,000

- f. While the (2) hot water boilers are not in immediate need of replacement, they will be reaching the end of their useful lives in approximately 7 years (year 2024). It is recommended that the flues and secondary pumps also be replaced at the time of boiler replacement.

Proposed Boiler / Flue / Secondary Pump Replacement Budget: \$140,000

- g. Due to the age of the existing building automation temperature control system, it is recommended that the building automation system be upgraded to the “Trane SC” control system (or equivalent). The opportunity exists to improve occupant comfort and reduce building energy consumption by improving the building’s control strategy by implementing this recommendation.

Proposed Budget: \$55,000

- h. Due to the existing TCM boiler controller becoming obsolete, it is recommended that the boiler controller be upgraded to the “Trane UC600” controller (or equivalent).

Proposed Budget: \$10,000

- i. While the existing VAV boxes, exhaust fans, heaters, and air curtains installed in 1999 are not in immediate need of replacement, they are beginning to reach the end of their useful lives. It is recommended that as this equipment fails, or the library renovates various areas, the equipment be replaced with new.

Proposed VAV Box Budget: \$2,500 per unit

Proposed Exhaust Fan Budget: \$2,000 per unit

Proposed Unit Heater Budget: \$3,000 per unit

Proposed Air Curtain Budget: \$2,000 per unit

4. Electrical and IT Systems

The following is information of the current existing electrical systems that serve the library. Additional detailed information, such as remaining life expectancy, replacement cost, etc., can be found in the appendix of this report.

- a. Electrical Power – Electrical power is provided by a 277/480V, 3PH service provided by ComEd through a dedicated site pad-mount transformer. The main distribution panel (MDP) was installed during the 1999 addition. Most major mechanical equipment is 480V, 3PH and served from the 1999 MDP. There are also (4) step down transformers within the library that step down the voltage to 120/208V to serve receptacles and smaller equipment.
- b. Lighting – All lighting in the library is 277V. During the 2014 interior renovation project, approximately 12,500 square feet of lighting was replaced with new. The majority of the remaining lighting is from the 1999 renovation (approximately 54,000 square feet). There is an existing lighting control system.
- c. Telecommunications – The majority of the library has an upgraded telecommunication system that utilizes CAT 6 cables, however there are areas of the library that are still served by CAT 3 cabling. It was reported that the library is also currently undergoing a phone system replacement project in 2017.
- d. Fire Alarm – The library currently has a fire alarm control panel (FACP) that was installed during the 2012 renovation. There are sufficient quantities of audio/visual strobes, pull stations, etc. throughout the library.
- e. Life Safety – There are sufficient quantities of life safety devices (exit signs, emergency light fixtures, etc.) throughout the library.
- f. PA System – The library does have an existing PA system throughout the library that is sufficient.
- g. Security System – The library currently does not have a security system installed.

- h. Exterior Building Lighting – There is currently exterior building lighting installed on both the north and south elevations of the library. Lighting fixture types includes recessed canopy lighting, as well as surface mounted fixtures.
- i. Site Lighting – It is understood that the exterior site lighting (parking lot) is owned and maintained by the Village of Downers Grove, and was not considered in this report.

4.1. Electrical and IT Systems Observations and Operational Issues

The following are the observations made during our assessment and subsequent analysis of the building's existing electrical systems. Refer to the appendix of this report for recommended timing for replacement

- a. There is approximately 65,000 square feet of lighting in the library. Most of these fixtures contain T8 fluorescent type bulbs. While these were once acceptable, there are many more energy efficient lights manufactured today. A breakdown of areas are listed below and can be found in the appendix of this report:
 - Area 1 – First Level Mouse House/Activity Area (600 S.F.)
 - Area 2 – First Level Storytime (1,560 S.F.)
 - Area 3 – First Level North Staff Area (5,700 S.F.)
 - Area 4 – First Level East Public Area (10,440 S.F.)
 - Area 5 – First Level East Staff Area (6,830 S.F.)
 - Area 6 – First Level Stacks (9,350 S.F.)
 - Area 7 – Second Level North Stacks (8,880 S.F.)
 - Area 8 – Second Level Staff Area (4,190 S.F.)
 - Area 9 – Second Level Public Area (12,685 S.F.)
 - Area 10 – Second Level South Stacks (5,370 S.F.)
- b. It was reported that the library would like to upgrade and replace any remaining CAT 3 existing data communication cables with new CAT 6 communication cables.
- c. It was noted that in the mechanical room, there is a safe pan over existing electrical panels. This is supposed to prevent water damage to the panels in the event that the piping above it was to leak. However, the safe pan is not piped to a floor drain, so it would not be effective at protecting the panels in the event of a leak. Refer to appendix, figure 4 for photograph

4.2. Electrical System Major Recommendations

The following are the major recommendations to improve electrical systems in Downers Grove Library:

- a. It is recommended to retrofit or replace the existing 1999 lighting fixtures throughout the library with LED lighting to improve lighting levels and reduce energy consumption. This work can be budgeted over the course of several phases as areas of the library are renovated. Refer to the appendix of the report for a floorplan of the different areas of the library. On the floorplans, blue hatching indicates proposed replacement of lighting. Green hatching indicates proposed retrofit of existing lighting.

Below are proposed budget numbers for various areas of the library:

- Area 1 – First Level Mouse House/Activity Area (600 S.F.)

Proposed Lighting Retrofit Budget: \$1,200

- Area 2 – First Level Storytime (1,560 S.F.)

Proposed Lighting Retrofit Budget: \$3,120

- Area 3 – First Level North Staff Area (5,700 S.F.)

Proposed Lighting Retrofit Budget: \$11,400

- Area 4 – First Level East Public Area (10,440 S.F.)

Proposed Lighting Retrofit Budget: \$20,880

- Area 5 – First Level East Staff Area (6,830 S.F.)

Proposed Lighting Retrofit Budget: \$13,660

- Area 6 – First Level Stacks (9,350 S.F.)

Proposed Lighting Replacement Budget: \$46,750

- Area 7 – Second Level North Stacks (8,880 S.F.)

Proposed Lighting Replacement Budget: \$44,400

- Area 8 – Second Level Staff Area (4,190 S.F.)

Proposed Lighting Retrofit Budget: \$8,380

- Area 9 – Second Level Public Area (12,685 S.F.)

Proposed Lighting Retrofit Budget: \$25,370

- Area 10 – Second Level South Stacks (5,370 S.F.)

Proposed Lighting Retrofit Budget: \$10,740

- North Exterior Lighting

Proposed Budget: \$500-\$750 per Fixture

- South Exterior Lighting

- **Proposed Budget: \$500-\$750 per Fixture**

- b. It will be required for any renovated rooms to fulfill energy code requirements including auto off sensors and daylight harvesting. A new room based lighting control system should be installed, the allowance reflects a per room cost.

Proposed Budget: \$500-\$1,500 per Room

4.3. Electrical System Maintenance and Minor Work Recommendations:

The following are the minor recommendations for the building's existing electrical systems. :

1. It is recommended that infrared scanning be performed every three years on the existing distribution system to review the condition and foresee potential issues.

Proposed Budget: \$300 per panel

1. It is recommended that the existing safe pan in the mechanical room “protecting” the panels be properly piped to a floor drain. It is recommended that this item be addressed, as a preventative maintenance item, to properly protect the panels in the event of a pipe leak. Therefore, this item is not seen as an item to budget within the capital assessment report, but rather an item that should be addressed as soon as possible by the library.

4.4. IT System Major Recommendations

The following are the major recommendations to improve technology systems in Downers Grove Library:

- a. It is recommended the library upgrade and replace existing CAT 3 cables with CAT 6 cabling in areas that have not yet been upgraded. This will result in faster and more efficient communication data transfers, as well as consistency across the library.

Proposed Budget: \$500 per data outlet

5. Plumbing Systems

The following is information of the current existing plumbing systems that serve the library. Additional detailed information, such as remaining life expectancy, replacement cost, etc., can be found in the appendix of this report

Domestic hot water (DHW) – The building is provided domestic hot water by a single, 80 gallon, electric hot water heater located in the first floor mechanical room. This heater, and the associated re-circulation pump, was installed during the 1999 building renovation. There is also a master thermostatic mixing valve local to the water heater which ~~tempers the entire building domestic~~ hot water supply piping.

52

5.1. Plumbing System Observations and Operational Issues

The following are the observations made during our assessment and subsequent analysis of the building’s existing plumbing systems:

- a. While no issues are currently present with the domestic electric hot water heater or associated recirculation pump, the heater and pump have exceeded their expected life spans.

5.2. Plumbing System Major Recommendations

The following are the major recommendations to mitigate identified issues and improve plumbing systems in Downers Grove Library. Refer to the appendix of this report for recommended timing for replacement.

- a. Due to the existing domestic hot water heater being past the end of its expected life, it is recommended that the heater and associated recirculation pump be replaced.

Proposed Water Heater Budget: \$15,000

Proposed Recirculation Pump Budget: \$2,000

6. Fire Protection Systems

The building is fully sprinkled via a wet fire protection system, installed during the 1999 building renovation.

6.1. Fire Protection System Observations and Operational Issues

There are no issues or problems with the existing fire protection system serving the library. Therefore, no capital budget is foreseen as necessary at the time of this report.



Figure 1: Existing Rooftop Unit



Figure 2: Positive Pressure in North Vestibule

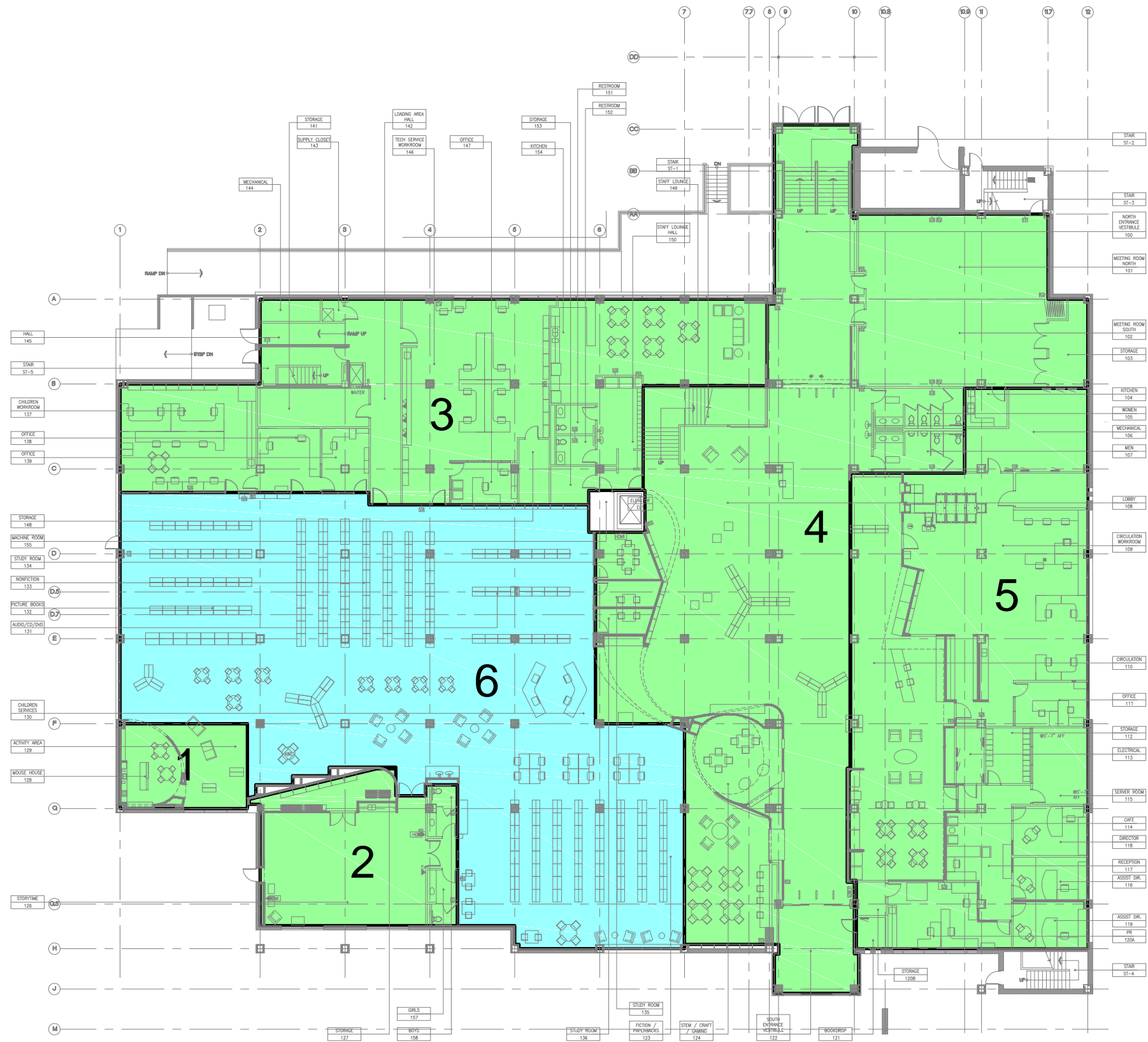


Figure 3: Deteriorating Boiler Flue



Figure 4: Safe pan not piped to floor drain.

Item	Description	Remaining Life Expectancy	2017 Estimate		Replacement Year (Assumes 4% escalation per year)									
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
MECHANICAL														
Rooftop Unit RTU-1	Replace equipment in its entirety One time occurrence	1-2 years	\$130,000		\$135,200									
Rooftop Unit RTU-2	Replace equipment in its entirety One time occurrence	1-2 years	\$165,000		\$171,600									
Humidifiers Serving rooftop units	Replace (2) equipment in its entirety One time occurrence	1-2 years	\$12,000		\$12,480									
Hot Water Boilers, Pumps, Flues Mechanical Room	Replace equipment in its entirety One time occurrence	7 years	\$140,000								\$184,230			
Building Pressurization Control North entrance doors	Recommission pressurization controls One time occurrence	ASAP	\$5,000	\$5,000										
Exhaust Fan Replacement Lower level men's restroom	Replace equipment in its entirety One time occurrence	ASAP	\$5,000	\$5,000										
Unit Heater Relocation Mechanical room	Relocate equipment One time occurrence, prior to next winter	ASAP	\$5,000	\$5,000										
Controls Upgrade Trane Tracer upgrade to Trane SC	Replace equipment in its entirety One time occurrence	Varies	\$55,000		\$57,200									
Boiler Controller Upgrade Mechanical Room	Replace equipment in its entirety One time occurrence	Varies	\$10,000		\$10,400									
VAV Boxes Replacements ¹ Locations Vary	Replace equipment in its entirety Based on future renovations	Varies	\$2,500 per unit	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548	\$18,250	\$18,980	\$19,739	\$20,529	\$21,350	\$22,204
Heater Replacements ² Locations vary	Replace equipment in its entirety Based on future renovations	Varies	\$3,000 per unit	\$6,000	\$6,240	\$6,490	\$6,749	\$7,019	\$7,300					
Exhaust Fan Replacements ³ Locations vary	Replace equipment in its entirety Based on future renovations	7 years	\$2,000 per unit								\$2,632	\$2,737	\$2,847	\$2,960
Air Curtain Replacements North entrance vestibule	Replace (3) equipment in its entirety Based on future renovations	1-2 years	\$6,000	\$6,000				\$7,019						\$8,881
Total Estimated Mechanical Construction Costs				\$42,000	\$408,720	\$22,714	\$23,622	\$31,586	\$25,550	\$18,980	\$206,601	\$23,266	\$24,196	\$34,046
PLUMBING														
Electric Water Heater Mechanical Room	Replace equipment in its entirety One time occurrence	1-2 years	\$15,000		\$15,600									
Hot Water Recirculation Pump Mechanical Room	Replace equipment in its entirety One time occurrence	1-2 years	\$2,000		\$2,080									
Total Estimated Plumbing Construction Costs				\$0	\$17,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



30 N. Wolf Rd., Second Floor
Hillside, IL 60162
(708) 236-0300
(708) 236-0330 FAX

DRAWING TITLE: First Floor Lighting Plan

PROJECT NO.: 17139 DTL./SHT. REF.:

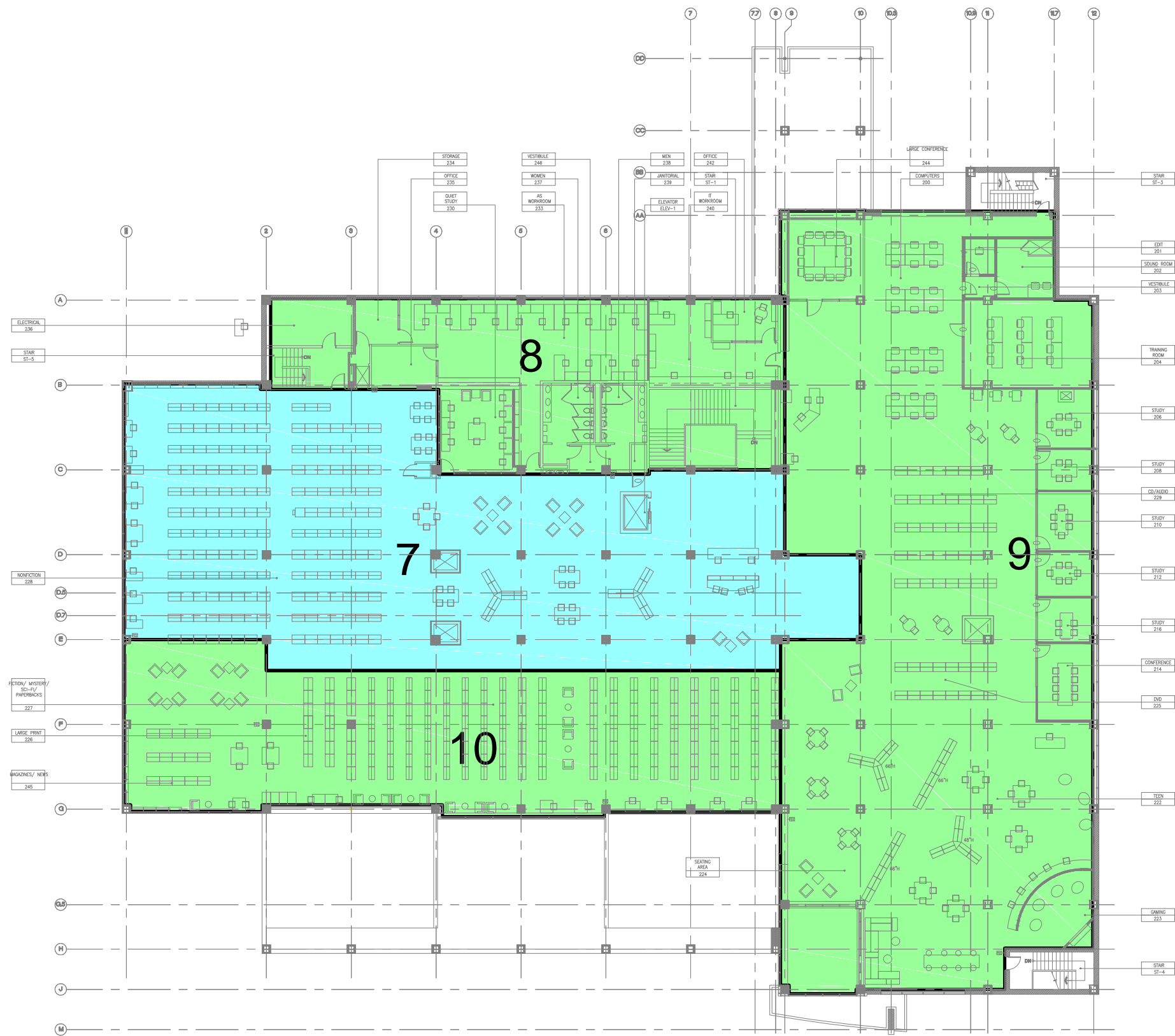
PROJECT NAME: Downers Grove Public Library -
Capital Assessment Report

DATE: 06/28/2017

REV.: 1

SCALE: No Scale

SK 01



Item	Description	Remaining Life Expectancy	2017 Estimate		Replacement Year (Assumes 4% escalation per year)									
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$1,200		\$1,248									
Area 1 - 1st Level Mouse House	One time occurrence	600 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$3,120		\$3,245									
Area 2 - 1st Level Storytime	One time occurrence	1,560 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$11,400		\$11,856									
Area 3 - 1st Level North Staff	One time occurrence	5,700 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$20,880		\$21,715									
Area 4 - 1st Level East Public	One time occurrence	10,440 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$13,660		\$14,206									
Area 5 - 1st Level East Staff	One time occurrence	6,830 S.F.												
Lighting Upgrades ⁴	Replace fixtures with LED lamps	Varies	\$315,019							\$383,269				
Area 6 - 1st Level Stacks	One time occurrence	9,350 S.F.												
Lighting Upgrades ⁴	Replace fixtures with LED lamps	Varies	\$303,277						\$354,791					
Area 7 - 2nd Level North Stacks	One time occurrence	8,880 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$8,380			\$9,064								
Area 8 - 2nd Level Staff	One time occurrence	4,190 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$25,370			\$27,440								
Area 9 - 2nd Level Public	One time occurrence	12,685 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$10,740			\$11,616								
Area 10 - 2nd Level South Stacks	One time occurrence	5,370 S.F.												
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$15,000			\$16,224								
North Exterior	One time occurrence													
Lighting Upgrades ⁴	Retrofit fixtures with LED lamps	Varies	\$15,000			\$16,224								
South Exterior	One time occurrence													
Room Lighting Control	Revise lighting controls per energy code	Varies							\$10,529	\$11,376				
Locations Vary	One time occurrence	per room												
Panel Infrared Scanning	Scan panels (preventative maintenance)	Varies	\$300 per panel	\$3,000			\$3,375			\$3,796			\$4,270	
Panel Locations Vary	Once per three years													
Telecommunication Upgrade ⁵	Upgrade existing CAT3 to CAT6	Varies	\$10,000						\$11,699					
Locations Vary	One time occurrence													
Total Estimated Electrical Construction Costs				\$3,000	\$52,270	\$80,568	\$3,375	\$0	\$377,019	\$398,441	\$0	\$0	\$4,270	\$0
Total Estimated MEP Construction Costs				\$45,000	\$478,670	\$103,282	\$26,997	\$31,586	\$402,568	\$417,421	\$206,601	\$23,266	\$28,466	\$34,046

Notes:

1. VAV Box replacement quantities may vary per year based on future renovations. Costs shown are based on (6) VAV Box replacements per year.
- 2.. Heater replacement quantities may vary per year based on future renovations. Costs shown are based on (2) heater replacements per year.
3. Exhaust fan replacement quantities may vary per year based on future renovations. Costs shown are based on (1) exhaust fan replacement per year.
4. Lighting upgrades recommended as areas of the library are renovated.
5. IT upgrade costs are an approximate value, based on \$500 per data outlet.

Furniture Inventory and Future Needs **Analysis**

product architecture + design performed a comprehensive inspection of all the furniture in the existing facility. Based on the completed renovation and meetings with staff, the following is a list current and future needs organized by area.

Downers Grove Public Library : Furniture Inventory											
08.22.17											
product architecture + design											
Level 1:											
Entry Area	2022			2027			2032			2037	
	quantity	cost per	phase 1 total	phase 2	quantity	cost per	phase 3 total	phase 4 total			
Type											
lounge chair					6	\$1,600	\$9,600				
side table					2	\$600	\$1,200				
Bench					1	\$1,500	\$1,500				
ottoman					4	\$600	\$2,400				
Table at self checks	3	\$1,000	\$3,000								
Café table w/ 4 chairs					4	\$1,000	\$4,000				
café table w/ 2 stools					2	\$1,000	\$2,000				
staff chairs					3	\$550	\$1,650				
Meeting room stacking chairs	100	\$130	\$13,000								
meeting room folding tables	12	\$800	\$9,600								
opac table	1	\$1,000	\$1,000								
		SUBTOTAL:	\$26,600			SUBTOTAL:	\$22,350				
Entry Area Shelving	phase 1			phase 2			phase 3			phase 4	
df pinwheels with 6 units, eps					2	\$7,400	\$14,800				
sf new books					9	\$750	\$6,750				
holds df	2	\$900	\$1,800								
holds sf	4	\$600	\$2,400								
ep					4	\$500	\$2,000				
		SUBTOTAL:	\$4,200			SUBTOTAL:	\$23,550			\$0	
First Floor Staff Areas	phase 1			phase 2			phase 3			phase 4	
	quantity original	cost per	total		quantity renovation	cost per	total	total			
Type											
Staff Lounge Allowance			\$25,000								
Tech Services workstations	8	\$2,500	\$20,000								
Tech Services Private Office	1	\$5,000	\$5,000								
Tech Services storage allowance			\$9,600								
Circulation workstations	9	\$2,500	\$22,500								
Circulation private office	1	\$5,000	\$5,000								
Administration reception desks	2	\$3,500	\$7,000								
Administration Lounge	2	\$1,600	\$3,200								
Administration private offices	2	\$5,000	\$10,000								
Directors office	1	\$10,000	\$10,000								
Administration workstations	3	\$2,500	\$7,500								
Youth workroom workstations	6	\$2,500	\$15,000								
Youth private offices	2	\$5,000	\$10,000								
		SUBTOTAL:	\$149,800		\$0		SUBTOTAL:	\$0		\$0	

Downers Grove Public Library : Furniture Inventory

08.22.17

product architecture + design

Level 1:

		2022		2027		2032		2037	
Youth Shelving		quantity	cost per	phase 1 total	phase 2	quantity	cost per	phase 3 total	phase 4 total
Type									
youth picturebook bins	end panels					16	\$900		\$14,400
youth picturebook shelving 48", canopy top	end panels	24	\$900	\$21,600		4	\$500		\$2,000
mobile display unit	end panels	6	\$500	\$3,000					
holiday sf 66"		4	\$500		\$2,000	1	\$1,000		\$1,000
early reader 6 unit pinwheel, 48", canopy top		1	\$4,700		\$4,700				
board book 3 unit pinwheel canopy top, 48"		1	\$2,600		\$2,600				
nonfiction 66" high cream shelving		20	\$750		\$15,000				
nonfiction 66" high orange shelving	end panels	46	\$750	\$34,500					
column wood shelving	end panels	12	\$500	\$6,000					
cd 48" drawer df		5	\$1,600	\$8,000		5	\$1,200		\$6,000
df 66" creamy playaway		2	\$1,600		\$3,200				
66" bin display shelving sf	end panels	2	\$500	\$1,000					
dvd 66" df creamy, spine out	1 ep	10	\$1,600	\$500	\$16,000				
dictionary stand	ep	14	\$750	\$10,500					
fiction creamy df 66"	ep	4	\$500	\$2,000					
fiction orange df 66"		2	\$1,500	\$3,000					
sf comic 66"		40	\$750	\$30,000					
		32	\$750	\$24,000					
	ep	16	\$500	\$8,000					
	ep	5	\$500	\$1,000	\$2,500				
	ep	2	\$500	\$1,000					
			SUBTOTAL:	\$123,100	\$76,000		SUBTOTAL:	\$0	\$23,400

Downers Grove Public Library : Furniture Inventory									
08.22.17				product architecture + design					
Level 1:		2022		2027		2032		2037	
row	type	quantity	cost per	phase 1 total	phase 2	quantity	cost per	phase 3 total	phase 4 total
	rowspan 10 Youth Collection Area								
	4 person tables/ chairs comic area	4	\$2,100	\$8,400					
	lounge chairs	4	\$1,800	\$7,200		3	\$1,600	\$4,800	
	side tables	2	\$500	\$1,000		2	\$500	\$1,000	
	counter task chairs	4	\$350	\$1,400					
	stem tables					2	\$800	\$1,600	
	stem chairs					10	\$250	\$2,500	
	2 person computer tables	3	\$2,400	\$7,200					
	computer chairs	6	\$350	\$2,100					
	story room area 4 person table/chairs	1	\$2,400	\$2,400					
	story room area chess table/ 2 chairs			\$0		1	\$2,100	\$2,100	
	story room area 2 person tables/chairs	3	\$1,600	\$4,800					
	entry tiered display	1	\$2,000	\$2,000					
	entry opac table/ chair	1	\$1,350	\$1,350					
	study room 2 person table					2	\$1,000	\$2,000	
	study room 4 person table	1	\$1,000	\$1,000					
	study room chairs	14	\$275	\$3,850					
	staff chairs					4	\$350	\$1,400	
	center area 4 person tables/chairs	2	\$2,400	\$4,800		8	\$2,400	\$19,200	
	center area lounge	4	\$1,800	\$7,200		7	\$1,800	\$12,600	
	center area setee					2	\$2,500	\$5,000	
	center area side table	1	\$500	\$500		3	\$500	\$1,500	
	opac/chair	1	\$1,300	\$1,300					
	ipad chairs					6	\$275	\$1,650	
	center area baby padded area	1	\$1,400	\$1,400					
	mousehouse table/4 chairs					1	\$2,400	\$2,400	
	Story room allowance			\$12,650					
			SUBTOTAL:	\$70,550	\$0		SUBTOTAL:	\$57,750	\$0

Downers Grove Public Library : Furniture Inventory									
08.22.17									
product architecture + design									
Level 2:									
Second Floor Staff Areas									
	Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4
	Adult Services Workstations	14	\$2,500	\$12,650				total	total
	Adult Services private office	1	\$5,000	\$12,650					
	IT workstation	1	\$2,500	\$12,650					
	IT private office	1	\$5,000	\$12,650					
	SUBTOTAL:			\$50,600	\$0		SUBTOTAL:	\$0	\$0
Adult Computer area									
	Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4
	computer table/chair (# stations)	24	\$1,550	\$37,200				total	total
	computer area table/4 chairs	1	\$2,250	\$2,250					
	large meeting room tables					6	\$800	\$4,800	
	large meeting room chairs					16	\$150	\$2,400	
	computer help desk task chairs					2	\$350	\$700	
	PC res chair					1	\$250	\$250	
	training lab tables (per person)	12	\$1,100	\$13,200					
	training lab chairs	18	\$350	\$6,300					
	instructor station	1	\$2,000	\$2,000					
	media lab allowance	1	\$1,500	\$1,500					
	SUBTOTAL:			\$62,450	\$0		SUBTOTAL:	\$8,150	\$0
AV area									
	Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4
	copy tables	2	\$1,000	\$2,000				total	total
	copy chair	1	\$350	\$350					
	study room 4 person tables	7	\$1,000	\$7,000					
	study room 6 person chairs	30	\$350	\$10,500		10			
	opac table	1	\$1,000	\$1,000					
SUBTOTAL:			\$20,850	\$0		SUBTOTAL:	\$0	\$0	

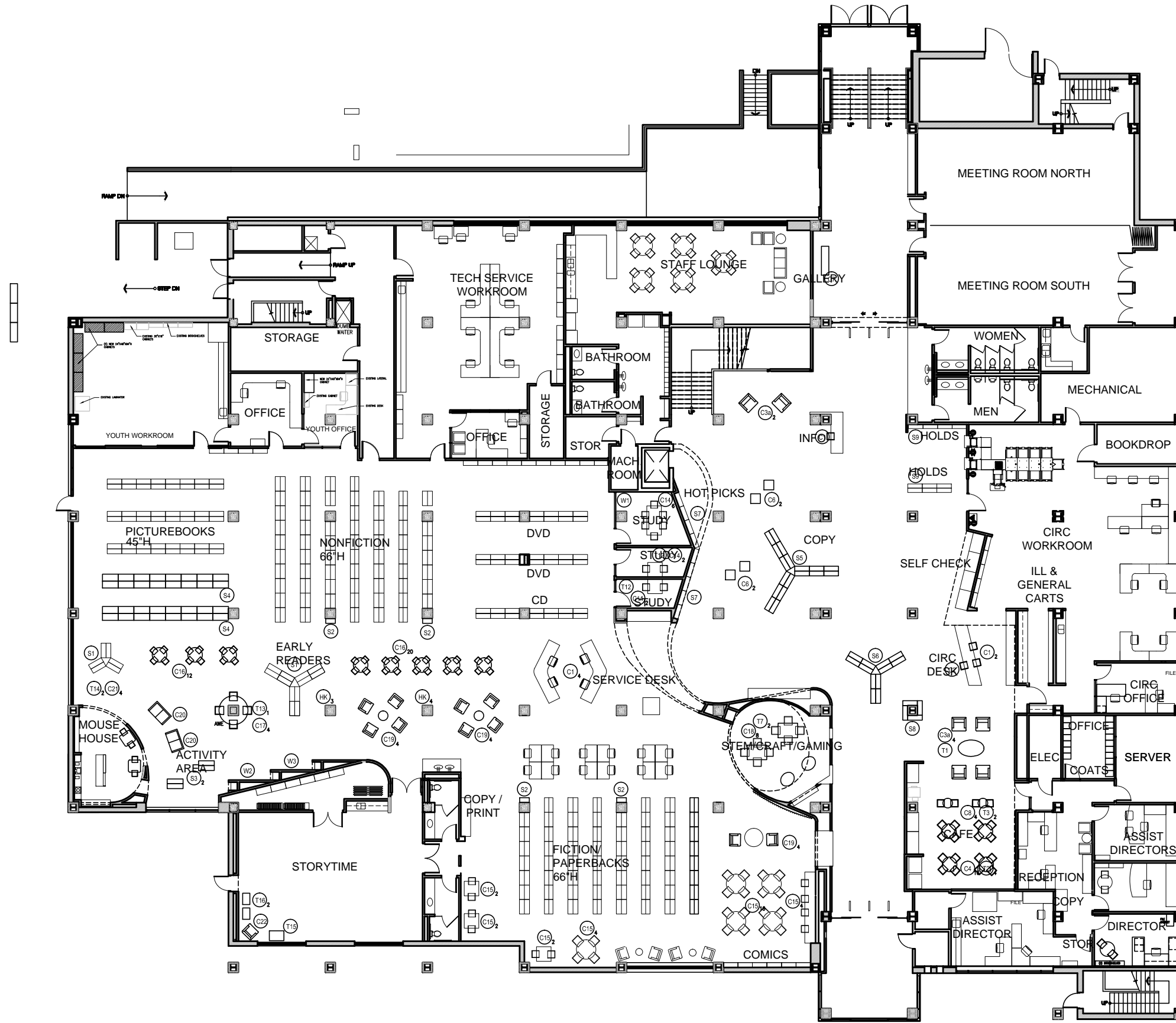
Downers Grove Public Library : Furniture Inventory									
08.22.17									
product architecture + design									
Level 2:									
2022202720322037									
Teen shelving									
Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4	
66" df	18	\$760		\$13,680			total	total	total
48" df	6	\$700		\$4,200					
end panels					10	\$500	\$5,000		
		SUBTOTAL:	\$0	\$17,880		SUBTOTAL:	\$5,000		\$0
Help Desk Area									
Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4	
bench	1	\$1,500	\$1,500				total	total	total
self check tables	2	\$1,200	\$2,400						
desk staff chairs					4	\$450	\$1,800		
desk patron chairs					3	\$350	\$1,050		
opac table w/ chair	2	\$1,500	\$3,000						
table display	1	\$1,200	\$1,200						
tiered table display					1	\$2,400	\$2,400		
4 person tables/ chairs	6	\$2,800	\$16,800						
copier table	1	\$1,200	\$1,200						
dictionary table	1	\$1,200	\$1,200						
quiet study 1 allowance			\$22,000						
		SUBTOTAL:	\$49,300	\$0		SUBTOTAL:	\$5,250		\$0
Fiction Seating									
Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4	
lounge					4	\$1,600	total	total	total
side tables	2	\$500	\$1,000						
1 person table facing wall/chair	9	\$1,150	\$10,350						
lounge along wall	4	\$1,600	\$6,400						
side tables	3	\$500	\$1,500						
		SUBTOTAL:	\$19,250	\$0		SUBTOTAL:	\$0		\$0
Fiction shelving									
Type	quantity	cost per	phase 1	phase 2	quantity	cost per	phase 3	phase 4	
high wood shelves df	64	\$850	\$54,400				total	total	total
SF shelving	10	\$600		\$6,000					
high steel shelves df	112	\$850		\$95,200					
ep	48	\$500	\$24,000						
pinwheel display of 6 units	2	\$4,500	\$9,000						
ep (needs repair)	6	\$100	\$600						
		SUBTOTAL:	\$79,000	\$110,200		SUBTOTAL:	\$0		\$0

Downers Grove Public Library : Furniture Inventory										
08.22.17				product architecture + design						
Level 2:										
nonfiction shelving				2022	2027	2032	2037			
	Type	quantity	cost per	phase 1	phase 2	phase 3	phase 4			
	orange df high shelving	86	\$850	\$73,100		total	total			
	ep	22	\$500	\$11,000						
	creamy df high shelving	75	\$850		\$63,750					
	ep	22	\$500	\$11,000						
	sf tall shelving	10	\$600		\$6,000					
	magazine 66" df	15	\$750		\$11,250					
	magazine 66" sf	9	\$600		\$5,400					
	ep	8	\$500	\$4,000						
			SUBTOTAL:	\$99,100	\$86,400	\$0	\$0			
	nonfiction seating				2022	2027	2032	2037		
		Type	quantity	cost per	phase 1	phase 2	phase 3	phase 4		
2 person tables/chair		8	\$2,100	\$16,800		total	total			
4person tables/ chair		3	\$2,800	\$8,400						
lounge		2	\$1,600	\$3,200		\$1,600				
side table		3	\$500	\$1,500		\$500				
opac		1	\$1,000	\$1,000						
microfilm reader table		2	\$1,000	\$2,000						
microfilm reader chair		2	\$350	\$700						
			SUBTOTAL:	\$33,600	\$0	\$2,100	\$0			
Downers Grove Public Library : Furniture Inventory										
08.22.17				product architecture + design						
Level 1+Level 2 Summary:										
Project Totals:		multiplier	2022	2027	2032	2037				
	TOTAL PROJECT SUBTOTAL BY PHASE		phase 1	phase 2	phase 3	phase 4				
	INSTALLATION(12%)		\$873,200	\$303,230	\$165,450	\$23,400				
	TOTAL Level 1 & Level 2 with escalation (5 years)	1.22	\$104,784	\$36,388	\$19,854	\$2,808				
	TOTAL Level 1 & Level 2 with escalation (10 years)	1.48	\$1,189,867	\$502,717						
	TOTAL Level 1 & Level 2 with escalation (15 years)	1.80								
TOTAL Level 1 & Level 2 with escalation (20 years)	2.19			\$333,722	\$57,425					

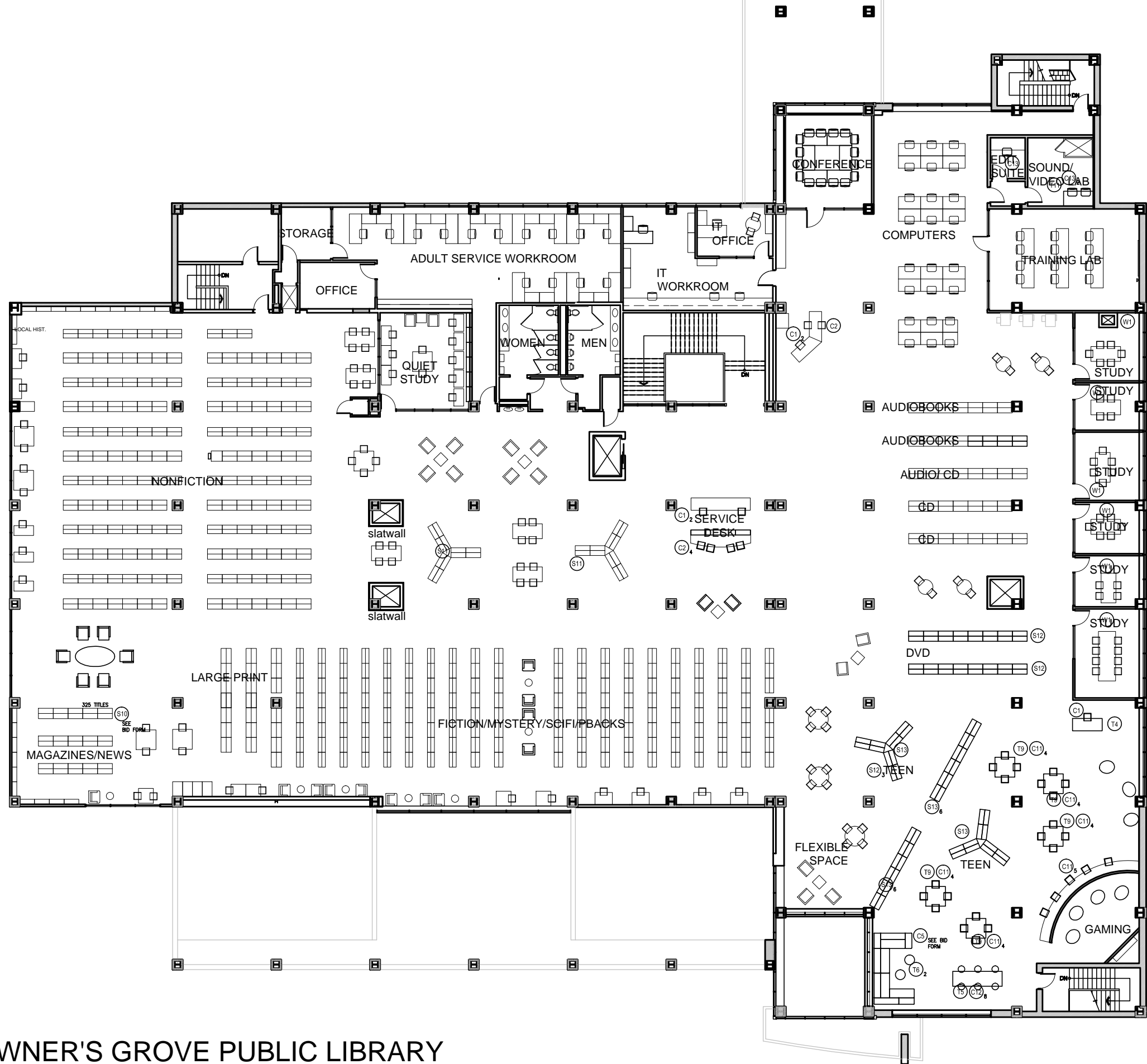
Appendix A:

Existing Building Plans for Reference

- Level 1 / Ground Floor Level
 - Level 2



DOWNER'S GROVE PUBLIC LIBRARY
 product ARCHITECTURE + DESIGN
 NEW FIRST FLOOR



DOWNER'S GROVE PUBLIC LIBRARY

product ARCHITECTURE + DESIGN
NEW SECOND FLOOR

Appendix B

Cashflow Projections for Tax Levy Increase

1 DOWNERS GROVE PUBLIC LIBRARY

2 Financial Management Plan Summary

3 Library Operations and Capital Improvements

Percent Levy Increase 11.75% 2.50% 2.50% 2.50% 1.00% 1.00% 1.00% 1.00% 1.00%

7	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
8	Audit	Audit	Budget						Projected					
9	GENERAL FUND													
9	REVENUE													
10	Property taxes -	4,708,186	4,876,235	5,094,123	5,182,314	5,791,236	5,936,017	6,084,417	6,236,528	6,298,893	6,361,882	6,425,501	6,489,756	6,554,653
11	Intergovernmental	61,516	37,936	55,000	60,100	60,701	61,308	61,921	62,540	63,166	63,797	64,435	65,080	65,730
12	Replacement tax	59,714	59,659			-	-	-	-	-	-	-	-	-
13	Charges for Services	110,075	89,723	165,000	92,500	93,425	94,359	95,303	96,256	97,218	98,191	99,173	100,164	101,166
14	Fines and Fees	89,447	92,532			-								
15	Contributions	66,040	10,967	5,000	5,000	5,050	5,101	5,152	5,203	5,255	5,308	5,361	5,414	5,468
16	Grants			36,910	36,910	37,279	37,652	38,028	38,409	38,793	39,181	39,573	39,968	40,368
17	Miscellaneous					-	-	-	-	-	-	-	-	-
18	Sale of Equipment			8,000	8,000	8,080	8,161	8,242	8,325	8,408	8,492	8,577	8,663	8,749
19	Interest on Investments	1,486	5,312	2,000	2,000	2,655	2,425	2,261	3,245	3,206	3,312	5,219	5,163	5,191
20	TOTAL REVENUE	5,096,464	5,172,364	5,366,033	5,386,824	5,998,426	6,145,022	6,295,324	6,450,506	6,514,939	6,580,163	6,647,838	6,714,208	6,781,326
21														
22	EXPENSES													
23	Personnel	3,405,809	3,530,368	3,691,920	3,794,033	3,907,854	4,025,090	4,145,842	4,270,218	4,398,324	4,530,274	4,666,182	4,806,167	4,950,353
24	Other current expenditures	622,122	617,806	722,525	781,125	796,748	812,682	828,936	845,515	862,425	879,674	897,267	915,212	933,517
25	Capital	883,359	870,701	889,700	841,500	840,000	840,000	840,000	840,000	840,000	840,000	840,000	840,000	840,000
26	Transfer out													
27	to Capital Mtce and Repair for bldg					500,000	500,000	500,000	500,000	400,000	250,000	250,000	150,000	150,000
28	to Capital Mtce and Repair for furniture/IT			1,400,000	350,000									
29	Contingency	6,604		10,000										
30	New Employees - Positions Added			-	-	-	-	-	-	-	-	-	-	-
31	TOTAL EXPENSES	4,917,894	5,018,875	6,714,145	5,766,658	6,044,601	6,177,772	6,314,778	6,455,732	6,500,749	6,499,947	6,653,449	6,711,380	6,873,869
32														
33	REVENUE OVER (UNDER) EXPENSES	178,570	153,489	(1,348,112)	(379,834)	(46,175)	(32,750)	(19,454)	(5,227)	14,190	80,215	(5,612)	2,828	(92,543)
34	Ending Fund Balance	2,105,536	2,259,025	910,913	531,079	484,904	452,154	432,699	427,473	441,662	521,878	516,266	519,094	426,551
35	Fund Balance Target	300,000	303,000	366,628	370,294	373,997	377,737	381,515	385,330	389,183	393,075	397,006	400,976	404,985
36	Fund Balance as a Percent of Annual Expenses	43%	45%	14%	9%	8%	7%	7%	7%	7%	8%	8%	8%	6%
37														
38	CORPORATE LEVY	4,708,790	4,874,874	5,094,123	5,182,314	5,791,236	5,936,017	6,084,417	6,236,528	6,298,893	6,361,882	6,425,501	6,489,756	6,554,653
39														
40	TOTAL TAX LEVY	4,708,790	4,874,874	5,094,123	5,182,314	5,791,236	5,936,017	6,084,417	6,236,528	6,298,893	6,361,882	6,425,501	6,489,756	6,554,653
41														
41		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
42	Library Tax Rate	0.261%	0.241%	0.222%	0.223%	0.247%	0.251%	0.254%	0.258%	0.258%	0.258%	0.258%	0.258%	0.258%
43														
49	Library District Taxes	\$235	\$223	\$228	\$232	\$260	\$266	\$273	\$280	\$283	\$286	\$289	\$292	\$295
50	Annual Increase/(Decrease)		-\$12	\$5	\$4	\$27	\$7	\$7	\$7	\$3	\$3	\$3	\$3	\$3

Downers Grove Public Library
 Financial Management Plan
 Capital Maintenance and Repair Fund

	Inflation Assumptions										
1	Expenses Inflation Rate	0.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
2	Interest Income	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%
3	Capital improvement inflation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

FUND BALANCE ANALYSIS	Building Maintenance Programs		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
		Actual	Budget	Projected										
	<u>REVENUE</u>													
	4	General Property Tax			0	0	0	0	0	0	0	0	0	0
	5	Replacement Tax			0	0	0	0	0	0	0	0	0	0
	6	Intergovernmental												
	7	Interest Earnings			5,450	4,428	5,184	3,806	3,106	3,486	3,604	3,991	4,812	
	8	Contributions & Donations												
	9	Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue		0	0	5,450	4,428	5,184	3,806	3,106	3,486	3,604	3,991	4,812	
	<u>EXPENSES</u>													
	10	Total Current		0	0	0	0	0	0	0	0	0	0	0
	11													
	12	Total Capital Projects		660,000	60,000									
	13	Capital improvement			649,771	353,208	1,034,572	597,217	352,391	357,933	214,865	71,877	42,187	
	14	Existing Debt: Interest			0	0	0	0	0	0	0	0	0	0
	Total Expenses		0	660,000	709,771	353,208	1,034,572	597,217	352,391	357,933	214,865	71,877	42,187	
	Revenues Over / (Under) Expenses		0	(660,000)	(704,321)	(348,780)	(1,029,388)	(593,411)	(349,285)	(354,447)	(211,261)	(67,886)	(37,375)	
	<u>OTHER FINANCING SOURCES / (USES)</u>													
	15	Bond Proceeds												
	16	Sale of assets												
	17	Transfers In from General Fund	1,400,000	350,000	500,000	500,000	500,000	500,000	400,000	250,000	250,000	150,000	150,000	
	18	Transfers In for furniture/IT			0	0	0	0	0	0	0	0	0	0
	19	Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0
	Total Other Sources / (Uses)		1,400,000	350,000	500,000	500,000	500,000	500,000	400,000	250,000	250,000	150,000	150,000	
	Prior Period Adjustments													
	20 Ending Fund Balance		1,400,000	1,090,000	885,679	1,036,899	507,511	414,100	464,815	360,368	399,107	481,221	593,846	

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 28, 2018**

DEPARTMENT REPORTS – JANUARY 2018

Administration – Jen Fredericks

- Revamped the How Did We Do form process, including dissemination, recording, and storage.
- Started our weekly, volunteer partnership with Giant Steps. Giant Steps is a school for children with ASD. We are helping the students with vocational training.
- Continued to add content to the Person In Charge Manual.
- Worked on library-wide, statistical recordkeeping and eliminated superfluous counts that we do not use to study trends or need for IPLAR.
- Worked on annual reports: IPLAR, PLA survey and Collection Count for Village.

Adult & Teen Services – Lizzie Matkowski

- Amanda ran two programs for teens over winter break: a Super Smash Bros. tournament on January 3 and DIY Screen Printing on January 4.
- In addition to partnering with the District's Multi-Needs classes for programs, Lynette, Misty, and Ed are working with District 99 to partner with the Transitions students starting in February.
- Kira and Amanda ran a Genealogy Drop-In help session on January 18.
- Lizzie met with other department managers, Julie, Jen, and ATS staff over the course of the month to get up to speed on what is going on in the library and the department.
- The entire department attended In Service day on January 19. Shannon Gruber celebrated her 5 year anniversary with the library!
- The new Adult & Teen Services Librarian, Program Coordinator position was posted. Karen Bonarek was offered and accepted the position. She started Feb 12.

Children's Services – Allyson Renell

- On January 22, the Kids Room launched our 1,000 Books Before Kindergarten initiative! This on-going program challenges parents of young children to read 1,000 books together by the time the child starts Kindergarten. Many libraries nationwide have a version of this program and the Kids Room is proud to be part of this exciting trend. Frequent reading to young children has been shown to be associated with school success and the earlier that shared reading is started, the better! The initiative was an instant hit with over 150 children signing up in the first week, with 66 of those sign-ups happening on the first day!
- The Kids Room continued their partnership with District 58's Grove Preschool program by visiting the classes at both Henry Puffer and Indian Trails Schools. Kids Room staff members presented storytimes to over 100 children.

- Sharon Hrycewicz, Reference and Technology Coordinator, participated in the SWAN New 19 Enterprise Migration Task Force meeting, which brought together representatives from current SWAN libraries and the new member libraries to help SWAN staff develop a unified Enterprise experience. This was the second meeting of the task force.
- Musician Kevin Farris visited the Kids Room on January 13 and packed the program room with 100 attendees.

Circulation Services – Christine Lees

- The launch of the Book Club Bags officially began this month! We have received a lot of interest in this program and more than half of the bags went out this month. Due to patron requests, we have already added two new titles to the program.
- Christine Lees assisted Lynette in working with the Multi-Needs class by giving them a tour of the library and showing the class how to use the book sorter. It was a great morning!
- Our newly formed library-wide committee, The Service Excellence Team, met for the first time this month to discuss our committee's purpose and goals. Watch this space for exciting things to come from this committee.
- Max Mogavero from IT met with a majority of our staff in January to provide in-depth telephone training. All staff involved felt the training was extremely useful. Thanks, Max!
- We have offered to work with the local agency Giant Steps, which is an organization that provides training and work experience for young adults with Autism. Our first meeting with our three volunteers from Giant Steps was a huge success. Our volunteers received a tour of the library and training on how to process materials through the book sorter. Next week the volunteers will learn how to shelve DVD's.
- All staff that attended our Staff In-Service Day had rave reviews about the presentation by Gene Ambaum. Many staff remarked that it was their favorite In-Service Day yet!

Information Technology – Paul Regis

- Girls Who Code kicked off this month, which meant laptops, laptops, laptops. Technology Assistant I Max Mogavero handled these initial setups with aplomb, ensuring the technology-side of this program went smoothly. Media Lab Coordinator Ed Bromiel will be documenting the classes week to week, offering weekly or bi-weekly vlogs that will cover what was taught and general impressions.
- IT spent the first week or so of the month filling in gaps in coverage. All of IT helped out immensely in covering the desk and ensuring there was adequate coverage to assist patrons – a very big thank you to them. A Computer Help Desk Associate job was posted online, and many qualified individuals applied.

Public Relations – Melissa Fischer

- As part of my new role, I have started reaching out to and attending meetings of various community groups and individuals, including most recently:
 - DuPage Pads, Will Salmon
 - Future Energy Jobs Act of DuPage County
 - Community Engagement continuing ed program in New Lenox
 - DG Marchers Where We're Going event
 - Long-time resident John Mochel
 - League of Women Voters foreign policy discussion group enhancements
 - League of Women Voters Community Response to Crimes Against Women and Children
 - DG Public Works, for spring co-hosted program
 - DG Park District, for spring co-hosted program

This role also designates me as our Downtown Management liaison, with a special focus on the downtown events held throughout the year. I will be in contact with their team for the library to participate when/how appropriate and to communicate between groups more effectively.

- Communications Coordinator Christine Niels is working on writing content for her first Discoveries newsletter, with the help of veteran Staff Artist Melody Danley. The March/April issue will include the annual report, as normal, and will focus on our 2017 year of planning.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For ATS collection: added 1463 print items and 402 AV items; discarded 935 print items and 441 AV items.
- For Kids Room collection: added 755 print items and 130 AV items; discarded 1357 print items and 163 AV items.
- Claimed 6 magazines that did not arrive when expected.
- Originally cataloged 16 items.

Reclassification and Repairs

- Repaired 1388 ATS and Kids Room books and audiovisual items.
- Reclassified 396 general adult and ATS and Kids Room items.
- We reclassified the Opera and Performance DVD collections and interfiled them within their appropriate nonfiction call number area.
- We are cleaning and repackaging the audiobook collection.
- Turnaround time for processed hardcovers is less than 24 hours.

Facilities Services – Ian Knorr

- The RFP for our Mechanical Services Contract was generated and posted to the website. We are currently paying RMC Inc. \$11,514 annually for the contract and coil cleaning. Six vendors responded and five of the six companies delivered proposals. I am looking through the proposals and will award the contract to a vendor on February 14.
- LED lighting samples were obtained from vendors to replace the CFL bulbs currently being used in the café, self-checkout area, and Circulation Desk. Three different manufacturers are being tested for longevity, lighting of the surface areas, and appeal. By switching to LEDs, we will be able to cut power consumption and supply cost.
- I am investigating options to soundproof the sorter in the Circulation Department workroom.
- I have contacted Kevin Bobikiewicz, PRST Coordinator from the Village of Downers Grove, to find out if we qualify for ComEd rebates. The purpose of this is to expedite the switch from fluorescent lamps and fixtures in the Kids Room to an all-LED system.
- I obtained pricing to supply and install a bottle filler station on the second floor for patrons and staff.

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	JAN 18	%	JAN 17	%	JAN 16	%
2	Checkouts						
3	Selfchecks	46,741	75%	46,697	73%	49,146	73%
4	Staff desk	15,801	25%	16,881	27%	14,389	23%
5	Total checkouts	62,542		63,578		63,535	
6							
7	Renewals						
8	Auto Renewals	30,624					
9	Selfchecks	48		1,636		1405	
10	Staff desk (incl. phone)	287		2,453		2,549	
11	Patron renwals on website	689		11,271		10,322	
12	Patron self-renewals on BookMyne	18		211			
13	Total renewals	31,666		15,571		14,276	
14							
15	Total item checkout and renewals	94,208		79,149		77,811	
16							
17	Digital Circulation	7,474		8,689		8,173	
18							
19	Total Circulation	101,682		87,838		85,984	
20							
21	Reserves Processed						
22	Received from ILL	7,475		7,284		7,923	
23	ILL sent	4,913		4,993		4,490	
24	OCLC requests processed	558		724		661	
25							
26	Gate Count						
27	North	26,649		29,619		28,872	
28	South	13,238		14,847		14,148	
29	Total	39,887		44,466		43,020	
30							
31	Registrations						
32	New resident library Cards	151		209		192	
33	New fee cards	3		17		8	
34							
35	Current borrowers	28,765		32,550		31,129	
36	Active fee cards	*working w/ SWAN on this #		118		136	

Circulation

	Jan 2017	Jan 2018	YTD Totals			
Adult	46,768	53,741	46,768	53,741		
Teen	1,340	1,954	1,340	1,954		
Children	31,063	38,498	31,063	38,498		
Download	8,689	6,940	8,689	6,940		
Total	87,860	101,133	87,860	101,133	13,273	15.1%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	29,940	55.71%	6,407	11.92%	14,969	27.85%	2,425	4.51%	53,741
Teen	1,777	90.94%	105	5.37%	58	2.97%	14	0.72%	1,954
Children	30,187	78.41%	1,161	3.02%	5,940	15.43%	1,210	3.14%	38,498
Total	61,904	65.72%	7,673	8.15%	20,967	22.26%	3,649	3.87%	94,193

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	124,783	75.26%	16,402	9.89%	15,706	9.47%	8,904	5.37%	165,795
Children	74,404	84.89%	2,877	3.28%	7,611	8.68%	2,758	3.15%	87,650
Total	199,187	78.59%	19,279	7.61%	23,317	9.20%	11,662	4.60%	253,445

Book Collection

	Jan 2017	Jan 2018	YTD Totals		YTD Difference	
Adult	134,263	124,783				
Children	80,498	74,404				
Total	214,761	199,187	214,761	199,187	-15,574	-7.3%

Audio Collection

	Jan 2017	Jan 2018	YTD Totals		YTD Difference	
Adult	17,282	16,402				
Children	3,028	2,877				
Total	20,310	19,279	20,310	19,279	-1,031	-5.1%

Video Collection

	Jan 2017	Jan 2018	YTD Totals		YTD Difference	
Adult	17,497	15,706				
Children	7,613	7,611				
Total	25,110	23,317	25,110	23,317	-1,793	-7.1%

Miscellaneous Collection

	Jan 2017	Jan 2018	YTD Totals		YTD Difference	
Adult	8,323	8,904				
Children	2,876	2,758				
Total	11,199	11,662	11,199	11,662	463	4.1%



Statistics for January 2018 (FY Jan-Dec)

Rooms & Spaces

	Jan 2017	Jan 2018				
Community Use of Rooms	1,167	995				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	149	152				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,316	1,147	YTD Totals	1,316	1,147	YTD Difference -169 -12.8%

Programs Offered

	Jan 2017	Jan 2018				
Library Programs Offered						
Adult	15	20				
Teen	13	6				
Children	56	64				
Outreach Programs Offered						
Adult	4	4				
Teen	4	2				
Children	10	1				
Passive Programs Offered						
Adult	0	0				
Teen	0	0				
Children	9	22	YTD Totals	111	119	YTD Difference 8 7.2%
Programs Offered Total	111	119				

Programs Attended

	Jan 2017	Jan 2018				
Library Program Attendance						
Adult	440	299				
Teen	876	144				
Children	1,911	1,465				
Outreach Programs Attendance						
Adult	62	89				
Teen	40	14				
Children	349	8				
Passive Programs Attendance						
Adult	0	0				
Teen	0	0				
Children	175	611	YTD Totals	3,853	2630	YTD Difference -1,223 -31.7%
Programs Attendance Total	3,853	2,630				



Statistics for January 2018 (FY Jan-Dec)

Gate Count

	Jan 2017	Jan 2018	YTD Totals		YTD Difference	
	44,466	39,887	44,466	39,887	-4,579	-10.3%

Reference Questions

	Jan 2017	Jan 2018	YTD Totals		YTD Difference	
One on One Tutorials	21	28	21	28	7	33.3%

Computer User Sessions

	Jan 2017	Jan 2018				
Adult	4,045	3,826				
Children	1,203	1,125	YTD Totals		YTD Difference	
Total	5,248	4,951	5,248	4,951	-297	-5.7%
Wireless Sessions	2,500	2,658	2,500	2,658		