

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 27, 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. May 2018 Financial Report
 - b. June 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Illinois Non-Resident Library Card Program
Requested Action: Approval
 - b. 2018 Furniture Replacement Proposals
Requested Action: Approval
 - c. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund
Requested Action: Approval
 - d. Change of Budget Workshop Meeting Date from September 12 to August 8
Requested Action: Approval
 - e. 2019 Budget Framework
Requested Action: Discussion
9. Unfinished Business
 - a. 2018 Capital Project Bid Specifications – Product Architecture+ Design
Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MAY 23, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

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

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Communications Coordinator Christine Niels, Children's Services Manager Allyson Renell, Downers Grove Public Library Foundation Vice President Ed Pawlak, Resident Tom Sleeter.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 25, 2018 Regular Monthly Meeting. President Graber noted that in item 3, the word "interested" should be "interest". It was moved by Earl and seconded by Humphreys THAT the Minutes of the April 25, 2018 Regular Monthly Meeting be approved with correction. Motion passed by voice vote. Trustee Eblen abstained.
5. **Financial Matters.**
 - a. April 2018 Financial Report. Milavec presented the report.

The library is right on track for this time of year. There is still no property tax allocated to the library. This will happen after the property tax bills are paid, so the Board will continue to see \$0 in that revenue line until the payments come in. The latest invoice for Product Architecture + Design is included in the packet and comes out of the Capital Replacement Fund. Milavec noted a large invoice for the OverDrive database renewal.
 - b. May 2018 Invoices. It was moved by Humphreys and seconded by Stapleton THAT the payment of May 2018 capital replacement invoices totaling \$11,186.52, the payment of May 2018 operating invoices totaling \$90,343.33, the acceptance of May 2018 credit memos totaling \$279.00, and the ratification of April 2018 payrolls totaling \$205,010.74 be approved. Roll call: Ayes: Earl, Eblen, 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. Ed Pawlak commented that statistics of the library's usage are going up, which is always great to hear. In terms of the Board's planning and looking at initiatives, he hopes that they see there are two dimensions to those rising numbers. It is the result of the range of people that use the library and the levels of use. It would be useful for the Board to look at goals for the library in terms of the different levels of use and try to initiate different types of programs to appeal to the most people.

Milavec responded with examples of programs the library is trying to do to go beyond its physical walls. The rack at the tracks program has just begun, with books available at the train station for commuters to read and return. These are donated and withdrawn items. The open Public Relations Manager position will be tasked with beefing up partnerships and the library's outreach with other community organizations. The library is looking at doing deposit collections at its major service centers around town to reach patrons that cannot make it to the building themselves.

Trustee Humphreys seconded the initiative and suggested a future agenda item for the Board to chat about other ways to spread the word about the library's many services.

8. **New Business.**

- a. Summer Reading Presentation. Children's Services Manager Allyson Renell presented the 2018 Summer Reading Club details.
- b. Collection Management Policy. Milavec presented a new collection management policy that covers all aspects of managing the library's collections in a simplified, streamlined manner. It also covers artwork and donations. It was moved by Humphreys and seconded by Eblen THAT the Collection Management Policy be approved as presented. Motion passed by voice vote.

9. **Unfinished Business.**

- a. 2018 Capital Project Bid Specifications – Product Architecture + Design. President Graber stated that he would like all Board members to participate in the 2018 project vote and would like to postpone the vote until the June meeting when Trustee Gigani is present. Trustee Eblen cautioned the Board against setting a precedent by postponing votes when trustees are not in attendance. After discussion, the Board agreed to only postpone votes on future agenda items when the decision is made collectively at a previous meeting. It was moved by Earl and seconded by Humphreys to table agenda item 9a until a future meeting. Motion passed by voice vote.

- b. Employee Benefit Premium Plan. Milavec presented the Village of Downers Grove's employee benefit premium structure as well as two alternate structures and asked the Board for direction on what they want the library's plan to look like. Milavec recommends the Board approve a plan similar to the Village, which incentivizes the VEBA insurance plan, to help keep premiums lower for both library and village staff.

It was moved by Humphreys and seconded by Earl THAT the library implement the 2019 Employee Benefit Premium Plan with the Village of Downers Grove structure.
Roll call: Ayes: Earl, Eblen, Humphreys, Stapleton, Graber. Nays: None.
Abstentions: None.

10. **Library Director's Report.** Milavec presented the report (attached). Staff have been very busy this past month. Julie Milavec and Jen Fredericks interviewed six candidates for the Public Relations Manager position this week. Final interviews will be next week. Facilities Manager Ian Knorr and Custodian Kevin Montgomery are working overnights to complete the Kid's Room lighting project. This will give the library an additional 20% rebate through the ComEd rebate program. Milavec commended Ian on all of the hard work he has done for this lighting project to save the library money and be energy efficient while maintaining good quality of light.

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

Trustee Eblen missed last month's meeting and watched the video to catch up. It was very helpful! Trustee Humphreys asked if there was a way to make the Board meeting recordings live.

Trustee Humphreys talked about the 250 new apartments opening up downtown this summer. He is hoping the library is taking advantage of these new potential patrons. Pierce Tavern is also opening up this summer in the downtown area. Trustee Humphreys attended the Girls Who Code graduation ceremony and it was so much fun. The kids had a blast and they clearly learned a tremendous amount in the program.

Director Milavec forgot to mention in her earlier report that Teen Services Librarian Lynette Pitrak, who has been with the library almost eight years, will be leaving the library in June to become a teacher. She will do amazing things in her new profession and will be sorely missed.

12. **Adjournment.** It was moved by Stapleton and seconded by Eblen THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:46 p.m.

DOWNERS GROVE LIBRARY

5/31/2018

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ (446,647)	\$ 1,375,386
FUND BALANCE	(551,826)	\$ 1,375,386

Revenue by Object Report

Village of Downers Grove
5/1/2018 through 5/31/2018

Grand Totals

Object/Title	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
4101 Current Property Taxes	5,182,314.00	280,522.95	280,522.95	4,901,791.05	5.41
4109 Prior Year Property Taxes	100.00	0.00	3.25	96.75	3.25
4313 Personal Property Replacement Tax	60,000.00	12,148.43	36,234.21	23,765.79	60.39
4410 Sales of Materials	10,000.00	979.05	4,786.71	5,213.29	47.87
4502 Charges For Services	15,000.00	1,798.46	21,556.02	-6,556.02	143.71
4509 Fees For Non-Residents	16,000.00	1,032.00	7,232.50	8,767.50	45.20
4571 Rental Fees	4,500.00	370.00	2,120.00	2,380.00	47.11
4581 Fines	42,000.00	2,892.70	15,394.12	26,605.88	36.65
4590 Cost Recovered For Services	15,000.00	854.69	4,252.02	10,747.98	28.35
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	0.00	11.60	1,988.40	0.58
4712 Investment Income - Property Taxes	0.00	1,969.24	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	1,834.59	3,324.68	1,675.32	66.49
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	304,402.11	377,407.30	5,011,416.70	7.00

glExpObj
05/25/2018 11:05AM
Periods: 5 through 5

Expenditures by Object Report

Page: 4

Village of Downers Grove
5/1/2018 through 5/31/2018

Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5870 Capital Equipment	660,000.00	11,186.52	34,461.57	0.00	625,538.43	5.2
Grand Totals	660,000.00	11,186.52	34,461.57	0.00	625,538.43	5.2

Expenditures by Object Report

glExpObj
05/25/2018 11:01AM
Periods: 5 through 5

Village of Downers Grove
5/1/2018 through 5/31/2018

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,328,658.00	104,646.80	575,885.51	0.00	752,772.49	43.3
5111 Salaries, Non-Exempt	342,852.00	14,884.96	80,594.84	0.00	262,257.16	23.5
5119 Part-Time Employee Wages	1,241,170.00	87,089.07	471,641.10	0.00	769,528.90	38.0
5131 IMRF Pension Contributions	257,339.00	29,667.90	109,462.03	0.00	147,876.97	42.5
5133 Medicare Contributions	41,935.00	2,930.91	16,065.33	0.00	25,869.67	38.3
5134 Social Security Contributions	179,315.00	12,531.90	68,691.99	0.00	110,623.01	38.3
5190 Life Insurance	1,044.00	74.80	346.80	0.00	697.20	33.2
5191 Health Insurance	360,420.00	25,815.00	118,272.50	0.00	242,147.50	32.8
5195 Optical Insurance	2,492.00	164.06	766.35	0.00	1,725.65	30.7
5197 Dental Insurance	38,808.00	2,382.00	10,867.56	0.00	27,940.44	28.0
5210 Supplies	87,200.00	9,343.52	30,043.09	0.00	57,156.91	34.4
5251 Maintenance Supplies	18,000.00	1,073.52	6,784.30	0.00	11,215.70	37.6
5280 Small Tools & Equipment	34,600.00	810.74	6,521.24	0.00	28,078.76	18.8
5302 Dues And Memberships	7,500.00	1,794.00	4,071.00	0.00	3,429.00	54.2
5303 Seminars, Conferences & Meetings	34,250.00	772.71	10,495.61	0.00	23,754.39	30.6
5308 Recognition Program-Staff	5,000.00	88.06	3,066.88	0.00	1,933.12	61.3
5315 Professional Services	60,000.00	1,233.78	22,887.67	0.00	37,112.33	38.1
5322 Personnel Recruitment	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5323 Special Legal	6,000.00	1,784.00	2,471.00	0.00	3,529.00	41.1
5346 Data Processing Services	105,000.00	0.00	69,852.38	0.00	35,147.62	66.5
5380 Printing Services	18,700.00	2,911.00	5,817.00	0.00	12,883.00	31.1
5391 Telephone	20,000.00	2,146.34	9,226.09	0.00	10,773.91	46.1
5392 Postage	25,500.00	0.00	6,612.50	0.00	18,887.50	25.9
5407 Advertising And Public Relations	20,375.00	112.90	4,339.37	0.00	16,035.63	21.3
5420 Insurance - Other Policies	43,000.00	0.00	39,630.00	0.00	3,370.00	92.1
5430 Building Maintenance Services	90,000.00	8,503.57	41,805.66	0.00	48,194.34	46.4
5450 Cleaning Services	80,000.00	5,545.00	30,600.00	0.00	49,400.00	38.2
5461 Utilities	25,000.00	2,452.46	8,745.41	0.00	16,254.59	34.9
5470 Other Equipment Repair And Maintenance	11,500.00	621.09	6,459.52	0.00	5,040.48	56.1
5481 Rentals	20,500.00	898.07	9,015.35	0.00	11,484.65	43.9

Expenditures by Object Report

Village of Downers Grove
5/1/2018 through 5/31/2018

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	4,000.00	573.57	1,501.96	0.00	2,498.04	37.5
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	12,207.00	12,207.00	0.00	-2,207.00	122.0
5770 Capital Equipment	60,000.00	90.93	11,366.76	0.00	48,633.24	18.9
5851 Electronic Resources	223,000.00	13,272.04	84,298.37	0.00	138,701.63	37.8
5852 Print Materials	345,000.00	19,058.78	107,048.45	0.00	237,951.55	31.0
5853 Audiovisual Materials	148,500.00	12,405.15	50,655.28	0.00	97,844.72	34.1
5870 Capital Equipment	65,000.00	0.00	0.00	0.00	65,000.00	0.0
5880 Intangible Assets (Software)	43,000.00	5,188.16	16,950.00	0.00	26,050.00	39.4
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	383,073.79	2,055,065.90	0.00	3,711,592.10	35.6

Invoice Edit Listing
Village of Downers Grove

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
000265	ALL AMERICAN PAPER CO	1	483.29	0.00	483.29
000280	ALL WINDOW CLEANING SERVICE IN	1	820.00	0.00	820.00
018213	AMAZON CAPITAL SERVICES, INC.	3	578.63	0.00	578.63
000322	AMAZON.COM	1	2,052.28	0.00	2,052.28
000428	ANDERSON'S BOOKS, INC	2	44.78	0.00	44.78
000522	ART EXCURSIONS INC	1	315.00	0.00	315.00
000403	AT&T	2	907.00	0.00	907.00
000672	BAKER & TAYLOR - L0217582	108	40,077.84	0.00	40,077.84
018117	BETH WAGNER	1	450.00	0.00	450.00
016893	BIBLIOTHECA, LLC	4	7,721.51	0.00	7,721.51
018539	BIG RUN WOLF RANCH	1	425.00	0.00	425.00
017633	BONAREK, KAREN	1	71.70	0.00	71.70
001148	CALL THE UNDERGROUND CORP	1	80.00	0.00	80.00
001223	CASE LOTS INC	1	119.40	0.00	119.40
008705	CASH - LIBRARY	1	162.43	0.00	162.43
001259	CCH INCORPORATED	1	127.52	0.00	127.52
001264	CDW GOVERNMENT, INC	1	70.92	0.00	70.92
008323	CENGAGE LEARNING	19	1,806.54	0.00	1,806.54
001277	CENTER POINT PUBLISHING	6	653.61	0.00	653.61
002319	CHAMBER630	1	48.00	0.00	48.00
001377	CHICAGO TRIBUNE	1	507.00	0.00	507.00
001553	COMCAST CABLE	1	277.05	0.00	277.05

Invoice Edit Listing
Village of Downers Grove

Vendor Totals					
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total	
012009 D. POLLACK GLASS & MIRROR, INC	1	1,460.58	0.00	1,460.58	
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07	
002056 DEMCO INC	1	660.87	0.00	660.87	
002330 DOWNERS GROVE DOWNTOWN MANAGEM	1	75.00	0.00	75.00	
002359 DOWNERS GROVE SANITARY DIST.	2	204.00	0.00	204.00	
017328 ELM USA, INC.	1	616.50	0.00	616.50	
005572 FIA CARD SERVICES, N.A.	9	4,551.79	0.00	4,551.79	
009775 FINDAWAY WORLD, LLC	1	34.64	0.00	34.64	
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00	
018594 FRED COHA ARTIST, LLC	1	225.00	0.00	225.00	
015168 FREDERICKS, JENNIFER	1	58.20	0.00	58.20	
013544 GOOGLE, INC.	1	641.66	0.00	641.66	
003188 GRAHAM CRACKERS COMICS, LTD.	1	303.56	0.00	303.56	
008770 GRAINGER	6	506.84	0.00	506.84	
003249 GREY HOUSE PUBLISHING	1	487.00	0.00	487.00	
018411 HAYES MECHANICAL, LLC	1	1,096.40	0.00	1,096.40	
018572 HOMELESS TRAINING INSTITUTE, LLC	1	1,199.00	0.00	1,199.00	
007622 HRYCEWICZ, SHARON	1	21.21	0.00	21.21	
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00	
018332 ILLINOIS LIGHTING, INC.	4	7,739.00	0.00	7,739.00	
015657 ILLINOIS OFFICE OF THE STATE, FIRE MARSHALL	1	200.00	0.00	200.00	
017608 IMPACT NETWORKING, LLC	2	2,370.10	0.00	2,370.10	
002133 JAKOSZ, DIANE	1	81.16	0.00	81.16	

Invoice Edit Listing
Village of Downers Grove

		Vendor Totals			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
014628 KRISTIN MARIE PURCELL		1	59.10	0.00	59.10
004928 LAKESHORE LEARNING MATERIALS		1	712.86	0.00	712.86
017481 LEES, CHRISTINE		1	64.31	0.00	64.31
015812 LINSENMEYER, ERIN		1	255.13	0.00	255.13
018598 MARIJO HOBBS		1	81.47	0.00	81.47
017280 MARTIN, JOHN		1	33.27	0.00	33.27
010916 MARY THOMAS		1	56.25	0.00	56.25
015080 MATTESON, JOY		1	24.08	0.00	24.08
005866 MIDWEST TAPE		38	10,722.68	0.00	10,722.68
017442 MILAVEC, JULIE		1	84.91	0.00	84.91
006161 NICOR GAS		1	749.02	0.00	749.02
012499 OVERDRIVE, INC.		2	4,330.52	0.00	4,330.52
018491 PEOPLEFACTS, LLC		1	126.40	0.00	126.40
006640 POLONIA BOOKSTORE INC		3	366.35	0.00	366.35
006698 PRINT SMART		7	2,323.08	0.00	2,323.08
006859 R.H. DONNELLEY		1	14.18	0.00	14.18
006897 RANDOM HOUSE, INC		1	141.75	0.00	141.75
006944 RECORDED BOOKS, LLC		1	275.40	0.00	275.40
007517 SCHOLASTIC LIBRARY PUBLISHING		1	3,845.01	0.00	3,845.01
007604 SERVICEMASTER COMMERCIAL CLEAN		2	5,755.78	0.00	5,755.78
007612 SHANES OFFICE SUPPLY CO		10	1,903.63	0.00	1,903.63
013611 SKOCIK, TRACI		2	126.96	0.00	126.96
017596 SMARTY PANTS WORLD, LLC		1	499.00	0.00	499.00

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
007861 STEPHENS PLUMBING AND HEATING,	1	98.00	0.00	98.00
012467 STEVE BELLIVEAU	1	400.00	0.00	400.00
008391 TODAY'S BUSINESS SOLUTIONS	1	6,334.00	0.00	6,334.00
016841 TSAI FONG BOOKS, INC.	1	33.19	0.00	33.19
011517 UNIQUE MANAGEMENT SERVICES, IN	1	107.40	0.00	107.40
015110 VABALAITIS, KATELYN	2	20.09	0.00	20.09
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	2	1,345.43	0.00	1,345.43
Grand Total:	290	122,472.33	0.00	122,472.33

INVOICES OF NOTE

For Library Board Meeting on June 27, 2018

2018 Budget		
018117	Beth Wagner (program)	\$450.00
018539	Big Run Wolf Ranch (kids program)	\$425.00
008206	Management Association (2018-2019 membership dues)	\$1,620.00
012009	D. Pollack Glass & Mirror, Inc (replacement windows)	\$1,460.58
018411	Hayes Mechanical, LLC (repair 90 ton rooftop unit)	\$1,096.40
018572	Homeless Training Institute, LLC (annual subscription)	\$1,199.00
015657	Illinois Office of the State, Fire Marshall (boiler certificate)	\$200.00
015657	Impact (copier paper)	\$2,370.00
017596	Smarty Pants World, LLC (kid's program)	\$499.00
012467	Steve Velliveau (science program)	\$400.00
008391	Today's Business Solutions (Papercut and MyPC software)	\$6,334.00

Credit Memo Edit Listing

Village of Downers Grove

Vendor Totals

Vendor	Number of Memos	Amount
008770 GRAINGER	1	102.00
Grand Total:	1	102.00

Library Credit Card Details for the June 27, 2018 Board Meeting

Julie Milavec

Total \$ -

Katelyn Vabalaitis

971	5210 Supplies	toners, notary journals, office supplies	\$	356.99
971	5303 Seminars Mtgs, & Conferences	Fred Pryor seminar	\$	119.00
976	5407 Advertising & Public Relations	Survey Monkey	\$	37.00
			Total \$	512.99

Elizabeth Matkwoski

971	5210 Supplies	preservation materials	\$	550.00
972	5210 Supplies	program supplies, reading club prizes	\$	464.73
972	5303 Seminars, Mtgs, & Conferences	Fred Pryor Seminars	\$	248.99
			Total \$	1,263.72

Sharon Hrycewicz

973	5210 Supplies	food for program	\$	11.97
973	5852 Print Materials	Books	\$	538.30
973	5853 AV Materials	sewing machine repair, circuits	\$	116.72
			Total \$	666.99

Allyson Renell

973	5210 Supplies	program supplies	\$	186.44
973	5303 Seminars, Mtgs, & Conferences	airfare for ALSC conference	\$	115.96
973	5852 Printed Materials	Books	\$	143.64
973	5853 AV Materials	bean bags, math game	\$	105.04
			Total \$	551.08

Traci Skocik

973	5210 Supplies	program supplies, Little People toys	\$	220.73
973	5280 Small Tools & Equipment	folding tables	\$	80.96
973	5853 AV Materials	DVDs	\$	46.73
978	5280 Small Tools & Equipment	folding table	\$	44.98
			Total \$	393.40

Christine Lees

972	5210 Supplies	program supplies	\$	372.85
972	5315 Professional Services	locks and led flashlights	\$	44.53
973	5210 Supplies	program supplies	\$	5.33
974	5210 Supplies	office supplies	\$	169.76
			Total \$	592.47

Paul Regis

975	5280 Small Tools & Equipment	supplies - surge protectors, keyboards	\$	287.38
975	5880 Intangible Assets	Pantheon Systems	\$	100.00
			Total \$	387.38

Melody Danley

972	5210 Supplies	bundle pack stock photos, gift basket supplies	\$	88.36
		Total	\$	88.36

Jen Fredericks

977	5210 Supplies	labels	\$	95.40
		Total	\$	95.40

Library Credit Card June 2018 Totals	\$	4,551.79
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PAYROLLS FOR MAY 2018

MAY 11	\$104,733.35
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MAY 25	\$101,887.48
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TOTAL MAY 2018 PAYROLLS	\$206,620.83
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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 8A

Illinois Non-Resident Library Card Program

The State of Illinois requires each library board to take action annually concerning the library's participation in the non-resident card program. The Downers Grove Public Library has participated for many years.

The required Board action addresses four questions:

1. Will the Library participate in the program?
2. Which method will the Library use to compute the annual household fee?
3. What is the amount of the fee?
4. What is the effective starting date of the new fee?

The Downers Grove Public Library has participated in the Illinois Non-Resident Library Card Program every year since its inception. The fee formulae available under this program can be found here:

<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

The General Mathematical Formula is easy to calculate and administer. Using the General Mathematical Formula, the fee is computed by dividing the Library's total operating and debt service property tax levy (\$5,766,658) by the number of households in the municipality (19,766). This computation yields a result of \$291.74, rounded to \$292.00. The fee set in June 2017 was \$258.00. This is an increase of 12% from 2017. An August 1 effective date allows staff to provide notice of the new fee information on the website and in Circulation Department procedures.

The management team recommends participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$295.00 per household per year, effective August 1, 2018.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 8B

2018 Furniture Replacement Proposals

For 2018, \$65,000 was budgeted in line 971-5870, Capital Equipment Over \$20,000, for replacement of remaining soft seating in public areas not replaced in 2014 renovation and miscellaneous other furniture replacement. Breakage, torn or stained upholstery, discoloration, nicks and scratches, and other visible damage or wear-and-tear determined the priority items for replacement. Most significantly, the reduced number of chairs available in the Kids Room due to removal of irreparable, broken chairs and chairs in public areas with torn or stained upholstery were prioritized.

The attached proposals include replacement of:

- 8 lounge chairs in the Kids Room
- 41 wooden chairs in the Kids Room
- 12 padded task chairs in the Kids Room
- 2 side tables in the Kids Room
- 3 OPAC tables in Kids Room
- 5 padded task chairs in Adult areas
- 3 side tables in Adult seating areas
- 3 OPAC tables in Adult areas
- 10 lounge chairs in the Adult areas

Tiffany Nash from Product Architecture + Design worked with staff to select replacement furniture and/or source existing furniture styles from dealers. Most of the specified furniture is available from only a single authorized dealer. Three proposals are included for Keilhauer KM Classic Club Lounge Chairs, which are available from multiple dealers. Freight and placement/installation is included.

The proposals for ten Keilhauer KM Classic Club Lounge Chair are:

BOS	\$18,615.00
Forward Space	\$19,311.80
LFI	\$18,597.00

I recommend approval of the following proposals:

LFI	\$18,597.00
3 Branch	\$13,132.00
Interior Investments	\$ 9,727.65
<u>Agati</u>	<u>\$11,733.72</u>
TOTAL	\$53,190.37

Thank you for allowing BOS the opportunity to present pricing.

Tiffany Nash Product Architecture
Downers Grove Public Library
1050 Curtiss St
Downers Grove, IL 60515

Thursday, May 31, 2018
Quote #: DPL53118
Presented By: Kimberly Sullivan
Project: Lounge Pieces

Qty	Description		Unit	Total
6	Keilhauer KM Classic Club- Lounge Chair, Small 35"W x 34.5"D x 29"H Fully Upholstered Wood Legs Leg Stain- Natural Maple COM- Paul Brayton: Almost Matte, Color: Cinnabar AMT773		\$1,830.00	\$10,980.00
4	Keilhauer KM Classic Club- Lounge Chair, Small 35"W x 34.5"D x 29"H Fully Upholstered Wood Legs Leg Stain- Natural Maple COM- Paul Brayton: Finishes TBD but pricing based on Almost Matte Color Cinnabar		\$1,830.00	\$7,320.00
1	Freight- Shipping of COM from Paul Brayton to Keilhauer. Estimated cost, actual will be billed		\$100.00	\$100.00

Lead Time is Approximately: Four (4) to Six (6) Weeks If Paul Brayton is in stock
Lead Time is Approximately: Seven (7) to Nine (9) Weeks If Paul Brayton is out of stock

Product Sub-Total	\$18,400.00
Straight Time Non-Union Installation & Delivery	\$215.00
Sales Tax 7.00%	Exempt
PROJECT TOTAL	\$18,615.00

Project Notes and Terms:

- * 50% deposit required; net 15 days. Quote valid for 30 days. 1.5% late payment fee after 30 days.
- * A service charge of 3% will be applied to all credit card purchases over \$3,000.
- * In consideration for credit extended, customer grants BOS a security interest in the goods sold.
- * All orders are non-cancelable or returnable. Used product is available on a first come/first serve basis.
- * Business Office Systems will invoice when product is received in our warehouse or at the client location.
- * Unless noted differently above, our standard installation quote is based on (1) trip or continuous phase, non-union, straight time labor. If additional trips are required additional fees may be applicable.
- * Hardware and the labor to install electrical and voice/data wiring by others.
- * Village/City Permits and Dock/Elevator fees not included in this proposal.
- * Until there is a final sign off on a drawing, pricing will be budgetary and a final internal BOS Double Check of Specifications will occur prior to final proposal issuance.

Thank you for allowing BOS to present this proposal. If you should have any questions, please contact me at 630-784-7744 or kimberly.sullivan@bos.com

Sincerely,
Kimberly Sullivan
Vice President | Vertical Markets

Approval-Signature/Date



Corporate Headquarters
1142 N. North Branch Street
Chicago, IL 60642
Tel: 312-942-1100
Fax: 312-274-5582

Sales Headquarters
13820 W. Business Center Drive
Lake Forest, IL 60045
Tel: 847-573-8890
Fax: 847-573-8891

Branch Office
1111 W. 22nd Street
Oak Brook, IL 60523
Tel: 630-589-5500
Fax: 630-589-5637

Quotation

Page 1 / 2

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
372426	5/25/2018		275898	Joanne Abbene Hoffman	

Quote To

JULIE M MILAVEC
DOWNERS GROVE PUBLIC LIBRARY
1050 CURTISS ST.
Downers Grove, IL 60515

Ship To

JULIE M MILAVEC
DOWNERS GROVE PUBLIC LIBRARY
1050 CURTISS ST.
Downers Grove, IL 60515

Phone 1.630.960.1200

Phone 1.630.960.1200

Terms NET 15 DAYS

Tax E9991-7841-06

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
THANK YOU FOR SELECTING FORWARD SPACE.				
***FABRICS MUST BE CONFIRMED BEFORE ORDER IS PLACED				
1	6	59601 KEI Keilhauer KM Classic Club Chairs, Small 35"W x 34.5"D x 29"H 16.25" Seat Height Fully Upholstered in COM Fabric, 5 yards required Wood Legs, Natural Maple W21 6 CHAIRS: Paul Brayton Almost Matte Cinnabar AMT773	1,479.38	8,876.28
2	4	59601 KEI Keilhauer KM Classic Club Chairs, Small 35"W x 34.5"D x 29"H 16.25" Seat Height Fully Upholstered in COM Fabric, 5 yards required Wood Legs, Natural Maple W21 4 CHAIRS: Paul Brayton Almost Matte Golden AMT768	1,479.38	5,917.52
3	30	AMT773 PAU Paul Brayton Almost Matte Cinnabar AMT773	70.00	2,100.00
4	20	AMT768 PAU	70.00	1,400.00

-Signature indicates acceptance of our Purchase Agreement and provides authorization to order items on this quote-
-Title will pass to the Customer upon payment in full to Forward Space-

Accepted By _____ Title _____ Date _____

www.forwardspace.com



Corporate Headquarters
1142 N. North Branch Street
Chicago, IL 60642
Tel: 312-942-1100
Fax: 312-274-5582

Sales Headquarters
13820 W. Business Center Drive
Lake Forest, IL 60045
Tel: 847-573-8890
Fax: 847-573-8891

Branch Office
1111 W. 22nd Street
Oak Brook, IL 60523
Tel: 630-589-5500
Fax: 630-589-5637

Quotation

Page 2 / 2
(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
372426	5/25/2018		275898	Joanne Abbene Hoffman	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Paul Brayton Almost Matte Golden AMT768		

QUOTATION TOTALS

Sub Total	18,293.80
PAU Freight	150.00
FORWARDSPA Rec/Del -	670.00
Illinois Non-Taxable Exempt	0.00
Illinois Non-Taxable Service	0.00
Grand Total	19,113.80

End of Quotation

-Signature indicates acceptance of our Purchase Agreement and provides authorization to order items on this quote-
-Title will pass to the Customer upon payment in full to Forward Space-

Accepted By _____ Title _____ Date _____

www.forwardspace.com

6/14/2018

Factory: Multiple

Lead Time: 10-12 weeks

LFI Proposal QT-960 For:

Downers Grove IL Library

Library Furniture International
1945 Techny Rd, #10
Northbrook, IL. 60062
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
L1	10	KEILHAUER		LOUNGE CHAIRS	\$ 1,793	\$ 17,933

10



Photo for product representation only.

KM Classic Club Chair, Small
35"W x 34.5"D x 29"H
16.25" Seat Height
Fully Upholstered in COM Fabric, 5 yards required
Wood Legs, Natural Maple W21

Yards per Item	Total Yards
5	30
5	20

COM FABRIC

6 CHAIRS: Paul Brayton Almost Matte Cinnabar AMT773

4 CHAIRS: Paul Brayton Almost Natural Camel ANL932

TOTAL FOB FACTORY

\$ 17,933

INSTALLATION + FREIGHT

\$ 664

** non union / non-prevailing wage **

TOTAL

\$ 18,597

50% DEPOSIT

\$ 9,299

Lead Time: 10-12 weeks

Downers Grove IL Library

Library Furniture International
1945 Techny Rd, #10
Northbrook, IL. 60062
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<div> <div> QUOTATION TERMS <p>* quotes are valid for 60 days</p> <p>* quotes are based on stated quantities; any change in quantity may require re-quoting</p> <p>* prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> </div> <div> PAYMENT TERMS <p>50% deposit; balance due upon completion</p> </div> <div> TO ACCEPT THIS QUOTE: <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p> </div> <div> <div>Signature</div> <div>Date</div> </div> </div>						
TOTAL					\$	18,597

6/14/2018
QUOTE #: 052118-01
Factory: 3branch, TMC
Lead Time: 10-12 weeks

Project Name:
Downers Grove Library

3branch
PO Box 2217
Northbrook, IL. 60065-2217

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
T1	2	TMC		SIDE TABLE	\$ 745	\$ 1,490



Photo for product representation only.

2 **X-TS3030;20K20** **Kestrel Square Side Table**
22"L x 22"W x 20"H
Top: Standard Laminate
Edge: Maple 20, Clear
20"H Kestrel Maple Leg, Squared and Tapered,
Clear

OP1	3	3BRANCH		ADULT OPAC	\$ 1,243	\$ 3,728
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3 **SK-OP-36-02** **Skware OPAC Table**
24"L x 24"W x 36"H
Top: Standard Laminate
Edge: PVC
1 Grommet
1 Shelf with Matching Laminate and Edge
Skware Frame, Stainless Steel finish
1 Wire Management Leg

6/14/2018
 QUOTE #: 052118-01
 Factory: 3branch, TMC
 Lead Time: 10-12 weeks

Project Name:
Downers Grove Library

3branch
 PO Box 2217
 Northbrook, IL. 60065-2217

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
OP2	1	3BRANCH		YOUTH OPAC	\$ 1,259	\$ 1,259
	1		SK-OP-36-02	Skware OPAC Table 24"L x 24"W x 36"H Top: Abet Laminate (priced 857 SEI light blue) Edge: PVC 1 Grommet 1 Shelf with Matching Laminate and Edge Skware Frame, Stainless Steel finish 1 Wire Management Leg		
OP3	2	3BRANCH		YOUTH OPAC	\$ 1,325	\$ 2,651
	2		SK-OP-30-02	Skware OPAC Table 40"L x 24"W x 30"H Top: Abet Laminate (priced 857 SEI light blue) Edge: PVC 1 Grommet		
	2		CPU555	CPU Holder Skware Frame, Stainless Steel finish 1 Wire Management Leg		

6/14/2018
QUOTE #: 052118-01
Factory: 3branch, TMC
Lead Time: 10-12 weeks

Project Name:
Downers Grove Library

3branch
PO Box 2217
Northbrook, IL. 60065-2217

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
T2	3	TMC		YOUTH SIDE TABLE	\$ 813	\$ 2,440

3

X-TS3030L20K20

Kestrel Side Table
22"L x 22"W x 20"H
Top: Abet 857 SEI light blue
Edge: Maple 20 Clear 01
20"H Kestrel Leg, Solid Maple, Squared and Tapered



Photo for product representation only.

TOTAL FOB FACTORY	\$ 11,567
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FREIGHT & INSTALLATION	\$ 1,565
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TOTAL	\$ 13,132
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50% DEPOSIT	\$ 6,566
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6/14/2018
QUOTE #: 052118-01
Factory: 3branch, TMC
Lead Time: 10-12 weeks

Project Name:
Downers Grove Library

3branch
PO Box 2217
Northbrook, IL. 60065-2217

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				To Place Your Order:		
Step 1				Review the quote for accuracy.		
Step 2				Sign and date the quote. Return via email to scott@3branch.com .		
Step 3				Send a 50% Deposit to 3branch with company check. Note: Lead Time begins upon receipt of Deposit check.		
				Terms and Conditions		
1				Quotes are valid for 60 days.		
2				All orders are subject to a 50% deposit. Balance is due upon receipt of order.		
3				Estimated Lead Time is 8 weeks from receipt of 50% deposit and signed order.		
4				3branch coordinates shipping or local delivery. Orders ship from Northbrook, IL. If your order is damaged in shipping, digital photography of damage is required. Please inspect your shipment promptly.		
5				Product is shipped partially pre-assembled. Minimal assembly may be required.		
6				Changes in quantities or items require a re-quote. Price is for standard material or finish unless noted. All prices are in U.S. dollars. Customer is responsible for verifying all details of order.		
7				Our products carry a 30 day warranty from product defect. Warranty is void if damage is caused by misuse, misapplication, or if the product is modified. We reserve the right to repair, refund or replace an item.		
				Accepted:		
Signature					Date	Tax ID #



550 Bond Street
Lincolnshire IL 60069
847.325.1000 TEL
847.325.1001 FAX

205 West Wacker, Suite 1700
Chicago, IL 60606
312.212.5100 TEL
312.212.5101 FAX

1240 E Diehl Rd, Suite 105
Naperville, IL 60563
630.563.4700 TEL
630.563.4701 FAX

DATE: 05/30/18

PROPOSAL: 153067
PROJECT#: 53-1113

PROPOSAL FOR:

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

INSTALL AT:

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

SALESPERSON
Ron Sherman

CUSTOMER P/O..:

QUOTE VALID
06/30/18

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	5	WC410N	+Caper Stacking Chair, Molded Seat, No Arms	149.33	746.65
		MS	+metallic silver		
		G1	+graphite		
		U4	+hard wheel caster, carpet only		
		BK	+black		
			Herman Miller Inc		
2	11	31400	Panto Swing Lupo chair	94.00	1,034.00
		Color	Light Blue		
			VS America Inc.		
3	10	31400	Panto Swing Lupo chair	94.00	940.00
		Color	light green		
			VS America Inc.		
4	10	31400	Panto Swing Lupo chair	94.00	940.00
		Color	Orange		
			VS America Inc.		
5	10	31400	PantoSwing Lupo chair	94.00	940.00
		Color	Dark Red		
			VS America Inc.		
6	3	31506	Panto Move Lupo	249.00	747.00
		Color	Light Blue		
			VS America Inc.		
7	3	31506	Panto Move Lupo chair	249.00	747.00
		Color	Light Green		
			VS America Inc.		
8	3	31506	Panto Move Lupo chair	249.00	747.00
		Color	Orange		
			VS America Inc.		

CONTINUED...

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
9	3	31506	Panto Move LUpo chair	249.00	747.00
		Color	Dark Red		
			VS America Inc.		
10	1	FRT	VS Freight	499.00	499.00
			VS America Inc.		
11	1	TSQ 78363	Labor to receive and deliver product during normal business hours Monday through Friday, 7AM to 3PM. Two deliveries total. II - Internal Installation & Delivery	1,640.00	1,640.00

THE TERMS ON THE REVERSE SIDE ARE INCORPORATED IN AND MADE A PART
OF THIS AGREEMENT. SALES TAX RATE SUBJECT TO CHANGE EFFECTIVE 1/1/16

Please Remit To:
Interior Investments, LLC
Lockbox Number 778208
8208 Solutions Center
Chicago, IL 60677-8002
DEPOSIT REQUIRED: 3,210.00

SUBTOTAL..... 8,087.65

INSTALL..... 1,640.00

ACCEPTED BY _____

DATE ACCEPTED _____

TOTAL \$ 9,727.65

Quote #: 180403**Project #:** 180407

5/11/18

5/11/2018 12:00:00AM

1219 W. Lake St.

Chicago, IL 60607

O.312.829.1977

F. 312.829.8249

Project Name: Downers Grove Public Library
Rio Lounge

Quote Recipient: Julie Milavec

For questions on your quote please contact your Project Coordinator below

Michelle Ruiz

mruiz@agati.com

312-465-4567

Ship to:

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

Please Note: Information listed below in **RED** is missing and will delay processing of your order

QTY	Item#	Item Specification	List	Ext. List	Net	Ext. Net
4	S1	RIO-STG-2001.5 Lounge Chair Bariatric Lounge Chair W/ wood feet & upholstered arms Fabric Included - See Below. 42w 33d 35h 17sh 25ah Fabric A-Seat: CF Stinson - Core CRE28 Leap Frog Fabric B-Back: CF Stinson - Core CRE28 Leap Frog Fabric C-Arm: CF Stinson - Core CRE28 Leap Frog Shelf Edge Material: Seating Wood Material: Maple Seating Wood Finish: AG-Natural Maple	2,558.19	10,232.76	1,279.09	5,116.38
4	S1	RIO-STG-2001.5 Lounge Chair Bariatric Lounge Chair W/ wood feet & upholstered arms Fabric Included - See Below. 42w 33d 35h 17sh 25ah Fabric A-Seat: CF Stinson - Core CRE15 Light Teal Fabric B-Back: CF Stinson - Core CRE15 Light Teal Fabric C-Arm: CF Stinson - Core CRE15 Light Teal Shelf Edge Material: Seating Wood Material: Maple Seating Wood Finish: AG-Natural Maple	2,558.19	10,232.76	1,279.09	5,116.38
1		FRGHT-INSIDE Freight Inside Delivery <i>Inside delivery: includes additional labor at the receiving address to unload trucks and bring furniture into and place within the building. This service is best combined with Agati installation. If receiving furniture at a warehouse or using a dealer or subcontracted installers, receiving shipments is typically within their scope of work</i>	1,500.96	1,500.96	1,500.96	1,500.96

Quote #: 180403

Project #: 180407



5/11/18

5/11/2018 12:00:00AM

1219 W. Lake St. Chicago, IL 60607 O.312.829.1977 F. 312.829.8249

1	INSTL-AG-SIP Agati Set in Place <i>Agati will set product in place</i>	0.00	0.00	0.00	0.00
List Totals		21,966.47			
Net Totals		11,733.72			

Terms and Conditions

Terms: 30% - Deposit to Initiate Production

- 30% Prior to delivery and installation
- 40% Upon completion of punch list
- 10% can be held for retention until punch list is complete

Prices are Valid Until Thursday, August 09, 2018

Custom items, 3-form and solid surface quotes are good for 30 days

Product or quantity changes requires requote

Plastic laminate is quoted in standard grade only. Premium laminate is an up-charge.

Lead Time: 10-12 weeks from approved shop drawings

****Please send in PO's 12-14 weeks prior to delivery****

Please send all Purchase Orders to orders@agati.com

Please Note

All fabrics specified for Hampton/Nook/Pod Product Line requires a memo sample for approval unless fabric is preapproved by Agati.

Call 312-829-1977 for preapproved list.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 8C

Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund

The Village of Downers Grove received and accepted its Certified Annual Financial Report (CAFR) earlier this month, providing the library with its final audited financial position through 2017. The Library Fund balance on December 31, 2017 was \$1,130,447, an increase of \$270,043 from the previous year. The 2018 budget provides for a transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. In addition to the increase in the Library Fund balance, 2.5 times the Operating Reserve target was retained in the Library Fund when the initial Library Capital Replacement Fund transfer was made in 2017. Transfer of \$620,000, based on the 2018 budgeted transfer plus the increase in Library Fund balance in 2017, maintains the Library Fund balance at 2 times the Operating Reserve target. This would allow for reduction of future transfers to fund 2017 Capital Assessment Report projects according to the target balances in the Financial Management Plan.

The Operating Reserve target amount in the library's Finance Policy is 35% of the total amount needed to replace one boiler, one rooftop air conditioning unit, and the entire flat portion of the roof. The approximate cost of those items are:

Boiler: \$60,000
HVAC RTU: \$15,000
Flat Roof: \$600,000
Total: \$675,000

The Operating Reserve target amount for 2019 is \$236,250. Under an Intergovernmental Agreement with the Village of Downers Grove, the library no longer requires short-term cash flow reserves to maintain a positive balance in its operating fund due to the property tax collection cycle.

I recommend that the Board of Trustees authorize the transfer of \$620,000 from the Library Fund to Library Capital Replacement Fund.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 8D

Change of Budget Workshop Meeting Date from September 12 to August 8

To facilitate the budget process on the timeline designated by the Village of Downers Grove, the Budget Workshop scheduled for September 12 should be moved. I suggest August 8. The budget and levy process schedule would proceed as follows:

June 27 meeting – budget framework
July 25 meeting – preliminary budget and levy
August 8 budget workshop – revised budget and levy
August 22 – final budget and levy approval

I recommend changing the Budget Workshop Meeting from Wednesday, September 12 at 7:30 p.m. to Wednesday, August 8 at 7:30 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 8E

2019 Budget Framework

The 2019 Budget Framework presented is based on the Financial Management Plan and intended as a starting point for 2019 budget discussions. Revenue estimates utilize the Financial Management Plan's 1.0% increase in Equalized Assessed Valuation (EAV) and all other revenue lines. All non-personnel expense lines are increased by 1%. Two deviations from the Financial Management Plan are included in this budget framework: a 2.5% increase to personnel budget lines and the estimated 15% increase in health insurance costs due to the premium structure change approved in May. The Financial Management Plan had a 3% increase to personnel lines, but the lesser increase is in keeping with the actual increases in the past two years. This budget framework also shows the \$500,000 transfer from the Library Fund to the Library Capital Replacement Fund, as outlined in the Plan.

An update of the 2017 Capital Needs Assessment projects order and estimated costs follows the Budget Framework. The Level 1 public area lighting was removed from this list, as Facilities Manager Ian Knorr plans to complete these upgrades within the operating budget by the end of 2018. Recent issues with the boiler led to shifting boiler replacement into the 2019 capital project, with the scheduled replacement of HVAC rooftop units and building automation system controls. These changes, along with the recommended transfer of \$620,000 (\$350,000 budgeted, plus the 2017 Library Fund balance increase of \$270,000) could reduce the Library Capital Replacement Fund annual amounts for transfer and target fund balance. A simplified annual fund balance sheet for the Library Capital Replacement Fund shows the potential impact. I am seeking direction from the Board of Library Trustees on the use of the new project order and costs, as well as the impact of those on the transfer amounts.

To inform the budget process, comparison of the library's salary schedule to other area libraries' 2018 salary schedules and the Management Association of Illinois's 2018 Library Salary Survey follow the Capital Needs Assessment Update information. These comparisons show that no change is needed at this time. In 2019, review and update of the library's compensation system design will be undertaken.

In the discussion, I am seeking guidance for development of the preliminary draft budget on the following:

- Personnel expenses
- Reorder of Capital Needs Assessment projects
- 2019 capital project
- Transfer to Library Capital Replacement Fund

DOWNERS GROVE PUBLIC LIBRARY 2019 FUND BALANCE SHEET DRAFT FRAMEWORK**OPERATING FUND BALANCE**

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED
BEGINNING BALANCE	\$ 2,076,021.00	\$ 2,259,024.00	\$ 972,670.00	\$ 1,130,447.00	\$ 555,095.58
REVENUES	\$ 5,315,525.00	\$ 5,338,570.00	\$ 5,388,824.00	\$ 5,407,180.00	\$ 5,998,526.00
EXPENSES	\$ 5,018,876.00	\$ 5,068,907.00	\$ 5,416,658.00	\$ 5,362,531.42	\$ 5,572,787.58
TRANSFER TO SPECIAL RESERVE / CAPITAL PROJECT FUND	\$ 1,400,000.00	\$ 1,398,240.00	\$ 350,000.00	\$ 620,000.00	\$ 500,000.00
ENDING BALANCE	\$ 972,670.00	\$ 1,130,447.00	\$ 594,836.00	\$ 555,095.58	\$ 480,834.01
NET CHANGE	\$ (1,103,351.00)	\$ (1,128,577.00)	\$ (377,834.00)	\$ (575,351.42)	\$ (74,261.58)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED
BEGINNING BALANCE	\$ -	\$ -	\$ 1,403,493.00	\$ 1,403,493.00	\$ 1,365,993.00
REVENUES	\$ -	\$ 3,493.00	\$ -	\$ 2,500.00	\$ 2,500.00
EXPENSES	\$ -	\$ -	\$ 660,000.00	\$ 660,000.00	\$ 624,000.00
TRANSFER IN FROM OPERATING FUND	\$ 1,400,000.00	\$ 1,400,000.00	\$ 350,000.00	\$ 620,000.00	\$ 500,000.00
ENDING BALANCE	\$ 1,400,000.00	\$ 1,403,493.00	\$ 1,093,493.00	\$ 1,365,993.00	\$ 1,244,493.00
NET CHANGE	\$ 1,400,000.00	\$ 1,403,493.00	\$ (310,000.00)	\$ (37,500.00)	\$ (121,500.00)

DOWNERS GROVE PUBLIC LIBRARY 2019 REVENUE SHEET DRAFT FRAMEWORK

SOURCE		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST. ATT.	2019 PROPOSED
4101	Current Property Tax	5,043,515.00	5,082,814.00	5,182,314.00	5,182,314.00	5,791,236.00
4109	Prior Year Property Tax	100.00	563.00	100.00	100.00	100.00
4313	Personal Property Replacement Tax	55,000.00	70,606.00	60,000.00	60,000.00	60,701.00
4410	Sale of Materials	8,000.00	11,406.00	10,000.00	11,400.00	8,080.00
4502	Charges for Services (copy & printing)	45,000.00	23,002.00	15,000.00	19,750.00	23,000.00
4509	Fees For Non-Residents	16,000.00	17,518.00	16,000.00	16,000.00	17,925.00
4571	Rental Fees	4,000.00	5,030.00	4,500.00	5,200.00	5,000.00
4581	Fines	85,000.00	61,950.00	42,000.00	37,500.00	37,500.00
4590	Cost Recovered for Services	15,000.00	14,027.00	15,000.00	9,900.00	10,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	36,910.00	38,211.00	36,910.00	61,516.00	37,279.00
4711	Investment Income	2,000.00	10,479.00	2,000.00	0.00	2,655.00
4712	Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820	Contributions	5,000.00	2,964.00	5,000.00	3,500.00	5,050.00
	TOTAL 805.90	5,315,525.00	5,338,570.00	5,388,824.00	5,407,180.00	5,998,526.00

DOWNERS GROVE PUBLIC LIBRARY 2019 EXPENDITURES SIMPLIFIED SHEET DRAFT FRAMEWORK							
	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5101	Salaries, Exempt	1,328,658.00	1,315,371.42	1,361,874.45	33,216.45	2.5%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	342,852.00	339,423.48	351,423.30	8,571.30	2.5%	
5119	Part-Time Employee Wages	1,241,170.00	1,228,758.30	1,272,199.25	31,029.25	2.5%	
5131	IMRF Pension Contributions	257,339.00	254,765.61	263,772.48	6,433.47	2.5%	
5133	Medicare Contributions	41,935.00	41,515.65	42,983.38	1,048.38	2.5%	
5134	Social Security Contributions	179,315.00	177,521.85	183,797.88	4,482.88	2.5%	
5190	Life Insurance	1,044.00	1,033.56	1,070.10	26.10	2.5%	
5191	Health Insurance	360,420.00	356,815.80	414,483.00	54,063.00	15.0%	
5195	Optical Insurance	2,492.00	2,467.08	2,554.30	62.30	2.5%	
5197	Dental Insurance	38,808.00	38,419.92	39,778.20	970.20	2.5%	
		3,794,033.00	3,756,092.67	3,933,936.33	139,903.33	3.7%	Personnel

	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST ATT.	PROPOSED	Change \$	Change %	
5210	Supplies	87,200.00	86,328.00	88,072.00	872.00	1.0%	
5251	Maintenance Supplies	18,000.00	17,820.00	18,180.00	180.00	1.0%	
5280	Small tools & equipment	34,600.00	34,254.00	34,946.00	346.00	1.0%	
5302	Dues and Memberships	7,500.00	7,425.00	7,575.00	75.00	1.0%	
5303	Seminars, Conferences & Meetings	34,250.00	33,907.50	34,592.50	342.50	1.0%	
5308	Recognition Programs-Staff	5,000.00	4,950.00	5,050.00	50.00	1.0%	
5315	Professional Services	60,000.00	59,400.00	60,600.00	600.00	1.0%	
5322	Personnel Recruitment	2,000.00	1,980.00	2,020.00	20.00	1.0%	
5323	Special Legal	6,000.00	5,940.00	6,060.00	60.00	1.0%	
5346	Data Processing Services	105,000.00	103,950.00	106,050.00	1,050.00	1.0%	
5380	Printing Services	18,700.00	18,513.00	18,887.00	187.00	1.0%	
5391	Telephone	20,000.00	19,800.00	20,200.00	200.00	1.0%	
5392	Postage	25,500.00	25,245.00	25,755.00	255.00	1.0%	
5407	Advertising & Public Relations	20,375.00	20,171.25	20,578.75	203.75	1.0%	
5420	Insurance - other policies	43,000.00	42,570.00	43,430.00	430.00	1.0%	
5430	Building Maintenance Services	90,000.00	89,100.00	90,900.00	900.00	1.0%	
5450	Cleaning Services	80,000.00	79,200.00	80,800.00	800.00	1.0%	
5461	Utilities	25,000.00	24,750.00	25,250.00	250.00	1.0%	
5470	Other Equipment Repair & Maint.	11,500.00	11,385.00	11,615.00	115.00	1.0%	
5481	Rentals	20,500.00	20,295.00	20,705.00	205.00	1.0%	
5620	Recoverables	4,000.00	4,000.00	4,040.00	40.00	1.0%	
5630	Contingency	10,000.00	9,900.00	10,100.00	100.00	1.0%	
5690	Unemployment Compensation	10,000.00	9,900.00	10,100.00	100.00	1.0%	
5770	Capital equipment< \$20,000	60,000.00	59,400.00	60,600.00	600.00	1.0%	
5851	Electronic Resources	223,000.00	220,770.00	225,230.00	2,230.00	1.0%	
5852	Print materials	345,000.00	341,550.00	348,450.00	3,450.00	1.0%	
5853	AV materials	148,500.00	147,015.00	149,985.00	1,485.00	1.0%	
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,650.00	650.00	1.0%	
5880	Intangible Assets (software)	43,000.00	42,570.00	43,430.00	430.00	1.0%	
		1,622,625.00	1,606,438.75	1,638,851.25	16,226.25	1.0%	Non-Personnel
	TOTAL 805.90	5,416,658.00	5,362,531.42	5,572,787.58	156,129.58	2.9%	Year over Year Budget

Downers Grove Public Library
Tax Rate, Levy and EAV History DRAFT FRAMEWORK

<u>RATE</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Estimated</u>
Operating	0.2196	0.2302	0.2253	0.2202	0.2145	0.2350
Bond	<u>0.0306</u>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	0.2502	0.2612	0.2407	0.2202	0.2145	0.2350
% change YroYr	7.7%	4.4%	-7.8%	-8.5%	-2.6%	10%
<u>LEVY</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Estimated</u>
Operating	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,791,236
Bond	<u>\$ 621,052</u>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0</u>
Total	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,791,236
% change YroYr	2.5%	3.7%	-2.3%	-2.2%	2.75%	11.75%
<u>EAV</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Estimated</u>
Base	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636
Increase / (Decrease)	<u>\$ (99,262,449)</u>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 126,771,082</u>	<u>\$ 24,401,786</u>
Total	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,464,580,422
% change YroYr	-4.6%	0.1%	5.8%	6.9%	5.5%	1.0%
Library Tax Per \$100K Home Value	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 78.33
Staff COL	3.5%	4.0%	3.5%	2.5%	2.5%	3.0%

**Downers Grove Public Library
Capital Needs Assessment Report
Re-ordered Projects and Estimated Costs
2019 Summary**

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler	Masonry, Doors	Roof, Lighting & Ceiling Level 1	1/4 flooring, Lighting, Painting	1/4 flooring, Windows	1/4 flooring, Boilers	1/4 flooring, VAVs, Windows,	Glazing, Painting, VAV's	Doors, Air Curtain, VAV's
\$ 660,000.00	\$ 624,000.00	\$ 447,000.00	\$ 1,137,000.00	\$ 222,000.00	\$ 356,000.00	\$ 177,000.00	\$ 215,000.00	\$ 72,000.00	\$ 42,000.00

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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			\$ 140,608									
		Rooftop Unit 2	\$ 165,000			\$ 178,464									
		Humidifiers	\$ 12,000			\$ 12,979									
		Hot Water Boilers, Pumps, Flues	\$ 140,000			\$ 151,424									
		Building Pressurization Control	\$ 5,000			\$ 5,408									
		Exhaust Fan Replacement	\$ 5,000			\$ 5,408									
		Unit Heater Relocation	\$ 5,000			\$ 5,408									
		Controls Upgrade	\$ 55,000			\$ 59,488									
		Boiler Controller Upgrade	\$ 10,000			\$ 10,816									
		VAV Boxes Replacements (6-7/year @)	\$ 2,500			\$ 37,856	\$ 19,685	\$ 20,473	\$ 21,291	\$ 22,143	\$ 23,029	\$ 20,529	\$ 21,350	\$ 22,204	
		Heater Replacements (2-3/year @)	\$ 3,000			\$ 16,224	\$ 10,124	\$ 7,019	\$ 7,300						
		Exhaust Fan Replacements (1/year @)	\$ 2,000								\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
		Air Curtain Replacements	\$ 6,000					\$ 7,019						\$ 8,881	
		Total Mechanical	\$ 750,500	\$ -	\$ -	\$ 624,083	\$ 29,809	\$ 34,511	\$ 28,591	\$ 22,143	\$ 25,661	\$ 23,266	\$ 24,196	\$ 34,046	\$ 846,306
	Lighting Upgrades	Level 1 Mouse Café	\$ 1,200												
		Level 1 Storytime	\$ 3,120					\$ 3,650							
		Level 1 North Staff	\$ 11,400					\$ 13,336							
		Level 1 East Public	\$ 20,880												
		Level 1 East Staff	\$ 13,660					\$ 15,980							
		Level 2 Staff	\$ 8,380						\$ 10,196						
		Level 2 Public	\$ 25,370		\$ 26,385										
		Level 2 South Stacks	\$ 10,740						\$ 13,067						
		North Exterior	\$15,000					\$17,548							
		South Exterior	\$15,000					\$17,548							
	Lighting+Ceiling Replacement														
		Level 1 Stacks	\$ 315,019												
		Room Lighting Control	\$ 9,350					\$ 10,938							
		Level 2 North Stacks	\$ 303,227		\$ 315,356										
		Room Lighting Control	\$ 9,000		\$ 9,360										
	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	\$ 446,135	\$ -	\$ 354,100	\$ -	\$ 3,375	\$ 90,699	\$ 23,262	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 479,503
	Plumbing														
		Electric Water Heater	\$ 15,000					\$ 17,548							
		Hot Water Recirculation Pump	\$ 2,000					\$ 2,340							
		Total Plumbing	\$ 17,003	\$ -	\$ -	\$ -	\$ -	\$ 19,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,888

[illegible]

Report Summary			Total Cost (2017 \$)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Cost (2027 \$)
	Building Review Report	Total Architectural	\$ 1,059,000	\$ -	\$ -	\$ -	\$ 413,388	\$ -	\$ 170,331	\$ 329,616	\$ 151,332	\$ 191,600	\$ 43,411	\$ 8,141	\$ 1,307,819
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467
	Building Review Report / Elara	Total Mechanical	\$750,500	\$ -	\$ -	\$ 624,083	\$ 29,809	\$ 34,511	\$ 28,591	\$ 22,143	\$ 25,661	\$ 23,266	\$ 24,196	\$ 34,046	\$ 846,306
		Total Lighting Upgrades	\$ 446,132	\$ -	\$ 354,100	\$ -	\$ 3,375	\$ 90,699	\$ 23,262	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 479,503
		Total Plumbing	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 19,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,888
	Total Report minus Furniture		\$3,120,142	\$ -	\$ 354,100	\$ 624,083	\$ 446,571	\$ 1,136,564	\$ 222,185	\$ 355,555	\$ 176,993	\$ 214,865	\$ 71,877	\$ 42,187	\$ 3,644,982

**Downers Grove Public Library
Library Capital Replacement Fund
2019 Budget Update
Simplified Estimated Fund Balance**

	<u>Project Cost</u>	<u>Transfer In</u>	<u>Year End Balance</u>
2017 Beginning Balance			\$ 1,404,000.00
2018	\$ 660,000.00		
		\$ 620,000.00	
			\$ 1,364,000.00
2019	\$ 624,000.00		
		\$ 285,000.00	
			\$ 1,025,000.00
2020	\$ 447,000.00		
		\$ 285,000.00	
			\$ 863,000.00
2021	\$ 1,137,000.00		
		\$ 285,000.00	
			\$ 11,000.00
2022	\$ 222,000.00		
		\$ 285,000.00	
			\$ 74,000.00
2023	\$ 356,000.00		
		\$ 285,000.00	
			\$ 3,000.00
2024	\$ 177,000.00		
		\$ 285,000.00	
			\$ 111,000.00
2025	\$ 215,000.00		
		\$ 285,000.00	
			\$ 181,000.00
2026	\$ 72,000.00		
		\$ 285,000.00	
			\$ 394,000.00
2027	\$ 42,000.00		
		\$ 285,000.00	
Ending Balance			\$ 637,000.00

DOWNERS GROVE PUBLIC LIBRARY
2018 WAGE AND SALARY SCHEDULE COMPARISONS

		2018 Salary Schedule					Area Libraries		MAI Libraries	
		Hourly Minimum	Hourly Maximum	Annual Minimum	Median	Annual Maximum	Average Hourly	DGPL % of Average	Average Annual	DGPL % of Average
1	Shelver Access Services Clerk	\$ 10.20	\$ 15.30	\$ 19,890	\$ 24,863	\$ 29,835	\$ 9.38	109%	\$ 20,030	124%
2	Library Clerk Custodian Library Monitor	\$ 12.00	\$ 18.00	\$ 23,400	\$ 29,250	\$ 35,100	\$ 11.57	104%	\$ 27,581	106%
3	Computer Help Desk Associate	\$ 13.50	\$ 20.25	\$ 26,325	\$ 32,906	\$ 39,487	\$ 13.18	102%	\$ 28,142	117%
4	Library Assistant Technology Assistant Administrative Assistant Circulation Supervisor ILL Coordinator	\$ 16.00	\$ 24.00	\$ 31,200	\$ 39,000	\$ 46,800	\$ 15.49	103%	\$ 36,421	107%
5	Executive Assistant Staff Artist Assistant Manager	\$ 20.00	\$ 30.00	\$ 39,000	\$ 48,750	\$ 58,500	\$ 18.69	107%	\$ 42,349	115%
6	Librarian Trainer	\$ 23.59	\$ 35.38	\$ 46,000	\$ 57,500	\$ 69,000	\$ 21.69	109%	\$ 50,804	113%
7	Manager	\$ 31.79	\$ 47.69	\$ 62,000	\$ 77,500	\$ 93,000	\$ 28.37	112%	\$ 67,771	114%
8	Assistant Director	\$ 35.90	\$ 53.85	\$ 70,000	\$ 87,500	\$ 105,000	\$ 33.93	106%	\$ 89,651	98%
9	Director	Set by Board of Library Trustees								

2018 Area Library Salary Schedules
Pay Range Comparisons

Position	Min/Hr	Max/Hr	Min/Annual	Max/Annual	Range
Shelver - DGPL	\$ 10.20	\$ 15.00	\$ 19,890.00	\$ 29,250.00	1.470588
Shelver - HPL	\$ 9.00	\$ 11.50	\$ 17,550.00	\$ 22,425.00	1.277778
Shelver - IPPL	\$ 9.40	\$ 14.11	\$ 18,330.00	\$ 27,514.50	1.501064
Shelver - LGPL	\$ 8.82	\$ 11.68	\$ 17,199.00	\$ 22,776.00	1.324263
Shelver - TPPL	\$ 8.93	\$ 13.14	\$ 17,413.50	\$ 25,623.00	1.471445
Shelver - WestmontPL	\$ 9.50	\$ 14.00	\$ 18,525.00	\$ 27,300.00	1.473684
Shelver - WoodridgePL	\$ 10.65	\$ 15.98	\$ 20,767.50	\$ 31,161.00	1.500469
Average	\$ 9.38	\$ 13.63	\$ 18,297.50	\$ 26,578.50	1.452575
Clerk - DGPL	\$ 12.00	\$ 18.00	\$ 23,400.00	\$ 35,100.00	1.5
Clerk - HPL	\$ 11.80	\$ 15.50	\$ 23,010.00	\$ 30,225.00	1.313559
Clerk - IPPL	\$ 11.92	\$ 17.78	\$ 23,244.00	\$ 34,671.00	1.491611
Clerk - LGPL	\$ 10.56	\$ 15.82	\$ 20,592.00	\$ 30,849.00	1.498106
Clerk - TPPL	\$ 12.98	\$ 19.46	\$ 25,311.00	\$ 37,947.00	1.49923
Clerk - WestmontPL	\$ 11.00	\$ 17.00	\$ 21,450.00	\$ 33,150.00	1.545455
Clerk - WoodridgePL	\$ 11.13	\$ 17.41	\$ 21,703.50	\$ 33,949.50	1.564241
Average	\$ 11.57	\$ 17.28	\$ 22,551.75	\$ 33,698.79	1.494287
Associate - DGPL	\$ 13.50	\$ 20.25	\$ 26,325.00	\$ 39,487.50	1.5
Associate - HPL	\$ 14.00	\$ 19.20	\$ 27,300.00	\$ 37,440.00	1.371429
Associate - IPPL	\$ 13.51	\$ 20.28	\$ 26,344.50	\$ 39,546.00	1.50111
Associate - LGPL	\$ 12.29	\$ 18.42	\$ 23,965.50	\$ 35,919.00	1.498779
Associate - TPPL	\$ 14.31	\$ 21.47	\$ 27,904.50	\$ 41,866.50	1.500349
Associate - WestmontPL	\$ 11.73	\$ 17.50	\$ 22,873.50	\$ 34,125.00	1.491901
Associate - WoodridgePL	\$ 13.23	\$ 19.85	\$ 25,798.50	\$ 38,707.50	1.500378
Average	\$ 13.18	\$ 19.57	\$ 25,697.75	\$ 38,155.93	1.484796
Assistant - DGPL	\$ 16.00	\$ 24.00	\$ 31,200.00	\$ 46,800.00	1.5
Assistant - HPL	\$ 15.53	\$ 21.20	\$ 30,283.50	\$ 41,340.00	1.3651
Assistant - IPPL	\$ 15.33	\$ 23.00	\$ 29,893.50	\$ 44,850.00	1.500326
Assistant - LGPL	\$ 14.30	\$ 21.44	\$ 27,885.00	\$ 41,808.00	1.499301
Assistant - TPPL	\$ 17.42	\$ 26.14	\$ 33,969.00	\$ 50,973.00	1.500574
Assistant - WestmontPL	\$ 14.28	\$ 21.42	\$ 27,846.00	\$ 41,769.00	1.5
Assistant - WoodridgePL	\$ 16.07	\$ 24.10	\$ 31,336.50	\$ 46,995.00	1.499689
Average	\$ 15.49	\$ 23.04	\$ 30,202.25	\$ 44,933.57	1.487756
Asst Manager - DGPL	\$ 20.00	\$ 30.00	\$ 39,000.00	\$ 58,500.00	1.5
Asst Manager - HPL	\$ 18.41	\$ 26.93	\$ 35,899.50	\$ 52,513.50	1.462792
Asst Manager - IPPL	\$ 17.40	\$ 26.08	\$ 33,930.00	\$ 50,856.00	1.498851
Asst Manager - LGPL	\$ 16.65	\$ 24.96	\$ 32,467.50	\$ 48,672.00	1.499099
Asst Manager - TPPL	\$ 21.20	\$ 31.81	\$ 41,340.00	\$ 62,029.50	1.500472
Asst Manager - WestmontPL	\$ 18.50	\$ 27.00	\$ 36,075.00	\$ 52,650.00	1.459459
Asst Manager - WoodridgePL	\$ 18.69	\$ 28.06	\$ 36,445.50	\$ 54,717.00	1.501338
Average	\$ 18.69	\$ 27.83	\$ 36,451.07	\$ 54,276.86	1.489033

* Averages exclude DGPL

6/20/2018

2018 Area Library Salary Schedules

Pay Range Comparisons

Position	Min/Hr	Max/Hr	Min/Annual	Max/Annual	Range
Librarian - DGPL	\$ 23.59	\$ 35.38	\$ 46,000.50	\$ 68,991.00	1.499788
Librarian - HPL	\$ 22.22	\$ 33.67	\$ 43,329.00	\$ 65,656.50	1.515302
Librarian - IPPL	\$ 22.83	\$ 34.23	\$ 44,518.50	\$ 66,748.50	1.499343
Librarian - LGPL	\$ 19.37	\$ 29.05	\$ 37,771.50	\$ 56,647.50	1.499742
Librarian - TPPL	\$ 23.40	\$ 35.09	\$ 45,630.00	\$ 68,425.50	1.499573
Librarian - WestmontPL	\$ 21.63	\$ 32.13	\$ 42,178.50	\$ 62,653.50	1.485437
Librarian - WoodridgePL	\$ 20.70	\$ 31.04	\$ 40,365.00	\$ 60,528.00	1.499517
Average	\$ 21.69	\$ 32.94	\$ 42,298.75	\$ 64,235.79	1.518621
Manager - DGPL	\$ 31.79	\$ 47.69	\$ 61,990.50	\$ 92,995.50	1.500157
Manager - HPL	\$ 27.07	\$ 40.92	\$ 52,786.50	\$ 79,794.00	1.511636
Manager - IPPL	\$ 29.14	\$ 43.79	\$ 56,823.00	\$ 85,390.50	1.502745
Manager - LGPL	\$ 26.24	\$ 39.37	\$ 51,168.00	\$ 76,771.50	1.500381
Manager - TPPL	\$ 31.42	\$ 47.13	\$ 61,269.00	\$ 91,903.50	1.5
Manager - WestmontPL	\$ 26.93	\$ 40.80	\$ 52,513.50	\$ 79,560.00	1.515039
Manager - WoodridgePL	\$ 29.39	\$ 44.09	\$ 57,310.50	\$ 85,975.50	1.50017
Average	\$ 28.37	\$ 43.40	\$ 55,311.75	\$ 84,627.21	1.530004
Asst Director - DGPL	\$ 35.90	\$ 53.85	\$ 70,005.00	\$ 105,007.50	1.5
Asst Director - HPL	\$ 31.54	\$ 47.08	\$ 61,503.00	\$ 91,806.00	1.492708
Asst Director - IPPL	\$ 32.93	\$ 49.41	\$ 64,213.50	\$ 96,349.50	1.500456
Asst Director - LGPL	\$ 35.56	\$ 53.34	\$ 69,342.00	\$ 104,013.00	1.5
Asst Director - TPPL	\$ 38.25	\$ 57.37	\$ 74,587.50	\$ 111,871.50	1.499869
Asst Director - WestmontPL	\$ 31.39	\$ 46.03	\$ 61,210.50	\$ 89,758.50	1.466391
Asst Director - WoodridgePL	N/A	N/A	N/A	N/A	N/A
Average	\$ 33.93	\$ 51.18	\$ 66,171.30	\$ 99,801.00	1.508222

2018 Management Association of Illinois

Salary Survey

Position Pay Comparisons

<u>SHELVER</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 20,030	\$ 18,450	\$ 22,755	\$ 17,680	\$ 27,144
Budget Category \$4M to \$6.9M	\$ 19,760	\$ 18,574	\$ 21,549	\$ 17,680	\$ 25,397
Population Category 30k to 49K	\$ 20,322	\$ 18,658	\$ 22,318	\$ 17,680	\$ 25,584
Employment Size 50 to 79 FTE	\$ 19,344	\$ 18,346	\$ 21,112	\$ 17,680	\$ 23,816
DGPL Current	\$ 24,863	\$ 22,376	\$ 27,349	\$ 20,885	\$ 28,841

<u>CLERK</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 27,581	\$ 24,003	\$ 32,843	\$ 21,424	\$ 38,459
Budget Category \$4M to \$6.9M	\$ 28,101	\$ 25,111	\$ 32,759	\$ 23,109	\$ 37,107
Population Category 30k to 49K	\$ 28,558	\$ 25,064	\$ 32,084	\$ 22,360	\$ 38,189
Employment Size 50 to 79 FTE	\$ 27,602	\$ 25,168	\$ 32,074	\$ 23,566	\$ 36,525
DGPL Current	\$ 29,250	\$ 26,325	\$ 32,175	\$ 24,570	\$ 33,930

<u>ASSOCIATE</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 28,142	\$ 25,750	\$ 31,512	\$ 23,400	\$ 38,376
Budget Category \$4M to \$6.9M	\$ 28,870	\$ 26,780	\$ 30,950	\$ 25,407	\$ 34,538
Population Category 30k to 49K	\$ 29,474	\$ 28,080	\$ 30,701	*	*
Employment Size 50 to 79 FTE	\$ 34,830	\$ 32,635	\$ 40,830	\$ 30,472	\$ 43,242
DGPL Current	\$ 32,906	\$ 29,616	\$ 36,197	\$ 27,641	\$ 38,171

<u>ASSISTANT</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 36,421	\$ 32,448	\$ 42,120	\$ 29,120	\$ 47,840
Budget Category \$4M to \$6.9M	\$ 37,690	\$ 34,174	\$ 42,899	\$ 30,992	\$ 50,232
Population Category 30k to 49K	\$ 36,421	\$ 33,093	\$ 41,018	\$ 30,888	\$ 50,086
Employment Size 50 to 79 FTE	\$ 37,367	\$ 34,112	\$ 41,220	\$ 31,200	\$ 50,086
DGPL Current	\$ 39,000	\$ 35,100	\$ 42,900	\$ 32,760	\$ 45,240

<u>ASSISTANT MANAGER/SUPERVISOR</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 42,349	\$ 34,549	\$ 47,486	\$ 31,117	\$ 51,667
Budget Category \$4M to \$6.9M	\$ 40,976	\$ 33,941	\$ 50,190	\$ 31,512	\$ 51,334
Population Category 30k to 49K	\$ 43,680	\$ 36,400	\$ 50,240	\$ 31,845	\$ 52,666
Employment Size 50 to 79 FTE	\$ 43,142	\$ 39,291	\$ 46,909	\$ 32,802	\$ 51,334
DGPL Current	\$ 48,750	\$ 43,875	\$ 53,625	\$ 40,950	\$ 56,550

<u>LIBRARIAN</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 50,804	\$ 45,635	\$ 57,639	\$ 40,560	\$ 67,184
Budget Category \$4M to \$6.9M	\$ 51,808	\$ 45,843	\$ 58,529	\$ 40,955	\$ 67,330
Population Category 30k to 49K	\$ 52,104	\$ 48,006	\$ 58,457	\$ 42,952	\$ 66,955

2018 Management Association of Illinois**Salary Survey****Position Pay Comparisons**

Employment Size 50 to 79 FTE	\$ 49,088	\$ 45,202	\$ 55,266	\$ 42,121	\$ 63,773
DGPL Current	\$ 57,500	\$ 51,750	\$ 63,250	\$ 48,300	\$ 66,700

<u>MANAGER</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 67,771	\$ 54,787	\$ 77,730	\$ 44,637	\$ 88,772
Budget Category \$4M to \$6.9M	\$ 77,600	\$ 72,198	\$ 89,331	\$ 64,921	\$ 101,587
Population Category 30k to 49K	\$ 72,677	\$ 59,738	\$ 77,730	\$ 48,006	\$ 95,959
Employment Size 50 to 79 FTE	\$ 74,922	\$ 68,224	\$ 81,682	\$ 64,921	\$ 86,466
DGPL Current	\$ 77,500	\$ 69,750	\$ 85,250	\$ 65,100	\$ 89,900

<u>ASSISTANT DIRECTOR</u>	Base Pay				
	<u>Median</u>	<u>25th%</u>	<u>75th%</u>	<u>10th%</u>	<u>90th%</u>
All Survey Participants	\$ 89,651	\$ 76,824	\$ 98,133	\$ 56,576	\$ 112,256
Budget Category \$4M to \$6.9M	\$ 91,574	\$ 83,266	\$ 105,053	\$ 77,405	\$ 112,256
Population Category 30k to 49K	\$ 92,582	\$ 82,400	\$ 99,461	\$ 62,650	\$ 105,982
Employment Size 50 to 79 FTE	\$ 90,193	\$ 82,400	\$ 94,163	\$ 75,000	\$ 105,053
DGPL Current	\$ 87,500	\$ 78,750	\$ 96,250	\$ 73,500	\$ 101,500

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 9A

2018 Capital Project Bid Specifications¹

The proposed 2018 Capital Project addresses Action Items in Strategic Plan 2017-2020:

Strategic Focus: Evolve with our changing community

Goal: We maintain an accessible and welcoming building

Objective: To provide equipment and furnishings that support the library's goals and activities

Action Item: Complete updating restrooms (December 2018)

Action Item: Upgrade lighting in public areas (December 2020)

The Capital Replacement Fund budget includes \$660,000 for this project, \$60,000 for professional services (architect and construction manager) and \$600,000 for construction, equipment, furnishings, and fixtures. The project as budgeted includes:

- Relocation of the Circulation Desk
- Renovation of two family restrooms in the Kids Room
- Renovation of two staff restrooms
- Renovation of Staff Lounge, including creation of a Wellness Room
- Upgraded lighting in second floor public areas (areas not completed in 2014)
- Upgraded lighting in Training Room and STEM Room
- New lighting for two art works

A synopsis of project's development follows:

August 2016 - During orientation as the new Library Director, the Assistant Directors highlighted the final phases of the 2015-2016 lighting and acoustical panel project. This follow up to the major 2014 interior renovation addressed the highest priority items cut in 2014. Assistant Directors Bonnie Reid and Sue O'Brien indicate that the Board of Trustees intended to address those items cut from 2014 in smaller, annual projects.

September 2016 - Trustees charge the new Library Director with planning as first priority, to answer two questions: what is the library's service focus for the future and how to keep the building functional without going to referendum. The Library Director proposes a three-step planning process to develop a Strategic Plan, Capital Needs Assessment, and Financial Management Plan. A placeholder of \$600,000 for capital

¹ This report was included in the May 23, 2018 Board meeting packet.

projects is passed in the 2017 budget to allow the Board to address capital needs in 2017 without a budget revision. Staff Lounge and restroom renovation needs are highlighted as final pending items from 2014 project.

November 2016 - Staff Lounge cabinets and countertops delaminate extensively and are re-glued with moderate success. Assistant Director Sue O'Brien began investigating cost of small lighting projects including Training Lab, STEM Room, and artwork, possibly to be addressed in 2017.

January-March 2017 - Strategic Planning focus groups and stakeholder interviews highlight need to address lighting and family restrooms.

April 2017 - Librarians Report in Board packet states that small lighting projects for STEM Room, Training Lab, and artwork lighting are on hold pending the Capital Needs Assessment. This was done due to higher than anticipated cost estimates for the small project and local electrician's advice to bundle it into a larger project to make more cost effective.

July 2017 - Capital Needs Assessment presented to the Board. This Assessment assumes that Staff Lounge and restroom renovations will be addressed outside of its scope due to budgeted capital project funds in 2017. Staffing needs report highlights Circulation department's inability to adequately staff two service desks. Elimination of Info Desk and relocation of the Circulation Desk is proposed in the staffing needs report included in the July 2017 Board packet.

August 2017 - Tour of Facilities Needs highlights proposed 2018 project, but attention is diverted by subsequent happenings at that Board meeting. Proposed 2018 project includes relocation of Circulation Desk, renovation of Staff Lounge and restrooms, public area lighting on 2nd floor, STEM Room and Training Lab lighting, and artwork lighting. Information about this project was included in the August 2017 Board packet.

September 2017 - Architectural fee contract for proposed 2018 project, including full scope of work and budget estimate included in September 2017 Board packet, is tabled. 2018 Budget discussions focuses on staff wage increases. Budget includes estimated total project cost of \$660,000.

October 2017 - Architectural fee contract for 2018 proposed project passes with some discussion about scope of project.

November 2017 - 2018 budget passes with proposed project included. Delamination of Staff Lounge cabinets and countertops returns with areas that cannot be re-glued.

December 2017 - Capital Needs Assessment project reorder reflects 2018 proposed project. Capital Assessment Report projects reorder is included in December 2017 Board packet.

January 2018 - Financial Management Plan includes completion of 2018 proposed project for \$660,000 and completion of annual projects according to the reordered projects of the Capital Assessment Report, as shown in the December 2017 Board packet.

March 2018 - Construction Management contract passed. Scope of 2018 proposed project is questioned.

April 2018 – Product Architecture + Design presents bid scope for approval. Decision is tabled. Cost breakdown by project area is requested.

The presentation from the April 25, 2018 Board meeting is included in your packets. Shales McNutt Construction created the requested cost breakdown, also included.

Three alternate funding opportunities for the portions of the project are pending:

The Timken Foundation is scheduled to review the library's grant application in June. The application requests \$20,000 in support of the project. Supporting documentation about the project includes the budget of \$660,000 and scope of work previously discussed.

The estimated rebate available through the ComEd Energy Efficiency program for the fixtures included in the project is \$4,195.00. Additional rebates and incentives may be available for installation costs.

The Downers Grove Public Library Foundation Board of Directors discussed a donation in support of the lighting of the two art works during their tour of the art collection on May 7.

Dan Pohrte of Product Architecture + Design and John Shales of Shales McNutt Construction will attend the Board meeting to help answer your questions.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 9A

2018 Capital Project Bid Specifications

Following the May meeting, Library Board President Jonathan Graber requested a more cost effective option for the family restrooms. Architect Dan Pohtre suggested to tile the plumbing wall to full height and the other three to partial height, keep the locations of the existing sink and toilet, eliminate the additional sink and small toilet, keep the ceiling & lighting plan and new door with hardware. Adding an exhaust fan would continue to be an alternate. John Shales provided the following estimate for this stripped down family restroom portion of the project:

Trade Item	Family Restrooms
Demolition	\$7,000
Carpentry/General Trades	\$6,500
Casework	\$8,400
Acoustical Ceilings (tile replacement)	\$0
Flooring/Ceramic	\$17,900
Painting	\$1,500
Appliances	\$0
Fire Suppression System	\$0
Plumbing	\$5,500
Electrical/Low Voltage	\$10,000
Sub-Total	\$56,800

Demo – still removing drywall, flooring, etc.

GT – install new drywall for tile

Casework – longer tops but one bowl per room

Flooring / Tile – same floor tile, reduce wall tile on 3 of 4 walls

Paint – paint ceiling and half walls

Plumbing – remove and reinstall 2 toilets, pipe 2 sinks, new faucets

Electrical – no change

This is a reduction of \$24,200 – 30% of original.

Another option is to put with the additional sink and toddler toilet in only one of the two family restrooms.

To reduce the cost of this project, Facilities Manager Ian Knorr tried a change to the lighting fixtures in the STEM ROOM. He removed one can light fixture and put one 2'x2' flat panel LED light fixture in the center of the room. The flat panel LED fixture was a free sample originally obtained to test in the Lobby area. The change is satisfactory to Kids Room staff. The STEM Room fixture replacement can be removed from the project.

I am including some photos of the Staff Lounge cabinets and countertops to be replaced as a part of the proposed project.



Delaminating countertop in Staff Lounge



Delaminating cabinet bottom in Staff Lounge



Missing laminate corner on counter in Staff Lounge

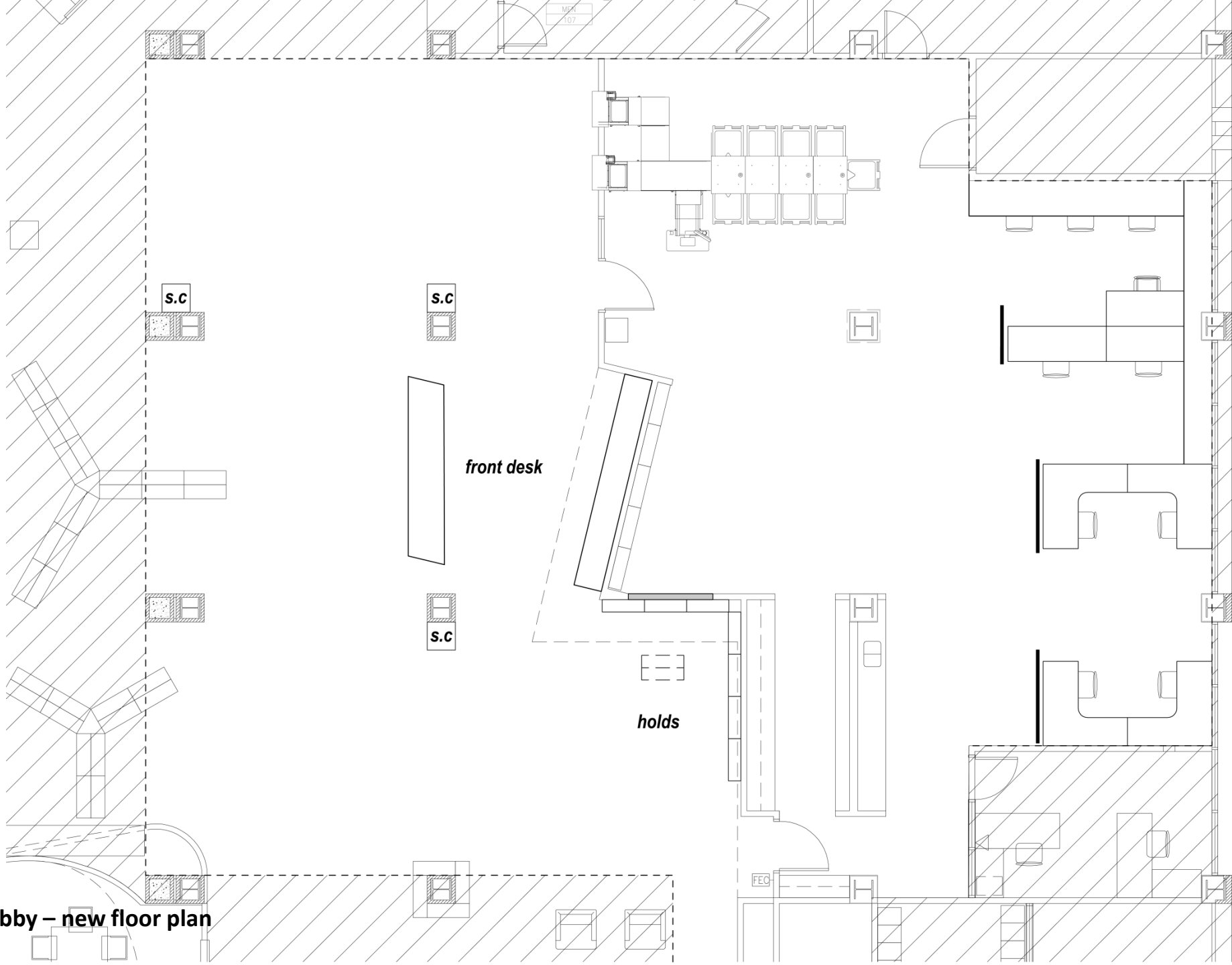
Chipped cabinet door in Staff Lounge



Downers Grove Public Library

lobby

lobby – new floor plan





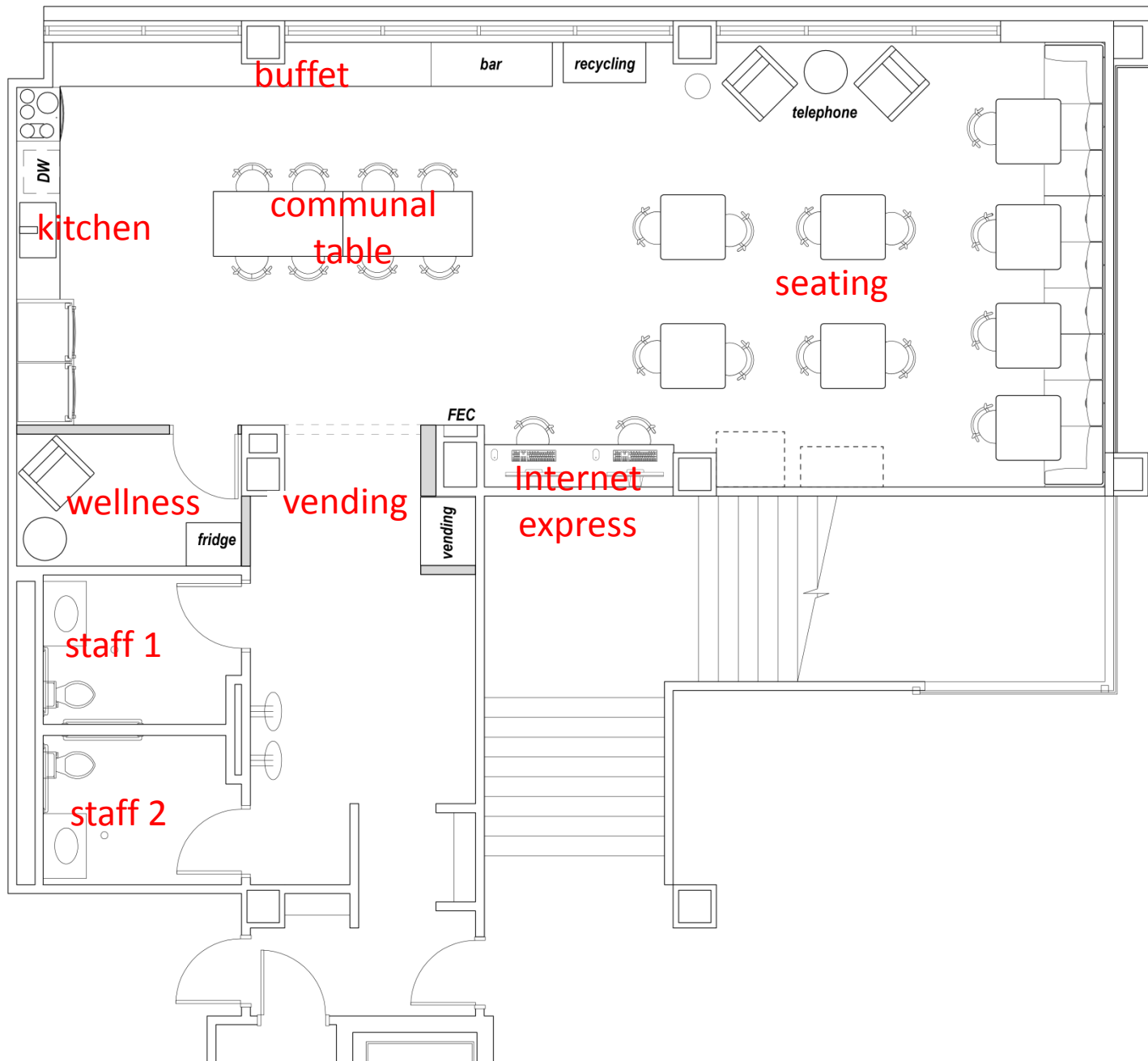
Checkout

Service

HOLDS

Downers Grove Public Library

staff lounge



staff lounge – new floor plan



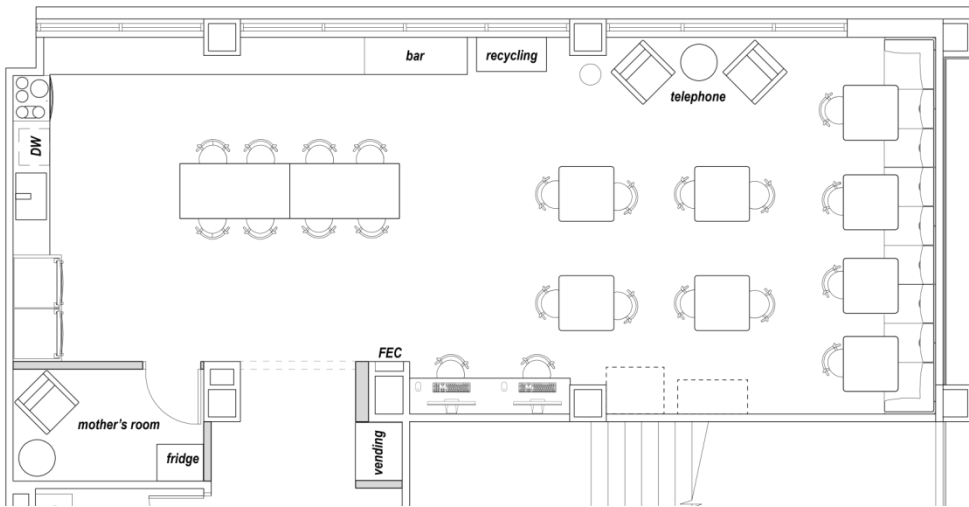
staff lounge – towards kitchen



staff lounge – towards entrance



staff lounge – accent wall



emworks sesaw table



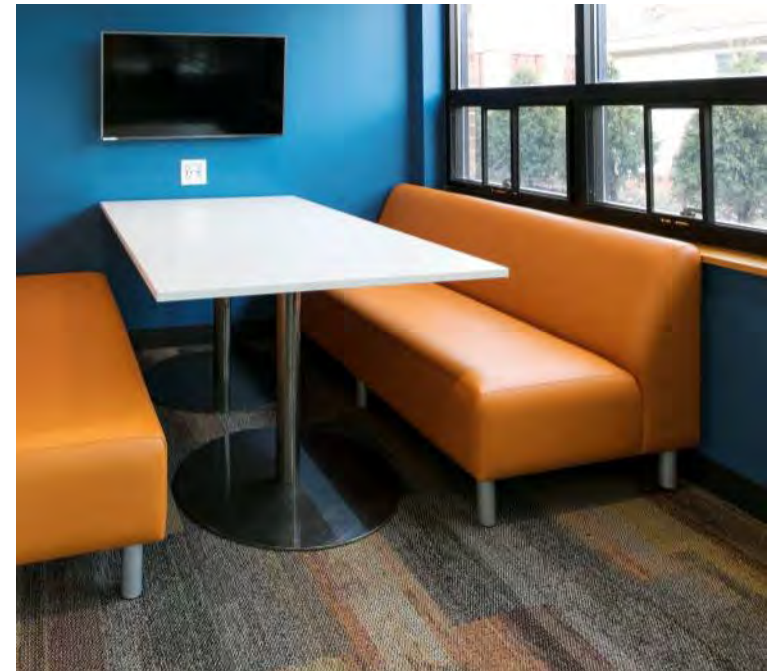
keilhauer km modern



staff lounge – furniture



stylex verve chair



philmark booth

ADEO
2x4 LED



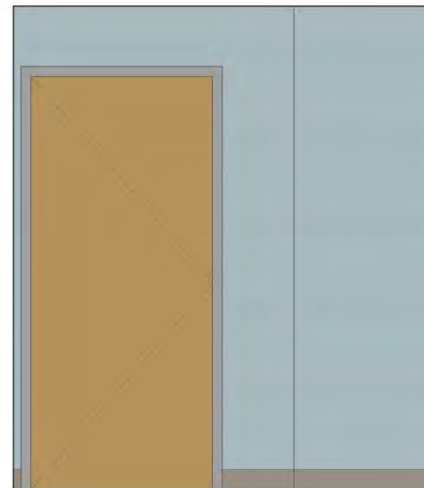
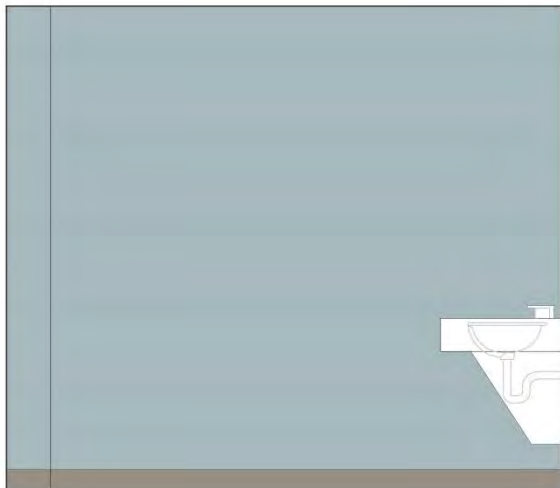
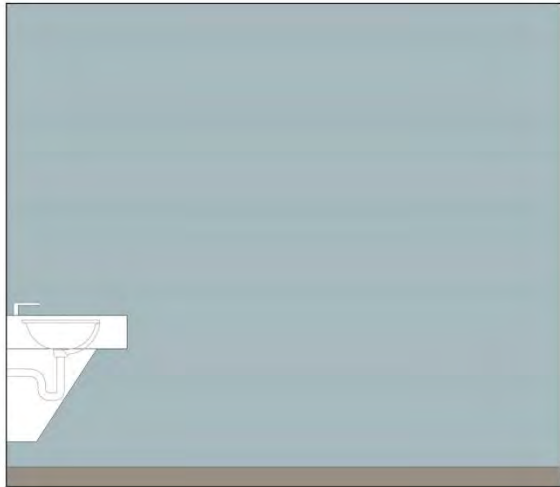
pinnacle adeos



louis poulsen doo wop

staff lounge – lighting fixtures

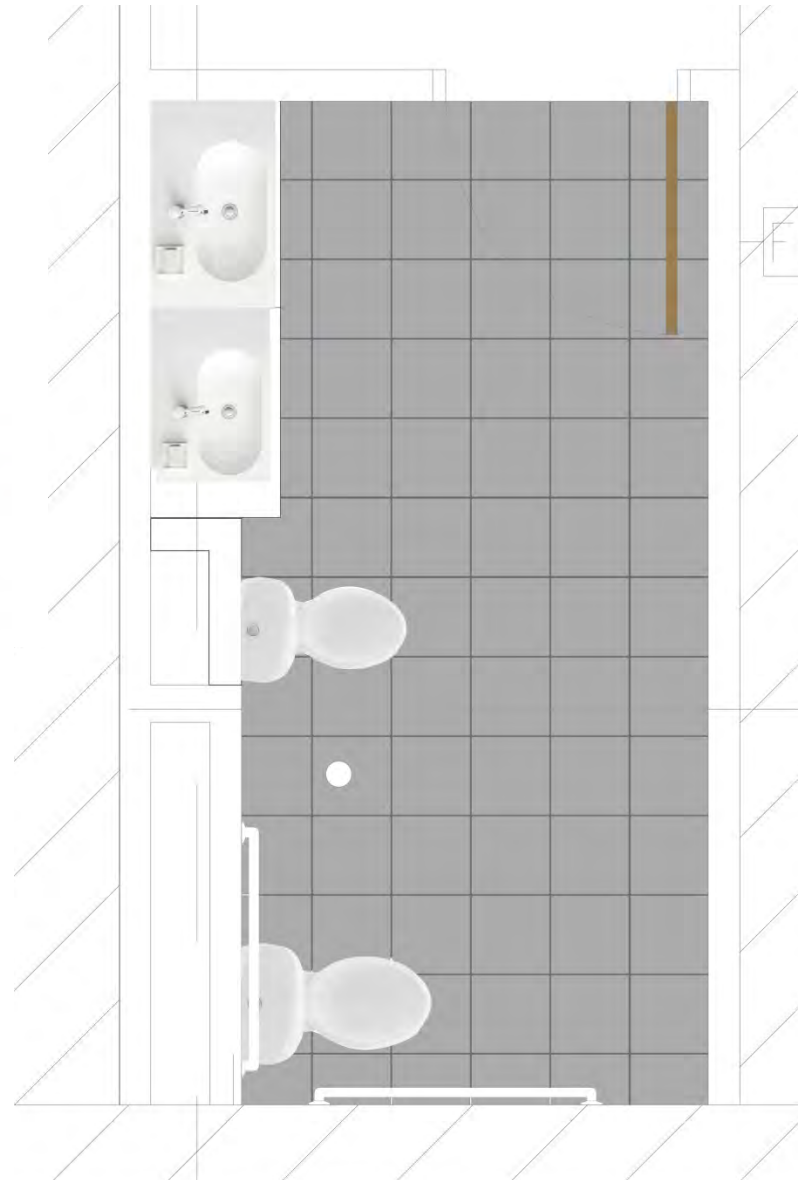
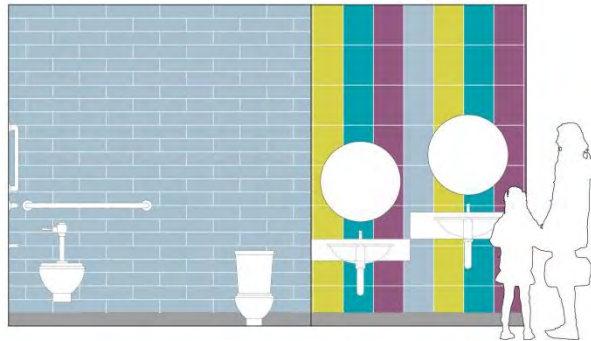
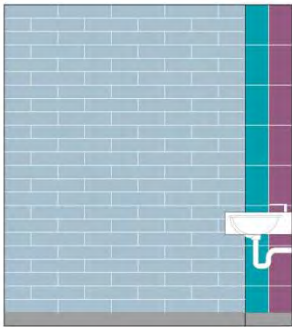
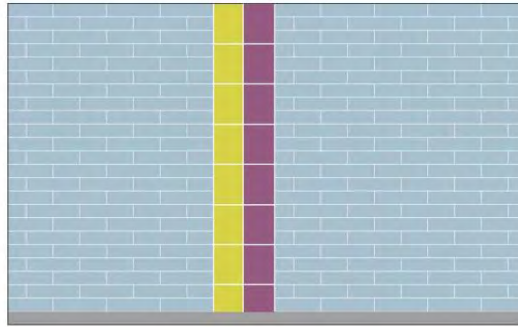




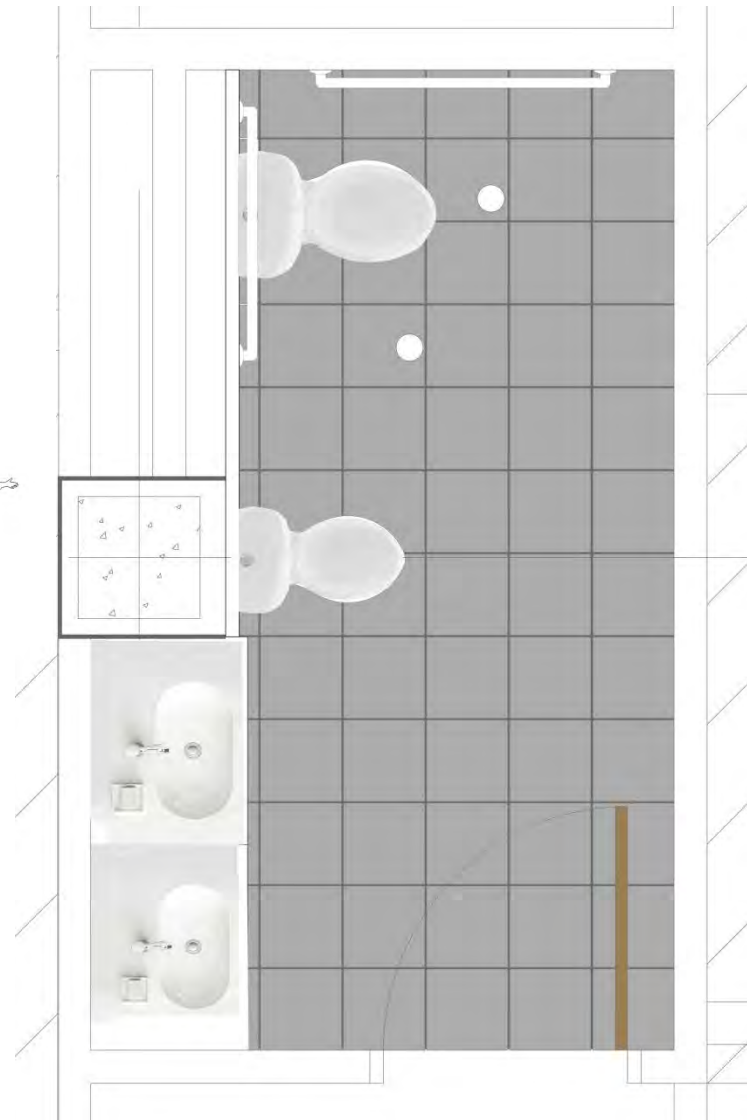
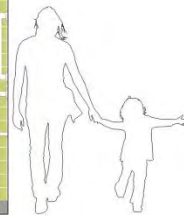
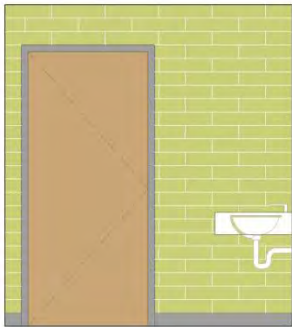
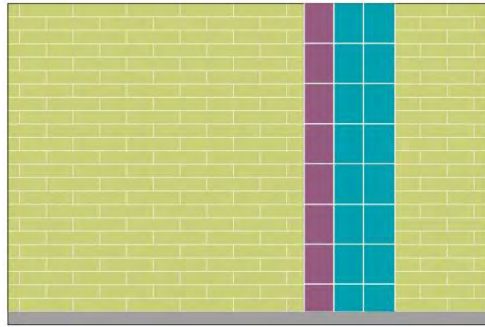
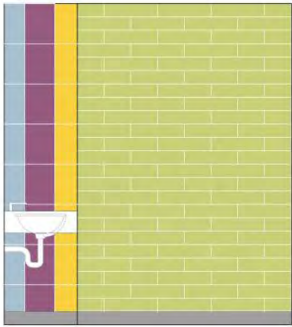
staff restrooms – elevations

Downers Grove Public Library

family restrooms



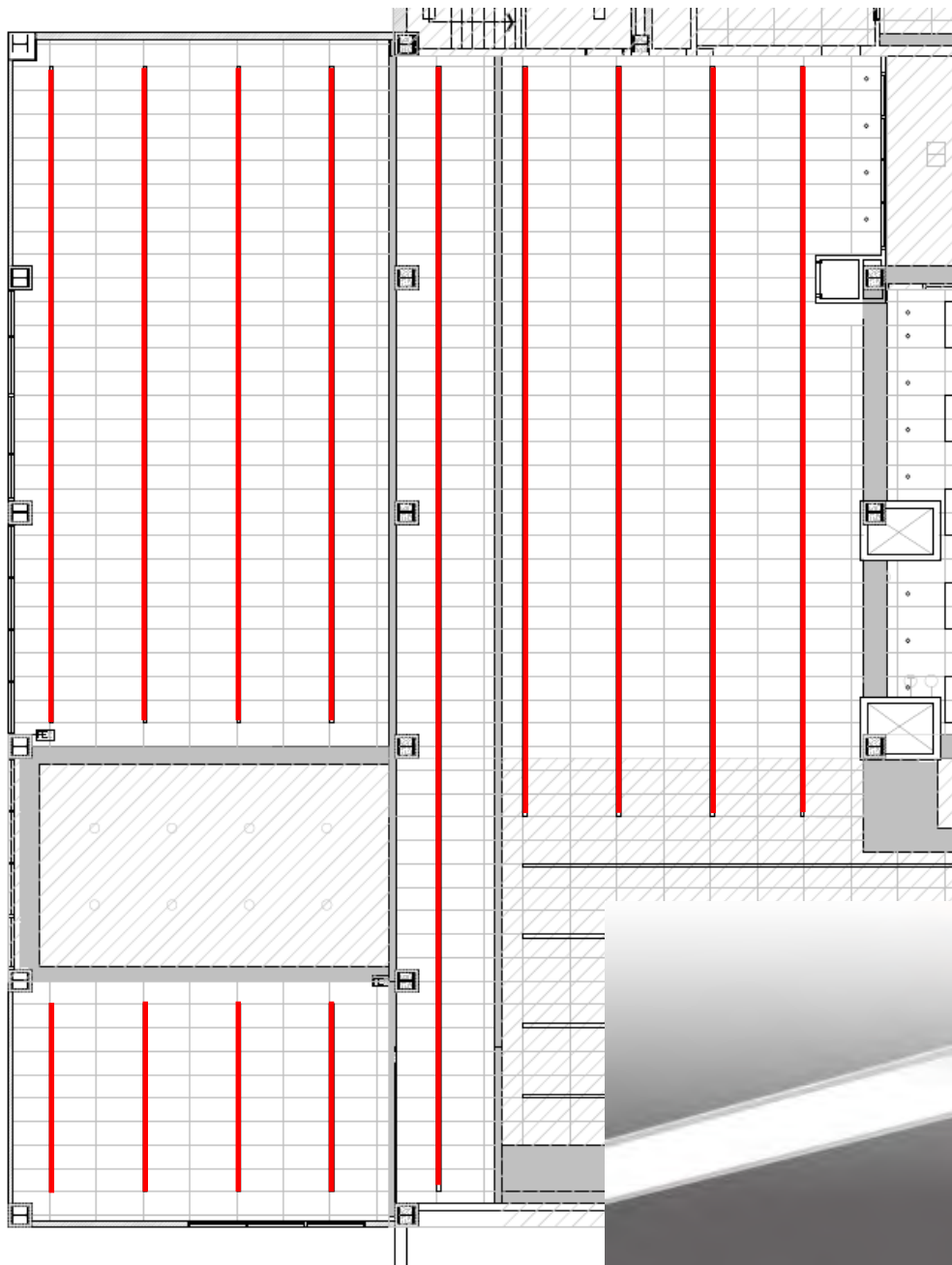
family restroom 158 : plan and elevations



family restrooms 157 : plan and elevations

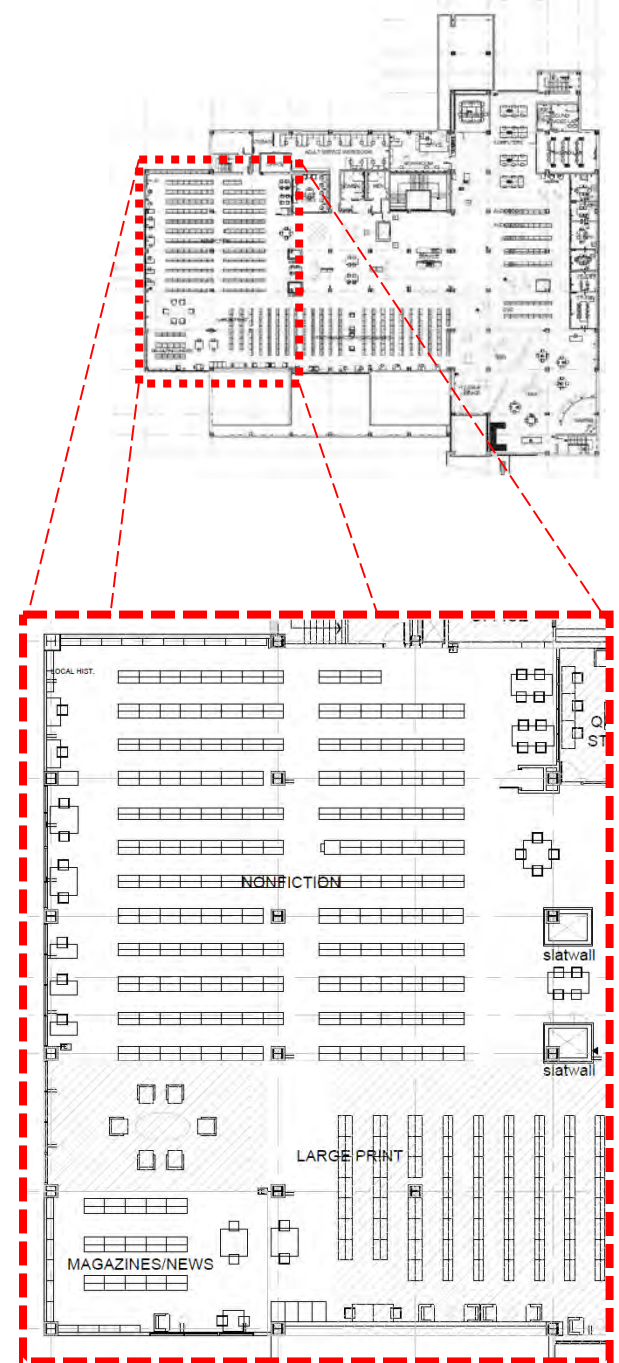
Downers Grove Public Library

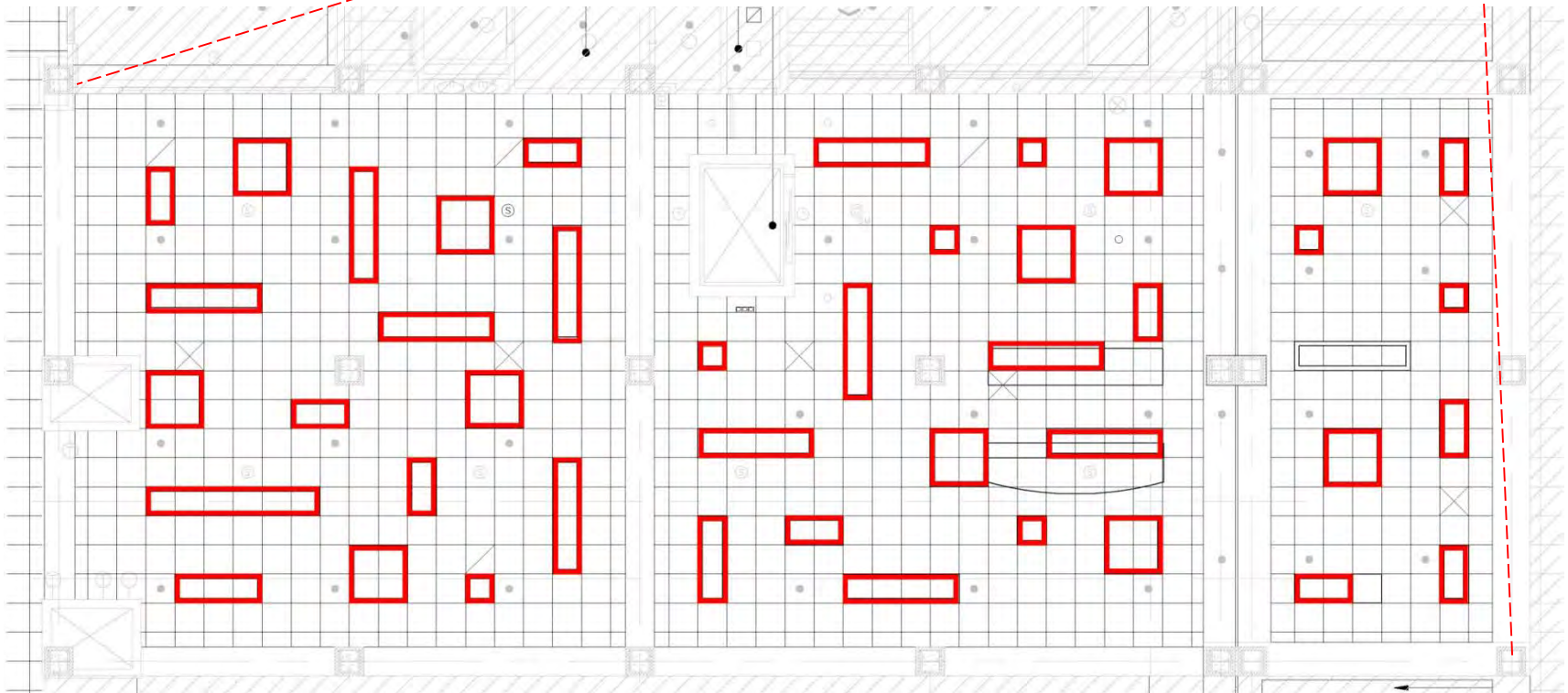
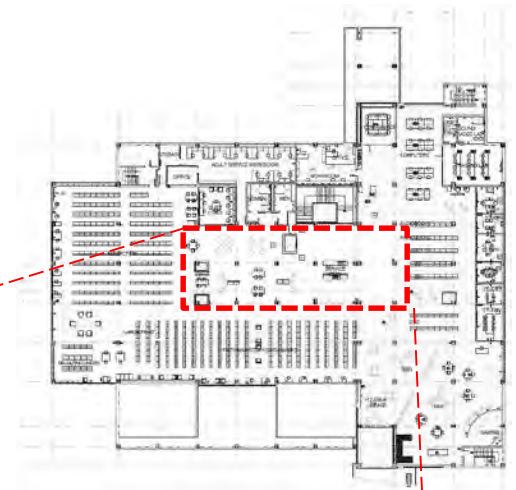
level 2 lighting



level 2 : book stacks

LED



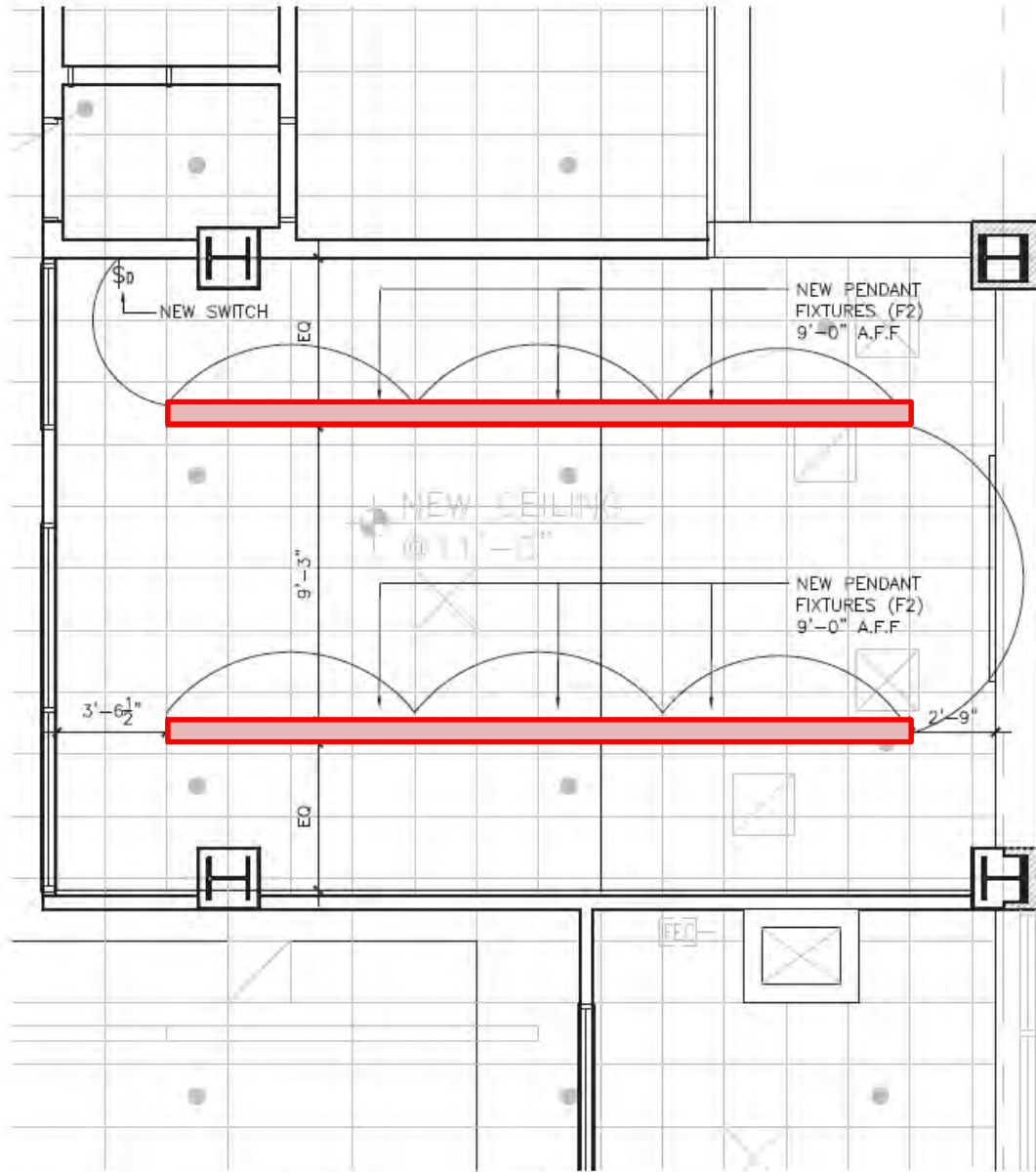


level 2 seating area: light pattern



Teens
Movies
Music
Audiobooks
Study Rooms
Conference Rooms
Computers

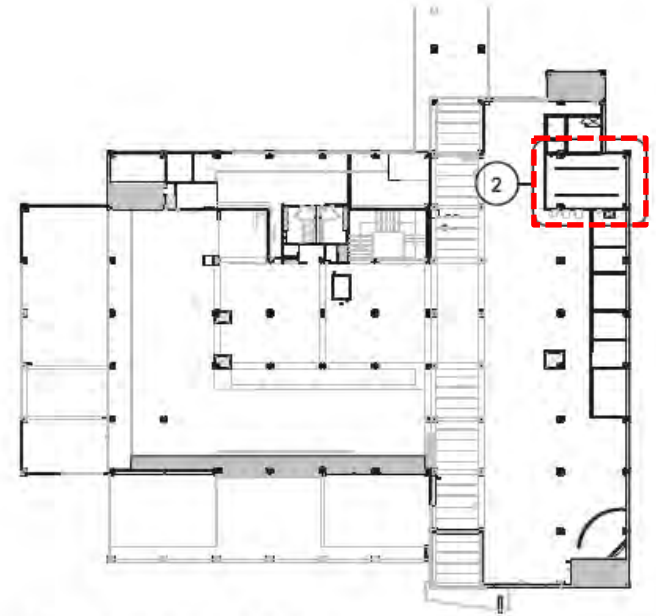
level 2 seating area: light fixture pattern



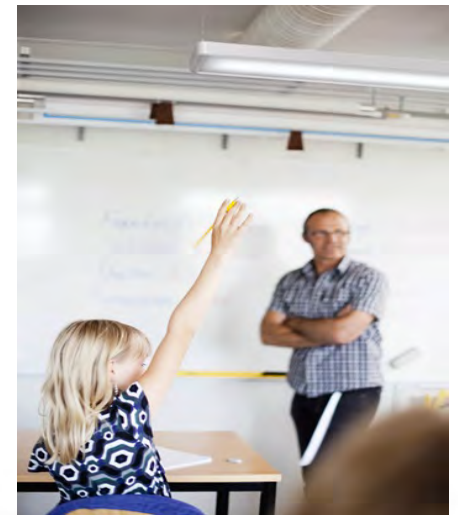
2 RCP: LEVEL 2 TRAINING LAB
SCALE: $\frac{1}{8}" = 1'0"$

NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10). COORDINATE WITH KSA PRIOR TO SUBMITIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF NEW LIGHT, POWER, OR SWITCHING IS THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



1 LEVEL 2 FLOOR PLAN
NOT TO SCALE



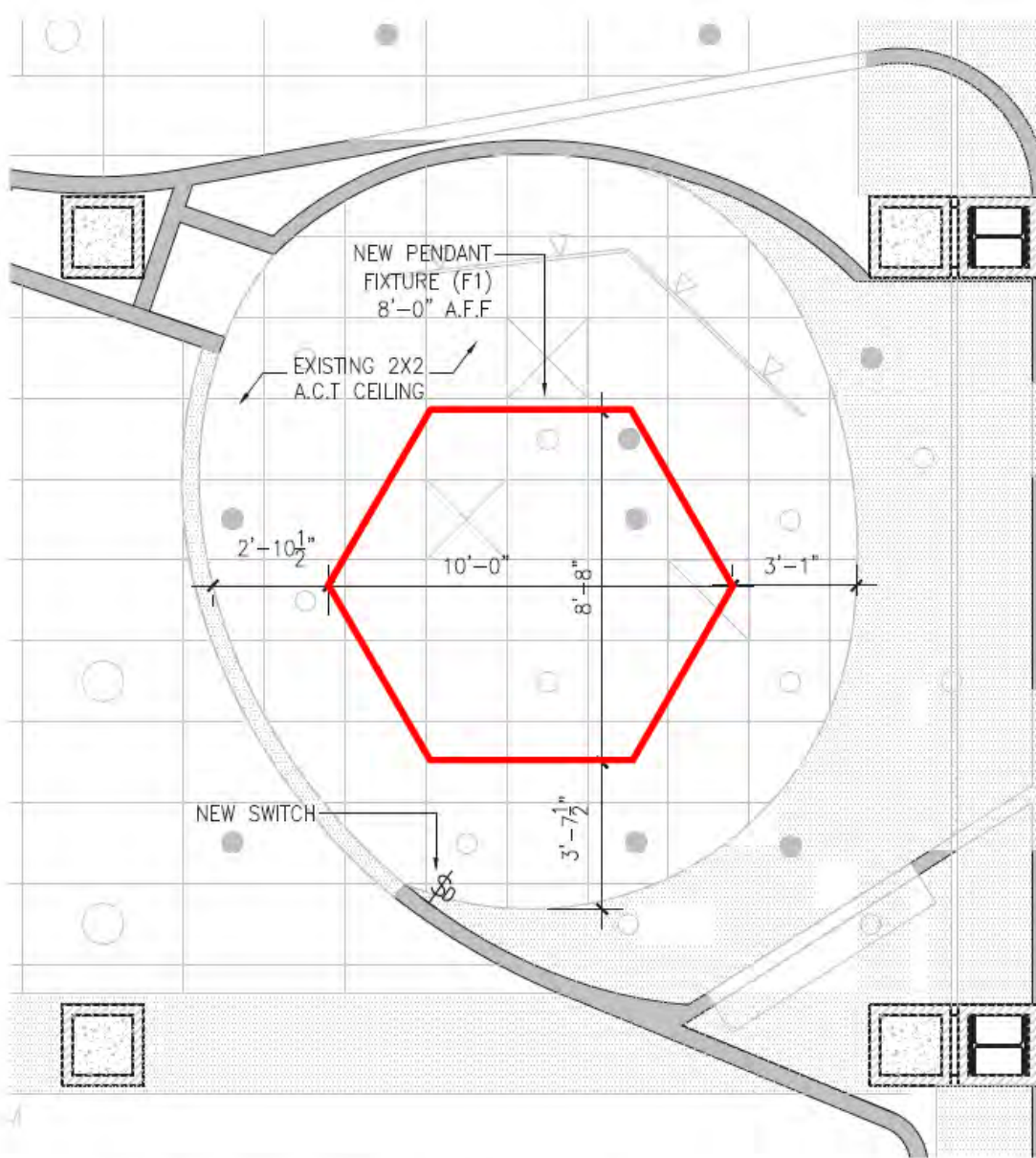
DOWNERS GROVE PUBLIC LIBRARY

PROJECT 2: TRAINING LAB

DOWNERS GROVE ARCHITECTURE + DESIGN
MARCH 2, 2017

Downers Grove Public Library

level 1 lighting



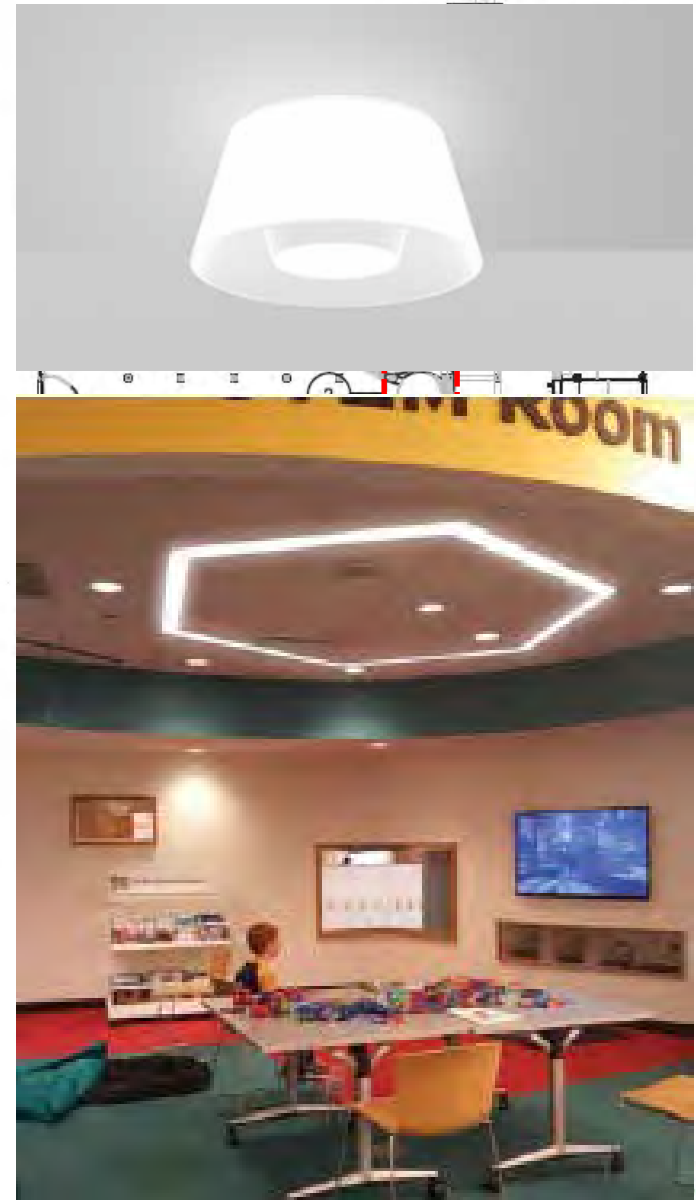
2

RCP: LEVEL 1 STEM ROOM

SCALE: $\frac{1}{4}$ " = 1'-0"

NOTES:

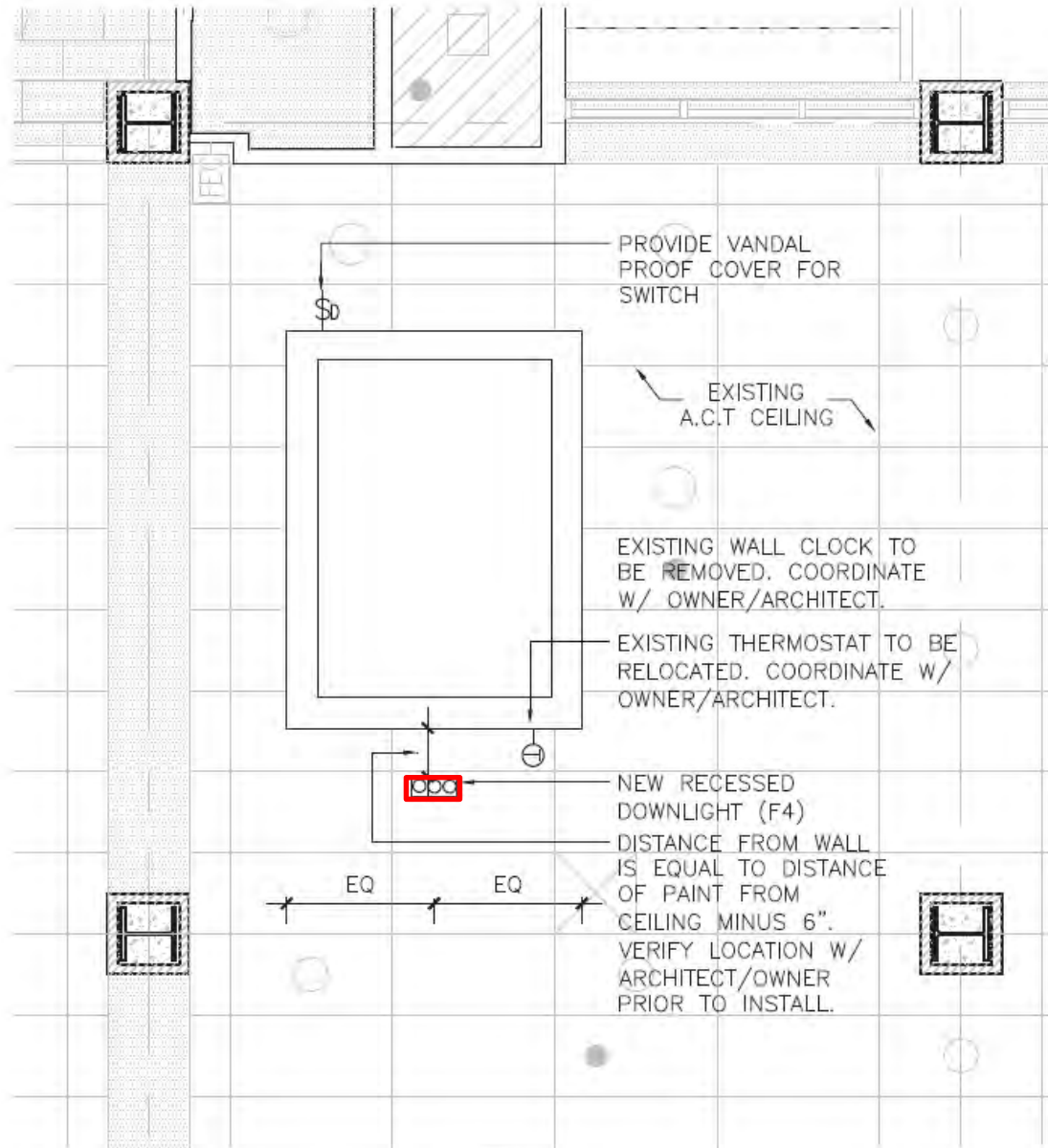
1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10).
COORDINATE WITH KSA PRIOR TO SUBMITTIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF
NEW LIGHT, POWER, OR SWITCHING IS THE
RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



DOWNERS GROVE PUBLIC LIBRARY

PROJECT 1: STEM ROOM LIGHTING

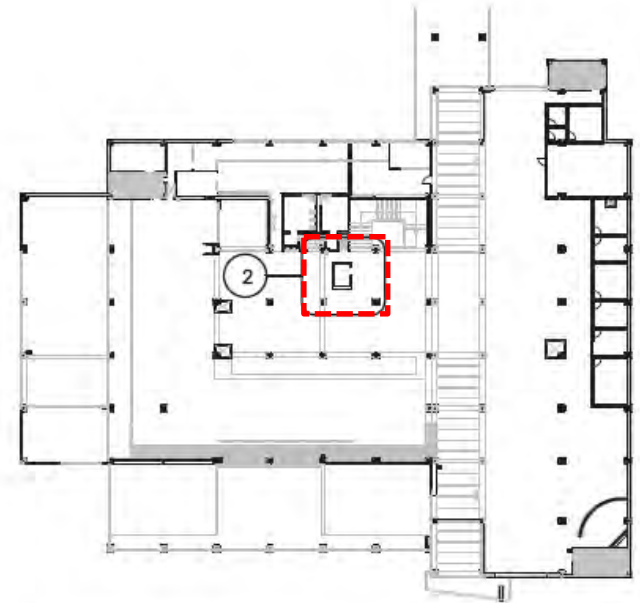
produced ARCHITECTURE + DESIGN
MARCH 2, 2017



2 RCP: LEVEL 2 ELEVATOR
SCALE: $\frac{1}{4}'' = 1'-0''$

NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10). COORDINATE WITH KSA PRIOR TO SUBMITIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF NEW LIGHT, POWER, OR SWITCHING IS THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



1 LEVEL 2 FLOOR PLAN
NOT TO SCALE



0 2 6 12

DOWNERS GROVE PUBLIC LIBRARY

PROJECT 4: ART LIGHTING

ARCHITECTURE + DESIGN
MARCH 2, 2017

POSITION SCULPTURE
BELOW WITH CLIENT
/ ARCHITECT PRIOR
TO INSTALLATION OF
LIGHT FOR APPROVAL.

NEW RECESSED
DOWNLIGHT (F3)

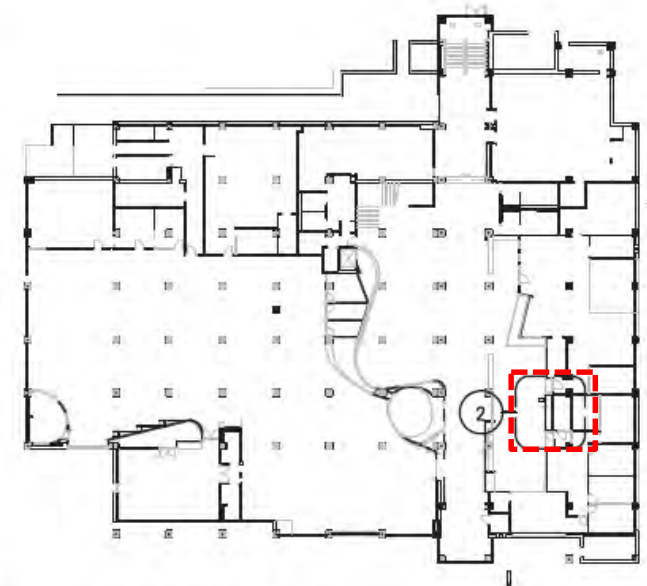
SCULPTURE BELOW

EXISTING 2X2
A.C.T. CEILING

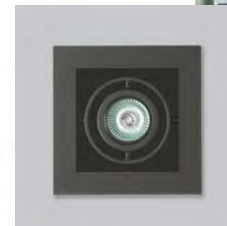
ADD SWITCH TO
EXISTING BANK IN
ADMINISTRATION SUITE.

NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10).
COORDINATE WITH KSA PRIOR TO SUBMITIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF
NEW LIGHT, POWER, OR SWITCHING IS THE
RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



1 LEVEL 1 FLOOR PLAN
NOT TO SCALE



0 2 6 12

DOWNERS GROVE PUBLIC LIBRARY

PROJECT 3: CAFE GLASS LIGHTING

product ARCHITECTURE + DESIGN
MARCH 2, 2017

2

RCP: LEVEL 1 CAFE
SCALE: $\frac{1}{2}" = 10'$

Downers Grove Library Renovations

APRIL 2018 Budgets

(Per PA+D Drawings dated 1.31.2018)



Trade Item	Base Bid	Alternate 1 Replace Ceiling Tile/Lighting 2nd FLR center	Alternate 2 Replace Ceiling Tile/Lighting 2nd FLR west	Alternate 3 Install Small Toilets at Family Restrooms	Total Combined
Demolition	\$23,600	\$0	\$0	\$0	\$23,600
Carpentry/General Trades	\$26,800	\$0	\$0	\$0	\$26,800
Casework	\$28,200	\$0	\$0	\$0	\$28,200
Acoustical Ceilings (tile replacement)	\$6,000	\$18,400	\$28,500	\$0	\$52,900
Flooring/Ceramic	\$38,400	\$0	\$0	\$0	\$38,400
Painting	\$5,500	\$0	\$0	\$0	\$5,500
Appliances	\$5,000	\$0	\$0	\$0	\$5,000
Fire Suppression System	\$2,500	\$0	\$0	\$0	\$2,500
Plumbing	\$24,600	\$0	\$0	\$5,500	\$30,100
Electrical/Low Voltage	\$69,500	\$74,500	\$105,500	\$0	\$249,500
Sub-Total	\$230,100	\$92,900	\$134,000	\$5,500	\$462,500

Trade Contractor Performance and Payment Bonds	\$4,625
SMC Field/Office Administration (Part Time, 2 months)	\$40,000
General Req's (3%)	\$13,875
Construction Contingency (Lump Sum)	\$30,000
SMC Pre-Con	\$8,000
OH&P/Insurance	\$28,928
Sub-Total	\$125,428

<i>Permit (By Owner)</i>	<i>TBD</i>
Architectural/Engineers Fee	\$46,500
Furniture/Fixtures/Equipment	\$35,000
Sub-Total	\$81,500

TOTAL PROJECT COST	\$669,428
	<i>\$660,000</i>

Downers Grove Public Library Renovations

APRIL 2018 Budget Breakdown

(Per PA+D Drawings dated 1.31.2018)

5/15/2018



Trade Item	Second Floor Lighting and Ceiling tile	Family Restrooms	Level 2 Training Lab	Staff Lounge and Wellness Room	Staff Restrooms	Lobby Reconfig.	STEM Room Lighting	Total Combined
Demolition	\$0	\$7,000	\$0	\$9,500	\$2,600	\$4,500	\$0	\$23,600
Carpentry/General Trades	\$0	\$9,500	\$0	\$8,000	\$2,500	\$6,800	\$0	\$26,800
Casework	\$0	\$8,400	\$0	\$12,800	\$7,000	\$0	\$0	\$28,200
Acoustical Ceilings (tile replacement)	\$46,900	\$0	\$0	\$6,000	\$0	\$0	\$0	\$52,900
Flooring/Ceramic	\$0	\$22,400	\$0	\$9,600	\$5,400	\$1,000	\$0	\$38,400
Painting	\$0	\$1,500	\$0	\$2,500	\$1,500	\$0	\$0	\$5,500
Appliances	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
Fire Suppression System	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
Plumbing	\$0	\$22,200	\$0	\$1,500	\$6,400	\$0	\$0	\$30,100
Electrical/Low Voltage	\$180,000	\$10,000	\$12,500	\$25,000	\$5,000	\$12,000	\$5,000	\$249,500
Sub-Total	\$226,900	\$81,000	\$12,500	\$82,400	\$30,400	\$24,300	\$5,000	\$462,500
Trade Contractor Performance and Payment Bonds								\$4,625
SMC Field/Office Administration (Part Time, 2 months)								\$40,000
General Reg's (3%)								\$13,875
Construction Contingency (Lump Sum)								\$30,000
SMC Pre-Con								\$8,000
OH&P/Insurance								\$28,928
Sub-Total								\$125,428
<i>Permit (By Owner)</i>								<i>TBD</i>
Architectural/Engineers Fee								\$46,500
Furniture/Fixtures/Equipment								\$35,000
Sub-Total								\$81,500
TOTAL PROJECT COST								\$669,428

NOTE: This breakdown is intended for information only as to relative size of the components of work. This budget pricing was developed with the understanding that the work would be completed as one continous project to take advantage of the economies of scale.

- Additional Break Out Pricing: A. To install 2 ceiling mount art accent lights on simple dimming switches would cost about \$2,500
 B. To leave the carpet in the staff lounge and replace only the ceramic tile floor area with new materials would save about \$4,600

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

AGENDA ITEM 10

Librarian's Report

Barb Powell to Retire July 12

Assistant Manager of Access Services Barb Powell has moved up her retirement date to July 12.

Public Relations Manager Search

After interviewing the finalists, the management team decided not to make an offer to either candidate. We are reviewing the position's job description and the library's needs.

Patron Incident Tracking Software (PITS)

Assistant Director Jen Fredericks is spearheading implementation of Patron Incident Tracking Software (PITS) to better document and share information about incidents of all types in the library. This secure, web-based application will help staff to create uniform incident reports and provide quick, easy access to reports and suspensions, including information such as warning letters and photos. Designated staff automatically receive notifications when reports are created. Jen is currently working with the vendor on configuration. Staff training is scheduled for July.

ComEd Energy Efficiency Program Rebates and Incentives

The check for \$4,419.64 in rebates and incentives for the Kids Room lighting replacement project was received from ComEd.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2018**

DEPARTMENT REPORTS – MAY 2018

Administration – Jen Fredericks

- Conducted second interviews with Director Julie Milavec for the Access Manager position -- the position has been filled by Amy Prechel.
- Conducted first and second interviews with Director, Julie Milavec, for Public Relations Manager position -- the position remains vacant as we reassess its role and responsibilities.
- Met with Amy Franco from the Glen Ellyn Public Library to discuss the Volunteer Fair outreach program the library hosted and took away many ideas for our Service Fair scheduled for April '19.
- Attended a 'Working with Homeless Patrons' workshop with management team at the Oak Park Public Library.
- Attended a program at the Arlington Heights Memorial Library called "Civic Engagement at the Library: Programs for the Political Climate."
- Attended the PITS (Patron Incident Tracking Software) kick off meeting with IT Manager Paul Regis and Director Julie Milavec.
- Finished the content, edits and layout for the Person In Charge manual with the help of Cris Niels. Staff In Charge training will coincide with PITS training, coming soon.

Adult & Teen Services – Lizzie Matkowski

- We kicked off the Adult & Teen Summer Reading programs!
- Lizzie attended a ReCharge program on Civic Engagement Programs.
- Shannon attended an ARRT program on Readers Advisory Outreach.
- Amanda led the first meeting of our Teen Book Club.
- Two new library assistants started in ATS. Welcome, Jade and Mike!
- Lynette Pitrak announced that she will be leaving the library after almost 10 years here as the Teen Services Coordinator. She will be greatly missed, but we all wish her well on her new path.

Children's Services – Allyson Renell

- May was all about the Summer Reading Club in the Kids Room! The program officially started Sunday, May 20 but Kids Room staff started promoting it the very first week of May. We visited every elementary school classroom in District 58, St. Mary's of Gostyn School, St. Joseph's School, Downers Grove Christian School, and a few classrooms at Avery Coonley School. Altogether, we spoke to around 4,838 students over the course of three weeks!

- Outreach Coordinator Erin Linsenmeyer attended the Targeting Autism forum in Springfield May 17 and 18. This forum is a part of a grant-funded initiative focused on helping libraries better serve patrons and family members impacted by Autism Spectrum Disorders.
- Sharon Hrycewicz, Reference and Technology Coordinator, held two Kids Room Volunteer information and sign up nights for Summer Reading Club Volunteers. These volunteers, students in grades 6-9, help the department during the Summer Reading Club by giving out prizes to participants and helping answer questions about the club. This opportunity is very popular with 34 volunteers signing up to help.
- Department Manager Allyson Renell interviewed and hired for the Summer Library Clerk Position. This temporary position helps with programming and other department projects over the busy summer months.

Circulation Services – Christine Lees

- All systems were back up and running on May 1 after the New 19 Libraries migrated to SWAN. Staff and patrons were incredible during this time.
- Our young adults from the Giant Steps organization that volunteered here for 13 weeks wrapped up their time here during May. We really enjoyed having the three volunteers here and it was fun to watch their collective progress during their time spend at DGPL.
- Christine Lees attended the SLUI (SirsiDynix Library Users of Illinois) meeting at St. Charles PL. A recap of recent SirsiDynix upgrades was provided by Aaron Skog from SWAN as well as an inventory wand demonstration by our soon to be Access Services Manager, Amy Prechel. After the meeting, the planning committee met to plan the fall meeting.
- We hired two new staff members. Lauren Klimczak will be our new clerk and Dylan Collins will be our new shelve. We are thrilled to welcome them to DGPL!
- Emily Kiang has been trained as a new Acting Supervisor in the department and she is doing a fantastic job.
- The Service Excellence Committee organized a chips and salsa bar to recognize the team members who were nominated for the Employee of the Moment award.

Information Technology – Paul Regis

- Computer Help Desk Supervisor Lauren Gonzalez reached out to Lacey Creek Supportive Living to offer technology training to residents (thanks to ATS staff for suggesting Lacey Creek). After speaking with a rep there, residents liked the idea of a more general digital “petting zoo” in which various devices are brought in to test and use. Lauren will be visiting in mid-July, and hopes to answer any general technology questions or issues they may have.
- In late May, a much-demanded Microsoft Access class began. This five-week course provides an intro to the Access program and database concepts. Oliver Lawrence is the instructor and so far, feedback has been positive. (And as of mid-June – almost four classes in – only one student out of eight has dropped out, which is incredible for a multi-

week course.) A big thank you to Technology Trainer Annie Jagielski for recommending and reaching out to Oliver, as well as listening to patrons' requests.

- Director Julie Milavec, Assistant Director Jen Fredericks, and IT Manager Paul Regis had a conference call with Carol Gyger of Quipu Group. Quipu offers a service called PITS, which is an online incident reporting service. An overall timeline was discussed, as well as the different administrative and reporting features. As Quipu is handling the setup and hosting, it should be a smooth implementation. IT will evaluate Quipu's training materials and supplement it if necessary.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For ATS collection: added 1615 print items and 449 AV items; discarded 3192 print items and 374 AV items.
- For Kids Room collection: added 1354 print items and 223 AV items; discarded 726 print items and 51 AV items.
- Claimed 16 magazines that did not arrive when expected.
- Originally cataloged 12 items.

Reclassification and Repairs

- Repaired 472 ATS and Kids Room books and audiovisual items.
- Reclassified 431 general adult and ATS and Kids Room items.

Other news

- Added Summer Reading materials to the Kids Room and Teen collection in excess of 600 books.
- Reclassified the Kids Room and Adult PLAYAWAYS, changing the call number prefix from J DIGITAL BOOK and DIGITAL BOOK to J PLAYWAY and PLAYAWAY, respectively.
- Barb Powell announced her retirement.

Facilities Services – Ian Knorr

- Lighting in the Kids room is complete. Final incentive paperwork has been filed and is being processed by ComEd. We can expect a rebate of \$4,419.64.
- GreenGroves completed the plantings in the new pollinator garden at the south entrance.
- New picnic tables were installed outside the new pollinator garden at the south entrance.
- Ian is in the process of studying for the EPA's refrigerant certification. This will allow us to by refrigerant for the roof top units in house at a cheaper price than buying through our service provider.

May 31, 2018

Summary of Restricted Use Cards for PADS patrons:

As the PADS season comes to a close I want to provide an overview of our flagship project of offering library cards to PADS residents; The PADS season runs each year from October 1st through April 30th. There are multiple PADS locations in Downers Grove but for this year the resident verification letters were only offered at the Monday night PADS location, First Congregational Church of Christ at 1047 Curtiss Street.

During the 2017-2018 PADS season we:

- Issued 16 restricted use cards to PADS patrons
- These patrons checked out 125 materials and renewed items eight times
- Three new PADS cardholders asked for tours of the library when they received their new library card
- Seven items were not returned and were billed for a total of \$143.93

We received a lot of positive feedback about this program from PADS guests, staff and the community. I think the program was a successful venture and one that should certainly be continued.

Respectfully,
Christine Lees
Manager, Circulation Services

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	MAY 18	%	MAY 17	%	MAY 16	%
2	Checkouts						
3	Selfchecks	43,784	71%	44,148	68%	45,732	77%
4	Staff desk	17,607	29%	21,023	32%	13,908	23%
5	Total checkouts	61,391		65,171		59,640	
6							
7	Renewals						
8	Auto Renewals	37,542					
9	Selfchecks	23		1,453		1,449	
10	Staff desk (incl. phone)	259		2,424		2,641	
11	Patron self-renewals on website	669		11,697		10,286	
12	Patron self-renewals on Bookmyne	17		251		126	
13	Total renewals	38,510		15,825		14,502	
14							
15	Total item checkout and renewals	99,901		80,996		74,142	
16							
17	Digital Circulation	6,968		8,002		7,391	
18							
19	Total Circulation	106,869		88,998		81,533	
20							
21	Reserves Processed						
22	Received from ILL	6,452		6,596		6,926	
23	ILL sent	4,494		4,972		3,268	
24	OCLC requests processed	335		651		777	
25							
26	Gate Count						
27	North	26,310		26,964		28,340	
28	South	14,887		14,981		15,535	
29	Total	41,197		41,945		43,875	
30							
31							
32	Registrations						
33	New resident library cards	131		145		144	
34	New fee cards	3		5		8	
35	Current borrowers	X		30,175		30,923	
36	Active fee cards	X		125		129	

Circulation

	May 2017	May 2018	YTD Totals			
Adult	46,702	56,690	231,739	265,262		
Teen	1,710	2,472	7,449	9,835		
Children	32,584	40,622	159,082	199,643		
Download	8,002	6,968	40,579	35,889		
Total	88,998	106,752	438,849	510,629	71,780	16.4%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	32,243	56.88%	7,292	12.86%	13,956	24.62%	3,199	5.64%	56,690
Teen	2,321	93.89%	90	3.64%	56	2.27%	5	0.20%	2,472
Children	32,110	79.05%	1,551	3.82%	5,883	14.48%	1,078	2.65%	40,622
Total	66,674	66.82%	8,933	8.95%	19,895	19.94%	4,282	4.29%	99,784

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	120,844	76.56%	15,510	9.83%	15,399	9.76%	6,086	3.86%	157,839
Children	74,895	84.69%	2,955	3.34%	7,859	8.89%	2,724	3.08%	88,433
Total	195,739	79.48%	18,465	7.50%	23,258	9.44%	8,810	3.58%	246,272

Book Collection

	May 2017	May 2018	YTD Totals		YTD Difference	
Adult	131,525	120,844				
Children	75,542	74,895				
Total	207,067	195,739	207,067	195,739	-11,328	-5.5%

Audio Collection

	May 2017	May 2018	YTD Totals		YTD Difference	
Adult	16,590	15,510				
Children	2,806	2,955				
Total	19,396	18,465	19,396	18,465	-931	-4.8%

Video Collection

	May 2017	May 2018	YTD Totals		YTD Difference	
Adult	17,220	15,399				
Children	7,699	7,859				
Total	24,919	23,258	24,919	23,258	-1,661	-6.7%

Miscellaneous Collection

	May 2017	May 2018	YTD Totals		YTD Difference	
Adult	8,933	6,086				
Children	2,920	2,724				
Total	11,853	8,810	11,852	8,810	-3,042	-25.7%



Statistics for May 2018 (FY Jan-Dec)

Rooms & Spaces

	May 2017	May 2018				
Community Use of Rooms	1152	1,157				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	170	188				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,322	1,345	6,387	6,238	-149	-2.3%

Programs Offered

	May 2017	May 2018				
Library Programs Offered						
Adult	17	26				
Teen	6	7				
Children	38	50				
Outreach Programs Offered						
Adult	6	5				
Teen	7	3				
Children	7	18				
Passive Programs Offered						
Adult	0	1				
Teen	0	0				
Children	12	6				
Programs Offered Total	93	116	570	605	35	6.1%

Program Attendance

	May 2017	May 2018				
Library Program Attendance						
Adult	189	293				
Teen	115	488				
Children	1,003	1,176				
Outreach Program Attendance						
Adult	113	85				
Teen	778	26				
Children	5,140	5,076				
Passive Program Attendance						
Adult	0	171				
Teen	0	0				
Children	391	347				
Program Attendance Total	7,729	7,662	21,821	19,685	-2,136	-9.8%



Statistics for May 2018 (FY Jan-Dec)

Gate Count

	May 2017	May 2018	YTD Totals		YTD Difference	
	41,945	41,197	218,575	202,052	-16,523	-7.6%

Reference Questions

	May 2017	May 2018	YTD Totals		YTD Difference	
One on One Tutorials	33	38	127	158	31	24.4%

Computer User Sessions

	May 2017	May 2018				
Adult	3,914	3,897				
Children	1,102	1,036	YTD Totals		YTD Difference	
Total	5,016	4,933	26,804	24,925	-1,879	-7.0%
Wireless Sessions	2,415	2,540	11,938	12,811		