

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 25, 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. June 2018 Financial Report
 - b. July 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Strategic Plan Review
 - b. 2019 Salary Schedule
 - c. 2018 Capital Needs Assessment Projects Update
 - d. 2019 Preliminary Budget Draft
 - e. August Meeting DatesRequested Action: Discussion
Requested Action: Approval
Requested Action: Approval
Requested Action: Approval
Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 27, 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 Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Downers Grove Public Library Foundation Vice President Ed Pawlak, Friends of the Library President Joni Hansen, Dan Pohrte of Product Architecture + Design, John Shales of Shales McNutt Construction.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. May 23, 2018 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the Minutes of the May 23, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. May 2018 Financial Report. Milavec presented the report. Tax revenue will begin posting to the library's account in June. On the expense side, the library is 40% through the year with about 35% spent.
 - b. June 2018 Invoices. It was moved by Earl and seconded by Eblen THAT the payment of June 2018 operating invoices totaling \$122,472.33, the acceptance of June 2018 credit memos totaling \$102.00, and the ratification of May 2018 payrolls totaling \$206,620.83 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Illinois Non-Resident Library Card Program. Milavec detailed the process behind the calculations of the yearly fee card rate. The new rate would go into effect August 1, 2018. It was moved by Humphreys and seconded by Earl THAT the library participate in the Illinois Non-Resident Library Card Program using the General Formula to calculate a rate of \$292.00. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- b. 2018 Furniture Replacement Proposals. The cost of the proposed furniture would come out of the operating budget and be classified as the annual replacement of furniture. The focus is on the soft seating that was not replaced in 2014 and the wooden chairs in the Kid's Room. It was moved by Humphreys and seconded by Eblen THAT the furniture replacement proposal of \$53,190.37 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- c. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund. The Village of Downers Grove received and accepted their audit for 2017, which shows the Library Fund increased by more than \$270,000 by the end of the year. Last year, the Board budgeted a \$350,000 transfer to the Capital Replacement Fund in 2018. The Board discussed whether to transfer only the budgeted amount or to also transfer the excess from the Library Fund, which would be a total transfer of \$620,000.

It was moved by Earl and seconded by Stapleton THAT \$350,000 be transferred from the Library Fund to the Library Capital Replacement Fund. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

Once the library's 2019 budget has been passed, the Board will revisit the possibility of a second transfer to the Capital Replacement Fund.

- d. Change of Budget Workshop Meeting Date from September 12 to August 8. The Village of Downers Grove requested that the library's 2019 Budget and Tax Levy request be submitted to them by August 31, 2018. The budget workshop that is currently scheduled for September 12, 2018 needs to be rescheduled to meet this new deadline. The Board discussed the difficulties of planning next year's budget so early in the year and President Graber offered to speak with the Village about extending the deadline.

It was moved by Earl and seconded by Eblen THAT the vote to reschedule the Budget Workshop be tabled until the July 25, 2018 Board meeting, pending further discussion with the Village. Motion passed by voice vote.

- e. 2019 Budget Framework. Milavec presented a 2019 budget framework based on the financial management plan, not on any actual projections. There were a couple of adjustments made, including a 2.5% increase on the personnel lines. The library's Illinois Municipal Retirement Fund rate will significantly drop in 2019, which should offset the increase in insurance costs. Milavec noted that the preliminary budget draft, which will be distributed next month, will reflect the numerous personnel changes that have occurred in 2018.

9. Unfinished Business.

- a. 2018 Capital Project Bid Specifications. John Shales of Shales McNutt Construction and Dan Pohrte of Product Architecture + Design were present to answer the Board's questions on the 2018 capital project plans. The Board had a detailed discussion on each component of the proposed project, highlighting possible cost reductions. It was noted that the project could go out to bid with the artwork lighting component called out as an alternate, which would allow the Board to remove it from the project or find alternate funding if the bids come in too high.

It was moved by Humphreys and seconded by Eblen THAT the 2018 Capital Project Bid Specifications be approved to bid, with the removal of the STEM Room lighting and with the artwork lighting bid as an alternate. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: Earl. Abstentions: None.

- 10. Library Director's Report.** Milavec presented the report (attached). Attendance has been up significantly in the library during the month of June. The number of kids who have completed the Summer Reading Club by this time in June is up by hundreds over last year. There is a report on the first year of the restricted use cards in the meeting packet. Milavec will be speaking to the Rotary Club in July about supporting the restricted use card program.

11. Trustee Comments and Requests for Information.

President Graber noted that while walking through the library today, Teen Central was empty of teens. He asked if the area is still being used and if there is a way to get more teens into the library. Milavec commented that there is a definite ebb and flow to the use of the teen department, and much of that is dependent on weather, programming, and how many other teens are using it at a specific time.

Trustee Earl commented that Arlington Heights Memorial Library has a motorized scooter available to its patrons and asked if that is an issue commonly seen at Downers Grove Public Library. Milavec responded that most libraries do not own scooters and the ones that do have usually had them donated.

- 12. Adjournment.** President Graber adjourned the meeting at 9:25 p.m.

DOWNERS GROVE LIBRARY

6/30/2018

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,315,856	\$ 1,728,915
FUND BALANCE	1,211,092	\$ 1,728,915

Revenue by Object Report

Village of Downers Grove
6/1/2018 through 6/30/2018

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,182,314.00	2,493,715.25	2,774,238.20	2,408,075.80	53.53
4109 Prior Year Property Taxes	100.00	0.00	3.25	96.75	3.25
4313 Personal Property Replacement Tax	60,000.00	0.00	36,234.21	23,765.79	60.39
4410 Sales of Materials	10,000.00	367.05	5,153.76	4,846.24	51.54
4502 Charges For Services	15,000.00	5,762.01	27,318.03	-12,318.03	182.12
4509 Fees For Non-Residents	16,000.00	2,580.00	9,812.50	6,187.50	61.33
4571 Rental Fees	4,500.00	1,030.00	3,150.00	1,350.00	70.00
4581 Fines	42,000.00	3,594.10	18,988.22	23,011.78	45.21
4590 Cost Recovered For Services	15,000.00	991.15	5,243.17	9,756.83	34.95
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	0.00	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	20.00	3,344.68	1,655.32	66.89
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	2,508,059.56	2,885,466.86	2,503,357.14	53.55

Expenditures by Object Report

Village of Downers Grove
6/1/2018 through 6/30/2018

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5101 Salaries, Exempt	1,328,658.00	106,762.52	682,648.03	0.00	646,009.97	51.3
5111 Salaries, Non-Exempt	342,852.00	14,884.96	95,479.80	0.00	247,372.20	27.8
5119 Part-Time Employee Wages	1,241,170.00	85,256.87	556,897.97	0.00	684,272.03	44.8
5131 IMRF Pension Contributions	257,339.00	18,085.10	127,547.13	0.00	129,791.87	49.5
5133 Medicare Contributions	41,935.00	2,933.70	18,999.03	0.00	22,935.97	45.3
5134 Social Security Contributions	179,315.00	12,543.67	81,235.66	0.00	98,079.34	45.3
5190 Life Insurance	1,044.00	71.40	418.20	0.00	625.80	40.0
5191 Health Insurance	360,420.00	25,770.00	144,042.50	0.00	216,377.50	39.9
5195 Optical Insurance	2,492.00	162.32	928.67	0.00	1,563.33	37.2
5197 Dental Insurance	38,808.00	2,359.52	13,227.08	0.00	25,580.92	34.0
5210 Supplies	87,200.00	7,320.74	37,403.78	0.00	49,796.22	42.8
5251 Maintenance Supplies	18,000.00	4,748.82	11,533.12	0.00	6,466.88	64.0
5280 Small Tools & Equipment	34,600.00	665.98	7,187.22	0.00	27,412.78	20.7
5302 Dues And Memberships	7,500.00	60.00	4,131.00	0.00	3,369.00	55.0
5303 Seminars, Conferences & Meetings	34,250.00	2,415.32	12,910.93	0.00	21,339.07	37.7
5308 Recognition Program-Staff	5,000.00	71.70	3,138.58	0.00	1,861.42	62.7
5315 Professional Services	60,000.00	2,319.93	25,322.63	0.00	34,677.37	42.2
5322 Personnel Recruitment	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5323 Special Legal	6,000.00	0.00	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	0.00	5,817.00	0.00	12,883.00	31.1
5391 Telephone	20,000.00	2,695.66	11,921.75	0.00	8,078.25	59.6
5392 Postage	25,500.00	111.00	6,723.50	0.00	18,776.50	26.3
5407 Advertising And Public Relations	20,375.00	2,408.08	6,747.45	0.00	13,627.55	33.1
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	7,928.98	49,734.64	0.00	40,265.36	55.2
5450 Cleaning Services	80,000.00	5,545.00	36,145.00	0.00	43,855.00	45.1
5461 Utilities	25,000.00	953.02	9,698.43	0.00	15,301.57	38.7
5470 Other Equipment Repair And Maintenance	11,500.00	261.76	6,721.28	0.00	4,778.72	58.4
5481 Rentals	20,500.00	3,198.07	12,213.42	0.00	8,286.58	59.5

Expenditures by Object Report

Village of Downers Grove
6/1/2018 through 6/30/2018

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	4,000.00	107.40	1,609.36	0.00	2,390.64	40.2
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	12,207.00	0.00	-2,207.00	122.0
5770 Capital Equipment	60,000.00	2,657.98	14,024.74	0.00	45,975.26	23.3
5851 Electronic Resources	223,000.00	13,614.94	97,913.31	0.00	125,086.69	43.9
5852 Print Materials	345,000.00	47,526.06	154,574.51	0.00	190,425.49	44.8
5853 Audiovisual Materials	148,500.00	12,682.56	63,337.84	0.00	85,162.16	42.6
5870 Capital Equipment	65,000.00	0.00	0.00	0.00	65,000.00	0.0
5880 Intangible Assets (Software)	43,000.00	7,437.33	24,387.33	0.00	18,612.67	56.7
5910 Transfer For Capital Projects	350,000.00	350,000.00	350,000.00	0.00	0.00	100.0
Grand Totals	5,766,658.00	743,560.39	2,798,781.27	0.00	2,967,876.73	48.5

Invoice Edit Listing
Village of Downers Grove

		<i>Vendor Totals</i>			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
012784	3BRANCH PRODUCTS	1	6,566.00	0.00	6,566.00
018646	AGATI, INC.	1	3,520.12	0.00	3,520.12
000265	ALL AMERICAN PAPER CO	1	631.78	0.00	631.78
018213	AMAZON CAPITAL SERVICES, INC.	1	93.97	0.00	93.97
000322	AMAZON.COM	1	1,410.85	0.00	1,410.85
000403	AT&T	2	908.30	0.00	908.30
000672	BAKER & TAYLOR - L0217582	72	22,404.97	0.00	22,404.97
016893	BIBLIOTHECA, LLC	1	786.93	0.00	786.93
017633	BONAREK, KAREN	1	50.26	0.00	50.26
018469	BRIAN MICHALSKI	1	175.00	0.00	175.00
001223	CASE LOTS INC	1	119.40	0.00	119.40
008323	CENGAGE LEARNING	7	427.64	0.00	427.64
001277	CENTER POINT PUBLISHING	1	107.85	0.00	107.85
002319	CHAMBER630	2	481.25	0.00	481.25
001377	CHICAGO TRIBUNE	1	507.00	0.00	507.00
013235	CHILDREN'S PLUS, INC.	2	1,926.27	0.00	1,926.27
001553	COMCAST CABLE	1	274.18	0.00	274.18
016094	DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056	DEMCO INC	2	1,444.27	0.00	1,444.27
002346	DOWNERS GROVE PARK DISTRICT	1	65.00	0.00	65.00
017328	ELM USA, INC.	1	137.20	0.00	137.20
005572	FIA CARD SERVICES, N.A.	10	9,120.22	0.00	9,120.22

Invoice Edit Listing
Village of Downers Grove

		Vendor Totals			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
009775	FINDAWAY WORLD, LLC	3	868.11	0.00	868.11
018657	FROG LADY PRESENTATIONS	1	350.00	0.00	350.00
013544	GOOGLE, INC.	1	657.21	0.00	657.21
003188	GRAHAM CRACKERS COMICS, LTD.	1	456.83	0.00	456.83
008770	GRAINGER	3	192.50	0.00	192.50
003249	GREY HOUSE PUBLISHING	1	367.95	0.00	367.95
009102	HAGG PRESS INC	1	2,893.00	0.00	2,893.00
018411	HAYES MECHANICAL, LLC	3	3,458.00	0.00	3,458.00
003567	ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
009880	IMAGE SYSTEMS &	1	620.09	0.00	620.09
012666	INTERIOR INVESTMENTS, LLC	1	3,210.00	0.00	3,210.00
012834	IPROMOTEU	1	414.70	0.00	414.70
018694	JOHNSON CONTROLS FIRE, PROTECTION LP	1	164.57	0.00	164.57
010993	KENT ADHESIVE PRODUCTS COMPANY	2	218.79	0.00	218.79
014991	LIBRARY FURNITURE INTER'L, INC	1	9,299.00	0.00	9,299.00
008206	MANAGEMENT ASSOCIATION	1	100.00	0.00	100.00
017280	MARTIN, JOHN	1	35.60	0.00	35.60
005866	MIDWEST TAPE	23	7,491.21	0.00	7,491.21
017674	NICHE ACADEMY LLC	1	1,530.00	0.00	1,530.00
006161	NICOR GAS	1	470.78	0.00	470.78
018695	OLIVER LAWRENCE	1	800.00	0.00	800.00
012499	OVERDRIVE, INC.	2	2,886.24	0.00	2,886.24
018491	PEOPLEFACTS, LLC	1	55.46	0.00	55.46

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006698 PRINT SMART	3	339.58	0.00	339.58
006859 R.H. DONNELLEY	1	15.11	0.00	15.11
006897 RANDOM HOUSE, INC	4	390.75	0.00	390.75
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	14,906.00	0.00	14,906.00
006944 RECORDED BOOKS, LLC	1	39.99	0.00	39.99
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,872.93	0.00	5,872.93
007612 SHANES OFFICE SUPPLY CO	7	698.29	0.00	698.29
007657 SHOWCASES	1	36.40	0.00	36.40
013611 SKOCIK, TRACI	3	55.63	0.00	55.63
007861 STEPHENS PLUMBING AND HEATING,	1	775.00	0.00	775.00
012698 SWAN	1	13,404.50	0.00	13,404.50
017117 THOMSON REUTERS	1	94.00	0.00	94.00
008391 TODAY'S BUSINESS SOLUTIONS	1	97.12	0.00	97.12
016212 TOWN SQUARE PUBLICATIONS, LLC	1	475.00	0.00	475.00
016841 TSAI FONG BOOKS, INC.	2	286.75	0.00	286.75
011517 UNIQUE MANAGEMENT SERVICES, IN	1	80.55	0.00	80.55
018458 URBAN ELEVATOR SERVICE, LLC	1	83.37	0.00	83.37
008642 VALUE LINE PUBLISHING, LLC	1	6,100.00	0.00	6,100.00
017890 WORLD TRADE PRESS	1	850.00	0.00	850.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	675.92	0.00	675.92
Grand Total:	200	134,025.46	0.00	134,025.46

INVOICES OF NOTE

For Library Board Meeting on July 25, 2018

2018 Budget		
012784	3Branch Products (deposit for furniture)	\$6,566.00
018646	Agati, Inc. (deposit for furniture)	\$3,520.12
018657	Frog Lady Presentations (herpetology program)	\$350.00
009102	Hagg Press Inc. (Discoveries July/August)	\$2,893.00
012666	Interior Investments, LLC (deposit for furniture)	\$3,210.00
014994	Library Furniture Inter'l, Inc. (deposit for furniture)	\$9,299.00
017674	Niche Academy LLC (online subscription renewal)	\$1,530.00
018695	Oliver Lawrence (Access program and manuals)	\$800.00
014549	Reaching Across Illinois, Library System (Ebsco database package)	\$14,906.00
007861	Stephens Plumbing & Heating (tested 5 RPZ devices)	\$775.00
012698	SWAN (fees)	\$13,404.50
008642	Value Line Publishing, LLC (license - research center)	\$6,100.00

Credit Memo Edit Listing
Village of Downers Grove

<div><div></div><div><i>Vendor Totals</i></div><div></div></div>		
Vendor	Number of Memos	Amount
005866 MIDWEST TAPE	1	1,306.42
Grand Total:	1	1,306.42

Library Credit Card Details for the July 25, 2018 Board Meeting

Julie Milavec

971	5870 Capital Equipment	Cubical walls for circulation	\$ 1,576.93
Total			\$ 1,576.93

Katelyn Vabalaitis

971	5210 Supplies	Toners, notary journals, office supplies	\$ 260.07
971	5280 Small Tools & Equipment	Desk fan	\$ 11.99
976	5210 Supplies	Memory card	\$ 11.66
Total			\$ 283.72

Ian Knorr

978	5280 Small Tools & Equipment	Carpet extractor	\$ 1,138.20
978	5470 Other Equipment Repair & Maint	Desk drawer lock	\$ 17.87
Total			\$ 1,156.07

Elizabeth Matkwoski

971	5308 Staff Recognition	Staff celebrations	\$ 114.95
972	5210 Supplies	Program supplies, Summer Reading Club prizes	\$ 161.53
972	5303 Seminars, Mtgs, & Conferences	ARRT program	\$ 20.00
972	5851 Electronic Resources	e-Books	\$ 160.88
Total			\$ 457.36

Sharon Hrycewicz

Total \$ -

Allyson Renell

973	5303 Seminars, Mtgs, & Conferences	ALSC Conference registration	\$ 400.00
973	5853 AV Materials	Math resources	\$ 62.40
Total			\$ 462.40

Traci Skocik

971	5302 Dues & Membership	ALA & ALSC membership fees	\$ 119.00
973	5210 Supplies	Program supplies	\$ 471.34
973	5280 Small Tools & Equipment	Utility table	\$ 40.48
973	5303 Seminars, Mtgs, & Conferences	ALSC Conference registration	\$ 400.00
Total			\$ 1,030.82

Christine Lees

971	5870 Capital Equipment	Cubical walls for circulation	\$ 1,506.89
971	5308 Staff Recognition	Condolence and congratulatory flowers	\$ 112.86
972	5210 Supplies	Program supplies	\$ 31.38
973	5210 Supplies	Program supplies	\$ 180.90
974	5210 Supplies	Office supplies, standing desk	\$ 340.49
974	5280 Small Tools & Equipment	Metal utility cart, stamp	\$ 98.75
Total			\$ 2,271.27

Paul Regis

971	5302 Dues & Membership	Amazon Prime membership	\$	99.00
975	5280 Small Tools & Equipment	Flash drives, cable, supplies	\$	309.90
975	5770 Capital Equipment	Monitor, surge protectors	\$	368.15
975	5880 Intangible Assets	Pantheon Systems, NetSpot PRO	\$	222.78
			Total	\$ 999.83

Melody Danley

976	5210 Supplies	Sign holders	\$	113.05
976	5407 Advertising & Public Relations	Ice cream scoops	\$	593.36
			Total	\$ 706.41

Jen Fredericks

971	5308 Staff Recognition	Retirement party, staff recognition event	\$	128.46
977	5210 Supplies	Water	\$	13.23
977	5303 Seminars, Mtgs, & Conferences	SWANx2018 Conference	\$	33.72
			Total	\$ 175.41

Library Credit Card July 2018 Totals \$ 9,120.22

PAYROLLS FOR JUNE 2018

JUNE 8	\$101,750.52
JUNE 22	\$105,153.83
TOTAL JUNE 2018 PAYROLLS	\$206,904.35

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 2018**

AGENDA ITEM 8A

Strategic Plan Review

The first annual review of progress toward Strategic Plan 2017-2020 goals and action item status is included in your packets. It includes a brief synopsis of activities undertaken or planned for each action item. The list is sorted by target date, with annual/ongoing actions listed last. Please refer to the full Strategic Plan 2017-2020 for full context of Service Focus, Goals, and Objectives if necessary.

**DOWNERS GROVE PUBLIC LIBRARY
STRATEGIC PLAN 2017-2020
ANNUAL REVIEW**

<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Create policy and procedures for shelter resident cards	Circulation Manager	Sep-17	This initiative was rolled out for the PADS 2017-2018 season. We feel that the Restricted Use Library card was an excellent start and look forward to increasing use of this program with the start of the 2018-2019 season in October 2018.	Oct-17
Create a Service Excellence Team to support and improve upon our stellar service	Circulation Manager	Dec-17	Team has been created, meets regularly, and has implemented library-wide initiatives. Staff Customer Service Handbook under development. Team continues to meet and assess customer service.	Dec-17
Provide In-Service Day customer service training on working with diverse populations	Assistant Library Director	Jan-18	Catherine Popowits presented at annual in service on 1/15/18	Jan-18
Provide support for book clubs through book club kits	Adult & Teen Services Manager	Jun-18	Book Club Bags launched in January 2018. Staff continue to update and add additional bags based on popularity of titles.	Jan-18
Create cross-departmental Innovation Team	Assistant Library Director	Jun-18	Created cross-departmental Innovation Team (met 4/8/18) and are moving forward with researching the practical implementation of several projects. We meet again late June to discuss action plans.	Apr-18
Implement a 1,000 Books Before Kindergarten initiative	Childrens Services Manager	Jun-18	Completed.	Jan-18
Create a process for teens to get a library card without a parent present	Circulation Manager	Jun-18	The restricted use library card offers teens who visit the library without a parent to register for a card.	Nov-17
Investigate noise abatement solutions for Circulation Services workroom and Teen Central	Facilities Manager	Jun-18	Quotes for noise canceling machines obtained 4/18 but cannot be completed within this years budget. Used cubicle system installed in Circulation Workroom has made significant progress in that area.	Jun-18
Review ADA accessibility of Forest Avenue parking lot	Facilities Manager	Jun-18	Working with Public Works Director Naniel Newlon on designating additional handicapped parking spaces on Forest Ave. Ramp from parking lot to sidewalk on Forest Ave. will not be addressed at this time.	Jun-18
Explore dedicated staffing for the Media Lab	IT Manager	Jun-18	Ed Bromiel hired as Media Lab Coordinator	Jan-18
Assess and address staffing needs	Library Director	Jun-18	Staffing evaluation completed in July 2017. Reorganization in September 2017. Evaluation of open positions ongoing. Updated staffing evaluation July 2018 for 2019 budget process.	Sep-17
Partner with local organizations to offer four additional civic engagement programs per year	Adult Program Coordinator	Oct-18	Planning in progress. Adult Program Coordinator is identifying local groups/speakers and putting together a poll to survey patrons on what they'd like to see us do. Suggestion for an Informed Voter Corner and programming to inform voters of basic resources leading up to the election under investigation.	

**DOWNERS GROVE PUBLIC LIBRARY
STRATEGIC PLAN 2017-2020
ANNUAL REVIEW**

<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Investigate allocation of outreach tasks and duties	Assistant Library Director	Dec-18	Created cross-departmental Outreach Team (met 3/1/18 & 6/5/18). Moving forward with two library-wide initiatives: Service Fair and Organization of the month.	
Create library-wide training program for supervisors	Assistant Library Director	Dec-18	Wrote content for Person In Charge Manual, completed 6/2018. Currently setting up PITS Training for In charge staff and library-wide In Charge training. Updated Employee Evaluation form, used in 2018 performance evaluations. Currently making edits as proposed by Management Team for FY19. Created an Onboarding Checklist which is used by Managers/Supervisors when onboarding new employees.	
Create a circulating collection of STEM materials	Childrens Services Manager	Dec-18	Content has been selected. Materials are being purchased and created. On track for a December 2018 completion.	
Explore creating a "Rack at the Tracks" for commuters	Circulation Manager	Dec-18	Rack at the Track installed at Main Street Metra Station June 2018. Worked with Village on this initiative.	Jun-18
Consider moving or removing security gates	Circulation Manager/Facilities Manager	Dec-18	The security gates were removed and a new, overhead, people counter was installed.	Mar-18
Begin Downers Grove organizations roundtable to make connections and share information	Community Engagement Coordinator	Dec-18	Communications Coordinator attending local government communications officers networking meetings.	
Complete updating restrooms	Facilities Manager	Dec-18	In 2018 construction project.	
Create a Media Lab service plan	IT Manager	Dec-18	Completed update of policy, working on service plan.	
Explore use of online tutorials about how to use resources and services	IT Manager / Adult & Teen Services Manager	Dec-18	Adult & Teen Services Manager is working with IT to identify Niche Academy online tutorials that would be useful for staff and patrons. New online training for service to homeless available.	
Update Policy Manual	Library Director	Dec-18	Bylaws, General, and Collection Management policies updated. Process ongoing.	
Request that the Village designate additional handicap parking spaces on Curtiss Street	Library Director	Dec-18	Working with Public Works Director Naniel Newlon on designating additional handicapped parking spaces on Forest Ave.	
Cross-train staff to maximize staffing resources	Management Team	Dec-18	Access Services staff serve as backup shelvers for Circulation; Cheryl Pawlak, Christine Lees, Amanda Klenk, Lizzie Matkowski, and Joy Matteson trained to cover the Kids	
Create and implement a Communications Plan, concentrated on strategic focus areas	Communications Coordinator	Dec-18	Drafts of Communications and Marketing Plans under development	
Explore alternatives to make entrances accessible from handicap parking spaces in snow	Facilities Manager	Dec-18	Public Works working with outside contractor to ensure maximum accessibility and preserving access to sidewalk from handicapped parking spaces.	Jan-18
Partner with local hospitals to provide early literacy information to parents of new babies	Childrens Services Manager	Dec-19	Started initial research.	
Update established early childhood programming to more visibly incorporate early literacy skills development	Childrens Services Manager	Dec-19	Working on timeline in conjunction with staff training.	

**DOWNERS GROVE PUBLIC LIBRARY
STRATEGIC PLAN 2017-2020
ANNUAL REVIEW**

<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Offer tours of the library art collection, virtually and in person	Graphics & Display Coordinator	Mar-19	Staff Artist provided tours to Foundation Directors and Trustees, updated art information on website.	Apr-18
Expand services to seniors and senior centers to address their unmet needs	Adult & Teen Services Manager	Jun-19	Exploring ways to expand services to patrons in assisted living facilities and home services patrons, including rotating collections and expanding community partnerships.	
Create a series of programs for residents to discuss local issues, including a mechanism to identify topics	Adult Program Coordinator	Jun-19	Survey of possible topics pending.	
Develop relationships with key partners to support arts and culture	Adult Program Coordinator / Community Engagement	Jun-19	Identifying potential partners and evaluating current partnerships.	
Train all Children's Services staff on Every Child Ready to Read and early literacy research	Childrens Services Manager	Jun-19	Working on timeline with training beginning in Fall 2018.	
Create opportunities to connect homeschool families to resources	Childrens Services Manager	Dec-19	Added Consumer Affairs Online Homeschool Program reviews to website February 2018.	
Explore Human Library concept including different topics and community members	Circulation Manager	Dec-19	Pending.	
Investigate the effects of eliminating fines	Circulation Manager	Dec-19	Reserached via SWAN Circulation Advisory Committee. Consensus is very little need to remove fines due to the implementation of auto-renewal and subsequent reduction of overdue fines.	
Work with SWAN to implement an online library card application process	Circulation Manager	Dec-19	SWAN has been working with SirsiDynix about the possibility of online library card applications. However, this appears to be very low priority for SirsiDynix.	
Investigate a Village-wide information clearinghouse for volunteer opportunities and assistance needs	Community Engagement Coordinator	Dec-19	Not yet begun.	
Provide additional outdoor seating	Facilities Manager	Dec-19	Two picnic tables were installed on the east side of the Curtiss St. entrance.	May-18
Develop an array of digital literacy classes and curricula	IT Manager	Dec-19	Currently offer social media classes and are looking to expand to different platforms (e.g. Instagram). Evaluating online sources such as digitallearn.org and Niche Academy.	
Work with stakeholder organizations to identify potential solutions to parking issues and advocate	Library Director	Dec-19	Initial communications with DGEDC and Village regarding long-term plans for parking in downtown	
Create a diversity strategy for recruiting that reflects the community	Library Director	Dec-19	Attended Recruiting and Retaining Diverse Staff workshop.	
Offer early literacy education for parents	Childrens Services Manager	Jun-20	Started new partnership with Teen Parent Connection to provide early literacy information to parents in their support group during monthly visits (February 2018).	
Partner with other organizations on their lifelong learning initiatives	Community Engagement Coordinator	Dec-20	Not yet begun.	

**DOWNERS GROVE PUBLIC LIBRARY
STRATEGIC PLAN 2017-2020
ANNUAL REVIEW**

<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Upgrade lighting in public areas	Facilities Manager	Dec-20	LED lights were installed in the Cafe and gallery areas at the North and South Entrances. LED light panels were installed in the Kids Room and Meeting Room. Options for retro-fit kits are being reviewed for additional areas. Upper level public areas included in 2018 construction project.	
Preserve and protect the art collection	Library Director	Dec-20	Pending.	
Each staff member attends one customer service training session (other than In-Service Day)	Management Team	Annual	Access Services Team watched recorded videos: 1) Detect, Diffuse, and Delight Difficult Patrons (3/27/18), 2) Dealing with Potentially Difficult Patrons (3/27/18). Each Circulation team member will have completed a webinar or in-person program by July 2018. Adult & Teen Services staff will have completed a webinar or in person training by October 2018. Most staff watched "Dealing with Angry Customer Behaviors" webinar in the spring. New subscription to online training on service to homeless patrons available in July 2018.	
Investigate tools available to ensure most up-to-date are being used	Adult & Teen Services Manager	Annual	Scheduled for Fall 2018/Winter 2019 with an evaluation of available tools in Baker & Taylor Titlesource 360 that are currently underutilized.	
Continue developing, digitizing, and preserving Local History collection	Adult & Teen Services Manager	Annual	Adult & Teen Services Librarian Kira Riddle has been working on preserving the library's archival collection. Staff have been exploring new ways to make our obituary index accessible and usable for staff and patrons.	
Support small business-focused learning opportunities	Adult & Teen Services Manager	Annual	Adult & Teen Services Librarians Fred LeBaron and Joy Matteson are working on partnering with local businesses to brainstorm programming that isn't solely library generated, but framed from needs within the Downers Grove business community. Joy attends monthly Women in Business meetings. We're also working with SCORE currently with monthly roundtables. The goal is for Joy and Fred to focus on more outreach and out of the building type events to increase library visibility to our business community, and then develop programming based on the needs known through the one-to-one relationships we build with the business owners here.	
Connect people to resources that develop job skills	Adult & Teen Services Manager	Annual	Planning a series of job assistance workshops with the People's Resource Center to start in Fall 2018.	
Coordinate ESL and adult literacy services with local agencies	Adult & Teen Services Manager	Annual	Met with School and Tutors on Wheels representatives in the spring to discuss support through collection development, providing space, and raising staff awareness of resources.	

**DOWNERS GROVE PUBLIC LIBRARY
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<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Evaluate current digital resources	Adult & Teen Services Manager	Annual	In conjunction with relevant staff, Adult & Teen Services Manager conducts ongoing evaluation of digital resources as part of renewal process and as new products become available, including marketing needs and staff training. ATS Manager and staff collect usage statistics for current digital resources throughout the year.	
Provide gallery space and performance opportunities to showcase artistic and cultural creations	Adult Program Coordinator / Graphics & Display Coordinator	Annual	Adult & Teen Services Manager attended information session on creative content creation and sharing website and software available through RAILS. Graphics & Display Coordinator working with Teen Services Coordinator on creating interactive art space and additional gallery and display opportunities in Teen Central.	
Support community organizations in finding volunteers	Adult Program Coordinator / Programming Team	Annual	Adult Program Coordinator Karen Bonarek and Programming Team are planning a community organization fair to help match local organizations with volunteers and people seeking their services.	
Utilize SWAN reports to inform decision making	Assistant Library Director	Annual	Simplified and made improvements to annual statistics retention, (IPLAR, Village, PLDS) per department, especially Circulation.	
Continue to use and report on How Did We Do? forms	Assistant Library Director	Annual	Created new storage and retrieval method to track How Did We Do? Feedback: 1) cards and e-submissions are scanned into folder on P; 2) Emails are sent to employees and managers when mentioned specifically by name; 3) All responses are tracked on Excel spreadsheet in a logical and thorough manner.	
Review effects of online booking of meeting spaces	Executive Assistant	Annual	Management Team will review policy prior to Library Services Policy update	
Solicit local vendors to respond to bids and request for proposals, as practical	Facilities Manager	Annual	Hayes Mechanical and Urban Elevator awarded service contracts.	Apr-18
Provide comfortable, durable, and functional furniture that supports use of technology	Facilities Manager	Annual	New chairs and computer desks were added in December of 2018. Ongoing.	Dec-18
Evaluate ADA accessibility throughout the building	Facilities Manager	Annual	Ongoing. Currently we are not in violation of ADA, but improvements could be made.	
Explore and offer technology equipment for check out	IT Manager	Annual	Added five additional cameras. Will be adding cassette to MP3 converter and film (35mm) scanner in late 2018. Investigating offering laptop kits (Chromebooks) for out-of-library use by end of year.	
Evaluate website content and effectiveness	IT Manager / Communications Coordinator	Annual	Website update budgeted for 2019	

**DOWNERS GROVE PUBLIC LIBRARY
STRATEGIC PLAN 2017-2020
ANNUAL REVIEW**

<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Support the Friends of the Library and Foundation in their fundraising activities	Library Director	Annual	Current work for FOL includes: collecting and storing donations and withdrawals for FOL book sale in October; creating a new membership form for the FOL, utilizing new logo; securing funds from Amazon Smile. Foundation Board of Directors reconstituted, committee structure set, and working toward fundraising event in 2019.	
Develop and maintain a Long-Range Budget Plan	Library Director	Annual	Financial Management Plan completed in 2018. Annual update process begun with Capital Needs Assessment Report projects and cost updates.	
Implement the recommendations of the Facilities Assessment	Library Director	Annual	Capital Needs Assessment annual project list maintained and included in budget.	
Conduct management team brainstorming sessions	Library Director	Annual	Discuss ideas regularly at Management Team meetings and assign to committees or departments for follow up as needed.	
Actively seek opportunities for group purchasing, new tools, lower-cost vendors, etc.	Management Team	Annual	Access Services outsourced processing of all hardcovers through B&T (1/2018). Adult & Teen Services is researching Biblioboard service with RAILS discount, explored alternatives to two current databases in 2017-18.	
Regularly investigate grant opportunities available	Management Team	Annual	Discuss regularly at Management Team meetings and follow up as needed.	
Submit at least one conference program proposal or have at least one staff member included in a conference proposal per year	Management Team	Annual	Circulation Manager Christine Lees will present at the SWANX annual meeting on "Serving Those Experiencing Homelessness: Strategies for Library Staff" in August 2018. Children's Outreach Coordinator Erin Linsenmeyer and Teen Services Coordinator Lynette Pitrak submitted to present at PLA 2018 and ALSC 2018, but were not selected. Erin presented at ABOS conference 2017. Adult & Teen Services Librarian Amanda Klenk presented on Adult Books for Teens at a LACONI RASS event on Teen Readers Advisory in November 2017. Julie Milavec will present at ILA annual conference in October.	
Actively participate in RAILS, SWAN, and other local professional organizations' committees and advisory groups	Management Team	Annual	Jen Fredericks: RAILS Technical Services QM; Assistant Director's QM; SWAN Cataloger's Advisory/Users Group; Technical Services LACONI section; RE-CHARGE; Christine Lees: President Elect SLUI; Sharon Hrycewicz and Joy Matteson serves on SWAN DUX committee; Lizzie Matkowski serves on the ReCharge committee. Julie Milavec: SWAN Executive Board, LIRA Executive Board.	

**DOWNERS GROVE PUBLIC LIBRARY
STRATEGIC PLAN 2017-2020
ANNUAL REVIEW**

<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Offer continuing education opportunities for all staff	Management Team	Annual	Training lab booked for seven sessions throughout the year of Circulation staff to attend webinars. Kids Room staff each have a goal of taking a professional development webinar during 2018 on their yearly evaluation. Adult & Teen Services Staff have a goal of taking one or more professional development training sessions during 2018 on their yearly evaluation.	
Expand use of staff expertise for in-house training	Management Team	Annual	Technology Trainer Annie Jaglieski met with our Acting Supervisors team to train on reports, 5/2018.	
Expand professional skills using cross-departmental teams	Management Team	Annual	Service Excellence, Innovation, Programming & Outreach teams created and meeting regularly.	
Use surveys to gather feedback	Management Team	Annual	Conducted DVD survey genre survey for patrons to gather feedback on how collection is used/browsed (5/2018). Planning survey of patrons to gather feedback on local and civic issues of interest for programming (7/2018). Utilizing former Information Desk for regular surveys, voter registration, etc.	
Record issues to identify focus areas for Service Excellence Team	Management Team	Annual	2018 goals include: Employee Appreciation Program (began 3/2018); Team-Building Day (TBD)	
Seek feedback from target populations	Management Team	Annual	Conducted DVD survey genre survey for patrons to gather feedback on how collection is used/browsed (5/2018). Kids Room Summer Reading Club survey has been reworked, will be put out in July 2018.	
Provide regular patron service training for all staff in equity, diversity, and inclusion	Management Team	Annual	January 2018 in-service day	
Incorporate inclusive practices into library services	Management Team	Annual	Weekly volunteer partnership with Giant Steps from 1/2018-5/2018). Sensory Sensitive Sundays started 6/2018. Children's Outreach Coordinator Erin Linsenmeyer attended Autism Forum conference in May 2018. Kids room and Adult & Teen Services staff starting programming with Little Friends' vocational group beginning August 2018.	

**DOWNERS GROVE PUBLIC LIBRARY
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<u>Action</u>	<u>Point Person</u>	<u>Target Date</u>	<u>Progress Report</u>	<u>Date Completed</u>
Support participation in professional committees on the state and national level	Management Team	Annual	American Library Association or Illinois Library Association membership available to professional staff. Jen Fredericks: Member ILA & ALA; All Children's librarians and Children's Manager are ALA and ALSC members. Children's Reference & Technology Coordinator Sharon Hrycewicz is ILA member and is currently serving on the ILA 2018 Conference Committee. Adult & Teen Services Manager Lizzie Matkowski is a member of ReCharge committee, ALA, and ILA. All Adult & Teen Services Librarians and assistants will be registered as members of the Adult Reading Roundtable in fall 2018. Adult & Teen Services Librarians Amanda Klenk & Kira Riddle are members of ALA and PLA. Amanda Klenk will be registered for YALSA.	
Offer timely programs, resources, and services	Management Team / Programming Team	Annual	Ongoing.	
Explore programs to connect residents to diverse cultures and languages	Programming Team	Annual	Go Global program for preschoolers started in Summer 2017- focuses on introducing countries and their culture. Kids Room held its first spanish language based program in June 2018.	
Explore programs and resources to support literacy in areas such as health, finance, and life skills	Programming Team	Annual	Money Smart Week (4/21-4/28 2018); Summer Reading Clubs; investigating Life Skills 101 series.	

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 2018**

AGENDA ITEM 8B

2019 Salary Schedule

The proposed salary schedule for 2019 is unchanged from the prior year.

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. This will include job description review, point factor ranking of job descriptions for pay grades, salary schedule and pay grade review with benchmarking, system for updating salary schedule for benchmarking and cost of living, and merit pay system.

In 2017, it was decided that the three employees that had reached the maximum of their position's salary range for 2018 may earn a performance bonus of up to the percentage of the 2018 across-the-board salary increase. This bonus will be paid in a lump sum, upon approval of satisfactory performance by the individual's supervisor, at the end of the calendar year.

For 2019, the same three employees remain at the top of their position's range. The total budget impact of raises for those at the top of their pay range is \$5,637.06. I recommend freezing wages for these individuals at the pay grade maximum, budgeting for end-of-year performance bonuses, and waiting for the implementation of the compensation system design review and update to determine distribution of those funds.

**DOWNERS GROVE PUBLIC LIBRARY
2019 WAGE AND SALARY SCHEDULE**

		2019 Salary Schedule			
		Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum*
1	Shelver Tech Services Clerk	10.20	15.30	19,890	29,835
2	Library Clerk Custodian Library Monitor	12.00	18.00	23,400	35,100
3	Computer Help Desk Associate	13.50	20.25	26,325	39,487
4	Library Assistant Technology Assistant Administrative Assistant Circulation Supervisor ILL Coordinator	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Communications Coordinator Media Lab Coordinator	20.00	30.00	39,000	58,500
6	Librarian Trainer	23.59	35.38	46,000	69,000
7	Manager	31.79	47.69	62,000	93,000
8	Assistant Director	35.90	53.85	70,000	105,000
9	Director	Set by Board of Library Trustees			

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

DOWNERS GROVE PUBLIC LIBRARY
2019 WAGE AND SALARY SCHEDULE COMPARISONS

		2019 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	\$ 23.58	\$ 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

7/19/2018

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
JULY 25, 2018**

AGENDA ITEM 8C

2018 Capital Needs Assessment Projects Update

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. A simplified annual fund balance sheet for the Library Capital Replacement Fund shows the potential impact of these changes. A flat transfer of \$350,000 through 2027 is estimated to fund the projects listed as well as accumulate over \$950,000 toward future capital needs.

**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

**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	\$ 350,000.00	\$ 1,094,000.00
2019	\$ 624,000.00	\$ 350,000.00	\$ 820,000.00
2020	\$ 447,000.00	\$ 350,000.00	\$ 723,000.00
2021	\$ 1,137,000.00	\$ 350,000.00	\$ (64,000.00)
2022	\$ 222,000.00	\$ 350,000.00	\$ 64,000.00
2023	\$ 356,000.00	\$ 350,000.00	\$ 58,000.00
2024	\$ 177,000.00	\$ 350,000.00	\$ 231,000.00
2025	\$ 215,000.00	\$ 350,000.00	\$ 366,000.00
2026	\$ 72,000.00	\$ 350,000.00	\$ 644,000.00
2027	\$ 42,000.00	\$ 350,000.00	
Ending Balance			\$ 952,000.00

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019
multiplier: 4% escalation per year				1.00	1.04	1.08
Building Review Report / smc	Exterior Architectural	Brick Masonry	\$ 280,000			
		Exterior Steel & Soffits	\$ 25,000			
		Exterior Doors	\$ 4,500			
		Exterior Concrete Column	\$ 7,500			
		Exterior West Windows	\$ 120,000			
		Caulking	\$ 20,000			
	Interior Architectural	Glass and Glazing	\$ 5,500			
		Flooring (1/4 total flooring each	\$ 115,000			
		Painting	\$ 25,000			
		Entrance Doors & Operators	\$ 5,500			
		Total Architectural	\$ 1,059,000		\$ -	\$ -

Roofing Synopsis / Hutchinson Design Group						
	Membrane Roof					
	<i>*see report for area diagram</i>	Roof Area 1	\$ 42,000			
		Roof Area 3	\$ 376,250			
		Roof Area 5	\$ 8,750			
		Roof Area 6	\$ 61,250			
		Roof Area 9	\$ 113,750			
		Roof Area 11	\$ 28,000			
		Roof Area 12	\$ 127,750			
		Roof Allowances	\$ 89,760			

Metal Roof Areas					
* replacement not required	Roof Area 2	\$ 56,858			
numbers not included in total	Roof Area 4	\$ 75,810			
	Roof Area 7	\$ 252,592			
	Roof Area 8	\$ 83,391			
	Roof Area 10	\$ 132,668			
	Roof Area 13	\$ 30,324			
	Total Roofing	\$ 847,510.00		\$ -	\$ -

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
		Heater Replacements (2-3/year @)	\$ 3,000			\$ 16,224
		Exhaust Fan Replacements (1/year	\$ 2,000			
		Air Curtain Replacements	\$ 6,000			
		Total Mechanical	\$ 750,500	\$ -	\$ -	\$ 624,083
Lighting Upgrades		Level 1 Mouse Café	\$ 1,200			
		Level 1 Storytime	\$ 3,120			
		Level 1 North Staff	\$ 11,400			
		Level 1 East Public	\$ 20,880			
		Level 1 East Staff	\$ 13,660			
		Level 2 Staff	\$ 8,380			

	Level 2 Public	\$ 25,370		\$ 26,385	
	Level 2 South Stacks	\$ 10,740			
	North Exterior	\$15,000			
	South Exterior	\$15,000			
Lighting+Ceiling Replacement					
	Level 1 Stacks	\$ 315,019			
	Room Lighting Control	\$ 9,350			
	Level 2 North Stacks	\$ 303,227		\$ 315,356	
	Room Lighting Control	\$ 9,000		\$ 9,360	
Misc Lighting/Electrical					
	Panel Infrared Scanning	\$300/panel	\$ 3,000		
	Telecommunication Upgrade	\$ 10,000			
	Total Lighting Upgrades	\$ 446,250	\$ 3,000	\$ 351,100	\$ -

Plumbing	Electric Water Heater	\$ 15,000			
	Hot Water Recirculation Pump	\$ 2,000			
	Total Plumbing	\$ 17,003	\$ -	\$ -	\$ -

Furniture Inventory / product architecture	Level 1 Furniture	Entry Area	\$ 26,600			
		Entry Area Shelving	\$ 4,200			
		First Floor Staff Areas	\$ 149,800			
		Youth Shelving (next 5 years)	\$ 123,100			
		Youth Shelving (next 10 years)	\$ 76,000			
		Youth Collection Area	\$ 70,550			
		Total Level 1 Furniture		\$ -	\$ -	\$ -

Level 2 Furniture	Staff Areas	\$ 50,600			
	Adult Computer Area	\$ 62,450			
	AV Area	\$ 20,850			
	AV Shelving (next 5 years)	\$ 65,600			
	AV Shelving (next 10 years)	\$ 12,750			

Adult Area in High Ceiling	\$ 19,200			
Teen				
Teen Shelving (next 10 years)	\$ 17,880			
Help Desk Area	\$ 49,300			
Fiction Seating	\$ 19,250			
Fiction Shelving (next 5 years)	\$ 79,000			
Fiction Shelving (next 10 years)	\$ 110,200			
Nonfiction Shelving (next 5 years)	\$ 99,100			
Nonfiction Shelving (next 10 years)	\$ 86,400			
Nonfiction Seating	\$ 33,600			
Total Level 2 Furniture		\$ -	\$ -	\$ -
Furniture Installation (next 5 years)	\$ 104,784			
Furniture Installation (next 10)	\$ 36,388			
Total Furniture	\$ 1,317,602.00	\$ -	\$ -	\$ -

Report Summary			Total Cost (2017 \$)	2017	2018	2019
	Building Review	Total Architectural	\$ 1,059,000	\$ -	\$ -	\$ -
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$750,500	\$ -	\$ -	\$ 624,083
		Total Lighting Upgrades	\$ 446,247	\$ 3,000	\$ 351,100	\$ -
		Total Plumbing	\$ 17,000	\$ -	\$ -	\$ -
		Total Report minus Furniture	\$3,120,257	\$ 3,000	\$ 351,100	\$ 624,083
	Furniture Inventory / product architecture	Total Furniture	\$ 1,317,602	\$ -	\$ -	\$ -
		Total Report w/ Furniture	\$ 4,437,859	\$ 3,000	\$ 351,100	\$ 624,083

2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.48	
\$ 314,962								
\$ 28,122					\$ 34,214			
\$ 5,062								
\$ 8,436								
			\$ 151,838					
\$ 22,497			\$ 25,306					
						\$ 7,828		
		\$ 139,915	\$ 145,512	\$ 151,332	\$ 157,385			
\$ 28,122		\$ 30,416				\$ 35,583		
\$ 6,187			\$ 6,959				\$ 8,141	
\$ 413,388	\$ -	\$ 170,331	\$ 329,616	\$ 151,332	\$ 191,600	\$ 43,411	\$ 8,141	\$ 1,307,819

	\$ 49,134							
	\$ 440,159							
	\$ 10,236							
	\$ 71,654							
	\$ 133,071							
	\$ 32,756							
	\$ 149,449							
	\$ 105,007							

	*							
	*							
	*							
	*							
	*							
	*							
\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467

\$ 19,685	\$ 20,473	\$ 21,291	\$ 22,143	\$ 23,029	\$ 20,529	\$ 21,350	\$ 22,204	
\$ 10,124	\$ 7,019	\$ 7,300						
				\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
	\$ 7,019						\$ 8,881	
\$ 29,809	\$ 34,511	\$ 28,591	\$ 22,143	\$ 25,661	\$ 23,266	\$ 24,196	\$ 34,046	\$ 846,306
	\$ 3,650							
	\$ 13,336							
	\$ 15,980							
		\$ 10,196						

		\$ 23,360						
							\$ 26,467	
		\$ 59,981						
		\$ 23,421						
		\$ 96,116						
							\$ 163,123	
		\$ 120,570						
							\$ 127,893	
		\$ 40,880						
\$ -		\$ 607,049	\$ -	\$ -	\$ -	\$ -	\$ 336,356	
		\$ 127,486						
							\$ 53,863	
\$ -		\$ 1,189,867	\$ -	\$ -	\$ -	\$ -	\$ 502,718	\$ 1,692,585

2020	2021	2022	2023	2024	2025	2026	2027	Total Cost (2027 \$)
\$ 413,388	\$ -	\$ 170,331	\$ 329,616	\$ 151,332	\$ 191,600	\$ 43,411	\$ 8,141	\$ 1,307,819
\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467
\$ 29,809	\$ 34,511	\$ 28,591	\$ 22,143	\$ 25,661	\$ 23,266	\$ 24,196	\$ 34,046	\$ 846,306
\$ 3,375	\$ 90,699	\$ 23,262	\$ 3,796	\$ -	\$ -	\$ 4,270	\$ -	\$ 479,503
\$ -	\$ 19,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,888

\$ 446,571	\$ 1,136,564	\$ 222,185	\$ 355,555	\$ 176,993	\$ 214,865	\$ 71,877	\$ 42,187	\$ 3,644,982
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\$ -	\$ -	\$ 1,189,867	\$ -	\$ -	\$ -	\$ -	\$ 502,718	\$ 1,692,585
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\$ 446,571	\$ 1,136,564	\$ 1,412,052	\$ 355,555	\$ 176,993	\$ 214,865	\$ 71,877	\$ 544,905	\$ 5,337,566
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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 2018**

AGENDA ITEM 8D

2019 Preliminary Budget Draft

The preliminary budget presented includes a single draft of expenses and two drafts of revenues, based on high and low estimated property tax levies.

Expenses

The preliminary draft of expenses includes all management team budget requests, with Strategic Plan 2017-2020 projects. The preliminary Library Fund expenses are nearly flat, at \$11,500 over the 2018 budget. The Library Capital Replacement Fund (LCRF) expenses include the update and re-ordering of Capital Needs Assessment Projects.

Despite inclusion of a 3.0% increase to current wages and salaries, the total budgeted amount for all wages and salaries is reduced by more than \$20,000. A separate report on staffing is included in your packet, detailing public service desk staffing and changes in 2018.

The significant decrease in the Illinois Municipal Retirement Fund rate offsets most of the significant increase in the Health Insurance line due to the implementation of the new employee benefit premium structure. It is important to note that this budget assumes a 5% increase in renewal rates for health insurance.

The increase to Supplies and Building Maintenance Services are due to the completion of more projects in-house and the rising cost of supplies like book covers and toner.

Small Tools and Equipment reflects implementation of a replacement cycle for book carts.

Seminar, Conferences, and Meetings was increased in 2018 in anticipation of Strategic Plan goals around staff training. Cost-effective training opportunities and efficient use of training opportunities through RAILS and other sources allowed this line to be reduced to its previous level.

The Data Processing Services line provides for increases for existing services as well as addition of the Patron Incident Tracking Software (PITS) annual subscription and new Comprise credit card processing service subscription.

Printing Services includes increasing the *Discoveries* newsletter from 8 pages to 12 pages for each of the 6 bimonthly issues. A survey earlier this year showed that

Discoveries is the most utilized source of information about the library by our community members. Postage cost remains the same, regardless of the change.

The reduction in Recoverables reflects anticipated 2018 attainment.

Contingency has not been utilized in the past 2 budget years and is eliminated in this budget.

For Materials budgets, the increase to Electronic Resources is partially offset by the reduction to the Audiovisual Materials line.

The LCRF 2019 project includes replacement of the rooftop units, boiler, and building automation system controls.

Revenue

The two preliminary drafts of revenues included in your packet represent possible high and low property tax levy amounts. Each fully funds the Library Fund (operating) expenses. The difference lies in funding of the LCRF for future projects.

The Financial Management Plan estimated that the levy needed to fully fund the Library Capital Replacement Fund (LCRF) and support the Capital Needs Assessment projects and ongoing operations would increase by 11.75% to \$5,998,426 in 2019. This was based on a 1.0% Equalized Assessed Valuation (EAV) increase for both 2018 and 2019. The actual increase in 2018 was 5.5%. With no estimated EAV increase from the Village to date, a 1.0% EAV increase is used in these estimates. Any additional increase to the EAV would decrease the tax levy impact to the individual homeowner.

Fully funding both operations and the LCRF through the property tax levy, the preliminary draft "LCRF LEVY FUNDED" reflects a 7.57% levy increase to \$5,574,600. Alternatively, utilizing Library Fund balance to reduce the property tax levy while funding both operations and the LCRF is shown in preliminary draft "LCRF BALANCE FUNDED." This draft reflects a flat levy of \$5,182,315. Due to the EAV increase, this levy produces a reduction in the estimated tax rate and Library Tax Per \$100k in Home Value. Approximately \$392,000 in Library Fund balance would be utilized. The estimated Library Fund balance of \$418,000, above the \$360,000 Library Fund Operating Reserve level called for in the Finance Policy.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. With a Library Fund balance increase of \$270,000 from the 2017 fiscal year, this strategy is feasible for the 2019 budget to achieve the goals of the Strategic Plan and LCRF. The strategy remains viable as long as expenses are significantly under budget in the Library Fund from year to year.

Line Detail

Below is a line-by-line break brief explanation of revenues and expenditures.

Revenue Budget Lines

4101 Current Property Taxes

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

4109 Prior Year Property Taxes

Money collected that was owed in prior year property taxes.

4313 Personal Property Replacement Tax

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

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

Please note the distribution cycle follows the State's fiscal year.

4410 Sales of Materials

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

4502 Charges for Services

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

4509 Fees for Non-Residents

Payment for non-resident library cards.

4571 Rental Fees

Meeting Room rental fees.

4581 Fines

Payment for fines for overdue materials. With the implementation of automatic renewals in 2017, fine income has dropped dramatically.

4590 Costs Recovered for Services

Payment for lost and damaged items.

4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. No revenue anticipated for 2019 budget year.

4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.25 per person served on an annual basis, to all Illinois public libraries. 2018 grant award letters indicated a full award if \$1.25 per capita, but funds have not yet been received. Based on the 2016 and 2017 grant funding of \$0.77 per capita and State budget uncertainty, the revenue projection is reduced slightly to \$0.75 per capita.

4711 Investment Income

Interest earned on library cash invested by Village in various involvements or money market accounts. With a lower operating fund balance due to the transfer of funds into the Capital Replacement Fund, reduced revenue is anticipated.

4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

4820 Contributions, Operating

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

Expenditure Lines

5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, Technology Trainer, and Executive Assistant. This draft includes a 3.0% increase to all wage and salary budget lines.

5111 Salaries, Non-Exempt

Full time non-exempt employees including Technology Assistant, Community Engagement Coordinator, and ILL Coordinator. This draft includes a 3.0% increase to all wage and salary budget lines.

5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Clerks, Library Clerks, Shelves, Staff Artist, Administrative Assistant, Library Monitors, and Custodians. This draft includes a 3.0% increase to all wage and salary budget lines.

5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year.) Contribution rate is set annually by IMRF, according to statutory formula. Employer rate is 8.58% for 2019, a significant decrease from the 2018 rate of 11.03%. Employee contributions are required and set by statute. This line is determined by applying the rate to anticipated wages for qualifying employees.

5133 Medicare Contributions

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

5134 Social Security Contributions

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

5190 Life Insurance

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

5191 Health Insurance

Library contribution to health insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the health insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on a 5% renewal rate increase, changes in insurance elected by current employees, anticipated employee turnover, and the new premium structure approved by the Library Board in May.

5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based flat renewal rates, changes in insurance elected by current employees, anticipated employee turnover, and the new premium structure approved by the Library Board in May.

5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental

insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based flat renewal rates, changes in insurance elected by current employees, anticipated employee turnover, and the new premium structure approved by the Library Board in May.

5210 Supplies

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

5251 Maintenance Supplies

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

5280 Small Tools & Equipment

Objects such as acrylic sign holders, computer cords, pencil sharpeners, and telephones. A cycle of replacement for carts has begun.

5302 Dues and Memberships

Institutional memberships to organizations such as Management Association, American Library Association, Illinois Library Association, LACONI. Library pays for personal memberships for Trustees, Director, Assistant Director, Managers, and Librarians.

5303 Seminars, Conference & Meetings

Costs for attending professional conferences such as Public Library Association Conference, American Library Association Conference, Illinois Library Association Conference, Adult Reading Round Table as well as local meetings and workshops.

5308 Recognition Program--Staff

Expenses for staff events such as retirement gift and party for long-time employees, and for in-house staff activities.

5315 Professional Services

Speakers for library programs and internal staff training, professional services such as library search firm, architect, signage firm, legal ads, and construction management. 2019 budget includes consulting fees for compensation system design and a major update to the website.

5323 Special Legal

Services provided by library attorney. This is used for questions dealing specifically with library law or for legal questions on matters between the Village and Library.

5346 Data Processing Services

Fees for SWAN ILS (Integrated Library System for circulation, catalog, technical processing), online fine payment company Comprise, and 3M licensing and maintenance agreements for self-checks, sorter, and RFID checkin/out pads. This includes the additional funds for the new Patron Incident Tracking Software.

5380 Printing Services

Printing library newsletter, street banners, and incidental items. The significant increase to this line will allow increasing the newsletter to 12 pages per mailing, which does not affect postage cost.

5391 Telephone

Telephone service and Internet providers.

5392 Postage

Postage costs for Discoveries and all mailings.

5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets; branded giveaways, employment ads.

5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, Directors, and Security Camera. Proposed amount based estimated 5% renewal rate of the LIRA program.

5430 Building Maintenance Services

Covers building inspections and repairs, and general maintenance of installed equipment: mechanical, elevator, fire alarm, plumbing, etc.

5450 Cleaning Services

Annual contract for outside cleaning company (ServiceMaster), plus special services. The three-year contract expires December 31, 2019. Purchase of a commercial-grade carpet extractor in 2018 reduces the need to outsource carpet cleaning.

5461 Utilities

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

5470 Other Equipment Repair and Maintenance

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

5481 Rentals

Rental of copy machines, parking permits, and postage meter.

5620 Recoverables

Payment to other libraries for interlibrary loan losses and fees to collection agency for recovery of materials.

5630 Contingency

Money set aside for unforeseen events.

5690 Unemployment Compensation

Unemployment compensation claims, if necessary.

5770 Capital Equipment < \$20,000

Long-term equipment under \$20,000 such as computers, peripherals, and Media Lab equipment, on a regular replacement cycle.

5851 Electronic Resources

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

5852 Print Materials

Print items for the collection including books and magazines.

5853 Audiovisual Materials

AV materials for the collection such as DVDs and blu-rays, CDs, audiobooks, playaways, readalong kits, puzzles, and videogames. The Adult and Teen Services Department reallocated some funds from Audiovisual Materials to Electronic Resources.

5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Annually includes an ongoing cycle of furniture replacement. The anticipated replacements for 2019 include all remaining wooden chairs and tables in Meeting and Program Rooms.

5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, and Constant Contact.

DOWNERS GROVE PUBLIC LIBRARY 2019 EXPENDITURES SIMPLIFIED SHEET PRELIMINARY DRAFT								
	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to		
		2018	2018	2019	Proposed	Proposed		
	EXPENDITURES	BUDGET	EST ATT.	PRELIMINARY	Change \$	Change %		
5101	Salaries, Exempt	1,328,658.00	1,315,371.42	1,406,413.96	77,755.96	5.9%		
5104	Bonus	0.00	0.00	0.00	0.00	0.0%		
5111	Salaries, Non-Exempt	342,852.00	339,423.48	247,834.84	-95,017.16	-27.7%		
5119	Part-Time Employee Wages	1,241,170.00	1,228,758.30	1,237,474.29	-3,695.71	-0.3%		
5131	IMRF Pension Contributions	257,339.00	254,765.61	194,334.33	-63,004.67	-24.5%		
5133	Medicare Contributions	41,935.00	41,515.65	41,929.98	-5.02	0.0%		
5134	Social Security Contributions	179,315.00	177,521.85	179,286.83	-28.17	0.0%		
5190	Life Insurance	1,044.00	1,033.56	1,044.00	0.00	0.0%		
5191	Health Insurance	360,420.00	356,815.80	450,182.75	89,762.75	24.9%		
5195	Optical Insurance	2,492.00	2,467.08	1,991.76	-500.24	-20.1%		
5197	Dental Insurance	38,808.00	38,419.92	38,045.88	-762.12	-2.0%		
		3,794,033.00	3,756,092.67	3,798,538.63	4,505.63	0.1%		Personnel Cost

	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST ATT.	PRELIMINARY	Change \$	Change %	
5210	Supplies	87,200.00	86,328.00	91,050.00	3,850.00	4.4%	
5251	Maintenance Supplies	18,000.00	17,820.00	18,500.00	500.00	2.8%	
5280	Small tools & equipment	34,600.00	34,254.00	35,300.00	700.00	2.0%	
5302	Dues and Memberships	7,500.00	7,425.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,250.00	33,907.50	30,525.00	(3,725.00)	-10.9%	
5308	Recognition Programs-Staff	5,000.00	4,950.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	59,400.00	60,000.00	0.00	0.0%	
5322	Personnel Recruitment	2,000.00	1,980.00	2,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	5,940.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,000.00	103,950.00	108,950.00	3,950.00	3.8%	
5380	Printing Services	18,700.00	18,513.00	25,100.00	6,400.00	34.2%	
5391	Telephone	20,000.00	19,800.00	20,200.00	200.00	1.0%	
5392	Postage	25,500.00	25,245.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	20,375.00	20,171.25	20,500.00	125.00	0.6%	
5420	Insurance - other policies	43,000.00	42,570.00	45,150.00	2,150.00	5.0%	
5430	Building Maintenance Services	90,000.00	89,100.00	91,500.00	1,500.00	1.7%	
5450	Cleaning Services	80,000.00	79,200.00	80,500.00	500.00	0.6%	
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	11,550.00	50.00	0.4%	
5481	Rentals	20,500.00	20,295.00	20,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	4,000.00	3,000.00	(1,000.00)	-25.0%	
5630	Contingency	10,000.00	0.00	0.00	(10,000.00)	-100.0%	
5690	Unemployment Compensation	10,000.00	9,900.00	10,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	59,400.00	60,000.00	0.00	0.0%	
5851	Electronic Resources	223,000.00	220,770.00	226,000.00	3,000.00	1.3%	
5852	Print materials	345,000.00	341,550.00	345,000.00	0.00	0.0%	
5853	AV materials	148,500.00	147,015.00	147,000.00	(1,500.00)	-1.0%	
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,000.00	0.00	0.0%	
5880	Intangible Assets (software)	43,000.00	42,570.00	43,000.00	0.00	0.0%	
		1,622,625.00	1,596,538.75	1,629,575.00	6,950.00	0.4%	Non-Personnel Costs
	TOTAL 805.90	5,416,658.00	5,352,631.42	5,428,113.63	11,455.63	0.2%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2019 EXPENDITURES SIMPLIFIED SHEET PRELIMINARY DRAFT							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST ATT.	PRELIMINARY	Change \$	Change %	
5870	Capital Assets	\$ 660,000.00	\$ 660,000.00	\$ 624,000.00	\$ (36,000.00)	-5%	
	Total LRCF	\$ 660,000.00	\$ 660,000.00	\$ 624,000.00	\$ (36,000.00)	-5%	

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	1,443,453.00	1,535,322.81	1,328,658.00	1,315,371.42	1,406,413.96
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	216,900.00	104,512.28	342,852.00	339,423.48	247,834.84
5119	Part-Time Employee Wages	1,204,010.00	1,180,933.30	1,241,170.00	1,228,758.30	1,237,474.29
5131	IMRF Pension Contributions	274,700.00	247,892.92	257,339.00	254,765.61	194,334.33
5133	Medicare Contributions	41,533.00	40,231.12	41,935.00	41,515.65	41,929.98
5134	Social Security Contributions	177,590.00	172,017.91	179,315.00	177,521.85	179,286.83
5190	Life Insurance	972.00	949.00	1,044.00	1,033.56	1,044.00
5191	Health Insurance	300,900.00	277,024.97	360,420.00	356,815.80	450,182.75
5195	Optical Insurance	1,989.00	1,894.03	2,492.00	2,467.08	1,991.76
5197	Dental Insurance	29,873.00	27,785.29	38,808.00	38,419.92	38,045.88
5210	Supplies	95,400.00	84,529.64	87,200.00	86,328.00	91,050.00
5251	Maintenance Supplies	18,000.00	18,897.55	18,000.00	17,820.00	18,500.00
5280	Small tools & equipment	30,000.00	22,129.44	34,600.00	34,254.00	35,300.00
5302	Dues and Memberships	4,800.00	4,697.00	7,500.00	7,425.00	7,500.00
5303	Seminars, Conferences & Meetings	30,400.00	19,210.29	34,250.00	33,907.50	30,525.00
5308	Recognition Programs-Staff	4,000.00	3,405.57	5,000.00	4,950.00	5,000.00
5315	Professional Services	62,000.00	63,634.53	60,000.00	59,400.00	60,000.00
5322	Personnel Recruitment	0.00	0.00	2,000.00	1,980.00	2,000.00
5323	Special Legal	3,000.00	19,453.30	6,000.00	5,940.00	6,000.00
5346	Data Processing Services	95,000.00	88,232.32	105,000.00	103,950.00	108,950.00
5380	Printing Services	16,700.00	17,425.98	18,700.00	18,513.00	25,100.00
5391	Telephone	20,000.00	20,035.11	20,000.00	19,800.00	20,200.00
5392	Postage	26,725.00	11,164.06	25,500.00	25,245.00	25,500.00
5407	Advertising & Public Relations	20,500.00	20,073.80	20,375.00	20,171.25	20,500.00
5420	Insurance - other policies	46,000.00	23,280.00	43,000.00	42,570.00	45,150.00
5430	Building Maintenance Services	94,000.00	71,712.79	90,000.00	89,100.00	91,500.00
5450	Cleaning Services	88,000.00	66,990.00	80,000.00	79,200.00	80,500.00

EXPENDITURES continued		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5461	Utilities	26,000.00	16,886.71	25,000.00	24,750.00	25,250.00
5470	Other Equipment Repair & Maint.	11,500.00	4,616.29	11,500.00	11,385.00	11,550.00
5481	Rentals	20,500.00	17,473.84	20,500.00	20,295.00	20,500.00
5620	Recoverables	3,000.00	3,413.21	4,000.00	3,960.00	3,000.00
5630	Contingency	10,000.00	0.00	10,000.00	0.00	0.00
5690	Unemployment Compensation	7,000.00	0.00	10,000.00	9,900.00	10,000.00
5770	Capital equipment, less than \$20,000	63,500.00	71,079.07	60,000.00	59,400.00	60,000.00
5851	Electronic Resources	220,000.00	220,429.17	223,000.00	220,770.00	226,000.00
5852	Print materials	343,000.00	345,921.11	345,000.00	341,550.00	345,000.00
5853	AV materials	147,000.00	138,187.67	148,500.00	147,015.00	147,000.00
5870	Capital equipment +\$20,000	65,000.00	60,535.79	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	51,200.00	37,585.47	43,000.00	42,570.00	43,000.00
5910	Transfer for Capital Projects	1,400,000.00	1,398,240.39	350,000.00	620,000.00	350,000.00
	TOTAL 805.90	6,714,145.00	6,457,803.73	5,766,658.00	5,972,591.42	5,778,113.63

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	325,002.00	392,640.48	278,076.00	275,295.24	283,987.84
5111	Salaries, Non-Exempt	42,620.00	5,169.55	0.00	0.00	94,720.86
5119	Part-Time Employee Wages	114,271.00	97,672.96	23,878.00	23,639.22	73,377.20
5131	IMRF Pension Contributions	53,300.00	45,750.90	33,306.00	32,972.94	38,788.97
5133	Medicare Contributions	7,130.00	7,004.85	4,378.00	4,334.22	6,555.25
5134	Social Security Contributions	30,485.00	29,952.33	18,721.00	18,533.79	28,029.33
5190	Life Insurance	144.00	143.00	108.00	106.92	216.00
5191	Health Insurance	64,920.00	65,897.78	56,160.00	55,598.40	101,268.05
5195	Optical Insurance	425.00	425.25	326.00	322.74	415.68
5197	Dental Insurance	6,240.00	6,298.78	5,261.00	5,208.39	7,952.88
5210	Supplies	18,000.00	16,905.24	12,000.00	11,880.00	12,500.00
5280	Small tools & equipment	7,900.00	8,905.07	6,000.00	5,940.00	6,000.00
5302	Dues and Memberships	4,800.00	4,697.00	7,500.00	7,425.00	7,500.00
5303	Seminars, Conferences & Meetings	8,900.00	6,513.49	8,000.00	7,920.00	8,750.00
5308	Recognition Programs-Staff	4,000.00	3,405.57	5,000.00	4,950.00	5,000.00
5315	Professional Services	35,000.00	42,249.45	33,000.00	32,670.00	35,000.00
5322	Personnel Recruitment	0.00	0.00	2,000.00	1,980.00	2,000.00
5323	Special Legal	3,000.00	19,453.30	6,000.00	5,940.00	6,000.00
5346	Data Processing Services	95,000.00	88,232.32	105,000.00	103,950.00	108,950.00
5380	Printing Services	16,000.00	17,324.00	18,000.00	17,820.00	24,400.00
5392	Postage	14,225.00	10,925.00	13,000.00	12,870.00	13,000.00
5407	Advertising and Public Relations	20,500.00	20,073.80	20,375.00	20,171.25	20,500.00
5420	Insurance - other policies	46,000.00	23,280.00	43,000.00	42,570.00	45,150.00
5481	Rentals	20,000.00	17,362.84	20,000.00	19,800.00	20,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	10,000.00	0.00	10,000.00	0.00	0.00
5690	Unemployment Compensation	7,000.00	0.00	10,000.00	9,900.00	10,000.00
5770	Capital equipment less than \$20,000	7,000.00	39,175.30	10,000.00	9,900.00	10,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00

5852	Print materials	0.00	0.00	0.00	0.00	0.00
5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	65,000.00	60,535.79	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	12,200.00	11,733.60	11,000.00	10,890.00	11,000.00
5910	Transfer to Capital Projects	1,400,000.00	1,398,240.39	350,000.00	350,000.00	350,000.00
	TOTAL 971	2,439,062.00	2,439,968.04	1,175,089.00	1,156,938.11	1,396,062.06

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT						
	LIBRARY - ADULT SERVICES 972	2017	2017	2018	2018	2019
		BUDGET	ACTUAL	BUDGET	EST ATT.	PRELIMINARY
5101	Salaries, Exempt	436,753.00	406,644.76	410,885.00	406,776.15	390,882.22
5111	Salaries, Non-Exempt	0.00	9,384.75	0.00	0.00	0.00
5119	Part-Time Employee Wages	252,765.00	244,749.09	277,722.00	274,944.78	252,918.35
5131	IMRF Pension Contributions	81,487.00	73,483.69	75,953.00	75,193.47	52,983.86
5133	Medicare Contributions	9,998.00	9,436.79	9,985.00	9,885.15	9,335.11
5134	Social Security Contributions	42,750.00	40,349.43	42,694.00	42,267.06	39,915.64
5190	Life Insurance	252.00	215.80	252.00	249.48	252.00
5191	Health Insurance	58,320.00	64,155.00	94,680.00	93,733.20	123,014.29
5195	Optical Insurance	315.00	343.45	563.00	557.37	502.32
5197	Dental Insurance	5,817.00	6,315.64	8,662.00	8,575.38	9,671.40
5210	Supplies	5,200.00	7,304.26	6,200.00	6,138.00	8,950.00
5280	Small Tools & Equipment	2,000.00	1,485.78	2,000.00	1,980.00	1,500.00
5303	Seminars, Conferences & Meetings	6,700.00	4,282.17	5,500.00	5,445.00	4,775.00
5315	Professional Services	5,000.00	3,689.42	5,000.00	4,950.00	17,000.00
5380	Printing services	500.00	101.98	500.00	495.00	500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	205,000.00	207,856.72	208,000.00	205,920.00	211,000.00
5852	Print materials	233,000.00	234,884.91	235,000.00	232,650.00	235,000.00
5853	AV materials	95,000.00	89,857.27	95,000.00	94,050.00	93,500.00
	TOTAL 972	1,440,857.00	1,404,540.91	1,478,596.00	1,463,810.04	1,451,700.18

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	243,847.00	238,223.56	250,703.00	248,195.97	254,153.58
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	153,682.00	155,706.71	204,096.00	202,055.04	222,458.07
5131	IMRF Pension Contributions	41,000.00	37,318.37	45,599.00	45,143.01	37,402.72
5133	Medicare Contributions	5,648.00	5,651.01	6,594.00	6,528.06	6,910.87
5134	Social Security Contributions	24,149.00	24,162.94	28,198.00	27,916.02	29,549.92
5190	Life Insurance	144.00	156.60	144.00	142.56	144.00
5191	Health Insurance	40,680.00	33,607.50	45,660.00	45,203.40	43,170.92
5195	Optical Insurance	296.00	282.87	303.00	299.97	190.32
5197	Dental Insurance	4,199.00	3,261.16	4,606.00	4,559.94	3,336.72
5210	Supplies	17,000.00	16,479.12	18,500.00	18,315.00	18,500.00
5280	Small Tools & Equipment	4,000.00	3,724.52	4,500.00	4,455.00	4,500.00
5303	Seminars, Conferences & Meetings	6,000.00	5,673.80	6,000.00	5,940.00	6,000.00
5315	Professional services	6,000.00	6,264.00	6,000.00	5,940.00	6,000.00
5380	Printing Services	200.00	0.00	200.00	198.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	12,572.45	15,000.00	14,850.00	15,000.00
5852	Print materials	110,000.00	111,036.20	110,000.00	108,900.00	110,000.00
5853	AV materials	52,000.00	48,330.40	53,500.00	52,965.00	53,500.00
	TOTAL 973	723,845.00	702,451.21	799,603.00	791,606.97	811,017.12

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	71,648.00	119,438.20	71,755.00	71,037.45	126,330.63
5111	Salaries, Non-Exempt	93,172.00	44,847.07	129,356.00	128,062.44	80,807.98
5119	Part-Time Employee Wages	445,835.00	444,058.94	424,858.00	420,609.42	438,500.15
5131	IMRF Pension Contributions	27,675.00	27,351.90	27,718.00	27,440.82	21,317.42
5133	Medicare Contributions	8,712.00	8,694.29	8,779.00	8,691.21	9,361.76
5134	Social Security Contributions	37,253.00	37,171.76	37,538.00	37,162.62	40,029.60
5190	Life Insurance	108.00	93.60	144.00	142.56	144.00
5191	Health Insurance	46,200.00	39,502.50	59,940.00	59,340.60	67,178.31
5195	Optical Insurance	319.00	305.67	435.00	430.65	346.56
5197	Dental Insurance	4,680.00	4,485.00	7,011.00	6,940.89	6,874.08
5210	Supplies	16,200.00	11,511.97	16,200.00	16,038.00	16,200.00
5280	Small Tools & Equipment	2,300.00	508.03	2,300.00	2,277.00	3,500.00
5303	Seminars, Conferences & Meetings	600.00	589.14	4,000.00	3,960.00	1,000.00
5392	Postage	12,500.00	239.06	12,500.00	12,375.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	295.45	500.00	495.00	500.00
5481	Rentals	500.00	111.00	500.00	495.00	500.00
5620	Recoverables	3,000.00	3,413.21	4,000.00	3,960.00	3,000.00
	TOTAL 974	771,202.00	742,616.79	807,534.00	799,458.66	828,090.50

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	172,478.00	152,133.40	184,835.00	182,986.65	172,785.23
5111	Salaries, Non-Exempt	31,395.00	42,716.23	72,754.00	72,026.46	72,306.00
5119	Part-Time Employee Wages	107,385.00	114,512.71	126,425.00	125,160.75	120,344.95
5131	IMRF Pension Contributions	29,725.00	26,610.72	34,268.00	33,925.32	25,479.72
5133	Medicare Contributions	4,630.00	4,427.08	5,568.00	5,512.32	5,298.82
5134	Social Security Contributions	19,795.00	18,929.59	23,809.00	23,570.91	22,657.04
5190	Life Insurance	144.00	157.00	180.00	178.20	180.00
5191	Health Insurance	38,520.00	25,850.00	33,000.00	32,670.00	64,917.15
5195	Optical Insurance	296.00	228.12	345.00	341.55	329.04
5197	Dental Insurance	4,199.00	3,133.60	5,156.00	5,104.44	6,234.36
5210	Supplies	3,900.00	99.68	3,900.00	3,861.00	3,900.00
5280	Small Tools & Equipment	12,000.00	7,454.87	12,000.00	11,880.00	12,000.00
5303	Seminars, Conferences & Meetings	6,000.00	130.00	6,000.00	5,940.00	6,000.00
5315	Professional services	2,000.00	0.00	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,621.01	4,500.00	4,455.00	4,500.00
5770	Capital equipment less than \$20,000	56,500.00	31,903.77	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	39,000.00	25,851.87	32,000.00	31,680.00	32,000.00
	TOTAL 975	532,467.00	457,759.65	596,740.00	590,772.60	600,932.33

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	119,412.00	113,771.23	70,394.00	69,690.06	0.00
5111	Salaries, Non-Exempt	0.00	1,725.00	39,975.00	39,575.25	0.00
5119	Part-Time Employee Wages	50,327.00	49,920.00	51,168.00	50,656.32	0.00
5131	IMRF Pension Contributions	19,988.00	18,428.61	17,818.00	17,639.82	0.00
5133	Medicare Contributions	2,460.00	2,340.51	2,342.00	2,318.58	0.00
5134	Social Security Contributions	10,524.00	10,007.81	10,015.00	9,914.85	0.00
5190	Life Insurance	108.00	109.80	108.00	106.92	0.00
5191	Health Insurance	26,940.00	25,812.19	26,940.00	26,670.60	0.00
5195	Optical Insurance	190.00	178.31	260.00	257.40	0.00
5197	Dental Insurance	2,639.00	2,451.59	4,056.00	4,015.44	0.00
5210	Supplies	2,600.00	2,161.74	2,400.00	2,376.00	0.00
5303	Seminars, Conferences & Meetings	1,200.00	1,341.24	750.00	742.50	0.00
5315	Professional Services	14,000.00	11,431.66	14,000.00	13,860.00	0.00
5380	Printing Services	16,000.00	17,324.00	18,000.00	17,820.00	0.00
5392	Postage	14,225.00	10,925.00	13,000.00	12,870.00	0.00
5407	Advertising and Public Relations	20,500.00	20,073.80	20,375.00	20,171.25	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	301,113.00	288,002.49	291,601.00	288,684.99	0.00

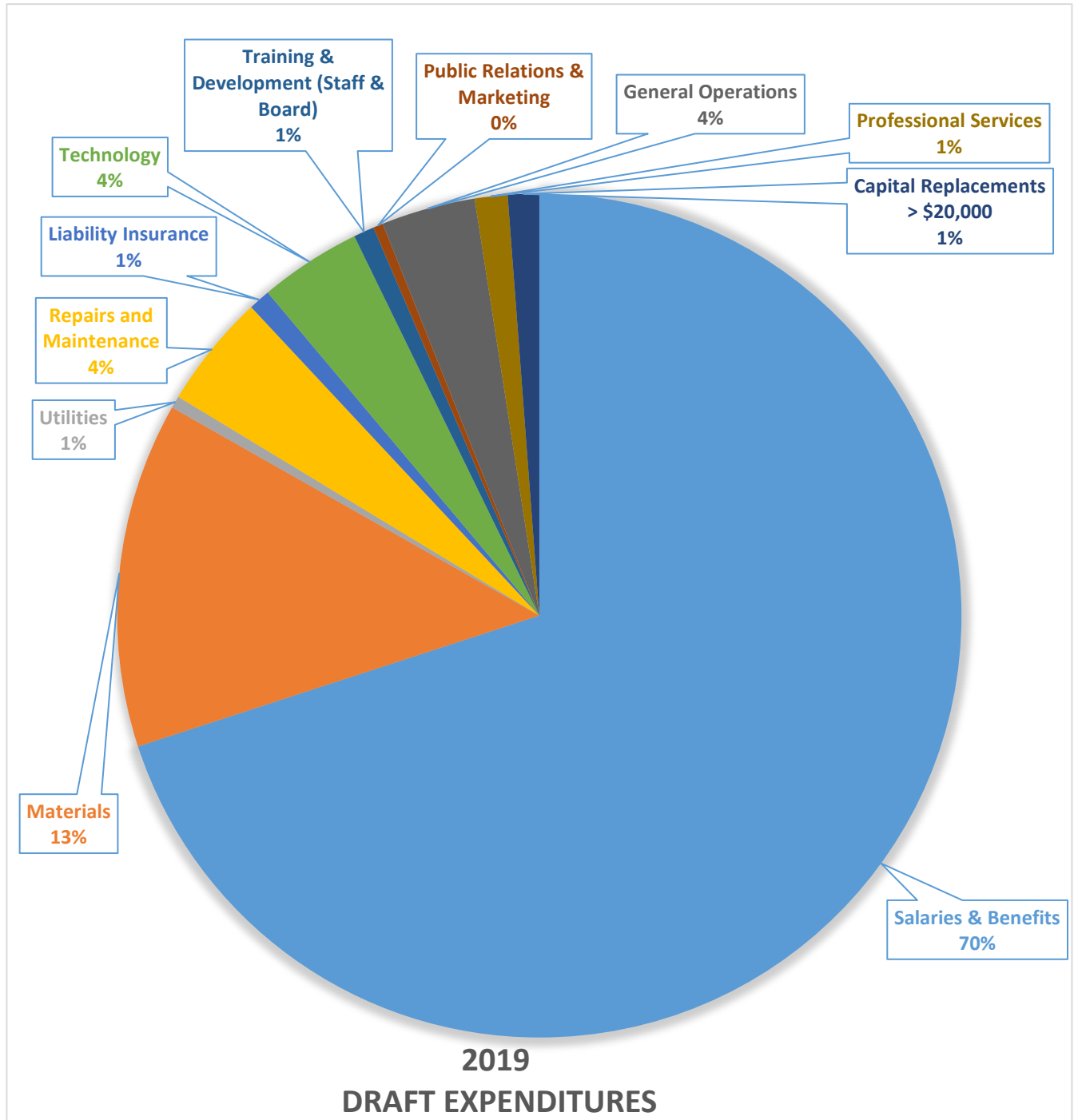
DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY - ACCESS SERVICES 977		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt	74,313.00	112,471.18	0.00	0.00	112,797.36
5111	Salaries, Non-Exempt	49,713.00	669.68	100,767.00	99,759.33	0.00
5119	Part-Time Employee Wages	79,745.00	74,312.89	75,442.00	74,687.58	72,678.24
5131	IMRF Pension Contributions	21,525.00	18,948.73	15,837.00	15,678.63	13,085.49
5133	Medicare Contributions	2,955.00	2,676.59	2,555.00	2,529.45	2,689.40
5134	Social Security Contributions	12,634.00	11,444.05	10,925.00	10,815.75	11,499.49
5190	Life Insurance	72.00	73.20	72.00	71.28	72.00
5191	Health Insurance	25,320.00	22,200.00	25,320.00	25,066.80	28,887.80
5195	Optical Insurance	148.00	130.36	151.00	149.49	121.20
5197	Dental Insurance	2,099.00	1,839.52	2,303.00	2,279.97	2,257.92
5210	Supplies	32,500.00	30,067.63	25,000.00	24,750.00	28,000.00
5280	Small Tools & Equipment	1,800.00	51.17	1,800.00	1,782.00	1,800.00
5303	Seminars, Conferences & Meetings	1,000.00	680.45	2,000.00	1,980.00	3,000.00
5470	Other Equipment Repair and Maintenance	1,500.00	0.00	1,500.00	1,485.00	1,500.00
	TOTAL 977	305,324.00	275,565.45	263,672.00	261,035.28	278,388.89

DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET PRELIMINARY DRAFT

LIBRARY - FACILITIES 978		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST ATT.	2019 PRELIMINARY
5101	Salaries, Exempt			62,010.00	61,389.90	65,477.10
5111	Salaries, Non-Exempt			0.00	0.00	0.00
5119	Part-Time Employee Wages			57,581.00	57,005.19	57,197.33
5131	IMRF Pension Contributions			6,840.00	6,771.60	5,276.14
5133	Medicare Contributions			1,734.00	1,716.66	1,778.78
5134	Social Security Contributions			7,415.00	7,340.85	7,605.81
5190	Life Insurance			36.00	35.64	36.00
5191	Health Insurance			18,720.00	18,532.80	21,746.23
5195	Optical Insurance			109.00	107.91	86.64
5197	Dental Insurance			1,753.00	1,735.47	1,718.52
5210	Supplies			3,000.00	2,970.00	3,000.00
5251	Maintenance Supplies	18,000.00	18,897.55	18,000.00	17,820.00	18,500.00
5280	Small Tools & Equipment			6,000.00	5,940.00	6,000.00
5303	Seminars, Conferences & Meetings			2,000.00	1,980.00	1,000.00
5391	Telephone	20,000.00	20,035.11	20,000.00	19,800.00	20,200.00
5430	Building Maintenance Services	94,000.00	71,712.79	90,000.00	89,100.00	91,500.00
5450	Cleaning Services	88,000.00	66,990.00	80,000.00	79,200.00	80,500.00
5461	Utilities	26,000.00	16,886.71	25,000.00	24,750.00	25,250.00
5470	Other Equipment Repair and Maintenance	5,000.00	699.83	5,000.00	4,950.00	5,050.00
	TOTAL 977	251,000.00	195,221.99	405,198.00	401,146.02	411,922.56

**Downers Grove Public Library
2019 Budget Preliminary Draft**



DOWNERS GROVE PUBLIC LIBRARY 2019 FUND BALANCE SHEET PRELIMINARY DRAFT - LCRF LEVY FUNDED

LIBRARY FUND BALANCE

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 ESTIMATED
BEGINNING BALANCE	\$ 2,076,021.00	\$ 2,259,024.00	\$ 972,670.00	\$ 1,130,447.00	\$ 810,389.58
REVENUES	\$ 5,315,525.00	\$ 5,338,570.00	\$ 5,388,824.00	\$ 5,382,574.00	\$ 5,778,110.00
EXPENSES	\$ 5,018,876.00	\$ 5,068,907.00	\$ 5,416,658.00	\$ 5,352,631.42	\$ 5,428,113.63
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 1,400,000.00	\$ 1,398,240.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
ENDING BALANCE	\$ 972,670.00	\$ 1,130,447.00	\$ 594,836.00	\$ 810,389.58	\$ 810,385.95
NET CHANGE	\$ (1,103,351.00)	\$ (1,128,577.00)	\$ (377,834.00)	\$ (320,057.42)	\$ (3.63)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 ESTIMATED
BEGINNING BALANCE	\$ -	\$ -	\$ 1,403,493.00	\$ 1,403,493.00	\$ 1,095,993.00
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	\$ 350,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,400,000.00	\$ 1,403,493.00	\$ 1,093,493.00	\$ 1,095,993.00	\$ 824,493.00
NET CHANGE	\$ 1,400,000.00	\$ 1,403,493.00	\$ (310,000.00)	\$ (307,500.00)	\$ (271,500.00)

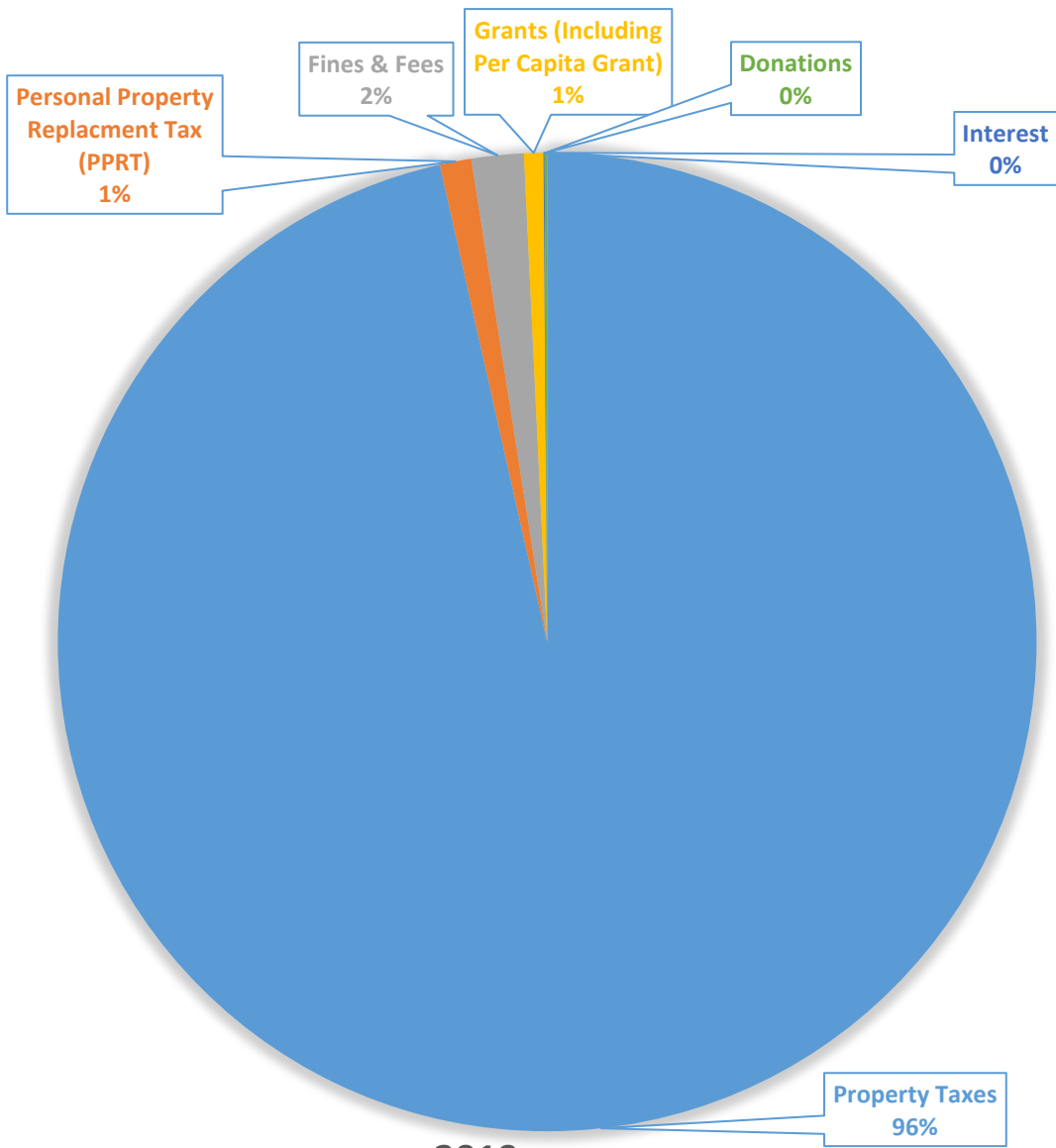
DOWNERS GROVE PUBLIC LIBRARY 2019 REVENUE SHEET PRELIMINARY DRAFT - LCRF LEVY FUNDED

SOURCE		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST. ATT.	2019 ESTIMATED
4101	Current Property Tax	5,043,515.00	5,082,814.00	5,182,314.00	5,182,314.00	5,574,600.00
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	60,000.00
4410	Sale of Materials	8,000.00	11,406.00	10,000.00	11,400.00	11,000.00
4502	Charges for Services (copy & printing)	45,000.00	23,002.00	15,000.00	19,750.00	20,000.00
4509	Fees For Non-Residents	16,000.00	17,518.00	16,000.00	16,000.00	16,000.00
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	36,910.00	36,910.00
4711	Investment Income	2,000.00	10,479.00	2,000.00	0.00	2,000.00
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	5,000.00
	TOTAL 805.90	5,315,525.00	5,338,570.00	5,388,824.00	5,382,574.00	5,778,110.00

Downers Grove Public Library
Tax Rate, Levy and EAV History PRELIMINARY DRAFT
LCRF LEVY FUNDED

<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	0.2262
Bond	0.0306	0.031	0.0154	0	0	0
Total	0.2502	0.2612	0.2407	0.2202	0.2145	0.2262
% change YroYr	7.7%	4.4%	-7.8%	-8.5%	-2.6%	5%
<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	\$ 5,574,600.00
Bond	\$ 621,052	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -
Total	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,574,600
% change YroYr	2.5%	3.7%	-2.3%	-2.2%	2.75%	7.57%
<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)	\$ (99,262,449)	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 24,401,786
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	\$ 75.40
Wage/Salary Increment	3.5%	4.0%	3.5%	2.5%	2.5%	3.0%

**Downers Grove Public Library
2019 Budget Preliminary Draft
LCRF LEVY FUNDED**



**2019
DRAFT REVENUES**

**Downers Grove Public Library
2019 Budget Preliminary Draft
LCRF LEVY FUNDED**

	<u>FY2019</u>	<u>Standards</u>	<u>Totals by Category</u>
		Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	
Salaries	53.3%		\$ 2,891,723.09
Benefits (Insurance, IMRF, FICA)	16.7%		\$ 906,815.54
		Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	
Salaries & Benefits	70.0%		\$ 3,798,538.63
		Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	
Materials	13.2%		\$ 718,000.00
Utilities	0.5%		\$ 25,250.00
Repairs and Maintenance	4.4%		\$ 237,350.00
Liability Insurance	0.8%		\$ 45,150.00
Technology	3.9%		\$ 211,950.00
Training & Development (Staff & Board)	0.8%		\$ 43,025.00
Public Relations & Marketing	0.4%		\$ 20,500.00
General Operations	3.6%		\$ 195,350.00
Professional Services	1.3%		\$ 68,000.00
Capital Replacements > \$20,000	1.2%		\$ 65,000.00
		* Total may not equal 100% due to rounding	
Total*	100.0%		\$ 5,428,113.63
Property Taxes	96.5%		\$ 5,574,700.00
Personal Property Replacment Tax (PPRT)	1.0%		\$ 60,000.00
Fines & Fees	1.7%		\$ 99,500.00
Grants (Including Per Capita Grant)	0.6%		\$ 36,910.00
Interest	0.0%		\$ 2,000.00
Donations	<u>0.1%</u>		\$ 5,000.00
		* Total may not equal 100% due to rounding	
	100.0%		\$ 5,778,110.00

DOWNERS GROVE PUBLIC LIBRARY 2019 FUND BALANCE SHEET PRELIMINARY DRAFT - LCRF BALANCE FUNDED**LIBRARY FUND BALANCE**

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 ESTIMATED
BEGINNING BALANCE	\$ 2,076,021.00	\$ 2,259,024.00	\$ 972,670.00	\$ 1,130,447.00	\$ 810,389.58
REVENUES	\$ 5,315,525.00	\$ 5,338,570.00	\$ 5,388,824.00	\$ 5,382,574.00	\$ 5,385,825.00
EXPENSES	\$ 5,018,876.00	\$ 5,068,907.00	\$ 5,416,658.00	\$ 5,352,631.42	\$ 5,428,113.63
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 1,400,000.00	\$ 1,398,240.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
ENDING BALANCE	\$ 972,670.00	\$ 1,130,447.00	\$ 594,836.00	\$ 810,389.58	\$ 418,100.95
NET CHANGE	\$ (1,103,351.00)	\$ (1,128,577.00)	\$ (377,834.00)	\$ (320,057.42)	\$ (392,288.63)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 ESTIMATED
BEGINNING BALANCE	\$ -	\$ -	\$ 1,403,493.00	\$ 1,403,493.00	\$ 1,095,993.00
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	\$ 350,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,400,000.00	\$ 1,403,493.00	\$ 1,093,493.00	\$ 1,095,993.00	\$ 824,493.00
NET CHANGE	\$ 1,400,000.00	\$ 1,403,493.00	\$ (310,000.00)	\$ (307,500.00)	\$ (271,500.00)

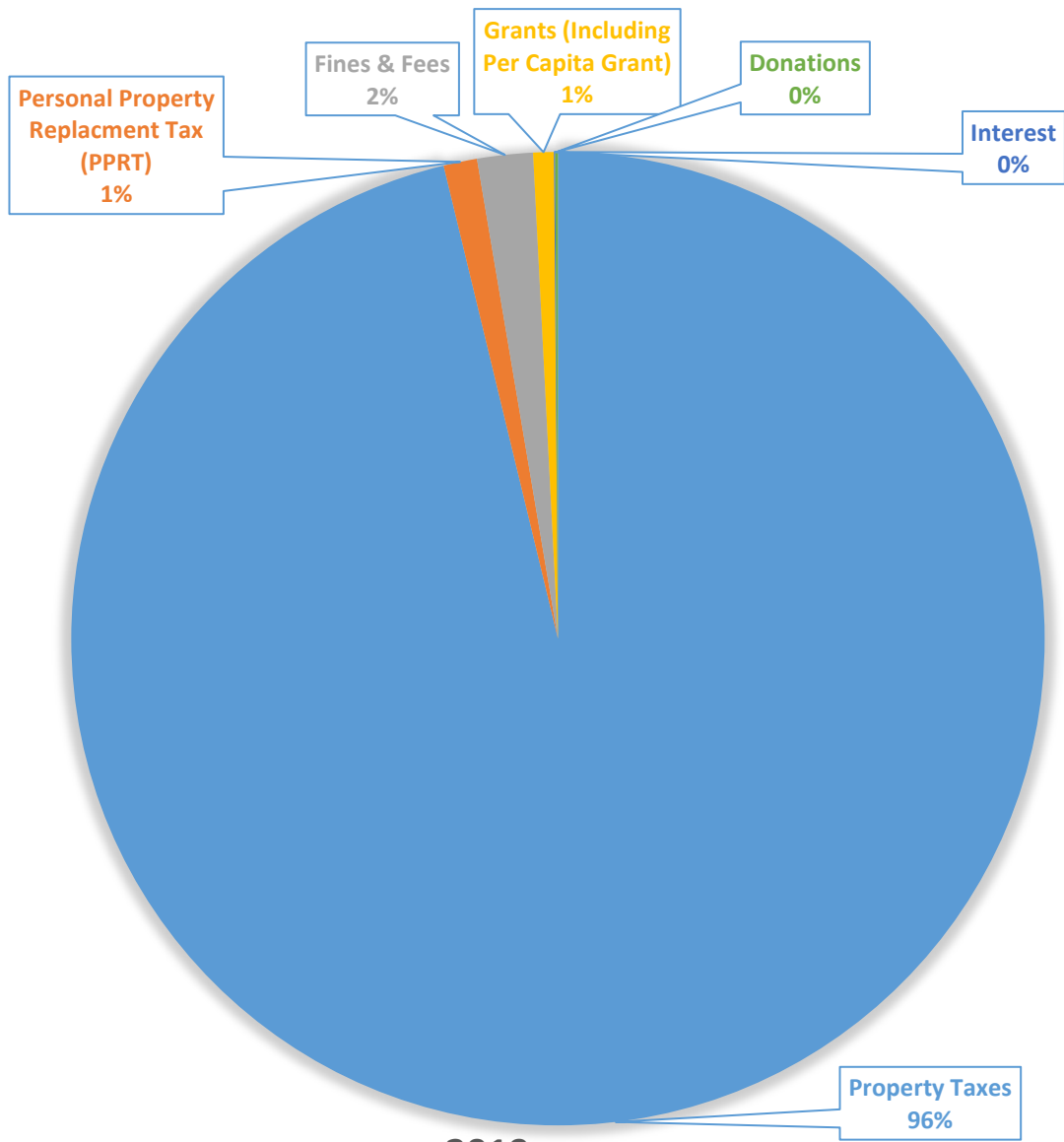
DOWNERS GROVE PUBLIC LIBRARY 2019 REVENUE SHEET PRELIMINARY DRAFT - LCRF BALANCE FUNDED

SOURCE		2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 EST. ATT.	2019 ESTIMATED
4101	Current Property Tax	5,043,515.00	5,082,814.00	5,182,314.00	5,182,314.00	5,182,315.00
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	60,000.00
4410	Sale of Materials	8,000.00	11,406.00	10,000.00	11,400.00	11,000.00
4502	Charges for Services (copy & printing)	45,000.00	23,002.00	15,000.00	19,750.00	20,000.00
4509	Fees For Non-Residents	16,000.00	17,518.00	16,000.00	16,000.00	16,000.00
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	36,910.00	36,910.00
4711	Investment Income	2,000.00	10,479.00	2,000.00	0.00	2,000.00
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	5,000.00
	TOTAL 805.90	5,315,525.00	5,338,570.00	5,388,824.00	5,382,574.00	5,385,825.00

Downers Grove Public Library
Tax Rate, Levy and EAV History PRELIMINARY DRAFT
LCRF BALANCE FUNDED

<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	0.2103
Bond	0.0306	0.031	0.0154	0	0	0
Total	0.2502	0.2612	0.2407	0.2202	0.2145	0.2103
% change YroYr	7.7%	4.4%	-7.8%	-8.5%	-2.6%	-2%
<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	\$ 5,182,315
Bond	\$ 621,052	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -
Total	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,182,315
% change YroYr	2.5%	3.7%	-2.3%	-2.2%	2.75%	0.00%
<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)	\$ (99,262,449)	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 24,401,786
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	\$ 70.09
Wage/Salary Increment	3.5%	4.0%	3.5%	2.5%	2.5%	3.0%

**Downers Grove Public Library
2019 Budget Preliminary Draft
LCRF BALANCE FUNDED**



**2019
DRAFT REVENUES**

**Downers Grove Public Library
2019 Budget Preliminary Draft
LCRF BALANCE FUNDED**

	<u>FY2019</u>	<u>Standards</u>	<u>Totals by Category</u>
		Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	
Salaries	53.3%		\$ 2,891,723.09
Benefits (Insurance, IMRF, FICA)	16.7%		\$ 906,815.54
		Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	
Salaries & Benefits	70.0%		\$ 3,798,538.63
		Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	
Materials	13.2%		\$ 718,000.00
Utilities	0.5%		\$ 25,250.00
Repairs and Maintenance	4.4%		\$ 237,350.00
Liability Insurance	0.8%		\$ 45,150.00
Technology	3.9%		\$ 211,950.00
Training & Development (Staff & Board)	0.8%		\$ 43,025.00
Public Relations & Marketing	0.4%		\$ 20,500.00
General Operations	3.6%		\$ 195,350.00
Professional Services	1.3%		\$ 68,000.00
Capital Replacements > \$20,000	1.2%		\$ 65,000.00
		* Total may not equal 100% due to rounding	
Total*	100.0%		\$ 5,428,113.63
Property Taxes	96.2%		\$ 5,182,415.00
Personal Property Replacment Tax (PPRT)	1.1%		\$ 60,000.00
Fines & Fees	1.8%		\$ 99,500.00
Grants (Including Per Capita Grant)	0.7%		\$ 36,910.00
Interest	0.0%		\$ 2,000.00
Donations	<u>0.1%</u>		\$ 5,000.00
		* Total may not equal 100% due to rounding	
	100.0%		\$ 5,385,825.00

**DOWNERS GROVE PUBLIC LIBRARY
STAFFING REPORT
JULY 25, 2018**

REORGANIZATION IMPACT AND OVERALL STAFFING

In September 2017, the staff reorganization realigned the library's organizational structure with the needs identified in Strategic Plan 2017-2020. The customer-focused plan reinforced the need for front-line, public-facing staff and their supervision and support. The number of positions in each pay grade shows the streamlining of administration and managerial levels.

	2017	2018	2019
Pay Grade 9	1	1	1
Pay Grade 8	2	1	1
Pay Grade 7	6	7	6
Pay Grade 6	17	16	16
Pay Grade 5	5	6	7
Pay Grade 4	11	14	14
Pay Grade 3	8	8	8
Pay Grade 2	33	34	37
Pay Grade 1	18	19	17
Total Employees	101	106	106

The number of positions of 30 hours or more, the threshold for employee insurance benefits, remains at 30 for each of these years. Total number of employees increased in 2018 as part time positions were added to address staffing deficits at public service desks.

Since the reorganization, as positions opened, each was evaluated by the Manager and Library Director to ensure that Strategic Plan goals and departmental needs would be met with the next hire. For example, to directly address the Strategic Plan goals around adult programming, the Adult & Teen Services Program Coordinator (full time, pay grade 6) position was created from a full time opening for Adult & Teen Services Librarian (full time, pay grade 6). Other changes made during 2018 include:

- One Adult & Teen Services Librarian position (part time, pay grade 6) was eliminated and replaced with two Adult & Teen Services Assistants (part time, pay grade 4). This increased staffing hours available for Ask Us Desk.
- Technology Assistant I (full time, pay grade 4) was eliminated and replaced with Computer Help Desk Supervisor (full time, pay grade 4). This creates a direct supervisor to oversee customer service in the public computer area.
- One Technical Services Assistant Manager (pay grade 5, FT) was eliminated and replaced with Cataloging Librarian (pay grade 6, FT), at a cost savings, following a retirement.
- The Access Services Aide (part time, pay grade 1) position is being phased out (from 20 hours to 10 hours per week) as outsourced pre-processing of materials is implemented. Access Services Clerks are now cross-trained in all Access Services duties.
- A seasonal Custodian (very part time, pay grade 2) is in charge of landscaping and working with volunteer gardeners.

- Public Relations Manager (full time, pay grade 7) is eliminated and replaced with Community Engagement Coordinator (full time, pay grade 5). The former Public Relations Department becomes part of Administration, with direct supervision by Assistant Director of Community Relations Coordinator, Communications Coordinator, and Graphics & Display Coordinator.

PUBLIC SERVICE DESK STAFFING

The Downers Grove Public Library's commitment to stellar customer service is evident in its Customer Service Promise and Strategic Plan 2017-2020. Ensuring adequate staffing of all public service desks critical to providing that level of service. Following a similar report presented to the Board of Library Trustees in July 2017, the 2018 budget included additional hours and positions to address identified staffing deficits at public service desks. Ongoing assessment of staffing helps align this largest budget component according to Strategic Plan goals and most current use statistics.

To that end, this report seeks to quantify current staffing levels for each public service desk.

Estimated Staffing Needed

The following analysis uses a four-step process to estimate the number of full time equivalent (FTE) employees needed to staff each service desk according to the current staffing pattern.

The four-step process for estimating the number of employees needed is:

- Step 1:** Identify the type of position you wish to analyze
- Step 2:** Determine your turnover rate
- Step 3:** Determine employee availability (NAWH)
- Step 4:** Analyze all positions

For Step 1, the type of position analyzed are all of those regularly assigned to work a public service desk.

For Step 2, the overall library turnover rate is used.

Calculate Average Turnover Rate		Year					Average
		2013	2014	2015	2016	2017	
A	Total number of employees at the highest staffing level for that year	101	101	101	101	106	102
B	Number of new hires that failed to complete the probationary period	0	0	0	0	0	0
C	Number of experienced employees who left for any reason*	6	8	8	13	22	11.4
D	Turnover Rate (Turnover = $B + C \div A$)	6%	8%	8%	17%	22%	11%
E	Retention Rate (Retention = $1 - \text{Turnover}$) x 100	94%	94%	92%	83%	78%	89%

*Include all experienced employees who left for voluntary or involuntary reasons (e.g. turnover initiated by the employee, rotation, retirement, death, management action, etc.)

For Step 3, the full annual average is used for Average vacation and holiday leave and Average personal leave. For Average annual sick leave, the average amount of sick leave used by full time staff is estimated. Average training leave is based on the annual full day staff in-service.

Determine Net Available Work Hours (NAWH)		
Position: FT Librarian		
A	<u>1950</u>	Total hours for one full time employee
B	<u>150</u>	Average vacation and holiday leave (total hours)
C	<u>60</u>	Average sick leave (total hours)
D	<u>15</u>	Average personal leave (total hours)
E	<u>8</u>	Average training leave (total hours)
F	<u>0</u>	Average military, FMLA leave, etc. (total hours)
G	<u>0</u>	Average lunch and break (total hours)
H	<u>0</u>	Average other (meetings, light duty, special assignments, etc.)
I	<u>233</u>	Total <u>un</u> available time = Total B through H
J	<u>1,717</u>	Net Available Work Hours (NAWH) = A – I
<u>1,717</u> = Net Available Work Hours per employee (NAWH from J above)		

For Step 4, the five public service desks currently staffed are analyzed. They are: Ask Us, Teen Central, Kids Room, Checkout, and Computer Help. Because Adult & Teen Services staff work both Teen Central and Ask Us Desks and frequently float between the two as needed, the staffing of these two desks is combined in these worksheets. All other public service desks are staffed 60 weekday and 12 weekend hours.

Position: **Ask Us Desk & Teen Central Desk**

Weekdays: 9am-1pm, 2 stations at Ask Us
 1pm-9pm, 3 stations at Ask Us
 3pm-5pm, 1 station at Teen
 Saturdays: 9am-5pm, 4 stations at Ask Us
 Sundays: 1pm-5pm, 4 stations at Ask Us

A. 34 Total number of stations to be covered each weekday = a + b + c

- a. 9am-1pm 2 stations at Ask Us
 Number of hours: 4
 Number of stations: 2
 Total position need for this period (stations x hours): 8
- b. 1pm-9pm 3 stations at Ask Us
 Number of hours: 8
 Number of stations: 3
 Total position need for this period (stations x hours): 24
- c. 3pm-5pm, 1 station at Teen
 Number of hours: 2
 Number of stations: 1
 Total position need for this period (stations x hours): 2

B. 170 Total number of stations that need to be covered all weekdays = A x 5

C. 48 Total number of stations that need to be covered weekends = d + e

- d. 9am-5pm 4 stations at Ask Us, float to Teen as needed
 Number of hours: 8
 Number of stations: 4
 Total position need for this period (stations x hours): 32
- e. 1pm-5pm 4 stations at Ask Us, float to Teen as needed
 Number of hours: 4
 Number of stations: 4
 Total position need for this period (stations x hours): 16

D. 218 Total number of stations that need to be covered for this position = B + C

E. 50.43 Number of weeks per year to be covered (11 days closed) = 52 – 1.57

F. 10,993.74 Total Hours needing coverage = D x E

Employee Availability:

G. 1,717 Net Available Work Hours - enter average NAWH from worksheet

Staff Needed:

H. 6.40 Full Time Equivalent base estimate (FTE) = $F \div G$

I. 0.11 Turnover Rate - from retention worksheet, convert to decimal

J. 7.11 Full Time Equivalents required to accommodate turnover $FTE = H \times (1 + I)$

7.11 = Estimated Staffing Need (in FTEs)

Position: **Kids Room Desk**

Weekdays: 9am-12pm 2 Stations
 12pm-3pm 1 Station
 3pm-9pm 2 Stations
Saturdays 9am-5pm 3 Stations
Sundays 1pm-5pm 3 stations

- A. 21 Total number of stations to be covered each weekday = $a + b + c$
- a. 9am-12pm, 2 stations
 Number of hours: 3
 Number of stations: 2
 Total position need for this period (stations x hours): 6
 - b. 12pm-3pm, 1 station
 Number of hours: 3
 Number of stations: 1
 Total position need for this period (stations x hours): 3
 - c. 3pm-9pm, 2 stations
 Number of hours: 6
 Number of stations: 2
 Total position need for this period (stations x hours): 12
- B. 105 Total number of stations that need to be covered all weekdays = $A \times 5$
- C. 36 Total number of stations that need to be covered weekends = $d + e$
- d. 9am-5pm 3 stations
 Number of hours: 8
 Number of stations: 3
 Total position need for this period (stations x hours): 24
 - e. 1pm-5pm 3 stations
 Number of hours: 4
 Number of stations: 3
 Total position need for this period (stations x hours): 12
- D. 141 Total number of stations that need to be covered for this position = $B + C$
- E. 50.43 Number of weeks per year to be covered (11 days closed) = $52 - 1.57$
- F. 7,110.63 Total Hours needing coverage = $D \times E$

Employee Availability:

- G. 1,717 Net Available Work Hours - enter average NAWH from worksheet

Staff Needed:

- H. 4.14 Full Time Equivalent base estimate (FTE) = $F \div G$
- I. 0.11 Turnover Rate - from retention worksheet, convert to decimal

J. 4.60 Full Time Equivalent required to accommodate turnover $FTE = H \times (1 + I)$

4.60 = Estimated Staffing Need (in FTEs)

Position: **Checkout Desk**

Weekdays: 9am-9pm, 2 stations at Checkout

Saturdays: 9am-5pm, 2 stations a Checkout

Sundays: 1pm-5pm, 2 stations at Checkout

A. 24 Total number of stations to be covered each weekday = a

a. 9am-9pm 2 stations at Checkout

Number of hours: 12

Number of stations: 2

Total position need for this period (stations x hours): 24

B. 120 Total number of stations that need to be covered all weekdays = A x 5

C. 24 Total number of stations that need to be covered weekends = b + c

b. 9am-5pm, 2 stations a Checkout

Number of hours: 8

Number of stations: 2

Total position need for this period (stations x hours): 16

c. 1pm-5pm, 2 stations a Checkout

Number of hours: 4

Number of stations: 2

Total position need for this period (stations x hours): 8

D. 144 Total number of stations that need to be covered for this position = B + C

E. 50.43 Number of weeks per year to be covered (11 days closed) = 52 – 1.57

F. 7,261.92 Total Hours needing coverage = D x E

Employee Availability:

G. 1,717 Net Available Work Hours - enter average NAWH from worksheet

Staff Needed:

H. 4.23 Full Time Equivalent base estimate (FTE) = F ÷ G

I. 0.11 Turnover Rate - from retention worksheet, convert to decimal

J. 4.69 Full Time Equivalent required to accommodate turnover FTE = H x (1+ I)

4.69 = Estimated Staffing Need (in FTEs)

Position: **Computer Help Desk**

Weekdays: 9am-2pm, 1 stations
2pm-7pm, 2 stations
7pm-9pm, 1 station
Saturdays: 9am-1pm, 1 station
1pm-5pm, 2 stations
Sundays: 1pm-5pm, 2 stations

A. 17 Total number of stations to be covered each weekday = a + b + c

- a. 9am-2pm, 1 station
Number of hours: 5
Number of stations: 1
Total position need for this period (stations x hours): 5
- b. 2pm-7pm, 2 stations
Number of hours: 5
Number of stations: 2
Total position need for this period (stations x hours): 10
- c. 7pm-9pm, 1 station
Number of hours: 2
Number of stations: 1
Total position need for this period (stations x hours): 2

B. 85 Total number of stations that need to be covered all weekdays = A x 5

C. 20 Total number of stations that need to be covered weekends = d + e + f

- d. 9am-1pm, 1 station
Number of hours: 4
Number of stations: 1
Total position need for this period (stations x hours): 4
- e. 1pm-5pm 2 stations
Number of hours: 4
Number of stations: 2
Total position need for this period (stations x hours): 8
- f. 1pm-5pm, 2 stations
Number of hours: 4
Number of stations: 2
Total position need for this period (stations x hours): 8

D. 105 Total number of stations that need to be covered for this position = B + C

E. 50.43 Number of weeks per year to be covered (11 days closed) = 52 – 1.57

F. 5,295.15 Total Hours needing coverage = D x E

Employee Availability:

G. 1,717 Net Available Work Hours - enter average NAWH from worksheet

Staff Needed:

H. 3.09 Base estimate (FTE) = $F \div G$

I. 0.11 Turnover Rate - from retention worksheet, convert to decimal

J. 3.42 FTE required to accommodate turnover $FTE = H \times (1 + I)$

3.42 = Estimated Staffing Need (in FTEs)

Current Staffing Available

The following analysis uses a five-step process to estimate current Net Available Work Hours (NAWH) for each service desk as examined in the estimated Staffing Needed. It does not include factors for turnover or the impact of leaves of absence.

The five-step process for estimating the current hours available is:

- Step 1:** Identify the employees that work the public service desk
- Step 2:** Determine annual hours worked for each
- Step 3:** Identify percentage of time on desk for each employee type
- Step 4:** Determine employee availability (NAWH) for each employee
- Step 5:** Determine NAWH for each public service desk, number of staff available per hour and current number of FTE available

For Steps 1 and 3, job descriptions of staff working public services desks, which lists the percentage of time spent working a public service desk, were used.

For Step 2, annual hours budgeted for each employee was taken from preliminary budget documents.

For Step 4, the base annual amount of vacation, sick and personal leave for each position was used. Substitute hours or additional hours available for part time staff are included where applicable.

For Step 5, the information gathered in prior steps was used to calculate Current Staffing Available by NAWH, staff available each hour open, and FTE available.

STAFFING NEEDED VS. STAFFING AVAILABLE

Desk(s)	Staffing Needed	Staffing Available	Difference
Ask Us & Teen Central	7.11	5.63	-1.48
Kids Room	4.60	3.96	-0.64
Checkout	4.69	4.67	-0.02
Computer Help	3.42	2.61	-0.81

The reality of staffing public service desks is that the percentage of time spent by employees working that desk varies by the needs of the department. Reduced off-desk time creates pressure to either accomplish tasks better suited to back-of-house while at the desk or within an unrealistic timeframe. At such times, special projects and continuing education are side-lined or delayed. Progress toward Strategic Plan goals can be impacted.

Staffing of the Teen Central Desk as needed, rather than a set schedule, has provided flexibility in coverage to meet the needs of users with minimal impact on customer service. Significant progress was made at the Checkout and Computer Help Desks with the staffing changes of the reorganization and 2018 budget. The decision to stop staffing the Information Desk in anticipation of the relocation of the Checkout Desk was a key factor in achieving adequate staffing of the Checkout Desk. If the Information Desk is staffed, and additional 2.35 FTE would be needed to adequately staff it for the 72 hours per week that the library is open at a cost of approximately \$50,000 per year.

Position: **Information Desk**

Weekdays: 9am-9pm, 1 station at Information

Saturdays: 9am-5pm, 1 station at Information

Sundays: 1pm-5pm, 1 station at Information

A. 12 Total number of stations to be covered each weekday = a

a. 9am-9pm, 1 station at Information

Number of hours: 12

Number of stations: 1

Total position need for this period (stations x hours): 12

B. 60 Total number of stations that need to be covered all weekdays = $A \times 5$

C. 12 Total number of stations that need to be covered weekends = $b + c$

b. 9am-5pm, 1 station at Information

Number of hours: 8

Number of stations: 1

Total position need for this period (stations x hours): 8

c. 1pm-5pm, 1 station at Information

Number of hours: 4

Number of stations: 1

Total position need for this period (stations x hours): 4

D. 72 Total number of stations that need to be covered for this position = $B + C$

E. 50.43 Number of weeks per year to be covered (11 days closed) = $52 - 1.57$

F. 3,630.96 Total Hours needing coverage = $D \times E$

Employee Availability:

G. 1,717 Net Available Work Hours - enter average NAWH from worksheet

Staff Needed:

H. 2.12 Full Time Equivalent base estimate (FTE) = $F \div G$

I. 0.11 Turnover Rate - from retention worksheet, convert to decimal

J. 2.35 Full Time Equivalent required to accommodate turnover $FTE = H \times (1 + I)$

2.35 = Estimated Staffing Need (in FTEs)

Adult & Teen Services - Ask Us and Teen Central Desks

Job Title	Hrs	Pro-Rated	Annual	% of Time on Desk	Vac & Hol	Sick	Pers	Total Non-Available Hours	Net Available Work Hours (NAWH)	Staff Available Per Hour Open	In FTE
Adult & Teen Services Manager	37.5	7.5	1950	20%	217.5	45	15	277.5	334.50		
Adult Program Coordinator	37.5	7.5	1950	35%	217.5	45	15	277.5	585.38		
Teen Services Coordinator	37.5	7.5	1950	35%	217.5	45	15	277.5	585.38		
Librarian	37.5	7.5	1950	60%	217.5	45	15	277.5	1,003.50		
Librarian	37.5	7.5	1950	60%	217.5	45	15	277.5	1,003.50		
Librarian	37.5	7.5	1950	60%	217.5	45	15	277.5	1,003.50		
Librarian	37.5	7.5	1950	60%	217.5	45	15	277.5	1,003.50		
Librarian	24	4.8	1248	60%	115.2	28.8	0	144	662.40		
Librarian	24	4.8	1248	60%	91.2	28.8	0	120	676.80		
Librarian	26.5	5.3	1378	60%	153.7	31.8	0	185.5	715.50		
Librarian	27.5	5.5	1430	60%	104.5	33	0	137.5	775.50		
Librarian	27.5	5.5	1430	60%	104.5	33	0	137.5	775.50		
Assisant	20	4	1040	65%	76	24	0	100	611.00		
Assisant	20	4	1040	65%	76	24	0	100	611.00		
Substitute/Additional Hours	12								624.00		
									10,970.95	2.93	5.63

Children's Services - Kids Room Desk

Job Title	Hrs	Pro-Rated	Annual	% of Time on Desk	Vac & Hol	Sick	Pers	Total Non-Available Hours	Net Available Work Hours (NAWH)	Staff Available Per Hour Open	In FTE
Children's Services Manager	37.5	7.5	1950	25%	217.5	45	15	277.5	418.13		
Librarian	37.5	7.5	1950	30%	217.5	45	15	277.5	501.75		
Librarian	37.5	7.5	1950	25%	217.5	45	15	277.5	418.13		
Librarian	37.5	7.5	1950	30%	217.5	45	15	277.5	501.75		
Library Assistant	20	4	1040	55%	76	24	0	100	517.00		
Library Assistant	20	4	1040	55%	76	24	0	100	517.00		
Library Clerk	11.5	2.3	598	25%	43.7	13.8	0	57.5	135.13		
Library Assistant	20	4	1040	55%	116	24	0	140	495.00		
Library Assistant	28	5.6	1456	55%	162.4	33.6	0	196	693.00		
Summer Clerk									240.00		
Library Clerk	12	2.4	624	25%	45.6	14.4	0	60	141.00		
Library Assistant	20	4	1040	55%	76	24	0	100	517.00		
Library Assistant	24	4.8	1248	55%	91.2	28.8	0	120	620.40		
Library Clerk	12	2.4	624	25%	45.6	14.4	0	60	141.00		
Library Assistant	28	5.6	1456	55%	106.4	33.6	0	140	723.80		
Library Assistant	20	4	1040	55%	76	24	0	100	517.00		
Substitute/Additional Hours	12								624.00		
									7,721.08	2.06	3.96

Circulation Services - Checkout Desk

Job Title	Hrs	Pro-Rated	Annual	% of Time on Desk	Vac & Hol	Sick	Pers	Total Non-Available Hours	Net Available Work Hours (NAWH)	Staff Available Per Hour Open	In FTE
Circulation Supervisor	37.5	7.5	1950	15%	142.5	45	15	202.5	262.13		
Circulation Supervisor	23	4.6	1196	15%	87.4	27.6	0	115	162.15		
Library Clerk	25	5	1300	50%	145	30	0	175	562.50		
Library Clerk	16	3.2	832	50%	92.8	19.2	0	112	360.00		
Library Clerk	16	3.2	832	50%	92.8	19.2	0	112	360.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
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Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Library Clerk	16	3.2	832	50%	60.8	19.2	0	80	376.00		
Substitute/Additional Hours	12								624.00		
									9,098.78	2.43	4.67

Information Technology Services - Computer Help Desk

Job Title	Hrs	Pro-Rated	Annual	% of Time on Desk	Vac & Hol	Sick	Pers	Net Available Work Hours (NAWH)	Net Available Desk Hours	Staff Available Per Hour Open	In FTE
Computer Help Desk Supervisor	37.5	7.5	1950	35%	142.5	45	15	202.5	611.63		
Computer Help Desk Associate	16	3.2	832	60%	60.8	19.2	0	80	451.20		
Computer Help Desk Associate	20	4	1040	60%	76	24	0	100	564.00		
Computer Help Desk Associate	10	2	520	60%	38	12	0	50	282.00		
Computer Help Desk Associate	25	5	1300	60%	120	30	0	150	690.00		
Computer Help Desk Associate	20	4	1040	60%	76	24	0	100	564.00		
Computer Help Desk Associate	16	3.2	832	60%	60.8	19.2	0	80	451.20		
Computer Help Desk Associate	16	3.2	832	60%	60.8	19.2	0	80	451.20		
Computer Help Desk Associate	14	2.8	728	60%	53.2	16.8	0	70	394.80		
Substitute/Additional Hours	12								624.00		
									5,084.03	1.36	2.61

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 2018**

AGENDA ITEM 8E

August Meeting Dates

Board President Jonathan Graber contacted Mayor Martin Tully regarding the deadline for submitting the library budget and levy request to the Village. The deadline remains August 31.

Following the budget discussion and review of the preliminary draft, a decision regarding dates and times for August meetings must be made, including cancellation of the September 12 Budget Workshop.

Due to Administration staff vacations, rescheduling of the August regular meeting from August 22 to August 29 would allow creation of full Board packets on the typical schedule. If the August 22 date is retained, meeting information will go to Trustees on Monday, August 20.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 2018**

AGENDA ITEM 10

Librarian's Report

Community Engagement Coordinator Position

A new Community Engagement Coordinator position will be advertised in July. This position replaces the Public Relations Manager position. The job functions are essentially the same but without supervisory duties. Public Relations staff will join Administration, rather than functioning as a separate department. The Assistant Director will supervise the Community Engagement Coordinator, Communications Coordinator, and Graphics & Display Coordinator (Staff Artist position retitled).

Libraries of Illinois Risk Agency (LIRA)

The Libraries of Illinois Risk Agency (LIRA) joint self-insurance pool has reached 53 members and more than \$1 billion in insured value for property. That milestone comes with some benefits. Most notably, the general liability and property carrier, Britt, is launching a training platform exclusively for LIRA, giving member staff unlimited access to archived webinars and online training in a variety of topics from safety to employment practices.

Lobby Lighting LED Retro-fit Project

With four ballasts per fixture in the Lobby lights and with more of those ballasts going bad daily, Facilities Manager Ian Knorr has prioritized this retro-fit project. He anticipates completing the project by August 1. This continues addressing the Strategic Plan and Capital Needs Assessment projects updating lighting.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 2018**

DEPARTMENT REPORTS – JUNE 2018

Administration – Jen Fredericks

- Met with the Programming Team to discuss and plan the next couple of library-wide programs for 2018. We will be having a Halloween celebration in conjunction with the downtown trick-or-treating and a Banned Books themed event.
- Met with the Outreach Team. We are collectively working on a Service Fair scheduled for April 2019 and are hopeful to implement an "Organization of the Month." Details forthcoming.
- Met with Innovation Team to discuss progress of upcoming offerings. We are moving forward with an umbrella collection for checkout (sponsored by the Friends of the Library) and are investigating the following: Skype reference, a Library of Things, Civic Engagement options (an informed voter corner), among many other ideas.

Adult & Teen Services – Lizzie Matkowski

- Due to popular demand, ATS staff ran 9 Harry Potter Escape Rooms! A total of 54 patrons attended!
- Lynette, Nancy, Misty, and Kira attended outreach opportunities at the Public Works Open House and DG Farmer's Market.
- Amanda Klenk is our new Teen Services Coordinator!
- ATS staff attended meetings of the Service Excellence Team, Innovation Team, and Outreach Team.
- Lizzie attended an all-day training on Human Resources.
- Several additional ATS staff have gone through Notary Training.

Children's Services – Allyson Renell

- Summer Reading Club prize pick-up began on June 11 with 130 kids picking up at least one of their prizes on the very first day! By the end of June, 1,015 kids had picked up at least one prize and many other kids have already completed their packets and have moved on to completing Bonus Pages.
- The Kids Room continued their partnership with District 58's PTA Math Club, with the Math Club having their first prize pick-ups on June 25 and 26.
- On June 27, the Kids Room brought Summer Reading to Indian Trails Elementary School. Kids and their families played games, made crafts, picked up prizes, and heard a Storytime. Sixty-five people joined the festivities.
- The department has been very busy, with different programs happening almost every day. Programs have included storytimes, art programs, science programs, and more!

Circulation Services – Christine Lees

- Our biggest news was the arrival and installation of six cubicles for the workroom. These cubicles have assisted in the ongoing noise abatement issue in the workroom from noise created by the book sorter. We are all getting used to the new workspace and agree that the workroom is quieter with this much-needed addition.
- Cheryl Pawlak and I met with Kira from ATS to discuss ways to streamline the book donation process for items for the Friends Book Sale. The meeting was extremely productive and led to Kira creating an opportunity for teens to earn service hours for volunteering at designated book donation drop off times. Check out the last issue of Discoveries for more information!
- The Rack and the Track is a hit! Each time we have gone to refill the rack, most of the items have found their way to new homes and readers! I thought I'd share a bit of a recent email from Circulation Staff member Kathy Moran and her experience last week while filling the rack:
"I just had the best morning. On my way to fill the Rack at the Track I was just outside the train station and a woman stopped me and said she was just going to catch a train and would love to have a quick look at the books I was going to put out. She found one and was delighted! Then on my way back 3 ladies stopped me as I was passing the tables outside of Pete's to ask if I was able to put out all the books on my cart at the train station. (I was amazed that either they were watching me or they knew about us going there already.) They all three told me how they loved the idea and thought it was a great service."
- A number of Circulation staff attended the Lunch and Learn event at the library, which was hosted by the Village. The topic was, "Making the Most of your 24/7". The program provided great resources for maximizing your productivity.
- We have a new IL Federal Work Study student, Krina Patel. Krina will be working in our department while in Dental School at Northwestern University.

Information Technology – Paul Regis

- June went by rather quickly, with much of the month devoted to regular maintenance and resolving help tickets. IT Manager Paul Regis focused on the IT Department's 2019 budget for most of the month – primarily requests from other departments, regular upgrades, and minor adjustments to accounts for price increases of certain subscription services (such as Adobe Creative Cloud).
- The Circulation department underwent a bit of a change in mid-June, moving from standard desks to cubicles to help abate the noise from the sorter. Assistant IT Manager Max Mogavero and IT Manager Paul Regis helped with the takedown and installation of computers, printers, and miscellaneous devices in the new stations. Max's organization and thoroughness made installation in the new cubicles a breeze – thank you, Max. Kudos to the Facilities Department (Ian Knorr and Kevin Montgomery) for their quick planning and installing of the cubicles, as well as the entire Circulation Department for their patience and understanding.

Technical Services – Jen Fredericks

Inventory and Cataloging

- For ATS collection: added 1518 print items and 401 AV items; discarded 3949 print items and 543 AV items.
- For Kids Room collection: added 873 print items and 150 AV items; discarded 1798 print items and 216 AV items.
- Claimed 19 magazines that did not arrive when expected.
- Originally cataloged 5 items.

Reclassification and Repairs

- Repaired 737 ATS and Kids Room books and audiovisual items.
- Reclassified 225 general adult and ATS and Kids Room items.

Other News:

- Nora Mastny, Access Services new cataloging librarian and Barb Powell's successor, started her tenure with us June 4 and has spent many hours working alongside Barb and myself to learn her role as cataloger.
- ATS Librarian Kira Riddle spent several hours learning the jobs, responsibilities, and workflow of the Access Services department by shadowing each employee and performing her work.
- We finished our work on the Kids Room reference collection, by either reclassifying existing works to circulating nonfiction, or discarding altogether. The Kids Room has done away with print reference, except for a handful titles that will be used for annual projects.
- Conducted biannual magazine purge.
- Michelle and Kristin (from Kids Room) are continuing to work together to reclassify and reprocess all Kids Room puzzles and kits to include pictures of contents on processing bags and a simpler classification.

Facilities Services – Ian Knorr

- Facilities was able to locate and purchase LED retrofit kits for the first floor lobby lighting. Installation of these lights will start the week of July 16.
- The lighting in the North and South Meeting Rooms has been replaced with energy efficient LED flat panels and LED bulbs in the can lights.
- Cubicle workstations were installed in the Circulation workroom to help with the noise from the sorter.
- The 2019 forecasted Facilities Department's budget was given to Julie for consideration.
- Backflow inspections were completed on six devices. The resulting paperwork has been sent to the Village of Downers Grove.

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	JUN 18	%	JUN 17	%	JUN 16	%
2	Checkouts						
3	Selfchecks	55,322	75%	53,281	70%	60,281	80%
4	Staff desk	18,758	25%	22,477	30%	15,059	20%
5	Total checkouts	74,080		75,758		75,340	
6							
7	Renewals						
8	Auto-renewal	33,668		16,091			
9	Selfchecks	31		739		2,133	
10	Staff desk (incl. phone)	291		1,748		2,758	
11	Patron self-renewals on website	609		5,470		10,619	
12	Patron self-renewals on BookMyne	31		134		202	
13	Total renewals	34,630		24,182		15,712	
14							
15	Total item checkout and renewals	108,710		99,940		91,052	
16							
17	Digital Circulation	6,570		6,301		6,098	
18							
19	Total Circulation	115,280		106,241		97,150	
20							
21	Reserves Processed						
22	Received from ILL	7,392		6,522		7681	
23	ILL sent	4,948		5,220		4553	
24	OCLC requests processed	240		699		723	
25							
26	Gate Count						
27	North	27,206		29,287		31,225	
28	South	18,356		18,711		19,660	
29	Total	45,562		47,998		50,885	
30							
31	Registrations						
32	New resident library cards	223		182		265	
33	New fee cards	8		12		10	
34							
35	Current borrowers	x		29,700		31,682	
36	Active fee cards	x		info not available		141	