

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
AUGUST 29, 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. July 2018 Financial Report
  - b. August 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Elara Engineering Proposal for HVAC, Boilers, and Controls Project  
Requested Action: Approval
  - b. Finance Policy  
Requested Action: Approval
9. Unfinished Business
  - a. 2019 Budget and Levy  
Requested Action: Approval
  - b. 2018 Construction Project Bid Award  
Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JULY 25, 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, President Jonathan Graber. Absent: Trustee Kim Stapleton.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Friends of the Library President Joni Hansen.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. June 27, 2018 Regular Monthly Meeting. It was moved by Eblen and seconded by Earl THAT the Minutes of the June 27, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. June 2018 Financial Report. Milavec presented the report. A revised invoice edit list was distributed due to an invoice being removed that no longer required payment. Milavec noted that the June revenue report reflects the first property tax installment and the expenditure report shows the transfer made to the Library Capital Replacement Fund.
  - b. July 2018 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of July 2018 operating invoices totaling \$133,374.79, the acceptance of July 2018 credit memos totaling \$1,306.42, and the ratification of June 2018 payrolls totaling \$206,904.35 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. Ed Pawlak noticed that the library's book collection is down 6.3% and the AV collection is down even more. He knows there is a policy about weeding out items that are not used, but he is worried about the collections shrinking to just current best sellers and losing depth to the collections. This could limit the value people see in the library and many people come to the library to discover things they didn't know they wanted. Ed reiterated that the library should reach out to nonusers because the best thing would be for everyone in Downers Grove to be using the library. While reaching out to the community, staff should listen to what residents think should be in the collection that we don't have right now to increase the scope and depth of the collection.

Milavec responded that staff have been going through some major weeding projects right now and the numbers will start to show a commensurate rebuild in the next few months. There is always a cycle to the weeding process. Jen Fredericks added that there is a large weeding of the magazine collection twice a year, with the first purge of 2018 occurring in June. The Children's Department also got rid of their reference collection, donating their items to local schools and moving some items to the circulating collection.

8. **New Business.**

- a. Strategic Plan Review. Milavec presented a status update of the progress made on the Strategic Plan action items. She had each department head fill in what they have worked on in the last year and where they are at with each project, and she was amazed at the progress made in a year. Staff have hit all of the targets that were through June 2018 and have made progress on many more items. Milavec thanked the Foundation for their support of the book club kits. The management team made changes to some point people and Milavec outlined a few targets that may run behind due to personnel changes.

Earl commented that it has been great to have a roadmap that was created with community input and he really appreciates having an update to see where things are. He asked if there were any areas Milavec was concerned about running behind. With the position of Community Engagement Coordinator currently vacant, the community engagement and partnerships action items may fall behind while staff hire for this position.

- b. 2019 Salary Schedule. Milavec presented the proposed 2019 salary schedule, noting that there is no change from the 2018 schedule. There is a plan to do a full compensation review in 2019 to really look at all components of the library's compensation system, including job descriptions, benefits, and pay grades. This will also include a salary and benefits survey for staff.

It was moved by Eblen and seconded by Humphreys THAT the 2019 Salary Schedule be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.

- c. 2018 Capital Needs Assessment Projects Update. Milavec presented an update to the Capital Needs Assessment that reflects the reordered projects and updates to estimated costs. It was moved by Humphreys and seconded by Gigani THAT the 2018 Capital Needs Assessment update be accepted as a planning document with the modifications presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.
- d. 2019 Preliminary Budget Draft. Milavec presented a preliminary 2019 budget draft, which included a 3% wage and salary increase, changes to benefit premiums, and a decrease in the Illinois Municipal Retirement Fund rate. These changes helped bring the preliminary expenditure budget in at only \$11,500 over last year's expenditure budget.

On the revenue side, two different drafts were presented. The difference was the levy and how the library will fund the costs presented. One version shows a budget funded completely by the levy (and the other few small sources of income), while the other version shows a flat levy with the budget partially supported by the fund balance.

The Board discussed the presented drafts and agreed that the 3% wage and salary increase should be given to staff. While discussing the levy, the Board debated various levy increases versus keeping the levy flat.

The Board decided to wait and vote on all components of the 2019 Budget at the next meeting, when all trustees will be in attendance. Milavec will run a revenue draft showing the levy at a 3% increase for the Board to review.

- e. August Meeting Dates. It was moved by Humphreys and seconded by Eblen THAT the September 12, 2018 Budget Workshop be cancelled and the August 22, 2018 Regular Board Meeting be moved to August 29, 2018. Motion passed by voice vote.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report (attached). Most of the month was spent on budget and board packet preparation. Staff are working on getting the job ad together for the Community Engagement Coordinator position. This position will not have supervisory responsibilities and will focus on community partnerships. This new position, along with the Communications Coordinator and the Graphics and Display Coordinator (previously called Staff Artist), will be directly supervised by Assistant Director Jen Fredericks. The LIRA Insurance Pool offered extra perks, including online

staff training, which supports the Strategic Plan. Ian is working on the next round of lighting projects by retrofitting the lobby lights for LEDs. He will also be assisting with the relocation of some shelving in the Kids Room. To be on the leading edge of the 2019 schedules for boiler replacement, the project should be out to bid before the end of the 2018 calendar year. Staff are having initial meetings with Elara to get started on bid specifications. Trustees will probably see a contract quote from Elara coming through sometime in the fall.

**11. Trustee Comments and Requests for Information.** There was none.

**12. Adjournment.** President Graber adjourned the meeting at 8:35 p.m.

DOWNERS GROVE LIBRARY

7/31/2018

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 975,991	\$ 1,731,881
FUND BALANCE	872,396	\$ 1,731,881

Revenue by Object Report  
  
Village of Downers Grove  
7/1/2018 through 7/31/2018

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	37,916.81	2,812,155.01	2,370,158.99	54.26
4109 Prior Year Property Taxes	100.00	0.00	3.25	96.75	3.25
4313 Personal Property Replacement Tax	60,000.00	9,396.83	45,631.04	14,368.96	76.05
4410 Sales of Materials	10,000.00	1,149.05	6,302.81	3,697.19	63.03
4502 Charges For Services	15,000.00	1,923.20	29,241.23	-14,241.23	194.94
4509 Fees For Non-Residents	16,000.00	2,193.00	12,005.50	3,994.50	75.03
4571 Rental Fees	4,500.00	990.00	4,140.00	360.00	92.00
4581 Fines	42,000.00	3,060.15	22,048.37	19,951.63	52.50
4590 Cost Recovered For Services	15,000.00	495.64	5,738.81	9,261.19	38.26
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	80.00	3,424.68	1,575.32	68.49
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,388,824.00</b>	<b>57,204.68</b>	<b>2,942,671.54</b>	<b>2,446,152.46</b>	<b>54.61</b>

## Expenditures by Object Report

Village of Downers Grove  
7/1/2018 through 7/31/2018

### Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5101 Salaries, Exempt	1,328,658.00	101,236.67	783,884.70	0.00	544,773.30	59.0
5111 Salaries, Non-Exempt	342,852.00	14,884.96	110,364.76	0.00	232,487.24	32.1
5119 Part-Time Employee Wages	1,241,170.00	85,828.01	642,725.98	0.00	598,444.02	51.7
5131 IMRF Pension Contributions	257,339.00	17,524.60	145,071.73	0.00	112,267.27	56.3
5133 Medicare Contributions	41,935.00	2,860.37	21,859.40	0.00	20,075.60	52.1
5134 Social Security Contributions	179,315.00	12,230.12	93,465.78	0.00	85,849.22	52.1
5190 Life Insurance	1,044.00	68.00	486.20	0.00	557.80	46.5
5191 Health Insurance	360,420.00	25,815.00	169,857.50	0.00	190,562.50	47.1
5195 Optical Insurance	2,492.00	162.32	1,090.99	0.00	1,401.01	43.7
5197 Dental Insurance	38,808.00	2,399.60	15,626.68	0.00	23,181.32	40.2
5210 Supplies	87,200.00	4,905.07	42,308.85	0.00	44,891.15	48.5
5251 Maintenance Supplies	18,000.00	1,307.21	12,840.33	0.00	5,159.67	71.3
5280 Small Tools & Equipment	34,600.00	1,599.32	8,786.54	0.00	25,813.46	25.3
5302 Dues And Memberships	7,500.00	643.00	4,774.00	0.00	2,726.00	63.6
5303 Seminars, Conferences & Meetings	34,250.00	853.72	13,764.65	0.00	20,485.35	40.1
5308 Recognition Program-Staff	5,000.00	356.27	3,494.85	0.00	1,505.15	69.9
5315 Professional Services	60,000.00	1,545.46	26,983.87	0.00	33,016.13	44.9
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	13,404.50	83,256.88	0.00	21,743.12	79.2
5380 Printing Services	18,700.00	2,893.00	8,710.00	0.00	9,990.00	46.5
5391 Telephone	20,000.00	2,025.51	13,947.26	0.00	6,052.74	69.7
5392 Postage	25,500.00	0.00	6,723.50	0.00	18,776.50	26.3
5407 Advertising And Public Relations	20,375.00	1,464.19	8,211.64	0.00	12,163.36	40.3
5420 Insurance - Other Policies	43,000.00	0.00	39,630.00	0.00	3,370.00	92.1
5430 Building Maintenance Services	90,000.00	4,480.94	54,215.58	0.00	35,784.42	60.2
5450 Cleaning Services	80,000.00	5,545.00	41,690.00	0.00	38,310.00	52.1
5461 Utilities	25,000.00	1,144.55	10,842.98	0.00	14,157.02	43.3
5470 Other Equipment Repair And Maintenance	11,500.00	114.99	6,836.27	0.00	4,663.73	59.4
5481 Rentals	20,500.00	898.07	13,111.49	0.00	7,388.51	63.9



## Expenditures by Object Report

Village of Downers Grove  
7/1/2018 through 7/31/2018

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5620 Recoverables	4,000.00	80.55	1,689.91	0.00	2,310.09	42.2
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	1,082.21	15,106.95	0.00	44,893.05	25.1
5851 Electronic Resources	223,000.00	28,877.92	126,791.23	0.00	96,208.77	56.8
5852 Print Materials	345,000.00	26,024.89	180,599.40	0.00	164,400.60	52.3
5853 Audiovisual Materials	148,500.00	7,587.51	70,925.35	0.00	77,574.65	47.7
5870 Capital Equipment	65,000.00	25,678.94	25,678.94	0.00	39,321.06	39.5
5880 Intangible Assets (Software)	43,000.00	879.99	25,267.32	0.00	17,732.68	58.7
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
<b>Grand Totals</b>	<b>5,766,658.00</b>	<b>396,402.46</b>	<b>3,195,299.51</b>	<b>0.00</b>	<b>2,571,358.49</b>	<b>55.4</b>

**Invoice Edit Listing**  
**Village of Downers Grove**  
**August 29, 2018**  
**Capital Replacement Fund**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
014548 PRODUCT, LLC	1	3,825.91	0.00	3,825.91
<b>Grand Total:</b>	1	3,825.91	0.00	3,825.91

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For Library Board Meeting on August 29, 2018

2018 Budget

014548	Product, LLC (completion of construction docs)	\$3,825.91
--------	--	------------

**Invoice Edit Listing**  
**Village of Downers Grove**  
**August 29, 2018**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
017505 AFFILIATED FIRE SYSTEM	1	650.00	0.00	650.00
000265 ALL AMERICAN PAPER CO	1	483.29	0.00	483.29
000280 ALL WINDOW CLEANING SERVICE, INC.	2	920.00	0.00	920.00
000322 AMAZON.COM	1	994.85	0.00	994.85
000351 AMERICAN LIBRARY ASSOCIATION	1	809.00	0.00	809.00
000428 ANDERSON'S BOOKS, INC	1	12.79	0.00	12.79
000403 AT&T	1	257.63	0.00	257.63
017882 ATLAS	1	50.00	0.00	50.00
000672 BAKER & TAYLOR - L0217582	79	28,502.59	0.00	28,502.59
016893 BIBLIOTHECA, LLC	5	6,571.18	0.00	6,571.18
017633 BONAREK, KAREN	1	107.61	0.00	107.61
018723 BOUNDING MAIN	1	600.00	0.00	600.00
001148 CALL THE UNDERGROUND CORP	1	80.00	0.00	80.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
008705 CASH - LIBRARY	1	126.59	0.00	126.59
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
008323 CENGAGE LEARNING	9	6,647.57	0.00	6,647.57
001277 CENTER POINT PUBLISHING	5	318.18	0.00	318.18
013235 CHILDREN'S PLUS, INC.	2	1,308.85	0.00	1,308.85
001553 COMCAST CABLE	1	271.31	0.00	271.31
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	1	967.12	0.00	967.12

**Invoice Edit Listing**  
**Village of Downers Grove**  
**August 29, 2018**

**Vendor Totals**

Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
009238	DG ECONOMIC DEVELOPMENT CORP	1	500.00	0.00	500.00
002335	DOWNERS GROVE KIWANIS CLUB	1	100.00	0.00	100.00
002356	DOWNERS GROVE ROTARY CLUB	1	180.00	0.00	180.00
002359	DOWNERS GROVE SANITARY DIST.	2	220.14	0.00	220.14
005572	FIA CARD SERVICES, N.A.	11	5,574.56	0.00	5,574.56
009775	FINDAWAY WORLD, LLC	1	933.82	0.00	933.82
018270	FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	240.00	0.00	240.00
015168	FREDERICKS, JENNIFER	1	87.75	0.00	87.75
013544	GOOGLE, INC.	1	670.83	0.00	670.83
003188	GRAHAM CRACKERS COMICS, LTD.	1	253.89	0.00	253.89
008770	GRAINGER	8	668.71	0.00	668.71
003249	GREY HOUSE PUBLISHING	2	651.15	0.00	651.15
018411	HAYES MECHANICAL, LLC	1	337.00	0.00	337.00
003504	ID LABEL, INC	1	503.75	0.00	503.75
003567	ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
012834	IPROMOTEU	1	1,133.97	0.00	1,133.97
002133	JAKOSZ, DIANE	1	37.72	0.00	37.72
018722	JAMES G. PLAXCO	1	200.00	0.00	200.00
004070	JANWAY COMPANY USA INC	1	573.09	0.00	573.09
018753	JIGGLEJAM PRODUCTIONS	1	450.00	0.00	450.00
017280	MARTIN, JOHN	3	57.93	0.00	57.93
005613	MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
018724	MICHELLE WILSON	1	170.00	0.00	170.00

**Invoice Edit Listing**  
**Village of Downers Grove**  
**August 29, 2018**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
014088 MIDWEST EXTERMINATING, CO.	1	350.00	0.00	350.00
005866 MIDWEST TAPE	33	8,467.83	0.00	8,467.83
006161 NICOR GAS	1	380.62	0.00	380.62
012499 OVERDRIVE, INC.	2	3,814.52	0.00	3,814.52
018491 PEOPLEFACTS, LLC	1	30.11	0.00	30.11
018338 PETER A. JAMES	1	150.00	0.00	150.00
006640 POLONIA BOOKSTORE INC	2	193.95	0.00	193.95
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	72.50	0.00	72.50
006698 PRINT SMART	6	1,165.80	0.00	1,165.80
018708 QUIPU GROUP, LLC	1	1,500.00	0.00	1,500.00
006859 R.H. DONNELLEY	1	13.27	0.00	13.27
006897 RANDOM HOUSE, INC	1	56.25	0.00	56.25
006944 RECORDED BOOKS, LLC	5	801.05	0.00	801.05
007517 SCHOLASTIC LIBRARY PUBLISHING	2	9,621.86	0.00	9,621.86
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,877.57	0.00	5,877.57
007612 SHANES OFFICE SUPPLY CO	8	748.01	0.00	748.01
018051 STEPHEN M. SZABADOS	1	175.00	0.00	175.00
012698 SWAN	1	32.74	0.00	32.74
014744 TEAM ONE REPAIR, INC.	1	478.80	0.00	478.80
018709 THE ADVANTAGE COMPANIES, LLC	1	1,040.00	0.00	1,040.00
008173 THE CHILD'S WORLD, INC	1	933.40	0.00	933.40
016841 TSAI FONG BOOKS, INC.	1	144.17	0.00	144.17
010471 TWIST OFFICE PRODUCTS	1	256.00	0.00	256.00

**Invoice Edit Listing**  
**Village of Downers Grove**  
**August 29, 2018**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
008539 U S TOY CO INC	1	49.93	0.00	49.93
011517 UNIQUE MANAGEMENT SERVICES, IN	1	89.50	0.00	89.50
018458 URBAN ELEVATOR SERVICE, LLC	2	749.00	0.00	749.00
009043 WORLD BOOK,INC	1	1,761.76	0.00	1,761.76
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	657.24	0.00	657.24
 <b>Grand Total:</b>	 243	 104,884.26	 0.00	 104,884.26

## INVOICES OF NOTE

For Library Board Meeting on August 29, 2018

### 2018 Budget

018723	Bounding Main (concert)	\$600.00
009238	DG Economic Development Corp (annual investment)	\$500.00
012834	iPromoteU (umbrellas/tech cleaners)	\$1,133.97
018722	James G. Plaxco (space settlement program)	\$200.00
018753	Jigglejam Productions (musical program)	\$450.00
018724	Michelle Wilson (genealogy program)	\$170.00
018708	Quipu Group, LLC (PITS incident tracking software setup)	\$1,500.00
018051	Stephen M. Szabados (genealogy program)	\$175.00
018709	The Advantage Companies, LLC (preservation microfilm-DG Life)	\$1,040.00
009043	World Books, Inc (electronic resource/database)	\$1,761.76



## Library Credit Card Details for the August 29, 2018 Board Meeting

### Julie Milavec

971	5303 Seminars, Mtgs, & Conferences	Village Administrators meeting	\$	95.00
			<b>Total</b>	<b>\$ 95.00</b>

### Katelyn Vabalaitis

971	5308 Staff Recognition	Food and supplies for retirement party & staff event	\$	376.28
			<b>Total</b>	<b>\$ 376.28</b>

### Ian Knorr

978	5210 Supplies	Water filter	\$	54.56
978	5251 Maintenance Supplies	Inlet tube and regulator for water fountain	\$	216.80
978	5303 Seminars, Mtgs, & Conferences	Training: How to Manage Conflict & Confrontation	\$	149.00
978	5470 Other Equipment Repair & Maint	Drinking fountain parts	\$	43.86
			<b>\$</b>	<b>464.22</b>

### Elizabeth Matkowski

972	5210 Supplies	Program supplies, TSRC prizes	\$	364.22
			<b>Total</b>	<b>\$ 364.22</b>

### Karen Bonarek

972	5210 Supplies	Teen Summer Reading prizes	\$	130.00
			<b>\$</b>	<b>130.00</b>

### Sharon Hrycewicz

973	5210 Supplies	Supplies and food for programs	\$	71.06
973	5852 Print Materials	Books	\$	64.95
973	5853 AV Materials	Circuit Scribe conductive ink pen	\$	323.38
			<b>Total</b>	<b>\$ 459.39</b>

### Allyson Renell

**Total** \$ -

### Traci Skocik

973	5210 Supplies	Program supplies	\$	918.30
973	5303 Seminars, Mtgs, & Conferences	ALA workshop	\$	64.50
			<b>Total</b>	<b>\$ 982.80</b>

### Christine Lees

973	5210 Supplies	Program supplies	\$	21.07
974	5210 Supplies	Office supplies	\$	483.82
			<b>Total</b>	<b>\$ 504.89</b>

**Paul Regis**

975	5280 Small Tools & Equipment	Hotspot for mobile beacon	\$	39.99
975	5470 Other Equipment Repair & Maint	Supplies	\$	219.91
975	5770 Capital Equipment	Digital film and slide scanner	\$	81.63
975	5880 Intangible Assets	GoDaddy SSL renewal, Pantheon Systems	\$	913.96
			<b>Total</b>	<b>\$ 1,255.49</b>

**Melody Danley**

976	5210 Supplies	Ceramic letters	\$	16.11
			<b>Total</b>	<b>\$ 16.11</b>

**Jen Fredericks**

971	5280 Small Tools & Equipment	Umbrella stand	\$	88.34
971	5308 Staff Recognition	Retirement party, staff recognition event	\$	215.77
972	5852 Printed Materials	Books and magazines for adult collection	\$	221.45
972	5853 AV Materials	AV for adult collection	\$	170.50
977	5210 Supplies	Printer ink, water	\$	230.10
			<b>Total</b>	<b>\$ 926.16</b>

**Library Credit Card August 2018 Totals \$ 5,574.56**

PAYROLLS FOR JULY 2018

JULY 6	\$99,726.74
JULY 20	\$102,222.90
TOTAL JULY 2018 PAYROLLS	\$201,949.64

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 29, 2018**

**AGENDA ITEM 8A**

**Elara Engineering Proposal for HVAC, Boilers, and Controls Project**

Elara Engineering has provided a proposal for the engineering services necessary to prepare bid documents and perform bidding, construction services, and functional testing for replacement of the rooftop HVAC units, boilers, and controls as described in the 2017 Capital Assessment Report. Elara performed the mechanical, electrical, and plumbing (MEP) engineering services for that report, as well as MEP services for the 2014 interior renovation project. An RFQ process is not required for professional services performed by a provider with an established relationship with the library.

The fixed fee proposed is \$44,500.00, not including reimbursable expenses such as printing and expedited delivery of documents. The timeline presented in the Elara proposal represents the optimal timing for each phase of the project. In order to meet this timeline, it is important to begin project planning as soon as possible.

I recommend approval of the proposal from Elara Engineering to provide services necessary to prepare bid documents and perform bidding, construction services, and functional testing for replacement of the rooftop HVAC units, boilers, and controls as described in the 2017 Capital Assessment Report.



#18272  
August 2, 2018

Mr. Ian Knorr  
Facilities Manager  
Downers Grove Public Library  
1050 Curtiss St.  
Downers Grove, IL 60515

Re: Downers Grove Public Library HVAC & Control Upgrades - Engineering Proposal

Dear Ian,

Thank you for the opportunity to continue our work with you and Downers Grove Public Library. We understand there is interest in proceeding with replacement of a portion of the facility's existing heating, ventilating and air conditioning (HVAC) systems as recommended in our recent Capital Assessment Report.

In review, the existing library building is served by a total of two "Trane" (2) variable air volume (VAV) rooftop units (RTUs) each equipped with direct expansion cooling. Each rooftop unit supports a designated part of the library (east or west) and utilizes VAV boxes equipped with hot water coils for primary heating and to control the airflow to each zone. Both RTUs are approaching the end of their expected useful life and have begun to require increased maintenance to ensure their continued operation. Additionally, known issues associated with these RTUs include improper building pressurization due to control sequencing.

Space heating for the building is provided by a central hot water boiler plant that consists of (2) "Lochinvar" non-condensing boilers, each with a primary pump, that supply a building hot water loop in a primary secondary configuration. The hot water loop serves numerous VAV reheat coils, cabinet unit heaters, door air curtains and hot water baseboard. Currently the boiler plant does not provide full redundancy in the event of a boiler failure and the boiler flue through the roof has begun to deteriorate.

Finally, the building's major mechanical systems are controlled by an existing "Trane Tracer" building automation system that was installed in 1999. This system, although operational, is becoming outdated and replacement parts are no longer readily available. Thus, the failure of any control components will result in significant downtime to the control system.

Due to the age of these existing HVAC systems as well as opportunities to improve operation, we have recommended replacement of the (2) RTUs, the boiler plant and the building automation system in the near term. The (2) cooling-only RTUs will be replaced with equipment of a similar style in the same locations as the existing and the existing boiler plant (boilers, pumps and flues) will be replaced with a new hot water plant that incorporates additional redundancy. A new control system will also be installed incorporating updated sequencing for improved building pressurization. Per our discussions, the Library has elected to proceed with these replacements for installation in 2019.

This proposal is, therefore, for the engineering services necessary to prepare Permit/Bid/Construction Documents and perform Bidding, Construction Services and Functional



#18272

Testing for replacement of the (2) RTUs, the boiler plant and the control system serving Downers Grove Public Library as summarized above and further described in our July 5, 2017 Capital Assessment Report. The following provides a detailed description of these engineering services:

#### Permit/Bid/Construction Documents

We will prepare permit/bid/construction documents for use in obtaining a permit through the Village of Downers Grove, securing *truly* competitive bids from multiple Mechanical Contractors (MCs) and to construct the project. These documents include the following:

1. Detailed Scope of Work for the Mechanical portion of the project.
2. Detailed Scope of Work for the Electrical portion of the project.
3. Detailed Scope of work for the Controls portion of the project. This includes identification of the project design intent, points list, sequences of operation and set points as applicable.
4. Identification of any general contracting work (i.e. coring, access creation and restoration), as applicable.
5. Mechanical drawings depicting the demolition and installation of the new Mechanical equipment, ductwork and piping.
6. Electrical drawings depicting the demolition and installation of the new Electrical equipment and wiring.
7. AutoCAD based DDC drawings including system architecture, schematic diagrams and specifications depicting the demolition and installation of the new DDC system. The schematic diagrams become the basis for the preparation of the new graphical user interface.
8. Specifications covering the Mechanical portions of the project.
9. Specifications covering the Electrical portion of the project.
10. Specifications covering the Controls portion of the project. This includes specifications covering the hardware, software, communication, graphical user interface and open protocol requirements of the new DDC system.
11. Mechanical Contractor Instructions to Bidders and General Conditions including insurance requirements and Bid Form.
12. Any additional drawings, specifications, calculations and related information required by the Village of Downers Grove for procurement of the required permit(s). This includes stamped and certified drawings conforming to local Building Code.

The permit/bid/construction documents will be prepared identifying the mechanical contractor as the prime contractor; all other contractors, including the Controls Contractor, will be sub-contractors to the prime contractor. The successful contractors will be responsible for obtaining the project permit(s) utilizing the stamped and certified documentation prepared above.

#### Bid

Upon completion of the Permit/Bid/Construction Documents, we will assist the Library in obtaining and evaluating the bids from multiple MCs. We understand that this project requires a public bid process. Our bidding services include (as required) posting a bid advertisement, creating a project manual, posting project drawings on our ftp site, conducting (1) pre-bid



#18272

meeting, clarifying the project for the bidders and responding to any questions during the bidding period. We will then assist in evaluating the bids to determine the lowest responsible bidders. Our evaluation of the bids is thorough and includes interviews with each of the bidding contractors for clarification and identification of value added items.

We also include working with the Library's legal counsel in the preparation and execution of AIA contracts for construction which will be included in the bid documentation.

#### Construction Engineering Services

The purpose of these services is to endeavor to guard the Library against defects and deficiencies in the work of the contractors.

After award of the contracts, we shall review all submittals, shop drawings and equipment data pertaining to the above work. We will also respond to all requests for information and related correspondence. We shall make periodic site visits to observe the work in progress and determine if such work is proceeding in accordance with the Contract Documents. Based upon the on-site observations, we shall review the Contractor's applications for payment and recommend the amounts owed.

Construction Engineering Services is not the same as construction management. The successful contractor will be responsible for managing the project and coordinating subcontractors including the controls contractor. Elara will require the successful contractor to prepare detailed schedules of the sequence and duration of each phase of work. Additionally, any schedule modifications will be developed and communicated by the contractor directly with the Library.

#### Functional Testing

One of the most important aspects of any project is functional testing. Upon completion of the installation, we will be actively involved in the functional testing of this project. We will work with the installing contractors and building engineer to demonstrate the operation of all components and control logic. We will verify that the control changes are functioning as intended and to orchestrate changes as necessary to maintain a sustainable design.

#### Fee

We propose to provide the engineering services detailed above for a fixed fee of \$44,500.00 exclusive of reimbursable expenses for printing, parking and expedited deliveries (these expenses are reimbursable at our cost).

Additional services requested outside the scope of this proposal will be invoiced at the Elara hourly rate schedule applicable at the time this proposal is accepted. A current hourly rate schedule is available upon request.

Our terms are one-third down payment with monthly progress bills, based on the percentage of work completed, due within thirty days of the date of the invoice or the unpaid balance subject to a 1% monthly finance charge.



#18272

### Clarifications

1. We have included the creation of existing floor plans as required by our design in our fee. We will field verify critical dimensions as required by our mechanical design.
2. We have excluded architectural and structural engineering as none is presently seen as being required. Based on our experience, the new RTUs that are likely to be recommended and installed at your building will weigh less than your existing equipment. As a result, we do not anticipate structural modifications will be required to support the new equipment.
3. We have excluded costs associated with asbestos abatement from our engineering fee (though we will assist the abatement contractor in identifying the limits of the areas to be abated as they relate to this project if required).
4. We have included approximately biweekly construction site visits plus a substantial completion walk-through (punch-list) as described above.
5. We have included the services required to assist in the procurement of prescriptive incentive/grant funding (i.e. Application submissions, communicating with program representatives, attending site inspections as necessary, etc.). Note that project incentive funding is not guaranteed and approval amounts are determined by individual program representatives.
6. We have based our proposal on using Autodesk AutoCAD 2017 2D drafting software.

### Anticipated Project Schedule

Below is a suggested sequence of events and tentative schedule for completion of the proposed project based on our conversations:

Milestone	Date
<b>Design</b>	
Approval to Proceed/Signed Engineering Proposal	8/29/2018
50% Permit/Bid/Construction Documents Complete for Owner Review	10/01/2018
90% Permit/Bid/Construction Documents Complete for Owner Review	11/01/2018
Design Complete	11/07/2018
<b>Bidding</b>	
Out for Bid	11/08/2018
Pre-Bid Meeting	11/15/2018
Bid Opening	11/29/2018
Board Meeting and Selection of Contractors	12/14/2018
<b>Construction</b>	
Construction Begins	05/15/2019
RTUs Operational	06/05/2019
Substantial Completion	08/16/2019

It should also be noted that final equipment start-up and functional testing are weather dependent.





#18272

Please indicate your acceptance of this proposal by signing below and forwarding an original to us. We look forward to working with you on this project and to further discussing this proposal with you.

Respectfully Submitted,

A handwritten signature in black ink, reading "Robert N. St. Mary". The signature is written in a cursive style with a large, sweeping "M" at the end.

Robert N. St. Mary  
Senior Project Engineer  
Elara Engineering

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 29, 2018**

**AGENDA ITEM 8B**

**General Policy**

This new policy section is a part of an Action Item in Strategic Plan 2017-2020:

Strategic Focus: Excel in delivering service and managing resources

Goal: We remove barriers to service

Objective: To adjust policies and procedures to improve access to services

Action Item: Update Policy Manual (December 2018)

It covers the financial operations of the library. The policy incorporates the finance sections formerly included in the bylaws. The new policy sections are:

- Planning and Budgeting
- Property Taxes
- Library Funds and Accounting
- State Grants
- Miscellaneous Revenues
  - Fines, Fees, and Other Charges
  - Credit and Debit Cards
  - Debt Collection
- Financial Reserves
  - Purposes
  - Funding Sources
  - Accounting
  - Funding Levels
  - Use of Financial Reserves
  - Replenishment of Financial Reserves
- Disposition of Surplus Property
  - Books and Other Materials
  - Computers and Electronic Equipment
  - Furniture, Fixtures, and Other Equipment
  - Items with a Unit Value Exceeding \$1,000
  - Proceeds
- Purchasing
  - Board Responsibility
  - Major Capital Expenditures
  - Staff Responsibilities
  - Professional Services
  - Sole Source Purchases
  - Emergencies

- Credit Cards
- Enforcement

This draft contains one major change to current policy: reflecting the change in Illinois Municipal Code (65 ILCS 5/8-9-1) raising the threshold for public bid to \$25,000.00. The updated threshold appears four times in Section 6.8 Purchasing.

The Finance Policy is recommended for approval as presented.

## **6 Finance**

The Finance Policy guides the Board of Library Trustees and staff in fulfilling the Strategic Focus to “excel in delivering service and managing community resources” and embodying its Value of responsibility.

### **6.1 Planning and Budgeting**

The Library Director and management team utilize the Board-approved goals and objectives of the Library’s planning documents to develop a draft budget and levy. The annual budget process is normally completed in August of the year preceding the budget year, in order to include the Library’s final budget and levy in the Village of Downers Grove budget documents beginning with its preliminary draft.

### **6.2 Property Taxes**

Under Illinois law, ad valorem property taxes, assessed and collected up on all taxable property within the boundaries of the Village of Downers Grove, are the primary source of revenue for the Downers Grove Public Library. The Home Rule status of the Village of Downers Grove exempts the Downers Grove Public Library from formal compliance with the property tax limitations required under state statute.

### **6.3 Library Funds and Accounting**

As a component unit of the Village of Downers Grove and through intergovernmental agreement, the Village of Downers Grove provides accounting services to the Downers Grove Public Library. The Village accounts for library revenues and expenditures in a Library Fund for general operations and Library Capital Replacement Fund for capital expenses. The Village undergoes an annual audit conducted by an accounting firm experienced in working with units of local government.

### **6.4 State Grants**

The Downers Grove Public Library makes an annual application for the Illinois Public Library Per Capita Grant administered by the Illinois State Library and complies with the administrative requirements for its eligibility and expenditure. The Library may also be eligible and apply for other State of Illinois grant programs.

### **6.5 Miscellaneous Revenues**

#### **6.5.1 Fines, Fees, and Other Charges**

The Library Board imposes such fines, fees, and other charges as may be necessary to encourage timely return of materials, replace lost or damaged materials, or support special services or activities.

#### **6.5.2 Credit and Debit Cards**

The Library accepts generally recognized credit and debit cards for payment of fines, fees, and other charges. The Library absorbs the charges from banks and card

processors as a convenience to its users and a cost of operation. The Library may set minimum and maximum amounts for credit and debit card payments.

### **6.5.3 Debt Collection**

The Library makes a reasonable effort to collect all amounts of money owed to it. For fines, fees, and other charges, the Library sends notices, blocks further borrowing of library materials, withholds other services, and/or undertakes other appropriate measures to encourage both the return of library materials and the payment of amounts owed. The Library may employ the services of a collection agency when the value of unreturned library materials or accumulated fines or fees exceeds established minimum levels. The Library may authorize its collection agency to report unpaid debts to credit rating agencies.

## **6.6 Financial Reserves**

The Library maintains an Operating Reserve in its Library Fund and a Library Capital Replacement Fund to ensure the stability and continuity of the Library's operations. The Library Capital Replacement Fund is a special reserve fund established under 75 ILCS 5/5-8. Short-term cash flow shortages caused by the difference between the normal expenditure cycle and the normal income cycle are covered by the Village of Downers Grove as provided for by Intergovernmental Agreement.

### **6.6.1 Purposes**

Funds in the Operating Reserve are accumulated and may be expended to cover uninsured property and casualty losses and other unbudgeted expenses, such as unanticipated failure of major equipment or elements of the Library building. Funds in the Library Capital Replacement Fund are accumulated and may be expended for emergency purposes and capital repair and replacement of building, systems, equipment, fixtures, and furnishings, as provided for in the Library's Board-approved planning documents.

### **6.6.2 Funding Sources**

The Operating Reserve and the Library Capital Replacement Fund are funded by surplus unrestricted operating funds. The Board of Library Trustees may designate that a specific source of revenue be set aside for the Operating Reserve and the Library Capital Replacement Fund.

### **6.6.3 Accounting**

The Operating Reserve is accounted for as a portion of the Library Fund balance. As part of the Library's annual budget process, the portion of the Library Fund balance constituting the Operating Reserve will be computed in accordance with the provisions of this Policy and reported appropriately. The Library Capital Replacement Fund is accounted for as a separate fund.

#### **6.6.4 Funding Levels**

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

For planned capital expenses, the Library Capital Replacement Fund will be funded according to an annual budget allocation, as provided for in the Library's Board-approved planning documents.

#### **6.6.5 Use of Financial Reserves**

When using Operating Reserves for the purposes of uninsured losses and other equipment failure expenditures, the Library Director will submit a request, including analysis of needs, determination of costs, and plans for completion of needed work, for the Board of Library Trustees' approval. Upon approval, the Library Director will coordinate any needed adjustments involving the payment and accounting practices of the Village of Downers Grove.

When using the Library Capital Replacement Fund for planned capital expenses, the revenue and expenditures will be included in the Library's annual budget process.

#### **6.6.6 Replenishment of Financial Reserves**

Replenishment of the Operating Reserve available for uninsured losses and other equipment failure expenses will be made by annual allocation of operating surpluses. Replenishment of the Library Building and Equipment Replacement Fund will be made by annual allocation of an amount provided for in the Library's Board-approved planning documents.

### **6.7 Disposition of Surplus Property**

Property that is no longer used or needed by the Library to perform its service to the public will be disposed of by Library staff in the following manner:

#### **6.7.1 Books and Other Materials**

Surplus books and other library materials may be sold directly to the public, turned over to the Friends of the Library or other agents for sale to the public, or, especially in cases of damaged materials that have no further use, recycled.

#### **6.7.2 Computers and Electronic Equipment**

Surplus computers and other library equipment may be offered for sale or recycled through a recognized electronics recycling program. This may include library materials in audiovisual or electronic formats.

### **6.7.3 Furniture, Fixtures, and Other Equipment**

Surplus items that may have scrap value, such as steel shelving or other metal items, may be sold to an appropriate materials recycler. Other items will be offered for sale to the public, turned over to an agent for sale to the public, or removed as refuse.

### **6.7.4 Items with a Unit Value Exceeding \$1,000**

Surplus items that may have a unit value exceeding \$1,000 will be offered for sale to the public via an advertised public auction. If such an auction is unsuccessful in disposing of the items, they may be handled in the same fashion as items of lesser value.

### **6.7.5 Proceeds**

All proceeds from the sale of surplus property will be treated as miscellaneous revenue and deposited in the Library's operating fund.

## **6.8 Purchasing**

Purchases of the Library are governed by the State of Illinois statutes. In addition to any statutory requirements, the Library uses the most responsible business practices in its purchases.

### **6.8.1 Board Responsibility**

Library Board approval of the annual budget serves as authorization, subject to the other provisions set forth in this policy, for spending within the boundaries of the operational plan supported by the budget. After formal adoption, the budget may be modified only with Board approval. In addition, Board approval will be required for:

1. All purchases and/or awarding of contracts conducted through formal competitive bidding
2. Any other purchase or contract award exceeding \$25,000

### **6.8.2 Major Capital Expenditures**

All purchases or contracts for capital expenditures (buildings, construction work on buildings, major equipment) in excess of \$25,000 shall be awarded through a formal, advertised, public bidding process to the lowest responsible bidder. A public bidding process may be waived if the Board of Library Trustees deems the cost of a Request for Proposal process is in excess of the potential savings for non-construction projects.

### **6.8.3 Staff Responsibilities**

The Library Director will approve or oversee all purchases or contracts between \$5,000 and \$25,000. These purchases or contracts may be made without competitive bid requirements, but will, whenever possible, be based on at least three documented price quotes. Purchases up to \$5,000 may be made by designated staff members with attention to lowest possible cost and highest possible quality, performance, and service capability.

#### **6.8.4 Professional Services**

Contracts for professional services, such as architecture, construction management, consulting, or legal services, will be awarded based on a qualifications-based selection and interview process unless the Library has a satisfactory relationship for services with one or more firms, as provided for by State of Illinois statutes

#### **6.8.5 Sole Source Purchases**

The Library Director, without competitive process, may award purchases and contracts up to \$25,000, where the Library Director has determined that there is only one feasible source for the goods or services in question. These include utilities, library materials, proprietary software systems such as mechanical controls and fire alarm systems, or the unique expertise of a vendor. Sole source purchases exceeding \$25,000 require Board approval.

#### **6.8.6 Emergencies**

In a bona fide emergency, such as a condition that threatens the safety of the public or staff or the integrity of the Library's building or other major property, the Library Director may make purchases over \$25,000 per vendor to restore stability to the situation. Whenever possible, the Library Director will confer with the Board President when making such a purchase of goods or services. The Library Director will document the circumstances surrounding the emergency and the response.

#### **6.8.7 Credit Cards**

Library staff members may use Library credit cards when making online purchases with a vendor who only accepts credit cards for payment, when invoicing and payment by check is not feasible, or where out-of-pocket expenses such as those associated with attendance at a professional conference are involved. Staff members will submit detailed documentation of all credit card expenditures. All credit card expenditures are audited monthly and reported to the Board of Library Trustees.

#### **6.8.8 Enforcement**

The Director, under the policy oversight of the Board, is responsible for enforcement of this policy.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 29, 2018**

**AGENDA ITEM 9A**

**2019 Budget and Levy**

The draft revenues, expenditures, fund balance sheets, and levy for 2019 are presented as discussed at the July 25, 2018 regular Board meeting. Budget narratives and tables for the Village of Downers Grove budget document are also included.

Library Fund (aka Operating Fund and/or General Fund)

Revenues include estimated levy and generally flat amounts for all other revenue sources. Expenditures also remain essentially flat for 2019, increasing by \$11,456 or 0.2%. Staffing changes during the 2018 budget year offset a 3% increase to wage and salary lines for 2019. A significant reduction in Illinois Municipal Retirement Fund rate offsets changes to the employee benefits premiums structure approved in June 2018. The proposed change in personnel cost is \$4,506, or 0.1%, over the 2018 budget. Personnel costs account for 70% of the total expenditures budget. Non-personnel costs increase \$6,950, or 0.4%, over 2018 with the largest increase in printing cost to expand the newsletter from 8 to 12 pages.

Library Capital Replacement Fund (aka Capital Fund and/or Special Reserve Fund)

The transfer from Library Fund to the Library Capital Replacement Fund remains flat. Interest income is reflected in the revenue estimate for this fund for the first time. Expenditure budget is exclusively the 2019 project as estimated in the Capital Needs Assessment update approved in July. This project includes replacement of the rooftop HVAC units, boilers, and building automation system (aka controls or BAS).

Levy and Fund Balances

The draft levy presented reflects a 3% increase over 2018. The estimated Equalized Assessed Valuation (EAV) has been updated to a 5% increase, the same estimate used by the Village of Downers Grove for their 2019 budget planning. Fund balance sheets estimate 2018 and 2019 year end balances. For 2019, approximately \$237,000 of operating fund balance will be used to fund the transfer from Library Fund to Library Capital Replacement Fund. The Library Fund balance remains well above the Operating Reserve Policy target of \$350,000.

Tax Rate, Levy, and EAV Estimates

As in 2018, the estimated EAV increase is anticipated to offset the impact of the levy increase to the operating tax rate and subsequently to the individual homeowner. In 2018, the 5.5% EAV increase reduced the impact of a 2.75% levy increase, producing a decrease of 2.6% to the tax rate and \$1.90 reduction to library tax per \$100,000 of home value for individual homeowners. For a \$332,800 home (average home value for the Village of Downers Grove) in 2018, a homeowner paid \$225.08 in library taxes and

would pay an estimated \$218.61 in 2019, or \$2.06 reduction per \$100,000 of home value to the individual taxpayer. The estimated tax rate decrease is 2.9% for 2019. The library's tax rate is estimated to decrease for the 4<sup>th</sup> year in a row.

#### Illinois Public Library Standards Review

According to *Serving Our Public 3.0: Standards for Illinois Public Libraries*, 50-60% of operating expense should go to salaries, 60-70% of operating expense when benefits are included. The proposed 2019 budget meets this standard. Typically, libraries that receive free or discounted utilities are at the higher end of the scale, while those that fully pay for utilities spend a lower percentage. The minimum standard for library materials is 12% of operating expenses. The proposed budget allocates 13.2% to library materials.

#### Budget Narratives and Tables Formatted for Village of Downers Grove Budget

The budget narrative and tables of revenue and expenditures formatted as required for inclusion in the Village of Downers Grove Budget reflect the draft revenues, expenditures, and levy as presented. When the final version is prepared for the Village, any changes will be reflected as well as update of the 2019 headings to "APPROVED."

**DOWNERS GROVE PUBLIC LIBRARY 2019 DRAFT BALANCE SHEETS****LIBRARY FUND BALANCE**

	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 ESTIMATED
BEGINNING BALANCE	\$ 2,076,021.00	\$ 2,259,024.00	\$ 1,139,791.00	\$ 1,139,791.00	\$ 819,733.58
REVENUES	\$ 5,315,525.00	\$ 5,338,570.00	\$ 5,388,824.00	\$ 5,382,574.00	\$ 5,541,295.00
EXPENSES	\$ 5,018,876.00	\$ 5,059,563.00	\$ 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	\$ 1,139,791.00	\$ 761,957.00	\$ 819,733.58	\$ 582,914.95
NET CHANGE	\$ (1,103,351.00)	\$ (1,119,233.00)	\$ (377,834.00)	\$ (320,057.42)	\$ (236,818.63)

**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 DRAFT**

<b>SOURCE</b>		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	5,337,785.00
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	5,541,295.00

DOWNERS GROVE PUBLIC LIBRARY 2019 EXPENDITURES SIMPLIFIED SHEET DRAFT							
	<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>				Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	<b>EXPENDITURES</b>	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

	<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>				Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	<b>EXPENDITURES continued</b>	<b>BUDGET</b>	<b>EST ATT.</b>	<b>PRELIMINARY</b>	<b>Change \$</b>	<b>Change %</b>	
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
	<b>TOTAL 805.90</b>	<b>5,416,658.00</b>	<b>5,352,631.42</b>	<b>5,428,113.63</b>	<b>11,455.63</b>	<b>0.2%</b>	<b>Year over Year Budget</b>

DOWNERS GROVE PUBLIC LIBRARY 2019 EXPENDITURES SIMPLIFIED SHEET DRAFT							
	<b>Total Library Capital Replacement Fund (LCRF)</b>						
					Budget to	Budget to	
		2018	2018	2019	Proposed	Proposed	
	<b>EXPENDITURES</b>	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 DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		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



<b>EXPENDITURES continued</b>		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 DRAFT**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
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	0.00	0.00	0.00	0.00	24,400.00
5392	Postage	0.00	0.00	0.00	0.00	13,000.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	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	2,388,337.00	2,391,645.24	1,123,714.00	1,106,076.86	1,396,062.06

<b>DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT</b>						
	<b>LIBRARY - ADULT SERVICES 972</b>	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
	<b>TOTAL 972</b>	<b>1,440,857.00</b>	<b>1,404,540.91</b>	<b>1,478,596.00</b>	<b>1,463,810.04</b>	<b>1,451,700.18</b>

**DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
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
	<b>TOTAL 973</b>	<b>723,845.00</b>	<b>702,451.21</b>	<b>799,603.00</b>	<b>791,606.97</b>	<b>811,017.12</b>

**DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
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
	<b>TOTAL 974</b>	<b>771,202.00</b>	<b>742,616.79</b>	<b>807,534.00</b>	<b>799,458.66</b>	<b>828,090.50</b>

**DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
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
	<b>TOTAL 975</b>	<b>532,467.00</b>	<b>457,759.65</b>	<b>596,740.00</b>	<b>590,772.60</b>	<b>600,932.33</b>

**DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
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
	<b>TOTAL 976</b>	<b>301,113.00</b>	<b>288,002.49</b>	<b>291,601.00</b>	<b>288,684.99</b>	<b>0.00</b>



**DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
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
	<b>TOTAL 977</b>	<b>305,324.00</b>	<b>275,565.45</b>	<b>263,672.00</b>	<b>261,035.28</b>	<b>278,388.89</b>

**DOWNERS GROVE PUBLIC LIBRARY 2019 BUDGET DRAFT**

<b>LIBRARY - FACILITIES 978</b>		<b>2017 BUDGET</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 EST ATT.</b>	<b>2019 PRELIMINARY</b>
5101	Salaries, Exempt	0.00	0.00	62,010.00	61,389.90	65,477.10
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	0.00	0.00	57,581.00	57,005.19	57,197.33
5131	IMRF Pension Contributions	0.00	0.00	6,840.00	6,771.60	5,276.14
5133	Medicare Contributions	0.00	0.00	1,734.00	1,716.66	1,778.78
5134	Social Security Contributions	0.00	0.00	7,415.00	7,340.85	7,605.81
5190	Life Insurance	0.00	0.00	36.00	35.64	36.00
5191	Health Insurance	0.00	0.00	18,720.00	18,532.80	21,746.23
5195	Optical Insurance	0.00	0.00	109.00	107.91	86.64
5197	Dental Insurance	0.00	0.00	1,753.00	1,735.47	1,718.52
5210	Supplies	0.00	0.00	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	0.00	0.00	6,000.00	5,940.00	6,000.00
5303	Seminars, Conferences & Meetings	0.00	0.00	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
	<b>TOTAL 978</b>	<b>251,000.00</b>	<b>195,221.99</b>	<b>405,198.00</b>	<b>401,146.02</b>	<b>411,922.56</b>

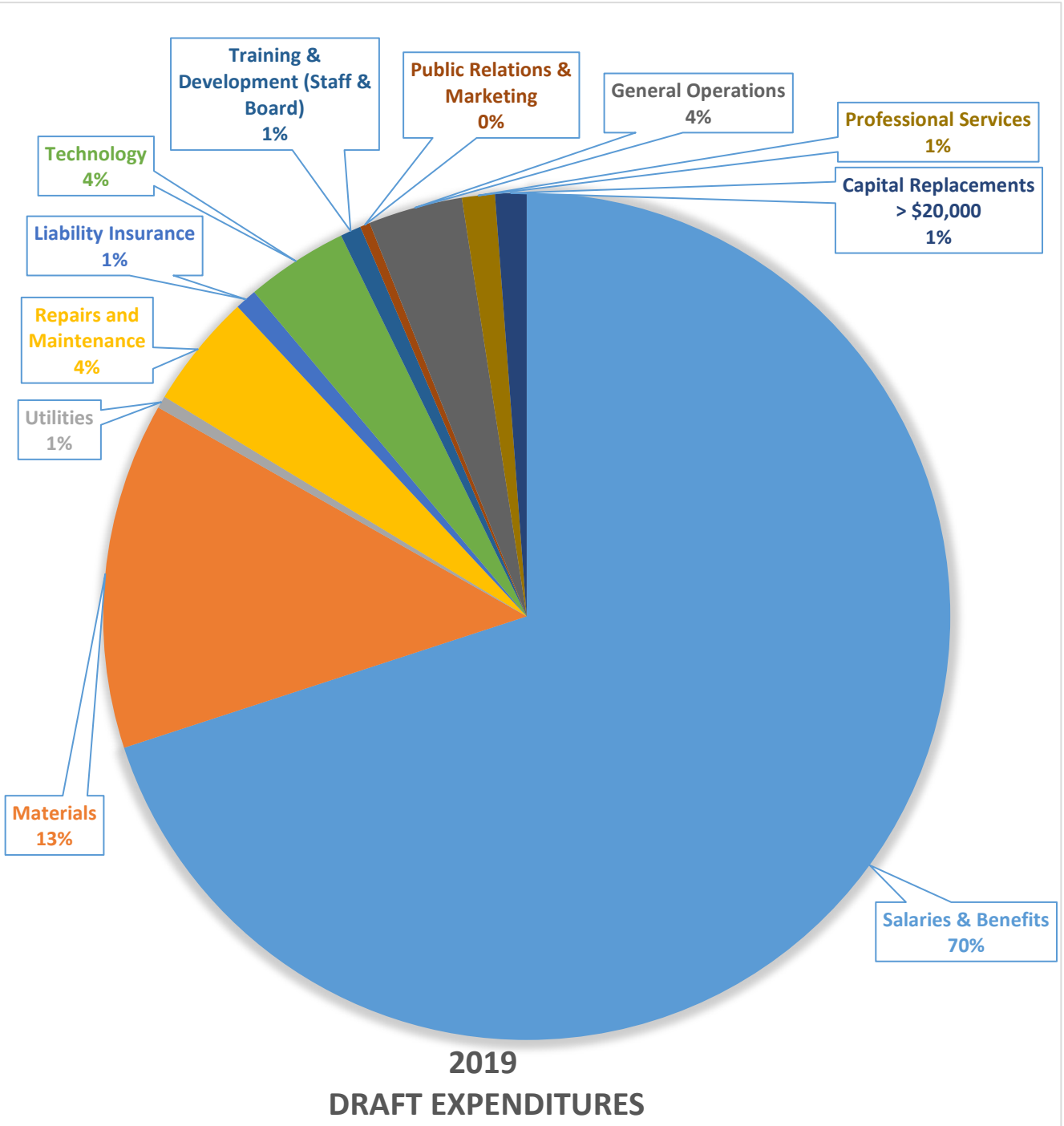
**Downers Grove Public Library**  
**Tax Rate, Levy and EAV History and Estimates**  
**Draft**

<b><u>RATE</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019 Estimated</u></b>
<b>Operating</b>	0.2196	0.2302	0.2253	0.2202	0.2145	0.2083
<b>Bond</b>	0.0306	0.031	0.0154	0	0	0
<b>Total</b>	0.2502	0.2612	0.2407	0.2202	0.2145	0.2083
<b>% change YroYr</b>	7.7%	4.4%	-7.8%	-8.5%	-2.6%	-2.9%
<b><u>LEVY</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019 Estimated</u></b>
<b>Operating</b>	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785.00
<b>Bond</b>	\$ 621,052	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785
<b>% change YroYr</b>	2.5%	3.7%	-2.3%	-2.2%	2.75%	3.0%
<b><u>EAV</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019 Estimated</u></b>
<b>Base</b>	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636
<b>Increase / (Decrease)</b>	\$ (99,262,449)	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 122,008,932
<b>Total</b>	\$ 2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,562,187,568
<b>% change YroYr</b>	-4.6%	0.1%	5.8%	6.9%	5.5%	5.0%
<b>Library Tax Per \$100K Home Value</b>	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.44
<b>Wage/Salary Increment</b>	3.5%	4.0%	3.5%	2.5%	2.5%	3.0%

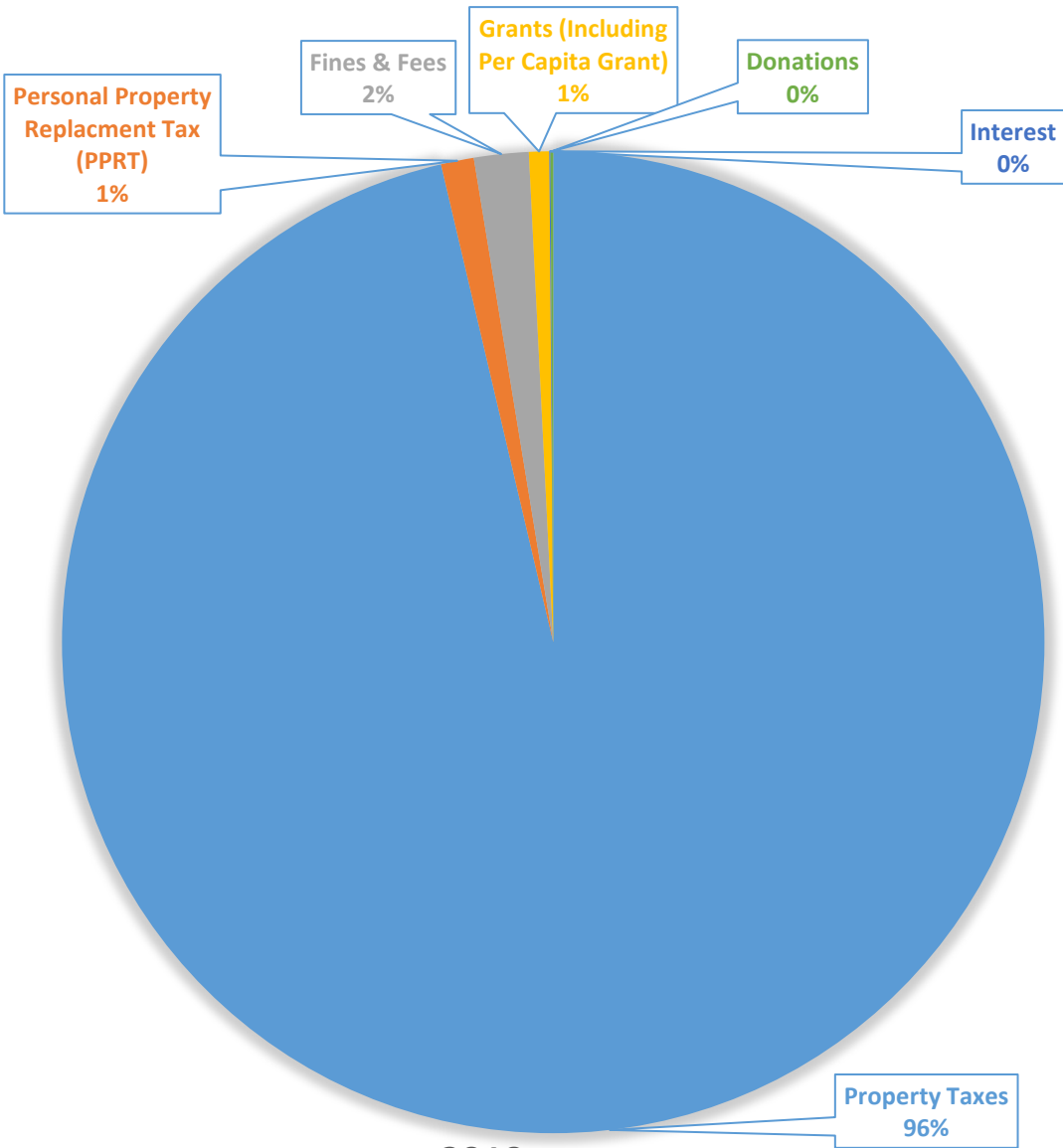
**Downers Grove Public Library**  
**2019 Budget Draft**  
**August 2019**

	<u>FY2019</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	53.3%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 2,891,723.09
Benefits (Insurance, IMRF, FICA)	16.7%		\$ 906,815.54
Salaries & Benefits	70.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,798,538.63
Materials	13.2%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 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*	100.0%	* Total may not equal 100% due to rounding	\$ 5,428,113.63
Property Taxes	96.3%		\$ 5,337,885.00
Personal Property Replacement 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	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,541,295.00

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



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



**2019  
DRAFT REVENUES**

## LIBRARY

**Fund type: Component Unit**

*To account for the financial activity*

**Fund Number 805**

*of the Downers Grove Public Library*

---

**Description:** This fund accounts for all of the revenue and expenditures related to the operation of the Downers Grove Public Library. The fund is approved by the Board of Library Trustees and incorporated into the overall Village Budget, even though the Village Board has no statutory authority to direct the use of the resources of this fund.

**Recent History and Trends:** Downers Grove continues to be one of the busiest public libraries in the Chicago area, with a 14.5% increase in items checked out and 19% in meeting and study room use. Reliant on property taxes for 96.3% of its operating revenue, meeting demand for service, with a primary revenue source that is not tied to use, challenges the Board of Library Trustees and staff. 2018 staffing changes allow the library to address facility needs in house. The number of staffed service points will be reduced by one with the relocation of the Check Out Desk and repurposing of the Information Desk. The operating budget remains flat from 2018 to 2019.

**Long Range Plans:** Strategic Plan 2017-2020, 2017 Capital Needs Assessment 2017-2027, and Financial Management Plan 2018 guide library services and budget priorities. All are available at [dglibrary.org/plan](http://dglibrary.org/plan)

<<<**Budget Table Insert**>>>

**Noteworthy Changes:** Transfer of \$350,000 from the Library Fund to Library Capital Replacement Fund supports future capital needs identified in Capital Assessment Report and based on the Financial Management Plan.

## **LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND**

**Fund type: Component Unit**

*To account for the financial activity*

**Fund Number 821**

*of the Library's capital projects*

---

**Description:** This fund is established under 75 ILCS 5/5-8 for the purpose of setting apart and providing monies for a library's capital needs or emergency expenditures. It is funded by transfers from the Library Fund. The fund is approved by the Board of Library Trustees and incorporated into the overall Village Budget, even though the Village Board has no statutory authority to direct the use of the resources of this fund.

**Recent History and Trends:** The Board of Library Trustees has a precedent of long range planning for capital needs without incurring debt, as demonstrated by projects addressing capital needs completed in 2014, 2016, and 2018 without incurring debt. The Capital Needs Assessment 2017-2027 identified and prioritized the replacement and capital needs for 10 years. The proposed 2019 project addresses replacement of rooftop HVAC units, boilers, and building automation system controls. The fund transfer needed to meet the 2019 target fund balance is flat from 2018 to 2019.

**Long Range Plans:** Strategic Plan 2017-2020, 2017 Capital Needs Assessment 2017-2027, and Financial Management Plan 2018 are the basis of the spending plan for this Fund. They provide a framework by which the Library Board sets aside funds to reinvest in its facility to meet long-term capital needs without incurring debt.

<<<**Budget Table Insert**>>>

**Noteworthy Changes:** An update to the Capital Needs Assessment 2017-2027 was approved by the Board of Library Trustees in 2018, bringing the boiler project forward to 2019 and eliminating lighting projects completed in house in 2018.



DOWNERS GROVE PUBLIC LIBRARY 2019 LIBRARY FUND  
REVENUE AND EXPENDITURES  
PRESENTED AUGUST 29, 2018

	FY2017	FY2018	FY2018	FY2019	FY2020	FY2021
	Actual	Budget	Estimate	to be Adopted	Projection	Projection
<b>Beginning Fund Balance</b>	<b>2,259,024</b>	<b>1,139,791</b>	<b>1,139,791</b>	<b>819,733</b>	<b>582,915</b>	<b>426,488</b>
<b><u>Revenue</u></b>						
Local Taxes	5,083,377	5,182,414	5,182,414	5,337,885	5,498,019	5,662,956
License & Permit Revenues	-	-	-	-	-	-
Intergovernmental Revenues	70,606	60,000	60,000	60,000	61,800	63,654
Sales	11,406	10,000	11,400	11,000	11,330	11,670
Fees, Charges & Fines	121,527	92,500	88,350	88,500	91,155	93,890
Grants	38,211	36,910	36,910	36,910	36,910	36,910
Interest & Claims	10,479	2,000	-	2,000	2,060	2,122
Contributions	2,964	5,000	3,500	5,000	7,500	10,000
Other Financial Resources		-	-	-	-	-
<b>Total Revenue</b>	<b>5,338,570</b>	<b>5,388,824</b>	<b>5,382,574</b>	<b>5,541,295</b>	<b>5,708,774</b>	<b>5,881,201</b>
<b><u>Expenses</u></b>						
Personnel	3,588,564	3,794,033	3,756,133	3,798,539	3,869,330	3,941,485
Supplies	125,557	139,800	138,402	144,850	146,299	147,761
Professional Services	110,401	114,750	113,603	111,025	112,135	113,257
Other Contractual Services	340,417	459,075	444,584	464,200	468,842	473,530
Claims, Grants & Debt	20,887	24,500	24,255	23,500	23,735	23,972
Controlled Assets	37,585	43,000	42,570	43,000	43,430	43,864
Capital Assets	836,153	841,500	833,085	843,000	851,430	859,944
Other Financial Uses	1,398,240	350,000	350,000	350,000	350,000	350,000
<b>Total Expenses</b>	<b>6,457,803</b>	<b>5,766,658</b>	<b>5,702,631</b>	<b>5,778,114</b>	<b>5,865,201</b>	<b>5,953,815</b>
Net Change	(1,119,233)	(377,834)	(320,057)	(236,819)	(156,427)	(72,613)
<b>Ending Fund Balance</b>	<b>1,139,791</b>	<b>761,957</b>	<b>819,733</b>	<b>582,915</b>	<b>426,488</b>	<b>353,874</b>

DOWNERS GROVE PUBLIC LIBRARY 2019 LIBRARY CAPITAL REPLACEMENT FUND  
REVENUE AND EXPENDITURES  
PRESENTED AUGUST 29, 2018

	FY2017	FY2018	FY2018	FY2019	FY2020	FY2021
	Actual	Budget	Estimate	to be Adopted	Projection	Projection
<b>Beginning Fund Balance</b>	-	<b>1,403,493.00</b>	<b>1,403,493.00</b>	<b>1,095,993.00</b>	<b>824,493.00</b>	<b>729,993.00</b>
<b><u>Revenue</u></b>						
Local Taxes	-	-	-	-	-	-
License & Permit Revenues	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Sales	-	-	-	-	-	-
Fees, Charges & Fines	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Interest & Claims	3,493.00	-	2,500.00	2,500.00	2,500.00	500.00
Contributions	-	-	-	-	-	-
Other Financial Resources	1,400,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
<b>Total Revenue</b>	<b>1,403,493.00</b>	<b>1,753,493.00</b>	<b>1,755,993.00</b>	<b>1,448,493.00</b>	<b>1,176,993.00</b>	<b>1,080,493.00</b>
<b><u>Expenses</u></b>						
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Claims, Grants & Debt	-	-	-	-	-	-
Controlled Assets	-	-	-	-	-	-
Capital Assets	-	660,000.00	660,000.00	624,000.00	447,000.00	1,137,000.00
Other Financial Uses	-	-	-	-	-	-
<b>Total Expenses</b>	<b>-</b>	<b>660,000.00</b>	<b>660,000.00</b>	<b>624,000.00</b>	<b>447,000.00</b>	<b>1,137,000.00</b>
Net Change	1,403,493.00	1,093,493.00	1,095,993.00	824,493.00	729,993.00	(56,507.00)
<b>Ending Fund Balance</b>	<b>1,403,493.00</b>	<b>1,093,493.00</b>	<b>1,095,993.00</b>	<b>824,493.00</b>	<b>729,993.00</b>	<b>(56,507.00)</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 29, 2018**

**AGENDA ITEM 9B**

**2018 Construction Project Bid Award**

Attached is the Recommendation to Award (RTA) from our construction manager, Jason Perkunas, at Shales McNutt Construction. Value engineering (VE) following the bid opening allowed us the opportunity to ensure that the project came in on budget. The total project cost in this RTA is \$648,616, \$11,384 under the budgeted amount for the project and includes a \$30,000 contingency.

The sound-damping, decorative panels in the Staff Lounge were removed in the VE process, reducing the furniture cost to \$31,796. If needed, panel can be obtained and installed at a later date.

Using a similar style but lower cost ceiling tile reduced the cost of Alternates 1 and 2, which replaces all ceiling tile in the second floor seating area and non-fiction stacks area.

Alternate 4, the lighting of the two pieces of artwork, provides a cost for that portion of the project for the Library Foundation.

During the VE process, Facilities Manager Ian Knorr investigated doing Alternate 5, the Training Lab lighting upgrade, as an in-house retrofit. That option was not feasible.

Alternate 6, the lobby reconfiguration including moving the Check Out Desk, addresses customer service and staffing issues caused by the current location of the desk. Circulation Manager Christine Lees will attend this meeting to speak to the problems addressed by this reconfiguration.

Alternates 3 and 7 are not included in the recommendation. Facilities Manager Ian Knorr replaced the exhaust fan listed in Alternate 3 at a significantly lower cost than bid. The upgraded light fixture in Alternate 7 is not necessary.

A statement on the disqualification of the low bidder for the flooring package is also included in the RTA report.

I recommend approval of the recommendation to award to the lowest responsible bidders as presented.



August 22, 2018

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

Re: Downers Grove Public Library Interior Renovations

Subject: Recommendation to Award Bids

Dear Julie:

Based on the bids received on August 1, 2018, we recommend awarding contracts to the following firms for the Downers Grove Public Library Interior Renovations Work with the Acceptance of Alternates 1, 2, 4, 5, 6, and 8 which are listed below:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid with Alternates</u> <u>1, 2, 4, 5, 6, and 8</u>
06A	General Trades Work – Ostrander Construction Inc. (3 Bids)	\$187,200.00
09A	Painting Work – Oosterbann and Sons (4 bids)	\$9,469.00
09B	Flooring Work – TSI Commercial Floor Covering (5 Bids)	\$32,710.00
22A	Plumbing Work – Jensen's Plumbing & Heating Inc. (3 Bids)	\$35,800.00
26A	Electrical Work – Valley Electrical Contractors Inc. (4 Bids)	<u>\$220,543.00</u>
	<b>TOTAL</b>	<b>\$485,722.00</b>

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the August 1, 2018 bid opening with base bid amounts and alternate costs is attached.

The following alternates were included in the bids. Alternates 1, 2, 4, 5, 6 and 8 have been accepted and alternates 3 and 7 have been rejected.

<u>No.</u>	<u>Description</u>	<u>Alternate Price</u>
1.	Replacement of Ceiling Tile and Mechanical Grills for a Portion of the 2 <sup>nd</sup> Floor.	\$28,450.00
2.	Replacement of Ceiling Tile and Mechanical Grills for a Portion of the 2 <sup>nd</sup> Floor.	\$42,550.00
3.	Replacement of Exhaust Fan for Family Restroom.	\$4,850.00
4.	Installation of F7 and F8 Light Fixtures	\$6,235.00
5.	Replacement of Training Room Light Fixtures	\$11,245.00
6.	Lobby Reconfiguration Work	\$35,713.00
7.	F12 Light Fixture Substitution in Wellness Room	\$20,500.00
8.	Installation of Hot Water Tap and Heater in Staff Lounge	\$1,200.00

Please indicate the Library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,  
SHALES MCNUTT CONSTRUCTION

Jason Perkunas  
Project Manager

Approved:  
Downers Grove Public Library

Date: \_\_\_\_\_

Cc: Ian Knorr, Downers Grove Public Library  
Dan Pohrte, Product Architecture and Design  
John Shales, Shales McNutt Construction



# Downers Grove Public Library Interior Renovations



BID PACKAGE #06A - General Trades Work

Wednesday, August 1, 2018

				ALT 1	ALT 2	ALT 3	ALT 4	ALT 5	ALT 6	ALT 7	ALT 8
				Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Familly Restroom Exhaust Fan Replacment	Installation of F7 and F8 Light Fixtures	Replacment of Training Room Light Fixtures	Lobby Reconfiguration Work	F12 Light Fixture Substitution	Installation of IHWTWH-1 and IHWT- 1
BIDDERS	BOND	ADDEND.	BASE BID								
Ostrander	x	x	\$ 110,000.00	\$ 27,400.00	\$ 41,500.00	\$ 3,500.00	\$ -	\$ 1,500.00	\$ 6,800.00	\$ -	\$ -
Edwin Anderson	x		\$ 173,500.00	\$ 24,900.00	\$ 38,700.00	\$ 5,400.00	\$ -	\$ 275.00	\$ 12,000.00	\$ -	\$ -
Manusos	x	x	\$ 207,000.00	\$ 51,470.00	\$ 85,890.00	\$ 2,795.00	\$ 750.00	\$ 5,147.00	\$ 2,795.00	\$ -	\$ -



# Downers Grove Public Library Interior Renovations



## BID PACKAGE #09A - Painting Work

Wednesday, August 1, 2018

				ALT 1	ALT 2	ALT 3	ALT 4	ALT 5	ALT 6	ALT 7	ALT 8
				Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Familly Restroom Exhaust Fan Replacment	Installation of F7 and F8 Light Fixtures	Replacment of Training Room Light Fixtures	Lobby Reconfiguration Work	F12 Light Fixture Substitution	Installation of IHWTWH-1 and IHWT- 1
BIDDERS	BOND	ADDEND.	BASE BID								
Nedrow	x	x	\$ 11,200.00			\$ 800.00					
Midwest Dec	x	x	\$ 12,600.00			\$ 1,800.00			\$ 1,800.00		
Oosterban	x	x	\$ 9,469.00			\$ 500.00					
K& J Painting	x	x	\$ 12,800.00			\$ 1,766.00			\$ 2,649.00		



# Downers Grove Public Library Interior Renovations



## BID PACKAGE #09B - Flooring Work

Wednesday, August 1, 2018

				ALT 1	ALT 2	ALT 3	ALT 4	ALT 5	ALT 6	ALT 7	ALT 8
				Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Familly Restroom Exhaust Fan Replacment	Installation of F7 and F8 Light Fixtures	Replacment of Training Room Light Fixtures	Lobby Reconfiguration Work	F12 Light Fixture Substitution	Installation of IHWTWH-1 and IHWT- 1
BIDDERS	BOND	ADDEND.	BASE BID								
Douglas Flooring	x	x	\$ 32,500.00						\$ 1,000.00		
Vortex	x		\$ 38,277.65						\$ 1,240.00		
Johnson	x	x	\$ 43,270.25						\$ 1,028.00		
Tiles in Style	x	x	\$ 31,502.10								
TSI	x	x	\$ 31,560.00						\$ 1,150.00		



# Downers Grove Public Library Interior Renovations



## BID PACKAGE #22A - Plumbing Work

Wednesday, August 1, 2018

				ALT 1	ALT 2	ALT 3	ALT 4	ALT 5	ALT 6	ALT 7	ALT 8
				Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Familly Restroom Exhaust Fan Replacment	Installation of F7 and F8 Light Fixtures	Replacment of Training Room Light Fixtures	Lobby Reconfiguration Work	F12 Light Fixture Substitution	Installation of IHWTWH-1 and IHWT- 1
BIDDERS	BOND	ADDEND.	BASE BID								
Jensen's Plumbing	x	x	\$ 34,600.00								\$ 1,200.00
Hartwig	x	x	\$ 32,250.00								\$ 3,750.00
Joe Bero	x	x	\$ 35,172.00								\$ 1,000.00





# Downers Grove Public Library Interior Renovations



## BID PACKAGE #26A - Electrical Work

Wednesday, August 1, 2018

				ALT 1	ALT 2	ALT 3	ALT 4	ALT 5	ALT 6	ALT 7	ALT 8
				Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Replacment of Ceiling Tile & Mechanical Grills Portion of 2nd Flr	Familly Restroom Exhaust Fan Replacment	Installation of F7 and F8 Light Fixtures	Replacment of Training Room Light Fixtures	Lobby Reconfiguration Work	F12 Light Fixture Substitution	Installation of IHWTWH-1 and IHWT- 1
BIDDERS	BOND	ADDEND.	BASE BID								
Valley Electric	x	x	\$ 174,700.00	\$ 1,050.00	\$ 1,050.00	\$ 850.00	\$ 6,235.00	\$ 9,745.00	\$ 27,763.00	\$ 20,500.00	\$ -
Associated	x	x	\$ 195,500.00	\$ 2,600.00	\$ 4,900.00	\$ 950.00	\$ 4,400.00	\$ 10,500.00	\$ 13,500.00	\$ 1,450.00	\$ -
McWilliams	x	x	\$ 201,195.00	\$ 2,213.00	\$ 2,656.00	\$ 444.00	\$ 3,315.00	\$ 7,350.00	\$ 5,530.00	\$ 1,489.00	\$ -
Fitzgerald	x	x	\$ 235,000.00	\$ 1,780.00	\$ 2,060.00	\$ 850.00	\$ 7,600.00	\$ 14,500.00	\$ 16,200.00	\$ 1,600.00	\$ -



August 22, 2018

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

Re: Downers Grove Public Library Interior Renovations  
Subject: BP-09B Flooring Work

Dear Julie:

We are recommending that we proceed with the 2<sup>nd</sup> low bidder for Bid Package 09B Flooring work. Below are a few of the reasons we are recommending this.

1. The low bidder put "not applicable" for all alternates on their bid form, however Alternate 6 had flooring work included in it and was an added cost for all other bidders. We feel that this bidder was not a responsible bidder. The bid form was not completed correctly by the low bidder and put the other bidders at a disadvantage. If the low bidder would have completed the bid form correctly and provided a cost as the other responsible bidders did, they may have not been the low bid.
2. After the bids were opened (and prior to scope review meeting), the low bidder provided a cost of \$1,130 for Alternate 6 work. We instructed them in the scope review that if alternate 6 is accepted that this needs to be included in the base bid. We also requested a revised bid breakdown which was provided after the scope review and which excludes the Alternate 6 cost of \$1,130.00 cost from their base bid.
3. The low bidder submitted their Qualification form which was incomplete and wage rates breakdown which were incomplete and incorrect with their sealed bid. It has taken the low bidder 4 attempts to provide a complete qualification form and correct wage rate sheets.
4. EMR – Experience Modification Rate for the low bidder is higher than industry average.
5. The low bidder did not use the correct bid form was reissued with Addendum #1. Although the changes to the bid form did not affect the floor scope of work, all bidders were instructed to use the bid form provided in Addendum #1.

If you have any questions, please do not hesitate to call.

Sincerely,  
SHALES MCNUTT CONSTRUCTION

A handwritten signature in blue ink, appearing to read 'J. Perkunas'.

Jason Perkunas  
Project Manager

Cc: Ian Knorr, Downers Grove Public Library  
Dan Pohrte, Product Architecture and Design  
John Shales, Shales McNutt Construction



# Downers Grove Public Library Interior Renovations Project

Friday, August 24, 2018



Total Project Cost with Acceptance of Alternates 1, 2, 4, 5, 6 and 8 Acceptance of Potential Value Engineering Items		
Trade Contractor Cost with Bonds		Actual
BP-06A - General Trades Work	Ostrander Construction Inc.	\$ 187,200
BP-09A - Painting Work	Oostrerbann and Sons	\$ 9,469
BP-09B - Flooring Work	TSI Commercial Floor Covering	\$ 32,710
BP-22A - Plumbing Work	Jenson Plumbing and Heating Inc.	\$ 35,800
BP-26A - Electrical Work	Valley Electrical Contractors	\$ 220,543
Subtotal		\$ 485,722

Potential Value Engineering Items		
VE-1	Adjustment to Electrical Cost for Alternate #6	\$ (11,709)
VE-2	Alt 1 & 2 Ceiling Tile Substitution - Armstrong Cotega 2nd Look ILO Specified	\$ (2,460)
VE-3	Elimination of Mechanical Diffusers Scope from Alt 1 & 2	\$ (5,500)
VE-4	Substitution of LVT Manufacturer and Style - Patcraft Crossover 1439V	\$ (575)
VE-5	Substitution of Wall Tile per ASI-001	\$ (300)
VE-6	Substitution of PVC ILO Specific Cast Iron (Above & Below Ground)	\$ (840)
VE-7	Substitution of Manual Faucet and Flush Valve ILO Specified Sensors	\$ (2,200)
VE-8	Staff Lounge Sink Substitution	\$ (250)
VE-9	Lighting Fixtures Substitution	\$ (10,000)
Total Potential Value Engineering		\$ (33,834)

SMC Field/Office Administration (2 Months Part Time)	\$ 40,000
General Requirements 3%	\$ 13,557
Construction Contingency	\$ 30,000
Construction Fee & Insurance 5.25%	\$ 28,111
SMC Preconstruction	\$ 8,000
Subtotal	\$ 119,667

Permit (By Owner)	TBD
Outside Funding For Art Wall Fixture (Alternate #4)	\$ (6,235)
A/ E Fees	\$ 46,500
Furniture/Equipment	\$ 31,796
Appliances	\$ 5,000
Subtotal	\$ 77,061

<b>Total Project Cost with Acceptance of Alternates 1,2,4,5,6, and 8 and VE</b>	<b>\$ 648,616</b>
---	-------------------

<b>Total Project Cost from 6/27/18 Board Approval</b>	<b>\$ 651,621</b>
---	-------------------

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 29, 2018**

**AGENDA ITEM 10**

**Librarian's Report**

Community Engagement Coordinator Position

Applications are open for the Community Engagement Coordinator position until September 3. Assistant Director Jen Fredericks and I will select the first round of candidates for interview in the first week of September.

Mental Health First Aid Training

Through a grant from the Community Memorial Foundation, the National Alliance for Mental Illness (NAMI) Metro Suburban and the National Alliance for Mental Illness (NAMI) DuPage can provide free Mental Health First Aid training to qualifying organizations, including our library. The 8-hour training can be exclusive for our employees or open to the public, with a maximum of 35 attendees per session. On November 6 & 7, sessions will be held exclusively for staff, with a focus on all staff members who act as Person In Charge attending. On November 12, a public session will be offered, with priority registration for our staff that are unable to attend the previous week and employees of other local units of government.

Lighting Update Progress Continues

Facilities Manager Ian Knorr continues to complete lighting updates in the public areas within the regular operating budget. He is currently working on the pendant fixtures over the second flood CD collection, extending through the Teen collection, retrofitting the existing fixtures with LEDs. The upgrading of lighting in public areas will be near completion following this project.

2018 Summer Reading Club

Another very successful year of Summer Reading Club is over! Final reports from Children's Services Manager Allyson Renell and Adult & Teen Services Manager Lizzie Matkowski will be in your September Board packets.

Timken Foundation Grant

The library's application for a Timken Foundation Grant to support the 2018 construction project was denied. Matt Happach, president of the Lovejoy Group and our Timken contact, received no feedback on the reason for the denial, but is pursuing that on our behalf to help improve our future Timken Foundation Grant applications.



# **TIMKEN FOUNDATION** *of Canton*

200 Market Avenue North, Suite 210 • Canton, Ohio 44702-1437 • TEL: (330)452-1144 • FAX: (330)452-2306

---

July 19, 2018

Ms. Julie Milavec  
Downers Grove Public Library  
801 Burlington Ave  
Downers Grove, IL 60515

Dear Ms. Milavec:

At a recent meeting, the Timken Foundation Trustees reviewed your organization's request for a grant of \$20,000.00 to be used for the Downers Grove Library - Renovations. The Trustees discussed the information that you provided, however they declined to make the requested grant.

The decision to deny a request may be based on a number of factors including, but not limited to, the availability of Foundation funds, judgment as to the relative merit of the many projects proposed for grants, and the objectives of the Foundation established by its donors.

I want to thank you for the information that you provided and wish you success in obtaining the funds needed for this project.

Sincerely,

Mark A. Scheffler  
Secretary

Cc: Matt Happach, The Timken Company

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 29, 2018**

**DEPARTMENT REPORTS – JULY 2018**

**Administration – Jen Fredericks**

- Met with the Programming Team and solidified library-wide program plans for the remainder of the year.
- Met with Fred Meeks and Larry Zoeller from the Writers Group to help them brainstorm ideas for increased attendance and participation.
- Met with the FOL and is working with PR to help them get an updated brochure and membership form in time to distribute at the annual book sale in October.
- Organized a second reference transaction survey to see how many reference questions staff field per year. Our estimate for 2018 is 96,096.

**Adult & Teen Services – Lizzie Matkowski**

- Shannon, with help from Maintenance, Circulation, and Access Services staff, organized the magazine giveaway on July 14 of many issues that were withdrawn from the library's collection.
- Lizzie attended training on using BlueCloud Analytics for collection statistics and reports.
- We had our first of three drop off days for donations to the Friends of the Library Annual Book Sale, organized by Kira.
- The Bookology planning group worked on their 2018-2019 plans.
- Suzy attended an Adult Reading Roundtable program on Hosting Author Events at the Library.
- ATS staff started working on several collection projects, including reorganizing some of the music CD collection.
- ATS staff on the Programming committee are working on library wide programming for fall.
- ATS staff had speakers come in to present programs on topics such as The Art of John Singer Sargent; Book Folding; and Working and Volunteering Abroad.

**Children's Services – Allyson Renell**

- The Summer Reading Club was in full swing in July, with 606 more children registering and completing at least one prize level.
- Kids Room staff visited El Sierra Elementary School on July 11. 57 people played games, received summer reading prizes, and listened to a storytime.
- On July 14, Big Wolf Ranch visited the library and showed off some furry friends. We had 179 people attended this exciting program, which included a visit from a real live wolf!

- Outreach to local preschools and daycares continued over the summer and department staff shared storytimes at Kindercare Fairview, Kindercare Highland Avenue, Bright Horizons, and Tutor Time. The Lincoln Center's preschool classes visited the library for a field trip.

### **Circulation Services – Christine Lees**

- Our Food Drive ran for two weeks in July and was a huge success! Please see the attached letter of thanks received from FISH Food Pantry, the recipient of the food drive donations.
- The Friends of the Library have really gone above and beyond with their support of our library. Just this month, the Friends paid for half of the cost of an annual fee card for a patron in need, provided funds used for our Employee of the Month monthly celebration which was a sundae bar with all the toppings, and provided funds for additional stickers to be printed for the Rack and the Track donated materials! What a huge difference the Friends of the Library made this month, we are very thankful!
- Eight Circulation team members completed their continuing education requirements by attending webinars on topics such as homelessness, raising the bar for outstanding customer service, how to have more fun at work, dealing with change and other pertinent topics.
- Circulation team members assisted in outreach events at two local middle school events and two concerts in the park. Circulation staff really enjoy getting out and meeting our community members in different settings.
- The Service Excellence Team is currently working on a Culture Code document. Here's a brief explanation from a popular website of what a Culture code is:  
*A Culture Code is a document that outlines the culture of your organization. It covers your company's motivations and inspirations, the common drivers and passions that unite your team and define your cumulative culture (think less employee handbook and more, 'unwritten rules' of engagement).*

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

- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis posted an opening for a Computer Help Desk Associate position earlier in the month. A number of well-qualified candidates applied, which were narrowed down to four. Interviews were held towards the middle of the month (a big thank you to Assistant IT Manager Max Mogavero for filling in last minute for Paul for two of the interviews). While close, Tim Donahue was selected and scheduled to start in mid-August. Welcome to the library, Tim!
- Media Lab Coordinator Ed Bromiel took passport photos on Saturday, July 21. Patrons were very interested in this event, as it's a unique service and one that we've received requests for in the past. Ed had 11 participants who were appreciative of the opportunity (and that it was free!).
- Lauren visited Lacey Creek Supportive Living to bring a bit of IT into the outreach world. She held a digital petting zoo, offering info and advice on a number of devices

(tablets, smart phones, e-readers, etc.). It was very well received and many residents had tech questions of their own. As such, Lauren and Computer Help Desk Associate Emily Anderson will be visiting in mid-August for off-site Book-an-Expert sessions. (Book-an-Expert sessions allow one-on-one help on a variety of tech-related topics, ranging from help with a specific program – such as setting up a spreadsheet in Excel – to help with a brand new iPad.)

### **Public Relations – Jen Fredericks**

- Melody has been working closely with The Art Department, a group of local artists dedicated to making Downers Grove a welcoming community for artists, to develop a collaborative art project between our patrons and their artists. Details are now set and the project, set for three dates of creativity in September, will be featured on the front page of Discoveries. This is a strategic plan goal.
- PR is supporting the Friends of DGPL at a new level - we have developed an identity for the DG Writers Workshop and the Friends travel programs. We are excited to begin promoting the Friends programs at the same level that we promote library programs. The DGWW has already indicated that they are getting new people at their meetings as soon as we added their programs to the home page of our website.

### **Access 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 17 items.

#### **Reclassification and Repairs**

- Repaired 883 ATS and Kids Room books and audiovisual items.
- Reclassified 461 general adult and ATS and Kids Room items (mainly, Book Club to Great Reads).

#### **Other News:**

- Longtime employee Barb Powell retired after 27 years of service.
- ATS employee Kira Riddle spent a second day cross-training and learning the functions and workflow of the Access Services department.
- Jen filled in for new hire Nora Mastny during the last week of the month while she was on vacation.
- Staff are continuing to sort and store materials for the FOL book sale.



**Facilities Services – Ian Knorr**

- The 2x2 lighting in the Lobby, North, and South entrances has been retrofitted with LED technology. ComEd rebate forms have been submitted and a rebate of \$1,041.60 is expected.
- Urban Elevator Service took over as our maintenance and service provider.
- Ian is working with lighting suppliers to find a suitable retrofit for the lighting fixtures over the public computers, DVDs, CDs, and teen central.
- Ian met with Elara Engineering to review the library's needs and replacement of the HVAC system.
- Ian attended the Mental Health First Aid seminar in LaGrange.


Downers Grove Area FISH Pantry  
4340 Prince Street  
Downers Grove, IL 60515  
[www.downersgrovefish.org](http://www.downersgrovefish.org)  
630-964-7776

July 29, 2018

Dear Christine,

On behalf of the volunteers in the FISH organization, I thank you and all those connected with library for all the food you donated to us. We are currently assisting 190 families a month, and as you might imagine, we always have a need for food. You have supported us for years and once again, we're grateful to be the recipients of the various ways you collect food and/or money for us. You are such fine examples of living and practicing the idea that we're all connected and we all matter. Your kindness is greatly appreciated.

Thank you again.



June Miller  
Corresponding Secretary

FISH is a nonprofit 501 (c) (3) organization. Neither goods nor services were provided in exchange for these donations.

Circulation StatisticsA		B	C	D	E	F	G
1	<b>Circulation</b>	<b>JUL 18</b>	<b>%</b>	<b>JUL 17</b>	<b>%</b>	<b>JUL 16</b>	<b>%</b>
2	<b>Checkouts</b>						
3	Selfchecks	54,702	75%	56,475	76%	60,365	80%
4	Staff desk	17,940	25%	18,052	24%	15,225	20%
5	<b>Total checkouts</b>	<b>72,642</b>		<b>74,527</b>		<b>75,590</b>	
6							
7	<b>Renewals</b>						
8	Auto-renewal	37,837		37,120			
9	Selfchecks	52		101		2,264	
10	Staff desk (incl. phone)	353		624		3,014	
11	Patron self-renewals on website	810		988		11,748	
12	Patron self-renewals on BookMyne	35		53		127	
13	<b>Total renewals</b>	<b>39,087</b>		<b>38,886</b>		<b>17,153</b>	
14							
15	<b>Total item checkout and renewals</b>	<b>111,729</b>		<b>113,413</b>		<b>92,743</b>	
16							
17	<b>Digital Circulation</b>	<b>7,141</b>		6,735		6,379	
18							
19	<b>Total Circulation</b>	<b>118,870</b>		<b>120,148</b>		<b>99,122</b>	
20							
21	<b>Reserves Processed</b>						
22	Received from ILL	6,959		6,807		7,559	
23	ILL sent	4,696		4,764		4,440	
24	OCLC requests processed	246		424		699	
25							
26	<b>Gate Count</b>						
27	North	29,386		31,296		32,917	
28	South	17,878		18,182		19,072	
29	<b>Total</b>	<b>47,264</b>		<b>49,478</b>		<b>51,989</b>	
30							
31							
32	<b>Registrations</b>						
33	New resident library cards	215		245		219	
34	New fee cards	9		7		3	
35	Current borrowers	x		29,595		31,345	
36	Active fee cards	x		143		138	

**Circulation**

	Jul 2017	Jul 2018	YTD Totals			
Adult	59,565	58,834	345,632	381,882		
Teen	3,563	3,665	14,180	17,061		
Children	50,285	49,236	251,823	296,240		
Download	6,735	7,141	53,615	49,600		
Total	120,148	118,876	665,250	744,783	79,533	12.0%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	34,196	58.12%	6,975	11.86%	15,017	25.52%	2,646	4.50%	58,834
Teen	3,467	94.60%	105	2.86%	62	1.69%	31	0.85%	3,665
Children	38,455	78.10%	1,892	3.84%	7,375	14.98%	1,514	3.07%	49,236
Total	76,118	68.12%	8,972	8.03%	22,454	20.10%	4,191	3.75%	111,735

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,382	75.29%	14,935	9.50%	15,439	9.82%	8,472	5.39%	157,228
Children	73,662	84.44%	2,943	3.37%	7,996	9.17%	2,637	3.02%	87,238
Total	192,044	78.56%	17,878	7.31%	23,435	9.59%	11,109	4.54%	244,466

**Book Collection**

	Jul 2017	Jul 2018				
Adult	130,310	118,382				
Children	74,624	73,662	YTD Totals		YTD Difference	
Total	204,934	192,044	204,934	192,044	-12,890	-6.3%

**Audio Collection**

	Jul 2017	Jul 2018				
Adult	16,649	14,935				
Children	2,819	2,943	YTD Totals		YTD Difference	
Total	19,468	17,878	19,468	17,878	-1,590	-8.2%

**Video Collection**

	Jul 2017	Jul 2018				
Adult	16,215	15,439				
Children	7,830	7,996	YTD Totals		YTD Difference	
Total	24,045	23,435	24,045	23,435	-610	-2.5%

**Miscellaneous Collection**

	Jul 2017	Jul 2018				
Adult	8,493	8,472				
Children	2,866	2,637	YTD Totals		YTD Difference	
Total	11,359	11,109	11,358	11,109	-249	-2.2%

## Statistics for Jul 2018 (FY Jan-Dec)

### Rooms & Spaces

	Jul 2017	Jul 2018				
Community Use of Rooms	839	1,016				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	342	247				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,181	1,263	8,850	8,740	-110	-1.2%

### Programs Offered

	Jul 2017	Jul 2018				
Library Programs Offered						
Adult	10	16				
Teen	4	3				
Children	58	69				
Outreach Programs Offered						
Adult	4	5				
Teen	1	0				
Children	7	13				
Passive Programs Offered						
Adult	0	4				
Teen	0	1				
Children	24	5				
Programs Offered Total	108	116	789	852	63	8.0%

### Program Attendance

	Jul 2017	Jul 2018				
Library Program Attendance						
Adult	142	238				
Teen	39	9				
Children	1,538	1,718				
Outreach Program Attendance						
Adult	339	308				
Teen	4	0				
Children	167	380				
Passive Program Attendance						
Adult	0	535				
Teen	0	48				
Children	1,942	1,816				
Program Attendance Total	4,171	5,052	30,573	28,651	-1,922	-6.3%

## Statistics for Jul 2018 (FY Jan-Dec)

### Gate Count

	Jul 2017	Jul 2018	YTD Totals		YTD Difference	
	49,478	47,264	316,051	294,878	-21,173	-6.7%

### Reference Questions

	Jul 2017	Jul 2018	YTD Totals		YTD Difference	
One on One Tutorials	30	28	194	211	17	8.8%

### Computer User Sessions

	Jul 2017	Jul 2018				
Adult	3,953	3,742				
Children	1,754	1,786	YTD Totals		YTD Difference	
Total	5,707	5,528	38,059	35,949	-2,110	-5.5%
Wireless Sessions	2,113	2,603	16,226	17,916		