

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
REGULAR MONTHLY MEETING  
JUNE 26, 2019, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes  
    a. May 22, 2019 Minutes Requested Action: Approval
5. Financial Matters  
    a. May 2019 Financial Report  
    b. June 2019 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business  
    a. Compensation Philosophy Requested Action: Approval  
    b. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund Requested Action: Approval  
    c. 2020 Preliminary Budget Draft Requested Action: Discussion
9. Unfinished Business  
    a. LED Replacement Lighting in Fiction Section Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
May 22, 2019, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Joni Hansen, Ed Pawlak, Ian Knorr, Allyson Renell.

3. **Welcome to Visitors.** Present: a member of the public arrived shortly after the board meeting commenced.
4. **Approval of Minutes.**
  - a. April 24, 2019 Regular Monthly Meeting. It was moved by Dougherty and seconded by Stapleton THAT the Minutes of the April 24, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. April 2019 Financial Report. Milavec presented the report. The expenditures side is going well and running as expected. The revenue will not start rolling in until the end of May as people begin to pay their property taxes and then in June a big jump will occur. Milavec highlighted an invoice of note for Mechanical Concepts of Illinois for the boiler replacement project; and two other invoices: First Light Technologies, Ltd., for the bollard solar lights for the garden walk and Print Smart for summer reading supplies and prizes.
  - b. May 2019 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of May 2019 capital replacement invoices totaling \$62,541.00, the payment of May 2019 operating invoices totaling \$88,425.52, and the ratification of April 2019 payrolls totaling \$218,140.06 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. Ed Pawlak commented that the library is a very valuable part of society and started attending Board meetings regularly a few years ago. He mentioned that under the current Board, things in the library have drastically improved and thanked the Board for their work.
8. **New Business.**
  - a. Summer Reading Presentation. Children's Services Manager, Allyson Renell, presented specific information about this year's theme "It's Showtime at Your Library!" and the four different Summer Reading programs available to patrons: 1) 0-5 Read to Me; 2) K-8 Readers Program; 3) Teen Program; and 4) Adult Program. Renell highlighted the tens of school visits her department made in an effort to promote the Summer Reading program and stress the importance of reading over the summer.
  - b. Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. Dated May 22, 2019. Milavec commented that everything that the Board discussed in April, including the amendment to the contract, has been approved and signed by Mechanical Concepts of Illinois. Ian Knorr commented further, providing an update to the project: Trane Chicago is finished with the automation system upgrade; the old boiler units have been completely removed and the new boilers have been set in place and all replacement parts are on site. Knorr forecasted that the project would be completed around June 11 or 12. Graber and Humphreys approved the contract by signing as required.

It was moved by Stapleton and seconded by Gigani THAT the Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. dated May 22, 2019 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Illinois Non-Resident Library Card Program. Milavec explained that this is an annual decision the Board has to make which permits non-residents in unincorporated areas the option to purchase fee-based library cards. It was moved by Humphreys and seconded by Stapleton THAT the Illinois Non-Resident Library Card Program be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

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

10. **Library Director's Report.** Milavec presented the report. The Foundation has met and discussed how they will proceed with securing artwork for the lobby wall. Three of the original seven candidates have been invited to resubmit proposals.

The Library is moving forward with the public screening of the movie "The Public" in partnership with DuPagePads at the Tivoli on October 2 (tentative date). Milavec saw the film at a fundraiser at the Oak Park Public Library on May 15. The film takes place at a library during a polar vortex where the homeless population takes over the library overnight. The Library Foundation is considering underwriting the event. The library will also be offering ancillary programs throughout the month of October in order to continue help raise awareness of the problem of homelessness in our community.

The Library has been warned by Libraries of Illinois Risk Agency (LIRA), its liability and property insurer, to expect larger than past years' premiums for liability insurance due to higher than normal rates property loss caused by increased incidences of tornadoes, flooding, storms, hail damage, etc.

The Library is working with Aurora University with high hopes of becoming a host site for social work interns this fall. The purpose of the partnership is to effectively connect people in need of social services with appropriate resources. This type of partnership has been very successful at both Aurora Public Library and Elmhurst Library.

The Library has not received its compensation system report from Focus HR in time to include in the May board packet. The Board will receive a 2020 salary schedule only and an implementation plan for the minimum wage hike for subsequent years will be presented at a later date.

Executive Assistant, Katelyn Vabalaitis, gave birth to a healthy baby boy on May 3. Mom and baby are doing well. Administrative Assistant, Sophia Vaughn, has been working in full time to cover Katelyn's maternity leave.

11. **Trustee Comments and Requests for Information.** Stapleton commented that she heard positive feedback about the Republic Bank of Chicago's Woodstock exhibit on the second floor in the library.

12. **Adjournment.** President Graber adjourned the meeting at 8:10 p.m.

DOWNERS GROVE LIBRARY      5/31/2019

		Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$	(443,272)	\$ 1,039,727
FUND BALANCE		(569,993)	\$ 1,039,727

# Revenue by Object Report

Village of Downers Grove  
5/1/2019 through 5/31/2019

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Estimate</b>	<b>Revenues</b>	<b>Year-to-date Revenues</b>	<b>Balance</b>	<b>Prct Rcvd</b>
4101 Current Property Taxes	5,337,785.00	124,541.70	124,541.70	5,213,243.30	2.33
4109 Prior Year Property Taxes	100.00	8.11	5,062.23	-4,962.23	5,062.23
4313 Personal Property Replacement Tax	60,000.00	16,632.60	40,167.22	19,832.78	66.95
4410 Sales of Materials	11,000.00	632.15	3,917.78	7,082.22	35.62
4502 Charges For Services	20,000.00	1,422.40	8,481.91	11,518.09	42.41
4509 Fees For Non-Residents	16,000.00	1,168.00	9,052.00	6,948.00	56.58
4571 Rental Fees	5,000.00	470.00	1,780.00	3,220.00	35.60
4581 Fines	37,500.00	2,445.44	13,400.71	24,099.29	35.74
4590 Cost Recovered For Services	10,000.00	956.67	5,206.04	4,793.96	52.06
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	4,959.17	-2,959.17	247.96
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	2,060.80	17,042.52	-12,042.52	340.85
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>5,541,295.00</b>	<b>150,337.87</b>	<b>233,611.28</b>	<b>5,307,683.72</b>	<b>4.22</b>

# Capital Replacement

## Expenditures by Object Report

Page: 4

glExpObj  
05/30/2019 2:58PM  
Periods: 5 through 5

Village of Downers Grove  
5/1/2019 through 5/31/2019

### Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5870 Capital Equipment	624,000.00	62,541.00	80,475.32	0.00	543,524.68	12.9
<b>Grand Totals</b>	624,000.00	62,541.00	80,475.32	0.00	543,524.68	12.9



# Operating Fund

glExpObj  
05/24/2019 10:00AM  
Periods: 5 through 5

## Expenditures by Object Report

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Village of Downers Grove  
5/1/2019 through 5/31/2019

### Grand Totals

<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>
5101 Salaries, Exempt	1,406,416.00	112,636.46	613,104.66	0.00	793,311.34	43.5
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	247,835.00	15,603.16	95,261.38	0.00	152,573.62	38.4
5119 Part-Time Employee Wages	1,237,473.00	87,424.33	479,288.15	0.00	758,184.85	38.7
5131 IMRF Pension Contributions	194,334.00	14,832.19	81,085.51	0.00	113,248.49	41.7
5133 Medicare Contributions	41,930.00	3,067.69	16,913.96	0.00	25,016.04	40.3
5134 Social Security Contributions	179,287.00	13,116.70	72,320.76	0.00	106,966.24	40.3
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	74.80	387.60	0.00	656.40	37.1
5191 Health Insurance	450,182.00	29,124.87	147,136.69	0.00	303,045.31	32.6
5195 Optical Insurance	1,992.00	138.54	709.63	0.00	1,282.37	35.6
5197 Dental Insurance	38,044.00	2,412.08	12,132.84	0.00	25,911.16	31.8
5210 Supplies	91,050.00	6,151.96	34,066.49	0.00	56,983.51	37.4
5251 Maintenance Supplies	18,500.00	1,535.06	6,534.84	0.00	11,965.16	35.3
5280 Small Tools & Equipment	35,300.00	1,019.18	8,646.98	0.00	26,653.02	24.5
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	1,789.00	2,970.00	0.00	4,530.00	39.6
5303 Seminars, Conferences & Meetings	30,525.00	3,323.45	8,373.82	0.00	22,151.18	27.4
5308 Recognition Program-Staff	5,000.00	0.00	1,496.23	0.00	3,503.77	29.9
5315 Professional Services	60,000.00	2,666.61	12,785.99	0.00	47,214.01	21.3
5322 Personnel Recruitment	2,000.00	298.40	302.72	0.00	1,697.28	15.1
5323 Special Legal	6,000.00	64.50	64.50	0.00	5,935.50	1.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	108,950.00	0.00	69,217.36	0.00	39,732.64	63.5
5380 Printing Services	25,100.00	4,145.90	8,235.90	0.00	16,864.10	32.8
5391 Telephone	20,200.00	1,385.91	6,855.87	0.00	13,344.13	33.9
5392 Postage	25,500.00	0.00	6,111.00	0.00	19,389.00	23.9
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	2,590.55	4,693.86	0.00	15,806.14	22.9

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## Expenditures by Object Report

Village of Downers Grove  
5/1/2019 through 5/31/2019

**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 Use</b>
5420 Insurance - Other Policies	45,150.00	528.00	39,203.00	0.00	5,947.00	86.8
5430 Building Maintenance Services	91,500.00	6,796.00	24,542.75	0.00	66,957.25	26.8
5450 Cleaning Services	80,500.00	5,545.00	27,680.00	0.00	52,820.00	34.3
5461 Utilities	25,250.00	1,609.47	10,881.93	0.00	14,368.07	43.1
5470 Other Equipment Repair And Maintenance	11,550.00	183.74	4,064.05	0.00	7,485.95	35.1
5481 Rentals	20,500.00	832.16	5,706.03	0.00	14,793.97	27.8
5620 Recoverables	3,000.00	80.55	654.81	0.00	2,345.19	21.8
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	2,673.65	17,551.55	0.00	42,448.45	29.2
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,000.00	4,250.52	64,603.86	0.00	161,396.14	28.5
5852 Print Materials	345,000.00	27,261.42	124,317.95	0.00	220,682.05	36.0
5853 Audiovisual Materials	147,000.00	9,702.93	45,866.84	0.00	101,133.16	31.2
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	65,000.00	1,137.90	16,293.63	0.00	48,706.37	25.0
5880 Intangible Assets (Software)	43,000.00	3,541.73	10,432.00	0.00	32,568.00	24.2
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>5,778,112.00</b>	<b>367,544.41</b>	<b>2,080,495.14</b>	<b>0.00</b>	<b>3,697,616.86</b>	<b>36.0</b>

**Invoice Edit Listing**  
**Village of Downers Grove**  
**Capital Replacement**  
**June 26, 2019**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018808 ELARA ENGINEERING	1	2,225.00	0.00	2,225.00
019195 MECHANICAL CONCEPTS OF, ILLINOIS, INC.	1	70,854.30	0.00	70,854.30
<b>Grand Total:</b>	2	73,079.30	0.00	73,079.30

## INVOICES OF NOTE

For Library Board Meeting on June 26, 2019

### Capital Replacement Fund

018808	Elara Engineering (HVAC upgrade)	\$2,225.00
019595	Mechanical Concepts Of, Illinois, Inc. (boiler replacement project)	\$70,854.30

**Invoice Edit Listing**  
**Village of Downers Grove**  
**June 26, 2019**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018213 AMAZON CAPITAL SERVICES, INC.	4	1,194.91	0.00	1,194.91
000322 AMAZON.COM	1	2,368.11	0.00	2,368.11
019203 ARRANGING TIME	1	93.75	0.00	93.75
000403 AT&T	1	261.99	0.00	261.99
017882 ATLAS	1	50.00	0.00	50.00
000672 BAKER & TAYLOR - L0217582	90	28,646.15	0.00	28,646.15
016893 BIBLIOTHECA, LLC	3	8,484.90	0.00	8,484.90
017633 BONAREK, KAREN	1	62.92	0.00	62.92
019374 BRACKETS CODE CLUB ,LLC	1	200.00	0.00	200.00
009483 BRODART CO	1	230.01	0.00	230.01
015802 C & C SYSTEMS LLC	1	2,850.00	0.00	2,850.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
001264 CDW GOVERNMENT, INC	1	85.04	0.00	85.04
008323 CENGAGE LEARNING	11	1,162.82	0.00	1,162.82
001277 CENTER POINT PUBLISHING	3	341.55	0.00	341.55
002319 CHAMBER630	1	69.75	0.00	69.75
012050 CHERYL PAWLAK	2	19.49	0.00	19.49
001377 CHICAGO TRIBUNE	2	1,014.00	0.00	1,014.00
013235 CHILDREN'S PLUS, INC.	1	702.40	0.00	702.40
013822 CHRISTINE THORNTON	1	300.00	0.00	300.00
012157 CLASSIC HARDWARE, INC.	1	110.00	0.00	110.00
001553 COMCAST CABLE	1	300.18	0.00	300.18

**Invoice Edit Listing**  
**Village of Downers Grove**  
**June 26, 2019**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	886.94	0.00	886.94
002056 DEMCO INC	3	718.15	0.00	718.15
002346 DOWNERS GROVE PARK DISTRICT	1	65.00	0.00	65.00
019288 DOWNERS GROVE PUBLIC LIBRARY, FOUNDATION	1	100.00	0.00	100.00
002359 DOWNERS GROVE SANITARY DIST.	2	209.33	0.00	209.33
017328 ELM USA, INC.	1	375.50	0.00	375.50
018383 EVAN P. SINGER	1	300.00	0.00	300.00
005572 FIA CARD SERVICES, N.A.	14	6,794.33	0.00	6,794.33
009775 FINDAWAY WORLD, LLC	2	3,307.96	0.00	3,307.96
019204 FOCUS HR CONSULTING	1	1,400.00	0.00	1,400.00
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	4	424.74	0.00	424.74
013544 GOOGLE, INC.	1	891.00	0.00	891.00
003188 GRAHAM CRACKERS COMICS, LTD.	2	314.75	0.00	314.75
008770 GRAINGER	3	308.94	0.00	308.94
018572 HOMELESS TRAINING INSTITUTE, LLC	1	1,199.00	0.00	1,199.00
008206 HR SOURCE	1	100.00	0.00	100.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	2	252.00	0.00	252.00
009880 IMAGE SYSTEMS &	1	1,381.55	0.00	1,381.55
012834 IPROMOTEU	1	655.88	0.00	655.88
002133 JAKOSZ, DIANE	1	44.26	0.00	44.26
018753 JIGGLEJAM PRODUCTIONS	1	500.00	0.00	500.00
010490 KELLY POCCHI	1	15.96	0.00	15.96

**Invoice Edit Listing**  
**Village of Downers Grove**  
**June 26, 2019**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
010993 KENT ADHESIVE PRODUCTS COMPANY	1	70.18	0.00	70.18
004812 KLEIN, THORPE AND JENKINS, LTD	1	322.50	0.00	322.50
017676 KLENK, AMANDA	2	153.78	0.00	153.78
004928 LAKESHORE LEARNING MATERIALS	1	297.68	0.00	297.68
017675 LEBARON, C FREDERICK	2	65.07	0.00	65.07
017280 MARTIN, JOHN	2	47.64	0.00	47.64
010916 MARY THOMAS	1	8.19	0.00	8.19
018877 MASTNY, NORA	2	14.26	0.00	14.26
015080 MATTESON, JOY	1	27.66	0.00	27.66
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	31	9,813.46	0.00	9,813.46
006161 NICOR GAS	1	681.56	0.00	681.56
018695 OLIVER LAWRENCE	1	800.00	0.00	800.00
012499 OVERDRIVE, INC.	5	12,569.61	0.00	12,569.61
018491 PEOPLEFACTS, LLC	1	63.56	0.00	63.56
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	10.00	0.00	10.00
018885 PRECHEL, AMELIA	1	8.58	0.00	8.58
006698 PRINT SMART	6	2,505.78	0.00	2,505.78
012227 PROFORMA INNOVATIVE MARKETING, PRODUCTS	1	396.24	0.00	396.24
006859 R.H. DONNELLEY	1	14.70	0.00	14.70
006897 RANDOM HOUSE, INC	3	63.00	0.00	63.00
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	20.00	0.00	20.00
006944 RECORDED BOOKS, LLC	4	590.74	0.00	590.74

**Invoice Edit Listing**  
**Village of Downers Grove**  
**June 26, 2019**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
016519 RIDDLE, KIRA	1	6.50	0.00	6.50
019214 RIZZO, SANDRA	1	12.64	0.00	12.64
018123 ROONEY, NANCY	1	27.84	0.00	27.84
013422 RUNCO OFFICE SUPPLY & EQUIP CO	5	553.52	0.00	553.52
007517 SCHOLASTIC LIBRARY PUBLISHING	2	11,123.57	0.00	11,123.57
007604 SERVICEMASTER COMMERCIAL CLEAN	1	5,545.00	0.00	5,545.00
014414 SHAW SUBURBAN MEDIA	1	154.22	0.00	154.22
007647 SHICK SCHOOL&OFFICE SUPPLY CO	1	113.94	0.00	113.94
013611 SKOCIK, TRACI	2	165.98	0.00	165.98
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75
018508 SUE FARLEY	1	174.15	0.00	174.15
019386 THOMAS S. SHARPE	1	650.00	0.00	650.00
016841 TSAI FONG BOOKS, INC.	2	132.32	0.00	132.32
015177 ULINE	3	614.90	0.00	614.90
011517 UNIQUE MANAGEMENT SERVICES, IN	1	98.45	0.00	98.45
006654 UNITED STATES POSTAL SERVICE	1	3,000.00	0.00	3,000.00
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
008642 VALUE LINE PUBLISHING, LLC	1	6,175.00	0.00	6,175.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	665.58	0.00	665.58
<b>Grand Total:</b>	<b>277</b>	<b>128,238.32</b>	<b>0.00</b>	<b>128,238.32</b>



## INVOICES OF NOTE

For Library Board Meeting on June 26, 2019

016893	Bibliotheca, LLC (cloud subscription, RFID workstations)	\$8,484.90
019374	Brackets Code Club, LLC ( program)	\$200.00
015802	C & C Systems, LLC (PTZ cameras)	\$2,850.00
013822	Christine Thornton (Fort Nite drawing class)	\$300.00
018383	Evan P. Singer (Noodles The Wonder Dog program)	\$300.00
019204	Focus HR Consulting (HR project)	\$1,400.00
018572	Homeless Training Institute (subscription renewal)	\$1,199.00
012834	IpromoteU (tote bags)	\$655.88
018753	JiggleJam Productions (JiggleJam family concert)	\$500.00
007517	Scholastic Library Publishing (BookFlix renewal)	\$11,123.57
018508	Sue Farley (garden supplies)	\$174.15
019386	Thomas S. Sharpe (Percussion Master class)	\$650.00
006654	United States Postal Service (postage meter refill)	\$3,000.00
008642	Value Line Publishing, LLC (license renewal)	\$6,175.00

## Credit Memo Edit Listing

Village of Downers  
June 26, 2019

### *Vendor Totals*

<b>Vendor</b>	<b>Number of Memos</b>	<b>Amount</b>
000672 BAKER & TAYLOR - L0217582	1	17.24
<b>Grand Total:</b>	1	17.24

## Library Credit Card Details for the June 26, 2019 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	DG Economic Development Corp luncheon, parking	\$	91.00
		<b>Total</b>	<b>\$</b>	<b>91.00</b>
Katelyn Vabalaitis				
971	5308 Staff Recognition	EOM supplies	\$	41.48
		<b>Total</b>	<b>\$</b>	<b>41.48</b>
Ian Knorr				
978	5251 Maintenance Supplies	LED bulbs, paint, paint supplies, mulch	\$	575.28
978	5280 Small Tools & Equipment	Tarp, Step-N-Pull door openers	\$	179.78
		<b>Total</b>	<b>\$</b>	<b>755.06</b>
Elizabeth Matkowski				
971	5210 Supplies	SRC supplies	\$	427.80
972	5280 Small Tools & Equipment	DVD organizer, dry eraser boards	\$	111.78
972	5303 Seminars Mtgs, & Conferences	Harassment Prevention and Training Older Adults	\$	114.00
		<b>Total</b>	<b>\$</b>	<b>653.58</b>
Karen Bonarek				
972	5315 Professional Services	Photobooth props	\$	48.15
973	5210 Supplies	Program supplies	\$	21.13
		<b>Total</b>	<b>\$</b>	<b>69.28</b>
Amelia Prechel				
977	5210 Supplies	CD/DVD Core labels, zip ties, key tags	\$	163.04
		<b>Total</b>	<b>\$</b>	<b>163.04</b>
Sharon Hrycewicz				
972	5303 Seminars, Mtgs, & Conferences	ALA Homeschooling workshop	\$	58.50
973	5852 Print Materials	Books	\$	59.96
973	5210 Supplies	Program supplies	\$	41.09
973	5853 AV Materials	Nintendo switch controllers and Joy cons	\$	280.41
971	5302 Dues & Membership	ALA memebership	\$	195.00
971	5308 Staff Recognition	Summer Reading t-shirts	\$	883.00
973	5280 Small Tools & Equipment	Power strips	\$	35.99
		<b>Total</b>	<b>\$</b>	<b>1,553.95</b>
Allyson Renell				
973	5280 Small Tools & Equipment	Boxes	\$	134.39
973	5210 Supplies	Program supplies	\$	188.56
		<b>Total</b>	<b>\$</b>	<b>322.95</b>

Traci Skocik				
973	5210 Supplies	Program supplies	\$	997.33
973	5853 AV Materials	DVDs	\$	19.42
			<b>Total</b>	<b>\$ 1,016.75</b>
Christine Lees				
971	5308 Staff Recognition	EOM supplies and PADS Lunch & Learn supplies	\$	295.56
974	5210 Supplies	Office supplies	\$	128.76
974	5303 Seminars, Mtgs, & Conferences	DGN student card and cookies	\$	36.86
			<b>Total</b>	<b>\$ 461.18</b>
Paul Regis				
973	5851 Electronic Resources	Nintendo games	\$	281.51
975	5280 Small Tools & Equipment	Thermal paper, Nintendo eCards, Pelican cases	\$	699.61
975	5880 Intangible Assets	Pantheon Systems, Cover to Cover syndication fee	\$	140.00
			<b>Total</b>	<b>\$ 1,121.12</b>
Melody Danley				
971	5210 Supplies	Program supplies	\$	21.26
976	5407 Advertising & Public Relations	Materials for teen art project	\$	283.32
			<b>Total</b>	<b>\$ 304.58</b>
Cynthia Khatri				
971	5407 Advertising & Public Relations	Program supplies	\$	93.95
			<b>Total</b>	<b>\$ 93.95</b>
Jen Fredericks				
971	5210 Supplies	Office supplies	\$	46.73
971	5280 Small Tools & Equipment	Pencil sharpener	\$	14.98
973	5280 Small Tools & Equipment	Bike chains	\$	33.94
971	5308 Staff Recognition	Grill rental for EOM	\$	56.70
			<b>Total</b>	<b>\$ 152.35</b>
			<b>Library Credit Card June 2019 Totals</b>	<b>\$ 6,800.27</b>

PAYROLLS FOR MAY 2019

MAY 10	\$107,160.17
MAY 24	\$108,503.78
TOTAL MAY 2019 PAYROLLS	\$215,663.95

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 26, 2019**

**AGENDA ITEM 8A**

**Compensation Philosophy**

A compensation philosophy is a formal statement documenting the library's position on employee compensation. Downers Grove Public Library has not previously had a written compensation philosophy. Decisions about salary schedules and employee benefits by the Board of Library Trustees and the discussions surrounding those decisions provide a starting point in creating one. The next step in the compensation system project with consultants from HR Source (formerly Management Association of Illinois) requires a compensation philosophy to guide development of pay ranges that are in keeping with where the Board of Library Trustees would like to see its compensation package placed within its market and benchmarks.

The attached Compensation Philosophy addresses both pay range and benefits components of the compensation package. The key statements are the definitions of the library's position in relation to the local competitor market. For the purposes of benchmarking pay ranges, HR Source will use a combination of library, non-profit, and for-profit market salary surveys of suburban Chicagoland. The proposed definition of the top quartile seeks to attract and retain staff that meet the high standards set forth in DGPL's purpose, values, and strategic plan goals. For the purposes of benchmarking benefits, a library market benefits survey will be the primary data source. The proposed definition of meeting or exceeding the market average seeks to create a well-rounded compensation package.

Recommended motion: Approve the Compensation Philosophy as presented.

# Our Compensation Philosophy

Downers Grove Public Library recognizes the essential role staff has in furthering the purpose and values of the library and in achieving the library's strategic goals. The Board of Library Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the library to recruit and retain a diverse staff of highly proficient and qualified employees and reward high-performing employees at all levels

- Downers Grove Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.
  - Internal equity refers to the constant effort on the part of the Board of Library Trustees and Administration to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for their category of position.
  - In determining an employee's rate of compensation within their assigned pay range, the library may consider the employee's performance, seniority, education, experience, and the requirements for each position.
  - Merit increases will be reviewed annually. Merit increases will be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
  - Annually, the library will collect, analyze, and consider pay ranges for benchmark positions in the competitor market and will make adjustments to the library pay ranges as needed. The library seeks to provide competitive salaries across all jobs—defined as the top quartile of the local (suburban Chicagoland) competitor market.
- The library compensation structure includes competitive benefits, such as flexible scheduling, paid time off, training and continuing education, and Illinois Municipal Retirement Fund, for all jobs.
  - Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
  - The Board of Library Trustees and Administration seek to ensure that benefits are offered and managed fairly across all jobs, defined as at or above average within the local (suburban Chicagoland) competitor market.
  - The library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The library may allow time and financial support to enable staff to attend approved training.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 26, 2019**

**AGENDA ITEM 8B**

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

The Village of Downers Grove received and accepted its Certified Annual Financial Report (CAFR) earlier this month, providing the library with its final audited financial position through 2018. The Library Fund balance on December 31, 2018 was \$1,276,914, an increase of \$146,467 from the previous year. The 2019 budget provides for a transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. This annual transfer funds the projects identified and prioritized in the Capital Needs Assessment through 2027. As shown in the simplified project cost and balance sheets included in your packet, the Library Capital Replacement Fund is meeting its targets. Revenues are exceeding targets due to interest and investment income. In 2018, over \$31,000 in interest and investment income was earned. In 2019, that figure already exceeds \$20,000.

For the Library Fund, the Operating Reserve target amount in the library's Finance Policy is 35% of the total amount needed to replace one boiler, one HVAC RTU, and the entire flat portion of the roof. The 2019 project cost of \$578,500 includes two boilers and two RTUs. Calculating half of the project at 35% places the boiler and RTU portion of Operating Reserves needed at \$101,238. The estimate to replace the entire roof in 2021 is \$991,467. The roof portion of Operating Reserves needed is \$347,013. The total Operating Reserve target amount for 2020 is approximately \$450,000. Under an Intergovernmental Agreement with the Village of Downers Grove, the library no longer requires short-term cash flow reserves to maintain a positive balance in its operating fund due to the property tax collection cycle.

Recommended motion: Authorize the transfer of \$350,000 from the Library Fund to Library Capital Replacement Fund.



<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler, LEDs	Masonry, Doors	Roof, Lighting & Ceiling Level 1	1/4 flooring, Lighting, Painting	1/4 flooring, Windows	1/4 flooring	1/4 flooring, VAVs, Windows,	Glazing, Painting, VAVs	Doors, Air Curtain, VAVs
\$ 669,651.61	\$ 624,938.00	\$ 447,000.00	\$ 1,137,000.00	\$ 222,000.00	\$ 356,000.00	\$ 177,000.00	\$ 215,000.00	\$ 72,000.00	\$ 42,000.00

	<u>Project Cost</u>	<u>Transfer In</u>	<u>Year End Balance</u>
<b>2018 Ending Balance</b>			\$ 1,115,108.00
<b>2019</b>	\$ 624,938.00	\$ 350,000.00	\$ 840,170.00
<b>2020</b>	\$ 447,000.00	\$ 350,000.00	\$ 743,170.00
<b>2021</b>	\$ 1,137,000.00	\$ 350,000.00	\$ (43,830.00)
<b>2022</b>	\$ 222,000.00	\$ 350,000.00	\$ 84,170.00
<b>2023</b>	\$ 356,000.00	\$ 350,000.00	\$ 78,170.00
<b>2024</b>	\$ 177,000.00	\$ 350,000.00	\$ 251,170.00
<b>2025</b>	\$ 215,000.00	\$ 350,000.00	\$ 386,170.00
<b>2026</b>	\$ 72,000.00	\$ 350,000.00	\$ 664,170.00
<b>2027</b>	\$ 42,000.00	\$ 350,000.00	
<b>Ending Balance</b>			\$ 972,170.00

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 26, 2019**

**AGENDA ITEM 8C**

**2020 Preliminary Budget Draft**

A preliminary draft of the 2020 is presented in June to allow the Board of Library Trustees, especially those who have not been through the budget process before, the maximum time to review and ask questions about the budget. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Revenue

The Financial Management Plan estimated that to fully fund the Library Capital Replacement Fund (LCRF) support of the Capital Needs Assessment projects and ongoing operations, a levy increase of 11.75% would be needed in 2019. That report used a 1.0% Equalized Assessed Valuation (EAV) increase for both 2018 and 2019. The actual EAV increase was 5.5% in 2018 and 4.7% in 2019. The increases in EAV reduce the property tax rate produced by the levy dollar amount. The Board of Library Trustees held the levy increase to 3.0% in 2019 by utilizing a portion of the Library Fund balance for operations. An estimated 4.5% Equalized Assessed Valuation (EAV) increase is used in this draft. It shows a 5.97% levy increase to \$5,656,500 and continues the practice of utilizing fund balance to reduce the impact on property taxes. Due to the EAV increase, this levy produces only a 1.41% increase to the estimated library tax rate and \$0.98 increase in Library Tax Per \$100k in Home Value.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2019 is like 2018 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Strategic Plan and LCRF. The beginning Library Fund balance for 2019 was \$1,276,914. A portion of the Library Fund balance is the Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$450,000.

The annual transfer of \$350,000 from the Library Fund to the LCRF for the Capital Needs Assessment projects is included on the balance sheet, as well as interest and investment income.

Expenses

The preliminary draft of expenses includes all management team budget requests, with Strategic Plan 2017-2020 projects. The preliminary Library Fund expenses are an increase of 4.8% over the 2019 budget.

Personnel cost impact of the compensation system redesign project, including the Illinois minimum wage increase, is estimated in this preliminary draft. Merit increases of up to 3.0% OR the minimum wage adjustment, whichever is greater, has been applied to all salaries and wages, as well as anticipated changes to some pay ranges and exempt/non-exempt status of some positions. The Illinois Municipal Retirement Fund rate increased from 8.58% to 9.42% in 2020. This draft assumes a 5% increase in renewal rates for health insurance and a flat renewal for dental and vision insurances. The allowance for unanticipated changes in staff benefit elections is reduced from prior years. Overall, personnel costs increase an estimated 6.2%.

Non-personnel costs increase 1.4%. The largest changes are in Capital Equipment >\$20,000 and Intangible Assets (Software). Replacement of the self-check units is an unanticipated expense, estimated at \$61,000. Not only do the units require an upgrade to Windows 10 OS, the built-in printers on the units are no longer being manufactured. The refurbished printers now being used last only a few months before needing replacement again. Each time this occurs, the unit is out of service for days, sometimes multiple units at the same time. Because self check units account for 75% of check outs, this has a significant service impact. The annual replacement of furniture, usually \$65,000 per year, was adjusted to \$25,000 for 2020 to offset part of the cost of the self check replacements. Some table replacements will need to be done in 2020. Several software vendors have significantly increased subscription costs, including Google and Adobe Creative Cloud.

The Library Capital Replacement Fund (LCRF) project includes masonry and doors as outlined in the Capital Needs Assessment.

### **Line Detail**

Below is a line-by-line brief explanation of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2019 attainment.

### **Revenue Budget Lines**

#### **4101 Current Property Taxes**

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

#### **4109 Prior Year Property Taxes**

Money collected that was owed in prior year property taxes.

#### **4313 Personal Property Replacement Tax**

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

distribution cycle follows the State's fiscal year. This amount has been going down steadily in recent years.

#### 4410 Sales of Materials

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

#### 4502 Charges for Services

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

#### 4509 Fees for Non-Residents

Payment for non-resident library cards.

#### 4571 Rental Fees

Meeting Room rental fees. As library use of the meeting room increases, this amount is reduced.

#### 4581 Fines

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

#### 4590 Costs Recovered for Services

Payment for lost and damaged items.

#### 4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. No revenue anticipated for 2020 budget year.

#### 4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.25 per person served on an annual basis, to all Illinois public libraries. 2019 grant award letters indicated a full award if \$1.25 per capita, but funds have not yet been received. Based on the 2018 and 2019 grant funding of \$1.25 per capita, the revenue projection for the full to \$1.25 per capita.

#### 4711 Investment Income

Interest earned on library cash invested by the Village of Downers Grove. Investment income continues to be strong.

#### 4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

#### 4820 Contributions, Operating

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

### **Expenditure Lines**

#### 5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, Technology Instructor, and Executive Assistant. This draft includes preliminary estimates of minimum wage and compensation system changes to all wage and salary budget lines.

#### 5111 Salaries, Non-Exempt

Full time non-exempt employees including Marketing Content Coordinator, Graphic Design and Display Coordinator, and ILL Coordinator. This draft includes preliminary estimates of minimum wage and compensation system changes to all wage and salary budget lines.

#### 5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Associates, Library Clerks, Shelves, Administrative Assistant, Library Monitors, and Custodians. This draft includes preliminary estimates of minimum wage and compensation system changes to all wage and salary budget lines.

#### 5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year.) Contribution rate is set annually by IMRF, according to statutory formula. Employer rate is 9.42% for 2020, an increase from the 2019 rate of 8.58%. Employee contributions are required and set by statute. This line is determined by applying the rate to anticipated wages for qualifying employees.

#### 5133 Medicare Contributions

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

#### 5134 Social Security Contributions

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

#### 5190 Life Insurance

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

#### 5191 Health Insurance

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

#### 5195 Optical Insurance

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

#### 5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on estimated flat renewal rate, changes in insurance elected by current employees, and anticipated employee turnover. A mistake in calculation of this budget line for 2019 allowed for a small reduction in this line.

#### 5210 Supplies

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

#### 5251 Maintenance Supplies

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

#### 5280 Small Tools & Equipment

Objects such as book carts, acrylic sign holders, computer cords, pencil sharpeners, and telephones.

#### 5302 Dues and Memberships

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

#### 5303 Seminars, Conference & Meetings

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

#### 5308 Recognition Program--Staff

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

#### 5315 Professional Services

Speakers for library programs and internal staff training, professional services such as architect, website design consultant, legal ads, and construction management. 2020 budget includes consulting fees for a Strategic Plan update for 2021.

#### 5323 Special Legal

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

#### 5346 Data Processing Services

Fees for SWAN ILS (Integrated Library System for circulation, catalog, technical processing), online fine payments, Patron Incident Tracking Software, and biblioteca licensing and maintenance agreements for self-checks, sorter, and RFID checkin/out pads.

#### 5380 Printing Services

Printing library newsletter, street banners, and incidental items.

#### 5391 Telephone

Telephone service and Internet providers.

#### 5392 Postage

Postage costs for Discoveries and all mailings.

#### 5407 Advertising and Public Relations

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



#### 5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, and Directors and Officers. Proposed amount includes an estimated 15% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool.

#### 5430 Building Maintenance Services

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

#### 5450 Cleaning Services

Annual contract for outside cleaning company, plus special services. The current three-year contract with Service Master expires December 31, 2019. The contract will be re-bid later this year.

#### 5461 Utilities

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

#### 5470 Other Equipment Repair and Maintenance

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

#### 5481 Rentals

Rental of copy machines, staff room vending machine, parking permits, and postage meter. 2019 changes to copier machine leases resulted in some reduction in this expense.

#### 5620 Recoverables

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

#### 5630 Contingency

Money set aside for unforeseen events.

#### 5690 Unemployment Compensation

Unemployment compensation claims, if necessary.

#### 5770 Capital Equipment < \$20,000

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

#### 5851 Electronic Resources

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

#### 5852 Print Materials

Print items for the collection including books and magazines.

#### 5853 Audiovisual Materials

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

#### 5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Annually includes an ongoing cycle of furniture replacement. Replacement of self-check units is estimated at \$61,000.

#### 5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, and Constant Contact. This includes all known renewal rates.

## June 26, 2019 Board Packet, Page 35 Corrected

### DOWNERS GROVE PUBLIC LIBRARY 2020 DRAFT BALANCE SHEET

#### LIBRARY FUND BALANCE

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 PROPOSED
BEGINNING BALANCE	\$ 1,139,791.00	\$ 1,130,447.00	\$ 1,276,914.00	\$ 1,276,914.00	\$ 1,467,813.04
REVENUES	\$ 5,388,824.00	\$ 5,485,378.00	\$ 5,541,295.00	\$ 5,580,023.00	\$ 5,875,016.00
EXPENSES	\$ 5,425,205.73	\$ 4,988,911.00	\$ 5,425,205.73	\$ 5,039,123.96	\$ 5,990,574.26
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
ENDING BALANCE	\$ 753,409.27	\$ 1,276,914.00	\$ 1,043,003.27	\$ 1,467,813.04	\$ 1,002,254.77
NET CHANGE	\$ (386,381.73)	\$ 146,467.00	\$ (233,910.73)	\$ 190,899.04	\$ (465,558.26)

#### LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 PROPOSED
BEGINNING BALANCE	\$ 1,403,493.00	\$ 1,403,493.00	\$ 1,115,108.00	\$ 1,115,108.00	\$ 1,038,108.00
REVENUES	\$ -	\$ 31,137.00	\$ 2,500.00	\$ 20,000.00	\$ 20,000.00
EXPENSES	\$ 660,000.00	\$ 669,522.00	\$ 624,000.00	\$ 624,937.00	\$ 447,000.00
TRANSFER IN FROM OPERATING FUND	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
ENDING BALANCE	\$ 1,093,493.00	\$ 1,115,108.00	\$ 843,608.00	\$ 1,038,108.00	\$ 1,408,108.00
NET CHANGE	\$ (310,000.00)	\$ (288,385.00)	\$ (271,500.00)	\$ (77,000.00)	\$ 370,000.00

**DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET DRAFT**

<b>SOURCE</b>		2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,182,314.00	5,226,830.00	5,337,785.00	5,337,785.00	5,656,500.00
4109	Prior Year Property Tax	100.00	104.00	100.00	5,054.00	100.00
4313	Personal Property Replacement Tax	60,000.00	57,207.00	60,000.00	54,424.00	51,500.00
4410	Sale of Materials	10,000.00	10,048.00	11,000.00	9,857.00	9,900.00
4502	Charges for Services (copy & printing)	15,000.00	38,958.00	20,000.00	21,177.00	20,000.00
4509	Fees For Non-Residents	16,000.00	17,391.00	16,000.00	15,768.00	16,000.00
4571	Rental Fees	4,500.00	6,380.00	5,000.00	3,930.00	4,000.00
4581	Fines	42,000.00	35,133.00	37,500.00	32,865.00	33,000.00
4590	Cost Recovered for Services	15,000.00	10,860.00	10,000.00	12,747.00	10,000.00
4610	Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620	State, Operational Grants	36,910.00	61,516.00	36,910.00	61,516.00	61,516.00
4711	Investment Income	2,000.00	10,933.00	2,000.00	9,918.00	7,500.00
4712	Investment Income - Property Taxes	0.00	1,969.00	0.00	0.00	0.00
4820	Contributions	5,000.00	8,049.00	5,000.00	14,982.00	5,000.00
	TOTAL 805.90	5,388,824.00	5,485,378.00	5,541,295.00	5,580,023.00	5,875,016.00

# June 26, 2019 Board Packet, Page 37 Corrected

DOWNERS GROVE PUBLIC LIBRARY 2020 EXPENDITURES SIMPLIFIED SHEET DRAFT							
	<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>				Budget to	Budget to	
		2019	2019	2020	Proposed	Proposed	
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,406,413.96	1,471,451.18	1,516,781.72	110,367.76	7.8%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	246,830.59	228,627.31	329,819.08	82,988.49	33.6%	
5119	Part-Time Employee Wages	1,235,976.69	1,150,291.56	1,211,080.43	-24,896.26	-2.0%	
5131	IMRF Pension Contributions	194,119.67	194,605.22	228,463.21	34,343.54	17.7%	
5133	Medicare Contributions	41,893.71	40,593.50	44,336.38	2,442.67	5.8%	
5134	Social Security Contributions	179,131.72	173,569.82	189,576.24	10,444.52	5.8%	
5190	Life Insurance	1,044.00	930.24	1,044.00	0.00	0.0%	
5191	Health Insurance	450,182.75	353,128.06	431,569.37	-18,613.38	-4.1%	
5195	Optical Insurance	1,991.76	1,703.11	1,989.69	-2.07	-0.1%	
5197	Dental Insurance	38,045.88	29,118.82	34,239.15	-3,806.73	-10.0%	
		3,795,630.73	3,644,018.83	3,988,899.26	193,268.53	5.1%	Personnel Cost

# June 26, 2019 Board packet, Page 38 Corrected

	TOTAL LIBRARY 805.90.XXX.XXXX				Budget to	Budget to	
		2019	2019	2020	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST ATT.	BUDGET	Change \$	Change %	
5210	Supplies	91,050.00	81,759.58	97,450.00	6,400.00	7.0%	
5251	Maintenance Supplies	18,500.00	15,683.62	18,550.00	50.00	0.3%	
5280	Small tools & equipment	35,300.00	22,552.75	31,100.00	(4,200.00)	-11.9%	
5302	Dues and Memberships	7,500.00	7,128.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	30,525.00	20,097.17	34,050.00	3,525.00	11.5%	
5308	Recognition Programs-Staff	5,000.00	3,590.95	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	30,740.09	60,000.00	0.00	0.0%	
5322	Personnel Recruitment	2,000.00	726.53	1,000.00	(1,000.00)	-50.0%	
5323	Special Legal	6,000.00	1,500.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	108,950.00	100,605.31	105,500.00	(3,450.00)	-3.2%	
5380	Printing Services	25,100.00	693.00	24,800.00	(300.00)	-1.2%	
5391	Telephone	20,200.00	16,454.09	20,000.00	(200.00)	-1.0%	
5392	Postage	25,500.00	266.40	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	20,500.00	0.00	19,000.00	(1,500.00)	-7.3%	
5420	Insurance - other policies	45,150.00	39,203.00	45,150.00	0.00	0.0%	
5430	Building Maintenance Services	91,500.00	58,902.60	91,550.00	50.00	0.1%	
5450	Cleaning Services	80,500.00	66,432.00	80,000.00	(500.00)	-0.6%	
5461	Utilities	25,250.00	26,116.63	25,250.00	0.00	0.0%	
5470	Other Equipment Repair & Maint.	11,550.00	9,753.72	12,000.00	450.00	3.9%	
5481	Rentals	20,500.00	14,189.47	15,500.00	(5,000.00)	-24.4%	
5620	Recoverables	3,000.00	1,571.54	4,000.00	1,000.00	33.3%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	10,000.00	0.00	5,000.00	(5,000.00)	-50.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	60,000.00	0.00	0.0%	
5851	Electronic Resources	226,000.00	226,000.00	226,800.00	800.00	0.4%	
5852	Print materials	345,000.00	345,000.00	345,250.00	250.00	0.1%	
5853	AV materials	147,000.00	147,000.00	147,725.00	725.00	0.5%	
5870	Capital equipment +\$20,000	65,000.00	65,000.00	86,000.00	21,000.00	32.3%	
5880	Intangible Assets (software)	43,000.00	34,138.69	52,000.00	9,000.00	20.9%	
		1,629,575.00	1,395,105.13	1,651,675.00	22,100.00	1.4%	Non-Personnel Costs
	TOTAL 805.90	5,425,205.73	5,039,123.96	5,640,574.26	215,368.53	4.0%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2020 EXPENDITURES SIMPLIFIED SHEET DRAFT							
	<b>Total Library Capital Replacement Fund (LCRF)</b>						
					Budget to	Budget to	
		2019	2019	2020	Proposed	Proposed	
	<b>EXPENDITURES</b>	BUDGET	ACTUAL	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 624,000.00	\$ 624,000.00	\$ 447,000.00	\$ (177,000.00)	-28%	
	Total LRCF	\$ 624,000.00	\$ 624,000.00	\$ 447,000.00	\$ (177,000.00)	-28%	

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 EST ATT.	2020 PRELIMINARY
5101	Salaries, Exempt	1,328,658.00	1,359,039.22	1,406,413.96	1,471,451.18	1,516,781.72
5104	Bonus	0.00	1,724.78	0.00	0.00	0.00
5111	Salaries, Non-Exempt	342,852.00	193,566.26	246,830.59	228,627.31	336,005.26
5119	Part-Time Employee Wages	1,241,170.00	1,134,835.44	1,235,976.69	1,150,291.56	1,211,675.43
5131	IMRF Pension Contributions	257,339.00	243,996.42	194,119.67	194,605.22	229,419.60
5133	Medicare Contributions	41,935.00	39,705.50	41,893.71	40,593.50	44,434.70
5134	Social Security Contributions	179,315.00	169,771.06	179,131.72	173,569.82	189,996.67
5190	Life Insurance	1,044.00	839.80	1,044.00	930.24	1,116.00
5191	Health Insurance	360,420.00	297,827.50	450,182.75	353,128.06	462,811.46
5195	Optical Insurance	2,492.00	1,900.85	1,991.76	1,703.11	2,113.98
5197	Dental Insurance	38,808.00	27,602.20	38,045.88	29,118.82	37,306.71
5210	Supplies	87,200.00	84,868.60	91,050.00	81,759.58	97,450.00
5251	Maintenance Supplies	18,000.00	22,402.47	18,500.00	15,683.62	18,550.00
5280	Small tools & equipment	34,600.00	19,185.83	35,300.00	22,552.75	31,100.00
5302	Dues and Memberships	7,500.00	7,796.69	7,500.00	7,128.00	7,500.00
5303	Seminars, Conferences & Meetings	34,250.00	19,754.73	30,525.00	20,097.17	34,050.00
5308	Recognition Programs-Staff	5,000.00	6,049.74	5,000.00	3,590.95	5,000.00
5315	Professional Services	60,000.00	39,671.02	60,000.00	30,740.09	60,000.00
5322	Personnel Recruitment	2,000.00	150.00	2,000.00	726.53	1,000.00
5323	Special Legal	6,000.00	5,184.20	6,000.00	1,500.00	6,000.00
5346	Data Processing Services	105,000.00	100,661.38	108,950.00	100,605.31	105,500.00
5380	Printing Services	18,700.00	18,622.00	25,100.00	693.00	24,800.00
5391	Telephone	20,000.00	22,209.83	20,200.00	16,454.09	20,000.00
5392	Postage	25,500.00	14,834.50	25,500.00	266.40	25,500.00
5407	Advertising & Public Relations	20,375.00	19,234.68	20,500.00	0.00	19,000.00
5420	Insurance - other policies	43,000.00	39,630.00	45,150.00	39,203.00	45,150.00
5430	Building Maintenance Services	90,000.00	85,033.18	91,500.00	58,902.60	91,550.00
5450	Cleaning Services	80,000.00	77,872.62	80,500.00	66,432.00	80,000.00



<b>EXPENDITURES continued</b>		2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 EST ATT.	2020 PRELIMINARY
5461	Utilities	25,000.00	17,238.19	25,250.00	26,116.63	25,250.00
5470	Other Equipment Repair & Maint.	11,500.00	10,422.88	11,550.00	9,753.72	12,000.00
5481	Rentals	20,500.00	22,587.84	20,500.00	14,189.47	15,500.00
5620	Recoverables	4,000.00	2,253.78	3,000.00	1,571.54	4,000.00
5630	Contingency	10,000.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	21,902.00	10,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	49,922.89	60,000.00	60,000.00	60,000.00
5851	Electronic Resources	223,000.00	215,217.72	226,000.00	226,000.00	226,800.00
5852	Print materials	345,000.00	351,973.19	345,000.00	345,000.00	345,250.00
5853	AV materials	148,500.00	138,930.88	147,000.00	147,000.00	147,725.00
5870	Capital equipment +\$20,000	65,000.00	62,948.52	65,000.00	65,000.00	86,000.00
5880	Intangible Assets (software)	43,000.00	41,612.28	43,000.00	34,138.69	52,000.00
5910	Transfer for Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 805.90	5,766,658.00	5,338,980.67	5,775,205.73	5,389,123.96	6,033,336.54

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	278,076.00	288,858.75	283,987.84	341,228.78	292,507.48
5111	Salaries, Non-Exempt	0.00	0.00	93,716.61	42,250.68	0.00
5119	Part-Time Employee Wages	23,878.00	20,128.50	71,879.60	74,374.73	34,557.90
5131	IMRF Pension Contributions	33,306.00	32,700.38	38,574.31	39,192.38	30,809.56
5133	Medicare Contributions	4,378.00	5,792.50	6,518.97	6,465.98	4,742.45
5134	Social Security Contributions	18,721.00	24,768.10	27,874.21	27,647.40	20,278.05
5190	Life Insurance	108.00	122.40	216.00	236.64	144.00
5191	Health Insurance	56,160.00	56,160.00	101,268.05	94,372.68	70,153.94
5195	Optical Insurance	326.00	318.96	415.68	410.90	302.91
5197	Dental Insurance	5,261.00	4,680.00	7,952.88	6,852.48	5,167.71
5210	Supplies	12,000.00	17,192.69	12,500.00	12,493.39	12,500.00
5280	Small tools & equipment	6,000.00	2,376.97	6,000.00	2,246.47	6,000.00
5302	Dues and Memberships	7,500.00	7,796.69	7,500.00	7,128.00	7,500.00
5303	Seminars, Conferences & Meetings	8,000.00	6,143.19	8,750.00	6,367.99	8,750.00
5308	Recognition Programs-Staff	5,000.00	6,049.74	5,000.00	3,590.95	5,000.00
5315	Professional Services	33,000.00	18,516.12	35,000.00	12,894.24	35,000.00
5322	Personnel Recruitment	2,000.00	150.00	2,000.00	726.53	1,000.00
5323	Special Legal	6,000.00	5,184.20	6,000.00	1,500.00	6,000.00
5346	Data Processing Services	105,000.00	100,661.38	108,950.00	100,605.31	105,500.00
5380	Printing Services	0.00	0.00	24,400.00	19,766.16	0.00
5392	Postage	0.00	0.00	13,000.00	14,400.00	0.00
5407	Advertising and Public Relations	0.00	0.00	20,500.00	11,265.26	0.00
5420	Insurance - other policies	43,000.00	39,630.00	45,150.00	39,203.00	45,150.00
5481	Rentals	20,000.00	22,476.84	20,000.00	13,694.47	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	10,000.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	21,902.00	10,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	9,927.20	10,000.00	10,000.00	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	62,948.52	65,000.00	65,000.00	86,000.00
5880	Intangible Assets (software)	11,000.00	11,945.28	11,000.00	2,138.69	12,000.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 971	1,123,714.00	1,116,430.41	1,393,154.16	1,306,053.13	1,169,064.00

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	410,885.00	366,786.18	390,882.22	393,001.51	400,847.63
5111	Salaries, Non-Exempt	0.00	0.00	0.00	46,569.60	47,482.60
5119	Part-Time Employee Wages	277,722.00	233,853.82	252,918.35	239,805.38	252,527.93
5131	IMRF Pension Contributions	75,953.00	75,066.15	52,983.86	55,874.06	62,915.51
5133	Medicare Contributions	9,985.00	8,555.86	9,335.11	9,703.87	10,162.44
5134	Social Security Contributions	42,694.00	36,582.64	39,915.64	41,492.21	43,453.21
5190	Life Insurance	252.00	108.80	252.00	163.20	288.00
5191	Health Insurance	94,680.00	66,735.00	123,014.29	90,986.86	110,195.41
5195	Optical Insurance	563.00	389.19	502.32	424.99	494.49
5197	Dental Insurance	8,662.00	5,573.80	9,671.40	7,062.43	10,335.42
5210	Supplies	6,200.00	6,430.80	8,950.00	9,757.61	10,800.00
5280	Small Tools & Equipment	2,000.00	1,258.68	1,500.00	2,230.61	1,000.00
5303	Seminars, Conferences & Meetings	5,500.00	4,683.42	4,775.00	3,268.18	3,950.00
5315	Professional Services	5,000.00	2,156.82	17,000.00	11,499.05	13,000.00
5380	Printing services	500.00	0.00	500.00	495.00	200.00
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	208,000.00	200,173.26	211,000.00	211,000.00	211,800.00
5852	Print materials	235,000.00	237,168.57	235,000.00	235,000.00	235,250.00
5853	AV materials	95,000.00	91,163.43	93,500.00	93,500.00	94,225.00
	<b>TOTAL 972</b>	<b>1,478,596.00</b>	<b>1,336,686.42</b>	<b>1,451,700.18</b>	<b>1,451,834.56</b>	<b>1,508,927.64</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	250,703.00	246,751.18	254,153.58	255,960.67	259,646.37
5104	Bonus	0.00	1,724.78	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	116.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	204,096.00	189,672.64	222,458.07	222,833.95	230,823.61
5131	IMRF Pension Contributions	45,599.00	44,087.32	37,402.72	37,490.90	42,266.74
5133	Medicare Contributions	6,594.00	6,276.86	6,910.87	6,860.47	7,111.81
5134	Social Security Contributions	28,198.00	26,839.22	29,549.92	29,333.64	30,409.14
5190	Life Insurance	144.00	163.20	144.00	163.20	144.00
5191	Health Insurance	45,660.00	40,097.50	43,170.92	41,510.09	44,852.79
5195	Optical Insurance	303.00	247.74	190.32	194.45	194.25
5197	Dental Insurance	4,606.00	3,433.68	3,336.72	3,114.41	3,232.89
5210	Supplies	18,500.00	16,117.16	18,500.00	18,323.26	18,500.00
5280	Small Tools & Equipment	4,500.00	4,967.41	4,500.00	692.69	4,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,429.45	6,000.00	3,902.59	6,000.00
5315	Professional services	6,000.00	6,298.00	6,000.00	4,666.80	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	15,044.46	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	114,804.62	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	47,767.45	53,500.00	53,500.00	53,500.00
	<b>TOTAL 973</b>	<b>799,603.00</b>	<b>770,838.67</b>	<b>811,017.12</b>	<b>803,745.12</b>	<b>832,381.60</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	71,755.00	122,579.66	126,330.63	128,270.47	130,120.55
5111	Salaries, Non-Exempt	129,356.00	77,149.63	80,807.98	65,887.20	112,655.28
5119	Part-Time Employee Wages	424,858.00	409,012.82	438,500.15	365,127.67	411,415.97
5131	IMRF Pension Contributions	27,718.00	27,045.88	21,317.42	17,083.87	26,082.94
5133	Medicare Contributions	8,779.00	8,616.07	9,361.76	7,992.62	9,485.78
5134	Social Security Contributions	37,538.00	36,839.67	40,029.60	34,175.11	40,559.89
5190	Life Insurance	144.00	122.40	144.00	81.60	108.00
5191	Health Insurance	59,940.00	57,600.00	67,178.31	47,568.74	47,657.41
5195	Optical Insurance	435.00	411.99	346.56	265.82	267.93
5197	Dental Insurance	7,011.00	6,045.00	6,874.08	4,487.54	4,601.34
5210	Supplies	16,200.00	8,764.64	16,200.00	6,223.15	16,200.00
5280	Small Tools & Equipment	2,300.00	319.40	3,500.00	1,156.18	2,300.00
5303	Seminars, Conferences & Meetings	4,000.00	781.47	1,000.00	1,219.15	4,000.00
5392	Postage	12,500.00	3,609.50	12,500.00	266.40	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	142.00	500.00	348.00	500.00
5481	Rentals	500.00	111.00	500.00	495.00	500.00
5620	Recoverables	4,000.00	2,253.78	3,000.00	1,571.54	4,000.00
	<b>TOTAL 974</b>	<b>807,534.00</b>	<b>761,404.91</b>	<b>828,090.50</b>	<b>682,220.09</b>	<b>822,955.10</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	184,835.00	164,478.99	172,785.23	174,796.10	184,154.19
5111	Salaries, Non-Exempt	72,754.00	70,677.00	72,306.00	73,919.83	83,155.02
5119	Part-Time Employee Wages	126,425.00	107,510.86	120,344.95	117,015.48	144,051.66
5131	IMRF Pension Contributions	34,268.00	31,527.92	25,479.72	26,229.58	31,121.92
5133	Medicare Contributions	5,568.00	4,902.26	5,298.82	5,193.65	5,964.73
5134	Social Security Contributions	23,809.00	20,960.18	22,657.04	22,206.70	25,504.37
5190	Life Insurance	180.00	156.40	180.00	163.20	180.00
5191	Health Insurance	33,000.00	39,680.00	64,917.15	49,378.66	63,559.98
5195	Optical Insurance	345.00	305.96	329.04	283.06	337.89
5197	Dental Insurance	5,156.00	4,773.76	6,234.36	5,566.58	5,734.08
5210	Supplies	3,900.00	86.92	3,900.00	45.31	3,900.00
5280	Small Tools & Equipment	12,000.00	4,979.14	12,000.00	5,118.91	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	46.69	6,000.00	2,349.60	6,000.00
5315	Professional services	2,000.00	1,600.00	2,000.00	1,680.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,369.59	4,500.00	742.03	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	39,995.69	50,000.00	50,000.00	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)	32,000.00	29,667.00	32,000.00	32,000.00	40,000.00
	<b>TOTAL 975</b>	<b>596,740.00</b>	<b>525,718.36</b>	<b>600,932.33</b>	<b>566,688.69</b>	<b>658,163.85</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	70,394.00	35,803.44	0.00	0.00	63,850.22
5111	Salaries, Non-Exempt	39,975.00	45,623.63	0.00	0.00	92,712.36
5119	Part-Time Employee Wages	51,168.00	50,032.50	0.00	0.00	0.00
5131	IMRF Pension Contributions	17,818.00	14,500.15	0.00	0.00	14,748.19
5133	Medicare Contributions	2,342.00	1,882.28	0.00	0.00	2,270.16
5134	Social Security Contributions	10,015.00	8,047.97	0.00	0.00	9,706.88
5190	Life Insurance	108.00	88.40	0.00	0.00	108.00
5191	Health Insurance	26,940.00	14,850.00	0.00	0.00	63,907.75
5195	Optical Insurance	260.00	93.96	0.00	0.00	267.93
5197	Dental Insurance	4,056.00	1,213.92	0.00	0.00	4,601.34
5210	Supplies	2,400.00	1,975.81	0.00	0.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	0.00	0.00	1,500.00
5303	Seminars, Conferences & Meetings	750.00	286.48	0.00	0.00	750.00
5315	Professional Services	14,000.00	11,100.08	0.00	0.00	4,000.00
5380	Printing Services	18,000.00	18,622.00	0.00	0.00	24,400.00
5392	Postage	13,000.00	11,225.00	0.00	0.00	13,000.00
5407	Advertising and Public Relations	20,375.00	19,234.68	0.00	0.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL 976</b>	<b>291,601.00</b>	<b>234,580.30</b>	<b>0.00</b>	<b>0.00</b>	<b>317,222.83</b>



**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	0.00	71,721.02	112,797.36	111,185.18	116,181.28
5111	Salaries, Non-Exempt	100,767.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	75,442.00	71,507.58	72,678.24	75,623.09	77,410.24
5131	IMRF Pension Contributions	15,837.00	12,223.27	13,085.49	12,998.45	14,930.27
5133	Medicare Contributions	2,555.00	2,059.57	2,689.40	2,631.72	2,807.08
5134	Social Security Contributions	10,925.00	8,806.58	11,499.49	11,252.50	12,002.67
5190	Life Insurance	72.00	47.60	72.00	81.60	108.00
5191	Health Insurance	25,320.00	6,325.00	28,887.80	7,280.18	38,965.67
5195	Optical Insurance	151.00	40.02	121.20	35.28	159.27
5197	Dental Insurance	2,303.00	517.04	2,257.92	539.52	2,100.15
5210	Supplies	25,000.00	27,551.95	28,000.00	28,432.18	30,000.00
5280	Small Tools & Equipment	1,800.00	0.00	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	2,000.00	694.12	3,000.00	2,360.98	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	0.00	1,500.00	2,447.16	1,500.00
	<b>TOTAL 977</b>	<b>263,672.00</b>	<b>201,493.75</b>	<b>278,388.89</b>	<b>256,667.83</b>	<b>301,564.64</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

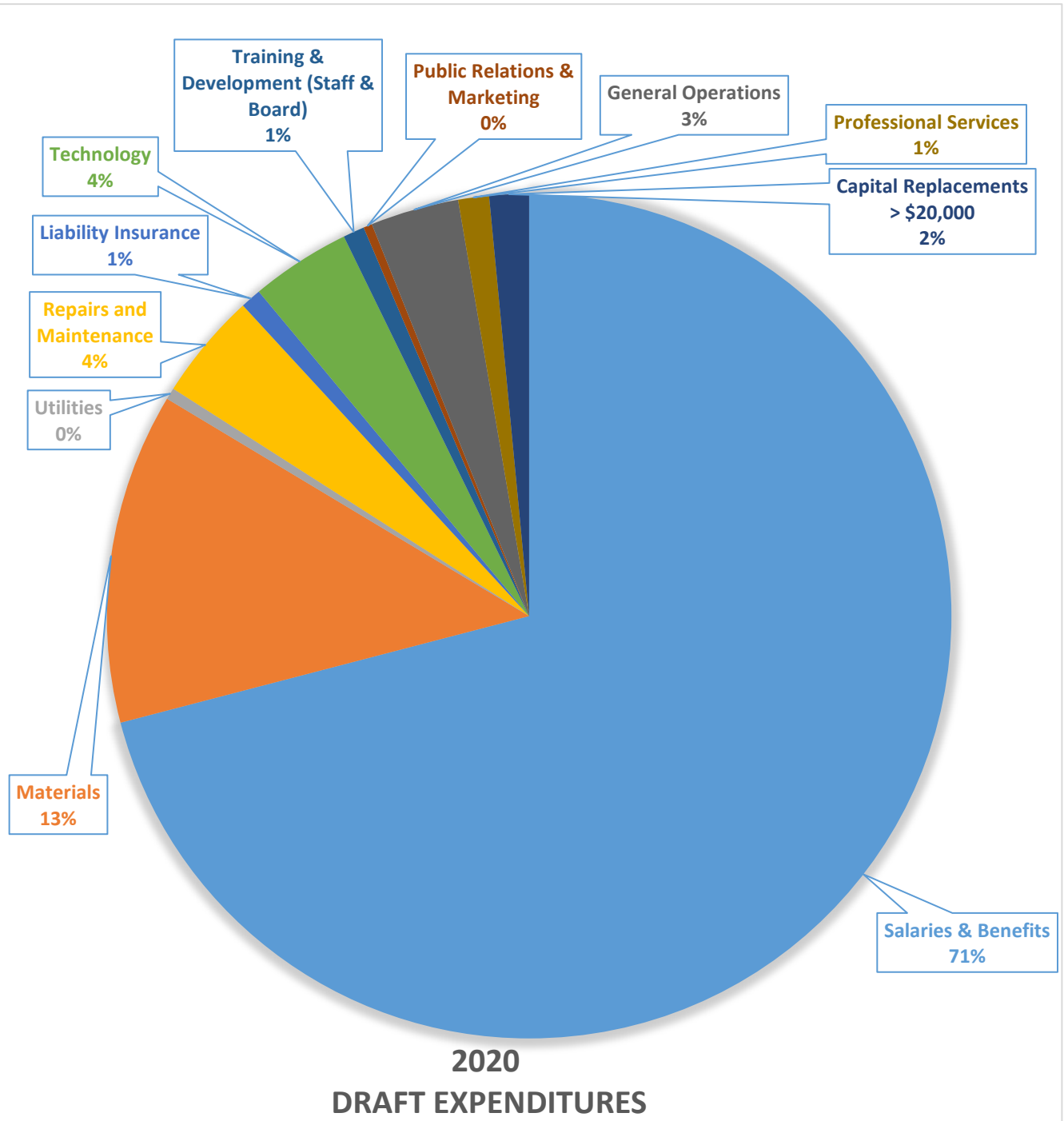
<b>LIBRARY - FACILITIES 978</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 PRELIMINARY</b>
5101	Salaries, Exempt	62,010.00	62,060.00	65,477.10	67,008.46	69,474.02
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	57,581.00	53,116.72	57,197.33	55,511.26	60,888.12
5131	IMRF Pension Contributions	6,840.00	6,845.35	5,276.14	5,735.98	6,544.45
5133	Medicare Contributions	1,734.00	1,620.10	1,778.78	1,745.18	1,890.25
5134	Social Security Contributions	7,415.00	6,926.70	7,605.81	7,462.27	8,082.45
5190	Life Insurance	36.00	30.60	36.00	40.80	36.00
5191	Health Insurance	18,720.00	16,380.00	21,746.23	22,030.85	23,518.51
5195	Optical Insurance	109.00	93.03	86.64	88.61	89.31
5197	Dental Insurance	1,753.00	1,365.00	1,718.52	1,495.85	1,533.78
5210	Supplies	3,000.00	6,748.63	3,000.00	6,484.68	3,150.00
5251	Maintenance Supplies	18,000.00	22,402.47	18,500.00	15,683.62	18,550.00
5280	Small Tools & Equipment	6,000.00	5,284.23	6,000.00	9,307.90	6,000.00
5303	Seminars, Conferences & Meetings	2,000.00	689.91	1,000.00	628.68	1,000.00
5391	Telephone	20,000.00	22,209.83	20,200.00	16,454.09	20,000.00
5430	Building Maintenance Services	90,000.00	85,033.18	91,500.00	58,902.60	91,550.00
5450	Cleaning Services	80,000.00	77,872.62	80,500.00	66,432.00	80,000.00
5461	Utilities	25,000.00	17,238.19	25,250.00	26,116.63	25,250.00
5470	Other Equipment Repair and Maintenance	5,000.00	5,911.29	5,050.00	6,216.53	5,500.00
	<b>TOTAL 978</b>	<b>405,198.00</b>	<b>391,827.85</b>	<b>411,922.56</b>	<b>367,345.97</b>	<b>423,056.89</b>

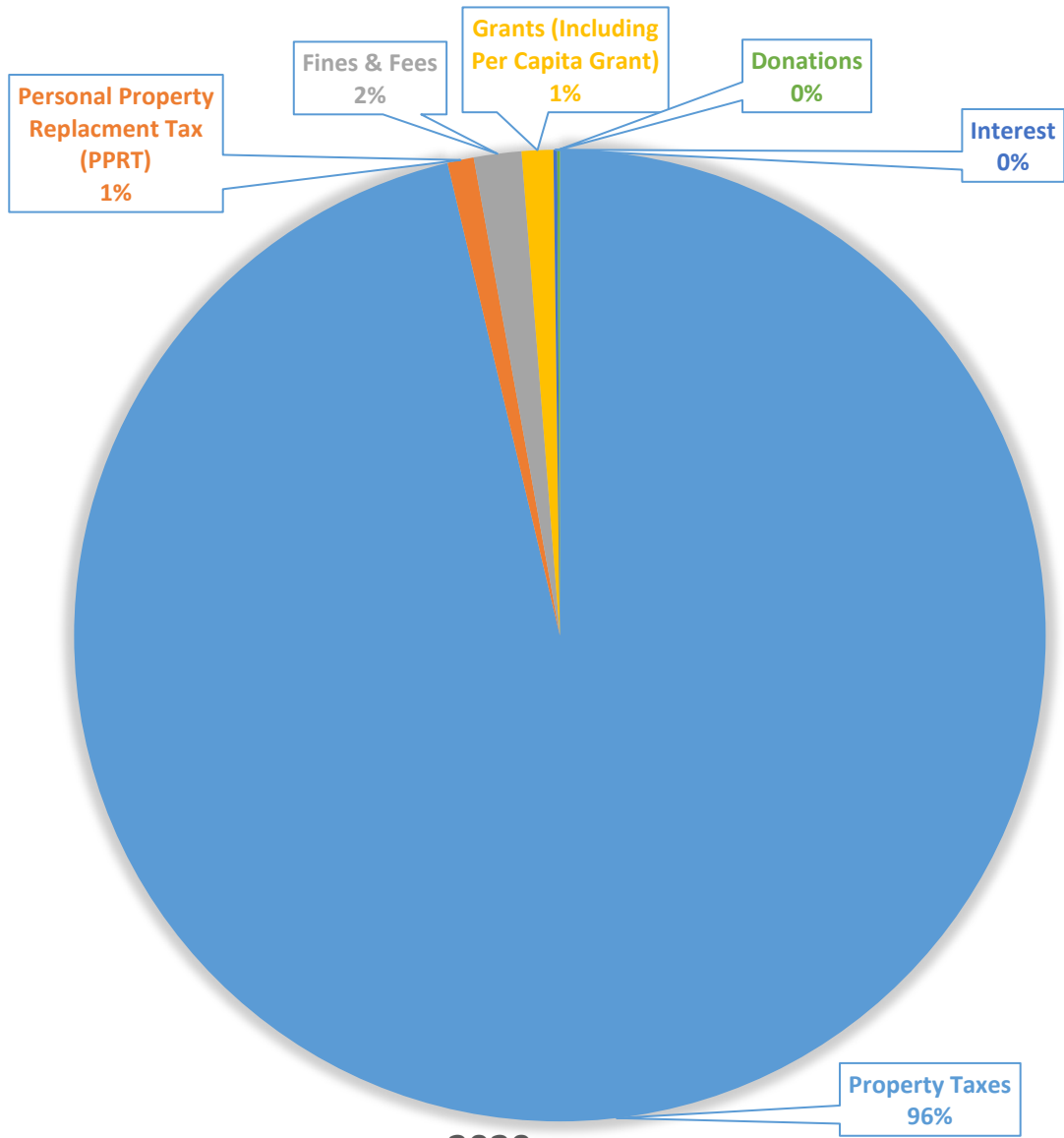
<b>2020 Property Tax Rates and Extentions Draft</b>						
<b>Change in equalized assessed valuation (EAV)</b>						
Taxes collected in 2018	2,440,178,636	2018 EAV (TIF)				
Taxes collected in 2019	2,554,345,132	2019 EAV (TIF)				
<b>Change in EAV</b>	<b>114,166,496</b>	<b>4.7%</b>				
Taxes to be collected in 2020	2,669,290,663	2020 EAV (TIF) estimated				
<b>Estimated change in EAV</b>	<b>114,945,531</b>	<b>4.5%</b>				
<b>Property tax levy</b>						
	<b><u>Amount of levy extended</u></b>			<b><u>Tax rate</u></b>		
Year tax collected	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Operating levy rate	\$ 5,182,314.41	\$ 5,337,785.00	\$ 5,656,500.00	0.2145	0.2090	0.2119
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,182,314.41	\$ 5,337,785.00	\$ 5,656,500.00	0.2145	0.2090	0.2119
Change		3.00%	5.97%		-2.58%	1.41%

<b>2020 Tentative Property Tax Rates and Extentions</b>						
<b>Impact on taxpayer</b>						
	<b><u>Median (2018)</u></b>				<b><u>Per \$100,00 Fair Market Value</u></b>	
Year tax collected	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Market Value	\$ 332,800.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3 Residential homestead	\$ 110,933.33	\$ 113,400.00	\$ 113,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Adjusted assesses value	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Divided by 100 (mils)	\$ 104,933.33	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Times the tax rate of .2407 in 2017, .2145 in 2018, .2090 in 2019	\$ 1,049.33	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Actual change in taxes paid	\$ 225.08	\$ 224.43	\$ 227.59	\$ 71.50	\$ 69.66	\$ 70.64
		\$ (0.65)	\$ 3.16		\$ (1.84)	\$ 0.98
		-0.3%	1.4%		-2.6%	1.4%

<b><u>RATE</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</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	0.2302	0.2253	0.2202	0.2145	0.2090	0.2119
<b>Bond</b>	<u>0.031</u>	<u>0.0154</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	0.2612	0.2407	0.2202	0.2145	0.2090	0.2119
<b>% change YroYr</b>	4.4%	-7.8%	-8.5%	-2.6%	-2.6%	1.4%
<b><u>LEVY</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</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785.00	\$ 5,656,500.00
<b>Bond</b>	<u>\$ 614,076</u>	<u>\$ 328,583</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total</b>	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,656,500
<b>% change YroYr</b>	3.7%	-2.3%	-2.2%	2.75%	3.0%	6.0%
<b><u>EAV</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</u></b>	<b><u>2020 Estimated</u></b>
<b>Base</b>	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,555,124,167
<b>Increase / (Decrease)</b>	<u>\$ 2,971,169</u>	<u>\$ 118,204,168</u>	<u>\$ 149,681,970</u>	<u>\$ 126,771,082</u>	<u>\$ 114,945,531</u>	<u>\$ 114,945,531</u>
<b>Total</b>	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,555,124,167	\$ 2,669,290,663
<b>% change YroYr</b>	0.1%	5.8%	6.9%	5.5%	4.7%	4.5%
<b>Library Tax Per \$100K Home Value</b>	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.66	\$ 70.64
<b>Wage/Salary Increment</b>	4.0%	3.5%	2.5%	2.5%	3.0%	Minimum wage increment OR 3.0%

	<u>FY2020</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	53.9%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,064,462.41
Benefits (Insurance, IMRF, FICA)	17.0%		\$ 967,199.13
Salaries & Benefits	70.9%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,031,661.54
Materials	12.7%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 719,775.00
Utilities	0.4%		\$ 25,250.00
Repairs and Maintenance	4.1%		\$ 233,200.00
Liability Insurance	0.8%		\$ 45,150.00
Technology	3.8%		\$ 217,500.00
Training & Development (Staff & Board)	0.8%		\$ 46,550.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.4%		\$ 192,250.00
Professional Services	1.2%		\$ 67,000.00
Capital Replacements > \$20,000	1.5%		\$ 86,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,683,336.54
Property Taxes	96.3%		\$ 5,656,600.00
Personal Property Replacment Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	1.6%		\$ 92,900.00
Grants (Including Per Capita Grant)	1.0%		\$ 61,516.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,875,016.00





**2020  
DRAFT REVENUES**



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 26, 2019**

**AGENDA ITEM 9A**

**LED Replacement Lighting in Fiction Section**

The public bid opening for the LED replacement lighting over the second floor fiction section was held on Tuesday June 4, 2019. The bid tabulation sheet is included in your packet. Six bidders submitted bids for the project.

Two bids were disqualified due to scope of work that did not include all portions of the project. Acculight USA left out one of the 108' lighting fixtures in their proposed bid. ECO Lighting bid solely on removal of the old fixtures. They did not include the new fixtures or installation in their bid.

Of the remaining four qualified contractors, BP Contractors was the lowest responsible bidder at \$46,437.75.

Building Operations Manager Ian Knorr checked BP Contractors' references on Wednesday, June 5, 2019. All references came back positive and all plan on using BP Contractors on future projects. References included: St. Emily Church and School in Mt. Prospect, United Rentals in Chicago, and Royal Pine Properties in Chicago.

Brian Park, President of BP Contractors is aware this project requires prevailing wage and has the proper documentation through the State of Illinois. BP Contractors has also provided their Certificate of Liability insurance, Certificate of Registration, and a complete breakdown of their cost for the project. He verified that they will be using the same fixtures specified in the November 2018 upgrade to the non-fiction section lighting. Ian is confident that he and Brian Park are aware of what the project entails and have a full understanding of the scope of work.

BP Contractors is the responsible lowest bidder. Their bid documents and supporting documentation is in order. Their cost is lower simply because they did not mark up the light fixtures, resulting in a \$10,000.00 savings from the next highest bidder. The 2019 Library Capital Replacement Fund (LCRF) budget is \$624,000. The Boiler, RTU, and Controls project work totals \$578,500. With this project included, 2019 LCRF expenditures will be \$624,937.75.

Recommended motion: Award the LED Replacement Lighting in the Fiction Section to BP Contractors, in the amount of \$46,437.75.

# Downers Grove Public Library LED Lighting Replacement

Tuesday, June 4, 2019



BIDDERS	ADDEND.	BASE BID	FIXTURE SUBSTITUTION
FITZGERALD ELECTRIC		56900.00	NONE LISTED <sup>NU</sup> INS
VALLEY ELECTRIC		61700.00	NONE LISTED
ACCU LIGHT USA		35466.65	NONE LISTED
ALL TECH		56796.00	NONE LISTED
BP CONTRACTS		46437.75	NONE LISTED
ECO LIGHTING		7560.00	NONE NOTED <sup>NU</sup> INS

\$57,650.00



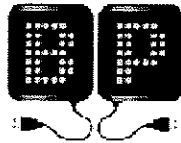
<b>Project Name:</b>	<b>Downers Grove Public Library 2nd Floor Lighting</b>	<b>DATE:</b> 6/5/2019
<b>Proposed to:</b>	<b>Downers Grove Public Library</b>	<b>ATTN:</b> Ian Knorr
<b>Terms:</b>	<b>Per contract</b>	<b>PROP#:</b> DGPL_01

[illegible]

<b>Proposed Total :</b>	<b>\$46,437.75</b>
-------------------------	--------------------

The above proposal has been accepted & Owner authorizes Contractor to proceed with the work

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



# EPOC CONTRACTORS

3827 ADRIAN WAY, GLENVIEW, IL 60025  
 PH: 847 417 2656  
 EMAIL: BRIAN@EPOCCONTRACTORS.COM

## PROPOSAL - Downers Grove Public Library

Plant	EXISTING FIXTURE			PROPOSED MEASURES			COMED INCENTIVES	COST AFTER INCENTIVES	SAVINGS PER MONTH	PAYBACK IN MOS.
	EXISTING	WATTAGE	QTY.	PROPOSED	WATTAGE	QTY.				
DGPL	2-lamp 4-ft T8 HP		81	12' LED (Regular)		27	\$0.00	\$34,075.35		
DGPL	2-lamp 4-ft T8 HP		27	12' LED w/ (3) 4' EM		9	\$0.00	\$12,362.40		

NET PROJECT COST: \$46,437.75  
 TOTAL PROJECT COST: \$46,437.75  
 COMED INCENTIVES: \$0.00  
 TOTAL OUT OF POCKET COST: **\$46,437.75**

- NOTES:**
1. NOT CONSIDERING RECEIVING COMED INCENTIVES
  2. ALL PERMIT FEES, IF REQUIRED, BY OWNER
  3. Lamps to be recycled properly per law.
  4. Material Warranty per manufacturer & 1 year labor warranty.

### AUTHORIZATION

SIGNED: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## REFERENCES

**LIST BELOW THE LAST THREE (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH  
YOU HAVE PROVIDED COMPARABLE SERVICES.**

---

**1. ORGANIZATION:** ST. EMILY CHURCH AND SCHOOL

**ADDRESS:** 1400 CENTRAL RD.

**CITY, STATE, and ZIP CODE:**  
MR. PROSPECT, IL 60056

**TELEPHONE NUMBER:**  
847-863-7338

**CONTACT PERSON:**  
MATTHEW JANOWSKI

**DATE OF SERVICES:**  
DECEMBER 2018

**DOLLAR AMOUNT OF THE JOB:**  
\$100,000.00

**2. ORGANIZATION:** UNITED RENTALS

**ADDRESS:** 3233 W. 36TH ST.

**CITY, STATE, and ZIP CODE:**  
CHICAGO, IL 60632

**TELEPHONE NUMBER:** 773-376-6500

**CONTACT PERSON:** KEN BARON

**DATE OF SERVICES:** MARCH 2019

**DOLLAR AMOUNT OF THE JOB:**  
\$32,000.00

**3. ORGANIZATION:** ROYAL PINE PROPERTIES LLC

**ADDRESS:** 940 S. KEDZIE

**CITY, STATE, and ZIP CODE:**  
CHICAGO, IL 60651

**TELEPHONE NUMBER**  
847-637-7842

**CONTACT PERSON:** SIGIS JUSKA

DATE OF SERVICES: MARCH 2019

DOLLAR AMOUNT OF THE JOB:

\$12,000.00

OFFEROR'S NAME: BP CONTRACTORS CORP.

SIGNATURE: \_\_\_\_\_

DATE: 5-14-2019

**COMMENTS –**

1. AUTHORIZED SERVICE PROVIDER FOR COMED ENERGY EFFICIENCY OFFERINGS INCLUDING SMALL BUSINESS PROGRAM,  
STANDARD PROGRAM, & PUBLIC SECTOR SMALL BUSINESS PROGRAM.

2. CITY OF CHICAGO ELECTRICAL LICENSE

3. ICC CERTIFIED

**CERTIFICATE OF ELIGIBILITY TO CONTRACT**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/24/2019

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PRODUCER  
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INSURED 4318923  
BP CONTRACTORS CORP  
3827 APPIAN WAY  
GLENVIEW, IL 60025

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	COUNTRY Mutual Insurance Company	20990
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BUSINESSOWNERS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			AM9229717	10/8/2018	10/8/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AV9231413	10/8/2018	10/8/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			AU9272953	11/26/2018	10/8/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	AW9229718	10/8/2018	10/8/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

WORKERS COMPENSATION EXCLUSIONS:

PROPRIETOR, PARTNER(S), EXECUTIVE OFFICER(S), MEMBERS(S) IS/ARE EXCLUDED ON WORKERS COMPENSATION BY ENDORSEMENT.

## CERTIFICATE HOLDER

CITY OF EVANSTON  
2100 RIDGE AVE  
EVANSTON, IL 60201

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





Certificate No: ECC94881-6

Lori E Lightfoot, Mayor

# *Certificate of Registration*

*issued by the*

## *Department of Buildings*

*of the City of Chicago*

*This is to Certify that*  
**BP CONTRACTORS CORP - ECC94881**  
*located at*  
**3827 APPIAN WAY GLENVIEW, IL 60025-**  
*having complied with the requirements of Ordinances passed by the City Council of the City of Chicago*  
*providing for the registration of electrical contractors is hereby recorded as a*

### **REGISTERED ELECTRICAL CONTRACTOR**

**General Electrician**

*and is entitled to perform electrical work in the City of Chicago under the Direction of Supervising Electrician*  
*provided that such work permits are subject to the provisions of all the Ordinances of the City of Chicago*  
*now in force or which may be hereafter passed. This certificate EXPIRES June 22, 2020.*

**SUPERVISING ELECTRICIAN: JONGIL PARK - SE6565**  
*In Witness Whereof I have hereunto set my hand on June 5, 2019.*

*Jongil Park*



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 26, 2019**

**AGENDA ITEM 10**

**Librarian's Report**

Weathered Art Project with the Art Department

You may notice the strings of hand drawn flags with indigo dye patterns hanging from the trees on library grounds. These are part of a community art project undertaken by the Art Department. More of these will appear throughout the summer, hung in the trees to weather. The first 51 flags were made by participants at the Downtown Downers Grove Market with the help of Art Department volunteers. The Art Department will be at the Market three more times throughout the summer. The next date is Saturday, June 29 from 10:00 a.m. to noon. The flags will be exhibited, along with larger weathered works by professional artists, on October 5 at Upstairs@St. Andrew's.

Outreach Events

Look for DGPL staff at events around the community this summer! The library will have information and giveaways at the Downtown Downers Grove Market, Concerts in the Park, the BBQ Bolt 5k, and more on selected dates. Library staff from all departments and job descriptions are encouraged to participate in outreach events.

More Exhibits to Come

Following the success of the Woodstock exhibit on temporary loan from Republic Bank of Chicago, staff have begun investigating and applying for other traveling exhibits to host at the library.

"I Speak" Buttons

An idea from the Innovation Team, we now have buttons for staff who speak languages other than English, with the words "I speak [language]" in that language. Staff that speak Spanish, Japanese, and Croatian have started wearing their buttons!



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 26, 2019**

**DEPARTMENT REPORTS – MAY 2019**

**Administration – Jen Fredericks**

- Brought sections 3 and 4 of the new DGPL Employee Handbook to the Management Team for review and will incorporate their recommendations and feedback into the handbook as given. We will slowly continue to make our way through the Employee Handbook as a team, reviewing each section together, and endeavor to make it available to staff this summer.
- Attended webinar with Data Team: “Separating the Wheat from the Chaff: Developing a Scalable Strategy for Gathering and Reporting Analytics.” This webinar discussed how to create a strategy for gathering and reporting analytics in three parts: framing the questions that are important to answer, auditing all potential points where data is collected, and evaluating which data should ultimately be considered for analysis and visualization.
- Worked on proofreading and editing library-wide job descriptions.
- Met with the Innovation Team, highlights include; created a workflow checklist for adding items to the Anything Emporium collection in order to facilitate the process. The second wave of items for the Anything Emporium is currently available for checkout, which include Go Pro camera, portable CD players, virtual reality headsets, photography lighting kit, film slide scanner, slide projector, and photography lighting kit. Existing items were rebranded: DSLR cameras, Nintendo DS, Kindle PaperWhites, Rokus, WiFi hotspots. We added bicycle locks for at-library use, too.
- We created buttons that let customers know staff speak a language other than English.
- Attended Service Excellence Team meeting and made preparations for Employee of the Moment all-staff barbecue.

**Adult & Teen Services – Lizzie Matkowski**

ATS was busy in May with Summer Reading kicking off as well as:

- Karen B helped organize Star Wars and Free Comic Book Day along with Kids Room staff.
- Jade and Mike attended the Illinois Library Association's Reaching Forward conference.
- Kira and Nancy attended the SirsiDynix Library Users of Illinois (SLUI) Annual Meeting & Program.

- Amanda visited area schools along with other staff to promote our Summer Reading program.
- Van and Karen N volunteered to help staff library tables at the DG Farmers' Market and Car Show.
- Van and Amanda, along with Ray, kept the Meeting Room open late for an extended Exam Cram hour for teens.
- ATS organized programs including: Job Skills Workshop for Teens, Adult Craft: Beautiful Banners and Demystifying Your DNA.

### **Children's Services – Allyson Renell**

- During the month May, the Kids Room visits local schools' classrooms to promote the library's Summer Reading Club. We visited every grade school class at all 11 of the District 58 elementary schools, St. Joseph School, St. Mary of Gostyn School, and Downers Grove Christian School. We passed out the reading logs for the program and got them excited about the program (and the prizes!). The program officially started May 19<sup>th</sup> for kids, teens, and adults.
- Outreach Coordinator Erin Linsenmeyer presented at two special school events during May. At Herrick Middle School's Career Day, she talked to middle school students about being a librarian and why she enjoys her job. At Indian Trail Elementary School's Community Day, she led activities about poetry.
- Three staff members, Kelly Pocci, Kristin Purcell, and Lisa Hung, attended the Reaching Forward Conference on May 3<sup>rd</sup> in Rosemont. They attended some very interesting session and are excited about bringing ideas back to the library.
- Reference and Technology Coordinator, Sharon Hrycewicz attended the meeting and program of the SirsiDynix Library Users of Illinois Group when it was hosted here at DGPL on May 7<sup>th</sup>. She shared her experience about building and coordinating the first wave of the library's Anything Emporium items, the Kids Room's STEM kits, during the meeting and that has led to her now presenting about this topic at SWAN's annual SWANstravaganza conference in August.
- Sign up for the Kids Room's summer volunteer program occurred on Wednesday, May 22<sup>nd</sup> and Saturday, May 25<sup>th</sup>. This year we expanded our age range to 5<sup>th</sup> -12<sup>th</sup> graders and we got a great response! Over 70 tweens and teens came to the sign up sessions and we have 74 volunteers for the summer altogether.

### **Circulation – Christine Lees**

- We hosted the SLUI (Sirsi/Dynix Users of Illinois) meeting on May 7<sup>th</sup> with over 80 attendees from area libraries, the largest SLUI meeting in years! The meeting brought three representative from Sirsi to our library and the meeting was a great success. Christine Lees is now the Past-Chair of SLUI and Nora Mastny of DGPL was elected to serve as Vice-Chair on the SLUI board.

- Christine Lees met with Cindy Khatri, PR Manager, to discuss and plan our upcoming cart-painting project for the public. We will offer up to twenty carts for DG groups/organizations or families to paint. These carts will be in use within the library and therefore participants must submit a proposal of their cart painting plans. Look for more details on this fun opportunity in our next issue of Discoveries!
- Our first PADS Lunch and Learn took place in May and we were thrilled to have a representative from Hope's Front Door speak to our attendees about how their organization can be of assistance. Additionally, DGPL librarian, Joy, presented on library databases that could be useful to our patrons. Thanks to a generous donation from DG Rotary, we were able to provide a pizza lunch for the attendees, who were all extremely thankful.
- We met with PR to discuss redesigning the decals on the library book returns. A huge shout out to Melody and Cindy for updating our decals so they are our brand. We expect the new decals to be on the book returns by the end of June.
- The Service Excellence Team met to finalize our 2<sup>nd</sup> Annual staff BBQ. Thanks to a generous donation from the DGPL Friends organization, we were able to plan this staff favorite event again this year. More details of the BBQ will be in the June report.
- DGPL was closed on May 26<sup>th</sup> & 27<sup>th</sup> for recognition of Memorial Day.
- We ordered a new self-check to replace one of the desktop self-checks in the Kids Room that was experiencing printer issues on a weekly basis that caused it to go out of service. Since our self-checks are highly used, especially in the Kids Room in the summer, we decided that we had to replace this unit. We are thrilled that we will soon be receiving a new unit that has a much better service track record than our current units.
- We said goodbye to long-time shelver, Janet Cavaugh, as she starts a new chapter. We are thrilled however that Janet has agreed to stay on as a substitute shelver!

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

- In early May, PR Manager Cindy Khatri and IT Manager Paul Regis met with another web design firm – OC Creative – to discuss refreshing our website. This gave Paul and Cindy an opportunity to review the current website and assess problem areas.
- Dr. Oliver Lawrence led a stretch of intermediate-level Access 2016 classes. The intro-level class was well received and there was enough interest to warrant offering more concepts that are advanced. Access has been requested in the past, but registration numbers did not exactly back up whatever interest was there. It is satisfying to see this course gain traction.
- Girls Who Code held their graduation earlier in the month, at which they presented their final project. This is the third GWC program that the library has

hosted, with Computer Help Desk Supervisor Lauren Cantore Gonzalez acting as the facilitator for this year's club. While definitely a handful at times, Lauren was very much an advocate of the group and was proud that their hard work paid off.

### **Public Relations – Cindy Khatri**

- Our new Marketing Content Coordinator, Brian Ruane, started on May 20<sup>th</sup>! We have been spending time introducing him to the library's services and staff, and training him in his new position.
- Summer outreach has officially begun! In May, we had our first farmer's market outreach event and served just over 250 people - a great number considering we were there the holiday weekend and rainy weather.
- The PADS Partnership series had its first Lunch n Learn event; over the summer months when the shelters are closed, we have moved the Breakfast Series event to a lunch program.
- The galleries showcased portraiture Evalyn Holy and Judy Fan. Their Meet the Artists event had about 50 people come to discuss their work.
- The Republic Bank of Chicago loaned the library the Woodstock exhibit that was displayed on the second floor. Patrons enjoyed the exhibit.
- The Organization of the Month was Hope's Front Door. Executive Director Janell Robinson said they touched base and made a connection with at least 20 people during their weekly information tables to sign people up as volunteers, donors, and to share information about HFD's services.
- We were approved for Hamiltunes licensing, obtained an ASCAP license, and worked with the Park District to set up use of Fishel Park (with no rental fee) for an August 4th Hamiltunes event.
- Phone interviews for the Graphic Design and Display Coordinator position were offered and scheduled for 6 interviews.
- The Cover-to-Cover Podcast featured Amanda Klenk from ATS. June's episode on little known services was recorded.

### **Access Services – Amy Prechel**

#### Projects and Updates

- Amy Prechel met with Cindy Khatri May 3rd to discuss areas of collaboration between the Access and PR departments.
- Access and ATS departments staff met Tuesday May 14<sup>th</sup> to revise the processing procedure for in-house use only board games. This will help distinguish the Teen Central in-house collection from a circulating board game collection anticipated in the future.

#### Inventory and Cataloging

- For ATS collection: added 1557 print items, 379 AV items; discarded 890 print items and 328 AV items.

- For Kids Room collection: added 934 print items and 232 AV items; discarded 380 print items and 434 AV items.
- We claimed 2 magazines that arrived damaged and 3 that did not arrive when expected.
- 95 books were added to the Satellite Stacks collection this month. 80 video games were added to the youth collection.
- New items were added to the Adult Anything Emporium collection including Virtual Reality Headsets, a GoPro camera, 4 portable CD players, and a photography backdrop kit. Existing collection items that were rebranded to Emporium include Nintendo 3DSs, Kindles, VHS to DVD converters, Wi-Fi hotspots, and DSLR cameras. The Emporium display for the second floor will be unveiled in June.

#### Reclassification and Repairs

- Repaired 788 ATS and Kids Room books and audiovisual items.
- Reclassified 201 general adult and ATS and Kids Room items.

#### Staff Training and Professional Development

- Amy Prechel attended the SWAN 'Clarity Task Force' meeting Wednesday, May 2<sup>nd</sup>.
- Nora Mastny is participating in a small SWAN cataloging group, working to draft a consortium-wide Core Minimum Cataloging Standards document. The group convened May 3<sup>rd</sup> and will be meeting throughout the summer.
- Amy met with Jen Fredericks on Monday, May 6<sup>th</sup> for training on compiling new acquisition information for Marketing.
- Access Services staff attended the Sirsi Library Users of Illinois (SLUI) meeting hosted by the Downers Grove Library on Tuesday, May 7<sup>th</sup>.
- Thursday, May 9<sup>th</sup> Nora Mastny and Amy Prechel attended the SWAN Acquisition and Cataloging user group meeting in Burr Ridge. The same afternoon both attended a RAILS continuing education webinar, "Separating the Wheat from the Chaff: Developing a Scalable Strategy for Gathering and Reporting Analytics".
- The Innovation Team met Thursday, May 16<sup>th</sup> with Nora Mastny and Amy Prechel in attendance.

#### **Facilities Services – Ian Knorr**

- I met with Hayes Mechanical to work on budgeting for VAV replacements.
- I had a conference call with Vivid Learning Systems about training opportunities for staff.
- Obtained and approved quotes for detail cleaning from ServiceMaster.
- I went to the DG Transportation and Parking Commission (TAP) meeting but the meeting was cancelled without any notice.

- We conducted a fire drill and the Safety and Security team met afterward to debrief.
- Fitzgerald's Electric started retro fitting the exterior lighting.
- Boiler demo began and was completed.
- Pre-bid walkthrough for the Fiction Lighting was held.
- The Boiler room equipment was delivered and the install started the following day.
- I attended the May Library Board Meeting.

<b>Circulation</b>	<b>MAY 19</b>	<b>%</b>	<b>MAY 18</b>	<b>%</b>	<b>MAY 17</b>	<b>%</b>
<b>Checkouts</b>						
Selfchecks	40,065	76%	43,784	71%	44,148	68%
Staff desk	12,848	24%	17,607	29%	21,023	32%
<b>Total checkouts</b>	<b>52,913</b>		<b>61,391</b>		<b>65,171</b>	
<b>Renewals</b>						
Auto Renewals	31,449		37,542			
Selfchecks	20		23		1,453	
Staff desk (incl. phone)	374		259		2,424	
Patron self-renewals on website	598		669		11,697	
Patron self-renewals on Bookmyne	37		17		251	
<b>Total renewals</b>	<b>32,478</b>		<b>38,510</b>		<b>15,825</b>	
<b>Total item checkout and renewals</b>	<b>85,391</b>		<b>99,901</b>		<b>80,996</b>	
<b>Digital Circulation</b>	<b>8,741</b>		<b>6,968</b>		8,002	
<b>Total Circulation</b>	<b>94,132</b>		<b>106,869</b>		<b>88,998</b>	
<b>Reserves Processed</b>						
Received from ILL	6,236		6,452		6,596	
ILL sent	4,552		4,494		4,972	
OCLC requests processed	171		335		651	
<b>Gate Count</b>						
North	26,318		26,310		26,964	
South	15,542		14,887		14,981	
<b>Total</b>	<b>41,860</b>		<b>41,197</b>		<b>41,945</b>	
<b>Registrations</b>						
New resident library cards	158		131		145	
New fee cards	4		3		5	
Active fee cards	X		X		125	
Professional Development hours	<b>16 (Reaching Forward 2 staff 8 hours each)</b>					
Cost of Professional Development	<b>\$272</b>					



**Circulation**

	May 2018	May 2019	YTD Totals			
Adult	56,806	48,535	273,297	247,605		
Teen	2,475	1,932	10,295	9,792		
Children	40,631	34,924	201,921	183,532		
Download	6,968	8,741	36,423	42,612		
Total	106,880	94,132	521,936	483,541	-38,395	-7.4%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,842	55.30%	5,338	11.00%	13,705	28.24%	2,650	5.46%	48,535
Teen	1,794	92.86%	54	2.80%	58	3.00%	26	1.35%	1,932
Children	27,334	78.27%	1,564	4.48%	5,065	14.50%	961	2.75%	34,924
Total	55,970	65.55%	6,956	8.15%	18,828	22.05%	3,637	4.26%	85,391

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	115,787	73.78%	17,888	11.40%	15,348	9.78%	7,922	5.05%	156,945
Children	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
Total	115,787	73.78%	17,888	11.40%	15,348	9.78%	7,922	5.05%	156,945

**Book Collection**

	May 2018	May 2019	YTD Totals		YTD Difference	
Adult	120,844	115,787				
Children	74,895	0				
Total	195,739	115,787	195,739	191,429	-4,310	-2.2%

**Audio Collection**

	May 2018	May 2019	YTD Totals		YTD Difference	
Adult	15,510	17,888				
Children	2,955	0				
Total	18,465	17,888	18,465	20,754	2,289	12.4%

**Video Collection**

	May 2018	May 2019	YTD Totals		YTD Difference	
Adult	15,399	15,348				
Children	7,859	0				
Total	23,258	15,348	23,258	23,644	386	1.7%

**Miscellaneous Collection**

	May 2018	May 2019	YTD Totals		YTD Difference	
Adult	6,086	7,922				
Children	2,724	0				
Total	8,810	7,922	8,804	9,899	1,095	12.4%

## Statistics for May 2019 (FY Jan-Dec)

### Rooms & Spaces

	May 2018	May 2019				
Community Use of Rooms	1157	1,337				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	188	149				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,345	1,486	YTD Totals	6,238	6,913	YTD Difference 675 10.8%

### Programs Offered

	May 2018	May 2019				
Library Programs Offered						
Adult	26	31				
Teen	7	9				
Children	50	37				
Outreach Programs Offered						
Adult	5	8				
Teen	3	3				
Children	18	27				
Passive Programs Offered						
Adult	1	3				
Teen	0	1				
Children	6	16	YTD Totals	605	711	YTD Difference 106 17.5%
Programs Offered Total	116	135				

### Program Attendance

	May 2018	May 2019				
Library Program Attendance						
Adult	293	316				
Teen	488	263				
Children	1,176	1,034				
Outreach Program Attendance						
Adult	85	255				
Teen	26	201				
Children	5,076	474				
Passive Program Attendance						
Adult	171	454				
Teen	0	14				
Children	347	616	YTD Totals	19,685	16,347	YTD Difference -3,338 -17.0%
Program Attendance Total	7,662	3,627				

## Statistics for May 2019 (FY Jan-Dec)

### Gate Count

	May 2018	May 2019	YTD Totals		YTD Difference	
	41,197	41,860	202,052	197,241	-4,811	-2.4%

### Reference Questions

	May 2018	May 2019	YTD Totals		YTD Difference	
One on One Tutorials	38	27	158	132	-26	-16.5%

### Computer User Sessions

	May 2018	May 2019				
Adult	3,897	3,254				
Children	1,036	1,085	YTD Totals		YTD Difference	
Total	4,933	4,339	24,925	21,950	-2,975	-11.9%
Wireless Sessions	2,540	2,482	12,811	12,737		