

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MONTHLY MEETING
JULY 24, 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. June 26, 2019 Minutes Requested Action: Approval
5. Financial Matters
 - a. June 2019 Financial Report
 - b. July 2019 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Finance Policy, Sections 6.9 and 6.10 Requested Action: Approval
 - b. Strategic Plan Annual Review Requested Action: Discussion
9. Unfinished Business
 - a. 2020 Draft Budget 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
June 26, 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, Ed Pawlak.

3. **Welcome to Visitors.** Present: Mark, a member of the public.
4. **Approval of Minutes.**
 - a. May 22, 2019 Regular Monthly Meeting. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the May 22, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. May 2019 Financial Report. Milavec presented the report. The Library is doing great—at 41.6 % through the year as of the end of May—and is under budget in all expense lines with the exception of the couple of lines that have annual expenses, which have been paid. Mechanical Concepts of Illinois (MCI) continues to hit all of its targets on the boiler project, so their next payment is included on the list of financials. Stapleton commented on investment income and revenue, which Graber and Milavec explained that it was a result of interest gained. Graber inquired about: 1) the Findaway invoice, which was for Playaways; and 2) with what frequency the library pays the post office, which is paid before the Discoveries newsletter is mailed to residents. Humphreys had a question about an invoice for Oliver Lawrence, which was an instructor fee for the Microsoft Access classes.
 - b. June 2019 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of June 2019 capital replacement invoices totaling \$73,079.30, the payment of June 2019 operating invoices totaling \$128,238.32, the acceptance of June credit memos totaling \$17.24, and the ratification of May 2019 payrolls totaling \$215,663.95.06 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. There was none.

8. **New Business.**

- a. Compensation Philosophy. Milavec presented and explained the Compensation Philosophy of the Downers Grove Public Library, which was never formalized previously. As a result of the Compensation System Redesign project with consultant, HR Source, it was recommended that the library have a formal Compensation Philosophy to guide the development of pay ranges and where the Board wants to see the compensation of both pay and benefits in comparison to the local library market. Graber commented on a portion of the philosophy and made a recommendation to change the bold language in the following statement: “The library seeks to provide competitive salaries across all jobs—defined as ***the top quartile...*** to **sufficiently above the average of the local library competitor market to continue to attract and retain superior staff.** Before deciding on a verbiage change, however, the Board discussed the philosophy at great length in addition to several other verbiage options before deciding on an acceptable modification.

It was moved by Humphreys and seconded by Stapleton THAT the Compensation Philosophy be approved as presented with modified comments. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Authorization to Transfer Monies from Library Fund to Capital Replacement Fund. Milavec explained that the library’s budget provides for an annual transfer of \$350,000 from the Library Fund to the Capital Replacement Fund, which is how the library pays for its capital needs assessment projects, such as the boiler and HVAC system. The Library’s Finance Policy calls for an operating reserve that is calculated for the year in the amount of \$450,000; the library is well above that mark.

It was moved by Humphreys and seconded by Gigani THAT the Authorization to Transfer Monies from Library Fund to Capital Replacement Fund be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2020 Preliminary Budget Draft. Milavec presented a preliminary draft of the 2020 budget to apprise the Board of what to expect in regards to the levy increase for next year. With the compensation system redesign and the minimum wage increases, Milavec estimated a six percent levy increase for 2020. The deadline for submitting the final tax levy request to the Village is August 31, 2019.

9. Unfinished Business.

- a. LED Replacement Lighting in the Fiction Section. Milavec recommended that B.P. Contractors be awarded the contract in the amount of \$46,437.65 for the Fiction Lighting Project as they were the lowest responsible bidder, came in under budget, and did not increase their materials costs. B.P. Contractors is a young company with excellent references.

It was moved by Stapleton and seconded by Dougherty THAT the LED Replacement Lighting in the Fiction Section be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Milavec presented the report. The local art group, The Art Department, has installed The Weathered Art flag project among the trees near the Curtiss Street entrance. The library staff have been very busy at outreach events, including the Farmer's Market, Concerts in the Park, and Barbecue Bolt. The Children's Department staff will be offsite, offering Summer Reading prize pick up at local elementary schools. The library will be showcasing another exhibit next year through Miami University, entitled: Telling a People's Story: African American Children's Illustrated Literature, August 1-31, 2020. The Innovation Team launched the "I speak" buttons, which communicate to the public that staff speak a language other than English, so far the library has staff who speak Spanish, Croatian, and Japanese. Website reconstruction is beginning with OC Creative. Humphreys commented that he thought the Woodstock exhibit was wonderful and that the "Design a Book Cart" activity sounded like fun. Graber expressed appreciation on behalf of the Board for the department reports contained in the monthly board packets.

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

- 12. Adjournment.** President Graber adjourned the meeting at 8:33 p.m.

DOWNERS GROVE LIBRARY 6/30/2019

| | Library fund | Building & Equip Replacement Fund |
|--------------------|--------------|---|
| CASH & INVESTMENTS | \$ 1,421,199 | \$ 1,317,288 |
| FUND BALANCE | 1,295,362 | \$ 1,317,288 |

Revenue by Object Report

Village of Downers Grove
6/1/2019 through 6/30/2019

Grand Totals

| Object/Title | Adjusted Estimate | Revenues | Year-to-date Revenues | Balance | Prct Rcvd |
|---|------------------------------|---------------------|----------------------------------|---------------------|----------------------|
| 4101 Current Property Taxes | 5,337,785.00 | 2,616,037.45 | 2,740,579.15 | 2,597,205.85 | 51.34 |
| 4109 Prior Year Property Taxes | 100.00 | 0.00 | 5,062.23 | -4,962.23 | 5,062.23 |
| 4313 Personal Property Replacement Tax | 60,000.00 | 6.87 | 40,174.09 | 19,825.91 | 66.96 |
| 4410 Sales of Materials | 11,000.00 | 490.50 | 4,408.28 | 6,591.72 | 40.08 |
| 4502 Charges For Services | 20,000.00 | 1,444.43 | 9,926.34 | 10,073.66 | 49.63 |
| 4509 Fees For Non-Residents | 16,000.00 | 1,168.00 | 10,220.00 | 5,780.00 | 63.88 |
| 4571 Rental Fees | 5,000.00 | 190.00 | 1,970.00 | 3,030.00 | 39.40 |
| 4581 Fines | 37,500.00 | 3,392.60 | 16,793.31 | 20,706.69 | 44.78 |
| 4590 Cost Recovered For Services | 10,000.00 | 1,055.47 | 6,261.51 | 3,738.49 | 62.62 |
| 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 | 300.04 | 300.04 | -300.04 | 0.00 |
| 4820 Contributions, Operating | 5,000.00 | 57.00 | 17,099.52 | -12,099.52 | 341.99 |
| 4988 Bond Issue Proceeds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4997 Prior Period Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | 5,541,295.00 | 2,624,142.36 | 2,857,753.64 | 2,683,541.36 | 51.57 |

Capital Replacement Fund

Expenditures by Object Report

glExpObj
06/28/2019 10:18AM
Periods: 6 through 6

Page: 4

Village of Downers Grove
6/1/2019 through 6/30/2019

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 Use</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|-----------------|
| 5315 Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5760 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5770 Capital Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 624,000.00 | 73,079.30 | 153,554.62 | 0.00 | 470,445.38 | 24.6 |
| 5910 Transfer For Capital Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Grand Totals | 624,000.00 | 73,079.30 | 153,554.62 | 0.00 | 470,445.38 | 24.6 |

Operating Fund

Expenditures by Object Report

Page: 17

glExpObj
06/28/2019 10:07AM
Periods: 6 through 6

Village of Downers Grove
6/1/2019 through 6/30/2019

Grand Totals

| <i>Object/Title</i> | <i>Adjusted Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date Expenditures</i> | <i>Year-to-date Encumbrances</i> | <i>Balance</i> | <i>Prct Use</i> |
|---------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|-----------------|
| 5101 Salaries, Exempt | 1,406,416.00 | 112,691.28 | 725,795.94 | 0.00 | 680,620.06 | 51.6 |
| 5104 Bonus | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5111 Salaries, Non-Exempt | 247,835.00 | 17,839.06 | 113,100.44 | 0.00 | 134,734.56 | 45.6 |
| 5119 Part-Time Employee Wages | 1,237,473.00 | 85,090.19 | 564,378.34 | 0.00 | 673,094.66 | 45.6 |
| 5131 IMRF Pension Contributions | 194,334.00 | 14,870.11 | 95,955.62 | 0.00 | 98,378.38 | 49.3 |
| 5133 Medicare Contributions | 41,930.00 | 3,067.35 | 19,981.31 | 0.00 | 21,948.69 | 47.6 |
| 5134 Social Security Contributions | 179,287.00 | 13,115.36 | 85,436.12 | 0.00 | 93,850.88 | 47.6 |
| 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 | 462.40 | 0.00 | 581.60 | 44.2 |
| 5191 Health Insurance | 450,182.00 | 28,854.82 | 175,991.51 | 0.00 | 274,190.49 | 39.0 |
| 5195 Optical Insurance | 1,992.00 | 137.10 | 846.73 | 0.00 | 1,145.27 | 42.5 |
| 5197 Dental Insurance | 38,044.00 | 2,389.60 | 14,522.44 | 0.00 | 23,521.56 | 38.1 |
| 5210 Supplies | 91,050.00 | 6,194.96 | 40,261.45 | 0.00 | 50,788.55 | 44.2 |
| 5251 Maintenance Supplies | 18,500.00 | 1,871.59 | 8,406.43 | 0.00 | 10,093.57 | 45.4 |
| 5280 Small Tools & Equipment | 35,300.00 | 1,721.95 | 10,368.93 | 0.00 | 24,931.07 | 29.3 |
| 5291 Water Purchase | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5302 Dues And Memberships | 7,500.00 | 405.00 | 3,375.00 | 0.00 | 4,125.00 | 45.0 |
| 5303 Seminars, Conferences & Meetings | 30,525.00 | 1,672.31 | 10,046.13 | 0.00 | 20,478.87 | 32.9 |
| 5308 Recognition Program-Staff | 5,000.00 | 1,276.74 | 2,772.97 | 0.00 | 2,227.03 | 55.4 |
| 5315 Professional Services | 60,000.00 | 4,669.63 | 17,478.00 | 0.00 | 42,522.00 | 29.1 |
| 5322 Personnel Recruitment | 2,000.00 | 63.56 | 366.28 | 0.00 | 1,633.72 | 18.3 |
| 5323 Special Legal | 6,000.00 | 322.50 | 387.00 | 0.00 | 5,613.00 | 6.4 |
| 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 | 0.00 | 8,235.90 | 0.00 | 16,864.10 | 32.8 |
| 5391 Telephone | 20,200.00 | 2,197.56 | 9,053.43 | 0.00 | 11,146.57 | 44.8 |
| 5392 Postage | 25,500.00 | 3,111.00 | 9,222.00 | 0.00 | 16,278.00 | 36.1 |
| 5393 Freight And Cartage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5407 Advertising And Public Relations | 20,500.00 | 3,201.84 | 7,895.70 | 0.00 | 12,604.30 | 38.5 |

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Expenditures by Object Report

Village of Downers Grove
6/1/2019 through 6/30/2019

Grand Totals [Continued]

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Used |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|---------------------|------------------|
| 5420 Insurance - Other Policies | 45,150.00 | 0.00 | 39,203.00 | 0.00 | 5,947.00 | 86.8 |
| 5430 Building Maintenance Services | 91,500.00 | 3,955.00 | 28,497.75 | 0.00 | 63,002.25 | 31.1 |
| 5450 Cleaning Services | 80,500.00 | 5,545.00 | 33,225.00 | 0.00 | 47,275.00 | 41.2 |
| 5461 Utilities | 25,250.00 | 890.89 | 11,772.82 | 0.00 | 13,477.18 | 46.6 |
| 5470 Other Equipment Repair And Maintenance | 11,550.00 | 110.00 | 4,174.05 | 0.00 | 7,375.95 | 36.1 |
| 5481 Rentals | 20,500.00 | 3,186.94 | 8,892.97 | 0.00 | 11,607.03 | 43.3 |
| 5620 Recoverables | 3,000.00 | 98.45 | 753.26 | 0.00 | 2,246.74 | 25.1 |
| 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 | 3,892.46 | 21,444.01 | 0.00 | 38,555.99 | 35.7 |
| 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 | 36,754.23 | 101,358.09 | 0.00 | 124,641.91 | 44.8 |
| 5852 Print Materials | 345,000.00 | 33,108.85 | 157,426.80 | 0.00 | 187,573.20 | 45.6 |
| 5853 Audiovisual Materials | 147,000.00 | 15,251.02 | 61,117.86 | 0.00 | 85,882.14 | 41.5 |
| 5860 Improvements Other Than Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5870 Capital Equipment | 65,000.00 | 0.00 | 16,293.63 | 0.00 | 48,706.37 | 25.0 |
| 5880 Intangible Assets (Software) | 43,000.00 | 1,041.00 | 11,473.00 | 0.00 | 31,527.00 | 26.6 |
| 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 |
| Grand Totals | 5,778,112.00 | 408,672.15 | 2,489,189.67 | 0.00 | 3,288,922.33 | 43.0 |

Invoice Edit Listing
Village of Downers Grove
July 24, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 018984 AFFILIATED CUSTOMER SERVICE, INC. | 1 | 365.00 | 0.00 | 365.00 |
| 000280 ALL WINDOW CLEANING SERVICE, INC. | 1 | 910.00 | 0.00 | 910.00 |
| 018213 AMAZON CAPITAL SERVICES, INC. | 1 | 84.13 | 0.00 | 84.13 |
| 000322 AMAZON.COM | 1 | 3,772.51 | 0.00 | 3,772.51 |
| 000428 ANDERSON'S BOOKS, INC | 2 | 127.03 | 0.00 | 127.03 |
| 000403 AT&T | 1 | 261.99 | 0.00 | 261.99 |
| 000672 BAKER & TAYLOR - L0217582 | 63 | 16,682.06 | 0.00 | 16,682.06 |
| 016893 BIBLIOTHECA, LLC | 4 | 12,485.72 | 0.00 | 12,485.72 |
| 019374 BRACKETS CODE CLUB ,LLC | 2 | 400.00 | 0.00 | 400.00 |
| 001223 CASE LOTS INC | 1 | 119.40 | 0.00 | 119.40 |
| 008705 CASH - LIBRARY | 1 | 106.35 | 0.00 | 106.35 |
| 008323 CENGAGE LEARNING | 8 | 7,085.07 | 0.00 | 7,085.07 |
| 001277 CENTER POINT PUBLISHING | 1 | 137.22 | 0.00 | 137.22 |
| 002319 CHAMBER630 | 2 | 506.25 | 0.00 | 506.25 |
| 012050 CHERYL PAWLAK | 2 | 24.74 | 0.00 | 24.74 |
| 013235 CHILDREN'S PLUS, INC. | 2 | 9,718.59 | 0.00 | 9,718.59 |
| 001553 COMCAST CABLE | 1 | 300.18 | 0.00 | 300.18 |
| 001933 DAVID A. DINASO | 1 | 375.00 | 0.00 | 375.00 |
| 016094 DE LAGE LANDEN FINANCIAL SVC, INC. | 1 | 859.55 | 0.00 | 859.55 |
| 002346 DOWNERS GROVE PARK DISTRICT | 1 | 65.00 | 0.00 | 65.00 |
| 019159 EILEEN JOHNSON YOGA | 1 | 50.00 | 0.00 | 50.00 |
| 017328 ELM USA, INC. | 1 | 279.95 | 0.00 | 279.95 |

Invoice Edit Listing
Village of Downers Grove
July 24, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 002645 EMBURY LTD | 1 | 1,939.00 | 0.00 | 1,939.00 |
| 005572 FIA CARD SERVICES, N.A. | 13 | 12,081.70 | 0.00 | 12,081.70 |
| 018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC. | 1 | 15,000.00 | 0.00 | 15,000.00 |
| 016977 GARVEY'S OFFICE PRODUCTS, INC. | 1 | 366.55 | 0.00 | 366.55 |
| 013544 GOOGLE, INC. | 1 | 966.00 | 0.00 | 966.00 |
| 003188 GRAHAM CRACKERS COMICS, LTD. | 1 | 139.89 | 0.00 | 139.89 |
| 008770 GRAINGER | 6 | 636.82 | 0.00 | 636.82 |
| 009102 HAGG PRESS INC | 1 | 4,056.00 | 0.00 | 4,056.00 |
| 018411 HAYES MECHANICAL, LLC | 1 | 813.00 | 0.00 | 813.00 |
| 009880 IMAGE SYSTEMS & | 1 | 1,217.43 | 0.00 | 1,217.43 |
| 004070 JANWAY COMPANY USA INC | 1 | 375.56 | 0.00 | 375.56 |
| 018694 JOHNSON CONTROLS FIRE, PROTECTION LP | 1 | 176.09 | 0.00 | 176.09 |
| 004812 KLEIN, THORPE AND JENKINS, LTD | 1 | 559.00 | 0.00 | 559.00 |
| 017676 KLENK, AMANDA | 2 | 116.00 | 0.00 | 116.00 |
| 018484 MALWAREBYTES | 1 | 1,744.00 | 0.00 | 1,744.00 |
| 019486 MARIE ZUBINSKI | 1 | 150.00 | 0.00 | 150.00 |
| 018598 MARIJO HOBBS | 1 | 84.90 | 0.00 | 84.90 |
| 017280 MARTIN, JOHN | 1 | 106.82 | 0.00 | 106.82 |
| 010916 MARY THOMAS | 1 | 39.67 | 0.00 | 39.67 |
| 018877 MASTNY, NORA | 2 | 191.43 | 0.00 | 191.43 |
| 019472 MC DAVITT DESIGN STUDIO, INC.. | 1 | 3,000.00 | 0.00 | 3,000.00 |
| 019485 MIAMI UNIVERSITY | 1 | 150.00 | 0.00 | 150.00 |
| 005866 MIDWEST TAPE | 27 | 6,583.81 | 0.00 | 6,583.81 |

Invoice Edit Listing
Village of Downers Grove
July 24, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 006161 NICOR GAS | 1 | 507.36 | 0.00 | 507.36 |
| 019473 OC CREATIVE, INC. | 1 | 4,410.00 | 0.00 | 4,410.00 |
| 012499 OVERDRIVE, INC. | 2 | 4,945.02 | 0.00 | 4,945.02 |
| 018491 PEOPLEFACTS, LLC | 1 | 53.56 | 0.00 | 53.56 |
| 018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC | 2 | 15.00 | 0.00 | 15.00 |
| 019495 PRAXIS GROUP, LLC | 1 | 1,500.00 | 0.00 | 1,500.00 |
| 006698 PRINT SMART | 3 | 485.21 | 0.00 | 485.21 |
| 006859 R.H. DONNELLEY | 1 | 14.69 | 0.00 | 14.69 |
| 006897 RANDOM HOUSE, INC | 1 | 10.00 | 0.00 | 10.00 |
| 014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM | 1 | 15,651.00 | 0.00 | 15,651.00 |
| 006944 RECORDED BOOKS, LLC | 3 | 111.81 | 0.00 | 111.81 |
| 018123 ROONEY, NANCY | 1 | 47.84 | 0.00 | 47.84 |
| 013422 RUNCO OFFICE SUPPLY & EQUIP CO | 4 | 202.34 | 0.00 | 202.34 |
| 007517 SCHOLASTIC LIBRARY PUBLISHING | 1 | 296.55 | 0.00 | 296.55 |
| 007604 SERVICEMASTER COMMERCIAL CLEAN | 3 | 6,031.12 | 0.00 | 6,031.12 |
| 017596 SMARTY PANTS WORLD, LLC | 1 | 499.00 | 0.00 | 499.00 |
| 012698 SWAN | 1 | 14,289.00 | 0.00 | 14,289.00 |
| 019483 THE LANGUAGE LABS | 1 | 60.00 | 0.00 | 60.00 |
| 016841 TSAI FONG BOOKS, INC. | 1 | 104.48 | 0.00 | 104.48 |
| 015177 ULINE | 1 | 217.32 | 0.00 | 217.32 |
| 011517 UNIQUE MANAGEMENT SERVICES, IN | 1 | 62.65 | 0.00 | 62.65 |
| 006654 UNITED STATES POSTAL SERVICE | 1 | 235.00 | 0.00 | 235.00 |
| 018458 URBAN ELEVATOR SERVICE, LLC | 1 | 208.00 | 0.00 | 208.00 |

Invoice Edit Listing
Village of Downers Grove
July 24, 2019

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC | 1 | 682.52 | 0.00 | 682.52 |
| Grand Total: | 202 | 155,848.88 | 0.00 | 155,848.88 |

INVOICES OF NOTE

For Library Board Meeting on July 24, 2019

| | | |
|--------|---|-------------|
| 016893 | Bibliotheca, LLC (Self check kiosk replacement) | \$12,485.72 |
| 019374 | Brackets Code Club, LLC (program) | \$400.00 |
| 013235 | Children's Plus Inc. (children's books) | \$9,718.59 |
| 001933 | David A. Dinaso (program - reptile show) | \$375.00 |
| 002645 | Embury LTD (activity items for Kid's room) | \$1,939.00 |
| 018270 | Fitzgerald's Electrical, Contracting, Inc. (exterior lighting) | \$15,000.00 |
| 009102 | Hagg Press Inc. (July/August Discoveries) | \$4,056.00 |
| 018484 | Malwarebytes (Endpoint security) | \$1,744.00 |
| 019486 | Marie Zubinski (program - Forest Therapy) | \$150.00 |
| 018598 | Marijo Hobbs (garden supplies) | \$84.90 |
| 019472 | McDavitt Design Studio, Inc. (program - View's From the Artist) | \$3,000.00 |
| 019485 | Miami University (Traveling Plan Exhibition) | \$150.00 |
| 019473 | OC Creative, Inc. (initial payment - web design) | \$4,410.00 |
| 019495 | Praxis Group, LLC (In-Staff training for Inclusion) | \$1,500.00 |
| 014549 | Reaching Across Illinois, Library System (EBSCO database) | \$15,651.00 |
| 017596 | Smarty Pants World, LLC (program- Big Balloon Circus) | \$499.00 |
| 012698 | SWAN (FY2020 fees - 1st quarter) | \$14,289.00 |

Credit Memo Edit Listing

Village of Downers Grove
July 24, 2019

Vendor Totals

| Vendor | Number of Memos | Amount |
|-------------------------------|-----------------|--------|
| 004070 JANWAY COMPANY USA INC | 1 | 10.40 |
| 005866 MIDWEST TAPE | 1 | 17.99 |
| Grand Total: | 2 | 28.39 |

Library Credit Card Details for the July 24, 2019 Board Meeting

| Julie Milavec | | | | |
|---------------------|-------------------------------------|--|--------------|--------------------|
| 971 | 5407 Advertising & Public Relations | Hootsuite | \$ | 1,548.00 |
| | | | Total | \$ 1,548.00 |
| Katelyn Vabalaitis | | | | |
| | | | Total | \$ - |
| Ian Knorr | | | | |
| 978 | 5210 Supplies | Lantern | \$ | 65.94 |
| 978 | 5251 Maintenance Supplies | Hand sanitizer, sandpaper, soap refills, cement | \$ | 550.43 |
| 978 | 5280 Small Tools & Equipment | Swag tool, concrete supplies | \$ | 246.92 |
| 978 | 5470 Other Equipment Repair & Maint | Sure-lites, locks, toggle bolts, filters, strap, batteries | \$ | 739.77 |
| | | | Total | \$ 1,603.06 |
| Elizabeth Matkowski | | | | |
| 971 | 5302 Dues & Membership | ALA membership renewal | \$ | 147.00 |
| 972 | 5210 Supplies | Teen program supplies | \$ | 156.68 |
| 972 | 5303 Seminars Mtgs, & Conferences | ILA Annual Conference | \$ | 150.00 |
| 972 | 5851 Electronic Resources | eBooks | \$ | 160.17 |
| | | | Total | \$ 613.85 |
| Karen Bonarek | | | | |
| 972 | 5210 Supplies | Program supplies | \$ | 39.00 |
| | | | Total | \$ 39.00 |
| Amelia Prechel | | | | |
| 972 | 5852 Printed Materials | Adult & Teen Services materials | \$ | 100.75 |
| 972 | 5853 AV Materials | Adult & Teen Services DVDs | \$ | 159.85 |
| 977 | 5210 Supplies | Label protectors, distilled water | \$ | 92.98 |
| 977 | 5303 Seminars, Mtgs, & Conferences | ALA Conference hotel | \$ | 1,098.92 |
| | | | Total | \$ 1,452.50 |
| Sharon Hrycewicz | | | | |
| 973 | 5853 AV Materials | Nintendo Joy-Cons, Avengers Hero Kit | \$ | 302.79 |
| | | | Total | \$ 302.79 |
| Allyson Renell | | | | |
| 972 | 5280 Small Tools & Equipment | Step stool | \$ | 19.98 |
| | | | Total | \$ 19.98 |
| Traci Skocik | | | | |
| 973 | 5210 Supplies | Program supplies | \$ | 1,201.18 |
| 973 | 5853 AV Materials | DVD | \$ | 14.99 |
| | | | Total | \$ 1,216.17 |

| Christine Lees | | | | |
|--------------------------------------|------|--------------------------------|---|--------------|
| 974 | 5210 | Supplies | Office supplies | \$ 227.35 |
| 974 | 5303 | Seminars, Mtgs, & Conferences | SWANx registrations | \$ 100.38 |
| 974 | 5280 | Small Tools & Equipment | Book rack, storage cabinet | \$ 231.99 |
| 974 | 5620 | Recoverables | Self-Check test | \$ 6.00 |
| Total | | | | \$ 565.72 |
| Paul Regis | | | | |
| 971 | 5302 | Dues & Membership | Amazon Prime membership | \$ 119.00 |
| 975 | 5280 | Small Tools & Equipment | Headphones, replacement battery, wireless printer | \$ 405.59 |
| 975 | 5303 | Seminars, Mtgs, & Conferences | CompTIA On-Demand Training 1001/1002 | \$ 2,590.00 |
| 975 | 5880 | Intangible Assets | Pantheon Systems, Beacon Hotspot renewal | \$ 740.00 |
| Total | | | | \$ 3,854.59 |
| Melody Danley | | | | |
| 971 | 5407 | Advertising & Public Relations | Logo tableclothes, acrylic pamphlet holders | \$ 379.03 |
| Total | | | | \$ 379.03 |
| Cynthia Khatri | | | | |
| 971 | 5210 | Supplies | Google storage | \$ - |
| 971 | 5407 | Advertising & Public Relations | Program supplies | \$ 41.34 |
| 971 | 5280 | Small Tools & Equipment | Display holders | \$ - |
| 971 | 5303 | Seminars, Mtgs, & Conferences | SWANx2019 | \$ 33.46 |
| 971 | 5315 | Professional Services | Music license | \$ 357.00 |
| 971 | 5322 | Personnel Recruitment | Bags for Breakfast Series | \$ - |
| Total | | | | \$ 431.80 |
| Jen Fredericks | | | | |
| 971 | 5308 | Staff Recognition | Get Well flowers | \$ 55.03 |
| Total | | | | \$ 55.03 |
| Library Credit Card July 2019 Totals | | | | \$ 12,081.52 |

PAYROLLS FOR JUNE 2019

| | |
|--------------------------|--------------|
| JUNE 7 | \$104,609.28 |
| JUNE 21 | \$111,011.25 |
| TOTAL JUNE 2019 PAYROLLS | \$215,620.53 |

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 24, 2019**

AGENDA ITEM 8A

Finance Policy, Sections 6.9 Travel Expenses and 6.10 Reimbursable Expenses

Two new sections of the Finance Policy are proposed to address requirements of the Local Government Travel Expense Control Act and Illinois Wage Payment and Collections Act. Recent changes to laws governing reimbursable expenses for employees require the specific policies.

Recommended action: Approve Finance Policy, Sections 6.9 Travel Expenses and 6.10 Reimbursable Expenses as presented.

Finance Policy Draft Sections

6.9 Travel Expenses

The library complies with the Local Government Travel Expense Control Act [Public Act 99-0604]. As required by the Act, the library regulates the reimbursement of all trustee, administration, and employee travel expenses. The Board of Library Trustees will reimburse employee's and trustee's pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

6.9.1 Definitions

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and trustees of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

6.9.2 Authorized Types of Official Business

Travel, meal, and lodging expenses will be reimbursed for employees and trustees of the library only for purposes of official business conducted on behalf of the library. These include attendance at selected community events, off-site or out-of-town meetings related to official business, and pre-approved seminars, conferences and other educational events related to the employee's or trustee's official duties. Reimbursement will be made for reasonable expenses related to these activities.

Employees are eligible for reimbursement for attendance at training programs required as a condition of employment; meetings and programs sponsored by state or local professional organizations; conferences and programs of national professional organizations; and meetings that are related to a particular job skill.

6.9.3 Categories of Expenses

- I. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

- II. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or trustee's residence. When attending a training event or other off-site official business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or trustee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Tolls will be reimbursed.
- III. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or trustees traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
- IV. **Public Transportation** – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation is based on distance from the library to the training site (not from the traveler's residence), regardless of the transportation method chosen. However, when attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
- V. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economical transportation is encouraged.
- VI. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Employees of the same gender traveling together are expected to share accommodations when possible in order to minimize lodging costs. Staff may be reimbursed up to half of the allowable room cost if they choose not to share a room and no additional cost is incurred due to their choice. In the event of a change in plans or a cancellation, the traveler must cancel the

hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the library unless approved by a vote of the Board of Library Trustees. Hotel and motel room reimbursement is generally limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred, unless preapproved by the Library Director, if the cost of staying at an official conference hotel would be justified by the savings of other costs of travel such as transportation costs.

- VII. **Meals** - Meal reimbursement, excluding expenses for alcoholic beverages, is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
- VIII. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the receipt or Payment Request Form and paid by the traveler.
- IX. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
- X. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
- XI. **Entertainment Expenses** - No employee or trustee of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event, or other official business.

6.9.4 Approval of Expenses

Travel, meal, and lodging expenses incurred by any employee or trustee in excess of the approved rates set forth in this policy must be approved in advance in an open meeting by a majority roll call vote of the Board of Library Trustees. Travel, meal, and lodging expenses incurred by any employee within the approved rates set forth in this policy are subject to prior approval by the Library Director.

6.9.5 Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved, a Payment Request Form (available in the Library Administration Office) must be submitted within 60 days of incurring the expense, including:

- I. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;

- II. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
- III. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
- IV. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with reimbursements are public records subject to disclosure under the Freedom of Information Act.

6.10 Reimbursable Expenses

The library complies with the amended Illinois Wage Payment and Collections Act [820 ILCS 115/9.5] requiring employers to reimburse all "necessary expenditures ... incurred by the employee within the employee's scope of employment and directly related to services performed by the employer."

6.10.1 Types of Reimbursable Expenses

Necessary expenses include, but are not limited to, travel time, mileage beyond the employee's normal commute, and supplies for programs. The library provides employees the necessary electronic devices and internet access to complete all work required by the scope of employment. The library will not reimburse staff for personal or work-from-home expenses that are incurred as a result of work performed for the employer. These expenses include but are not limited to: personal cell phones, home internet use, office space, etc.

6.10.2 Approval of Reimbursable Expenses

Travel time is recorded on the employee's timesheet and approved by the employee's supervisor as incurred. Mileage is reimbursed according to Section 6.9.3 II. All other reimbursable expenses must be approved in advance by the employee's supervisor or Library Director.

6.10.3 Documentation of Reimbursable Expenses

A Payment Request Form (available in the Library Administration Office) must be submitted within 60 days of incurring the expense, including:

- I. a receipt for expenses already incurred or signed statement in lieu of a receipt;
- II. the name of the individual who is requesting reimbursement;
- III. the job title or office of the individual who is requesting reimbursement; and
- IV. the date or dates and nature of the official business for which the expense was incurred.

All documents and information submitted in connection with reimbursements are public records subject to disclosure under the Freedom of Information Act.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 24, 2019**

AGENDA ITEM 8B

Strategic Plan Annual Review

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

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|--|-------------------------------|--------------------|---|-----------------------|
| Create policy and procedures for shelter resident cards | Circulation Manager | Sep-17 | Continues as ongoing policy. Staff onsite at shelters monthly to register for cards, October 2018 - April 2019. Program series started to introduce shelter card users to the library. | Oct-17 |
| Create a Service Excellence Team to support and improve upon our stellar service | Circulation Manager | Dec-17 | Continues as ongoing Team | Dec-17 |
| Provide In-Service Day customer service training on working with diverse populations | Assistant Library Director | Jan-18 | Completed. | Jan-18 |
| Provide support for book clubs through book club kits | Adult & Teen Services Manager | Jun-18 | Continues as ongoing collection. Worked with PR to create an informative handout describing the options available to local book clubs. Providing dedicated staff to act as liaisons for some groups. | Jan-18 |
| Create cross-departmental Innovation Team | Assistant Library Director | Jun-18 | Continues as ongoing Team. Spearheaded creation of the Anything Emporium, which expanded the STEM kit goal to different types of kits and collections for all ages, including art kits and electronics. | Apr-18 |
| Investigate noise abatement solutions for Circulation Services workroom and Teen Central | Building Operations Director | Jun-18 | Address Circulation Workroom issue with cubicles. Identified solutions for Teen Central, but expensive. Consistent enforcement of Code of Conduct reduced complaints. | Jun-18 |
| Review ADA accessibility of Forest Avenue parking lot | Building Operations Director | Jun-18 | Met with Village of Downers Grove Public Works staff and reviewed issues. Participated in VoDG parking study surveys and stakeholder groups. | Jun-18 |
| Implement a 1,000 Books Before Kindergarten initiative | Childrens Services Manager | Jun-18 | Continues as ongoing program. | Jan-18 |
| Create a process for teens to get a library card without a parent present | Circulation Manager | Jun-18 | Continues as ongoing policy. | Oct-17 |
| Explore dedicated staffing for the Media Lab | IT Manager | Jun-18 | Media Lab Coordinator Ed Bromiel training other staff in use of Media Lab equipment. | Jan-18 |
| Assess and address staffing needs | Library Director | Jun-18 | Continues with ongoing evaluation and adjustment of staffing needs as positions open. | Sep-17 |
| Partner with local organizations to offer four additional civic engagement programs per year | Adult Program Coordinator | Oct-18 | Civic Engagement program, February 2019. American Creed grant and programs, Winter-Spring 2019. Partnered with and hosted programs from American Association of University Women and League of Women Voters, Spring 2019. | May-19 |
| Investigate allocation of outreach tasks and duties | Assistant Library Director | Dec-18 | Continues as ongoing Outreach Team. | Dec-18 |
| Complete updating restrooms | Building Operations Director | Dec-18 | Completed. | Dec-18 |
| Create a circulating collection of STEM materials | Childrens Services Manager | Dec-18 | Continues as ongoing collection. J Anything Emporium collection of 14 STEM related kits launched January 2019. Three additional kits added, May 2019. Inspired Innovation Team to create Anything Emporium (Library of Things). | Jan-19 |

| Action | Point Person | Target Date | Progress Report | Date Completed |
|--|--|--------------------|---|-----------------------|
| Explore creating a "Rack at the Tracks" for commuters | Circulation Manager | Dec-18 | Continues as ongoing program. | Jun-18 |
| Consider moving or removing security gates | Circulation Manager/Building Operations Director | Dec-18 | Completed. | Mar-18 |
| Create a Media Lab service plan | IT Manager | Dec-18 | Completed update of policy, working on service plan. | |
| Explore use of online tutorials about how to use resources and services | IT Manager / Adult & Teen Services Manager | Dec-18 | Continues with new focus of creating learning paths for new employees and managers/supervisors using online tools. | Dec-18 |
| Update Policy Manual | Library Director | Dec-18 | Completed. Regular update cycle begins 2020. | Jan-19 |
| Request that the Village designate additional handicap parking spaces on Curtiss Street | Library Director | Dec-18 | Completed request. Awaiting results of Village of Downers Grove Parking Study for action. | Dec-18 |
| Cross-train staff to maximize staffing resources | Management Team | Dec-18 | Continues as ongoing initiative. Cross-trained staff regularly cover desk shifts for departmental meetings. Two ATS staff trained to cover the Computer Help Desk. Cross-trained substitute librarians to work both ATS and Kids Room Desks. | Dec-18 |
| Explore alternatives to make entrances accessible from handicap parking spaces in snow | Building Operations Director | Dec-18 | Continues with ongoing monitoring and contact with Village of Downers Grove Public Works. | Jan-18 |
| Partner with local hospitals to provide early literacy information to parents of new babies | Childrens Services Manager | Dec-18 | Contacted local hospital. Unsuccessful at gaining their buy-in. Evaluating other options and methods for reaching new parents. | Dec-18 |
| Offer tours of the library art collection, virtually and in-person | Public Relations Manager | Mar-19 | Continues with art collection brochure and feature on upcoming Cover to Cover podcast. | Apr-18 |
| Expand services to seniors and senior centers to address their unmet needs | Adult & Teen Services Manager | Jun-19 | Launched Satellite Stacks at six local senior living facilities, February 2019. Foundation funded initial collections and first year. Increased outreach presence at the facilities. Working on establishing book discussions led by our staff at interested facilities. Assisted one facility as they start their own book discussion group. | Jun-19 |
| Develop relationships with key partners to support arts and culture | Adult Program Coordinator / Public Relations Manager | Jun-19 | Partnered with the Art Department regularly, including acting as a exhibition and host site for the Weathered Art project, June 2019 and Visual Ensembles, December 2018. | Jun-19 |
| Create a series of programs for residents to discuss local issues, including a mechanism to identify topics | Adult Program Coordinator | Dec-19 | Planning October 2019 program series focused on homelessness in DG. | |
| Provide additional outdoor seating | Building Operations Director | Dec-19 | Completed. | May-18 |
| Update established early childhood programming to more visibly incorporate early literacy skills development | Childrens Services Manager | Dec-19 | Process began in January 2019 in conjunction with staff training on Every Child Ready to Read goal. | |
| Train all Children's Services staff on Every Child Ready to Read and early literacy research | Childrens Services Manager | Dec-19 | Training began in January and continues through December 2019. | |

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|---|------------------------------|--------------------|---|-----------------------|
| Create opportunities to connect homeschool families to resources | Childrens Services Manager | Dec-19 | Scheduled Homeschooling Family Focus Groups for August 2019. Data and recommendations gathered will inform the creation of new resources. | |
| Explore Human Library concept including different topics and community members | Circulation Manager | Dec-19 | Gathering information on other libraries' programs and best practices. | |
| Investigate the effects of eliminating fines | Circulation Manager | Dec-19 | Addressed underlying issue with automated renewals and fine eraser cards, eliminating over 90% of overdue fine complaints. Not pursuing elimination of fines further. | May-19 |
| Work with SWAN to implement an online library card application process | Circulation Manager | Dec-19 | Low priority for ILS vendor. Unable to pursue further with SWAN until ILS supports it. | Jun-19 |
| Develop an array of digital literacy classes and curricula | IT Manager | Dec-19 | Currently offer social media classes and planning to expand (e.g. Instagram). Evaluating online sources such as digitallearn.org and Niche Academy. | |
| Work with stakeholder organizations to identify potential solutions to parking issues and advocate for implementation | Library Director | Dec-19 | Participated in Village of Downers Grove parking study stakeholder interviews and survey for downtown business employees. Resident and downtown business employee survey made available to public on Info Desk PC for duration of the survey. Further advocacy awaits VoDG Parking Study report to be disseminated later this year. | |
| Investigate a Village-wide information clearinghouse for volunteer opportunities and assistance needs | Public Relations Manager | Dec-19 | Creating service pantry corner in the cafe for providing information on local services, September 2019. Currently researching working with Giving DuPage (established central location for volunteers) to showcase DG opportunities. | |
| Offer early literacy education for parents | Childrens Services Manager | Jun-20 | In process with Every Child Ready to Read and update of early childhood programming goals. | |
| Create library-wide training program for supervisors | Assistant Library Director | Dec-20 | Completed Person In Charge Manual and began ongoing updates. Created and implemented training for In Charge staff. Created an Onboarding Checklist which is used by Managers/Supervisors when onboarding new employees. | |
| Upgrade lighting in public areas | Building Operations Director | Dec-20 | Lighting in Teen Central, Audiobooks, DVD's, Blu-Ray's, CD's, and public PC's retrofitted to LED lighting in 2019. | |
| Create a diversity strategy for recruiting that reflects the community | Library Director | Dec-20 | Consultant to be hired in 2020 to review hiring process and make recommendations. | |
| Preserve and protect the art collection | Library Director | Dec-20 | Contacted art preservation consultant to assess condition of collection and make recommendations. | |

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|---|-------------------------------|--------------------|--|-----------------------|
| Begin Downers Grove organizations roundtable to make connections and share information | Public Relations Manager | Dec-20 | Met with Downtown Downers Grove Management Interim Director Erin Venzia and Village Communications Director Doug Klowzoski to discuss need and interest for roundtable. Found out there have been numerous failed attempts at similar group. Open to finding a new way to pursue this. Creating Leadership Academy in September 2019, which will partially fill this goal of fostering connections. Other ideas being researched are: lunch hour discussions themed around topics (volunteers, mission float, employee evaluations, etc) | |
| Create and implement a Communications Plan, concentrated on strategic focus areas | Public Relations Manager | Dec-20 | Pending Public Relations staff changeover, due to two retirements and department reorganization. | |
| Partner with other organizations on their lifelong learning initiatives | Public Relations Manager | Dec-20 | Building relationships with potential partners. | |
| Each staff member attends one customer service training session (other than In-Service Day) | Management Team | Annual | Managers assign annual training goals to staff. Additional all-staff training day in 2019. | |
| Investigate tools available to ensure most up-to-date are being used | Adult & Teen Services Manager | Annual | Preliminary discussions about changing events registrations and room reservation software. Added Patron Incident Tracking Software. Pushed back the B&T evaluation to Fall 2019/Winter 2020 due to other projects. Scheduling software to be evaluated in fall 2019. | |
| Continue developing, digitizing, and preserving Local History collection | Adult & Teen Services Manager | Annual | Completed preservation project of the library's archival collection. Working on updating the obituary database, including making it accessible through the web site as part of the upcoming web site redesign project. Evaluating accessibility and ways to digitize more of the collection. | |
| Support small business-focused learning opportunities | Adult & Teen Services Manager | Annual | Starting the Leadership Academy for local professionals, September 2019. Continued partnership with SCORE to host their roundtable meetings, organize programs with SCORE volunteers, and regularly schedule programs geared towards small business concerns. Disseminated information for Small Business Saturday. Promoted one-on-one appointments with business librarians. Attended local Chamber events, such as Women in Business meetings. Promoted business library cards for local businesses. Started a quarterly business e-newsletter for DG business subscribers. | |
| Connect people to resources that develop job skills | Adult & Teen Services Manager | Annual | Continued partnership with the People's Resource Center. Began offering expanded schedule of computer classes. Job board created. | |

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|---|--|--------------------|--|-----------------------|
| Coordinate ESL and adult literacy services with local agencies | Adult & Teen Services Manager | Annual | Piloting partnership with COD's ELA program as a host site in Fall 2019. Increased ESL/ELL collection based on recommendations from Literacy DuPage. Scheduled Literacy DuPage as an organization of the month. Continued to provide space with TEACH (formerly School and Tutors on Wheels) for their tutors. Public Relations Manager at the forefront of relationship building with current and potential partners. | |
| Evaluate current digital resources | Adult & Teen Services Manager | Annual | Ongoing review of databases every year for renewal, alternatives, and new offerings. Added AtoZ World Foods and Creativebug in 2019. Adjusted Proquest newspaper subscriptions package. Considered and demo'd other offerings. Morningstar rep conducted a program for patrons on using the database. Tentatively planning a program on using Weiss' Medigap tool for patrons. | |
| Support community organizations in finding volunteers | Adult Program Coordinator / Programming Team | Annual | Service Fair held, April 2019. 33 organizations participated. Over 380 people attended. Mini Service Fair planned for October 2019. | |
| Provide gallery space and performance opportunities to showcase artistic and cultural creations | Adult Program Coordinator / Public Relations Manager | Annual | Continued to feature local artists from the metropolitan Chicagoland area in galleries monthly. Teen art program underway to create mural for Teen Central. Added mobile art display for Teen Central. Hosted Woodstock exhibit. Continue to offer the concert series in partnership with the DG Music Club. | |
| Utilize SWAN reports to inform decision making | Assistant Library Director | Annual | Simplified and made improvements to annual statistics collection and retention per department, especially Circulation for IPLAR, Village, and PLDS annual reports. Created cross-departmental Data Team. Revamped DGPL-only reports and storage in SWAN reporting module to make DGPL department and library reports easily accessible. | |
| Continue to use and report on How Did We Do? forms | Assistant Library Director | Annual | Created new storage and retrieval method to track How Did We Do? Feedback: A) cards and e-submissions are scanned into folder on a shared network drive; B) Emails are sent to employees and managers when mentioned specifically by name; C) All responses are tracked on Excel spreadsheet in a logical and thorough manner. | |
| Solicit local vendors to respond to bids and request for proposals, as practical | Building Operations Director | Annual | RFP posted for cleaning services, July 2019. Posted RFP for lighting replacement, May 2019. Working with Medlin Communications to find a new ISDN/PRI circuit provider. | |
| Provide comfortable, durable, and functional furniture that supports use of technology | Building Operations Director | Annual | Selecting replacement chairs for Adult & Teen Services. Meeting Room tables replaced, April 2019. | |

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|---|---|--------------------|--|-----------------------|
| Evaluate ADA accessibility throughout the building | Building Operations Director | Annual | Ongoing. Currently we are not in violation of ADA, but improvements could be made. | |
| Review effects of online booking of meeting spaces | Executive Assistant | Annual | Meeting room and conference room booking availability changed to rolling 6 months in advance. | |
| Explore and offer technology equipment for check out | IT Manager | Annual | Added five cameras including GoPros, slide to digital converter, two VR Headsets, portable CD players, film scanner, photo backdrop kit, and slide projectors. Ten circulating laptops added for in house use. Investigating offering laptop kits (Chromebooks) for out-of-library use. | |
| Evaluate website content and effectiveness | IT Manager / Public Relations Manager | Annual | Signed June 2019 with OC Creative for website update. Hosting focus groups in July and August to understand how patrons and staff use the website. Discussed problem areas and effectiveness of current website. Creating cross-departmental team for input on new sitemap. Anticipate new website to be complete by the end of 2019. | |
| Develop and maintain a Long-Range Budget Plan | Library Director | Annual | Annual update process used, referencing Financial Management Plan in budget process. | |
| Implement the recommendations of the Facilities Assessment | Library Director | Annual | Annual project list maintained and included in budget. | |
| Conduct management team brainstorming sessions | Library Director | Annual | Innovation Team has taken this role. Management Team regularly discusses ideas for implementation. | |
| Support the Friends of the Library and Foundation in their fundraising activities | Library Director/Assistant Library Director | Annual | Work for Friends includes: collecting and storing donations and withdrawals and setting up for FOL book sale every October; created a new membership form, utilizing new logo; secured swag and other promotional materials; secured funding for circulating umbrella collection and second wave of Anything Emporium offerings; secured funds from Amazon Smile. Work for DGPL Foundation includes: support in research for Bylaws update and implementation of committee structure; aided in recruiting new Board members; provided documentation for fundraising event (ModPizza); supported implementation of Communication Plan, including highlighting Garden Walk Brick program in <i>Discoveries</i> for Mothers Day and Satellite Stacks donation; secured funding first year of Satellite Stacks; and requested funding of <i>The Public</i> movie screening and additional Satellite Stacks location. | |
| Actively seek opportunities for group purchasing, new tools, lower-cost vendors, etc. | Management Team | Annual | Tied closely to local vendors goal. RFP posted for cleaning services, July 2019. Posted RFP for lighting replacement, May 2019. Anticipate savings of \$300 per month on new ISDN/PRI circuit provider. Continuing to utilize RAILS group purchase for Communico software. | |

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|--|---------------------|--------------------|---|-----------------------|
| Regularly investigate grant opportunities available | Management Team | Annual | Discuss regularly at Management Team meetings and follow up as needed. | |
| Submit at least one conference program proposal or have at least one staff member included in a conference proposal per year | Management Team | Annual | DGPL staff to be featured at SWANx conference: Organization of the Month: Public Library Partnership Program Presented by Cindy Khatri, Public Relations Manager; Let's Talk About the F-Word... Facilities! Presented by Ian Knorr, Building Operations Director; All "Things" Welcome: Library of Things co presented with Sharon Hrycewicz, Children's Reference and Technology Coordinator, RFID, Libraries, & SWAN: Understanding the Basics of this Technology in a Consortium Panel discussion with Amy Prechel, Head of Access Services, School Districts and Public Libraries: Two Great Things that Go Together! presented by Erin Linsemeyer, Children's Outreach Coordinator. Julie Milavec, Library Director presented "Policies, Programs, and Partnerships for Serving Individuals Experiencing Homelessness" at Reaching Forward 2019. ILA Annual Conference will feature at least one DGPL staff presentation. | |
| Actively participate in RAILS, SWAN, and other local professional organizations' committees and advisory groups | Management Team | Annual | Sharon Hrycewicz and Joy Matteson serve on SWAN DUX committee; Lizzie Matkowski serves on the ReCharge committee and Adult Reading Round Table Committee. Joy Matteson serves as the organizer for the Southwest Suburban Business Librarians Networking Group. Julie Milavec serves on SWAN Executive Board, LIRA Executive Board, and RAILS Consortia Committee. Chrsitine Lees serves as SLUI President and on SWANx Committee. Amy Prechel Serves on SWAN Clarity Task Force. | |
| Offer continuing education opportunities for all staff | Management Team | Annual | Managers assign annual training goals to staff. Opportunities for staff at all levels to participate in continuing education include online training through RAILS and conferences such as SWANx, Reaching Forward, and Illinois Library Association. | |
| Expand use of staff expertise for in-house training | Management Team | Annual | Trained Computer Help Desk Associates to conduct computer classes. Technology Instructor Annie Jaglieski creating learning paths for online staff training. | |
| Expand professional skills using cross-departmental teams | Management Team | Annual | Cross-departmental teams now include: Service Excellence, Innovation, Outreach, Programming, In Charge, Data, and Safety. | |

| <u>Action</u> | <u>Point Person</u> | <u>Target Date</u> | <u>Progress Report</u> | <u>Date Completed</u> |
|--|------------------------------------|--------------------|---|-----------------------|
| Use surveys to gather feedback | Management Team | Annual | Focus groups planned to gather information on how the website is used. Conducted surveys to patrons, staff, and organizations on the Service Fair, April 2019. Conducted Storytime Survey Winter 2019 and used results in the early literacy training and storytime adjusting process. Developing new program feedback forms. Summer Reading surveys at program end annually. | |
| Record issues to identify focus areas for Service Excellence Team | Management Team | Annual | Service Excellence Team members have taken on identifying focus areas. Created, finalized and presented DGPL Culture Code to staff at the in-service day, January 2019. Continued employee recognition programs, including staff BBQ. | |
| Seek feedback from target populations | Management Team | Annual | Storytime attendees surveyed, Winter 2019. Website and Homeschool Focus Groups planned. | |
| Provide regular patron service training for all staff in equity, diversity, and inclusion | Management Team | Annual | All-staff training planned, September 2019. | |
| Incorporate inclusive practices into library services | Management Team | Annual | Moving book drop closer to Forest St and working with Village of Downers Grove to get parking stalls designated to address concerns of patrons with mobility issues. Host District 99 student for vocational placement. Creating social services information resource area and "Little Free Pantry" in Lobby Cafe. Staff attended workshop on conducting diversity audits of collections. | |
| Support participation in professional committees on the state and national level | Management Team | Annual | American Library Association or Illinois Library Association membership available to professional staff. | |
| Offer timely programs, resources, and services | Management Team / Programming Team | Annual | Breakfast Series and Lunch & Learn series for PADS clients started in 2019. Online voter registration offered on Lobby PC during local election season. | |
| Explore programs to connect residents to diverse cultures and languages | Programming Team | Annual | Foreign Language Storytimes are planned for Summer 2019- Spanish, French, and Mandarin. Adult programs included: Mysterious Myanmar, American Creed film and discussion; Bollywood dancing instruction, Tom Sharpe percussion (demonstrated ethnic percussion instruments), Shinrin-Yoku/Forest therapy (Japanese preventative medicine), Internet research for Czech genealogy, Historical presentation of Sacagawea. Current explorations include: African American history display, creating programming to coincide with Frida Kahlo exhibit next year at COD. Attempts to engage partners for a Multicultural Fair failed. | |
| Explore programs and resources to support literacy in areas such as health, finance, and life skills | Programming Team | Annual | Programs include: Money Smart Week April 2019, Summer Reading Clubs, and PTA Math Club host site summer 2019. | |

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 24, 2019**

AGENDA ITEM 9A

2020 Budget Draft

At the July Board meeting, a presentation on the property tax process will be made to clarify the mechanics of how the library's budget and levy become a dollar amount on taxpayers' property tax bills. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Revenue

Revenue estimates remain the same as the 2020 preliminary draft included in the June packet.

In the July draft and packet, 2020 Property Tax Rates and Extensions Drafts are included for both a 4.5% EAV increase and the 1.0% assumed in the Financial Management Plan. That plan used a 1.0% Equalized Assessed Valuation (EAV) increase for all years. The actual EAV increase was 5.5% in 2018 and 4.7% in 2019. Increases in EAV reduce the property tax rate produced by the levy dollar amount. The drafts show the impact of the change in EAV to the tax rate and individual taxpayer at the same levy amount. At a 4.5% EAV increase, the average taxpayer would pay 1.4% more – or about \$3.16 per year. At a 1.0% EAV increase, the average taxpayer would pay 4.9% more – or about \$11.06 per year.

Expenses

Expenses are updated from the June preliminary draft. In this draft, Library Fund expenses are an increase of 3.3% over the 2019 budget, 4.3% on the personnel side and 0.9% for non-personnel lines.

Estimates of personnel costs were updated with staffing changes and results of a poll on employee benefit elections.

Non-personnel costs were also updated with the latest information available.

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.

5322 Personnel Recruitment

Employment ads, pre-employment testing, and background checks

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. Changeover in telephone service provider will save \$3,000 in 2020.

5392 Postage

Postage costs for Discoveries and all mailings.

5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets, and branded giveaways.

5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, and Directors and Officers. Proposed amount includes an estimated 10% 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 \$59,000.

5880 Intangible Assets (Software)

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

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 | \$ 1,422,381.62 |
| 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 | \$ 5,084,555.38 | \$ 5,603,772.80 |
| 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 | \$ 1,422,381.62 | \$ 1,343,624.82 |
| | | | | | |
| NET CHANGE | \$ (386,381.73) | \$ 146,467.00 | \$ (233,910.73) | \$ 145,467.62 | \$ (78,756.80) |

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 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 | \$ 5,953,772.80 |
| 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 | \$ 1,039,056.24 |
| | | | | | |
| NET CHANGE | \$ (386,381.73) | \$ 146,467.00 | \$ (233,910.73) | \$ 190,899.04 | \$ (428,756.80) |

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

| SOURCE | | 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 |

| DOWNERS GROVE PUBLIC LIBRARY 2020 EXPENDITURES SIMPLIFIED SHEET DRAFT | | | | | | | |
|---|--------------------------------------|--------------|--------------|--------------|------------|-----------|----------------|
| | | | | | | | |
| | TOTAL LIBRARY 805.90.XXX.XXXX | | | | Budget to | Budget to | |
| | | 2019 | 2019 | 2020 | Proposed | Proposed | |
| | EXPENDITURES | BUDGET | EST. ATT. | BUDGET | Change \$ | Change % | |
| | | | | | | | |
| 5101 | Salaries, Exempt | 1,406,413.96 | 1,471,451.18 | 1,519,248.71 | 112,834.74 | 8.0% | |
| 5104 | Bonus | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | |
| 5111 | Salaries, Non-Exempt | 246,830.59 | 228,627.31 | 330,103.02 | 83,272.43 | 33.7% | |
| 5119 | Part-Time Employee Wages | 1,235,976.69 | 1,150,291.56 | 1,194,898.41 | -41,078.28 | -3.3% | |
| 5131 | IMRF Pension Contributions | 194,119.67 | 194,605.22 | 228,940.25 | 34,820.58 | 17.9% | |
| 5133 | Medicare Contributions | 41,893.71 | 40,593.50 | 44,141.63 | 2,247.92 | 5.4% | |
| 5134 | Social Security Contributions | 179,131.72 | 173,569.82 | 188,743.51 | 9,611.79 | 5.4% | |
| 5190 | Life Insurance | 1,044.00 | 930.24 | 1,044.00 | 0.00 | 0.0% | |
| 5191 | Health Insurance | 450,182.75 | 353,128.06 | 415,774.44 | -34,408.31 | -7.6% | |
| 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 | 3,959,122.80 | 163,492.07 | 4.3% | Personnel Cost |

| | | | | | | | |
|------|--------------------------------------|---------------------|---------------------|---------------------|-------------------|-----------------|------------------------------|
| | 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 | 17,000.00 | (3,200.00) | -15.8% | |
| 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 | 43,125.00 | (2,025.00) | -4.5% | |
| 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 | 84,000.00 | 19,000.00 | 29.2% | |
| 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 | 1,644,650.00 | 15,075.00 | 0.9% | Non-Personnel Costs |
| | TOTAL 805.90 | 5,425,205.73 | 5,039,123.96 | 5,603,772.80 | 178,567.07 | 3.3% | Year over Year Budget |
| | | | | | | | |
| | | | | | | | |

| DOWNERS GROVE PUBLIC LIBRARY 2020 EXPENDITURES SIMPLIFIED SHEET DRAFT | | | | | | | |
|---|--|---------------|---------------|---------------|-----------------|-----------|--|
| | | | | | | | |
| | Total Library Capital Replacement Fund (LCRF) | | | | | | |
| | | | | | Budget to | Budget to | |
| | | 2019 | 2019 | 2020 | Proposed | Proposed | |
| | EXPENDITURES | BUDGET | EST. ATT. | 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

| TOTAL LIBRARY 805.90.XXX.XXXX | | | | | | |
|--------------------------------------|----------------------------------|----------------|----------------|----------------|------------------|---------------|
| EXPENDITURES | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
| 5101 | Salaries, Exempt | 1,328,658.00 | 1,359,039.22 | 1,406,413.96 | 1,471,451.18 | 1,519,248.71 |
| 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 | 330,103.02 |
| 5119 | Part-Time Employee Wages | 1,241,170.00 | 1,134,835.44 | 1,235,976.69 | 1,150,291.56 | 1,194,898.41 |
| 5131 | IMRF Pension Contributions | 257,339.00 | 243,996.42 | 194,119.67 | 194,605.22 | 228,940.25 |
| 5133 | Medicare Contributions | 41,935.00 | 39,705.50 | 41,893.71 | 40,593.50 | 44,141.63 |
| 5134 | Social Security Contributions | 179,315.00 | 169,771.06 | 179,131.72 | 173,569.82 | 188,743.51 |
| 5190 | Life Insurance | 1,044.00 | 839.80 | 1,044.00 | 930.24 | 1,044.00 |
| 5191 | Health Insurance | 360,420.00 | 297,827.50 | 450,182.75 | 353,128.06 | 415,774.44 |
| 5195 | Optical Insurance | 2,492.00 | 1,900.85 | 1,991.76 | 1,703.11 | 1,989.69 |
| 5197 | Dental Insurance | 38,808.00 | 27,602.20 | 38,045.88 | 29,118.82 | 34,239.15 |
| 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 | 17,000.00 |
| 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 | 43,125.00 |
| 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 |

| EXPENDITURES continued | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|-------------------------------|---------------------------------------|----------------|----------------|----------------|------------------|---------------|
| 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 | 84,000.00 |
| 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 | 5,953,772.80 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY-ADMINISTRATIVE SERVICES 971 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|--|--------------------------------------|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 278,076.00 | 288,858.75 | 283,987.84 | 341,228.78 | 295,008.48 |
| 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 | 34,885.50 |
| 5131 | IMRF Pension Contributions | 33,306.00 | 32,700.38 | 38,574.31 | 39,192.38 | 31,076.01 |
| 5133 | Medicare Contributions | 4,378.00 | 5,792.50 | 6,518.97 | 6,465.98 | 4,783.46 |
| 5134 | Social Security Contributions | 18,721.00 | 24,768.10 | 27,874.21 | 27,647.40 | 20,453.43 |
| 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 | 43,125.00 |
| 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 | 84,000.00 |
| 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 | 1,168,350.44 |

| LIBRARY - ADULT SERVICES 972 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|------------------------------|--|----------------|----------------|----------------|------------------|---------------|
| 5101 | Salaries, Exempt | 410,885.00 | 366,786.18 | 390,882.22 | 393,001.51 | 400,836.35 |
| 5111 | Salaries, Non-Exempt | 0.00 | 0.00 | 0.00 | 46,569.60 | 47,814.00 |
| 5119 | Part-Time Employee Wages | 277,722.00 | 233,853.82 | 252,918.35 | 239,805.38 | 252,919.45 |
| 5131 | IMRF Pension Contributions | 75,953.00 | 75,066.15 | 52,983.86 | 55,874.06 | 62,982.58 |
| 5133 | Medicare Contributions | 9,985.00 | 8,555.86 | 9,335.11 | 9,703.87 | 10,172.76 |
| 5134 | Social Security Contributions | 42,694.00 | 36,582.64 | 39,915.64 | 41,492.21 | 43,497.33 |
| 5190 | Life Insurance | 252.00 | 108.80 | 252.00 | 163.20 | 252.00 |
| 5191 | Health Insurance | 94,680.00 | 66,735.00 | 123,014.29 | 90,986.86 | 102,471.83 |
| 5195 | Optical Insurance | 563.00 | 389.19 | 502.32 | 424.99 | 459.51 |
| 5197 | Dental Insurance | 8,662.00 | 5,573.80 | 9,671.40 | 7,062.43 | 8,801.64 |
| 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 |
| | | | | | | |
| | TOTAL 972 | 1,478,596.00 | 1,336,686.42 | 1,451,700.18 | 1,451,834.56 | 1,500,432.44 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY - CHILDREN'S SERVICES 973 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|--|----------------------------------|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 250,703.00 | 246,751.18 | 254,153.58 | 255,960.67 | 259,638.80 |
| 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 | 232,869.52 |
| 5131 | IMRF Pension Contributions | 45,599.00 | 44,087.32 | 37,402.72 | 37,490.90 | 42,415.90 |
| 5133 | Medicare Contributions | 6,594.00 | 6,276.86 | 6,910.87 | 6,860.47 | 7,141.37 |
| 5134 | Social Security Contributions | 28,198.00 | 26,839.22 | 29,549.92 | 29,333.64 | 30,535.52 |
| 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 |
| | | | | | | |
| | TOTAL 973 | 799,603.00 | 770,838.67 | 811,017.12 | 803,745.12 | 834,725.03 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY - CIRCULATION SERVICES 974 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|---|--|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 71,755.00 | 122,579.66 | 126,330.63 | 128,270.47 | 130,110.63 |
| 5111 | Salaries, Non-Exempt | 129,356.00 | 77,149.63 | 80,807.98 | 65,887.20 | 112,768.50 |
| 5119 | Part-Time Employee Wages | 424,858.00 | 409,012.82 | 438,500.15 | 365,127.67 | 389,511.48 |
| 5131 | IMRF Pension Contributions | 27,718.00 | 27,045.88 | 21,317.42 | 17,083.87 | 25,719.31 |
| 5133 | Medicare Contributions | 8,779.00 | 8,616.07 | 9,361.76 | 7,992.62 | 9,169.66 |
| 5134 | Social Security Contributions | 37,538.00 | 36,839.67 | 40,029.60 | 34,175.11 | 39,208.22 |
| 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 |
| | | | | | | |
| | TOTAL 974 | 807,534.00 | 761,404.91 | 828,090.50 | 682,220.09 | 799,122.48 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY - INFORMATION TECHNOLOGY 975 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|---|--|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 184,835.00 | 164,478.99 | 172,785.23 | 174,796.10 | 184,158.59 |
| 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 | 144,040.78 |
| 5131 | IMRF Pension Contributions | 34,268.00 | 31,527.92 | 25,479.72 | 26,229.58 | 31,121.99 |
| 5133 | Medicare Contributions | 5,568.00 | 4,902.26 | 5,298.82 | 5,193.65 | 5,964.64 |
| 5134 | Social Security Contributions | 23,809.00 | 20,960.18 | 22,657.04 | 22,206.70 | 25,503.97 |
| 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 |
| | | | | | | |
| | TOTAL 975 | 596,740.00 | 525,718.36 | 600,932.33 | 566,688.69 | 658,156.94 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY - PUBLIC RELATIONS 976 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|---------------------------------------|----------------------------------|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 70,394.00 | 35,803.44 | 0.00 | 0.00 | 63,870.30 |
| 5111 | Salaries, Non-Exempt | 39,975.00 | 45,623.63 | 0.00 | 0.00 | 86,365.50 |
| 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 | 14,152.21 |
| 5133 | Medicare Contributions | 2,342.00 | 1,882.28 | 0.00 | 0.00 | 2,178.42 |
| 5134 | Social Security Contributions | 10,015.00 | 8,047.97 | 0.00 | 0.00 | 9,314.62 |
| 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 | 48,112.82 |
| 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 |
| | | | | | | |
| | TOTAL 976 | 291,601.00 | 234,580.30 | 0.00 | 0.00 | 294,021.14 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY - ACCESS SERVICES 977 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|--------------------------------------|--|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 0.00 | 71,721.02 | 112,797.36 | 111,185.18 | 116,171.64 |
| 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 | 77,519.52 |
| 5131 | IMRF Pension Contributions | 15,837.00 | 12,223.27 | 13,085.49 | 12,998.45 | 14,929.69 |
| 5133 | Medicare Contributions | 2,555.00 | 2,059.57 | 2,689.40 | 2,631.72 | 2,808.52 |
| 5134 | Social Security Contributions | 10,925.00 | 8,806.58 | 11,499.49 | 11,252.50 | 12,008.85 |
| 5190 | Life Insurance | 72.00 | 47.60 | 72.00 | 81.60 | 72.00 |
| 5191 | Health Insurance | 25,320.00 | 6,325.00 | 28,887.80 | 7,280.18 | 15,447.16 |
| 5195 | Optical Insurance | 151.00 | 40.02 | 121.20 | 35.28 | 69.96 |
| 5197 | Dental Insurance | 2,303.00 | 517.04 | 2,257.92 | 539.52 | 566.37 |
| 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 |
| | | | | | | |
| | TOTAL 977 | 263,672.00 | 201,493.75 | 278,388.89 | 256,667.83 | 276,493.71 |

DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT

| LIBRARY - FACILITIES 978 | | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET | 2019 EST ATT. | 2020 DRAFT |
|---------------------------------|--|------------------------|------------------------|------------------------|--------------------------|-----------------------|
| 5101 | Salaries, Exempt | 62,010.00 | 62,060.00 | 65,477.10 | 67,008.46 | 69,453.93 |
| 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 | 63,152.16 |
| 5131 | IMRF Pension Contributions | 6,840.00 | 6,845.35 | 5,276.14 | 5,735.98 | 6,542.56 |
| 5133 | Medicare Contributions | 1,734.00 | 1,620.10 | 1,778.78 | 1,745.18 | 1,922.79 |
| 5134 | Social Security Contributions | 7,415.00 | 6,926.70 | 7,605.81 | 7,462.27 | 8,221.58 |
| 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 | 17,000.00 |
| 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 |
| | | | | | | |
| | TOTAL 978 | 405,198.00 | 391,827.85 | 411,922.56 | 367,345.97 | 422,470.62 |

| Change in equalized assessed valuation (EAV) | | |
|--|---------------|------|
| 2018 EAV (TIF) | 2,440,178,636 | |
| 2019 EAV (TIF) | 2,554,345,132 | |
| Change in EAV | 114,166,496 | 4.7% |
| 2020 EAV (TIF) estimated | 2,669,290,663 | |
| Estimated change in EAV | 114,945,531 | 4.5% |

Property tax levy

| | Amount of levy extended | | | Tax rate | | |
|---------------------|-------------------------|-----------------|-----------------|-------------|-------------|-------------|
| 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% |

Impact on taxpayer

| | Median Home Value (2018) | | | Per \$100,00 Fair Market Value | | |
|---|---------------------------------|---------------|---------------|---------------------------------------|---------------|---------------|
| 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 | \$ 110,933.33 | \$ 113,400.00 | \$ 113,400.00 | \$ 33,333.33 | \$ 33,333.33 | \$ 33,333.33 |
| Residential homestead | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ - | \$ - | \$ - |
| Adjusted assesses value | \$ 104,933.33 | \$ 107,400.00 | \$ 107,400.00 | \$ 33,333.33 | \$ 33,333.33 | \$ 33,333.33 |
| Divided by 100 (mils) | \$ 1,049.33 | \$ 1,074.00 | \$ 1,074.00 | \$ 333.33 | \$ 333.33 | \$ 333.33 |
| Times the tax rate of .2145 in 2018, .2090 in 2019, .2119 in 2020 | \$ 225.08 | \$ 224.43 | \$ 227.59 | \$ 71.50 | \$ 69.66 | \$ 70.64 |
| Actual change in taxes paid | | \$ (0.65) | \$ 3.16 | | \$ (1.84) | \$ 0.98 |
| Change | | -0.3% | 1.4% | | -2.6% | 1.4% |

| Change in equalized assessed valuation (EAV) | | |
|--|---------------|------|
| 2018 EAV (TIF) | 2,440,178,636 | |
| 2019 EAV (TIF) | 2,554,345,132 | |
| Change in EAV | 114,166,496 | 4.7% |
| 2020 EAV (TIF) estimated | 2,579,888,583 | |
| Estimated change in EAV | 25,543,451 | 1.0% |

Property tax levy

| | Amount of levy extended | | | Tax rate | | |
|---------------------|-------------------------|-----------------|-----------------|----------|----------|----------|
| Year tax collected | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 |
| Operating levy rate | \$ 5,182,314.41 | \$ 5,337,785.00 | \$ 5,656,500.00 | 0.2145 | 0.2090 | 0.2193 |
| 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 | 0.2193 |
| Change | | 3.00% | 5.97% | | -2.58% | 4.92% |

Impact on taxpayer

| | <u>Median Home Value (2018)</u> | | | <u>Per \$100,00 Fair Market Value</u> | | |
|---|---------------------------------|---------------|---------------|---------------------------------------|---------------|---------------|
| 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 | \$ 110,933.33 | \$ 113,400.00 | \$ 113,400.00 | \$ 33,333.33 | \$ 33,333.33 | \$ 33,333.33 |
| Residential homestead | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ - | \$ - | \$ - |
| Adjusted assesses value | \$ 104,933.33 | \$ 107,400.00 | \$ 107,400.00 | \$ 33,333.33 | \$ 33,333.33 | \$ 33,333.33 |
| Divided by 100 (mils) | \$ 1,049.33 | \$ 1,074.00 | \$ 1,074.00 | \$ 333.33 | \$ 333.33 | \$ 333.33 |
| Times the tax rate of .2145 in 2018, .2090 in 2019, .2119 in 2020 | \$ 225.08 | \$ 224.43 | \$ 235.48 | \$ 71.50 | \$ 69.66 | \$ 73.08 |
| Actual change in taxes paid | | \$ (0.65) | \$ 11.05 | | \$ (1.84) | \$ 3.43 |
| Change | | -0.3% | 4.9% | | -2.6% | 4.9% |

| <u>RATE</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020 Estimated</u> |
|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|
| Operating | 0.2302 | 0.2253 | 0.2202 | 0.2145 | 0.2090 | 0.2119 |
| Bond | 0.031 | 0.0154 | 0 | 0 | 0 | 0 |
| Total | 0.2612 | 0.2407 | 0.2202 | 0.2145 | 0.2090 | 0.2119 |
| % change YroYr | 4.4% | -7.8% | -8.5% | -2.6% | -2.6% | 1.4% |

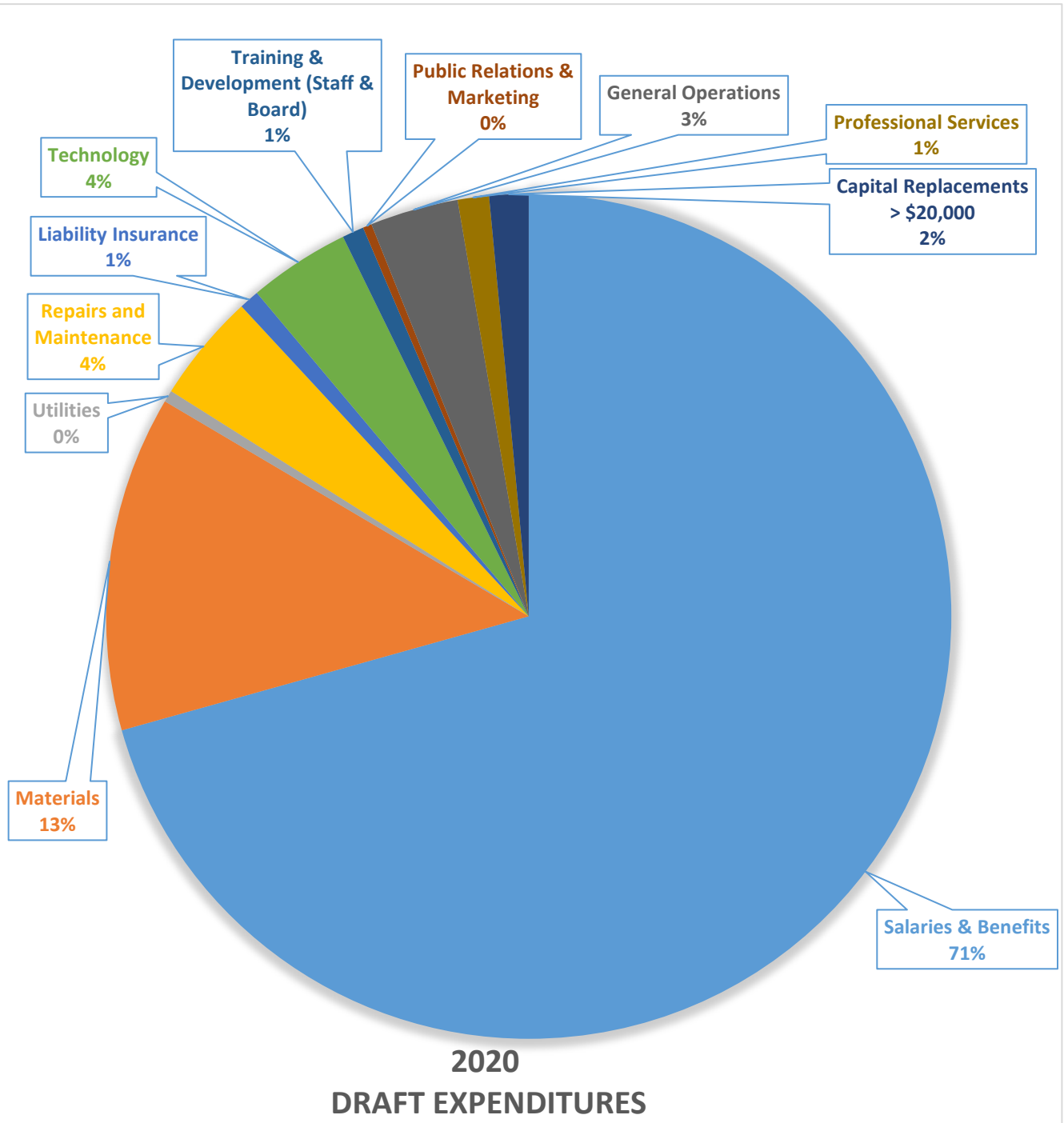
| <u>LEVY</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020 Estimated</u> |
|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|
| Operating | \$ 4,662,187 | \$ 4,826,100 | \$ 5,043,515 | \$ 5,182,314 | \$ 5,337,785.00 | \$ 5,656,500.00 |
| Bond | \$ 614,076 | \$ 328,583 | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 5,276,263 | \$ 5,154,683 | \$ 5,043,515 | \$ 5,182,314 | \$ 5,337,785 | \$ 5,656,500 |
| % change YroYr | 3.7% | -2.3% | -2.2% | 2.75% | 3.0% | 6.0% |

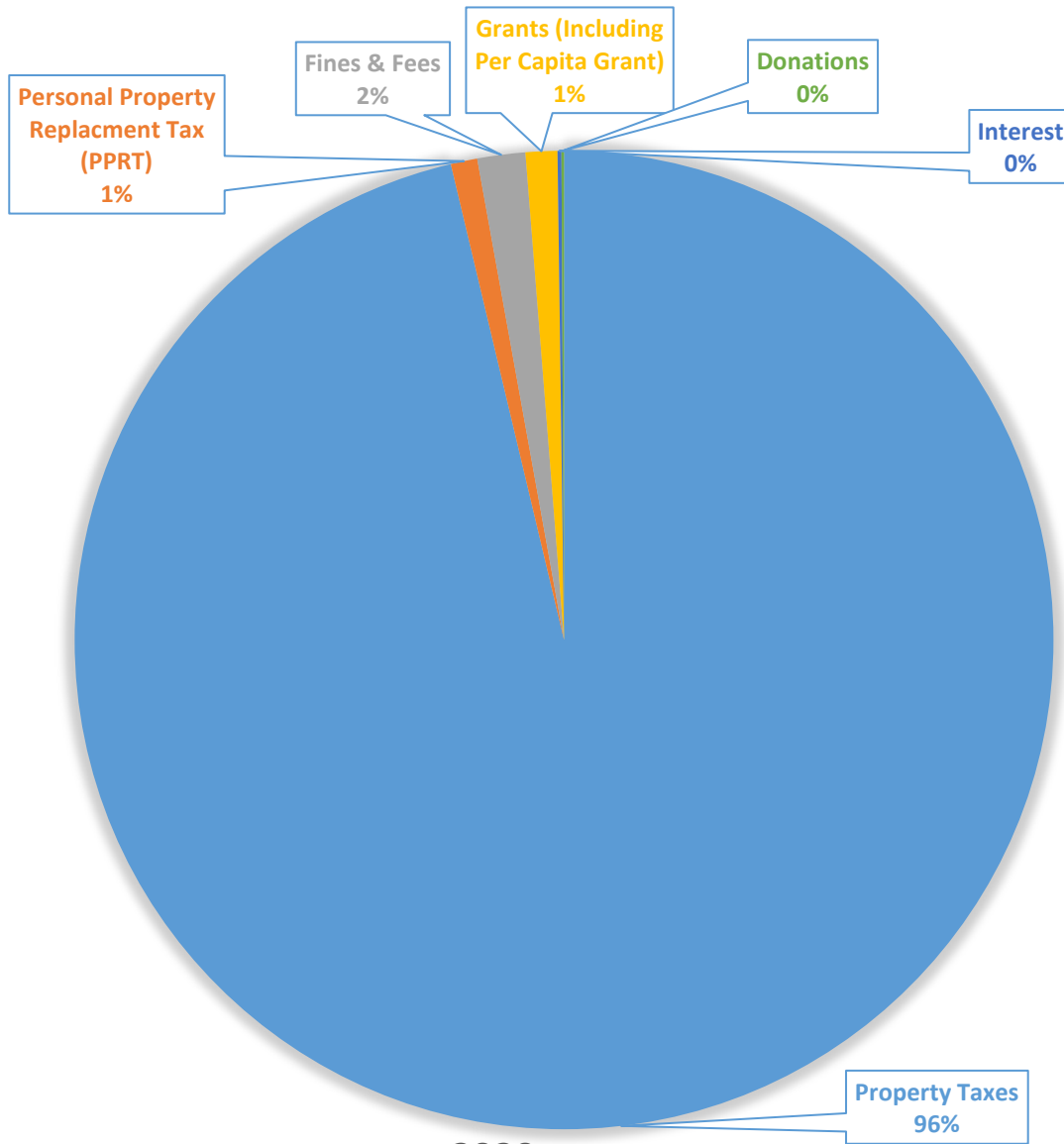
| <u>EAV</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020 Estimated</u> |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|
| Base | 2,042,550,247 | 2,045,521,416 | \$ 2,163,725,584 | \$ 2,313,407,554 | \$ 2,440,178,636 | \$ 2,555,124,167 |
| Increase / (Decrease) | \$ 2,971,169 | \$ 118,204,168 | \$ 149,681,970 | \$ 126,771,082 | \$ 114,945,531 | \$ 114,945,531 |
| Total | \$ 2,045,521,416 | \$ 2,163,725,584 | \$ 2,313,407,554 | \$ 2,440,178,636 | \$ 2,555,124,167 | \$ 2,669,290,663 |
| % change YroYr | 0.1% | 5.8% | 6.9% | 5.5% | 4.7% | 4.5% |

| | | | | | | |
|--|----------|----------|----------|----------|----------|----------|
| Library Tax Per \$100K Home Value | \$ 87.07 | \$ 80.23 | \$ 73.40 | \$ 71.50 | \$ 69.66 | \$ 70.64 |
|--|----------|----------|----------|----------|----------|----------|

| | | | | | | |
|----------------------------------|------|------|------|------|------|-----------------------------------|
| Wage/Salary Increment | 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 | 54.3% | Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve) | \$ 3,044,250.13 |
| Benefits (Insurance, IMRF, FICA) | 16.3% | | \$ 914,872.67 |
| Salaries & Benefits | 70.7% | Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve) | \$ 3,959,122.80 |
| Materials | 12.8% | Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve) | \$ 719,775.00 |
| Utilities | 0.5% | | \$ 25,250.00 |
| Repairs and Maintenance | 4.2% | | \$ 233,200.00 |
| Liability Insurance | 0.8% | | \$ 43,125.00 |
| Technology | 3.9% | | \$ 217,500.00 |
| Training & Development (Staff & Board) | 0.8% | | \$ 46,550.00 |
| Public Relations & Marketing | 0.3% | | \$ 19,000.00 |
| General Operations | 3.4% | | \$ 189,250.00 |
| Professional Services | 1.2% | | \$ 67,000.00 |
| Capital Replacements > \$20,000 | 1.5% | | \$ 84,000.00 |
| Total* | 100.0% | * Total may not equal 100% due to rounding | \$ 5,603,772.80 |
| | | | |
| | | | |
| 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
JULY 24, 2019**

AGENDA ITEM 10

Librarian's Report

View from the Artist's Studio Mural Unveiling

On Sunday, August 11, at 1:30pm in Teen Central, there will be an unveiling of the new mural. Student artists have worked all summer, with mentorship from artist John McDavitt, to create a mural on 12 separate canvasses to be displayed in Teen Central. This program was made possible in part by a grant from the JCS Fund of the DuPage Foundation.

Website Redesign

Information Technology Manager Paul Regis and Public Relations Manager Cindy Khatri are leading the project to redesign the library's website, working with consultant OC Creative. The aggressive timeline for the project has the new site launching in November! They have begun gathering staff input. A public focus group will be held on Monday, August 19 at 6:30 p.m. Contact Cindy at ckhatri@dglibrary.org by August 12 to participate.

Forest Street Book Drop Relocation

One of the book drops, formerly located at the Forest Street entrance, was relocated to the top of the library entrance ramp at the Forest Street sidewalk to improve accessibility. The book drops also received a facelift with new graphics.

Partnering with Aurora University for Social Work Interns

The library is in process of becoming a host site for social work interns from Aurora University. This would provide field experience for the student under the guidance of an instructor from the university and a mentor at the library. Both Masters and Bachelors level student are required to have field experience to complete their degree. Adult and Teen Services Manager Lizzie Matkowski has met with staff at Aurora Public Library and Elmhurst Public Library, which have each hosted social work interns. In August, a partnership agreement with Aurora University is anticipated to go before the Board of Library Trustees for approval.

Art Collection Preservation and Conservation

Graphics & Display Coordinator Melody Danley and I met with Margaret Sawczuk of The Art Object Conservation Lab. She comes highly recommended from the Oak Park Public Library for the work she has done for them on conservation and preservation of their art collection. Melody led a tour of our collection and answered questions about the

pieces. Ms. Sawczuk will submit a proposal, with a recommendation for each piece in the collection. This is the beginning of addressing the Strategic Plan action item regarding the conservation and preservation of the library's art collection.

SWAN Libraries Mobile App Live in App Stores

The SWAN mobile app is now available in both Google and Apple app stores. This free app can be found by searching "SWAN Libraries." Once downloaded, you can check in with your Downers Grove Library card to get a customized experience. Staff are still familiarizing themselves with the new app, so it has not yet been advertised to the public.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 24, 2019**

DEPARTMENT REPORTS – JULY 2019

Administration – Jen Fredericks

- Hosted a showing of 90-minute workshop for In Charge staff, entitled: Dealing with Challenging Patrons, which is in support of our effort to provide ongoing training and resources to help empower and educate our In Charge staff. Working in the public sector we deal with many various, and at times, unpleasant and uncomfortable situations. Library safety and security expert Dr. Steve Albrecht talked about how we successfully, effectively, and efficiently deal with and diffuse challenging patrons without creating major disruptions to the library environment.
- Finished the full review and edit of the DGPL Employee Handbook, which is currently in the final formatting stages and will be passed out to all staff in July.
- Began work reviewing and editing Ian Knorr's first draft of the DGPL Emergency Manual.
- Attended a half-day workshop at the Glenside Public Library, entitled: Developing High Performance Teams, led by Candice Fisher from HR Source. I learned more about my role in building high performance teams in order to maximize performance of all team members by learning how to better identify their strengths, the importance of building trust resolving conflict immediately.

Met with Staff Teams:

- Outreach Team: We are currently working on the details to launch an onsite Social Services Corner and Community Pantry by October 1; and working on setting up biannual Meet and Greets (April and October) for newly elected official and Village employees with the intention to invite them to visit the library to become acquainted with staff, resources, services, etc.
- Programming Team: We ironed out the details for the July Craft Exchange; the Hamiltunes program in the park and staff volunteer opportunities, Halloween open house; Summer Reading Club surveys. We are currently working on details for National Library Card Sign-Up Month activities (September); and a "How-to" event to be held in January, where we are hoping to get members of the staff and community together for mini demonstrations on various topics.
- Data Team: With the website redesign forthcoming, we are working on writing questions to focus groups in order to get feedback on our website and how to make it better, easier for patrons and staff to navigate; we are also working on a Community Chalkboard Questions project with the ultimate goal to better serve and meet the needs of the Downers Grove community by improving collections,

programs and outreach by obtaining specific information on what the residents value need and want.

- Met with the FOL and they sponsored a second wave of 36 umbrella for checkout. Working with FOL to help with the fall book sale and Writer's Workshop.

Adult & Teen Services – Lizzie Matkowski

ATS was busy has been busy with Adult & Teen Summer Reading underway! Other items of note this month:

- Nancy Rooney visited Immanuel Residences to talk about book club services DGPL provides and give them some suggestion for titles to start off their book group.
- ATS staff who act as Person In Charge all attended a webinar on June 5th.
- The View From The Artist's Chair program began this month! WE have 9 teens hard at work on creating a mural for Teen Central!
- Amanda began a weekly outreach program with the local YMCA's teen group.
- Van finished an update to our Genealogy Resources pathfinder for patrons.
- Fred attended the DGEDC Annual Luncheon.
- Joy hosted our first Pages and Pints book discussion at Orange and Brew.
- Programming included: a tie-dye t-shirt program for teens, an Apollo 11 program, Second City Intro to Improv & Communication program for teens, board game night at the library, and a genealogy round table discussion.

Children's Services – Allyson Renell

- Summer Reading is in full swing! Prize pick up started on June 10th, and 1,178 children completed at least the first level of the summer reading club during the month of June. We have been very busy with programming as well, with something happening pretty much every day! We had 78 programs during the month of June, including outreach programs.
- On June 8th the Frog Lady visited the library and brought with her many amphibian and reptilian friends. 152 attendees got an up close look at these amazing animals.
- We ended up with 74 tween and teen volunteers this summer and they started assisting us by handing out Summer Reading Prizes the week of June 10th. We are very grateful for their help!
- The Kids Room continues its partnership with District 58's math club this summer. Their first prize pick up day were June 17th and 18th.
- We had our first Coding Club program on June 20th and we had 14 attendees, which is great because that was also Grove Fest weekend. This program is new for the summer and we are excited about the response we have been receiving.

Circulation – Christine Lees

- Our second annual Employee of the Moment BBQ took place the first week in June, this event is a staff favorite and a great chance for us to recognize and celebrate the stellar service our staff offers to our patrons. A great time was had by all!
- Christine Lees joined Julie and Allyson in attending the Parking Survey meeting requested by the firm the Village hired to explore parking options in the downtown area. We spent about an hour discussing our parking concerns and providing feedback on the current parking woes.
- Our send PADS Partnership Lunch & Learn was held the first week of June and although it was a small group, everyone in attendance appreciated the pizza and learned about our Organization of the Month.
- We hosted new PR staff member, Brian Ruane, for a morning this month showing Brian all around our department and providing feedback on ways PR can help Circulation.
- Our newest shelving team member, Lane Thaelcke, joined our team and is already a shelving pro!
- Summer reading has kept our whole department jumping; the amount of materials being checked out and returned has meant that we have had all hands on deck this whole summer. It is wonderful to be so busy and see so many familiar faces coming back to the library!

Information Technology – Paul Regis

- June was a relatively quiet month, as many staff were on vacation or helping out with library-wide events.
- Media Lab Coordinator Ed Bromiel helped Teen Services Coordinator Amanda Klenk with the YouTube Star! The program takes place on Saturdays during the summer. He will cover some of the more technical elements of creating and editing content using laptop webcams, DSLRs and phone cameras.
- PR Manager Cindy Khatri and IT Manager Paul Regis signed with OC Creative to work on our website redesign. They brought a fresh design approach while still understanding the community values that ultimately define the library's purpose. It will definitely be a process, but it will be exciting to work towards a new more functional and useable website! Cindy and Paul will meet with departments to discuss their needs as well as hold focus groups, create surveys and other areas of feedback in the upcoming months.

Public Relations – Cindy Khatri

- Children's Services Manager Allyson Renell sat in on interviews for the Graphic Design and Display Coordinator position with me. I interview 6 candidates on the phone and 4 in-person.

- I offered Grace Goodwyn the position of Graphic Design and Display Coordinator after reviewing approximately 180 applications.
- Graphics and Display Coordinator Melody Danley and I worked on creating a plan to transition her duties and train Grace. We created a list of items for Melody to prepare and finalize prior to her retirement, which is August 22.
- We attended numerous outreach events, including the Farmer's Market, Concert Series and the downtown car show.
- PR collected information and created the July/August Discoveries. This issue hit homes the last week of June.
- We began using a marketing content management system called Hootsuite for our social media accounts. This will allow staff to schedule and coordinate all social media posts. Additionally, all of the library's mentions, comments, direct messages, and engagement statistics are gathered in Hootsuite for easy access and evaluation.
- In the gallery, we featured two artists: Theresa Such McGraw and Nancy Sabiano Rosenberg. Theresa's work featured weavings and mandala-style paper creations in the Café gallery. Nancy's work showcased a variety of mediums and techniques to create abstract works. A Meet the Artists event was well attended.
- IT Manager Paul Regis and I worked on finalizing our decision for our website redo: we are moving forward with working with OC Creative. I have worked with OC Creative in the past and am confident that our website will be outstanding when it is finished.
- The PADS Lunch & Learn featured Annie from IT to showcase compute classes.
- June's episode of Cover to Cover featured Little Known Services, including notary, restricted-use cards for teens and PADS clients, and our new Anything Emporium.
- Marketing planning for the Public/October's month of Homelessness Awareness and Hamlitunes continued.

Access Services – Amy Prechel

Projects and Updates

- Amy Prechel joined the ATS department in their meeting June 25th to discuss the upcoming genre reclassifications and fiction shifting projects. Access Services will begin to reclassify items for the new Romance section in July.
- Tuesday, June 18th Amy met with Cheryl in Circulation to discuss how Access could help circulation with the denewing process in the short term. The Access clerks will remove the remaining January 'new' stickers, which seem to have extra strong adhesive.
- The reclassification project for the JE Favorites collection is largely complete. New sections for pop-up books and Pete the Cat were added, two categories were collapsed into TV & Movie Characters, and two sections were renamed with

more approachable wording: Fairy Tales and Nursery Rhymes. Approximately 550 items were modified.

Inventory and Cataloging

- For ATS collection: added 1,195 print items, 345 AV items; discarded 2,063 print items and 67 AV items.
- For Kids Room collection: added 1,032 print items and 164 AV items; discarded 853 print items and 67 AV items.
- We claimed 1 magazine that arrived damaged and 5 that did not arrive when expected.
- Over 1,300 Adult and Teen magazines were withdrawn in preparation for the biannual giveaway coming up in July.
- 19 new Playaway Launchpads were added to the Kids Room collection. Graphing calculators and bike locks were added to the Anything Emporium collection. 50 new circulating tote bags were made available.
- A Large Type Book Discussion Bag was cataloged with the Satellite Stacks patrons specifically in mind.

Reclassification and Repairs

- Repaired 1,286 ATS and Kids Room bookd and audiovisual items.
- Reclassified 154 general adult and ATS and Kids Room items.

Staff Training and Professional Development

- On June 3rd Kelly Koybashi from Circulation cross trained in Access Services with MaryKellie Marquez.
- Amy Prechel attended the SWAN 'Clarity Task Force' meeting Wednesday, June 5th. The group is working on methods to collect feedback from consortia libraries on the problems they experience while suing the Symphony Workflows ILS software. The feedback will be used to advise configuration changes and enhancement requests from the vendor.
- Amy and Nora Mastny attended the 'Dealing with Difficult Patrons' training for In Charge staff on Wednesday, June 5th.
- Nora was interview on Friday, June 14th for the library's Cover to Cover podcast.
- Nora met with the SWAN cataloging standards focus group Friday, June 14th. Fixed fields were discussed.
- The Innovation Team met on Thursday, June 16th with Nora and Amy in attendance. The Data Team met on Tuesday, June 25th with Amy in attendance.
- Nora attended the American Library Association Conference in Washington D.C. where she attended sessions on collection development, change readiness, technical services workflow, data collection and analysis, and 'genrefication'.

Facilities Services – Ian Knorr

- The bid opening for the fiction lighting project was on June 4th.
- I continued working on the Emergency Manual.
- Fitzgerald's Electric ordered different fixtures for the exterior as the previously approved fixtures were not compatible. This was an oversight on their end. Completion is set for July 1st.
- The RFP for the new cleaning contract was completed and goes out July 1st. Shaw Media will publish the legal notice on July 5th.
- I attended the Parking and Transportation Commission meeting for approval of the re-purposing of 2 stalls on Forrest St.

| Circulation | JUN 19 | % | JUN 18 | % | JUN 17 | % |
|---|----------------|----------|----------------|----------|----------------|----------|
| Checkouts | | | | | | |
| Selfchecks | 45,915 | 75% | 55,322 | 75% | 53,281 | 70% |
| Staff desk | 15,678 | 25% | 18,758 | 25% | 22,477 | 30% |
| Total checkouts | 61,593 | | 74,080 | | 75,758 | |
| | | | | | | |
| Renewals | | | | | | |
| Auto-renewal | 31,401 | | 33,668 | | 16,091 | |
| Selfchecks | 36 | | 31 | | 739 | |
| Staff desk (incl. phone) | 283 | | 291 | | 1,748 | |
| Patron self-renewals on website | 714 | | 609 | | 5,470 | |
| Patron self-renewals on BookMyne | 55 | | 31 | | 134 | |
| Total renewals | 32,489 | | 34,630 | | 24,182 | |
| | | | | | | |
| Total item checkout and renewals | 94,082 | | 108,710 | | 99,940 | |
| | | | | | | |
| Digital Circulation | 8,429 | | 6,570 | | 6,301 | |
| | | | | | | |
| Total Circulation | 102,511 | | 115,280 | | 106,241 | |
| | | | | | | |
| Reserves Processed | | | | | | |
| Received from ILL | 6,197 | | 7,392 | | 6,522 | |
| ILL sent | 4,627 | | 4,948 | | 5,220 | |
| OCLC requests processed | 214 | | 240 | | 699 | |
| | | | | | | |
| Gate Count | | | | | | |
| North | 25,994 | | 27,206 | | 29,287 | |
| South | 17,639 | | 18,356 | | 18,711 | |
| Total | 43,633 | | 45,562 | | 47,998 | |
| | | | | | | |
| Registrations | | | | | | |
| New resident library cards | 231 | | 223 | | 182 | |
| New fee cards | 4 | | 8 | | 12 | |
| | | | | | | |
| | | | | | | |
| Professional Development hours | 0 | | | | | |
| Cost of Professional Development | 0 | | | | | |

Circulation

| | Jun 2018 | Jun 2019 | YTD Totals | | | |
|----------|----------|----------|------------|---------|---------|-------|
| Adult | 57,788 | 48,952 | 331,085 | 296,557 | | |
| Teen | 3,561 | 2,490 | 13,856 | 12,282 | | |
| Children | 47,361 | 42,702 | 249,282 | 226,234 | | |
| Download | 6,570 | 8,429 | 42,993 | 51,041 | | |
| Total | 115,280 | 102,573 | 637,216 | 586,114 | -51,102 | -8.0% |

Circulation - By Item

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|--------|
| Adult | 26,777 | 54.70% | 5,221 | 10.67% | 13,006 | 26.57% | 3,948 | 8.07% | 48,952 |
| Teen | 2,343 | 94.10% | 66 | 2.65% | 41 | 1.65% | 40 | 1.61% | 2,490 |
| Children | 33,910 | 79.41% | 1,662 | 3.89% | 5,913 | 13.85% | 1,217 | 2.85% | 42,702 |
| Total | 63,030 | 66.95% | 6,949 | 7.38% | 18,960 | 20.14% | 5,205 | 5.53% | 94,144 |

Collection - All Items

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|--------|--------------|-------|--------------|-------|---------|
| Adult | 116,009 | 74.32% | 17,766 | 11.38% | 15,453 | 9.90% | 6,869 | 4.40% | 156,097 |
| Children | 75,804 | 85.12% | 2,862 | 3.21% | 8,395 | 9.43% | 1,993 | 2.24% | 89,054 |
| Total | 191,813 | 78.24% | 20,628 | 8.41% | 23,848 | 9.73% | 8,862 | 3.61% | 245,151 |

Book Collection

| | Jun 2018 | Jun 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|---------|----------------|-------|
| Adult | 119,277 | 116,009 | | | | |
| Children | 73,947 | 75,804 | | | | |
| Total | 193,224 | 191,813 | 193,224 | 191,813 | -1,411 | -0.7% |

Audio Collection

| | Jun 2018 | Jun 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|-------|
| Adult | 15,160 | 17,766 | | | | |
| Children | 2,947 | 2,862 | | | | |
| Total | 18,107 | 20,628 | 18,107 | 20,628 | 2,521 | 13.9% |

Video Collection

| | Jun 2018 | Jun 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|--------|----------------|------|
| Adult | 15,307 | 15,453 | | | | |
| Children | 7,821 | 8,395 | | | | |
| Total | 23,128 | 23,848 | 23,128 | 23,848 | 720 | 3.1% |

Miscellaneous Collection

| | Jun 2018 | Jun 2019 | YTD Totals | | YTD Difference | |
|----------|----------|----------|------------|-------|----------------|--------|
| Adult | 8,209 | 6,869 | | | | |
| Children | 2,727 | 1,993 | | | | |
| Total | 10,936 | 8,862 | 10,936 | 8,862 | -2,074 | -19.0% |

Statistics for June 2019 (FY Jan-Dec)

Rooms & Spaces

| | Jun 2018 | Jun 2019 | | | | |
|--|----------|----------|------------|-------|----------------|------|
| Community Use of Rooms | 931 | 991 | | | | |
| <i>Meeting, Conference, Study Rooms</i> | | | | | | |
| Community Use of Spaces | 308 | 259 | | | | |
| <i>Media Lab, STEM Room, Teen Gaming</i> | | | | | | |
| Rooms and Spaces Total | 1,239 | 1,250 | YTD Totals | 8,163 | YTD Difference | 9.2% |
| | | | 7,477 | | 686 | |

Programs Offered

| | Jun 2018 | Jun 2019 | | | | |
|---------------------------|----------|----------|------------|-----|----------------|-------|
| Library Programs Offered | | | | | | |
| Adult | 27 | 20 | | | | |
| Teen | 8 | 12 | | | | |
| Children | 62 | 47 | | | | |
| Outreach Programs Offered | | | | | | |
| Adult | 6 | 10 | | | | |
| Teen | 0 | 2 | | | | |
| Children | 7 | 14 | | | | |
| Passive Programs Offered | | | | | | |
| Adult | 2 | 1 | | | | |
| Teen | 0 | 1 | | | | |
| Children | 19 | 17 | YTD Totals | 848 | YTD Difference | 15.2% |
| Programs Offered Total | 131 | 124 | 736 | | 112 | |

Program Attendance

| | Jun 2018 | Jun 2019 | | | | |
|-----------------------------|----------|----------|------------|--------|----------------|------|
| Library Program Attendance | | | | | | |
| Adult | 209 | 177 | | | | |
| Teen | 73 | 104 | | | | |
| Children | 1,442 | 1,122 | | | | |
| Outreach Program Attendance | | | | | | |
| Adult | 471 | 507 | | | | |
| Teen | 0 | 59 | | | | |
| Children | 255 | 702 | | | | |
| Passive Program Attendance | | | | | | |
| Adult | 114 | 387 | | | | |
| Teen | 0 | 1 | | | | |
| Children | 1,350 | 949 | YTD Totals | 24,493 | YTD Difference | 3.8% |
| Program Attendance Total | 3,914 | 4,008 | 23,599 | | 894 | |

Statistics for June 2019 (FY Jan-Dec)

Gate Count

| | Jun 2018 | Jun 2019 | YTD Totals | | YTD Difference | |
|--|----------|----------|------------|---------|----------------|-------|
| | 45,562 | 43,633 | 247,614 | 240,874 | -6,740 | -2.7% |

Reference Questions

| | Jun 2018 | Jun 2019 | YTD Totals | | YTD Difference | |
|----------------------|----------|----------|------------|-----|----------------|--------|
| One on One Tutorials | 25 | 24 | 183 | 156 | -27 | -14.8% |

Computer User Sessions

| | Jun 2018 | Jun 2019 | | | | |
|-------------------|----------|----------|------------|--------|----------------|--------|
| Adult | 3,655 | 3,094 | | | | |
| Children | 1,841 | 1,626 | YTD Totals | | YTD Difference | |
| Total | 5,496 | 4,720 | 30,421 | 26,670 | -3,751 | -12.3% |
| Wireless Sessions | 2,502 | 0 | 15,313 | 12,737 | | |