

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
REGULAR MONTHLY MEETING  
AUGUST 28, 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. July 24, 2019 Minutes Requested Action: Approval
5. Financial Matters
  - a. July 2019 Financial Report
  - b. August 2019 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. 2020 Salary Structure Requested Action: Approval
  - b. Cleaning Services Bid Award Requested Action: Approval
  - c. Acceptance of Donation to Art Collection Requested Action: Approval
9. Unfinished Business
  - a. 2020 Draft Budget Requested Action: Approval
  - b. Finance Policy, Sections 6.9 Travel Expenses Update Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JULY 24, 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.** President Graber welcomed visitors and thanked them for their interest in the library.

4. **Approval of Minutes.**

- a. June 26, 2019 Regular Monthly Meeting. President Graber remarked on section 8(a) in regards to the Compensation Philosophy and thought that Humphreys ought to receive full credit for the modification of the accepted definition. After a brief discussion, however, the Board decided that it was a collaborative effort and the minutes were approved as presented.

It was moved by Humphreys and seconded by Gigani THAT the Minutes of the June 26, 2019 Regular Monthly Meeting be approved as presented.  
Motion passed by voice vote.

5. **Financial Matters.**

- a. June 2019 Financial Report. Milavec presented the report. The Library is doing great. The first portion of the property tax has been posted on the revenue side and expenditures are right on track. Halfway through the fiscal year, the revenue side is at 51 %; expenditures at 43%.
- b. July 2019 Invoices. It was moved by Stapleton and seconded by Dougherty THAT the payment of July 2019 capital replacement invoices totaling \$73,079.30, the payment of July 2019 operating invoices totaling \$155,848.88, the acceptance of July credit memos totaling \$28.39, and the ratification of June 2019 payrolls totaling \$215,620.53 be approved. Roll call:

Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None.  
Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. Ed Pawlak commented that it would be good for the Board to consider concrete, measurable goals—other than maintenance and operational—which could be used to gauge the library’s impact and effectiveness as an institution, to help ensure that the library is continually getting better, making a difference, and moving in a forward direction. Humphreys tied Pawlak’s comment to the library’s strategic planning process. Graber facilitated a brief conversation about the process, and the importance of using metrics in measuring strategic plan outcomes and success was discussed.
8. **New Business.**
  - a. Finance Policy, Sections 6.9 and 6.10. Milavec presented the new policy sections and explained that there are requirements in both the Local Government Travel Expense Control Act, and the Illinois Wage Payments and Collections Act regarding reimbursable expenses for employees. Adding these two sections to the finance policy simply codifies the library’s actual practice. The former act requires employers to reimburse all approved and necessary travel and general expenditures incurred by employees. The latter act delineates what are and are not considered reimbursable work expenses. Milavec also pointed out that the acts do not require a receipt or other supporting documents. If an employee cannot produce a receipt, the employer must accept the employee’s own signed statement instead. Dougherty asked about using options for transportation and accommodation such as ride sharing or Air B-n-B. Milavec said she would investigate and follow up if necessary.

It was moved by Gigani and seconded by Dougherty THAT the Finance Policy, Sections 6.9 and 6.10 be approved as presented.

Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None.  
Abstentions: None.

- b. Strategic Plan Annual Review. Milavec reviewed the Strategic Plan progress over the past year and supported the Board’s view on the importance of showing quantifiable results and outcomes. When the current strategic plan was created, it was written as an action plan, rather than a qualitative plan. She highlighted the Kids Room STEM kit collection and the work of the Innovation Team and the building of the Anything Emporium collection; beefed up partnerships with S.C.O.R.E., the People’s Resource Center, and

the Art Department. The library hosted its inaugural Service Fair, connecting organizations and volunteers and people in need of services, and Satellite Stacks at six local senior centers, working on seven. She also highlighted staff training objectives and work outside the library, presenting at various library conferences, cross-training throughout the library, and the collaborative teen art project. Gigani commented that she would like to know how the STEM kits are used and possibly market them more. Conversation ensued about the importance of understanding what is and is not working and leaving the things that are not working behind in order to regain capacity to make room for new endeavors.

**9. Unfinished Business.**

- a. 2020 Draft Report. Milavec gave a presentation on the property tax process and explained in detail how the property tax levy becomes a dollar amount on the property tax bill. The 2020 draft budget was discussed. The only piece that still needs work is the compensation piece. Milavec is waiting for the benchmarking and compensation structure report from HR Source and as soon as she receives the report, she will incorporate the new salary schedule into the Draft Report for the Board to review and pass at the August meeting. The library has an anticipated 1.4 million dollars in the fund balance at the end of the fiscal year. She sought the Board's counsel on whether or not to spend down the fund balance in order to keep the tax levy at a conservative increase. The library has been under budget on the expense side for the past couple years and the Board discussed the pros and cons of spending down the fund balance and various levy increases. The Board asked Milavec to run several scenarios for the following percentage levy increases: 3.25 %, 3.50%, and 3.75 %.

10. **Library Director's Report.** Milavec presented the report. She will be on vacation from August 2, 2019 thru August 18, 2019. The library is working on the website redesign; one of the book drops was relocated to Forest Street and both received new library logo decals; the library is hoping to partner with Aurora University to have social work interns onsite; the library is looking at an art collection, conservation, and preservation plan which was quite costly; SWAN did a soft launch of their new mobile app, which they will start advertising sometime in August; Katelyn Vabalaitis will be returning to the library after maternity leave on Monday, July 29, 2019; and Graphic and Display coordinator, Melody Danley will retire on August 22, 2019 after 35 years at the library.

11. **Trustee Comments and Requests for Information.** Dougherty commented about an email from a patron who was concerned that the library was going to become a homeless shelter and wanted to know about how that was resolved. Milavec commented that she had not spoken with the patron directly, but left several messages for her explaining what the library was doing and the patron has not called back. Milavec received a monetary donation for the "Little Free

Pantry” that will open in October. Graber commented about the possibility of the library having a Divvy bike rental station at the library—the Innovation Team will investigate possibilities. He also commented about the absence of electric car charging stations in the downtown area. The library has no jurisdiction over the parking lot as it is owned by the village would need to approve this sort of decision.

12. **Adjournment.** President Graber adjourned the meeting at 9:05 p.m.

DOWNERS GROVE LIBRARY      7/31/2019

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,080,128	\$ 1,317,735
FUND BALANCE	953,571	\$ 1,317,735

# Revenue by Object Report

Village of Downers Grove  
7/1/2019 through 7/31/2019

## Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,337,785.00	65,180.61	2,805,759.76	2,532,025.24	52.56
4109 Prior Year Property Taxes	100.00	46.00	5,108.23	-5,008.23	5,108.23
4313 Personal Property Replacement Tax	60,000.00	9,851.46	50,025.55	9,974.45	83.38
4410 Sales of Materials	11,000.00	476.17	4,884.45	6,115.55	44.40
4502 Charges For Services	20,000.00	1,288.00	11,214.34	8,785.66	56.07
4509 Fees For Non-Residents	16,000.00	2,336.00	12,556.00	3,444.00	78.48
4571 Rental Fees	5,000.00	440.00	2,410.00	2,590.00	48.20
4581 Fines	37,500.00	3,200.26	19,993.57	17,506.43	53.32
4590 Cost Recovered For Services	10,000.00	1,299.38	7,560.89	2,439.11	75.61
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	0.00	4,959.17	-2,959.17	247.96
4712 Investment Income - Property Taxes	0.00	0.00	300.04	-300.04	0.00
4820 Contributions, Operating	5,000.00	5,085.24	22,184.76	-17,184.76	443.70
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,541,295.00</b>	<b>89,203.12</b>	<b>2,946,956.76</b>	<b>2,594,338.24</b>	<b>53.18</b>

## CAPITAL REPLACEMENT FUND

glExpObj  
08/23/2019 3:08PM  
Periods: 7 through 7

## Expenditures by Object Report

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Village of Downers Grove  
7/1/2019 through 7/31/2019

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Use</b>
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	0.00	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
<b>Grand Totals</b>	624,000.00	0.00	153,554.62	0.00	470,445.38	24.6



# OPERATING FUND

glExpObj  
08/23/2019 3:06PM  
Periods: 7 through 7

## Expenditures by Object Report

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Village of Downers Grove  
7/1/2019 through 7/31/2019

### 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	108,833.64	834,629.58	0.00	571,786.42	59.3
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	247,835.00	17,839.06	130,939.50	0.00	116,895.50	52.8
5119 Part-Time Employee Wages	1,237,473.00	85,151.48	649,529.82	0.00	587,943.18	52.4
5131 IMRF Pension Contributions	194,334.00	14,767.87	110,723.49	0.00	83,610.51	56.9
5133 Medicare Contributions	41,930.00	3,018.31	22,999.62	0.00	18,930.38	54.8
5134 Social Security Contributions	179,287.00	12,905.62	98,341.74	0.00	80,945.26	54.8
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	77.35	539.75	0.00	504.25	51.7
5191 Health Insurance	450,182.00	29,243.29	205,234.80	0.00	244,947.20	45.5
5195 Optical Insurance	1,992.00	137.10	983.83	0.00	1,008.17	49.3
5197 Dental Insurance	38,044.00	2,451.63	16,974.07	0.00	21,069.93	44.6
5210 Supplies	91,050.00	3,261.36	43,522.81	0.00	47,527.19	47.8
5251 Maintenance Supplies	18,500.00	1,439.65	9,846.08	0.00	8,653.92	53.2
5280 Small Tools & Equipment	35,300.00	1,032.45	11,401.38	0.00	23,898.62	32.3
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	701.00	4,076.00	0.00	3,424.00	54.3
5303 Seminars, Conferences & Meetings	30,525.00	4,242.05	14,288.18	0.00	16,236.82	46.8
5308 Recognition Program-Staff	5,000.00	55.03	2,828.00	0.00	2,172.00	56.5
5315 Professional Services	60,000.00	10,797.00	28,390.82	0.00	31,609.18	47.3
5322 Personnel Recruitment	2,000.00	53.56	419.84	0.00	1,580.16	20.9
5323 Special Legal	6,000.00	559.00	946.00	0.00	5,054.00	15.7
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	108,950.00	14,289.00	83,506.36	0.00	25,443.64	76.6
5380 Printing Services	25,100.00	4,056.00	12,291.90	0.00	12,808.10	48.9
5391 Telephone	20,200.00	1,259.38	10,312.81	0.00	9,887.19	51.0
5392 Postage	25,500.00	235.00	9,457.00	0.00	16,043.00	37.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	20,500.00	3,016.01	10,911.71	0.00	9,588.29	53.2

## Expenditures by Object Report

Village of Downers Grove  
7/1/2019 through 7/31/2019

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
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	17,107.09	45,604.84	0.00	45,895.16	49.8
5450 Cleaning Services	80,500.00	5,545.00	38,770.00	0.00	41,730.00	48.1
5461 Utilities	25,250.00	1,117.36	12,890.18	0.00	12,359.82	51.0
5470 Other Equipment Repair And Maintenance	11,550.00	2,068.52	6,242.57	0.00	5,307.43	54.0
5481 Rentals	20,500.00	859.55	9,752.52	0.00	10,747.48	47.5
5620 Recoverables	3,000.00	68.65	821.91	0.00	2,178.09	27.4
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	12,250.43	33,694.44	0.00	26,305.56	56.1
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	32,175.69	133,533.78	0.00	92,466.22	59.0
5852 Print Materials	345,000.00	27,069.78	184,496.58	0.00	160,503.42	53.4
5853 Audiovisual Materials	147,000.00	9,844.75	70,962.61	0.00	76,037.39	48.2
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	3,465.00	14,938.00	0.00	28,062.00	34.7
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>5,778,112.00</b>	<b>430,993.66</b>	<b>3,270,299.15</b>	<b>0.00</b>	<b>2,507,812.85</b>	<b>56.6</b>

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	1,478.06	0.00	1,478.06
019195 MECHANICAL CONCEPTS OF, ILLINOIS, INC.	1	53,157.58	0.00	53,157.58
<b>Grand Total:</b>	2	54,635.64	0.00	54,635.64

## INVOICES OF NOTE

For Library Board Meeting on August 28, 2019

### Capital Replacement Fund

018270	Fitzgerald's Electric, Contracting, Inc. (outlet install/removal)	\$1,478.06
019595	Mechanical Concepts Of, Illinois, Inc. (boiler replacement project)	\$54,635.64

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018984 AFFILIATED CUSTOMER SERVICE, INC.	1	662.00	0.00	662.00
000280 ALL WINDOW CLEANING SERVICE, INC.	1	1,020.00	0.00	1,020.00
018213 AMAZON CAPITAL SERVICES, INC.	3	893.53	0.00	893.53
000322 AMAZON.COM	1	1,504.03	0.00	1,504.03
018995 AMETHYST COOPER	1	50.00	0.00	50.00
000403 AT&T	1	261.99	0.00	261.99
000672 BAKER & TAYLOR - L0217582	80	21,818.69	0.00	21,818.69
016893 BIBLIOTHECA, LLC	2	2,674.27	0.00	2,674.27
019623 CARAHSOFT	1	7,000.00	0.00	7,000.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC	1	168.57	0.00	168.57
008323 CENGAGE LEARNING	11	607.00	0.00	607.00
001277 CENTER POINT PUBLISHING	3	227.70	0.00	227.70
002319 CHAMBER630	1	77.25	0.00	77.25
013235 CHILDREN'S PLUS, INC.	7	1,432.99	0.00	1,432.99
008377 CLASSIC CINEMAS	2	279.00	0.00	279.00
001553 COMCAST CABLE	1	300.55	0.00	300.55
019581 DACRE STOKER, LLC	1	500.00	0.00	500.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO INC	3	1,074.37	0.00	1,074.37
019582 DENNIS WOLKOWICZ	1	200.00	0.00	200.00
009238 DG ECONOMIC DEVELOPMENT CORP	1	500.00	0.00	500.00

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
002346 DOWNERS GROVE PARK DISTRICT	1	65.00	0.00	65.00
002359 DOWNERS GROVE SANITARY DIST.	2	214.71	0.00	214.71
019584 EDUC BROADBAND SVC AGENCY LLC, DBA MOBILE BEACON	1	1,200.00	0.00	1,200.00
017328 ELM USA, INC.	1	146.75	0.00	146.75
002729 EVERY DAY'S A SUNDAE	1	1,002.00	0.00	1,002.00
005572 FIA CARD SERVICES, N.A.	13	9,136.65	0.00	9,136.65
009775 FINDAWAY WORLD, LLC	2	753.10	0.00	753.10
017510 FIRST COMMUNICATIONS, LLC	1	253.92	0.00	253.92
015168 FREDERICKS, JENNIFER	1	20.70	0.00	20.70
013389 FUNNY VALENTINE PRESS	1	225.00	0.00	225.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	511.43	0.00	511.43
018340 GARY KANTOR	1	350.00	0.00	350.00
013544 GOOGLE, INC.	1	966.00	0.00	966.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	152.47	0.00	152.47
008770 GRAINGER	4	295.48	0.00	295.48
019368 GUEST ENTERPRISES, INC.	1	1,000.00	0.00	1,000.00
008206 HR SOURCE	1	9,200.00	0.00	9,200.00
007622 HRYCEWICZ, SHARON	1	27.66	0.00	27.66
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
012834 IPROMOTEU	1	530.24	0.00	530.24
002133 JAKOSZ, DIANE	1	53.83	0.00	53.83
010490 KELLY POCCHI	1	25.74	0.00	25.74
010993 KENT ADHESIVE PRODUCTS COMPANY	1	51.92	0.00	51.92

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
004812 KLEIN, THORPE AND JENKINS, LTD	1	1,120.80	0.00	1,120.80
017676 KLENK, AMANDA	1	82.92	0.00	82.92
004814 KNICKERBOCKER ROOFING & PAVING	1	953.30	0.00	953.30
004928 LAKESHORE LEARNING MATERIALS	1	159.92	0.00	159.92
013584 LESLIE ELIZABETH GODDARD	1	300.00	0.00	300.00
005056 LEXISNEXIS MATTHEW BENDER	1	147.43	0.00	147.43
013817 LINDSAY D. OLSON	1	150.00	0.00	150.00
019583 MARIANNE BOECKENSTEDT	1	150.00	0.00	150.00
017280 MARTIN, JOHN	2	98.71	0.00	98.71
010916 MARY THOMAS	1	44.09	0.00	44.09
018877 MASTNY, NORA	2	36.66	0.00	36.66
015080 MATTESON, JOY	1	43.73	0.00	43.73
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	32	8,960.98	0.00	8,960.98
006161 NICOR GAS	1	480.02	0.00	480.02
012499 OVERDRIVE, INC.	2	3,611.55	0.00	3,611.55
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	5.00	0.00	5.00
006698 PRINT SMART	6	1,570.74	0.00	1,570.74
015245 PROSHRED	1	145.00	0.00	145.00
006859 R.H. DONNELLEY	1	14.70	0.00	14.70
006897 RANDOM HOUSE, INC	2	69.00	0.00	69.00
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	4,667.55	0.00	4,667.55

**Vendor Totals**

Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
006944	RECORDED BOOKS, LLC	7	481.36	0.00	481.36
016364	RENELL, ALLYSON JANET	1	21.42	0.00	21.42
016519	RIDDLE, KIRA	1	31.67	0.00	31.67
019588	ROGER JOSEPH LISKA	1	50.00	0.00	50.00
013422	RUNCO OFFICE SUPPLY & EQUIP CO	9	1,906.26	0.00	1,906.26
007517	SCHOLASTIC LIBRARY PUBLISHING	1	545.85	0.00	545.85
007604	SERVICEMASTER COMMERCIAL CLEAN	2	6,001.27	0.00	6,001.27
014414	SHAW SUBURBAN MEDIA	1	140.62	0.00	140.62
007676	SIGNS NOW	2	530.00	0.00	530.00
007861	STEPHENS PLUMBING AND HEATING,	1	1,572.00	0.00	1,572.00
014744	TEAM ONE REPAIR, INC.	1	638.40	0.00	638.40
017117	THOMSON REUTERS	1	257.00	0.00	257.00
008391	TODAY'S BUSINESS SOLUTIONS	2	6,410.16	0.00	6,410.16
016841	TSAI FONG BOOKS, INC.	1	74.46	0.00	74.46
015177	ULINE	1	112.51	0.00	112.51
011517	UNIQUE MANAGEMENT SERVICES, IN	1	98.45	0.00	98.45
006654	UNITED STATES POSTAL SERVICE	1	5,000.00	0.00	5,000.00
018458	URBAN ELEVATOR SERVICE, LLC	1	208.00	0.00	208.00
009043	WORLD BOOK,INC	1	1,761.76	0.00	1,761.76
009056	XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	673.07	0.00	673.07
<b>Grand Total:</b>		266	118,746.89	0.00	118,746.89



# INVOICES OF NOTE

For Library Board Meeting on August 28, 2019

018995	Amethyst Cooper (adult program)	\$50.00
019623	Carahsoft (Lynda database)	\$7,000.00
019581	Dacre Stoker, LLC (adult program)	\$500.00
019582	Dennis Wolkowicz (adult program)	\$200.00
009238	DG Economic Development Corp. (annual investment)	\$500.00
019584	Educ Broadband Svc. Agency LLC, DBA Mobile Beacon (data plans for mobile hotspots)	\$1,200.00
002729	Every Day's A Sundae (Summer Reading prizes)	\$1,002.00
017510	First Communications, LLC (new phone provider)	\$253.92
013389	Funny Valentine Press (adult program)	\$225.00
018340	Gary Kantor (children's program)	\$350.00
019368	Guest Enterprises, Inc. (In-Service day speaker)	\$1,000.00
008206	HR Source (market benchmarking project)	\$9,200.00
012834	iPromoteU (umbrellas)	\$530.24
013584	Leslie Elizabeth Goddard (adult program)	\$300.00
013817	Lindsay D. Olson (adult program)	\$150.00
019583	Mairanne Boeckenstedt (teen program)	\$150.00
015245	ProShred (document retention shredding)	\$145.00
014549	Reaching Across Illinois, Library System ( Gale Analytics on Demand)	\$4,467.55
007861	Stephens Plumbing and Heating (tested backflow devices)	\$1,572.00
008391	Today's Business Solutions (Papercut & My PC Conversion)	\$6,410.16
006654	United States Postal Service (Discoveries postage)	\$5,000.00
009043	World Book, Inc. (online powerpack)	\$1,761.76

***Vendor Totals***

<b>Vendor</b>	<b>Number of Memos</b>	<b>Amount</b>
013422 RUNCO OFFICE SUPPLY & EQUIP CO	1	156.19
<b>Grand Total:</b>	1	156.19

## Library Credit Card Details for the August 28, 2019 Board Meeting

Julie Milavec				
			<b>Total</b>	<b>\$ -</b>
Katelyn Vabalaitis				
971	5210 Supplies	Office supplies	\$	26.96
			<b>Total</b>	<b>\$ 26.96</b>
Ian Knorr				
978	5210 Supplies	ADA access signs	\$	39.90
978	5251 Maintenance Supplies	Wall guards, paint, paint supplies,	\$	746.36
978	5280 Small Tools & Equipment	Circuit tracer	\$	123.23
978	5470 Other Equipment Repair & Maint	Faucet, shelf, clocks, outlet, wall plates, door stops	\$	606.46
			<b>Total</b>	<b>\$ 1,515.95</b>
Elizabeth Matkowski				
972	5210 Supplies	Program supplies	\$	139.13
972	5303 Seminars Mtgs, & Conferences	Registration for Whole Person Librarianship	\$	175.00
			<b>Total</b>	<b>\$ 314.13</b>
Karen Bonarek				
971	5308 Staff Recognition	Staff lounge supplies	\$	10.74
972	5210 Supplies	Program supplies	\$	32.22
972	5315 Professional Services	Program supplies	\$	148.35
			<b>Total</b>	<b>\$ 191.31</b>
Amelia Prechel				
973	5853 AV Materials	Children DVDs	\$	10.00
977	5210 Supplies	Media cases, disc sleeves, water, office supplies	\$	140.38
			<b>Total</b>	<b>\$ 150.38</b>
Sharon Hrycewicz				
973	5210 Supplies	Program supplies	\$	266.71
973	5853 AV Materials	Telescopes	\$	181.02
			<b>Total</b>	<b>\$ 447.73</b>
Traci Skocik				
973	5210 Supplies	Program supplies	\$	704.93
			<b>Total</b>	<b>\$ 704.93</b>
Allyson Renell				
971	5770 Capital Equipment	Balance bar	\$	228.85
973	5280 Small Tools & Equipment	Dress up storage, iPad hard shell case	\$	368.40
973	5853 AV Materials	Children's puzzles, math and reading resources	\$	551.61
			<b>Total</b>	<b>\$ 1,148.86</b>

Christine Lees				
971	5322	Professional Recruitment	PADS luncheon	\$ 69.44
974	5210	Supplies	Office supplies	\$ 191.83
974	5303	Seminars, Mtgs, & Conferences	SWANx2019 Annual Conference	\$ 33.46
Total				\$ 294.73
Paul Regis				
971	5308	Recognition Program-Staff	Flowers for staff - bereavement	\$ 80.14
975	5210	Supplies	Sound equipment rental for Hamiltunes	\$ 895.00
975	5280	Small Tools & Equipment	Office supplies, wireless mouse, privacy screens	\$ 700.03
975	5770	Capital Equipment	Video studio lighting	\$ 119.99
975	5880	Intangible Assets	Pantheon Systems, Wildcard SSL renewal	\$ 617.99
Total				\$ 2,413.15
Melody Danley				
971	5210	Supplies	Supplies for teen art display	\$ 64.42
Total				\$ 64.42
Cynthia Khatri				
971	5303	Seminars, Mtgs, & Conferences	SWANx2019 Annual Conference	\$ 33.46
971	5308	Recognition Program-Staff	Staff retirement party supplies	\$ 45.96
971	5407	Advertising & Public Relations	Peet's gift cards, program supplies	\$ 150.36
Total				\$ 229.78
Jen Fredericks				
971	5210	Supplies	Office supplies	\$ 24.15
971	5407	Advertising & Public Relations	Constant Contact	\$ 1,610.17
Total				\$ 1,634.32
Library Credit Card August 2019 Totals				\$ 9,136.65

PAYROLLS FOR JULY 2019

JULY 5	\$105,035.14
JULY 19	\$106,789.04
TOTAL JULY 2019 PAYROLLS	\$211,824.18

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**AGENDA ITEM 8A**

**2020 Salary Structure**

The final report for the HR Source Market Benchmarking & Compensation Structure Development Project is included in your packet, along with the proposed 2020 Salary Structure based on this report.

The proposed salary structure differs greatly from the library's 2019 Wage and Salary Schedule. Pay grade midpoints represent the average the library should expect to pay for work in a particular position. Starting pay rate in any position is expected to be between minimum and 1<sup>st</sup> quartile. The proposed structure includes a statement that continues the current practice of allowing an annual bonus for employees at or above their pay grade maximum.

Please note the sample Salary Administration Policy and Procedure included in the report is from a corporate environment. Salary administration documentation for the library will be developed this fall, based on the sample but adapted to the library environment. An annual structure benchmarking and merit-based pay increase process will be included in that policy/procedure, to begin in the 2021 budget year.

Implementation of this structure is included in the proposed 2020 budget. Each employee's pay rate was calculated at the new structure level or a 3% increase, whichever was greater. Each employee's new structure level was determined by hire date in current position. Compa-ratios (variation from pay range midpoints) were used to analyze the implementation strategy.

Recommended action: Approve 2020 Salary Structure as presented.



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# Market Benchmarking & Compensation Structure Development Project

## Downers Grove Public Library

July 2019

**Joy Lynn Hyer, SPHR, SHRM-SCP, CCP**  
Senior Compensation Analyst

Management Association is now ...



# HR Source

## **Downers Grove Public Library**

Market Benchmarking &  
Compensation Structure  
Development Project

July 2019

<b>Final Report</b>	<b>Tab 1</b>
<b>Benchmarking Spreadsheet</b>	<b>Tab 2</b>
<b>Competitive Pay Structure</b>	<b>Tab 3</b>
<b>Pay Grade Assignments</b>	<b>Tab 4</b>
<b>Payroll Analysis Report</b>	<b>Tab 5</b>
<b>Sample Compensation Policy</b>	<b>Tab 6</b>





**Downers Grove Public Library**

**Market Benchmarking &  
Compensation Structure Project Report**

**Prepared July 2019**

**Data Trended Forward for Implementation January 1, 2020**

**Prepared by:  
HR Source  
3025 Highland Parkway, Suite 225  
Downers Grove, Illinois 60515  
(630) 963-7600  
[www.hrsource.org](http://www.hrsource.org)**

**A. Objectives**

1. To develop a fair and competitive compensation structure using benchmarking analysis of the appropriate regional labor market.
2. To analyze the current pay practices and policies of the Downers Grove Public Library to provide advice on updating and improving administration of the compensation program.

**B. Purpose**

1. Downers Grove Public Library's primary purpose *externally* is to ensure that its pay rates are comparable to the going rates offered by its labor market competitors.
2. Downers Grove Public Library's primary purpose *internally* is to ensure that its positions are valued appropriately in relation to one another within the organization.
3. Develop a custom competitive pay structure for the Downers Grove, Illinois region.
4. Analyze the relationship between pay grades and employee pay rates to determine how rates of pay outside of the depicted ranges will affect future labor costs.

**C. Benchmarking**

The benchmarking analysis was developed using compensation data from the following surveys:

- A. HR Source 2019 Library Compensation Survey
- B. LACONI 2019 Compensation Survey (using selected comparable libraries)
- C. HR Source 2019 Metro Chicago Compensation Survey
- D. HR Source 2019 Non-Profit Survey
- E. Economic Research Institute Online Compensation Assessor

Job descriptions from the Downers Grove Public Library were reviewed by the compensation analyst and were used to benchmark positions to the surveys. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities and qualifications (including education and experience) along with actual job duties being performed by each job. Library jobs were compared to library data only (comparable organizations by employee size, budget, and population served, etc.). Jobs that could extend outside of the library industry were given 50% weight to library data, 25% weight to for-profit data, and 25% weight to non-profit data.

All survey data was aged to January 1, 2020. Hourly rates are also included, and useful when determine pay for individuals that do not work a 1,950 hour work year (37.5 hours per week).

#### **D. Structure Development**

Regression analysis and standard statistical calculations were used to derive a set of pay ranges. Minimums and maximums of each pay range have been set at 20% above and 20% below the midpoints. There is an average midpoint to midpoint progression of 14.43% between the 14 grades proposed for the Downers Grove Public Library.

Downers Grove Public Library positions were slotted into the pay grade structure based on the survey data compiled for each position. Positions were assigned a pay grade by identifying the pay grade midpoint that most closely matched the market rate for each job. The Downers Grove Public Library had one position that did not match available survey data. Therefore, the *Computer Help Desk Supervisor* position was manually slotted into the pay grade structure by the analyst and Downers Grove Public Library management.

The custom pay grade structure for the Downers Grove Public Library has three pay grades that are empty. These grades will remain on the structure to potentially accommodate any non-benchmarked positions, in case positions are restructured, need to be reanalyzed, or if new positions are created.

The custom structure has been manually modified to comply with Illinois Minimum wage as of January 1, 2010 (\$9.25/hour). The minimum value of grade one has been adjusted to comply with the new minimum wage schedule.

The customized structure can be immediately adopted as a compensation planning tool. It will provide guidelines for the Downers Grove Public Library to use in formulating a strategy to effectively recruit and retain employees possessing both the requisite and desired qualifications and talents.

#### **E. Exempt/Non-exempt Status**

The exemption status of each position was evaluated based on the information contained in the job description and conversations with library management. As a result, several job description revisions were suggested to ensure the document accurately reflects the nature, level and duties of each position. The exemption status of each position is listed, and positions with a job code of "E" were determined to be exempt and positions with a "NE" were determined to be non-exempt by our compensation analyst, according to the Fair Labor Standards Act (FLSA), and current Illinois wage and hour laws.

## F. Outcomes

Overall, in the administration of base pay, the Downers Grove Public Library is lagging its labor market competition. This is illustrated through the included Payroll Analysis Report. Individual employee rates of pay were compared to the respective pay range midpoints. Data was adjusted appropriately for part-time employees.

Information from the Payroll Analysis Report is summarized in the table below:

<b><u>COMPETITIVE POSITION</u></b>	<b><u># OF EMPS</u></b>	<b><u>ANNUAL COST</u></b>
Under Minimum	23	\$31,989
Under Midpoint	77	\$308,153
Over Midpoint	26	\$87,919
Over Maximum	6	\$7,556

Compa-ratio is an analytical tool used by compensation professionals that compares employees' individual annual salaries to the structure midpoint for their positions' grades. The midpoint is defined as the amount the Downers Grove Public Library would expect to pay for a given grade of work under normal circumstances. A rate of pay which is exactly the same as the midpoint would have a compa-ratio of 100%. In this case, we have utilized the midpoint of each range, since the midpoints are most reflective of the actual data in the selected surveys and are the basis for the model range.

When using compa-ratios as an analytical or budgeting tool, the Downers Grove Public Library should look for wide variations from 100%. In analyzing pay in relationship to the model ranges, we have calculated these findings:

The overall average compa-ratio for the Downers Grove Public Library is 91.2%. This indicates that according to the compensation structure developed, the Downers Grove Public Library is compensating its employees 8.8% less than similarly situated organizations according to the utilized survey sources. With respect to individual compa-ratios, a range from 53.8% to 128.8% can be seen. If the Downers Grove Public Library were to adopt the salary structure as given, ideal compa-ratios would fall between 80% and 120%.

## G. Implementation

With the outcomes of this project, the Downers Grove Public Library is encouraged to make implementation plans to correct any inequities that exist and ensure proper plan administration going forward.

As a result of this project, it was discovered that 23 employees have pay rates that fall below the minimum value of their new grade. It is strongly recommended that the Downers Grove Public Library increase these pay rates as soon as possible to ensure all employee pay rates fall within the newly created pay ranges.

As a result of this project, we also found 6 employees have a payrate that exceeds the maximum of their range. It is recommended that the Downers Grove Public Library select one of the following cost-containment strategies:

1. Freeze the employee's pay. With time, the annual structure adjustment will move the pay range upwards, and eventually the employee will fall back within the pay range. At that time the employee can resume receiving regular pay increases.
2. Freeze the employee's pay and provide the employee a lump sum bonus in lieu of a traditional pay increase. This allows you to reward the employee monetarily, without giving base pay increases which compound over time.
3. Freeze the employee's pay and give a non-monetary reward (such as additional vacation time) in lieu of a traditional pay increase.

Once a strategy is selected, the Downers Grove Public Library should then focus on the appropriateness of each employee's pay rate relative to their new pay range. Although the project outcomes show an overall compa-ratio of 91.2%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience and/or tenure. In an effort to pay competitively, the Downers Grove Public Library should consider giving market adjustments to employees who need an increase. Depending on the financial resources required to make the necessary adjustments, Downers Grove Public Library may consider issuing market-based pay adjustments over a one, two, or three year period.

## **H. Communication**

With the general tendency being in favor of employees knowing more about how the Downers Grove Public Library determines their rates of pay, management should disclose to them as much information about its pay practices as it feels comfortable revealing. The just-completed thorough study of position duties and responsibilities, and the subsequent pay ranges, gives the Downers Grove Public Library a solid foundation for explaining additions, changes or deletions in its compensation program.

Listed below are basic guidelines for effectively disclosing to employees, on an ongoing basis, how the Downers Grove Public Library determined their pay in addition to explaining the purpose and effect on the individual pay of the position evaluation project.

- Thoroughly instruct supervisors and managers on all aspects of the Downers Grove Public Library pay policies, practices, and guidelines.

- Use supervisors and managers to inform employees of these policies and answer general pay questions.
- Explain position duties and responsibilities, pay grades and ranges to employees.
- Inform newly hired employees of the Downers Grove Public Library about pay practices and the specifics about their opportunities for merit increases in the future.

#### **I. Administration**

The success of a compensation program based on market benchmarking depends on formulating and enforcing impartial guidelines for ensuring that not only is each employee correctly classified in a position having a current and accurate job description, but that the employee is equitably paid within the pay range decided upon. In addition, it is necessary to set up a plan to identify and take action with respect to exceptional cases and to correct inequities. A sample Salary Administration Policy and Procedure has been included to assist the Downers Grove Public Library in development of its plan. This example is not intended to simply represent a popular approach, but rather to illustrate different methods of systematically setting or changing an employee's rate of pay.

#### **J. Plan Maintenance**

HR Source staff is available to assist with questions that may arise. We will continue to be vitally interested in the continued effectiveness of this project. Additionally, once the Downers Grove Public Library puts job descriptions and pay ranges into effect, provisions should be made to update these plans and documents annually. Please contact HR Source prior to January 1, 2021 for structure adjustment figures and instructions. Annual structure adjustments are a recommended pay practice, but they should not be a replacement for compensation benchmarking at regular intervals. Furthermore, this plan will need to be updated to comply with future minimum wage increases. We recommend all market benchmarking projects should be formally and fully revised every three to four years.

The Downers Grove Public Library is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
14	E	Library Director	A	1	Director, Budget \$4,000,000 to \$6,999,999	\$134,383	\$137,351	16.67%	\$133,570	\$125,222
			A	1	Director, Population 30,000 to 49,999	\$128,321	\$131,155	16.67%		
			A	1	Director, Employment Size 80 or more	\$143,545	\$146,715	16.66%		
			B		Library Director	\$125,953	\$128,734	50.00%		
12	E	Assistant Director	A	2	Assistant Director, Budget \$4,000,000 to \$6,999,999	\$95,992	\$98,112	16.67%	\$97,824	\$91,710
			A	2	Assistant Director, Population 30,000 to 49,999	\$91,499	\$93,520	16.67%		
			A	2	Assistant Director, Employment Size 80 or more	\$101,109	\$103,342	16.66%		
			B		Assistant Director	\$95,222	\$97,325	50.00%		
10	E	Information Technology Services Manager	A	34	Information Technology (IT) Manager, Budget \$4,000,000 to \$6,999,999	\$79,394	\$81,147	8.34%	\$82,503	\$77,346
			A	34	Information Technology (IT) Manager, Population 30,000 to 49,999	\$77,397	\$79,106	8.33%		
			A	34	Information Technology (IT) Manager, Employment Size 80 or more	\$85,779	\$87,673	8.33%		
			B		Information Technology Department Head	\$77,418	\$79,127	25.00%		
			C	303.412	Information Technology Manager, Southwest Suburbs	\$91,283	\$93,299	25.00%		
			D	23	Information Systems Manager, Budget \$5,000,001-\$10,000,000	\$72,620	\$74,944	25.00%		
10	E	Access Services Manager	A	6	Technical Services Department Head, Budget \$4,000,000 to \$6,999,999	\$74,651	\$76,300	16.67%	\$78,787	\$73,862
			A	6	Technical Services Department Head, Population 30,000 to 49,999	\$70,054	\$71,601	16.67%		
			A	6	Technical Services Department Head, Employment Size 80 or more	\$78,686	\$80,424	16.66%		
			B		Technical Services Department Head	\$79,706	\$81,466	50.00%		
10	E	Adult & Teen Services Manager	A	8	Adult Services Department Head, Budget \$4,000,000 to \$6,999,999	\$74,506	\$76,151	16.67%	\$76,516	\$71,733
			A	8	Adult Services Department Head, Population 30,000 to 49,999	\$70,054	\$71,601	16.67%		
			A	8	Adult Services Department Head, Employment Size 80 or more	\$76,731	\$78,426	16.66%		
			B		Adult Services Department Head	\$75,962	\$77,639	50.00%		
10	E	Circulation Services Manager	A	4	Circulation Department Head, Budget \$4,000,000 to \$6,999,999	\$71,386	\$72,962	16.67%	\$74,627	\$69,963
			A	4	Circulation Department Head, Population 30,000 to 49,999	\$71,323	\$72,898	16.67%		
			A	4	Circulation Department Head, Employment Size 80 or more	\$75,421	\$77,086	16.66%		
			B		Circulation Department Head	\$73,320	\$74,939	50.00%		

**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
10	E	Public Relations Manager	A	59	Marketing & Public Relations Manager, Budget \$4,000,000 to \$6,999,999	\$66,123	\$67,583	8.34%	\$74,521	\$69,864
			A	59	Marketing & Public Relations Manager, Population 30,000 to 49,999	\$64,168	\$65,585	8.33%		
			A	59	Marketing & Public Relations Manager, Employment Size 80 or more	\$74,693	\$76,342	8.33%		
			B		Marketing & Public Relations Manager	\$72,946	\$74,556	25.00%		
			C	311.318	Marketing Manager, Southwest Suburbs	\$84,253	\$86,114	25.00%		
			D	11	Marketing Manager, Budget \$5,000,001-\$10,000,000	\$65,483	\$67,578	25.00%		
10	E	Children's Services Manager	A	7	Youth Services Department Head, Budget \$4,000,000 to \$6,999,999	\$72,987	\$74,599	16.67%	\$73,107	\$68,538
			A	7	Youth Services Department Head, Population 30,000 to 49,999	\$70,845	\$72,409	16.67%		
			A	7	Youth Services Department Head, Employment Size 80 or more	\$74,235	\$75,875	16.66%		
			B		Youth Services Department Head	\$70,366	\$71,920	50.00%		
9	E	Assistant Manager (Information Technology Services)	A	35	Systems Administrator, Budget \$4,000,000 to \$6,999,999	\$59,301	\$60,610	25.00%	\$69,514	\$65,170
			A	35	Systems Administrator, Employment Size 80 or more	\$70,117	\$71,665	25.00%		
			C	303.312	Network Systems Administrator, Total Responses	\$72,004	\$73,594	25.00%		
			D	25	Network Administrator/Analyst, Total Responses	\$69,949	\$72,187	25.00%		
9	E	Technology Instructor	C	306.443	Training Specialist II, Total Responses	\$64,364	\$65,785	25.00%	\$69,303	\$64,972
			D	74	Training Manager/Coordinator	\$69,787	\$72,020	25.00%		
			E		Technical Trainer, Downers Grove, SIC 8231, \$5.4 Million	\$69,704	\$69,704	50.00%		
9	E	Building Operations Director	A	29	Facility & Grounds Maintenance Manager, Budget \$4,000,000 to \$6,999,999	\$65,915	\$67,371	8.34%	\$67,559	\$63,337
			A	29	Facility & Grounds Maintenance Manager, Population 30,000 to 49,999	\$61,818	\$63,183	8.33%		
			A	29	Facility & Grounds Maintenance Manager, Employment Size 80 or more	\$74,651	\$76,300	8.33%		
			B		Facility & Grounds Maintenance Manager	\$63,835	\$65,245	25.00%		
			C	304.150	Facilities Supervisor, Southwest Suburbs	\$66,377	\$67,843	25.00%		
			D	75	Facilities Manager, Budget \$5,000,001-\$10,000,000	\$66,083	\$68,198	25.00%		



**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
8	E	Marketing Content Coordinator	A	17	Marketing & Public Relations Specialist, Budget \$4,000,000 to \$6,999,999	\$66,123	\$67,583	16.67%	\$63,373	\$59,413
			A	17	Marketing & Public Relations Specialist, Population 30,000 to 49,999	\$64,168	\$65,585	16.67%		
			A	17	Marketing & Public Relations Specialist, Employment Size 80 or more	\$74,693	\$76,342	16.66%		
			C	311.301	Marketing Generalist II, Southwest Suburbs	\$60,482	\$61,818	25.00%		
			E		Public Relations Coordinator, Downers Grove, Non-Profit, \$5.4 Million, 2 Years	\$52,005	\$52,005	25.00%		
8	E	Librarian - Program Coordinator (Adult & Teen Services)	A	68	Specialty Librarian, Budget \$4,000,000 to \$6,999,999	\$54,538	\$55,742	25.00%	\$60,398	\$56,623
			A	68	Specialty Librarian, Employment Size 80 or more	\$60,362	\$61,695	25.00%		
			B		Specialty Librarian	\$60,736	\$62,077	50.00%		
8	E	Librarian - Program Coordinator (Children's Services)	A	68	Specialty Librarian, Budget \$4,000,000 to \$6,999,999	\$54,538	\$55,742	25.00%	\$60,398	\$56,623
			A	68	Specialty Librarian, Employment Size 80 or more	\$60,362	\$61,695	25.00%		
			B		Specialty Librarian	\$60,736	\$62,077	50.00%		
8	E	Librarian - Reference & Technology Coordinator	A	68	Specialty Librarian, Budget \$4,000,000 to \$6,999,999	\$54,538	\$55,742	25.00%	\$60,398	\$56,623
			A	68	Specialty Librarian, Employment Size 80 or more	\$60,362	\$61,695	25.00%		
			B		Specialty Librarian	\$60,736	\$62,077	50.00%		
8	E	Librarian (Adult & Teen Services)	A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$55,474	\$56,699	16.67%	\$58,084	\$54,454
			A	10	Librarian, Population 30,000 to 49,999	\$54,850	\$56,061	16.67%		
			A	10	Librarian, Employment Size 80 or more	\$57,179	\$58,442	16.66%		
			B		Librarian	\$57,824	\$59,101	50.00%		
8	E	Librarian - Teen Services Coordinator	A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$55,474	\$56,699	16.67%	\$58,084	\$54,454
			A	10	Librarian, Population 30,000 to 49,999	\$54,850	\$56,061	16.67%		
			A	10	Librarian, Employment Size 80 or more	\$57,179	\$58,442	16.66%		
			B		Librarian	\$57,824	\$59,101	50.00%		

**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
8	NE	Executive Assistant	A	30	Administrative Services Office Manager, Budget \$4,000,000 to \$6,999,999	\$52,936	\$54,105	18.75%	\$57,832	\$54,217
			B		Administrative Services Office Manager	\$67,163	\$68,646	18.75%		
			C	312.390	Office Manager, Southwest Suburbs	\$63,665	\$65,071	18.75%		
			D	4	Office Manager, Budget \$5,000,001-\$10,000,000	\$46,764	\$48,260	9.38%		
			D	4	Office Manager, Employment Size 101 to 250	\$49,748	\$51,340	9.38%		
			A	18	Administrative Assistant, Executive, Budget \$4,000,000 to \$6,999,999	\$47,299	\$48,344	2.08%		
			A	18	Administrative Assistant, Executive, Population 30,000 to 49,999	\$46,987	\$48,025	2.08%		
			A	18	Administrative Assistant, Executive, Employment Size 80 or more	\$49,254	\$50,342	2.08%		
			B		Administrative Assistant, Executive	\$50,274	\$51,384	6.25%		
			C	202.037	Administrative Assistant III, Southwest Suburbs	\$53,686	\$54,872	6.25%		
		needs FP/NP	D	5	Executive Assistant, Budget \$5,000,001-\$10,000,000	\$55,337	\$57,108	3.13%		
			D	5	Executive Assistant, Employment Size 101 to 250	\$55,682	\$57,464	3.13%		
8	E	Librarian - Outreach Coordinator	A	47	Outreach Coordinator, Budget \$4,000,000 to \$6,999,999	\$54,725	\$55,933	16.67%	\$57,149	\$53,577
			A	47	Outreach Coordinator, Population 30,000 to 49,999	\$53,456	\$54,636	16.67%		
			A	47	Outreach Coordinator, Employment Size 80 or more	\$53,830	\$55,019	16.66%		
			B		Librarian	\$57,824	\$59,101	50.00%		
8	E	Librarian - Cataloger	A	38	Cataloger, Budget \$4,000,000 to \$6,999,999	\$52,000	\$53,148	10.00%	\$56,503	\$52,972
			A	38	Cataloger, Population 30,000 to 49,999	\$50,981	\$52,107	10.00%		
			A	38	Cataloger, Employment Size 80 or more	\$53,040	\$54,211	10.00%		
			B		Cataloger	\$53,477	\$54,658	30.00%		
			A	68	Specialty Librarian, Budget \$4,000,000 to \$6,999,999	\$54,538	\$55,742	10.00%		
			A	68	Specialty Librarian, Employment Size 80 or more	\$60,362	\$61,695	10.00%		
			B		Specialty Librarian	\$60,736	\$62,077	20.00%		
7	E	Assistant Manager (Circulation Services)	A	48	Circulation Supervisor, Budget \$4,000,000 to \$6,999,999	\$43,493	\$44,453	12.50%	\$54,631	\$51,217
			A	48	Circulation Supervisor, Population 30,000 to 49,999	\$44,574	\$45,559	12.50%		
			A	48	Circulation Supervisor, Employment Size 80 or more	\$45,739	\$46,749	12.50%		
			B		Circulation Supervisor	\$49,254	\$50,342	37.50%		
			A	4	Circulation Department Head, Budget \$4,000,000 to \$6,999,999	\$71,386	\$72,962	4.17%		
			A	4	Circulation Department Head, Population 30,000 to 49,999	\$71,323	\$72,898	4.17%		
			A	4	Circulation Department Head, Employment Size 80 or more	\$75,421	\$77,086	4.17%		
			B		Circulation Department Head	\$73,320	\$74,939	12.50%		

**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
7	NE	Graphic Design and Display Coordinator	A	28	Graphic Designer, Budget \$4,000,000 to \$6,999,999	\$51,002	\$52,128	8.34%	\$51,282	\$48,077
			A	28	Graphic Designer, Population 30,000 to 49,999	\$49,816	\$50,916	8.33%		
			A	28	Graphic Designer, Employment Size 80 or more	\$52,291	\$53,446	8.33%		
			B		Graphic Designer	\$49,130	\$50,215	25.00%		
			C	311.307	Graphic Designer, Southwest Suburbs	\$52,775	\$53,940	25.00%		
			D	13	Graphic Artist, Budget \$5,000,001-\$10,000,000	\$47,295	\$48,808	25.00%		
6	NE	Supervisor (Circulation Services)	A	48	Circulation Supervisor, Budget \$4,000,000 to \$6,999,999	\$43,493	\$44,453	16.67%	\$47,964	\$44,967
			A	48	Circulation Supervisor, Population 30,000 to 49,999	\$44,574	\$45,559	16.67%		
			A	48	Circulation Supervisor, Employment Size 80 or more	\$45,739	\$46,749	16.66%		
			B		Circulation Supervisor	\$49,254	\$50,342	50.00%		
6	NE	Media Lab Coordinator	A	52	Digital/Virtual Services Specialist, Budget \$4,000,000 to \$6,999,999	\$50,877	\$52,000	25.00%	\$47,823	\$44,834
			A	52	Digital/Virtual Services Specialist, Employment Size 80 or more	\$46,925	\$47,961	25.00%		
			B		Digital/Virtual Services Specialist	\$44,678	\$45,665	50.00%		
6	NE	Administrative Assistant	A	25	Bookkeeper, Budget \$4,000,000 to \$6,999,999	\$48,942	\$50,023	4.17%	\$46,918	\$43,985
			A	25	Bookkeeper, Population 30,000 to 49,999	\$48,818	\$49,896	4.17%		
			A	25	Bookkeeper, Employment Size 80 or more	\$46,758	\$47,791	4.17%		
			B		Bookkeeper	\$43,846	\$44,815	12.50%		
			C	201.004	Accounting Clerk II, Southwest Suburbs	\$48,245	\$49,310	12.50%		
			D	54	Accounting Clerk/Assistant, Budget \$5,000,001-\$10,000,000	\$38,159	\$39,380	6.25%		
			D	54	Accounting Clerk/Assistant, Employment Size 101 to 250	\$42,816	\$44,186	6.25%		
			A	21	Human Resources Assistant, All Libraries	\$48,859	\$49,938	25.00%		
			C	206.013	Human Resources Assistant, Total Responses	\$45,181	\$46,179	12.50%		
			D	73	Human Resources Assistant, Budget \$5,000,001-\$10,000,000	\$44,136	\$45,548	6.25%		
			D	73	Human Resources Assistant, Employment Size 101 to 250	\$41,411	\$42,736	6.25%		
6	NE	Computer Help Desk Supervisor			Manually Slotted by Library Management and Analyst					
5	NE	Library Assistant (Adult & Teen Services)	A	12	Library Assistant, Budget \$4,000,000 to \$6,999,999	\$39,645	\$40,520	16.67%	\$39,886	\$37,393
			A	12	Library Assistant, Population 30,000 to 49,999	\$37,461	\$38,288	16.67%		
			A	12	Library Assistant, Employment Size 80 or more	\$39,790	\$40,669	16.66%		
			B		Library Assistant	\$39,083	\$39,946	50.00%		
5	NE	Library Assistant (Children's Services)	A	12	Library Assistant, Budget \$4,000,000 to \$6,999,999	\$39,645	\$40,520	16.67%	\$39,886	\$37,393
			A	12	Library Assistant, Population 30,000 to 49,999	\$37,461	\$38,288	16.67%		
			A	12	Library Assistant, Employment Size 80 or more	\$39,790	\$40,669	16.66%		
			B		Library Assistant	\$39,083	\$39,946	50.00%		

**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
5	NE	Interlibrary Loan Coordinator	A	40	Inter-Library Loan Assistant, Budget \$4,000,000 to \$6,999,999	\$36,442	\$37,246	16.67%	\$39,744	\$37,260
			A	40	Inter-Library Loan Assistant, Population 30,000 to 49,999	\$35,818	\$36,609	16.67%		
			A	40	Inter-Library Loan Assistant, Employment Size 80 or more	\$39,499	\$40,371	16.66%		
			B		Inter-Library Loan Assistant	\$40,518	\$41,413	50.00%		
5	NE	Library Clerk (Access Services)	A	45	Technical Services Assistant, Budget \$4,000,000 to \$6,999,999	\$38,251	\$39,096	16.67%	\$38,851	\$36,423
			A	45	Technical Services Assistant, Population 30,000 to 49,999	\$38,418	\$39,266	16.67%		
			A	45	Technical Services Assistant, Employment Size 80 or more	\$38,709	\$39,564	16.66%		
			B		Technical Services Assistant	\$37,565	\$38,394	50.00%		
5	NE	Computer Help Desk Associate	A	39	Computer Lab Assistant, Population 30,000 to 49,999	\$30,638	\$31,315	5.00%	\$37,417	\$35,078
			B		Computer Lab Assistant	\$31,450	\$32,144	5.00%		
			A	53	Digital/Virtual Services Assistant, Population 30,000 to 49,999	\$35,672	\$36,460	22.50%		
			A	53	Digital/Virtual Services Assistant, Employment Size 80 or more	\$39,770	\$40,648	22.50%		
			B		Digital/Virtual Services Assistant	\$36,733	\$37,544	45.00%		
4	NE	Library Monitor	A	32	Library Monitor, Budget \$4,000,000 to \$6,999,999	\$33,363	\$34,100	8.34%	\$35,147	\$32,950
			A	32	Library Monitor, Population 30,000 to 49,999	\$32,302	\$33,016	8.33%		
			A	32	Library Monitor, Employment Size 80 or more	\$35,526	\$36,311	8.33%		
			B		Library Monitor	\$34,840	\$35,609	25.00%		
			C	114.116	Security Guard, Southwest Suburbs	\$35,568	\$36,353	25.00%		
			E		Security Guard, Downers Grove, Non-Profit, \$5.4 Million, 2 years	\$34,150	\$34,150	25.00%		
4	NE	Library Clerk (Circulation Services)	A	14	Circulation Clerk, Budget \$4,000,000 to \$6,999,999	\$30,285	\$30,954	16.67%	\$32,548	\$30,514
			A	14	Circulation Clerk, Population 30,000 to 49,999	\$29,786	\$30,443	16.67%		
			A	14	Circulation Clerk, Employment Size 80 or more	\$31,221	\$31,910	16.66%		
			B		Circulation Clerk	\$33,259	\$33,994	50.00%		
3	NE	Custodian	A	31	Janitor/Custodian, Budget \$4,000,000 to \$6,999,999	\$30,930	\$31,613	8.34%	\$31,605	\$29,629
			A	31	Janitor/Custodian, Population 30,000 to 49,999	\$30,867	\$31,549	8.33%		
			A	31	Janitor/Custodian, Employment Size 80 or more	\$29,661	\$30,316	8.33%		
			B		Janitor	\$33,426	\$34,164	25.00%		
			C	114.467	Office Janitor, Total Responses	\$31,491	\$32,187	25.00%		
			D	77	Janitor, Budget \$5,000,001-\$10,000,000	\$26,358	\$27,201	12.50%		
			D	77	Janitor, Employment Size 101 to 250	\$29,668	\$30,617	12.50%		

**Downers Grove Public Library  
Market Benchmarking Spreadsheet  
Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 1/1/2020	Weight	40 Hour Composite Base Wage	37.5 Hour Composite Base Wage
3	NE	Library Clerk (Adult & Teen Services)	A	43	Library Clerk, Budget \$4,000,000 to \$6,999,999	\$31,554	\$32,250	16.67%	\$29,873	\$28,006
			A	43	Library Clerk, Population 30,000 to 49,999	\$31,533	\$32,229	16.67%		
			A	43	Library Clerk, Employment Size 80 or more	\$29,910	\$30,571	16.66%		
			B		Library Clerk	\$27,456	\$28,062	50.00%		
3	NE	Library Clerk (Children's Services)	A	43	Library Clerk, Budget \$4,000,000 to \$6,999,999	\$31,554	\$32,250	16.67%	\$29,873	\$28,006
			A	43	Library Clerk, Population 30,000 to 49,999	\$31,533	\$32,229	16.67%		
			A	43	Library Clerk, Employment Size 80 or more	\$29,910	\$30,571	16.66%		
			B		Library Clerk	\$27,456	\$28,062	50.00%		
1	NE	Library Aide	A	60	Library Aide, Budget \$4,000,000 to \$6,999,999	\$25,771	\$26,340	25.00%	\$23,943	\$22,447
			A	60	Library Aide, Employment Size 80 or more	\$21,590	\$22,067	25.00%		
			B		Library Aide	\$23,171	\$23,683	50.00%		
1	NE	Summer Clerk	A	60	Library Aide, Budget \$4,000,000 to \$6,999,999	\$25,771	\$26,340	25.00%	\$23,943	\$22,447
			A	60	Library Aide, Employment Size 80 or more	\$21,590	\$22,067	25.00%		
			B		Library Aide	\$23,171	\$23,683	50.00%		
1	NE	Shelver	A	15	Shelver/Page, Budget \$4,000,000 to \$6,999,999	\$21,258	\$21,727	16.67%	\$23,155	\$21,708
			A	15	Shelver/Page, Population 30,000 to 49,999	\$21,632	\$22,110	16.67%		
			A	15	Shelver/Page, Employment Size 80 or more	\$23,338	\$23,853	16.66%		
			B		Shelver/Page	\$23,234	\$23,747	50.00%		
<b>Survey Sources</b>										
A	HR Source 2019 Library Compensation Survey									
B	LACONI 2019 Compensation Survey (using selected comparable libraries)									
C	HR Source 2019 Metro Chicago Compensation Survey									
D	HR Source 2019 Non-Profit Survey									
E	Economic Research Institute Online Compensation Assessor									

**Downers Grove Public Library  
Competitive Pay Structure  
Effective: January 1, 2020**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1</b>	\$18,038	\$21,708	\$26,050
<b>2</b>	\$19,872	\$24,840	\$29,809
<b>3</b>	\$22,740	\$28,425	\$34,110
<b>4</b>	\$26,021	\$32,527	\$39,032
<b>5</b>	\$29,776	\$37,220	\$44,664
<b>6</b>	\$34,073	\$42,591	\$51,109
<b>7</b>	\$38,990	\$48,737	\$58,484
<b>8</b>	\$44,616	\$55,770	\$66,924
<b>9</b>	\$51,054	\$63,817	\$76,581
<b>10</b>	\$58,421	\$73,026	\$87,631
<b>11</b>	\$66,851	\$83,564	\$100,277
<b>12</b>	\$76,498	\$95,622	\$114,747
<b>13</b>	\$87,536	\$109,420	\$131,305
<b>14</b>	\$100,168	\$125,210	\$150,252

**Downers Grove Public Library**  
**Pay Grade Assignments**  
**Effective: January 1, 2020**

Pay Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
14	E	Library Director	\$100,168	\$125,210	\$150,252
			\$51.37	\$64.21	\$77.05
13		<b>Hold for future use</b>	\$87,536	\$109,420	\$131,305
			\$44.89	\$56.11	\$67.34
12	E	Assistant Director	\$76,498	\$95,622	\$114,747
			\$39.23	\$49.04	\$58.84
11		<b>Hold for future use</b>	\$66,851	\$83,564	\$100,277
			\$34.28	\$42.85	\$51.42
10	E	Information Technology Services Manager	\$58,421	\$73,026	\$87,631
	E	Access Services Manager	\$29.96	\$37.45	\$44.94
	E	Adult & Teen Services Manager			
	E	Circulation Services Manager			
	E	Public Relations Manager			
	E	Children's Services Manager			
9	E	Assistant Manager (Information Technology Services)	\$51,054	\$63,817	\$76,581
	E	Technology Instructor	\$26.18	\$32.73	\$39.27
	E	Building Operations Director			
8	E	Marketing Content Coordinator	\$44,616	\$55,770	\$66,924
	E	Librarian - Program Coordinator (Adult & Teen Services)	\$22.88	\$28.60	\$34.32
	E	Librarian - Program Coordinator (Children's Services)			
	E	Librarian - Reference & Technology Coordinator			
	E	Librarian (Adult & Teen Services)			
	E	Librarian - Teen Services Coordinator			
	E	Librarian - Outreach Coordinator			
	E	Librarian - Cataloger			
	NE	Executive Assistant			
7	E	Assistant Manager (Circulation Services)	\$38,990	\$48,737	\$58,484
	NE	Graphic Design and Display Coordinator	\$19.99	\$24.99	\$29.99
6	NE	Supervisor (Circulation Services)	\$34,073	\$42,591	\$51,109
	NE	Media Lab Coordinator	\$17.47	\$21.84	\$26.21
	NE	Administrative Assistant			
	NE	Computer Help Desk Supervisor			
5	NE	Library Assistant (Adult & Teen Services)	\$29,776	\$37,220	\$44,664
	NE	Library Assistant (Children's Services)	\$15.27	\$19.09	\$22.90
	NE	Interlibrary Loan Coordinator			
	NE	Library Clerk (Access Services)			
	NE	Computer Help Desk Associate			
4	NE	Library Monitor	\$26,021	\$32,527	\$39,032
	NE	Library Clerk (Circulation Services)	\$13.34	\$16.68	\$20.02
3	NE	Custodian	\$22,740	\$28,425	\$34,110
	NE	Library Clerk (Adult & Teen Services)	\$11.66	\$14.58	\$17.49
	NE	Library Clerk (Children's Services)			
2		<b>Hold for future use</b>	\$19,872	\$24,840	\$29,809
			\$10.19	\$12.74	\$15.29
1	NE	Library Aide	\$18,038	\$21,708	\$26,050
	NE	Summer Clerk	\$9.25	\$11.13	\$13.36
	NE	Shelver			

**Downers Grove Public Library  
Payroll Analysis Report**

PAY GRADE	JOB CODE	POSITION TITLE	EMPLOYEE	HOURS WEEK	HOURS YEAR	ANNUAL SALARY	COMPA-RATIO	UNDER MINIMUM	UNDER MIDPOINT	OVER MIDPOINT	OVER MAXIMUM	HOURLY STRUCTURE MIDPOINT	PRORATED STRUCTURE MIDPOINT	STRUCTURE MIDPOINT
14	8	Library Director	Milavec, Julie	37.5	1950	\$135,272	108.0%			\$10,062		\$64.21	\$125,210	\$125,210
# OF EMPS			1					0	0	1	0			
GROUP SUM										\$10,062				
AVERAGES							108.0%			\$10,062				
12	7	Assistant Director	Fredericks, Jen	37.5	1950	\$100,289	104.9%			\$4,667		\$49.04	\$95,622	\$95,622
# OF EMPS			1					0	0	1	0			
GROUP SUM										\$4,667				
AVERAGES							104.9%			\$4,667				
10	6	Access Services Manager	Prechel, Amy	37.5	1950	\$63,863	87.5%		(\$9,164)			\$37.45	\$73,026	\$73,026
	6	Adult & Teen Services Manager	Matkowski, Lizzie	37.5	1950	\$63,863	87.5%		(\$9,164)			\$37.45	\$73,026	\$73,026
	6	Children's Services Manager	Renell, Allyson	37.5	1950	\$72,794	99.7%		(\$233)			\$37.45	\$73,026	\$73,026
	6	Circulation Services Manager	Lees, Christine	37.5	1950	\$73,905	101.2%			\$879		\$37.45	\$73,026	\$73,026
	6	Information Technology Manager	Regis, Paul	37.5	1950	\$67,100	91.9%		(\$5,927)			\$37.45	\$73,026	\$73,026
	6	Public Relations Manager	Khatri, Cindy	37.5	1950	\$62,010	84.9%		(\$11,016)			\$37.45	\$73,026	\$73,026
# OF EMPS			6					0	5	1	0			
GROUP SUM									(\$35,502)	\$879				
AVERAGES							92.1%		(\$7,100)	\$879				
9	5	Information Technology Assistant Manager	Mogavero, Max	37.5	1950	\$40,170	62.9%	(\$10,884)	(\$23,647)			\$32.73	\$63,817	\$63,817
	5	Technology Instructor	Jaglieski, Anne	37.5	1950	\$65,520	102.7%			\$1,703		\$32.73	\$63,817	\$63,817
	6	Building Operations Director	Knorr, Ian	37.5	1950	\$67,431	105.7%			\$3,614		\$32.73	\$63,817	\$63,817
# OF EMPS			3					1	1	2	0			
GROUP SUM								(\$10,884)	(\$23,647)	\$5,317				
AVERAGES							90.4%	(\$10,884)	(\$23,647)	\$2,659				
8	4	Executive Assistant	Vabalitis, Katelyn	37.5	1950	\$50,856	91.2%		(\$4,914)			\$28.60	\$55,770	\$55,770
	4	Marketing Content Coordinator	Ruane, Brian	37.5	1950	\$44,850	80.4%		(\$10,920)			\$28.60	\$55,770	\$55,770
	5	Adult & Teen Services Librarian	Neal, Karen	37.5	1950	\$68,991	123.7%			\$13,221	\$2,067	\$28.60	\$55,770	\$55,770
	5	Adult & Teen Services Librarian	Matteson, Joy	37.5	1950	\$56,784	101.8%			\$1,014		\$28.60	\$55,770	\$55,770
	5	Adult & Teen Services Librarian	Riddle, Kira	37.5	1950	\$51,519	92.4%		(\$4,251)			\$28.60	\$55,770	\$55,770
	5	Adult & Teen Services Librarian	McGary, Van	37.5	1950	\$48,926	87.7%		(\$6,845)			\$28.60	\$55,770	\$55,770
	5	Adult & Teen Services Librarian	Miller, Laura S	26.5	1378	\$36,407	92.4%		(\$3,004)			\$28.60	\$39,411	\$55,770
	5	Adult & Teen Services Librarian	Gruber, Shannon	24	1248	\$36,342	101.8%			\$649		\$28.60	\$35,693	\$55,770
	5	Adult & Teen Services Librarian	Rooney, Nancy	27.5	1430	\$35,621	87.1%		(\$5,277)			\$28.60	\$40,898	\$55,770
	5	Adult & Teen Services Librarian	Stamogiannos, Misty	27.5	1430	\$35,621	87.1%		(\$5,277)			\$28.60	\$40,898	\$55,770
	5	Adult & Teen Services Librarian	LeBaron, Fred	24	1248	\$34,258	96.0%		(\$1,435)			\$28.60	\$35,693	\$55,770
	5	Librarian - Cataloger	Mastny, Nora	37.5	1950	\$48,926	87.7%		(\$6,845)			\$28.60	\$55,770	\$55,770
	5	Librarian - Children's Program Coordinator	Skocik, Traci	37.5	1950	\$56,784	101.8%			\$1,014		\$28.60	\$55,770	\$55,770
	5	Librarian - Outreach Coordinator	Linsenmeyer, Erin	37.5	1950	\$53,508	95.9%		(\$2,262)			\$28.60	\$55,770	\$55,770
	5	Librarian - Program Coordinator	Bonarek, Karen	37.5	1950	\$48,926	87.7%		(\$6,845)			\$28.60	\$55,770	\$55,770



**Downers Grove Public Library  
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8	5	Librarian - Reference and Technology Coordinator	Hrycewicz, Sharon	37.5	1950	\$68,991	123.7%			\$13,221	\$2,067	\$28.60	\$55,770	\$55,770
	5	Librarian - Teen Service Coordinator	Klenk, Amanda	37.5	1950	\$50,154	89.9%		(\$5,616)			\$28.60	\$55,770	\$55,770
# OF EMPS			17					0	12	5	2			
GROUP SUM									(\$63,489)	\$29,119	\$4,134			
AVERAGES							95.8%		(\$5,291)	\$5,824	\$2,067			
7	4	Graphic Design & Display Coordinator	Goodwyn, Grace	37.5	1950	\$39,000	80.0%		(\$9,737)			\$24.99	\$48,737	\$48,737
	5	Circulation Services Assistant Manager	Pawlak, Cheryl	37.5	1950	\$52,416	107.5%			\$3,679		\$24.99	\$48,737	\$48,737
# OF EMPS			2					0	1	1	0			
GROUP SUM									(\$9,737)	\$3,679				
AVERAGES							93.8%		(\$9,737)	\$3,679				
6	3	Administrative Assistant	Vaughn, Sophia	37.5	1950	\$32,936	77.3%	(\$1,138)	(\$9,656)			\$21.84	\$42,591	\$42,591
	4	Circulation Services Supervisor	Hoos, Kitty	37.5	1950	\$34,944	82.0%		(\$7,647)			\$21.84	\$42,591	\$42,591
	4	Circulation Services Supervisor	Feuillan, Sandra	37.5	1950	\$32,936	77.3%	(\$1,138)	(\$9,656)			\$21.84	\$42,591	\$42,591
	4	Circulation Services Supervisor	Moran, Kathy	25	1300	\$21,957	77.3%	(\$758)	(\$6,437)			\$21.84	\$28,394	\$42,591
	4	Computer Help Desk Supervisor	Gonzalez, Lauren	37.5	1950	\$32,136	75.5%	(\$1,937)	(\$10,455)			\$21.84	\$42,591	\$42,591
	4	Media Lab Coordinator	Bromiel, Ed	37.5	1950	\$41,184	96.7%		(\$1,407)			\$21.84	\$42,591	\$42,591
# OF EMPS			6					4	6	0	0			
GROUP SUM								(\$4,970)	(\$45,257)					
AVERAGES							81.0%	(\$1,243)	(\$7,543)					
5	2	Technical Services Clerk	Patacsil, Maria	30	1560	\$26,208	88.0%		(\$3,568)			\$19.09	\$29,776	\$37,220
	2	Technical Services Clerk	Marquez, Marykellie	18	936	\$14,152	79.2%	(\$140)	(\$3,713)			\$19.09	\$17,866	\$37,220
	2	Technical Services Clerk	Litwin, Michelle	20	1040	\$13,510	68.1%	(\$2,371)	(\$6,341)			\$19.09	\$19,851	\$37,220
	2	Technical Services Clerk	McCann, Mary	15	780	\$11,357	76.3%	(\$554)	(\$3,531)			\$19.09	\$14,888	\$37,220
	3	Adult & Teen Services Assistant	Kornfiend, Michael	20	1040	\$17,139	86.3%		(\$2,711)			\$19.09	\$19,851	\$37,220
	3	Adult & Teen Services Assistant	Parks, Jade	20	1040	\$17,139	86.3%		(\$2,711)			\$19.09	\$19,851	\$37,220
	3	Children's Services Assistant	Thomas, Mary S	28	1456	\$34,245	123.2%			\$6,454	\$896	\$19.09	\$27,791	\$37,220
	3	Children's Services Assistant	Jakosz, Diane	28	1456	\$32,614	117.4%			\$4,823		\$19.09	\$27,791	\$37,220
	3	Children's Services Assistant	Pocci, Kelly	20	1040	\$23,296	117.4%			\$3,445		\$19.09	\$19,851	\$37,220
	3	Children's Services Assistant	Purcell, Kristin	34	1248	\$23,063	96.8%		(\$758)			\$19.09	\$23,821	\$37,220
	3	Children's Services Assistant	Rizzo, Sandy	20	1040	\$17,139	86.3%		(\$2,711)			\$19.09	\$19,851	\$37,220
	3	Children's Services Assistant	Hung, Lisa	20	1040	\$17,139	86.3%		(\$2,711)			\$19.09	\$19,851	\$37,220
	3	Children's Services Assistant	Viarya-Gutierrez, Vanessa	20	1040	\$17,139	86.3%		(\$2,711)			\$19.09	\$19,851	\$37,220
	3	Children's Services Assistant	vacant	20	1040	\$16,640	83.8%		(\$3,211)			\$19.09	\$19,851	\$37,220
	3	Computer Help Desk Associate	Nash, Lynnea	25	1300	\$20,020	80.7%		(\$4,793)			\$19.09	\$24,813	\$37,220
	3	Computer Help Desk Associate	Norberg, Loree	20.25	1053	\$17,396	86.6%		(\$2,703)			\$19.09	\$20,099	\$37,220
	3	Computer Help Desk Associate	Anderson, Sarah	20	1040	\$14,456	72.8%	(\$1,425)	(\$5,395)			\$19.09	\$19,851	\$37,220
	3	Computer Help Desk Associate	Slamar, Susan	16	832	\$13,745	86.6%		(\$2,136)			\$19.09	\$15,881	\$37,220
	3	Computer Help Desk Associate	Pawlak, Andrew	16	832	\$12,813	80.7%		(\$3,068)			\$19.09	\$15,881	\$37,220

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5	3	Computer Help Desk Associate	Anderson, Emily	16	832	\$11,565	72.8%	(\$1,140)	(\$4,316)			\$19.09	\$15,881	\$37,220
	3	Computer Help Desk Associate	Martin, Omar	14	728	\$10,119	72.8%	(\$997)	(\$3,776)			\$19.09	\$13,895	\$37,220
	3	Computer Help Desk Associate	Bowes, Jessica	10	520	\$8,008	80.7%		(\$1,917)			\$19.09	\$9,925	\$37,220
	3	Interlibrary Loan Coordinator	Trout, Lorel	37.5	1950	\$45,864	123.2%			\$8,644	\$1,200	\$19.09	\$37,220	\$37,220
# OF EMPS			23					6	19	4	2			
GROUP SUM								(\$6,626)	(\$62,784)	\$23,367	\$2,096			
AVERAGES							88.6%	(\$1,104)	(\$3,304)	\$5,842	\$1,048			
4	2	Circulation Services Clerk	Papacek, Vernice	17	884	\$14,851	100.7%			\$106		\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Golias, Dawn	20	1040	\$14,560	83.9%		(\$2,788)			\$16.68	\$17,348	\$32,527
	2	Circulation Services Clerk	Donasco, Chepe	20	1040	\$13,510	77.9%	(\$368)	(\$3,838)			\$16.68	\$17,348	\$32,527
	2	Circulation Services Clerk	Behnke, Susan	17	884	\$13,366	90.6%		(\$1,379)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Troy, Melissa	17	884	\$12,084	82.0%		(\$2,661)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Jones, Anthony	17	884	\$11,881	80.6%		(\$2,865)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Kobayashi, Kelly	17	884	\$11,881	80.6%		(\$2,865)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Blazek, Gail	17	884	\$11,483	77.9%	(\$313)	(\$3,262)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Kiang, Emily	17	884	\$11,483	77.9%	(\$313)	(\$3,262)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Pavesich, Teresa	17	884	\$11,483	77.9%	(\$313)	(\$3,262)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Nevers, Jeanine	17	884	\$11,438	77.6%	(\$358)	(\$3,307)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Collins, Dylon	17	884	\$10,926	74.1%	(\$870)	(\$3,819)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Hartnett, Regina	17	884	\$10,926	74.1%	(\$870)	(\$3,819)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Raub, Timothy	17	884	\$10,926	74.1%	(\$870)	(\$3,819)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Reitsma, Gina	17	884	\$10,926	74.1%	(\$870)	(\$3,819)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Magno, Diane	17	884	\$10,608	71.9%	(\$1,188)	(\$4,138)			\$16.68	\$14,746	\$32,527
	2	Circulation Services Clerk	Staron, Audrey	17	884	\$10,608	71.9%	(\$1,188)	(\$4,138)			\$16.68	\$14,746	\$32,527
	2	Library Monitor	Papacek, Raymond	16	832	\$13,512	97.4%		(\$367)			\$16.68	\$13,878	\$32,527
	2	Library Monitor	Drufke, Anthony	16	832	\$12,580	90.6%		(\$1,298)			\$16.68	\$13,878	\$32,527
# OF EMPS			19					11	18	1	0			
GROUP SUM								(\$7,522)	(\$54,708)	\$106				
AVERAGES							80.8%	(\$684)	(\$3,039)	\$106				
3	2	Adult & Teen Services Clerk	Mohr, Margaret	17	884	\$13,366	103.7%			\$480		\$14.58	\$12,886	\$28,425
	2	Children's Services Clerk	Milder, Thea	12	624	\$8,443	92.8%		(\$653)			\$14.58	\$9,096	\$28,425
	2	Children's Services Clerk	Krause, Megan	12	624	\$7,713	84.8%		(\$1,383)			\$14.58	\$9,096	\$28,425
	2	Children's Services Clerk	Qureshi, Arub	10	520	\$6,588	86.9%		(\$992)			\$14.58	\$7,580	\$28,425
	2	Custodian	Mongomery, Kevin	18	936	\$15,201	111.4%			\$1,557		\$14.58	\$13,644	\$28,425
	2	Custodian	Herrerra, Ana	15	780	\$9,641	84.8%		(\$1,729)			\$14.58	\$11,370	\$28,425
	2	Custodian	Martin, John	10	520	\$4,077	53.8%	(\$1,987)	(\$3,503)			\$14.58	\$7,580	\$28,425
# OF EMPS			7					1	5	2	0			
GROUP SUM								(\$1,987)	(\$8,261)	\$2,037				
AVERAGES							88.3%	(\$1,987)	(\$1,652)	\$1,018				

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Payroll Analysis Report**

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1	1	Circulation Services Shelver	Strods, Irene	16	832	\$11,931	128.8%			\$2,669	\$816	\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Karl, Maureen	16.5	858	\$11,051	115.7%			\$1,500		\$11.13	\$9,552	\$21,708
	1	Circulation Services Shelver	Lacey, Connie	16	832	\$10,250	110.7%			\$988		\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Piller, Mary	16	832	\$9,784	105.6%			\$522		\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Meminger, Carly	16	832	\$8,961	96.7%		(\$301)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Emmet, Griffen	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Fisher, Priscilla	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Galli, Dominic	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Gustafson, Karen	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Keta, Stojana	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Martinez, June	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Sheehan, Lindsey	16	832	\$8,744	94.4%		(\$518)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Thoelcke, Lane	16	832	\$8,486	91.6%		(\$776)			\$11.13	\$9,262	\$21,708
	1	Circulation Services Shelver	Kelly, Cindy	14	728	\$8,037	99.2%		(\$67)			\$11.13	\$8,104	\$21,708
	1	Circulation Services Shelver	Miller, Debra	12	624	\$7,688	110.7%			\$741		\$11.13	\$6,947	\$21,708
	1	Circulation Services Shelver	Bonomo, Cassandra	12	624	\$7,338	105.6%			\$392		\$11.13	\$6,947	\$21,708
	1	Library Aide	Kujawa, Patricia	10	520	\$7,457	128.8%			\$1,668	\$510	\$11.13	\$5,789	\$21,708
	2	Children's Services Summer Clerk	Shadis, Vivian	20	240	\$2,880	107.8%			\$208		\$11.13	\$2,672	\$21,708
# OF EMPS			18					0	10	8	2			
GROUP SUM									(\$4,769)	\$8,688	\$1,326			
AVERAGES							103.5%		(\$477)	\$1,086	\$663			
TOTAL			103			\$2,811,088		23	77	26	6			
GROUP SUM								(\$31,989)	(\$308,153)	\$87,919	\$7,556			
AVERAGES							91.2%	(\$1,391)	(\$4,002)	\$3,382	\$1,259			

**SAMPLE**

**SALARY ADMINISTRATION  
POLICY AND PROCEDURE**

**INDIVIDUAL PAY RATE  
DETERMINATION**

\* (This is a sample policy that can be adapted for your use.)

## **TABLE OF CONTENTS**

- I. Purpose
- II. Scope
- III. Objectives
- IV. Statements of Policy
- V. Responsibilities
- VI. Appendix

## **I. PURPOSE**

Provide administrative guidance and delineate responsibilities for the maintenance of the salary administration program and the processing of salary recommendations.

## **II. SCOPE**

The guidelines in this policy apply to all employees.

## **III. OBJECTIVES**

- A. Attract and retain competent personnel.
- B. Provide for recognition of and reward for differences in individual ability and performance.
- C. Establish and maintain competitive salary ranges consistent with the economic requirements of the organization and commensurate with those industries within which the organization operates.
- D. Relate salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities.
- E. Maintain a program of performance appraisal which identifies opportunities for employee development and places compensation rewards on an objective basis.
- F. Provide an effective management control system which will permit delegation of responsibility within a framework of policy and procedures.

## **IV. STATEMENTS OF POLICY**

### **A. POSITION DESCRIPTION**

All positions will be defined in terms of their reflective duties and responsibilities.

### **B. POSITION EVALUATION**

All positions will be evaluated and classified in order of their relative value, utilizing approved evaluation techniques.

## **C. SALARY STRUCTURE**

The organization will maintain a competitive salary structure which consists of salary grades and ranges.

### **1. Salary Grades**

All positions will be classified by salary grade, which indicates the range of their minimum and maximum salary value.

### **2. Salary Ranges**

Salary ranges are the means by which the relative value of positions is expressed in dollar terms, and will be sufficiently broad to provide salary growth potential for competent personnel. Salary ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the program.

### **3. Maintenance**

Salary grades and ranges will be reviewed annually by the Human Resources department and appropriate changes will be recommended to the President.

## **D. MERIT BUDGET**

The Human Resources Department will annually evaluate the manpower market in terms of competitive factors, changes in living costs, organization economics and objectives. From this analysis, a salary increase budget expressed as percentages will be developed and justified for approval by the President and Board of Directors.

To develop a salary increase budget in dollars, the President will apply the approved percentages to the aggregate of salary range control points, weighted by the number of job incumbents in each salary range.

The details of this salary budget will allocate dollars to each employee. This budget will indicate employee name, current salary and control point, performance level and the amount and percentage of planned salary adjustments. This salary budget will then be reviewed and approved by the Board of Directors.

## **E. SALARY PROGRESSION REQUIREMENTS**

Before an employee can receive a salary adjustment, the employee's position must have been described, evaluated and assigned a salary grade.

It is the policy of the organization to grant salary adjustments on the basis of individual performance. To this end, all employees included in the program should be reviewed at least annually. This does not mean that salary increases are automatic or annual. Performance, salary increase budget and individual position within the salary range are the prime considerations in determining amount and frequency of salary adjustments.

## **F. MAKING A SALARY CHANGE**

### **1. Salary Recommendations**

A recommended salary adjustment, if it is provided for in the salary increase budget, must be initiated by the President. The Human Resources Department will audit all changes for policy and budget compliance prior to payroll submission. A summary of all proposed salary adjustments will be prepared each quarter for review by the President and the Board of Directors.

### **2. Salary Exceptions**

A proposed salary increase, if not budgeted, or if it is an exception to salary guidelines, must be approved by the Board of Directors. Exceptions and supporting documentation will be considered by the President, who will recommend disposition of exceptions to the Board of Directors.

### **3. Merit Increases**

The amount of merited increases is governed by the Guide to Annual Salary Adjustments (see Appendix). Increases which exceed guidelines or recommendation of no increase will be considered exceptions.

### **4. Promotional Increases**

A promotion is a permanent reassignment from a position evaluated in a lower salary grade to another position evaluated in a higher grade.

When an employee is promoted, the new salary shall be set at least at the salary range minimum of the higher salary grade, except:

- a. If the salary range minimum for the higher valued position is not at least 10% higher than the employee's current salary, pay should be increased to an approximate level within the higher salary range by a normal promotional increase of 5% to 10% of current salary.
- b. If the salary range minimum of the new position is more than 10% higher than the employee's current salary, the employee's initial promotional increase should not exceed 10 to 15%. Should the individual's new salary remain below minimum, the salary may be increased up to 10% at six month intervals until it reaches the minimum of the higher range.

### **5. Ability Increases**

Where an employee has been hired below salary grade control point and the individual evidences above average or outstanding potential, an ability increase may be recommended within six months (180 days) of the date of employment. This adjustment should be in compliance with the Guide to Annual Salary Adjustments, but treated as an exception for approval purposes.



6. Upgrades

An upgrade is a re-evaluation of a position to a higher salary grade. The salary increase for an incumbent will be administered in the same manner as a promotional or ability increase.

7. Salary Adjustments for Demotions

A demotion is a permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade.

8. Downgrades

It is not the organization's practice to reduce an employee's salary simply because of position re-evaluation into a lower salary grade. This action is not considered a demotion and the employee's existing salary shall continue, if approved by the Board of Directors.

9. Transfers

A transfer is a change from one position to another within the same salary grade, or a change from a position in one organizational unit to a position of equal value in another organizational unit.

Transfers will not normally be rewarded by a salary adjustment. However, the employee's past performance and salary grade level should be considered for purposes of determining desirable merit increases. Thus, merited increases may be coincidental with transfers when justified by such considerations. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and classified.

10. Adjustments Above Salary Range Maximums

The salary range maximum does not in itself limit rewards to an employee whose performance is clearly well above position expectations. Accordingly, consideration may be given to adjusting an individual's salary above the range maximum of the salary grade in which the position is classified, provided that:

- a. No promotional opportunity exists for the incumbent and the individual has demonstrated, beyond doubt, truly outstanding ability in the present position.
- b. The incumbent has not received a salary adjustment in the last 12 months.
- c. All such adjustments are authorized by the Board of Directors.
- d. The salary increase will not cause the employee's salary to exceed the range maximum of the next higher salary grade.

11. Temporary Assignments

When employees are temporarily assigned positions classified in higher or lower salary grades (for example, as a result of a temporary increase or decrease in production) or assigned to special tasks that are normally performed by employees in higher or lower salary grades, their salary and title shall remain unchanged. If a temporary assignment becomes permanent, individual salaries will be adjusted in accordance with promotion and demotion policies. An employee will be regarded as permanently reassigned when the person is expected to continue to perform temporary duties and responsibilities beyond three months (90 days).

12. New Hires

A new employee's salary shall not exceed salary range control point, with certain permissible exceptions. If the employee offers qualifications in excess of those normally required, the individual may be hired at a salary above range control point to a new or revised position, a tentative description and evaluation must have been prepared and the establishment of the position authorized.

13. Red Circle and Green Circle Salaries

A red circle salary is that which exceeds salary range maximum, while a green circle salary is below salary range minimum.

As a result of salary program introduction, some employees' salaries may be red or green circled. These salaries should be administered according to promotion and demotion policies.

**G. PERFORMANCE APPRAISAL**

1. In keeping with salary progression policy, formal performance appraisals shall be conducted annually to assist in determining salary adjustments.
2. A standard form is to be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions.
3. Appraisals are to be made by the immediate supervisor having first hand knowledge of the person being appraised, the circumstances under which they work and the nature of the work in order to obtain the most satisfactory results.
4. The performance appraisal process should include completion of the appraisal form and a performance appraisal interview to review the employee's performance to determine progress, potential and areas requiring improvement.
5. Upon establishment of the overall performance level and in conjunction with the salary increase budget and the employee's position within the salary range, a salary adjustment can be determined by consulting the Guide to Annual Salary Adjustments.

## **V. RESPONSIBILITIES**

### **A. BOARD OF DIRECTORS**

1. Approve Salary Administration Policy.
2. Approve overall salary structure increase percentages, salary policy ranges and total salary budget.
3. Make disposition of salary policy exceptions.

### **B. PRESIDENT**

1. Recommend overall salary structure increase percentages, salary ranges and total salary budget.
2. Recommend revisions in salary budget.
3. Forward to Board of Directors recommended exceptions in organization salary policy.

### **C. HUMAN RESOURCES DIRECTOR**

1. Develop data to support recommended overall salary structure increase percentages, total salary budget and revisions in salary policy or ranges.
2. Advise the President and executives regarding salary policy and the disposition of proposed exceptions.
3. Maintain equitable relationships among all salary positions.
  - a. Provide guidance to management in the development, analysis and evaluation of positions.
  - b. Audit position relationships and organization salary structure annually.
  - c. Complete relevant salary surveys periodically.
4. Annually submit recommendations supported by cost information for revision of salary structure.
5. Review all salary actions for consistency with organization policies and forward exceptions according to policy.
6. Study the economics of the organization's business community and recommend changes to the percentages shown in the Guide to Annual Salary Adjustments.

7. Recommend revisions in salary policy or procedures to maintain the program on a current basis.
8. Summarize each period all salary adjustments.
9. Communicate salary policy and range changes to appropriate management throughout the organization.

## VI. APPENDIX

### GUIDE TO ANNUAL SALARY ADJUSTMENTS

#### Current Position In Salary Range

Performance Level	Below Minimum	Lower Third	Middle Third	Upper Third
Outstanding	8%	7%	6%	5%
Above Average	7%	6%	5%	4% *
Average	6%	5%	4% *	No adjustment
Below Average **	5%	4% *	No adjustment	No adjustment
Marginal	No adjustment	No adjustment	No adjustment	No adjustment

\* Average percent increase in salary levels determined from survey data. This base figure and the other related percentages are reviewed annually.

\*\* Increases to below average employees should only be given in cases where the incumbent is in training and does show promise of meeting job performance standards.

Note: The structure shown has not been filled in with actual survey data. This chart is meant as an example only and may not correspond to your organization objectives.

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
14	E	Library Director	\$100,168	\$112,689	\$125,210	\$137,731	\$150,252
			\$51.37	\$57.79	\$64.21	\$70.63	\$77.05
13		Hold for future use	\$87,536	\$98,478	\$109,420	\$120,363	\$131,305
			\$44.89	\$50.50	\$56.11	\$61.73	\$67.34
12	E	Assistant Director	\$76,498	\$86,060	\$95,622	\$105,185	\$114,747
			\$39.23	\$44.14	\$49.04	\$53.94	\$58.84
11		Hold for future use	\$66,851	\$75,208	\$83,564	\$91,921	\$100,277
			\$34.28	\$38.57	\$42.85	\$47.14	\$51.42
10	E	Information Technology Services Manager	\$58,421	\$65,724	\$73,026	\$80,329	\$87,631
	E	Access Services Manager	\$29.96	\$33.71	\$37.45	\$41.20	\$44.94
	E	Adult & Teen Services Manager					
	E	Circulation Services Manager					
	E	Public Relations Manager					
	E	Children's Services Manager					
9	E	Assistant Manager (Information Technology Services)	\$51,054	\$57,436	\$63,817	\$70,199	\$76,581
	E	Technology Instructor	\$26.18	\$29.46	\$32.73	\$36.00	\$39.27
	E	Building Operations Director					
8	E	Marketing Content Coordinator	\$44,616	\$50,193	\$55,770	\$61,347	\$66,924
	E	Librarian - Program Coordinator (Adult & Teen Services)	\$22.88	\$25.74	\$28.60	\$31.46	\$34.32
	E	Librarian - Program Coordinator (Children's Services)					
	E	Librarian - Reference & Technology Coordinator					
	E	Librarian (Adult & Teen Services)					
	E	Librarian - Teen Services Coordinator					
	E	Librarian - Outreach Coordinator					
	E	Librarian - Cataloger					
	E	Executive Assistant					

7	E	Assistant Manager (Circulation Services)	\$38,990	\$43,864	\$48,737	\$53,611	\$58,484
	NE	Graphic Design and Display Coordinator	\$19.99	\$22.49	\$24.99	\$27.49	\$29.99
6	NE	Supervisor (Circulation Services)	\$34,073	\$38,332	\$42,591	\$46,850	\$51,109
	NE	Media Lab Coordinator	\$17.47	\$19.66	\$21.84	\$24.03	\$26.21
	NE	Administrative Assistant					
	NE	Computer Help Desk Supervisor					
5	NE	Library Assistant (Adult & Teen Services)	\$29,776	\$33,498	\$37,220	\$40,942	\$44,664
	NE	Library Assistant (Children's Services)	\$15.27	\$17.18	\$19.09	\$21.00	\$22.90
	NE	Interlibrary Loan Coordinator					
	NE	Library Clerk (Access Services)					
	NE	Computer Help Desk Associate					
4	NE	Library Monitor	\$26,021	\$29,274	\$32,527	\$35,780	\$39,032
	NE	Library Clerk (Circulation Services)	\$13.34	\$15.01	\$16.68	\$18.35	\$20.02
3	NE	Custodian	\$22,740	\$25,583	\$28,425	\$31,268	\$34,110
	NE	Library Clerk (Adult & Teen Services)	\$11.66	\$13.12	\$14.58	\$16.04	\$17.49
	NE	Library Clerk (Children's Services)					
2		<b>Hold for future use</b>	\$19,872	\$22,356	\$24,840	\$27,325	\$29,809
			\$10.19	\$11.47	\$12.74	\$14.02	\$15.29
1	NE	Library Aide	\$18,038	\$19,873	\$21,708	\$23,879	\$26,050
	NE	Summer Clerk	\$9.25	\$10.19	\$11.13	\$12.25	\$13.36
	NE	Shelver					

\* Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**ACTION ITEM 8B**

**Cleaning Services Bid Award**

A public bid process was used to solicit proposals for cleaning services, though not required by law. A bid notice was posted on the library website in late June. Building Operations Director Ian Knorr held the public bid opening on Thursday, July 31, 2019. Eight companies submitted bids for the project. A bid tabulation is included in this packet.

The published requirements for bidding, and companies disqualified for not meeting them, were:

1. Proposals would only be accepted from the principals of the firm that would be performing the work. CleanNet sub-contracts out the cleaning for their accounts.
2. All questions in the questionnaire included in the bid packet were to be answered. Q and Q Cleaning and Bravo cleaning neglected this portion of the bid requirements.
3. The bidding contractor must have provided a list of clients as specified in the appendix and must have held accounts for at least 3 facilities of equal size. Ultra Cleaning Inc. (volume didn't reflect requirements), Q and Q Cleaning and Bravo Services omitted this information in their bid.
4. All bidders were to attend the pre-bid meeting and walkthrough that was held July 12, 2019. ABC Commercial Inc., Q and Q cleaning Service, and CleanNet of Illinois were not in attendance at the pre-bid meeting and walkthrough.

After disqualifying the above-mentioned bidders the three remaining responsible bidders are Best Quality Cleaning Inc., Multisystem Management Co., and ECO Clean Maintenance, Inc.

ECO Clean Maintenance, Inc. and Multisystem Management Co. have based their yearly costs on a two person crew, 7 days a week. From past experience, running a two person crew on a building of this size and volume of traffic does not result in quality of work that meets the expectations we and the public have for cleanliness in the building. Best Quality Cleaning, Inc.'s bid includes a multi-person (3 to 4) crew Monday-Friday and a separate crew on Saturdays and Sundays. They met all the criteria for the bidding documentation and currently have cleaning contracts and references from Fountaindale Public Library District and Northbrook Public Library. After careful review, Building Operations Director Ian Knorr and Library Director Julie Milavec feel that Best Quality Cleaning, Inc.'s bid best fits the cleaning needs of the library.

Recommended action: Award cleaning services contract to Best Quality Cleaning, Inc. for three years, starting January 2, 2020, in the amount of \$63,120 for the first year.



5. Proposal for Three-Year Contract for Cleaning Services

The Contractor shall render all services as specified in this agreement to the complete satisfaction of the Downers Grove Public Library for the charges detailed below.

All Regular Cleaning Services specified in Appendix A, for the annual sum of:

Year 1 \$63,120.00 \$5,260.00 per month.

Year 2 \$64,920.00 \$5,410.00 per month.

Year 3 \$66,480.00 \$5,540.00 per month.

Services specified in Appendix A.1 Other Cleaning Services will be billed at the rates quoted in the Appendix for year 1, and will not increase more than:

3 % in year 2

3 % in year 3

6. Agreement Terms

This agreement will be effective on January 1, 2020 through December 31, 2023. The Library reserves the right to continue the contract for a fourth year at terms mutually agreeable to the Library and the Contractor, but not to exceed an increase of more than 5% of the annual amount of year three of the original contract.

Downers Grove Public Library or the Contractor may cancel this agreement at any time subject to ninety days prior written notice.

Downers Grove Public Library

Contractor

\_\_\_\_\_  
(Representative)

Nehal Modi - Best Quality Cleaning  
(Representative)

\_\_\_\_\_  
(Title)

Director  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

### Appendix A.1, Other Cleaning Services

Contractor shall give hourly rates for the services listed below. Such services shall be rendered as requested by Downers Grove Library. Charges for such services shall be itemized separately from the regular cleaning service charge in the monthly billing.

Additional shampooing of carpeting using dry foam extraction method	\$18.50 per hour
Shampooing or dry cleaning of upholstery.	\$18.50 per hour
Additional machine scrubbing and sealing of tile floor.	\$18.50 per hour
Wall washing	\$18.50 per hour
Cleaning of clock faces and exit signs	\$18.50 per hour
Clear debris from around roof drains, spring and fall.	\$20.00 per hour
Vacuum fabric walls	\$18.50 per hour
Clean up construction debris	\$18.50 per hour
Clean light fixtures	\$18.50 per hour
Shovel snow	\$20.00 per hour

## Appendix A.2, Questions Concerning Cleaning Services

1. Describe the Contractor's experience in cleaning jobs of 50,000 square feet or larger.

We strive to bring long-term value to our client relationships by providing best in the class services with integrity and accountability. Our quality assurance program includes frequent rounds by our management team to assess service levels and alert our managers to any recurring or potential concern. Our mission is to provide a safer, cleaner, healthier, and more attractive environment for our customers. We believe a high standard of training leads to consistency. This process starts with our human resource efforts and hiring practices. Ongoing training and educational programs are held at our facilities throughout the year. These programs include safety, green innovations, slip and fall prevention, discrimination and much more.

2. On a separate sheet of paper, provide names and telephone numbers of five clients which are jobs of 50,000 square feet or larger. Indicate the size of each client.  
Indicate any clients for which you perform maintenance services as listed in Appendix A.1.

See attached References

3. How many employees would be assigned to the Library for the regular cleaning schedule?

We would have a crew of 3-4 people. We may assign 2 crew members to work Monday through Friday and another 2 person crew for Saturday and Sunday.

4. The contract calls for daily cleaning, seven days per week. Are the same employees assigned to the Library every night or will the work crew change regularly?

The crews are the same people.

5. Who fills in during employee absences or vacations?

For our larger buildings, the Supervisor cross trains crews nearby for such incidents. Best Quality also maintains a staff of 8 workers for temporary absences or vacations.

6. How frequently does a supervisor inspect the premises to see that the work is carried out correctly and on schedule?

The assigned Supervisor will inspect the building a minimum of one time per week. A Customer Services Rep. will inspect the library one time per month during the day or as needed.

7. How does the Library communicate with the Contractor to make comments or complaints about cleaning services?

At Best Quality Cleaning you are top priority. Communication with us can be customized to fit your busy schedule. Telephone, Fax, Email and 24 hour Voice Mail are all available. Reports are generated and are a permanent record of the client's file. Comments or complaints are attended to the same evening.

8. Does the Contractor offer emergency clean-up services during the Library's normal business hours, if needed? How long would it take the Contractor to respond to an emergency request on a weekday? A weekday evening? A weekend?

Yes, we offer emergency clean-up service within 2 hours any day of week.

9. What is the hourly charge, per employee, for emergency cleanup during a weekday? A weekday evening? A weekend?

Weekday	\$18.50
Weekday Evening	\$18.50
Weekend	\$20.00

10. How do you incorporate green cleaning products into your cleaning services?

Best Quality Cleaning uses Envirox H2Orange2 Concentrate Multipurpose Cleaner. This product is green certified and will be used as a glass cleaner, floor cleaner & disinfectant. This product covers most needs, however, we will still use toilet bowl cleaner one time per week because the green products do not remove mineral deposits.



Best Quality Cleaning

10015 Pacific Avenue

Franklin Park, IL 60131

Phone: (847) 233-0202 \* Fax: (847) 233-0505

Email: [bqc@sbcglobal.net](mailto:bqc@sbcglobal.net)

Website: [www.bestqualitycleaninginc.com](http://www.bestqualitycleaninginc.com)

## References for Downers Grove Public Library

### **Fountaindale Public Library District**

300 W. Briarcliff Road

Bolingbrook, IL 60440

*Tasos Privolos*

630-685-4209

110,000 Square Feet

### **Northbrook Public Library**

1201 Cedar Lane

Northbrook, IL 60062

*Joe Skittino*

847-272-7074

88,000 Square Feet

### **Village of Northbrook**

1225 Cedar Lane

Northbrook, IL 60062

*Paul Risinger*

847-664-4112

7 Buildings – 67,400 Square Feet

### **City of Crystal Lake**

100 West Municipal Complex

Crystal Lake, IL 60597

*Don Christenson*

815-356-3700 Ext. 4088

2 Buildings – 80,000 Square Feet

### **Chicago Mold Engineering Co., Inc.**

615 Stetson Avenue

&

3620 Swenson Avenue

St. Charles, IL 60174

*Grace Nicolas*

630-584-1311

2 Buildings – 75,000 Square Feet



Best Quality Cleaning

10015 Pacific Avenue  
Franklin Park, IL 60131

Phone: (847) 233-0202 \* Fax: (847) 233-0505  
Email: [bqc@sbcglobal.net](mailto:bqc@sbcglobal.net)  
Website: [www.bestqualitycleaninginc.com](http://www.bestqualitycleaninginc.com)

## TRAINING PROGRAM FOR BEST QUALITY CLEANING'S EMPLOYEES

Best Quality hires employees with a minimum of two years commercial janitorial experience. Best Quality continues the training process to assure our employees meet the standards of the company and our clients.

1. Before being hired by Best Quality, the prospective employee goes with the night supervisor to see what is expected of them. The supervisor has them do some cleaning to see if the crew person can handle the position.
2. Once hired the supervisor works with the crews on a weekly basis. This enables the supervisor to assess the crew's work. If the crew needs to improve more training by the supervisor will be done until all requirements are met.
3. Crew people watch a videotape on cleaning blood borne pathogen spills and then the supervisor trains them at the jobsite.
4. The crew supervisors and customer service representative have monthly meetings to follow up on any concerns there may be with clients.
5. Crews are trained on all cleaning chemicals and equipment supplied by Best Quality.
6. When mopping floors, crew will use yellow floor signs to alert people that floors are wet.

### Training Session 1:

- A. Night supervisor gives the crew a tour of the facility and assigns work among the crew.
- B. Supervisor shows the crew any special circumstances in the facility, i.e., children's washrooms, special care in cleaning marble surfaces.
- C. Supervisor trains crew on the chemicals and equipment to be used.
- D. Supervisor monitor's their progress from start to finish.

### Training Session 2:

- A. Supervisor goes over any questions crew may have about the facility or problems they may have encountered.
- B. Supervisor observes the crew's cleaning procedures and adjusts these procedures as needed.
- C. Supervisor thoroughly checks their work upon completion to make sure everything is correct.

### Training Session 3:

- A. Supervisor arrives during the cleaning of the building to see how they have changed or corrected any problems. More training will be given if needed.
- B. Supervisor checks to make sure all weekly scheduled cleaning tasks have been completed.

### Training Session 4:

- A. Supervisor corrects any repetitive problems that have occurred by walking crew through what is causing the problem and correcting it.
- B. Again supervisor checks the building after crew has finished.

### Training Session 5:

- A. Supervisor assigns work again to make sure weekly and monthly items will be done.
- B. Supervisor checks all supplies to assure crew will not run out of anything.

### Training Session 6:

- A. The day after this training session supervisor arrives at the building after crew has cleaned to check all areas.
- B. The next day supervisor goes over with the crew areas that have been missed.



**BLOODBORNE PATHOGENS**  
**Online Training & Certification**

## **BLOODBORNE PATHOGENS CERTIFICATE**

**This certificate confirms**

**Best Quality Facility Services, LLC**

**Completed an OSHA Compliant BloodBorne Pathogens training course on**

**2018-10-08**

**Certificate number ( BBP-7750 )**

**Expiration Date: 2019-10-08**

REQUEST FOR PROPOSAL FOR THE PROVISION OF  
CLEANING SERVICES TO THE  
DOWNERS GROVE PUBLIC LIBRARY

The Downers Grove Public Library is requesting proposals for a contract for the provision of cleaning services for a 67,738 square foot library.

Submit sealed, clearly labeled proposals, e.g. Proposal – Cleaning Service, to the Downers Grove Public Library Administration Office, 1050 Curtiss Street, Downers Grove, IL 60515 on weekdays between 9:00 a.m. and 5:00 p.m. from July 12, 2019 through 10:00 a.m. July 31, 2019. Proposals will be opened and publicly read aloud in the Downers Grove Public Library Meeting Room at 11:00 a.m. Wednesday, July 31<sup>st</sup>, 2019. Proposals received after 10:00 a.m. on Wednesday, July 31, 2019 will be excluded. All bidders will be required to submit a list of at least 5 clients 50,000 square feet or larger, and proof of liability insurance.

Request for proposal documents may be obtained on the library's website [www.dglibrary.org](http://www.dglibrary.org) beginning Monday, July 1, 2019. A mandatory pre-proposal meeting and walk-through will be held at 1:00 p.m. July 12, 2019. Submit proposals and direct questions to:

Ian Knorr  
Building Operations Director  
Downers Grove Public Library  
1050 Curtiss St.  
Downers Grove, IL 60515

Proposals will be evaluated by the Library Director and Building Operations Director. The selected proposal will be presented to the Library Board of Trustees at the August 28, 2019 Board Meeting.

All proposals shall be open for acceptance for a period of 60 days from deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all bids, to waive technicalities, and to accept or reject any item of any bid.

Legal advertisement for request for proposals published July 5, 2019.

EVALUATION OF PROPOSALS



1. Proposals will only be accepted from the principals of the firm that will be performing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely and on the forms provided. Additional pages may be added if more is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified in the appendix for each service.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as cost.
5. The Library Board of Trustees reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

## Cleaning Services Agreement

Company name:

Representatives name:

### I. General

1.1 The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement.

1.2 The Contractor's employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the Library will be bonded for at least \$5,000.

1.3 The Contractor will furnish all necessary tools, machinery, cleaning supplies, and materials required for the completion of all the tasks to be provided. The Library shall provide paper supplies, hand soap for washroom and kitchen dispensers.

1.4 All tools, supplies, and equipment used on a daily basis shall be stored in the Library and used only for cleaning the Library premises. This includes such items as mops, buckets, vacuum cleaners, etc.

1.5 The Contractor will provide a monthly record of completed tasks.

1.6 The Contractor's employees shall not disturb papers on desks, tables, cabinets, etc. The Contractor's employees shall not use the Library's telephones, computers, copying machines, calculators, or other equipment or appliances.

1.7 In order to be considered for cleaning services, the Contractor must perform all services listed in Appendix A, Cleaning Specifications and Appendix A.1, Other Cleaning Services.

1.8 In order to be considered, all questions in Appendix A.2, Questions Concerning Cleaning Services, must be answered.

1.9 In all hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of the Equal Employment Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.

1.10. The contractor is expected to provide a letter of proof of training or a certificate verifying training for handling of bio-hazards as required by OSHA.

2. Term of Contract

2.1 The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of the Downers Grove Public Library for three years. The library will be billed in monthly payments for the regular cleaning services listed in Appendix A for the duration of the contract. Other cleaning services, as listed in Appendix A.1 will be itemized and billed at the hourly rate agreed upon in the contract.

2.2 The Downers Grove Public Library or the Contractor may cancel this agreement at any time subject to ninety days prior written notice.

3. Insurance

3.1 The Contractor shall provide public liability and property damage insurance covering all of the Contractor's operations in the Library. General liability insurance coverage shall be for not less than \$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,000.

3.2 The contractor shall provide Lost Key Coverage to indemnify the Library for the purchase and installation of new locks and keys should the contractor's employees lose or misplace keys to the Library.

3.3 The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the contractor's employees performing work related to this agreement.

3.4 To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the Owner and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection there with, and, if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

3.5 With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that the Downers Grove Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to the Downers Grove Public Library.

4. Cleaning Schedule and Specifications

4.1 The Downers Grove Public Library is 67,738 square feet. The Library is open seven days per week and has over 550,000 visitors each year.

4.2 The entire premises of the Downers Grove Public Library, excluding the elevator shafts and pits, are included in this agreement. Areas to be cleaned include all public areas, staff offices and work areas, meeting rooms, staff room, public and staff washrooms, kitchens, and storage and delivery rooms.

4.3 The Contractor shall provide all regular services described in Appendix A seven days per week, Sunday through Saturday, except on the following days: New Year's Day, Easter, the Sunday before Memorial Day, Memorial Day, Independence Day, the Sunday before Labor Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

4.4 Services shall be rendered after the close of normal working hours. Normal working hours are 7:30 a.m. through 9:30 p.m., Monday - Friday; 7:30 a.m. to 5:30 p.m., Saturday; and 12:30 p.m. to 5:30 p.m., Sunday.

4.5 In addition to the regular cleaning services specified in Appendix A, the Library requires other cleaning services to be performed by the Contractor as designated in Appendix A.1, Other Cleaning Services. Charges for such services shall be submitted as the services are performed and shall be billed at the rate(s) described in Appendix A.1, Other Cleaning Services.

## Appendix A, Regular Cleaning Specifications

### OFFICES AND WORKROOMS

Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpster.	nightly
Vacuum carpeting including under desks and tables.	nightly
Mop floor in Circulation Workroom with approved detergent solution.	nightly
Edge tool vacuum all carpet.	monthly
Scrub floor in Circulation Workroom with approved detergent solution.	monthly
Clean wall molding.	bi-annually
Shampoo carpeting using water extraction method.	bi-annually
Clean vents and air diffusers (cover furniture with plastic).	annually
Dry clean area around vents and air diffusers.	annually
Clean staff desks as requested by staff.	as requested

## Appendix A, Regular Cleaning Specifications

### STAFFROOM

Empty waste receptacles and damp wipe inside and outside as necessary; remove refuse to dumpster.	nightly
Clean and wash kitchen tables and kitchen chairs.	nightly
Clean and polish sink and faucet.	nightly
Clean and wash kitchen countertops, surrounding wall areas, and stovetop.	nightly
Vacuum carpeting including under tables and chairs.	nightly
Mop floor with approved detergent solution.	nightly
Edge tool vacuum all carpeting and vacuum under couches.	monthly
Shampoo carpeting using water extraction method.	bi-monthly
Clean wall molding.	quarterly
Scrub floor with approved detergent solution.	quarterly
Clean air diffusers and vents (cover furniture with plastic).	annually
Dry clean area around air diffusers and vents.	annually

## Appendix A, Regular Cleaning Specifications

### WASHROOMS-4 PUBLIC, 2 IN KIDS ROOM, 2 IN STAFF ROOM.

Clean and wash inside and outside of toilets and urinals with approved germicidal detergent solution.	nightly
Clean and wash washbasins, fixtures and counters with approved germicidal detergent solution.	nightly
Wipe clean mirrors, dispensers, shelves, bright work, piping, and baby changing tables.	nightly
Clean and polish stainless partitions and partition doors with approved germicidal detergent solution.	nightly
Spot-clean doors, walls, and thermostats.	nightly
Remove graffiti.	nightly
Empty and clean wastebaskets and sanitary disposal receptacles; remove refuse to dumpster.	nightly
Fill toilet tissue, toilet seat covers, towel and soap dispensers to full limits with supplies furnished by the library.	nightly
Sweep and mop floors in washrooms and under drinking fountains with approved germicidal detergent solution.	nightly
Spot clean floors with approved germicidal detergent solution.	nightly
Spot clean walls with approved germicidal detergent solution.	as needed
Clean, sanitize, and polish drinking fountains.	nightly
Machine scrub floors in washrooms and under drinking fountains with approved germicidal detergent solution.	bi-monthly
Scrub tile walls with approved germicidal detergent solution.	quarterly
Clean air diffusers and vents.	annually
Dry clean areas near air diffusers and vents.	annually

## Appendix A, Regular Cleaning Specifications

### LOBBIES

Vacuum carpeting	nightly
Vacuum floor mats.	nightly
Spot clean carpeting and floor mats.	nightly
Mop Floorazzo floor and stairs with approved detergent.	nightly
Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpster.	nightly
Spot clean inner and outer glass doors and floor level windows at each entrance.	nightly
Dust and wipe clean stairway railing and metal work at north entrance.	nightly
Remove graffiti.	nightly
Dust benches.	nightly
Completely clean inner and outer glass doors and floor level windows and window sills at each entrance.	weekly
Scrub Floorazzo floor and stairs with approved detergent.	monthly
Shampoo carpeting and floor mats using water extraction method.	bi-monthly
Clean vents and air diffusers (cover furniture with plastic).	annually
Dry clean areas near vents and air diffusers.	annually
Clean and wax metal trim at each entrance.	annually

### CAFE

Mop floor with approved detergent solution.	nightly
Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpsters.	nightly
Clean and dust chairs, tables, and counters.	nightly
Scrub floor with approved detergent solution.	monthly



## Appendix A, Regular Cleaning Specifications

### GENERAL PUBLIC AREAS

Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpster.	nightly
Vacuum carpeting including under service desks, study tables, chairs, computer tables, benches.	nightly
Mop Mouse Cafe floor.	nightly
Spot clean carpeting.	nightly
Clean and dust chairs, tabletops, benches, cleared desk areas, cabinets, countertops, low shelving tops, window sills. Dust table lamps.	nightly
Remove graffiti.	nightly
Edge tool vacuum all carpeting.	monthly
Clean wall molding.	quarterly
Shampoo carpeting using water extraction method.	quarterly
Clean air diffusers and vents (cover furniture with plastic).	annually
Dry clean area around air diffusers and vents.	annually

## Appendix A, Regular Cleaning Specifications

### MEETING ROOM AND MEETING ROOM KITCHEN

Vacuum unobstructed areas of carpeting.	nightly
Spot clean carpeting.	nightly
Empty waste receptacles and damp wipe inside and outside as necessary; remove refuse to dumpster.	nightly
Mop kitchen floor with approved detergent solution.	weekly
Vacuum all carpeting.	monthly
Edge tool vacuum carpeting.	monthly
Shampoo carpeting using water extraction method.	bi-monthly
Scrub floor with approved detergent solution.	bi-annually
Clean vents and air diffusers (cover furniture with plastic).	annually
Dry clean area around air diffusers and vents.	annually

### STAIRWAY

Dust metal work and handrails and wipe clean.	nightly
Mop Floorazzo with approved detergent solution.	nightly
Scrub Floorazzo with approved detergent solution.	monthly

### ELEVATOR CAB

Mop Floorazzo with approved detergent solution.	nightly
Clean and polish door, inside and outside.	nightly
Clean door tracks, baseboards, etc. Polish as needed.	nightly
Scrub Floorazzo using approved detergent solution.	monthly

## Appendix A, Regular Cleaning Specifications

### DELIVERY/STORAGE AREAS

Machine scrub concrete floors.	bi-annually
Seal concrete floors.	bi-annually

### MECHANICAL ROOMS

Machine scrub concrete floors	annually
Seal concrete floors.	annually

### EMERGENCY STAIRWELLS

Machine scrub concrete floors.	annually
Seal concrete floors.	annually

# Downers Grove Public Library Cleaning Bids

Wednesday July 31 2019



## BIDDERS

## BASE BID

BEST Quality Clean	year 1	\$ 63,120 / <del>yr</del> <sup>60</sup>	\$ 5,260 / month
Q + Q Cleaning Svc	<sup>50</sup> year	\$ 60,000 / yr	\$ 5,000 / month
Multi-System		\$ 56,160 / yr	\$ 4,680 / month
Ultra Cleaning		\$ 65,388 / yr	\$ 5,449 / month
Eco Clean		\$ 57,180 / yr	\$ 4,765 / month
Bravo Svc	year 1	\$ 47,700	\$ 3,975 / month
Clean NET		\$ 75,189 / yr	\$ 6,265.80 / month
ABC Commercial		\$ 59,940 / yr	\$ 4,995 / month

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**AGENDA ITEM 8C**

**Acceptance of Donation to Art Collection**

Artist Kwame Boama Mensa-Aborampa, who signs his work B. Mensah, has offered to donate a painting entitled "Couples II" to the Downers Grove Public Library's permanent art collection. His offer came with the comment "because you have no Africa in your collection," after being the featured artist in the library's North Gallery in July.

Mr. Mensa-Aborampa was born and spent much of his life in Ghana. His works reflect his upbringing and native African culture. We received numerous positive comments about his paintings. One woman told a staff member that she was so moved by one of his paintings, it made her think of angels. During his Meet the Artist Event, one of our regular patrons told him that "it goes in here," motioning to his eyes, "but you feel it here," and put his hand to his heart. Public reaction to his work led Graphics & Display Coordinator Melody Danley to approach the Downers Grove Public Library Foundation with information about the artist. She felt that this artist met the criteria of "high artistic merit" and his work filled a vacancy in the diversity of the library collection. With their RFP process and acquisition of a larger work for the Lobby, the Foundation was not able to consider acquiring other works at this time. The artist offered the donation unsolicited to Melody as he was reclaiming the works displayed in the North Gallery.

Generally, the Board of Library Trustees considers works for the permanent art collection that are diverse and of high artistic merit. The library's policy on art donations is:

**4.6.4 Other Donations**

Personal property, works of art, displays or plaques, portraits, artifacts, antiques, museum-quality objects, and similar materials are considered for acceptance on a case-by-case basis by the Library Board of Trustees. The library will not accept any materials which are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.

The painting is approximately 20"x16" and framed. Graphics & Display Coordinator Melody Danley has suggested that reframing should be considered before the work is displayed.

Recommended Action: Accept donation by artist B. Mensah of painting "Couples II" for the library's art collection.

## Works by B. Mensah

On display through August 4

*Meet B. Mensah on Sunday, July 28 from 3:00 – 4:00 p.m.*

Born Bernard Mensah in 1978, he chose to change his name to Kwame Boama Mensa-Aborampa to fit his heritage. He is known by his signed name B. Mensah. He was born to Ghanaian parents in the Ashanti region of Ghana, but raised by a single mother whose efforts and resilience propelled him to be who he is today by the trading business she owned.



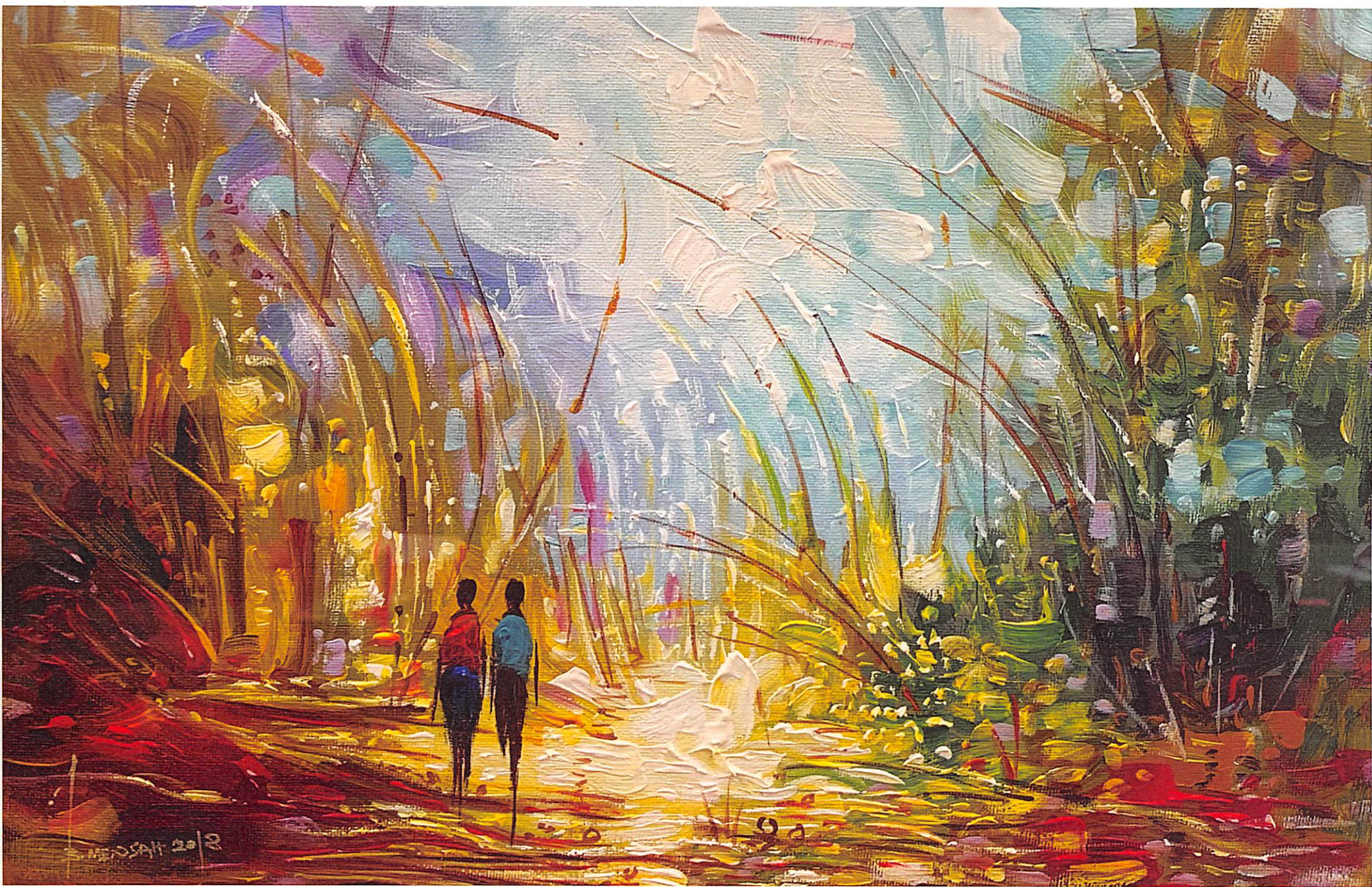
While accompanying his mother to the market, Mensah observed beautiful nature along the way and how artistically the women in the market went about their daily operations; swinging their waist adorned with beads, beckoning their customers to come purchase whatever that they had to sell. He was so captivated by the beautiful, well rounded, and industrious women in the market, with basins full of food stuffs on their head effortlessly, that he started drawing those images on slates and whatever smooth surface he came by as a growing child. It is no wonder that Mensah's painting today pays tribute in so many ways to the industrious women around the world. Music forms a greater part of the African Culture and traditions and Mensah, himself a lover of music, portrays these in some of his paintings.

As Mensah puts it, "the artist is sometimes seen as crazy, but to me, the very thing we all see and take for granted translates into the artistic representation on the canvas, as the spirit of creativity takes over my being." He has an intense sense of color and this vibrancy adds a great deal to the paintings he produces. "I create to portray how I see nature and to exhibit the artistic qualities in me." He creates works that are easily identifiable, not merely through his own style but his subjects as well. The characters he portrays, the stories he tells, are all part of one very elaborate narrative.

He lives in Woodridge with his wife Esther Mensa-Aborampa and their three children.

*Don't miss the art featured in the Café Gallery.*







**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**AGENDA ITEM 9A**

**2020 Proposed Budget**

The library's final budget and levy request are due to the Village of Downers Grove by August 31. As requested at the July Board meeting, the 2020 Proposed Budget includes versions for 3.00%, 3.25%, and 3.50% levy increases. Also included in your packet are the draft budget narratives and tables for inclusion in the Village of Downers Grove budget.

**Revenue**

Revenue estimates remain the same as the 2020 preliminary draft included in the June and July packets.

In the 2020 Proposed Budget, 2020 Property Tax Rates and Extensions Drafts are calculated at the 1.0% EAV increase 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.

A 3.00% levy increase brings the total levy to \$5,497,919. At a 3.00% levy increase, the average homeowner's library property tax would increase approximately \$4.44, or \$1.38 per \$100,000 of home value.

A 3.25% levy increase brings the total levy to \$5,511,263. At a 3.25% levy increase, the average homeowner's library property tax would increase approximately \$5.00, or \$1.55 per \$100,000 of home value.

A 3.50% levy increase brings the total levy to \$5,524,607. At a 3.50% levy increase, the average homeowner's library property tax would increase approximately \$5.56, or \$1.72 per \$100,000 of home value.

**Expenses**

Expenses are updated from the July draft to include implementation of the proposed 2020 Salary Structure. No changes were made to the non-personnel lines. In this 2020 proposed budget, Library Fund expenses are an increase of 4.4% over the 2019 budget, 6.0% on the personnel side and 0.9% for non-personnel lines.

**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 is slowly but steadily decreasing.

**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 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 is 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 annual book sale to the library to sponsor Summer Reading Club prizes.

### **Expenditure Lines**

#### 5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, Technology Instructor, and Executive Assistant. Pay rates are calculated at the new structure level or a 3% increase, whichever was greater with each employee's new structure level determined by hire date in current position.

#### 5111 Salaries, Non-Exempt

Full time non-exempt employees including Marketing Content Coordinator, Graphic Design and Display Coordinator, and ILL Coordinator. Pay rates are calculated at the new structure level or a 3% increase, whichever was greater with each employee's new structure level determined by hire date in current position.

#### 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. Pay rates are calculated at the new structure level or a 3% increase, whichever was greater with each employee's new structure level determined by hire date in current position.

#### 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 Bibliotheca 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.

Recommended Action: Approve the 2020 Proposed Budget as presented with a 3.00% levy increase to \$5,497,919.

DOWNERS GROVE PUBLIC LIBRARY 2020 EXPENDITURES SIMPLIFIED SHEET DRAFT							
	<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>				Budget to	Budget to	
		2019	2019	2020	Proposed	Proposed	
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,406,413.96	1,471,451.18	1,594,544.25	188,130.29	13.4%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	246,830.59	228,627.31	251,401.02	4,570.43	1.9%	
5119	Part-Time Employee Wages	1,235,976.69	1,150,291.56	1,252,673.29	16,696.60	1.4%	
5131	IMRF Pension Contributions	194,119.67	194,605.22	232,934.77	38,815.10	20.0%	
5133	Medicare Contributions	41,893.71	40,593.50	44,929.97	3,036.26	7.2%	
5134	Social Security Contributions	179,131.72	173,569.82	192,114.35	12,982.63	7.2%	
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	4,021,644.93	226,014.20	6.0%	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	20,459.16	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	14,666.40	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	20,500.00	11,265.26	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	1,440,536.55	1,644,650.00	15,075.00	0.9%	Non-Personnel Costs
	TOTAL 805.90	5,425,205.73	5,084,555.38	5,666,294.93	241,089.20	4.4%	Year over Year Budget



DOWNERS GROVE PUBLIC LIBRARY 2020 EXPENDITURES SIMPLIFIED SHEET DRAFT							
	<b>Total Library Capital Replacement Fund (LCRF)</b>						
					Budget to	Budget to	
		2019	2019	2020	Proposed	Proposed	
	<b>EXPENDITURES</b>	BUDGET	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**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		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	1,594,544.25
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	251,401.02
5119	Part-Time Employee Wages	1,241,170.00	1,134,835.44	1,235,976.69	1,150,291.56	1,252,673.29
5131	IMRF Pension Contributions	257,339.00	243,996.42	194,119.67	194,605.22	232,934.77
5133	Medicare Contributions	41,935.00	39,705.50	41,893.71	40,593.50	44,929.97
5134	Social Security Contributions	179,315.00	169,771.06	179,131.72	173,569.82	192,114.35
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	20,459.16	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	14,666.40	25,500.00
5407	Advertising & Public Relations	20,375.00	19,234.68	20,500.00	11,265.26	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

<b>EXPENDITURES continued</b>		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	5,434,555.38	6,016,294.93

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
5101	Salaries, Exempt	278,076.00	288,858.75	283,987.84	341,228.78	298,396.80
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	42,588.00
5131	IMRF Pension Contributions	33,306.00	32,700.38	38,574.31	39,192.38	32,120.77
5133	Medicare Contributions	4,378.00	5,792.50	6,518.97	6,465.98	4,944.28
5134	Social Security Contributions	18,721.00	24,768.10	27,874.21	27,647.40	21,141.06
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	1,181,334.47

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	405,583.43
5111	Salaries, Non-Exempt	0.00	0.00	0.00	46,569.60	45,864.00
5119	Part-Time Employee Wages	277,722.00	233,853.82	252,918.35	239,805.38	254,780.56
5131	IMRF Pension Contributions	75,953.00	75,066.15	52,983.86	55,874.06	63,428.05
5133	Medicare Contributions	9,985.00	8,555.86	9,335.11	9,703.87	10,240.31
5134	Social Security Contributions	42,694.00	36,582.64	39,915.64	41,492.21	43,786.13
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	1,505,892.45

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
5101	Salaries, Exempt	250,703.00	246,751.18	254,153.58	255,960.67	258,225.83
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	227,539.04
5131	IMRF Pension Contributions	45,599.00	44,087.32	37,402.72	37,490.90	41,911.70
5133	Medicare Contributions	6,594.00	6,276.86	6,910.87	6,860.47	7,043.59
5134	Social Security Contributions	28,198.00	26,839.22	29,549.92	29,333.64	30,117.42
5190	Life Insurance	144.00	163.20	144.00	163.20	144.00
5191	Health Insurance	45,660.00	40,097.50	43,170.92	41,510.09	44,852.79
5195	Optical Insurance	303.00	247.74	190.32	194.45	194.25
5197	Dental Insurance	4,606.00	3,433.68	3,336.72	3,114.41	3,232.89
5210	Supplies	18,500.00	16,117.16	18,500.00	18,323.26	18,500.00
5280	Small Tools & Equipment	4,500.00	4,967.41	4,500.00	692.69	4,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,429.45	6,000.00	3,902.59	6,000.00
5315	Professional services	6,000.00	6,298.00	6,000.00	4,666.80	6,000.00
5380	Printing Services	200.00	0.00	200.00	198.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	15,044.46	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	114,804.62	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	47,767.45	53,500.00	53,500.00	53,500.00
	<b>TOTAL 973</b>	<b>799,603.00</b>	<b>770,838.67</b>	<b>811,017.12</b>	<b>803,745.12</b>	<b>826,961.50</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
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	80,925.00
5119	Part-Time Employee Wages	424,858.00	409,012.82	438,500.15	365,127.67	426,772.53
5131	IMRF Pension Contributions	27,718.00	27,045.88	21,317.42	17,083.87	25,555.33
5133	Medicare Contributions	8,779.00	8,616.07	9,361.76	7,992.62	9,248.22
5134	Social Security Contributions	37,538.00	36,839.67	40,029.60	34,175.11	39,544.11
5190	Life Insurance	144.00	122.40	144.00	81.60	108.00
5191	Health Insurance	59,940.00	57,600.00	67,178.31	47,568.74	47,657.41
5195	Optical Insurance	435.00	411.99	346.56	265.82	267.93
5197	Dental Insurance	7,011.00	6,045.00	6,874.08	4,487.54	4,601.34
5210	Supplies	16,200.00	8,764.64	16,200.00	6,223.15	16,200.00
5280	Small Tools & Equipment	2,300.00	319.40	3,500.00	1,156.18	2,300.00
5303	Seminars, Conferences & Meetings	4,000.00	781.47	1,000.00	1,219.15	4,000.00
5392	Postage	12,500.00	3,609.50	12,500.00	266.40	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	142.00	500.00	348.00	500.00
5481	Rentals	500.00	111.00	500.00	495.00	500.00
5620	Recoverables	4,000.00	2,253.78	3,000.00	1,571.54	4,000.00
	<b>TOTAL 974</b>	<b>807,534.00</b>	<b>761,404.91</b>	<b>828,090.50</b>	<b>682,220.09</b>	<b>804,790.49</b>



**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
5101	Salaries, Exempt	184,835.00	164,478.99	172,785.23	174,796.10	200,674.50
5111	Salaries, Non-Exempt	72,754.00	70,677.00	72,306.00	73,919.83	80,756.52
5119	Part-Time Employee Wages	126,425.00	107,510.86	120,344.95	117,015.48	143,191.49
5131	IMRF Pension Contributions	34,268.00	31,527.92	25,479.72	26,229.58	32,425.24
5133	Medicare Contributions	5,568.00	4,902.26	5,298.82	5,193.65	6,157.03
5134	Social Security Contributions	23,809.00	20,960.18	22,657.04	22,206.70	26,326.60
5190	Life Insurance	180.00	156.40	180.00	163.20	180.00
5191	Health Insurance	33,000.00	39,680.00	64,917.15	49,378.66	63,559.98
5195	Optical Insurance	345.00	305.96	329.04	283.06	337.89
5197	Dental Insurance	5,156.00	4,773.76	6,234.36	5,566.58	5,734.08
5210	Supplies	3,900.00	86.92	3,900.00	45.31	3,900.00
5280	Small Tools & Equipment	12,000.00	4,979.14	12,000.00	5,118.91	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	46.69	6,000.00	2,349.60	6,000.00
5315	Professional services	2,000.00	1,600.00	2,000.00	1,680.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,369.59	4,500.00	742.03	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	39,995.69	50,000.00	50,000.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	32,000.00	29,667.00	32,000.00	32,000.00	40,000.00
	<b>TOTAL 975</b>	<b>596,740.00</b>	<b>525,718.36</b>	<b>600,932.33</b>	<b>566,688.69</b>	<b>673,743.32</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
5101	Salaries, Exempt	70,394.00	35,803.44	0.00	0.00	115,927.50
5111	Salaries, Non-Exempt	39,975.00	45,623.63	0.00	0.00	43,855.50
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	15,051.56
5133	Medicare Contributions	2,342.00	1,882.28	0.00	0.00	2,316.85
5134	Social Security Contributions	10,015.00	8,047.97	0.00	0.00	9,906.55
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
	<b>TOTAL 976</b>	<b>291,601.00</b>	<b>234,580.30</b>	<b>0.00</b>	<b>0.00</b>	<b>305,198.05</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
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	92,828.84
5131	IMRF Pension Contributions	15,837.00	12,223.27	13,085.49	12,998.45	15,899.57
5133	Medicare Contributions	2,555.00	2,059.57	2,689.40	2,631.72	3,030.51
5134	Social Security Contributions	10,925.00	8,806.58	11,499.49	11,252.50	12,958.03
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
	<b>TOTAL 977</b>	<b>263,672.00</b>	<b>201,493.75</b>	<b>278,388.89</b>	<b>256,667.83</b>	<b>293,944.08</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BUDGET DRAFT**

<b>LIBRARY - FACILITIES 978</b>		<b>2018 BUDGET</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2019 EST ATT.</b>	<b>2020 DRAFT</b>
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	64,972.84
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	1,949.19
5134	Social Security Contributions	7,415.00	6,926.70	7,605.81	7,462.27	8,334.46
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
	<b>TOTAL 978</b>	<b>405,198.00</b>	<b>391,827.85</b>	<b>411,922.56</b>	<b>367,345.97</b>	<b>424,430.57</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 BALANCE SHEET DRAFT 3.00%****LIBRARY FUND BALANCE**

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 PROPOSED
BEGINNING BALANCE	\$ 1,139,791	\$ 1,130,447	\$ 1,276,914	\$ 1,276,914	\$ 1,422,382
REVENUES	\$ 5,388,824	\$ 5,485,378	\$ 5,541,295	\$ 5,580,023	\$ 5,716,435
EXPENSES	\$ 5,425,206	\$ 4,988,911	\$ 5,425,206	\$ 5,084,555	\$ 5,666,295
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 753,409	\$ 1,276,914	\$ 1,043,003	\$ 1,422,382	\$ 1,122,521
NET CHANGE	\$ (386,382)	\$ 146,467	\$ (233,911)	\$ 145,468	\$ (299,860)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 PROPOSED
BEGINNING BALANCE	\$ 1,403,493	\$ 1,403,493	\$ 1,115,108	\$ 1,115,108	\$ 860,171
REVENUES	\$ -	\$ 31,137	\$ 2,500	\$ 20,000	\$ 20,000
EXPENSES	\$ 660,000	\$ 669,522	\$ 624,000	\$ 624,937	\$ 447,000
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,093,493	\$ 1,115,108	\$ 843,608	\$ 860,171	\$ 1,230,171
NET CHANGE	\$ (310,000)	\$ (288,385)	\$ (271,500)	\$ (254,937)	\$ 370,000

**DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET DRAFT 3.00%**

<b>SOURCE</b>		2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,182,314	5,226,830	5,337,785	5,337,785	5,497,919
4109	Prior Year Property Tax	100	104	100	5,054	100
4313	Personal Property Replacement Tax	60,000	57,207	60,000	54,424	51,500
4410	Sale of Materials	10,000	10,048	11,000	9,857	9,900
4502	Charges for Services (copy & printing)	15,000	38,958	20,000	21,177	20,000
4509	Fees For Non-Residents	16,000	17,391	16,000	15,768	16,000
4571	Rental Fees	4,500	6,380	5,000	3,930	4,000
4581	Fines	42,000	35,133	37,500	32,865	33,000
4590	Cost Recovered for Services	15,000	10,860	10,000	12,747	10,000
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	36,910	61,516	61,516
4711	Investment Income	2,000	10,933	2,000	9,918	7,500
4712	Investment Income - Property Taxes	0	1,969	0	0	0
4820	Contributions	5,000	8,049	5,000	14,982	5,000
	TOTAL 805.90	5,388,824	5,485,378	5,541,295	5,580,023	5,716,435

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

Year tax collected	Amount of levy extended			Tax rate		
	<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	\$ 5,497,918.55	0.2145	0.2090	0.2131
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,182,314.41	\$ 5,337,785.00	\$ 5,497,918.55	0.2145	0.2090	0.2131
Change		3.00%	3.00%		-2.58%	1.98%

**Impact on taxpayer**

	<b>Median Home Value (2018)</b>			<b>Per \$100,00 Fair Market Value</b>		
Year tax collected	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Market Value	\$ 332,800.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 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	\$ 228.88	\$ 71.50	\$ 69.66	\$ 71.04
Actual change in taxes paid		\$ (0.65)	\$ 4.44		\$ (1.84)	\$ 1.38
Change		-0.3%	2.0%		-2.6%	2.0%



<b><u>RATE</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	0.2302	0.2253	0.2202	0.2145	0.2090	0.2131
<b>Bond</b>	0.031	0.0154	0	0	0	0
<b>Total</b>	0.2612	0.2407	0.2202	0.2145	0.2090	0.2131
<b>% change YroYr</b>	4.4%	-7.8%	-8.5%	-2.6%	-2.6%	2.0%

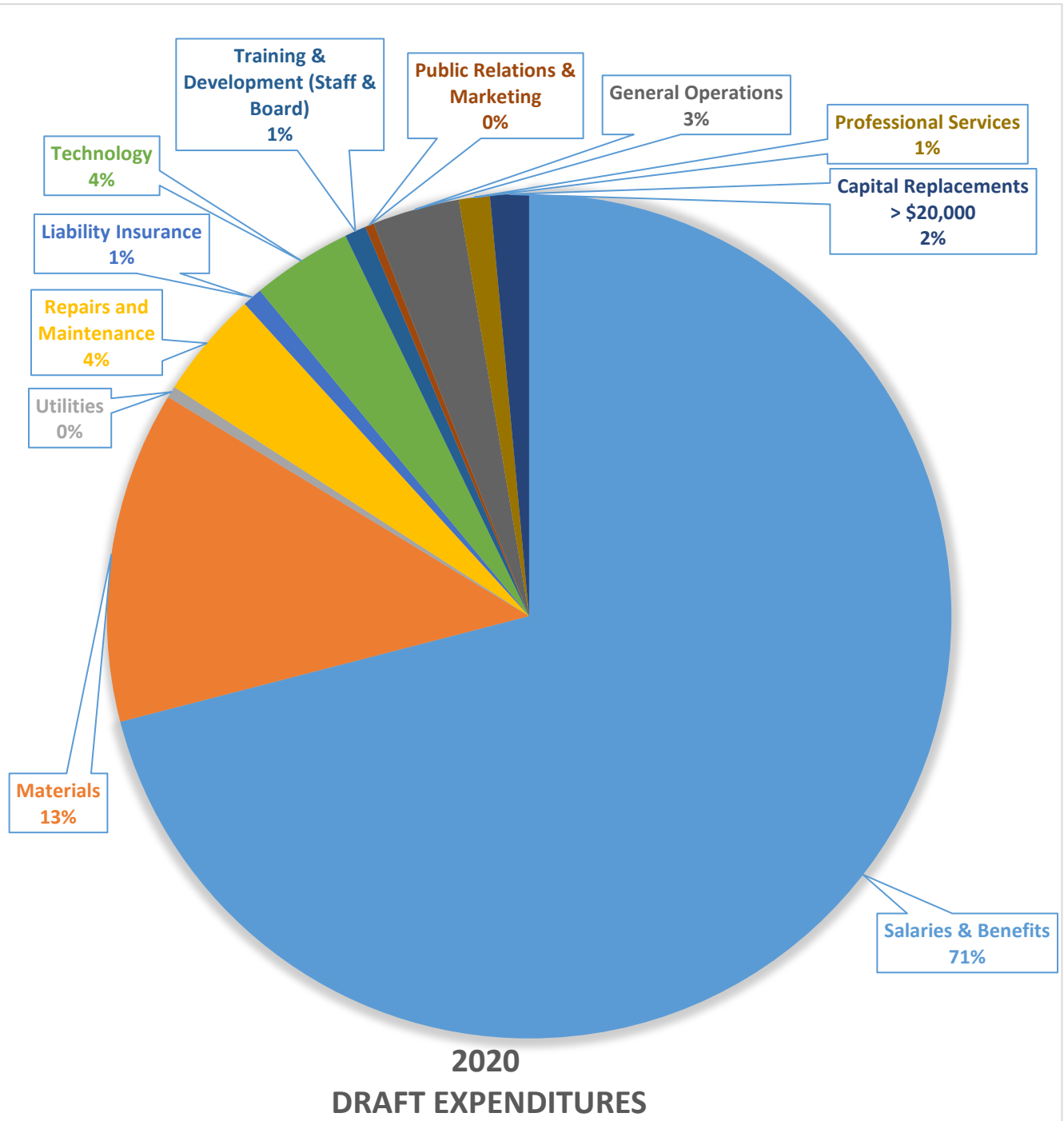
<b><u>LEVY</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,497,919
<b>Bond</b>	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,497,919
<b>% change YroYr</b>	3.7%	-2.3%	-2.2%	2.75%	3.0%	3.0%

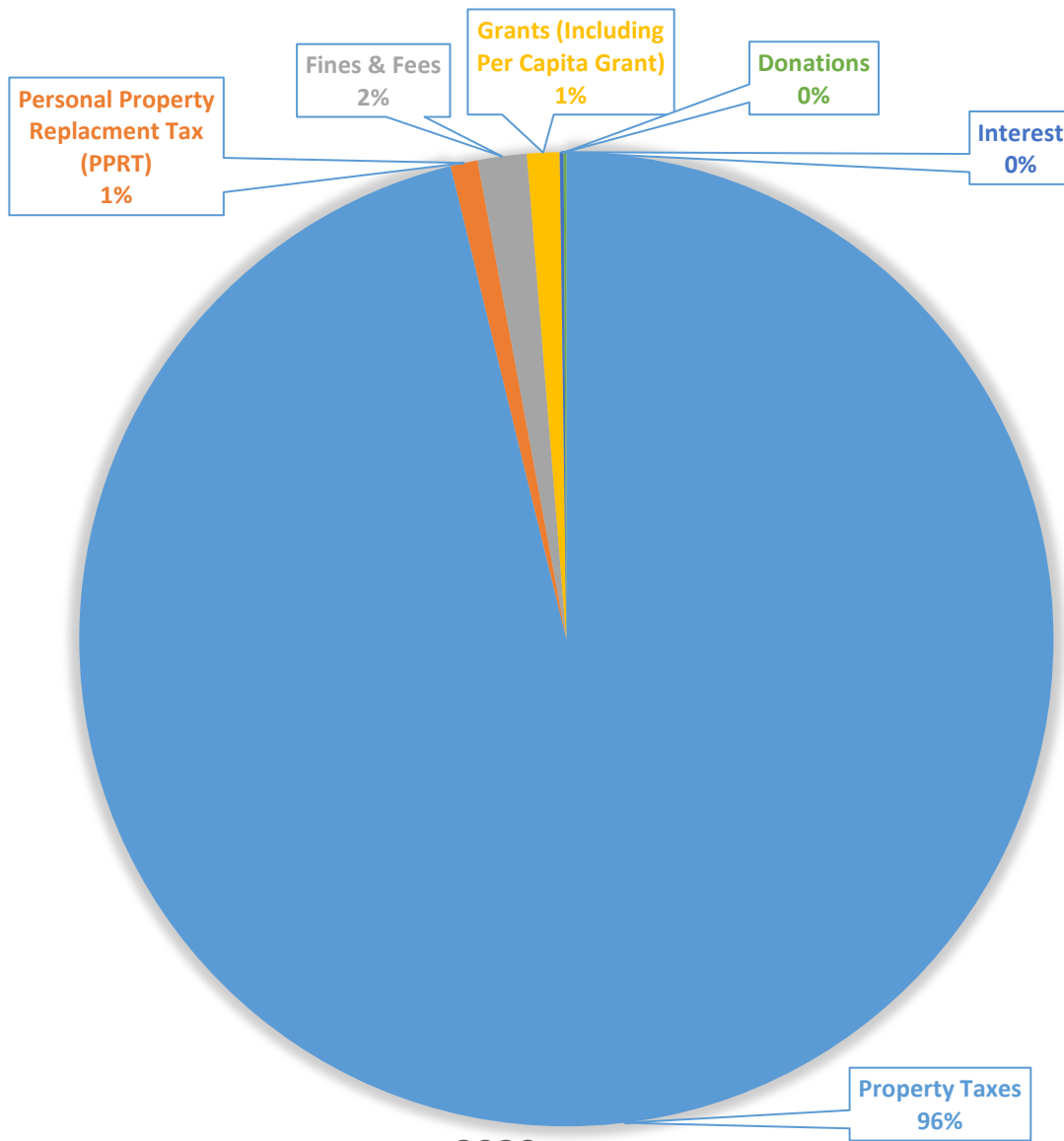
<b><u>EAV</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Base</b>	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132
<b>Increase / (Decrease)</b>	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 114,166,496	\$ 25,543,451
<b>Total</b>	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,579,888,583
<b>% change YroYr</b>	0.1%	5.8%	6.9%	5.5%	4.7%	1.0%

<b>Library Tax Per \$100K Home Value</b>	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.66	\$ 71.03
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<b>Wage/Salary Increment</b>	4.0%	3.5%	2.5%	2.5%	3.0%	Salary Structure level OR 3.0%
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	<u>FY2020</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.7%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,098,618.56
Benefits (Insurance, IMRF, FICA)	16.3%		\$ 923,026.37
Salaries & Benefits	71.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,021,644.93
Materials	12.7%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 719,775.00
Utilities	0.4%		\$ 25,250.00
Repairs and Maintenance	4.1%		\$ 233,200.00
Liability Insurance	0.8%		\$ 43,125.00
Technology	3.8%		\$ 217,500.00
Training & Development (Staff & Board)	0.8%		\$ 46,550.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 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	\$ 5,666,294.93
Property Taxes	96.2%		\$ 5,498,018.55
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	1.6%		\$ 92,900.00
Grants (Including Per Capita Grant)	1.1%		\$ 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	\$ 5,716,434.55





**2020  
DRAFT REVENUES**

**DOWNERS GROVE PUBLIC LIBRARY 2020 BALANCE SHEET DRAFT 3.25%**

**LIBRARY FUND BALANCE**

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 PROPOSED
BEGINNING BALANCE	\$ 1,139,791	\$ 1,130,447	\$ 1,276,914	\$ 1,276,914	\$ 1,422,382
REVENUES	\$ 5,388,824	\$ 5,485,378	\$ 5,541,295	\$ 5,580,023	\$ 5,729,779
EXPENSES	\$ 5,425,206	\$ 4,988,911	\$ 5,425,206	\$ 5,084,555	\$ 5,666,295
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 753,409	\$ 1,276,914	\$ 1,043,003	\$ 1,422,382	\$ 1,135,866
NET CHANGE	\$ (386,382)	\$ 146,467	\$ (233,911)	\$ 145,468	\$ (286,516)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	\$ 2,018 BUDGET	\$ 2,018 ACTUAL	\$ 2,019 BUDGET	\$ 2,019 ESTIMATED	\$ 2,020 PROPOSED
BEGINNING BALANCE	\$ 1,403,493	\$ 1,403,493	\$ 1,115,108	\$ 1,115,108	\$ 860,171
REVENUES	\$ -	\$ 31,137	\$ 2,500	\$ 20,000	\$ 20,000
EXPENSES	\$ 660,000	\$ 669,522	\$ 624,000	\$ 624,937	\$ 447,000
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,093,493	\$ 1,115,108	\$ 843,608	\$ 860,171	\$ 1,230,171
NET CHANGE	\$ (310,000)	\$ (288,385)	\$ (271,500)	\$ (254,937)	\$ 370,000

**DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET DRAFT 3.25%**

<b>SOURCE</b>		2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,182,314	5,226,830	5,337,785	5,337,785	5,511,263
4109	Prior Year Property Tax	100	104	100	5,054	100
4313	Personal Property Replacement Tax	60,000	57,207	60,000	54,424	51,500
4410	Sale of Materials	10,000	10,048	11,000	9,857	9,900
4502	Charges for Services (copy & printing)	15,000	38,958	20,000	21,177	20,000
4509	Fees For Non-Residents	16,000	17,391	16,000	15,768	16,000
4571	Rental Fees	4,500	6,380	5,000	3,930	4,000
4581	Fines	42,000	35,133	37,500	32,865	33,000
4590	Cost Recovered for Services	15,000	10,860	10,000	12,747	10,000
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	36,910	61,516	61,516
4711	Investment Income	2,000	10,933	2,000	9,918	7,500
4712	Investment Income - Property Taxes	0	1,969	0	0	0
4820	Contributions	5,000	8,049	5,000	14,982	5,000
	TOTAL 805.90	5,388,824	5,485,378	5,541,295	5,580,023	5,729,779

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	<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	\$ 5,511,263.01	0.2145	0.2090	0.2136
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,182,314.41	\$ 5,337,785.00	\$ 5,511,263.01	0.2145	0.2090	0.2136
Change		3.00%	3.25%		-2.58%	2.23%

**Impact on taxpayer**

	<b>Median Home Value (2018)</b>			<b>Per \$100,00 Fair Market Value</b>		
Year tax collected	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Market Value	\$ 332,800.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 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	\$ 229.43	\$ 71.50	\$ 69.66	\$ 71.21
Actual change in taxes paid		\$ (0.65)	\$ 5.00		\$ (1.84)	\$ 1.55
Change		-0.3%	2.2%		-2.6%	2.2%



<b><u>RATE</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	0.2302	0.2253	0.2202	0.2145	0.2090	0.2136
<b>Bond</b>	0.031	0.0154	0	0	0	0
<b>Total</b>	0.2612	0.2407	0.2202	0.2145	0.2090	0.2136
<b>% change YroYr</b>	4.4%	-7.8%	-8.5%	-2.6%	-2.6%	2.2%

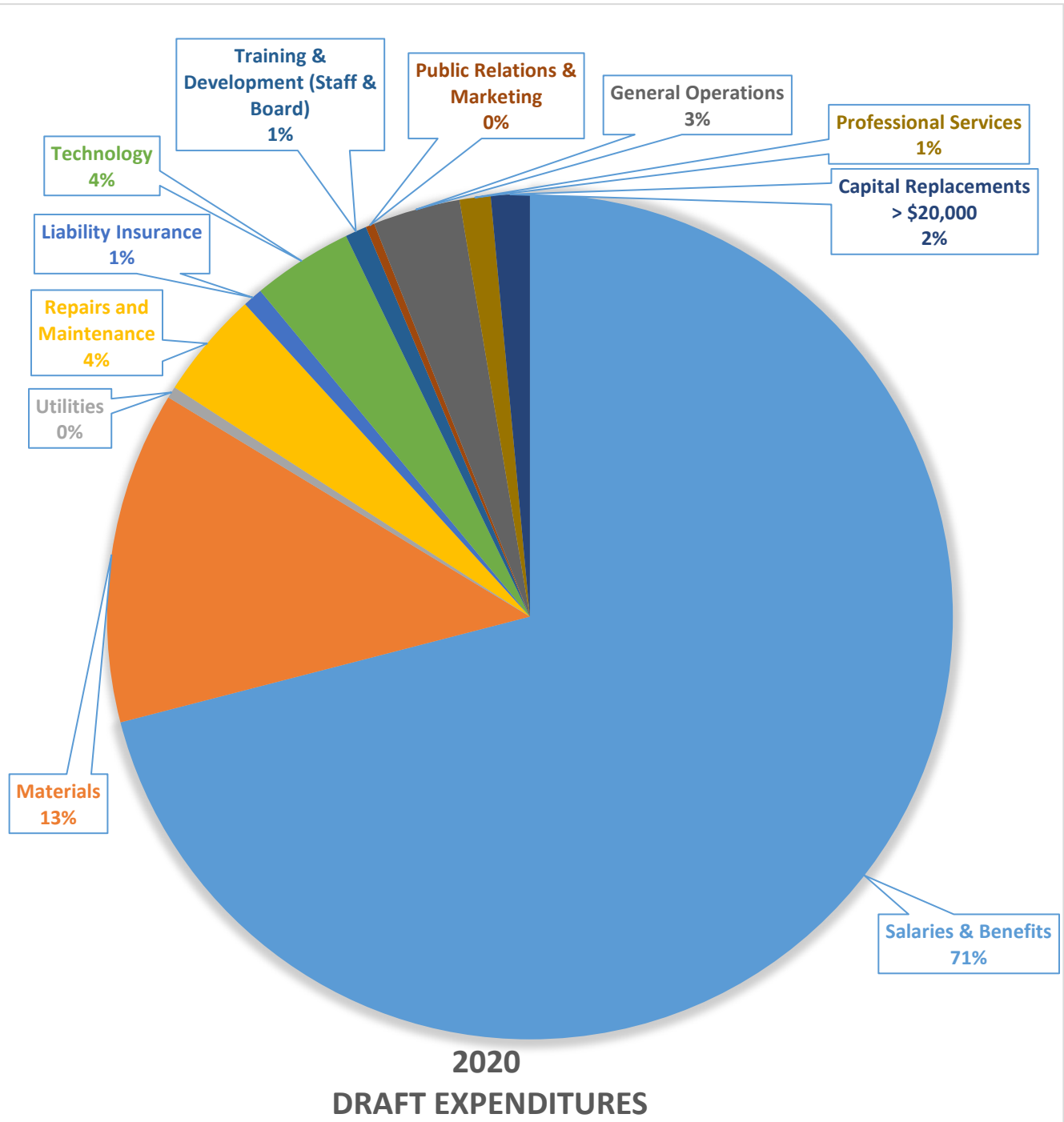
<b><u>LEVY</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,511,263
<b>Bond</b>	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,511,263
<b>% change YroYr</b>	3.7%	-2.3%	-2.2%	2.75%	3.0%	3.25%

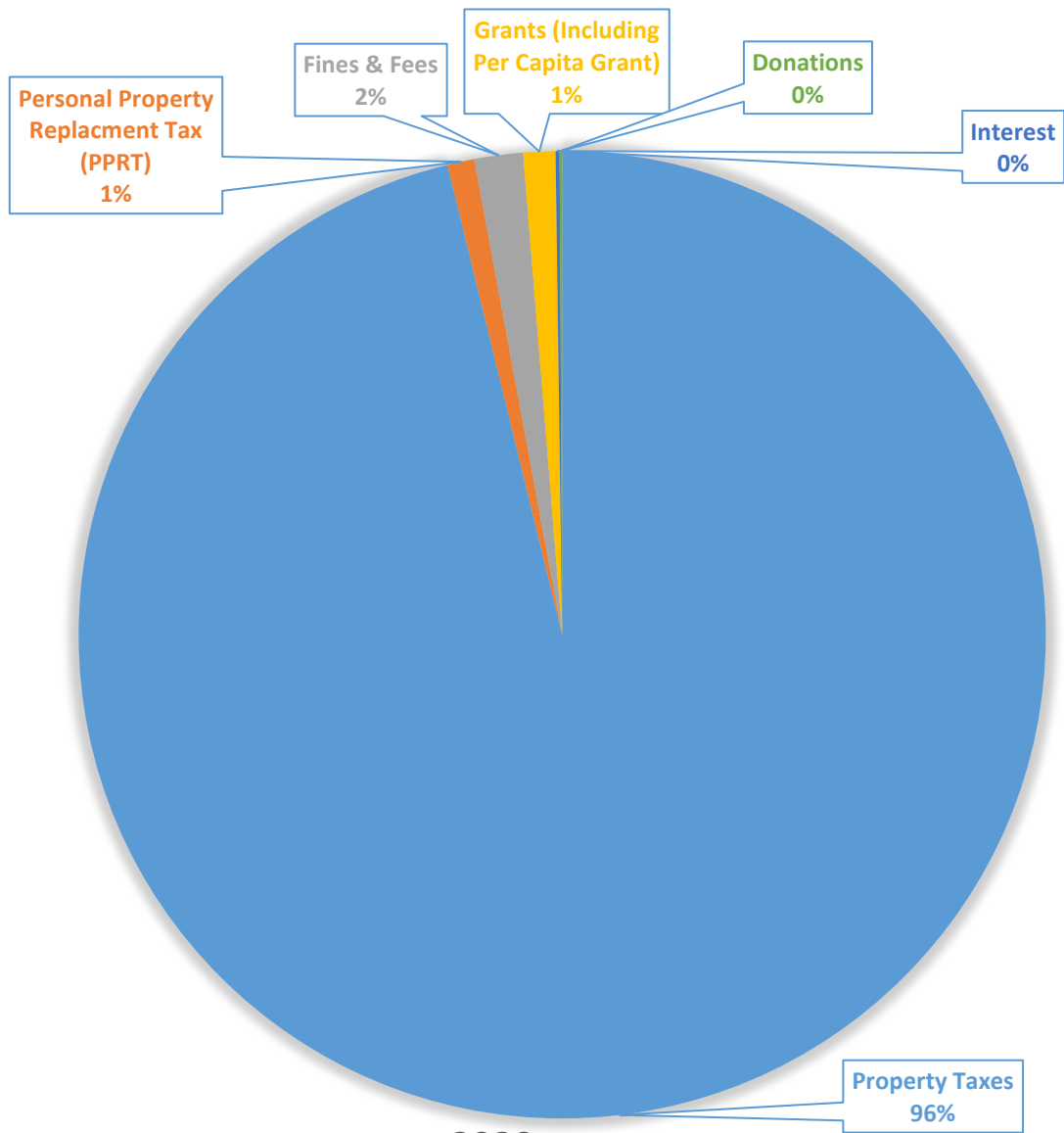
<b><u>EAV</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Base</b>	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132
<b>Increase / (Decrease)</b>	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 114,166,496	\$ 25,543,451
<b>Total</b>	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,579,888,583
<b>% change YroYr</b>	0.1%	5.8%	6.9%	5.5%	4.7%	1.0%

<b>Library Tax Per \$100K Home Value</b>	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.66	\$ 71.21
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<b>Wage/Salary Increment</b>	4.0%	3.5%	2.5%	2.5%	3.0%	Salary Structure level OR 3.0%
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	<u>FY2020</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.7%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,098,618.56
Benefits (Insurance, IMRF, FICA)	16.3%		\$ 923,026.37
Salaries & Benefits	71.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,021,644.93
Materials	12.7%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 719,775.00
Utilities	0.4%		\$ 25,250.00
Repairs and Maintenance	4.1%		\$ 233,200.00
Liability Insurance	0.8%		\$ 43,125.00
Technology	3.8%		\$ 217,500.00
Training & Development (Staff & Board)	0.8%		\$ 46,550.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 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	\$ 5,666,294.93
Property Taxes	96.2%		\$ 5,511,363.01
Personal Property Replacment Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	1.6%		\$ 92,900.00
Grants (Including Per Capita Grant)	1.1%		\$ 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	\$ 5,729,779.01





**2020  
DRAFT REVENUES**

**DOWNERS GROVE PUBLIC LIBRARY 2020 BALANCE SHEET DRAFT 3.50%**

**LIBRARY FUND BALANCE**

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 PROPOSED
BEGINNING BALANCE	\$ 1,139,791	\$ 1,130,447	\$ 1,276,914	\$ 1,276,914	\$ 1,422,382
REVENUES	\$ 5,388,824	\$ 5,485,378	\$ 5,541,295	\$ 5,580,023	\$ 5,743,123
EXPENSES	\$ 5,425,206	\$ 4,988,911	\$ 5,425,206	\$ 5,084,555	\$ 5,666,295
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 753,409	\$ 1,276,914	\$ 1,043,003	\$ 1,422,382	\$ 1,149,210
NET CHANGE	\$ (386,382)	\$ 146,467	\$ (233,911)	\$ 145,468	\$ (273,171)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	\$ 2,018 BUDGET	\$ 2,018 ACTUAL	\$ 2,019 BUDGET	\$ 2,019 ESTIMATED	\$ 2,020 PROPOSED
BEGINNING BALANCE	\$ 1,403,493	\$ 1,403,493	\$ 1,115,108	\$ 1,115,108	\$ 860,171
REVENUES	\$ -	\$ 31,137	\$ 2,500	\$ 20,000	\$ 20,000
EXPENSES	\$ 660,000	\$ 669,522	\$ 624,000	\$ 624,937	\$ 447,000
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,093,493	\$ 1,115,108	\$ 843,608	\$ 860,171	\$ 1,230,171
NET CHANGE	\$ (310,000)	\$ (288,385)	\$ (271,500)	\$ (254,937)	\$ 370,000

**DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET DRAFT 3.50%**

<b>SOURCE</b>		2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,182,314	5,226,830	5,337,785	5,337,785	5,524,607
4109	Prior Year Property Tax	100	104	100	5,054	100
4313	Personal Property Replacement Tax	60,000	57,207	60,000	54,424	51,500
4410	Sale of Materials	10,000	10,048	11,000	9,857	9,900
4502	Charges for Services (copy & printing)	15,000	38,958	20,000	21,177	20,000
4509	Fees For Non-Residents	16,000	17,391	16,000	15,768	16,000
4571	Rental Fees	4,500	6,380	5,000	3,930	4,000
4581	Fines	42,000	35,133	37,500	32,865	33,000
4590	Cost Recovered for Services	15,000	10,860	10,000	12,747	10,000
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	36,910	61,516	61,516
4711	Investment Income	2,000	10,933	2,000	9,918	7,500
4712	Investment Income - Property Taxes	0	1,969	0	0	0
4820	Contributions	5,000	8,049	5,000	14,982	5,000
	TOTAL 805.90	5,388,824	5,485,378	5,541,295	5,580,023	5,743,123

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	<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	\$ 5,524,607.48	0.2145	0.2090	0.2141
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,182,314.41	\$ 5,337,785.00	\$ 5,524,607.48	0.2145	0.2090	0.2141
Change		3.00%	3.50%		-2.58%	2.48%

**Impact on taxpayer**

	<b>Median Home Value (2018)</b>			<b>Per \$100,00 Fair Market Value</b>		
Year tax collected	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Market Value	\$ 332,800.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 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	\$ 229.99	\$ 71.50	\$ 69.66	\$ 71.38
Actual change in taxes paid		\$ (0.65)	\$ 5.56		\$ (1.84)	\$ 1.72
Change		-0.3%	2.5%		-2.6%	2.5%



<b><u>RATE</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	0.2302	0.2253	0.2202	0.2145	0.2090	0.2141
<b>Bond</b>	0.031	0.0154	0	0	0	0
<b>Total</b>	0.2612	0.2407	0.2202	0.2145	0.2090	0.2141
<b>% change YroYr</b>	4.4%	-7.8%	-8.5%	-2.6%	-2.6%	2.5%

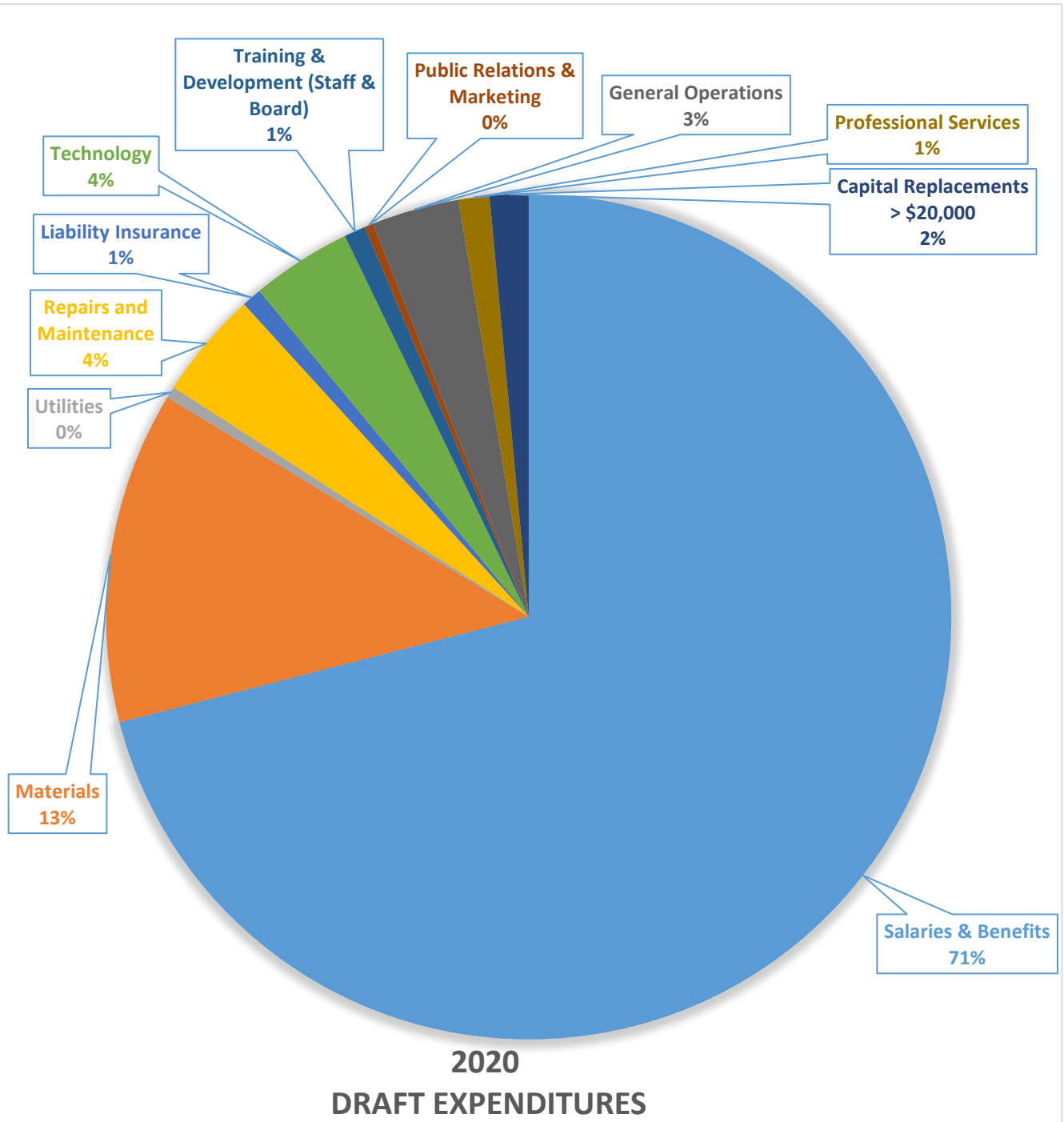
<b><u>LEVY</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Operating</b>	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,524,607
<b>Bond</b>	\$ 614,076	\$ 328,583	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,337,785	\$ 5,524,607
<b>% change YroYr</b>	3.7%	-2.3%	-2.2%	2.75%	3.0%	3.5%

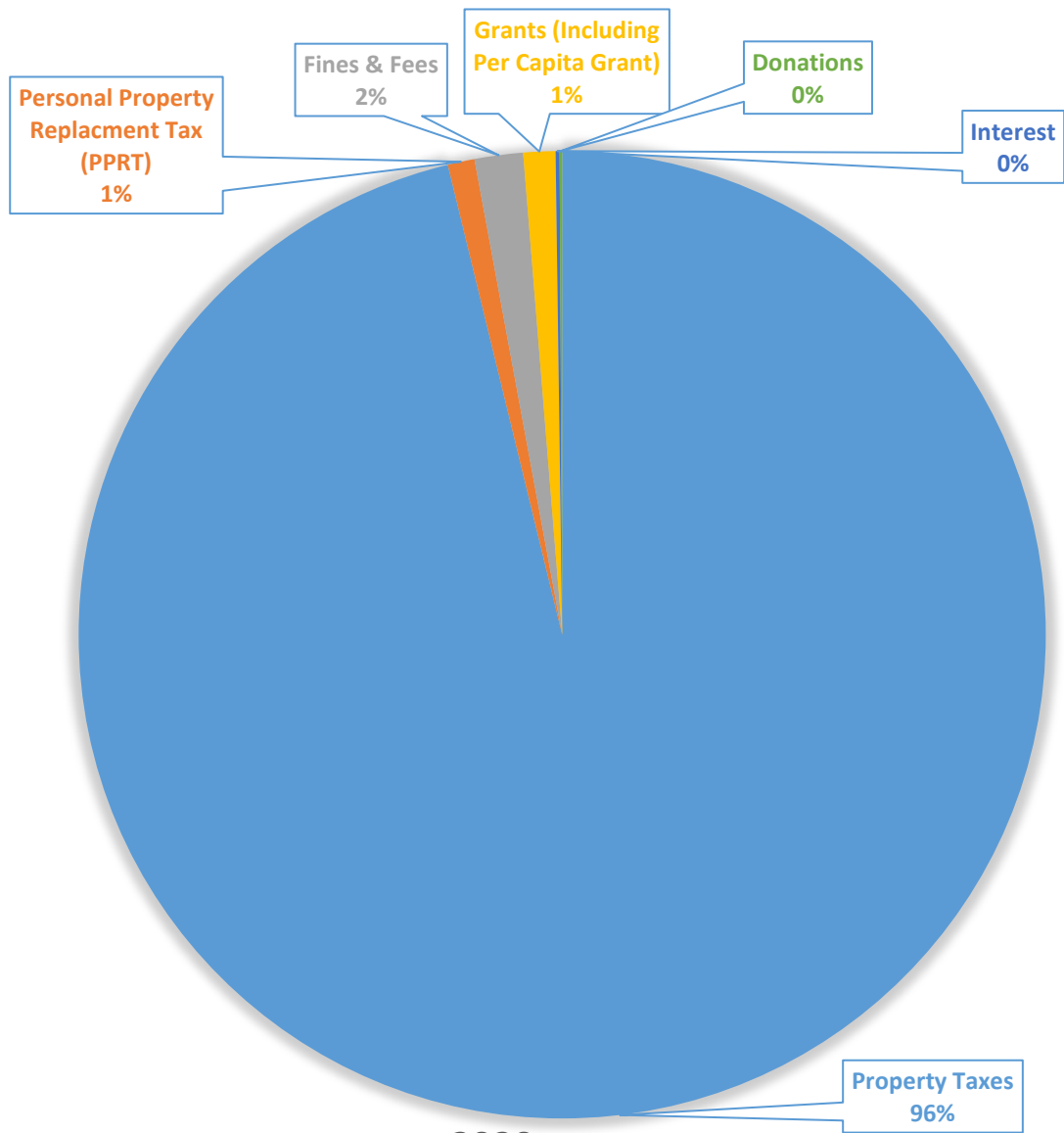
<b><u>EAV</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020 Estimated</u></b>
<b>Base</b>	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132
<b>Increase / (Decrease)</b>	\$ 2,971,169	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 114,166,496	\$ 25,543,451
<b>Total</b>	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,579,888,583
<b>% change YroYr</b>	0.1%	5.8%	6.9%	5.5%	4.7%	1.0%

<b>Library Tax Per \$100K Home Value</b>	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50	\$ 69.66	\$ 71.38
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<b>Wage/Salary Increment</b>	4.0%	3.5%	2.5%	2.5%	3.0%	Salary Structure level OR 3.0%
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	<u>FY2020</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.7%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,098,618.56
Benefits (Insurance, IMRF, FICA)	16.3%		\$ 923,026.37
Salaries & Benefits	71.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,021,644.93
Materials	12.7%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 719,775.00
Utilities	0.4%		\$ 25,250.00
Repairs and Maintenance	4.1%		\$ 233,200.00
Liability Insurance	0.8%		\$ 43,125.00
Technology	3.8%		\$ 217,500.00
Training & Development (Staff & Board)	0.8%		\$ 46,550.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 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	\$ 5,666,294.93
Property Taxes	96.2%		\$ 5,524,707.48
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	1.6%		\$ 92,900.00
Grants (Including Per Capita Grant)	1.1%		\$ 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	\$ 5,743,123.48





**2020  
DRAFT REVENUES**

## LIBRARY

**Fund type: Component Unit**

*To account for the financial activity*

**Fund Number 805**

*of the Downers Grove Public Library*

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

**Recent History and Trends:** Downers Grove continues to be one of the busiest public libraries in the Chicago area, with a 7% increase in items checked out and 16% in reference questions answered. Reliant on property taxes for 96% of its operating revenue, meeting demand for service, with a primary revenue source that is not tied to use, challenges the Board of Library Trustees and staff. Wage and salary expenses comprise over 54% of the library's budget. The increase in minimum wage impacts staffing costs in 2020 and in coming years.

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

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

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

## LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND

**Fund type: Component Unit**

*To account for the financial activity*

**Fund Number 821**

*of the Library's capital projects*

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

**Recent History and Trends:** The Board of Library Trustees has a precedent of long range planning for capital needs without incurring debt, as demonstrated by projects addressing capital needs completed in 2014, 2016, and 2018. The Capital Needs Assessment 2017-2027 identified and prioritized the replacement and capital needs for 10 years. The proposed 2020 project addresses repair and maintenance of the brick façade and replacement of exterior steel doors. The fund transfer needed to meet the 2020 target fund balance is flat from 2019 to 2020.

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

<<<Budget Table Insert>>>

**Noteworthy Changes:** None.

**DOWNERS GROVE PUBLIC LIBRARY 2020 LIBRARY FUND  
REVENUE AND EXPENDITURES FOR VILLAGE BUDGET  
TB ADOPTED AUGUST 28, 2019**

	FY2018	FY2019	FY2019	FY2020	FY2021	FY2022
	Actual	Budget	Estimate	TB Adopted	Projection	Projection
<b>Beginning Fund Balance</b>	<b>1,130,447</b>	<b>1,276,844</b>	<b>1,276,844</b>	<b>1,422,312</b>	<b>1,122,452</b>	<b>864,515</b>
<b><u>Revenue</u></b>						
Local Taxes	5,226,934	5,337,885	5,342,839	5,498,019	5,662,956	5,832,842
License & Permit Revenues	-	-	-	-	-	-
Intergovernmental Revenues	57,207	60,000	54,424	51,500	53,045	54,636
Sales	10,048	11,000	9,857	9,900	10,197	10,503
Fees, Charges & Fines	108,722	88,500	86,487	83,000	85,490	88,055
Grants	61,516	36,910	61,516	61,516	61,516	61,516
Interest & Claims	12,902	2,000	9,918	7,500	7,725	7,957
Contributions	8,049	5,000	14,982	5,000	7,500	10,000
Other Financial Resources		-	-	-	-	-
<b>Total Revenue</b>	<b>5,485,378</b>	<b>5,541,295</b>	<b>5,580,023</b>	<b>5,716,435</b>	<b>5,888,429</b>	<b>6,065,508</b>
<b><u>Expenses</u></b>						
Personnel	3,470,809	3,795,631	3,644,019	4,021,645	4,135,270	4,252,233
Supplies	126,457	144,850	119,996	145,600	147,056	148,527
Professional Services	78,606	111,025	63,783	111,050	112,161	113,282
Other Contractual Services	427,661	464,200	363,858	433,725	438,062	442,443
Claims, Grants & Debt	24,842	23,500	15,761	19,500	19,695	19,892
Controlled Assets	41,612	43,000	34,139	52,000	52,520	53,045
Capital Assets	818,993	843,000	843,000	882,775	891,603	900,519
Other Financial Uses	350,000	350,000	350,000	350,000	350,000	350,000
<b>Total Expenses</b>	<b>5,338,981</b>	<b>5,775,206</b>	<b>5,434,555</b>	<b>6,016,295</b>	<b>6,146,366</b>	<b>6,279,940</b>
Net Change	146,397	(233,911)	145,468	(299,860)	(257,937)	(214,432)
<b>Ending Fund Balance</b>	<b>1,276,844</b>	<b>1,042,934</b>	<b>1,422,312</b>	<b>1,122,452</b>	<b>864,515</b>	<b>650,083</b>

**DOWNERS GROVE PUBLIC LIBRARY 2020 LIBRARY CAPITAL REPLACEMENT FUND**  
**REVENUE AND EXPENDITURES FOR VILLAGE BUDGET**  
**TB ADOPTED AUGUST 28, 2019**

	FY2018	FY2019	FY2019	FY2020	FY2021	FY2022
	Actual	Budget	Estimate	TB Adopted	Projection	Projection
<b>Beginning Fund Balance</b>	<b>1,403,493.00</b>	<b>1,115,108.00</b>	<b>1,115,108.00</b>	<b>860,171.00</b>	<b>783,171.00</b>	<b>96,171.00</b>
<b><u>Revenue</u></b>						
Local Taxes	-	-	-	-	-	-
License & Permit Revenues	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Sales	-	-	-	-	-	-
Fees, Charges & Fines	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Interest & Claims	31,137.00	2,500.00	20,000.00	20,000.00	10,000.00	10,000.00
Contributions	-	-	-	-	-	-
Other Financial Resources	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
<b>Total Revenue</b>	<b>381,137.00</b>	<b>1,467,608.00</b>	<b>1,485,108.00</b>	<b>1,230,171.00</b>	<b>1,143,171.00</b>	<b>456,171.00</b>
<b><u>Expenses</u></b>						
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Claims, Grants & Debt	-	-	-	-	-	-
Controlled Assets	-	-	-	-	-	-
Capital Assets	669,522.00	624,000.00	624,937.00	447,000.00	1,047,000.00	222,000.00
Other Financial Uses	-	-	-	-	-	-
<b>Total Expenses</b>	<b>669,522.00</b>	<b>624,000.00</b>	<b>624,937.00</b>	<b>447,000.00</b>	<b>1,047,000.00</b>	<b>222,000.00</b>
Net Change	(288,385.00)	843,608.00	860,171.00	783,171.00	96,171.00	234,171.00
<b>Ending Fund Balance</b>	<b>1,115,108.00</b>	<b>843,608.00</b>	<b>860,171.00</b>	<b>783,171.00</b>	<b>96,171.00</b>	<b>234,171.00</b>



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**AGENDA ITEM 9A**

**Finance Policy, Section 6.9 Travel Expenses Update**

As discussed at the July Board meeting, additional wording is needed in the Travel Expenses policy to include taxis, ride sharing, and other ground transportation. Section 6.9.3 V Other Transportation currently reads:

**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.

The following sentence should be added:

“The traveler is authorized to utilize ground transportation options based upon efficiency and cost effectiveness.”

Recommended action: Approve adding sentence to Finance Policy, Section 6.9.3 V, Travel Expenses - Categories of Expenses - Other Transportation as presented.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**AGENDA ITEM 10**

**Librarian's Report**

Outcomes Report

Assistant Director Jen Fredericks compiled a report on measurable outcomes from Strategic Plan initiatives in the past year. Children's Services Manager Allyson Renell prepared the section on J Anything Emporium (listed in Strategic Plan as STEM kits). Adult & Teen Services Manager Lizzie Matkowski and Access Services Manager Amy Prechel prepared the section on ATS and IT Anything Emporium.

Furniture Replacement

As you know, the library's budget includes an amount in the capital expense line for replacement of furniture each year. In addition to the Meeting Room tables replaced earlier this year, the wooden chairs on the second floor are scheduled for replacement this year. Adult & Teen Services Manager Lizzie Matkowski and I worked with Tiffany Nash from Product Architecture + Design to select replacement chairs. This includes chairs for the Study Rooms, Quiet Room, and perimeter seating. The chairs will be ordered directly from the manufacturer, at a cost below the threshold for Board approval.

Board of Library Trustee Appointments

I recently met with Mayor Bob Barnett and Village Manager Dave Fieldman. They expect approval by Village Council of the appointments to the vacant and expiring Board of Library Trustee positions in September, prior to the September Board of Library Trustees meeting.

There's No Place That's Home – October Program Series

Planning continues for the October program series focused on homelessness in Downers Grove. The young adult novel *Sleeping in My Jeans* by Connie King Leonard has been selected for the book discussion program, which will include a Skype session with the author! The events are:

- Wednesday, October 2, 7:00 p.m. to 9:30 p.m. – Movie Screening of *The Public*
- Wednesday, October 9, 7:00 p.m. to 8:00 p.m. – Panel Discussion featuring local officials
- Sunday, October 20, 2:00 p.m. to 3:00 p.m. – Mini Service Fair focused on Local PADS sites
- Tuesday, October 29, 7:00 p.m. to 8:30 p.m. – *Sleeping in My Jeans* Book Discussion, featuring Skype with author Connie King Leonard

This program series is made possible by a donation from the Downers Grove Public Library Foundation.

**Measurable Outcomes for the Board of Library Trustees**  
**Submitted by Jen Fredericks**

**J Anything Emporium Report**

**Submitted by Allyson Renell, Children's Services Manager**

The J Anything Emporium debuted on January 28<sup>th</sup>, 2019. The information in this report reflects the time period from January 28<sup>th</sup> through July 28<sup>th</sup>, the first 6 months (26 weeks) of the collection being in circulation.

**Checkouts**

<b>J EMPORIUM Kit Title</b>	<b>Number of check-outs</b>
<b>Bloxels Builder.</b>	11
<b>Bloxels Star Wars Kit.</b>	12
<b>Cubelets.</b>	11
<b>Cubetto.</b>	10
<b>Dash Robot.</b>	8
<b>Dash Robot.</b>	11
<b>LittleBits Droid Inventor Kit.</b>	10
<b>Microscope and slides.</b>	13
<b>Ozobot Avenger Kit.</b>	13
<b>Roller coaster challenge : thrill ride building game</b>	9
<b>Snap circuits® Light.</b>	9
<b>Squishy Circuits Deluxe Kit.</b>	13
<b>Telescope.</b>	8
<b>ThinkFun Circuit Maze.</b>	12

- When the collection debuted in January, it consisted of 14 items. The table above reflects the checkouts of each of the original 14. The checkout period for J Anything Emporium items is 2 weeks and no renewals are allowed.
- The average number of checkouts over the last 6 months for these 14 items is 11.2.
- Every item was checked out within the first couple days of availability.
- Using anecdotal evidence, the checkout period, and the circulation numbers we can infer that many of these kits have been checked out almost continuously since their inception. From our observations during check-in, it seems that most patrons are keeping the items for the full two-week checkout period, or close to it. Over a 26 week period, if patrons are keeping items for their full check-out time, then items can be checked out around 13 times. Items are not usually checked back out on the same day they are return however, as an item can be held on reserve for up to 7 days before pick-up. Taking all of this into account, we think having an average checkout of 11.2 is very encouraging number when it comes to the popularity of these kits.

**Additional Copies**

In May 2019, we added two more Roller Coaster Challenge Kits and one more Snap Circuits Light kit due to the number patron of holds on the original items. We typically do 1:3 or 1:4 ratio for the number of items to holds. There were 10 holds on the Roller Coaster Challenge Kit and 7 holds on the Snap Circuits kit. The checkout information below reflects the period from 5/6/2019-7/29/2019 (12 weeks).

<b>J EMPORIUM KIT Added 5/2019</b>	<b>Number of Checkouts</b>
<b>Snap circuits® Light.</b>	4
<b>Roller Coaster Challenge: thrill ride building game</b>	5
<b>Roller Coast Challenge: thrill ride building game</b>	4

At the end of July 2019 we added two more Telescope kits due to patron holds. Each new telescope kit was checked-out immediately.

### **Patron Feedback**

Each J Emporium Kit is stocked with a survey for a patron to fill out after their use. We've received 42 surveys back. Each survey asks about the clarity of instructions, what the patron liked about the kit, and suggestions for improvement.

- 74% of respondents said the instructions were clear and helpful. We adjusted instructions on a couple of the kits based on patron feedback.
- The top comment about the kits where that they were 'fun' (13 respondents.) Other top comments included that they included 'interesting' and a 'great resources.'
- Suggestions for improvement included suggestions on instructions and about adding more activities for specific kits. We able to incorporate much of the feedback immediately.

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### **ATS and IT Anything Emporium Report**

**Submitted by Lizzie Matkowski, Adult & Teen Services Manager and Amy Prechel, Access Services Manager.**

The Anything Emporium on the second floor debuted in June of 2019. The information in this report reflects the period from June through July 2019.

<b>ATS &amp; IT Emporium Items</b>	<b>Number of Checkouts</b>
VHS to DVD Converter	3
VHS to DVD Converter	2
DGS Sprint mobile hotspot R850.	3
DGS Canon Rebel DSLR kit.	3
DGS Canon Rebel DSLR kit.	4
Texas instruments TI-83 Plus Graphing Calculator.	1
Portable CD player	1
Portable CD player	2
Portable CD player	1
Portable CD player	1
DGS Canon Rebel DSLR kit.	3
GoPro Camera /	3
DGS Sprint mobile hotspot R850.	3
DGS Sprint mobile hotspot R850.	3
DGS Kindle Paperwhite.	4
DGS Kindle Paperwhite.	5
DGS Kindle Paperwhite.	3
Nintendo 3DS.	3
Nintendo 3DS.	4
Nintendo 3DS.	3
Roku.	2
Roku.	3
Roku.	4
Roku.	2
Roku.	2
Roku.	2
Film and Slide Scanner.	2
VHS to DVD Converter	2
VHS to DVD Converter	1
Virtual Reality Headset.	2
Virtual Reality Headset.	2

The Anything Emporium items maintained by the Adult & Teen Services and IT departments are displayed together on pinwheel shelves near the Ask Us Desk on the second floor. They are a mix of items newly purchased for the collection, such as the VR Headsets and items the library has had in circulation for some time, including the Kindle Paperwhites. The circulation activity in this report reflects circulation for the period from June to July of 2019 after the collection debuted, with an average of 2.6 checkouts per item. With the exception of the Kindle Paperwhites, which check out for 3 week periods, the items circulate for 2 weeks at a time with no renewals. Over the 8 week period, assuming patrons are keeping items the full 2 or 3 weeks and returning them on time, then items could have been checked out 3-4 times. If items are placed on hold, they would be held for a patron for up to 7 days.

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## Miscellaneous

In addition to the reports submitted by the aforementioned department managers, I have included some statistics that have gone long unreported as well as feedback received from patrons via our comment cards and electronic comment submissions, arranged by topic.

**Anything Emporium:** Patrons have requested additional wireless Hotspots and a Cricut machine for checkout. The Innovation Team has purchased 10 additional Hotspots that are available now and a Cricut machine will be available soon.

**Art Galleries:** Although very difficult to both quantify and qualify the impact of our galleries, we have has several written comments about how much our visitors love and appreciate them. Our gallery exhibits are booked through 2020.

**Computer Classes:** Based on patron feedback and requests for additional computer classes, the following classes were added to meet a goal for our current strategic plan: Develop an array of digital learning classes and curricula:

Class Title	Number of Classes	Attendance	Notes
Access Introduction	10	69	
Access Intermediate	10	37	
Blockchain	3	33	
Blogging 101	2	11	
Facebook Security	2	5	
iPhone Basics	1	7	
iPhone Intermediate	-	-	1 <sup>st</sup> class to be held in October 2019
Skype Introduction	6	22	
Word 2016: mail merge	-	-	1 <sup>st</sup> class to be held in October 2019

**Newspapers:** Several patrons have complained about our newspapers going missing and pages being torn out. We placed tasteful signage on the coffee tables which ask patrons not to remove pages or clip articles from the newspapers. Since then, no complaints.

**Notary Services:** We have had patrons express verbal and written gratitude for the notary services we offer. This has been an unreported until now, but will henceforth be included in our monthly stats.

Month	Number of Notary Patrons
January	32
February	38
March	45
April	54
May	37
June	38
July	42

**Online Chat:** We had written five comments about how wonderful our chat service is. We answer nearly 800 questions per year via our online chat service.

**Organization of the Month:** So far this year we have highlighted 10 organizations and 3 community partners.

**Printing Services:**

**3D Printing:** We receive and print roughly 10-15 submissions each month.

**Wireless:** Our patrons print approximately 2,600 print jobs every month from wireless network.

**Public Restrooms:** I know this might seem silly to include, but we have had many verbal and written complaints about the following: quality of toilet paper and lack of paper towels for hand drying and opening doors.

**Toilet paper:** we upgraded from one- to two-ply; installed new toilet paper holders to facilitate use (which were free of charge), and are now saving 60 percent on annual toilet paper costs.

**Paper towels:** We experimented with making paper towels available for a couple months, but due to misuse and improper disposal, we removed them. We installed Step-and-Pulls on the bottoms of the public restroom doors, to address the issue of being able to open the doors without touching door handles.

**Rack-at-the-Track:** With help from the Friends of the Library, we offer discarded library books at the downtown train station. Although we do not officially quantify the circulation of these books in any way, we stock the rack 2x/week, adding approximately 50 books per week.

**Satellite Stacks:** We currently have 396 books available at six different senior living facilities. Books are changed out every 6-10 weeks.

**Service Fair:** Hosting the Service Fair met a current Strategic Plan goal: Support Community Organizations in Finding Volunteers. The aim of Service Fair was two-fold: 1) to connect volunteers to organizations, and 2) to connect organizations to people in need of their services. Our post-program survey revealed the following:

- 1) 3 organizations connected with potential clients
- 2) 50 % of attendees said they maybe found an organization they could work with
- 3) 37.5 % of attendees said they definitely found an organization they will work with
- 4) 12 % of attendees said they did not find an organization they could work with

Quotes from patrons:

"We thought the Service Fair was great. What a fantastic way for organizations to connect with possible volunteers."

"Kudos for a wonderfully orchestrated afternoon. The visitors were delightful to chat with and share information. There was a definite interest in volunteering and receiving more information. I almost ran out of materials. In addition, being able to connect with different organizations was bonus. This was one of the best that I have attended..."

We thought the service fair was great. What a fantastic way for organizations to connect with possible volunteers.

**Umbrella Collection:** Who knew we needed umbrellas for checkout? From January 2019 thru July 2019, the umbrellas circulated **161** times.

**Fun facts that you may not know:**

- 1) Installed directional signage by the handicapped parking to direct patrons to the handicapped entrance from the sidewalk to prevent inaccessibility from North parking lot entrance.
- 2) Installed solar lights by the garden brick area to improve visibility at night.
- 3) Created a “how-to” document in response to our Book Club system changes, to walk patrons step-by-step through the process.
- 4) Provide fine erasers (to eliminate fines) to patrons who are confused by or disagree with fines they incur.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 28, 2019**

**DEPARTMENT REPORTS – JULY 2019**

**Administration – Jen Fredericks**

- Put on the final touches and distributed the DGPL Employee Handbook to all staff. Each department received a hardcopy of the handbook and every staff member received a digital copy, including a signature page, which all staff members will be required to sign after reading the handbook. When finished, staff will turn in the signed document to the Administration Department and it will be filed in their personnel folder.
- Met with members of the Writer's Workshop to see how the library could continue to help them promote their programs at the library: 1) we included a link to their new website on our programming calendar, 2) posted a new flyer on our public bulletin board, and 3) will advertise special Writer's Workshop events in our Discoveries newsletter.
- Secured a second speaker for the afternoon portion of our Staff Training Day on September 3, 2019. Jes Scheinpflug from Praxis Group will discuss: Creating Inclusive and Affirming Workplace Culture: Putting Values into Practice, which will focus on building employees' comfort with language and concepts related to racial and gender equity; building and sharing skills regarding respectful communication within diverse teams; and scenario-based work designed to help employees address oppression and bias in their everyday workplace.
- Attended a full day Introduction to Statistics for Librarians workshop at SWAN.
- Purged all old documents according to the 2019 regulations of the Local Records Commission.
- Continued to work on reviewing and rewriting the first draft of the DGPL Emergency Manual.
- Was cross-trained on the Adult and Teen Services desk by Adult and Teen Services Manager, Lizzie Matkowski, and worked a Friday afternoon shift.
- Met with Director, Julie Milavec, and Compensation Analyst, Joy Hyer, from HR Source to review the Benchmarking and Compensation Structure survey that was conducted in preparation for the 2020 budget.

## Met with Staff Teams

- In Charge Team: We reviewed recent incidents that occurred in the library; discussed specific steps to take for infractions like interfering with another person's comfort/safety and viewing pornography; reviewed updates to the Person In Charge (PIC) manual; distributed a book entitled *Verbal Judo*, which all In Charge staff are required to read during the third quarter.
- Innovation Team: Reviewed Anything Emporium collection and decided to move ahead with the purchase a Cricut machine for patrons to check out and brainstormed new additions that may include: a sewing machine, embroidery machine, iron-on transfer machine, or button maker. We added two bike locks to the collection, too. We talked about innovative ways to improve customer service and perhaps working with the Service Excellence Team on future projects. We are looking into a unique offering, "Binge Boxes," where we would bundle themed movies with snacks and a possible coupon for pizza.
- Outreach Team: We decided on a name for our social services free pantry: "The Cupboard," the types of items that will be made available in The Cupboard for those in need, and assigned service agencies to team members to call and confirm offerings and participation, so we can create bookmarks listing services in the area. The Cupboard and informational handouts will be ready to go October 1 in conjunction with the library's celebration of Homelessness Awareness Month. The next big project we are working on is establishing two Meet and Greet sessions/year—April and November—for newly appointed, elected, hired officials, teachers, and others who may be interested in learning about the library—in the spirit of "Welcome to the library; here's how we can help you." We are going to bump back our 2020 Service Fair to September.
- Programming Team: Discussed the outcome of the Craft Fair swap! About 70 people came to swap, and 30 people dropped things off. Many of the donations were in excellent condition and even brand-new; discussed the last of the details for the Hamiltunes event (August 4); made preparations for National Library Card Sign-up Month in September. DGPL will be partnering with several downtown businesses that will offer discounts to customers who present their library card at the time of purchase. We finalized fall, library-wide programming; and began work on our next big program for March 2020—a 'How-To' Fair—which will feature a host of specialists, staged throughout the library, who will demonstrate a particular skill or talent.

### **Adult & Teen Services – Lizzie Matkowski**

July was a busy month for Adult & Teen Services! In addition to running Adult & Teen Summer Reading and planning for fall programming,

- Shannon organized the first magazine giveaway of this year to great success! We anticipate holding one more giveaway this year. Thanks to all the staff who helped out with this program!
- We cross-trained Jen Fredericks on working the Ask Us Desk. Thanks to Jen for volunteering to help cover our desk as her schedule allows!
- Amanda, with help of other staff, hosted a teen YMCA camp once a week here at the library.
- Nancy assisted staff and residents at Immanuel Residences with setting up their own book club.
- Nancy helped Cindy and Paul run focus groups for the web site redesign.
- Staff attended professional development opportunities, including: Serving Individuals with Autism and Crash Course in Romance.
- Programs of note included: Escape Rooms for Adults and Teens, Harry Potter Illustrations, Tom Sharpe concert, and our very first Craft Exchange, which was a cross departmental effort.

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

- During July, the Summer Reading Club was in full swing, with another 754 children completing at least level 1 during the month. Many other children came back to receive prize 2 and 3 and to turn in bonus pages. The full report of this year's club will be in the next board packet.
- We visited four District 58 elementary schools in July, including El Sierra, Hillcrest, Belle Aire, and Indian Trail. During these visits, we provided activities, a storytime, and the ability for kids to pick up their summer reading prizes. We provided these visits as a way to get out into the neighborhoods this summer and to meet kids where they are at, in case they are unable to get to library. All together we saw 137 people.
- Department Manager Allyson Renell and Program Coordinator Traci Skocik reviewed applications and held interviews for an open part-time Library Assistant position.
- July was a very busy month for programming. The department held 86 programs during the month, including outreach programs, averaging almost 3 programs per day. We also held our first Spanish language storytime, presented by a staff member, and a French language storytime, which was presented by an outside group.
- Our partnership with District 58 PTA's Math Club continued to be very popular with many students coming to the library to turn in both Math Club packets and Summer Reading Club packets. Math Club met here at the library on July 8, 9, 29, and 30.

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

- Summer reading was in full swing this month as we welcomed new and returning patrons to the library; there was never a dull moment! This month we processed 368 library card registration forms for new cards, renewals, new addresses, etc.
- Our Service Excellence Committee was hard at work planning our staff appreciation event to honor the amazing staff at DGPL. Many great things are planned for this event in September.
- We welcomed Rachel and Sylvia, two foreign exchange students, to DGPL and our department this month. Rachel and Sylvia will spend an hour each day in our department and we have already learned many new things from each other!
- We met with representatives from ATS and Access Services to discuss the upcoming Romance, Mystery, and Sci-Fi collection shifting project. We hope to begin and complete this shift near the end of August.
- We interviewed a potential volunteer to assist us in completing the pick-list each morning. The pick-list is a report that is generated daily that lists all of the items patrons place on hold during each day. We then pull the items from the shelves to fill the patron hold. With many, many patrons placing holds, we need a few extra hands to keep this process running smoothly. It is so great to see patrons placing so many holds. DG patrons sure do love their library!
- We assisted in the Lunch and Learn this month and as always, were thankful for the connections we create with our patrons.

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

- Assistant IT Manager Max Mogavero partnered with the Kids Room and led two 3D printing classes in July, both geared towards kids. One focused on the basics of 3D modeling and how a 3D printer works. The other was a more advanced class, focusing on using a free online modeling app called TinkerCAD.
- Technology Trainer Annie Jagielski started evaluating a few online training resources – Gale Courses, Hoonuit, and Universal Training. Since Lynda was acquired by LinkedIn (soon to be LinkedIn Learning), there hasn't been much clarification in terms of how that acquisition will affect existing library subscriptions. In the spirit of keeping our options open, IT is helping to assess possible alternatives.
- IT Manager Paul Regis assisted PR Manager Cindy Khatri, Marketing Content Coordinator Brian Ruane, and Adult & Teen Services Librarian Nancy Rooney with drop-in website focus groups in late July. This provided useful feedback on how patrons use the current website, what could be improved, as well as suggestions for new features. It was interesting to view the website from the patrons' perspective.
- Media Lab Coordinator Ed Bromiel assisted Teen Services Coordinator Amanda Klenk with a successful second "YouTube Star" program. Jokingly or not, there has been some interest expressed in offering this program to adults.

- Tricia Thompson joined IT as a new sub for the department. Welcome, Tricia!

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

- In preparation of the creation of a new site map, we conducted focus groups that gathered data on what patrons liked and didn't like about our current site. We had an entire morning open where people could come in and speak to a PR staff member or Nancy Rooney, who helped conduct sessions. Just under 20 people participated. We also had a survey that was ongoing throughout the month to gather data about how the website is used. About 30 people participated in the survey.
- IT Manager Paul Regis and I met with all of the department heads to discuss what kind of representation their departments currently have on the website, and what they would like to see in the new website. Paul and I met numerous times after all of these meetings (and focus groups) to analyze the data we gathered on the website, so we could send a comprehensive write up to OC Creative.
- Summer outreach continued; we participated in numerous Concert Series outreach events and a farmers market. The BBQ Bolt was canceled and rescheduled.
- The PR team met to prepare for the month of homelessness awareness and began work on branding and creating a schedule for publicity.
- Preparation for Hamiltunes was in full force during July; Amanda Klenk and I worked on casting the performers and finalizing details for the event.
- A lot of our regular publicity was focused around Hamiltunes and the end of Summer Reading. We were featured in the Patch and on the Chamber 630 page. We also made contact with the Downers Grove Magazine, whose inaugural issue will be in September. They requested a review of Hamiltunes for their first issue.
- Marketing Content Coordinator Brian Ruane got married!
- Melody Danley and I created a plan for the transition prior to her retirement (her final day is August 22). We are celebrating her retirement August 21 from noon-2:00 p.m.
- The PR office was rearranged to create a fourth workspace for Grace Goodwyn until Melody retires.
- Grace Goodwyn, our new Graphic Design and Display Coordinator, started towards the end of the month. Training Grace has been a top priority. Melody Danley has also been working on training Grace on regular projects.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- Amy Prechel joined ATS and Circulation department staff on July 2 to discuss logistics for the fiction shifting and genre reclassification project. Access Services has completed the reclassification of all on-shelf paperback Romance items.

Currently checked-out paperback romances will be changed once they are returned.

- The biannual magazine giveaway took place Saturday, July 13. The Access Services department has started collecting and organizing withdrawn items for the annual book sale.
- Amy met with Cindy Khatri on July 16 to discuss long-range coordination between departments for collection presentation.

#### Inventory and Cataloging

- For ATS collection: added 1266 print items, 307 AV items; discarded 718 print items and 125 AV items.
- For Kids Room collection: added 933 print items and 93 AV items; discarded 840 print items and 33 AV items.
- July was a big month for nontraditional resources! 31 new puzzles and 10 math resource kits were added to the Kids Room collection. 36 new circulating umbrellas were added to the lobby collection. A photography lighting kit and two telescopes were added to the Anything Emporium. The IT department is in the process of acquiring additional Mobile Hotspots.
- One laptop was removed from the circulating collection to be reallocated for staff use.

#### Reclassification and Repairs

- Repaired 1731 ATS and Kids Room books and audiovisual items.
- Reclassified 883 general adult and ATS and Kids Room items.
- Access has been working with ATS to refresh the audiobook collection. Many items are being cleaned and repaired.

#### Staff Training and Professional Development

- Throughout the month, Mary McCann, Michelle Litwin, MaryKellie Marquez and Maria Patacsil finished the Homeless Issues and Practical Tips training.
- On July 5, MaryKellie assisted ATS with the board game program.
- Amy Prechel attended the SWAN 'Clarity Task Force' meeting Wednesday, July 10. DGS library staff are participating in two data collection activities facilitated by the Task Force this month. The goal of these activities is to identify issues with the software and the online catalog for SWAN to focus on improving.
- Nora Mastny attended the quarterly in charge meeting on July 10.
- Amy attended a full day Statistics for Librarians training on July 11.
- Nora met with the SWAN cataloging standards small group on Monday, July 15. One more meeting is anticipated before a standards document is produced.
- The Innovation Team met Tuesday, July 16 with Nora and Amy in attendance. MaryKellie attended Serial Control training on the 16th.

- A department meeting was held Thursday, July 18 where the team discussed the genre reclassification and other upcoming projects, our plans to work with the exchange students from China, and upcoming professional development activities.
- The Access Services department logged 20 hours of training in July.

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

- The RFP for the evening cleaning service went out. Six companies attended the pre-bid meeting.
- One of the book drops at the ADA doors was relocated to Forest Avenue. A concrete pad was poured and inspected by the Village for the project.
- Ian attended the quarterly in-charge meeting.
- Ian obtained a sample lamp from Steiner Electric for use in the metal halide sconce fixtures.
- Ian began writing his presentation for the SWANx Conference.
- Ian met with Elara Engineering to go over status completion and updates on the HVAC project.
- The public bid opening for the cleaning contract was held.
- Ian met with the Facilities Department to go over upcoming projects and goals for the rest of the year.
- The building's backflow inspection was completed.

Circulation	JUL 19	%	JUL 18	%	JUL 17	%
<b>Checkouts</b>						
Selfchecks	50,312	76%	54,702	75%	56,475	76%
Staff desk	15,908	24%	17,940	25%	18,052	24%
<b>Total checkouts</b>	<b>66,220</b>		<b>72,642</b>		<b>74,527</b>	
<b>Renewals</b>						
Auto-renewal	38,231		37,837		37,120	
Selfchecks	23		52		101	
Staff desk (incl. phone)	354		353		624	
Patron self-renewals on website	746		810		988	
Patron self-renewals on BookMyne	22		35		53	
<b>Total renewals</b>	<b>39,376</b>		<b>39,087</b>		<b>38,886</b>	
<b>Total item checkout and renewals</b>	<b>105,596</b>		<b>111,729</b>		<b>113,413</b>	
<b>Digital Circulation</b>	<b>8,745</b>		<b>7,141</b>		<b>6,735</b>	
<b>Total Circulation</b>	<b>114,341</b>		<b>118,870</b>		<b>120,148</b>	
<b>Reserves Processed</b>						
Received from ILL	6,676		6,959		6,807	
ILL sent	4,830		4,696		4,764	
OCLC requests processed	248		246		424	
<b>Gate Count</b>						
North	30,244		29,386		31,296	
South	18,448		17,878		18,182	
<b>Total</b>	<b>48,692</b>		<b>47,264</b>		<b>49,478</b>	
<b>Registrations</b>						
New resident library cards	271		215		245	
New fee cards	7		9		7	
Active fee cards	X		X		143	
Professional Development hours	5					
Cost of Professional Development	70					



**Circulation**

	Jul 2018	Jul 2019	YTD Totals			
Adult	58,834	53,161	389,919	349,718		
Teen	3,665	3,029	17,521	15,311		
Children	49,230	49,402	298,512	275,636		
Download	7,141	8,745	50,134	59,786		
Total	118,870	114,337	756,086	700,451	-55,635	-7.4%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	29,918	56.28%	5,624	10.58%	14,639	27.54%	2,980	5.61%	53,161
Teen	2,821	93.13%	120	3.96%	35	1.16%	53	1.75%	3,029
Children	38,502	77.94%	1,772	3.59%	7,576	15.34%	1,552	3.14%	49,402
Total	71,241	67.47%	7,516	7.12%	22,250	21.07%	4,585	4.34%	105,592

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	116,325	74.16%	17,777	11.33%	15,621	9.96%	7,125	4.54%	156,848
Children	75,952	85.11%	2,869	3.22%	8,451	9.47%	1,965	2.20%	89,237
Total	192,277	78.13%	20,646	8.39%	24,072	9.78%	9,090	3.69%	246,085

**Book Collection**

	Jul 2018	Jul 2019	YTD Totals		YTD Difference	
Adult	118,382	116,325				
Children	73,662	75,952				
Total	192,044	192,277	192,044	192,277	233	0.1%

**Audio Collection**

	Jul 2018	Jul 2019	YTD Totals		YTD Difference	
Adult	14,935	17,777				
Children	2,943	2,869				
Total	17,878	20,646	17,878	20,646	2,768	15.5%

**Video Collection**

	Jul 2018	Jul 2019	YTD Totals		YTD Difference	
Adult	15,439	15,621				
Children	7,996	8,451				
Total	23,435	24,072	23,435	24,072	637	2.7%

**Miscellaneous Collection**

	Jul 2018	Jul 2019	YTD Totals		YTD Difference	
Adult	8,472	7,125				
Children	2,637	1,965				
Total	11,109	9,090	11,103	9,090	-2,013	-18.1%

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

### Rooms & Spaces

	Jul 2018	Jul 2019				
Community Use of Rooms	1016	1,129				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	247	313				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,263	1,442	8,740	9,605	865	9.9%

### Programs Offered

	Jul 2018	Jul 2019				
Library Programs Offered						
Adult	16	17				
Teen	3	12				
Children	69	62				
Outreach Programs Offered						
Adult	5	13				
Teen	0	3				
Children	13	13				
Passive Programs Offered						
Adult	4	4				
Teen	1	1				
Children	5	11				
Programs Offered Total	116	136	852	984	132	15.5%

### Program Attendance

	Jul 2018	Jul 2019				
Library Program Attendance						
Adult	238	341				
Teen	9	52				
Children	1,718	1,212				
Outreach Program Attendance						
Adult	308	619				
Teen	0	70				
Children	380	337				
Passive Program Attendance						
Adult	535	809				
Teen	48	30				
Children	1,816	210				
Program Attendance Total	5,052	3,680	28,651	28,173	-478	-1.7%

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

### Gate Count

	Jul 2018	Jul 2019	YTD Totals		YTD Difference	
	47,264	48,692	294,878	289,566	-5,312	-1.8%

### Reference Questions

	Jul 2018	Jul 2019	YTD Totals		YTD Difference	
One on One Tutorials	28	20	211	176	-35	-16.6%

### Computer User Sessions

	Jul 2018	Jul 2019				
Adult	3,742	3,268				
Children	1,786	2,125	YTD Totals		YTD Difference	
Total	5,528	5,393	35,949	32,063	-3,886	-10.8%
Wireless Sessions	2,603	2,642	17,916	15,379		