

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

In accordance with Public Act 101-0640, this meeting will be held by remote attendance.

Members of the public can view and listen to the proceedings using GoTo Meeting. Below is the link to join the online meeting and information to download the app in advance of the meeting. For those who want participate via phone only, you may call into the audio only using the phone number below.

In lieu of providing public comment in person or by phone, members of the public may send public comments to the Library Director, at <https://dglibrary.org/feedback/> Please indicate that this is a Board Meeting Comment in the body of the comment. Be aware that comments sent to the Library will be read individually.

Board of Library Trustees

Wed, Jun 24, 2020 7:30 PM - 9:30 PM (CDT)

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AGENDA

1. Call to Order

2. Roll Call

3. Welcome to Visitors

4. Approval of Minutes

a. May 27, 2020

Requested Action: Approval

5. Financial Matters

a. May 2020 Financial Report

b. June 2020 Invoices

Requested Action: Approval

6. Public Comment on Agenda Items

7. Public Comment on Other Library Business

8. New Business

a. Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy

Requested Action: Approval

b. Capital Needs Assessment 2020 Update

Requested Action: Approval

c. 2021 Preliminary Budget Drafts

Requested Action: Discussion

d. COVID-19 Response and Reopening Phasing Plan

Requested Action: Approval

9. Unfinished Business

10. Library Director's Report

11. Trustee Comments and Requests for Information

12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:33 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Kristin Purcell, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 22, 2020. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the April 22, 2020 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. April 2020 Financial Report. Milavec presented the report. The library's revenue is low, as the first round of property tax disbursements do not usually come until very late May or early June. The library is 33% through the year and the budget is 28% spent, which is significantly below normal for this time of year. There are a number of expenses that are front-end loaded into the year, including database renewals and insurance renewals. Milavec noted that the Maintenance Supplies line is going up, as that is where most PPE purchases are charged. PPE is a significant unbudgeted cost and Assistant Director Jen Ryjewski is working on a FEMA grant, which will hopefully reimburse the library for some of that cost. Milavec also noted that three payments were made in May to Shales McNutt Construction for the capital replacement masonry project.
 - b. May 2020 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of May 2020 capital replacement invoices totaling \$181,207.40, the payment of May 2020 operating invoices totaling \$67,120.35, and the ratification of April 2020 payrolls totaling \$229,660.25 be

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

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. COVID-19 Response and Reopening Phasing Plan Update. The library is now in Phase 2 Curbside Pickup. Staff have been amazing, coming together as a team and evolving the process every transaction. The library is serving over 100 cars a day with six hours of service. As of June 1, curbside hours will be expanding to 9:00 a.m. – 1:00 p.m. and 3:00 – 7:00 p.m. Split shifts will remain, to keep staff from co-mingling and to allow time for custodial staff to clean between shifts. Patrons have been wonderful by staying in their cars, unlatching their trunks, and trying to stay as socially distanced as possible. The library is getting new holds every day and staff have started putting together curated bundles when requested.

The State of Illinois finally released their Phase 3 guidelines and plan to move to the new phase on May 29. The library falls into at least three of the categories listed. There is not a lot of direction specific to libraries, so DGPL has been working closely with other area libraries to develop best practices. The library is planning to move to its Phase 3, which includes limited service and limited hours, but is taking the planning process one step at a time to do it thoughtfully and with the health and safety of staff and the public in mind.

Staff are currently working on a plan to best move patrons in and out of the library while dealing with capacity limits. There is discussion about removing all seating, asking patrons to limit the amount of time they are in the library, and asking patrons not to use materials in the library but rather grab their items and leave. Staff are focused on curbside service for the next two weeks and are investigating what other libraries are doing to help make plans moving forward.

It was moved by Stapleton and seconded by Gigani THAT the Library Director continue to be authorized to make temporary policy changes in consultation with the Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Paying Staff According to Personnel Policy, Section 3.28 Emergency Closings through June 30, 2020. Now that curbside has begun, in-library shifts are required for all staff in public-facing positions. There are still significant telecommuting opportunities for staff as well. As services evolve, the library will be requiring more in-library work from staff members. Milavec recommends continuing to pay staff according to the Emergency Closings Policy, and noted that the percentage of time staff are working in the library and through telecommuting is continuing to rise.

It was moved by Humphreys and seconded by Khuntia THAT library staff be paid according to Personnel Policy, Section 3.28 Emergency Closings through June 30, 2020. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Development of Preliminary 2021 Budget. The Board discussed the direction of the 2021 Preliminary Budget. Milavec stressed that there are so many unknowns at this point, which makes it hard to plan ahead. The library's budget process always includes a bit of guesswork, as the budget has to be completed so far in advance for the next fiscal year. There are large budget items that staff do not know in time for the budget process, including health insurance renewals and liability insurance renewals. Merit increases are scheduled to be implemented this year for 2021. Up to 70% of the budget is staff salaries and benefits. Milavec noted the inverse relationship between the library's levy and the Equalized Assessed Valuation (EAV). The Board discussed the unknown future of the EAV due to the pandemic and the possible implications to the library's levy. Milavec will provide multiple versions of the budget for the next meeting.

9. Unfinished Business. There was none.

- 10. Library Director's Report.** Milavec presented the report. In addition to the written report in the packet, Milavec gave a big thanks to some long-time employees who decided to retire. Ray Papacek, Maureen Karl, and Irene Strods have all been wonderful employees of the library and staff are very sorry to see them go. Milavec gave kudos to library staff, recognizing their amazing work on curbside service and virtual programming. The Kids Room is looking at providing make-and-take craft kits for curbside. The COVID memories program will begin in July/August and will go out in Discoveries. Summer Reading Club has 326 people registered as of this afternoon. Patrons are encouraged to go to the library's website to register for the online platform or to download sheets to track progress at home.

11. Trustee Comments and Requests for Information.

Trustee Gigani was excited to see Summer Reading Club launched in an online format. Staff have been doing a great job getting the phases rolled out. She would like to see more of a social media presence, especially regarding virtual programming.

Trustee Humphreys thanked library staff for everything they have been doing. He especially called out the IT staff for all they have been doing. He has been reading about libraries having crowds in their parking lot using their WiFi and asked if DGPL has had any demand. Milavec responded that the building itself, as a brick building with steel framing, makes it hard to get the WiFi too far out into the parking lot. There has not been a lot of crowds or complaints related to WiFi.

Trustee Stapleton received an email from College of DuPage about a program they are hosting that is very similar to the COVID memories program.

Trustee Khuntia asked how staff are going to handle minors in the library. Milavec responded that unattended children in the library are one of the biggest concerns of library staff. Staff are discussing raising the age of unattended children allowed in the building or requiring children have a parent or guardian with them.

President Graber noted that there is work needing to be done on the elevator and asked if this is something that could be done while the building is closed. Milavec noted the high price tag of the elevator project and that this project would have to go through a public bid process, which takes time.

12. Adjournment. President Graber adjourned the meeting at 8:56 p.m.

DOWNERS GROVE LIBRARY 5/31/2020

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ (472,265)	\$ 717,913
FUND BALANCE	(497,844)	\$ 717,913

Revenue by Object Report

Village of Downers Grove
5/1/2020 through 5/31/2020

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	5,497,919.00	66,767.92	66,767.92	5,431,151.08	1.21
4109 Prior Year Property Taxes	100.00	3.24	3.24	96.76	3.24
4313 Personal Property Replacement Tax	51,500.00	9,157.78	35,965.59	15,534.41	69.84
4410 Sales of Materials	9,900.00	0.00	1,553.78	8,346.22	15.69
4502 Charges For Services	20,000.00	10,020.34	38,431.75	-18,431.75	192.16
4509 Fees For Non-Residents	16,000.00	0.00	5,840.00	10,160.00	36.50
4571 Rental Fees	4,000.00	0.00	960.00	3,040.00	24.00
4581 Fines	33,000.00	232.26	8,551.33	24,448.67	25.91
4590 Cost Recovered For Services	10,000.00	1,218.48	4,051.54	5,948.46	40.52
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	61,516.00	0.00	0.00	61,516.00	0.00
4711 Investment Income	7,500.00	0.00	2,679.79	4,820.21	35.73
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	0.00	1,749.48	3,250.52	34.99
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,716,435.00	87,400.02	166,554.42	5,549,880.58	2.91

CAPITAL REPLACEMENT FUND

glExpObj
06/15/2020 11:48AM
Periods: 5 through 5

Expenditures by Object Report

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Village of Downers Grove
5/1/2020 through 5/31/2020

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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	447,000.00	181,207.40	182,400.34	0.00	264,599.66	40.8
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	447,000.00	181,207.40	182,400.34	0.00	264,599.66	40.8

OPERATING FUND

glExpObj
06/15/2020 10:51AM
Periods: 5 through 5

Expenditures by Object Report

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Village of Downers Grove
5/1/2020 through 5/31/2020

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,594,544.25	123,069.00	615,345.00	0.00	979,199.25	38.5
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	61,900.59	193,403.88	0.00	57,997.14	76.9
5119 Part-Time Employee Wages	1,252,673.30	44,423.31	360,307.39	0.00	892,365.91	28.7
5131 IMRF Pension Contributions	232,934.78	17,464.15	96,823.43	0.00	136,111.35	41.5
5133 Medicare Contributions	44,929.98	3,271.71	16,702.23	0.00	28,227.75	37.1
5134 Social Security Contributions	192,114.36	13,989.05	71,414.54	0.00	120,699.82	37.1
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	386.75	0.00	657.25	37.0
5191 Health Insurance	415,774.44	31,113.46	154,826.45	0.00	260,947.99	37.2
5195 Optical Insurance	1,989.69	143.90	716.10	0.00	1,273.59	35.9
5197 Dental Insurance	34,239.11	2,513.66	12,568.30	0.00	21,670.81	36.7
5210 Supplies	97,450.00	3,620.62	21,439.69	0.00	76,010.31	22.0
5251 Maintenance Supplies	18,550.00	7,347.70	16,547.03	0.00	2,002.97	89.2
5280 Small Tools & Equipment	31,100.00	2,978.71	6,489.57	0.00	24,610.43	20.8
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	2,089.00	2,913.30	0.00	4,586.70	38.8
5303 Seminars, Conferences & Meetings	34,050.00	361.88	9,441.47	0.00	24,608.53	27.7
5308 Recognition Program-Staff	5,000.00	100.00	740.29	0.00	4,259.71	14.8
5315 Professional Services	60,000.00	630.32	19,900.29	0.00	40,099.71	33.1
5322 Personnel Recruitment	1,000.00	0.00	413.52	0.00	586.48	41.3
5323 Special Legal	6,000.00	0.00	1,276.00	0.00	4,724.00	21.2
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	0.00	70,646.87	0.00	34,853.13	66.9
5380 Printing Services	24,800.00	4,067.00	8,123.00	0.00	16,677.00	32.7
5391 Telephone	17,000.00	1,861.96	9,043.32	0.00	7,956.68	53.2
5392 Postage	25,500.00	0.00	10,197.38	0.00	15,302.62	39.9
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	1,401.95	2,232.23	0.00	16,767.77	11.7

OPERATING FUND

glExpObj
06/15/2020 10:51AM
Periods: 5 through 5

Expenditures by Object Report

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Village of Downers Grove
5/1/2020 through 5/31/2020

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5420 Insurance - Other Policies	43,125.00	0.00	50,491.00	0.00	-7,366.00	117.0
5430 Building Maintenance Services	91,550.00	2,243.00	33,417.95	0.00	58,132.05	36.5
5450 Cleaning Services	80,000.00	5,304.15	27,917.20	0.00	52,082.80	34.9
5461 Utilities	25,250.00	1,041.29	6,374.51	0.00	18,875.49	25.2
5470 Other Equipment Repair And Maintenance	12,000.00	0.00	5,304.55	0.00	6,695.45	44.2
5481 Rentals	15,500.00	1,139.55	6,827.75	0.00	8,672.25	44.0
5620 Recoverables	4,000.00	0.00	384.85	0.00	3,615.15	9.6
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	5,000.00	0.00	0.00	0.00	5,000.00	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	4,863.80	12,740.92	0.00	47,259.08	21.2
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,800.00	23,950.38	99,834.98	0.00	126,965.02	44.0
5852 Print Materials	345,250.00	807.15	57,792.94	0.00	287,457.06	16.7
5853 Audiovisual Materials	147,725.00	50.75	26,517.95	0.00	121,207.05	17.9
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	0.00	57,405.50	0.00	26,594.50	68.3
5880 Intangible Assets (Software)	52,000.00	3,890.78	17,509.59	0.00	34,490.41	33.6
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,016,294.93	365,716.17	2,104,417.72	0.00	3,911,877.21	34.9

Invoice Edit Listing
Village of Downers Grove
June 24, 2020

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	5	3,020.23	0.00	3,020.23
000403 AT&T	1	267.21	0.00	267.21
000672 BAKER & TAYLOR - L0217582	53	20,140.47	0.00	20,140.47
019652 BEST QUALITY CLEANING	1	5,260.00	0.00	5,260.00
016893 BIBLIOTHECA, LLC	2	3,643.00	0.00	3,643.00
001148 CALL THE UNDERGROUND CORP	1	80.00	0.00	80.00
001259 CCH, INC. ORPORATED	1	151.41	0.00	151.41
001264 CDW GOVERNMENT, INC.	1	5,902.50	0.00	5,902.50
008323 CENGAGE LEARNING	6	624.38	0.00	624.38
013822 CHRISTINE THORNTON	1	250.00	0.00	250.00
001553 COMCAST CABLE	1	305.05	0.00	305.05
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO, INC.	1	901.75	0.00	901.75
002330 DOWNERS GROVE DOWNTOWN MGMT	1	600.00	0.00	600.00
019288 DOWNERS GROVE PUBLIC LIBRARY, FOUNDATION	1	100.00	0.00	100.00
002359 DOWNERS GROVE SANITARY DIST.	2	128.11	0.00	128.11
005572 FIA CARD SERVICES, N.A.	8	2,935.27	0.00	2,935.27
017510 FIRST COMMUNICATIONS, LLC	1	450.18	0.00	450.18
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	360.00	0.00	360.00
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	896.25	0.00	896.25
013544 GOOGLE, INC.	1	966.00	0.00	966.0

Invoice Edit Listing
Village of Downers Grove
June 24, 2020

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
003188 GRAHAM CRACKERS COMICS, LTD.	1	167.17	0.00	167.17
008770 GRAINGER	11	3,496.55	0.00	3,496.55
018572 HOMELESS TRAINING INSTITUTE, LLC	1	1,199.00	0.00	1,199.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	264.00	0.00	264.00
004814 KNICKERBOCKER ROOFING & PAVING	1	1,875.00	0.00	1,875.00
004928 LAKESHORE LEARNING MATERIALS	1	148.35	0.00	148.35
014991 LIBRARY FURNITURE INTER'L, INC	1	692.00	0.00	692.00
017280 MARTIN, JOHN	1	23.27	0.00	23.27
018877 MASTNY, NORA	2	20.61	0.00	20.61
019196 MCGARY, VAN	1	10.00	0.00	10.00
005866 MIDWEST TAPE	11	12,392.66	0.00	12,392.66
006161 NICOR GAS	1	656.81	0.00	656.81
012499 OVERDRIVE, INC.	3	5,421.08	0.00	5,421.08
018491 PEOPLEFACTS, LLC	1	30.27	0.00	30.27
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	5.00	0.00	5.00
006698 PRINT SMART	1	228.68	0.00	228.68
020170 QUEST COLLEGE CONSULTING	1	400.00	0.00	400.00
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
006944 RECORDED BOOKS, LLC	1	4,500.00	0.00	4,500.00
007676 SIGNS NOW	1	60.90	0.00	60.90
013611 SKOCIK, TRACI	2	22.25	0.00	22.25
013929 SOLARWINDS WORLDWIDE, LLC	1	1,928.44	0.00	1,928.44

Invoice Edit Listing
Village of Downers Grove
June 24, 2020

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld	Total
			Amount	
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75
010471 TWIST OFFICE PRODUCTS	1	1,134.18	0.00	1,134.18
015177 ULINE	1	627.97	0.00	627.97
018458 URBAN ELEVATOR SERVICE, LLC	1	208.00	0.00	208.00
Grand Total:	144	84,069.51	0.00	84,069.51

INVOICES OF NOTE

For Library Board Meeting on June 24, 2020

001264	CDW Government, Inc. (Lenovo Thinkpads)	\$5,902.50
013822	Christine Thornton (Virtual Childrens Program)	\$250.00
002330	Downers Grove Downtown Mgmt (Summer Reading Club Prizes)	\$600.00
019288	Downers Grove Public Library, Foundation (Brick for Long Time Volunteer)	\$100.00
018572	Homeless Training Institute, LLC (Annual Training Membership)	\$1,199.00
014991	Library Furniture Inter'l, Inc (Desk Chair)	\$692.00
020170	Quest College Consulting (Virtual program)	\$400.00
006944	Recorded Books, LLC (Universal Class Subscription)	\$4,500.00
013929	Solarwinds Worldwide, LLC (Annual WebHelp Subscription)	\$1,928.44
007787	Stanley Access Technologies (Parts and Labor Contract)	\$463.75

Credit Memo Edit Listing

Village of Downers Grove

June 24, 2020

Vendor Totals

Vendor	Number of Memos	Amount
000672 BAKER & TAYLOR - L0217582	2	44.77
008323 CENGAGE LEARNING	3	67.78
008770 GRAINGER	1	40.14
Grand Total:	6	152.69

Library Credit Card Details for the June 24, 2020 Board Meeting

Julie Milavec				
			Total	\$ -
Katelyn Vabalaitis				
			Total	\$ -
Ian Knorr				
978	5210 Supplies	Garden plants, signage	\$	486.87
978	5470 Other Equipment Repair & Maint	Hardware	\$	41.67
			Total	\$ 528.54
Elizabeth Matkowski				
			Total	\$ -
Karen Bonarek				
972	5210 Supplies	Program supplies	\$	94.61
972	5303 Seminars, Mtgs, & Conferences	ALA Virtual Event	\$	60.00
			Total	\$ 154.61
Amelia Prechel				
			\$	-
Sharon Hrycewicz				
973	5210 Supplies	Program supplies	\$	246.27
			Total	\$ 246.27
Traci Skocik				
973	5210 Supplies	Program supplies	\$	1,127.73
			Total	\$ 1,127.73
Allyson Renell				
975	5880 Intangible Assets	Google storage	\$	19.99
			Total	\$ 19.99
Christine Lees				
973	5210 Supplies	Program supplies	\$	98.98
974	5210 Supplies	Paper Bags for Curbside, office supplies	\$	53.51
			Total	\$ 152.49
Paul Regis				
975	5280 Small Tools & Equipment	Barcode Scanners	\$	179.95
975	5880 Intangible Assets	Pantheon Systems, CC podcast, LogMeIn, Zoom	\$	476.49
			Total	\$ 656.44

Grace Goodwyn				Total	\$	-
Cynthia Khatri						
972	5210	Supplies	Office supplies		\$	49.20
				Total	\$	49.20
Jen Ryjewski						
				Total	\$	-
				Library Credit Card March 2020 Totals	\$	2,935.27

PAYROLLS FOR MAY 2020

MAY 8	\$114,707.61
MAY 22	\$114,685.29
TOTAL MAY 2020 PAYROLLS	\$229,392.90

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020**

AGENDA ITEM 8A

Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy

The Illinois Workplace Transparency Act (Public Act 101-0221) requires local government employers must pass an ordinance or resolution updating sexual harassment policies to address claims made by an elected official against another elected official. The changes include addition of board members in the introduction, one paragraph added in the Reporting Harassment section, and several changes from “employee” to “individual.”

Recommended Action: Approve Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy

3.39 Anti-Discrimination and Anti-Harassment

It is the policy of the Downers Grove Public Library to maintain a work environment free from all forms of discrimination and harassment. In keeping with this commitment, the library will not tolerate discrimination against or harassment of library employees by anyone, including any supervisor, co-worker, vendor, contractor, board member, member of the public, or other regular visitor of the library. The library takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

3.39.1 Definition of Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law. In other words, discrimination occurs when an individual is treated differently, unequally, and usually negatively because the individual is a member of a protected group.

3.39.2 Definition of Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a characteristic protected by law, such as gender, gender identity, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by law. The library will not tolerate harassing conduct that affects employment conditions or job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

3.39.3 Definition of Sexual Harassment

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature when made to an employee where:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting such individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment, as defined above, may include, but is not limited to:

- Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendos, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
- Graphic or suggestive comments about an individual's dress or body
- Displaying sexually explicit objects, photographs, writings, or drawings
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns

Even if two or more ~~employees~~ individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears such conduct.

3.39.4 Reporting Harassment

All ~~Library employees~~ individuals are responsible to help ensure that harassment does not occur and/or is not tolerated. Any ~~employee~~ individual who believes that he or she has been subjected to sexual or other types of harassment, or who has witnessed harassment, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Assistant Director. In the event the Assistant Director is the alleged harasser, the complaint may be submitted directly to the Director or any supervisor. In the event the Director is the alleged harasser, the complaint may be submitted to the President of the Library Board. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to the Assistant Director.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Director. The Director shall, in consultation with legal counsel for the library, ensure that an independent review is conducted with respect to such allegations.

The Assistant Director shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Director or his designee, who will review the investigation report and make a final decision. At the Director's option, he or his designee may conduct further investigation, if necessary.

3.39.5 Discipline

If the complaint is found to be valid, appropriate disciplinary action will be taken against the perpetrator. Such disciplinary action could include termination of employment. (The Library's disciplinary procedures are listed in section 3.38.)

3.39.6 Retaliation

Reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

It is hoped that most harassment complaints and incidents can be resolved within the Library. However, an employee has the right to contact the Illinois Department of Human Rights at 800-662-3942, the Illinois Human Rights Commission at 312-814-6269, or the Equal Employment Opportunity Commission at 800-669-4000 about filing a formal complaint.

The filing of a complaint under the procedures described herein shall not limit, extend, replace, or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

3.39.7 False Reporting

Given the nature of this type of discrimination, the Library recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. Individuals found to file a knowingly false report will be subject to appropriate disciplinary action. Such disciplinary action could include termination of employment. (The Library's disciplinary procedures are listed in section 3.38.)

RESOLUTION NO. 2020-1

RESOLUTION APPROVING AND ADOPTING REVISED ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

WHEREAS, the Illinois General Assembly recently enacted Public Act 101-0221, which requires all governmental units to adopt by resolution or ordinance updating sexual harassment policies to address claims made by an elected official against another elected official; and

WHEREAS, the Board of Library Trustees of the Village of Downers Grove has previously adopted and maintained in effect a personnel policy manual, which includes an Anti-Discrimination and Anti-Harassment Policy; and

WHEREAS, the Board of Library Trustees have determined that certain revisions to the Anti-Discrimination and Anti-Harassment Policy are necessary in order to bring the Policy into compliance with Public Act 101-0221.

NOW, THEREFORE, Be It Resolved by the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois as follows:

SECTION 1: The above “Whereas” recitals are incorporated into and made a part of this Resolution.

SECTION 2: The Board of Library Trustees approve and adopt the Anti-Discrimination and Anti-Harassment Policy, attached hereto as **Exhibit A** and incorporate said Policy herein by reference as if it were fully set forth herein.

SECTION 3: That the revised Anti-Discrimination and Anti-Harassment Policy, attached hereto as **Exhibit A**, shall and does supersede all prior personnel and/or employee policies, including without limitation the last version of the policy approved by this Board of Library Trustees.

SECTION 4: That the revised Anti-Discrimination and Anti-Harassment Policy, attached hereto as **Exhibit A**, shall be and remain in effect until such time as it is further revised or amended by the Board of Library Trustees.

SECTION 5: Those sections, paragraphs and provisions of the personnel policy manual, which are not expressly amended by this Resolution, are hereby reenacted, and it is expressly declared to be the intention of this Resolution not to amend any portion of the personnel policy manual other than the Anti-Discrimination and Anti-Harassment Policy.

PASSED this 24th day of June, 2020, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED:

President

ATTEST:

Secretary

EXHIBIT “A”

3.39 Anti-Discrimination and Anti-Harassment

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Discrimination consists of employment actions taken against an individual based on a characteristic protected by law. In other words, discrimination occurs when an individual is treated differently, unequally, and usually negatively because the individual is a member of a protected group.

3.39.2 Definition of Harassment

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The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

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- Displaying sexually explicit objects, photographs, writings, or drawings
- Unwelcome touching, such as patting, pinching, or constant brushing against another’s body
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears such conduct.

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review the investigation report and make a final decision. At the Director's option, he or his designee may conduct further investigation, if necessary.

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It is hoped that most harassment complaints and incidents can be resolved within the Library. However, an employee has the right to contact the Illinois Department of Human Rights at 800-662-3942, the Illinois Human Rights Commission at 312-814-6269, or the Equal Employment Opportunity Commission at 800-669-4000 about filing a formal complaint.

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STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

I, _____ the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION NO. 2020-1

**"RESOLUTION APPROVING AND ADOPTING REVISED
ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY"**

which Resolution was duly adopted by said Board of Library Trustees at a meeting held on the 24th day of June, 2020.

I further certify that a quorum of said Board of Library Trustees was present at said meeting and that the Board of Library Trustees complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of June, 2020.

Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020**

AGENDA ITEM 8B

Capital Needs Assessment 2020 Update

Building Operations Director Ian Knorr updated estimated costs for the Capital Needs Assessment Report 2017-2027, to include two high-dollar replacements not previously in the report (electrical relay panel replacement and elevator modernization), update costs on upcoming projects, and correct for lighting projects completed ahead of schedule. Savings on lighting projects by completing in-house and with ComEd Engery Efficiency Program grants and rebates and the 2020 masonry project allow for inclusion of these two high-dollar items while meeting the target of \$1,000,000 fund balance in the Library Capital Replacement Fund (LCRF) after completion of all Capital Needs Assessment Report 2017-2027 projects. The Capital Assessment Report Reordered Projects 2018 and balance summary are available on the library website Transparency page: <https://dglibrary.org/transparency/>

The electrical relay panel has reached its end of life. Replacement relays are obsolete with no guidance from the manufacturer on substitute parts. The electrical relay panel replacement is a ballpark estimate. Because parts can no longer be obtained, this replacement was prioritized for 2021.

Elevator modernization, as previously discussed at the Board level was not included in the original Capital Needs Assessment Plan 2017-2027. The modernization project retains the existing car, piston, and hydraulic system. All of the controls, fluids, panels, and lighting will be replaced. Replacement parts are becoming obsolete. The project is included in 2022.

As discussed in February, replacement of the variable air valve (VAV) boxes, heaters, and exhaust fans were underestimated in the original document. Replacements are scheduled incrementally from 2020 through 2027. Updated costs are extended with a 4% annual increase to ensure the budgeted amount is sufficient to complete the projects.

Recommended Action: Approve the Capital Needs Assessment Report 2020 Update to Projects and Estimated Costs.

**Downers Grove Public Library
Capital Needs Assessment Report
2020 Update
Projects and Estimated Costs**

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler, LEDs	Masonry, Doors	Roof, Electrical Relay Panels, VAVs, Staff Area Lighting & Controls, Air Curtain, Water Heater, Painting	1/4 Flooring, Painting, Entrance Doors, Elevator Modernization, Lighting	1/4 Flooring, Windows, VAVs	1/4 Flooring, VAVs, Lighting	1/4 Flooring, VAVs, Steel & Soffits, Caulking	Glazing, Painting, VAVs	Entrance Doors, Air Curtain, VAVs
\$ 669,651.61	\$ 624,938.00	\$ 228,200.00	\$ 1,228,100	\$ 211,600.00	\$ 342,900.00	\$ 223,000.00	\$ 240,900.00	\$ 69,100.00	\$ 39,300.00

**Downers Grove Public Library
Library Capital Replacement Fund
Estimated Fund Balance
January 2020**

	<u>Expenditure /</u> <u>Project Cost</u>	<u>Transfer / Interest</u>	<u>Year End Balance</u>
2017 Ending Balance			\$ 1,404,833.00
2018	\$ 669,522.00	\$ 381,137.00	\$ 1,116,448.00
2019	\$ 581,479.11	\$ 350,000.00	\$ 884,968.89
2020	\$ 228,200.00	\$ 350,000.00	\$ 1,006,768.89
2021	\$ 1,228,100.00	\$ 350,000.00	\$ 128,668.89
2022	\$ 211,600.00	\$ 350,000.00	\$ 267,068.89
2023	\$ 342,900.00	\$ 350,000.00	\$ 274,168.89
2024	\$ 223,000.00	\$ 350,000.00	\$ 401,168.89
2025	\$ 240,900.00	\$ 350,000.00	\$ 510,268.89
2026	\$ 69,100.00	\$ 350,000.00	\$ 791,168.89
2027	\$ 39,300.00	\$ 350,000.00	
Ending Balance			\$ 1,101,868.89

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019
multiplier: 4% escalation per year				1.00	1.04	1.08
Building Review Report / smc	Exterior Architectural	Brick Masonry	\$ 280,000			
		Exterior Steel & Soffits	\$ 25,000			
		Exterior Doors	\$ 4,500			
		Exterior Concrete Column	\$ 7,500			
		Exterior West Windows	\$ 120,000			
		Caulking	\$ 20,000			
	Interior Architectural	Glass and Glazing	\$ 5,500			
		Flooring (1/4 total flooring each	\$ 115,000			\$ 9,400.00
		Painting	\$ 25,000			
		Entrance Doors & Operators	\$ 5,500			
		Total Architectural	\$ 1,057,079		\$ -	\$ 9,400

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

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

Building Review Report / Elara	Mechanical	Rooftop Unit 1	\$ 130,000			\$ 140,608
		Rooftop Unit 2	\$ 165,000			\$ 178,464
		Hot Water Boilers, Pumps, Flues	\$ 140,000			\$ 151,424
		Controls Upgrade	\$ 55,000			\$ 59,488
		Boiler Controller Upgrade	\$ 10,000			\$ 10,816
		VAV Boxes Replacements (6-7/year @)	\$ 2,500			
		Heater Replacements (2-3/year @)	\$ 3,000			
		Exhaust Fan Replacements (1/year @)	\$ 2,000			
		Air Curtain Replacements	\$ 6,000			
		Elevator Modernization	\$ 85,000			
		Total Mechanical	\$ 713,688	\$ -	\$ -	\$ 540,800
	Lighting Upgrades	Level 1 Mouse Café	\$ 1,200		\$ 350.00	
		Level 1 Storytime	\$ 3,120			
		Level 1 North Staff	\$ 11,400			
		Level 1 East Public	\$ 20,880			
		Level 1 East Staff	\$ 13,660			
		Level 2 Staff	\$ 8,380			\$ 400.00
		Level 2 Public	\$ 25,370		\$ 26,385	

	Level 2 South Stacks	\$ 10,740			
	North Exterior	\$15,000			\$ 10,735.00
	South Exterior	\$15,000			\$ 4,265.00
Lighting+Ceiling Replacement					
	Level 1 Stacks	\$ 315,019		\$ 8,379	
	Room Lighting Control	\$ 9,350			
	Level 2 North Stacks	\$ 303,227		\$ 315,356	
	Room Lighting Control	\$ 9,000		\$ 9,360	
Misc Lighting/Electrical Costs					
	Upgrade Relay Panels	\$ 75,000			
	Panel Infrared Scanning	\$300/panel	\$ 3,000		
	Telecommunication Upgrade	\$ 10,000			\$ 11,699
	Total Lighting Upgrades	\$ 533,856	\$ 3,000	\$ 359,829	\$ 27,099

Plumbing	Electric Water Heater	\$ 15,000			
	Hot Water Recirculation Pump	\$ 2,000			
	Total Plumbing	\$ 40,122	\$ -	\$ -	\$ -

Report Summary			Total Cost (2017 \$)	2017	2018	2019
	Building Review Report / Elara	Total Architectural	\$ 1,057,079	\$ -	\$ -	\$ 9,400
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$713,688	\$ -	\$ -	\$ 540,800
		Total Lighting Upgrades	\$ 533,853	\$ 3,000	\$ 359,829	\$ 27,099
		Total Plumbing	\$ 40,119	\$ -	\$ -	\$ -
		Total Report	\$3,192,250	\$ 3,000	\$ 359,829	\$ 577,299

2020	2021	2022	2023	2024	2025	2026	2027	Total Projected Cost (2027 \$)
1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.48	
\$ 314,962								
\$ 28,122					\$ 34,214			
\$ 5,062								
\$ 8,436								
			\$ 151,838					
\$ 22,497					\$ 25,306			
						\$ 7,828		
		\$ 130,515	\$ 145,512	\$ 151,332	\$ 157,385			
	\$ 28,122	\$ 30,416				\$ 35,583		
		\$ 6,187	\$ 6,959				\$ 8,141	
\$ 379,079	\$ 28,122	\$ 167,118	\$ 304,309	\$ 151,332	\$ 216,906	\$ 43,411	\$ 8,141	\$ 1,307,819

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

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

\$ 44,341	\$ 20,472	\$ 21,292	\$ 22,143	\$ 23,029	\$ 23,950	\$ 21,350	\$ 22,204	
\$ 16,873	\$ 10,529.00	\$ 7,019	7592					
	\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960				
	\$ 7,019						\$ 8,881	
		\$ 85,000						
\$ 61,214	\$ 40,652	\$ 31,048	\$ 32,582	\$ 25,989	\$ 23,950	\$ 21,350	\$ 31,085	\$ 808,671
		\$ 350						
	\$ 3,650							
	\$ 13,336							
	\$ 15,980							
				\$ 11,012				

		\$ 13,067						
				\$ 3,200				
				\$ 1,000				
			\$ 1,200					
	\$ 20,000							
			\$ 1,000					
	\$ 20,000.00							
	\$ 75,000							
\$ 3,375			\$ 3,796			\$ 4,270		
\$ 3,375	\$ 147,967	\$ 13,417	\$ 5,996	\$ 15,212	\$ -	\$ 4,270	\$ -	\$ 580,164

	\$ 17,548							
	\$ 2,340							
\$ -	\$ 19,888	\$ -	\$ -	\$ 30,423	\$ -	\$ -	\$ -	\$ 50,311

2020	2021	2022	2023	2024	2025	2026	2027	Total Cost (2027 \$)
\$ 379,079	\$ 28,122	\$ 167,118	\$ 304,309	\$ 151,332	\$ 216,906	\$ 43,411	\$ 8,141	\$ 1,307,819
\$ -	\$ 991,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991,467
\$ 61,214	\$ 40,652	\$ 31,048	\$ 32,582	\$ 25,989	\$ 23,950	\$ 21,350	\$ 31,085	\$ 808,671
\$ 3,375	\$ 147,967	\$ 13,417	\$ 5,996	\$ 15,212	\$ -	\$ 4,270	\$ -	\$ 580,164
\$ -	\$ 19,888	\$ -	\$ -	\$ 30,423	\$ -	\$ -	\$ -	\$ 50,311

\$ 443,668	\$ 1,228,095	\$ 211,583	\$ 342,887	\$ 222,957	\$ 240,856	\$ 69,031	\$ 39,227	\$ 3,738,431
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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020**

AGENDA ITEM 8C

2021 Preliminary Budget Draft

A preliminary draft of the 2021 is presented in June to allow the Board of Library Trustees the maximum time to review and ask questions about the budget. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Preliminary Budget Drafts

Eight different iterations of the preliminary budget are included in your packet as requested by the Board of Library Trustees at the May Board meeting. On the expenditures side, there are drafts with personnel salary and wage increases at 1.9% and 3.0%. Annual benchmarking of the salary schedule replaces cost of living increases in the compensation system implemented in 2020. The 3.0% draft reflects implementation of both the annual salary schedule benchmark and merit increases, as outlined in the compensation system approved in 2020. The minimum wage increase to \$11.00 per hour on January 1, 2021 is reflected in both salary and wage increase levels. The 1.9% draft reflects the anticipated salary schedule benchmark increase for 2021. All other expenditure estimates are the same across all drafts. Each of these expenditure budget drafts are presented with revenue drafts of tax levies at 0%, 1%, 2%, and 3%. All other revenue estimates are the same across all drafts. The difference between the two expenditure levels is \$34,920. The difference from highest to lowest in the four revenue levels is \$166,604. The following table summarizes the eight draft budgets included in the Board packet:

	Revenues	Expenditures	Net Change to Library Fund Balance
1.9% Salaries/0% Levy	\$5,719,663	\$5,799,305	(\$429,642)
1.9% Salaries/1% Levy	\$5,775,198	\$5,799,305	(\$374,107)
1.9% Salaries/2% Levy	\$5,830,732	\$5,799,305	(\$318,573)
1.9% Salaries/3% Levy	\$5,886,267	\$5,799,305	(\$263,038)
3% Salaries/0% Levy	\$5,719,663	\$5,834,225	(\$464,562)
3% Salaries/1% Levy	\$5,775,198	\$5,834,225	(\$409,027)
3% Salaries/2% Levy	\$5,830,732	\$5,834,225	(\$353,493)
3% Salaries/ 3% Levy	\$5,886,267	\$5,834,225	(\$297,958)

Revenues

The Financial Management Plan, completed in 2018, estimated that to fully fund the Library Capital Replacement Fund (LCRF) support of the Capital Needs Assessment projects and ongoing operations, a one-time levy increase of 11.75% would be needed in 2019, with 2-3% annual increases thereafter to support operations. That report used a 1.0% Equalized Assessed Valuation (EAV) increase year over year 2018 to 2027. The actual EAV increase was 3.5% in 2019 and 4.5% in 2020. The increases in EAV reduce the property tax rate produced by the levy dollar amount. The Board of Library Trustees held the levy increase to 3.0% in 2020 by utilizing a portion of the Library Fund balance for operations. An estimated 1% Equalized Assessed Valuation (EAV) increase is used in the preliminary drafts presented. Generally, non-property tax revenues are projected to decrease in 2021.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2020 is like 2019 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Strategic Plan and LCRF. The beginning Library Fund balance for 2020 was \$1,140,159. A portion of the Library Fund balance is the Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$450,000. The highest fund balance use estimated is \$464,562.

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

Expenditures

Preliminary drafts of expenses includes all management team budget requests, with Strategic Plan 2017-2020 projects not yet completed due to COVID-19 closings, consulting for developing a new strategic plan, and implementing recommendations of the Equity, Diversity, and Inclusion Discovery Project.

Personnel costs are shown at two levels: 1.9% and 3.0% increases to all salary and wage lines. Please note that the compensation system project reclassified many positions from exempt to non-exempt and salary to hourly. The January 1, 2021 minimum wage increase to \$11.00 per hour is reflected in both levels. The Illinois Municipal Retirement Fund rate increased from 9.42% to 11.32% in 2020. These drafts assume a 15% increase in renewal rates for employee benefits insurances. Non-personnel costs are largely flat, with some internal shifting of allocations within departments.

The Library Capital Replacement Fund (LCRF) project includes roof replacement, electrical relay panel replacement, continuing variable air valve (VAV) replacements, staff area lighting and lighting controls, air curtain replacement, water heater replacement, and painting, as outlined in the updated Capital Needs Assessment Report 2017-2027.

Line Detail

Below is a line-by-line brief explanation of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2020 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.

4410 Sales of Materials

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

4502 Charges for Services

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

4509 Fees for Non-Residents

Payment for non-resident library cards. We anticipate lower revenue based on 2020 attainment and an anticipated change to non-resident fee card law that would allow free cards for students in households with incomes below the poverty line.

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 fine free during the COVID-19 closing through Summer Reading, fine income has dropped dramatically. This estimate reflects implementing fine free policies permanently.

4590 Costs Recovered for Services

Payment for lost and damaged items.

4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. No revenue anticipated for 2021 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. 2020 grant award letters indicated a full award if \$1.25 per capita, but funds have not yet been received. Based on the 2019 and 2020 grant funding of \$1.25 per capita, the revenue projection for the full to \$1.25 per capita.

4711 Investment Income

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

4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

4820 Contributions, Operating

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

Expenditure Budget Lines

5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, and Technology Instructor..

5111 Salaries, Non-Exempt

Full time non-exempt employees including Marketing Content Coordinator, Executive Assistant, and ILL Coordinator.

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.

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 11.32% for 2021, an increase from the 2020 rate of 9.42%. 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 15% renewal rate increase, 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 15% 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 15% renewal rate increase, 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 15% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

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. This budget request includes an increase for cost of PPE. FEMA/IEMA grants reimburse at 75% of expenditure for COVID-19 related supplies.

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. 2021 budget includes consulting fees for a Strategic Plan update.

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. Cost is based on a 5% increase for the total budget line.

5380 Printing Services

Printing library newsletter, street banners, and incidental items.

5391 Telephone

Telephone service and Internet providers.

5392 Postage

Postage costs for Discoveries and all mailings.

5407 Advertising and Public Relations

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

5420 Insurance--Other Policies

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

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.

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.

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.

5880 Intangible Assets (Software)

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

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**1.9% PERSONNEL, 0% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,719,663
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,799,305
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 688,629
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (429,642)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
1.9% PERSONNEL, 0% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,553,474
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,719,663

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
1.9% PERSONNEL, 0% LEVY DRAFT							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,570,868.20	-23,676.05	-1.5%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	352,883.63	101,482.61	40.4%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,206,511.83	-46,161.47	-3.7%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	292,018.46	59,083.68	25.4%	
5133	Medicare Contributions	44,929.98	41,212.23	46,212.85	1,282.87	2.9%	
5134	Social Security Contributions	192,114.36	176,217.74	197,599.78	5,485.42	2.9%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,796,547.15	4,162,956.15	141,311.22	3.5%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,799,305.15	133,010.22	2.3%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,570,868.20
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	352,883.63
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,206,511.83
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	292,018.46
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,212.85
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	197,599.78
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,149,305.15

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	247,236.71
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	35,766.90
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,469.12
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,927.58
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,069.66
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,120,079.63

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	417,457.57
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	251,711.00
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,147.32
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,367.97
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,332.02
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,521,884.49

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	261,821.29
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	239,159.23
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,765.60
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,264.22
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,060.79
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	860,703.78

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	132,582.73
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	108,506.18
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	433,535.63
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,361.03
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,782.06
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	41,826.72
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	854,164.22

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	204,487.32
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	82,290.89
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	146,366.10
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,314.40
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,280.59
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	26,854.95
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	697,902.36

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,130.12
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	44,688.75
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,431.10
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,360.87
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,094.77
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	318,036.28

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	118,378.90
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	86,994.11
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,469.51
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	2,977.91
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,733.13
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	320,371.93

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 0% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	70,773.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	35,766.90
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	48,745.76
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,060.38
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,251.65
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,627.75
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	461,162.46

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474	0.2111	0.2103	0.2082
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474	0.2111	0.2103	0.2082
Change		2.99%	0.00%		-0.38%	-0.99%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 226.72	\$ 225.86	\$ 223.63	\$ 70.37	\$ 70.10	\$ 69.41
Actual change in taxes paid		\$ (0.86)	\$ (2.24)		\$ (0.27)	\$ (0.69)
Change		-0.4%	-1.0%		-0.4%	-1.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2082
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2082
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	-1.0%

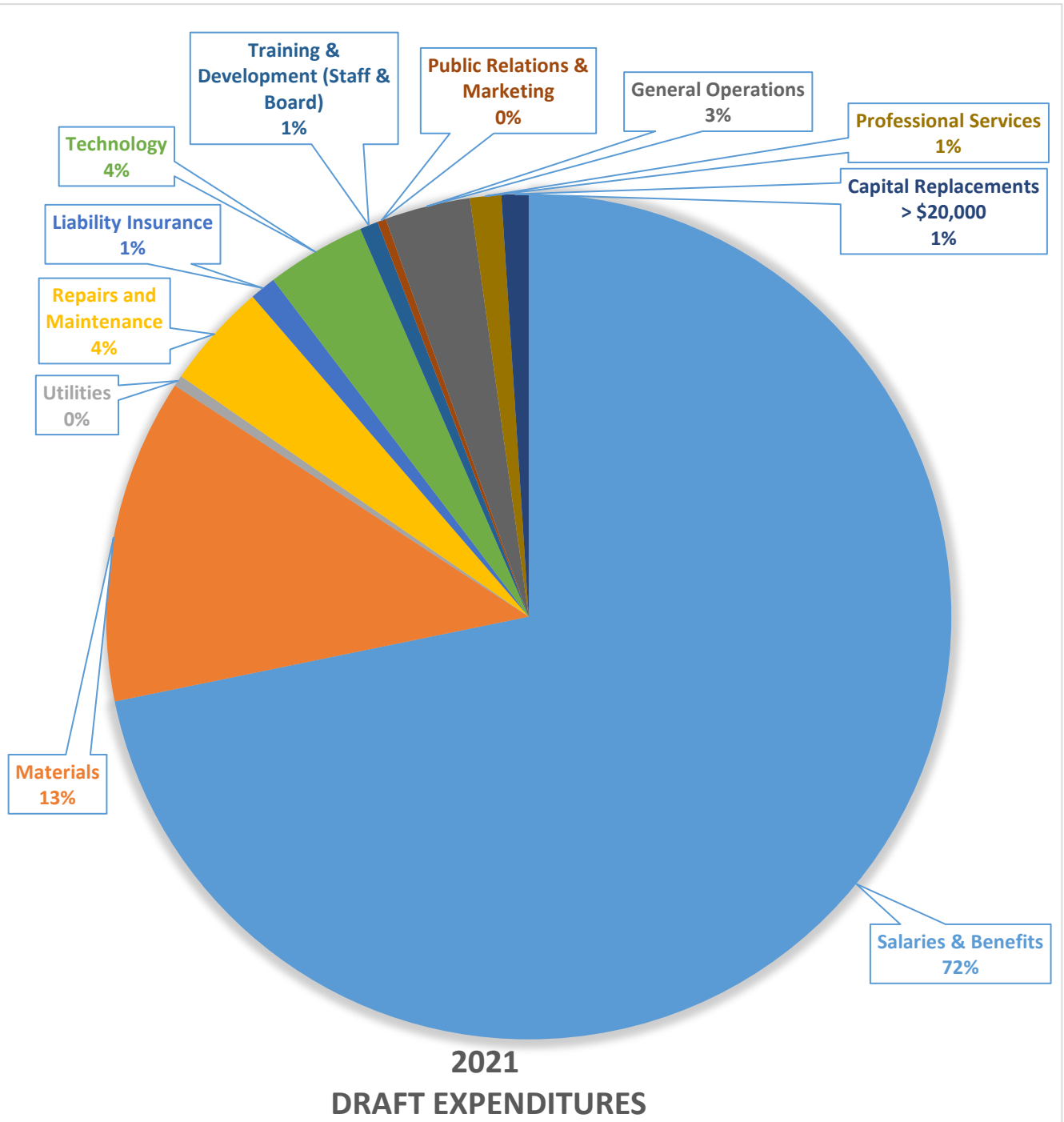
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	0.0%

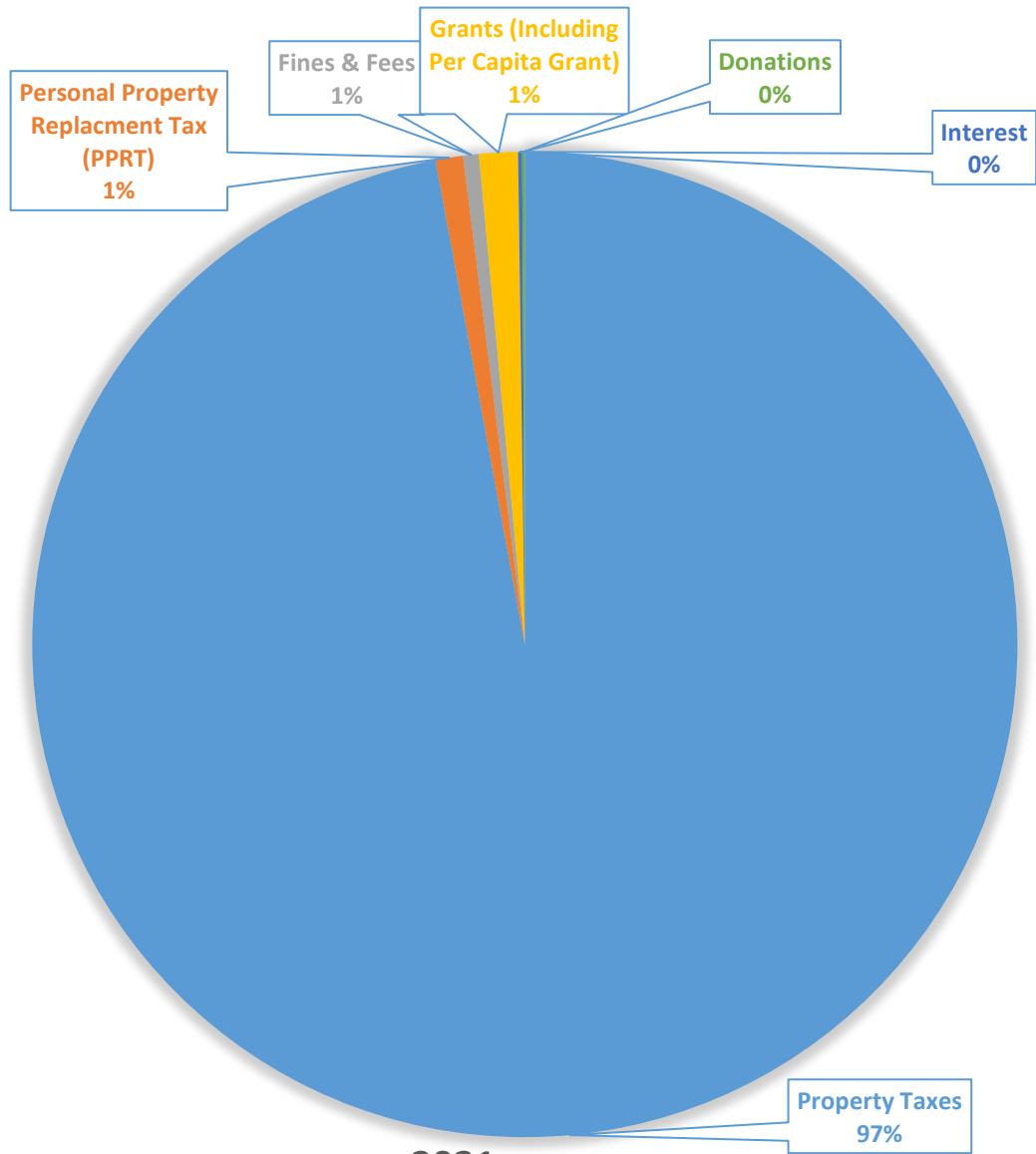
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 69.41
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,130,263.65
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,032,692.50
Salaries & Benefits	71.8%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,162,956.15
Materials	12.4%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,799,305.15
Property Taxes	97.1%		\$ 5,553,574.00
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.3%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,719,663.00





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**1.9% PERSONNEL, 1% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,775,198
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,799,305
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 744,164
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (374,107)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
1.9% PERSONNEL, 1% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,609,009
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,775,198

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
1.9% PERSONNEL, 1% LEVY DRAFT							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,570,868.20	-23,676.05	-1.5%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	352,883.63	101,482.61	40.4%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,206,511.83	-46,161.47	-3.7%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	292,018.46	59,083.68	25.4%	
5133	Medicare Contributions	44,929.98	41,212.23	46,212.85	1,282.87	2.9%	
5134	Social Security Contributions	192,114.36	176,217.74	197,599.78	5,485.42	2.9%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,796,547.15	4,162,956.15	141,311.22	3.5%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,799,305.15	133,010.22	2.3%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,570,868.20
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	352,883.63
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,206,511.83
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	292,018.46
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,212.85
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	197,599.78
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,149,305.15

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	247,236.71
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	35,766.90
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,469.12
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,927.58
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,069.66
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,120,079.63

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	417,457.57
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	251,711.00
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,147.32
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,367.97
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,332.02
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,521,884.49

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	261,821.29
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	239,159.23
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,765.60
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,264.22
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,060.79
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	860,703.78

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	132,582.73
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	108,506.18
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	433,535.63
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,361.03
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,782.06
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	41,826.72
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	854,164.22

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	204,487.32
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	82,290.89
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	146,366.10
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,314.40
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,280.59
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	26,854.95
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	697,902.36

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,130.12
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	44,688.75
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,431.10
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,360.87
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,094.77
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	318,036.28

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	118,378.90
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	86,994.11
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,469.51
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	2,977.91
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,733.13
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	320,371.93

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 1% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	70,773.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	35,766.90
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	48,745.76
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,060.38
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,251.65
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,627.75
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	461,162.46

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,609,009	0.2111	0.2103	0.2103
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,609,009	0.2111	0.2103	0.2103
Change		2.99%	1.00%		-0.38%	0.00%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 226.72	\$ 225.86	\$ 225.86	\$ 70.37	\$ 70.10	\$ 70.10
Actual change in taxes paid		\$ (0.86)	\$ -		\$ (0.27)	\$ -
Change		-0.4%	0.0%		-0.4%	0.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2103
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2103
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	0.0%

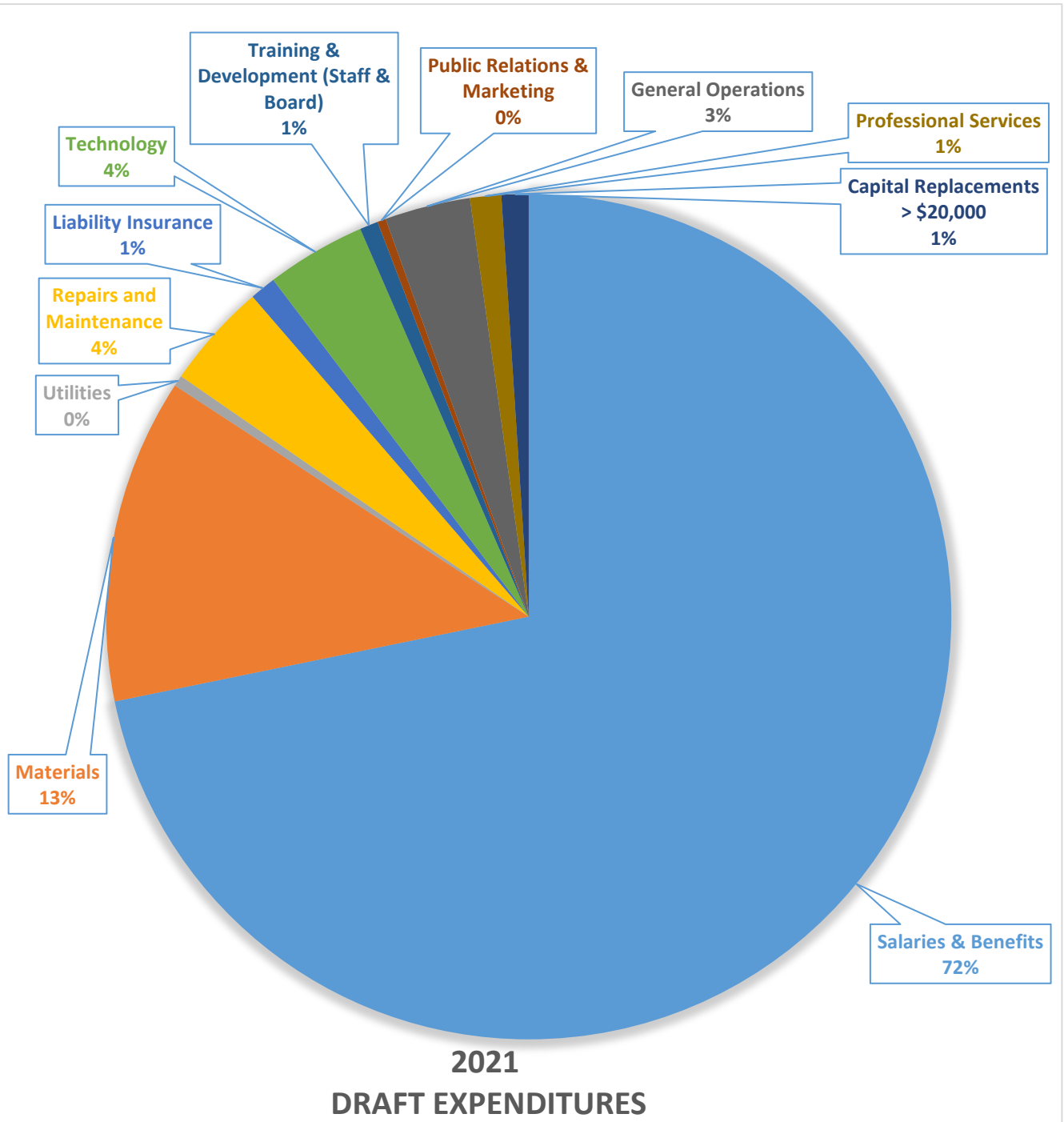
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,009
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,009
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	1.0%

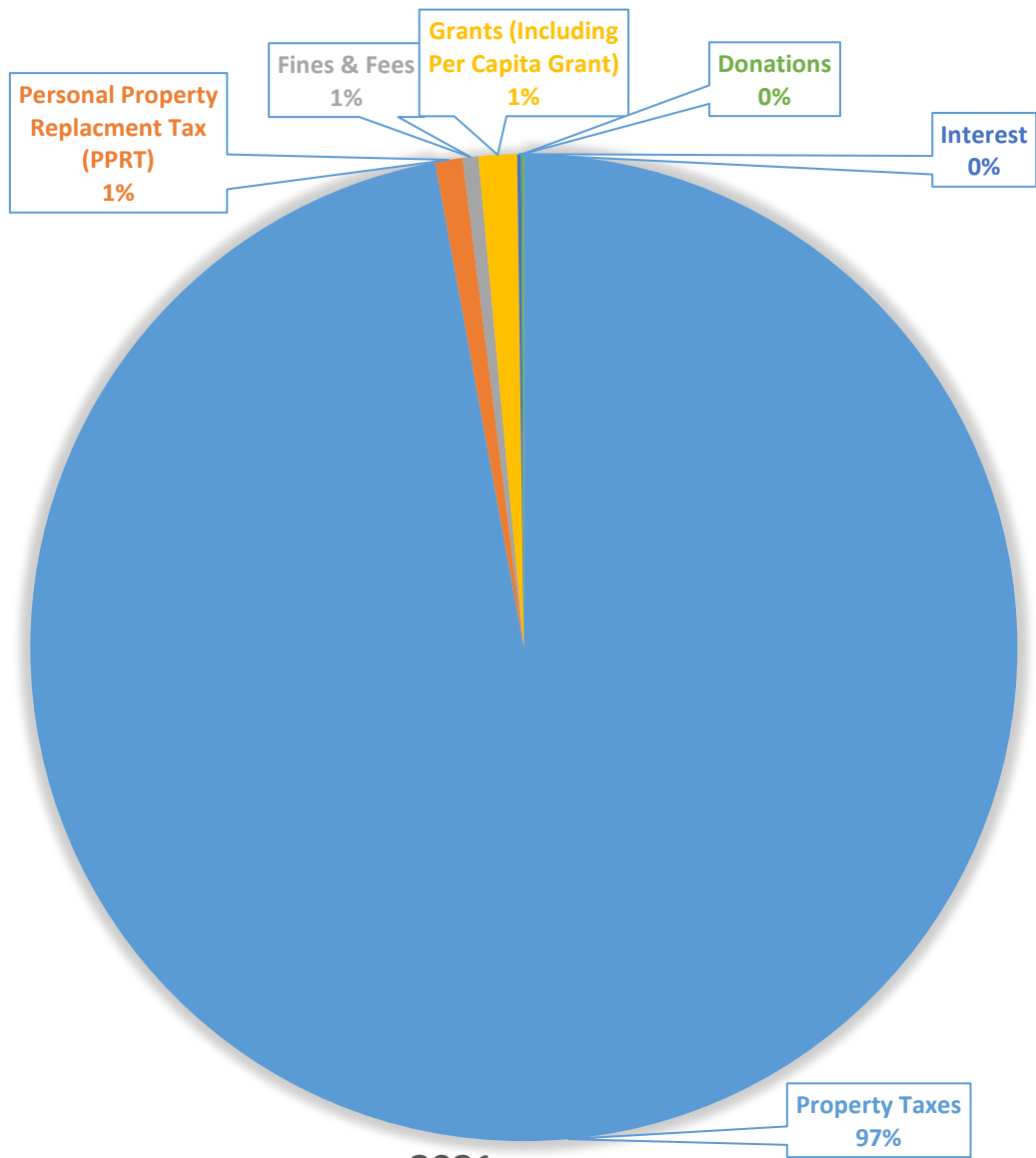
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 70.10
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,130,263.65
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,032,692.50
Salaries & Benefits	71.8%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,162,956.15
Materials	12.4%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,799,305.15
Property Taxes	97.1%		\$ 5,609,108.74
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.3%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,775,197.74





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**1.9% PERSONNEL, 2% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,830,732
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,799,305
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 799,698
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (318,573)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
1.9% PERSONNEL, 2% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,664,543
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,830,732

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
1.9% PERSONNEL, 2% LEVY DRAFT							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,570,868.20	-23,676.05	-1.5%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	352,883.63	101,482.61	40.4%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,206,511.83	-46,161.47	-3.7%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	292,018.46	59,083.68	25.4%	
5133	Medicare Contributions	44,929.98	41,212.23	46,212.85	1,282.87	2.9%	
5134	Social Security Contributions	192,114.36	176,217.74	197,599.78	5,485.42	2.9%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,796,547.15	4,162,956.15	141,311.22	3.5%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,799,305.15	133,010.22	2.3%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,570,868.20
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	352,883.63
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,206,511.83
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	292,018.46
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,212.85
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	197,599.78
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,149,305.15

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	247,236.71
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	35,766.90
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,469.12
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,927.58
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,069.66
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,120,079.63

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	417,457.57
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	251,711.00
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,147.32
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,367.97
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,332.02
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,521,884.49

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	261,821.29
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	239,159.23
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,765.60
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,264.22
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,060.79
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	860,703.78

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	132,582.73
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	108,506.18
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	433,535.63
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,361.03
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,782.06
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	41,826.72
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	854,164.22

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	204,487.32
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	82,290.89
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	146,366.10
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,314.40
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,280.59
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	26,854.95
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	697,902.36

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,130.12
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	44,688.75
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,431.10
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,360.87
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,094.77
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	318,036.28

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	118,378.90
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	86,994.11
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,469.51
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	2,977.91
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,733.13
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	320,371.93

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 2% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	70,773.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	35,766.90
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	48,745.76
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,060.38
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,251.65
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,627.75
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	461,162.46

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543	0.2111	0.2103	0.2124
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543	0.2111	0.2103	0.2124
Change		2.99%	2.00%		-0.38%	0.99%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 226.72	\$ 225.86	\$ 228.10	\$ 70.37	\$ 70.10	\$ 70.79
Actual change in taxes paid		\$ (0.86)	\$ 2.24		\$ (0.27)	\$ 0.69
Change		-0.4%	1.0%		-0.4%	1.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2124
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2124
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	1.0%

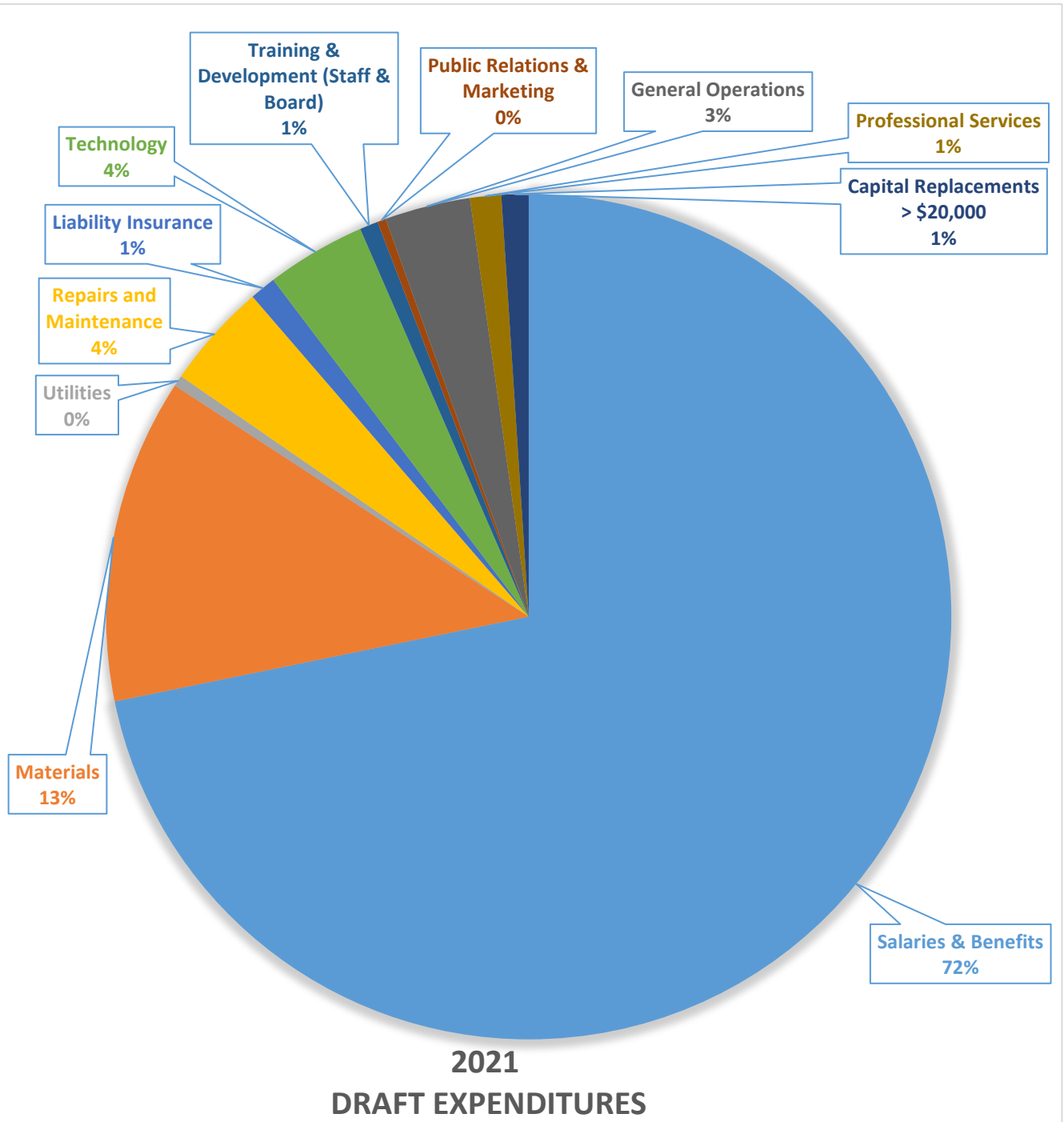
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	2.0%

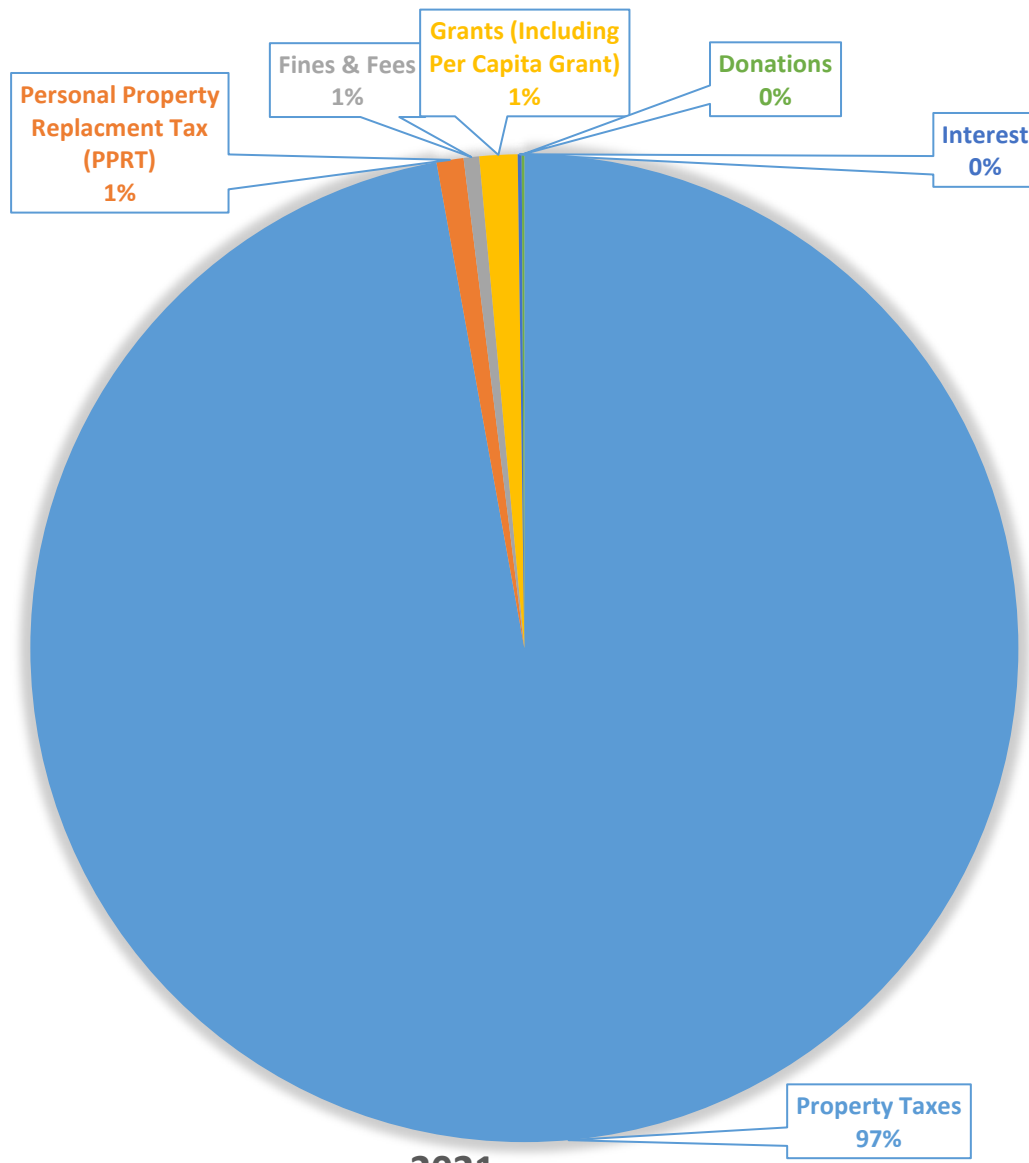
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 70.79
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,130,263.65
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,032,692.50
Salaries & Benefits	71.8%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,162,956.15
Materials	12.4%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,799,305.15
Property Taxes	97.2%		\$ 5,664,643.48
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,830,732.48





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**1.9% PERSONNEL, 3% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,886,267
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,799,305
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 855,233
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (263,038)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET

1.9% PERSONNEL, 3% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,720,078
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,886,267

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
1.9% PERSONNEL, 3% LEVY DRAFT							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,570,868.20	-23,676.05	-1.5%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	352,883.63	101,482.61	40.4%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,206,511.83	-46,161.47	-3.7%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	292,018.46	59,083.68	25.4%	
5133	Medicare Contributions	44,929.98	41,212.23	46,212.85	1,282.87	2.9%	
5134	Social Security Contributions	192,114.36	176,217.74	197,599.78	5,485.42	2.9%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,796,547.15	4,162,956.15	141,311.22	3.5%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,799,305.15	133,010.22	2.3%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,570,868.20
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	352,883.63
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,206,511.83
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	292,018.46
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,212.85
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	197,599.78
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,149,305.15

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	247,236.71
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	35,766.90
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,469.12
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,927.58
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,069.66
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,120,079.63

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	417,457.57
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	251,711.00
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,147.32
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,367.97
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,332.02
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,521,884.49

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	261,821.29
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	239,159.23
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,765.60
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,264.22
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,060.79
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	860,703.78

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	132,582.73
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	108,506.18
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	433,535.63
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,361.03
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,782.06
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	41,826.72
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	854,164.22

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	204,487.32
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	82,290.89
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	146,366.10
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,314.40
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,280.59
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	26,854.95
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	697,902.36

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,130.12
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	44,688.75
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,431.10
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,360.87
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,094.77
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	318,036.28

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	118,378.90
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	86,994.11
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,469.51
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	2,977.91
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,733.13
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	320,371.93

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

1.9% PERSONNEL, 3% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	70,773.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	35,766.90
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	48,745.76
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,060.38
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,251.65
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,627.75
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	461,162.46

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078	0.2111	0.2103	0.2145
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078	0.2111	0.2103	0.2145
Change		2.99%	3.00%		-0.38%	1.98%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 226.72	\$ 225.86	\$ 230.33	\$ 70.37	\$ 70.10	\$ 71.49
Actual change in taxes paid		\$ (0.86)	\$ 4.47		\$ (0.27)	\$ 1.39
Change		-0.4%	2.0%		-0.4%	2.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2145
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2145
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	2.0%

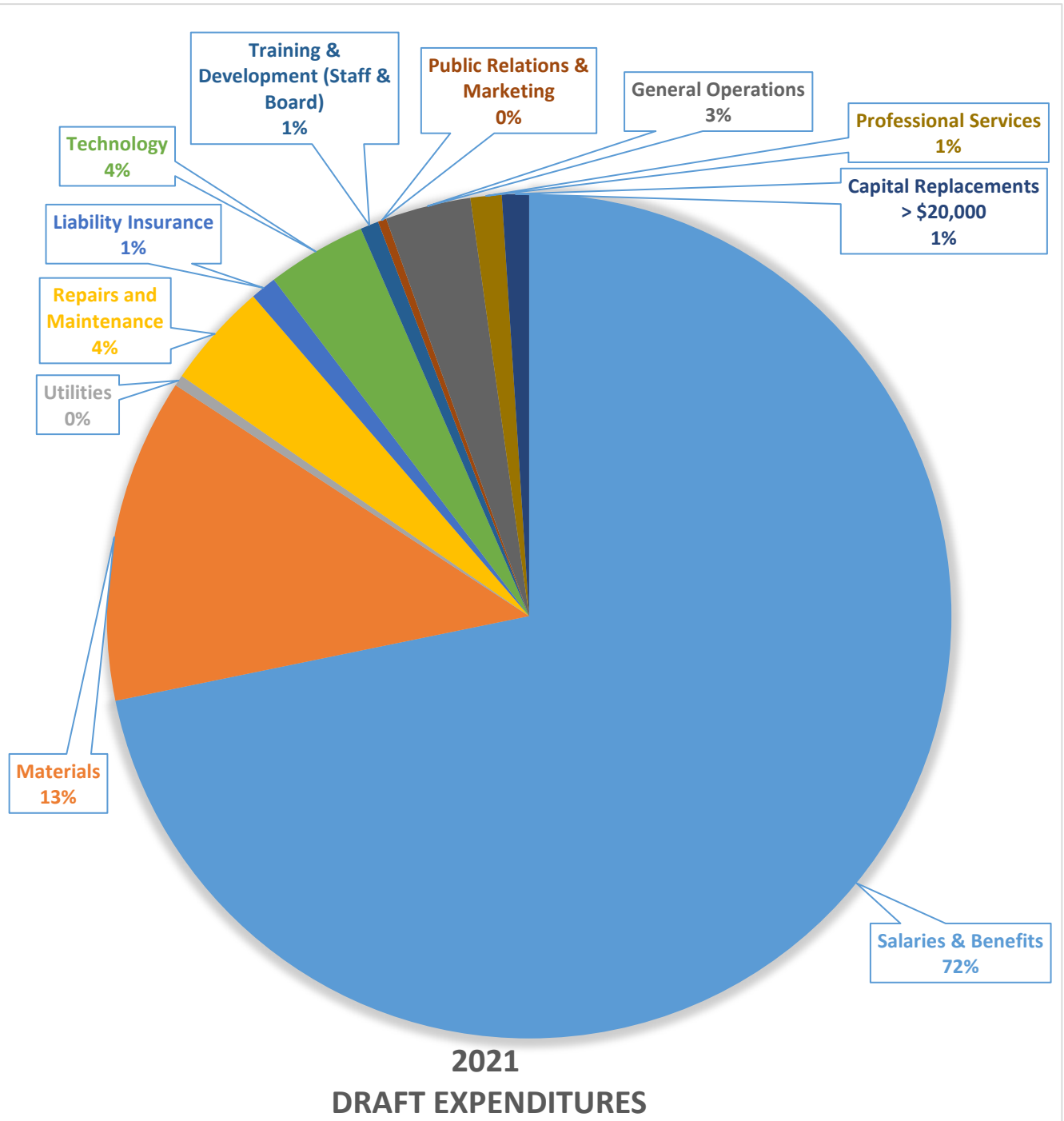
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	3.0%

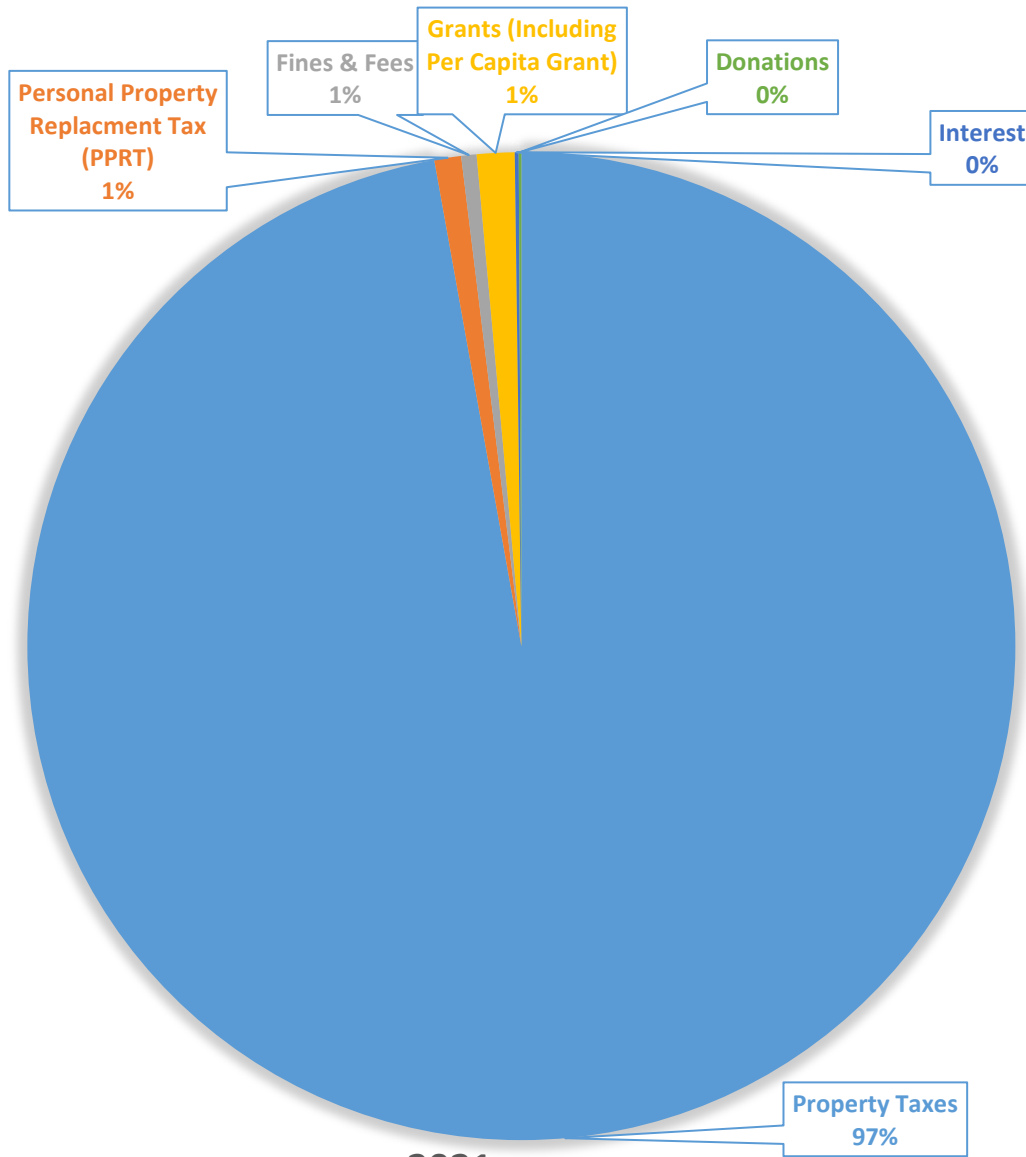
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 71.49
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,130,263.65
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,032,692.50
Salaries & Benefits	71.8%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,162,956.15
Materials	12.4%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,799,305.15
Property Taxes	97.2%		\$ 5,720,178.22
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,886,267.22





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**3% PERSONNEL, 0% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,719,663
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,834,225
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 653,709
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (464,562)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
3% PERSONNEL, 0% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2021 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,553,474
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,719,663

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET						
3% PERSONNEL, 0% LEVY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2020	2020	2021	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,586,336.05	-8,208.20	-0.5%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	251,401.02	787,078.04	356,197.87	104,796.85	41.7%
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,217,511.42	-35,161.88	-2.8%
5131	IMRF Pension Contributions	232,934.78	226,595.50	294,831.59	61,896.81	26.6%
5133	Medicare Contributions	44,929.98	41,212.23	46,653.58	1,723.60	3.8%
5134	Social Security Contributions	192,114.36	176,217.74	199,484.28	7,369.92	3.8%
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%
		4,021,644.93	3,796,547.15	4,197,876.21	176,231.28	4.4%
						Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,834,225.21	167,930.28	3.0%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET
3% PERSONNEL, 0% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,586,336.05
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	356,197.87
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,217,511.42
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	294,831.59
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,653.58
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	199,484.28
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,184,225.21

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	249,905.60
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	36,153.00
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,884.39
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,980.77
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,297.11
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,123,830.54

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	421,219.23
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	254,428.20
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,839.77
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,461.92
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,733.71
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,529,551.42

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	263,902.87
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	240,572.06
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	52,125.58
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,314.89
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,277.45
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	864,825.50

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	134,013.95
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	109,677.49
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	437,359.89
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,753.54
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,875.24
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	42,225.18
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	861,475.17

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	206,694.74
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	83,179.22
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	147,946.11
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,728.00
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,348.39
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,144.84
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	703,349.40

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	119,405.33
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	45,171.17
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,630.06
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,386.36
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,203.74
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	320,127.31

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	119,656.79
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	87,933.20
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,679.68
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	3,010.05
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,870.58
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	322,968.68

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	71,537.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	36,153.00
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	49,271.96
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,190.57
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,275.96
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,731.68
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	463,097.19

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223.00	\$ 5,553,474.00	\$ 5,553,474.00	0.2111	0.2103	0.2082
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223.00	\$ 5,553,474.00	\$ 5,553,474.00	0.2111	0.2103	0.2082
Change		2.99%	0.00%		-0.38%	-0.99%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate for the year	\$ 226.72	\$ 225.86	\$ 223.63	\$ 70.37	\$ 70.10	\$ 69.41
Actual change in taxes paid		\$ (0.86)	\$ (2.24)		\$ (0.27)	\$ (0.69)
Change		-0.4%	-1.0%		-0.4%	-1.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2082
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2082
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	-1.0%

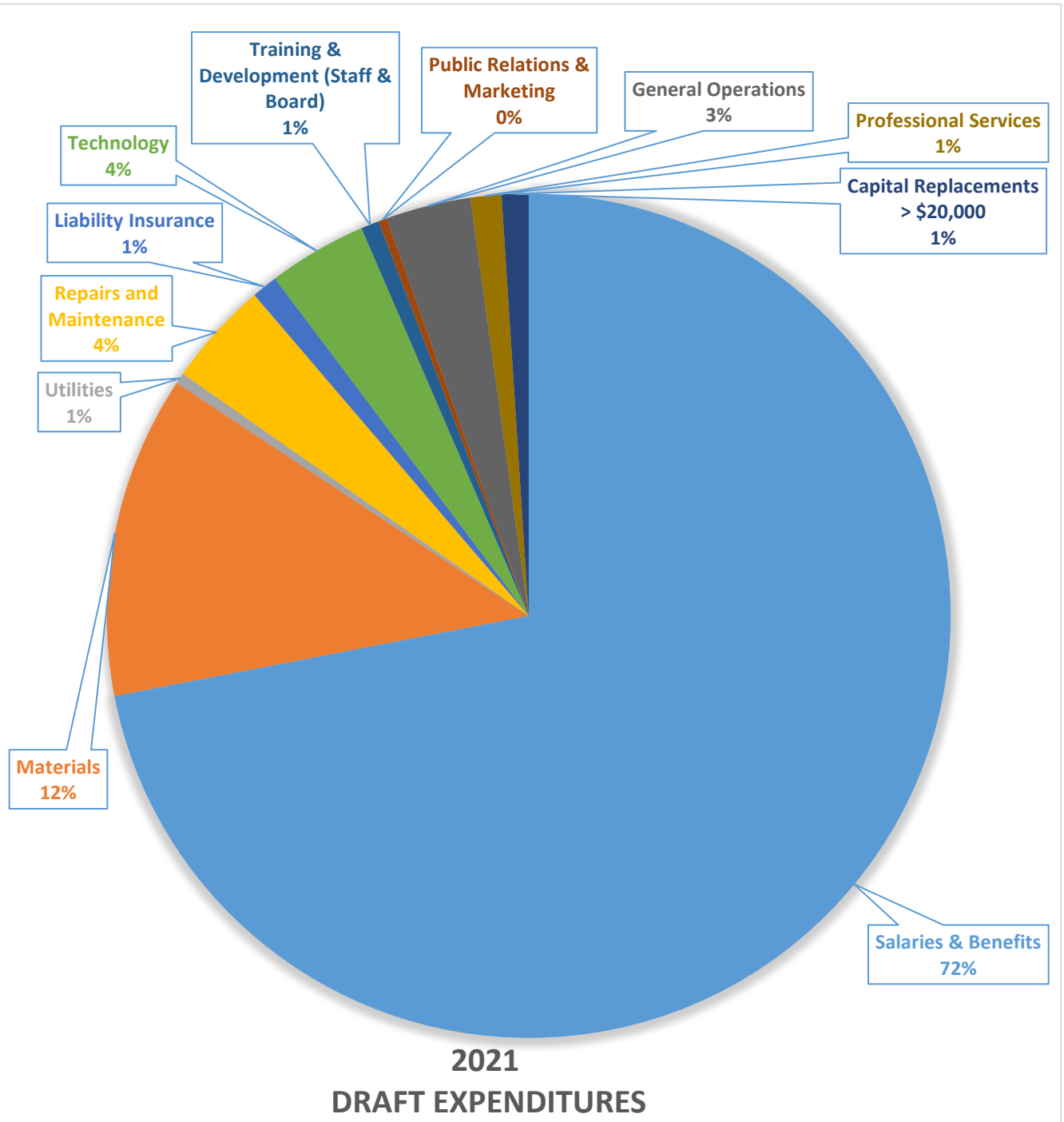
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	0.0%

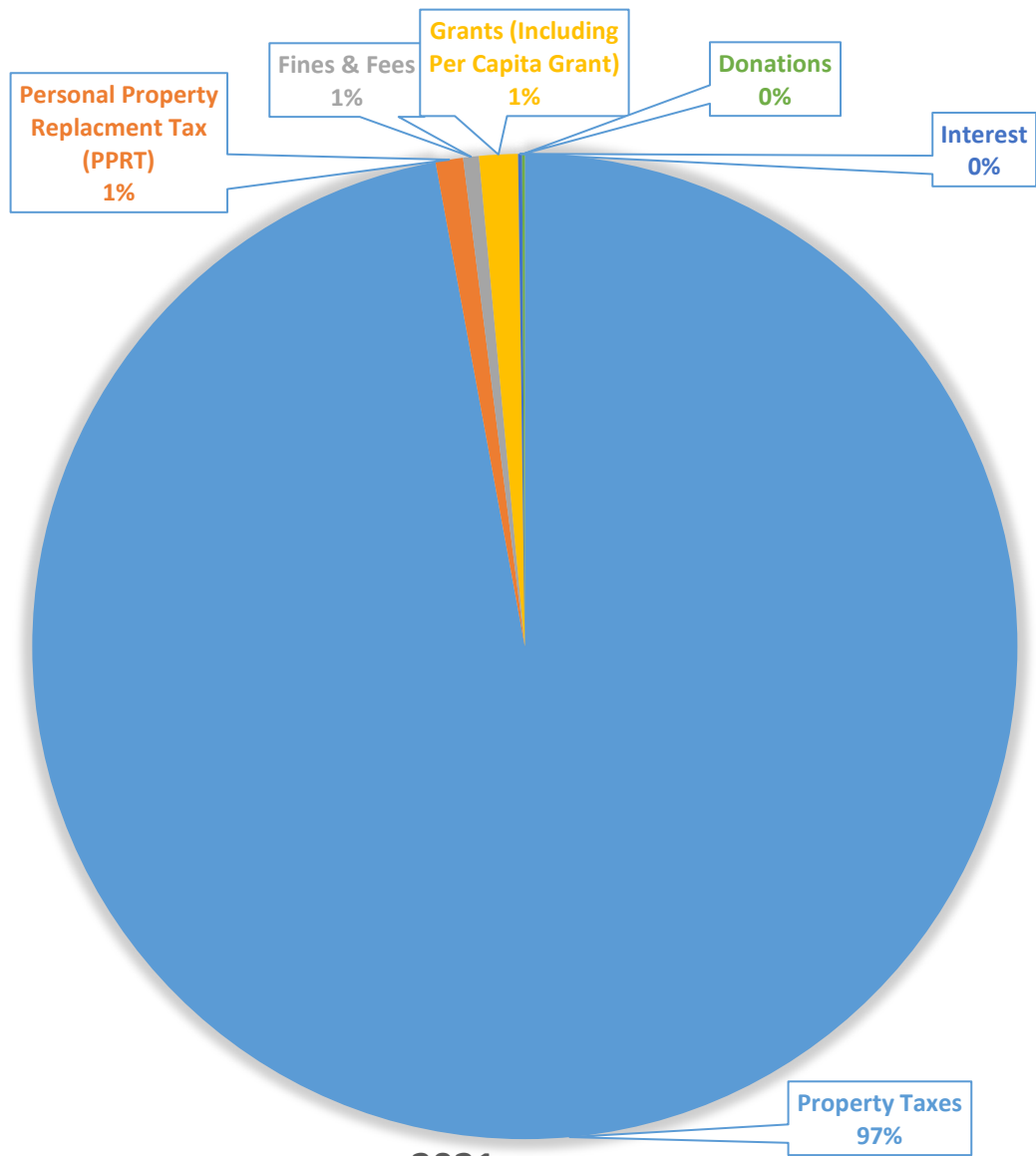
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 69.41
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.2%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,160,045.34
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,037,830.87
Salaries & Benefits	72.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,197,876.21
Materials	12.3%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,834,225.21
Property Taxes	97.1%		\$ 5,553,574.00
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.3%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,719,663.00





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**3% PERSONNEL, 1% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,775,198
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,834,225
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 709,244
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (409,027)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
3% PERSONNEL, 1% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2021 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,609,009
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,775,198

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET						
3% PERSONNEL, 1% LEVY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2020	2020	2021	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,586,336.05	-8,208.20	-0.5%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	251,401.02	787,078.04	356,197.87	104,796.85	41.7%
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,217,511.42	-35,161.88	-2.8%
5131	IMRF Pension Contributions	232,934.78	226,595.50	294,831.59	61,896.81	26.6%
5133	Medicare Contributions	44,929.98	41,212.23	46,653.58	1,723.60	3.8%
5134	Social Security Contributions	192,114.36	176,217.74	199,484.28	7,369.92	3.8%
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%
		4,021,644.93	3,796,547.15	4,197,876.21	176,231.28	4.4%
						Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,834,225.21	167,930.28	3.0%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 1% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,586,336.05
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	356,197.87
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,217,511.42
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	294,831.59
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,653.58
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	199,484.28
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,184,225.21

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	249,905.60
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	36,153.00
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,884.39
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,980.77
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,297.11
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,123,830.54

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	421,219.23
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	254,428.20
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,839.77
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,461.92
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,733.71
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,529,551.42

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	263,902.87
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	240,572.06
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	52,125.58
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,314.89
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,277.45
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	864,825.50

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	134,013.95
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	109,677.49
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	437,359.89
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,753.54
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,875.24
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	42,225.18
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	861,475.17

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	206,694.74
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	83,179.22
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	147,946.11
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,728.00
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,348.39
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,144.84
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	703,349.40

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	119,405.33
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	45,171.17
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,630.06
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,386.36
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,203.74
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	320,127.31

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	119,656.79
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	87,933.20
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,679.68
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	3,010.05
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,870.58
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	322,968.68

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	71,537.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	36,153.00
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	49,271.96
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,190.57
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,275.96
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,731.68
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	463,097.19

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223.00	\$ 5,553,474.00	\$ 5,609,008.74	0.2111	0.2103	0.2103
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223.00	\$ 5,553,474.00	\$ 5,609,008.74	0.2111	0.2103	0.2103
Change		2.99%	1.00%		-0.38%	0.00%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate for the year	\$ 226.72	\$ 225.86	\$ 225.86	\$ 70.37	\$ 70.10	\$ 70.10
Actual change in taxes paid		\$ (0.86)	\$ -		\$ (0.27)	\$ -
Change		-0.4%	0.0%		-0.4%	0.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2103
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2103
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	0.0%

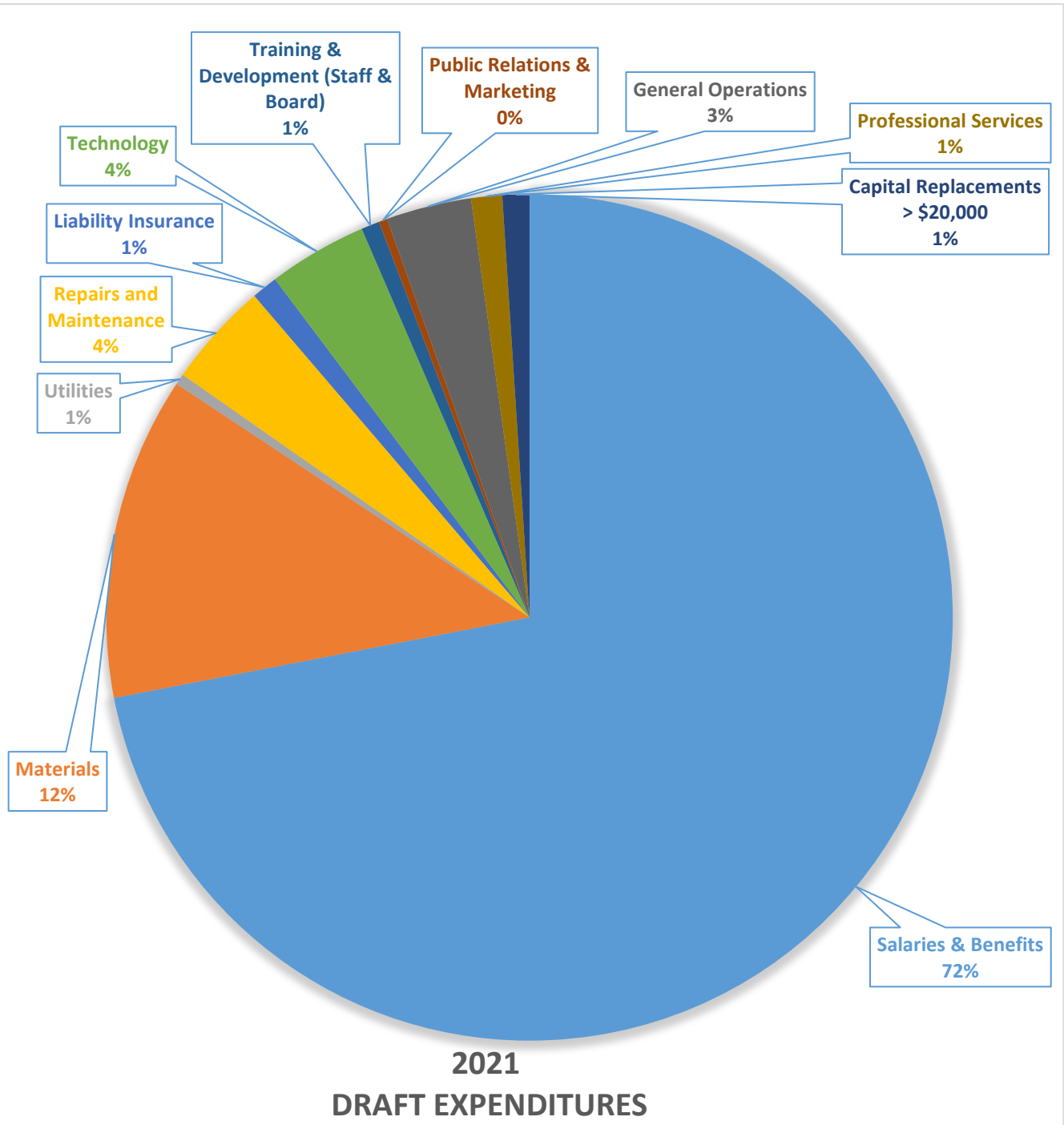
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,009
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,009
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	1.0%

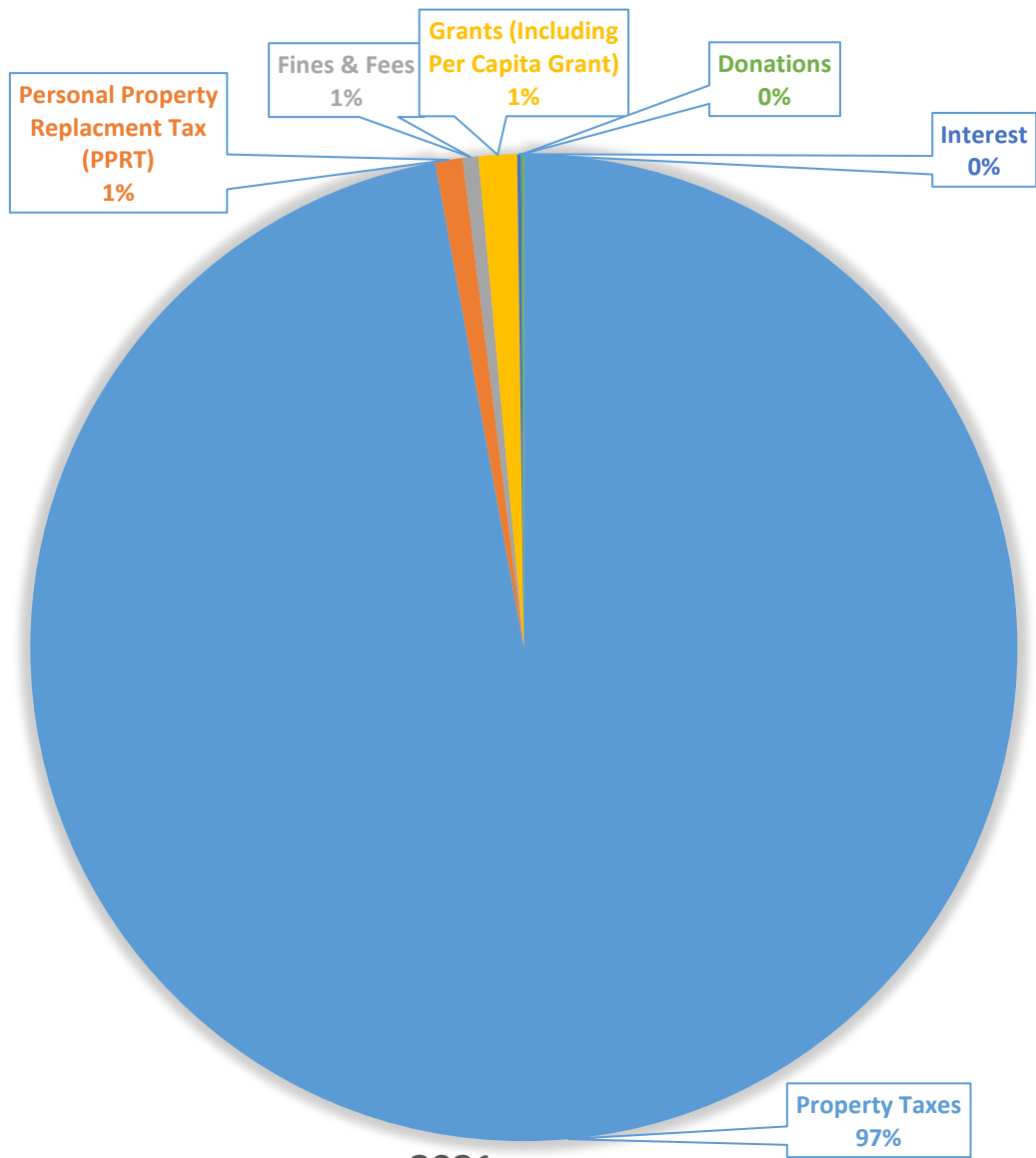
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 70.10
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.2%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,160,045.34
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,037,830.87
Salaries & Benefits	72.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,197,876.21
Materials	12.3%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,834,225.21
Property Taxes	97.1%		\$ 5,609,108.74
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.3%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,775,197.74





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET
3% PERSONNEL, 2% LEVY DRAFT
LIBRARY FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,830,732
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,834,225
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 764,778
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (353,493)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
3% PERSONNEL, 2% LEVY DRAFT

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2021 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,664,543
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,830,732

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET						
3% PERSONNEL, 2% LEVY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2020	2020	2021	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,586,336.05	-8,208.20	-0.5%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	251,401.02	787,078.04	356,197.87	104,796.85	41.7%
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,217,511.42	-35,161.88	-2.8%
5131	IMRF Pension Contributions	232,934.78	226,595.50	294,831.59	61,896.81	26.6%
5133	Medicare Contributions	44,929.98	41,212.23	46,653.58	1,723.60	3.8%
5134	Social Security Contributions	192,114.36	176,217.74	199,484.28	7,369.92	3.8%
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%
		4,021,644.93	3,796,547.15	4,197,876.21	176,231.28	4.4%
						Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,834,225.21	167,930.28	3.0%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET
3% PERSONNEL, 2% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,586,336.05
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	356,197.87
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,217,511.42
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	294,831.59
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,653.58
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	199,484.28
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,184,225.21

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	249,905.60
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	36,153.00
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,884.39
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,980.77
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,297.11
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,123,830.54

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	421,219.23
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	254,428.20
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,839.77
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,461.92
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,733.71
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,529,551.42

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET
3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	263,902.87
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	240,572.06
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	52,125.58
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,314.89
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,277.45
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	864,825.50

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	134,013.95
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	109,677.49
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	437,359.89
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,753.54
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,875.24
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	42,225.18
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	861,475.17

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	206,694.74
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	83,179.22
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	147,946.11
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,728.00
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,348.39
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,144.84
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	703,349.40

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	119,405.33
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	45,171.17
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,630.06
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,386.36
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,203.74
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	320,127.31

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	119,656.79
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	87,933.20
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,679.68
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	3,010.05
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,870.58
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	322,968.68

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET
3% PERSONNEL, 0% LEVY DRAFT

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	71,537.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	36,153.00
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	49,271.96
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,190.57
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,275.96
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,731.68
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	463,097.19

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223.00	\$ 5,553,474.00	\$ 5,664,543.48	0.2111	0.2103	0.2124
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223.00	\$ 5,553,474.00	\$ 5,664,543.48	0.2111	0.2103	0.2124
Change		2.99%	2.00%		-0.38%	0.99%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate for the year	\$ 226.72	\$ 225.86	\$ 228.10	\$ 70.37	\$ 70.10	\$ 70.79
Actual change in taxes paid		\$ (0.86)	\$ 2.24		\$ (0.27)	\$ 0.69
Change		-0.4%	1.0%		-0.4%	1.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2124
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2124
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	1.0%

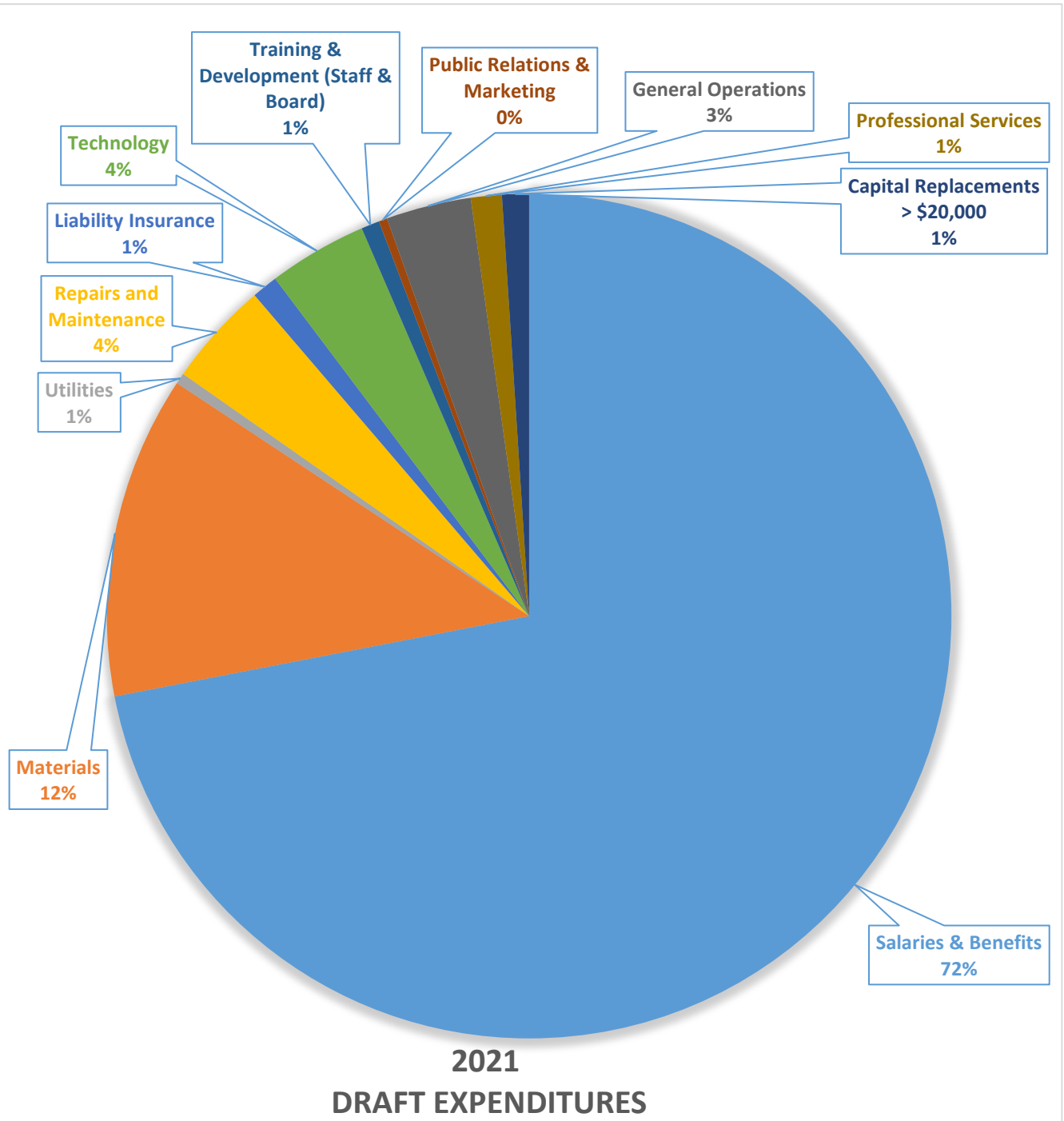
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	2.0%

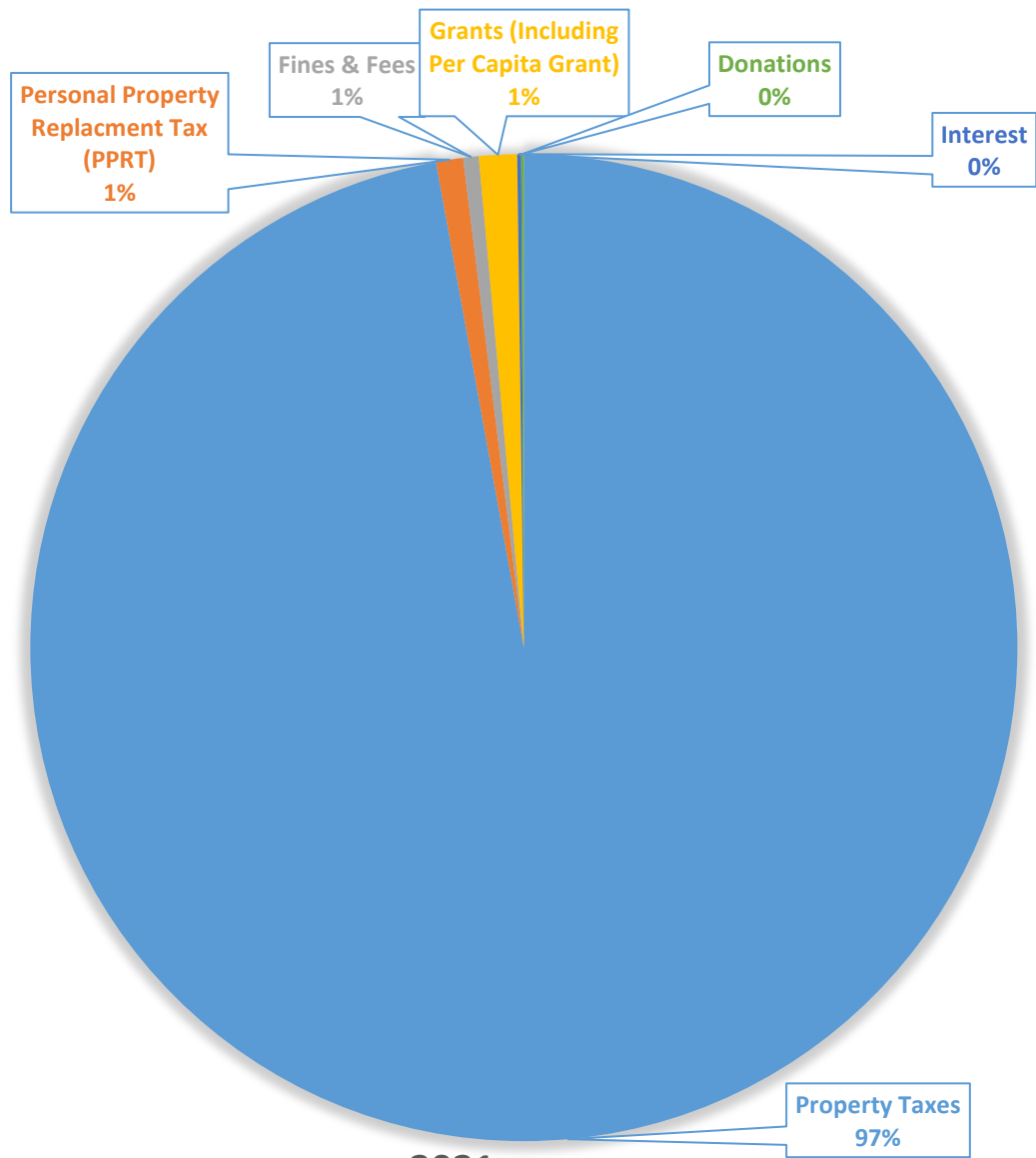
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 70.79
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.2%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,160,045.34
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,037,830.87
Salaries & Benefits	72.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,197,876.21
Materials	12.3%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,834,225.21
Property Taxes	97.2%		\$ 5,664,643.48
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,830,732.48





**2021
DRAFT REVENUES**

DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET**3% PERSONNEL, 3% LEVY****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,886,267
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,834,225
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 820,313
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (297,958)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET
3% PERSONNEL, 3% LEVY

SOURCE		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2021 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,720,078
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,886,267

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
3% PERSONNEL, 3% LEVY							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,586,336.05	-8,208.20	-0.5%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	356,197.87	104,796.85	41.7%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,217,511.42	-35,161.88	-2.8%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	294,831.59	61,896.81	26.6%	
5133	Medicare Contributions	44,929.98	41,212.23	46,653.58	1,723.60	3.8%	
5134	Social Security Contributions	192,114.36	176,217.74	199,484.28	7,369.92	3.8%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,796,547.15	4,197,876.21	176,231.28	4.4%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	58,064.00	14,939.00	34.6%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,636,349.00	(8,301.00)	-0.5%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,834,225.21	167,930.28	3.0%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,586,336.05
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	356,197.87
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,217,511.42
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	294,831.59
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,653.58
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	199,484.28
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

EXPENDITURES continued		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	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	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,184,225.21

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY-ADMINISTRATIVE SERVICES 971		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	249,905.60
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	36,153.00
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,884.39
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,980.77
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,297.11
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	58,064.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
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	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	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	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,123,830.54

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - ADULT SERVICES 972		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	421,219.23
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	254,428.20
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,839.77
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,461.92
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,733.71
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	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	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	TOTAL 972	1,451,700.00	1,436,630.54	1,505,892.45	1,398,091.60	1,529,551.42

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - CHILDREN'S SERVICES 973		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	263,902.87
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	240,572.06
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	52,125.58
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,314.89
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,277.45
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	TOTAL 973	811,017.32	808,461.30	826,961.50	743,031.20	859,825.50

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - CIRCULATION SERVICES 974		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	134,013.95
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	109,677.49
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	437,359.89
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,753.54
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,875.24
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	42,225.18
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	TOTAL 974	828,090.00	682,602.62	804,790.49	772,201.58	861,475.17

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - INFORMATION TECHNOLOGY 975		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	206,694.74
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	83,179.22
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	147,946.11
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,728.00
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,348.39
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,144.84
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	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	36,654.40	40,000.00	40,000.00	40,000.00
	TOTAL 975	600,932.00	577,128.78	673,743.32	651,648.70	703,349.40

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - PUBLIC RELATIONS 976		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	119,405.33
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	45,171.17
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,630.06
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,386.36
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,203.74
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	0.00	265.25	305,198.05	278,902.86	320,127.31

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - ACCESS SERVICES 977		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	119,656.79
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	87,933.20
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,679.68
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	3,010.05
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,870.58
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	TOTAL 977	278,389.00	249,718.47	293,944.08	272,513.77	322,968.68

DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET

3% PERSONNEL, 3% LEVY

LIBRARY - BUILDING OPERATIONS 978		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	71,537.55
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	36,153.00
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	49,271.96
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,190.57
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,275.96
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,731.68
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	TOTAL 978	411,922.00	378,550.58	424,430.57	421,903.62	463,097.19

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	86,394,047	3.4%
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	26,407,392	1.0%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078	0.2111	0.2103	0.2145
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078	0.2111	0.2103	0.2145
Change		2.99%	3.00%		-0.38%	1.98%

Impact on taxpayer

	Median Home Value (2019)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 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	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate for the year	\$ 226.72	\$ 225.86	\$ 230.33	\$ 70.37	\$ 70.10	\$ 71.49
Actual change in taxes paid		\$ (0.86)	\$ 4.47		\$ (0.27)	\$ 1.39
Change		-0.4%	2.0%		-0.4%	2.0%

<u>RATE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	0.2253	0.2202	0.2145	0.2111	0.2103	0.2145
Bond	0.0154	0	0	0	0	0
Total	0.2407	0.2202	0.2145	0.2111	0.2103	0.2145
% change YroYr	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	2.0%

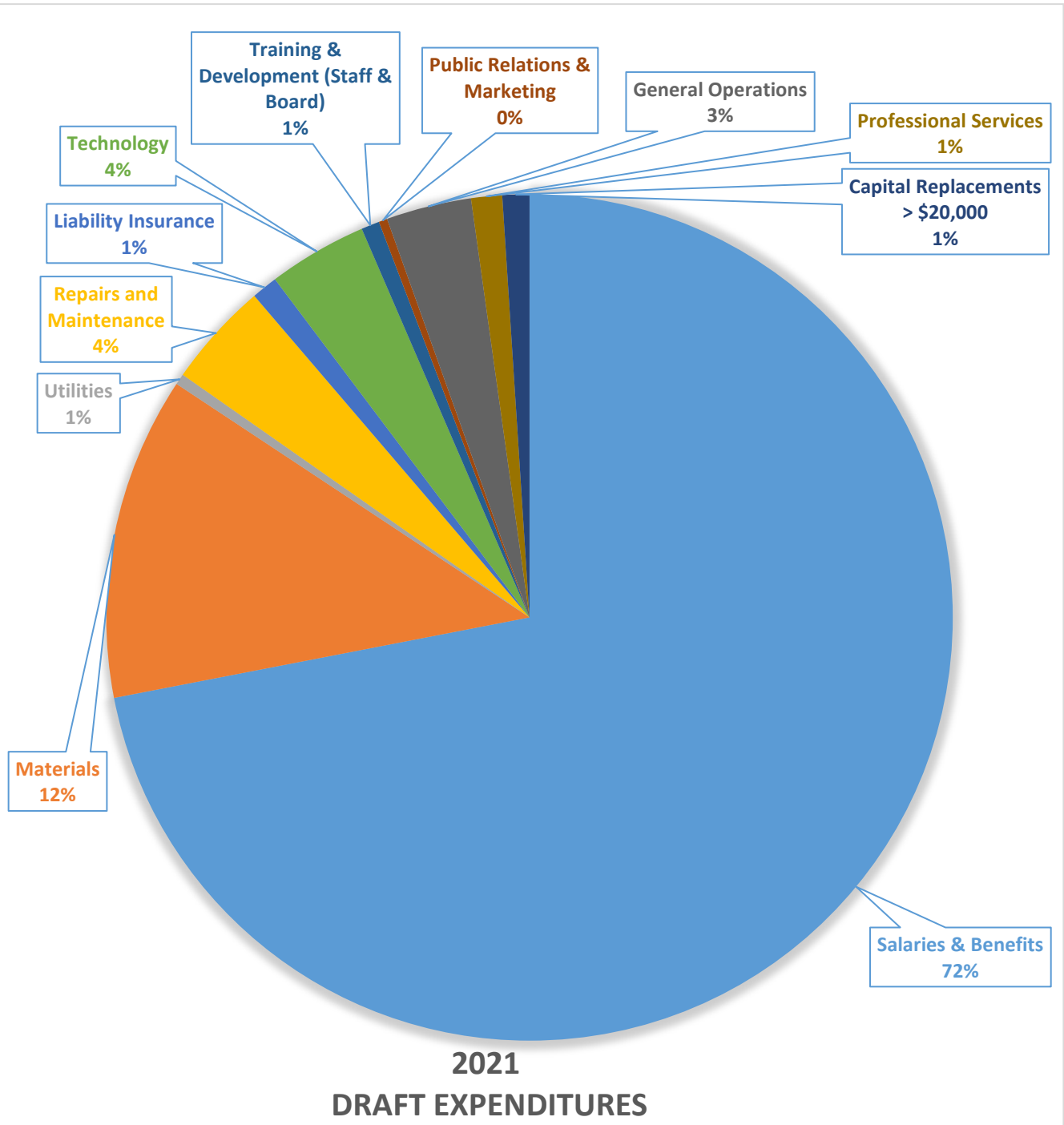
<u>LEVY</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078
Bond	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,720,078
% change YroYr	-2.3%	-2.2%	2.75%	4.1%	3.0%	3.0%

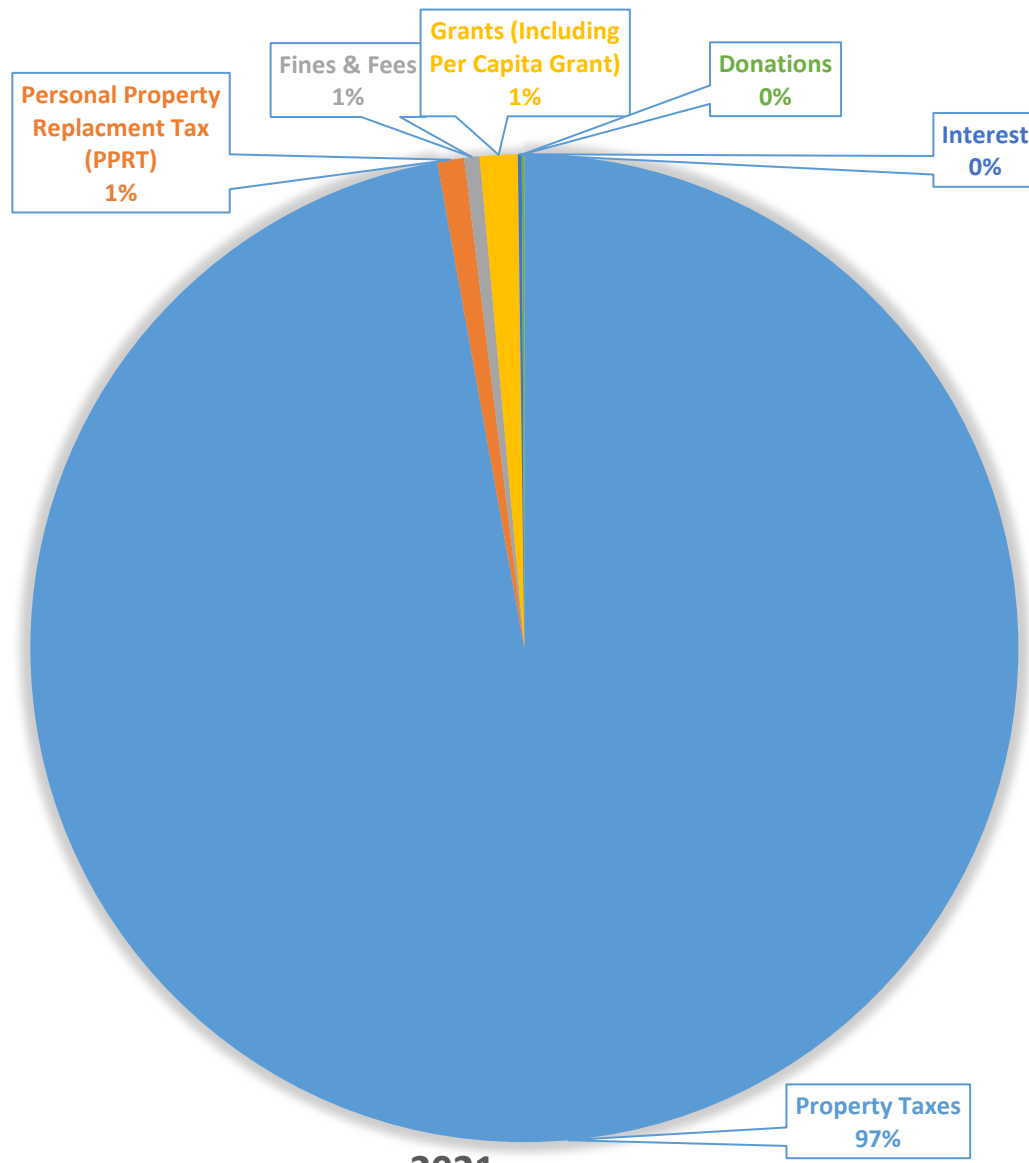
<u>EAV</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Base	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
Increase / (Decrease)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
Total	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
% change YroYr	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

Library Tax Per \$100K Home Value	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 71.49
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Wage/Salary Increment	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.2%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,160,045.34
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,037,830.87
Salaries & Benefits	72.0%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,197,876.21
Materials	12.3%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.0%		\$ 58,064.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,834,225.21
Property Taxes	97.2%		\$ 5,720,178.22
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,886,267.22





**2021
DRAFT REVENUES**

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020**

Agenda Item 8D

COVID-19 Response and Reopening Phasing Plan Update

At the May 28, 2020 meeting, the Board of Library Trustees authorized the Library Director to enact temporary policies, in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan.

On Monday, June 1, the library expand service of Phase 2, Curbside Pickup, of our reopening plan. Curbside service hours extended to Monday through Friday, 9:00 a.m. to 1:00 p.m. and 3:00 to 7:00 p.m. Staff shifts became 8:00 a.m. to 1:00 p.m. and 2:00 to 7:00 p.m. to allow for preparation and processing of materials before service begins and cleaning between shifts. On Saturday June 20, Curbside hours again extended to include Saturday 9:00 a.m. to 1:00 p.m. and Sunday 1:00 to 5:00 p.m., with staff shifts Saturday 8:00 a.m. to 1:00 p.m. and Sunday 12:00 to 5:00 p.m.

Plans are underway to implement the library's Phase 3, Limited Public Service, Limited Hours in early July. A "grab and go" service model will be implemented, encouraging patrons to limit their visits to one hour per day per person. Patrons will be required to wear masks and follow CDC health and safety guidelines. Capacity will be limited. Public computers will be available for one 45-minute appointment per day per person. No seating will be available, except at public computers. Play areas will be closed and no toys available. Children 12 and under must be accompanied by an adult, who will be asked to closely monitor their children's social distancing at all times in the library. All library programming will continue to be virtual through the end of August.

As of the time of this writing, Illinois is on track to move to Phase 4: Revitalization of the Restore Illinois plan on June 26. Mask requirements and social distancing will remain in place. Gathering size allowed will increase from 10 to 50 people.

Recommended Action: Authorize Library Director to continue to make temporary policy changes in consultation with Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented.

COVID-19 RESPONSE AND PHASED REOPENING PLAN DOWNERS GROVE PUBLIC LIBRARY

INTRODUCTION: COVID-19 has forced the library building to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff. This document, COVID-19 Response and Phased Reopening Plan, outlines proposed stages to reopen our library building. This phased strategy keeps the health and safety of the staff and public as the highest priority of Downers Grove Public Library. In this time, our decisions will be health driven rather than customer service driven. In addition to compliance with national and state Executive Orders, the library will follow the recommendations of the DuPage County Health Department, Illinois Department of Public Health, and the CDC for staff and public safety.

Caveats and Considerations:

- We don't know when we will implement any phase of this plan.
- We don't know how long each phase will be implemented, if phases may be combined, or if public health recommendations require reverting to a previous phase.
- We don't know if we will receive clear public health guidance for public libraries, or if we will have to rely on the general consensus of public health agencies and others in our profession.
- SWAN is seeking to achieve uniformity in the reopening schedule of its member libraries, so to some extent we may be required to conform to timelines set by SWAN.
- We don't know when RAILS will resume delivery.
- Summer Reading will be planned with all virtual programs. If restrictions ease, in-person programs may be added back at that time.
- Good faith attempts will be made to rotate the in-building staff so that all take turns working in-library and telecommuting. Complete equity of staff time in-library and telecommuting is not possible, given specialization of tasks.

- The Board of Library Trustees approved Fine Free through August 2, both to help those in our community struggling financially as a result of the COVID-19 crisis and to mitigate cash handling concerns.

REOPENING PHASES

General overview of the phased open approach

Phase 1: Return of Materials Only

Library building is closed to the public. Staff come in to prepare to reopen the building. Book drops reopen for materials return.

Date Implemented: Monday, May 4, 2020 (Actual Date: May 4, 2020)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Summary: Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined for 7 days before being checked in and reshelfed.

Phase 2: Curbside Pickup

Library provides curbside service for access to physical materials, with reduced hours. Library building is closed to the public. Staff continue to prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020 (Actual Date: May 20, 2020)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Curbside pickup service will begin for only those materials available in the library. SWAN holds and delivery may not be available. Reference and readers advisory services continue via phone, email, and chat. Curbside service procedures to be determined by the Circulation Department. Library staff bring materials to the patron's car, checked out, in bags. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Curbside Pickup hours limited. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. When SWAN unsuspends holds, holds will begin to be filled. Holds will be available for curbside pickup. RAILS delivery may not be available, limiting holds to local items only.

Phase 3: Limited Public Service, Limited Hours

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted.

Anticipated Date: Monday, July 6, 2020

Context: Restore Illinois Phase 3 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult may be established. Fine free through August 2 limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent

group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Homebound deliveries may resume on a “no contact” basis.

Phase 4: Limited Public Service, Regular Hours

Additional library services are added and return to regular hours.

Anticipated Date: Restore Illinois Phase 3 implemented for our area.

Social distancing is recommended. Face masks are required.

Context: Physical distancing is still recommended, but infections risks are declining. Supply needs are predictable and supplies are plentiful.

Summary: Open hours return to regular schedule. Seating is reintroduced but configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Access to Kids Room play areas may be restricted. No reservations for study rooms or meeting rooms are accepted. Capacity limits and/or other restrictions may continue. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

Phase 5: Large Group Limits Only

The majority of library services are reintroduced. There may be limitations on larger group gatherings for meetings and programs.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. Social distancing is recommended. Face masks are required.

Context : Physical distancing guidelines have been relaxed to allow for smaller group gatherings. Large group gatherings are still considered a risk.

Summary: Service desks staffed according to social distancing requirements. Device checkouts are permitted. Most computers in operation. Most seating is back in public areas. Toys return to the Kids Room and play areas are open. Meeting rooms and study rooms available for small group meetings.

Phase 6: New Normal

Full Service returns to “our new normal”.

Context: Restore Illinois Phase 5 implemented for our area. Infection threat is considered low or non-existent.

Summary: Large group gatherings are allowed in meeting spaces.

STAFF CONSIDERATIONS

Phase 1: Return of Materials Only

- Announce date book drops open or do a “soft opening”
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.
- Quarantine books for 7 days, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

- Acquire adequate non-medical masks (if possible) and gloves for staff.

- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 2: Curbside Pickup

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before closure to let them know they have materials waiting for them.
- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.
- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Acquire adequate paper bags for curbside service.
- Acquire adequate non-medical masks and gloves for staff.
- Advise staff on resources to make masks.

- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 3: Limited Public Service, Limited Hours

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.
- Limited public computer use will be available.
- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use. ● Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with bleach solution at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free through August 2, 2020 removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns.
- Staff wear may wear gloves. Masks are required.

What must be in place before this phase begins:

- Acquire adequate PPE for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.

Phase 4: Limited Public Service, Regular Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Soft seating and toys are not be available to public. Access to Kids Room play areas may be restricted.
- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.
- One individual per table, with tables strategically spaced at least 6 ft. apart.
- Limits on access to children without an adult may be continue.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with bleach solution after each use.
- Wipe down self-check with antiseptic wipes after each use.
- Wipe down service desks with bleach solution at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Homebound and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff wear may wear gloves. Masks are required.

What must be in place be in place before this phase begins:

- Create plan for staff monitoring and enforcing social distancing for people moving around library, especially children/teens.

Phase 5: Large Group Limits Only

- Gradually relax social distancing and cleaning routines and use of non-medical masks, as advised by public health officials.
- Soft seating and toys return to public areas.
- Phase back to full on-desk staffing. Staff may telecommute for “off desk” work to avoid crowding in staff office space.

Phase 6: New Normal

- When advised by public health officials, resume programming and scheduling of large Meeting Room.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020**

Agenda Item 10

Library Director's Report

COVID-19 Pandemic

The library building has been closed for more than 3 months, since March 13, due to the COVID-19 pandemic. Curbside pickup success continues. Plans are underway to reopen to the public in early July. Staff must return to full work hours, either in-library, telecommuting, or a combination of the two, by the week of June 29. Most staff have been working at or near full hours since curbside pickup began. We await the next round of information from the Illinois Department of Public Health, as the state prepares to move into its next reopening phase on June 26.

All Programming Virtual Through August

Staff are planning for all library programs to be conducted virtually through the end of August. Pick Up programs, with kits distributed through Curbside Pickup, enjoyed immediate popularity.

Election Day Declared State Holiday

Public Act 101-0642 declares Tuesday, November 3, 2020 as a state holiday, 2020 General Election Day. The law requires all government offices to close for Election Day with the following exceptions: county clerks; boards of election commissioners; and government offices authorized to be used as a location to provide election day services or serve as a polling place. This law applies only to the 2020 General Election.

Resource Sharing Requirements Temporarily Suspended

The Secretary of State and the Illinois State Library filed an emergency rule to temporarily suspend resource sharing, reciprocal borrowing, and interlibrary loan requirements for library system membership in the Illinois Library System Act (23 Ill. Adm. Code 3030). Due to the extension of the Gubernatorial Disaster Proclamation issued on May 29, 2020, resource sharing, reciprocal borrowing, and interlibrary loan requirements remain suspended until August 12, unless the proclamation is extended. This allows libraries to continue as regional library system members in good standing despite any temporary limitations on access to local cardholders only. Maintaining library system membership in good standing is required to receive regional library system services such as the statewide library delivery service.

Submitted by Julie M. Milavec
June 18, 2020

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020**

Department Reports – May 2020

Administration – Jen Ryjewski

- Worked on Phased Reopening Plan and contributed to writing interim policies, procedures, and guidelines as a result of COVID-19 pandemic.
- With contributions from the Outreach Team, wrote and submitted the RAILS My Library Is... grant in order to request funds for a new endeavor, which includes: redesign of print materials, table displays, and in-house, customized programs directed towards special community members—those representing the village, chamber of commerce, schools, park district, and area senior centers.
- Began work on FEMA COVID-19 pandemic grant in order to request reimbursement for costs related to the emergency protective measures (PPE, cleaning services, etc.) DGPL has taken as a result of the COVID-19 pandemic.
- Along with Director Julie Milavec, began work on writing performance evaluations for Management Team.
- Attended two webinars on data visualization: Dashboard Design part one and part two. Learned about the four types of dashboards and the one that best visualizes library data, and completed hands-on practice building a static one-pager.
- Accepted an invitation to join the ILA Best Practices Committee for a two-year term.
- Watched the webinar: Traumatic Brain Injury: Invisible Cause of Homelessness, presented by Ryan Dowd. He discussed the diagnosis, science behind, and causes of traumatic brain injury, the relationship between traumatic brain injury and homelessness, how to identify a person suffering from traumatic brain injury, and tools to help manage problem behavior.
- Watched the RAILS webinar: PPE Use for Library Staff.

Adult & Teen Services – Lizzie Matkowski

- ATS staff have been busy planning virtual programs, staffing chat and email, answering phones, and working curbside shifts.
- Allyson, Cindy, and I created a new form for Curated Curbside Bundles. Patrons who don't have specific titles in mind share what they're interested in and staff place holds on items that are on shelf that meet their interests. ATS staff have received over 60 bundle requests so far!
- Summer Reading has launched and staff worked hard to get the program up and running online.

- ATS hosted programs including an online book discussion, edible book contest with the Kid's Room, virtual art show, a tax program, a gardening program, and shopping, saving and storing.

Children's Services – Allyson Renell

- During the month of May, Kids Room staff were excited to get back into the building and start working on programming. We filmed 12 storytimes with the help of Ed Bromiel, Media Lab Coordinator. These storytimes are modified versions of the in-house programs that we usually present. Each storytime is around 10-15 minutes long and will be posted for patrons to enjoy throughout June and into July.
- Once we were able to be back in the library, we finalized our virtual programming schedule for the month of June. Besides the storytimes mentioned above, we will have recorded programs for elementary school students and Pickup Programs for children of all ages. Pickup Programs are programs patrons can do at home by picking up supplies through the library's Curbside Pickup service. Patrons sign up for the program on our website and are notified when the program bag is ready to be picked up.
- The Summer Reading Program started on May 17. Similar to last year, the Kids Room has programs for children who are not yet reading on their own (Read-to-Me) and for children who are (Readers). This year, with the library being closed, children can either print their paper forms off the library's website or sign up for the program using Readsquared, our online tracking system.
- Kids Room staff have been participating in the Curbside Pickup service along with the rest of the library. We have learned a lot about circulation tasks during the period and are glad to be helping our patrons receive materials from us again!
- Kids Room staff is also working with Adult and Teen Services staff to complete patron requests for Curated Bundles of materials for pick up through Curbside Pickup. Patrons fill out a form on our website requesting the type of materials they prefer and staff select items to place on hold for them. This service has been very popular so far. During the month of May, the service was only available for 11 days and we received 93 requests, split pretty evenly between Adult and Kids materials.

Circulation Services – Christine Lees

- On May 20, we began to offer curbside service to our DGPL patrons. DGPL patrons can place holds on DGPL items only for pick-up at DGPL. The response has been amazing, and a little overwhelming! Our library staff has done an AMAZING job in pulling together to offer this new service to patrons. It has been wonderful to see our patrons again, even from an acceptable social distance.

- Holds, holds and more holds! Patrons are thrilled we are back in the game of lending library materials. Our first three hold pick-lists (the items patrons have placed on hold) have been 6,500 items, 2,500 items, and 3,200 items, respectively. Again, an amazing library staff effort to meet our patrons needs.
- Circulation staff began in-library shifts to prepare for our new curbside service, staff cleared the hold shelves, made arrangements for quarantining materials, made sure staff spaces were appropriately socially distanced, and more!
- We took over the meeting room for materials being returned so they can be quarantined for seven days. We have an excellent system in place and with the help of the Maintenance team, it has been running very smoothly.
- Circulation staff continue to participate in webinars, training videos and completing work that can be done remotely.

Information Technology – Paul Regis

- While the library remained closed to the public as part of the stay-at-home order, staff returned to resume essential duties. Part of this included transitioning existing programming to virtual programming. Media Lab Coordinator Ed Bromiel worked with Kids Room staff in early May to help film, edit, produce, and upload storytime videos to the library's YouTube channel. He also taught them the basics of recording using library equipment.
- Despite the closure, IT still managed to conduct 12 Book an Expert one-on-one help sessions in May. A huge thanks to IT staff for working around the not-being-in-the-building hurdle and offering the same level of service as offered during normal times. The patrons certainly appreciate it!

Public Relations – Cindy Khatri

- PR continued to tweak how virtual programs are coordinated with IT, Kids, and ATS. PR also modified the virtual programming page, and program priorities sheet.
- An oversized postcard was produced and mailed to all in-district residents to remind patrons about Summer Reading Club, virtual programming, digital resources, and digital cards.
- PR Manager Cindy Khatri worked closely with Orangeboy and SWAN to get Savannah up and running. eResource information began to be imported. Marketing Content Coordinator Brian Ruane created the first eNews template in the new platform. Khatri and Ruane began to learn the new software.
- PR worked on the promotion and virtual launch of Summer Reading Club, which started on May 17.
- PR created and installed signage/forms and promoted the start of Curbside Service, which started on May 20.

- Khatri started researching and learning how to use Google Tags Manager to track specific clicks via Google Analytics for virtual program statistics.
- Khatri worked on evaluations for the Marketing Content Coordinator and Graphic Design and Display Coordinator.

Access Services – Amy Prechel

Projects and Updates

- The Access Department returned to the building for 50% of our hours the week of May 11. The department is adhering to a staggered schedule to maintain distancing and minimize potential exposure to COVID-19. We are adapting to new procedures for mail pick up and sorting, the quarantining of incoming deliveries, routing and shelving new materials, and regular sanitizing of shared work areas and equipment.
- Our first order of business as we got back to work was to enter the backlog of magazines from the closure. Approximately 500 issues were added in our first week back!
- Acquisitions activity has resumed and we will be busy for some time ‘catching up’ from the closure.

Inventory and Cataloging

- For ATS collection in March: added 798 print items, 38 AV items; discarded 2 print items.
- For Kids Room collection in March: added 113 print items and 18 AV items. There were no Kids Room withdrawals in May.

There were no reclassifications and fewer repairs of physical items in May as our focus has been on getting the deluge of new material shelf-ready. There were 103 AV items repaired in May.

Staff Training and Professional Development

- The Access team stayed in the loop by continuing virtual department meetings weekly and attending other virtual meetings held by SWAN, LACONI, RAILS, and others.
- Nora attended The SWAN Cataloging Advisory meeting May 7 and a book protection workshop offered by Kapco on May 14.
- Amy attended part 1 of the remote workshop “MARC 21 Standard: An Introduction” offered by RAILS on May 28.
- The department logged 28.5 hours of training in May.

Facilities Services – Ian Knorr

- Attended webinars on COVID-19 safety measures and reopening facilities.
- Met with Circulation staff to go over proper cleaning and disinfecting.
- Filmed a Cleaning, Disinfecting, and PPE video with Ed Bromiel from IT.
- Met with Cintas to discuss disinfecting services. Services will start when the library reopens to the public.
- Ian went over reviews with Kevin Montgomery and Ana Herrera.
- Sprinkler start-up was performed.
- Knickerbocker Roofing performed their Spring Maintenance.
- Ian met with Julie and Jen for the monthly one-on-one meeting.

Circulation

	May 2019	May 2020	YTD Totals			
Adult	48,536	2,344	247,610	120,358		
Teen	1,931	112	9,788	3,975		
Children	34,924	1,258	183,523	89,204		
Download	8,741	14,614	42,612	59,435		
Total	94,132	18,328	483,533	272,972	-210,561	-43.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	1,601	68.30%	220	9.39%	501	21.37%	22	0.94%	2,344
Teen	111	99.11%	1	0.89%	0	0.00%	0	0.00%	112
Children	1,076	85.53%	28	2.23%	138	10.97%	16	1.27%	1,258
Total	2,788	75.07%	249	6.70%	639	17.21%	38	1.02%	3,714

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	115,602	74.70%	15,206	9.83%	16,072	10.39%	7,872	5.09%	154,752
Children	76,384	85.69%	2,717	3.05%	8,128	9.12%	1,915	2.15%	89,144
Total	191,986	78.72%	17,923	7.35%	24,200	9.92%	9,787	4.01%	243,896

Book Collection

	May 2019	May 2020	YTD Totals		YTD Difference	
Adult	115,787	115,602				
Children	75,642	76,384				
Total	191,429	191,986	191,429	191,986	557	0.3%

Audio Collection

	May 2019	May 2020	YTD Totals		YTD Difference	
Adult	17,888	15,206				
Children	2,866	2,717				
Total	20,754	17,923	20,754	17,923	-2,831	-13.6%

Video Collection

	May 2019	May 2020	YTD Totals		YTD Difference	
Adult	15,348	16,072				
Children	8,296	8,128				
Total	23,644	24,200	23,644	24,200	556	2.4%

Miscellaneous Collection

	May 2019	May 2020	YTD Totals		YTD Difference	
Adult	7,922	7,872				
Children	1,977	1,915				
Total	9,899	9,787	9,891	9,787	-104	-1.1%

Statistics for May 2020 (FY Jan-Dec)

Rooms & Spaces

	May 2019	May 2020				
Community Use of Rooms	1337	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	149	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,486	0	6,913	3,447	-3,466	-50.1%

Programs Offered

	May 2019	May 2020				
Library Programs Offered						
Adult	31	3				
Teen	9	0				
Children	37	0				
Outreach Programs Offered						
Adult	8	0				
Teen	3	0				
Children	40	0				
Passive Programs Offered						
Adult	3	0				
Teen	1	0				
Children	16	0				
Programs Offered Total	148	3	724	379	-345	-47.7%

Program Attendance

	May 2019	May 2020				
Library Program Attendance						
Adult	316	40				
Teen	263	0				
Children	1,034	0				
Outreach Program Attendance						
Adult	255	0				
Teen	201	0				
Children	4,612	0				
Passive Program Attendance						
Adult	454	0				
Teen	14	0				
Children	616	0				
Program Attendance Total	7,765	40	20,485	10,597	-9,888	-48.3%



Statistics for May 2020 (FY Jan-Dec)

Gate Count

May 2019	May 2020	YTD Totals		YTD Difference	
41,860	0	197,241	89,055	-108,186	-54.8%

Reference Questions

	May 2019	May 2020	YTD Totals		YTD Difference	
One on One Tutorials	64	12	338	234	-104	-30.8%

Computer User Sessions

	May 2019	May 2020				
Adult	3,254	0				
Children	1,085	0	YTD Totals		YTD Difference	
Total	4,339	0	21,950	10,077	-11,873	-54.1%
Wireless Sessions	2,482	0	12,737	6,112		

Website Views

May 2020	YTD Totals
20078	43309