

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM &  
ONLINE VIA GOTO MEETING**

In accordance with Public Act 101-0640, this meeting will be held in-person and by remote attendance and all votes will be taken by roll call.

Members of the public can attend in-person or 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.

**Library Board of Trustees**

Wed, Aug 26, 2020 7:30 PM - 9:00 PM (CDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://www.gotomeet.me/DGPL/trustees>

**You can also dial in using your phone.**

United States: [+1 \(646\) 749-3122](tel:+16467493122)

**Access Code:** 913-717-597

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/913717597>

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. July 22, 2020

Requested Action: Approval

5. Financial Matters
  - a. July 2020 Financial Report
  - b. August 2020 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Bylaws Revisions
  - b. Library Director Evaluation Form and ProcessRequested Action: Discussion  
Requested Action: Approval
9. Unfinished Business
  - a. 2021 Draft Budget and Levy
  - b. COVID-19 Response and Reopening Phasing PlanRequested Action: Approval  
Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM &  
ONLINE VIA GOTO MEETING**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:31 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.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. June 24, 2020. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the June 24, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. June 2020 Financial Report. Milavec presented the report. The library is 50% through the year and the first round of property tax revenue is reflected in the June Revenue Report. The Library Capital Replacement Fund is very under budget and the 2020 project is complete. On the expenditure side, budget line 5251, Maintenance Supplies, is where the cost of PPE is reflected. That line will be well over budget. The library has applied for the FEMA-IEMA grant, which can reimburse the library for up to 75% of eligible expenses. Assistant Director Jen Ryjewski has submitted the completed grant and the library had over \$30,000 in eligible expenses.
  - b. July 2020 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of July 2020 operating invoices totaling \$157,790.59, the acceptance of July 2020 credit memos totaling \$45.86, and the ratification of June 2020 payrolls totaling \$230,386.03 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. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund. This is an annual transfer and the Library Fund balance would remain at over one million dollars after the transfer. It was moved by Gigani and seconded by Stapleton THAT the Board authorize the transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

b. 2021 Salary Structure. The proposed change is the annual update to the salary structure under the new compensation system. The new compensation system was created to provide benchmark increases in lieu of cost of living increases. HR Source recommended a 1.9% benchmark increase, which also takes into account the minimum wage increase for 2021.

It was moved by Khuntia and seconded by Dougherty THAT the 2021 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

c. Library Services Policy, Section 5.7 Fines and Fees. The library is currently fine free, which is scheduled to end on August 3. Milavec believes that as long as the library is quarantining materials, it should be fine free. The 2021 budget includes the plan to go fine free permanently. The current fine free rules would be extended indefinitely.

It was moved by Dougherty and seconded by Humphreys THAT the updated Library Services Policy, Section 5.7 Fines and Fees be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

d. Illinois Non-Resident Library Card Program. The Board must vote annually to participate in the Illinois Non-Resident Library Card Program. Effective August 1, the fee would go down by \$10 when using the General Mathematical Formula.

It was moved by Humphreys and seconded by Khuntia THAT the Board approve participation in the Illinois Non-Resident Library Card Program using the General Mathematical formula to calculate a fee of \$282.00 per household per year. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Authorized Callers for Bank of America Credit Card Account. It was moved by Stapleton and seconded by Gigani THAT the update to the Bank of America authorized callers be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

## 9. **Unfinished Business.**

- a. 2021 Draft Budget and Levy. Milavec provided budget drafts with the levy at the 0% level and 2% level, as requested at the last Board meeting. The expenditures were identical between the two drafts and included benchmarking and merit increases for select staff who went over and above during the COVID crisis. At the 0% levy, the Library Fund balance was only about \$110,000 different than at the 2% levy. Either way, the Library Capital Replacement Fund transfer was included. Milavec noted that the beginning Library Fund balance was misquoted and should have been listed as \$1,440,019.

Milavec also noted that on the expenditure side, the lower impact of the 1.9% benchmark increase was due to staff turnover. There will be a more accurate prediction on those budget lines by the next meeting. There are 22 employees that would receive an additional merit increase, between 1% and 3%, with the total coming in under \$20,000. IMRF and employee benefits renewal are the driving factor. For non-personnel costs, the budget is almost flat, with the exception of liability insurance and worker's compensation.

The 0% levy would give the average tax payer would get back \$2.25 from what they spent last year. Under the 2% levy, the average taxpayer would pay about \$2.25 more than last year.

Milavec will update the wage and salary lines for the August meeting, which will be presented with the 0% and 2% levy options for a final vote.

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

- ## 10. **Library Director's Report.**
- Milavec presented her report. Staff are continuing slow and steady. The library has not reached close to capacity yet. Curbside service continues to be popular. Staff have restarted home delivery services and the library completed its first satellite stock delivery/restocking at Oak Trace. The

next adjustment staff are looking at is redoing the logistics of curbside service to allow the Curtiss Street entrance to open back to the public. There are a lot of new staff coming on in July. The library is partnering with the Village of Downers Grove to host a listening session on policing, which will take place August 5. In September, the Diversity, Equity, and Inclusion project will move forward with listening sessions with the community and a listening session with the Board. This will be advertised in the next issue of Discoveries, along with a month of programming to promote diversity, equity, and inclusion. Circulation Assistant Manager Cheryl Pawlak is retiring after 19 years of service. She is an amazing staff member and fantastic leader in the Circulation Department. She will be sorely missed.

**11. Trustee Comments and Requests for Information.**

Trustee Humphreys thinks the listening sessions are amazing opportunities for the community. He also gave a huge shout out to library staff. He had an opportunity to walk around the building and it looks very different and very weird. It looks very open and functional and staff have done an amazing job. He was also blown away by the number of bags waiting for curbside pickup.

Trustee Dougherty is very interested to see next month's Circulation statistics.

President Graber asked about any issues that were not anticipated by staff. Milavec responded that there have been complaints about the lack of hands-on help, especially with computers. There have also been patrons who bring their devices to use the library's WiFi and have nowhere to sit. The biggest issues related to masks are patrons who allow the masks to slip down below their noses.

**12. Adjournment.** President Graber adjourned the meeting at 8:21 p.m.

DOWNERS GROVE LIBRARY      7/31/2020

	Library fund		Building & Equip Replacement Fund	
CASH & INVESTMENTS	\$	1,470,922	\$	718,304
FUND BALANCE		1,445,474	\$	718,304

Revenue by Object Report  
  
Village of Downers Grove  
7/1/2020 through 7/31/2020

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	170,218.22	2,973,073.07	2,524,845.93	54.08
4109 Prior Year Property Taxes	100.00	0.22	3.46	96.54	3.46
4313 Personal Property Replacement Tax	51,500.00	9,462.10	45,427.69	6,072.31	88.21
4410 Sales of Materials	9,900.00	7.50	1,701.36	8,198.64	17.19
4502 Charges For Services	20,000.00	584.18	40,361.93	-20,361.93	201.81
4509 Fees For Non-Residents	16,000.00	574.00	6,414.00	9,586.00	40.09
4571 Rental Fees	4,000.00	0.00	880.00	3,120.00	22.00
4581 Fines	33,000.00	740.19	9,728.61	23,271.39	29.48
4590 Cost Recovered For Services	10,000.00	634.79	4,735.33	5,264.67	47.35
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	70.00	3,778.05	1,221.95	75.56
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,716,435.00</b>	<b>182,291.20</b>	<b>3,088,783.29</b>	<b>2,627,651.71</b>	<b>54.03</b>



## CAPITAL REPLACEMENT FUND

glExpObj  
07/31/2020 10:15AM  
Periods: 7 through 7

## Expenditures by Object Report

Page: 4

Village of Downers Grove  
7/1/2020 through 7/31/2020

---

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
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	0.00	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
<b>Grand Totals</b>	447,000.00	0.00	182,400.34	0.00	264,599.66	40.8

# OPERATING FUND

glExpObj  
07/31/2020 9:57AM  
Periods: 7 through 7

## Expenditures by Object Report

Page: 17

Village of Downers Grove  
7/1/2020 through 7/31/2020

### Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,594,544.25	186,290.25	924,704.25	0.00	669,840.00	57.9
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	49,553.70	294,148.93	0.00	-42,747.91	117.0
5119 Part-Time Employee Wages	1,252,673.30	114,611.12	531,044.19	0.00	721,629.11	42.3
5131 IMRF Pension Contributions	232,934.78	26,469.83	140,708.01	0.00	92,226.77	60.4
5133 Medicare Contributions	44,929.98	5,005.65	24,993.96	0.00	19,936.02	55.6
5134 Social Security Contributions	192,114.36	21,403.08	106,868.29	0.00	85,246.07	55.6
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	77.35	541.45	0.00	502.55	51.8
5191 Health Insurance	415,774.44	31,971.78	217,911.69	0.00	197,862.75	52.4
5195 Optical Insurance	1,989.69	147.69	1,007.69	0.00	982.00	50.6
5197 Dental Insurance	34,239.11	2,575.69	17,657.65	0.00	16,581.46	51.5
5210 Supplies	97,450.00	11,268.85	41,054.39	0.00	56,395.61	42.1
5251 Maintenance Supplies	18,550.00	5,163.10	24,240.23	0.00	-5,690.23	130.6
5280 Small Tools & Equipment	31,100.00	6,273.49	16,701.13	0.00	14,398.87	53.7
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	10.00	2,943.30	0.00	4,556.70	39.2
5303 Seminars, Conferences & Meetings	34,050.00	925.00	11,625.47	0.00	22,424.53	34.1
5308 Recognition Program-Staff	5,000.00	4.99	845.28	0.00	4,154.72	16.9
5315 Professional Services	60,000.00	750.00	21,103.24	0.00	38,896.76	35.1
5322 Personnel Recruitment	1,000.00	55.54	499.33	0.00	500.67	49.9
5323 Special Legal	6,000.00	0.00	1,540.00	0.00	4,460.00	25.6
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	14,585.00	85,231.87	0.00	20,268.13	80.7
5380 Printing Services	24,800.00	2,172.00	10,295.00	0.00	14,505.00	41.5
5391 Telephone	17,000.00	1,164.59	11,371.56	0.00	5,628.44	66.8
5392 Postage	25,500.00	0.00	10,308.38	0.00	15,191.62	40.4
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	1,098.04	3,505.51	0.00	15,494.49	18.4

OPERATING FUND

glExpObj  
07/31/2020 9:57AM  
Periods: 7 through 7

Expenditures by Object Report

Page: 18

Village of Downers Grove  
7/1/2020 through 7/31/2020

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
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	6,254.74	42,299.44	0.00	49,250.56	46.2
5450 Cleaning Services	80,000.00	6,123.88	39,301.08	0.00	40,698.92	49.1
5461 Utilities	25,250.00	580.30	7,739.73	0.00	17,510.27	30.6
5470 Other Equipment Repair And Maintenance	12,000.00	3,531.39	11,214.79	0.00	785.21	93.4
5481 Rentals	15,500.00	859.55	8,546.85	0.00	6,953.15	55.1
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	92.00	0.00	4,908.00	1.8
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	629.07	21,522.49	0.00	38,477.51	35.8
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	35,705.55	149,566.65	0.00	77,233.35	65.9
5852 Print Materials	345,250.00	52,424.81	128,927.98	0.00	216,322.02	37.3
5853 Audiovisual Materials	147,725.00	6,013.29	43,629.81	0.00	104,095.19	29.5
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	2,370.15	21,342.22	0.00	30,657.78	41.0
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>6,016,294.93</b>	<b>596,069.47</b>	<b>3,083,315.19</b>	<b>0.00</b>	<b>2,932,979.74</b>	<b>51.2</b>

## CAPITAL REPLACEMENT FUND

InvEdPst  
08/20/2020 9:54AM

Invoice Edit Listing  
Village of Downers Grove

Page: 5

---

*Vendor Totals*

---

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000385 TRANE U.S. , INC.	2	11,486.00	0.00	11,486.00
<b>Grand Total:</b>	<u>2</u>	<u>11,486.00</u>	<u>0.00</u>	<u>11,486.00</u>

INVOICES OF NOTE

For Library Board Meeting on August 26, 2020  
Capital Replacement

000385	Trane U.S., Inc. (VAV Boxes)	\$11,486.00
--------	------------------------------	-------------

# OPERATING FUND

InvEdPst  
08/20/2020 9:45AM

Invoice Edit Listing  
Village of Downers Grove

Page: 169

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018984 AFFILIATED CUSTOMER SERVICE, INC.	1	662.00	0.00	662.00
000195 AIR FILTER ENGINEERS, INC.	1	834.79	0.00	834.79
018213 AMAZON CAPITAL SERVICES, INC.	2	1,193.50	0.00	1,193.50
000322 AMAZON.COM	1	2,261.62	0.00	2,261.62
000428 ANDERSON'S BOOKS, INC.	4	280.77	0.00	280.77
000403 AT&T	1	267.48	0.00	267.48
000672 BAKER & TAYLOR - L0217582	88	26,475.82	0.00	26,475.82
019652 BEST QUALITY CLEANING	1	5,260.00	0.00	5,260.00
016893 BIBLIOTHECA, LLC	1	1,180.01	0.00	1,180.01
018469 BRIAN MICHALSKI	1	225.00	0.00	225.00
019623 CARAHSOFT TECHNOLOGY CORP.	1	7,000.00	0.00	7,000.00
001223 CASE LOTS, INC.	1	847.60	0.00	847.60
008323 CENGAGE LEARNING	8	1,058.52	0.00	1,058.52
001277 CENTER POINT PUBLISHING	3	614.67	0.00	614.67
001459 CINTAS CORPORATION #344	10	2,653.58	0.00	2,653.58
020162 CITIBANK / CITI CARDS	1	107.78	0.00	107.78
001553 COMCAST CABLE	1	305.83	0.00	305.83
020363 CYNTHIA MADDOX-JOHNSON	1	450.00	0.00	450.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO, INC.	2	992.47	0.00	992.47
009238 DG ECONOMIC DEVELOPMENT CORP	1	500.00	0.00	500.00
002359 DOWNERS GROVE SANITARY DIST.	2	103.10	0.00	103.10

# OPERATING FUND

InvEdPst  
08/20/2020 9:45AM

Invoice Edit Listing  
Village of Downers Grove

Page: 170

## Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	9	8,389.37	0.00	8,389.37
009775 FINDAWAY WORLD, LLC	1	194.97	0.00	194.97
017510 FIRST COMMUNICATIONS, LLC	1	450.03	0.00	450.03
016977 GARVEY'S OFFICE PRODUCTS, INC.	7	1,249.02	0.00	1,249.02
013544 GOOGLE, INC.	1	966.00	0.00	966.00
003188 GRAHAM CRACKERS COMICS, LTD.	2	293.07	0.00	293.07
008770 GRAINGER	10	2,914.14	0.00	2,914.14
003249 GREY HOUSE PUBLISHING	1	295.70	0.00	295.70
018411 HAYES MECHANICAL, LLC	1	493.00	0.00	493.00
008206 HR SOURCE	1	150.00	0.00	150.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	594.00	0.00	594.00
005056 LEXISNEXIS MATTHEW BENDER	1	159.43	0.00	159.43
010916 MARY THOMAS	1	23.96	0.00	23.96
005613 MEDLIN COMMUNICATIONS, INC.	2	2,095.50	0.00	2,095.50
005866 MIDWEST TAPE	22	8,977.66	0.00	8,977.66
006161 NICOR GAS	1	300.95	0.00	300.95
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
012499 OVERDRIVE, INC.	2	5,629.45	0.00	5,629.45
018491 PEOPLEFACTS, LLC	1	80.81	0.00	80.81
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	3,443.75	0.00	3,443.75
006698 PRINT SMART	3	1,040.05	0.00	1,040.05
006859 R.H. DONNELLEY	1	15.21	0.00	15.21

# OPERATING FUND

InvEdPst  
08/20/2020 9:45AM

Invoice Edit Listing  
Village of Downers Grove

Page: 171

## Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006944 RECORDED BOOKS, LLC	3	334.12	0.00	334.12
013422 RUNCO OFFICE SUPPLY & EQUIP CO	5	557.69	0.00	557.69
007517 SCHOLASTIC LIBRARY PUBLISHING	1	572.57	0.00	572.57
014414 SHAW SUBURBAN MEDIA	1	39.00	0.00	39.00
018051 STEPHEN M. SZABADOS	1	175.00	0.00	175.00
020362 SUZAN J. BATES	1	100.00	0.00	100.00
020361 THE FOOT SOLDIERS JOURNEY, INC	1	500.00	0.00	500.00
000385 TRANE U.S. , INC.	1	1,774.50	0.00	1,774.50
015177 ULINE	8	5,791.99	0.00	5,791.99
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32
<b>Grand Total:</b>	<b>228</b>	<b>102,477.35</b>	<b>0.00</b>	<b>102,477.35</b>



## INVOICES OF NOTE

For Library Board Meeting on August 26, 2020

018469	Brian Michalski (Virtual Program)	\$225.00
019623	Carahsoft Technology Corp. (Lynda.com Renewal Fee)	\$7,000.00
020162	Citibank/Citi Cards (Costco Credit Card Payment)	\$107.78
020363	Cynthia Maddox-Johnson (Virtual Program)	\$450.00
012499	Overdrive, Inc. (Electronic Materials)	\$5,629.45
018051	Stephen M. Szabados (Virtual Program)	\$175.00
020362	Suzan J. Bates (Virtual Program)	\$100.00
020361	The Foot Soldiers Journey, Inc (Virtual Program)	\$500.00
015177	Uline (Curbside Bags and Boxes for Quarantined Items)	\$5,791.99

## Library Credit Card Details for the August 26, 2020 Board Meeting

### Julie Milavec

971	5303 Seminars, Mtgs, & Conferences	Fostering an Anti-racist Library Culture	\$	258.24
971	5870 Capital Equipment	Storage Containers for Quaranting Items	\$	545.98
			<b>Total</b>	<b>\$ 804.22</b>

### Katelyn Vabalaitis

**Total \$ -**

### Ian Knorr

971	5870 Capital Equipment	Storage Containers for Quaranting Items	\$	545.98
978	5251 Maintenance Supplies	Soap	\$	110.55
978	5470 Other Equipment Repair & Maint	LED Lamps	\$	1,034.51
			<b>Total</b>	<b>\$ 1,691.04</b>

### Elizabeth Matkowski

972	5210 Supplies	Program supplies	\$	389.33
			<b>Total</b>	<b>\$ 389.33</b>

### Karen Bonarek

**Total \$ -**

### Amelia Prechel

971	5302 Dues & Membership	ILA Membership Renewal	\$	75.00
972	5852 Print Materials	Adult & Teen Services books, Magazine Renewal	\$	80.79
972	5853 AV Materials	Deluxe CD and Digital Albums	\$	69.06
977	5210 Supplies	Office supplies, Labels	\$	195.88
			<b>\$</b>	<b>420.73</b>

### Sharon Hrycewicz

973	5280 Small Tools & Equipment	Boxes and Totes	\$	208.47
			<b>Total</b>	<b>\$ 208.47</b>

### Traci Skocik

973	5210 Supplies	Program supplies	\$	445.25
			<b>Total</b>	<b>\$ 445.25</b>

### Allyson Renell

**Total \$ -**

### Christine Lees

971	5308 Staff Recognition	Gift Cards for Retirement Recognition	\$	200.00
974	5210 Supplies	Office supplies, retirement celebration supplies	\$	648.14
			<b>Total</b>	<b>\$ 848.14</b>

Paul Regis				
975	5210 Supplies	Printer, ethernet cables, office supplies	\$	437.49
975	5280 Small Tools & Equipment	Webcams, 3D printer materials	\$	849.21
975	5770 Capital Equipment	Wireless mice, barcode scanners	\$	64.95
975	5880 Intangible Assets	Pantheon Systems, Google, Mobile Beacon, Zoom	\$	1,703.52
			<b>Total</b>	<b>\$ 3,055.17</b>
Grace Goodwyn				
			<b>Total</b>	<b>\$ -</b>
Cynthia Khatri				
			<b>Total</b>	<b>\$ -</b>
Jen Ryjewski				
971	5210 Supplies	Office Displays	\$	527.02
			<b>Total</b>	<b>\$ 527.02</b>
			<b>Library Credit Card July 2020 Totals</b>	<b>\$ 8,389.37</b>

PAYROLLS FOR JULY 2020

JULY 3	\$117,946.94
JULY 17	\$115,920.49
JULY 31	\$116,587.64
TOTAL JULY 2020 PAYROLLS	\$350,455.07

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 2020**

**AGENDA ITEM 8A**

**Bylaws Review and Update**

The Board of Library Trustees' Bylaws were reviewed using the new checklist included in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Wording is generally adapted from *Serving Our Public*. Deletions are ~~struck through~~. Additions are highlighted.

The following changes and additions were made:

Section 1.3.2 Terms of Office, the wording is updated to reflect the Village of Downers Grove Village Council's appointments earlier this year that begins to bring terms of office back into the statutory stagger of two terms expiring every other year.

Section 1.3.7 Removal of Trustees is new, reflecting the Village of Downers Grove Municipal Code on removal of Trustees, using home rule authority.

Section 1.4.4 Duties of the Board first bullet point is expanded to include the annual evaluation of the Library Director's performance, including termination if necessary.

Section 1.5.8 Removal of Officers is new, explicitly stating that the Board of Library Trustees may vote to remove an officer from office.

Section 1.6.11 Meeting Minutes is expanded to state what is included in meeting minutes.

Section 1.10 Article 10 Review of Bylaws is new, to reflect the biennial review of Bylaws.

Under the current Bylaws, an initial draft of amendments to the Bylaws is presented to the Board at a regular meeting. Discussion and suggested revisions are sought at the next regular meeting. Final text of recommended changes are sent with the agenda of a third regular meeting of recommended changes. Vote on the recommended changes may take place at the third regular meeting.

## **1 Bylaws of the Board of Library Trustees of the Village of Downers Grove**

### **1.1 Article I. Compliance with the Law**

The following Bylaws are directed specifically toward governing the operation of the Board of Library Trustees of the Village of Downers Grove. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these Bylaws, the current Illinois statutes including the Illinois Local Library Act (75 ILCS 5/1 – 5/5-9) shall apply. The Board of Library Trustees of the Village of Downers Grove shall comply with all provisions of the Illinois statutes pertaining to libraries and trustees.

### **1.2 Article 2. Name**

This organization shall be called the Board of Library Trustees of the Village of Downers Grove existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (Illinois Local Library Act, 75 ILCS 5/1 – 5/5-9) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

### **1.3 Article 3. Membership and Terms of Office**

#### **1.3.1 Section 1. Appointment of Trustees**

Pursuant to the requirements for villages under the commission form of government in the Illinois Compiled Statutes (75 ILCS 5/4-2), the Board of Library Trustees of the Village of Downers Grove (hereafter called the Board) shall consist of six members appointed by the Village Council of the Village of Downers Grove. Newly appointed trustees take the oath of office at the first regular board meeting after September 1, or following appointment, whichever comes first.

#### **1.3.2 Section 2. Terms of Office**

A full term on the Board of Library Trustees is six years. ~~The terms are staggered so that one term expires each year on August 31.~~ By statute, terms are staggered so that two terms expire every other year. Terms generally expire on August 31. A Trustee whose term has expired is encouraged to continue to serve until a successor is appointed, as long as the Trustee continues to be otherwise eligible to serve.

#### **1.3.3 Section 3. Vacancies**

A vacancy occurs when “the appointed trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes non-resident of the city, village,... or who fails to pay the library taxes levied by the corporate authorities.” (75 ILCS 5/4-4) Vacancies are filled by appoint by the Village Council of the Village of Downers Grove.

#### **1.3.4 Section 4. Resignations**

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of three months' notice be given to the Library Board to allow the Village Council time to make a new appointment.

#### **1.3.5 Section 5. Orientation of New Trustees**

The President of the Library Board and the Library Director shall meet with any new Trustee(s) of the Board within one month of appointment in order to review with the Trustee(s) key operational and policy information.

#### **1.3.6 Section 6. Compensation**

Trustees serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of their duties shall be made, subject to Board approval.

#### **1.3.7 Section 7. Removal of Trustees**

Pursuant to Downers Grove Municipal Code § 2.53.1(d) (amended June 5, 2007), the Village Council of the Village of Downers Grove may remove any member of the Board of Library Trustees.

### **1.4 Article 4. Purpose and Responsibilities**

#### **1.4.1 Section 1. The Role of the Board**

The Board of Library Trustees serves the residents of the Village of Downers Grove with the responsibility to determine the purpose of the library in the community and to develop appropriate goals for service; to seek adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to authorize plans of expenditure to allow implementation of the library's service program; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified library administrator.

#### **1.4.2 Section 2. The Role of the Library Director**

The Library Director is the library administrator and employed to act as the professional advisor to the Board and as the manager of library operations. In this capacity, the Library Director is responsible for planning, budgeting, recommending and implementing policies, employing and managing the library staff, and enacting the adopted plan of service. The Library Director reports directly to the Board of Library Trustees and participates actively at all board meetings but is not a member of the Board and has no vote.

#### **1.4.3 Section 3 Ethics and Conflict of Interest**

Library Trustees hold positions of public trust. Trustees are expected to conduct themselves according to the highest ethical standards and to avoid conflicts of interest.

- Trustees are expected to observe ethical standards with absolute truth,

Approved March 21, 2018

integrity, and honor.

- Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of library users, colleagues, or the institution. It is incumbent upon any Trustee to disqualify himself or herself immediately, whenever the appearance of a conflict of interest exists.
- Trustees must be aware of and comply with the Illinois Governmental Ethics Act and State Gift Ban Act.
- No Trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Library Trustees may not be employed by the library.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library Board responsibilities are expected to perform all of the functions of library Trustees as described in the Illinois Compiled Statutes (75 ILCS 5/4-7.5)
- Trustees should respect the opinions and contributions of other Trustees and work toward acceptable compromise on contentious issues.
- Trustees should refer complaints and/or requests for information from the public to the Library Director.
- Trustees should refer staff grievances or problems to the Library Director, who has full responsibility for managing staff.
- Trustees must conform to the Open Meetings Act in posting and conducting meetings with advance notice to the press and public.
- New Trustees will be given a copy of the Ethics and Conflicts of Interest section of the Bylaws when they take office and will be required to sign a receipt affirming that they understand the policy and will abide by it. Whenever the policy is revised, current Trustees will be required to sign a receipt affirming that they understand the new policy and will abide by it.

#### **1.4.4 Section 4. Duties of the Board**

The Board of Library Trustees of the Village of Downers Grove is charged with the responsibility of the governance of the library.

- The Board ~~will hire~~ **appoints** a skilled Library Director who will be responsible for the day-to-day operations of the library, **annually evaluates**

Approved March 21, 2018



the Library Director's performance, and takes action necessary to address unsatisfactory performance as needed, up to and including termination.

- The Board will generally meet once per month. These meetings will be open to the public and noticed in advance.
- Each Trustee shall file a Statement of Economic Interest in their primary county of residence by April 30 of each year.
- The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Trustee wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
- Any Trustee who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
- To be effective, Trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. Attendance at meetings via telephone conferencing or electronic means shall not constitute an absence.
- Individual Trustees do not speak for the Board. If questions or comments about the library are submitted to an individual Trustee, those questions will be referred to the Board as whole for consideration, or to the Library Director for a response, as appropriate.
- Trustees are expected to promote the purpose, values, and services of the library; however, they should be very careful to refrain from comments on matters of policy, controversy, or dispute. All communications on specific issues will be made by the Library Director or the President of the Board of Library Trustees, unless another Trustee has been designated as the spokesperson for a particular project or issue. Most questions about day to day library operations will be referred to the Library Director.

**1.4.5** Section 5. Professional Meetings, Workshops, Training, and Memberships  
Library Trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities. Reimbursement will be made for reasonable expenses related to these activities. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Membership dues for the American Library Association and the Illinois Library Association will be paid for all Trustees.

## **1.5** Article 5. Officers

### **1.5.1** Section 1. Board Officers

The elected officers of the Board shall be a president and a secretary. Officers shall serve a term of two years.

### **1.5.2** Section 2. Election of Officers

Approved March 21, 2018

Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held.

#### **1.5.3 Section 3. Board Officers – Vacancy**

A special election will be held to fill any vacancy created by officers who leave the board before completing their term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer.

#### **1.5.4 Section 4. President**

The President shall preside at all meetings of the Board, appoint all committees, and perform other duties normally associated with the office or assigned to the office by the Board. In the absence of the President, the Secretary shall preside over the meeting.

#### **1.5.5 Section 5. Secretary**

The Secretary has the responsibility to see that adequate minutes of meetings of the Board are taken and maintained as a public record. The Secretary certifies documents on behalf of the Board, including levy requests, grant applications and annual reports. In the absence of the President, the Secretary will preside over the Board meeting. In the absence of the Secretary, a secretary pro tem will be appointed.

#### **1.5.6 Section 6. Treasurer**

The Board does not elect a treasurer from among its members. The Treasurer of the Village of Downers Grove serves as the official bonded treasurer for the Board of Library Trustees and coordinates the financial services on behalf of the Board. The Treasurer of the Village of Downers Grove has no voting privileges on the Board of Library Trustees.

#### **1.5.7 Section 7. Additional Duties of Officers**

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board.

#### **1.5.8 Section 8. Removal of Officers**

Officers may be removed from office prior to the expiration of the term of office by majority action at a duly posted meeting of the Board of Library Trustees.

### **1.6 Article 6. Meetings**

#### **1.6.1 Section 1. Open Meetings Act and Public Notice**

All regular meetings, special meetings, and committee meetings of the Board of Library

Trustees are open to the public as provided in the Illinois Open Meetings Act (5 ILCS 120/1 – 120/7.5). The Library Director is responsible for issuing notice of all meetings to Trustees, the press, and the public in accordance with the Illinois Open Meetings Act and other current legal requirements. Notice shall include the agenda of business items to be discussed at the meeting.

#### **1.6.2 Section 2. Regular Meetings**

Regular meetings of the Board of Library Trustees are held on the fourth Wednesdays of each month at 7:30 PM at the Library. Meetings in November and December are generally held on the second Wednesday of the month at 7:30 PM at the Library to accommodate holidays. Regular meetings may be canceled if there is no business that requires the attention of the Board or rescheduled to accommodate holidays or other events.

#### **1.6.3 Section 3. Special Meetings**

Special meetings may be held at any time at the call of the President, the Secretary, or any two Trustees. Except in the case of a bona fide emergency, notice and the agenda of the special meeting must be delivered to all Trustees at least 48 hours prior to the meeting time.

#### **1.6.4 Section 4. Attendance**

A maximum of two Trustees may attend regular or special meetings electronically when they are not able to physically attend a meeting for reasons allowed by the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A Trustee attending electronically shall be a full participant in the meeting; however, such attendance shall not be used to establish a quorum.

#### **1.6.5 Section 5. Quorum**

A quorum consists of the majority of those Trustees appointed to the Board that are physically present at a meeting. Quorum is four Trustees when a full Board of six are appointed.

#### **1.6.6 Section 6. Rules Governing Procedure**

The latest edition of *Roberts Rules of Order* shall govern the parliamentary procedures of the Board to the extent practicable.

#### **1.6.7 Section 7. Voting**

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays and abstains and the spread of record recorded in the minutes of the meeting. Roll call votes shall be required for all ordinances, resolutions, and expenditures from all funds. A majority of those physically present shall determine the vote taken on any question, unless a larger majority is specified by law.

Approved March 21, 2018

#### **1.6.8 Section 8. Order of Business**

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
  - a. Approval of Invoices
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
10. Library Director's Report
11. Executive Session (if applicable)
12. Action for Items Discussed in Executive Session (if applicable)
13. Trustee Comments and Requests for Information
14. Adjournment

#### **1.6.9 Section 9. Public Comment**

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board or Board committees will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda. The public will also be given an opportunity to make comments on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees are not obligated to respond to public comments.

Any person present at the meeting may comment. Each individual making a comment will be required to identify himself or herself by name. Each member of the public shall have a maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment.

#### **1.6.10 Section 10. Executive Session**

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A roll call vote shall be required to convene an executive session.

#### **1.6.11 Section 11. Meeting Minutes**

Meeting minutes shall reflect attendance and actions taken for all meetings of the

Approved March 21, 2018

**Board of Library Trustees.** Minutes of ~~Board meetings~~ shall be retained in accordance with current legal requirements. Recordings of Executive Session meetings shall be retained in accordance with current legal requirements. Recordings of open Board meetings shall be retained for 18 months.

#### **1.7 Article 7. Committees**

The Board of Library Trustees shall function as a committee of the whole, with special assignments being undertaken by individuals or ad-hoc committees as deemed appropriate. No committee shall have other than advisory powers unless, by formal action of the board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

#### **1.8 Article 8. Amendments to the Bylaws**

These Bylaws may be altered, amended or repealed and new Bylaws adopted by an affirmative vote of two-thirds of the appointed Board at a regular meeting, provided the following conditions have been met.

1. An initial draft of proposed changes are presented to the Board at a regular meeting;
2. Discussion and suggested revisions are sought at a second regular meeting; and
3. The final text of amendments is sent to each Trustee with the agenda for a third regular meeting.

A vote on the amended Bylaws may occur at the third regular meeting.

#### **1.9 Article 9. Indemnification of Trustees, Employees, and Volunteers**

If any claim or action not covered by insurance is instituted against a Trustee of the Downers Grove Public Library, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Downers Grove Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Downers Grove Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Downers Grove Public Library shall, at the request of the Trustee, employee or volunteer:

1. Appear and defend against the claim of action; and
2. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
3. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Library Trustees.

For the purpose of this Section, the term Trustee, employee and volunteer shall

Approved March 21, 2018

include any former Trustee, employee and volunteer of the Library. This indemnification resolution shall not apply if the Board of Library Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case the action to be taken by the Board of Library Trustees will be determined after an investigation of the facts.

**1.10 Article 10. Review of Bylaws**

These bylaws shall be reviewed at least biennially.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 2020**

**AGENDA ITEM 8B**

**Library Director Evaluation Form and Process**

*Serving Our Public 4.0: Standards for Illinois Public Libraries* Core Standard 15 states: “The board of trustees annually reviews the performance of the library administrator.”

Downers Grove Public Library has had no formal performance review of the Library Director since at least 2016. There is no documented process for evaluation of the Library Director. A survey of other public libraries’ director evaluations showed considerable uniformity in forms and process, likely resulting from a 2016 Trustee Day program at the Illinois Library Association annual conference on this topic. Sample 1 is the form distributed at that 2016 Illinois Public Library Association Trustee Day program. Three additional samples from other libraries and a sample based on DGPL’s staff evaluation forms are included in this packet.

Sample 1 uses categories with competency descriptions for each rating section. Samples 2 and 4 both require ratings on individual duties and responsibilities. Sample 3 is narrative-based, requiring each Trustee to respond about performance in four areas. Sample 5 is based on DGPL staff evaluations, which reflect the job description, also attached. In the evaluation process, most libraries provide the Trustees with the Library Director’s self-evaluation and goals set during the prior evaluation.

Most libraries follow a similar process, which can take several months to complete:

1. Forms and instructions are distributed to Trustees.
2. Each Trustee individually evaluates the Library Director using the form, returning the completed form to a designated person (usually Board President or Chair of Personnel Committee).
3. Designated person compiles all evaluations into a single document.
4. Trustees meet in closed session to discuss compiled evaluation, make any changes, and determine salary adjustment (if applicable). Any vote, including salary adjustment, must be done in regular session.
5. Designated person meets one-on-one with Library Director, giving the compiled form and any additional feedback from the Board.

Some Boards complete the evaluation form as a group in closed session, rather than compiling individual evaluations. Others give a month between steps. Discussion should include process, timeline, and form(s) to be used.

A sample timeline might be:

<u>Board Meeting</u>	<u>Actions to Accomplish At or Prior to Meeting</u>
August 26	Select (or modify) a performance evaluation form
Between Meetings	If modifying a form, Library Director sends draft to Trustees for input before distributing final form and self-evaluation to Trustees in Board packet
September 22	Answer any questions about process
Between Meetings	Trustees to return forms to designated person
October 27	Last day to return completed forms to designated person
Between Meetings	Designated person compiles evaluations and distributes to Trustees
November 18	Closed session to review compiled evaluation and make salary decision, if applicable
After Nov. 18	Designated person delivers evaluation to Library Director in one-on-one meeting

It is completely at the Board's discretion to set the process and timeline for the Library Director's performance evaluation.



## SAMPLE 1

### LIBRARY DIRECTOR EVALUATION FORM

#### OVERALL RATING (CIRCLE ONE)

4 = Clear Mastery – Consistently demonstrates exceptional performance.

3 = Strong Evidence - Often demonstrates performance beyond expectations.

2 = Some Evidence – Performance meets expectations.

1 = Development Opportunity – Performance needs attention.

0 = No Opportunity to Observe

## PART I

### Category 1 – Organization Leadership

	<b>4</b>	<b>Clear Mastery</b>	<b>Competency Description</b> <ul style="list-style-type: none"><li>• Understands and implements the mission of the library.</li><li>• Works as an advocate for the library before government, customers, the community and the general public.</li><li>• Stays current with new ideas and trends among libraries.</li><li>• Effective decision maker – gathers input, makes timely decisions and communicates results</li><li>• Proactive problem solver</li><li>• Articulates a guiding vision</li></ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
<b>Behavioral Evidence:</b>			

### Category 2 – Business and financial management

	<b>4</b>	<b>Clear Mastery</b>	<b>Competency Description</b> <ul style="list-style-type: none"><li>• Keeps informed about financial needs of the library</li><li>• Understands and supervises the financial accounting programs for the library</li><li>• Ensures that library funds are spent appropriately, always in the best interest of those we serve.</li><li>• Provides the board accurate, understandable information about the financial status of the library through regular financial reports.</li><li>• Makes well-supported budgeting recommendations to the board.</li><li>• Assists the board in keeping the library financially sound.</li><li>• Explores and proposes to the board new potential sources of finance for programs and services.</li><li>• Plans and organizes work effectively.</li><li>• Ensures that all governmental and legal requirements of the library are met.</li></ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
<b>Behavioral Evidence:</b>			

### Category 3 – Customer Service

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Understands the needs of the library's customers and community and seeks to fill those needs with the organization's programs and services.</li> <li>Gains respect and support of other persons and organizations who come in contact with our library</li> <li>Articulates clear vision to staff about the paramount importance of customer service and models best practices behavior.</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Behavioral Evidence			

### Category 4 – Relationship with the Board

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Keeps board members informed about issues, needs and operation of this library.</li> <li>Offers direction to the board when needed on issues requiring board action and makes appropriate recommendations based on thorough study and analysis.</li> <li>Interprets the intent of and executes board policy.</li> <li>Seeks and accepts from the board, constructive criticism of work.</li> <li>Supports board policy and actions to staff, customers and the public.</li> <li>Understands his/her role in administration of board policy.</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Behavioral Evidence:			

### Category 5 – Personal characteristics that impact job performance

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Maintains high standards of ethics, honesty and integrity in personal and professional relationships.</li> <li>Works well with individuals and groups.</li> <li>Exercises good judgment in arriving at decisions.</li> <li>Maintains poise and emotional stability in the full range of professional activities.</li> <li>Writes clearly and concisely.</li> <li>Responds well when faced with unexpected/disturbing situations.</li> <li>Remains open to ideas, suggestions and criticisms from the board.</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Behavioral Evidence:			

## Category 6 – Personnel/Management and Development

	<b>4</b>	<b>Clear Mastery</b>	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Justifies the need for staff development funds, actively campaigns for them and accounts for their use.</li> <li>Analyzes staff functioning periodically with the object of combining, eliminating and/or creating new positions.</li> <li>Emphasizes equal opportunity employment and affirmative action hiring practices.</li> <li>Delegates authority and efficiently organizes the work of personnel.</li> <li>Inspires staff to do their best work by acting as supporter and motivator; providing necessary resources, encouragement and appreciation.</li> <li>Addresses performance issues and takes actions necessary to correct problems, both with staff and his/herself.</li> <li>Willingness to assess and address poor and mediocre performance in a direct and fair manner.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
<b>Behavioral Evidence:</b>			

## Category 7 – Innovation/Improvement

	<b>4</b>	<b>Clear Mastery</b>	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Seeks out and promotes change that will better serve patrons and the community.</li> <li>Regularly proposes new ideas to the board for better service to customers and the community.</li> <li>Seeks advanced training to improve job skills.</li> <li>Constantly pushes to improve efficiency &amp; effectiveness</li> <li>Demonstrates concern about quality and getting better results.</li> <li>Functions well in fast-paced, changing environment.</li> <li>Anticipates change and develops appropriate coping strategies.</li> <li>Actively works on personal development; seeks out feedback on how to improve.</li> <li>Responds effectively and proactively to library/organizational changes.</li> <li>Accomplishes responsibilities with superior outcomes.</li> <li>Demonstrates resolve and urgency to get things done.</li> <li>Commits to reach timely and successful closure on work.</li> <li>Strong work ethic; does whatever it takes to get the job done.</li> <li>Drives to excel in all matters.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
<b>Behavioral Evidence:</b>			

## Category 8 – Planning and Problem Solving

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Establishes strategic goals that enable the library to better serve the community and anticipate future needs.</li> <li>Creates a vision that keeps the library on the cutting edge in technology, programming and services.</li> <li>Establishes clear long and short term objectives that are attainable and promote betterment of the library.</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Behavioral Evidence:			

## Category 9 – Interpersonal effectiveness

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Establishes rapport and maintains productive relationships with subordinates, board, customers and community.</li> <li>Handles differences openly, candidly and constructively with the best interests of the library in mind.</li> <li>Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged.</li> <li>Willingly accepts responsibility for actions and eagerly gives credit to staff.</li> <li>Creates strong, collaborative work groups focused on attaining superior results.</li> <li>Encourages a culture of open communication.</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Behavioral Evidence:			

## **PART II**

Describe 3-5 areas where performance is particularly effective:

1.

2.

3.

4.

5.

Describe 3-5 areas where performance could be more effective:

1.

2.

3.

4.

5.

Has the Library Director's performance been at a level that merits consideration of additional compensation? Explain.

## **SAMPLE 2**

### **Library Director Evaluation**

**Date** \_\_\_\_\_ **Period Reviewed** \_\_\_\_\_

**Purpose:** The primary purpose of the Library Director Evaluation process is to provide feedback so that the Library Director may better fulfill their responsibilities. This system promotes a two-way process that encourages stronger relationships between the Library Director, their staff, and the Board of Library Trustees, as well as the Library Director's ability to accomplish the identified goals.

#### **Rating scale**

Explanation of Ratings:

- 5. Exceptional: Performance is above and beyond expectations
- 4. Exceeds Expectations: Performance exceeds high standards, quality of work is uniformly high
- 3. Meets Expectations: Performance meets high standards and all position requirements
- 2. Needs Improvement: Performance is inconsistent or does not meet institutional expectations
- 1. Unsatisfactory: Performance is of immediate concern.

#### **Administration/Priorities**

**Rating**\_\_\_\_\_

- A. \_\_\_\_ Plans and coordinates library services and operations
- B. \_\_\_\_ Oversees the selection, ordering and maintenance of all library equipment
- C. \_\_\_\_ Develops, implements and monitors library procedure
- D. \_\_\_\_ Plans, implements and monitors the Strategic Plan
- E. \_\_\_\_ Implements Board policies appropriately
- F. \_\_\_\_ Establishes rapport and maintains productive relationships with board, community, patrons, and staff.

Kudos, comments, concerns, questions and/or suggested goals

#### **Board Relations**

**Rating**\_\_\_\_\_

- A. \_\_\_\_ Assists the Board in making and updating policies, plans and objectives
- B. \_\_\_\_ Apprises the Board of present and future needs
- C. \_\_\_\_ Conducts new member orientation and assists trustees in their growth and development
- D. \_\_\_\_ Participates in all Board and Committee meetings
- E. \_\_\_\_ Communicates effectively with Trustees through prepared reports, meetings, and other forms of contact

Kudos, comments, concerns, questions and/or suggested goals

**Budget Management**

**Rating**\_\_\_\_\_

1. \_\_\_\_ Annual budget is well prepared
2. \_\_\_\_ Budget covers necessary expenses and funds are effectively allocated
3. \_\_\_\_ Funds are reserved for unanticipated contingencies and future needs
4. \_\_\_\_ Maintains accurate and up-to date records showing the status of library finances

Kudos, comments, concerns, questions and/or suggested goals

**Collection Management**

**Rating**\_\_\_\_\_

1. \_\_\_\_ Maintains a timely and efficient collection development policy
2. \_\_\_\_ Oversees development of the library collection

Kudos, comments, concerns, questions and/or suggested goals

**Facilities Management**

**Rating**\_\_\_\_\_

1. \_\_\_\_ Oversees care and maintenance of the library building and grounds

Kudos, comments, concerns, questions and/or suggested goals

**Professional Development, Management and Skills****Rating\_\_\_\_\_**

1. \_\_\_\_ Keeps current with knowledge, skills and trends relevant to public libraries and librarianship in general
2. \_\_\_\_ Ensures compliance with all laws relating to public libraries
3. \_\_\_\_ Displays initiative and leadership
4. \_\_\_\_ Implements change in an effective manner
5. \_\_\_\_ Demonstrates a strong personal commitment to public library services

Kudos, comments, concerns, questions and/or suggested goals

**Public and Community Services/Relations****Rating\_\_\_\_\_**

1. \_\_\_\_ Serves as liaison to the community
2. \_\_\_\_ Effectively communicates library services to the public
3. \_\_\_\_ Responds to public inquiries and complaints
4. \_\_\_\_ Consistently applies policies that affect the public

Kudos, comments, concerns, questions and/or suggested goals

**Staff Management****Rating\_\_\_\_\_**

1. \_\_\_\_ Staffing vacancies and changes are resolved expediently
2. \_\_\_\_ Library staff is well qualified, effective, and personable
3. \_\_\_\_ Positive management /staff relations are maintained
4. \_\_\_\_ Job descriptions are developed; regular performance valuations are held and documented; teamwork is utilized to provide exceptional service to the public

Kudos, comments, concerns, questions and/or suggested goals

**Overall Rating\_\_\_\_\_**



I have reviewed the attached evaluation and discussed it with the Library Board President. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

Administrator's Comments (if any)

Salary Adjustment\_\_\_\_\_

Library Administrator's Signature\_\_\_\_\_

Board President's Signature\_\_\_\_\_

**SAMPLE 3****Library Director Performance Evaluation**

Please comment on the Library Director's performance, based on the attached goals list, self-evaluation and your experience during the past year. Please bring WRITTEN responses to the April Board Meeting in a sealed envelope for the Board President.

**Leadership & Team Skills:**

**Problem Solving:**

**Key Strengths:**

**Areas in Need of Development:**

**SAMPLE 4**

Library Director Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Performance Evaluation: \_\_\_\_\_

**PART I: CORE JOB COMPETENCIES:**

Evaluation Key					
<i>Assign each core job competency with an evaluation score as defined below.</i>					
Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Unable to evaluate
5	4	3	2	1	N/A

**1. Library Board Relations**

	Attends all Board Meetings as required
	Submits reports and recommendations to the Board with sufficient time for review and preparation for Board Meetings
	Keeps members of the Board up-to-date concerning Library activities
	Fully and enthusiastically endorses and implements Board decisions
	Assists Board committees as requested
Comments:	

**2. Policy and General Administration**

	Furnishes sufficient information to the Board so that it may review and adopt short- and long-range plans.
	Reviews policies on a regular basis and recommends revisions or new policies when necessary and appropriate for the efficient operation of the Library for adoption/approval by the Board as needed.
	Communicates Board decisions and policies to staff and implements them on a timely basis
	Explains to the Board new developments in library services and their applicability to the Downers Grove Public Library
Comments:	

### 3. Financial Administration

	Prepares and presents an annual budget in line with previously adopted plans
	Expends library funds in a manner that reflects the Library's goals and is within the budget authorized by the Board
	Keeps financial records as prescribed by law and generally accepted rules of accounting
	Provides financial reports at monthly Board meetings
	Develops plans for capital expenditures
<i>Comments:</i>	

### 4. Community and Public Relations

	Appearance, speech, and conduct present an appropriate image of the Library
	Sustains a general tone of the Library as one of warmth, professionalism, and eagerness to serve public
	Is available to meet with members of the public to answer questions or hear feedback and responds appropriately and in a timely manner
	Maintains relationships with local service, school, and community organizations
	Supports an effective press and social media presence
<i>Comments:</i>	

### 5. Personnel Administration and Staff Relations

	Serves as an example for the staff through professional conduct, high principles, and business-like approach
	Evaluates management staff and direct reports annually
	Provides opportunities for professional growth and expansion of knowledge for all employees through workshops, conferences, or other learning opportunities
	Shares new knowledge acquired by participation in meetings and organizations or from other sources with staff and Board
	Encourages and maintains a stimulating work environment that fosters trust, teamwork, open communications, professional growth, and positive staff morale
<i>Comments:</i>	

## 6. Legislative and Legal

	Maintains an awareness of local, state, and federal laws pertinent to library operations
	Stays informed about and actively participates in state and national legislation important to libraries and shares that information with the Board and staff
	Maintains a positive relationship with the Library's legal counsel and other legal resources and uses those resources wisely
<i>Comments:</i>	

## 7. Strategic and Community Planning

	Actively shares responsibility with the Board in the creation and implementation of the Strategic Plan
	Solicits input from appropriate community stakeholders in creation and implementation of the Strategic Plan
	Understands how to use the Strategic Plan as a tool to guide library services and policies
	Encourages managers and staff to set and achieve goals that support the Strategic Plan
	Reports on progress of goals set within the Strategic Plan to the Board on a regular basis
<i>Comments:</i>	

## 8. Professional Growth and Goals

	Keeps professional memberships up to date, and represents and actively participates in the American Library Association, state and regional library associations and networking groups
	Stays up-to-date on library trends, current/best practices, and new and innovative services and processes
	Is committed to professional growth and expansion of knowledge through workshops, conferences, or other learning opportunities
<i>Comments:</i>	

**PART II: Report on Goals from Previous Year**

**GOAL:**

**Measurement:**

**Comments:**

**GOAL:**

**Measurement:**

**Comments:**

**GOAL:**

**Measurement:**

**Comments:**

**PART III: Report on Accomplishments, Achievements, or Changes from Previous Year**

**PART IV: Goals for Upcoming Year**

**GOAL:**

**Measurement:**

**GOAL:**

**Measurement:**

**GOAL:**

**Measurement:**

**PART V: Comments**

**Library Board Comments**

**Library Director Comments**

**PART VI: Overall Performance Rating (Circle one)**

Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Unable to evaluate
5	4	3	2	1	N/A

Library Director: \_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Name (written)*

Board President: \_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Name (written)*

*The Library Director's signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that the evaluation has been reviewed and discussed with the Board of Library Trustees.*





# Library Director

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Review Type: **Six Month** \_\_\_\_\_ **Annual** \_\_\_\_\_

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

Instructions: Assess employee performance by selecting the appropriate rating. Reinforce rating with supporting commentary, if needed. Provide specific examples.

## Part 1: Expectations for all Employees

Rating	Definition
Yes	Performance meets expectations.
No	Performance does not meet expectations.
N/A	Not applicable.

	Yes	No	N/A
Arrives on time and begins work promptly			
Complies with work schedule			
Demonstrates flexibility by filling in for others			
Dresses appropriately for position			
Attends meetings and workshops to enhance job knowledge			
Participates in staff training opportunities and departmental meetings			
Checks and responds appropriately to email every work shift			
Accepts feedback well			
Greets customers in a friendly manner and offers assistance			
Offers customers a "How Did We Do" form when appropriate			
Understands and follows emergency procedures			
Solves most routine problems without assistance			
Enforces library environment policy and procedures			
Communicates job-related issues or concerns to supervisor			
Documents problems thoroughly and accurately			

**Part 1 B: Expectations for Position**

	Yes	No	N/A
Develops and maintains positive relationships with staff, public, and Board			
Develops and implements initiatives and activities which support the library's strategic and long-range plans			
Maintains departmental statistics and prepares departmental reports			
Serves to back up to staff as needed			
Participates in professional library committees			
Updates procedural documents as needed and in a timely manner			
Serves on or facilitates department participation on cross-departmental teams			
<b>TOTAL</b>			

**Part 2: Expectations for Position: Ratings/Values Defined**

Rating	Value	Definition
Exceptional/ Exceptional Leader	5	No supervision or direction needed; employee at the top of his/her game; quality of work is always above and beyond; ability to anticipate department needs; spots trends; trains and mentors other staff; independent in all aspects of project cycle, from planning to review
Exceeds Expectations	4	Minimal to no supervision needed; consistently takes on duties beyond day-to-day responsibilities; takes initiative; identifies problems and recommends solutions; exercises solid judgment in routine and non-routine work situations; quality of work is uniformly high; takes ownership of duties
Meets Expectations	3	Needs some direction in non-routine work situations; identifies problems and works with team to offer solutions; level of performance meets high institutional standards and all position requirements; desired benchmark for all employees
Needs Improvement	2	Needs regular training and/or intervention to improve performance; frequently needs direction in routine work situations; needs regular supervisor reminders to complete duties or stay on task; performance is inconsistent or does not meet institutional expectations
Unsatisfactory	1	Performance is of immediate concern; unacceptable.

	5	4	3	2	1	N/A
<b>Work Habits</b>						
Adapts to changes in departmental procedures						
Communicates effectively in verbal and written forms						
Exhibits initiative and self-direction in daily work						
Completes work thoroughly and accurately						
<b>Customer Service</b>						
Demonstrates DGPL Customer Service Promise						
Handles difficult situations and/or interactions						
<b>Work Duties and Responsibilities</b>						
Responsible for the overall development, implementation, and progress in meeting the goals of the library's strategic and long-range plans						
Responsible for the overall budget and monitoring of expenditures						
Assist the Board of Library Trustees in the formulation of policies, bylaws, rules, and regulations in connection with the operation of the library						
Execute and carry out all stated policies and objectives, and all bylaws, rules and regulations determined by the Board of Library Trustees; abide by the requirements of all applicable laws						
Analyzes and evaluates library services to determine if user needs are being met; compiles and reports on library statistics						
Represent the library to the community, other government entities, and professional organizations						
Leads and/or oversees cross-departmental teams to fulfill strategic and long-range goals						
Distribute and communicate information appropriately to the Board of Library Trustees, management team, and staff						
Hire, train, supervise, evaluate, and counsel management team						
Serve as ex officio member of the Downers Grove Public Library Foundation Board of Directors						
Keep informed of current information and trends at the local, regional, state, and national library levels						
<b>TOTAL</b>						

**PART 3: EMPLOYEE ACCOMPLISHMENTS****PART 4: EMPLOYEE GOALS FOR NEXT EVALUATION PERIOD**

**PART 5: ADDITIONAL COMMENTS**

EMPLOYEE SCORE	
Part 1	
Part 2	DRAFT
Part 3	
Total	

\_\_\_\_\_  
**Library Director signature**

*(Indicates that you have read this performance evaluation, not necessarily agree with it.)*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Trustee signature**

\_\_\_\_\_  
**Date**

# Library Director

**Department:** Administration  
**Reports to:** Board of Library Trustees  
**Supervises:** Assistant Director, Access Services Manager, Adult & Teen Services Manager, Building Operations Director, Children's Services Manager, Circulation Services Manager, IT Services Manager, Public Relations Manager, Executive Assistant  
**Status:** Exempt  
**Date revised:** May 28, 2019

## Summary of Position:

Develop and implement the overall goals and objectives of the library, providing library services, facilities, technology, and personnel that meet the needs of the community

## Duties and Responsibilities:

- Responsible for the overall development, implementation, and progress in meeting the goals of the library's strategic and long-range plans
- Responsible for the overall budget and monitoring of expenditures
- Assist the Board of Library Trustees in the formulation of policies, bylaws, rules, and regulations in connection with the operation of the library
- Execute and carry out all stated policies and objectives, and all bylaws, rules and regulations determined by the Board of Library Trustees; abide by the requirements of all applicable laws
- Ensure that all contractual arrangements made with the library are properly executed
- Attend all meetings of the Board of Library Trustees and its committees, and other meetings as reasonably requested by the Board of Library Trustees
- Prepare and submit topical and progress reports to the Board of Library Trustees as requested
- Represent the library to the community, other government entities, and professional organizations
- Distribute and communicate information appropriately to the Board of Library Trustees, management team, and staff
- Hire, train, supervise, evaluate, and counsel management team
- Serve as ex officio member of the Downers Grove Public Library Foundation Board of Directors

- Keep informed of current information and trends at the local, regional, state, and national library levels
- Lead and participate in management team meetings
- Participate in professional development activities
- Perform other duties as are deemed necessary by the Board of Library Trustees

**Education and Qualifications:**

- ALA accredited MLS/MLIS
- Eight years of relevant public library experience
- Five years of library management experience

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of public library principles, practices, and technology
- Excellent administrative, financial planning, communication, and personnel management skills
- Proficiency with of Microsoft Office Suite
- Integrity in handling confidential information
- Ability to work well as part of a team and independently
- Attention to detail
- Ability to communicate effectively, both orally and in writing
- Excellent customer service skills
- Ability to adapt to technological changes
- Access to reliable transportation for offsite responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee will regularly lift, push, or move up to 20 pounds.

**Work Environment:**

The noise level in the work environment is usually moderate.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving multiple variables in complex situations.

### **Library Director Self-Evaluation Form**

1. What progress has been made toward your goals for this year?
2. What progress toward your goals for the year is planned to take place prior to year-end?
3. What do you consider your biggest accomplishments this year?
4. Please comment on communication between you and the Board of Trustees and between you and the staff in the library, including suggestions for improvement.
5. Do you have any suggestions for changes you could make to help improve your job and/or job performance?
6. Do you have any suggestions for assistance the Board of Trustees could provide to help improve your job and/or job performance?
7. What are your goals for yourself for the next year?

**\*Attach list of goals from prior evaluation.**



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 2020**

**AGENDA ITEM 9A**

**2021 Draft Budget and Levy**

**Draft Budget and Levy**

Two iterations of the draft budget and levy are included in your packet as requested by the Board of Library Trustees at the July Board meeting. On the expenditures side, there is a single draft. Revenues are presented at 0% and 2% levy amounts. All other revenue estimates are the same across all drafts. The difference between the two revenue levels is \$111,069. The following table summarizes the two draft budgets included in the Board packet:

	<b>Revenues</b>	<b>Expenditures</b>	<b>Net Change to Library Fund Balance</b>
<b>1.9% Salaries/0% Levy</b>	\$5,719,663	\$5,857,824	(\$488,161)
<b>1.9% Salaries/2% Levy</b>	\$5,830,732	\$5,857,824	(\$377,091)

**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. Increases in EAV reduce the property tax rate produced by the levy dollar amount. An estimated 1% Equalized Assessed Valuation (EAV) increase is used in the levy drafts presented. Generally, non-property tax revenues are projected to decrease in 2021. 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.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2020 ends like 2019 with expenses 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 that Library Fund balance is held as Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$450,000.

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

### **Expenditures**

This expenditures draft includes all management team budget requests, 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.

Annual benchmarking of the salary schedule replaces cost of living increases in the compensation system implemented in 2020. This draft reflects the salary schedule benchmark increase of 1.9% for 2021 and Illinois minimum wage increase to \$11.00 per hour on January 1, 2021. The 2020 compensation system project reclassified many positions from exempt to non-exempt and salary to hourly. Personnel changes, including retirements, reduced the impact of the salary and wage increases. The total cost of the benchmark and minimum wage increases are \$57,524, or just under 1.9%, year over year.

A merit increase for staff whose work went above and beyond during the COVID-19 shutdown is included in the draft. Increases of 1-3% are based on the percentage of hours worked beyond the amount required by all staff. Twenty-two staff in 7 departments are slated to receive an additional merit increase: 13 at 1%, 4 at 2%, and 5 at 3%. All staff qualifying for the 3% increase are in the Facilities or IT departments. The total cost of these additional merit increases is \$24,236, or just under 0.8%.

The proposed aggregate salary and wage lines are \$3,180,378 for 2021, an increase of \$81,760, or 2.6%, year over year.

Despite salary and wage lines increasing only 2.6%, the overall increase to personnel lines is 4.7%. The two primary drivers for this increase are the 15% estimated increase in renewal rates for employee benefits insurances and Illinois Municipal Retirement Fund rate increase from 9.42% in 2020 to 11.32% in 2021.

Non-personnel costs are largely flat, with some internal shifting of allocations within departments. The overall Postage line amount remains flat but moves from the Circulation Department budget to the Administration Department budget. An estimated increase of 40% to liability and property insurance premiums reflects the Libraries of Illinois Risk Agency (LIRA) insurance pool's anticipated increase of renewal premiums, with final figures unavailable until November.

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, supplies, miscellaneous community items, bulk sale of discards, unneeded library property such as office chairs.

#### **4502 Charges for Services**

Money received from photocopying, MyPC printing, and 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. With closing of public booking of the Meeting Room in 2020 expected to continue into 2021, this amount is reduced.

#### **4581 Fines**

Payment for fines for overdue materials. 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. FEMA/IEMA grant funds may be available in 2021, though no revenue is budgeted for 2021.

4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.475 per person served on an annual basis, to all Illinois public libraries, an increase over the previous statutory maximum. Based on the 2019 and 2020 grant funding of statutory maximum per capita, the revenue projection reflects \$1.475 per capita at the 2020 population. Census 2020 could impact this revenue line.

4711 Investment Income

Interest earned on library cash invested by the Village of Downers Grove.

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. Cancellation of the 2020 Friends book sale may reduce the amount donated in 2021.

**Expenditure Budget Lines**

5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, Technology Instructor, Executive Assistant, and Marketing Content Coordinator.

5111 Salaries, Non-Exempt

Full time non-exempt employees including Graphic Design and Display Coordinator, Administrative Assistant, ILL Coordinator, and Circulation Supervisors.

5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Associates, Library Clerks, Shelves, 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 may reimburse up to 75% of qualifying expenditures 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, and 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 check-in/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 40% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool, workers compensation, and 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, 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. This includes replacement of outdoor books drops in 2021.

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	\$ 1,114,127
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	\$ 5,359,867	\$ 5,857,824
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	\$ 1,114,127	\$ 625,966
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (26,032)	\$ (488,161)

**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**

<b>SOURCE</b>		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 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

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

**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%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2021 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

**Impact on taxpayer**

	<u>Median Home Value (2019)</u>			<u>Per \$100,00 Fair Market Value</u>		
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%

**DOWNERS GROVE PUBLIC LIBRARY  
RATES, LEVY, AND EAV HISTORY  
1.9% PERSONNEL, 0% LEVY DRAFT**

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

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

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

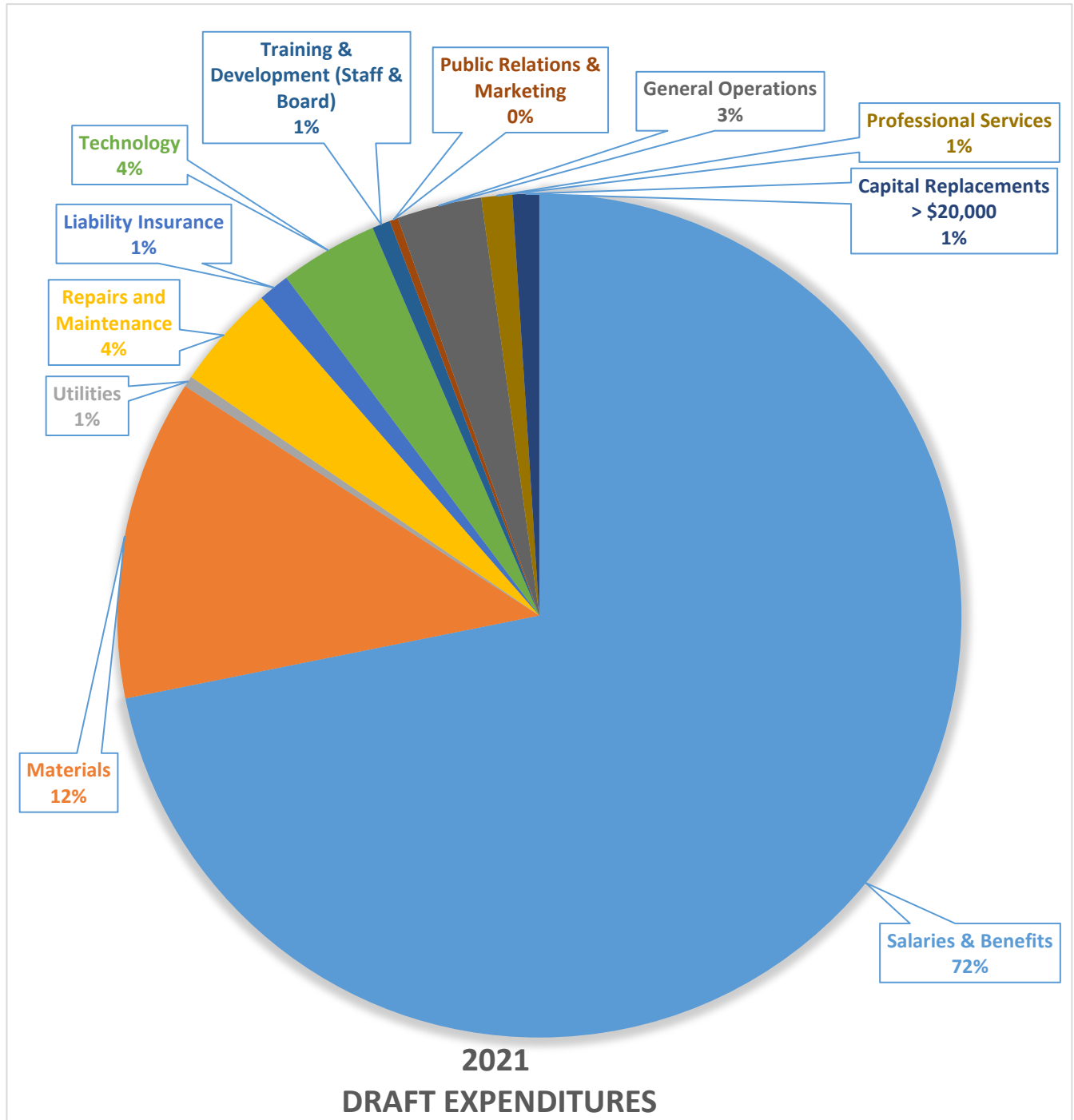
<b>Library Tax Per \$100K Home Value</b>	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 69.41
--	----------	----------	----------	----------	----------	----------

<b>Wage/Salary Increment</b>	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
----------------------------------	------	------	------	------	---------------------------------------	---

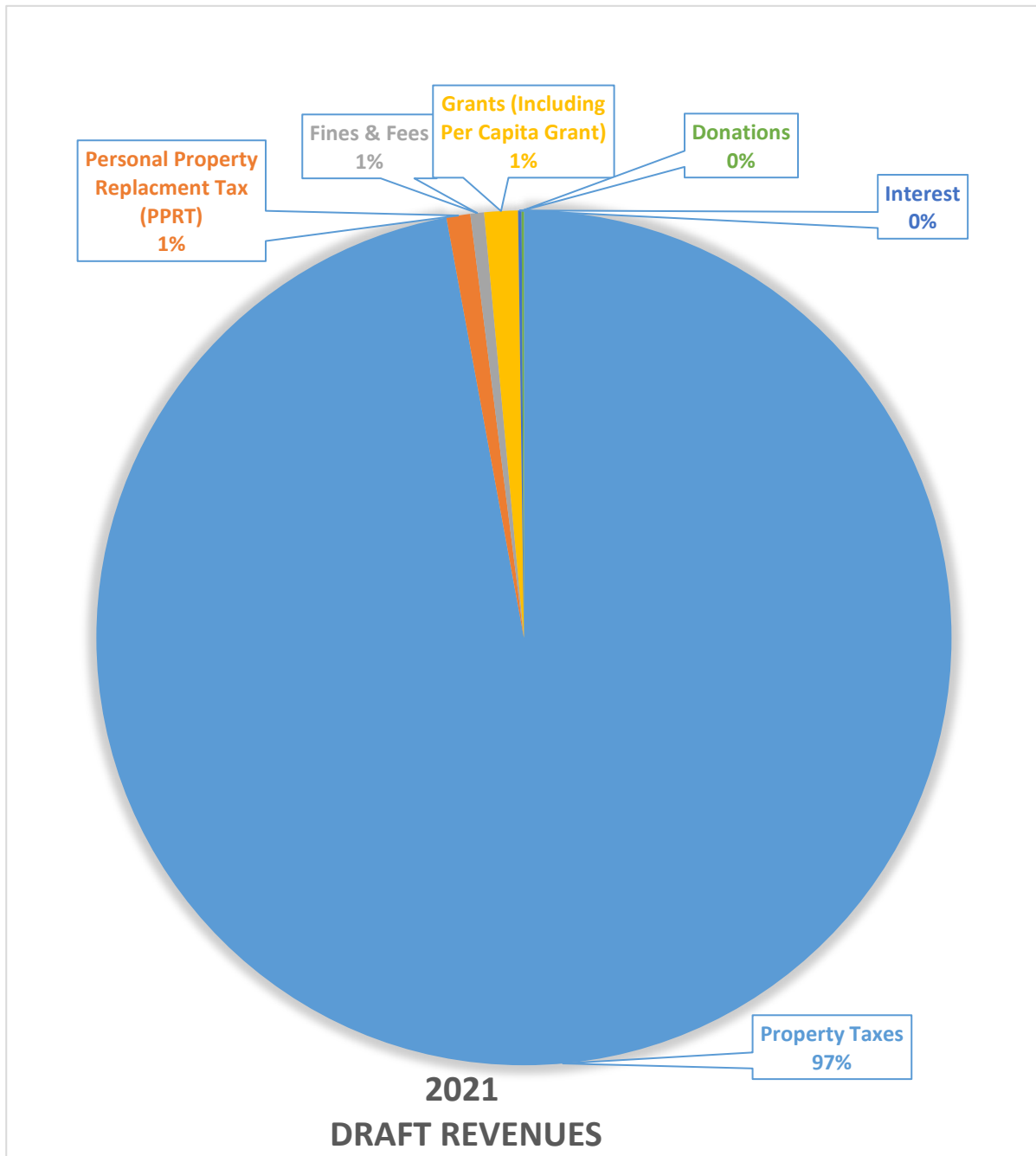
**Downers Grove Public Library**  
**2021 Preliminary Budget**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.3%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,180,378.23
Benefits (Insurance, IMRF, FICA)	17.6%		\$ 1,028,460.45
Salaries & Benefits	71.8%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,208,838.68
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	1.2%		\$ 70,700.00
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	3.2%		\$ 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	\$ 5,857,823.68
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

**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 0% LEVY DRAFT**



**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 0% LEVY DRAFT**





**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	\$ 5,857,824
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	\$ 741,180
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (377,091)

**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 2021 REVENUE SHEET**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>SOURCE</b>		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 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

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

**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%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2021 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

**Impact on taxpayer**

	<b><u>Median Home Value (2019)</u></b>			<b><u>Per \$100,00 Fair Market Value</u></b>		
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%

**DOWNERS GROVE PUBLIC LIBRARY  
RATES, LEVY, AND EAV HISTORY  
1.9% PERSONNEL, 2% LEVY DRAFT**

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

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

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

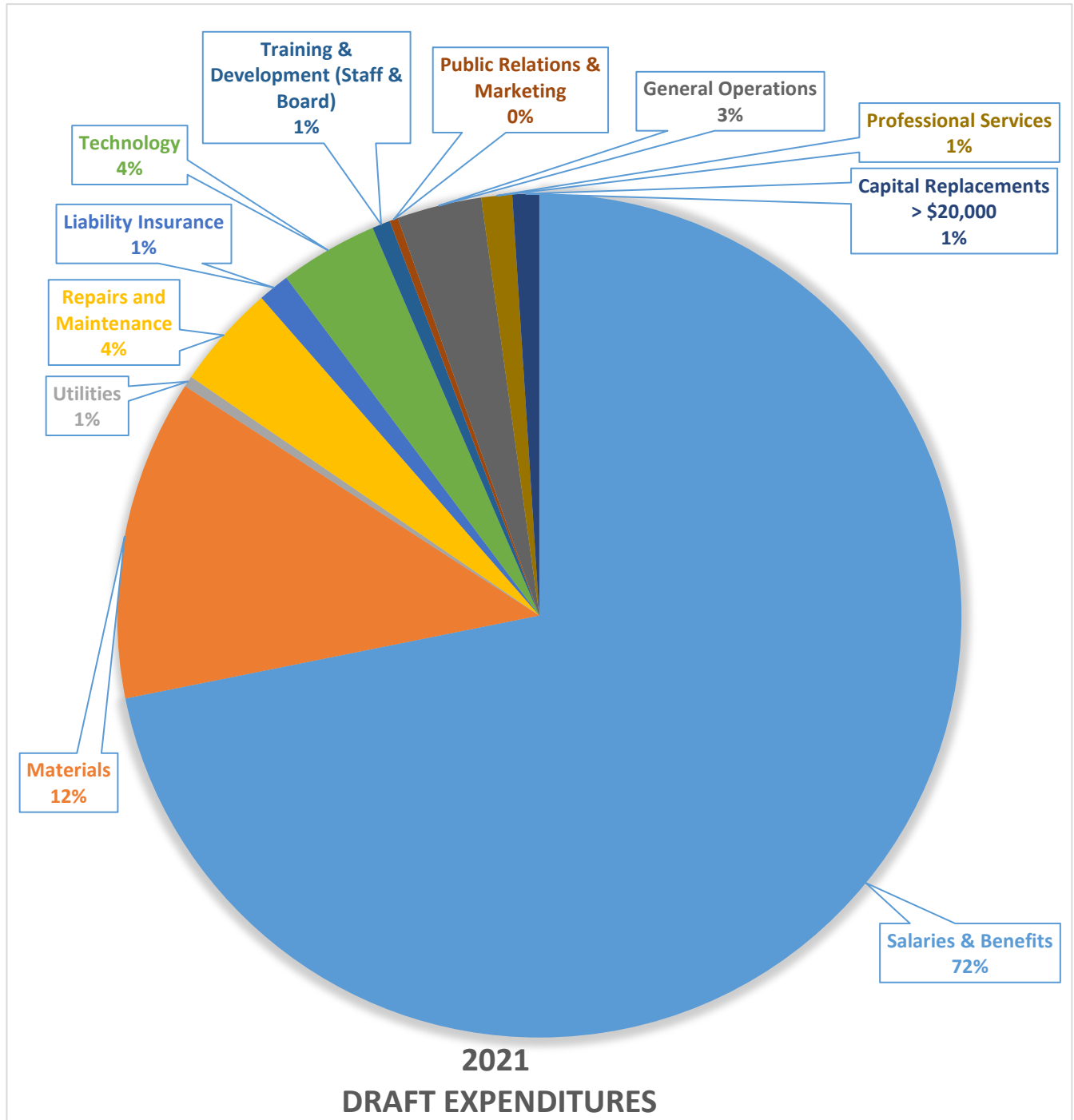
<b>Library Tax Per \$100K Home Value</b>	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 70.79
--	----------	----------	----------	----------	----------	----------

<b>Wage/Salary Increment</b>	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
----------------------------------	------	------	------	------	---------------------------------------	---

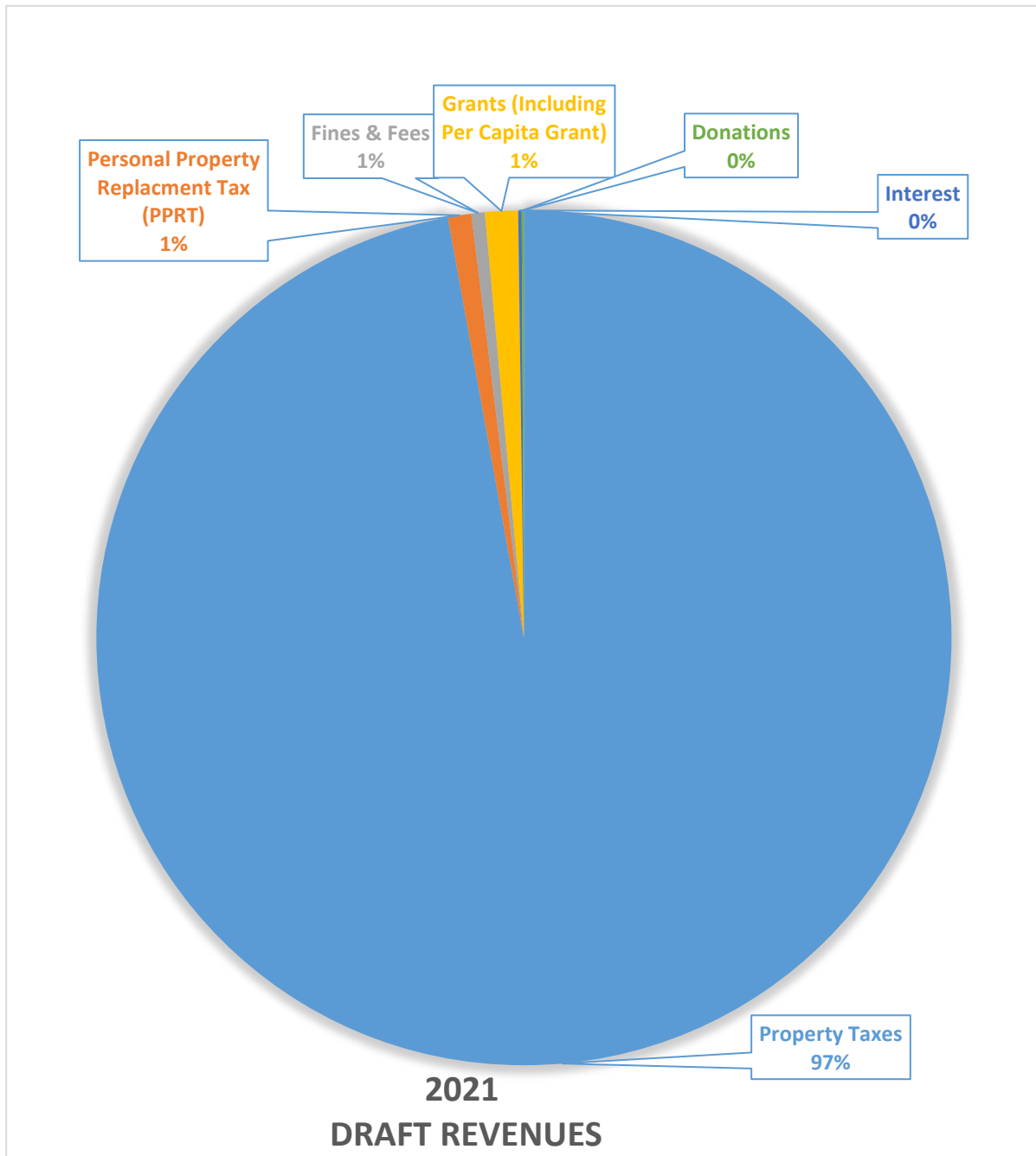
**Downers Grove Public Library**  
**2021 Preliminary Budget**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.3%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,180,378.23
Benefits (Insurance, IMRF, FICA)	17.6%		\$ 1,028,460.45
Salaries & Benefits	71.8%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,208,838.68
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	1.2%		\$ 70,700.00
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	3.2%		\$ 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	\$ 5,857,823.68
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

**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 2% LEVY DRAFT**



**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 2% LEVY DRAFT**





DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
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	1,632,295.29	37,751.04	2.4%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	329,793.65	78,392.63	31.2%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,218,289.29	-34,384.01	-2.7%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	288,300.11	55,365.33	23.8%	
5133	Medicare Contributions	44,929.98	41,212.23	46,115.48	1,185.50	2.6%	
5134	Social Security Contributions	192,114.36	176,217.74	197,183.45	5,069.09	2.6%	
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	4,208,838.68	187,193.75	4.7%	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	70,700.00	27,575.00	63.9%	
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	1,648,985.00	4,335.00	0.3%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,857,823.68	191,528.75	3.4%	Year over Year Budget

<b>DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET</b>							
	<b>Total Library Capital Replacement Fund (LCRF)</b>						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	<b>EXPENDITURES</b>	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  
DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>		2019	2019	2020	2020	2021
<b>EXPENDITURES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>EST ATT.</b>	<b>PRELIM</b>
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,632,295.29
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	329,793.65
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,218,289.29
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	288,300.11
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,115.48
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	197,183.45
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	70,700.00
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

<b>EXPENDITURES continued</b>		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	6,207,823.68

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	307,050.31
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	37,257.19
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	38,975.61
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,992.46
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,347.06
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	12,500.00
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	70,700.00
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	1,207,368.29

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	419,834.77
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	252,246.90
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,461.03
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,410.21
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,512.63
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
	<b>TOTAL 972</b>	<b>1,451,700.00</b>	<b>1,436,630.54</b>	<b>1,505,892.45</b>	<b>1,398,091.60</b>	<b>1,525,334.15</b>



**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	262,571.06
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	238,127.88
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,605.87
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,260.13
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,043.33
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
	<b>TOTAL 973</b>	<b>811,017.32</b>	<b>808,461.30</b>	<b>826,961.50</b>	<b>743,031.20</b>	<b>855,240.94</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	123,457.00
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	82,462.58
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	442,340.69
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	31,378.69
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,399.77
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	40,192.14
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	0.00
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
	<b>TOTAL 974</b>	<b>828,090.00</b>	<b>682,602.62</b>	<b>804,790.49</b>	<b>772,201.58</b>	<b>808,300.74</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	209,358.61
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	84,713.59
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	151,422.22
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	38,716.24
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,459.67
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,620.65
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
	<b>TOTAL 975</b>	<b>600,932.00</b>	<b>577,128.78</b>	<b>673,743.32</b>	<b>651,648.70</b>	<b>711,599.09</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,787.47
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	18,505.51
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,370.41
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,135.53
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
	<b>TOTAL 976</b>	<b>0.00</b>	<b>265.25</b>	<b>305,198.05</b>	<b>278,902.86</b>	<b>318,818.32</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
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
	<b>TOTAL 977</b>	<b>278,389.00</b>	<b>249,718.47</b>	<b>293,944.08</b>	<b>272,513.77</b>	<b>320,371.93</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET  
DRAFT**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	72,857.17
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	34,807.54
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	47,157.49
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,187.65
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,244.92
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,598.98
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
	<b>TOTAL 978</b>	<b>411,922.00</b>	<b>378,550.58</b>	<b>424,430.57</b>	<b>421,903.62</b>	<b>460,790.21</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 2020**

**Agenda Item 9B**

**COVID-19 Response and Reopening Phasing Plan Update**

At the July 22, 2020 meeting, the Board of Library Trustees again reauthorized 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.

The library continues in our Phase 3, Limited Public Service, Limited Hours, with public service hours Monday through Friday, 10:00 a.m. to 7:00 p. m., Saturday 10:00 a.m. to 4:00 p.m. and Sunday 1:00 to 4:00 p.m. Capacity limits are in force, with staff monitoring the entrance to track capacity and remind visitors to wear masks properly. Curbside service usage remains strong. Resource sharing within SWAN libraries and through ILL resumed on August 12. Circulation of Anything Emporium items, including STEM kits and equipment, also resumed. Next steps, anticipated for implementation in September, include resuming self-service holds pick up, reopening of the Curtiss Street entrance to the public, and resuming SWAN Pick Up Anywhere, allowing patrons from SWAN libraries to choose DGPL as their holds pick up location.

Illinois remains in its Phase 4: Revitalization of the Restore Illinois plan as of June 26, 2020. Mask requirements and social distancing remain in place. Gathering size allowed is 50 people. However, the use of Meeting, Conference, and Study Rooms for quarantine of items, storage of furniture, and socially distanced staff work spaces does not allow for gatherings in the library at this time.

Recommended Action: Reauthorize 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 (Actual Date: 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. Home 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.
- Home Delivery 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.

- Opening use of Meeting, Conference, and Study Rooms to the public occurs when rooms are no longer needed for storage of furniture, social distancing of staff work spaces, etc.

## **Phase 6: New Normal**

- Resume in-person programming for all size gatherings.
- 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  
AUGUST 24, 2020**

**Agenda Item 10**

**Library Director's Report**

Library Organization Officer Positions

In my role as Library Director, I serve on several library organization boards and committees. In August, I was elected to the positions of Secretary of the SWAN Governing Board and Vice President of the LIRA Executive Committee. SWAN is our cooperative catalog and integrated library system software consortium. Libraries of Illinois Risk Agency (LIRA) is the statewide joint insurance pool for libraries that provides property, liability, and workers compensation insurance to its members.

Cleaning and Conservation of *Journey to Janus* Sculpture

Margaret Sawczuk from The Art Objects Conservation Lab will be performing the cleaning and conservation of the Walter Gordinier sculpture, *Journey to Janus*, located in the Curtiss Street entrance atrium and continuing into the second floor spine. Art conservation efforts began in 2019 with an assessment of the library's art collection and subsequent cleaning and conservation of the Gary Price sculpture *Children of Peace* in the Garden Walk and Dallas Cole bas-relief *The Story of Gilgamesh*.

Listening Session on Policing in Downers Grove

The August 5 Listening Session: Policing in Downers Grove, held in partnership with the Village of Downers Grove and the help of the Downers Grove Park District, was a great success. The panel of active listeners included Village Manager Dave Fieldman, Chief of Police Shannon Gillette, and District 99 Superintendent Dr. Hank Thiele. Adult & Teen Services Librarian Joy Matteson acted as co-moderator with DuPage County NAACP President Michael Childress. Adult Program Coordinator Karen Bonarek acted as event support. Public Relations Manager Cindy Khatri worked closely with Village staff on marketing the event and recording. Visit <https://dglibrary.org/listen/> to view the session recording.

Board Listening Session on Diversity, Equity, and Inclusion (DEI) in September

The Diversity, Equity, and Inclusion (DEI) Trajectory Discovery Project will evaluate DGPL's current cultural agility and create a plan for closing the gap between the library's aspirations toward equity and its actual implementation of equitable practices across our governance and operations. Consultant Reesheda Graham Washington of RGW Consulting LLC will lead a Board Listening Session on Wednesday, September 23, following the regular Board meeting. The regular Board meeting will have a limited agenda, with the Listening Session to begin at approximately 8:00 p.m. Community

Submitted by Julie M. Milavec  
August 20, 2020

Listening Sessions will be held via Zoom on Tuesday, September 22, 7:00 – 8:30 p.m. and Saturday, September 26, 10:30 a.m. – noon. Sessions for staff will also be held that week.

Illinois Library Association Virtual Conference Registration Open

The Illinois Library Association's annual conference is fully virtual this year. The Trustee program schedule is spread over three days, October 20-22. Registration is open:

<https://www.ila.org/events/annual-conference/trustee-program-schedule>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 2020**

**Department Reports – July 2020**

**Administration – Jen Ryjewski**

- Attended orientation and the first official ILA Best Practices Committee meeting where we reviewed the charge of the committee, handbook, and expectations, and got right to work on project ideas and implementation timelines for the upcoming year.
- Attended the quarterly RAILS Assistant Director's meeting where we discussed staff training; hybrid work schedules; library reopening plans and COVID-19 safety precautions; and library expenditures and budget adjustments in light of the pandemic.
- Met with the Service Excellence Team (SET) where we caught up with one another after a long hiatus and drafted an executable plan for an employee recognition event/celebration.
- Attended three partial days HR training with HR Source, which covered topics such as ADA/AA, workers' compensation, FMLA, and legal issues for supervisors.
- Served as Person In Charge (PIC) for the first week we reopened to the public.
- Co-hosted, along with Director Julie Milavec, an all-staff meeting regarding reopening the library building to the public where we discussed building logistics and traffic flow, behavioral expectations for patrons and staff, and the working environment.
- Held quarterly In Charge meeting with Director Julie Milavec, where we reviewed In Charge schedules and expectations, talking points on the Reopening FAQ document, and had a time for Q&A.
- Worked two days in Access Services to assist Manager Amy Prechel with cataloging backlog.
- Completed and submitted FEMA grant for COVID-19 reimbursements.

**Adult & Teen Services – Lizzie Matkowski**

- Adult & Teen Services staff welcomed patrons back into the building when we reopened on July 6.
- Programs included: Pickup Program: Macramé Wall Hanging, Book Page Flowers, Job Workshop: Master the Phone Interview, Make And Take: Paracord Bracelets, Make And Take: Air Clay Activities, and Job Workshop: Resume vs Robots.
- The library's social work interns started working in the building again and continue to seek input from the community with a needs assessment survey.

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

- With the library's reopening on July 6, Kids Room staff helped prepare patron and staff spaces, created and filled displays, and prepared for our new normal of library operations. When the library reopened and patrons started returning, we jumped right back in to providing Readers Advisory and reference services for our patrons while continuing to provide virtual assistance through email, chat, and phone calls.
- Summer Reading Club prize pickup started July 6. Patrons who had been tracking online using ReadSquared could come to the library to pick up prizes. Many patrons also tracked on paper using forms printed off the library's website. We had a steady flow of patrons collecting prizes for all prize levels, including many kids who had completed bonus pages. A full write up of Summer Reading Club will be included in the September Board Report.
- The Kids Room hosted District 58's PTA Math Club prize pick-up this year, as the PTA was unable to host their normal prize pick-up days due to the pandemic. We had all of the prizes, packets, and other materials on hand so that kids could still receive both their reading and math prizes at the same time. We are very glad to have been able to continue our partnership with the PTA even during these uncertain times.
- Virtual and Pick-up Programs continue to be popular and interest in them has remained steady. The Kids Room also started giving out Discovery Bags on July 13. Discovery Bags are a first-come, first-served passive "program in a bag" on a variety of different topics. During July, we had bags that contained scavenger hunts, Shark Week activities, and crystal growing kits. Patrons do not have to register in order to receive a bag and the bags are aimed at both preschoolers and elementary school kids. We provide around 50-60 bags each week and most of the kits are gone by mid-week. We plan on continuing the Discovery Bag program into the fall.

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

- We opened the library to our patrons and were met with amazing gratitude and kindness from our patrons. We missed them as much as they missed us!
- We interviewed and hired our new Circulation Supervisor, Tricia Thompson! Tricia works at our Computer Help Desk and will transition to her new role in Circulation in August. Welcome, Tricia!
- Cheryl Pawlak, our Assistant Circulation Manager, informed us on her upcoming retirement in August. Cheryl has contributed immeasurable amounts of time, commitment, and dedication to our department and DGPL as a whole. Cheryl will be missed!
- Sandy Feuillan has agreed to step into the role of Assistant Circulation Manager and we are thrilled to have Sandy in this position! Sandy has been a Circulation Supervisor for many years and was the perfect person to fill this position in our

department. Sandy leads with kindness, compassion and amazing patron service!

- The Service Excellence Committee met to discuss plans for staff engagement and recognition. We are currently planning a lobby display of the books, TV shows, video games, etc. that helped staff pass the time during the pandemic.
- All Circulation staff have been so amazing during these challenging times and brought their A-game back to serve the community.

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

- The library reopened to the public in a limited capacity in early July. From IT's end, this involved configuring the public computers to comply with the new one hour/day and similar restrictions that were set in place library-wide. IT Manager Paul Regis worked with Today's Business Solutions to ensure that computer time limits were restricted to one 45-minute session per day. He also implemented a remote assistance tool called Splashtop, which allows patrons to send a 9-digit code to Computer Help Desk staff to give staff temporary permission to view and control the public computer. This allowed for staff not comfortable working in closer ranges to be able to provide assistance. Curbside printing was introduced as an option – patrons use a Google Form to upload documents, which Computer Help Desk Associates print and bag similar to other curbside pickup materials.
- IT staff worked with the Adult & Teen Services and Kids Room departments to set up alternate workspaces for their staff. Since study rooms and the like were closed to the public, laptops and necessary peripherals were installed in designated rooms for staff. Computer Help Desk Supervisor Lauren Cantore Gonzalez and Media Lab Coordinator Ed Bromiel took up residence in the Media Lab rooms during this time as well.
- Assistant IT Manager Max Mogavero worked with Medlin Communications to install and configure a device for automated announcements. This allowed regularly scheduled announcements (such as the 15, 10, and 5-minute announcements made by Circulation staff prior to close) to be automatically run, as well as new announcements such as the hourly COVID-19 reminders.

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

- PR got everything ready for the reopening on July 6, including press releases, tons of signage, website updates, and social media/eNews announcements.
- The PR team had further training with Orangeboy Savannah.
- Marketing Content Coordinator, Brian Ruane, met with PR Manager, Cindy Khatri, to discuss targeted marketing efforts and new cardholder campaigns.
- Cindy worked with Village Communications Director Doug Kozlowski on the Listening Session on Policing event press release and promotion plan.
- PR executed marketing and promotion for the Listening Session on Policing in DG.

- PR met to discuss the current style guide and needed changes.
- The Discoveries cycle started again, and the team worked on preparing for the September/October issue.
- All members of the PR team attended professional development webinars.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- The Access department geared up from 75% of our hours to 100% the week of July 6.
- We have worked through the backlog of new material from the closure and have resumed other collection management activity including withdraws, reclassifications, and repairs.
- Annual evaluations for most Access Services staff were completed in July.

#### **Inventory and Cataloging**

- For ATS collection in July: added 2283 print items, 267 AV items; discarded 2101 print and 492 AV items.
- For Kids Room collection in July: added 1094 print items and 125 AV items. Discarded 728 print and 38 AV items.
- Access Department processed over 1000 more new items in July 2020 than in July 2019, an increase of 42%. This increase occurred despite the Cataloging Librarian being out for half the month.

#### **Reclassification and Repairs**

- Repaired 569 ATS and Kids Room books and audiovisual items in July
- Reclassified 291 ATS and Kids Room items in July
- After checking in the backlog of magazines, we were able to resume claims. We claimed 49 magazines that did not arrive when expected.

#### **Staff Training and Professional Development**

- Amy Prechel and Nora Mastny attended the virtual In-Charge staff meeting Wednesday, July 1, and all Access Department staff attended the virtual all-staff meeting Thursday, July 2 in preparation for the library building to reopen to the public on Monday, July 6.
- Nora attended the SWAN Poolside Chat July 7 and watched a recording of the Swan Cataloging Advisory meeting from July 9.
- Amy attended a three-part RAILS workshop on Cataloging using RDA via zoom July 16, 23, and 30.
- The department logged 6 hours of training in July.

**Facilities Services – Ian Knorr**

- Created a new position in the Facilities Department, titled Building Operations Assistant.
- Contacted Product Design Architecture to inform them of the timeframe of open bids for the 2021 flat roof replacement.
- Sourced LED lamps to complete lobby retro-fit.
- John Martin began his new role of Building Operations Assistant and training is underway.
- Started and completed facilities assessment and inventory to comply with Serving the Public Illinois Library Standards.
- Ian had his monthly meeting with Julie and Jen.



<b>Circulation</b>	<b>JUL 20</b>	<b>%</b>	<b>JUL 19</b>	<b>%</b>	<b>JUL 18</b>	<b>%</b>
<b>Checkouts</b>						
Selfchecks	20,387	49%	50,312	76%	54,702	75%
Staff desk	21,246	51%	15,908	24%	17,940	25%
<b>Total checkouts</b>	<b>41,633</b>		<b>66,220</b>		<b>72,642</b>	
<b>Renewals</b>						
Auto-renewal	12,466		38,231		37,837	
Selfchecks			23		52	
Staff desk (incl. phone)	367		354		353	
Patron self-renewals on website	358		746		810	
Patron self-renewals on BookMyne			22		35	
BlueCloud Mobile/Web services (22&11	<b>31</b>					
<b>Total renewals</b>	<b>13,222</b>		<b>39,376</b>		<b>39,087</b>	
<b>Total item checkout and renewals</b>	<b>54,855</b>		<b>105,596</b>		<b>111,729</b>	
<b>Digital Circulation</b>	<b>12,730</b>		<b>8,745</b>		<b>7,141</b>	
<b>Total Circulation</b>	<b>67,585</b>		<b>114,341</b>		<b>118,870</b>	
<b>Reserves Processed</b>						
Received from ILL	726		6,676		6,959	
ILL sent	76		4,830		4,696	
OCLC requests processed	0		248		246	
<b>Gate Count</b>						
North	10,929		30,244		29,386	
South	6,892		18,448		17,878	
<b>Total</b>	<b>17,821</b>		<b>48,692</b>		<b>47,264</b>	
<b>Registrations</b>						
New resident library cards	119		271		215	
New fee cards			7		9	
Active fee cards			X		X	
Professional Development hours	7		5			
Cost of Professional Development			70			

**Circulation**

	Jul 2019	Jul 2020	YTD Totals			
Adult	53,166	28,502	349,673	163,282		
Teen	3,028	1,546	15,299	6,409		
Children	49,402	24,796	275,627	125,722		
Download	8,745	12,730	59,786	85,556		
Total	114,341	67,574	700,385	380,969	-319,416	-45.6%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	17,803	62.46%	1,829	6.42%	6,451	22.63%	2,419	8.49%	28,502
Teen	1,521	98.38%	21	1.36%	0	0.00%	4	0.26%	1,546
Children	20,869	84.16%	695	2.80%	2,384	9.61%	848	3.42%	24,796
Total	40,193	73.29%	2,545	4.64%	8,835	16.11%	3,271	5.96%	54,844

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,353	75.46%	15,385	9.81%	16,132	10.28%	6,980	4.45%	156,850
Children	78,447	85.86%	2,747	3.01%	8,288	9.07%	1,882	2.06%	91,364
Total	196,800	79.29%	18,132	7.30%	24,420	9.84%	8,862	3.57%	248,214

**Book Collection**

	Jul 2019	Jul 2020	YTD Totals		YTD Difference	
Adult	116,325	118,353				
Children	75,952	78,447				
Total	192,277	196,800	192,277	196,800	4,523	2.4%

**Audio Collection**

	Jul 2019	Jul 2020	YTD Totals		YTD Difference	
Adult	17,777	15,385				
Children	2,869	2,747				
Total	20,646	18,132	20,646	18,132	-2,514	-12.2%

**Video Collection**

	Jul 2019	Jul 2020	YTD Totals		YTD Difference	
Adult	15,621	16,132				
Children	8,451	8,288				
Total	24,072	24,420	24,072	24,420	348	1.4%

**Miscellaneous Collection**

	Jul 2019	Jul 2020	YTD Totals		YTD Difference	
Adult	7,125	6,980				
Children	1,965	1,882				
Total	9,090	8,862	9,082	8,862	-220	-2.4%

## Statistics for Jul 2020 (FY Jan-Dec)

### Rooms & Spaces

	Jul 2019	Jul 2020				
Community Use of Rooms	1129	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	313	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,442	0	9,605	3,447	-6,158	-64.1%

### Programs Offered

	Jul 2019	Jul 2020				
Library Programs Offered						
Adult	17	5				
Teen	12	0				
Children	62	0				
Outreach Programs Offered						
Adult	13	0				
Teen	3	0				
Children	13	0				
Passive Programs Offered						
Adult	4	4				
Teen	1	8				
Children	15	21				
Programs Offered Total	140	38	988	438	-550	-55.7%

### Program Attendance

	Jul 2019	Jul 2020				
Library Program Attendance						
Adult	341	58				
Teen	52	0				
Children	1,212	0				
Outreach Program Attendance						
Adult	619	0				
Teen	70	0				
Children	337	0				
Passive Program Attendance						
Adult	809	90				
Teen	30	97				
Children	1,195	747				
Program Attendance Total	4,665	992	29,158	12,267	-16,891	-57.9%

## Statistics for Jul 2020 (FY Jan-Dec)

### Gate Count

Jul 2019	Jul 2020	YTD Totals		YTD Difference	
48,692	17,821	289,566	106,876	-182,690	-63.1%

### Reference Questions

	Jul 2019	Jul 2020	YTD Totals		YTD Difference	
One on One Tutorials	62	9	462	256	-206	-44.6%

### Computer User Sessions

	Jul 2019	Jul 2020				
Adult	3,268	976				
Children	2,125	0	YTD Totals		YTD Difference	
Total	5,393	976	32,063	11,053	-21,010	-65.5%
Wireless Sessions	2,642	50	17,887	6,162		

### Website Views

Jul 2020	YTD Totals
23,964	92,967