

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021, 7:30 P.M.
LIBRARY MEETING ROOM AND ONLINE**

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

Members of the public can view and/or 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.

Public comment may be made in person, by online participation, or by phone during the meeting. Members of the public may also 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. Written comments will be forwarded to the Board of Library Trustees and distributed in the next month's meeting packet.

Board of Library Trustees

Wed, Jun 23, 2021 7:30 PM - 9:00 PM (CDT)

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AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. May 26, 2021 Regular Meeting Requested Action: Approval
 - b. June 1, 2021 Committee of the Whole Meeting Requested Action: Approval

5. Financial Matters
 - a. May 2021 Financial Report
 - b. June 2021 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Girl Scout Troop Gardening Project Presentation (pre-recorded)
Requested Action: Discussion
 - b. Rotary GroveFest Special Edition Closing and Safe Location
Requested Action: Approval
 - c. Transfer to Library Capital Replacement Fund From Operating Fund
Requested Action: Approval
 - d. 2022 Salary Structure
Requested Action: Approval
 - e. Preliminary Budget
Requested Action: Discussion
 - f. Anti-Hate Statements Framework
Requested Action: Approval
9. Unfinished Business
 - a. COVID-19 Response and Phased Reopening Plan
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
MAY 26, 2021, 7:30 P.M.
ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:36 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: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Children's Services Manager Allyson Renell, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.

4. **Approval of Minutes.**

- a. April 28, 2021 Regular Meeting. President Graber noted that there was a misspelling in Section 6 – Public Comment. The third sentence of Richard Barker Jr.'s public comment should begin with "First" rather than "Frist."

It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the April 28, 2021 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

5. **Financial Matters.**

- a. April 2021 Financial Report. Library Director Milavec presented the report. The Library Fund, also known as the General or Operating Fund, is in the negative as expected. Tax revenue will begin coming in May and should be reflected in next month's financials. The library is 33% of the way through the year. Milavec noted that the first pay application for the roofing project has hit the Capital Replacement Fund this month. It went through the vetting process with the construction manager before it was approved for payment. The Library Fund is at 28.5% spent for the year and none of the lines that are over their proportions have changed. Milavec noted that the library is using a new vendor, Ingram Library Services, for some materials orders due to issues with Baker & Taylor.
- b. May 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of May 2021 Capital Replacement Fund invoices totaling

\$296,159.00, the payment of May 2021 Operating Fund invoices totaling \$94,348.81, and the ratification of April 2021 payrolls totaling \$239,326.15 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. Summer Reading Club Presentation. Children's Services Manager Allyson Renell presented the details of the 2021 Summer Reading Club.
- b. Girl Scout Troop Gardening Project Presentation (pre-recorded). The pre-recorded presentation was not received by the Board meeting date. Library Director Milavec hopes to have it for the June 23, 2021 Board of Library Trustees meeting.
- c. Non-Resident Fee Card Participation. The Illinois Non-Resident Library Card Program is an opt-in program for every library in the state and the Board must vote annually to participate. In past years, the Board chose to use the General Mathematical Formula and this year, that formula would result in no change, leaving the fee at \$282.00 per household effective August 1, 2021.

It was moved by Humphreys and seconded by Stapleton 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.

- d. TIF District Expiration and Potential Budget Impact. Library Director Milavec explained the impact of the TIF District expiration. The Tax Increment Financing District was created to bolster economic development in a specific area. The default length of time for a TIF District is 23 years and the Downtown's TIF District expired in 2020. The EAV (Equalized Assessed Valuation) of property in the area is frozen in the first year of the TIF, and then the difference between that value and the current value is used to reinvest in that area. Once the TIF expires, the taxing bodies that have only been receiving the frozen value receive the full value of the property in the TIF District, which comes back onto the EAV all in one year. While the 2021 EAV is not yet available, using the 2020 EAV, this represents an increase of over 2.5% for the library.

The library budgets very conservatively and usually uses a 0-1% EAV growth in its estimates for the impact of the levy. The TIF expiration guarantees that the library will get at least double what it normally estimates in the budget process. The Board's role in the property tax process is to set the library's tax levy amount. As the levy increases, so does the tax rate, as long as the EAV stays the same. If the EAV increase, the tax rate goes down. The library's tax rate has not increased since 2015. While the library's levy has increased, as the value of the property in the library's service area increases, it offsets the impact to the individual taxpayer. The library's current tax rate is lower than it was in 2013. The Board will have an opportunity to benefit from the impact of the TIF expiration without it adversely affecting the library's tax rate in the 2022 fiscal year.

9. Unfinished Business.

- a. COVID-19 Response and Phased Reopening Plan. May was a crazy month for the library. Staff made the first major revision to the COVID-19 Response and Phased Reopening Plan by revising Phase 5 and making it the Bridge to New Normal. Until kids can be vaccinated, staff propose that masks would be required in the Kids Room for all patrons and staff. Play areas and toys would not return until kids can be vaccinated as well. The library would enter its Phase 6 New Normal when vaccines are available for kids ages 2 and up.

On May 3, study rooms returned and more open seating came back. Staff have not been enforcing the zero tolerance mask policy, but masks are still required for all patrons and staff. Newspapers are back and door monitors are no longer counting capacity. Library staff will be approximately 92% vaccinated by June 11.

It was moved by Stapleton and seconded by Khuntia THAT the Library Director be reauthorized to continue 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.** Library Director Milavec presented her report. The roof replacement project has been a headache, between weather issues, timeline changes, and schedule changes. The actual roofing portion should be done by tomorrow, and then lingering sheet metal work and exterior painting will be left. The Board's first EDI training with Reesheda Graham Washington will be on Tuesday, June 1 from 6-9 p.m. Katelyn Vabalaitis will be sending out the agenda in the next couple of days. There will be no Board action taken at the meeting but there will be a public comment section per the Board's bylaws. Milavec highlighted the growing partnership between Public Relations Manager Cindy Khatri, Librarian Van McGary, and the Midwest SOARRING Foundation. The

library will be displaying some of the organization's photographs and items in the galleries in October.

11. Trustee Comments and Requests for Information.

Trustee Dougherty asked if the social work intern program would be continuing this year. Library Director Milavec responded that the library currently has two social work interns. Due to COVID, much of their work has changed but they do hold office hours out on the library floor and have intake forms and referral information for programs in the area. They also help maintain The Cupboard in the library's lobby.

Trustee Dougherty commented that with outdoor children's programming in the summer, it would be nice to have a mobile children's book checkout station for parents that do not want to bring their kids into the building. Milavec responded that there are no plans for a mobile station at this time but the library has been encouraging those parents to use curbside service and there is always virtual readers advisory available if needed.

Trustee Humphreys notified the Board that the First Congregational United Church of Christ was contacted by the Illinois Department of Public Health, who offered a mobile vaccine van to use onsite for one or more days to give walk-up J&J vaccines. The church asked the library and Community Kitchen to help promote the event if a date can be confirmed. They are looking at Tuesday, June 8. The van will have up to 200 vaccine doses.

Trustee Humphreys noted that June is the traditional Pride Month in many areas and for the first time, Downers Grove is going to have a more active and visible Pride Month. Several organizations and businesses in the community are working on this, including the library. He is proud that the library is participating.

Trustee Humphreys commented that the First Congregational Church had a consultant in town asking community leaders how the church can be of service to them and how they can help the church in its long term planning in how to serve the community. Library Director Milavec met with the consultant and Trustee Humphreys thanked Milavec for her time. He also mentioned that the Community Kitchen has been serving Downers Grove's housing and food insecure neighbors for the last few months and noted that there is a very active volunteer who is also a library staff member and he appreciates the partnership.

12. Adjournment. President Graber adjourned the meeting at 8:51 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
JUNE 1, 2021, 6:00 P.M
ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 6:11 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: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Darrel Washington of RGW Consulting.

3. **Public Comment.** President Graber invited comment. There was none.
4. **Equity, Diversity, and Inclusion Training.** The Board of Library Trustees participated in its first of two Equity, Diversity, and Inclusion training sessions with Darrel Washington of RGW Consulting.
5. **Adjournment.** President Graber adjourned the meeting at 9:06 p.m.

DOWNERS GROVE LIBRARY

5/31/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ (227,196)	\$ 682,206
FUND BALANCE	(270,662)	\$ 682,206

Revenue by Object Report

Village of Downers Grove
5/1/2021 through 5/31/2021

Grand Totals

<u>Object/Title</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
4101 Current Property Taxes	5,553,474.00	373,263.75	373,263.75	5,180,210.25	6.72
4109 Prior Year Property Taxes	100.00	139.30	140.22	-40.22	140.22
4313 Personal Property Replacement Tax	51,500.00	23,798.51	57,141.34	-5,641.34	110.95
4410 Sales of Materials	2,000.00	0.00	275.81	1,724.19	13.79
4502 Charges For Services	10,000.00	643.32	5,723.07	4,276.93	57.23
4509 Fees For Non-Residents	8,000.00	0.00	6,486.00	1,514.00	81.08
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	135.93	718.13	-718.13	0.00
4590 Cost Recovered For Services	7,500.00	785.83	4,702.20	2,797.80	62.70
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	72,589.00	0.00	0.00	72,589.00	0.00
4711 Investment Income	7,500.00	3.03	12.76	7,487.24	0.17
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	40.54	2,590.96	2,409.04	51.82
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,719,663.00	398,810.21	451,054.24	5,268,608.76	7.89

Capital Replacement Fund

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Periods: 5 through 5

Expenditures by Object Report

Page: 4

Village of Downers Grove
5/1/2021 through 5/31/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Use</i>
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	1,228,100.00	296,159.00	331,848.44	0.00	896,251.56	27.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	1,228,100.00	296,159.00	331,848.44	0.00	896,251.56	27.0

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Periods: 5 through 5

Expenditures by Object Report

Page: 17

Village of Downers Grove
5/1/2021 through 5/31/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,632,295.29	125,622.00	623,866.72	0.00	1,008,428.57	38.2
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	25,790.10	127,194.12	0.00	202,599.53	38.5
5119 Part-Time Employee Wages	1,218,289.29	92,626.90	458,948.07	0.00	759,341.22	37.6
5121 Overtime	0.00	496.04	496.04	0.00	-496.04	0.0
5131 IMRF Pension Contributions	288,300.11	22,620.51	110,306.72	0.00	177,993.39	38.2
5133 Medicare Contributions	46,115.48	3,480.22	17,238.03	0.00	28,877.45	37.3
5134 Social Security Contributions	197,183.45	14,880.80	73,706.39	0.00	123,477.06	37.3
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,283.40	77.35	386.75	0.00	896.65	30.1
5191 Health Insurance	454,937.29	34,366.96	170,805.86	0.00	284,131.43	37.5
5195 Optical Insurance	2,520.47	149.94	745.91	0.00	1,774.56	29.5
5197 Dental Insurance	38,120.25	2,603.58	12,955.87	0.00	25,164.38	33.9
5210 Supplies	98,000.00	13,120.80	32,858.11	0.00	65,141.89	33.5
5251 Maintenance Supplies	21,750.00	863.76	8,531.26	0.00	13,218.74	39.2
5280 Small Tools & Equipment	29,600.00	417.90	4,894.07	0.00	24,705.93	16.5
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	1,720.00	3,214.00	0.00	4,286.00	42.8
5303 Seminars, Conferences & Meetings	28,110.00	681.09	3,863.19	0.00	24,246.81	13.7
5308 Recognition Program-Staff	5,000.00	0.00	1,269.86	0.00	3,730.14	25.4
5315 Professional Services	62,000.00	5,245.46	24,790.10	0.00	37,209.90	39.9
5322 Personnel Recruitment	1,000.00	65.95	96.22	0.00	903.78	9.6
5323 Special Legal	6,000.00	792.00	1,716.00	0.00	4,284.00	28.6
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	0.00	66,171.92	0.00	44,603.08	59.7
5380 Printing Services	24,800.00	3,217.00	7,561.00	0.00	17,239.00	30.4
5391 Telephone	17,000.00	1,911.08	7,031.29	0.00	9,968.71	41.3
5392 Postage	25,500.00	0.00	9,111.00	0.00	16,389.00	35.7
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

glExpObj
05/28/2021 8:36AM
Periods: 5 through 5

Expenditures by Object Report

Page: 18

Village of Downers Grove
5/1/2021 through 5/31/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5407 Advertising And Public Relations	19,000.00	2,592.83	6,464.36	0.00	12,535.64	34.0
5420 Insurance - Other Policies	70,700.00	1,870.00	59,085.00	0.00	11,615.00	83.5
5430 Building Maintenance Services	91,500.00	216.32	29,796.85	0.00	61,703.15	32.5
5450 Cleaning Services	80,000.00	4,845.97	34,547.47	0.00	45,452.53	43.1
5461 Utilities	24,250.00	1,378.76	6,351.93	0.00	17,898.07	26.1
5470 Other Equipment Repair And Maintenance	11,500.00	3,194.93	5,309.36	0.00	6,190.64	46.1
5481 Rentals	15,500.00	818.39	5,395.27	0.00	10,104.73	34.8
5620 Recoverables	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	58,000.00	7,247.82	30,237.61	0.00	27,762.39	52.1
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	227,800.00	9,342.38	75,105.23	0.00	152,694.77	32.9
5852 Print Materials	345,500.00	23,593.49	107,287.35	0.00	238,212.65	31.0
5853 Audiovisual Materials	147,200.00	10,667.67	35,027.30	0.00	112,172.70	23.8
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	0.00	13,861.00	0.00	46,139.00	23.1
5880 Intangible Assets (Software)	52,000.00	837.01	15,151.19	0.00	36,848.81	29.1
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,207,823.68	417,355.01	2,191,378.42	0.00	4,016,445.26	35.3

Capital Replacement Fund

InvEdPst
06/15/2021 2:43PM

Invoice Edit Listing Village of Downers Grove

Page: 5

June 23, 2021

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
014548 PRODUCT, LLC	1	6,838.42	0.00	6,838.42
015079 SHALES MC NUTT, LLC	1	189,896.00	0.00	189,896.00
Grand Total:	2	196,734.42	0.00	196,734.42

INVOICES OF NOTE

For Library Board Meeting on June 23, 2021
Capital Replacement Fund

014548	Product, LLC (Roof Replacement Project)	\$6,838.42
015079	Shales Mc Nutt, LLC (Roof Replacement Project)	\$189,896.00

InvEdPst
06/15/2021 2:37PM

Invoice Edit Listing
Village of Downers Grove

Page: 204

June 23, 2021

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000322 AMAZON.COM	1	1,214.54	0.00	1,214.54
000428 ANDERSON'S BOOKS, INC.	1	87.99	0.00	87.99
000403 AT&T	1	268.20	0.00	268.20
000582 AURELIOS FAMILY PIZZERIA	1	200.00	0.00	200.00
000672 BAKER & TAYLOR - L0217582	29	5,365.31	0.00	5,365.31
019652 BEST QUALITY CLEANING	1	5,410.00	0.00	5,410.00
016893 BIBLIOTHECA, LLC	3	4,331.79	0.00	4,331.79
000829 BLACKSTONE AUDIOBOOKS	21	1,670.01	0.00	1,670.01
001148 CALL THE UNDERGROUND CORP	1	160.50	0.00	160.50
001259 CCH, INC. ORPORATED	1	171.41	0.00	171.41
008323 CENGAGE LEARNING	9	1,439.50	0.00	1,439.50
001277 CENTER POINT PUBLISHING	3	202.53	0.00	202.53
001377 CHICAGO TRIBUNE	1	107.50	0.00	107.50
013822 CHRISTINE THORNTON	1	500.00	0.00	500.00
001459 CINTAS CORPORATION	7	1,229.30	0.00	1,229.30
001553 COMCAST CABLE COMMUNICATION, INC.	1	341.75	0.00	341.75
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	383.83	0.00	383.83
002359 DOWNERS GROVE SANITARY DIST.	2	130.36	0.00	130.36
002539 EBSCO SUBSCRIPTION SERVICES	1	30.62	0.00	30.62
017328 ELM USA, INC.	2	262.46	0.00	262.46
020597 EVERGREEN COUNSELING, LLC	1	200.00	0.00	200.00

InvEdPst
06/15/2021 2:37PM

Invoice Edit Listing
Village of Downers Grove

Page: 205

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005572 FIA CARD SERVICES, N.A.	13	6,023.53	0.00	6,023.53
009775 FINDAWAY WORLD, LLC	1	74.73	0.00	74.73
017510 FIRST COMMUNICATIONS, LLC	1	457.54	0.00	457.54
019894 FISH WINDOW CLEANING	1	2,035.00	0.00	2,035.00
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	400.29	0.00	400.29
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	342.78	0.00	342.78
008770 GRAINGER	3	162.25	0.00	162.25
018572 HOMELESS TRAINING INSTITUTE, LLC	1	1,199.00	0.00	1,199.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
017608 IMPACT NETWORKING, LLC	1	2,739.20	0.00	2,739.20
003688 INGRAM LIBRARY SERVICES, LLC	114	20,407.42	0.00	20,407.42
010993 KENT ADHESIVE PRODUCTS COMPANY	1	85.20	0.00	85.20
017676 KLENK, AMANDA	1	133.96	0.00	133.96
018484 MALWAREBYTES	1	2,663.38	0.00	2,663.38
018877 MASTNY, NORA	2	79.52	0.00	79.52
019196 MCGARY, VAN	1	17.56	0.00	17.56
005866 MIDWEST TAPE	14	8,336.65	0.00	8,336.65
019063 NATASHA LEHRER LEWIS ART	1	710.00	0.00	710.00
006161 NICOR GAS	1	987.90	0.00	987.90
012499 OVERDRIVE, INC.	3	12,060.25	0.00	12,060.25
018491 PEOPLEFACTS, LLC	1	40.68	0.00	40.68

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Invoice Edit Listing
Village of Downers Grove

Page: 206

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
021033 PERSONAL PAST	1	170.00	0.00	170.00
006698 PRINT SMART	2	406.20	0.00	406.20
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	96.00	0.00	96.00
020030 RGW CONSULTING, LLC	1	3,300.00	0.00	3,300.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	2	97.94	0.00	97.94
019859 RUYLE, GRACIE	1	184.54	0.00	184.54
007517 SCHOLASTIC LIBRARY PUBLISHING	1	124.76	0.00	124.76
007676 SIGNS NOW	1	30.00	0.00	30.00
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75
020469 SWK TECHNOLOGIES, INC.	1	10.00	0.00	10.00
019483 THE LANGUAGE LABS	1	180.00	0.00	180.00
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32
021032 WILLIAM HAZELGROVE	1	250.00	0.00	250.00
Grand Total:	274	90,344.55	0.00	90,344.55

INVOICES OF NOTE

For Library Board Meeting on June 23, 2021

000582	Aurelios Family Pizzeria (Coupons for Summer Reading Club)	\$200.00
013822	Christine Thornton (Virtual Program Payment)	\$500.00
020597	Evergreen Counseling, LLC (Virtual Program Payment)	\$200.00
018572	Homeless Training Institute, LLC (Homelessness Training Renewal)	\$1,199.00
003688	Ingram Library Services, LLC (Print Materials)	\$20,407.42
017676	Klenk, Amanda (Employee Reimbursement)	\$133.96
018877	Mastny, Nora (Employee Reimbursement)	\$79.52
019063	Natasha Lehrer Lewis Art (Virtual Programs)	\$710.00
021033	Personal Past (Virtual Program)	\$170.00
020030	RGW Consulting, LLC (EDI Consulting Monthly Fee)	\$3,300.00
019859	Ruyle, Gracie (Employee Reimbursement)	\$184.54
018271	Sounds Good, Inc. (Piano Tuning)	\$90.00
021032	William Hazelgrove (Virtual Program Payment)	\$250.00

June 23, 2021

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
010993 KENT ADHESIVE PRODUCTS COMPANY	1	13.46
Grand Total:	<u>1</u>	<u>13.46</u>

Library Credit Card Details for the June 23, 2021 Board Meeting

Julie Milavec				
			Total	\$ -
Katelyn Vabalaitis				
971	5210 Supplies	Toner	\$	603.75
971	5302 Dues & Membership	SHRM Membership, Amazon Business Prime Renewal	\$	398.00
971	5303 Seminars, Mtgs, & Conferences	Training - The Indispensable Office Manager	\$	119.00
			Total	\$ 1,120.75
Ian Knorr				
978	5210 Supplies	Marble Chips	\$	19.92
978	5251 Maintenance Supplies	Garden Soil, Marble Chips	\$	30.13
978	5470 Other Equipment Repair & Maint	Solar Lights, LED Drivers, Magnetic Roll Sheets	\$	253.42
			Total	\$ 303.47
Elizabeth Matkowski				
971	5302 Dues & Membership	ALA, PLA, ILA membership renewal	\$	325.00
972	5210 Supplies	Program Supplies	\$	71.36
972	5280 Small Tools & Equipment	Paper Trimmer, Cricut Carrying Case	\$	74.38
972	5303 Seminars, Mtgs, & Conferences	Conference Registration	\$	39.00
			Total	\$ 509.74
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	116.25
			Total	\$ 116.25
Amelia Prechel				
972	5853 AV Materials	Audiovisual Materials	\$	17.95
977	5210 Supplies	Labels	\$	51.24
977	5303 Seminars, Mtgs, & Conferences	Webinar Registrations	\$	102.00
			\$	171.19
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	19.73
973	5853 AV Materials	Legos, Telescope Kits	\$	416.36
			Total	\$ 436.09
Traci Skocik				
972	5210 Supplies	Program Supplies	\$	78.55
973	5210 Supplies	Program Supplies	\$	796.19
			Total	\$ 874.74

Allyson Renell				
973	5210 Supplies	Program Supplies, Kids Masks	\$	509.27
973	5852 Printed Materials	Children's Print Materials	\$	30.38
975	5880 Intangible Assets	Google storage	\$	19.99
			Total	\$ 559.64
Christine Lees				
971	5210 Supplies	Planner	\$	19.97
974	5210 Supplies	Office Supplies	\$	113.93
			Total	\$ 133.90
Paul Regis				
975	5210 Supplies	Office Supplies	\$	26.86
975	5280 Small Tools & Equipment	Tripod, Webcam	\$	91.85
975	5770 Capital Equipment	Scanner, Network Switch	\$	429.97
975	5880 Intangible Assets	Zoom, Google Drive, GoToMeeting, Capacity Counter	\$	599.17
			Total	\$ 1,147.85
Grace Goodwyn				
976	5210 Supplies	Printing Paper	\$	183.14
			Total	\$ 183.14
Cynthia Khatri				
975	5880 Intangible Assets	Monday.com Annual Subscription	\$	89.00
976	5315 Professional Services	Produce Bags	\$	37.52
			Total	\$ 126.52
Jen Ryjewski				
			Total	\$ -
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	318.26
972	5280 Small Tools & Equipment	Cricut Cutting Mat	\$	21.99
			Total	\$ 340.25
			Library Credit Card June 2021 Totals	\$ 6,023.53

PAYROLLS FOR MAY 2021

MAY 7	\$122,326.80
MAY 21	\$122,208.24
TOTAL MAY 2021 PAYROLLS	\$244,535.04

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 8A

Girl Scout Troop Gardening Project Presentation (pre-recorded)

A local 5th grade Girl Scout troop worked with Green Grovers member and library gardening volunteer Sue Farley and Building Operations Assistant John Martin on a native plants gardening project in the bed adjacent to the Forest Avenue parking lot. Their troop leader, Kelly Meyer, requested that the troop members make a brief presentation to the Board about native gardens, what they planted, and the Girl Scout bronze award they are working toward with this project. The pre-recorded presentation will be viewed during the Board meeting.

Recommended Action: None

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 8B

Rotary GroveFest Special Edition Closing and Safe Location

The Rotary Club of Downers Grove will be holding “Rotary GroveFest Special Edition” in August. This scaled-down version will feature food, beer, and a music stage in the Forest Parking Lots, as during previous years. The event is scheduled for Thursday, August 19 through Sunday, August 22. During the Fest in past years, the library closed at 7 p.m. on Friday, 1 p.m. on Saturday, and all day on Sunday. These are unpaid administrative closings. For 2021, I recommend closing at 7 p.m. on Thursday, August 19 and Friday, August 20; at 1 p.m. on Saturday, August 21; and all day on Sunday, August 22. This recommendation may change by the time of the Board meeting, depending on the final schedule for the Fest.

Once again, in the Emergency Action Plan for the event, the library would be included in the “Safe Locations” section used to designate emergency weather shelters. The shelter area in the library will be the Library Meeting Room. If restrooms are needed, Rotary GroveFest volunteers will be assigned to control access to the rest of the building.

Library staff will meet with Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys prior to the Fest dates to review procedures and provide keys to the building.

In the event evacuation to safe locations is announced to Fest participants, Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys or the Rotary GroveFest volunteer/manager will unlock the Forest Street entrance doors and Meeting Room doors. The individual unlocking the doors will also be responsible for securing the building after “ALL CLEAR” is announced.

When securing the building during Rotary GroveFest, Thursday, August 19 through Sunday, August 25, the Security Monitors will lock the sliding doors between the Lobby and Forest Street vestibule.

Recommended Action: Approve the library closings and use of library building as an emergency “safe location” for Rotary GroveFest Special Edition, as presented.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 8C

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

The Village of Downers Grove received and accepted its Certified Annual Financial Report (CAFR) on June 8, 2021, providing the library with its final audited financial position through 2020. The Library Fund balance on December 31, 2020 was \$1,469,752, an increase of \$29,733 from the previous year. The 2021 budget provides for a transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. This annual transfer funds the projects identified and prioritized in the Capital Needs Assessment through 2027. The Library Capital Replacement Fund is meeting its targets. Revenues are exceeding targets due to interest and investment income. In 2020, \$3,894 in interest and investment income was earned.

For the Library Fund, the Operating Reserve target amount in the library's Finance Policy is 35% of the total amount needed to replace one boiler, one HVAC RTU, and the entire flat portion of the roof. The 2019 project cost of \$578,500 included two boilers and two RTUs. Adjusting 4% for inflation and calculating half of the project at 35% places the boiler and RTU portion of Operating Reserves needed at \$105,000. The estimate to replace the entire roof in 2021 was approximately \$1,000,000. The roof portion of Operating Reserves needed is \$350,000. The total Operating Reserve target amount for 2022 is approximately \$455,000. Under an Intergovernmental Agreement with the Village of Downers Grove, the library no longer requires short-term cash flow reserves to maintain a positive balance in its operating fund due to the property tax collection cycle.

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

**Downers Grove Public Library
Library Capital Replacement Fund
2022 Budget Preliminary DRAFT
Simplified Estimated Fund Balance**

	<u>Project Cost</u>	<u>Transfer In</u>	<u>Year End Balance</u>
2020 Ending Balance			\$ 1,013,871.00
2021	\$ 979,100.00	\$ 350,000.00	\$ 384,771.00
2022	\$ 311,600.00	\$ 350,000.00	\$ 423,171.00
2023	\$ 342,900.00	\$ 350,000.00	\$ 430,271.00
2024	\$ 223,000.00	\$ 350,000.00	\$ 557,271.00
2025	\$ 240,900.00	\$ 350,000.00	\$ 666,371.00
2026	\$ 69,100.00	\$ 350,000.00	\$ 947,271.00
2027	\$ 39,300.00	\$ 350,000.00	
Ending Balance			\$ 1,257,971.00

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 8D

2022 Salary Structure

Following the 2019 compensation system project, the Downers Grove Public Library Board of Library Trustees approved a salary structure to be updated annually through benchmarking. HR Source, the consulting firm that worked with the library on the 2019 project, provides an annual benchmark increase factor for the salary structure. The 2022 increase factor is 1.7% for the anticipated employment cost. To calculate the 2022 Salary Structure, this factor is applied to the midpoint of Pay Grade 1 and extended across all Pay Grades. To accommodate the Illinois minimum wage increase, any Pay Grade minimum or first quartile falling below Illinois minimum wage is “grayed out” and minimum wage used in its place. When minimum wage exceeds the midpoint of a Pay Grade, that Pay Grade is no longer used. Pay Grade 2 was unused in the Salary Structure in prior years, allowing all position titles assigned to Pay Grade 1 to be reassigned to Pay Grade 2 in 2022. Pay Grade 1 is marked “No longer in use.” A full review of the Salary Structure will be needed during the FY2024 budget planning process, when Illinois minimum wage is anticipated to exceed the midpoint of Pay Grade 2.

Recommended Action: Approve 2022 Salary Structure as presented.

**DOWNERS GROVE PUBLIC LIBRARY
2022 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
14	E	Library Director	\$103,806.40	\$116,782.20	\$129,758.00	\$142,733.80	\$155,709.60
			\$53.23	\$59.89	\$66.54	\$73.20	\$79.85
13		Hold for future use	\$90,715.57	\$102,055.02	\$113,394.46	\$124,734.43	\$136,074.39
			\$46.52	\$52.34	\$58.15	\$63.97	\$69.78
12	E	Assistant Director	\$79,276.64	\$89,185.96	\$99,095.28	\$109,005.12	\$118,914.96
			\$40.65	\$45.74	\$50.82	\$55.90	\$60.98
11		Hold for future use	\$69,279.23	\$77,939.26	\$86,599.30	\$95,259.33	\$103,919.36
			\$35.53	\$39.97	\$44.41	\$48.85	\$53.29
10	E	Information Technology Services Manager	\$60,543.03	\$68,110.77	\$75,678.52	\$83,246.27	\$90,814.02
	E	Access Services Manager	\$31.05	\$34.93	\$38.81	\$42.69	\$46.57
	E	Adult & Teen Services Manager					
	E	Circulation Services Manager					
	E	Public Relations Manager					
	E	Children's Services Manager					
9	E	Assistant Manager (Information Technology Services)	\$52,908.43	\$59,521.73	\$66,135.02	\$72,748.84	\$79,362.65
	E	Technology Instructor	\$27.13	\$30.52	\$33.92	\$37.31	\$40.70
	E	Building Operations Director					
8	E	Marketing Content Coordinator	\$46,236.59	\$52,016.16	\$57,795.73	\$63,575.31	\$69,354.88
	E	Librarian - Program Coordinator (Adult & Teen Services)	\$23.71	\$26.67	\$29.64	\$32.60	\$35.57
	E	Librarian - Program Coordinator (Children's Services)					
	E	Librarian - Reference & Technology Coordinator					
	E	Librarian (Adult & Teen Services)					
	E	Librarian - Teen Services Coordinator					
	E	Librarian - Outreach Coordinator					
	E	Librarian - Cataloger					
	E	Executive Assistant					

**DOWNERS GROVE PUBLIC LIBRARY
2022 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
7	E	Assistant Manager (Circulation Services)	\$40,406.23	\$45,456.75	\$50,507.27	\$55,557.79	\$60,608.31
	NE	Graphic Design and Display Coordinator	\$20.72	\$23.31	\$25.90	\$28.49	\$31.08
6	NE	Supervisor (Circulation Services)	\$35,310.63	\$39,724.33	\$44,138.03	\$48,551.73	\$52,965.43
	NE	Media Lab Coordinator	\$18.11	\$20.37	\$22.63	\$24.90	\$27.16
	NE	Administrative Assistant					
	NE	Computer Help Desk Supervisor					
5	NE	Library Assistant (Adult & Teen Services)	\$30,857.55	\$34,714.75	\$38,571.94	\$42,429.14	\$46,286.33
	NE	Library Assistant (Children's Services)	\$15.82	\$17.80	\$19.78	\$21.76	\$23.74
	NE	Interlibrary Loan Coordinator					
	NE	Library Clerk (Access Services)					
	NE	Computer Help Desk Associate					
	NE	Building Operations Assistant					
4	NE	Library Monitor	\$26,966.16	\$30,337.32	\$33,708.48	\$37,079.12	\$40,449.76
	NE	Library Clerk (Circulation Services)	\$13.83	\$15.56	\$17.29	\$19.01	\$20.74
3	NE	Custodian	\$23,565.99	\$26,511.73	\$29,457.48	\$32,403.23	\$35,348.98
	NE	Library Clerk (Adult & Teen Services)	\$12.09	\$13.60	\$15.11	\$16.62	\$18.13
	NE	Library Clerk (Children's Services)					
2	NE	Shelver	\$20,593.81	\$23,168.04	\$25,742.26	\$28,317.01	\$30,891.75
	NE	Summer Clerk	\$10.56	\$11.88	\$13.20	\$14.52	\$15.84
1		No longer used	\$18,692.68	\$20,594.59	\$22,496.50	\$24,746.36	\$26,996.21
			\$9.59	\$10.56	\$11.54	\$12.69	\$13.84
The current Illinois minimum wage is the lowest hiring wage. Levels under the current Illinois minimum wage are grayed out to indicate they are not used. Illinois minimum wage for 2022 is \$12.00 per hour.							
Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.							

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 8E

2022 Preliminary Budget Draft

A preliminary draft of the 2022 budget is presented in June to allow the Board of Library Trustees the maximum time to review and ask questions about the budget. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Revenue

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 3.4% in 2020 and 4.7% in 2021. The increase in EAV reduces the property tax rate produced by the levy dollar amount. The Board of Library Trustees held the levy flat in 2021 by utilizing a portion of the Library Fund balance for operations. An estimated 4.5% Equalized Assessed Valuation (EAV) increase is used in the preliminary draft presented, due to the expiration of the Downtown TIF District. Generally, non-property tax revenues are projected to be flat in 2022.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2021 is like 2020 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Strategic Plan and LCRF. The beginning Library Fund balance for 2021 was \$1,469,752. A portion of the Library Fund balance is the Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$455,000.

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

Expenses

Preliminary drafts of expenses includes all management team budget requests, consulting for developing a new strategic plan, and continuation of the equity, diversity, and inclusion initiatives.

Annual benchmarking of the salary structure replaced cost of living increases in the compensation system implemented in 2020. The preliminary draft budget includes a 3.0% increase for all staff, comprised of a 1.7% benchmark increase and 1.3% merit increase. The minimum wage increase to \$12.00 per hour on January 1, 2022 is reflected in both salary and wage increase levels. Staff salaries and wages are calculated to give 3.0% or the minimum wage increase, whichever is greater.

The preliminary draft for personnel expenses includes placeholders for a reorganization that may include significant changes to public safety staffing. While not final, the amounts in the preliminary budget reflect the highest anticipated cost. The Illinois Municipal Retirement Fund rate will decrease to 8.89% in 2022. This draft assumes a 5% increase in renewal rates for employee benefits insurances and reflects anticipated changes in employee benefit elections.

After several years of flat non-personnel costs, this year's preliminary budget shows an increase of approximately 3.5%. The popularity of virtual programs like take-and-make crafts require additional supplies, as well as the return to regular programming. The return of in-person meetings brings mileage and conference expenses back to pre-pandemic levels. Consulting fees for a strategic planning consultant and continuation of the equity, diversity, and inclusion initiatives are included. Electronic resources budgets are increased in response to demand for ebooks and eaudiobooks during the pandemic that has not diminished. Costs of software subscriptions continue to increase.

The Library Capital Replacement Fund (LCRF) projects include flooring, painting, entrance doors, elevator modernization, and lighting as outlined in the updated Capital Needs Assessment Report 2017-2027. Addition of updates to the Access & Children's Services Workrooms for the 2022 or 2023 LCRF budget are under consideration.

Line Detail

Below is a line-by-line brief explanation of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2021 attainment.

Revenue Budget Lines

4101 Current Property Taxes

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

4109 Prior Year Property Taxes

Money collected that was owed in prior year property taxes.

4313 Personal Property Replacement Tax

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local

government. The library receives 12.5% of the total distributed to the Village. The distribution cycle follows the State's fiscal year.

4410 Sales of Materials

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

4502 Charges for Services

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

4509 Fees for Non-Residents

Payment for non-resident library cards. We anticipate lower revenue based on 2021 attainment and the change to non-resident fee card law that allows free cards for students in households with incomes below the poverty line.

4571 Rental Fees

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

4581 Fines

Payment for fines for overdue materials. This reflects the implementation of permanent fine free policies.

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. Federal Emergency Management Agency reimbursement grants for 2020 expenses were received in the 2021 budget year.

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. 2021 grant award letters indicated a full award if \$1.475 per capita, but funds have not yet been received. Based on the 2020 grant funding, the revenue projection is for the full amount of \$1.475 per capita.

4711 Investment Income

Interest earned on library cash invested by the Village of Downers Grove. Investment income has decreased in 2021.

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.

Expenditure Lines

5101 Salaries, Exempt

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

5111 Salaries, Non-Exempt

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

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 8.89% for 2022, a decrease from the 2021 rate of 11.32%. 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 a flat 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 5% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on estimated 5% 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 5% 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. This reflects a significant increase in cost of Summer Reading Club prizes as well as the supplies needed for both virtual and in-person programming.

5251 Maintenance Supplies

Maintenance supplies such as cleaning supplies, toilet paper, paper towels, and garbage bags. This budget request includes continued but reduced cost of PPE.

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. The 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. This line is increased due to the anticipated return of in-person conferences and meetings in 2022.

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. 2022 budget includes consulting fees for strategic planning consultant and continuation of the equity, diversity, and inclusion initiatives.

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 and addition of a maintenance agreement for pick-up lockers.

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 5% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool and addition of Crisis Response insurance.

5430 Building Maintenance Services

Covers building inspections, 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. This line has increased to reflect 2020 actual and 2021 estimated attainment.

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. This reflects an increase to meet demand for electronic materials.

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.

5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Annually includes an ongoing cycle of furniture replacement.

5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, and Constant Contact. This line has increased to reflect 2020 actual, 2021 estimated attainment, and estimated renewal rates.

DOWNERS GROVE PUBLIC LIBRARY 2022 BALANCE SHEET
PRELIMINARY DRAFT
LIBRARY FUND BALANCE

	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ESTIMATED	2022 FINAL
BEGINNING BALANCE	\$ 1,440,019	\$ 1,440,019	\$ 1,469,752	\$ 1,469,752	\$ 1,031,686
REVENUES	\$ 5,716,435	\$ 5,783,466	\$ 5,714,851	\$ 5,723,163	\$ 6,033,128
EXPENSES	\$ 5,666,295	\$ 5,403,733	\$ 5,857,824	\$ 5,811,229	\$ 6,113,828
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,140,159	\$ 1,469,752	\$ 976,779	\$ 1,031,686	\$ 600,986
NET CHANGE	\$ (299,860)	\$ 29,733	\$ (492,973)	\$ (438,066)	\$ (430,700)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ESTIMATED	2022 FINAL
BEGINNING BALANCE	\$ 897,096	\$ 897,096	\$ 1,013,871	\$ 1,013,871	\$ 628,871
REVENUES	\$ 2,500	\$ 3,894	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 447,400	\$ 237,119	\$ 1,228,100	\$ 750,000	\$ 311,600
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 802,196	\$ 1,013,871	\$ 138,271	\$ 628,871	\$ 677,271
NET CHANGE	\$ (94,900)	\$ 116,775	\$ (875,600)	\$ (385,000)	\$ 48,400

DOWNERS GROVE PUBLIC LIBRARY 2022 REVENUE SHEET
PRELIMINARY DRAFT

SOURCE		2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 EST. ATT.	2022 DRAFT
4101	Current Property Tax	5,497,919	5,539,447	5,553,474	5,553,474	5,862,439
4109	Prior Year Property Tax	100	17	100	100	100
4313	Personal Property Replacement Tax	51,500	63,703	51,500	60,000	60,000
4410	Sale of Materials	9,900	1,837	2,000	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	42,742	10,000	10,000	10,000
4509	Fees For Non-Residents	16,000	13,742	8,000	8,000	8,000
4571	Rental Fees	4,000	880	2,000	2,000	2,000
4581	Fines	33,000	11,114	0	0	0
4590	Cost Recovered for Services	10,000	8,663	7,500	7,500	8,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	61,516	82,015	72,589	72,589	72,589
4711	Investment Income	7,500	2,688	2,688	2,500	2,500
4712	Investment Income - Property Taxes	0	0	0	0	0
4820	Contributions	5,000	16,618	5,000	5,000	5,000
	TOTAL 805.90	5,716,435	5,783,466	5,714,851	5,723,163	6,033,128

DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET						
PRELIMINARY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2021	2021	2022	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5101	Salaries, Exempt	1,632,295.29	1,618,065.92	1,733,538.89	101,243.60	6.2%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	329,793.65	326,495.71	338,730.60	8,936.95	2.7%
5119	Part-Time Employee Wages	1,218,289.29	1,206,106.40	1,286,018.08	67,728.79	5.6%
5131	IMRF Pension Contributions	288,300.11	285,417.11	256,474.34	-31,825.77	-11.0%
5133	Medicare Contributions	46,115.48	45,654.32	48,571.44	2,455.96	5.3%
5134	Social Security Contributions	197,183.45	195,211.62	207,684.76	10,501.31	5.3%
5190	Life Insurance	1,283.40	1,270.57	1,366.20	82.80	6.5%
5191	Health Insurance	454,937.29	450,387.92	498,467.84	43,530.55	9.6%
5195	Optical Insurance	2,520.47	2,495.27	2,019.67	-500.80	-19.9%
5197	Dental Insurance	38,120.25	37,739.05	34,405.71	-3,714.54	-9.7%
		4,208,838.68	4,168,843.88	4,407,277.52	198,438.84	4.7%
						Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2021	2021	2022	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	98,000.00	97,020.00	103,750.00	5,750.00	5.9%	
5251	Maintenance Supplies	21,750.00	21,532.50	21,750.00	0.00	0.0%	
5280	Small tools & equipment	29,600.00	29,304.00	29,900.00	300.00	1.0%	
5302	Dues and Memberships	7,500.00	7,425.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	28,110.00	27,828.90	29,700.00	1,590.00	5.7%	
5308	Recognition Programs-Staff	5,000.00	4,950.00	5,000.00	0.00	0.0%	
5315	Professional Services	62,000.00	66,730.00	75,200.00	13,200.00	21.3%	
5322	Personnel Recruitment	1,000.00	500.00	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	110,775.00	110,775.00	119,500.00	8,725.00	7.9%	
5380	Printing Services	24,800.00	24,552.00	24,650.00	(150.00)	-0.6%	
5391	Telephone	17,000.00	16,830.00	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	25,370.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,810.00	19,500.00	500.00	2.6%	
5420	Insurance - other policies	70,700.00	70,700.00	70,700.00	0.00	0.0%	
5430	Building Maintenance Services	91,500.00	90,585.00	92,000.00	500.00	0.5%	
5450	Cleaning Services	80,000.00	79,200.00	80,000.00	0.00	0.0%	
5461	Utilities	24,250.00	24,007.50	24,250.00	0.00	0.0%	
5470	Other Equipment Repair & Maint.	11,500.00	11,385.00	11,500.00	0.00	0.0%	
5481	Rentals	15,500.00	17,995.00	18,000.00	2,500.00	16.1%	
5620	Recoverables	4,000.00	3,960.00	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	2,000.00	2,500.00	(2,500.00)	-50.0%	
5770	Capital equipment< \$20,000	58,000.00	57,500.00	58,000.00	0.00	0.0%	
5851	Electronic Resources	227,800.00	225,522.00	245,800.00	18,000.00	7.9%	
5852	Print materials	345,500.00	342,045.00	348,150.00	2,650.00	0.8%	
5853	AV materials	147,200.00	145,728.00	146,200.00	(1,000.00)	-0.7%	
5870	Capital equipment +\$20,000	60,000.00	60,000.00	60,000.00	0.00	0.0%	
5880	Intangible Assets (software)	52,000.00	57,130.00	59,500.00	7,500.00	14.4%	
		1,648,985.00	1,642,384.90	1,706,550.00	57,565.00	3.5%	Non-Personnel Costs
	TOTAL 805.90	5,857,823.68	5,811,228.78	6,113,827.52	256,003.84	4.4%	Year over Year Budget

DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET							
	Total Library Capital Replacement Fund (LCRF)						
					Budget to	Budget to	
		2021	2021	2022	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 1,228,100.00	\$ 750,000.00	\$ 311,600.00	\$ (916,500.00)	-75%	
	Total LRCF	\$ 1,228,100.00	\$ 750,000.00	\$ 311,600.00	\$ (916,500.00)	-75%	

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX		2020	2020	2021	2021	2022
EXPENDITURES		ADOPTED	ACTUAL	ADOPTED	ESTIMATED	DRAFT
5101	Salaries, Exempt	1,594,544.25	1,598,829.66	1,632,295.29	1,618,065.92	1,733,538.89
5104	Bonus	0.00	3,069.57	0.00	0.00	0.00
5111	Salaries, Non-Exempt	251,401.02	434,265.50	329,793.65	326,495.71	338,730.60
5119	Part-Time Employee Wages	1,252,673.30	1,014,891.45	1,218,289.29	1,206,106.40	1,286,018.08
5131	IMRF Pension Contributions	232,934.78	239,342.19	288,300.11	285,417.11	256,474.34
5133	Medicare Contributions	44,929.98	43,539.64	46,115.48	45,654.32	48,571.44
5134	Social Security Contributions	192,114.36	186,033.10	197,183.45	195,211.62	207,684.76
5190	Life Insurance	1,044.00	928.20	1,283.40	1,270.57	1,366.20
5191	Health Insurance	415,774.44	381,969.87	454,937.29	450,387.92	498,467.84
5195	Optical Insurance	1,989.69	1,758.93	2,520.47	2,495.27	2,019.67
5197	Dental Insurance	34,239.11	30,709.69	38,120.25	37,739.05	34,405.71
5210	Supplies	97,450.00	81,651.59	98,000.00	97,020.00	103,750.00
5251	Maintenance Supplies	18,550.00	40,427.65	21,750.00	21,532.50	21,750.00
5280	Small tools & equipment	31,100.00	23,663.13	29,600.00	29,304.00	29,900.00
5302	Dues and Memberships	7,500.00	5,249.30	7,500.00	7,425.00	7,500.00
5303	Seminars, Conferences & Meetings	34,050.00	15,860.38	28,110.00	27,828.90	29,700.00
5308	Recognition Programs-Staff	5,000.00	3,974.58	5,000.00	4,950.00	5,000.00
5315	Professional Services	60,000.00	56,493.54	62,000.00	66,730.00	75,200.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	500.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	105,500.00	107,316.87	110,775.00	110,775.00	119,500.00
5380	Printing Services	24,600.00	18,429.00	24,800.00	24,552.00	24,650.00
5391	Telephone	17,000.00	19,011.36	17,000.00	16,830.00	17,000.00
5392	Postage	25,500.00	16,530.38	25,500.00	25,370.00	25,500.00
5407	Advertising & Public Relations	19,000.00	13,337.83	19,000.00	18,810.00	19,500.00
5420	Insurance - other policies	43,125.00	50,491.00	70,700.00	70,700.00	70,700.00
5430	Building Maintenance Services	91,550.00	66,654.49	91,500.00	90,585.00	92,000.00
5450	Cleaning Services	80,000.00	69,564.36	80,000.00	79,200.00	80,000.00

EXPENDITURES continued		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5461	Utilities	25,250.00	11,527.90	24,250.00	24,007.50	24,250.00
5470	Other Equipment Repair & Maint.	12,000.00	16,238.91	11,500.00	11,385.00	11,500.00
5481	Rentals	15,500.00	17,384.60	15,500.00	17,995.00	18,000.00
5620	Recoverables	4,000.00	384.85	4,000.00	3,960.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	5,000.00	92.00	5,000.00	2,000.00	2,500.00
5770	Capital equipment, less than \$20,000	60,000.00	52,616.04	58,000.00	57,500.00	58,000.00
5851	Electronic Resources	226,800.00	242,494.82	227,800.00	225,522.00	245,800.00
5852	Print materials	345,250.00	292,265.56	345,500.00	342,045.00	348,150.00
5853	AV materials	147,725.00	105,411.15	147,200.00	145,728.00	146,200.00
5870	Capital equipment +\$20,000	84,000.00	65,573.41	60,000.00	60,000.00	60,000.00
5880	Intangible Assets (software)	52,000.00	54,216.65	52,000.00	57,130.00	59,500.00
5910	Transfer for Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 805.90	6,016,094.93	5,735,669.54	6,207,823.68	6,161,228.78	6,463,827.52

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY-ADMINISTRATIVE SERVICES 971		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	298,396.80	348,582.00	307,050.31	303,979.81	318,407.51
5111	Salaries, Non-Exempt	0.00	35,180.55	37,257.19	36,884.62	38,382.44
5119	Part-Time Employee Wages	42,588.00	120.12	0.00	0.00	0.00
5131	IMRF Pension Contributions	32,120.77	37,578.76	38,975.61	38,585.85	31,718.63
5133	Medicare Contributions	4,944.28	5,380.55	4,992.46	4,942.54	5,173.45
5134	Social Security Contributions	21,141.06	22,873.91	21,347.06	21,133.59	22,120.98
5190	Life Insurance	144.00	153.00	165.60	163.94	165.60
5191	Health Insurance	70,153.94	83,801.21	64,717.74	64,070.56	88,322.43
5195	Optical Insurance	302.91	314.03	417.92	413.74	381.60
5197	Dental Insurance	5,167.71	6,637.21	6,719.40	6,652.21	6,135.12
5210	Supplies	12,500.00	9,841.38	12,500.00	12,375.00	12,500.00
5280	Small tools & equipment	6,000.00	275.49	6,000.00	5,940.00	6,000.00
5302	Dues and Memberships	7,500.00	5,249.30	7,500.00	7,425.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	5,548.71	8,750.00	8,662.50	8,750.00
5308	Recognition Programs-Staff	5,000.00	3,974.58	5,000.00	4,950.00	5,000.00
5315	Professional Services	35,000.00	44,205.29	35,000.00	40,000.00	50,000.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	500.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	105,500.00	107,316.87	110,775.00	110,775.00	119,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5392	Postage	0.00	0.00	12,500.00	12,500.00	12,500.00
5407	Advertising and Public Relations	0.00	-107.79	0.00	0.00	0.00
5420	Insurance - other policies	43,125.00	50,491.00	70,700.00	70,700.00	70,700.00
5481	Rentals	15,000.00	17,384.60	15,000.00	17,500.00	17,500.00
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	5,000.00	92.00	5,000.00	2,000.00	2,500.00
5770	Capital equipment less than \$20,000	10,000.00	8,969.05	8,000.00	8,000.00	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	84,000.00	65,573.41	60,000.00	60,000.00	60,000.00
5880	Intangible Assets (software)	12,000.00	8,965.00	12,000.00	11,880.00	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	1,181,334.47	1,221,870.62	1,207,368.29	1,203,034.35	1,260,257.75

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - ADULT SERVICES 972		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	405,583.43	410,943.00	419,834.77	415,636.42	427,493.24
5111	Salaries, Non-Exempt	45,864.00	70,129.61	45,864.00	45,405.36	46,293.00
5119	Part-Time Employee Wages	254,780.56	205,636.40	252,246.90	249,724.43	252,692.87
5131	IMRF Pension Contributions	63,428.05	64,138.70	77,461.03	76,686.42	77,461.03
5133	Medicare Contributions	10,240.31	9,834.34	10,410.21	10,306.11	10,410.21
5134	Social Security Contributions	43,786.13	42,049.46	44,512.63	44,067.50	44,512.63
5190	Life Insurance	252.00	163.20	331.20	327.89	331.20
5191	Health Insurance	102,471.83	94,560.64	96,009.21	95,049.12	96,009.21
5195	Optical Insurance	459.51	435.46	494.17	489.23	494.17
5197	Dental Insurance	8,801.63	7,033.92	7,960.02	7,880.42	7,267.86
5210	Supplies	10,800.00	7,822.35	11,000.00	10,890.00	14,750.00
5280	Small Tools & Equipment	1,000.00	759.91	1,000.00	990.00	1,300.00
5303	Seminars, Conferences & Meetings	3,950.00	2,856.72	2,510.00	2,484.90	3,100.00
5315	Professional Services	13,000.00	6,986.27	13,000.00	12,870.00	13,200.00
5380	Printing services	200.00	-	200.00	198.00	250.00
5407	Advertising and Public Relations	0.00	-	-	0.00	500.00
5470	Other Equipment Repair and Maintenance	0.00	-	-	0.00	0.00
5851	Electronic Resources	211,800.00	216,557.62	212,800.00	210,672.00	220,800.00
5852	Print materials	235,250.00	193,125.72	235,500.00	233,145.00	238,150.00
5853	AV materials	94,225.00	68,588.02	94,200.00	93,258.00	93,000.00
	TOTAL 972	1,505,892.45	1,401,621.34	1,525,334.14	1,510,080.80	1,548,015.42

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - CHILDREN'S SERVICES 973		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	258,225.83	259,299.00	262,571.06	259,945.35	273,509.54
5104	Bonus	0.00	3,069.57	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	24,613.36	0.00	0.00	0.00
5119	Part-Time Employee Wages	227,539.04	202,731.63	238,127.88	235,746.60	235,933.39
5131	IMRF Pension Contributions	41,911.70	43,190.45	51,605.87	51,089.81	41,327.80
5133	Medicare Contributions	7,043.59	7,010.17	7,260.13	7,187.53	7,386.92
5134	Social Security Contributions	30,117.42	29,973.75	31,043.33	30,732.90	31,585.46
5190	Life Insurance	144.00	163.20	165.60	163.94	165.60
5191	Health Insurance	44,852.79	43,847.69	46,996.73	46,526.76	48,437.48
5195	Optical Insurance	194.25	199.29	229.55	227.25	171.54
5197	Dental Insurance	3,232.88	3,107.28	3,540.78	3,505.37	3,232.89
5210	Supplies	18,500.00	15,817.93	18,500.00	18,315.00	20,500.00
5280	Small Tools & Equipment	4,500.00	1,640.65	4,000.00	3,960.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,450.33	5,000.00	4,950.00	6,000.00
5315	Professional services	6,000.00	1,875.00	8,000.00	7,920.00	6,000.00
5380	Printing Services	0.00	0.00	200.00	198.00	0.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	25,937.20	15,000.00	14,850.00	25,000.00
5852	Print materials	110,000.00	99,139.84	110,000.00	108,900.00	110,000.00
5853	AV materials	53,500.00	36,823.13	53,000.00	52,470.00	53,200.00
	TOTAL 973	826,761.50	803,889.47	855,240.93	846,688.52	866,450.62

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - CIRCULATION SERVICES 974		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	130,110.63	132,594.44	123,457.00	122,222.43	127,158.14
5111	Salaries, Non-Exempt	80,925.00	131,781.99	82,462.58	81,637.95	84,919.38
5119	Part-Time Employee Wages	426,772.53	364,055.68	442,340.69	437,917.28	489,303.27
5131	IMRF Pension Contributions	25,555.33	27,668.58	31,378.69	31,064.90	26,317.13
5133	Medicare Contributions	9,248.22	9,037.99	9,399.77	9,305.77	10,170.02
5134	Social Security Contributions	39,544.11	38,642.54	40,192.14	39,790.22	43,485.61
5190	Life Insurance	108.00	68.00	124.20	122.96	165.60
5191	Health Insurance	47,657.41	43,141.54	45,592.69	45,136.76	42,457.62
5195	Optical Insurance	267.93	254.10	313.44	310.31	228.87
5197	Dental Insurance	4,601.33	4,149.76	5,039.55	4,989.15	3,633.93
5210	Supplies	16,200.00	11,737.66	16,700.00	16,533.00	16,700.00
5280	Small Tools & Equipment	2,300.00	1,230.45	2,300.00	2,277.00	2,300.00
5303	Seminars, Conferences & Meetings	4,000.00	307.81	4,000.00	3,960.00	4,000.00
5392	Postage	12,500.00	530.38	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	0.00	500.00	495.00	500.00
5481	Rentals	500.00	0.00	500.00	495.00	500.00
5620	Recoverables	4,000.00	384.85	4,000.00	3,960.00	4,000.00
	TOTAL 974	804,790.49	765,585.77	808,300.75	800,217.74	855,839.57

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - INFORMATION TECHNOLOGY 975		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	200,674.50	200,674.50	209,358.61	209,358.61	215,632.56
5111	Salaries, Non-Exempt	80,756.52	99,661.99	84,713.59	83,866.45	87,249.24
5119	Part-Time Employee Wages	143,191.49	115,816.41	151,422.22	149,908.00	146,034.96
5131	IMRF Pension Contributions	32,425.24	31,742.53	38,716.24	38,329.08	30,871.41
5133	Medicare Contributions	6,157.03	5,946.79	6,459.67	6,395.07	6,509.29
5134	Social Security Contributions	26,326.60	25,427.67	27,620.65	27,344.44	27,832.84
5190	Life Insurance	180.00	163.20	207.00	204.93	207.00
5191	Health Insurance	63,559.98	51,989.81	75,024.12	74,273.88	69,062.32
5195	Optical Insurance	337.89	290.07	396.82	392.85	247.68
5197	Dental Insurance	5,734.07	5,545.20	6,280.17	6,217.37	4,766.67
5210	Supplies	3,900.00	2,719.54	3,900.00	3,861.00	3,900.00
5280	Small Tools & Equipment	8,000.00	4,747.80	8,000.00	7,920.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	529.00	3,000.00	2,970.00	3,000.00
5315	Professional services	2,000.00	2,015.00	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	6,609.35	4,500.00	4,455.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	43,646.99	50,000.00	49,500.00	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)	40,000.00	45,251.65	40,000.00	45,250.00	47,500.00
	TOTAL 975	673,743.32	642,777.50	711,599.09	712,226.69	707,313.97

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - PUBLIC RELATIONS 976		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	115,927.50	61,116.22	118,787.47	117,599.60	122,357.82
5111	Salaries, Non-Exempt	43,855.50	43,855.52	44,688.75	44,241.86	46,034.82
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	15,051.56	10,285.31	18,505.51	18,320.45	14,970.11
5133	Medicare Contributions	2,316.85	1,490.55	2,370.41	2,346.71	2,441.69
5134	Social Security Contributions	9,906.55	6,373.51	10,135.53	10,034.17	10,440.34
5190	Life Insurance	108.00	81.60	124.20	122.96	124.20
5191	Health Insurance	48,112.82	31,180.25	54,863.01	54,314.38	59,361.01
5195	Optical Insurance	267.93	126.95	313.44	310.31	133.47
5197	Dental Insurance	4,601.34	2,028.24	3,980.01	3,940.21	3,634.34
5210	Supplies	2,400.00	421.83	2,400.00	2,376.00	2,400.00
5280	Small Tools & Equipment	1,500.00	1,597.85	1,500.00	1,485.00	1,500.00
5303	Seminars, Conferences & Meetings	750.00	300.00	750.00	742.50	750.00
5315	Professional Services	4,000.00	1,411.98	4,000.00	3,960.00	4,000.00
5380	Printing Services	24,400.00	18,429.00	24,400.00	24,156.00	24,400.00
5392	Postage	13,000.00	16,000.00	13,000.00	12,870.00	13,000.00
5407	Advertising and Public Relations	19,000.00	13,445.62	19,000.00	18,810.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	305,198.05	208,144.43	318,818.33	315,630.15	324,547.80

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - ACCESS SERVICES 977		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	116,171.64	116,161.50	118,378.90	117,195.11	121,915.95
5111	Salaries, Non-Exempt	0.00	11,062.44	0.00	0.00	0.00
5119	Part-Time Employee Wages	92,828.84	76,928.28	86,994.11	86,124.17	90,900.02
5131	IMRF Pension Contributions	15,899.57	16,578.75	19,469.51	19,274.81	15,747.42
5133	Medicare Contributions	3,030.51	2,884.82	2,977.91	2,948.13	3,085.83
5134	Social Security Contributions	12,958.03	12,335.41	12,733.13	12,605.80	13,194.59
5190	Life Insurance	72.00	81.60	82.80	81.97	82.80
5191	Health Insurance	15,447.16	7,708.35	40,389.24	39,985.35	34,444.33
5195	Optical Insurance	69.96	36.17	146.17	144.71	133.47
5197	Dental Insurance	566.37	539.52	2,300.16	2,277.16	2,100.56
5210	Supplies	30,000.00	28,488.68	30,000.00	29,700.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,700.95	1,800.00	1,782.00	1,800.00
5303	Seminars, Conferences & Meetings	3,600.00	867.81	3,600.00	3,564.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	1,485.00	1,500.00
	TOTAL 977	293,944.08	276,314.28	320,371.93	317,168.21	318,504.97

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
PRELIMINARY DRAFT**

LIBRARY - BUILDING OPERATIONS 978		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	69,453.92	69,459.00	72,857.17	72,128.60	127,064.15
5111	Salaries, Non-Exempt	0.00	17,980.04	34,807.54	34,459.46	35,851.73
5119	Part-Time Employee Wages	64,972.84	49,602.93	47,157.49	46,685.92	71,153.58
5131	IMRF Pension Contributions	6,542.56	8,159.11	12,187.65	12,065.77	18,060.81
5133	Medicare Contributions	1,949.19	1,954.43	2,244.92	2,222.47	3,394.01
5134	Social Security Contributions	8,334.46	8,356.85	9,598.98	9,502.99	14,512.31
5190	Life Insurance	36.00	54.40	82.80	81.97	124.20
5191	Health Insurance	23,518.51	25,740.38	31,344.55	31,031.10	60,373.44
5195	Optical Insurance	89.31	102.86	208.96	206.87	228.87
5197	Dental Insurance	1,533.78	1,668.56	2,300.16	2,277.16	3,634.34
5210	Supplies	3,150.00	4,802.22	3,000.00	2,970.00	3,000.00
5251	Maintenance Supplies	18,550.00	40,427.65	21,750.00	21,532.50	21,750.00
5280	Small Tools & Equipment	6,000.00	11,710.03	5,000.00	4,950.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	0.00	500.00	495.00	500.00
5391	Telephone	17,000.00	19,011.36	17,000.00	16,830.00	17,000.00
5430	Building Maintenance Services	91,550.00	66,654.49	91,500.00	90,585.00	92,000.00
5450	Cleaning Services	80,000.00	69,564.36	80,000.00	79,200.00	80,000.00
5461	Utilities	25,250.00	11,527.90	24,250.00	24,007.50	24,250.00
5470	Other Equipment Repair and Maintenance	5,500.00	8,689.56	5,000.00	4,950.00	5,000.00
	TOTAL 978	424,430.57	415,466.13	460,790.22	456,182.32	582,897.42

**DOWNERS GROVE PUBLIC LIBRARY
2022 PROPERTY TAX RATES AND EXTENSIONS
PRELIMINARY DRAFT**

Change in equalized assessed valuation (EAV)		
2020 EAV (TIF)	2,640,739,179	
2021 EAV	2,763,541,463	
Change in EAV	122,802,284	4.7%
2022 EAV estimated	2,887,900,829	
Estimated change in EAV	124,359,366	4.5%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Operating levy rate	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	0.2103	0.2030	0.2030
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	0.2103	0.2030	0.2030
Change		1.02%	4.50%		-3.47%	0.00%

DOWNERS GROVE PUBLIC LIBRARY
2022 PROPERTY TAX RATES AND EXTENSIONS
PRELIMINARY DRAFT

Impact on taxpayer

	<u>Median Home Value (2019)</u>			<u>Per \$100,00 Fair Market Value</u>		
Year tax collected	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</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	\$ 225.86	\$ 218.02	\$ 218.02	\$ 70.10	\$ 67.67	\$ 67.67
Actual change in taxes paid		\$ (7.84)	\$ -		\$ (2.43)	\$ -
Change		-3.5%	0.0%		-3.5%	0.0%

**DOWNERS GROVE PUBLIC LIBRARY
RATES, LEVY, AND EAV HISTORY
PRELIMINARY DRAFT**

<u>RATE</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Operating	0.2202	0.2145	0.2111	0.2103	0.2030	0.2030
Bond	0	0	0	0	0	0
Total	0.2202	0.2145	0.2111	0.2103	0.2030	0.2030
% change YroYr	-8.5%	-2.6%	-1.6%	-0.4%	-3.5%	0.0%

<u>LEVY</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Operating	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439
Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439
% change YroYr	-2.2%	2.75%	4.1%	3.0%	1.0%	4.5%

<u>EAV</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Base	\$ 2,163,725,584	\$ 2,440,178,636	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463
Increase / (Decrease)	\$ 126,771,082	\$ 114,166,496	\$ 122,802,284	\$ 86,394,047	\$ 122,802,284	\$ 124,359,366
Total	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,887,900,829
% change YroYr		5.5%	4.7%	3.4%	4.7%	4.5%

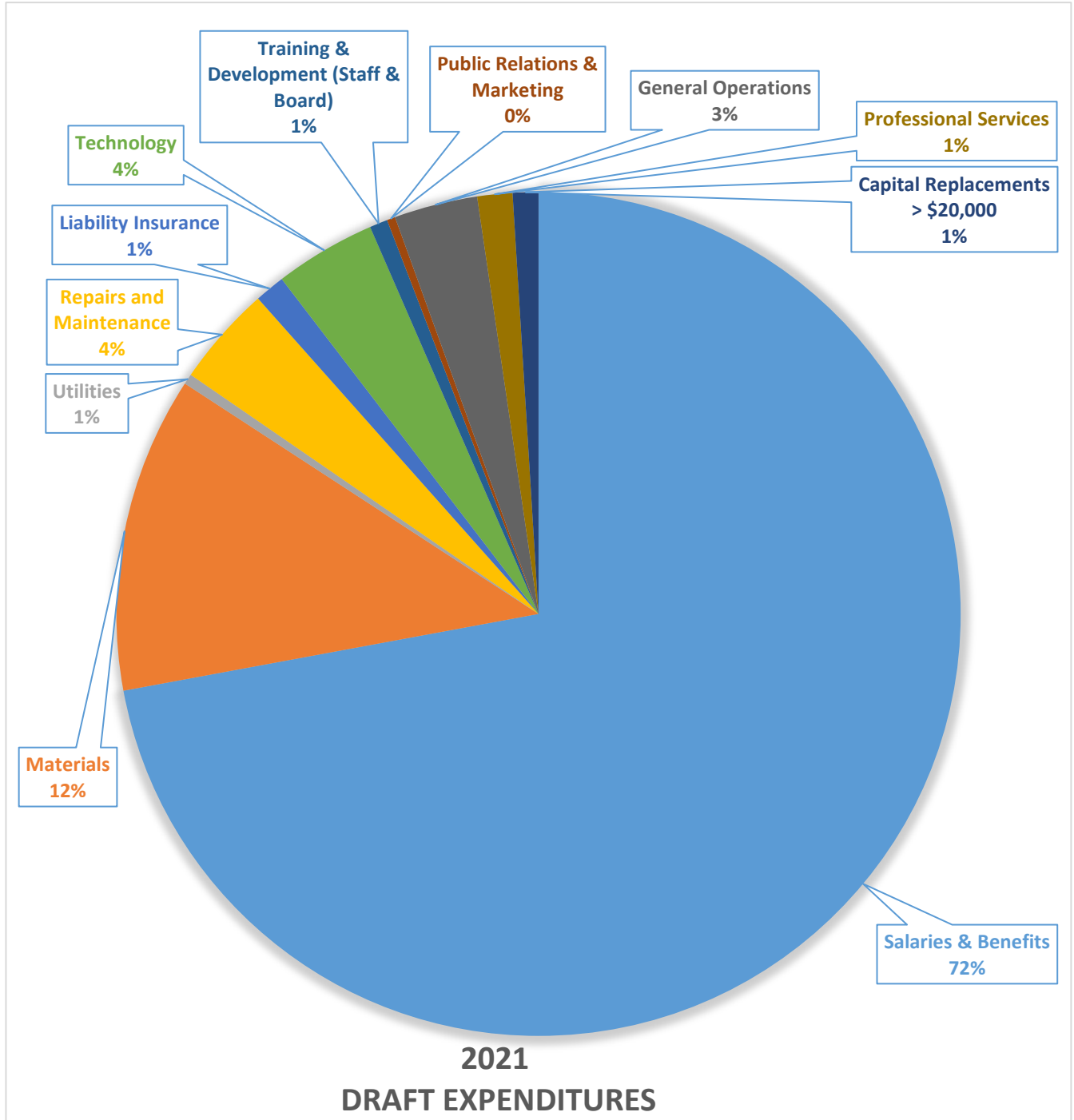
Library Tax Per \$100K Home Value	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.67
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Wage/Salary Increment	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit	1.7% Benchmark, 1.3% Merit for All, OR Minimum Wage Increment
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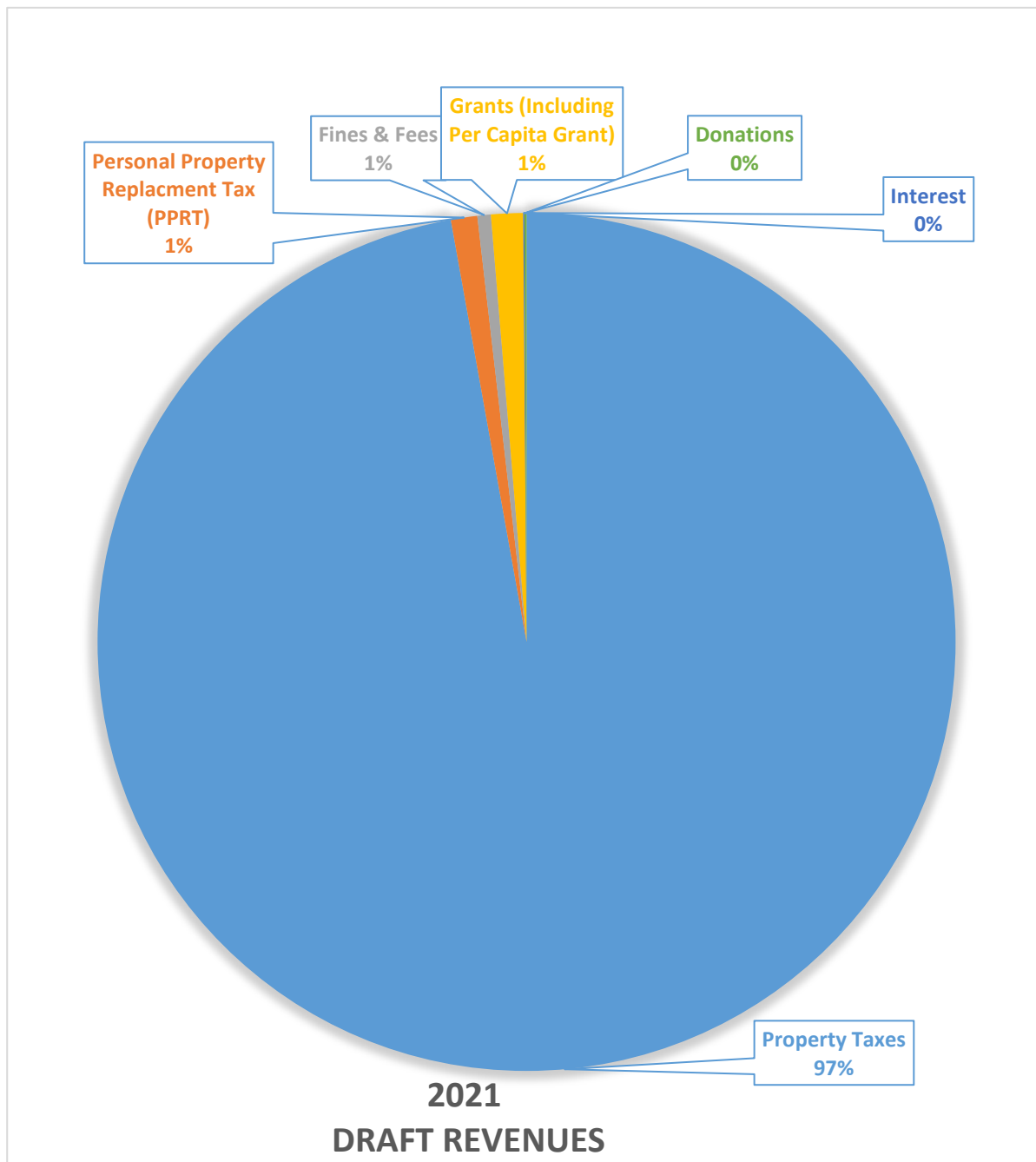
**Downers Grove Public Library
2022 Preliminary Budget**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.9%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,358,287.57
Benefits (Insurance, IMRF, FICA)	17.2%		\$ 1,048,989.95
Salaries & Benefits	72.1%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,407,277.52
Materials	12.1%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 740,150.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	3.8%		\$ 235,150.00
Liability Insurance	1.2%		\$ 70,700.00
Technology	3.9%		\$ 237,000.00
Training & Development (Staff & Board)	0.7%		\$ 42,200.00
Public Relations & Marketing	0.3%		\$ 19,500.00
General Operations	3.2%		\$ 195,400.00
Professional Services	1.3%		\$ 82,200.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,113,827.52
Property Taxes	97.2%		\$ 5,862,538.68
Personal Property Replacement Tax (PPRT)	1.0%		\$ 60,000.00
Fines & Fees	0.5%		\$ 30,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 72,589.00
Interest	0.0%		\$ 2,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,033,127.68

**Downers Grove Public Library
2022 Preliminary Budget**



**Downers Grove Public Library
2022 Preliminary Budget**



**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 8F

Anti-Hate Statements Framework

Before the murder of George Floyd in May 2020, the Downers Grove Public Library began work on equity, diversity, and inclusion to meet Strategic Plan 2017-2020 goals. That event was the catalyst for many organizations, including DGPL, to commit even more fully to this work. The first anti-hate statement by DGPL was issued on June 2, 2020. Since then, DGPL issued three additional statements in response to rising hate incidents against Asian and Pacific Islanders, Black and Brown people, and Jews and Muslims.

These anti-hate statements have received many responses from the community. The positive comments include people who identify as members of the community targeted by hate thanking DGPL for supporting them and expressing a feeling of belonging. The negative comments include people who oppose DGPL making statements at all to those who disagree that the incidents referenced in the statement(s) were hate.

Navigating the process of releasing statements can be difficult. The “Guidelines on Releasing Anti-Hate Statements for DGPL: 5 W’s and H” used in creating and releasing statements is included in your packet. The 5 W’s and H are: who, what, when, where, why, and how. These guidelines were developed by Public Relations Manager Cindy Khatri and Adult & Teen Services Librarian Van McGary, who have drafted these statements, making multiple revisions to each one and incorporating feedback from Trustees and staff. Approval of guidelines for these statements by the Board of Library Trustees will clarify the goals and objectives of making these statements for the Trustees, staff, and community.

Recommended Action: Approve Guidelines on Releasing Anti-Hate Statements as presented.

Downers Grove Public Library
Guidelines on Releasing Anti-Hate Statements
5 W's and H

Releasing statements that are in line with the library's EDI work is something that is vital to showing support to historically, intentionally, and traditionally marginalized people groups (HITMPGs). Anti-hate statements celebrate diversity by making HITMPGs and issues they face visible. Drawing attention to hate incidents and violence experienced by HITMPGs neither excludes our support nor denies another group's pain and suffering.

Why do we release anti-hate statements?

Releasing anti-hate statements accomplishes three primary goals:

1. To show support of HITMPGs: through statements, the library can show strong support, ensure they feel welcome, and establish they have a safe space at the library
2. To communicate that hate has no home in the library: this kind of behavior will not be tolerated within our building
3. To model behavior that we would like to see in the community: we are acting as a catalyst for positive change

The support of HITMPGs in a time of need is the primary and most significant reason for releasing a statement. In addition to any statement, the library must continue to demonstrate its commitment to EDI work through other efforts within the library's practices and policies.

What situations do we write an anti-hate statement for? **When** do we release a statement?

Anti-hate statements should be released any time a HITMPG or community group is experiencing a need for support against hate and violence on a public and large platform. This may be due to a one-time incident, or an escalation of numerous incidents over time. Local, national, and international events should be taken into consideration. If a community group is in crisis, it warrants an anti-hate statement. If people in the targeted community group would feel scared to come to the library or go in public, the library should release a statement.

Statements should be released in a timely manner to provide the most amount of support to the HITMPG.

Who is the audience?

The primary audience for the statement is the affected HITMPG, as our primary goal is to show support for the community in crisis. Other community members are invited to consider the statement by reflecting on the actions that would warrant the library to release an anti-hate statement, the historic and systemic hate, and resources for change.

How do we write one?

Statements should not be hollow, whitewashed, or generic, which can cause more harm and pain for the HITMPG. To avoid these problems, it is important to follow a few rules of thumb:

- Be authentic and genuine in concern for the HITMPG. Authors of statements should carefully consider what the community in crisis is experiencing, where they feel seen or unseen, and how the library can support them.
- Name the specific issue(s) at hand. By naming the problem, the library is acknowledging the root cause of harm to the community. Additionally, the library acknowledges historically harmful narratives. This makes the marginalized community feel validated and seen.
- Show empathy for families and community members that have experienced loss.
- Express support for the staff members and community members that identify and relate to the HITMPG.
- Provide a path forward for readers: suggest resources, our own book lists, and ways to be an ally.
- Do not copy and paste or link to other statements unless appropriate. Using another individual's or organization's statement is not acceptable.
- When crafting the statement, be aware of the [characteristics of white supremacy](#). Do not shape a statement around easing white fragility. Instead, focus on the impacted community group.

Where is it posted and shared?

Each statement will have different needs. It's important to consider the statement when identifying how it is posted and shared.

- All statements should be posted on the library's EDI page. When a new statement is posted, the EDI homepage slider will be posted with a prompt for patrons to visit the webpage.
- The statement should be posted on social media with direction to the library's EDI webpage. An abbreviated version may be the most appropriate depending on the length of the statement.
- An email may be sent to the library's patron base with the statement and EDI webpage link. It may be appropriate to send an abbreviated version or mention of the statement with the library's regular eNews in place of a separate email, depending on the situation.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Agenda Item 9A

COVID-19 Response and Phased Reopening Plan

At the May 26, 2021 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 COVID-19 Response and Reopening Phasing Plan was revised slightly to include the latest information available on June 16, 2021 and dates of the latest Phase changes. Phase 5 - Bridge to New Normal now reflects the expectation for staff to return to in-library work.

On Tuesday, June 1, hours extended to 8 p.m. Monday through Friday.

On Friday, June 11, Illinois entered Restore Illinois Phase 5 New Normal, with masks no longer required for vaccinated individuals and no capacity limits except for schools and organizations serving children under 12. Following suit according to the library's revised COVID-19 Response and Reopening Phasing Plan, we entered Phase 5 – Bridge to New Normal on that day. Door monitoring for patron mask use ceased. Unvaccinated people are encouraged to wear masks when using the library. Mask use is required for all patrons and staff in the Kids Room. Staff who have provided proof of vaccination may choose not to wear masks, except in the Kids Room. Public seating returned to near pre-pandemic levels. Study rooms and PC sessions remain on a first-come, first-served basis, with 2-hour time limits, per person per day.

As of this writing, on Monday, July 5, regular hours will resume: Monday through Friday 9 a.m. to 9 p.m., Saturday 9 a.m. to 5 p.m., and Sunday 1 to 5 p.m. All staff are expected to return to full hours in the library, with telecommuting available according to regular policies. Curbside service will cease, with pre-pandemic accommodations returning. The café will reopen to the public, including the vending machines. All seating will return except in the Kids Room, where social distancing remains in force. Due to space and planning time needed, indoor in-person programming will not resume until fall 2021 at the earliest.

The Management Team will continue to plan the measured restoration of services. These plans assume the state will move to Restore Illinois Phase 5 as scheduled and/or no other significant changes in information or recommendations from the Centers for

Disease Control (CDC), Illinois Department of Public Health (IDPH), and the DuPage County Health Department (DCHD) are made.

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 according to RAILS requirements before being checked in and reshelfed. RAILS delivery may not be available.

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 through July 5, 2020, November 16, 2020 anticipated through January 31, 2021)

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, and place in patron's trunk. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. Holds will be filled if and when SWAN is allowing holds. 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 through September 15, 2020, October 23, 2020 through November 15, 2020, February 1, 2021-present)

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 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: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. Social distancing is recommended. Face masks are required. (Actual Date: September 16, 2020 through October 23, 2020, March 1, 2021 through June 10, 2021)

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

Summary: Open hours gradually return to regular schedule, in keeping

with usage patterns and as staffing allows. Visit duration increase incrementally, but extended stays or gathering remain restricted. Age for access by children without an adult returns to 8. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. No reservations for meeting rooms are accepted. Capacity limits and/or other restrictions continue. Seating is slowly reintroduced, configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Limited study room use is slowly reintroduced. Reservations for seating, computer sessions, and study rooms required. Access to Kids Room play areas are restricted. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

Phase 5: Bridge to New Normal

The majority of library services and seating are reintroduced, but additional precautions are in place for the Kids Room.

Anticipated Date: Restore Illinois Phase 5 implemented for our area and vaccine availability for children under 12 anticipated. (Actual Date: June 11, 2021-present)

Context : People over the age of 12 are eligible for vaccination.

Summary: Masks are required in the Kids Room for patrons and staff and at programs for children and families. Toys and play areas remain unavailable. Most computers in operation. Most seating is back in public areas.

Phase 6: New Normal

Service returns to “our new normal”.

Anticipated Date: Late 2021

Context: Restore Illinois Phase 5 implemented for our area. Vaccines are available for children age 2 and over.

Summary: Toys return to the Kids Room and play areas are open. Meeting rooms and conference rooms available for public use. No face masks or social distancing are required.

RESURGENCE MITIGATIONS

Beginning in fall 2020, the State of Illinois changed its regions and approach to COVID-19 resurgence. As regions reached certain thresholds in COVID-19 metrics, a tiered system of resurgence mitigations was implemented rather than rolling back the Restore Illinois Phases. The Tiers, Levels 1-3, as of November 10, 2020, include some but not all elements of a rollback to a previous Restore Illinois Phase. The Illinois Department of Commerce and Economic Opportunity (DCEO) posted guidance continues to be the Restore Illinois Phase 4 information for 16 different industry categories. Public libraries' general operations fit into at least seven different categories. Under the Governor's orders, "each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions" regardless of the Phase or Tier. Resurgence Mitigation Tiers will trigger the rollback of DGPL Phases, according to the restrictions implemented in each Tier.

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 items according to RAILS requirements for delivery, 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. May eliminate use of bags.
- 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 with EPA-approved disinfectant 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 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 or be discontinued.
- 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: Restoring Services and Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Continued curbside service may impact hours due to staffing availability.
- Soft seating and toys are not 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.
- Gradually reintroduce seating at tables for public use.
- Limits on access to children without an adult may continue.

- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with EPA-approved disinfectant after each use.
- Reintroduce study rooms for public use if possible with staff needs.
- Cleaning of high touch surfaces 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 may wear gloves. Masks are required.

What must 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: Bridge to New Normal

- Gradually relax social distancing and use of non-medical masks, as advised by public health officials.
- Most seating returns to public areas.
- Use of Meeting and Conference Rooms by the public returns when rooms are no longer needed for storage of furniture, staff work spaces, etc.
- Phase back to full on-desk staffing.
- Toys and play areas are not available for use.
- Staff must wear masks in the public areas of the Kids Room and

may wear masks or other PPE as they choose in other parts of the building.

What must be in place before this phase begins:

- Create a plan for staff monitoring and enforcing mask use in the Kid's Room and at any program for children under the age of 12 or families.

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
JUNE 23, 2021**

Agenda Item 10

Librarian's Report

Pride Month Events and EQDG Partnership

Equality Downers Grove (EQDG) partnered with the library, businesses, and other organizations to create the first Village-wide celebration of Pride Month in Downers Grove. The Village of Downers Grove made a proclamation declaring June and Pride Month. Events include window painting, a "Pride in the Parking Lot" event for youth, picnic baskets, and other Pride specials from restaurants and businesses. The library hosted a virtual program, "Pronouns Matter: Beyond He and She," presented by Pastor Andi Voinovich from First United Methodist Church of Downers Grove and take-and-make crafts for all ages with Pride or rainbow themes. Visit <https://dglibrary.org/celebrate/> for more information and resources.

Meeting with Representatives Foster and Casten

Staff from Representatives Bill Foster and Sean Casten's offices reached out to EQDG and library leaders to request a meeting about the Pride events and the "groundbreaking work in Downers Grove to ensure all people are welcome and make clear hate has no home in the community." The meeting is scheduled for Friday, June 18.

Juneteenth to Become Federal Holiday

As of today, it appears that Juneteenth will become a federal holiday, the first added since Martin Luther King Jr. Day in 1983. Juneteenth commemorates June 19, 1865, when Union Major General Gordon Granger announced the end of slavery in Galveston, Texas, in accordance with President Abraham Lincoln's 1863 Emancipation Proclamation. Federal employees will observe the holiday on Friday, June 18 this year.

Downers Grove Public Library Foundation Update

The Downers Grove Public Library Foundation is beginning a strategic planning process. Their Art Planning Committee is investigating creation of an art tour of the library's art collection and other means of highlighting the library's art collection.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021**

Department Reports – May 2021

Administration – Jen Ryjewski

- Updated all job-specific evaluations and accompanying instructions for the Management Team to conduct annual job appraisals.
- Finished the final draft of the Emergency and Disaster Response Plan Manual for Executive Assistant Katelyn Vabalaitis to complete final editing and formatting.
- Attended the all-staff EDI training session with Miki Grace from RGW Consulting.
- Presented at the Reaching Forward annual conference on the importance of language in the workplace and how to create a welcoming environment.
- Finished and submitted for reimbursement the second FEMA grant in the amount of approximately \$19,000.
- Attended Ryan Dowd's monthly webinar: Police: how to reduce police calls and keep everyone safe in your organization.

Adult & Teen Services – Lizzie Matkowski

- Summer Reading launched for Teens and Adults!
- Programs included:
 - Job Workshop: Interview/Perspective from HR
 - A Fireside Chat with Alex Kotlowitz
 - Senior Housing 101
 - Movie Discussion: RBG
 - Pickup programs: Bubble Tea, Community Art Puzzle
 - Evaluate a college from home
- Librarian Van McGary began working with PR Manager Cindy Khatri on a PLA 2022 Conference Proposal.
- Staff attended or viewed the first all-staff EDI training.
- ATS continued progress in the phased reopening, including reintroducing study rooms for patron use.

Children's Services – Allyson Renell

- The Kids Room celebrated Star Wars Day on May 4 by putting up our Star Wars standees. Many of our young Star Wars fans had fun posing for photos with their favorite characters.
- Our first virtual program with Lyman Woods Nature Center premiered in May. Their program, Lyman Woods Presents: Life Cycle of a Flower, was available as a recording for most of the month. We are glad to partner with Lyman Woods virtually, as their in-person programs were always a big hit with our patrons.

- Several staff attended the Reaching Forward virtual conference on May 7, either live or by watching the sessions on demand throughout the month.
- Our Discovery Bag program during the week of Mother's Day was donated by Home Depot. The kits included materials to make a real wooden jewelry box. We are so appreciative of the Home Depot's donation of such a unique project!
- Much of May was spent on final Summer Reading Club preparations. The club officially started on May 23. This year's theme is Reading Colors Your World. As with previous years, the Kids Room has two programs: Readers for independent readers in grades 1-8 and Read-to-Me for children ages birth-5. Kids Room staff dropped off paper logs at all of the local elementary schools and patrons also have the ability to track through ReadSquared. Staff have created some beautiful decorations that correspond with the theme. Be sure to check them out!

Circulation Services – Christine Lees

- We decided to raise the threshold for sending patrons to our material recovery service from \$50 to \$250. This change feels more in line with our service standards and not being punitive while still flagging seriously delinquent accounts.
- Christine Lees attended the SWAN monthly update meeting and learned about the Blue Cloud Mobile App's ability for geo-fencing. While this is still in the testing stage, once it is available, the ability to use geo-fencing will potentially open up new opportunities for offsite checkouts, which is super exciting!
- Our self-checks now offer the option to email your checkout receipt instead of having it printed! A huge thank you to Paul Regis for making our wish come true. We may need to start getting a bit more creative with our wishes as Paul can make anything happen!
- We increased our opening hours to 9 a.m. It was a bit slow at first but the word spread quickly and folks are again lining up at 9 a.m. – a sure sign we are getting back to “normal.”
- Curbside numbers continue to dwindle with only 407 patrons served during May. Curbside service was halted a number of times during May due to the roof project and window work.
- Circulation Department staff attended the all-staff EDI training with RGW. As always, the training offered was stellar and much was learned. Thank you to our amazing Board for allowing us the opportunity and time to explore and grow from these important topics!

Information Technology – Paul Regis

- IT held six virtual classes in May, ranging from Office programs (Word and Excel) to Zoom.
- PR Manager Cindy Khatri and IT Manager Paul Regis met with a rep from Monday.com, a project management tool. The current ticketing system used to

track internal issues and projects, Web Help Desk, does not allow for the flexibility needed for many PR projects. Cindy and Paul were on the fence due to how the service defines users, but a hefty non-profit discount warranted a second look. They will be getting a feel for the service with the goal of going live over the summer.

- Assistant IT Manager Max Mogavero, Computer Help Desk Supervisor Lauren Cantore Gonzalez, and Media Lab Coordinator Ed Bromiel (and the voice of the library, Circulation Clerk Kelly Kobayashi) worked together to ensure that all phone greetings and PA messages were updated and recorded for the library's move to the next phase in early June.

Public Relations – Cindy Khatri

- The PR team finalized preparations for Summer Reading Club, including the downtown Downers Grove Scavenger Hunt outreach program. 24 businesses are partnering with the library for the scavenger hunt.
- Summer Reading Club started. Brian Ruane (Marketing Content Coordinator) created summer-long campaigns to promote registration as well as participation in the outreach scavenger hunt.
- The PR team developed and finalized Pride Month materials including the website, social posts, and booklists and graphics.
- Grace Goodwyn (Graphic Design and Display Coordinator) crafted graphics for Juneteenth.
- Cindy Khatri (PR Manager) met with Darrel Washington (RGW Consulting) to discuss plans for the BIPOC Connection Group's sessions. We are pleased to note the group has doubled in size!
- The PR team began work on the July/August issue of Discoveries.
- Cindy spoke with Joseph Standing Bear from the Midwest SOARRING Foundation about partnering for programs and the art gallery.
- Cindy worked on proposals for the PLA conference and the BIPOC in LIS symposium.
- The PR team met with an EnChroma representative to discuss a larger marketing launch of the EnChroma glasses.
- The PR Team began to transition to the use of Monday.com for their project management and help tickets with a goal of July for an all-staff introduction.

Access Services – Amy Prechel

Projects and Updates

- Amy Prechel met with Allyson Renell on Tuesday, May 11 to discuss recataloging and reclassification projects needed in the Kids Room over the next several months.

- Amy and Nora Mastny from the Access department met with Lizzie Matkowski and Allyson Renell on Wednesday, May 12 to get a better understanding of what facets are being analyzed in their departments' Collection Diversity Audits. The SWAN Diversity and Inclusion in Metadata Working Group will attempt to offer a consortium-wide solution for making collections accessible via these facets. We want to ensure the working group's solutions fulfill DGPL's needs in this area.
- Access Services staff were contacted by LACONI Technical Services Section members and invited to contribute to a presentation on database cleanup. Nora Mastny and MaryKellie Marquez will be presenting at the LACONI training on Friday, June 11.

Inventory and Cataloging

- For ATS collection in May: added 1343 print items, 314 AV items; discarded 1029 print and 98 AV items.
- For Kids Room collection in May: added 648 print items and 70 AV items; discarded 259 print and 24 AV items.
- These statistics include items deleted by SWAN.
- 15 items were added to the Local Author collection, 9 of which required original cataloging. 15 Puzzles were added to the Kids Room collection.
- We claimed 26 magazines that did not arrive as anticipated.
- 10 original cataloging records were created in May.

Reclassification and Repairs

- Repaired 902 ATS and Kids Room books and audiovisual items in May.
- Reclassified 332 ATS and Kids Room items in May.
- New item types were enabled for DGPL in our ILS database to ensure all Kids Room items, regardless of whether they're new, can circulate for 3 weeks. Popular new Kids Room items are still holdable by DGS patrons only.
- Our disc cleaning machine was taken in for service on May 24.

Staff Training and Professional Development

- Amy Prechel attended Aspen Pilot Project meetings on May 3 and 17. The Downers Grove Library will go live on the new catalog on Monday, July 14.
- Nora Mastny attended a SLUI Planning Committee Meeting and a SWAN Cataloging Advisory meeting on May 6.
- Amy and Nora attended the SWAN Diversity and Inclusion in Metadata Working Group Meetings on May 7, 14, and 27.
- Nora and Amy attended the In-Charge Meeting on Tuesday, May 11.
- Nora attended RAILS Training: A Beginner's Guide to Library of Congress Classification (Part 2) on May 14.
- The Access Services department met on Tuesday, May 18 to discuss current and upcoming projects, training, scheduling, and cross-training to cover tasks

during staff vacations and other absences. Weekly meetings for all members of the Access Department staff with the department head started in May.

- All Access staff attended the RGW Consulting Workshop live on May 25 or viewed the recording afterward. Amy and Nora also attended a variety of trainings in line with the library's EDI initiatives.
- Nora attended the SWAN Fireside Chat on May 25.
- Amy continued to work curbside and door duty shifts to meet the staffing demand and Nora continued to work extra In-Charge shifts.

Facilities Services – Ian Knorr

- Elara had a site visit to finalize specifications for the relay panel upgrade.
- Riddiford Roofing continued work with an end of May project completion.
- Sheet metal workers replaced metal caps per the project specifications.
- Interior and exterior windows were cleaned.
- Oasis started up the irrigation system and made repairs where needed.
- Trane was on-site to perform BAS maintenance.
- Ian returned to the building this month after surgery in April.

May						
Circulation	MAY 21	%	MAY 20	%	MAY 19	%
Checkouts						
Selfchecks	10,253	34.49%	102	3%	40,065	76%
Staff desk	29,725	74.35%	3,522	97%	12,848	24%
Total checkouts	39,978		3,624		52,913	
Renewals						
Auto Renewals	29,292		0		31,449	
Selfchecks	6		0		20	
Staff desk (incl. phone)	343		9		374	
Patron self-renewals on website	0		81		598	
Patron self-renewals on Bookmyne	577		0		37	
BlueCloud Mobile/Web services (22 & 11)	89		0			
Total renewals	30,307		90		32,478	
Total item checkout and renewals	70,285		3,714		85,391	
Digital Circulation	12,312		14,614		8,741	
Total Circulation	82,597		18,328		94,132	
Reserves Processed						
Received from ILL	4,755		0		6,236	
ILL sent	4,235		0		4,552	
OCLC requests processed	183		0		171	
Gate Count						
North	12,059		0		26,318	
South	5,503		0		15,542	
Total	17,562		0		41,860	
Curbside Count	407		x		x	
Registrations						
New resident library cards	108		74		158	
New fee cards	0		0		4	
Professional Development Hours	120		400		16 *	
Cost of Professional Development	\$0		\$0		\$272	

Circulation

	May 2020	May 2021	YTD Totals			
Adult	2,344	35,684	120,364	165,776		
Teen	112	1,932	3,995	8,483		
Children	1,258	32,669	89,204	141,697		
Download	14,614	12,312	59,435	61,604	YTD Difference	
Total	18,328	82,597	272,998	377,560	104,562	38.3%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	23,595	66.12%	3,144	8.81%	6,797	19.05%	2,148	6.02%	35,684
Teen	1,863	96.43%	21	1.09%	18	0.93%	30	1.55%	1,932
Children	28,502	87.24%	978	2.99%	2,263	6.93%	926	2.83%	32,669
Total	53,960	76.77%	4,143	5.89%	9,078	12.92%	3,104	4.42%	70,285

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	120,484	75.82%	15,570	9.80%	15,186	9.56%	7,661	4.82%	158,901
Children	80,967	86.27%	2,860	3.05%	8,091	8.62%	1,930	2.06%	93,848
Total	201,451	79.70%	18,430	7.29%	23,277	9.21%	9,591	3.79%	252,749

Book Collection

	May 2020	May 2021	YTD Totals		YTD Difference	
Adult	115,602	120,484				
Children	76,384	80,967				
Total	191,986	201,451	191,986	201,451	9,465	4.9%

Audio Collection

	May 2020	May 2021	YTD Totals		YTD Difference	
Adult	15,206	15,570				
Children	2,717	2,860				
Total	17,923	18,430	17,923	18,430	507	2.8%

Video Collection

	May 2020	May 2021	YTD Totals		YTD Difference	
Adult	16,072	15,186				
Children	8,128	8,091				
Total	24,200	23,277	24,200	23,277	-923	-3.8%

Miscellaneous Collection

	May 2020	May 2021	YTD Totals		YTD Difference	
Adult	7,872	7,661				
Children	1,915	1,930				
Total	9,787	9,591	9,787	9,591	-196	-2.0%

Statistics for May 2021 (FY Jan-Dec)

Rooms & Spaces

	May 2020	May 2021				
Community Use of Rooms	0	126				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	0	126	3,447	354	-3,093	-89.7%

Programs Offered

	May 2020	May 2021				
Library Programs Offered						
Adult	3	11				
Teen	0	0				
Children	0	0				
Outreach Programs Offered						
Adult	0	0				
Teen	0	0				
Children	0	0				
Passive Programs Offered						
Adult	0	13				
Teen	0	15				
Children	0	21				
Programs Offered Total	3	60	379	332	-47	-12.4%

Program Attendance

	May 2020	May 2021				
Library Program Attendance						
Adult	40	215				
Teen	0	10				
Children	0	0				
Outreach Program Attendance						
Adult	0	0				
Teen	0	0				
Children	0	0				
Passive Program Attendance						
Adult	0	396				
Teen	0	375				
Children	0	784				
Program Attendance Total	40	1,780	10,597	9,354	-1,243	-11.7%
Virtual Program Hours Viewed	3	145	3	695		

Statistics for May 2021 (FY Jan-Dec)

Visits

	May 2020	May 2021				
Gate Count	0	17,562				
Curbside Pickup	0	407				
Locker Pickup	0	0	YTD Totals		YTD Difference	
Total Library Visits	0	17,969	89,055	96,452	7,397	8.3%

One-on-Ones

	May 2020	May 2021				
Book-a-Tech	12	20				
Notary	0	1	YTD Totals		YTD Difference	
Total	12	21	234	101	-133	-56.8%

Computer User Sessions

	May 2020	May 2021				
Adult	0	1,307				
Children	0	0	YTD Totals		YTD Difference	
Total	0	1,307	10,077	5,018	-5,059	-50.2%
Wireless Sessions	0	503	6,112	1,778	-4,334	-70.9%

Website Views

	May 2020	May 2021	YTD Totals		YTD Difference	
Total Views	20,078	24,745	43,309	126,679	83,370	192.5%

The Cupboard

	May 2021	YTD Totals
Donations Received	582	2,651