

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. June 23, 2021 Regular Meeting Requested Action: Approval
5. Financial Matters
  - a. June 2021 Financial Report
  - b. July 2021 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. 2021 Update to Capital Needs Assessment Report 2017-2027 Requested Action: Approval
  - b. Lighting Relay Panel Replacement Project Decline to Award Requested Action: Approval
  - c. Library Director Evaluation Timeline Requested Action: Discussion
9. Unfinished Business
  - a. FY 2022 Draft Budget Requested Action: Discussion
  - b. 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  
JUNE 23, 2021, 7:30 P.M.  
LIBRARY MEETING ROOM AND ONLINE**

**DRAFT MINUTES**

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

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, 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. May 26, 2021 Regular Meeting. It was moved by Dougherty and seconded by Gigani THAT the Minutes of the May 26, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - b. June 1, 2021 Committee of the Whole Meeting. It was moved by Stapleton and seconded by Humphreys THAT the Minutes of the June 1, 2021 Committee of the Whole Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. May 2021 Financial Report. Library Director Milavec presented the report. The library is 41.6% through the year. Revenues are still under 10% as expected, as most tax payments will not start posting until June. Expenditures are at 35.3% spent and a couple of lines are currently under budget. Milavec noted the balance of the Capital Replacement Fund and reminded the Board that the next payments for the roofing project are included in June's invoices. The final project payments will come in July. The final walkthrough for the project was completed with no issues.
  - b. June 2021 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of June 2021 Capital Replacement Fund invoices totaling \$196,734.42, the payment of June 2021 Operating Fund

invoices totaling \$90,344.55, the acceptance of June 2021 credit memos totaling \$13.46, and the ratification of May 2021 payrolls totaling \$244,535.04 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. Girl Scout Troop Gardening Project Presentation (pre-recorded). Troop Leader Kelly Meyers sent the Board a video her troop created about their work on the library's native garden that they did with Sue Farley and Building Operations Assistant John Martin.
- b. Rotary GroveFest Special Edition Closing and Safe Location. Rotary GroveFest Special Edition is coming in August. The library has acted as a safe location for several years prior to the COVID closure and Library Director Milavec recommends the library continue to serve as a safe location. Trustee Humphreys would handle the security of the library in the event it needs to be used in an emergency.

The Board discussed the hours of the fest and how they may impact the hours of operation of the library on August 19-22. Parking becomes an issue for staff during GroveFest hours as well. The hours of the carnival were not published at the time of the meeting, so the Board decided against voting on hours of operation at that time.

It was moved by Humphreys and seconded by Gigani THAT the library building act as an emergency "safe location" and that the Library Director be authorized to establish the special library hours for Rotary GroveFest as deemed appropriate. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Transfer to Library Capital Replacement Fund From Operating Fund. The annual transfer has become a regular part of the budget since the 2017 Capital Needs Assessment was completed and a funding plan was put into place. The library is doing well with the funding plan and is currently ahead of where staff expected to be at this time. The audited financials were received from the Village and the library is doing great.

It was moved by Dougherty and seconded by Gigani THAT the transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund be

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

- d. 2022 Salary Structure. Library Director Milavec presented the Board with an annual update of the salary structure, which was overhauled in 2019 and implemented in 2020 along with the entire compensation system. The proposed 2022 version is the second annual re-benchmarking of the salary structure. The benchmark increase for 2022 is 1.7% and the proposed structure also incorporates the Illinois minimum wage increase from \$11.00 to \$12.00 an hour. Salary Grade 1 will no longer be used, as the midpoint falls below the \$12.00 minimum wage. All job titles would be moved up to Grade 2. Milavec noted that the library will have to work with HR Source in 2023 to take a new look at the salary structure, which is recommended every three to five years.

It was moved by Stapleton and seconded by Dougherty THAT the 2022 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Preliminary Budget. Library Director Milavec presented a preliminary 2022 budget that included many placeholders pending more accurate estimates. The budget is due to the Village by August 31. A second draft will be presented in July and the final budget will be presented in August for approval. This year, the TIF is expiring in the downtown, which will increase the library's EAV. The library's normal revenue estimates are very conservative, usually about a 1% increase in EAV. This year, it is already known that the increase in EAV will be at least 3%. The preliminary budget contemplates trying to hold the tax rate steady and use fund balance. If the Board can guess what the EAV amount will be, the levy can be increased without increasing the amount of tax to the individual taxpayer, by holding the tax rate even.

The preliminary budget shows a 4.4% overall increase. On the personnel side, it shows a 4.7% increase, which includes some placeholders for reorganization within the library for public safety and a couple of other positions. Decisions are still being made and personnel numbers should be better estimated in the July draft. The personnel lines show a 3% increase across the board for staff, which includes the 1.7% cost of living benchmark and a 1.3% across the board merit increase. The non-personnel lines show a 3.5% increase, which is primarily in electronic materials in response to demand from patrons.

The Capital Replacement Fund includes an extra \$100,000 outside of the Capital Needs Assessment for changes to some staff workrooms. Milavec

would like to plan the project in 2022 and complete the project in 2023. The Board asked to see budget drafts at a 3.5% EAV and 5.5% EAV in July.

- f. Anti-Hate Statements Framework. Library Director Milavec distributed printouts of positive and negative emails received by the library after posting anti-hate statements. The library's first anti-hate statement was issued on June 2, 2020 and there have been a total of four statements issued to date. Each statement has received positive and negative comments. The intent behind making anti-hate statements has always been about the library's commitment to being welcoming to all in the community. Everyone needs to know they are welcome and that they belong at the library. Public Relations Manager Cindy Khatri and Librarian Van McGary put together a set of guidelines on releasing anti-hate statements. The Board discussed the guidelines and the difficulty in deciding when to release these statements. The Board likes the idea of having a framework to help identify the necessary information to decide when to release an anti-hate statement. They decided to table the vote until the next meeting to allow more time to review the proposed guidelines.

**9. Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. Between the end of school and June 11, there was a huge uptick in visits to the library and a large reduction in unhappy patrons about masking issues. Most of the furniture is back on the floor and staff made some changes to the placement of some of the furniture items. On July 5, the library will be back to full hours and curbside service will close. In the fall, in-person programming will return in September and the Meeting Room will reopen for public use.

It was moved by Gigani 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 Phased Reopening 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 month of June has been about the library's equity work. Pride events have been going on at the library and in the downtown. There was a lot of great community response and some negative response. The pronoun program in particular garnered a lot of attention. It is still available as a virtual program for anyone who would like to watch the recording. There have been wonderful take and make programs for Pride, Pride buttons, picnic baskets, and window painting. Congressmen Bill Foster and Sean Casten visited to talk about the library's EDI work with staff and members of EQDG. It was a wonderful conversation about the leadership role the library is taking and the importance of equity work and

making the library a warm, welcoming, and safe place for all members of the community. The Pride in the Parking Lot event was the library's first outreach event in 2021.

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

Trustee Humphreys commented on the library's presence at the Pride in the Parking Lot event. The library had a display and did a storytime for the kids. There were a bunch of kids seated on the pavement in front of the display and it was very interactive. Trustee Humphreys was very proud to be part of a library that showcased in that regard.

Trustee Humphreys also commented on the meeting with Congressmen Foster and Casten. It was an opportunity for the congressmen to listen to EQDG members and library staff members talk about EDI. They ended up thanking the library for taking leadership in some of these areas. It was a wonderful discussion.

Trustee Stapleton asked how outdoor programming was going. Assistant Library Director Jen Ryjewski commented that there were about 50 attendees at the first outdoor program and it went very well.

Trustee Stapleton also commented that if Busy Bee were to reopen, the library might be able to do something to support them or let patrons know the bakery was up and running again.

**12. Adjournment.** President Graber adjourned the meeting at 9:15 p.m.

DOWNERS GROVE LIBRARY

6/30/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,713,977	\$ 485,494
FUND BALANCE	1,671,007	\$ 485,494

Revenue by Object Report  
  
Village of Downers Grove  
6/1/2021 through 6/30/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,553,474.00	2,349,423.34	2,722,687.09	2,830,786.91	49.03
4109 Prior Year Property Taxes	100.00	0.00	140.22	-40.22	140.22
4313 Personal Property Replacement Tax	51,500.00	0.00	57,141.34	-5,641.34	110.95
4410 Sales of Materials	2,000.00	34.47	310.28	1,689.72	15.51
4502 Charges For Services	10,000.00	542.60	6,265.67	3,734.33	62.66
4509 Fees For Non-Residents	8,000.00	564.00	7,050.00	950.00	88.13
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	132.61	850.74	-850.74	0.00
4590 Cost Recovered For Services	7,500.00	1,351.38	6,053.58	1,446.42	80.71
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	3.30	16.06	7,483.94	0.21
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	0.00	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
<b>Grand Totals</b>	5,719,663.00	2,352,051.70	2,803,105.94	2,916,557.06	49.01



# Capital Replacement Fund

## Expenditures by Object Report

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glExpObj  
06/25/2021 4:08PM  
Periods: 6 through 6

Village of Downers Grove  
6/1/2021 through 6/30/2021

### 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	196,734.42	528,582.86	0.00	699,517.14	43.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	1,228,100.00	196,734.42	528,582.86	0.00	699,517.14	43.0

gExpObj  
06/25/2021 4:00PM  
Periods: 6 through 6

## Expenditures by Object Report

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Village of Downers Grove  
6/1/2021 through 6/30/2021

## Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,632,295.29	125,622.00	749,488.72	0.00	882,806.57	45.9
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	26,058.00	153,252.12	0.00	176,541.53	46.4
5119 Part-Time Employee Wages	1,218,289.29	88,601.34	547,549.41	0.00	670,739.88	44.9
5121 Overtime	0.00	0.00	496.04	0.00	-496.04	0.0
5131 IMRF Pension Contributions	288,300.11	22,208.09	132,514.81	0.00	155,785.30	45.9
5133 Medicare Contributions	46,115.48	3,418.57	20,656.60	0.00	25,458.88	44.7
5134 Social Security Contributions	197,183.45	14,617.05	88,323.44	0.00	108,860.01	44.7
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	464.10	0.00	819.30	36.1
5191 Health Insurance	454,937.29	34,366.96	205,172.82	0.00	249,764.47	45.1
5195 Optical Insurance	2,520.47	149.94	895.85	0.00	1,624.62	35.5
5197 Dental Insurance	38,120.25	2,603.58	15,559.45	0.00	22,560.80	40.8
5210 Supplies	98,000.00	8,808.23	41,666.34	0.00	56,333.66	42.5
5251 Maintenance Supplies	21,750.00	273.90	8,805.16	0.00	12,944.84	40.4
5280 Small Tools & Equipment	29,600.00	350.47	5,244.54	0.00	24,355.46	17.7
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	723.00	3,937.00	0.00	3,563.00	52.4
5303 Seminars, Conferences & Meetings	28,110.00	1,705.25	5,568.44	0.00	22,541.56	19.8
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	5,473.52	30,344.85	0.00	31,655.15	48.9
5322 Personnel Recruitment	1,000.00	40.68	136.90	0.00	863.10	13.6
5323 Special Legal	6,000.00	0.00	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	0.00	7,561.00	0.00	17,239.00	30.4
5391 Telephone	17,000.00	1,208.70	8,239.99	0.00	8,760.01	48.4
5392 Postage	25,500.00	111.00	9,222.00	0.00	16,278.00	36.1
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

## Operating Fund

gExpObj  
06/25/2021 4:00PM  
Periods: 6 through 6

## Expenditures by Object Report

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Village of Downers Grove  
6/1/2021 through 6/30/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5407 Advertising And Public Relations	19,000.00	436.20	6,900.56	0.00	12,099.44	36.3
5420 Insurance - Other Policies	70,700.00	0.00	59,085.00	0.00	11,615.00	83.5
5430 Building Maintenance Services	91,500.00	2,715.07	32,511.92	0.00	58,988.08	35.5
5450 Cleaning Services	80,000.00	6,639.30	41,186.77	0.00	38,813.23	51.4
5461 Utilities	24,250.00	1,118.26	7,470.19	0.00	16,779.81	30.8
5470 Other Equipment Repair And Maintenance	11,500.00	545.93	5,855.29	0.00	5,644.71	50.9
5481 Rentals	15,500.00	3,068.39	8,463.66	0.00	7,036.34	54.6
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	429.97	30,667.58	0.00	27,332.42	52.8
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	227,800.00	20,784.07	95,889.30	0.00	131,910.70	42.0
5852 Print Materials	345,500.00	26,557.83	133,845.18	0.00	211,654.82	38.7
5853 Audiovisual Materials	147,200.00	7,249.78	42,277.08	0.00	104,922.92	28.7
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	4,371.54	19,522.73	0.00	32,477.27	37.5
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>6,207,823.68</b>	<b>410,333.97</b>	<b>2,601,793.62</b>	<b>0.00</b>	<b>3,606,030.06</b>	<b>41.9</b>

InvEdPst  
07/20/2021 3:25PM

Invoice Edit Listing  
Village of Downers Grove

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July 28, 2021

**Vendor Totals**

<u>Vendor</u>	<u>Number of Invoices</u>	<u>Amount</u>	<u>Retained/Withheld Amount</u>	<u>Total</u>
015079 SHALES MC NUTT, LLC	2	36,750.00	0.00	36,750.00
<b>Grand Total:</b>	2	36,750.00	0.00	36,750.00

INVOICES OF NOTE

For Library Board Meeting on July 28, 2021  
Capital Replacement Fund

015079	Shales Mc Nutt, LLC (Roof Replacement Project)	\$36,750.00
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July 28, 2021

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
018213 AMAZON CAPITAL SERVICES, INC.	6	755.75	0.00	755.75
000322 AMAZON.COM	1	1,309.98	0.00	1,309.98
000428 ANDERSON'S BOOKS, INC.	4	214.24	0.00	214.24
000403 AT&T	1	267.91	0.00	267.91
000672 BAKER & TAYLOR - L0217582	54	9,507.46	0.00	9,507.46
019652 BEST QUALITY CLEANING	2	10,820.00	0.00	10,820.00
016893 BIBLIOTHECA, LLC	2	793.76	0.00	793.76
000829 BLACKSTONE AUDIOBOOKS	24	2,226.48	0.00	2,226.48
008705 CASH - LIBRARY	1	153.49	0.00	153.49
001264 CDW GOVERNMENT, INC.	1	445.24	0.00	445.24
008323 CENGAGE LEARNING	11	8,493.53	0.00	8,493.53
001277 CENTER POINT PUBLISHING	2	207.93	0.00	207.93
001377 CHICAGO TRIBUNE	1	100.20	0.00	100.20
001459 CINTAS CORPORATION	7	1,315.14	0.00	1,315.14
021105 DAVID GALLAHER	1	250.00	0.00	250.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	402.63	0.00	402.63
002330 DOWNERS GROVE DOWNTOWN MGMT	1	400.00	0.00	400.00
002346 DOWNERS GROVE PARK DISTRICT	1	140.00	0.00	140.00
002356 DOWNERS GROVE ROTARY CLUB	1	75.00	0.00	75.00
020597 EVERGREEN COUNSELING, LLC	1	200.00	0.00	200.00
005572 FIA CARD SERVICES, N.A.	13	8,975.93	0.00	8,975.93

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07/23/2021 3:10PM

Invoice Edit Listing  
Village of Downers Grove

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Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
009775 FINDAWAY WORLD, LLC	5	1,369.71	0.00	1,369.71
017510 FIRST COMMUNICATIONS, LLC	1	456.09	0.00	456.09
013098 FOREST PRESERVE DISTRICT	1	45.00	0.00	45.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	3	782.32	0.00	782.32
020721 GENE HA	1	400.00	0.00	400.00
020596 GOODWYN, GRACE	1	11.87	0.00	11.87
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	88.14	0.00	88.14
008770 GRAINGER	6	608.77	0.00	608.77
003249 GREY HOUSE PUBLISHING	1	278.00	0.00	278.00
009102 HAGG PRESS, INC.	1	3,217.00	0.00	3,217.00
018411 HAYES MECHANICAL, LLC	2	4,666.92	0.00	4,666.92
008206 HR SOURCE	1	150.00	0.00	150.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
009880 IMAGE SYSTEMS &	1	2,122.16	0.00	2,122.16
003683 INFOGROUP, INC.	1	12,470.00	0.00	12,470.00
003688 INGRAM LIBRARY SERVICES, LLC	50	17,154.84	0.00	17,154.84
018694 JOHNSON CONTROLS FIRE, PROTECTION LP	2	913.61	0.00	913.61
005056 LEXISNEXIS MATTHEW BENDER	1	191.10	0.00	191.10
018876 LIBRARY IDEAS, LLC	1	816.36	0.00	816.36
019583 MARIANNE BOECKENSTEDT	1	150.00	0.00	150.00
019486 MARIE ZUBINSKI	1	150.00	0.00	150.00
021116 MARK HOWARD CRILLEY	1	200.00	0.00	200.00

InvEdPst

07/23/2021

3:10PM

## Invoice Edit Listing

Village of Downers Grove

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**Vendor Totals**

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
019196 MCGARY, VAN	2	12.75	0.00	12.75
005866 MIDWEST TAPE	18	6,318.16	0.00	6,318.16
006161 NICOR GAS	1	585.40	0.00	585.40
012499 OVERDRIVE, INC.	2	4,394.59	0.00	4,394.59
006640 POLONIA BOOKSTORE, INC.	1	353.32	0.00	353.32
006698 PRINT SMART	2	809.60	0.00	809.60
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
020030 RGW CONSULTING, LLC	1	3,833.00	0.00	3,833.00
016519 RIDDLE, KIRA	1	20.00	0.00	20.00
021104 ROBIN CHUNA HA	1	500.00	0.00	500.00
018123 ROONEY, NANCY	2	46.06	0.00	46.06
021114 ROSE BONAREK	1	100.00	0.00	100.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	9	378.05	0.00	378.05
021115 SAMANTHA ELIZABETH ZIMMERMAN	1	100.00	0.00	100.00
007657 SHOWCASES	1	94.09	0.00	94.09
013929 SOLARWINDS WORLDWIDE, LLC	1	1,147.50	0.00	1,147.50
012698 SWAN	3	25,294.25	0.00	25,294.25
014744 TEAM ONE REPAIR, INC.	1	957.60	0.00	957.60
017117 THOMSON REUTERS	1	272.40	0.00	272.40
016212 TOWN SQUARE PUBLICATIONS, LLC	1	505.00	0.00	505.00
000385 TRANE U.S. , INC.	2	2,312.00	0.00	2,312.00
006654 UNITED STATES POSTAL SERVICE	1	3,000.00	0.00	3,000.00
018458 URBAN ELEVATOR SERVICE, LLC	2	674.97	0.00	674.97



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Invoice Edit Listing  
Village of Downers Grove

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<b>Vendor Totals</b>				
<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
008621 USI, INC.	2	131.26	0.00	131.26
008642 VALUE LINE PUBLISHING, LLC	1	6,275.00	0.00	6,275.00
009043 WORLD BOOK, INC	1	2,035.00	0.00	2,035.00
<b>Grand Total:</b>	<b>282</b>	<b>155,396.66</b>	<b>0.00</b>	<b>155,396.66</b>

## INVOICES OF NOTE

For Library Board Meeting on July 28, 2021

008705	Cash - Library (Reimbursement to Petty Cash)	\$153.49
021105	David Gallaher (Program Payment)	\$250.00
002330	Downers Grove Downtown Mgmt (Downtown Dollars for Summer Reading)	\$400.00
002346	Downers Grove Park District (Program Payment)	\$140.00
020597	Evergreen Counseling, LLC (Program Payment)	\$200.00
013098	Forest Preserve District (Permit for Outdoor Program)	\$45.00
020721	Gene Ha (Program Payment)	\$400.00
018411	Hayes Mechanical, LLC (Building Maintenance)	\$4,666.92
003683	Infogroup, Inc. (Data Axle Annual License Agreement)	\$12,470.00
019583	Marianne Boeckenstedt (Program Payment)	\$150.00
019486	Marie Zubinski (Program Payment)	\$150.00
021116	Mark Howard Crilley (Program Payment)	\$200.00
020030	RGW Consulting, LLC (EDI Consulting Monthly Fee)	\$3,833.00
021104	Robin Chuna Ha (Program Payment)	\$500.00
021114	Rose Bonarek (Program Payment)	\$100.00
021115	Samantha Elizabeth Zimmerman (Program Payment)	\$100.00
012698	SWAN (Fees, EBSCO Databases, Pseudo Library Installation)	\$25,294.25

July 28, 2021

Vendor Totals

Vendor	Number of Memos	Amount
000672 BAKER & TAYLOR - L0217582	1	21.98
Grand Total:	1	21.98

### Library Credit Card Details for the July 28, 2021 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	RAILS Lunch, ILA Annual Conference	\$	145.97
971	5770 Capital Equipment	Chairs	\$	1,300.00
			<b>Total</b>	<b>\$ 1,445.97</b>
Katelyn Vabalaitis				
971	5210 Supplies	Toner and Batteries	\$	152.10
			<b>Total</b>	<b>\$ 152.10</b>
Ian Knorr				
978	5251 Maintenance Supplies	Caulk, Fluorescent Lamps, Face Masks	\$	608.46
978	5280 Small Tools & Equipment	Trimmer, Batteries, Sweeper	\$	910.45
978	5303 Seminars, Mtgs, & Conferences	Book for Seminar	\$	31.90
978	5470 Equipment Repair & Maintenance	Bottle Filler Station Cartridge, Clocks	\$	1,024.35
			<b>Total</b>	<b>\$ 2,575.16</b>
Elizabeth Matkowski				
972	5210 Supplies	Program Supplies	\$	220.27
972	5853 AV Materials	Audiovisual Materials	\$	111.98
			<b>Total</b>	<b>\$ 332.25</b>
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	47.22
			<b>Total</b>	<b>\$ 47.22</b>
Amelia Prechel				
972	5853 AV Materials	Adult & Teen Services DVD	\$	26.45
977	5210 Supplies	Desk Calendar, Glue Sticks	\$	14.46
			<b>\$</b>	<b>40.91</b>
Sharon Hrycewicz				
973	5210 Supplies	App Purchases, Batteries	\$	46.01
973	5853 AV Materials	Snap Circuit Light Replacement, OSMO Starter Kit	\$	133.94
			<b>Total</b>	<b>\$ 179.95</b>
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	1,062.71
			<b>Total</b>	<b>\$ 1,062.71</b>
Allyson Renell				
973	5210 Supplies	Program Supplies	\$	273.37
973	5315 Professional Services	Kahoot Subscription	\$	246.62
973	5853 AV Materials	Kids Counting Games and Educational Toys	\$	319.25
			<b>Total</b>	<b>\$ 839.24</b>
Christine Lees				
971	5308 Staff Recognition	Popcorn for Staff	\$	128.12
974	5210 Supplies	Office Supplies	\$	126.08
			<b>Total</b>	<b>\$ 254.20</b>

Paul Regis				
975	5280	Small Tools & Equipment	Step Ladder, Extension Cables, Laptop Key	\$ 41.88
975	5770	Capital Equipment	iPad, Zoom, Google Voice, Google Chrome Enterprise	\$ 510.93
975	5880	Intangible Assets	Google Drive, Capacity Counter, GoToMeeting	\$ 755.05
Total				\$ 1,307.86
Grace Goodwyn				
Total				\$ -
Cynthia Khatri				
976	5210	Supplies	Office Supplies	\$ 62.68
976	5407	Advertising & Public Relations	Badge Holders, Lanyards, Hootsuite Annual Renewal	\$ 361.98
Total				\$ 424.66
Jen Ryjewski				
Total				\$ -
Amanda Klenk				
972	5210	Supplies	Program Supplies	\$ 299.72
973	5210	Supplies	Program Supplies	\$ 13.98
Total				\$ 313.70
Library Credit Card July 2021 Totals				\$ 8,975.93

PAYROLLS FOR JUNE 2021

JUNE 4	\$120,363.17
JUNE 18	\$119,918.17
TOTAL JUNE 2021 PAYROLLS	\$240,281.34

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021**

**Agenda Item 8A**

**2021 Update to Capital Needs Assessment Report 2017-2027**

The Capital Needs Assessment Report 2017-2027 was first approved in 2017. This report acts as the spending plan for the Library Capital Replacement Fund (LCRF), a special reserve fund as provided for by library statute. At the time the LCRF was created, the target balance for the LCRF, after completion of all Capital Needs Assessment Report 2017-2027 projects and any other necessary projects in that time period, was set at \$1,000,000.

Since 2017, the projects contained within Capital Needs Assessment Report 2017-2027 have been reordered and added to several times. In 2020, two high-dollar replacements not previously in the report (electrical relay panel replacement and elevator modernization) were added, along with updated costs on upcoming projects and corrections for lighting projects completed ahead of schedule. The LCRF projected fund balance continues to exceed the targeted amount.

This year, a new project is proposed for the 2022 budget: renovation of the Access Services, Information Technology (IT), and Children's Services workrooms. The project, with a ballpark estimate of \$200,000 depending on the extent of renovations possible, would update layout, furniture, and cabinetry. The Access Services cabinetry is from 1999 and delaminating. None of these workrooms are configured to current staffing levels. Access Services contains more workstations than staff in the department. Children's Services and IT have fewer workstations than staff and lack any storage space attached to their workrooms, unlike other departments. For this project, we anticipate bringing in Product Architecture + Design in the second half of 2022 to help staff find a solution that realizes our top priorities for space allocation in these areas. Actual bidding and construction is anticipated to span into the 2023 budget year. The 2022 LCRF budget includes flooring, painting, entrance doors, elevator modernization, and lighting, as presented in prior years. With the inclusion of this project, the target ending balance for the LCRF is still estimated to exceed \$1.3 million.

**Recommended Action:** Approve the Capital Needs Assessment Report 2021 Update to Projects and Estimated Costs.

**Downers Grove Public Library  
Capital Needs Assessment Report  
2021 Update  
Projects and Estimated Costs**

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler, LEDs	Masonry, Doors	Roof, Electrical Relay Panels, VAVs, Staff Area Lighting & Controls, Air Curtain, Water Heater, Painting	1/4 Flooring, Painting, Entrance Doors, Elevator Renovation, Lighting, Access, IT, & Youth Services Workroom Updates	1/4 Flooring, Windows, VAVs	1/4 Flooring, VAVs, Lighting	1/4 Flooring, VAVs, Steel & Soffits, Caulking	Glazing, Painting, VAVs	Entrance Doors, Air Curtain, VAVs
\$ 669,651.61	\$ 624,938.00	\$ 237,119.00	\$ 979,100	\$ 411,600.00	\$ 342,900.00	\$ 223,000.00	\$ 240,900.00	\$ 69,100.00	\$ 39,300.00



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

	<u>Project Cost</u>	<u>Transfer In</u>	<u>Year End Balance</u>
<b>2020 Ending Balance</b>			\$ 1,013,871.00
<b>2021 (Est)</b>	\$ 779,000.00	\$ 350,000.00	\$ 584,871.00
<b>2022</b>	\$ 411,600.00	\$ 350,000.00	\$ 523,271.00
<b>2023</b>	\$ 342,900.00	\$ 350,000.00	\$ 530,371.00
<b>2024</b>	\$ 223,000.00	\$ 350,000.00	\$ 657,371.00
<b>2025</b>	\$ 240,900.00	\$ 350,000.00	\$ 766,471.00
<b>2026</b>	\$ 69,100.00	\$ 350,000.00	\$ 1,047,371.00
<b>2027</b>	\$ 39,300.00	\$ 350,000.00	
<b>Ending Balance</b>			\$ 1,358,071.00

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
multiplier: 4% escalation per year				1.00	1.04	1.08	1.12
<b>Building Review Report / smc</b>	<b>Exterior Architectural</b>	Brick Masonry	\$ 280,000				\$ 314,962
		Exterior Steel & Soffits	\$ 25,000				\$ 28,122
		Exterior Doors	\$ 4,500				\$ 5,062
		Exterior Concrete Column	\$ 7,500				\$ 8,436
		Exterior West Windows	\$ 120,000				
		Caulking	\$ 20,000				\$ 22,497
	<b>Interior Architectural</b>	Glass and Glazing	\$ 5,500				
		Flooring (1/4 total flooring each	\$ 115,000			\$ 9,400.00	
		Painting	\$ 25,000				
		Entrance Doors & Operators	\$ 5,500				
		<b>Total Architectural</b>	<b>\$ 1,057,079</b>		\$ -	\$ 9,400	\$ 379,079

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

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
	<i>* replacement not required</i>	Roof Area 2	\$ 56,858				
	<i>numbers not included in total</i>	Roof Area 4	\$ 75,810				
		Roof Area 7	\$ 252,592				
		Roof Area 8	\$ 83,391				
		Roof Area 10	\$ 132,668				
		Roof Area 13	\$ 30,324				
		<b>Total Roofing</b>	<b>\$ 847,510.00</b>		\$ -	\$ -	\$ -

<b>Building Review Report / Elara</b>	<b>Mechanical</b>	Rooftop Unit 1	\$ 130,000			\$ 140,608	
		Rooftop Unit 2	\$ 165,000			\$ 178,464	
		Hot Water Boilers, Pumps, Flues	\$ 140,000			\$ 151,424	
		Controls Upgrade	\$ 55,000			\$ 59,488	
		Boiler Controller Upgrade	\$ 10,000			\$ 10,816	
		VAV Boxes Replacements (6-7/year @)	\$ 2,500				\$ 44,341
		Heater Replacements (2-3/year @)	\$ 3,000				\$ 16,873
		Exhaust Fan Replacements (1/year @)	\$ 2,000				
		Air Curtain Replacements	\$ 6,000				
		Elevator Modernization	\$ 85,000				
		<b>Total Mechanical</b>	<b>\$ 713,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 540,800</b>	<b>\$ 61,214</b>
	<b>Lighting Upgrades</b>	Level 1 Mouse Café	\$ 1,200		\$ 350.00		
		Level 1 Storytime	\$ 3,120				
		Level 1 North Staff	\$ 11,400				
		Level 1 East Public	\$ 20,880				

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
		Level 1 East Staff	\$ 13,660				
		Level 2 Staff	\$ 8,380			\$ 400.00	
		Level 2 Public	\$ 25,370		\$ 26,385		
		Level 2 South Stacks	\$ 10,740				
		North Exterior	\$15,000			\$ 10,735.00	
		South Exterior	\$15,000			\$ 4,265.00	
	<b>Lighting+Ceiling Replacement</b>						
		Level 1 Stacks	\$ 315,019		\$ 8,379		
		Room Lighting Control	\$ 9,350				
		Level 2 North Stacks	\$ 303,227		\$ 315,356		
		Room Lighting Control	\$ 9,000		\$ 9,360		
	<b>Misc Lighting/Electrical Costs</b>						
		Upgrade Relay Panels	\$ 75,000				
		Panel Infrared Scanning	\$300/panel	\$ 3,000			\$ 3,375
		Telecommunication Upgrade	\$ 10,000			\$ 11,699	
		<b>Total Lighting Upgrades</b>	<b>\$ 533,856</b>	<b>\$ 3,000</b>	<b>\$ 359,829</b>	<b>\$ 27,099</b>	<b>\$ 3,375</b>
	<b>Plumbing</b>	Electric Water Heater	\$ 15,000				
		Hot Water Recirculation Pump	\$ 2,000				
		<b>Total Plumbing</b>	<b>\$ 40,122</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Report Summary			Total Cost (2017 \$)	2017	2018	2019	2020
	<b>Building Review</b>	<b>Total Architectural</b>	<b>\$ 1,057,079</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,400</b>	<b>\$ 379,079</b>

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$713,688	\$ -	\$ -	\$ 540,800	\$ 61,214
		Total Lighting Upgrades	\$ 533,853	\$ 3,000	\$ 359,829	\$ 27,099	\$ 3,375
		Total Plumbing	\$ 40,119	\$ -	\$ -	\$ -	\$ -
		Total Report	\$3,192,250	\$ 3,000	\$ 359,829	\$ 577,299	\$ 443,668

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
multiplier: 4% escalation per year			1.17	1.22	1.27	1.32	1.37
Building Review Report / smc	Exterior Architectural	Brick Masonry					
		Exterior Steel & Soffits					\$ 34,214
		Exterior Doors					
		Exterior Concrete Column					
		Exterior West Windows			\$ 151,838		
		Caulking					\$ 25,306
	Interior Architectural	Glass and Glazing					
		Flooring (1/4 total flooring each		\$ 130,515	\$ 145,512	\$ 151,332	\$ 157,385
		Painting	\$ 28,122	\$ 30,416			
		Entrance Doors & Operators		\$ 6,187	\$ 6,959		
		<b>Total Architectural</b>	<b>\$ 28,122</b>	<b>\$ 167,118</b>	<b>\$ 304,309</b>	<b>\$ 151,332</b>	<b>\$ 216,906</b>

Roofing Synopsis / Hutchinson Design Group							
	Membrane Roof						
	<i>*see report for area diagram</i>	Roof Area 1	\$ 49,134				
		Roof Area 3	\$ 440,159				
		Roof Area 5	\$ 10,236				
		Roof Area 6	\$ 71,654				
		Roof Area 9	\$ 133,071				
		Roof Area 11	\$ 32,756				
		Roof Area 12	\$ 149,449				
		Roof Allowances	\$ 105,007				
	Metal Roof Areas						

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
	<i>* replacement not required</i>	Roof Area 2	*				
	<i>numbers not included in total</i>	Roof Area 4	*				
		Roof Area 7	*				
		Roof Area 8	*				
		Roof Area 10	*				
		Roof Area 13	*				
		<b>Total Roofing</b>	\$ 991,467	\$ -	\$ -	\$ -	\$ -

<b>Building Review Report / Elara</b>	<b>Mechanical</b>	Rooftop Unit 1					
		Rooftop Unit 2					
		Hot Water Boilers, Pumps, Flues					
		Controls Upgrade					
		Boiler Controller Upgrade					
		VAV Boxes Replacements (6-7/year @)	\$ 20,472	\$ 21,292	\$ 22,143	\$ 23,029	\$ 23,950
		Heater Replacements (2-3/year @)	\$ 10,529.00	\$ 7,019	7592		
		Exhaust Fan Replacements (1/year @)	\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
		Air Curtain Replacements	\$ 7,019				
		Elevator Modernization		\$ 85,000			
		<b>Total Mechanical</b>	\$ 40,652	\$ 31,048	\$ 32,582	\$ 25,989	\$ 23,950
	<b>Lighting Upgrades</b>	Level 1 Mouse Café		\$ 350			
		Level 1 Storytime	\$ 3,650				
		Level 1 North Staff	\$ 13,336				
		Level 1 East Public					

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
		Level 1 East Staff	\$ 15,980				
		Level 2 Staff				\$ 11,012	
		Level 2 Public					
		Level 2 South Stacks		\$ 13,067			
		North Exterior				\$ 3,200	
		South Exterior				\$ 1,000	
	<b>Lighting+Ceiling Replacement</b>						
		Level 1 Stacks			\$ 1,200		
		Room Lighting Control	\$ 20,000				
		Level 2 North Stacks			\$ 1,000		
		Room Lighting Control	\$ 20,000.00				
	<b>Misc Lighting/Electrical Costs</b>						
		Upgrade Relay Panels	\$ 75,000				
		Panel Infrared Scanning			\$ 3,796		
		Telecommunication Upgrade					
		<b>Total Lighting Upgrades</b>	\$ 147,967	\$ 13,417	\$ 5,996	\$ 15,212	\$ -
	<b>Plumbing</b>	Electric Water Heater	\$ 17,548				
		Hot Water Recirculation Pump	\$ 2,340				
		<b>Total Plumbing</b>	\$ 19,888	\$ -	\$ -	\$ 30,423	\$ -
Report Summary			2021	2022	2023	2024	2025
	<b>Building Review</b>	<b>Total Architectural</b>	\$ 28,122	\$ 167,118	\$ 304,309	\$ 151,332	\$ 216,906



**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$ 991,467	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$ 40,652	\$ 31,048	\$ 32,582	\$ 25,989	\$ 23,950
		Total Lighting Upgrades	\$ 147,967	\$ 13,417	\$ 5,996	\$ 15,212	\$ -
		Total Plumbing	\$ 19,888	\$ -	\$ -	\$ 30,423	\$ -
		Total Report	\$ 1,228,095	\$ 211,583	\$ 342,887	\$ 222,957	\$ 240,856

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
multiplier: 4% escalation per year			1.42	1.48	
Building Review Report / smc	Exterior Architectural	Brick Masonry			
		Exterior Steel & Soffits			
		Exterior Doors			
		Exterior Concrete Column			
		Exterior West Windows			
		Caulking			
	Interior Architectural	Glass and Glazing	\$ 7,828		
		Flooring (1/4 total flooring each			
		Painting	\$ 35,583		
		Entrance Doors & Operators		\$ 8,141	
		<b>Total Architectural</b>	<b>\$ 43,411</b>	<b>\$ 8,141</b>	<b>\$ 1,307,819</b>

Roofing Synopsis / Hutchinson Design Group					
	Membrane Roof				
	<i>*see report for area diagram</i>	Roof Area 1			
		Roof Area 3			
		Roof Area 5			
		Roof Area 6			
		Roof Area 9			
		Roof Area 11			
		Roof Area 12			
		Roof Allowances			
	Metal Roof Areas				

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
	<i>* replacement not required</i>	Roof Area 2			
	<i>numbers not included in total</i>	Roof Area 4			
		Roof Area 7			
		Roof Area 8			
		Roof Area 10			
		Roof Area 13			
		<b>Total Roofing</b>	\$ -	\$ -	\$ 991,467

<b>Building Review Report / Elara</b>	<b>Mechanical</b>	Rooftop Unit 1			
		Rooftop Unit 2			
		Hot Water Boilers, Pumps, Flues			
		Controls Upgrade			
		Boiler Controller Upgrade			
		VAV Boxes Replacements (6-7/year @)	\$ 21,350	\$ 22,204	
		Heater Replacements (2-3/year @)			
		Exhaust Fan Replacements (1/year @)			
		Air Curtain Replacements		\$ 8,881	
		Elevator Modernization			
		<b>Total Mechanical</b>	\$ 21,350	\$ 31,085	\$ 808,671
	<b>Lighting Upgrades</b>	Level 1 Mouse Café			
		Level 1 Storytime			
		Level 1 North Staff			
		Level 1 East Public			

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
		Level 1 East Staff			
		Level 2 Staff			
		Level 2 Public			
		Level 2 South Stacks			
		North Exterior			
		South Exterior			
	Lighting+Ceiling Replacement				
		Level 1 Stacks			
		Room Lighting Control			
		Level 2 North Stacks			
		Room Lighting Control			
	Misc Lighting/Electrical Costs				
		Upgrade Relay Panels			
		Panel Infrared Scanning	\$ 4,270		
		Telecommunication Upgrade			
		<b>Total Lighting Upgrades</b>	<b>\$ 4,270</b>	<b>\$ -</b>	<b>\$ 580,164</b>
	Plumbing	Electric Water Heater			
		Hot Water Recirculation Pump			
		<b>Total Plumbing</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,311</b>
Report Summary			2026	2027	Total Cost (2027 \$)
	Building Review	<b>Total Architectural</b>	<b>\$ 43,411</b>	<b>\$ 8,141</b>	<b>\$ 1,307,819</b>

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$ -	\$ -	\$ 991,467
	Building Review Report / Elara	Total Mechanical	\$ 21,350	\$ 31,085	\$ 808,671
		Total Lighting Upgrades	\$ 4,270	\$ -	\$ 580,164
		Total Plumbing	\$ -	\$ -	\$ 50,311
		Total Report	\$ 69,031	\$ 39,227	\$ 3,738,431

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021**

**Agenda Item 8B**

**Lighting Relay Panel Replacement Project**

The Lighting Relay Panel Replacement Project bid opening was held July 14, 2021. The results were as follows:

<b><u>Bidder</u></b>	<b><u>Base Bid with Allowance</u></b>
Hypower Electric – Disqualified*	\$141,500
Lyons-Pinner Electric	\$148,895
Fitzgerald Electric	\$179,400
FSG Electric	\$248,400

\* Hypower Electric was disqualified for failure to attend the required pre-bid meeting and walkthrough.

The project cost obtained through the open bid process does not reflect the project cost estimates provided by Elara Engineering in their March project proposal. The average bid is more than double the estimated project cost of \$75,000. This is in part due to factors that were unforeseen at the time Elara provided an initial project budget. Additional factors driving up the cost of the project were due to miscalculations by Elara Engineering.

Clarifications through the bid process and talking through the scope of the project with the electrical bidders allowed us to get an explanation for the increased costs. Inflation of the cost of supplies and equipment has almost doubled. This is mainly due to the copper, zinc, and aluminum shortage used to make microchips and micro-processors for the relay panels, CAT6 cabling, and field devices i.e. wall switches, occupancy sensors, daylight harvesting devices. The cost for off-hours work to minimize building closures was not taken in to consideration.

Labor cost was underestimated as to how many field devices would not be compatible with the new relay panels and the labor affiliated with replacement/addition of said devices. Unfortunately, everything prior to the 2018 renovation is incompatible with the new relay panel technology. All old wiring will need to be removed and new CAT6 cabling installed for the new controllers, switches, occupancy sensors, and wall control switches. New power and communication wiring must be pulled for the new power packs for daylight harvesting sensors to meet energy code requirements. Additional labor costs were included in re-working current light fixtures, additional power

supplies/home runs, and removal of existing low voltage wire back to the originating panels. Union scale wages increased in June of 2021 as well.

Building Operations Director Ian Knorr is working on value engineering options to bring the cost of the project closer in-line with the original cost estimates using a retrofit solution for the existing panels. At this time, it is recommended that all bids be declined for the project as specified.

**Recommended Action:** Decline to award the Lighting Relay Panel Project.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021**

**Agenda Item 8C**

**Library Director Evaluation Timeline**

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

Last year, the Board of Library Trustees approved a Library Director Evaluation Process and Form for annual use. The suggested timeline is:

- **June Board meeting:** Director provides a brief check-in report on annual goals.
- **September/October:** Director prepares self-report, including progress on current goals and suggested goals for next year.
- **Prior to October Board Meeting:** Director sends Board Evaluation Form and Library Director’s self-report to Trustees.
- **October Board meeting:** Closed session to create a whole-Board evaluation to be shared with the Director. Designated Trustee appointed to share this evaluation with Director.
- **Prior to November Board Meeting:** Designated Trustee meets with Director to present Board evaluation.
- **November Board meeting:** Board and Director discuss goals for next year; Board sets goals; Closed session for Board and Director Evaluation discussion if needed.
- **December Board meeting:** Board makes a recommendation about the Director’s merit increase for the year.

A brief check-in report on annual goals was sent to the Board of Library Trustees prior to the July Board meeting.

**Recommended Action:** Discuss timeline for this year’s Library Director Evaluation process.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021**

**Agenda Item 9A**

**FY2022 Draft Budget**

The FY2022 draft budget, presented in July, refines the preliminary budget presented in June to the Board of Library Trustees. 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's (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 increases averaged 4.6% over the past five years. 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. The drafts presented show an estimated Equalized Assessed Valuation (EAV) increase of 3.5%, 4.5%, and 5.5%. 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**

This draft includes all management team budget requests, consulting for developing a new strategic plan, and continuation of the equity, diversity, and inclusion initiatives. The most significant change since the June preliminary draft are updated estimated attainments for the 2021 budget.

Annual benchmarking of the salary structure replaced cost of living increases in the compensation system implemented in 2020. This 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.

Personnel expenses include placeholders for a reorganization that may include significant changes to public safety staffing. While not final, the amounts in this budget draft 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. The draft budget shows a 4.3% increase for personnel expenditures.

After several years of flat non-personnel costs, this draft budget shows an increase of approximately 4.1%. 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. For property and liability insurance, the Libraries of Illinois Risk Agency recommend budgeting for a double digit percentage renewal increase in 2022 due to increased claims and changing weather patterns in the region that makes such claims more likely. However, due to the timing of the budget process and renewal, the 2021 budgeted amount was higher than the actual renewal so the budgeted amount remains flat.

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 a renovation to the Access, IT, and Children's Services Workrooms to the Capital Needs Assessment Report 2017-2027, which would likely split between the 2022 and 2023 budget years, is a separate agenda item.

### **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 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 6.2%. 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 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 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 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, processing supplies for higher materials budgets, existing processing supply costs, and 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. This line reflects increased printing costs for newsletters, new resident mailings, and a direct mail postcard for a major announcement (such as the Strategic Plan).

#### 5391 Telephone

Telephone service and Internet providers.

#### 5392 Postage

Postage costs for Discoveries and all mailings. This line reflects increased postage costs for newsletters, new resident mailings, and a direct mail postcard for a major announcement (such as the Strategic Plan).

#### 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 20% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool package and Crisis Response insurance not included in the package.

#### 5430 Building Maintenance Services

Covers building inspections, repairs, and general maintenance of installed equipment: mechanical, elevator, fire alarm, plumbing, etc. This line was increased to reflect union wage increases for contracted maintenance vendors for HVAC and elevator.

#### 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****DRAFT - 4.5% EAV****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	\$ 1,372,909
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	\$ 5,470,006	\$ 6,104,879
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	\$ 1,372,909	\$ 951,157
NET CHANGE	\$ (299,860)	\$ 29,733	\$ (492,973)	\$ (96,843)	\$ (421,752)

**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	\$ 411,600
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	\$ 577,271
NET CHANGE	\$ (94,900)	\$ 116,775	\$ (875,600)	\$ (385,000)	\$ (51,600)

**DOWNERS GROVE PUBLIC LIBRARY 2022 REVENUE SHEET**  
**DRAFT - 4.5% EAV**

<b>SOURCE</b>		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					
DRAFT - 4.5% EAV					
	TOTAL LIBRARY FUND 805.90.XXX.XXXX			Budget to	Budget to
		2021	2021	2022	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$
					Change %
5101	Salaries, Exempt	1,632,295.29	1,498,978.00	1,733,538.89	101,243.60
5104	Bonus	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	329,793.65	309,489.86	338,730.60	8,936.95
5119	Part-Time Employee Wages	1,218,289.29	1,095,100.00	1,286,018.08	67,728.79
5131	IMRF Pension Contributions	288,300.11	271,612.45	240,632.68	-47,667.43
5133	Medicare Contributions	46,115.48	42,190.71	48,695.17	2,579.69
5134	Social Security Contributions	197,183.45	184,595.97	208,213.83	11,030.38
5190	Life Insurance	1,283.40	972.96	1,366.20	82.80
5191	Health Insurance	454,937.29	431,046.48	496,336.20	41,398.91
5195	Optical Insurance	2,520.47	1,976.31	1,925.91	-594.56
5197	Dental Insurance	38,120.25	33,034.21	32,871.93	-5,248.32
		4,208,838.68	3,868,996.95	4,388,329.48	179,490.81
					4.3%

	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	86,923.00	108,750.00	10,750.00	11.0%
5251	Maintenance Supplies	21,750.00	21,532.50	21,750.00	0.00	0.0%
5280	Small tools & equipment	29,600.00	25,729.00	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	18,891.00	28,600.00	490.00	1.7%
5308	Recognition Programs-Staff	5,000.00	3,807.00	5,000.00	0.00	0.0%
5315	Professional Services	62,000.00	70,435.00	75,200.00	13,200.00	21.3%
5322	Personnel Recruitment	1,000.00	274.00	1,000.00	0.00	0.0%
5323	Special Legal	6,000.00	3,432.00	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	24,156.00	27,250.00	2,450.00	9.9%
5391	Telephone	17,000.00	16,830.00	17,000.00	0.00	0.0%
5392	Postage	25,500.00	22,536.00	29,000.00	3,500.00	13.7%
5407	Advertising & Public Relations	19,000.00	18,810.00	19,500.00	500.00	2.6%
5420	Insurance - other policies	70,700.00	59,085.00	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	9,605.00	11,500.00	0.00	0.0%
5481	Rentals	15,500.00	16,926.00	18,000.00	2,500.00	16.1%
5620	Recoverables	4,000.00	2,000.00	4,000.00	0.00	0.0%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	5,000.00	0.00	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	57,250.00	59,500.00	7,500.00	14.4%
		1,648,985.00	1,601,009.00	1,716,550.00	67,565.00	4.1%
	TOTAL 805.90	5,857,823.68	5,470,005.95	6,104,879.48	247,055.81	4.2%

<b>DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2021	2021	2022	Proposed	Proposed
	<b>EXPENDITURES</b>	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**

**DRAFT - 4.5% EAV**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	1,594,544.25	1,598,829.66	1,632,295.29	1,498,978.00	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	309,489.86	338,730.60
5119	Part-Time Employee Wages	1,252,673.30	1,014,891.45	1,218,289.29	1,095,100.00	1,286,018.08
5131	IMRF Pension Contributions	232,934.78	239,342.19	288,300.11	271,612.45	240,632.68
5133	Medicare Contributions	44,929.98	43,539.64	46,115.48	42,190.71	48,695.17
5134	Social Security Contributions	192,114.36	186,033.10	197,183.45	184,595.97	208,213.83
5190	Life Insurance	1,044.00	928.20	1,283.40	972.96	1,366.20
5191	Health Insurance	415,774.44	381,969.87	454,937.29	431,046.48	496,336.20
5195	Optical Insurance	1,989.69	1,758.93	2,520.47	1,976.31	1,925.91
5197	Dental Insurance	34,239.11	30,709.69	38,120.25	33,034.21	32,871.93
5210	Supplies	97,450.00	81,651.59	98,000.00	86,923.00	108,750.00
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	25,729.00	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	18,891.00	28,600.00
5308	Recognition Programs-Staff	5,000.00	3,974.58	5,000.00	3,807.00	5,000.00
5315	Professional Services	60,000.00	56,493.54	62,000.00	70,435.00	75,200.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	274.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,432.00	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	24,156.00	27,250.00
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	22,536.00	29,000.00
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	59,085.00	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

<b>EXPENDITURES continued</b>		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	9,605.00	11,500.00
5481	Rentals	15,500.00	17,384.60	15,500.00	16,926.00	18,000.00
5620	Recoverables	4,000.00	384.85	4,000.00	2,000.00	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	0.00	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	57,250.00	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	5,820,005.95	6,454,879.48

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**

**DRAFT - 4.5% EAV**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	298,396.80	348,582.00	307,050.31	332,568.00	318,407.51
5111	Salaries, Non-Exempt	0.00	35,180.55	37,257.19	33,804.00	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	41,474.00	31,718.63
5133	Medicare Contributions	4,944.28	5,380.55	4,992.46	5,112.00	5,173.45
5134	Social Security Contributions	21,141.06	22,873.91	21,347.06	24,858.00	22,120.98
5190	Life Insurance	144.00	153.00	165.60	153.00	165.60
5191	Health Insurance	70,153.94	83,801.21	64,717.74	99,862.00	86,255.38
5195	Optical Insurance	302.91	314.03	417.92	364.00	381.60
5197	Dental Insurance	5,167.71	6,637.21	6,719.40	7,444.00	6,135.12
5210	Supplies	12,500.00	9,841.38	12,500.00	9,012.00	12,500.00
5280	Small tools & equipment	6,000.00	275.49	6,000.00	2,355.00	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	3,807.00	5,000.00
5315	Professional Services	35,000.00	44,205.29	35,000.00	45,000.00	50,000.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	274.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,432.00	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	9,666.00	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	59,085.00	70,700.00
5481	Rentals	15,000.00	17,384.60	15,000.00	16,926.00	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	0.00	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	12,000.00	12,000.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 971	1,181,334.47	1,221,870.62	1,207,368.29	1,252,058.50	1,258,190.70

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET****DRAFT - 4.5% EAV**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	405,583.43	410,943.00	419,834.77	387,522.00	427,493.24
5111	Salaries, Non-Exempt	45,864.00	70,129.61	45,864.00	42,336.00	46,293.00
5119	Part-Time Employee Wages	254,780.56	205,636.40	252,246.90	224,756.00	252,692.87
5131	IMRF Pension Contributions	63,428.05	64,138.70	77,461.03	70,802.00	61,619.37
5133	Medicare Contributions	10,240.31	9,834.34	10,410.21	9,348.00	10,533.95
5134	Social Security Contributions	43,786.13	42,049.46	44,512.63	39,968.00	45,041.70
5190	Life Insurance	252.00	163.20	331.20	164.00	331.20
5191	Health Insurance	102,471.83	94,560.64	96,009.21	98,522.00	121,873.73
5195	Optical Insurance	459.51	435.46	494.17	436.00	457.74
5197	Dental Insurance	8,801.63	7,033.92	7,960.02	7,034.00	7,267.86
5210	Supplies	10,800.00	7,822.35	11,000.00	10,978.00	14,750.00
5280	Small Tools & Equipment	1,000.00	759.91	1,000.00	1,000.00	1,300.00
5303	Seminars, Conferences & Meetings	3,950.00	2,856.72	2,510.00	1,569.00	3,100.00
5315	Professional Services	13,000.00	6,986.27	13,000.00	13,000.00	13,200.00
5380	Printing services	200.00	-	200.00	0.00	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
	<b>TOTAL 972</b>	<b>1,505,892.45</b>	<b>1,401,621.34</b>	<b>1,525,334.14</b>	<b>1,444,510.00</b>	<b>1,558,654.66</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**

**DRAFT - 4.5% EAV**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	258,225.83	259,299.00	262,571.06	233,884.00	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	216,346.00	235,933.39
5131	IMRF Pension Contributions	41,911.70	43,190.45	51,605.87	45,662.00	41,327.80
5133	Medicare Contributions	7,043.59	7,010.17	7,260.13	6,436.00	7,386.92
5134	Social Security Contributions	30,117.42	29,973.75	31,043.33	27,520.00	31,585.46
5190	Life Insurance	144.00	163.20	165.60	164.00	165.60
5191	Health Insurance	44,852.79	43,847.69	46,996.73	44,074.00	48,437.48
5195	Optical Insurance	194.25	199.29	229.55	192.00	209.61
5197	Dental Insurance	3,232.88	3,107.28	3,540.78	2,984.00	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	3,742.00	6,000.00
5315	Professional services	6,000.00	1,875.00	8,000.00	6,495.00	6,000.00
5380	Printing Services	0.00	0.00	200.00	0.00	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
	<b>TOTAL 973</b>	<b>826,761.50</b>	<b>803,889.47</b>	<b>855,240.93</b>	<b>785,994.00</b>	<b>866,488.69</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET****DRAFT - 4.5% EAV**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	130,110.63	132,594.44	123,457.00	112,788.00	127,158.14
5111	Salaries, Non-Exempt	80,925.00	131,781.99	82,462.58	76,104.00	84,919.38
5119	Part-Time Employee Wages	426,772.53	364,055.68	442,340.69	409,788.00	489,303.27
5131	IMRF Pension Contributions	25,555.33	27,668.58	31,378.69	29,812.00	26,317.13
5133	Medicare Contributions	9,248.22	9,037.99	9,399.77	8,632.00	10,170.02
5134	Social Security Contributions	39,544.11	38,642.54	40,192.14	36,912.00	43,485.61
5190	Life Insurance	108.00	68.00	124.20	41.00	165.60
5191	Health Insurance	47,657.41	43,141.54	45,592.69	40,436.00	42,457.62
5195	Optical Insurance	267.93	254.10	313.44	218.00	228.87
5197	Dental Insurance	4,601.33	4,149.76	5,039.55	3,518.00	3,633.93
5210	Supplies	16,200.00	11,737.66	16,700.00	9,711.00	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	1,000.00	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	0.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	4,000.00	384.85	4,000.00	2,000.00	4,000.00
	<b>TOTAL 974</b>	<b>804,790.49</b>	<b>765,585.77</b>	<b>808,300.75</b>	<b>733,237.00</b>	<b>855,839.57</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**

**DRAFT - 4.5% EAV**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	200,674.50	200,674.50	209,358.61	193,248.00	215,632.56
5111	Salaries, Non-Exempt	80,756.52	99,661.99	84,713.59	78,192.00	87,249.24
5119	Part-Time Employee Wages	143,191.49	115,816.41	151,422.22	119,558.00	146,034.96
5131	IMRF Pension Contributions	32,425.24	31,742.53	38,716.24	35,202.00	30,871.41
5133	Medicare Contributions	6,157.03	5,946.79	6,459.67	5,564.00	6,509.29
5134	Social Security Contributions	26,326.60	25,427.67	27,620.65	23,798.00	27,832.84
5190	Life Insurance	180.00	163.20	207.00	164.00	207.00
5191	Health Insurance	63,559.98	51,989.81	75,024.12	54,697.00	69,062.32
5195	Optical Insurance	337.89	290.07	396.82	292.00	247.68
5197	Dental Insurance	5,734.07	5,545.20	6,280.17	5,546.00	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	1,000.00	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
	<b>TOTAL 975</b>	<b>673,743.32</b>	<b>642,777.50</b>	<b>711,599.09</b>	<b>630,227.00</b>	<b>707,313.97</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET****DRAFT - 4.5% EAV**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	115,927.50	61,116.22	118,787.47	62,442.00	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	27,000.00
5392	Postage	13,000.00	16,000.00	13,000.00	12,870.00	16,500.00
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
	<b>TOTAL 976</b>	<b>305,198.05</b>	<b>208,144.43</b>	<b>318,818.33</b>	<b>260,472.55</b>	<b>330,647.80</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**

**DRAFT - 4.5% EAV**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	116,171.64	116,161.50	118,378.90	109,260.00	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	81,328.00	90,900.02
5131	IMRF Pension Contributions	15,899.57	16,578.75	19,469.51	17,976.00	15,747.42
5133	Medicare Contributions	3,030.51	2,884.82	2,977.91	2,670.00	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	82.00	82.80
5191	Health Insurance	15,447.16	7,708.35	40,389.24	8,110.00	8,515.22
5195	Optical Insurance	69.96	36.17	146.17	36.00	38.07
5197	Dental Insurance	566.37	539.52	2,300.16	540.00	566.78
5210	Supplies	30,000.00	28,488.68	30,000.00	29,700.00	35,000.00
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	1,680.00	2,500.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	200.00	1,500.00
	<b>TOTAL 977</b>	<b>293,944.08</b>	<b>276,314.28</b>	<b>320,371.93</b>	<b>265,969.80</b>	<b>294,846.68</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**

**DRAFT - 4.5% EAV**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	69,453.92	69,459.00	72,857.17	67,266.00	127,064.15
5111	Salaries, Non-Exempt	0.00	17,980.04	34,807.54	34,812.00	35,851.73
5119	Part-Time Employee Wages	64,972.84	49,602.93	47,157.49	43,324.00	71,153.58
5131	IMRF Pension Contributions	6,542.56	8,159.11	12,187.65	12,364.00	18,060.81
5133	Medicare Contributions	1,949.19	1,954.43	2,244.92	2,082.00	3,394.01
5134	Social Security Contributions	8,334.46	8,356.85	9,598.98	8,900.00	14,512.31
5190	Life Insurance	36.00	54.40	82.80	82.00	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	128.00	228.87
5197	Dental Insurance	1,533.78	1,668.56	2,300.16	2,028.00	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
	<b>TOTAL 978</b>	<b>424,430.57</b>	<b>415,466.13</b>	<b>460,790.22</b>	<b>447,537.10</b>	<b>582,897.42</b>



**DOWNERS GROVE PUBLIC LIBRARY**  
**2022 PROPERTY TAX RATES AND EXTENSIONS**  
**DRAFT - 4.5% EAV**

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

**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**  
**DRAFT - 4.5% EAV**

**Impact on taxpayer**

	<b><u>Median Home Value (2019)</u></b>			<b><u>Per \$100,00 Fair Market Value</u></b>		
Year tax collected	<u>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  
DRAFT - 4.5% EAV**

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

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

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

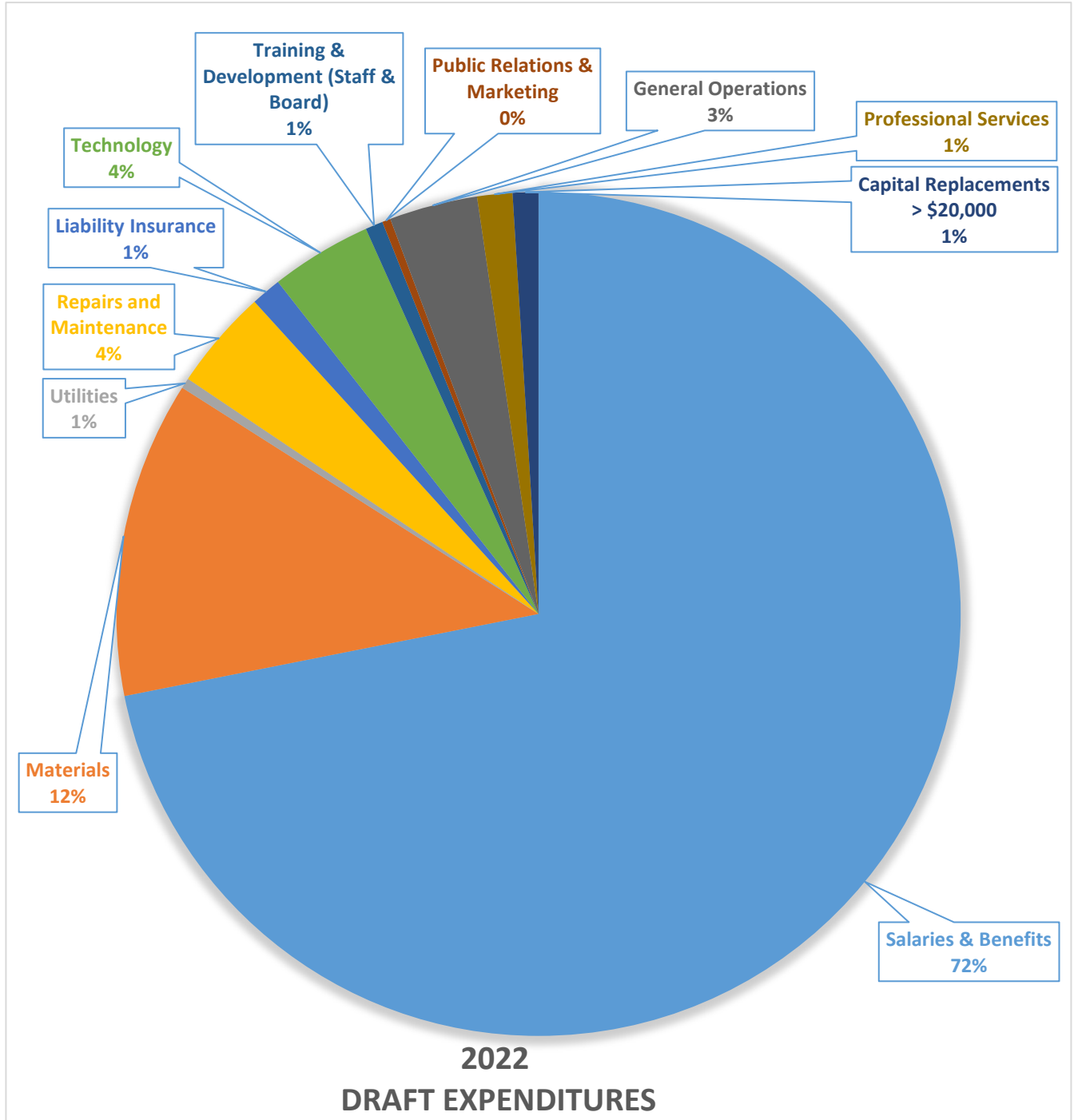
<b>Library Tax Per \$100K Home Value</b>	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.67
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<b>Wage/Salary Increment</b>	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit	1.7% Benchmark, 1.3% Merit for All, OR Minimum Wage Increment
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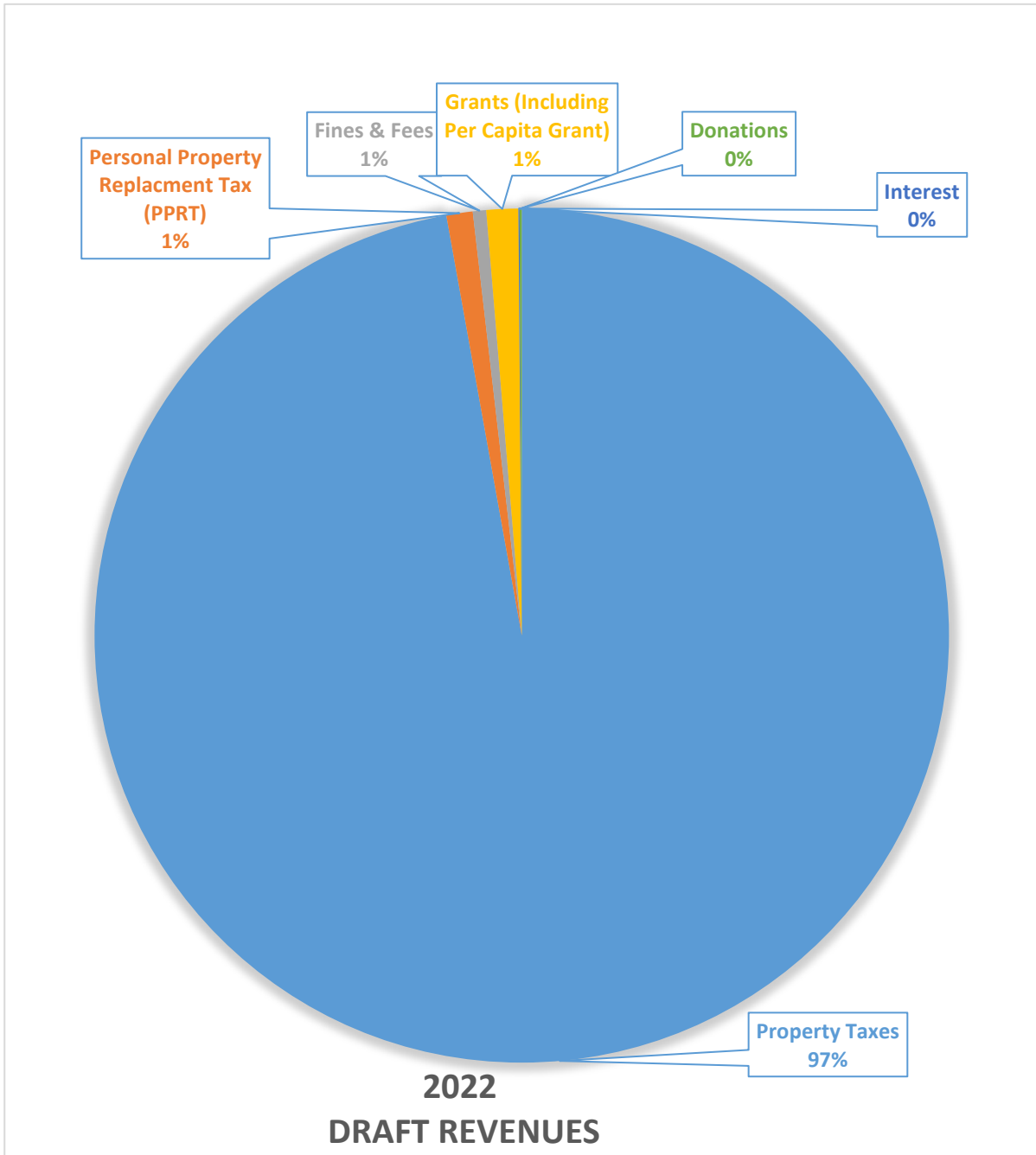
**Downers Grove Public Library**  
**2022 Draft - 4.5% EAV**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	55.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,358,287.57
Benefits (Insurance, IMRF, FICA)	16.9%		\$ 1,030,041.91
Salaries & Benefits	71.9%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,388,329.48
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	3.9%		\$ 235,150.00
Liability Insurance	1.2%		\$ 70,700.00
Technology	3.9%		\$ 237,000.00
Training & Development (Staff & Board)	0.7%		\$ 41,100.00
Public Relations & Marketing	0.3%		\$ 19,500.00
General Operations	3.4%		\$ 206,500.00
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	\$ 6,104,879.48
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 Draft - 4.5% EAV**



**Downers Grove Public Library  
2022 Draft - 4.5% EAV**



**DOWNERS GROVE PUBLIC LIBRARY 2022 BALANCE SHEET****DRAFT - 5.5% EAV****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	\$ 1,415,286
REVENUES	\$ 5,716,435	\$ 5,783,466	\$ 5,714,851	\$ 5,723,163	\$ 6,089,228
EXPENSES	\$ 5,666,295	\$ 5,403,733	\$ 5,857,824	\$ 5,427,628	\$ 6,104,879
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	\$ 1,415,286	\$ 1,049,634
NET CHANGE	\$ (299,860)	\$ 29,733	\$ (492,973)	\$ (54,465)	\$ (365,652)

**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	\$ 411,600
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	\$ 577,271
NET CHANGE	\$ (94,900)	\$ 116,775	\$ (875,600)	\$ (385,000)	\$ (51,600)

**DOWNERS GROVE PUBLIC LIBRARY 2022 REVENUE SHEET**  
**DRAFT - 5.5% EAV**

<b>SOURCE</b>		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	5,918,539
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	6,089,228



DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET						
DRAFT - 5.5% EAV						
	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	1,498,978.00	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	306,504.00	338,730.60	8,936.95	2.7%
5119	Part-Time Employee Wages	1,218,289.29	1,095,100.00	1,286,018.08	67,728.79	5.6%
5131	IMRF Pension Contributions	288,300.11	265,030.00	240,632.68	-47,667.43	-16.5%
5133	Medicare Contributions	46,115.48	41,312.00	48,695.17	2,579.69	5.6%
5134	Social Security Contributions	197,183.45	180,837.80	208,213.83	11,030.38	5.6%
5190	Life Insurance	1,283.40	932.00	1,366.20	82.80	6.5%
5191	Health Insurance	454,937.29	409,536.10	496,336.20	41,398.91	9.1%
5195	Optical Insurance	2,520.47	1,794.00	1,925.91	-594.56	-23.6%
5197	Dental Insurance	38,120.25	31,122.00	32,871.93	-5,248.32	-13.8%
		4,208,838.68	3,831,145.90	4,388,329.48	179,490.81	4.3%

	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	86,923.00	108,750.00	10,750.00	11.0%
5251	Maintenance Supplies	21,750.00	21,532.50	21,750.00	0.00	0.0%
5280	Small tools & equipment	29,600.00	25,729.00	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	18,348.50	28,600.00	490.00	1.7%
5308	Recognition Programs-Staff	5,000.00	3,807.00	5,000.00	0.00	0.0%
5315	Professional Services	62,000.00	67,924.00	75,200.00	13,200.00	21.3%
5322	Personnel Recruitment	1,000.00	274.00	1,000.00	0.00	0.0%
5323	Special Legal	6,000.00	3,432.00	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	22,683.00	27,250.00	2,450.00	9.9%
5391	Telephone	17,000.00	16,830.00	17,000.00	0.00	0.0%
5392	Postage	25,500.00	22,536.00	29,000.00	3,500.00	13.7%
5407	Advertising & Public Relations	19,000.00	18,810.00	19,500.00	500.00	2.6%
5420	Insurance - other policies	70,700.00	59,085.00	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	9,605.00	11,500.00	0.00	0.0%
5481	Rentals	15,500.00	16,926.00	18,000.00	2,500.00	16.1%
5620	Recoverables	4,000.00	2,000.00	4,000.00	0.00	0.0%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	5,000.00	0.00	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	57,250.00	59,500.00	7,500.00	14.4%
		1,648,985.00	1,596,482.50	1,716,550.00	67,565.00	4.1%
	TOTAL 805.90	5,857,823.68	5,427,628.40	6,104,879.48	247,055.81	4.2%

<b>DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2021	2021	2022	Proposed	Proposed
	<b>EXPENDITURES</b>	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**  
**DRAFT - 5.5% EAV**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	1,594,544.25	1,598,829.66	1,632,295.29	1,498,978.00	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	306,504.00	338,730.60
5119	Part-Time Employee Wages	1,252,673.30	1,014,891.45	1,218,289.29	1,095,100.00	1,286,018.08
5131	IMRF Pension Contributions	232,934.78	239,342.19	288,300.11	265,030.00	240,632.68
5133	Medicare Contributions	44,929.98	43,539.64	46,115.48	41,312.00	48,695.17
5134	Social Security Contributions	192,114.36	186,033.10	197,183.45	180,837.80	208,213.83
5190	Life Insurance	1,044.00	928.20	1,283.40	932.00	1,366.20
5191	Health Insurance	415,774.44	381,969.87	454,937.29	409,536.10	496,336.20
5195	Optical Insurance	1,989.69	1,758.93	2,520.47	1,794.00	1,925.91
5197	Dental Insurance	34,239.11	30,709.69	38,120.25	31,122.00	32,871.93
5210	Supplies	97,450.00	81,651.59	98,000.00	86,923.00	108,750.00
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	25,729.00	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	18,348.50	28,600.00
5308	Recognition Programs-Staff	5,000.00	3,974.58	5,000.00	3,807.00	5,000.00
5315	Professional Services	60,000.00	56,493.54	62,000.00	67,924.00	75,200.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	274.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,432.00	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	22,683.00	27,250.00
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	22,536.00	29,000.00
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	59,085.00	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

<b>EXPENDITURES continued</b>		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	9,605.00	11,500.00
5481	Rentals	15,500.00	17,384.60	15,500.00	16,926.00	18,000.00
5620	Recoverables	4,000.00	384.85	4,000.00	2,000.00	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	0.00	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	57,250.00	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	5,777,628.40	6,454,879.48

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	298,396.80	348,582.00	307,050.31	332,568.00	318,407.51
5111	Salaries, Non-Exempt	0.00	35,180.55	37,257.19	33,804.00	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	41,474.00	31,718.63
5133	Medicare Contributions	4,944.28	5,380.55	4,992.46	5,112.00	5,173.45
5134	Social Security Contributions	21,141.06	22,873.91	21,347.06	24,858.00	22,120.98
5190	Life Insurance	144.00	153.00	165.60	153.00	165.60
5191	Health Insurance	70,153.94	83,801.21	64,717.74	99,862.00	86,255.38
5195	Optical Insurance	302.91	314.03	417.92	364.00	381.60
5197	Dental Insurance	5,167.71	6,637.21	6,719.40	7,444.00	6,135.12
5210	Supplies	12,500.00	9,841.38	12,500.00	9,012.00	12,500.00
5280	Small tools & equipment	6,000.00	275.49	6,000.00	2,355.00	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	3,807.00	5,000.00
5315	Professional Services	35,000.00	44,205.29	35,000.00	45,000.00	50,000.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	274.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,432.00	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	9,666.00	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	64,085.00	70,700.00
5481	Rentals	15,000.00	17,384.60	15,000.00	16,926.00	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	0.00	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	12,000.00	12,000.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 971	1,181,334.47	1,221,870.62	1,207,368.29	1,257,058.50	1,258,190.70

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	405,583.43	410,943.00	419,834.77	387,522.00	427,493.24
5111	Salaries, Non-Exempt	45,864.00	70,129.61	45,864.00	42,336.00	46,293.00
5119	Part-Time Employee Wages	254,780.56	205,636.40	252,246.90	224,756.00	252,692.87
5131	IMRF Pension Contributions	63,428.05	64,138.70	77,461.03	70,802.00	61,619.37
5133	Medicare Contributions	10,240.31	9,834.34	10,410.21	9,348.00	10,533.95
5134	Social Security Contributions	43,786.13	42,049.46	44,512.63	39,968.00	45,041.70
5190	Life Insurance	252.00	163.20	331.20	164.00	331.20
5191	Health Insurance	102,471.83	94,560.64	96,009.21	98,522.00	121,873.73
5195	Optical Insurance	459.51	435.46	494.17	436.00	457.74
5197	Dental Insurance	8,801.63	7,033.92	7,960.02	7,034.00	7,267.86
5210	Supplies	10,800.00	7,822.35	11,000.00	10,978.00	14,750.00
5280	Small Tools & Equipment	1,000.00	759.91	1,000.00	1,000.00	1,300.00
5303	Seminars, Conferences & Meetings	3,950.00	2,856.72	2,510.00	1,569.00	3,100.00
5315	Professional Services	13,000.00	6,986.27	13,000.00	13,000.00	13,200.00
5380	Printing services	200.00	-	200.00	0.00	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
	<b>TOTAL 972</b>	<b>1,505,892.45</b>	<b>1,401,621.34</b>	<b>1,525,334.14</b>	<b>1,444,510.00</b>	<b>1,558,654.66</b>



**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	258,225.83	259,299.00	262,571.06	233,884.00	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	216,346.00	235,933.39
5131	IMRF Pension Contributions	41,911.70	43,190.45	51,605.87	45,662.00	41,327.80
5133	Medicare Contributions	7,043.59	7,010.17	7,260.13	6,436.00	7,386.92
5134	Social Security Contributions	30,117.42	29,973.75	31,043.33	27,520.00	31,585.46
5190	Life Insurance	144.00	163.20	165.60	164.00	165.60
5191	Health Insurance	44,852.79	43,847.69	46,996.73	44,074.00	48,437.48
5195	Optical Insurance	194.25	199.29	229.55	192.00	209.61
5197	Dental Insurance	3,232.88	3,107.28	3,540.78	2,984.00	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	3,742.00	6,000.00
5315	Professional services	6,000.00	1,875.00	8,000.00	6,495.00	6,000.00
5380	Printing Services	0.00	0.00	200.00	0.00	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
	<b>TOTAL 973</b>	<b>826,761.50</b>	<b>803,889.47</b>	<b>855,240.93</b>	<b>785,994.00</b>	<b>866,488.69</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	130,110.63	132,594.44	123,457.00	112,788.00	127,158.14
5111	Salaries, Non-Exempt	80,925.00	131,781.99	82,462.58	76,104.00	84,919.38
5119	Part-Time Employee Wages	426,772.53	364,055.68	442,340.69	409,788.00	489,303.27
5131	IMRF Pension Contributions	25,555.33	27,668.58	31,378.69	29,812.00	26,317.13
5133	Medicare Contributions	9,248.22	9,037.99	9,399.77	8,632.00	10,170.02
5134	Social Security Contributions	39,544.11	38,642.54	40,192.14	36,912.00	43,485.61
5190	Life Insurance	108.00	68.00	124.20	41.00	165.60
5191	Health Insurance	47,657.41	43,141.54	45,592.69	40,436.00	42,457.62
5195	Optical Insurance	267.93	254.10	313.44	218.00	228.87
5197	Dental Insurance	4,601.33	4,149.76	5,039.55	3,518.00	3,633.93
5210	Supplies	16,200.00	11,737.66	16,700.00	9,711.00	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	1,000.00	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	0.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	4,000.00	384.85	4,000.00	2,000.00	4,000.00
	<b>TOTAL 974</b>	<b>804,790.49</b>	<b>765,585.77</b>	<b>808,300.75</b>	<b>733,237.00</b>	<b>855,839.57</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	200,674.50	200,674.50	209,358.61	193,248.00	215,632.56
5111	Salaries, Non-Exempt	80,756.52	99,661.99	84,713.59	78,192.00	87,249.24
5119	Part-Time Employee Wages	143,191.49	115,816.41	151,422.22	119,558.00	146,034.96
5131	IMRF Pension Contributions	32,425.24	31,742.53	38,716.24	35,202.00	30,871.41
5133	Medicare Contributions	6,157.03	5,946.79	6,459.67	5,564.00	6,509.29
5134	Social Security Contributions	26,326.60	25,427.67	27,620.65	23,798.00	27,832.84
5190	Life Insurance	180.00	163.20	207.00	164.00	207.00
5191	Health Insurance	63,559.98	51,989.81	75,024.12	54,697.00	69,062.32
5195	Optical Insurance	337.89	290.07	396.82	292.00	247.68
5197	Dental Insurance	5,734.07	5,545.20	6,280.17	5,546.00	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	1,000.00	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
	<b>TOTAL 975</b>	<b>673,743.32</b>	<b>642,777.50</b>	<b>711,599.09</b>	<b>630,227.00</b>	<b>707,313.97</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	115,927.50	61,116.22	118,787.47	62,442.00	122,357.82
5111	Salaries, Non-Exempt	43,855.50	43,855.52	44,688.75	41,256.00	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	11,738.00	14,970.11
5133	Medicare Contributions	2,316.85	1,490.55	2,370.41	1,468.00	2,441.69
5134	Social Security Contributions	9,906.55	6,373.51	10,135.53	6,276.00	10,440.34
5190	Life Insurance	108.00	81.60	124.20	82.00	124.20
5191	Health Insurance	48,112.82	31,180.25	54,863.01	32,804.00	59,361.01
5195	Optical Insurance	267.93	126.95	313.44	128.00	133.47
5197	Dental Insurance	4,601.34	2,028.24	3,980.01	2,028.00	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	200.00	750.00
5315	Professional Services	4,000.00	1,411.98	4,000.00	1,449.00	4,000.00
5380	Printing Services	24,400.00	18,429.00	24,400.00	22,683.00	27,000.00
5392	Postage	13,000.00	16,000.00	13,000.00	12,870.00	16,500.00
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
	<b>TOTAL 976</b>	<b>305,198.05</b>	<b>208,144.43</b>	<b>318,818.33</b>	<b>218,095.00</b>	<b>330,647.80</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	116,171.64	116,161.50	118,378.90	109,260.00	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	81,328.00	90,900.02
5131	IMRF Pension Contributions	15,899.57	16,578.75	19,469.51	17,976.00	15,747.42
5133	Medicare Contributions	3,030.51	2,884.82	2,977.91	2,670.00	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	82.00	82.80
5191	Health Insurance	15,447.16	7,708.35	40,389.24	8,110.00	8,515.22
5195	Optical Insurance	69.96	36.17	146.17	36.00	38.07
5197	Dental Insurance	566.37	539.52	2,300.16	540.00	566.78
5210	Supplies	30,000.00	28,488.68	30,000.00	29,700.00	35,000.00
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	1,680.00	2,500.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	200.00	1,500.00
	<b>TOTAL 977</b>	<b>293,944.08</b>	<b>276,314.28</b>	<b>320,371.93</b>	<b>265,969.80</b>	<b>294,846.68</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 5.5% EAV**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	69,453.92	69,459.00	72,857.17	67,266.00	127,064.15
5111	Salaries, Non-Exempt	0.00	17,980.04	34,807.54	34,812.00	35,851.73
5119	Part-Time Employee Wages	64,972.84	49,602.93	47,157.49	43,324.00	71,153.58
5131	IMRF Pension Contributions	6,542.56	8,159.11	12,187.65	12,364.00	18,060.81
5133	Medicare Contributions	1,949.19	1,954.43	2,244.92	2,082.00	3,394.01
5134	Social Security Contributions	8,334.46	8,356.85	9,598.98	8,900.00	14,512.31
5190	Life Insurance	36.00	54.40	82.80	82.00	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	128.00	228.87
5197	Dental Insurance	1,533.78	1,668.56	2,300.16	2,028.00	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
	<b>TOTAL 978</b>	<b>424,430.57</b>	<b>415,466.13</b>	<b>460,790.22</b>	<b>447,537.10</b>	<b>582,897.42</b>

**DOWNERS GROVE PUBLIC LIBRARY  
2022 PROPERTY TAX RATES AND EXTENSIONS  
DRAFT - 5.5% EAV**

Change in equalized assessed valuation (EAV)		
2020 EAV (TIF)	2,640,739,179	
2021 EAV	2,763,541,463	
Change in EAV	<b>122,802,284</b>	<b>4.7%</b>
2022 EAV estimated	2,915,536,243	
Estimated change in EAV	<b>151,994,780</b>	<b>5.5%</b>

**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	\$ 5,918,539	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	\$ 5,918,539	0.2103	0.2030	0.2030
Change		1.02%	5.50%		-3.47%	0.00%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2022 PROPERTY TAX RATES AND EXTENSIONS**  
**DRAFT - 5.5% EAV**

**Impact on taxpayer**

	<b><u>Median Home Value (2019)</u></b>			<b><u>Per \$100,00 Fair Market Value</u></b>		
Year tax collected	<u>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  
DRAFT - 5.5% EAV**

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

<b><u>LEVY</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022 (EST)</u></b>
<b>Operating</b>	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,918,539
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,918,539
<b>% change YroYr</b>	-2.2%	2.75%	4.1%	3.0%	1.0%	5.5%

<b><u>EAV</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022 (EST)</u></b>
<b>Base</b>	\$ 2,163,725,584	\$ 2,440,178,636	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463
<b>Increase / (Decrease)</b>	\$ 126,771,082	\$ 114,166,496	\$ 122,802,284	\$ 86,394,047	\$ 122,802,284	\$ 151,994,780
<b>Total</b>	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,915,536,243
<b>% change YroYr</b>		5.5%	4.7%	3.4%	4.7%	5.5%

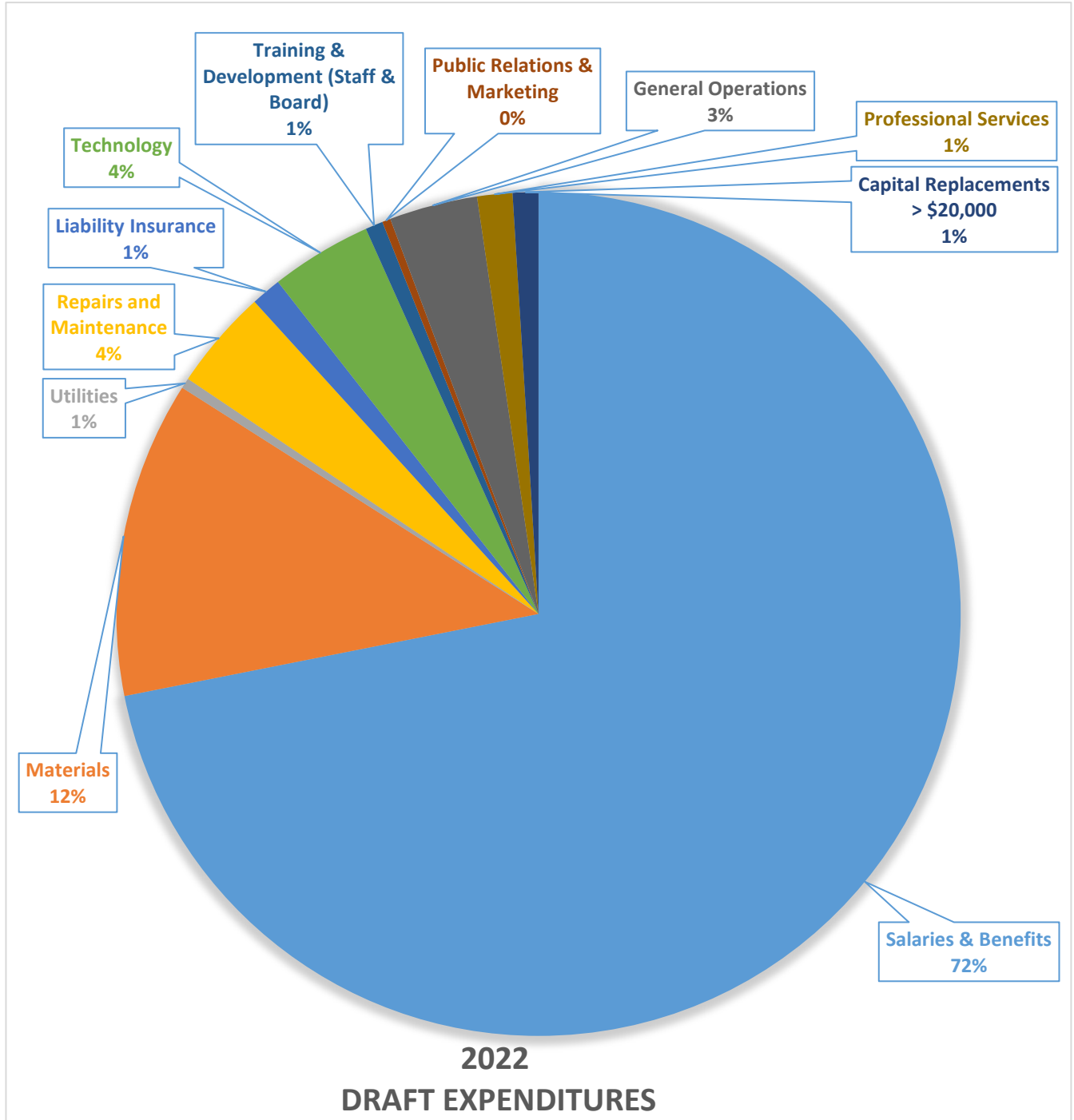
<b>Library Tax Per \$100K Home Value</b>	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.67
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<b>Wage/Salary Increment</b>	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit	1.7% Benchmark, 1.3% Merit for All, OR Minimum Wage Increment
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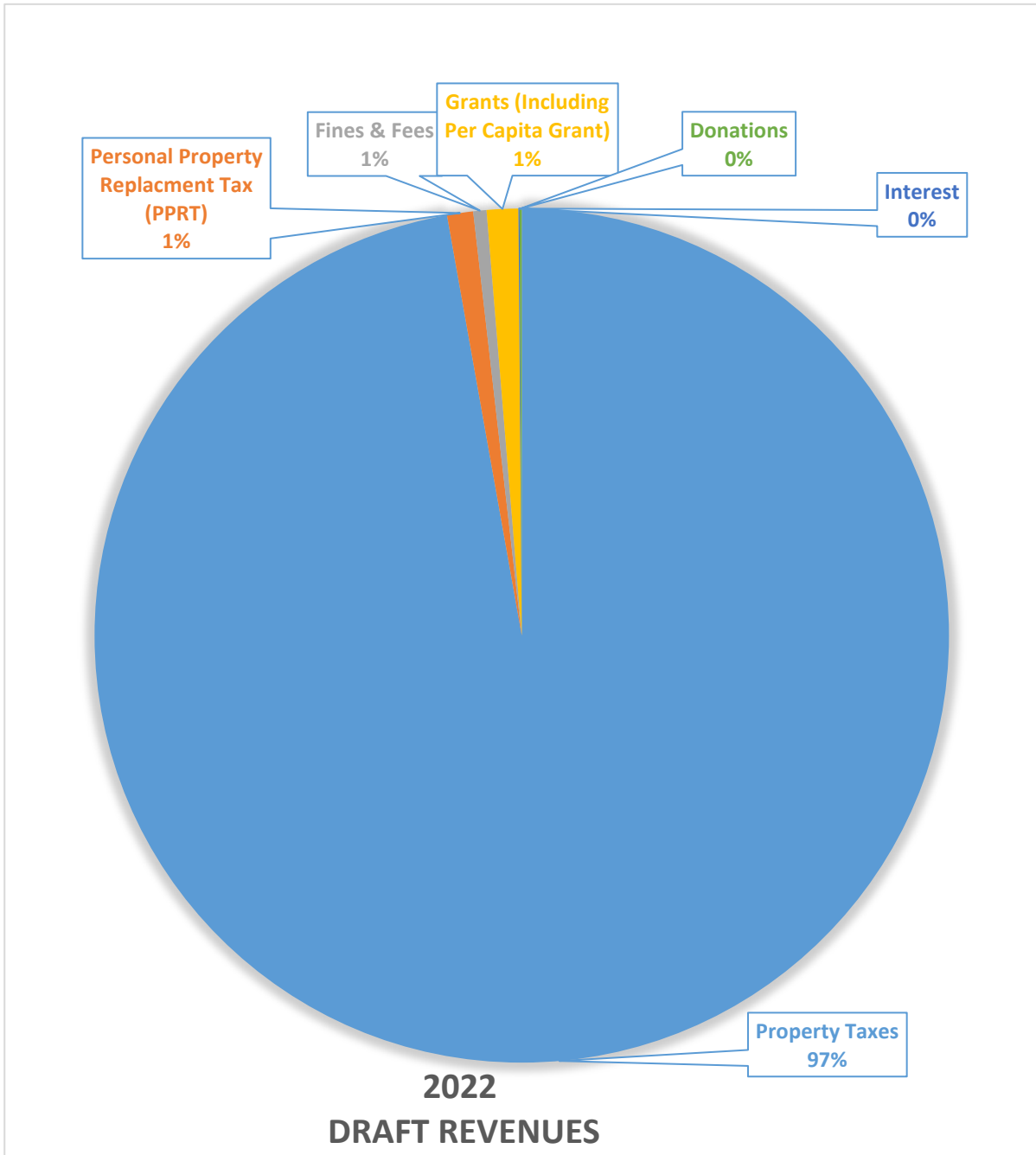
**Downers Grove Public Library**  
**2022 Draft - 5.5% EAV**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	55.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,358,287.57
Benefits (Insurance, IMRF, FICA)	16.9%		\$ 1,030,041.91
Salaries & Benefits	71.9%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,388,329.48
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	3.9%		\$ 235,150.00
Liability Insurance	1.2%		\$ 70,700.00
Technology	3.9%		\$ 237,000.00
Training & Development (Staff & Board)	0.7%		\$ 41,100.00
Public Relations & Marketing	0.3%		\$ 19,500.00
General Operations	3.4%		\$ 206,500.00
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	\$ 6,104,879.48
Property Taxes	97.2%		\$ 5,918,638.57
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	\$ 6,089,227.57

**Downers Grove Public Library  
2022 Draft - 5.5% EAV**



**Downers Grove Public Library  
2022 Draft - 5.5% EAV**



**DOWNERS GROVE PUBLIC LIBRARY 2022 BALANCE SHEET****DRAFT - 3.5% EAV****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	\$ 1,415,286
REVENUES	\$ 5,716,435	\$ 5,783,466	\$ 5,714,851	\$ 5,723,163	\$ 5,977,028
EXPENSES	\$ 5,666,295	\$ 5,403,733	\$ 5,857,824	\$ 5,427,628	\$ 6,104,879
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	\$ 1,415,286	\$ 937,435
NET CHANGE	\$ (299,860)	\$ 29,733	\$ (492,973)	\$ (54,465)	\$ (477,852)

**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	\$ 411,600
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	\$ 577,271
NET CHANGE	\$ (94,900)	\$ 116,775	\$ (875,600)	\$ (385,000)	\$ (51,600)

**DOWNERS GROVE PUBLIC LIBRARY 2022 REVENUE SHEET**  
**DRAFT - 3.5% EAV**

<b>SOURCE</b>		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	5,806,339
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	5,977,028

DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET						
DRAFT - 3.5% EAV						
	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	1,498,978.00	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	306,504.00	338,730.60	8,936.95	2.7%
5119	Part-Time Employee Wages	1,218,289.29	1,095,100.00	1,286,018.08	67,728.79	5.6%
5131	IMRF Pension Contributions	288,300.11	265,030.00	240,632.68	-47,667.43	-16.5%
5133	Medicare Contributions	46,115.48	41,312.00	48,695.17	2,579.69	5.6%
5134	Social Security Contributions	197,183.45	180,837.80	208,213.83	11,030.38	5.6%
5190	Life Insurance	1,283.40	932.00	1,366.20	82.80	6.5%
5191	Health Insurance	454,937.29	409,536.10	496,336.20	41,398.91	9.1%
5195	Optical Insurance	2,520.47	1,794.00	1,925.91	-594.56	-23.6%
5197	Dental Insurance	38,120.25	31,122.00	32,871.93	-5,248.32	-13.8%
		4,208,838.68	3,831,145.90	4,388,329.48	179,490.81	4.3%

	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	86,923.00	108,750.00	10,750.00	11.0%
5251	Maintenance Supplies	21,750.00	21,532.50	21,750.00	0.00	0.0%
5280	Small tools & equipment	29,600.00	25,729.00	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	18,348.50	28,600.00	490.00	1.7%
5308	Recognition Programs-Staff	5,000.00	3,807.00	5,000.00	0.00	0.0%
5315	Professional Services	62,000.00	67,924.00	75,200.00	13,200.00	21.3%
5322	Personnel Recruitment	1,000.00	274.00	1,000.00	0.00	0.0%
5323	Special Legal	6,000.00	3,432.00	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	22,683.00	27,250.00	2,450.00	9.9%
5391	Telephone	17,000.00	16,830.00	17,000.00	0.00	0.0%
5392	Postage	25,500.00	22,536.00	29,000.00	3,500.00	13.7%
5407	Advertising & Public Relations	19,000.00	18,810.00	19,500.00	500.00	2.6%
5420	Insurance - other policies	70,700.00	59,085.00	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	9,605.00	11,500.00	0.00	0.0%
5481	Rentals	15,500.00	16,926.00	18,000.00	2,500.00	16.1%
5620	Recoverables	4,000.00	2,000.00	4,000.00	0.00	0.0%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	5,000.00	0.00	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	57,250.00	59,500.00	7,500.00	14.4%
		1,648,985.00	1,596,482.50	1,716,550.00	67,565.00	4.1%
	TOTAL 805.90	5,857,823.68	5,427,628.40	6,104,879.48	247,055.81	4.2%



<b>DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2021	2021	2022	Proposed	Proposed
	<b>EXPENDITURES</b>	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**  
**DRAFT - 3.5% EAV**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	1,594,544.25	1,598,829.66	1,632,295.29	1,498,978.00	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	306,504.00	338,730.60
5119	Part-Time Employee Wages	1,252,673.30	1,014,891.45	1,218,289.29	1,095,100.00	1,286,018.08
5131	IMRF Pension Contributions	232,934.78	239,342.19	288,300.11	265,030.00	240,632.68
5133	Medicare Contributions	44,929.98	43,539.64	46,115.48	41,312.00	48,695.17
5134	Social Security Contributions	192,114.36	186,033.10	197,183.45	180,837.80	208,213.83
5190	Life Insurance	1,044.00	928.20	1,283.40	932.00	1,366.20
5191	Health Insurance	415,774.44	381,969.87	454,937.29	409,536.10	496,336.20
5195	Optical Insurance	1,989.69	1,758.93	2,520.47	1,794.00	1,925.91
5197	Dental Insurance	34,239.11	30,709.69	38,120.25	31,122.00	32,871.93
5210	Supplies	97,450.00	81,651.59	98,000.00	86,923.00	108,750.00
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	25,729.00	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	18,348.50	28,600.00
5308	Recognition Programs-Staff	5,000.00	3,974.58	5,000.00	3,807.00	5,000.00
5315	Professional Services	60,000.00	56,493.54	62,000.00	67,924.00	75,200.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	274.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,432.00	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	22,683.00	27,250.00
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	22,536.00	29,000.00
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	59,085.00	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

<b>EXPENDITURES continued</b>		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	9,605.00	11,500.00
5481	Rentals	15,500.00	17,384.60	15,500.00	16,926.00	18,000.00
5620	Recoverables	4,000.00	384.85	4,000.00	2,000.00	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	0.00	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	57,250.00	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	5,777,628.40	6,454,879.48

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	298,396.80	348,582.00	307,050.31	332,568.00	318,407.51
5111	Salaries, Non-Exempt	0.00	35,180.55	37,257.19	33,804.00	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	41,474.00	31,718.63
5133	Medicare Contributions	4,944.28	5,380.55	4,992.46	5,112.00	5,173.45
5134	Social Security Contributions	21,141.06	22,873.91	21,347.06	24,858.00	22,120.98
5190	Life Insurance	144.00	153.00	165.60	153.00	165.60
5191	Health Insurance	70,153.94	83,801.21	64,717.74	99,862.00	86,255.38
5195	Optical Insurance	302.91	314.03	417.92	364.00	381.60
5197	Dental Insurance	5,167.71	6,637.21	6,719.40	7,444.00	6,135.12
5210	Supplies	12,500.00	9,841.38	12,500.00	9,012.00	12,500.00
5280	Small tools & equipment	6,000.00	275.49	6,000.00	2,355.00	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	3,807.00	5,000.00
5315	Professional Services	35,000.00	44,205.29	35,000.00	45,000.00	50,000.00
5322	Personnel Recruitment	1,000.00	1,116.39	1,000.00	274.00	1,000.00
5323	Special Legal	6,000.00	2,354.00	6,000.00	3,432.00	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	9,666.00	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	59,085.00	70,700.00
5481	Rentals	15,000.00	17,384.60	15,000.00	16,926.00	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	0.00	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	12,000.00	12,000.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 971	1,181,334.47	1,221,870.62	1,207,368.29	1,252,058.50	1,258,190.70

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	405,583.43	410,943.00	419,834.77	387,522.00	427,493.24
5111	Salaries, Non-Exempt	45,864.00	70,129.61	45,864.00	42,336.00	46,293.00
5119	Part-Time Employee Wages	254,780.56	205,636.40	252,246.90	224,756.00	252,692.87
5131	IMRF Pension Contributions	63,428.05	64,138.70	77,461.03	70,802.00	61,619.37
5133	Medicare Contributions	10,240.31	9,834.34	10,410.21	9,348.00	10,533.95
5134	Social Security Contributions	43,786.13	42,049.46	44,512.63	39,968.00	45,041.70
5190	Life Insurance	252.00	163.20	331.20	164.00	331.20
5191	Health Insurance	102,471.83	94,560.64	96,009.21	98,522.00	121,873.73
5195	Optical Insurance	459.51	435.46	494.17	436.00	457.74
5197	Dental Insurance	8,801.63	7,033.92	7,960.02	7,034.00	7,267.86
5210	Supplies	10,800.00	7,822.35	11,000.00	10,978.00	14,750.00
5280	Small Tools & Equipment	1,000.00	759.91	1,000.00	1,000.00	1,300.00
5303	Seminars, Conferences & Meetings	3,950.00	2,856.72	2,510.00	1,569.00	3,100.00
5315	Professional Services	13,000.00	6,986.27	13,000.00	13,000.00	13,200.00
5380	Printing services	200.00	-	200.00	0.00	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
	<b>TOTAL 972</b>	<b>1,505,892.45</b>	<b>1,401,621.34</b>	<b>1,525,334.14</b>	<b>1,444,510.00</b>	<b>1,558,654.66</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	258,225.83	259,299.00	262,571.06	233,884.00	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	216,346.00	235,933.39
5131	IMRF Pension Contributions	41,911.70	43,190.45	51,605.87	45,662.00	41,327.80
5133	Medicare Contributions	7,043.59	7,010.17	7,260.13	6,436.00	7,386.92
5134	Social Security Contributions	30,117.42	29,973.75	31,043.33	27,520.00	31,585.46
5190	Life Insurance	144.00	163.20	165.60	164.00	165.60
5191	Health Insurance	44,852.79	43,847.69	46,996.73	44,074.00	48,437.48
5195	Optical Insurance	194.25	199.29	229.55	192.00	209.61
5197	Dental Insurance	3,232.88	3,107.28	3,540.78	2,984.00	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	3,742.00	6,000.00
5315	Professional services	6,000.00	1,875.00	8,000.00	6,495.00	6,000.00
5380	Printing Services	0.00	0.00	200.00	0.00	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
	<b>TOTAL 973</b>	<b>826,761.50</b>	<b>803,889.47</b>	<b>855,240.93</b>	<b>785,994.00</b>	<b>866,488.69</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**

**DRAFT - 3.5% EAV**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	130,110.63	132,594.44	123,457.00	112,788.00	127,158.14
5111	Salaries, Non-Exempt	80,925.00	131,781.99	82,462.58	76,104.00	84,919.38
5119	Part-Time Employee Wages	426,772.53	364,055.68	442,340.69	409,788.00	489,303.27
5131	IMRF Pension Contributions	25,555.33	27,668.58	31,378.69	29,812.00	26,317.13
5133	Medicare Contributions	9,248.22	9,037.99	9,399.77	8,632.00	10,170.02
5134	Social Security Contributions	39,544.11	38,642.54	40,192.14	36,912.00	43,485.61
5190	Life Insurance	108.00	68.00	124.20	41.00	165.60
5191	Health Insurance	47,657.41	43,141.54	45,592.69	40,436.00	42,457.62
5195	Optical Insurance	267.93	254.10	313.44	218.00	228.87
5197	Dental Insurance	4,601.33	4,149.76	5,039.55	3,518.00	3,633.93
5210	Supplies	16,200.00	11,737.66	16,700.00	9,711.00	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	1,000.00	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	0.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	4,000.00	384.85	4,000.00	2,000.00	4,000.00
	<b>TOTAL 974</b>	<b>804,790.49</b>	<b>765,585.77</b>	<b>808,300.75</b>	<b>733,237.00</b>	<b>855,839.57</b>



**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	200,674.50	200,674.50	209,358.61	193,248.00	215,632.56
5111	Salaries, Non-Exempt	80,756.52	99,661.99	84,713.59	78,192.00	87,249.24
5119	Part-Time Employee Wages	143,191.49	115,816.41	151,422.22	119,558.00	146,034.96
5131	IMRF Pension Contributions	32,425.24	31,742.53	38,716.24	35,202.00	30,871.41
5133	Medicare Contributions	6,157.03	5,946.79	6,459.67	5,564.00	6,509.29
5134	Social Security Contributions	26,326.60	25,427.67	27,620.65	23,798.00	27,832.84
5190	Life Insurance	180.00	163.20	207.00	164.00	207.00
5191	Health Insurance	63,559.98	51,989.81	75,024.12	54,697.00	69,062.32
5195	Optical Insurance	337.89	290.07	396.82	292.00	247.68
5197	Dental Insurance	5,734.07	5,545.20	6,280.17	5,546.00	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	1,000.00	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
	<b>TOTAL 975</b>	<b>673,743.32</b>	<b>642,777.50</b>	<b>711,599.09</b>	<b>630,227.00</b>	<b>707,313.97</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	115,927.50	61,116.22	118,787.47	62,442.00	122,357.82
5111	Salaries, Non-Exempt	43,855.50	43,855.52	44,688.75	41,256.00	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	11,738.00	14,970.11
5133	Medicare Contributions	2,316.85	1,490.55	2,370.41	1,468.00	2,441.69
5134	Social Security Contributions	9,906.55	6,373.51	10,135.53	6,276.00	10,440.34
5190	Life Insurance	108.00	81.60	124.20	82.00	124.20
5191	Health Insurance	48,112.82	31,180.25	54,863.01	32,804.00	59,361.01
5195	Optical Insurance	267.93	126.95	313.44	128.00	133.47
5197	Dental Insurance	4,601.34	2,028.24	3,980.01	2,028.00	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	200.00	750.00
5315	Professional Services	4,000.00	1,411.98	4,000.00	1,449.00	4,000.00
5380	Printing Services	24,400.00	18,429.00	24,400.00	22,683.00	27,000.00
5392	Postage	13,000.00	16,000.00	13,000.00	12,870.00	16,500.00
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
	<b>TOTAL 976</b>	<b>305,198.05</b>	<b>208,144.43</b>	<b>318,818.33</b>	<b>218,095.00</b>	<b>330,647.80</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	116,171.64	116,161.50	118,378.90	109,260.00	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	81,328.00	90,900.02
5131	IMRF Pension Contributions	15,899.57	16,578.75	19,469.51	17,976.00	15,747.42
5133	Medicare Contributions	3,030.51	2,884.82	2,977.91	2,670.00	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	82.00	82.80
5191	Health Insurance	15,447.16	7,708.35	40,389.24	8,110.00	8,515.22
5195	Optical Insurance	69.96	36.17	146.17	36.00	38.07
5197	Dental Insurance	566.37	539.52	2,300.16	540.00	566.78
5210	Supplies	30,000.00	28,488.68	30,000.00	29,700.00	35,000.00
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	1,680.00	2,500.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	200.00	1,500.00
	<b>TOTAL 977</b>	<b>293,944.08</b>	<b>276,314.28</b>	<b>320,371.93</b>	<b>265,969.80</b>	<b>294,846.68</b>

**DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET**  
**DRAFT - 3.5% EAV**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2020 ADOPTED</b>	<b>2020 ACTUAL</b>	<b>2021 ADOPTED</b>	<b>2021 ESTIMATED</b>	<b>2022 DRAFT</b>
5101	Salaries, Exempt	69,453.92	69,459.00	72,857.17	67,266.00	127,064.15
5111	Salaries, Non-Exempt	0.00	17,980.04	34,807.54	34,812.00	35,851.73
5119	Part-Time Employee Wages	64,972.84	49,602.93	47,157.49	43,324.00	71,153.58
5131	IMRF Pension Contributions	6,542.56	8,159.11	12,187.65	12,364.00	18,060.81
5133	Medicare Contributions	1,949.19	1,954.43	2,244.92	2,082.00	3,394.01
5134	Social Security Contributions	8,334.46	8,356.85	9,598.98	8,900.00	14,512.31
5190	Life Insurance	36.00	54.40	82.80	82.00	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	128.00	228.87
5197	Dental Insurance	1,533.78	1,668.56	2,300.16	2,028.00	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
	<b>TOTAL 978</b>	<b>424,430.57</b>	<b>415,466.13</b>	<b>460,790.22</b>	<b>447,537.10</b>	<b>582,897.42</b>

**DOWNERS GROVE PUBLIC LIBRARY**  
**2022 PROPERTY TAX RATES AND EXTENSIONS**  
**DRAFT - 3.5% EAV**

Change in equalized assessed valuation (EAV)		
2020 EAV (TIF)	2,640,739,179	
2021 EAV	2,763,541,463	
Change in EAV	<b>122,802,284</b>	<b>4.7%</b>
2022 EAV estimated	2,860,265,414	
Estimated change in EAV	<b>96,723,951</b>	<b>3.5%</b>

**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	\$ 5,806,339	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	\$ 5,806,339	0.2103	0.2030	0.2030
Change		1.02%	3.50%		-3.47%	0.00%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2022 PROPERTY TAX RATES AND EXTENSIONS**  
**DRAFT - 3.5% EAV**

**Impact on taxpayer**

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

7/22/2021

**DOWNERS GROVE PUBLIC LIBRARY  
RATES, LEVY, AND EAV HISTORY  
DRAFT - 3.5% EAV**

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

<b><u>LEVY</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022 (EST)</u></b>
<b>Operating</b>	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,806,339
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,806,339
<b>% change YroYr</b>	-2.2%	2.75%	4.1%	3.0%	1.0%	3.5%

<b><u>EAV</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022 (EST)</u></b>
<b>Base</b>	\$ 2,163,725,584	\$ 2,440,178,636	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463
<b>Increase / (Decrease)</b>	\$ 126,771,082	\$ 114,166,496	\$ 122,802,284	\$ 86,394,047	\$ 122,802,284	\$ 96,723,951
<b>Total</b>	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,860,265,414
<b>% change YroYr</b>		5.5%	4.7%	3.4%	4.7%	3.5%

<b>Library Tax Per \$100K Home Value</b>	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.67
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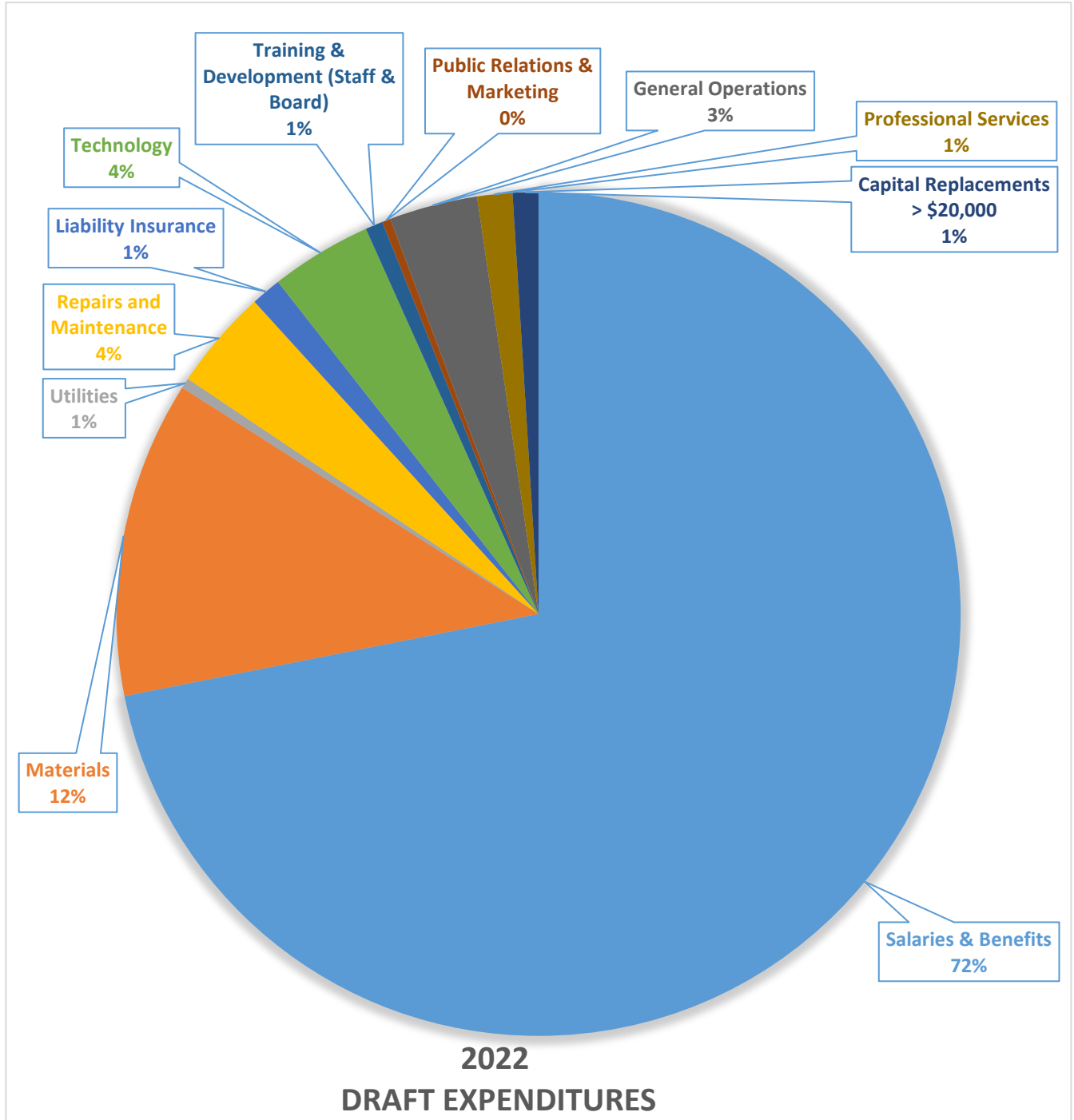
<b>Wage/Salary Increment</b>	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit	1.7% Benchmark, 1.3% Merit for All, OR Minimum Wage Increment
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**Downers Grove Public Library**  
**2022 Draft - 3.5% EAV**

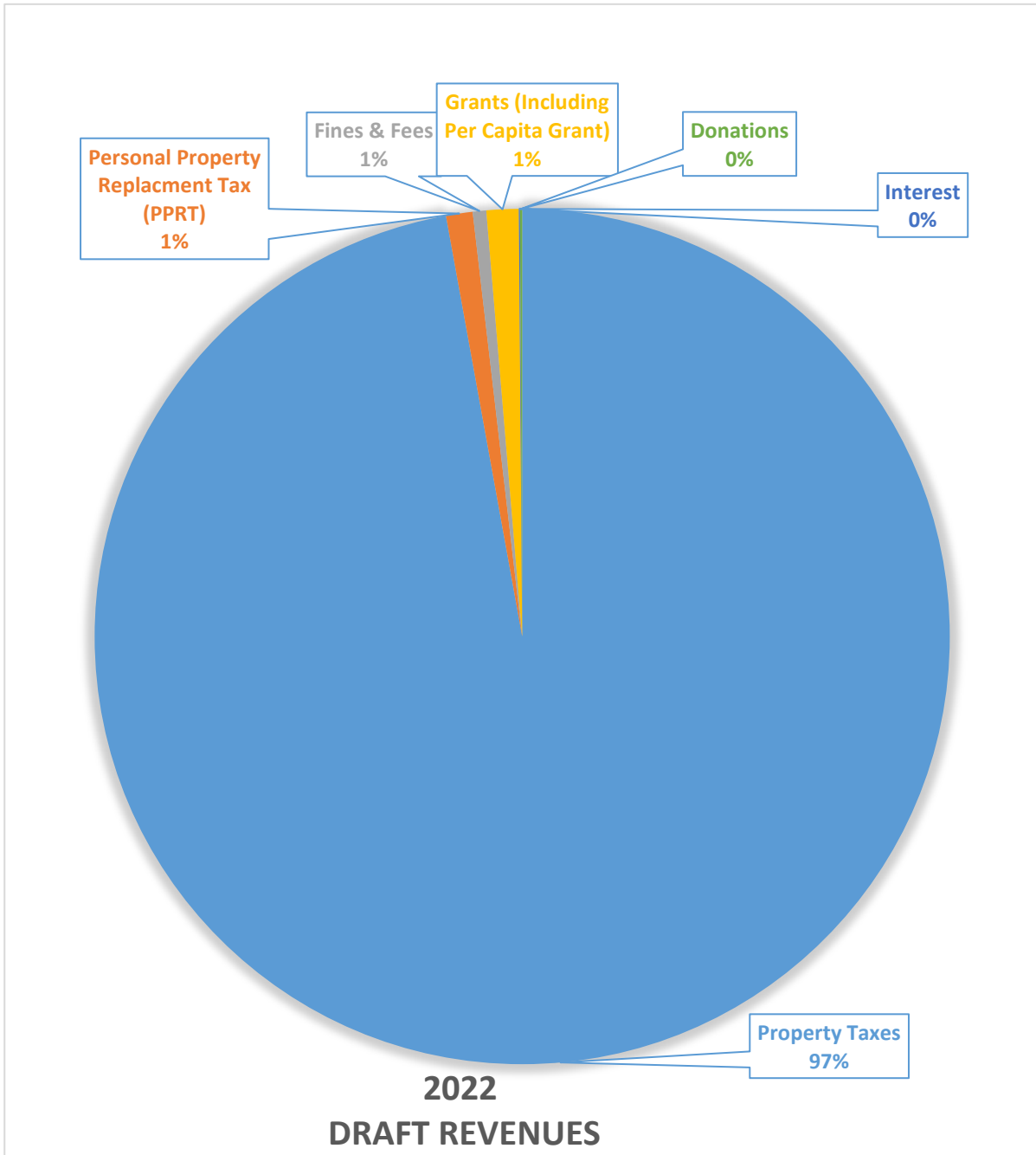
	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	55.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,358,287.57
Benefits (Insurance, IMRF, FICA)	16.9%		\$ 1,030,041.91
Salaries & Benefits	71.9%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,388,329.48
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	3.9%		\$ 235,150.00
Liability Insurance	1.2%		\$ 70,700.00
Technology	3.9%		\$ 237,000.00
Training & Development (Staff & Board)	0.7%		\$ 41,100.00
Public Relations & Marketing	0.3%		\$ 19,500.00
General Operations	3.4%		\$ 206,500.00
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	\$ 6,104,879.48
Property Taxes	97.1%		\$ 5,806,438.79
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	\$ 5,977,027.79



**Downers Grove Public Library  
2022 Draft - 3.5% EAV**



**Downers Grove Public Library  
2022 Draft - 3.5% EAV**



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021**

**Agenda Item 9B**

**COVID-19 Response and Phased Reopening Plan**

At the June 23, 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.

DGPL is in Phase 5 - Bridge to New Normal of its COVID-19 Response and Reopening Phasing Plan. 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 pre-pandemic levels, except in the Kids Room. Study rooms and PC sessions are first-come, first-served, with 2-hour time limits, per person per day.

On Monday, July 5, regular hours resumed: 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 working full hours in the library, with telecommuting available according to regular policies. Curbside service ceased, with pre-pandemic accommodations returning. The café, including the vending machines, are open for public use. Book-an-Expert one-on-one help returned. Later in July, Plexiglas barriers were removed from service desks and workrooms.

Notary service resumes July 26. In-person programming begins in September. Public Meeting and Conference Room reservations open September 13 for bookings through the end of 2021. On November 8, Meeting and Conference Room reservations resume the rolling six-month calendar.

The Management Team continues to review the 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. We are prepared in the event that guidance changes or rollbacks to previous Phases become necessary.

**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  
JULY 28, 2021**

**Agenda Item 10**

**Librarian's Report**

Land Acknowledgment

The land acknowledgement and suite of resources is nearing its final form. The Board of Library Trustees received a link to the draft webpage, which includes the land acknowledgment, an extended version, FAQ, book lists, and other resources links. By Monday, August 2, the final edits will be made to the webpage for the Board's review. Approval of the land acknowledgment will go before the Board of Library Trustees at their August Board meeting. Adult & Teen Services Librarian Van McGary and Public Relations Manager Cindy Khatri led this project, working with Dr. John N. Lowe from Ohio State University and Midwest SOARRING Foundation Executive Director Joseph Standing Bear Schranz. A kick-off event is being planned for Saturday, October 2, tentatively set for 11 a.m., at the Fishel Park band shell. Joseph Standing Bear Schranz will be meeting with Van and Cindy to finalize event details. The Midwest SOARRING Foundation's photography collection will be on display in the Galleries in October.

Lighting Project for Library Capital Reserve Fund

Working with Green Bee Electric and ComEd's Energy Efficiency rebate program, Building Operations Director Ian Knorr was able to negotiate the conversion of all remaining fluorescent lighting in the library to LED, including occupancy sensors and dimming capabilities, for less than budgeted in this year's Library Capital Reserve Fund (LCRF) budget.

Volunteer for Downers Grove Public Library Foundation

The Downers Grove Public Library Foundation is participating in the Rotary GroveFest Non-Profit Volunteer Stipend Program. Any volunteer who signs up with "DGPL Foundation" in the "NFP name/Rotarian Referral Name/Comments" field on their registration will earn \$40 per 4 hour shift worked, paid directly to the Foundation. Find out more and register to volunteer at <https://rotarygrovefest.com/volunteer/>

Time Off

I will be taking significant time off from mid-July through the end of September, mainly long weekends. Assistant Director Jen Ryjewski and the Management Team will be available to handle any issues that may arise in my absence.

Submitted by Julie M. Milavec  
July 22, 2021

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 28, 2021**

**Department Reports – June 2021**

**Administration – Jen Ryjewski**

- Wrote and submitted the Institute of Museum and Library Services (IMLS) American Rescue Plan grant, entitled: Digital Inclusion for All. The grant is for funds that we will use to strengthen the library's capacity to respond to the digital needs of our community quickly, effectively, efficiently, and responsibly by providing a robust and loanable collection of laptop kits which will include: Mac- or Windows-based laptops and carrying cases, hotspots, peripherals, essential software; and increasing our Wi-Fi signal strength to reach beyond the limitations of the physical library building and out into the adjacent village parking lot, garden walk area, and benches along the public sidewalks.
- Attended the following webinars: Bystander Intervention and Conflict De-escalation presented by Hollaback; Pronouns Matter: beyond he/she presented by Pastor Andi Voinovich from First United Methodist Church of Downers Grove; and Domestic Violence/Sexual Assault by presented by Ryan Dowd, with special guest speaker Miranda Dube.
- Met with Programming Team and discussed: the length of the next two issues of our Discoveries newsletter; post-pandemic crisis in-person and virtual programming; potential programs for fall, specifically focusing on Native American History Month; meeting room reservations; and presenter contracts for programs.
- Met with Naomi Mora, the specialist assigned to review our second round for the FEMA grant for reimbursements for PPE and cleaning/disinfecting costs used during the pandemic.
- Met with Friends of the Library and discussed how they could support the Summer Reading Club and possible travel programs for the fall.
- Attended Kids Room first post-COVID, in-person program: Storytime in the Park, which was held outdoors at neighboring Fishel Park and was very well attended.
- Attended National Alliance on Mental Illness Mental Health First Aid for Youth which provided training to give initial help to youth experiencing mental health problems such as depression, anxiety disorders, psychosis, and substance abuse disorders.
- Attended the Library Board of Trustees EDI training with Darrel Washington from RGW Consultants.
- Met with Reesheda Graham Washington from RGW Consultants for the last EDI leadership training for the management team.



- Met with Library Director Julie Milavec, Public Relations Manager Cindy Khatri, and Librarian Van McGary to discuss and finalize our Land Acknowledgement Statement to bring before the Board of Library Trustees.

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

- Summer Reading continued to be a popular activity for staff and patrons in June!
- Programs included: Tie-dye for teens and adults, Next Chapter Book Club, Maker Monday: Rainbow Keychain, Maker Monday: Patriotic Gnomes, Pronouns Matter: Beyond He & She, Job Workshop: Master the Phone Interview, Literary Gardens (with DG Garden Club), Pre-Civil War Quilts, Job Workshop: Cool Tools, and The Long Shadow Q&A.
- Several staff attended NAMI Youth Mental Health First Aid Training.
- Amanda Klenk and Erin Linsenmeyer attended Pride in the Parking Lot hosted by EQDG.
- As part of the phased reopening, we added additional seating on the second floor, reintroduced in-person programming (outdoors as weather permitted), and put newspapers back out on shelf for the public.

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

- Summer Reading Club continued to gain participants with 933 children signed up for the program by the end of June. So far, we have been very pleased with our participation numbers this year which have already increased significantly from last year's pandemic affected numbers.
- On June 9, the Kids Room held our first in-person program since March 2020. Doggy Storytime-Bark in the Park was presented by Sharon Hrycewicz and Kelly Pocci and was held at Fishel Park. Sharon and Kelly did a great job in the outdoor environment and 41 patrons attended. We held two more outdoor programs at Fishel Park in June and more are planned for July. These programs are possible through a partnership with Downers Grove Park District, who are allowing us use of Fishel Park.
- The Kids Room has once again partnered with District 58's PTA Math Club program this summer. Since we were still unable to provide the club with physical space to hand out their prizes, we handed the prizes out for the Math Club again at our service desk. We are glad to be able to do this to make it easier on families who participate in both programs.
- Outreach Coordinator Erin Linsenmeyer participated in two outreach events this month. First, she attended Pride in the Parking Lot that Downers Grove First United Methodist Church hosted on June 6 to booktalk some of the great LGBTQIA+ books that we have in the Kids Room. She also participated in some one-on-one Zoom sessions with English Language Learners from Herrick Elementary School. She recommended books based on the student's interests and spoke to them about other library programs and services.

- Several Kids Room staff members attended the virtual training sessions provided by NAMI DuPage on Mental Health First Aid on June 10 and June 22.

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

- We wrapped up curbside service with serving 410 patrons during the month of June. Curbside use was dramatically down from when we first started.
- We made preparations for our full reopen in July, clearing out the Cafe which had been ground zero for curbside.
- Rack at the Track is back! We are restocking the shelves at the track every Tuesday. So far, we have heard positive feedback from our patrons.
- We worked with Unique Management to have the DGPL phone number displayed when Unique contacts patrons regarding overdue materials. This has cut down confusion on why a third party is contacting patrons regarding overdue fines.
- In June, we created 278 new library cards - quite an impressive figure!
- Staff participated in creating puzzle pieces for the DGPL staff puzzle displayed in the gallery. We have such creative staff!

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

- IT prepared for the ease of restrictions that went into effect on June 11. This included recording new phone greetings, PA messages, reconfiguring the public computer policies (revert back to extendable one-hour sessions, slight decrease in daily printing credit), and the usual minor tweaks to service desks. All things considered, that slight return to normal went pretty smoothly.
- Computer Help Desk Associate Lauren Cantore Gonzalez and IT Manager Paul Regis posted a job for an upcoming Computer Help Desk Associate opening towards the end of the month.
- IT held six virtual classes in June, including a new class focused on Pages, a Mac word processing program.

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

- The PR team launched the Celebrate Pride page, with Pride resources and featured events. Pride-themed Summer Reading Club images were utilized on digital platforms.
- The PR team tracked and responded to the public response of the Pronouns program. Support in favor of the event and the library's efforts to support the LGBTQ+ community was overwhelmingly positive.
- Brian Ruane, Marketing Content Coordinator, continued to monitor and respond to thoughtful comments and feedback about the library's LGBTQ+ posts on social media. He also promoted LGBTQ+ themed book lists and resources on social media throughout the month.

- Cindy Khatri, Public Relations Manager, met with Rep. Sean Casten and Rep. Bill Foster along with Julie Milavec, Dave Humphreys, and EQDG representatives to discuss the library's EDI initiatives.
- Cindy submitted two proposals to present at PLA: one with Van McGary, Adult and Teen Services Librarian, about Anti-Hate Statements, and one with Lauren Gonzalez, Computer Help Desk Supervisor, and Ed Bromiel, Media Lab Coordinator, about the library's podcast.
- The PR team took numerous webinars to learn how to use Monday.com and worked on creating a new help ticket system in preparation for a July roll-out.
- Cindy met with Joseph Standing Bear from the Midwest SOARRING Foundation to discuss partnership opportunities regarding how the library can help to support the Foundation. In addition, planning the Land Acknowledgment announcement event was discussed.
- The Summer Reading Club Crayon Scavenger Hunt is going smoothly with over 100 entries in the first month and lots of positive responses. Brian continued the library's campaign on social media to encourage people to participate in both the scavenger hunt and the SRC program.
- Grace Goodwyn, Graphic Design and Display Coordinator, finalized the design and layout of the July/August Discoveries and sent it to the printer.
- Cindy met with marketing staff from Oak Park Public Library and Skokie Public Library to discuss EDI initiatives and how to communicate their importance both internally and externally.
- The PR team prepared for the service updates scheduled for July 5, including signage creation and website changes.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- Nora Mastny and MaryKellie Marquez did a presentation on "Item Data Cleanup" at the LACONI Technical Services Section meeting on Friday, June 11. Amy Prechel and Maria Patacsil attended the presentation.
- Final preparations were made to go live on the ASPEN catalog on July 14.
- Amy and Nora are joining the Notary Team at the library and received training on June 22. Notary service is anticipated to start up again in July.
- A training for collection selectors on leveraging Ingram's full-text review service was held on Monday, June 28.
- Amy is working with Nora on cross-training for Acquisitions and Cataloging duties in anticipation of Nora's upcoming vacation in July. Individual meetings with staff members and project preparation for Amy's upcoming maternity leave also continued in June.
- All of the Access Clerks took vacations in June.

### Inventory and Cataloging

- For ATS collection in June: added 1584 print items, 237 AV items; discarded 2375 print and 295 AV items.
- For Kids Room collection in June: added 1024 print items and 42 AV items; discarded 789 print and 16 AV items.
- These statistics include items deleted by SWAN.
- 10 Board games were added to the Adult and Teen collection. 11 books were added to the Polish collection. 16 Math resource kits and 17 Read Alongs were added to the Kids Room collection.
- We claimed 15 magazines that did not arrive as anticipated.
- 10 original cataloging records were created in June.

### Reclassification and Repairs

- Repaired 767 ATS and Kids Room books and audiovisual items in June.
- Reclassified 535 ATS and Kids Room items in June.
- The Access Clerks completed the reclassification of items for the new Kids Room Superhero collection.
- Our disc cleaning machine was back online mid-month after being taken in for servicing.
- The Access team worked on withdrawing magazines for the annual giveaway planned for July 17.

### Staff Training and Professional Development

- Amy and Nora attended the SWAN Cataloging meeting on Thursday, June 3.
- Amy and Nora attended the SWAN Diversity and Inclusion in Metadata Working Group meetings on June 4, 18, and 23.
- Amy and Nora attended PLA programs “Re-Weaving the Culture through Inclusive Norms in the Public Library” on June 3 and “Dismantling Racism in Collaborative Collections” on June 9.
- Amy and Nora attended Ingram's online conference #TheLibraryLife: Link&Learn on June 15-17.
- Nora attended the annual ALA conference June 23- 29.
- Amy and Nora each did 4 In-charge shifts in June.

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

- Ian attended Equity, Diversity, and Inclusion training
- Ian met with Austin Fiegel and Dillon Drayer from Trane to review additional Indoor Air Quality steps we could take to improve indoor air quality. As of now we meet all code requirements and ASHRAE requirements. This would be in addition to industry

standards and give us Trane's IAQ improvement certification. This has been approved and Ian is in the process of scheduling.

- Ian met with all Facilities staff and went over performance reviews.
- Ian had his department meeting with Julie and Jen.
- Ian scheduled annual backflow testing for July 16.
- Ian met with Brooke from Shales McNutt Construction to review outstanding punchlist items from the roof renovation work. Items have been scheduled for completion.
- Ian attended an online training titled Delegating and Empowering Employees.
- Ian met with Davey Tree Service to assess the health of decorative trees around the building. Due to age and disease 3 Service Berry trees at the north lot and 1 Viburnum tree in the garden walk will need to be removed. New trees will be planted when they are available in the fall. Davey will also be pruning, dead-wooding, and shaping all trees around the property in the next coming weeks.
- Ian and Rolando Esquivel from Elara Engineering held the mandatory pre-bid meeting for the lighting relay panel project. Seven bidders attended the meeting and walk-through.

June						
Circulation	JUN 21	%	JUN 20	%	JUN 19	%
<b>Checkouts</b>						
Selfchecks	39,759	74.80%	168	1%	45,915	75%
Staff desk	13,393	25.20%	17,594	99%	15,678	25%
<b>Total checkouts</b>	<b>53,152</b>		<b>17,762</b>		<b>61,593</b>	
<b>Renewals</b>						
Auto-renewal	28,776		36,960		31,401	
Selfchecks	11		0		36	
Staff desk (incl. phone)	365		176		283	
Patron self-renewals on website	488		507		714	
Patron self-renewals on BookMyne	0		4		55	
BlueCloud Mobile/Web services (22 & 11)	134		43			
<b>Total renewals</b>	<b>29,774</b>		<b>37,690</b>		<b>32,489</b>	
<b>Total item checkout and renewals</b>	<b>82,926</b>		<b>55,452</b>		<b>94,082</b>	
<b>Digital Circulation</b>	<b>11,525</b>		<b>13,391</b>		<b>8,429</b>	
<b>Total Circulation</b>	<b>94,451</b>		<b>68,843</b>		<b>102,511</b>	
<b>Reserves Processed</b>						
Received from ILL	5,114		0		6,197	
ILL sent	4,189		0		4,627	
OCLC requests processed	153		0		214	
<b>Gate Count</b>						
North	15,174		0		25,994	
South	9,174		0		17,639	
<b>Total</b>	<b>24,348</b>		<b>0</b>		<b>43,633</b>	
<b>Curbside Count</b>	<b>410</b>		<b>x</b>		<b>x</b>	
<b>Registrations</b>						
New resident library cards	185		88		231	
New fee cards	2				4	
Professional Development Hours	32		10		0	
Cost of Professional Development	\$0		\$0		0	

**Circulation**

	Jun 2020	Jun 2021	YTD Totals			
Adult	28,399	40,001	148,763	205,777		
Teen	1,608	2,737	5,603	11,220		
Children	25,445	40,188	114,649	181,885		
Download	13,391	11,525	72,826	73,129	YTD Difference	
<b>Total</b>	<b>68,843</b>	<b>94,451</b>	<b>341,841</b>	<b>472,011</b>	130,170	38.1%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,095	65.24%	3,116	7.79%	7,456	18.64%	3,334	8.33%	40,001
Teen	2,657	97.08%	31	1.13%	19	0.69%	30	1.10%	2,737
Children	35,210	87.61%	1,152	2.87%	2,771	6.90%	1,055	2.63%	40,188
<b>Total</b>	<b>63,962</b>	<b>77.13%</b>	<b>4,299</b>	<b>5.18%</b>	<b>10,246</b>	<b>12.36%</b>	<b>4,419</b>	<b>5.33%</b>	<b>82,926</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	120,283	76.10%	15,691	9.93%	15,006	9.49%	7,080	4.48%	158,060
Children	81,188	86.26%	2,875	3.05%	8,098	8.60%	1,962	2.08%	94,123
<b>Total</b>	<b>201,471</b>	<b>79.89%</b>	<b>18,566</b>	<b>7.36%</b>	<b>23,104</b>	<b>9.16%</b>	<b>9,042</b>	<b>3.59%</b>	<b>252,183</b>

**Book Collection**

	Jun 2020	Jun 2021	YTD Totals		YTD Difference	
Adult	116,971	120,283				
Children	78,014	81,188				
<b>Total</b>	<b>194,985</b>	<b>201,471</b>	<b>194,985</b>	<b>201,471</b>	6,486	3.3%

**Audio Collection**

	Jun 2020	Jun 2021	YTD Totals		YTD Difference	
Adult	15,352	15,691				
Children	2,717	2,875				
<b>Total</b>	<b>18,069</b>	<b>18,566</b>	<b>18,069</b>	<b>18,566</b>	497	2.8%

**Video Collection**

	Jun 2020	Jun 2021	YTD Totals		YTD Difference	
Adult	16,406	15,006				
Children	8,246	8,098				
<b>Total</b>	<b>24,652</b>	<b>23,104</b>	<b>24,652</b>	<b>23,104</b>	-1,548	-6.3%

**Miscellaneous Collection**

	Jun 2020	Jun 2021	YTD Totals		YTD Difference	
Adult	8,165	7,080				
Children	1,938	1,962				
<b>Total</b>	<b>10,103</b>	<b>9,042</b>	<b>10,103</b>	<b>9,042</b>	-1,061	-10.5%

### Rooms & Spaces

	Jun 2020	Jun 2021				
Community Use of Rooms	0	143				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>0</b>	<b>143</b>	<b>YTD Totals</b>	<b>497</b>	<b>YTD Difference</b>	
					-2,950	-85.6%

### Programs Offered

	Jun 2020	Jun 2021				
Library Programs Offered						
Adult	3	15				
Teen	0	1				
Children	0	4				
Outreach Programs Offered						
Adult	0	1				
Teen	0	0				
Children	0	1				
Passive Programs Offered						
Adult	4	4				
Teen	3	17				
Children	11	23				
<b>Programs Offered Total</b>	<b>21</b>	<b>66</b>	<b>YTD Totals</b>	<b>398</b>	<b>YTD Difference</b>	
					-2	-0.5%

### Program Attendance

	Jun 2020	Jun 2021				
Library Program Attendance						
Adult	8	228				
Teen	0	9				
Children	0	126				
Outreach Program Attendance						
Adult	0	50				
Teen	0	50				
Children	0	10				
Passive Program Attendance						
Adult	101	494				
Teen	50	376				
Children	519	775				
<b>Program Attendance Total</b>	<b>678</b>	<b>2,118</b>	<b>YTD Totals</b>	<b>11,472</b>	<b>YTD Difference</b>	
					197	1.7%
Virtual Program Hours Viewed	54	165	57	860		



## Statistics for June 2021 (FY Jan-Dec)

### Visits

	Jun 2020	Jun 2021				
Gate Count	0	24,348				
Curbside Pickup	0	410				
Locker Pickup	0	0	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>0</b>	<b>24,758</b>	<b>89,055</b>	<b>121,210</b>	32,155	36.1%

### One-on-Ones

	Jun 2020	Jun 2021				
Book-a-Tech	13	13				
Notary	0	3	YTD Totals		YTD Difference	
<b>Total</b>	<b>13</b>	<b>16</b>	<b>247</b>	<b>117</b>	-130	-52.6%

### Computer User Sessions

	Jun 2020	Jun 2021				
Adult	0	1,673				
Children	0	0	YTD Totals		YTD Difference	
<b>Total</b>	<b>0</b>	<b>1,673</b>	<b>10,077</b>	<b>6,691</b>	-3,386	-33.6%
Wireless Sessions	0	784	6,112	2,562	-3,550	-58.1%

### Website Views

	Jun 2020	Jun 2021	YTD Totals		YTD Difference	
Total Views	25,694	36,165	69,003	162,844	93,841	136.0%

### The Cupboard

	Jun 2021	YTD Totals
Donations Received	5,152	7,803