

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 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. July 28, 2021 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. July 2021 Financial Report
 - b. August 2021 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Land Acknowledgment Requested Action: Approval
9. Unfinished Business
 - a. FY 2022 Budget and Levy Requested Action: Approval
 - 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
JULY 28, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, President Jonathan Graber. Absent: Trustee Kim Stapleton.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr, Marian Cook.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 23, 2021 Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the June 23, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. June 2021 Financial Report. Library Director Milavec presented the report. The library was halfway through the year at the end of June and 49% of the projected revenue had been posted to date. Milavec anticipates a couple more property tax payments in July and then a little lull until the rest of the property tax payments start posting in the fall. Expenditures are at 41.9% expended.
 - b. July 2021 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of July 2021 Capital Replacement Fund invoices totaling \$36,750.00, the payment of July 2021 Operating Fund invoices totaling \$155,396.66, the acceptance of July 2021 credit memos totaling \$21.98, and the ratification of June 2021 payrolls totaling \$240,281.34 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment. Marian Cook commented that she agrees with everything the library is doing to keep patrons safe. She asked when the media rooms would reopen. Milavec

responded that she anticipates they will reopen around the time the Meeting Room and conference rooms reopen to the public in September.

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

8. **New Business.**

- a. 2021 Update to Capital Needs Assessment Report 2017-2027. The Capital Needs Assessment Report acts as the spending plan for the library's Capital Replacement Fund. Updates are made periodically. Library Director Milavec added a placeholder of \$200,000 to next year's capital replacement budget for the renovation of the Access Services, Children's Services, and IT workrooms, none of which have been updated since 1999. Space needs to be reallocated as staffing patterns and desk configurations no longer work. The project would not start until well into 2022 and would possibly go into 2023. The library is well on track to hit its target ending balance in the Capital Replacement Fund and current estimates show it exceeding the one million dollar target balance in 2027 by about \$300,000.

It was moved by Humphreys and seconded by Gigani THAT the 2021 Update to Capital Needs Assessment Report 2021-2027 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- b. Lighting Relay Panel Replacement Project Decline to Award. Building Operations Director Ian Knorr reported that there were seven bidders for the relay panel project but when it came to bid opening, it was clear that the engineering estimate that the library received from Elara Engineering was not in line with what the bidders estimated for the project. The difference was due to manufacturing and cost issues for some materials, labor costs, and an underestimate of the scope of the project by the electrical engineer. Knorr is working on value engineering options, which would involve not doing a complete replacement, but retrofitting the panels and replacing the relays. It would still be a new system but not as advanced. Knorr is waiting on pricing and availability of the materials.

Library Director Milavec noted that the library is going to be doing a new lighting project with GreenBee Electrical, which will utilize the ComEd Energy Efficiency Program to switch over the remainder of the building to LED lighting. There will be daylight harvesting and occupancy sensors coming with the changeover as well.

It was moved by Humphreys and seconded by Khuntia THAT the Board decline to award the Lighting Relay Panel Project. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- c. Library Director Evaluation Timeline. The Board discussed the proposed timeline for the Library Director's evaluation. Library Director Milavec will complete her self-evaluation after the September Board meeting and will send it, along with the evaluation forms, to the Board. At the October meeting, the Board will go into closed session to create the evaluation and designate a Trustee to give Milavec her evaluation before the November Board meeting.

9. **Unfinished Business.**

- a. FY 2022 Draft Budget. After the Board's discussion at the June meeting, it was decided to target a flat tax rate for taxpayers. The Downtown TIF District is expiring and will come back onto the tax rolls for the library, which will increase the EAV. As the EAV goes up, the tax rate goes down. Library Director Milavec presented three different EAV estimates to the Board – 3.5%, 4.5%, and 5.5%. The Village is estimating the EAV increase to be 4.6% based on the average over the last few years, so the library's estimates seem to be in the same ballpark. For every one percent the library is over or under the EAV change, the tax rate will go up or down approximately \$2.07 for the average homeowner.

As in years past, the library is looking to utilize the fund balance to balance the budget. The library has been coming in well under budget every year and anticipates that again in 2021. The increase in expenditures in the proposed budget is 4.2%, which includes a 3% increase in staff salaries and wages plus some changes to the structure of public safety staffing. For the last several years, the non-personnel expenses have stayed flat, but this year's proposed budget includes a 4.1% increase. The IMRF rate has gone down for 2022, from just over 11% to just under 9%. Milavec also included anticipated changes to the employee benefits lines. All three versions of the proposed budget estimate an Operating Fund balance of approximately \$900,000. The general consensus of the Board was to go with the 4.5% estimated EAV.

- b. COVID-19 Response and Phased Reopening Plan. Staff are watching all of the latest guidance on masking and vaccinations. As of the meeting, DuPage County was still at the moderate transmission level. Notary service will resume on Monday and in-person programming will resume in September. The Meeting Room and conference rooms will open for public bookings beginning in September. The plan is to continue moving forward and staff are hopeful services will not have to be rolled back again. Plexiglas came down and staff are required to show vaccination cards if they want to work without a mask. The Kids Room is still requiring masks and social distancing for patrons and staff. Toys in the Kids Room will not return until kids can be vaccinated. Trustee Dougherty asked about the process if the library does have to roll back services. Milavec responded that it depends on the guidance

from the CDC and IDPH. The most difficult thing would be adjusting to another mask mandate and staff are starting to formulate a plan.

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

- 10. Library Director's Report.** Library Director Milavec presented her report. The lank acknowledgement and accompanying resources is nearing its final version. It will come before the Board at the August meeting for discussion and approval. Staff are planning the first reading event and ceremony for October 2 and working with Midwest SOARRING Foundation and their Executive Director Joseph Standing Bear Schranz. The library is planning to put up plaques of the acknowledgement at each entrance of the library and a children's version at the entrance to the Kids Room as well. The anti-hate statement framework will come back before the Board in September and Reesheda Graham Washington will attend the meeting to facilitate the discussion. The pickup lockers still have no install date. The Downers Grove Public Library Foundation has registered for the non-profit volunteer stipend program for Rotary GroveFest. The Foundation will receive \$40 for each person who registers to volunteer for the fest and lists the Foundation as the non-profit organization.

11. Trustee Comments and Requests for Information.

Trustee Humphreys has been working with food and housing challenged people and the issue of library cards has come up again. A couple of years ago, the library developed a process where PADS-registered guests could get a library card. Over the past 18 months, PADS has changed their process and they do not have shelters at this time. Trustee Humphreys asked about a way the library could get cards to people who are not PADS residents.

Trustee Khuntia asked about the public safety staffing reorganization. Library Director Milavec commented that Building Operations Director Ian Knorr has been looking at a number of other libraries and their models for staffing maintenance, public safety, and security. He has created three different models for consideration. Trustee Khuntia wanted to make sure that staff safety was also a priority in this process.

- 12. Adjournment.** President Graber adjourned the meeting at 8:31 p.m.

DOWNERS GROVE LIBRARY 7/31/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,362,619	\$ 448,759
FUND BALANCE	1,319,665	\$ 448,759

Revenue by Object Report

Village of Downers Grove
7/1/2021 through 7/31/2021

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	244,682.37	2,967,369.46	2,586,104.54	53.43
4109 Prior Year Property Taxes	100.00	9.01	149.23	-49.23	149.23
4313 Personal Property Replacement Tax	51,500.00	16,975.38	74,116.72	-22,616.72	143.92
4410 Sales of Materials	2,000.00	5.00	315.28	1,684.72	15.76
4502 Charges For Services	10,000.00	933.47	7,199.14	2,800.86	71.99
4509 Fees For Non-Residents	8,000.00	282.00	7,332.00	668.00	91.65
4571 Rental Fees	2,000.00	0.00	0.00	2,000.00	0.00
4581 Fines	0.00	108.40	959.14	-959.14	0.00
4590 Cost Recovered For Services	7,500.00	233.22	6,286.80	1,213.20	83.82
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	0.00	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	648.21	3,239.17	1,760.83	64.78
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,719,663.00	263,877.06	3,066,983.00	2,652,680.00	53.62

Capital Replacement Fund

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Periods: 7 through 7

Expenditures by Object Report

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Village of Downers Grove
7/1/2021 through 7/31/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
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	36,750.00	565,332.86	0.00	662,767.14	46.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	1,228,100.00	36,750.00	565,332.86	0.00	662,767.14	46.0

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Periods: 7 through 7

Expenditures by Object Report

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Village of Downers Grove
7/1/2021 through 7/31/2021

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	188,680.50	938,169.22	0.00	694,126.07	57.4
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	38,117.91	191,370.03	0.00	138,423.62	58.0
5119 Part-Time Employee Wages	1,218,289.29	136,467.98	684,017.39	0.00	534,271.90	56.1
5121 Overtime	0.00	91.98	588.02	0.00	-588.02	0.0
5131 IMRF Pension Contributions	288,300.11	33,414.71	165,929.52	0.00	122,370.59	57.5
5133 Medicare Contributions	46,115.48	5,195.31	25,851.91	0.00	20,263.57	56.0
5134 Social Security Contributions	197,183.45	22,213.72	110,537.16	0.00	86,646.29	56.0
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	541.45	0.00	741.95	42.1
5191 Health Insurance	454,937.29	34,366.96	239,539.78	0.00	215,397.51	52.6
5195 Optical Insurance	2,520.47	149.94	1,045.79	0.00	1,474.68	41.4
5197 Dental Insurance	38,120.25	2,603.58	18,163.03	0.00	19,957.22	47.6
5210 Supplies	98,000.00	6,283.08	47,949.42	0.00	50,050.58	48.9
5251 Maintenance Supplies	21,750.00	1,428.46	10,233.62	0.00	11,516.38	47.0
5280 Small Tools & Equipment	29,600.00	1,203.91	6,448.45	0.00	23,151.55	21.7
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	75.00	4,012.00	0.00	3,488.00	53.4
5303 Seminars, Conferences & Meetings	28,110.00	231.38	5,799.82	0.00	22,310.18	20.6
5308 Recognition Program-Staff	5,000.00	128.12	1,397.98	0.00	3,602.02	27.9
5315 Professional Services	62,000.00	6,398.77	36,792.50	0.00	25,207.50	59.3
5322 Personnel Recruitment	1,000.00	150.00	286.90	0.00	713.10	28.6
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	16,540.25	82,712.17	0.00	28,062.83	74.6
5380 Printing Services	24,800.00	3,217.00	10,778.00	0.00	14,022.00	43.4
5391 Telephone	17,000.00	865.71	9,105.70	0.00	7,894.30	53.5
5392 Postage	25,500.00	3,000.00	12,222.00	0.00	13,278.00	47.9
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

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Periods: 7 through 7

Expenditures by Object Report

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Village of Downers Grove
7/1/2021 through 7/31/2021

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	1,676.58	8,577.14	0.00	10,422.86	45.1
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	7,318.00	39,829.92	0.00	51,670.08	43.5
5450 Cleaning Services	80,000.00	12,135.14	53,321.91	0.00	26,678.09	66.6
5461 Utilities	24,250.00	920.89	8,391.08	0.00	15,858.92	34.6
5470 Other Equipment Repair And Maintenance	11,500.00	2,721.13	8,576.42	0.00	2,923.58	74.5
5481 Rentals	15,500.00	818.39	9,282.05	0.00	6,217.95	59.8
5620 Recoverables	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	58,000.00	4,837.31	35,504.89	0.00	22,495.11	61.2
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	227,800.00	45,919.30	141,808.60	0.00	85,991.40	62.2
5852 Print Materials	345,500.00	26,505.90	160,351.08	0.00	185,148.92	46.4
5853 Audiovisual Materials	147,200.00	10,274.30	52,551.38	0.00	94,648.62	35.7
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	3,061.55	22,584.28	0.00	29,415.72	43.4
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,207,823.68	617,090.11	3,218,932.61	0.00	2,988,891.07	51.8

Capital Replacement Fund

InvEdPst
08/17/2021 2:03PM

Invoice Edit Listing
Village of Downers Grove

Page: 5

August 25, 2021

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018808 ELARA ENGINEERING	1	4,378.50	0.00	4,378.50
021177 GREENBEE, LLC	1	12,439.60	0.00	12,439.60
015079 SHALES MC NUTT, LLC	2	145,768.08	0.00	145,768.08
Grand Total:	4	162,586.18	0.00	162,586.18

INVOICES OF NOTE

For Library Board Meeting on August 25, 2021
Capital Replacement Fund

018808	Elara Engineering (Lighting Relay Panel Replacement)	\$4,378.50
021177	GreenBee, LLC (Lighting Work)	\$12,439.60
015079	Shales Mc Nutt, LLC (Roof Replacement Project)	\$145,768.08

InvEdPst
08/18/2021 11:15AM

Invoice Edit Listing
Village of Downers Grove

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August 25, 2021

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000165 ADVANTAGE MICROFILM SERVICES, INC.	1	665.00	0.00	665.00
018984 AFFILIATED CUSTOMER SERVICE, INC.	1	695.00	0.00	695.00
000195 AIR FILTER ENGINEERS, INC.	1	905.60	0.00	905.60
018213 AMAZON CAPITAL SERVICES, INC.	5	1,285.77	0.00	1,285.77
000322 AMAZON.COM	1	1,475.32	0.00	1,475.32
000428 ANDERSON'S BOOKS, INC.	1	47.98	0.00	47.98
000403 AT&T	1	267.35	0.00	267.35
000672 BAKER & TAYLOR - L0217582	33	2,241.46	0.00	2,241.46
019652 BEST QUALITY CLEANING	1	5,482.00	0.00	5,482.00
016893 BIBLIOTHECA, LLC	2	2,038.01	0.00	2,038.01
000829 BLACKSTONE AUDIOBOOKS	23	1,494.32	0.00	1,494.32
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
008323 CENGAGE LEARNING	11	1,197.15	0.00	1,197.15
001277 CENTER POINT PUBLISHING	2	342.15	0.00	342.15
002319 CHAMBER630	1	445.00	0.00	445.00
001377 CHICAGO TRIBUNE	1	116.74	0.00	116.74
001459 CINTAS CORPORATION	4	379.64	0.00	379.64
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	356.55	0.00	356.55
009238 DG ECONOMIC DEVELOPMENT CORP	1	500.00	0.00	500.00
002356 DOWNERS GROVE ROTARY CLUB	6	720.00	0.00	720.00
002359 DOWNERS GROVE SANITARY DIST.	2	157.59	0.00	157.59

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002729 EVERY DAY'S A SUNDAE	1	1,418.50	0.00	1,418.50
005572 FIA CARD SERVICES, N.A.	13	7,871.29	0.00	7,871.29
009775 FINDAWAY WORLD, LLC	8	4,463.68	0.00	4,463.68
017510 FIRST COMMUNICATIONS, LLC	1	456.39	0.00	456.39
019894 FISH WINDOW CLEANING	1	1,595.00	0.00	1,595.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	1,031.85	0.00	1,031.85
020596 GOODWYN, GRACE	1	245.00	0.00	245.00
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	622.76	0.00	622.76
008770 GRAINGER	10	674.45	0.00	674.45
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003688 INGRAM LIBRARY SERVICES, LLC	78	25,901.96	0.00	25,901.96
012834 IPROMOTEU	1	890.23	0.00	890.23
021164 KENNETH D. TYLER	1	29.95	0.00	29.95
004812 KLEIN, THORPE AND JENKINS, LTD	1	396.00	0.00	396.00
021168 LUIS TUBENS	1	125.00	0.00	125.00
005613 MEDLIN COMMUNICATIONS, INC.	1	703.11	0.00	703.11
005866 MIDWEST TAPE	16	6,205.58	0.00	6,205.58
006161 NICOR GAS	1	596.95	0.00	596.95
019473 OC CREATIVE, INC.	1	400.00	0.00	400.00
012499 OVERDRIVE, INC.	2	5,281.29	0.00	5,281.29
021162 PALAMIDIS, JESSICA	1	96.05	0.00	96.05
018491 PEOPLEFACTS, LLC	1	76.36	0.00	76.36

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006640 POLONIA BOOKSTORE, INC.	1	22.00	0.00	22.00
006698 PRINT SMART	1	282.42	0.00	282.42
018708 QUIPU GROUP, LLC	1	2,704.00	0.00	2,704.00
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
020030 RGW CONSULTING, LLC	1	3,833.00	0.00	3,833.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	4	231.94	0.00	231.94
007517 SCHOLASTIC LIBRARY PUBLISHING	1	9,576.00	0.00	9,576.00
021167 SIX GENERATION GENEALOGY	1	125.00	0.00	125.00
013611 SKOCIK, TRACI	1	7.39	0.00	7.39
007861 STEPHENS PLUMBING AND HEATING,	1	775.00	0.00	775.00
008391 TODAY'S BUSINESS SOLUTIONS	1	30.08	0.00	30.08
011517 UNIQUE MANAGEMENT SERVICES, IN	1	89.50	0.00	89.50
018458 URBAN ELEVATOR SERVICE, LLC	1	224.97	0.00	224.97
021175 WILLIAM PACK	1	250.00	0.00	250.00
Grand Total:	263	100,173.36	0.00	100,173.36

INVOICES OF NOTE

For Library Board Meeting on August 25, 2021

009238	DG Economic Development Corp (Annual Investment)	\$500.00
002356	Downers Grove Rotary Club (Quarterly Dues - Multiple years)	\$720.00
002729	Every Day's a Sundae (Coupons for SRC Prizes)	\$1,418.50
020596	Goodwyn, Grace (Employee Reimbursement)	\$245.00
012834	IPromoteU (Branded DGPL Tote Bags & Cups)	\$890.23
021164	Kenneth D. Tyler (History of Herrick Middle School Book)	\$29.95
021168	Luis Tubens (Program Payment)	\$125.00
021162	Palamidis, Jessica (Employee Reimbursement)	\$96.05
018708	Quipu Group, LLC (PITS Annual Subscription Fee)	\$2,704.00
020030	RGW Consulting, LLC (EDI Consulting Monthly Fee)	\$3,833.00
007517	Scholastic Library Publishing (Database Renewals)	\$9,576.00
021167	Six Generation Genealogy (Program Payment)	\$125.00
021175	William Pack (Program Payment)	\$250.00

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
000829 BLACKSTONE AUDIOBOOKS	3	97.49
018213 AMAZON CAPITAL SERVICES, INC.	1	443.93
<u>Grand Total:</u>	<u>4</u>	<u>541.42</u>

Library Credit Card Details for the August 25, 2021 Board Meeting

Julie Milavec				
971	5302 Dues & Membership	ATLAS Annual Dues	\$	54.67
			Total	\$ 54.67
Katelyn Vabalaitis				
971	5210 Supplies	Toner, Staff Room Supplies, Office Supplies	\$	570.00
971	5303 Seminars, Mtgs, & Conferences	HR Source Onboarding Training	\$	195.00
978	5391 Telephone	Comcast Monthly Payment	\$	341.75
			Total	\$ 1,106.75
Ian Knorr				
978	5210 Supplies	Blueprint Rack, PC Monitor Mount	\$	373.93
978	5251 Maintenance Supplies	Plastic Welder, Face Masks	\$	240.70
978	5280 Small Tools & Equipment	Caulk Removal Tools, Wet/Dry Vacuum, Welder	\$	253.57
978	5470 Equipment Repair & Maintenance	Caulk, Floor Outlet Cover, Gas for Rental Truck, Paint	\$	314.09
			Total	\$ 1,182.29
Elizabeth Matkowski				
			Total	\$ -
Karen Bonarek				
972	5852 Printed Materials	One copy of "Almost an American Girl"	\$	10.39
			Total	\$ 10.39
Amelia Prechel				
972	5852 Print Materials	Magazine, WTTW Annual Renewal, Book Club Materials	\$	208.41
977	5210 Supplies	Labels, Blu-Ray Cases, Water	\$	95.60
977	5303 Seminars, Mtgs, & Conferences	ILA Membership Renewal	\$	100.00
			Total	\$ 404.01
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	63.38
973	5303 Seminars, Mtgs, & Conferences	Continuing Education: Homeschooling	\$	135.00
973	5853 AV Materials	DVD Requested by Patron	\$	7.81
			Total	\$ 206.19
Traci Skocik				
973	5210 Supplies	Program Supplies, Office Supplies, Kids Masks	\$	601.45
			Total	\$ 601.45
Allyson Renell				
973	5210 Supplies	Program Supplies	\$	399.02
973	5280 Small Tools & Equipment	Displays2Go Order	\$	191.39
973	5853 AV Materials	Puzzles, Math Resources	\$	228.70
			Total	\$ 819.11
Christine Lees				
973	5210 Supplies	Program supplies, Kids Masks	\$	352.41
973	5853 AV Materials	Anything Emporium Supplies	\$	220.17
974	5210 Supplies	Office Supplies	\$	478.86
			Total	\$ 1,051.44

Paul Regis				
975	5280	Small Tools & Equipment	Step Ladder, 3D Printer Filament, Photo Backdrop	\$ 316.43
975	5303	Seminars, Mtgs, & Conferences	Leadership Program	\$ 350.00
975	5880	Intangible Assets	Google, GoToMeeting, GoDaddy, Mobile Beacon	\$ 1,011.74
Total				\$ 1,678.17
Grace Goodwyn				
Total				\$ -
Cynthia Khatri				
976	5210	Supplies	Printer toner	\$ 232.75
976	5280	Small Tools & Equipment	Magnets	\$ 7.64
976	5315	Professional Services	Summer Reading Club "Downtown Dollars"	\$ 167.75
Total				\$ 408.14
Jen Ryjewski				
972	5853	AV Materials	Art bins for Memory Kits	\$ 84.18
Total				\$ 84.18
Amanda Klenk				
972	5210	Supplies	Program Supplies	\$ 246.04
972	5280	Small Tools & Equipment	Cricuit Small Tools	\$ 18.46
Total				\$ 264.50
Library Credit Card August 2021 Totals				\$ 7,871.29

PAYROLLS FOR JULY 2021

JULY 2	\$122,208.59
JULY 16	\$119,974.01
JULY 30	\$121,175.77
TOTAL JULY 2021 PAYROLLS	\$363,358.37

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 2021**

Agenda Item 8A

Land Acknowledgment

In February 2021, as the library began its first full year of equity, diversity, and inclusion work, Assistant Director Jen Ryjewski, a member of the Illinois Library Association's Best Practices Committee, was researching best practices for land acknowledgements when a patron asked library staff via chat about the library creating a land acknowledgment. Adult & Teen Services Librarian Van McGary, a member of the library's Equity Advisory Team, brought the idea forward to Library Director Julie Milavec, Assistant Director Jen Ryjewski, and Public Relations Manager Cindy Khatri, along with additional resources. Together, the team decided to begin research on Native peoples of the Downers Grove area by reaching out to the Downers Grove Museum. Downers Grove Park District Recreation Supervisor Felicia Camacho responded with information, including contact information for their consultant, Dr. John N. Low, Associate Professor of American Indian Studies at Ohio State University and citizen of the Pokagon Band of Potawatomi, and a preliminary draft of a land acknowledgment for this area.

By early March, Adult & Teen Services Librarian Van McGary had organized the preliminary resources, contacted Dr. Low, and begun additional research. On March 16, when Downers Grove Village Council directed Village staff to investigate doing a land acknowledgment, possibly in partnership with the library and Downers Grove Historical Society, they were unaware of the library's work on creating a land acknowledgment. The library committed to providing a well-researched draft land acknowledgement and FAQ with links to further resources that could be used by any Downers Grove government entity or organization as a basis for their own land acknowledgment

Adult & Teen Services Librarian Van McGary and Public Relations Manager Cindy Khatri led this project, working with Library Director Julie Milavec, Assistant Director Jen Ryjewski, Dr. John N. Low from Ohio State University, and Midwest SOARRING Foundation Executive Director Joseph Standing Bear Schranz.

In July, the Board of Library Trustees received a link to the [draft webpage](#), which includes the land acknowledgment, a children's version, an extended version, FAQ, book lists, and other resources links. The land acknowledgment web page begins with the following statements:

The Downers Grove Public Library Land Acknowledgement is a living statement resulting from conversations and collaboration with Native organizations and individuals. We welcome everyone in the Downers Grove community and worldwide to engage in ongoing dialogue around the important issues discussed in this document, which may be refined as we continue to grow as an organization.

As a public institution that provides access to resources and information for lifelong learning, it is the library's responsibility to acknowledge the historical context of the land we use, to promote dialogue and connection across cultures, and to recognize and promote the recognition of the truthful history of our community and country.

The final draft of the land acknowledgment, children's version, and extended version are included in the packet.

After approval, the land acknowledgement will be posted at the entrances to the library. The children's version will be posted at the entrance to the Kids Room. The web page will go live on the library's website. The land acknowledgment and other resources will be sent directly to the other Downers Grove units of government and made available to any Downers Grove organization, to be used as a basis for their own land acknowledgment. Library staff will be available to provide information on best practices for any Downers Grove organization interested in creating and using a land acknowledgment.

Recommended Action: Approve the land acknowledgment as presented.

LAND ACKNOWLEDGMENT

We acknowledge that the Downers Grove Public Library sits on the unceded, traditional, and ancestral homelands of Native peoples. We honor with gratitude the land itself and the Indigenous peoples who have been caretakers of the land throughout generations, past and present. We invite you to take a moment of reflection to consider the genocide and forced displacement by non-Native settlers, and the ongoing injustices against Native peoples.

Land acknowledgement for kids:

We acknowledge that the Downers Grove Public Library sits on ancestral land taken from Native peoples. We want to recognize the land itself and the Native peoples who have lived on and taken care of it throughout the generations. We invite you to take a moment to think and learn about the killing and forced removal of Native peoples from their homeland. Native people continue to face injustice and prejudice to this day.

Extended version:

We acknowledge that the Downers Grove Public Library sits on the unceded, traditional, and ancestral homelands of Native peoples. We honor with gratitude the land itself and the Indigenous peoples who have been caretakers of the land throughout generations, past and present.

Native peoples have always existed on the continent that became known as North America ([Science Magazine](#)). The centuries following the arrival of European settlers in the fifteenth century were characterized by tremendous upheaval and devastation for Indigenous peoples throughout the continent. To resist efforts from the Europeans to take away more Native land and control, Native peoples engaged in both warfare and diplomacy. However, Native American resistance was hindered by numerous issues, including new diseases, the slave trade, and rising European immigration ([Britannica 1](#), [Library of Congress 1](#), [National Geographic](#), [Smithsonian](#)).

Following the American Revolution, hostility grew between Native Tribes and the U.S. government, which employed aggressive policies that eroded Native peoples' autonomy and independence. The Washington administration embraced a program of displacement and extermination ([National Archives 1](#); [National Archives 2](#)), and later, "civilization" of Native peoples. The U.S. government promoted private ownership of land, commercial agriculture, and Christianity, and

disavowed Native ways of labor divisions. The constant threat of expansion and military action by the U.S. drove many northwestern Indigenous Tribes into an alliance with the British, who promised that Native land would remain untouched ([National Park Service 1](#)).

Native peoples continued to face difficult choices as they endured more and more restrictive and exploitative land cession treaties with the U.S. They became involved in the War of 1812 to secure British support for their own war against the U.S. The U.S. American forces defeated the British as well as the Native American coalition led by Tecumseh at the Battle of Thames on October 5, 1813. For Native peoples, the outcome of the war was disastrous. It was a defeat in their desperate struggle for freedom, independence, and attempts to roll back the American frontier ([Canadian War Museum](#)).

On December 24, 1814, British and U.S. American representatives signed The Treaty of Ghent, ending the War of 1812. No Native peoples were present when the treaty was negotiated ([Avalon Project](#)). While Article 9 of the treaty specifically called for the U.S. to end all hostilities with Tribal nations and to restore all “possessions, rights, and privileges” prior to the war, Britain's military withdrawal from the American frontier effectively opened the door for conquest.

On March 3, 1819, the U.S. Congress enacted the Civilization Fund Act to promote “education” for Native Americans and to stimulate the “civilization process.” This legislation ushered in an era of boarding schools, institutions created to destroy and vilify Native language, culture, and practices. The federal government and Catholic church officials coerced Native families into sending their children to live and attend classes at boarding schools without visitation. Students were stripped of all things associated with Native life, including having their hair cut, their clothes exchanged, and their language banned. Thousands suffered physical and sexual abuse, loss of dignity, and death. Those who did return home suffered lasting damage and trauma, which can be traced throughout generations by way of depression, alcoholism, and lasting negative self-worth. The boarding schools forced on Native Americans did not end until 1978 when the Indian Child Welfare Act was passed. The remains of thousands of children have never been found or returned ([Native American Rights Fund](#), [New York Times 1](#), [U.S. National Library of Medicine](#)). Orange Shirt Day is held each year on September 30 to open the door to conversation all over the world about the boarding schools ([Orange Shirt Day](#)).

Andrew Jackson had long been an advocate of what he called “Indian removal.” On May 28, 1830, he signed the Indian Removal Act, which forced tens of thousands of Indigenous peoples to relocate west of the Mississippi River ([History 1](#)). Native populations, who had long inhabited the land around Chicago,

used its vast network of trails and the portage connecting the Mississippi River and the Great Lakes for trade and travel. Not only did this demonstrate the value of the area to white colonizers, but Native people also taught white settlers the transportation routes and provided equipment. Native American geographic knowledge of the region helped lead to the planning of the Illinois and Michigan Canal in 1830, which ultimately helped Chicago to become the first major railroad hub. In addition, some of the first roads in Chicago were Indigenous footpaths ([Canal Corridor Association](#), [The Guardian](#)).

As Jackson and the U.S. continued to push for westward expansion, Native Americans were almost entirely removed from the region through bloody conflicts and coercive land cession treaties. As a result of the Black Hawk War of 1832 and the Treaty of Chicago of 1833, most remaining Native Americans were forced out of the area around Chicago. Specifically, the Treaty of Chicago of 1833 stipulated that members of the Potawatomi living in the Chicago area had to leave, forcing them to cede approximately five million acres ([Britannica 2](#), [Chicago Historical Society](#), [University of Illinois](#)). Many Native Americans did not survive long relocation trips on foot. Those who did often struggled with limited supplies and resources on rejected land, which led to long-lasting poverty and starvation. In the Cherokee Trail of Tears of 1838, one of the most well-known of many trails of tears, more than 5,000 Cherokee from the southeast died during a forced relocation march of more than 1,200 miles ([History 2](#)). The Indian Appropriations Act of 1851 formally created the reservation system, establishing areas reserved for Indigenous peoples to relocate to after their forced removal by the U.S. government ([Michigan State University](#), [Minnesota Historical Society](#)). From 1863 to 1868, the U.S. Army forcibly removed approximately 9,500 Navajo and 500 Mescalero Apache from their respective homelands and interned them at the Bosque Redondo Indian Reservation in eastern New Mexico. An estimated one in five died during the march, which came to be known as the Long Walk. Another 2,380 people died of disease, exposure, and hunger ([NM Dept. of Cultural Affairs](#), [NM History Museum](#), [NPR](#)). In Minnesota, the Dakota people were forcibly displaced in the aftermath of the Dakota War of 1862, also known as the Sioux or Dakota Uprising. Frustrated by oppressive reservation policies, which had left the Dakota people on the verge of starvation, the Dakota people declared war to reclaim their homelands from the white settlers. After nearly six weeks of bloody conflict, the Dakota people surrendered. Following the surrender, a military commission captured nearly 400 Dakota people. The captives were put on trial without legal representation. President Abraham Lincoln ultimately approved the execution of 38 Dakota men. They were hanged in Mankato, Minnesota on December 26, 1862, just days before the Emancipation Proclamation was issued. This remains the largest mass execution in U.S. history. Many more Dakota people were captured and imprisoned, and were later executed or died from disease. In April 1863, the U.S. Congress

abolished the Dakota reservation, declared all previous treaties with the Tribe null and void, and forced Dakota survivors to leave their homes and relocate ([Indian Country Today 1](#), [PBS 1](#), [University of Minnesota](#)).

The Indian Appropriations Act of 1871 declared that Indigenous peoples were no longer considered members of independent nations and that the U.S. government could no longer establish treaties with them ([Colorado Encyclopedia](#), [National Archives 3](#)). This legislation formally labeled Indigenous peoples as subjects under direct control of the U.S. federal government, which continued its attempts to assimilate Native peoples into mainstream U.S. society. Under President Grover Cleveland, the Dawes Act was passed in 1887. Sometimes called the Dawes Severalty Act or General Allotment Act, this law allowed the federal government to break up Tribal lands into individually owned plots. The lands were often unsuitable for farming, which was forced upon Native peoples as part of their assimilation process. After being granted their allotment divisions, Native Americans ended up being stripped of over 90 million acres of Tribal land, which the U.S. government sold to non-Natives ([National Park Service 2](#)). Native peoples would not be legally recognized as citizens of the United States, despite being inhabitants for thousands of years, until 1924. It would be another four decades before Native Americans were granted the right to vote in every state in 1962. Native Americans, like African Americans and other minorities, faced and continue to face numerous barriers to voting ([History 3](#), [Library of Congress 2](#), [PBS 2](#)).

After the removal of Native Americans from the region, the Chicago metropolitan area did not have a significant Native presence for over a hundred years. In the mid-20th century, the U.S. government ushered in an era of termination policies to strengthen their efforts to assimilate Native peoples into U.S. culture. Termination ended the protected trustee relationship that Indigenous Tribes had with the U.S. federal government. It also ended recognition of tribal sovereignty and exclusion of Native peoples from state laws ([Oregon Encyclopedia](#), [Stanford Law Review](#)). The discontinuation of federal recognition of many Tribes resulted in the loss of federal funding for many of the reservations' services, such as schools and hospitals. The Bureau of Indian Affairs' Urban Relocation Program of 1952, under President Truman, and the federal Indian Relocation Act of 1956, under President Eisenhower, were intended to encourage Native peoples to leave reservations and their traditional lands, and to assimilate into the general population in urban areas. Despite promises of job training and housing for the new arrivals, the relocation programs had devastating effects. Many Native Americans found only low-paying jobs and faced racial, housing, and job discrimination, resulting in poverty, homelessness, and cultural and social isolation ([American Indian Quarterly](#)). Termination would not come to an official end until 1975 when the Indian Self-Determination and Education Assistance Act

was finally passed, giving Native peoples rights to self-government and control of their own educational activities ([Congress](#)).

To provide support to Native populations, the American Indian Center of Chicago was founded in 1953 by local Native Americans led by Tom Segundo, with financial assistance from the American Friends Service Committee, a Quaker charity organization ([Chicago Tribune 1](#), [Urban Anthropology](#)). The American Indian Center of Chicago remains the oldest urban Native community center in the country. Native-owned and operated, it continues to serve “[not only] its Native constituents but non-Native, low-income families and individuals as well” ([Indian Country Today 2](#)). Today, the Chicago metropolitan area has one of the largest urban Native American populations in the country with a representation of well over one hundred different Tribes ([WTTW](#), [Chicago Tribune 2](#)). Chicago and the surrounding suburbs continue to have a growing, diverse Indigenous population ([U.S. Census Bureau](#)). At present, there are approximately 326 Native American land areas, which total around 56.2 million acres, administered as federal reservations in the U.S. This constitutes less than three percent of the total acreage in the country. There are currently 574 federally recognized Native American and Alaska Native tribes ([Bureau of Indian Affairs](#)).

Across the nation and world, Native peoples continue their profound respect for the land, as well as for water and air, and live in harmony with nature. The Native American Seven Generations Principle is a philosophy in which the decisions we make today should result in a sustainable world seven generations into the future ([Indigenous Corporate Training](#)). Native peoples have repeatedly demonstrated through peaceful protests against the desecration of sacred lands, damage to water supplies, the reneging of Tribal rights guaranteed by treaties, and more. Examples of such efforts are the protests against the [Dakota Access Pipeline](#) and the destruction of sacred land by golf courses ([Chicago Tribune 3](#), [New York Times 2](#)).

In addition to having their land, air, and water threatened, Native Americans face threats to human rights in a myriad of other ways. For example, thousands of North American Indigenous women and girls have been murdered or disappeared during the past four decades. The [REDress Project](#) is a human rights initiative that aims to raise awareness of this horrific issue. Native communities also experience [higher rates of suicide](#), [substance abuse and addiction](#), [high school dropout rates](#), [mortality](#), and [psychological distress](#) compared to all other ethnic groups in the United States. While the Indian Gaming Regulatory Act (IGRA) was passed in 1988 allowing for Tribes to use revenues generated from casinos for purposes designated in the IGRA such as tribal government operations and programs including schools, police and fire departments, courts, and hospitals, Native peoples continue to experience the

highest rates of [poverty](#) and [unemployment](#) in the U.S. ([Indian Country Today 3, Office of Indian Gaming](#)). Nevertheless, Native peoples have maintained their strong desire to protect the land of Turtle Island, the Native term for North America. In fact, “Native people have the highest per-capita involvement of any population to serve in the U.S. military” ([National Indian Council on Aging](#)). Since 9/11, nearly 19% of all Native Americans have served in the Armed Forces while all other ethnicities average 14% ([USO](#)).

We invite you to take a moment of reflection to consider the genocide and forced displacement by non-Native settlers, the long-lasting harmful ramifications, and the ongoing injustices against Native peoples.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 2021**

Agenda Item 9A

FY2022 Levy and Budget

The FY2022 levy and budget presented here reflects the discussions by the Board of Library Trustees on the levy and budget drafts presented in June and July. The library's final levy request and budget 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 in the Library Fund, 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 expiration of the Downtown TIF District in 2021 will return an estimated 2.5% increase to the EAV in FY2022. The levy request presented shows an estimated Equalized Assessed Valuation (EAV) increase of 4.5%. The increase in EAV reduces the property tax rate produced by the levy dollar amount. This levy request attempts to hold the tax rate flat by utilizing the projected EAV to offset Library Fund operating expenditure increases. The tax levy presented is \$5,862,439, a 4.5% increase over the prior levy. Generally, non-property tax revenues are projected to be flat in 2022.

A fund balance strategy has been utilized since 2017, depending on the Library Fund balance available at the end of each fiscal year to offset levy request increases going forward. 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 beginning Library Fund balance for FY2021 was \$1,469,752. With 2021 expenses on track to be significantly under budget, the Library Fund balance may be utilized to offset a levy increase by holding the tax rate flat, mitigating or erasing the impact of the increase to the individual taxpayer.

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

Expenditures

The Library Fund operating expenditures budget presented includes all management team budget requests, consulting for developing a new strategic plan, and continuation

of the equity, diversity, and inclusion initiatives. The overall Library Fund Expenditures budget presented is a 4.2% increase.

Annual benchmarking of the salary structure replaced cost of living increases in the compensation system implemented in 2020. A 3.0% increase for all staff, comprised of a 1.7% benchmark increase and 1.3% merit increase, is included. Illinois minimum wage increases to \$12.00 per hour on January 1, 2022. 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 will include changes to public safety staffing, as well as some other changes that leverage retirements and/or attrition to realign current staffing needs. The Illinois Municipal Retirement Fund rate will decrease to 8.89% in 2022, from over 11% in 2021. This draft assumes a 5% increase in renewal rates for employee benefits insurances and reflects anticipated changes in employee benefit elections. The Library Fund operating expenditures budget is a 4.3% increase for personnel expenditures.

After several years of flat non-personnel costs, this budget shows an increase of approximately 4.1% for those lines. 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's broker recommends 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 amount budgeted remains flat, though well above the estimated attainment for 2021.

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.

Recommended Action: Approve FY2022 Library Fund levy of \$5,862,439, Library Fund expenditures budget of \$6,104,879, and Library Capital Replacement Fund expenditures budget of \$411,600, as presented.

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

	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ESTIMATED	2022 FINAL
BEGINNING BALANCE	\$ 1,440,019	\$ 1,440,019	\$ 1,469,752	\$ 1,469,752	\$ 1,372,909
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
FINAL DRAFT

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

DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET						
FINAL DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2021	2021	2022	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5101	Salaries, Exempt	1,632,295.29	1,498,978.00	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	309,489.86	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	271,612.45	240,632.68	-47,667.43	-16.5%
5133	Medicare Contributions	46,115.48	42,190.71	48,695.17	2,579.69	5.6%
5134	Social Security Contributions	197,183.45	184,595.97	208,213.83	11,030.38	5.6%
5190	Life Insurance	1,283.40	972.96	1,366.20	82.80	6.5%
5191	Health Insurance	454,937.29	431,046.48	496,336.20	41,398.91	9.1%
5195	Optical Insurance	2,520.47	1,976.31	1,925.91	-594.56	-23.6%
5197	Dental Insurance	38,120.25	33,034.21	32,871.93	-5,248.32	-13.8%
		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%

DOWNERS GROVE PUBLIC LIBRARY 2022 EXPENDITURES SIMPLIFIED SHEET						
DRAFT						
	Total Library Capital Replacement Fund (LCRF)					
					Budget to	Budget to
		2021	2021	2022	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5870	Capital Assets	\$ 1,228,100.00	\$ 750,000.00	\$ 411,600.00	\$ (816,500.00)	-66%
	Total LRCF	\$ 1,228,100.00	\$ 750,000.00	\$ 411,600.00	\$ (816,500.00)	-66%

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		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

EXPENDITURES continued		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5461	Utilities	25,250.00	11,527.90	24,250.00	24,007.50	24,250.00
5470	Other Equipment Repair & Maint.	12,000.00	16,238.91	11,500.00	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
FINAL DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	298,396.80	348,582.00	307,050.31	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
FINAL DRAFT

LIBRARY - ADULT SERVICES 972		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	405,583.43	410,943.00	419,834.77	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
	TOTAL 972	1,505,892.45	1,401,621.34	1,525,334.14	1,444,510.00	1,558,654.66

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	258,225.83	259,299.00	262,571.06	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
	TOTAL 973	826,761.50	803,889.47	855,240.93	785,994.00	866,488.69

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

LIBRARY - CIRCULATION SERVICES 974		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	130,110.63	132,594.44	123,457.00	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
	TOTAL 974	804,790.49	765,585.77	808,300.75	733,237.00	855,839.57

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	200,674.50	200,674.50	209,358.61	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
	TOTAL 975	673,743.32	642,777.50	711,599.09	630,227.00	707,313.97

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

LIBRARY - PUBLIC RELATIONS 976		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	115,927.50	61,116.22	118,787.47	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
	TOTAL 976	305,198.05	208,144.43	318,818.33	260,472.55	330,647.80

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

LIBRARY - ACCESS SERVICES 977		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	116,171.64	116,161.50	118,378.90	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
	TOTAL 977	293,944.08	276,314.28	320,371.93	265,969.80	294,846.68

DOWNERS GROVE PUBLIC LIBRARY 2022 BUDGET
FINAL DRAFT

LIBRARY - BUILDING OPERATIONS 978		2020 ADOPTED	2020 ACTUAL	2021 ADOPTED	2021 ESTIMATED	2022 DRAFT
5101	Salaries, Exempt	69,453.92	69,459.00	72,857.17	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
	TOTAL 978	424,430.57	415,466.13	460,790.22	447,537.10	582,897.42

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

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

Property tax levy

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

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

Impact on taxpayer

	<u>Median Home Value (2019)</u>			<u>Per \$100,00 Fair Market Value</u>		
Year tax collected	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 113,400.00	\$ 113,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 225.86	\$ 218.02	\$ 218.02	\$ 70.10	\$ 67.67	\$ 67.67
Actual change in taxes paid		\$ (7.84)	\$ -		\$ (2.43)	\$ -
Change		-3.5%	0.0%		-3.5%	0.0%

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

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

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

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

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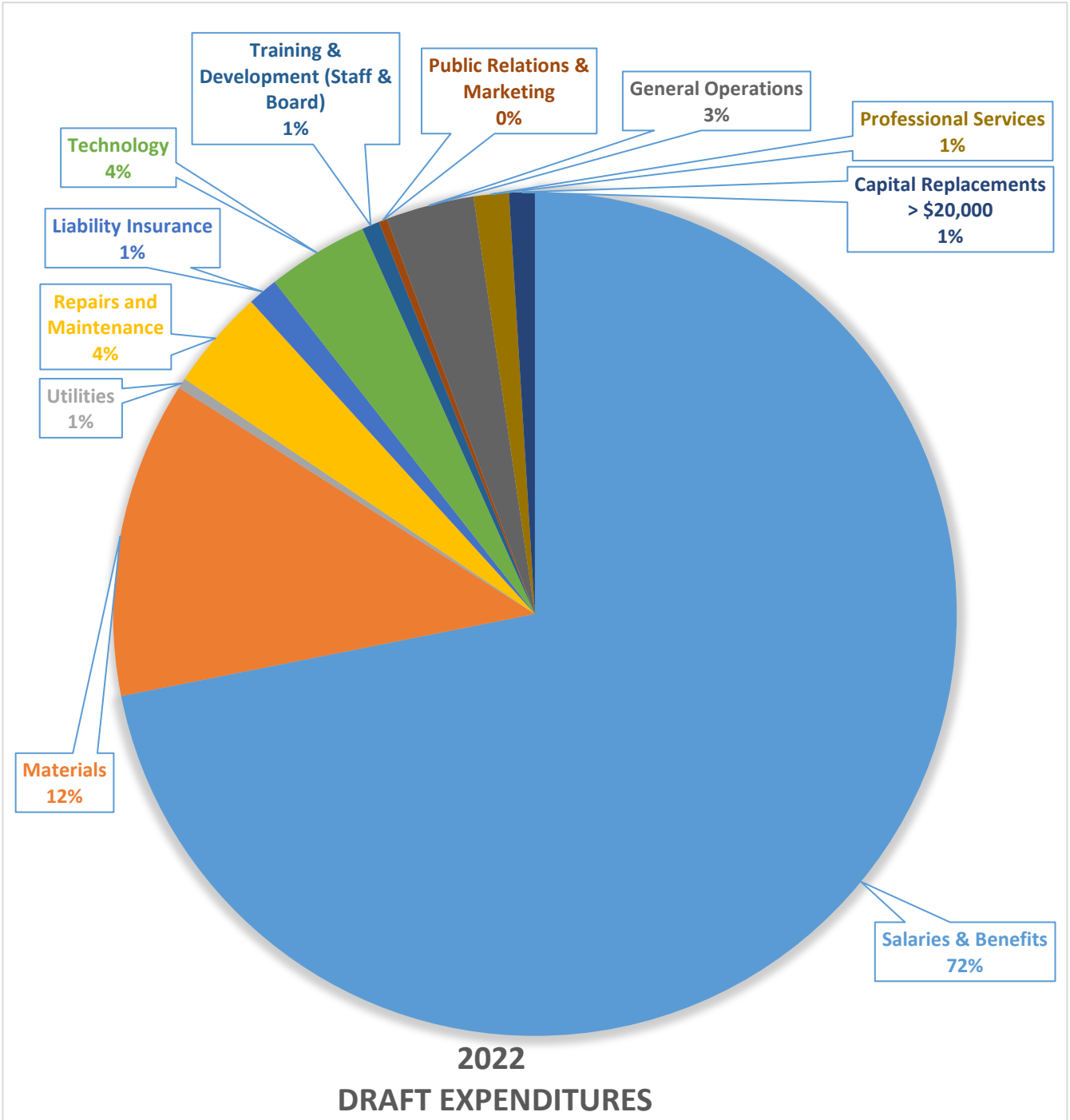
Downers Grove Public Library

FY2022

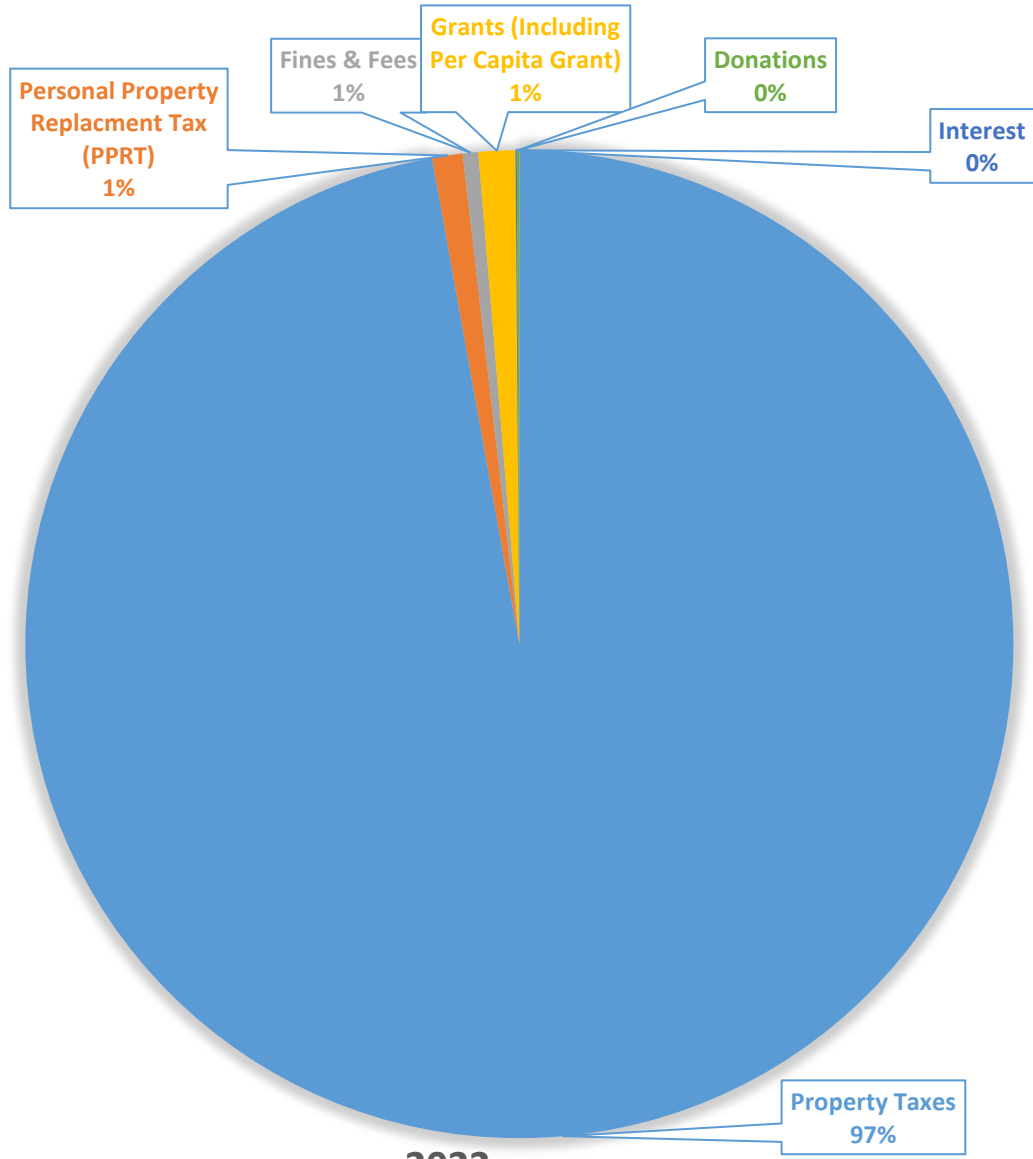
FINAL DRAFT

	<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
FY2022
FINAL DRAFT**



**Downers Grove Public Library
FY2022
FINAL DRAFT**



**2022
DRAFT REVENUES**

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 2021**

Agenda Item 9B

COVID-19 Response and Phased Reopening Plan

At the July 28, 2021 meeting, the Board of Library Trustees again reauthorized the Library Director to enact temporary policies in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan.

The virulence of the Delta variant and its transmissibility by vaccinated people caused the Centers for Disease Control to change its guidance, recommending mask wearing indoors for all, including vaccinated people. The CDC launched a [new tracking system](#), county-by-county, with Community Transmission Levels of Low, Moderate, Substantial, and High, based on rolling 7-day statistics and updated frequently. On Wednesday, August 4, with DuPage County in Substantial Community Transmission, the management team made decisions on next steps if Transmission Levels moved to High. Updates were made to the COVID-19 Response and Reopening Phasing Plan around the resurgence and rollback of phases.

Through August 6, DGPL was in Phase 5 - Bridge to New Normal of its COVID-19 Response and Reopening Phasing Plan. Everyone was encouraged to wear masks when using the library. Mask use was required for all patrons and staff in the Kids Room. Staff who had provided proof of vaccination could choose not to wear masks, except in the Kids Room. Public seating returned to pre-pandemic levels, except in the Kids Room.

On Saturday, August 7, the COVID Community Transmission Level for DuPage County went to High and DGPL returned to its Phase 4, Restoring Services and Hours. All patrons and staff are required to wear masks. Patrons who refuse to wear a mask are not asked to leave unless they otherwise violate the Code of Conduct. Patrons not wearing masks do not receive staff service. For example, a patron may, without a mask, browse and check out via the self-check units. Staff will not provide any one-on-one service, such as helping the patron with the self-check unit or answering a reference question. All service desks have masks available for patrons. Study rooms and PC sessions continue, first-come, first-served, with 2-hour time limits, per person per day. The café, including the vending machines, is open for public use. Notary service and Book-an-Expert one-on-one help are available. Plexiglas barriers were reinstalled on service desks and in some workrooms.

Planning continues for in-person programming to begin 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 latest information and guidance from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the DuPage County Health Department (DCHD). Illinois remains in Restore Illinois Phase 5. We are prepared in the event that guidance changes again or further rollbacks to previous Phases become necessary.

Recommended Action: Reauthorize Library Director to continue to make temporary policy changes in consultation with the Board President and within parameters of the 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. CDC Community Transmission Level is High. Social distancing is recommended. Face masks are required. (Actual Date: September 16, 2020 through October 23, 2020, March 1, 2021 through June 10, 2021, August 7, 2021-present)

Context: Physical distancing is still recommended, but infections risks are beginning to decline. Supply needs are predictable and supplies are plentiful. Rollback to this Phase occurs when infection risk begins to rise

again and may include gradual reductions in service.

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-August 6, 2021)

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.

In summer 2021, the Centers for Disease Control updated guidance on mask wearing to recommend everyone, including vaccinated people, wear masks indoors. New information about the virulent Delta variants and its transmissibility by vaccinated people necessitated the change. Around the same time, a new county-by-county tracking system was introduced, with Community Transmission Levels of Low, Moderate, Substantial, and High.

As these levels are set by rolling 7-day statistics and are updated frequently, phase rollbacks will be incremental and remain in place until a Community Transmission Levels decline and hold at the lower level.

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
AUGUST 25, 2021**

Agenda Item 10

Librarian's Report

Downers Grove Historical Society's 2021 Montrew Dunham Award

Long-time Library Trustee Dave Humphreys will receive the Downers Grove Historical Society's 2021 Montrew Dunham Award, honoring his significant service and contributions to the Village of Downers Grove. A native of Downers Grove and lifelong resident, Dave Humphreys is being honored for a lifetime of contributions to musical, civic, and humanitarian causes and events. The Downers Grove Historical Society will present the award at a ceremony planned from 10 a.m. to 11 a.m. on Saturday, September 18th at the Montrew Dunham History Center on the Downers Grove Museum campus. For information on the event and how to register for it, go to downersgrovehistory.org.

September Committee of the Whole Meeting

The second equity, diversity, and inclusion training for the Board of Library Trustees will be held on Tuesday, September 7 from 6 p.m. to 9 p.m. in the Library Meeting Room. There will be no action taken at this meeting. The meeting will be open to the public.

Parking Disruption

The Village of Downers Grove will be renovating the Forest North Parking Lot (between Burlington Street and the railroad tracks) from late August through early November. The closure of this lot affects all library staff and downtown workers who use Downtown Business (DB) permits.

Social Work Intern Changes

In August, the library's first two Social Work Interns, Octavia Neyland and Theresa Brustad, completed the internships required for their respective degrees at Aurora University. Two new interns will begin at the library later in the month.

Nominations for DGPL Foundation Board of Directors

Once again, the Downers Grove Public Library Foundation is seeking nominations for individuals to serve on the Foundation's Board of Directors. If you know anyone that may be a good fit for this volunteer board that governs this 501(c)3 fundraising organization that supports extraordinary gifts to the library, please let me know or contact them directly through dgplfoundation.org

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 2021**

Department Reports – July 2021

Administration – Jen Ryjewski

- Wrote and submitted a grant to the Illinois Secretary of State Library. This grant was very similar to the IMLS grant submitted last month—for funds that we will use to increase information access by improving patrons' ability to obtain and/or use information resources and equipment when the library is closed to the public.
- Wrote and completed staff evaluations for the Management Team.
- Attended Illinois Library Association Best Practices Committee co-chair orientation and met with the team afterwards to introduce new members and finalize project plans, goals, and the trajectory for the upcoming year.
- Met with DGPL Friends of the Library, finalized the Adventures in Travel program series for the fall, and helped them brainstorm ideas for and compose their annual membership/dues letter.
- Attended HR Source webinar that provided the latest guidance on vaccination and masking and continued best practices for employers.
- Attended webinar: Uncomfortable Conversations with Librarians: a DEI perspective, which showcased a diverse panel to talk about a wide range of "uncomfortable" topics related to librarianship.
- Attended RAILS quarterly Assistant Directors meeting where we discussed interactive data visualization, space planning ideas and resources, effective interviewing questions, practices, and tips, and current COVID-related library policies, procedures, and guidelines.
- Met with Building Operations Director Ian Knorr to discuss plans and schedule for the next cross-departmental Safety Team project, which will be an interior/exterior physical security assessment of the building and grounds.
- Met with Director Julie Milavec, PR Manager Cindy Khatri, and librarian Van McGary to perform a final read-through of our Land Acknowledgement statement and make clarifying changes to solidify content.

Adult & Teen Services – Lizzie Matkowski

- Lizzie was invited to the recording of an episode of the Cover to Cover podcast by Cindy, Lauren, and Ed.
- The Magazine Giveaway returned for the first time since 2019. Thanks to Karen B., Access Services staff, and Building Operations staff who worked to make this patron-favorite giveaway happen!
- We rolled out Aspen as the new primary catalog!
- Satellite Stacks deliveries resumed to some of the area residences that had been put on pause.

- Programs included: Resume vs Robots; Maker Mondays Patriotic Gnome; Pickup Program DIY Trinket Dish; Next Chapter Book Club; Researching at Appomattox Court House; Maker Mondays Create Like Tyree Guyton; and Needle Felting Panda.

Children's Services – Allyson Renell

- The Summer Reading Program continued in July with an additional 577 children registering for the club and many more collecting prizes. A full Summer Reading Club report will be included in the September board packet.
- Outdoor in-person programs continued at Fishel Park during July. We were very lucky that none of the larger programs had to be cancelled due to poor weather (although some of the smaller programs were moved to the meeting room just in case.). Programs included a ribbon dancing program (Ribbons in the Air!), Doggy Bingo, Bean Bag Fun (for toddlers), and Easel Painting for school aged children. Staff members were very glad to be doing in-person programs again after such a long hiatus.
- Staff spent a lot of time planning their outlines for the return to indoor in-person programs this fall. We hope to be able to provide weekly storytimes, as well as programs for preschoolers and grade school children. We plan to still have some pick-up programs available and the occasional Discovery Bag. All programs will be registered so that we can keep to CDC recommended social distancing guidelines and masks will be required.
- The Kids Room was quite busy in July with many kids coming in for Summer Reading and Math Club prizes, to pick up program bags, and to check out materials. The transition back to full hours went well in the beginning of the month and staff are very pleased with the switch to the Aspen catalog. Overall, July felt a little bit more normal than previous months, at least in the beginning of the month, with many patrons coming in looking for summer reads.

Circulation Services – Christine Lees

- The biggest news was that we closed curbside service on July 5. Since closing this service, we have only had a handful of patrons still request their item be delivered to their cars. A HUGE thank you to all staff who made curbside service possible during these trying times!
- We were in contact multiple times with our locker vendor this month trying to get a firm ETA on our lockers. I am thrilled to say the lockers will arrive in the next two weeks. Watch for more information on our lockers coming soon!
- We held all of the employee evaluations this month. It is always nice to be able to meet with staff and reflect on the successes for the previous rating period.
- Sadly, this month saw a lot of turnover in the department but all for amazing reasons. Internal promotion, two full-time employment opportunities, going away to college, and moving to another state are some of the amazing reasons we had to say goodbye to some of our colleagues. Interviews are underway and we are hopeful that we will find additional perfect fits for our department.

Information Technology – Paul Regis

- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis interviewed five well-qualified applicants for the soon-to-be open Computer Help Desk Associate position. The position was offered to Jameson Ghalioungui, who brings experience from working as a Circulation Clerk at DGPL as well as instructing at the School of Rock. Welcome, Jameson!
- IT Manager Paul Regis met with three vendors on possible backup and recovery replacements.
- IT held six virtual classes, ranging from the popular Excel and Word classes to a new class on Numbers (a Mac spreadsheet program) to a program on artificial intelligence.

Public Relations – Cindy Khatri

- The PR Team continued to work on the Summer Reading Club promotion. The Scavenger Hunt outreach program received over 540 entries in total!
- Cindy Khatri, PR Manager, met with Joseph Standing Bear to further discuss the Land Acknowledgment event. She also coordinated with the Park District for the use of Fishel Park's stage. A date of October 2 was chosen for the event.
- The PR Team worked on Library-Con promotion.
- Grace Goodwyn, Graphic Design and Display Coordinator, and Cindy met with Allyson Renell, Children's Services Manager, and Traci Skocik, Children's Programming Coordinator, to discuss rebranding the library's storytime offerings.
- Cindy met with Grace and Brian Ruane, Marketing Content Coordinator, individually to complete evaluations.
- The PR team created tutorial guides (print and videos) for the Aspen catalog launch.
- The PR team updated the website and promoted the launch of the new Aspen catalog.
- The first poster print orders were received, including a print request from a local artist for works that would be featured in an exhibition downtown!
- The PR team launched the use of Monday.com for help tickets and project management.

Access Services – Amy Prechel

Projects and Updates

- The Downers Grove Library went live on the Aspen Catalog on Wednesday, July 14! The pilot leads met several times in advance of the go-live to prepare and make final adjustments to configurations.
- Amy Prechel took over cataloging and acquisitions duties while Cataloging Librarian Nora Mastny was on vacation celebrating her wedding reception and honeymoon.
- Amy met with Allyson on Thursday, July 1 to discuss a potential new collection of kits for the Kids Room and processing changes to the puzzle collection.

Inventory and Cataloging

- For ATS collection in July: added 1,458 print items, 268 AV items; discarded 2,473 print and 169 AV items.
- For Kids Room collection in July: added 517 print items and 84 AV items; discarded 2,071 print and 37 AV items.
- These statistics include items deleted by SWAN. Several of SWAN's regular discard reports were not delivered as scheduled. If missing information, the numbers will be revised.
- 11 Book Discussion Bags were added to the ATS collection in July. 12 Playaways and 12 Puzzles were added to the Kids Room collection.
- We claimed 13 magazines that did not arrive as anticipated.
- 32 original cataloging records were created in July.

Reclassification and Repairs

- Repaired 1,540 ATS and Kids Room books and audiovisual items in July.
- Reclassified 161 ATS and Kids Room items in July.

Staff Training and Professional Development

- Nora Mastny attended the SWAN Cataloging Advisory meeting on July 1.
- An Access Services department meeting was held on Tuesday, July 6. Due to vacations and expected leaves, it may be the last time everyone in the department will be together for several months.
- MaryKellie cross-trained with Nora on the Midwest Tape ordering process.
- Amy Prechel attended the SWAN Diversity and Inclusion in Metadata Working Group meetings on July 8, 16, and 22. Nora attended July 8. On Wednesday, July 28, the working group orchestrated a panel discussion among area libraries about performing collection diversity audits. The group will use what we learned in our discussions for enhancing SWAN's catalog data.
- Nora and MaryKellie attended the Tech Services Roundtable on Friday, July 9.
- On Monday, July 26, Amy and Van McGary met virtually with our new sales representative at Blackstone Audio.
- On July 29, Amy met in person with our sales representative from Ingram books.

Facilities Services – Ian Knorr

- Ian attended the bi-monthly In-Charge meeting.
- Ian met with GreenBee Energy Efficiency for LED replacement lighting.
- Ian attended the Lighting Panel Relay Public bid opening.
- Stephens Plumbing performed our annual backflow testing – we passed.
- Ian and Elara Engineering met with bidders on the relay panel project to review the project bids and scope of work.
- Ian met with Julie and Jen for their monthly department meeting.
- Ian met with Trane Technologies to finalize sensor locations for the IAQ work.
- Ian started demo work on the window removal/replacement for the mouse café.
- Allyson and Ian finalized paint samples for the mouse café.
- Ian attended the monthly board meeting.

July						
Circulation	JUL 21	%	JUL 20	%	JUL 19	%
Checkouts						
Selfchecks	40,837	73.84%	20,387	49%	50,312	76%
Staff desk	14,471	26.16%	21,246	51%	15,908	24%
Total checkouts	55,308		41,633		66,220	
Renewals						
Auto-renewal	34,484		12,466		38,231	
Selfchecks	13		0		23	
Staff desk (incl. phone)	834		367		354	
Patron self-renewals on website	349		358		746	
Patron self-renewals on BookMyne	0		0		22	
BlueCloud Mobile/Web services (22 & 11)	463		31			
Total renewals	36,143		13,222		39,376	
Total item checkout and renewals	91,451		54,855		105,596	
Digital Circulation	11,726		12,730		8,745	
Total Circulation	103,177		67,585		114,341	
Reserves Processed						
Received from ILL	4,939		726		6,676	
ILL sent	4,394		76		4,830	
OCLC requests processed	175		0		248	
Gate Count						
North	17,421		10,929		30,244	
South	11,505		6,892		18,448	
Total	28,926		17,821		48,692	
Curbside Count	40		x		x	
Registrations						
New resident library cards	219		119		271	
New fee cards	3				7	
Professional Development Hours	20		7		5	
Cost of Professional Development	\$0		\$0		\$70	

Circulation

	Jul 2020	Jul 2021	YTD Totals			
Adult	28,513	42,831	177,276	248,608		
Teen	1,546	2,985	7,149	14,205		
Children	24,796	45,635	139,445	227,520		
Download	12,730	11,726	85,556	84,855	YTD Difference	
Total	67,585	103,177	409,426	575,188	165,762	40.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	28,877	67.42%	3,305	7.72%	7,534	17.59%	3,115	7.27%	42,831
Teen	2,907	97.39%	30	1.01%	18	0.60%	30	1.01%	2,985
Children	39,496	86.55%	1,462	3.20%	3,372	7.39%	1,305	2.86%	45,635
Total	71,280	77.94%	4,797	5.25%	10,924	11.95%	4,450	4.87%	91,451

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,644	76.14%	15,666	9.97%	15,125	9.63%	6,699	4.26%	157,134
Children	79,713	86.06%	2,879	3.11%	8,133	8.78%	1,896	2.05%	92,621
Total	199,357	79.82%	18,545	7.43%	23,258	9.31%	8,595	3.44%	249,755

Book Collection

	Jul 2020	Jul 2021	YTD Totals		YTD Difference	
Adult	118,353	119,644				
Children	78,447	79,713				
Total	196,800	199,357	196,800	199,357	2,557	1.3%

Audio Collection

	Jul 2020	Jul 2021	YTD Totals		YTD Difference	
Adult	15,385	15,666				
Children	2,747	2,879				
Total	18,132	18,545	18,132	18,545	413	2.3%

Video Collection

	Jul 2020	Jul 2021	YTD Totals		YTD Difference	
Adult	16,132	15,125				
Children	8,288	8,133				
Total	24,420	23,258	24,420	23,258	-1,162	-4.8%

Miscellaneous Collection

	Jul 2020	Jul 2021	YTD Totals		YTD Difference	
Adult	6,980	6,699				
Children	1,882	1,896				
Total	8,862	8,595	8,862	8,595	-267	-3.0%

Rooms & Spaces

	Jul 2020	Jul 2021				
Community Use of Rooms <i>Meeting, Conference, Study Rooms</i>	0	529				
Community Use of Spaces <i>Media Lab, STEM Room, Teen Gaming</i>	0	0				
Rooms and Spaces Total	0	529	3,447	1,026	-2,421	-70.2%

Programs Offered

	Jul 2020	Jul 2021				
Library Programs Offered						
Adult	5	8				
Teen	0	3				
Children	0	5				
Outreach Programs Offered						
Adult	0	0				
Teen	0	0				
Children	0	0				
Passive Programs Offered						
Adult	4	15				
Teen	8	11				
Children	21	23				
Programs Offered Total	38	65	438	463	25	5.7%

Program Attendance

	Jul 2020	Jul 2021				
Library Program Attendance						
Adult	58	64				
Teen	0	18				
Children	0	132				
Outreach Program Attendance						
Adult	0	0				
Teen	0	0				
Children	0	0				
Passive Program Attendance						
Adult	90	140				
Teen	97	210				
Children	747	1,121				
Program Attendance Total	992	1,685	12,267	13,157	890	7.3%
Virtual Program Hours Viewed	34	75	91	935		

Statistics for Jul 2021 (FY Jan-Dec)

Visits

	Jul 2020	Jul 2021				
Gate Count	17,821	28,926				
Curbside Pickup	0	40				
Locker Pickup	0	0	YTD Totals		YTD Difference	
Total Library Visits	17,821	28,966	106,876	150,176	43,300	40.5%

One-on-Ones

	Jul 2020	Jul 2021				
Book-a-Tech	8	13				
Notary	1	8	YTD Totals		YTD Difference	
Total	9	21	256	138	-118	-46.1%

Computer User Sessions

	Jul 2020	Jul 2021				
Adult	976	1,604				
Children	0	287	YTD Totals		YTD Difference	
Total	976	1,891	11,053	8,582	-2,471	-22.4%
Wireless Sessions	50	803	6,162	3,365	-2,797	-45.4%

Website Views

	Jul 2020	Jul 2021	YTD Totals		YTD Difference	
Total Views	23,964	36,421	92,967	199,265	106,298	114.3%

Printing Services

	Jul 2021		
Poster	2		
3D	8	YTD Totals	
Total Prints	10	101	

The Cupboard

	Jul 2021	YTD Totals
Donations Received	465	8,268