

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. April 27, 2022 Regular Meeting Requested Action: Approval
 - b. April 27, 2022 Committee of the Whole Requested Action: Approval
5. Financial Matters
 - a. April 2022 Financial Report
 - b. May 2022 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Illinois Non-Resident Library Card Program Participation Requested Action: Approval
 - b. 2023 Salary Structure Requested Action: Approval
 - c. Workroom Renovation Project Requested Action: Discussion
9. Unfinished Business
10. Library Director's Report
 - a. Children's Services Department Presentation
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 27, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Business Office Manager Katelyn Vabalaitis, Information Technology Manager Paul Regis, Public Relations Manager Cindy Khatri, Adult & Teen Services Assistant Manager Van McGary, Computer Help Desk Associate Omar Martin, Reesheda Graham Washington of RGW Consulting, Pastor Andi Voinovich, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. March 23, 2022 Regular Meeting. It was moved by Gigani and seconded by Humphreys THAT the Minutes of the March 23, 2022 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. March 2022 Financial Report. Library Director Milavec presented the report. The library is 25% through the year and expenditures have been 23.3% expended. Milavec noted that there was no revenue report included in the Board's materials. This was due to the Village's migration to a new financial software. The migration as not been going well and as of this meeting, the library does not have the ability to run necessary reports or view and add attachments to records. The Board will be provided with reports as soon as they become available.
 - b. April 2022 Invoices. It was moved by Khuntia and seconded by Gigani THAT the payment of April 2022 Capital Replacement Fund invoices totaling \$8,848.10, the payment of April 2022 Operating Fund invoices totaling \$188,634.98, and the ratification of March 2022 payrolls totaling \$250,281.85

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

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

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

8. **New Business.**

- a. Equity Strategic Plan. Library Director Julie Milavec introduced Reesheda Graham Washington of RGW Consulting, who worked with the Equity Advisory Team to develop the Equity Strategic Plan. The plan came as a result of the work done in the discovery process to create an after action report. The report had recommendations on how to move forward, including the creation of the strategic plan. The Equity Advisory Team looked at the four quadrants of racism and developed this plan, with the idea that it would be folded into the library's full strategic plan.

The members of the Equity Advisory Team in attendance at the meeting each talked about their personal thoughts and impressions that came out of the work done to create the plan. Washington stressed that the Equity Strategic Plan is a living document that will be frequently reviewed and updated as necessary.

It was moved by Humphreys and seconded by Gigani THAT the Equity Strategic Plan be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- b. Officer Election – President, Unexpired Term. President Graber noted that this was his last meeting as President and as a Trustee. The Board needed to fill the vacant President position until the term expires in October 2022. Library Director Milavec commented that various trustees spoke one on one and all agreed on who would serve as President until the term expires. The trustees all agreed that Trustee Swapna Gigani would be nominated to serve as President and Trustee Gigani indicated she would be willing to serve.

It was moved by Graber and seconded by Khuntia THAT Trustee Swapna Gigani be elected President of the Downers Grove Public Library Board of Trustees. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.** There was none.

10. Library Director's Report. Library Director Milavec presented her report. She commended Assistant Library Director Jen Ryjewski on her fantastic work doing double duty as the Interim Access Services Manager in addition to her work as Assistant Director. Yesterday, Administration determined who was going to be offered the position of Access Services Manager and Milavec is hopeful she will be able to make an announcement soon. Cataloging Librarian Nora Mastny left the library and Adult & Teen Services Librarian Kira Riddle will be moving to that vacant position. Adult & Teen Services Manager Lizzie Matkowski is now working on hiring for two librarian positions. Milavec thanked Business Office Manager Katelyn Vabalaitis and Business Office Assistant Scott Anderson for persevering through the Village software transition. Children's Services Manager Allyson Renell is bringing on her new Program Coordinator now that Traci Skocik has moved into the Children's Services Assistant Manager role. Milavec also acknowledged Public Relations Manager Cindy Khatri and Adult & Teen Services Assistant Manager Van McGary on their articles in the March issues of the *ILA Reporter* and *Library Journal*. Milavec thanked Trustee Jonathan Graber for being Board President for most her tenure at Downers Grove Public Library.

11. Trustee Comments and Requests for Information.

President Graber acknowledged that this was his last meeting and he thanked Milavec for being a partner when things weren't going smoothly. He also thanked Mayor Martin Tully who originally nominated him for the Board of Library Trustees.

Trustee Humphreys thanked President Graber, Library Director Julie Milavec, and library staff for all their work. He thinks there has been more positive movement and positive progress for the library in the last five years of Graber being president than any other part of Humphreys' term on the Board. He also thanked Assistant Library Director Jen Ryjewski for all of her hard work.

Trustee Dougherty loves the idea of the staff Q&A after Board meetings. She asked about what kind of questions come up from staff and asked if there are things the Board can do to help address staff. She looks forward to learning more in the next few months about what staff would like to see from the Board.

Trustee Gigani noted increasing references to banned patrons and asked if it was still related to mask issues. Milavec responded that there has been an increased number of behavioral issues to the extent that there have been more calls to the police in the last six weeks than in an entire previous year. Trustee Gigani also commented that she was excited to see that the Summer Reading Club was back and thanked all of the staff who put together the themes each year.

Trustee Humphreys was happy to see that the library will be participating in Pride Month programming. He was also happy to see that Youth Outlook is going to be the organization of the month in June.

12. **Adjournment.** President Graber adjourned the meeting at 8:40 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
APRIL 27, 2022, IMMEDIATELY FOLLOWING 7:30 P.M. BOARD MEETING
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 8:41 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Business Office Manager Katelyn Vabalaitis, Pastor Andi Voinovich, Ed Pawlak.

3. **Building Tour.** Library Director Milavec led the Board on a tour of staff workspaces, highlighting workroom renovation options for Maintenance, Children's, and Access workrooms.
4. **Adjournment.** President Graber adjourned the meeting at 9:03 p.m.

DOWNERS GROVE LIBRARY 4/30/2022

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ (350,766)	\$ 430,597
FUND BALANCE	(401,561)	\$ 430,597

REVENUE BY OBJECT REPORT
4/1/2022 through 4/30/2022

ACCOUNT	ACCOUNT NAME	ADJUSTED ESTIMATE	REVENUES	YEAR-TO-DATE REVENUES	BALANCE	PERCENT RECEIVED
805.20.000.410100	CURRENT PROPERTY TAXES	5,862,439.00	0.00	0.00	5,862,439.00	0.00%
805.20.000.410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	0.00	100.00	0.00%
805.20.000.431300	PERSONAL PROPERTY REPLACE TAX	60,000.00	33,454.19	50,376.71	9,623.29	83.96%
805.90.971.441000	SALES OF MATERIALS	2,000.00	530.31	1,535.36	464.64	76.77%
805.90.971.450200	CHARGES FOR SERVICES	10,000.00	1,118.31	10,314.55	-314.55	103.15%
805.90.971.450900	FEES FOR NON-RESIDENTS	8,000.00	2,538.00	4,940.00	3,060.00	61.75%
805.90.971.457100	RENTAL FEES	2,000.00	180.00	410.00	1,590.00	20.50%
805.90.971.458100	FINES	0.00	84.26	343.71	-343.71	0.00%
805.90.971.459000	COST RECOVERED FOR SERVICES	8,500.00	725.59	2,180.22	6,319.78	25.65%
805.90.971.461000	FEDERAL, OPERATIONAL GRANTS	0.00	0.00	1,977.99	-1,977.99	0.00%
805.90.971.462000	STATE, OPERATIONAL GRANTS	72,589.00	0.00	29,330.80	43,258.20	40.41%
805.20.000.471100	INVESTMENT INCOME	2,500.00	460.88	470.30	2,029.70	18.81%
805.90.971.482000	CONTRIBUTIONS, OPERATING	5,000.00	130.00	352.93	4,647.07	7.06%
Grand Totals		6,033,128.00	39,221.54	102,232.57	5,930,895.43	1.69%

INVOICE LISTING - MAY 2022**Operating Fund**

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360CLEAN	2	16,585.00
18213	AMAZON CAPITAL SERVICES, INC.	7	850.47
322	AMAZON.COM	1	938.75
200031	AMERICAN RED CROSS	1	1,150.00
16678	ANDREW COOK	1	18.05
21718	ASMA BOHRA	1	180.00
403	AT&T	1	267.35
672	BAKER & TAYLOR BOOKS	22	1,645.91
16893	BIBLIOTHECA, LLC	2	1,096.20
829	BLACKSTONE AUDIOBOOKS	19	1,321.65
17675	C FREDERICK LEBARON	1	39.95
14684	CAVENDISH SQUARE PUBLISHING	1	183.33
1264	CDW GOVERNMENT, INC.	4	5,849.22
8323	CENGAGE LEARNING	9	890.65
1277	CENTER POINT PUBLISHING	5	301.41
1377	CHICAGO TRIBUNE	2	274.92
20917	CINDY LYNN CROSBY	1	129.50
1459	CINTAS CORPORATION #344	2	103.78
9821	DAVE RUDOLF, INC.	1	500.00
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	817.88
2056	DEMCO, INC.	6	1,191.43
17328	ELM USA, INC.	1	51.99
5572	FIA CARD SERVICES, N.A.	13	10,265.10
17510	FIRST COMMUNICATIONS, LLC	1	549.02
16977	GARVEY'S OFFICE PRODUCTS, INC.	7	1,051.55
19854	GIRARD CHEMICAL CO.	1	320.00
13544	GOOGLE, INC.	1	990.00
3188	GRAHAM CRACKERS COMICS, LTD.	2	849.29
8770	GRAINGER	6	840.11
9102	HAGG PRESS, INC.	1	4,182.00
18411	HAYES MECHANICAL, LLC	1	2,230.00
200023	HEATHER ANA HATHAWAY MIRANDA	1	500.00
8206	HR SOURCE	1	1,825.00
3688	INGRAM LIBRARY SERVICES, LLC	45	23,252.83
4070	JANWAY COMPANY USA, INC.	1	231.25
18876	LIBRARY IDEAS, LLC	1	137.85
18484	MALWAREBYTES	1	2,910.98
5613	MEDLIN COMMUNICATIONS, INC.	1	703.11
5866	MIDWEST TAPE	19	6,575.79
18123	NANCY ROONEY	1	31.48
17674	NICHE ACADEMY, LLC	1	1,530.00
6161	NICOR GAS	1	2,315.68
6295	ORKIN	2	270.00

12499	OVERDRIVE, INC.	5	15,196.82
18491	PEOPLEFACTS, LLC	1	238.43
6698	PRINT SMART	2	2,215.82
6716	PROQUEST, LLC	1	883.44
20030	RGW CONSULTING, LLC	1	2,318.18
13422	RUNCO OFFICE SUPPLY & EQUIP CO	3	94.08
7517	SCHOLASTIC LIBRARY PUBLISHING	3	200.16
18271	SOUNDS GOOD, INC.	1	100.00
7861	STEPHENS PLUMBING AND HEATING,	1	142.00
18508	SUE FARLEY	1	767.57
21699	TAMMY GIBSON	1	200.00
14744	TEAM ONE REPAIR, INC.	1	993.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
19483	THE LANGUAGE LABS	1	300.00
8251	THE WALL STREET JOURNAL	1	659.88
6859	THRYV	1	15.71
8391	TODAY'S BUSINESS SOLUTIONS	2	4,881.92
13611	TRACI SKOCIK	1	48.19
18458	URBAN ELEVATOR SERVICE, LLC	1	225.00
8621	USI, INC.	1	15.69
19196	VAN MCGARY	1	50.21
17890	WORLD TRADE PRESS	1	893.01

GRAND TOTALS:

231

126,513.59

INVOICES OF NOTE

For Library Board Meeting on May 23, 2022

21463	360Clean (Monthly Cleaning Service, Full Carpet Deep Cleaning)	\$16,585.00
200031	American Red Cross (Babysitting Classes)	\$1,150.00
21718	Asma Bohra (Program Payment)	\$180.00
20917	Cindy Lynn Crosby (Program Payment)	\$129.50
9821	Dave Rudolf (Program Payment)	\$500.00
19854	Girard Chemical (Nitrite Closed Loop Treatment)	\$320.00
200023	Heather Ana Hathaway Miranda (Program Payment)	\$500.00
20030	RGW Consulting (EDI Consulting)	\$2,318.18
18271	Sounds Good, Inc. (Piano Tuning and Maintenance)	\$100.00
18508	Sue Farley (Garden Supplies Reimbursement)	\$767.57
21699	Tammy Gibson (Program Payment)	\$200.00

Library Credit Card Details for the May 23, 2022 Board Meeting

Julie Milavec				
971	5308 Staff Recognition	Gina Goodbye Party Cake	\$	40.17
973	5210 Supplies	SRC Prizes, Supplies	\$	581.55
			Total	\$ 621.72
Katelyn Vabalaitis				
971	5210 Supplies	Garden Walk Bricks	\$	171.00
971	5302 Dues & Membership	Notary Renewal Fees, SHRM Membership Renewal	\$	367.00
971	5303 Seminars, Mtgs, & Conferences	Popcorn for Board Recap Meeting	\$	78.00
978	5391 Telephone	Comcast Monthly Payment	\$	476.45
			Total	\$ 1,092.45
Ian Knorr				
978	5210 Supplies	Light Bright Supplies	\$	375.39
978	5280 Small Tools & Equipment	Studs, Conduit, Screens, Fittings, Sand Paper, Torch	\$	281.54
978	5430 Building Maintenance	Landscaping Deposit	\$	438.57
978	5470 Other Equipment Repair & Maint	Trim, Plexiglass, LED Drivers	\$	879.44
			Total	\$ 1,974.94
Elizabeth Matkowski				
972	5210 Supplies	Teen Supplies, Girls Who Code Materials	\$	271.55
972	5852 Print Materials	Print Materials	\$	167.60
972	5853 AV Materials	Audiovisual Materials	\$	29.49
			Total	\$ 468.64
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	140.63
972	5852 Printed Materials	Print Materials	\$	119.28
972	5853 AV Materials	Audiovisual Materials	\$	52.95
			Total	\$ 312.86
Amelia Prechel				
			Total	\$ -
Cynthia Khatri				
976	5210 Supplies	Office Supplies	\$	105.05
975	5880 Intangible Assets	Google Storage	\$	99.99
976	5407 Advertising & Public Relations	Park District Banner Ads	\$	124.54
			Total	\$ 329.58
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	635.93
973	5853 AV Materials	Chromebooks, Games	\$	1,095.38
			Total	\$ 1,731.31

Traci Skocik				
973	5210 Supplies	Program Supplies	\$	992.26
			Total	\$ 992.26
Allyson Renell				
			Total	\$ -
Christine Lees				
974	5210 Supplies	Office Supplies	\$	324.11
			Total	\$ 324.11
Paul Regis				
975	5210 Supplies	Supplies	\$	22.94
975	5280 Small Tools & Equipment	USB Adapter	\$	79.00
975	5880 Intangible Assets	Zoom, Google, GoToMeeting, Libsyn, Mobile Beacon	\$	985.86
			Total	\$ 1,087.80
Grace Goodwyn				
971	5210 Supplies	Discover Grow Play Learn Shirts	\$	696.15
976	5210 Supplies	Printer Sticker Paper	\$	37.80
			Total	\$ 733.95
Jen Ryjewski				
972	5852 Print Materials	Periodical Renewal	\$	35.00
977	5210 Supplies	Supplies	\$	199.85
			Total	\$ 234.85
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	106.34
972	5315 Professional Services	Shutterstock Renewal	\$	29.00
972	5853 AV Materials	Anything Emporium Materials	\$	225.29
			Total	\$ 360.63
			Library Credit Card May 2022 Totals	\$ 10,265.10

PAYROLLS FOR APRIL 2022

APRIL 8	\$124,717.97
APRIL 22	\$126,028.74
TOTAL APRIL 2022 PAYROLLS	\$250,746.71

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022**

Agenda Item 8A

Illinois Non-Resident Library Card Program

The State of Illinois requires each library board to take action annually concerning the library's participation in the non-resident card program, which allows non-residents to purchase a library card for an annual fee from a public library that serves the school district in which they reside. The Downers Grove Public Library has participated for many years.

The required action by the Board of Library Trustees addresses four questions:

1. Will the library participate in the program?
2. Which method will the library use to compute the annual household fee?
3. What is the amount of the fee?
4. What is the effective starting date of the new fee?

The Downers Grove Public Library has participated in the Illinois Non-Resident Library Card Program every year since its inception. The fee formulae available under this program can be found here:

<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

The General Mathematical Formula is easy to calculate and administer. Using the General Mathematical Formula, the fee is computed by dividing the library's total operating and debt service property tax levy (\$5,873,639) by the number of households in the municipality (20,115). This computation yields a result of \$292.00. This is an increase of \$10.00, or 3.5%, from the 2021 fee. Generally, an August 1 effective date is used to allow staff time to provide notice of the new fee information on the website and in Circulation Department procedures.

Recommended Action: Approve participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$292.00 per household per year, effective August 1, 2022.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022**

Agenda Item 8B

2023 Salary Structure

Following the 2019 compensation system project, the Downers Grove Public Library Board of Library Trustees approved a salary structure to be updated annually through benchmarking. HR Source, the consulting firm that worked with the library on the 2019 project, provides an annual benchmark increase factor for the salary structure. The 2023 increase factor is 5.0% for the anticipated employment cost.

To calculate the 2023 Salary Structure, this factor is applied to the midpoint of Pay Grade 1 and extended across all Pay Grades. To accommodate the Illinois minimum wage increase, any Pay Grade minimum or first quartile falling below Illinois minimum wage is “grayed out” and minimum wage used in its place. When minimum wage exceeds the midpoint of a Pay Grade, that Pay Grade is no longer used. Pay Grade 2 was unused in the Salary Structure in prior years, allowing all position titles assigned to Pay Grade 1 to be reassigned to Pay Grade 2 in 2022. Pay Grade 1 is marked “No longer in use.”

Prior to the FY2024 budget planning process, full review of the Salary Structure will be completed to ensure alignment with Illinois minimum wage and market factors in hiring and retention.

Recommended Action: Approve 2023 Salary Structure as presented.

**DOWNERS GROVE PUBLIC LIBRARY
2023 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
14	E	Library Director	\$108,996.72	\$122,621.31	\$136,245.90	\$149,870.49	\$163,495.08
			\$55.90	\$62.88	\$69.87	\$76.86	\$83.84
13		Hold for future use	\$95,251.35	\$107,157.77	\$119,064.19	\$130,971.15	\$142,878.11
			\$48.85	\$54.95	\$61.06	\$67.16	\$73.27
12	E	Assistant Director	\$83,240.47	\$93,645.26	\$104,050.04	\$114,455.37	\$124,860.70
			\$42.69	\$48.02	\$53.36	\$58.70	\$64.03
11		Hold for future use	\$72,743.19	\$81,836.23	\$90,929.26	\$100,022.29	\$109,115.33
			\$37.30	\$41.97	\$46.63	\$51.29	\$55.96
10	E	Access Services Manager	\$63,570.18	\$71,516.31	\$79,462.45	\$87,408.59	\$95,354.72
	E	Adult & Teen Services Manager	\$32.60	\$36.68	\$40.75	\$44.82	\$48.90
	E	Business Office Manager					
	E	Children's Services Manager					
	E	Circulation Services Manager					
	E	Information Technology Services Manager					
	E	Public Relations Manager					
9	E	Assistant Manager - Information Technology Services	\$55,553.86	\$62,497.82	\$69,441.78	\$76,386.28	\$83,330.78
	E	Assistant Manager - Adult & Teen Services Services	\$28.49	\$32.05	\$35.61	\$39.17	\$42.73
	E	Assistant Manager - Children's Services					
	E	Building Operations Director					
	E	Technology Instructor					
8	E	Marketing Content Coordinator	\$48,548.42	\$54,616.97	\$60,685.52	\$66,754.07	\$72,822.62
	E	Librarian - Program Coordinator (Adult & Teen Services)	\$24.90	\$28.01	\$31.12	\$34.23	\$37.34
	E	Librarian - Program Coordinator (Children's Services)					
	E	Librarian - Reference & Technology Coordinator					
	E	Librarian (Adult & Teen Services)					
	E	Librarian - Teen Services Coordinator					
	E	Librarian - Outreach Coordinator					
	E	Librarian - Cataloger					

**DOWNERS GROVE PUBLIC LIBRARY
2023 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
7	E	Assistant Manager - Circulation Services	\$42,426.55	\$47,729.59	\$53,032.64	\$58,335.68	\$63,638.73
	NE	Graphic Design and Display Coordinator	\$21.76	\$24.48	\$27.20	\$29.92	\$32.64
	NE	Business Office Assistant					
6	NE	Supervisor (Circulation Services)	\$37,076.17	\$41,710.55	\$46,344.93	\$50,979.32	\$55,613.70
	NE	Media Lab Coordinator	\$19.01	\$21.39	\$23.77	\$26.14	\$28.52
	NE	Computer Help Desk Supervisor					
5	NE	Library Assistant (Adult & Teen Services)	\$32,400.43	\$36,450.49	\$40,500.54	\$44,550.59	\$48,600.65
	NE	Library Assistant (Children's Services)	\$16.62	\$18.69	\$20.77	\$22.85	\$24.92
	NE	Interlibrary Loan Coordinator					
	NE	Library Clerk (Access Services)					
	NE	Computer Help Desk Associate					
	NE	Building Operations Assistant					
4	NE	Building Operations Monitor	\$28,314.47	\$31,854.19	\$35,393.90	\$38,933.07	\$42,472.25
	NE	Library Clerk (Circulation Services)	\$14.52	\$16.34	\$18.15	\$19.97	\$21.78
3	NE	Custodian	\$24,744.28	\$27,837.32	\$30,930.36	\$34,023.39	\$37,116.43
	NE	Library Clerk (Adult & Teen Services)	\$12.69	\$14.28	\$15.86	\$17.45	\$19.03
	NE	Library Clerk (Children's Services)					
2	NE	Shelver	\$21,623.50	\$24,326.44	\$27,029.38	\$29,732.86	\$32,436.34
	NE	Summer Clerk	\$11.09	\$12.48	\$13.86	\$15.25	\$16.63
1		No longer used	\$19,627.31	\$21,624.32	\$23,621.32	\$25,983.67	\$28,346.02
			\$10.07	\$11.09	\$12.11	\$13.32	\$14.54

The current Illinois minimum wage is the lowest hiring wage. Levels under the current Illinois minimum wage are grayed out to indicate they are not used. Illinois minimum wage for 2023 is \$13.00 per hour.

Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

**DOWNERS GROVE PUBLIC LIBRARY
2022 SALARY STRUCTURE**

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

**DOWNERS GROVE PUBLIC LIBRARY
2022 SALARY STRUCTURE**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
7	E	Assistant Manager - Circulation Services	\$40,406.23	\$45,456.75	\$50,507.27	\$55,557.79	\$60,608.31
	NE	Graphic Design and Display Coordinator	\$20.72	\$23.31	\$25.90	\$28.49	\$31.08
	NE	Business Office Assistant					
6	NE	Supervisor (Circulation Services)	\$35,310.63	\$39,724.33	\$44,138.03	\$48,551.73	\$52,965.43
	NE	Media Lab Coordinator	\$18.11	\$20.37	\$22.63	\$24.90	\$27.16
	NE	Computer Help Desk Supervisor					
5	NE	Library Assistant (Adult & Teen Services)	\$30,857.55	\$34,714.75	\$38,571.94	\$42,429.14	\$46,286.33
	NE	Library Assistant (Children's Services)	\$15.82	\$17.80	\$19.78	\$21.76	\$23.74
	NE	Interlibrary Loan Coordinator					
	NE	Library Clerk (Access Services)					
	NE	Computer Help Desk Associate					
	NE	Building Operations Assistant					
4	NE	Building Operations Monitor	\$26,966.16	\$30,337.32	\$33,708.48	\$37,079.12	\$40,449.76
	NE	Library Clerk (Circulation Services)	\$13.83	\$15.56	\$17.29	\$19.01	\$20.74
3	NE	Custodian	\$23,565.99	\$26,511.73	\$29,457.48	\$32,403.23	\$35,348.98
	NE	Library Clerk (Adult & Teen Services)	\$12.09	\$13.60	\$15.11	\$16.62	\$18.13
	NE	Library Clerk (Children's Services)					
2	NE	Shelver	\$20,593.81	\$23,168.04	\$25,742.26	\$28,317.01	\$30,891.75
	NE	Summer Clerk	\$10.56	\$11.88	\$13.20	\$14.52	\$15.84
1		No longer used	\$18,692.68	\$20,594.59	\$22,496.50	\$24,746.36	\$26,996.21
			\$9.59	\$10.56	\$11.54	\$12.69	\$13.84

The current Illinois minimum wage is the lowest hiring wage. Levels under the current Illinois minimum wage are grayed out to indicate they are not used. Illinois minimum wage for 2022 is \$12.00 per hour.

Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022**

Agenda Item 8C

Workroom Renovation Project

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

Since 2017, the projects contained within Capital Needs Assessment Report 2017-2027 have been reordered and added to several times, the most recent on July 28, 2021. In 2020, two high-dollar replacements not previously in the report (electrical relay panel replacement and elevator modernization) were added, along with updated costs on upcoming projects and corrections for lighting projects completed ahead of schedule. The LCRF projected fund balance continues to exceed the targeted amount.

Last year, an additional project was proposed for the 2022 budget: renovation of the Access Services, Building Operations, Information Technology (IT), and Children's Services workrooms. The project was intended to update layout, furniture, and cabinetry. As was noted in the tour of the area following the last Board meeting, none of these workrooms are configured to current staffing levels. Access Services contains more workstations than staff in the department. Children's Services and IT have fewer workstations than staff and lack any storage space attached to their workrooms, unlike other departments. The Access Services cabinetry is from 1999 and delaminating. Addressing laminate that is peeling from multiple public service desks was added to the project as an alternate. During the 2022 budget process, estimates placed substantial completion of the project in 2023, which would allow for 2023 budget planning if the project exceeded initial cost estimates.

Architects Dan Pohrte and Tiffany Nash of Product Architecture + Design worked with Assistant Director Jen Ryjewski, Building Operations Director Ian Knorr, Children's Services Manager Allyson Renell, IT Manager Paul Regis, and Library Director Julie Milavec to develop a renovation plan that addressed our priority items as cost-effectively and efficiently as possible. Construction Manager Jason Perkunas from Shales McNutt, our construction management firm, completed cost estimates based on the plan. Unfortunately, the cost estimate is \$618,110, well over the 2022 budget for the project.

During the library's 2022 budget planning process, the Village of Downers Grove's Certified Annual Financial Report (CAFR) showed a Library Fund balance of \$1,469,752 on December 31, 2020. On June 23, 2021 the Board approved the transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. According to the library's Finance Policy, the total Operating Reserve target amount for 2022 was approximately \$455,000. Even with the transfer, the Library Fund balance is well over the Operating Reserve target. In some years, the accumulation over the Operating Reserve target amount was transferred into the Library Capital Replacement Fund from the Library Fund.

Though the Village of Downers Grove's Certified Annual Financial Report (CAFR) for 2021 is not yet available, it is anticipated that the Library Fund balance continues to exceed the Operating Reserve target. A portion of the Library Fund balance, beyond the annual budgeted \$350,000 transfer, could be transferred in 2022 to help cover the unexpected cost of this project. Preliminary estimates show that an additional \$200,000 transferred to the LCRF should allow for completion of the Workroom Renovation Project and meet the \$1,000,000 targeted fund balance at the completion of all Capital Needs Assessment Report 2017-2027 projects. Additionally, over \$22,000 will be refunded to the LCRF from Graybar Electrical for unused allowances in the electrical relay panel project.

Included in this packet is the preliminary cost estimate for the Workroom Renovation Project as submitted by Shales McNutt and a draft of 2023 updates to the Capital Needs Assessment 2017-2027, Projects and Estimated Costs, and LCRF Estimated Balance Summary. These drafts include not only the additional funding for the Workroom Renovation Project, but also consolidation of the carpet replacement into 2024 and 2025. The draft 2023 updates would go before the Board for approval during the 2023 budget process.

Discussion: Should staff continue planning for the Workroom Renovation Project?

Downer Grove Public Library
Staff Area Renovations
100% DD Budget
5/13/2022



v1

Item	Total
Demo	\$ 30,000
Temp Partitions/Temp Protection/Fencing	\$ 15,000
Carpentry / Casework	\$ 25,000
Doors, Frames, Hardware	\$ 25,500
Interior Walls, Drywall	\$ 46,000
Painting	\$ 18,000
Flooring	\$ 28,000
Ceilings	\$ 18,000
Specialties	\$ 500
Fire Protection	\$ 20,000
Plumbing	\$ 14,000
HVAC	\$ 26,500
Electrical	\$ 80,000
Subtotal	\$ 346,500
Inflation Allowance	0% \$ -
Design Contingency	10% \$ 34,650
Construction Contingency	10% \$ 34,650
Subtotal	\$ 415,800
CM Supervision 4 Months with part time supervision	\$ 68,726
General Requirments	\$ 12,474
Underground Plumbing Investigation Allowance	\$ 2,500
CM Fee & Insurance 5.25%	\$ 23,825
Permit Costs	\$ -
Utility Upgrades (ComEd, Water, etc.)	\$ -
Furniture Reconfiguration Allowance	\$ 10,000
CM Preconstruction	\$ 11,000
Furniture / Fixtures / Equipment / AV Allowance	\$ 28,000
A/E Fees	\$ 45,786
Total	\$ 618,110

Proposed Add Alternates

	Add
Alt 1 - Replace existing ceiling tiles scheduled to remain with new	\$ 8,000
Alt 2 - Added sink in maintenance office	\$ 8,000
Alt 3 - Replace lights that are currently scheduled to remain	\$ 15,000
Alt 4 - VCT in cooridor	\$ 7,500
Alt 5 - Addition of 2 VAVs - Base bid includes the addition of a total of 2 temperature sensors on existing VAVs	\$ 44,000
Alt 6- Addition of EF in maintenance room vented to closest outside wall with coring	\$ 15,500

Assumptions

Carpet tile in all locations execept cooridor.

No flooring included in cooridor execept replacement of existing base. Sealed concrete to remain.

Casework refacing on main level and 2nd floor public areas is not included

Casework reconfiguration on 2nd floor is not included

Included material cost of \$150 new light fixtures in base bid and alternate.

Existing floor boxes and covers to remain

Electrical cost includes \$6500 of lighting controls

Included at total of 3 additional temperature sensor on to existing VAVs. Price per temperature sensor is \$3,125 per sensor if additional ones are needed.

**Downers Grove Public Library
Capital Needs Assessment Report
2023 DRAFT Update
Projects and Estimated Costs**

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler, LEDs	Masonry, Doors	Roof, Electrical Relay Panels, VAVs, Staff Area Lighting & Controls, Air Curtain, Water Heater, Painting	Painting, Entrance Doors, Elevator Renovation, Lighting Panel, 1/2 Access, IT, & Youth Services Workroom Updates	1/2 Access, IT, & Youth Services Workroom Updates, Windows, VAVs	1/2 Flooring, VAVs, Lighting	1/2 Flooring, VAVs, Steel & Soffits, Caulking	Glazing, Painting, VAVs	Entrance Doors, Air Curtain, VAVs
\$ 669,651.61	\$ 624,938.00	\$ 237,119.00	\$ 979,100	\$ 411,600.00	\$ 611,900.00	\$ 374,300.00	\$ 398,300.00	\$ 69,100.00	\$ 39,300.00

**Downers Grove Public Library
Library Capital Replacement Fund
2023 DRAFT Budget
Simplified Estimated Fund Balance**

	<u>Project Cost</u>	<u>Transfer In</u>	<u>Year End Balance</u>
2020 Ending Balance			\$ 1,013,871.00
2021 (Est)	\$ 749,202.00	\$ 350,000.00	\$ 614,669.00
2022	\$ 411,600.00	\$ 550,000.00	\$ 753,069.00
2023	\$ 611,900.00	\$ 350,000.00	\$ 491,169.00
2024	\$ 374,300.00	\$ 350,000.00	\$ 466,869.00
2025	\$ 398,300.00	\$ 350,000.00	\$ 418,569.00
2026	\$ 69,100.00	\$ 350,000.00	\$ 699,469.00
2027	\$ 39,300.00	\$ 350,000.00	
Ending Balance			\$ 1,010,169.00

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

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
multiplier: 4% escalation per year				1.00	1.04	1.08	1.12
Building Review Report / smc	Exterior Architectural	Brick Masonry	\$ 280,000				\$ 314,962
		Exterior Steel & Soffits	\$ 25,000				\$ 28,122
		Exterior Doors	\$ 4,500				\$ 5,062
		Exterior Concrete Column	\$ 7,500				\$ 8,436
		Exterior West Windows	\$ 120,000				
		Caulking	\$ 20,000				\$ 22,497
	Interior Architectural	Glass and Glazing	\$ 5,500				
		Flooring (1/2 total flooring each	\$ 115,000			\$ 9,400.00	
		Painting	\$ 25,000				
		Entrance Doors & Operators	\$ 5,500				
		Total Architectural	\$ 1,064,805		\$ -	\$ 9,400	\$ 379,079

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

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

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

Building Review Report / Elara	Mechanical	Rooftop Unit 1	\$ 130,000			\$ 140,608	
		Rooftop Unit 2	\$ 165,000			\$ 178,464	
		Hot Water Boilers, Pumps, Flues	\$ 140,000			\$ 151,424	
		Controls Upgrade	\$ 55,000			\$ 59,488	
		Boiler Controller Upgrade	\$ 10,000			\$ 10,816	
		VAV Boxes Replacements (6-7/year @)	\$ 2,500				\$ 44,341
		Heater Replacements (2-3/year @)	\$ 3,000				\$ 16,873
		Exhaust Fan Replacements (1/year @)	\$ 2,000				
		Air Curtain Replacements	\$ 6,000				
		Elevator Modernization	\$ 85,000				
		Total Mechanical	\$ 783,552	\$ -	\$ -	\$ 540,800	\$ 61,214
	Lighting Upgrades	Level 1 Mouse Café	\$ 1,200		\$ 350.00		
		Level 1 Storytime	\$ 3,120				
		Level 1 North Staff	\$ 11,400				
		Level 1 East Public	\$ 20,880				

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

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
		Level 1 East Staff	\$ 13,660				
		Level 2 Staff	\$ 8,380			\$ 400.00	
		Level 2 Public	\$ 25,370		\$ 26,385		
		Level 2 South Stacks	\$ 10,740				
		North Exterior	\$15,000			\$ 10,735.00	
		South Exterior	\$15,000			\$ 4,265.00	
	Lighting+Ceiling Replacement						
		Level 1 Stacks	\$ 315,019		\$ 8,379		
		Room Lighting Control	\$ 9,350				
		Level 2 North Stacks	\$ 303,227		\$ 315,356		
		Room Lighting Control	\$ 9,000		\$ 9,360		
	Misc Lighting/Electrical Costs						
		Upgrade Relay Panels	\$ 75,000				
		Panel Infrared Scanning	\$300/panel	\$ 3,000			\$ 3,375
		Telecommunication Upgrade	\$ 10,000			\$ 11,699	
		Total Lighting Upgrades	\$ 533,856	\$ 3,000	\$ 359,829	\$ 27,099	\$ 3,375
	Plumbing	Electric Water Heater	\$ 15,000				
		Hot Water Recirculation Pump	\$ 2,000				
		Total Plumbing	\$ 40,122	\$ -	\$ -	\$ -	\$ -
Report Summary			Total Cost (2017 \$)	2017	2018	2019	2020
	Building Review	Total Architectural	\$ 1,064,805	\$ -	\$ -	\$ 9,400	\$ 379,079

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

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$783,552	\$ -	\$ -	\$ 540,800	\$ 61,214
		Total Lighting Upgrades	\$ 533,853	\$ 3,000	\$ 359,829	\$ 27,099	\$ 3,375
		Total Plumbing	\$ 40,119	\$ -	\$ -	\$ -	\$ -
		Total Report	\$3,269,839	\$ 3,000	\$ 359,829	\$ 577,299	\$ 443,668

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

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
multiplier: 4% escalation per year			1.17	1.22	1.27	1.32	1.37
Building Review Report / smc	Exterior Architectural	Brick Masonry					
		Exterior Steel & Soffits					\$ 34,214
		Exterior Doors					
		Exterior Concrete Column					
		Exterior West Windows			\$ 151,838		
		Caulking					\$ 25,306
	Interior Architectural	Glass and Glazing					
		Flooring (1/2 total flooring each				\$ 302,664	\$ 314,771
		Painting	\$ 28,122	\$ 30,416			
		Entrance Doors & Operators		\$ 6,187	\$ 6,959		
		Total Architectural	\$ 28,122	\$ 36,603	\$ 158,798	\$ 302,664	\$ 374,291

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

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

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

Building Review Report / Elara	Mechanical	Rooftop Unit 1					
		Rooftop Unit 2					
		Hot Water Boilers, Pumps, Flues					
		Controls Upgrade					
		Boiler Controller Upgrade					
		VAV Boxes Replacements (6-7/year @)	\$ 20,472	\$ 21,292	\$ 22,143	\$ 23,029	\$ 23,950
		Heater Replacements (2-3/year @)	\$ 10,529.00	\$ 7,019	7592		
		Exhaust Fan Replacements (1/year @)	\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
		Air Curtain Replacements	\$ 7,019				
		Elevator Modernization		\$ 85,000			
		Total Mechanical	\$ 40,652	\$ 116,048	\$ 32,582	\$ 25,989	\$ 23,950
	Lighting Upgrades	Level 1 Mouse Café		\$ 350			
		Level 1 Storytime	\$ 3,650				
		Level 1 North Staff	\$ 13,336				
		Level 1 East Public					

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

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
		Level 1 East Staff	\$ 15,980				
		Level 2 Staff				\$ 11,012	
		Level 2 Public					
		Level 2 South Stacks		\$ 13,067			
		North Exterior				\$ 3,200	
		South Exterior				\$ 1,000	
	Lighting+Ceiling Replacement						
		Level 1 Stacks			\$ 1,200		
		Room Lighting Control	\$ 20,000				
		Level 2 North Stacks			\$ 1,000		
		Room Lighting Control	\$ 20,000.00				
	Misc Lighting/Electrical Costs						
		Upgrade Relay Panels	\$ 75,000				
		Panel Infrared Scanning			\$ 3,796		
		Telecommunication Upgrade					
		Total Lighting Upgrades	\$ 147,967	\$ 13,417	\$ 5,996	\$ 15,212	\$ -
	Plumbing	Electric Water Heater	\$ 17,548				
		Hot Water Recirculation Pump	\$ 2,340				
		Total Plumbing	\$ 19,888	\$ -	\$ -	\$ 30,423	\$ -
Report Summary			2021	2022	2023	2024	2025
	Building Review	Total Architectural	\$ 28,122	\$ 36,603	\$ 158,798	\$ 302,664	\$ 374,291

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

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$ 991,467	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$ 40,652	\$ 116,048	\$ 32,582	\$ 25,989	\$ 23,950
		Total Lighting Upgrades	\$ 147,967	\$ 13,417	\$ 5,996	\$ 15,212	\$ -
		Total Plumbing	\$ 19,888	\$ -	\$ -	\$ 30,423	\$ -
		Total Report	\$ 1,228,095	\$ 166,068	\$ 197,375	\$ 374,289	\$ 398,241

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

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
multiplier: 4% escalation per year			1.42	1.48	
Building Review Report / smc	Exterior Architectural	Brick Masonry			
		Exterior Steel & Soffits			
		Exterior Doors			
		Exterior Concrete Column			
		Exterior West Windows			
		Caulking			
	Interior Architectural	Glass and Glazing	\$ 7,828		
		Flooring (1/2 total flooring each			
		Painting	\$ 35,583		
		Entrance Doors & Operators		\$ 8,141	
		Total Architectural	\$ 43,411	\$ 8,141	\$ 1,340,510

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

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

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

Building Review Report / Elara	Mechanical	Rooftop Unit 1			
		Rooftop Unit 2			
		Hot Water Boilers, Pumps, Flues			
		Controls Upgrade			
		Boiler Controller Upgrade			
		VAV Boxes Replacements (6-7/year @)	\$ 21,350	\$ 22,204	
		Heater Replacements (2-3/year @)			
		Exhaust Fan Replacements (1/year @)			
		Air Curtain Replacements		\$ 8,881	
		Elevator Modernization			
		Total Mechanical	\$ 21,350	\$ 31,085	\$ 893,671
	Lighting Upgrades	Level 1 Mouse Café			
		Level 1 Storytime			
		Level 1 North Staff			
		Level 1 East Public			

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

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
		Level 1 East Staff			
		Level 2 Staff			
		Level 2 Public			
		Level 2 South Stacks			
		North Exterior			
		South Exterior			
	Lighting+Ceiling Replacement				
		Level 1 Stacks			
		Room Lighting Control			
		Level 2 North Stacks			
		Room Lighting Control			
	Misc Lighting/Electrical Costs				
		Upgrade Relay Panels			
		Panel Infrared Scanning	\$ 4,270		
		Telecommunication Upgrade			
		Total Lighting Upgrades	\$ 4,270	\$ -	\$ 580,164
	Plumbing	Electric Water Heater			
		Hot Water Recirculation Pump			
		Total Plumbing	\$ -	\$ -	\$ 50,311
Report Summary			2026	2027	Total Cost (2027 \$)
	Building Review	Total Architectural	\$ 43,411	\$ 8,141	\$ 1,340,510

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

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$ -	\$ -	\$ 991,467
	Building Review Report / Elara	Total Mechanical	\$ 21,350	\$ 31,085	\$ 893,671
		Total Lighting Upgrades	\$ 4,270	\$ -	\$ 580,164
		Total Plumbing	\$ -	\$ -	\$ 50,311
		Total Report	\$ 69,031	\$ 39,227	\$ 3,856,122

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022**

Agenda Item 10

Librarian's Report

Reaching Across Illinois Libraries (RAILS) Executive Board Election

Voting in the Reaching Across Illinois Libraries (RAILS) Executive Board Election ends at 5 p.m. on Friday, May 20. I am running for a three-year term as an At-Large member of the Board.

Two Vacancies on Board of Library Trustees

As of the time of this writing, the Village Council agenda has not yet shown appointments to boards and commissions. Current Trustees and terms are:

- Swapna Gigani, President, August 31, 2027
- David Humphreys, Secretary, August 31, 2025
- Barnali Khuntia, August 31, 2025
- Carissa Dougherty, August 31, 2024

In addition to appointing people to these two vacancies, the Village has slowly been realigning terms of office to reflect the state law of two six-year terms expiring every other year rather than the practice of one six-year term expiring every year that I brought to their attention in 2018.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022**

Department Reports – April 2022

Administration – Jen Ryjewski

- Met with Dan Pohrte and Tiffany Nash from Product Architecture to finalize plans for workroom renovations.
- Interviewed and hired for full-time Head Cataloger position.
- Interviewed and hired for Access Services Manager position.
- Met with and passed the baton to Graphics and Display Coordinator Grace Goodwyn, who took on the team-lead role for the Innovation Team.
- Finished second draft of Illinois Library Association (ILA) Best Practices Committee work: A Framework for EDI Practices.
- Acted and performed the work of Cataloging Librarian and Access Services Manager in the absence of two full-time employees; spent a lot of time with the Access Services team.
- Mentored and counseled employee about professional library-track positions.
- Continued to administer State and Federal grant projects to ensure adherence to grant obligations and timeline.
- Met with Friends of the Library and worked with the group to get a plan in place for our summer pop-up book sale.
- Attended LACONI TSS webinar: Words Matter: Creating a More Inclusive Catalog, which discussed the processes libraries are taking to ensure DEI subject headings in the library catalog.

Business Office – Katelyn Vabalaitis

- Business Office Manager Katelyn Vabalaitis attended the third IMRF Authorized Agent training.
- Katelyn and Business Office Assistant Scott Anderson completed the HR Source Salary Survey and Supplemental Library Report for 2022. We should receive a copy of the full survey in June.
- Scott and Katelyn began using Munis, the new Village financial software, to process accounts payable. Many issues were encountered.
- Scott and Katelyn created new scoring procedures for yearly goals listed on staff performance evaluations. This scoring will go into effect when the library begins administering merit increases. This year's evaluations will be a test run of the new process and formulas.
- Katelyn participated in the Access Services Manager interviews.

Adult & Teen Services – Lizzie Matkowski

- April programs included: Job Workshop: Job Search in the 21st Century; Illinois Library Presents Nick Offerman and Jeff Tweedy; Library Gnomes; Maker Mondays: fairy garden teacup, Piggy bank, moon phase wall hanging, storybook paper roses; Create Like Anna Berry; Babysitting Training Class (with Children's Services Staff); and Teen Summer Job Workshop.
- Arab American Heritage month bundles organized by Amanda and Karen from ATS and Traci from Children's Services for late April had 48 total submissions for the 5 bundles.
- National Library Week "Gnome Place Like DGPL" scavenger hunt from the Programming Team had over 300 participants throughout the week.
- Girls Who Code wrapped up their current session with a graduation and presentation of their projects!
- Amanda has ordered some Large Print books for the Teen collection to increase accessibility of that collection.

Children's Services – Allyson Renell

- April was Arab American Heritage month and the Kids Room celebrated by raffling off book bundles containing books about the Arab American experience. We also had a display in the department that was extremely popular throughout the month.
- From March 25 until Easter weekend, the library participated in the Downtown Management Association's Bunny Hunt scavenger hunt. Similar to other scavenger hunts sponsored by the Downtown Management Association, participants needed to find different bunnies around town and then returned to the Kids Room to pick up their prize.
- On April 6, Reference and Technology Coordinator Sharon Hrycewicz presented to a College of DuPage LTA class about lending technology and unique collections. She spoke about the library's Anything Emporium from its beginnings as children's circulating STEM kits, its evolution over time, and its newest additions like the Memory Emporium kits.
- On April 8, Department Manager Allyson Renell visited District 58's monthly principal and administrators meeting to promote the Summer Reading Club. She reminded the principals about the program, about the Kids Room partnership with the PTA's math club, and about our upcoming visits to their schools to promote the program to their students.
- On April 13, Allyson visited Avery Coonley's Kindergarten class as one of their community speakers. She spoke about her role as leader within the library and how she meets the variety of different needs of community members. They also discussed some of the rules the library has about lending materials and behaviors and how these rules benefit the community as a whole.

- April 13 was also the Girls Who Code 3rd-5th grade graduation. Sharon and Library Assistant Gracie Ruyle hosted the graduation event where the girls shared their projects with each other and their families and celebrated the completion with pizza and refreshments. We love hosting Girls Who Code for this age group and our club for next spring has already been approved.
- On April 15, Assistant Department Manager Traci Skocik hosted a Red Cross Babysitting Training Class. The program was extremely popular, filling all 15 spots quickly. Students learned about child development, safety tips, basic first aid and CPR, and more. Students received a certificate for completing the full 8-hour training.
- The entire Kids Room staff was busy during April continuing our prep for the Summer Reading Club. We are working hard on programming, decorations, activities, and more. We are very excited to see what the summer will bring!

Circulation Services – Christine Lees

- This month was filled with interviews and new hires. We said goodbye to three shelveers and one clerk, three of whom are heading to full-time employment opportunities and the fourth to school full-time. We wish our former team members the best of luck on their new journeys! Circulation Department Shelves Josh Wirth has been promoted to Circulation Clerk. Congratulations to Josh!
- We checked out 959 items via our lockers this month.
- The Service Excellence Team created the “Fun Facts” game board for staff to try to match a fun fact to the correct staff member. As we had hoped, it is generating a lot of conversation between staff members! Here’s the “fun fact” creating the most buzz...” An extremely popular song from 2005 was written about my wife and I (and I can’t stand it).” Any guesses on who that staff member might be?
- The second Staff Board Meeting Recap was successful and there were about 15 staff members in attendance with the rest of the staff able to watch the recording of the meeting.
- We received our new summer reading t-shirts and the staff love the design. Thanks to the PR staff for creating, designing, and ordering these new t-shirts! C’mon summer!!

Information Technology – Paul Regis

- Computer Help Desk Supervisor Lauren Gonzalez and Computer Help Desk Associate Elizabeth Stamper visited Lacey Creek Supportive Living as part of the library’s outreach initiative. Pre-COVID, Lauren regularly visited three assistive living residences in the area with plans to expand to other residences. This is the first tech outreach since the start of the pandemic and they helped six residents for a total of 3.5 hours of assistance.
- IT Manager Paul Regis had some luck on the wireless network upgrade front. He met with ITsavvy out of Addison, who provided a quote that was much more within the budget of the IMLS grant. There are still ongoing supply issues,

especially with hardware; that shortage - as well as a backlog of customers and projects (reliant upon said supplies) - means that any real work will not happen until fall-ish. More info to come.

- IT offered five virtual classes in April with 36 students. Additionally, People's Resource Center returned to in-person programming and supplemented the library's virtual offerings with nine in-person classes reaching 50 students.
- Paul neglected to mention something important in March's report: Lauren Gonzalez and Media Lab Coordinator Ed Bromiel (along with PR Manager Cindy Khatri) presented at PLA in March. Their virtual presentation – "Using a Library Podcast to Build Empathy in the Community" – outlined how a podcast can humanize a library and bring attention to services and current topics. They did an amazing job and at one point had over 300 viewers!

Public Relations – Cindy Khatri

- The PR team conducted outreach orientations for staff and new outreach volunteers.
- The Village is borrowing two display cases in the North entrance to showcase their 4th of July parade registration in hopes people will sign up to create a float.
- Banners promoting the use of the eLibrary and Summer Reading Club were installed at Washington Park and McCollum Park.
- New wayfinding signs were drafted and designed.
- Cindy Khatri, PR Manager, assisted with the Access Services Manager interviews.
- Cindy worked with the Equity Advisory Team to prepare for the Equity Strategic Plan to go before the Board.
- The PR team attended the ILA Marketing Mini Conference. Cindy briefly presented with a panel on the process of getting a new website.
- The PR team worked on Summer Reading Club preparations, including website updates, reaching out to downtown businesses to do another scavenger hunt, creating forms and decorations, drafting the press release, and scheduling messaging.
- The team worked with the Social Work Interns to survey both staff and patrons about social service needs.
- The PR team promoted the celebration of National Library Week, Poetry Month, Arab American Heritage Month, and Autism Acceptance Month through featured booklists on the catalog, pocket poem giveaways, and raffled book bundles.
- The team promoted the partnership with ILP and the Nick Offerman event. DGPL had the most registrants (317) and participants (192) of all participating libraries!

Access Services – Jen Ryjewski (Interim)

- Met with Access Services Department to reassign and review some tasks and discuss workflow due to the resignation of one of the library clerks.

	Adult & Teens	Kids	Both
Items Added			
Print	1290	1116	
AV	250	45	
Items Discarded			
Print	1052	551	
AV	78	52	
Items Repaired			129
Items Reclassified			112

Building Operations – Ian Knorr

- Met with Product Architecture and Design to go over workspace ideas.
- The Safety Team had a meeting and discussed updating security cameras, fire drills, and other topics.
- Met with Sue Farley of the Green Grovers gardening club and discussed/planned garden enhancements for the library.
- The irrigation system was turned on for the season.
- The ATS department had NARCAN Training for staff that were interested.
- Attended interviews for the Access Services Manager candidates.
- With the assistance of Building Operations Monitors Andrew and Danny, we were able to complete the light bright for the Kids Room. Adjustments are being made as we observe how it's being used.

April						
Circulation	Apr 22	%	APR 21	%	APR 20	%
Checkouts						
Selfchecks	30,438	74.69%	27,910	68.84%	71	60.17%
Staff desk	9,354	22.95%	12,636	31.16%	47	39.83%
Lockers	959		0		0	
Total checkouts	40,751		40,546		118	
Renewals						
Auto Renewals	32,297		28,485		0	
Selfchecks	4		2		0	
Staff desk (incl. phone)	281		213		0	
Patron self-renewals on website	92		510		0	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	664		131		0	
Total renewals	33,338		29,341		0	
Total item checkout and renewals	74,089		69,887		118	
Digital Circulation	12,228		11,642		14,152	
Total Circulation	86,317		81,529		14,270	
Reserves Processed						
Received from ILL	5,000		5,386			
ILL sent	4,394		4,497			
OCLC requests processed	158		160			
Gate Count						
North	17,605		10,654		0	
South	11,238		7,745		0	
Total	28,843		18,399		0	
Lockers	959		0		0	
Gate Count and Lockers Total	29,802		18,399		0	
Curbside Count	0		907		0	
Registrations						
New resident library cards	173		88		90	
New fee cards	9		3			
Professional Development Hours	25		16		600	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	Apr 2021	Apr 2022	YTD Totals			
Adult	36,579	36,728	130,092	150,588		
Teen	1,803	1,727	6,551	6,956		
Children	31,505	35,634	109,030	141,464		
Download	11,642	12,228	49,292	49,513	YTD Difference	
Total	81,529	86,317	294,965	348,521	53,556	18.2%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	25,542	69.54%	2,692	7.33%	6,260	17.04%	2,234	6.08%	36,728
Teen	1,654	95.77%	23	1.33%	22	1.27%	28	1.62%	1,727
Children	31,179	87.50%	1,221	3.43%	2,147	6.03%	1,087	3.05%	35,634
Total	58,375	78.79%	3,936	5.31%	8,429	11.38%	3,349	4.52%	74,089

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	117,641	75.24%	15,489	9.91%	16,075	10.28%	7,141	4.57%	156,346
Children	78,669	86.40%	2,874	3.16%	7,500	8.24%	2,012	2.21%	91,055
Total	196,310	79.35%	18,363	7.42%	23,575	9.53%	9,153	3.70%	247,401

Book Collection

	Apr 2021	Apr 2022	YTD Totals		YTD Difference	
Adult	120,374	117,641				
Children	80,595	78,669				
Total	200,969	196,310	200,969	196,310	-4,659	-2.3%

Audio Collection

	Apr 2021	Apr 2022	YTD Totals		YTD Difference	
Adult	15,517	15,489				
Children	2,860	2,874				
Total	18,377	18,363	18,377	18,363	-14	-0.1%

Video Collection

	Apr 2021	Apr 2022	YTD Totals		YTD Difference	
Adult	15,028	16,075				
Children	8,044	7,500				
Total	23,072	23,575	23,072	23,575	503	2.2%

Miscellaneous Collection

	Apr 2021	Apr 2022	YTD Totals		YTD Difference	
Adult	7,462	7,141				
Children	1,901	2,012				
Total	9,363	9,153	9,363	9,153	-210	-2.2%

Rooms & Spaces

	Apr 2021	Apr 2022				
Community Use of Rooms	188	963				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	79				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	188	1,042	YTD Totals	3,622	YTD Difference	
					3,394	1488.6%

Programs Offered

Library Programs Offered		Apr 2022		
Adult		33		
Teen		13		
Children		68		
Self-Directed Programs Offered				
Adult		11		
Teen		4		
Children		4	YTD Totals	
Programs Offered Total		133		447

Program Attendance

Library Program Attendance		Apr 2022		
Adult		250		
Teen		105		
Children		1,147		
Self-Directed Program Attendance				
Adult		580		
Teen		170		
Children		204	YTD Totals	
Program Attendance Total		2,456		9,384
Virtual Program Views Total		462		1,296

Website Views

	Apr 2021	Apr 2022	YTD Totals		YTD Difference	
Total Website Views	23,092	24,609	101,934	114,788	12,854	12.6%

Statistics for April 2022 (FY Jan-Dec)

Library Visits

	Apr 2021	Apr 2022				
Gate Count	19,306	28,843				
Locker Pickups	0	959	YTD Totals		YTD Difference	
Total Library Visits	19,306	29,802	78,483	102,507	24,024	30.6%

One-on-One Services

	Apr 2021	Apr 2022				
One-on-Ones	20	29				
Homebound	0	6				
Notary	1	46	YTD Totals		YTD Difference	
Total Sessions	21	81	80	211	131	163.8%

Computer User Sessions

	Apr 2021	Apr 2022				
Adult	1,345	1,571				
Children	0	520	YTD Totals		YTD Difference	
Total	1,345	2,091	3,711	7,614	3,903	105.2%
Wireless Sessions	487	1,004	1,275	3,668	2,393	187.7%

Printing Services

	Apr 2021	Apr 2022				
Poster	0	2				
3D	25	14	YTD Totals		YTD Difference	
Total Prints	25	16	80	68	-12	-15.0%

The Cupboard

	Apr 2021	Apr 2022	YTD Totals		YTD Difference	
Total Donations	323	3,858	2,069	12,029	9,960	481.4%