

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 28, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Oath of Office
 - a. Bill Nienburg, six-year term
5. Approval of Minutes
 - a. May 23, 2022 Regular Meeting Requested Action: Approval
6. Financial Matters
 - a. May 2022 Financial Report
 - b. June 2022 Invoices Requested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. 2023 Preliminary Budget Draft Requested Action: Discussion
 - b. Transfer to Library Capital Replacement Fund From Library Fund Requested Action: Approval
 - c. Strategic Planning Request for Proposals Requested Action: Approval
10. Unfinished Business
11. Library Director's Report
 - a. Adult & Teen Services Department Presentation
12. Trustee Comments and Requests for Information
13. Adjournment

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

DRAFT MINUTES

1. **Call to Order.** President Gigani called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee David Humphreys, Trustee Barnali Khuntia, President Swapna Gigani. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Children's Services Manager Allyson Renell, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 27, 2022 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the April 27, 2022 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
 - b. April 27, 2022 Committee of the Whole. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the April 27, 2022 Committee of the Whole Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. April 2022 Financial Report. Business Office Manager Katelyn Vabalaitis discussed the continuing issues with the financial reports coming out of the Village's Munis software and presented versions of the report for review. There was discussion about how to make the process of running the reports simpler and less time consuming. Library Director Julie Milavec noted that the library is 33% through the year and expenditures are at 22.17% spent. Revenue received is under 2%, which is normal for this time of year. The June reports should start showing some of the property tax allocations.
 - b. May 2022 Invoices. It was moved by Khuntia and seconded by Humphreys THAT the payment of May 2022 Operating Fund invoices totaling \$126,513.59 and the ratification of April 2022 payrolls totaling \$250,746.71 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: None. Abstentions: None.

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

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

8. **New Business.**

- a. Illinois Non-Resident Library Card Program Participation. Library Director Julie Milavec reminded the Board that they must vote annually to participate in the non-resident card program. Historically, the Board has preferred using the General Mathematical Formula, which is easier to calculate and it allows non-residents who live in areas served by Downers Grove school districts to purchase cards. Using this formula, the fee would increase by \$10 to \$292 beginning August 1, 2022.

It was moved by Dougherty and seconded by Khuntia THAT the library's 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 beginning August 1, 2022 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: None. Abstentions: None.

- b. 2023 Salary Structure. Library Director Julie Milavec presented the proposed 2023 Salary Structure, which is the first step towards the budget process for 2023. HR Source consultants recommended a 5% increase to the salary structure. A couple of lines in the schedule are now grayed out and will not be used, as they are under minimum wage. This is causing some compression in the salary schedule. The proposal is to increase the salary structure as recommended, give staff a 5% raise across the board, and then look into some internal pay equity issues related to seniority, performance, and in relation to newer employees in the same grade. Milavec noted that more than 60% of the library's expenditure budget goes towards personnel.

It was moved by Khuntia and seconded by Dougherty THAT the 2023 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: None. Abstentions: None.

- c. Workroom Renovation Project. Library Director Julie Milavec let the Board know that cost estimates for the Workroom Renovation Project came in 100% over budget. Between the cost of materials, labor, and supply chain issues, overall costs are continuing to increase. In the proposed budget presented to the Board, Milavec listed the project budget at \$660,000. The estimate for the construction portion was \$618,000. The extra would be for furniture for the IT Workroom.

Annually, fund balance from the Library Fund moves into the Library Capital Replacement Fund. The library's Fund Balance has grown significantly over the last few years. As of the last audit, the balance was running at \$1.5 million and the Operating Reserve Policy states the library needs \$500,000 in that fund. Milavec proposed transferring an additional \$200,000 from the Library Fund to the Capital Replacement Fund, which would allow the library to continue with the Workroom Renovation Project. The Board directed Milavec to continue planning and budgeting for the project to see where bids fall.

9. Unfinished Business. There was none.

10. Library Director's Report. Library Director Julie Milavec presented her report. The library's new Access Services Manager will be starting on Tuesday, May 31. The latest anti-hate statement went out at the end of the previous week. Some questions came in about the library's decision to release the statement, and staff pointed patrons in the direction of the Framework for Releasing Anti-Hate Statements. The Foundation will be donating money to the library for a new discovery wall in the Kids Room and to pay one of the library's previous social work interns to remain working through the summer. Two new interns will start in the fall. There have been an uptick in patron incidents, many of which have required assistance from the police. Threats have been made against a staff member and Administration is working with Downers Grove Police Department.

- a. Children's Services Department Presentation. Children's Services Manager Allyson Renell presented the details of the 2022 Summer Reading Club. She also discussed the latest staffing changes in the Children's Services Department and presented the findings of the department's recent diversity audit.

11. Trustee Comments and Requests for Information.

Trustee Dougherty commented on the library staff fun facts game that was hosted by the Service Excellence Team.

Trustee Humphreys applauded Allyson Renell's presentation. He was happy to hear library staff are helping to weed some of the elementary schools' libraries. Trustee Humphreys also commented that he was at a music business conference last week and he attended a workshop on diversity auditing within the music business. A pronouns discussion also came up at the workshop and he stressed the importance of recognizing and supporting the LGBTQIA+ community. Trustee Humphreys suggested the idea of adding a "2" to be LGBTQ2IA+, to recognize the Indigenous Two-Spirit identity.

12. Adjournment. President Gigani adjourned the meeting at 8:52 p.m.

EXPENDITURE BY OBJECT REPORT
5/1/2022 through 5/31/2022
Capital Replacement Fund

ACCOUNT	ACCOUNT NAME	ADJUSTED APPROPRIATION	EXPENDITURES	YEAR-TO-DATE EXPENDITURES	END BALANCE	PERCENT USED
821.90.971.587000	CAPITAL EQUIPMENT	411,600.00	0.00	184,801.59	226,798.41	44.90%

EXPENDITURE BY OBJECT REPORT
5/1/2022 through 5/31/2022
Operating Fund

ACCOUNT	ACCOUNT NAME	ADJUSTED APPROPRIATION	EXPENDITURES	YEAR-TO-DATE EXPENDITURES	END BALANCE	PERCENT USED
5101	SALARIES, EXEMPT Total	1,733,543.38	120411.37	500,573.75	1,112,558.26	35.82%
5104	BONUS Total	0.00	0	0	0.00	0.00%
5111	SALARIES, NON-EXEMPT Total	338,730.61	32,037.00	114,123.00	192,570.61	43.15%
5119	PART-TIME EMPLOYEE WAGES Total	1,286,018.09	88,562.13	379,064.35	818,391.61	36.36%
5121	OVERTIME Total	0.00	0	0	0.00	0.00%
5131	IMRF PENSION CONTRIBUTIONS Total	240,632.68	17,495.72	71,659.66	151,477.30	37.05%
5133	MEDICARE CONTRIBUTIONS Total	48,695.16	3435.68	14156.56	31,102.92	36.13%
5134	SOCIAL SECURITY CONTRIBUTIONS Total	208,213.83	14,690.00	60,528.25	132,995.58	36.13%
5190	LIFE INSURANCE Total	1,366.20	70.71	296.48	999.01	26.88%
5191	HEALTH INSURANCE Total	496,336.20	34,495.82	135,328.61	326,511.77	34.22%
5195	OPTICAL INSURANCE Total	1,925.91	147.69	577.11	1,201.11	37.63%
5197	DENTAL INSURANCE Total	32,871.93	2575.69	10,077.12	20,219.12	38.49%
5210	SUPPLIES Total	108,750.00	11,029.52	27,203.10	70,517.38	35.16%
5251	MAINTENANCE SUPPLIES Total	21,750.00	380.35	7,396.21	13,973.44	35.75%
5280	SMALL TOOLS & EQUIPMENT Total	29,900.00	986.56	4346	24,567.44	17.83%
5302	DUES AND MEMBERSHIPS Total	7,500.00	2,192.00	1,234.00	4,074.00	45.68%
5303	SEMINARS, CONFERENCES&MEETINGS Total	28,600.00	146.26	6290.32	22,163.42	22.51%
5308	RECOGNITION PROGRAM-STAFF Total	5,000.00	40.17	3,617.77	1,342.06	73.16%
5315	PROFESSIONAL SERVICES Total	75,200.00	5543.05	32016.35	37,640.60	49.95%
5322	PERSONNEL RECRUITMENT Total	1,000.00	238.43	539.39	222.18	77.78%
5323	SPECIAL LEGAL Total	6,000.00	0	1,432.50	4,567.50	23.88%
5346	DATA PROCESSING SERVICES Total	119,495.00	0	71,809.61	47,685.39	60.09%
5380	PRINTING SERVICES Total	27,250.00	4182	4110	18,958.00	30.43%
5391	TELEPHONE Total	17,000.00	2,137.64	6,187.50	8,674.86	48.97%
5392	POSTAGE Total	29,000.00	0	9,338.97	19,661.03	32.20%
5407	ADVERTISING & PUBLIC RELATIONS Total	19,500.00	2340.36	2151.28	15,008.36	23.03%
5420	INSURANCE - OTHER POLICIES Total	70,700.00	0	61,940.00	8,760.00	87.61%
5430	BUILDING MAINTENANCE SERVICES Total	92,000.00	3,163.57	14,214.50	74,621.93	18.89%
5450	CLEANING SERVICES Total	80,000.00	16,688.78	23,258.76	40,052.46	49.93%
5461	UTILITIES Total	24,250.00	2,752.45	13,317.55	8,180.00	66.27%

EXPENDITURE BY OBJECT REPORT
5/1/2022 through 5/31/2022
Operating Fund

ACCOUNT	ACCOUNT NAME	ADJUSTED APPROPRIATION	EXPENDITURES	YEAR-TO-DATE EXPENDITURES	END BALANCE	PERCENT USED
5470	OTHER EQUIPMENT R & M Total	11,500.00	1950.75	8542.95	1,006.30	91.25%
5481	RENTALS Total	18,000.00	817.88	5,498.05	11,684.07	35.09%
5620	RECOVERABLES Total	4,000.00	0	105.94	3,894.06	2.65%
5690	UNEMPLOYMENT COMPENSATION Total	2,500.00	0	0	2,500.00	0.00%
5770	CAPITAL EQUIPMENT Total	58,000.00	4,610.58	41,450.72	11,938.70	79.42%
5851	ELECTRONIC RESOURCES Total	245,800.00	21,455.88	79,444.82	144,899.30	41.05%
5852	PRINT MATERIALS Total	348,150.00	28,367.00	82,146.67	237,636.33	31.74%
5853	AUDIOVISUAL MATERIALS Total	146,200.00	8,520.74	27,072.81	110,606.45	24.35%
5870	CAPITAL EQUIPMENT Total	60,000.00	0	104,402.55	-44,402.55	174.00%
5880	INTANGIBLE ASSETS (SOFTWARE) Total	59,500.00	11,059.60	16,839.15	31,601.25	46.89%
5930	TRANSFER FOR CAPITAL PROJECTS Total	350,000.00	0	0	350,000.00	0.00%
	Grand Total	6,454,878.99	442525.38	1942292.36	4,070,061.25	36.95%

INVOICE LISTING - JUNE 2022
Capital Replacement Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
385	TRANE U.S. , INC.	1	23,087.40

GRAND TOTALS:	1	23,087.40
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INVOICES OF NOTE

For Library Board Meeting on June 28, 2022
Capital Replacement Fund

385	Trane U.S., Inc. (VAV Replacement)	\$23,087.40
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INVOICE LISTING - JUNE 2022**Operating Fund**

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360CLEAN	1	5,350.00
10255	4IMPRINT, INC	1	863.14
21191	ADVANTAGE ARCHIVES, LLC	1	675.00
21323	AIR CLEANING SPECIALIST	1	699.20
19152	ALLCOMM SYSTEMS, INC.	1	425.00
293	ALLIED WASTE SERVICES	1	14.00
18213	AMAZON CAPITAL SERVICES, INC.	2	61.97
20916	ANDERSEN VOINOVICH	1	800.00
12583	ARLINGTON HEIGHTS MEMORIAL LIBRARY	1	138.89
403	AT&T	1	267.91
672	BAKER & TAYLOR BOOKS	19	771.39
16893	BIBLIOTHECA, LLC	2	1,560.46
829	BLACKSTONE AUDIOBOOKS	17	1,612.37
1223	CASE LOTS, INC.	2	1,193.10
8705	CASH - LIBRARY	1	174.43
1259	CCH, INC. ORPORATED	1	196.96
1264	CDW GOVERNMENT, INC.	3	980.38
8323	CENGAGE LEARNING	15	1,022.03
1277	CENTER POINT PUBLISHING	2	71.31
1377	CHICAGO TRIBUNE	1	139.42
1459	CINTAS CORPORATION #344	2	103.78
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	817.88
2056	DEMCO, INC.	1	56.95
2346	DOWNERS GROVE PARK DISTRICT	2	150.00
2359	DOWNERS GROVE SANITARY DIST.	2	173.45
5572	FIA CARD SERVICES, N.A.	13	13,306.26
17510	FIRST COMMUNICATIONS, LLC	1	541.19
18270	FITZGERALD'S ELECTRICAL CONTRACTING, I	1	314.90
16977	GARVEY'S OFFICE PRODUCTS, INC.	4	1,294.09
13544	GOOGLE, INC.	1	990.00
8770	GRAINGER	2	616.58
18572	HOMELESS TRAINING INSTITUTE LLC	1	1,199.00
3688	INGRAM LIBRARY SERVICES, LLC	40	22,723.03
200029	JANELL ROBINSON	1	800.00
18694	JOHNSON CONTROLS FIRE PROTECTION LP	2	3,095.77
10993	KENT ADHESIVE PRODUCTS COMPANY	3	298.90
4812	KLEIN, THORPE AND JENKINS, LTD	1	135.00
18876	LIBRARY IDEAS, LLC	1	1,113.83
10916	MARY SUZANNE THOMAS	1	37.86
200038	MICHAEL KARSEN	1	125.00
5866	MIDWEST TAPE	13	4,536.03
6161	NICOR GAS	1	2,430.69
6295	ORKIN PEST CONTROL	1	135.00

12499	OVERDRIVE, INC.	3	5,718.38
200048	PATRICIA MARGARET SCHLESINGER	1	200.00
18491	PEOPLEFACTS, LLC	1	57.54
6640	POLONIA BOOKSTORE, INC.	1	60.75
6698	PRINT SMART	3	1,089.30
20030	RGW CONSULTING, LLC	1	2,318.18
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	49.90
7517	SCHOLASTIC, INC.	3	10,371.51
7787	STANLEY ACCESS TECHNOLOGIES	1	478.75
7861	STEPHENS PLUMBING AND HEATING,	1	775.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
6859	THRYV	1	15.71
200046	TMC FURNITURE, INC	2	3,852.44
13611	TRACI SKOCIK	2	219.44
200036	TYLER A. REVIGLIO	1	125.00
18458	URBAN ELEVATOR SERVICE, LLC	1	225.00

GRAND TOTALS:	194	97,695.05
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INVOICES OF NOTE

For Library Board Meeting on June 28, 2022

20916	Andersen Voinovich (Equity Advisory Honorarium)	\$800.00
12583	Arlington Heights Memorial Library (Program Payment)	\$138.89
8705	Cash - Library (Petty Cash Refill)	\$174.43
2346	Downers Grove Park District (Program Payment)	\$150.00
18572	Homeless Training Institute LLC (Subscription Renewal)	\$1,199.00
200029	Janell Robinson (Equity Advisory Honorarium)	\$800.00
18694	Johnson Controls Fire Protection LP (Duct Maintenance)	\$3,095.77
10916	Mary Suzanne Thomas (Employee Reimbursement)	\$37.86
200038	Michael Karsen (Program Payment)	\$125.00
200048	Patricia Margaret Schlesinger (Program Payment)	\$200.00
20030	RGW Consulting, LLC (EDI Consulting Fee)	\$2,318.18
200046	TMC Furniture, Inc (Children's Department Shelving)	\$3,852.44
13611	Traci Skocik (Employee Reimbursement)	\$219.44

Library Credit Card Details for the June 28, 2022 Board Meeting

Julie Milavec

971	5302 Dues & Membership	ILA Membership Renewal	\$	500.00
971	5303 Seminars, Mtgs, & Conferences	Managers Lunch	\$	192.96
972	5210 Supplies	SRC Prizes, Supplies	\$	828.63
973	5852 Print Materials	Children's Books for Bingo Prizes	\$	1,398.92
Total				\$ 2,920.51

Katelyn Vabalaitis

971	5210 Supplies	Staff Room Supplies	\$	67.90
971	5302 Dues & Membership	Amazon Prime Renewal	\$	179.00
971	5346 Data Processing Services	ProPay annual fee	\$	39.95
978	5391 Telephone	Comcast Monthly Payment	\$	476.35
Total				\$ 763.20

Ian Knorr

978	5210 Supplies	Light Bright Supplies	\$	288.64
978	5251 Maintenance Supplies	LED Lights	\$	16.99
978	5280 Small Tools & Equipment	Hose Fittings	\$	17.97
978	5430 Building Maintenance	Landscaping	\$	1,110.00
978	5470 Other Equipment Repair & Maint	Light Bright Supplies, Arcade Molding, Adhesive	\$	325.65
Total				\$ 1,759.25

Elizabeth Matkowski

972	5210 Supplies	Teen Supplies	\$	63.69
972	5852 Print Materials	Print Materials	\$	211.57
973	5853 AV Materials	Audiovisual Materials	\$	550.45
Total				\$ 825.71

Karen Bonarek

972	5210 Supplies	Program Supplies	\$	202.39
976	5315 Professional Services	Waterbottles for PR	\$	6.49
Total				\$ 208.88

Amelia Prechel

Total \$ -

Cynthia Khatri

976	5315 Professional Services	Outdoor Event Supplies	\$	19.25
976	5407 Advertising & Public Relations	Monday Annual Renewal	\$	89.00
Total				\$ 108.25

Sharon Hrycewicz

972	5210 Supplies	Memory Emporium Supplies	\$	90.12
973	5210 Supplies	Program Supplies	\$	107.22
973	5853 AV Materials	Art Supplies	\$	221.99
Total				\$ 419.33

Traci Skocik				
973	5210 Supplies	Program Supplies	\$	521.13
973	5852 Print Materials	Children's Book	\$	22.38
			Total	\$ 543.51
Allyson Renell				
971	5302 Dues & Memberships	ILA Membership Renewal	\$	200.00
973	5210 Supplies	Children's Program Supplies	\$	306.66
973	5280 Small Tools & Equipment	Bookshelf, Display Fixtures	\$	234.51
973	5852 Printed Materials	Patron Requested Books	\$	839.33
973	5853 AV Materials	Video Games	\$	885.19
975	5880 Intangible Assets	Google storage	\$	19.99
976	5280 Small Tools & Equipment	Display Fixtures	\$	50.00
			Total	\$ 2,535.68
Christine Lees				
971	5308 Staff Recognition	Party Supplies	\$	26.18
973	5210 Supplies	Children's Program Supplies	\$	37.38
974	5210 Supplies	Office Supplies	\$	178.50
974	5303 Seminars, Mtgs, & Conferences	Employee Recognition Lunch	\$	1,635.50
			Total	\$ 1,877.56
Paul Regis				
975	5280 Small Tools & Equipment	3D Printer Filament	\$	48.98
975	5880 Intangible Assets	Zoom, Google, GoToMeeting, Libsyn, Wasabi	\$	562.86
			Total	\$ 611.84
Grace Goodwyn				
			Total	\$ -
Jen Ryjewski				
971	5303 Seminars, Mtgs, & Conferences	Thank You Gift for SWAN	\$	50.00
977	5210 Supplies	Supplies	\$	35.99
978	5280 Small Tools & Equipment	Gardening Supplies	\$	29.95
			Total	\$ 115.94
Amanda Klenk				
972	5210 Supplies	Juneteenth Bundle Supplies, Program Supplies	\$	525.91
972	5280 Small Tools & Equipment	Cricut Supplies	\$	11.99
972	5315 Professional Services	Shutterstock Renewal	\$	29.00
973	5210 Supplies	Program Supplies	\$	49.70
			Total	\$ 616.60
			Library Credit Card June 2022 Totals	\$ 13,306.26

PAYROLLS FOR MAY 2022

MAY 6	\$119,488.52
MAY 20	\$121,521.98
TOTAL MAY 2022 PAYROLLS	\$241,010.50

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 28, 2022**

Agenda Item 8A

2023 Preliminary Budget Draft

A preliminary draft of the 2023 budget is presented in June to allow the Board of Library Trustees the maximum time to review and ask questions about the budget. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Revenue

The Financial Management Plan, completed in 2018, estimated that to fully fund the Library Capital Replacement Fund's (LCRF) support of the Capital Needs Assessment projects and ongoing operations, a one-time levy increase of 11.75% would be needed in 2019, with 2-3% annual increases thereafter to support operations. That report used a 1.0% Equalized Assessed Valuation (EAV) increase year over year 2018 to 2027. The actual EAV increase was 4.7% in 2021 and 4.9% in 2022. The increase in EAV reduces the property tax rate produced by the levy dollar amount. The Board of Library Trustees did not increase the levy by the recommended amount in 2019, instead opting to make smaller increases over a longer period. As in the years since the Financial Management Plan was created, the Board increased the levy by 4.5% in 2022, utilizing a portion of the Library Fund balance for operations. An estimated 5.6% Equalized Assessed Valuation (EAV) increase is used in the preliminary draft presented, based on the estimates presented to the Village Council on June 15, 2022.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2022 is like 2021 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Equity Strategic Plan and LCRF. The beginning Library Fund balance for 2022 was \$1,399,279. 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.

An annual transfer from the Library Fund to the LCRF for the Capital Needs Assessment projects is included on the balance sheet, as well as interest and investment income. As discussed at the May 23, 2022 Board meeting, this annual transfer may include an additional amount in 2022 in order to fund the Workroom Renovation Project in 2022-2023.

Expenses

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

Annual benchmarking of the salary structure replaced cost of living increases in the compensation system implemented in 2020. The preliminary draft budget includes a 5.0% increase for all staff and adjustments for internal pay equity. The minimum wage increase to \$13.00 per hour on January 1, 2023 is reflected in both salary and wage increase levels. Staff salaries and wages are calculated to give 5.0% or the minimum wage increase or an internal pay equity adjustment, whichever is greater.

The preliminary draft for personnel expenses includes steps toward Equity Strategic Plan goals by expanding three existing positions at the clerk and assistant levels to full time and one shelver level position to IMRF-qualified hours (20 hours). While not final, the amounts in the preliminary budget reflect the highest anticipated cost. The Illinois Municipal Retirement Fund rate will decrease to 5.80% in 2023. This draft assumes a 25% increase in renewal rates for employee benefits insurances and reflects anticipated changes in employee benefit elections.

This year's preliminary budget shows an overall increase of 6.9%, 7.6% for personnel-related expenditures and 5.0% for non-personnel lines. Inflation, employee retention efforts, and anticipated employee benefits costs drive the budget increase.

The Library Capital Replacement Fund (LCRF) projects include workroom renovations, west elevation windows, and VAV box replacements as outlined in the updated Capital Needs Assessment Report 2017-2027. The Workroom Renovation Project is spread over the 2022 and 2023 LCRF budgets, as previously discussed. The project will address deficiencies in the Children's Services, Building Operations, and Access Services workrooms.

Line Detail

Below is a line-by-line brief explanation of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2022 attainment.

Revenue Budget Lines

4101 Current Property Taxes

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

4109 Prior Year Property Taxes

Money collected that was owed in prior year property taxes.

4313 Personal Property Replacement Tax

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local government. The library receives 12.5% of the total distributed to the Village. The distribution cycle follows the State's fiscal year.

4410 Sales of Materials

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

4502 Charges for Services

Money received from vending machines, poster printing, 3D printing, photocopying and MyPC printing, plus miscellaneous refunds.

4509 Fees for Non-Residents

Payment for non-resident library cards. We anticipate lower revenue based on 2022 attainment and the change to non-resident fee card law that allows free cards for students in households with incomes below the poverty line.

4571 Rental Fees

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

4581 Fines

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

4590 Costs Recovered for Services

Payment for lost and damaged items.

4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. Federal Emergency Management Agency reimbursement grants for 2021 expenses were received in the 2022 budget year.

4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.475 per person served on an annual basis, to all Illinois public libraries. 2022 grant award letters indicated a full award if \$1.475 per capita, but funds have not yet been

received. Based on the 2022 grant funding, the revenue projection is for the full amount of \$1.475 per capita using the new Census 2020 population figure of 50,247.

4711 Investment Income

Interest earned on library cash invested by the Village of Downers Grove. Investment income has decreased in 2022.

4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

4820 Contributions, Operating

Donations for memorial and gift items, other gifts made directly to the library, and gifts to the library from the Foundation and Friends of the Library.

Expenditure Lines

5101 Salaries, Exempt

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

5111 Salaries, Non-Exempt

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

5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Associates, Library Clerks, Shelves, Building Operations Monitors, and Custodians.

5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year). Contribution rate is set annually by IMRF, according to statutory formula. Employer rate is 5.80% for 2023, a decrease from the 2022 rate of 8.89%. Employee contributions are required and set by statute. This line is determined by applying the rate to anticipated wages for qualifying employees.

5133 Medicare Contributions

Contributions to Medicare for all employees. Contribution rate is 1.45%. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5134 Social Security Contributions

Contributions to Social Security for all employees. Contribution rate is 0.62%. Employee contributions are required and set by statute. This line is determined by applying the rate to proposed salary and wage lines.

5190 Life Insurance

Library contribution to life insurance premium for full-time employees. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on a 25% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5191 Health Insurance

Library contribution to health insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the health insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on a 25% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on estimated 25% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on estimated 25% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5210 Supplies

Office supplies such as printer cartridges, paper, pencils, and post-its and general supplies for in-house use and programming, such as puppets, STEM Room items, and art supplies.

5251 Maintenance Supplies

Maintenance supplies such as cleaning supplies, toilet paper, paper towels, and garbage bags.

5280 Small Tools & Equipment

Objects such as book carts, acrylic sign holders, computer cords, pencil sharpeners, and telephones.

5302 Dues and Memberships

Institutional memberships to organizations such as Management Association, American Library Association, Illinois Library Association, and LACONI. The library pays for

personal memberships for Trustees, Director, Assistant Director, Managers, and Librarians.

5303 Seminars, Conference & Meetings

Costs for attending professional conferences such as Public Library Association Conference, American Library Association Conference, Illinois Library Association Conference, and Adult Reading Round Table, as well as local meetings and workshops.

5308 Recognition Program--Staff

Expenses for staff events such as retirement gift and party for long-time employees, and for in-house staff activities.

5315 Professional Services

Speakers for library programs and internal staff training, professional services such as architect, website design consultant, legal ads, and construction management. 2023 budget includes consulting fees for strategic planning consultant and continuation of the equity, diversity, and inclusion initiatives.

5323 Special Legal

Services provided by library attorney. This is used for questions dealing specifically with library law or for legal questions on matters between the Village and library.

5346 Data Processing Services

Fees for SWAN ILS (Integrated Library System for circulation, catalog, technical processing), online fine payments, Patron Incident Tracking Software, D-Tech Locker maintenance, and Bibliotheca licensing and maintenance agreements for self-checks, sorter, and RFID check-in/out pads.

5380 Printing Services

Printing library newsletter, street banners, and incidental items.

5391 Telephone

Telephone service and Internet providers.

5392 Postage

Postage costs for Discoveries and all mailings.

5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets, branded giveaways, employment ads.

5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, and Directors and Officers. Proposed amount includes an estimated 5% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool.

5430 Building Maintenance Services

Covers building inspections, repairs, and general maintenance of installed equipment: mechanical, elevator, fire alarm, plumbing, etc.

5450 Cleaning Services

Annual contract for outside cleaning company, plus special services.

5461 Utilities

Charges for gas, sanitary, water, and storm water utility. Under the Village's franchise agreement for utility services, the Library does not pay for electricity.

5470 Other Equipment Repair and Maintenance

Charges for repair for copiers, printers, fax, and microfilm reader/printers.

5481 Rentals

Rental of copy machines, parking permits, and postage meter.

5620 Recoverables

Payment to other libraries for interlibrary loan losses and fees to collection agency for recovery of materials.

5630 Contingency

Money set aside for unforeseen events.

5690 Unemployment Compensation

Unemployment compensation claims, if necessary.

5770 Capital Equipment < \$20,000

Long-term equipment under \$20,000 such as computers, peripherals, and Media Lab equipment, on a regular replacement cycle.

5851 Electronic Resources

Digital content for the collection, such as databases, eBooks, eAudiobooks, eMagazines, eMusic, and eMovies.

5852 Print Materials

Print items for the collection including books and magazines.

5853 Audiovisual Materials

AV materials for the collection such as DVDs and Blu-rays, CDs, audiobooks, playaways, readalong kits, puzzles, and videogames.

5870 Capital Equipment > \$20,000

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

5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, and Savannah.

This line may increase to reflect 2022 estimated attainment and 2023 estimated renewal rates.

DOWNERS GROVE PUBLIC LIBRARY 2023 BALANCE SHEET
PRELIMINARY DRAFT
LIBRARY FUND BALANCE

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PRELIMINARY
BEGINNING BALANCE	\$ 1,469,752	\$ 1,469,752	\$ 1,399,279	\$ 1,399,279	\$ 924,420
REVENUES	\$ 5,714,851	\$ 5,892,801	\$ 6,033,128	\$ 6,068,972	\$ 6,526,648
EXPENSES	\$ 5,857,824	\$ 5,613,274	\$ 6,104,880	\$ 6,043,831	\$ 6,528,084
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 500,000	\$ 367,500
ENDING BALANCE	\$ 976,779	\$ 1,399,279	\$ 977,527	\$ 924,420	\$ 555,484
NET CHANGE	\$ (492,973)	\$ (70,473)	\$ (421,752)	\$ (474,859)	\$ (368,936)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PRELIMINARY
BEGINNING BALANCE	\$ 1,013,871	\$ 1,013,871	\$ 614,948	\$ 614,948	\$ 718,348
REVENUES	\$ 2,500	\$ 280	\$ 2,500	\$ 15,000	\$ 15,000
EXPENSES	\$ 1,228,100	\$ 749,203	\$ 411,600	\$ 411,600	\$ 611,900
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 500,000	\$ 367,500
ENDING BALANCE	\$ 138,271	\$ 614,948	\$ 555,848	\$ 718,348	\$ 488,948
NET CHANGE	\$ (875,600)	\$ (398,923)	\$ (59,100)	\$ 103,400	\$ (229,400)

DOWNERS GROVE PUBLIC LIBRARY 2023 REVENUE SHEET
PRELIMINARY DRAFT

SOURCE		2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 EST. ATT.	2023 DRAFT
4101	Current Property Tax	5,553,474	5,599,101	5,862,439	5,869,605	6,331,434
4109	Prior Year Property Tax	100	0	100	100	100
4313	Personal Property Replacement Tax	51,500	111,587	60,000	90,000	85,000
4410	Sale of Materials	2,000	1,687	2,000	2,000	2,000
4502	Charges for Services (copy & printing)	10,000	24,332	10,000	10,000	10,000
4509	Fees For Non-Residents	8,000	14,241	8,000	8,000	8,000
4571	Rental Fees	2,000	1,030	2,000	2,000	2,000
4581	Fines	0	2,463	0	0	0
4590	Cost Recovered for Services	7,500	15,485	8,500	7,500	8,500
4610	Federal, Operational Grants	0	40,269	0	1,978	0
4620	State, Operational Grants	72,589	72,908	72,589	72,589	74,114
4711	Investment Income	7,500	198	2,500	200	500
4712	Investment Income - Property Taxes	0	0	0	0	0
4820	Contributions	5,000	9,500	5,000	5,000	5,000
	TOTAL 805.90	5,719,663	5,892,801	6,033,128	6,068,972	6,526,648

DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET						
PRELIMINARY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5101	Salaries, Exempt	1,733,538.90	1,716,203.51	1,835,787.82	102,248.92	5.9%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	338,730.61	335,343.30	445,240.36	106,509.75	31.4%
5119	Part-Time Employee Wages	1,286,018.09	1,273,157.91	1,331,383.09	45,365.00	3.5%
5131	IMRF Pension Contributions	240,632.68	238,226.35	169,618.85	-71,013.83	-29.5%
5133	Medicare Contributions	48,695.16	48,208.21	52,702.52	4,007.36	8.2%
5134	Social Security Contributions	208,213.83	206,131.70	225,348.73	17,134.89	8.2%
5190	Life Insurance	1,366.20	1,352.54	1,707.75	341.55	25.0%
5191	Health Insurance	496,336.20	491,372.84	620,420.25	124,084.05	25.0%
5195	Optical Insurance	1,925.91	1,906.65	2,407.39	481.48	25.0%
5197	Dental Insurance	32,871.93	32,543.21	41,089.91	8,217.98	25.0%
		4,388,329.51	4,344,446.21	4,725,706.67	337,377.16	7.7%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %
5210	Supplies	108,750.00	107,662.50	114,187.50	5,437.50	5.0%
5251	Maintenance Supplies	21,750.00	21,532.50	22,837.50	1,087.50	5.0%
5280	Small tools & equipment	29,900.00	29,601.00	31,395.00	1,495.00	5.0%
5302	Dues and Memberships	7,500.00	7,425.00	7,875.00	375.00	5.0%
5303	Seminars, Conferences & Meetings	28,600.00	28,314.00	30,030.00	1,430.00	5.0%
5308	Recognition Programs-Staff	5,000.00	4,950.00	5,250.00	250.00	5.0%
5315	Professional Services	75,200.00	74,448.00	78,960.00	3,760.00	5.0%
5322	Personnel Recruitment	1,000.00	990.00	1,050.00	50.00	5.0%
5323	Special Legal	6,000.00	5,940.00	6,300.00	300.00	5.0%
5346	Data Processing Services	119,500.00	118,305.00	125,475.00	5,975.00	5.0%
5380	Printing Services	27,250.00	26,977.50	28,612.50	1,362.50	5.0%
5391	Telephone	17,000.00	16,830.00	17,850.00	850.00	5.0%
5392	Postage	29,000.00	28,710.00	30,450.00	1,450.00	5.0%
5407	Advertising & Public Relations	19,500.00	19,305.00	20,475.00	975.00	5.0%
5420	Insurance - other policies	70,700.00	69,993.00	74,235.00	3,535.00	5.0%
5430	Building Maintenance Services	92,000.00	91,080.00	96,600.00	4,600.00	5.0%
5450	Cleaning Services	80,000.00	79,200.00	84,000.00	4,000.00	5.0%
5461	Utilities	24,250.00	24,007.50	25,462.50	1,212.50	5.0%
5470	Other Equipment Repair & Maint.	11,500.00	11,385.00	12,075.00	575.00	5.0%
5481	Rentals	18,000.00	17,820.00	18,900.00	900.00	5.0%
5620	Recoverables	4,000.00	3,960.00	4,200.00	200.00	5.0%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	2,500.00	2,475.00	2,625.00	125.00	5.0%
5770	Capital equipment< \$20,000	58,000.00	57,420.00	60,900.00	2,900.00	5.0%
5851	Electronic Resources	245,800.00	243,342.00	258,090.00	12,290.00	5.0%
5852	Print materials	348,150.00	344,668.50	365,557.50	17,407.50	5.0%
5853	AV materials	146,200.00	144,738.00	153,510.00	7,310.00	5.0%
5870	Capital equipment +\$20,000	60,000.00	59,400.00	63,000.00	3,000.00	5.0%
5880	Intangible Assets (software)	59,500.00	58,905.00	62,475.00	2,975.00	5.0%
		1,716,550.00	1,699,384.50	1,802,377.50	85,827.50	5.0%
	TOTAL 805.90	6,104,879.51	6,043,830.71	6,528,084.17	423,204.66	6.9%

DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET						
DRAFT						
	Total Library Capital Replacement Fund (LCRF)					
					Budget to	Budget to
		2022	2022	2023	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 2023 BUDGET
PRELIMINARY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	1,632,295.29	1,632,977.47	1,733,538.90	1,716,203.51	1,835,787.82
5104	Bonus	0.00	4,143.74	0.00	0.00	0.00
5111	Salaries, Non-Exempt	329,793.65	337,869.78	338,730.61	335,343.30	445,240.36
5119	Part-Time Employee Wages	1,218,289.29	1,155,084.33	1,286,018.09	1,273,157.91	1,331,383.09
5131	IMRF Pension Contributions	288,300.11	288,464.12	240,632.68	238,226.35	169,618.85
5133	Medicare Contributions	46,115.48	44,597.27	48,695.16	48,208.21	52,702.52
5134	Social Security Contributions	197,183.45	190,687.28	208,213.83	206,131.70	225,348.73
5190	Life Insurance	1,283.40	931.60	1,366.20	1,352.54	1,707.75
5191	Health Insurance	454,937.29	412,247.10	496,336.20	491,372.84	620,420.25
5195	Optical Insurance	2,520.47	1,795.49	1,925.91	1,906.65	2,407.39
5197	Dental Insurance	38,120.25	31,180.93	32,871.93	32,543.21	41,089.91
5210	Supplies	98,000.00	86,794.69	108,750.00	107,662.50	114,187.50
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,837.50
5280	Small tools & equipment	29,600.00	18,756.85	29,900.00	29,601.00	31,395.00
5302	Dues and Memberships	7,500.00	7,675.67	7,500.00	7,425.00	7,875.00
5303	Seminars, Conferences & Meetings	28,110.00	18,814.57	28,600.00	28,314.00	30,030.00
5308	Recognition Programs-Staff	5,000.00	2,218.24	5,000.00	4,950.00	5,250.00
5315	Professional Services	62,000.00	70,474.38	75,200.00	74,448.00	78,960.00
5322	Personnel Recruitment	1,000.00	997.42	1,000.00	990.00	1,050.00
5323	Special Legal	6,000.00	3,184.00	6,000.00	5,940.00	6,300.00
5346	Data Processing Services	110,775.00	106,422.42	119,500.00	118,305.00	125,475.00
5380	Printing Services	24,800.00	23,185.00	27,250.00	26,977.50	28,612.50
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,850.00
5392	Postage	25,500.00	15,689.00	29,000.00	28,710.00	30,450.00
5407	Advertising & Public Relations	19,000.00	14,427.07	19,500.00	19,305.00	20,475.00
5420	Insurance - other policies	70,700.00	59,085.00	70,700.00	69,993.00	74,235.00
5430	Building Maintenance Services	91,500.00	92,211.54	92,000.00	91,080.00	96,600.00
5450	Cleaning Services	80,000.00	81,810.39	80,000.00	79,200.00	84,000.00

EXPENDITURES continued		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5461	Utilities	24,250.00	15,457.24	24,250.00	24,007.50	25,462.50
5470	Other Equipment Repair & Maint.	11,500.00	9,589.03	11,500.00	11,385.00	12,075.00
5481	Rentals	15,500.00	17,849.00	18,000.00	17,820.00	18,900.00
5620	Recoverables	4,000.00	116.35	4,000.00	3,960.00	4,200.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	5,000.00	0.00	2,500.00	2,475.00	2,625.00
5770	Capital equipment, less than \$20,000	58,000.00	100,930.91	58,000.00	57,420.00	60,900.00
5851	Electronic Resources	227,800.00	221,573.90	245,800.00	243,342.00	258,090.00
5852	Print materials	345,500.00	325,115.98	348,150.00	344,668.50	365,557.50
5853	AV materials	147,200.00	109,782.29	146,200.00	144,738.00	153,510.00
5870	Capital equipment +\$20,000	60,000.00	70,422.00	60,000.00	59,400.00	63,000.00
5880	Intangible Assets (software)	52,000.00	45,978.39	59,500.00	58,905.00	62,475.00
5910	Transfer for Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	367,500.00
	TOTAL 805.90	6,207,823.68	6,007,389.06	6,454,879.51	6,393,830.71	6,895,584.17

DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	307,050.31	334,707.75	318,407.50	315,223.43	344,496.58
5111	Salaries, Non-Exempt	37,257.19	36,967.50	38,382.44	37,998.62	48,204.50
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	38,975.61	42,073.58	31,718.63	31,401.44	22,776.66
5133	Medicare Contributions	4,992.46	5,199.13	5,173.45	5,121.72	5,694.17
5134	Social Security Contributions	21,347.06	22,230.94	22,120.98	21,899.77	24,347.47
5190	Life Insurance	165.60	140.25	165.60	163.94	207.00
5191	Health Insurance	64,717.74	91,743.94	86,255.38	85,392.83	107,819.23
5195	Optical Insurance	417.92	363.84	381.60	377.78	477.00
5197	Dental Insurance	6,719.40	6,761.27	6,135.12	6,073.77	7,668.90
5210	Supplies	12,500.00	6,833.10	12,500.00	12,375.00	13,125.00
5280	Small tools & equipment	6,000.00	1,714.46	6,000.00	5,940.00	6,300.00
5302	Dues and Memberships	7,500.00	7,675.67	7,500.00	7,425.00	7,875.00
5303	Seminars, Conferences & Meetings	8,750.00	4,775.28	8,750.00	8,662.50	9,187.50
5308	Recognition Programs-Staff	5,000.00	2,218.24	5,000.00	4,950.00	5,250.00
5315	Professional Services	35,000.00	47,492.25	50,000.00	49,500.00	52,500.00
5322	Personnel Recruitment	1,000.00	997.42	1,000.00	990.00	1,050.00
5323	Special Legal	6,000.00	3,184.00	6,000.00	5,940.00	6,300.00
5346	Data Processing Services	110,775.00	106,422.42	119,500.00	118,305.00	125,475.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5392	Postage	12,500.00	3444.00	12,500.00	12,375.00	13,125.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5420	Insurance - other policies	70,700.00	59,085.00	70,700.00	69,993.00	74,235.00
5481	Rentals	15,000.00	17,849.00	17,500.00	17,325.00	18,375.00
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	0.00	2,500.00	2,475.00	2,625.00
5770	Capital equipment less than \$20,000	8,000.00	35,802.00	8,000.00	7,920.00	8,400.00
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	60,000.00	70,422.00	60,000.00	59,400.00	63,000.00
5880	Intangible Assets (software)	12,000.00	8,954.00	12,000.00	11,880.00	12,600.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	367,500.00
	TOTAL 971	1,207,368.29	1,267,057.04	1,258,190.70	1,249,108.79	1,348,614.00

DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT

LIBRARY - ADULT SERVICES 972		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	419,834.77	417,821.25	427,493.24	423,218.31	435,905.58
5104	Bonus	0.00	2,182.25	0.00	0.00	0.00
5111	Salaries, Non-Exempt	45,864.00	45,864.00	46,293.00	45,830.07	48,584.50
5119	Part-Time Employee Wages	252,246.90	240,223.81	252,692.87	250,165.94	290,886.79
5131	IMRF Pension Contributions	77,461.03	76,428.62	61,619.37	61,003.18	41,778.57
5133	Medicare Contributions	10,410.21	10,091.81	10,533.95	10,428.61	11,242.96
5134	Social Security Contributions	44,512.63	43,150.22	45,041.70	44,591.28	48,073.37
5190	Life Insurance	331.20	163.20	331.20	327.89	414.00
5191	Health Insurance	96,009.21	98,521.92	121,873.73	120,654.99	152,342.16
5195	Optical Insurance	494.17	436.32	457.74	453.16	572.18
5197	Dental Insurance	7,960.02	7,033.92	7,267.86	7,195.18	9,084.83
5210	Supplies	11,000.00	12,359.73	14,750.00	14,602.50	15,487.50
5280	Small Tools & Equipment	1,000.00	1,004.94	1,300.00	1,287.00	1,365.00
5303	Seminars, Conferences & Meetings	2,510.00	3,941.29	3,100.00	3,069.00	3,255.00
5315	Professional Services	13,000.00	13,346.21	13,200.00	13,068.00	13,860.00
5380	Printing services	200.00	0.00	250.00	247.50	262.50
5407	Advertising and Public Relations	0.00	0.00	500.00	495.00	525.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	212,800.00	204,937.20	220,800.00	218,592.00	231,840.00
5852	Print materials	235,500.00	228,085.38	238,150.00	235,768.50	250,057.50
5853	AV materials	94,200.00	72,426.72	93,000.00	92,070.00	97,650.00
	TOTAL 972	1,525,334.14	1,478,018.79	1,558,654.66	1,543,068.11	1,653,187.44

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT**

LIBRARY - CHILDREN'S SERVICES 973		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	262,571.06	258,324.22	273,509.54	270,774.44	348,896.85
5104	Bonus	0.00	1,961.49	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	238,127.88	225,340.29	235,933.39	233,574.06	232,972.86
5131	IMRF Pension Contributions	51,605.87	49,242.65	41,327.80	40,914.52	30,917.17
5133	Medicare Contributions	7,260.13	6,945.89	7,386.92	7,313.05	8,437.11
5134	Social Security Contributions	31,043.33	29,698.65	31,585.46	31,269.61	36,075.92
5190	Life Insurance	165.60	163.20	165.60	163.94	207.00
5191	Health Insurance	46,996.73	45,102.18	48,437.48	47,953.11	60,546.85
5195	Optical Insurance	229.55	195.89	209.61	207.51	262.01
5197	Dental Insurance	3,540.78	3,045.25	3,232.89	3,200.56	4,041.11
5210	Supplies	18,500.00	17,959.63	20,500.00	20,295.00	21,525.00
5280	Small Tools & Equipment	4,000.00	1,369.66	4,000.00	3,960.00	4,200.00
5303	Seminars, Conferences & Meetings	5,000.00	4,874.04	6,000.00	5,940.00	6,300.00
5315	Professional services	8,000.00	4,751.62	6,000.00	5,940.00	6,300.00
5380	Printing Services	200.00	0.00	0.00	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	16,636.70	25,000.00	24,750.00	26,250.00
5852	Print materials	110,000.00	97,030.60	110,000.00	108,900.00	115,500.00
5853	AV materials	53,000.00	37,355.57	53,200.00	52,668.00	55,860.00
	TOTAL 973	855,240.93	799,997.53	866,488.69	857,823.80	958,291.89

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT**

LIBRARY - CIRCULATION SERVICES 974		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	123,457.00	122,970.75	127,158.14	125,886.55	133,883.60
5111	Salaries, Non-Exempt	82,462.58	89,957.25	84,919.38	84,070.19	133,264.32
5119	Part-Time Employee Wages	442,340.69	423,843.81	489,303.27	484,410.24	500,574.81
5131	IMRF Pension Contributions	31,378.69	32,607.36	26,317.13	26,053.96	22,172.35
5133	Medicare Contributions	9,399.77	9,185.24	10,170.02	10,068.32	11,131.98
5134	Social Security Contributions	40,192.14	39,273.39	43,485.61	43,050.75	47,598.81
5190	Life Insurance	124.20	44.20	165.60	163.94	207.00
5191	Health Insurance	45,592.69	40,435.92	42,457.62	42,033.04	53,072.03
5195	Optical Insurance	313.44	218.16	228.87	226.58	286.09
5197	Dental Insurance	5,039.55	3,516.96	3,633.93	3,597.59	4,542.41
5210	Supplies	16,700.00	10,017.76	16,700.00	16,533.00	17,535.00
5280	Small Tools & Equipment	2,300.00	132.73	2,300.00	2,277.00	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	49.00	4,000.00	3,960.00	4,200.00
5392	Postage	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	0.00	500.00	495.00	525.00
5481	Rentals	500.00	0.00	500.00	495.00	525.00
5620	Recoverables	4,000.00	116.35	4,000.00	3,960.00	4,200.00
	TOTAL 974	808,300.75	772,368.88	855,839.57	847,281.17	936,133.39

DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	209,358.61	209,352.00	215,632.56	213,476.23	228,115.05
5111	Salaries, Non-Exempt	84,713.59	84,708.00	87,249.24	86,376.75	91,921.69
5119	Part-Time Employee Wages	151,422.22	134,289.81	146,034.96	144,574.61	166,528.25
5131	IMRF Pension Contributions	38,716.24	38,356.96	30,871.41	30,562.70	21,545.04
5133	Medicare Contributions	6,459.67	6,106.88	6,509.29	6,444.20	7,055.19
5134	Social Security Contributions	27,620.65	26,111.63	27,832.84	27,554.51	30,167.03
5190	Life Insurance	207.00	163.20	207.00	204.93	258.75
5191	Health Insurance	75,024.12	54,697.20	69,062.32	68,371.70	86,327.90
5195	Optical Insurance	396.82	290.64	247.68	245.20	309.60
5197	Dental Insurance	6,280.17	5,545.20	4,766.67	4,719.00	5,958.34
5210	Supplies	3,900.00	3,639.86	3,900.00	3,861.00	4,095.00
5280	Small Tools & Equipment	8,000.00	6,648.98	8,000.00	7,920.00	8,400.00
5303	Seminars, Conferences & Meetings	3,000.00	2,163.19	3,000.00	2,970.00	3,150.00
5315	Professional services	2,000.00	1,884.31	2,000.00	1,980.00	2,100.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,261.18	4,500.00	4,455.00	4,725.00
5770	Capital equipment less than \$20,000	50,000.00	65,128.91	50,000.00	49,500.00	52,500.00
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	37,024.39	47,500.00	47,025.00	49,875.00
	TOTAL 975	711,599.09	680,372.34	707,313.97	700,240.83	763,031.84

DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT

LIBRARY - PUBLIC RELATIONS 976		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	118,787.47	93,219.75	122,357.82	121,134.24	134,910.67
5111	Salaries, Non-Exempt	44,688.75	44,694.00	46,034.82	45,574.47	49,645.44
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	18,505.51	15,611.83	14,970.11	14,820.40	11,994.50
5133	Medicare Contributions	2,370.41	1,951.92	2,441.69	2,417.28	2,998.62
5134	Social Security Contributions	10,135.53	8,345.92	10,440.34	10,335.94	12,821.71
5190	Life Insurance	124.20	94.35	124.20	122.96	155.25
5191	Health Insurance	54,863.01	41,796.02	59,361.01	58,767.40	74,201.26
5195	Optical Insurance	313.44	127.20	133.47	132.14	166.84
5197	Dental Insurance	3,980.01	2,710.57	3,634.34	3,598.00	4,542.93
5210	Supplies	2,400.00	1,715.06	2,400.00	2,376.00	2,520.00
5280	Small Tools & Equipment	1,500.00	397.97	1,500.00	1,485.00	1,575.00
5303	Seminars, Conferences & Meetings	750.00	1,055.30	750.00	742.50	787.50
5315	Professional Services	4,000.00	2,999.99	4,000.00	3,960.00	4,200.00
5380	Printing Services	24,400.00	23,185.00	27,000.00	26,730.00	28,350.00
5392	Postage	13,000.00	12,245.00	16,500.00	16,335.00	17,325.00
5407	Advertising and Public Relations	19,000.00	14,427.07	19,000.00	18,810.00	19,950.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	318,818.33	264,576.95	330,647.80	327,341.32	366,144.72

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT**

LIBRARY - ACCESS SERVICES 977		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	118,378.90	121,326.00	121,915.95	120,696.79	130,768.95
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	86,994.11	87,923.36	90,900.02	89,991.02	99,884.96
5131	IMRF Pension Contributions	19,469.51	19,882.23	15,747.42	15,589.95	8,220.44
5133	Medicare Contributions	2,977.91	2,918.66	3,085.83	3,054.97	3,344.48
5134	Social Security Contributions	12,733.13	12,479.81	13,194.59	13,062.64	14,300.54
5190	Life Insurance	82.80	81.60	82.80	81.97	103.50
5191	Health Insurance	40,389.24	8,109.84	8,515.22	8,430.07	10,644.03
5195	Optical Insurance	146.17	36.24	38.07	37.69	47.59
5197	Dental Insurance	2,300.16	539.52	566.78	561.11	708.48
5210	Supplies	30,000.00	31,267.85	35,000.00	34,650.00	36,750.00
5280	Small Tools & Equipment	1,800.00	1,562.01	1,800.00	1,782.00	1,890.00
5303	Seminars, Conferences & Meetings	3,600.00	1,710.19	2,500.00	2,475.00	2,625.00
5470	Other Equipment Repair and Maintenance	1,500.00	42.01	1,500.00	1,485.00	1,575.00
	TOTAL 977	320,371.93	287,879.32	294,846.68	291,898.21	310,862.96

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
PRELIMINARY DRAFT**

LIBRARY - BUILDING OPERATIONS 978		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PRELIMINARY
5101	Salaries, Exempt	72,857.17	75,255.75	127,064.15	125,793.51	78,810.53
5111	Salaries, Non-Exempt	34,807.54	35,679.03	35,851.73	35,493.21	73,619.91
5119	Part-Time Employee Wages	47,157.49	43,463.25	71,153.58	70,442.04	40,535.43
5131	IMRF Pension Contributions	12,187.65	14,260.89	18,060.81	17,880.20	10,214.12
5133	Medicare Contributions	2,244.92	2,197.74	3,394.01	3,360.07	2,798.01
5134	Social Security Contributions	9,598.98	9,396.72	14,512.31	14,367.19	11,963.88
5190	Life Insurance	82.80	81.60	124.20	122.96	155.25
5191	Health Insurance	31,344.55	31,840.08	60,373.44	59,769.71	75,466.80
5195	Optical Insurance	208.96	127.20	228.87	226.58	286.09
5197	Dental Insurance	2,300.16	2,028.24	3,634.34	3,598.00	4,542.93
5210	Supplies	3,000.00	3,001.70	3,000.00	2,970.00	3,150.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,837.50
5280	Small Tools & Equipment	5,000.00	5,926.10	5,000.00	4,950.00	5,250.00
5303	Seminars, Conferences & Meetings	500.00	246.28	500.00	495.00	525.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,850.00
5430	Building Maintenance Services	91,500.00	92,211.54	92,000.00	91,080.00	96,600.00
5450	Cleaning Services	80,000.00	81,810.39	80,000.00	79,200.00	84,000.00
5461	Utilities	24,250.00	15,457.24	24,250.00	24,007.50	25,462.50
5470	Other Equipment Repair and Maintenance	5,000.00	5,285.84	5,000.00	4,950.00	5,250.00
	TOTAL 978	460,790.22	457,118.21	582,897.44	577,068.47	559,317.93

**DOWNERS GROVE PUBLIC LIBRARY
2023 PROPERTY TAX RATES AND EXTENSIONS
PRELIMINARY DRAFT**

Change in equalized assessed valuation (EAV)		
2021 EAV	2,763,541,463	
2022 EAV	2,897,700,601	
Change in EAV	134,159,138	4.9%
2023 EAV estimated	3,059,971,835	
Estimated change in EAV	296,430,372	5.6%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Operating levy rate	\$ 5,609,989	\$ 5,862,439	\$ 6,331,434	0.2030	0.2023	0.2069
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,609,989	\$ 5,862,439	\$ 6,331,434	0.2030	0.2023	0.2069
Change		4.50%	8.00%		-0.34%	2.27%

DOWNERS GROVE PUBLIC LIBRARY
2023 PROPERTY TAX RATES AND EXTENSIONS
PRELIMINARY DRAFT

Impact on taxpayer

	<u>Median Home Value (2020)</u>			<u>Per \$100,00 Fair Market Value</u>		
Year tax collected	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Market Value	\$ 360,100.00	\$ 360,100.00	\$ 360,100.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 120,033.33	\$ 120,033.33	\$ 120,033.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 114,033.33	\$ 114,033.33	\$ 114,033.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,140.33	\$ 1,140.33	\$ 1,140.33	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2030 in 2021, .2023 in 2022, and est. in 2023	\$ 231.49	\$ 230.70	\$ 235.95	\$ 67.67	\$ 67.44	\$ 68.97
Actual change in taxes paid		\$ (0.78)	\$ 5.24		\$ (0.23)	\$ 1.53
Change		-0.3%	2.3%		-0.3%	2.3%

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

<u>RATE</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Operating	0.1572	0.152	0.1512	0.1571	0.169	0.1843
Bond	0.0298	0.0275	0.0261	0.0261	0.0276	0.0293
Total	0.187	0.1795	0.1773	0.1832	0.1966	0.2136
% change YroYr		-4.0%	-1.2%	3.3%	7.3%	8.6%

<u>LEVY</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Operating	\$ 3,484,732	\$ 3,651,619	\$ 3,838,825	\$ 4,002,482	\$ 4,062,223	\$ 4,187,297
Bond	\$ 661,067	\$ 663,419	\$ 664,912	\$ 665,506	\$ 648,660	\$ 646,780
Total	\$ 4,145,799	\$ 4,315,038	\$ 4,503,737	\$ 4,667,988	\$ 4,710,883	\$ 4,834,077
% change YroYr		4.1%	4.4%	3.6%	0.9%	2.6%

<u>EAV</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Base		\$ 2,222,875,166	2,413,044,414	2,547,555,176	2,549,832,438	2,406,292,233
Increase / (Decrease)		\$ 190,169,248	\$ 134,510,762	\$ 2,277,262	\$ (143,540,205)	\$ (136,687,959)
Total	\$ 2,222,875,166	\$ 2,413,044,414	\$ 2,547,555,176	\$ 2,549,832,438	\$ 2,406,292,233	\$ 2,269,604,274
% change YroYr		8.6%	5.6%	0.1%	-5.6%	-5.7%

Library Tax Per \$100K Home Value	\$ 62.33	\$ 59.83	\$ 59.10	\$ 61.07	\$ 65.53	\$ 71.20
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Wage/Salary Increment						
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**DOWNERS GROVE PUBLIC LIBRARY
RATES, LEVY, AND EAV HISTORY
PRELIMINARY DRAFT**

<u>RATE</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Operating	0.2031	0.2196	0.2302	0.2253	0.2202	0.2145
Bond	0.0293	0.0306	0.031	0.0154	0	0
Total	0.2324	0.2502	0.2612	0.2407	0.2202	0.2145
% change YroYr	8.8%	7.7%	4.4%	-7.8%	-8.5%	-2.6%

<u>LEVY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Operating	\$ 4,315,500	\$ 4,469,258	\$ 4,662,187	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314
Bond	\$ 649,340	\$ 621,052	\$ 614,076	\$ 328,583	\$ -	\$ -
Total	\$ 4,964,840	\$ 5,090,310	\$ 5,276,263	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314
% change YroYr	2.7%	2.5%	3.7%	-2.3%	-2.2%	2.75%

<u>EAV</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Base	2,269,604,274	2,141,812,696	2,042,550,247	2,045,521,416	\$ 2,163,725,584	\$ 2,440,178,636
Increase / (Decrease)	\$ (127,791,578)	\$ (96,291,280)	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 114,166,496
Total	\$ 2,141,812,696	2,042,550,247	\$ 2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636
% change YroYr	-5.6%	-4.6%	0.1%	5.8%	6.9%	5.5%

Library Tax Per \$100K Home Value	\$ 77.47	\$ 83.40	\$ 87.07	\$ 80.23	\$ 73.40	\$ 71.50
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Wage/Salary Increment		3.5%	4.0%	3.5%	2.5%	2.5%
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**DOWNERS GROVE PUBLIC LIBRARY
RATES, LEVY, AND EAV HISTORY
PRELIMINARY DRAFT**

<u>RATE</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Operating	0.2111	0.2103	0.2030	0.2023	0.2069
Bond	0	0	0	0	0
Total	0.2111	0.2103	0.2030	0.2023	0.2069
% change YroYr	-1.6%	-0.4%	-3.5%	-0.3%	2.3%

<u>LEVY</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Operating	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,331,434
Bond	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,331,434
% change YroYr	4.1%	3.0%	1.0%	4.5%	8.0%

<u>EAV</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Base	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601
Increase / (Decrease)	\$ 134,159,138	\$ 86,394,047	\$ 122,802,284	\$ 134,159,138	\$ 162,271,234
Total	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 3,059,971,835
% change YroYr	4.7%	3.4%	4.7%	4.9%	5.6%

Library Tax Per \$100K Home Value	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.44	\$ 68.97
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Wage/Salary Increment	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3% Merit) OR Minimum Wage Increment	5% OR Minimum Wage Increment OR Internal Pay Equity Adjustment
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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 28, 2022**

Agenda Item 8B

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

The Village of Downers Grove received and accepted its Certified Annual Financial Report (CAFR) on June 14, 2022, providing the library with its final audited financial position through 2021. The Library Fund balance on December 31, 2022 was \$1,399,279, a decrease of \$70,473 from the previous year. The 2022 budget provides for a transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. This annual transfer funds the projects identified and prioritized in the Capital Needs Assessment through 2027. The Library Capital Replacement Fund is meeting its targets.

For the Library Fund, the Operating Reserve target amount in the library's Finance Policy is 35% of the total amount needed to replace one boiler, one HVAC RTU, and the entire flat portion of the roof. The 2019 project cost of \$578,500 included two boilers and two RTUs. Adjusting 9% for inflation and calculating half of the project at 35% places the boiler and RTU portion of Operating Reserves needed at \$110,349. The estimate to replace the entire roof in 2021 was approximately \$1,000,000. The roof portion of Operating Reserves needed is \$367,500. The total Operating Reserve target amount for 2023 is approximately \$478,000. Under an Intergovernmental Agreement with the Village of Downers Grove, the library no longer requires short-term cash flow reserves to maintain a positive balance in its operating fund due to the property tax collection cycle.

During the 2022 budget process, the Library Capital Replacement Fund (LCRF) budget included a general project estimate for the Workroom Renovation Project, with the understanding that the cost could be more and that the project was likely to begin during 2022 and end in 2023. As discussed by the Board of Library Trustees at the May 23, 2022 meeting, actual cost estimates for the Workroom Renovation Project were significantly over the amount budgeted in 2022. The Board determined to proceed with project planning and considered the transfer of additional Library Fund balance to fund the project. Updated Projects and Estimated Costs and Simplified Estimated Fund Balance sheets show not only this one-time transfer to fund the Workroom Renovation Project, but also beginning an annual increase to the LCRF fund transfer for future projects and capital needs.

Recommended Action: Authorize the transfer of \$500,000 from the Library Fund to the Library Capital Replacement Fund.

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SECTION 6

**COMPONENT UNIT
DOWNERS GROVE PUBLIC LIBRARY**

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DOWNERS GROVE PUBLIC LIBRARY, ILLINOIS
Component Unit
Statement of Net Position and Governmental Funds Combining Balance Sheet
December 31, 2021

	General	Capital Replacement	Total	Adjustments	Statement of Net Position
Assets					
Cash and investments	\$ 1,438,884	\$ 614,948	\$ 2,053,832	\$ -	\$ 2,053,832
Property tax receivable	5,862,439	-	5,862,439	-	5,862,439
Accounts receivable	260	-	260	-	260
Grant receivable	2,308	-	2,308	-	2,308
Other receivables (net of allowance)	-	-	-	-	-
Prepaid Items	52,201	-	52,201	-	52,201
Capital assets not being depreciated	-	-	-	222,211	222,211
Capital assets net accumulated depreciation	-	-	-	12,511,097	12,511,097
Net pension asset				702,952	702,952
Total Assets	<u>7,356,092</u>	<u>614,948</u>	<u>7,971,040</u>	<u>13,436,260</u>	<u>21,407,300</u>
Deferred outflow of resources					
Deferred outflows related to OPEB	-	-	-	40,014	40,014
Deferred outflows related to pensions	-	-	-	405,218	405,218
Total Deferred Outflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>445,232</u>	<u>445,232</u>
Liabilities					
Current liabilities					
Accrued payroll	53,220	-	53,220	-	53,220
Accounts payable	41,154	-	41,154	-	41,154
Unearned Revenue	-	-	-	-	-
Debt due within 1 year	-	-	-	13,516	13,516
Total Current liabilities	<u>94,374</u>	<u>-</u>	<u>94,374</u>	<u>13,516</u>	<u>107,890</u>
Debt due in more than 1 year	<u>-</u>	<u>-</u>	<u>-</u>	<u>210,295</u>	<u>210,295</u>
Deferred inflow of resources					
Property taxes levied for future periods	5,862,439	-	5,862,439	-	5,862,439
Deferred inflows related to OPEB	-	-	-	22,048	22,048
Deferred inflows related to pensions	-	-	-	1,689,536	1,689,536
Total Deferred Inflows of Resources	<u>5,862,439</u>	<u>-</u>	<u>5,862,439</u>	<u>1,711,584</u>	<u>7,574,023</u>
Fund Balance/Net Position					
Net investment in capital assets	-	-	-	12,700,754	12,700,754
Assigned for construction	-	614,948	614,948	(614,948)	-
Unassigned/unrestricted	<u>1,399,279</u>	<u>-</u>	<u>1,399,279</u>	<u>(139,709)</u>	<u>1,259,570</u>
Total fund balance/net position	<u>\$ 1,399,279</u>	<u>\$ 614,948</u>	<u>\$ 2,014,227</u>	<u>11,946,097</u>	<u>13,960,324</u>

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DOWNERS GROVE PUBLIC LIBRARY, ILLINOIS
Component Unit

Statement of Activities and Governmental Funds
Combining Statement of Revenues, Expenditures & Changes in Fund Balances/Net Position
For the Year Ended December 31, 2021

	General	Capital Replacement	Total	Adjustments	Statement of Activities
REVENUES					
Property taxes	\$ 5,599,101	\$ -	\$ 5,599,101	\$ -	\$ 5,599,101
Personal property repl tax	111,587	-	111,587	-	111,587
Intergovernmental	113,177	-	113,177	-	113,177
Charges for services	56,775	-	56,775	-	56,775
Fines	2,463	-	2,463	-	2,463
Investment income	198	280	478	-	478
Contributions & donations	9,500	-	9,500	-	9,500
Total revenues	<u>5,892,801</u>	<u>280</u>	<u>5,893,081</u>	<u>-</u>	<u>5,893,081</u>
EXPENDITURES					
Current					
Community services	4,791,671	-	4,791,671	805,755	5,597,426
Capital outlay	<u>821,603</u>	<u>749,203</u>	<u>1,570,806</u>	<u>(1,570,806)</u>	<u>-</u>
Total expenditures	<u>5,613,274</u>	<u>749,203</u>	<u>6,362,477</u>	<u>(765,051)</u>	<u>5,597,426</u>
Excess (deficiency) of revenues (under) expenditures	<u>279,527</u>	<u>(748,923)</u>	<u>(469,396)</u>	<u>765,051</u>	<u>295,655</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	-	350,000	350,000	(350,000)	-
Transfers out	<u>(350,000)</u>	<u>-</u>	<u>(350,000)</u>	<u>350,000</u>	<u>-</u>
Total other financing sources (uses)	<u>(350,000)</u>	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance/net position	(70,473)	(398,923)	(469,396)	765,051	295,655
Fund balance/net position, beginning	<u>1,469,752</u>	<u>1,013,871</u>	<u>2,483,623</u>	<u>11,181,046</u>	<u>13,664,669</u>
Fund balance/net position, ending	<u>\$ 1,399,279</u>	<u>\$ 614,948</u>	<u>\$ 2,014,227</u>	<u>\$ 11,946,097</u>	<u>\$ 13,960,324</u>

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DOWNERS GROVE PUBLIC LIBRARY, ILLINOIS

Component Unit

General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2021

	Budgeted Amounts		Actual	Variance
	Original	Final		
REVENUES				
Property tax	\$ 5,553,574	\$ 5,553,574	\$ 5,599,101	\$ 45,527
Personal property repl tax	51,500	51,500	111,587	60,087
Intergovernmental	72,589	72,589	113,177	40,588
Charges for services & fees	29,500	29,500	56,775	27,275
Fines	-	-	2,463	2,463
Investment income	7,500	7,500	198	(7,302)
Contributions & donations	5,000	5,000	9,500	4,500
Total revenues	<u>5,719,663</u>	<u>5,719,663</u>	<u>5,892,801</u>	<u>173,138</u>
EXPENDITURES				
Current				
Community services	<u>4,967,327</u>	<u>4,967,327</u>	<u>4,791,671</u>	<u>175,656</u>
Total current	<u>4,967,327</u>	<u>4,967,327</u>	<u>4,791,671</u>	<u>175,656</u>
Capital outlay	<u>890,500</u>	<u>890,500</u>	<u>821,603</u>	<u>68,897</u>
Total expenditures	<u>5,857,827</u>	<u>5,857,827</u>	<u>5,613,274</u>	<u>244,553</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(138,164)</u>	<u>(138,164)</u>	<u>279,527</u>	<u>417,691</u>
OTHER FINANCING USES				
Transfers out	<u>(350,000)</u>	<u>(350,000)</u>	<u>(350,000)</u>	<u>-</u>
Total other financing uses	<u>(350,000)</u>	<u>(350,000)</u>	<u>(350,000)</u>	<u>-</u>
Net change in fund balance	<u>(488,164)</u>	<u>(488,164)</u>	<u>(70,473)</u>	<u>\$ 417,691</u>
Fund balance -- beginning	<u>1,469,752</u>	<u>1,469,752</u>	<u>1,469,752</u>	
Fund balance -- ending	<u>\$ 981,588</u>	<u>\$ 981,588</u>	<u>\$ 1,399,279</u>	

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DOWNERS GROVE PUBLIC LIBRARY, ILLINOIS

Component Unit

Library Capital Replacement Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2021

	Budgeted Amounts			
	Original	Final	Actual	Variance
REVENUES				
Investment income	\$ 10,000	\$ 10,000	\$ 280	\$ (9,720)
Total revenues	<u>10,000</u>	<u>10,000</u>	<u>280</u>	<u>(9,720)</u>
EXPENDITURES				
Capital outlay				
Capital outlay	<u>1,228,100</u>	<u>1,228,100</u>	<u>749,203</u>	<u>478,897</u>
Total capital outlay	<u>1,228,100</u>	<u>1,228,100</u>	<u>749,203</u>	<u>478,897</u>
Total expenditures	<u>1,228,100</u>	<u>1,228,100</u>	<u>749,203</u>	<u>478,897</u>
Excess (Deficiency) of revenues (under) expenditures	<u>(1,218,100)</u>	<u>(1,218,100)</u>	<u>(748,923)</u>	<u>469,177</u>
OTHER FINANCING SOURCES				
Transfers in	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>-</u>
Total other financing sources	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>-</u>
Net change in fund balance	<u>(868,100)</u>	<u>(868,100)</u>	<u>(398,923)</u>	<u>\$ 469,177</u>
Fund balance -- beginning	<u>1,013,871</u>	<u>1,013,871</u>	<u>1,013,871</u>	
Fund balance -- ending	<u>\$ 145,771</u>	<u>\$ 145,771</u>	<u>\$ 614,948</u>	

**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>
2021 Ending Balance			\$ 614,948.00
2022	\$ 411,600.00	\$ 500,000.00	\$ 703,348.00
2023	\$ 611,900.00	\$ 367,500.00	\$ 458,948.00
2024	\$ 374,300.00	\$ 385,875.00	\$ 470,523.00
2025	\$ 398,300.00	\$ 405,168.75	\$ 477,391.75
2026	\$ 69,100.00	\$ 425,427.19	\$ 833,718.94
2027	\$ 39,300.00	\$ 446,698.55	
Ending Balance			\$ 1,241,117.49

**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
JUNE 28, 2022**

Agenda Item 8C

Strategic Planning Request for Proposals

As 2020 began, a new strategic planning cycle was anticipated as Strategic Plan 2017-2020 wrapped up. Then the pandemic halted progress and pushed many activities and objectives originally slated for 2020 into 2021. Continuation of the equity, diversity, and inclusion work included in Strategic Plan 2017-2020 in 2021 led to the development of an Equity Strategic Plan. That Equity Strategic Plan would be incorporated into a full strategic plan when the full strategic planning process was conducted. It is finally time to begin the full strategic planning process.

The attached Request for Proposals (RFP) outlines the background, scope of work, content requirements, and timeline for the strategic planning process. This RFP will be posted on the library website and sent directly to consultants listed in the Reaching Across Illinois Library System (RAILS) Consulting Directory as providing strategic planning services.

Recommended Action: Approve release of the Strategic Planning Request for Proposals as presented.

DOWNERS GROVE PUBLIC LIBRARY REQUEST FOR PROPOSALS FOR STRATEGIC PLANNING

1. Objective

The Downers Grove Public Library (DGPL) seeks a consultant to develop a comprehensive 3-5 year strategic plan for the library that includes a significant community research component. The library recently completed an [Equity Strategic Plan](#), which is intended to inform the full Strategic Plan.

2. Deadline for Receipt

Proposals must be received via email before 10 a.m. on August 1, 2022. Proposals should be addressed to Julie Milavec, Library Director, Downers Grove Public Library and emailed to jmilavec@dglibrary.org.

3. Inquiries

Inquiries must be made via email. Please address all inquiries to: jmilavec@dglibrary.org. Telephone inquiries will not be addressed. Answers will be provided within 3 business days. All questions must be received no later than July 25, 2022.

4. Background

Downers Grove Public Library (DGPL) in the Village of Downers Grove, IL is located approximately 25 miles west of Chicago. According to the United States Census Bureau, the Village of Downers Grove's population as of Census 2020 is 50,247, with a geographical land area consisting of 14.31 square miles. Downers Grove is a prime location to live, work, play and raise a family. Downers Grove has been recognized by Forbes Magazine as being one of America's Friendliest Towns (2012), based on four data points: percentage of owner-occupied homes, crime rate, charitable giving, and percentage of college graduates; by Livability.com as one of the Top 10 Livable Cities for Kids (2014) based on the following criteria: low crime rate, access to parks and green space, and highly rated schools; and by Library Journal as a 4-star library in 2020, one of only 262 libraries nationwide and only 16 in Illinois to receive a star rating that year. The library's collection includes approximately 300,000 items, with an annual circulation of over 1 million. There are over 100 staff members (64 FTEs). The library is open 72 hours per week, year round. The annual budget is \$5.8 million and the library is in sound financial shape.

The Downers Grove Public Library was started in 1891 when The Ladies Library Association began a small reading room above the Farmers and Merchants Bank on the northeast corner of Main and Curtiss in Downers Grove. In 1895, it held 600-700 volumes. The library experienced steady growth throughout the 20th century, which included new structures and additions. Over 100 years after its founding, the residents approved an \$8.2 million referendum to reconstruct and update the library by adding an addition. The new 67,738 square foot building opened in February of 1999, which remains the current footprint of the building. Interior renovations

completed in 2014 and 2018 responded to service needs to help DGPL continue meeting the library needs of the DG community..

On April 25, 2018, the Board of Library Trustees of the Downers Grove Public Library approved [Strategic Plan 2017-2020](#), which included purpose, values, core services, and strategic focus, in addition to goals, objectives, and actions. According to that plan, the purpose of the Downers Grove Public Library is to be a safe and secure place for **everyone** to discover, grow, play, and learn; **everyone** is welcome and entitled to a sense of a belonging here. We make due on this promise by espousing the following essential values: providing barrier-free and equal access for all; making opportunities for and supporting lifelong learning; fostering relationships; being responsible with our resources; and exercising the freedom to seek, receive, and share information. We execute what we believe and hold in high regard by providing the following core services: developing and maintaining an up-to-date collection; presenting a variety of cross-cultural and entertaining programs for all ages; providing instruction, guidance, and access to physical and digital resources; delivering stellar customer service; and offering spaces for meeting, studying, creating, and having fun. Lastly, *how* we focus our purpose and essential values to deliver these core services is inextricably linked to our strategic focus which is to **excel** in delivering service and managing community resources; **engage** with our community and the world; **empower** individuals at all ages and stages of life, and **evolve** with and alongside our changing community.

When the pandemic postponed many of the 2020 goals, the Board of Library Trustees extended the timeline for Strategic Plan 2017-2020 into 2021. The equity, diversity, and inclusion work included in the 2020/2021 objectives led to deepening of that work and the creation of the Equity Strategic Plan, which will be incorporated into its next full strategic plan.

5. Scope of Work

DGPL is seeking an experienced professional facilitator to perform the following:

- a. Facilitate the strategic planning process using a methodology effective for public libraries.
- b. Gather data through community research that focuses on library users, non-users, and stakeholders, including Board and staff, to identify library needs/wants.
 - i. Community input is a key component of this planning process and may include:
 1. Focus groups/individual interviews/public input sessions;

2. Online surveys;
 3. Phone interviews; and/or
 4. Other methods as identified by the consultant. Please include your proposal suggestions for handling research.
- c. Facilitate planning meetings and input sessions (public, Board, and staff sessions).
 - d. Review the current purpose and values statements and facilitate revisions.
 - e. Identify service priorities, goals, objectives, and activities.
 - f. Deliver all raw and summary data to DGPL at the conclusion of the planning process.

6. Proposal Content Requirements

- a. A cover letter providing a brief description of the firm or individual name, address of consultant, telephone number, and email of principal contact person.
- b. Executive summary of the highlights of the proposal, not to exceed one page in length, conveying the consultant's understanding of the purpose and expected outcomes of the project.
- c. A list of key personnel who would be involved in the process and their experience/expertise. If you plan to contract with a third party vendor to conduct the community research component, please identify which firm you plan to use.
- d. A summary of the consulting firm's qualifications and relevant experience.
- e. A work plan that includes a description of the methodology, tasks, timeline, and estimated total amount of time that would be spent on the project.
- f. Exclusions or exceptions. Note any parts of the proposal that are beyond the expertise of the consultant or would be better handled by library staff.
- g. A schedule of costs that includes consulting, supplies, number of onsite visits, cost per trip, and other costs associated with the planning process. Costs for data gathering and analysis (community research component) must be listed separately.
- h. References and contact information for three (3) organizations for which the facilitator has provided strategic planning services. A public library would be preferred as one of the three references.

7. RFP Standards and Selection Criteria

- a. DGPL reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.
- b. No Library Board or staff member shall have a financial interest in the proposal.
- c. In cases of disputes over differences of opinion as to the services in the proposal, the decision of DGPL shall be final.
- d. DGPL reserves the right to: ask for clarification in the proposal if the need arises; select a planning consultant based directly on the proposal; negotiate further with one or more respondents.
- e. DGPL reserves the right to reject any or all responses to this RFP.
- f. The proposal will be evaluated by DGPL and will include the following criteria:
 - i. Responsiveness of the written proposal to the purpose and scope of the project.
 - ii. Demonstrated knowledge, skills, and experience in conducting strategic planning projects for public libraries.
 - iii. Methodology and timeline for carrying out tasks in the scope of work.
 - iv. Cost to complete the process.
 - v. Ability to meet deadlines and operate within budget.
 - vi. Positive experience and success in strategic and library planning; satisfactory performance record (references).

8. RFP and Planning Process Timeline

- a. Proposals must be received via email before 10 a.m. on August 1, 2022.
- b. All questions must be received no later than July 25, 2022.
- c. Consulting firm selected will be discussed at August 24, 2022 DGPL Board of Library Trustees Meeting.
- d. Strategic planning begins in October 2022.
- e. A draft report/plan and executive summary are to be submitted to the Library Director three (3) weeks in advance of the final deliverable date.
- f. Final deliverable to be presented in person no later than the June 28, 2023 Board Meeting.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 28, 2022**

Agenda Item 10

Librarian's Report

Reaching Across Illinois Libraries (RAILS) Executive Board Election

I was elected to a three-year term on the Reaching Across Illinois Libraries (RAILS) Executive Board as an At-Large member, effective July 1, 2022.

Bill Nienburg Appointed to Board of Library Trustees

On June 7, 2022, the Downers Grove Village Council appointed Bill Nienburg to a six-year term, expiring August 31, 2028. There is one remaining vacancy on the Board.

Rotary GroveFest

Rotary GroveFest returned June 23-26. Once again, the library was an area of shelter for the Fest's Emergency Plan with me and Trustee Dave Humphreys as the key holders in case of emergency. The Downers Grove Public Library Foundation was featured at the Not-For-Profit Booth from 2-4 p.m. on Saturday. The Forest North and South parking lots both closed at 9 p.m. on Wednesday, June 22 and reopened in the early morning hours of Monday, June 27. The library closed at 7 p.m. on Friday, June 24, 1 p.m. on Saturday, June 25 and remained closed on Sunday, June 26.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 28, 2022**

Department Reports – May 2022

Administration – Jen Ryjewski

- Continued to perform the work of Cataloging Librarian and Access Services Manager and spent many hours training new Head Cataloger, Kira Riddle, in cataloging, classification, and ordering.
- Met with IT Manager Paul Regis to discuss the upcoming WiFi Survey and upgrade that is part of the IMLS grant that we were awarded in September 2021.
- Met with Building Operations Director Ian Knorr to discuss content, agenda, and scheduling for Managers on Duty and Building Operations Monitors (MOD/BOM) training for staff and prepared presentation for event in July.
- Met with fellow presenters to finalize the contents and order of a presentation that we will be doing at the LACONI Unconference in July, where I will be speaking about performance evaluations.
- Planned a tentative agenda of important, institutional need-to-know information to share with new Access Services Manager, Lucas McKeever, and welcomed him aboard DGPL.
- Continued to administer State and Federal grant projects to ensure adherence to grant obligations and timeline.
- Friends of the Downers Grove Public Library met and President Joni Hansen announced her resignation. June will be her last meeting as the President of FOL.

Business Office – Katelyn Vabalaitis

- Katelyn updated performance evaluation forms for each department and sent them to managers.
- Business Office Assistant Scott Anderson was trained to be a Notary Public for the library.
- Katelyn completed the third IMRF Authorized Agent training module.
- Held four new staff orientations and did two exit interviews for departing staff members.

Adult & Teen Services – Lizzie Matkowski

- Summer Reading for Adults and Teens launched in May! So far, we have 196 adults, 24 teens, and 34 staff registered!
- Programs in May included: Teen Mental Health Awareness Month Bags, Grab & Go Crafts for Adults: Storybook Paper Roses, Mental Health Awareness Month

Book Bundles, Senior Housing 101, Free Comic Book Day, Henna: History and Demonstration, Quhat's In a Nayme?, and Next Chapter Book Club.

- One of the programming highlights last month was the Summer Job Workshop for Teens with 44 in attendance!
- Amanda worked with the District Multineeds and Transitions classes for their last meetings here until the fall.
- Van and Andrew attended the Illinois Library Association's Reaching Forward Conference.

Children's Services – Allyson Renell

- May was all about getting the Summer Reading Club off the ground! We decorated the room, gathered the prizes, and were all set to go when the club officially started on May 22. We also visited all of the elementary schools in District 58, St. Mary's School, St. Joe's School, and DGS Christian to promote the program. Additionally, we dropped off flyers at Avery Coonley School and at local daycares. We are ready for summer!
- Our new Children's Program Coordinator, Amanda Blau, started with us on May 17. Amanda comes to us from the Naperville Public Library and is a Downers Grove resident who is very excited to be working for her home library. Amanda actually worked at the library previously, around 12 years ago, and we are glad to have her back!

2021-2022 Kids Room Outreach Report

- Storytime Outreaches to Daycares and Schools: 94 storytimes at 8 unique locations where we saw 1,720 children. Some of these outreaches were virtual presentations while the COVID-19 levels were still high.
- School Classroom Visits and Field Trips: 43 events at 12 unique locations where we saw 1,507 students. These events included classroom visits where we presented booktalks, shared coding activities, or activities on other requested topics. This also includes visits to DGPL by classrooms including DG North's and DG South's Multi-needs classes and DG Christian School's 2nd grade monthly visits.
- Community Events and Visits: 8 events around the community where we saw 985 community members. These included Night at the DG Firehouse, a Girl Scout Troop visit, a visit to Youth Outlook, and attendance at Reading and Math nights at District 58 schools.
- Resources and Services to Adults, Teachers, and groups: Over the school year we provide a variety of other services to adults and teachers that are a harder to quantify including:
 - Helped with collection development at Lester and Henry Puffer elementary schools.

- Assisted with District 58's Reading Games program by helping to select titles, created questions for the program, and purchased many additional copies to titles to support participants in their access to the titles.
- Provided a professional development webinar to Immanuel Lutheran's Preschool teachers on using books to support play and early literacy.
- Donated 16 boxes of weeded books to District 58 elementary schools, Grove Preschool, and West Suburban Community Pantry. These books were all additional copies of books in good condition that were weeded for space or because they were additional copies of books that no longer had a large demand.
- Regularly filled book requests for six local elementary schools on topics requested by teachers. This allows school librarians to supplement their materials with ours for big projects and helps us with our collection development when we know what topics teachers are looking for.
- Future priorities for 2022-2023: During the next school year, we hope to continue to build up our outreach to local preschools and daycares, as well as reaching out to two new locations opening soon in Downers Grove. We did not quite make it back to pre-pandemic levels of partnerships this year, but we have a feeling the next school year will see an additional increase. We have also started speaking with PADs about providing programming or resources to children at their interim housing location and hope to start working with them regularly this fall.

Circulation Services – Christine Lees

- The entire department attended Narcan training during our monthly department meeting. A special thank you to Ian for the comprehensive training!
- This month we circulated 845 items via our lockers.
- The monthly staff Board Recap meeting continues to be successful and informative. Thank you to Julie and Jen for providing this monthly feedback for staff!
- Circulation team members Fides Faron and Mary Piller worked at the DG Big Bash event and had the opportunity to meet with lots of current and new patrons for the library. The event was a big success!
- We hosted new ATS Librarian Mary Sustar for a tour of the Circulation Department. Mary is a great addition to DGPL.
- We registered 186 new library cardholders in May.
- Please be sure to take a look at our June Pride display behind the Circulation Desk. Thank you to JR and Kelly for their creativity and passion!

Information Technology – Paul Regis

- Computer Help Desk Associate Elizabeth Stamper was accepted into law school and planned her departure from the library. Sad news for IT but very exciting for

Elizabeth! Computer Help Desk Supervisor Lauren Gonzalez and IT Manager Paul Regis updated the job ad and posted it in late May.

- IT resumed in-person computer classes in early May with an Intro to Word 2016 class taught by Computer Help Desk Associate Sue Slamar. (PRC has been offering in-person classes for a while, though.) Patrons have become more comfortable using Zoom and other video conferencing platforms and have become accustomed to the library's virtual offerings, so demand has not been as high as anticipated. Despite that, Sue had nine students for the class.
- Media Lab Coordinator Ed Bromiel and Teen Services Coordinator Amanda Klenk discussed offering the "View from Behind the Lens" class this fall. This program is aimed at teens and focuses on building skillsets and honing participants' natural talent.

Public Relations – Cindy Khatri

- The PR team prepared and launched Summer Reading Club marketing campaigns.
- The team developed, coordinated, and launched the SRC scavenger hunt. The library partners with over 20 local businesses to hide s'mores 'ingredients' around downtown. There will be 7 winners this year- 3 adults and 5 kids.
- Cindy Khatri, PR Manager, attended the Hope's Front Door annual luncheon with Christine Lees, Circulation Manager, and Julie Milavec, Library Director. Janell Robinson, Executive Director of Hope's Front Door, shared how the organization adapted to the pandemic and discussed current needs and goals.
- Community Outreach events kicked off with the Park District's Big Bash, the Summer Concert Series, and the Farmers Market. Events were all well attended and the library booth had hundreds of interactions with patrons discussing programs, services, and Summer Reading Club.
- The PR Team prepared for Pride and Juneteenth promotion.
- Cindy coordinated with Karen Bonarek, Adult Program Coordinator, and EQDG to prepare for the library's Pride events.
- Cindy met with Miki Grace to discuss the first steps in the RGW Communications Audit. The PR team created and gathered the requested documents and sent them to RGW for review.
- The library partnered with the DG Historical Society for Founders Day; the Beautiful Butterflies program for Kids was featured as the library's Founder's Day event.
- Grit2 was featured as the Organization of the Month.
- Mary Beth Purse and Bart Misantoni were featured in the North and Cafe galleries respectively. June's artist canceled last-minute; Grace Goodwyn, Graphic Design and Display Coordinator, and Cindy met with DG artist Vera Olekanma to discuss showing her work.

Access Services – Lucas McKeever

- My first day at the library was Tuesday, May 31. I am continuing to get acclimated to the department and the library through training with Jen, shadowing and working with the Access Services team, and meeting with other departmental managers.
- Jen and I will be interviewing five candidates for the vacant Access Services Clerk position. We hope to have someone starting by July 11.

	Adult & Teens	Kids	Both
Items Added			
Print	1040	855	
AV	202	52	
Items Discarded			
Print	676	394	
AV	86	19	
Items Repaired			355
Items Reclassified			79

Building Operations – Ian Knorr

- The piano was tuned and some minor repairs were made.
- Ian attended the Circulation staff meeting and gave Narcan training to the staff members that wanted to be trained.
- Davey Tree Experts installed the American Hornbeam tree that they donated to the library in the north entrance pollinator garden.
- Stephens Plumbing performed our annual backflow testing and all units passed.
- We finished up the remaining items requested of Building Operations in the Kids Play Café and in the Kids Room in preparation of Summer Reading Club.
- The new VAV units were delivered and Ian will be coordinating the installation with Hayes Mechanical.
- The light wall in the Kids Room is a hit with kids and adults so we continue to make colored rods for use.
- Ian consulted with Lizzie and Amanda from ATS and finalized the plans for a special project for teens that will be located in Teen Central.

May						
Circulation	May 22	%	MAY 21	%	MAY 20	%
Checkouts						
Selfchecks	29,501	76%	10,253	34%	102	3%
Staff desk	8,281	21%	29,725	74%	3,522	97%
Lockers	845	2%	0		0	
Total checkouts	38,627		39,978		3,624	
Renewals						
Auto Renewals	32,032		29,292		0	
Selfchecks	5		6		0	
Staff desk (incl. phone)	319		343		9	
Patron self-renewals on website	0		0		81	
Patron self-renewals on Bookmyne	0		577		0	
BlueCloud Mobile/Web services (22 & 11)	615		89		0	
Total renewals	32,971		30,307		90	
Total item checkout and renewals	71,598		70,285		3,714	
Digital Circulation	12,595		12,312		14,614	
Total Circulation	84,193		82,597		18,328	
Reserves Processed						
Received from ILL	4,437		4,755		0	
ILL sent	3,691		4,235		0	
OCLC requests processed	118		183		0	
Gate Count						
North	16,199		12,059		0	
South	10,607		5,503		0	
Total	26,806		17,562		0	
Lockers	845		0		0	
Gate Count and Lockers Total	27,651		17,562		0	
Curbside Count	0		407		0	
Registrations						
New resident library cards	172		108		74	
New fee cards	1		0		0	
Professional Development Hours	25		120		400	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	May 2021	May 2022	YTD Totals			
Adult	35,684	36,261	165,776	186,849		
Teen	1,932	1,863	8,483	8,819		
Children	32,669	33,474	141,699	174,938		
Download	12,312	12,595	61,604	62,108	YTD Difference	
Total	82,597	84,193	377,562	432,714	55,152	14.6%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	24,965	68.85%	2,733	7.54%	6,147	16.95%	2,416	6.66%	36,261
Teen	1,796	96.40%	27	1.45%	16	0.86%	24	1.29%	1,863
Children	29,442	87.95%	1,083	3.24%	1,990	5.94%	959	2.86%	33,474
Total	56,203	78.50%	3,843	5.37%	8,153	11.39%	3,399	4.75%	71,598

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,005	75.24%	15,562	9.92%	16,114	10.27%	7,156	4.56%	156,837
Children	79,220	86.44%	2,898	3.16%	7,503	8.19%	2,028	2.21%	91,649
Total	197,225	79.37%	18,460	7.43%	23,617	9.50%	9,184	3.70%	248,486

Book Collection

	May 2021	May 2022	YTD Totals		YTD Difference	
Adult	120,484	118,005				
Children	80,967	79,220				
Total	201,451	197,225	201,451	197,225	-4,226	-2.1%

Audio Collection

	May 2021	May 2022	YTD Totals		YTD Difference	
Adult	15,570	15,562				
Children	2,860	2,898				
Total	18,430	18,460	18,430	18,460	30	0.2%

Video Collection

	May 2021	May 2022	YTD Totals		YTD Difference	
Adult	15,186	16,114				
Children	8,091	7,503				
Total	23,277	23,617	23,277	23,617	340	1.5%

Miscellaneous Collection

	May 2021	May 2022	YTD Totals		YTD Difference	
Adult	7,661	7,156				
Children	1,930	2,028				
Total	9,591	9,184	9,591	9,184	-407	-4.2%

Rooms & Spaces

	May 2021	May 2022				
Community Use of Rooms	126	860				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	52				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	126	912	YTD Totals	4,534	YTD Difference	
					4,180	1180.8%

Programs Offered

Library Programs Offered		May 2022		
Adult		32		
Teen		8		
Children		65		
Self-Directed Programs Offered				
Adult		12		
Teen		8		
Children		2	YTD Totals	
Programs Offered Total		127		574

Program Attendance

Library Program Attendance		May 2022		
Adult		1,687		
Teen		79		
Children		6,086		
Self-Directed Program Attendance				
Adult		884		
Teen		257		
Children		105	YTD Totals	
Program Attendance Total		9,098		18,482
Virtual Program Views Total		565		1,861

Website Views

	May 2021	May 2022	YTD Totals		YTD Difference	
Total Website Views	24,745	27,610	126,679	142,398	15,719	12.4%

Statistics for May 2022 (FY Jan-Dec)

Library Visits

	May 2021	May 2022				
Gate Count	17,969	26,806				
Locker Pickups	0	845	YTD Totals		YTD Difference	
Total Library Visits	17,969	27,651	96,452	130,158	33,706	34.9%

One-on-One Services

	May 2021	May 2022				
One-on-Ones	20	36				
Homebound	0	6				
Notary	1	29	YTD Totals		YTD Difference	
Total Sessions	21	71	101	282	181	179.2%

Computer User Sessions

	May 2021	May 2022				
Adult	1,307	1,458				
Children	0	497	YTD Totals		YTD Difference	
Total	1,307	1,955	5,018	9,569	4,551	90.7%
Wireless Sessions	503	968	1,778	4,636	2,858	160.7%

Printing Services

	May 2021	May 2022				
Poster	0	1				
3D	7	13	YTD Totals		YTD Difference	
Total Prints	7	14	87	82	-5	-5.7%

The Cupboard

	May 2021	May 2022	YTD Totals		YTD Difference	
Total Donations	582	1,506	2,651	13,535	10,884	410.6%