

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

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. June 28, 2022 Regular Meeting Requested Action: Approval
5. Financial Matters
  - a. June 2022 Financial Report
  - b. July 2022 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Suspension of Library Privileges Appeal Requested Action: Denial
  - b. 2023 Budget and Levy Drafts Requested Action: Discussion
  - c. Capital Needs Assessment 2017-2027 Update Requested Action: Approval
9. Unfinished Business
  - a. Strategic Planning Request for Proposals Requested Action: Approval
  - b. Workroom Renovation Project - Release to Bid Requested Action: Approval
10. Library Director's Report
  - a. Public Relations Department Presentation
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2022, 7:30 P.M.  
LIBRARY MEETING 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 Dave Humphreys, Trustee Barnali Khuntia, Trustee William Nienburg, President Swapna Gigani. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Media Lab Coordinator Ed Bromiel, Adult & Teen Services Manager Lizzie Matkowski, Genene Murphy, and Natalie Murphy.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.**
  - a. Bill Nienburg, six-year term. Secretary Humphreys administered the verbal oath.
5. **Approval of Minutes.**
  - a. May 23, 2022 Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the May 23, 2022 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
6. **Financial Matters.**
  - a. May 2022 Financial Report. Library Director Julie Milavec presented the report and noted that the revenue report was missing because the Village software, Munis, is not running the reports properly. Business Office Manager Katelyn Vabalaitis continues to work with Village personnel to generate the reports the library needs. The library is roughly 41% through the year and she highlighted on the expenditure report that a few budget lines were over that percentage marker as a result of building operations maintenance and repairs, the purchase of new furniture, and federal grant expenditures. Milavec pointed out an error under Christine Lees' credit card expenditures for the amount of \$1,635.50 which was mistakenly labeled staff recognition when in fact it was used for conference registration fees for Circulation Services staff.

- b. June 2022 Invoices. It was moved by Khuntia and seconded by Dougherty THAT the payment of June 2022 Capital Replacement Fund invoices totaling \$23,087.40, the payment of June 2022 Operating Fund invoices totaling \$97,695.05, and the ratification of May 2022 payrolls totaling \$241,010.50 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.
- 7. **Public Comment on Agenda Items**. President Gigani invited comment. Visitor, Genene Murphy, made an inquiry to new Trustee Nienburg, asking about what he values most about the library and what he hopes to achieve as a trustee. Trustee Nienburg responded by saying that he wants to satisfy the mission of the library without fear or favor and be a responsible fiduciary on behalf of library taxpayers. He additionally mentioned that his children enjoy the library and are frequent program attenders.
- 8. **Public Comment on Other Library Business**. President Gigani invited comment. There was none.
- 9. **New Business**.
  - a. 2023 Preliminary Budget Draft. Library Director Julie Milavec presented and discussed the challenges of the 2023 preliminary budget draft due to rapid inflation and steep cost of living increases. She also touched on the importance of internal pay equity and job growth and upward mobility across pay grades and job descriptions and mentioned that her goal is to try to include additional full-time positions at some of the lower pay-grade levels to provide opportunities for career paths forward as part of the Equity Strategic Plan, which the Board passed at the May 2022 Board meeting.
  - b. Transfer to Library Capital Replacement Fund from Library Fund. It was moved by Dougherty and seconded by Humphreys THAT the transfer of \$500,000.00 from the Library Fund to the Library Capital Replacement Fund be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: Nienburg. Abstentions: None.

Library Director Julie Milavec reminded the Board that the normal, annual transfer from the Library Fund to the Capital Replacement Fund has been \$350,000 for the past several years; however, due to the drastic and unexpected inflated costs of our workroom renovation projects, she recommended an additional transfer of \$150,000 in order to fund the project, which is necessary to improve work spaces and working conditions of the Children's and Building Operations Departments.

- c. Strategic Planning Request for Proposals. It was moved by Nienburg and seconded by Humphreys THAT the Strategic Planning Request for Proposals be postponed one month. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

Carissa Dougherty requested a more comprehensive breakdown of the RFP and the final deliverables of the Strategic Plan, i.e., up-to-date community profile, goals and objectives, assessment of library environment, implementation process, etc.

**10. Unfinished Business.** There was none.

**11. Library Director's Report.** Library Director Julie Milavec passed the baton to Adult & Teen Services Manager Lizzie Matkowski to speak about the goings-on in the ATS department.

a. Adult & Teen Services Department Presentation.

Adult and Teen Services Manager Lizzie Matkowski gave the presentation and provided information on:

- Enrollment in and upcoming programs such as: Adult and Teen Summer Reading Club and 100 Books Before Graduation; participation at June Pride Month events; Matters of Balance for seniors; outdoor games program; Tie-dye; Dungeons & Dragons; Paint & Sip; View Behind the Lens; etc.
- New and soon-to-be available collections such as Board Games, Binge Boxes, World Languages, Memory Kits, ComicsPlus database for e-comics, and popular video streaming services on our Rokus such as Amazon Prime, Netflix, Disney Plus, Acorn, etc.
- Diversity audits of the adult and teen collections: half of adult fiction and all of teen fiction have been completed to date. As a result of the process, Assistant Manager of Adult & Teen Services Van McGary developed a mathematical formula which will enable staff to conduct an audit by way of sampling the collection rather than examining every single title. Audits are progressing nicely and staff have already implemented new processes to ensure diverse collections will continue to be curated and maintained.

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

Trustee Humphreys acknowledged and thanked the DGPL staff for their support of Rotary Grove Fest, which was extremely successful.

Trustee Dougherty inquired about staff in the wake of several behavioral incidents in and around the library over the course of the past month and wanted to make sure staff were all right.

13. **Adjournment.** President Gigani adjourned the meeting at 9:25 p.m.

DOWNERS GROVE LIBRARY      6/30/2022

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,954,305	\$ 408,442
FUND BALANCE	1,903,490	\$ 408,442

**REVENUE BY OBJECT REPORT  
6/1/2022 THROUGH 6/30/2022**

<b>ACCOUNT</b>	<b>ACCOUNT NAME</b>	<b>ADJUSTED ESTIMATE</b>	<b>REVENUES</b>	<b>YEAR-TO-DATE REVENUES</b>	<b>BALANCE</b>	<b>PERCENT RCVD</b>
80520000 410100	CURRENT PROPERTY TAXES	5,862,439.00	2,374,536.23	3,082,809.80	2,779,629.20	52.59%
80520000 410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	0.00	100.00	0.00%
80520000 431300	PERSONAL PROPERTY REPLACE TAX	60,000.00	261.44	130,771.70	-70,771.70	217.95%
80590971 441000	SALES OF MATERIALS	2,000.00	151.20	2,775.49	-775.49	138.77%
80590971 450200	CHARGES FOR SERVICES	10,000.00	22,128.64	34,579.15	-24,579.15	345.79%
80590971 450900	FEES FOR NON-RESIDENTS	8,000.00	1,833.00	9,452.00	-1,452.00	118.15%
80590971 457100	RENTAL FEES	2,000.00	280.00	1,210.00	790.00	60.50%
80590971 458100	FINES	0.00	115.08	599.85	-599.85	0.00%
80590971 459000	COST RECOVERED FOR SERVICES	8,500.00	1,016.49	5,869.70	2,630.30	69.06%
80590971 461000	FEDERAL, OPERATIONAL GRANTS	0.00	0.00	1,977.99	-1,977.99	0.00%
80590971 462000	STATE, OPERATIONAL GRANTS	72,589.00	0.00	29,330.80	43,258.20	40.41%
80520000 471100	INVESTMENT INCOME	2,500.00	1,092.09	2,729.13	-229.13	109.17%
80590971 482000	CONTRIBUTIONS, OPERATING	5,000.00	583.62	2,442.92	2,557.08	48.86%
<b>Grand Totals</b>		<b>6,033,128.00</b>	<b>2,401,997.79</b>	<b>3,304,548.53</b>	<b>2,728,579.47</b>	<b>54.77%</b>

**EXPENDITURE BY OBJECT REPORT**  
**6/1/2022 THROUGH 6/30/2022**  
**Capital Replacement Fund**

<b>ACCOUNT</b>	<b>ACCOUNT NAME</b>	<b>ADJUSTED APPROPRIATION</b>	<b>EXPENDITURES</b>	<b>YEAR-TO-DATE EXPENDITURES</b>	<b>BALANCE</b>	<b>PERCENT USED</b>
82190971 587000	CAPITAL EQUIPMENT	411,600.00	23,087.40	207,888.99	203,711.01	50.51%

**EXPENDITURE BY OBJECT REPORT**  
**6/1/2022 THROUGH 6/30/2022**  
**Operating Fund**

ACCOUNT ACCOUNT NAME			ADJUSTED		YEAR-TO-DATE		PERCENT
			APPROPRIATION	EXPENDITURES	EXPENDITURES	BALANCE	USED
5101	SALARIES, EXEMPT	Total	1,733,543.38	127,213.82	748,198.94	985,344.44	43.16%
5104	BONUS	Total	0.00	0.00	0.00	0.00	0.00%
5111	SALARIES, NON-EXEMPT	Total	338,730.61	32,037.00	178,197.00	160,533.61	52.61%
5119	PART-TIME EMPLOYEE WAGES	Total	1,286,018.09	87,381.77	555,008.25	731,009.84	43.16%
5121	OVERTIME	Total	0.00	0.00	0.00	0.00	0.00%
5131	IMRF PENSION CONTRIBUTIONS	Total	240,632.68	17,958.56	107,107.61	133,525.07	44.51%
5133	MEDICARE CONTRIBUTIONS	Total	45,695.16	3,519.00	21,111.24	24,583.92	46.20%
5134	SOCIAL SECURITY CONTRIBUTIONS	Total	208,213.83	15,045.88	90,264.13	117,949.70	43.35%
5190	LIFE INSURANCE	Total	1,366.20	67.13	434.32	931.88	31.79%
5191	HEALTH INSURANCE	Total	496,336.20	33,176.04	203,000.47	293,335.73	40.90%
5195	OPTICAL INSURANCE	Total	1,925.91	143.90	868.70	1,057.21	45.11%
5197	DENTAL INSURANCE	Total	32,871.93	2,513.66	15,166.47	17,705.46	46.14%
5210	SUPPLIES	Total	108,750.00	7,991.85	46,224.47	62,525.53	42.51%
5251	MAINTENANCE SUPPLIES	Total	21,750.00	1,909.29	9,685.85	12,064.15	44.53%
5280	SMALL TOOLS & EQUIPMENT	Total	29,900.00	3,351.39	8,683.95	21,216.05	29.04%
5302	DUES AND MEMBERSHIPS	Total	7,500.00	939.00	4,365.00	3,135.00	58.20%
5303	SEMINARS, CONFERENCES&MEETINGS	Total	28,600.00	3,151.94	9,588.52	19,011.48	33.53%
5308	RECOGNITION PROGRAM-STAFF	Total	5,000.00	26.18	3,684.12	1,315.88	73.68%
5315	PROFESSIONAL SERVICES	Total	75,200.00	4,881.82	42,441.22	32,758.78	56.44%
5322	PERSONNEL RECRUITMENT	Total	1,000.00	57.54	835.36	164.64	83.54%
5323	SPECIAL LEGAL	Total	6,000.00	135.00	1,567.50	4,432.50	26.13%
5346	DATA PROCESSING SERVICES	Total	119,495.00	39.95	71,849.56	47,645.44	60.13%
5380	PRINTING SERVICES	Total	27,250.00	0.00	8,292.00	18,958.00	30.43%
5391	TELEPHONE	Total	17,000.00	1,427.16	9,752.30	7,247.70	57.37%
5392	POSTAGE	Total	29,000.00	0.00	9,338.97	19,661.03	32.20%
5407	ADVERTISING & PUBLIC RELATIONS	Total	19,500.00	1,178.30	5,669.94	13,830.06	29.08%
5420	INSURANCE - OTHER POLICIES	Total	70,700.00	0.00	61,940.00	8,760.00	87.61%
5430	BUILDING MAINTENANCE SERVICES	Total	92,000.00	4,786.65	22,164.72	69,835.28	24.09%
5450	CLEANING SERVICES	Total	80,000.00	5,453.78	45,401.32	34,598.68	56.75%
5461	UTILITIES	Total	24,250.00	2,618.14	18,688.14	5,561.86	77.06%
5470	OTHER EQUIPMENT R & M	Total	11,500.00	325.65	10,819.35	680.65	94.08%

**EXPENDITURE BY OBJECT REPORT**  
**6/1/2022 THROUGH 6/30/2022**  
**Operating Fund**

ACCOUNT ACCOUNT NAME		ADJUSTED APPROPRIATION	EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BALANCE	PERCENT USED
5481	RENTALS Total	18,000.00	817.88	7,133.81	10,866.19	39.63%
5620	RECOVERABLES Total	4,000.00	0.00	105.94	3,894.06	2.65%
5690	UNEMPLOYMENT COMPENSATION Total	2,500.00	0.00	0.00	2,500.00	0.00%
5770	CAPITAL EQUIPMENT Total	58,000.00	4,042.80	50,104.10	7,895.90	86.39%
5851	ELECTRONIC RESOURCES Total	245,800.00	19,248.28	120,148.98	125,651.02	48.88%
5852	PRINT MATERIALS Total	348,150.00	26,951.36	136,048.19	212,101.81	39.08%
5853	AUDIOVISUAL MATERIALS Total	146,200.00	6,836.42	42,429.97	103,770.03	29.02%
5870	CAPITAL EQUIPMENT Total	60,000.00	0.00	52,201.55	7,798.45	87.00%
5880	INTANGIBLE ASSETS (SOFTWARE) Total	59,500.00	1,714.73	29,613.48	29,886.52	49.77%
5930	TRANSFER FOR CAPITAL PROJECTS Total	350,000.00	0.00	0.00	350,000.00	0.00%
Grand Total		6,451,878.99	416,941.87	2,852,537.99	1,651,606.05	44.21%

**INVOICE LISTING - JULY 2022**

**Capital Replacement Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
14548	PRODUCT ARCHITECTURE + DESIGN	1	12,062.50

<b>GRAND TOTALS:</b>	<b>1</b>	<b>12,062.50</b>
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INVOICES OF NOTE

For Library Board Meeting on July 27, 2022  
Capital Replacement Fund

14548	Product Architecture + Design (Workroom Renovation Designs)	\$12,062.50
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**INVOICE LISTING - JULY 2022****Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
21463	360CLEAN	1	5,350.00
18213	AMAZON CAPITAL SERVICES, INC.	9	3,028.19
428	ANDERSON'S BOOKS, INC.	1	95.93
403	AT&T	1	267.63
20734	AUDREY RA DESIGN	1	300.00
672	BAKER & TAYLOR BOOKS	25	1,541.55
16893	BIBLIOTHECA, LLC	2	949.00
829	BLACKSTONE AUDIOBOOKS	25	2,428.80
319	BLAU, AMANDA	1	240.00
15802	C&C SYSTEMS, LLC	1	6,395.00
1223	CASE LOTS, INC.	4	1,800.15
1264	CDW GOVERNMENT, INC.	4	1,794.30
8323	CENGAGE LEARNING	19	9,173.29
1277	CENTER POINT PUBLISHING	3	509.94
2319	CHAMBER630	1	465.00
1377	CHICAGO TRIBUNE	1	183.42
1459	CINTAS CORPORATION #344	2	103.78
20162	CITIBANK/ CITI CARDS	1	121.98
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	817.88
2056	DEMCO, INC.	1	443.47
2330	DOWNERS GROVE DOWNTOWN MGMT	1	250.00
2346	DOWNERS GROVE PARK DISTRICT	2	150.00
14465	ELIZABETH MATKOWSKI	1	26.68
5572	FIA CARD SERVICES, N.A.	14	12,028.87
9775	FINDAWAY WORLD, LLC	9	1,451.91
17510	FIRST COMMUNICATIONS, LLC	1	550.55
18270	FITZGERALD'S ELECTRICAL CONTRACTING, I	1	16,300.00
16977	GARVEY'S OFFICE PRODUCTS, INC.	7	594.32
13544	GOOGLE, INC.	1	990.00
3188	GRAHAM CRACKERS COMICS, LTD.	1	163.65
8770	GRAINGER	5	220.41
9102	HAGG PRESS, INC.	1	4,671.00
18411	HAYES MECHANICAL, LLC	1	2,230.00
200023	HEATHER ANA HATHAWAY MIRANDA	1	250.00
21532	HIGHLAND PARK PUBLIC LIBRARY	1	71.42
200037	HOME TO ROOST, LLC	1	250.00
19920	IAN KNORR	1	60.00
3688	INGRAM LIBRARY SERVICES, LLC	42	25,865.83
17517	ITSAVVY, LLC	1	3,571.43
15168	JENNIFER RYJEWSKI	1	940.00
200062	JIGGLEJAM PRODUCTIONS	1	500.00
18694	JOHNSON CONTROLS FIRE PROTECTION LP	1	231.85
200059	KAPSA MONUMENT CO.	1	1,470.00

**INVOICE LISTING - JULY 2022**  
**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
5866	MIDWEST TAPE	17	7,301.35
20739	MURPHY SECURITY SOLUTIONS	1	3,195.00
18123	NANCY ROONEY	1	32.96
6161	NICOR GAS	1	2,341.12
6295	ORKIN PEST CONTROL	3	1,233.00
12499	OVERDRIVE, INC.	3	8,752.04
18491	PEOPLEFACTS, LLC	1	201.33
6698	PRINT SMART	5	1,596.66
20030	RGW CONSULTING, LLC	1	2,318.18
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	110.16
7657	SHOWCASES	4	110.54
12698	SWAN	2	25,587.25
17117	TAX & ACCOUNTING	1	108.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
19483	THE LANGUAGE LABS	2	400.00
6859	THRYV	1	15.71
385	TRANE U.S., INC.	1	1,774.50
16841	TSAI FONG BOOKS, INC.	1	152.58
18458	URBAN ELEVATOR SERVICE, LLC	1	225.00
8621	USI, INC.	1	128.01
8642	VALUE LINE PUBLISHING, LLC	1	6,350.00
200065	YUBICO, INC.	1	2,055.00

<b>GRAND TOTALS:</b>	<b>251</b>	<b>172,961.62</b>
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## INVOICES OF NOTE

For Library Board Meeting on July 27, 2022

20734	Audrey Ra Design (Program Payment)	\$300.00
319	Blau, Amanda (Employee Reimbursement)	\$240.00
15802	C&C Systems, LLC (Camera and DVR Additions)	\$6,395.00
2346	Downers Grove Park District (Program Payment)	\$150.00
18270	Fitzgerald/s Electrical Contracting, Inc. (IT Panel Labor)	\$16,300.00
200023	Heather Ana Hathaway Miranda (Program Payment)	\$250.00
21532	Highland Park Public Library (Program Moderator)	\$71.42
200037	Home to Roost, LLC (Program Payment)	\$250.00
17517	ITSavvy, LLC (Predictive Wireless LAN Design)	\$3,571.43
15168	Jennifer Ryjewski (Employee Personal Credit Card Reimbursement)	\$940.00
200062	Jigglejam Productions (Program Payment)	\$500.00
200059	Kapsa Monument Co. (Bronze Plaque and Boulder)	\$1,470.00
20739	Murphy Security Solutions (Annual Locker Maintenance)	\$3,195.00
20030	RGW Consulting, LLC (EDI Consulting Fee)	\$2,318.18
12698	SWAN (Swan Fees and EBSCO Databases)	\$25,587.25
19483	The Language Labs (Program Payments)	\$400.00
8642	Value Line Publishing, LLC (License Renewal)	\$6,350.00

**CREDIT MEMO LISTING - JULY 2022**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
672	BAKER & TAYLOR BOOKS	1	14.84
3688	INGRAM LIBRARY SERVICES, LLC	1	17.64
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	32.98

**GRAND TOTALS:**

**3**

**65.46**

## Library Credit Card Details for the July 27, 2022 Board Meeting

### Julie Milavec

973	5303 Seminars, Mtgs, & Conferences	2022 ALSC Registrations, Airfares to Conference	\$ 1,443.94
<b>Total</b>			<b>\$ 1,443.94</b>

### Katelyn Vabalaitis

971	5210 Supplies	Staff Room Supplies, Printer Ink	\$ 295.40
978	5391 Telephone	Comcast Monthly Payment	\$ 476.35
<b>Total</b>			<b>\$ 771.75</b>

### Ian Knorr

978	5280 Small Tools & Equipment	Bungee Cords, Parts for Gaming Cabinet, Trash Grabbers	\$ 436.51
978	5430 Building Maintenance	Landscaping	\$ 890.43
978	5470 Other Equipment Repair & Maint	On/Off Button for Gaming Cabinet	\$ 2.55
<b>Total</b>			<b>\$ 1,329.49</b>

### Elizabeth Matkowski

971	5302 Dues & Membership	ALA/PLA/ILA membership renewal	\$ 328.00
972	5210 Supplies	Teen Supplies	\$ 3.88
972	5852 Print Materials	Print Materials	\$ 188.01
972	5853 AV Materials	Audiovisual Materials	\$ 201.69
<b>Total</b>			<b>\$ 721.58</b>

### Karen Bonarek

972	5210 Supplies	Program Supplies	\$ 406.79
<b>Total</b>			<b>\$ 406.79</b>

### Cynthia Khatri

971	5308 Staff Recognition	Popcorn for Board Recap Meeting	\$ 85.41
976	5210 Supplies	Office Supplies	\$ 50.13
975	5880 Intangible Assets	OC Hosting	\$ 400.00
976	5407 Advertising & Public Relations	Hootsuite Renewal	\$ 588.00
<b>Total</b>			<b>\$ 1,123.54</b>

### Sharon Hrycewicz

971	5302 Dues & Memberships	ALA Membership Renewal	\$ 278.00
973	5280 Small Tools & Equipment	Folding Hand Truck	\$ 38.24
973	5853 AV Materials	Bungee Cords	\$ 17.87
<b>Total</b>			<b>\$ 334.11</b>

### Traci Skocik

973	5210 Supplies	Program Supplies	\$ 171.31
973	5315 Professional Services	Downers Grove Park District Lyman Woods Program	\$ 150.00
973	5853 AV Materials	Multiplication Machine, Video Games	\$ 570.71
<b>Total</b>			<b>\$ 892.02</b>

Allyson Renell				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	278.00
971	5308 Staff Recognition	Goodbye Party Meal and Cake	\$	233.58
973	5210 Supplies	Children's Program Supplies	\$	559.57
973	5852 Printed Materials	Patron Requested Books	\$	23.89
			<b>Total</b>	<b>\$ 1,095.04</b>
Christine Lees				
974	5210 Supplies	Office Supplies	\$	69.73
			<b>Total</b>	<b>\$ 69.73</b>
Paul Regis				
975	5280 Small Tools & Equipment	3D Printer Filament	\$	24.99
975	5770 Capital Equipment	Printer for Kids Room	\$	646.92
975	5880 Intangible Assets	Zoom, Google, Splashtop, Libsyn, Wasabi, Digital Insp.	\$	2,253.55
			<b>Total</b>	<b>\$ 2,925.46</b>
Grace Goodwyn				
976	5210 Supplies	Paper and Toner	\$	178.63
			<b>Total</b>	<b>\$ 178.63</b>
Jen Ryjewski				
971	5302 Dues & Memberships	ILA Membership Renewal	\$	150.00
977	5210 Supplies	Supplies	\$	77.57
977	5280 Small Tools & Equipment	Mat for Standing Desk	\$	15.74
			<b>Total</b>	<b>\$ 243.31</b>
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	464.48
972	5315 Professional Services	Shutterstock Renewal	\$	29.00
			<b>Total</b>	<b>\$ 493.48</b>
			<b>Library Credit Card July 2022 Totals</b>	<b>\$ 12,028.87</b>

PAYROLLS FOR JUNE 2022

JUNE 3	\$125,757.78
JUNE 17	\$120,874.81
TOTAL JUNE 2022 PAYROLLS	\$246,632.59

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Agenda Item 8A**

**Suspension of Library Privileges Appeal**

On Monday, July 11, 2022 at approximately 8:20 p.m., Building Operations Monitor Daniel Bartkowiak witnessed this incident while watching the security cameras from the Monitor Desk. By the time he arrived at the Curtiss Street entrance where the incident took place, the patron had exited the building. He then followed up, according to our procedures, by making a report in the Patron Incident Tracking System (PITS) and requesting a copy of the video footage to be saved. From the still picture included with the incident report, other staff identified Mr. Clifford Konicki.

On Tuesday, July 12, Building Operations Director Ian Knorr consulted with Library Director Julie Milavec on the length of suspension for Mr. Konicki. After viewing the video and the library's guidelines for suspensions, a suspension of one year was issued, with a letter to notify Mr. Konicki according to library procedures. Building Operations Monitor Daniel Bartkowiak was on duty again that afternoon when Mr. Konicki returned to the library and issued the letter him in person. Mr. Konicki asked to discuss the suspension with Building Operations Director Ian Knorr, who was not available at that time. Mr. Bartkowiak gave Mr. Konicki contact information for Library Director Julie Milavec. Mr. Konicki left the building.

Later that afternoon, Mr. Konicki called Ms. Milavec to appeal his suspension of one year. Ms. Milavec denied his appeal and informed him that any further appeal would have to go to the Board of Library Trustees in writing. Shortly thereafter, an email requesting an appeal was sent by Mr. Konicki to Ms. Milavec's email.

The email requesting an appeal, a copy of the PITS report, and a link to the security video of the incident were forwarded to the Board of Library Trustees. The video can be viewed at: [https://drive.google.com/file/d/1FoNi67G2IVjaMLX1bB-1D\\_f-6\\_2xWM7L/view?usp=drive\\_web](https://drive.google.com/file/d/1FoNi67G2IVjaMLX1bB-1D_f-6_2xWM7L/view?usp=drive_web)

**Recommended Action:** Deny Clifford Konicki's appeal for suspension of library privileges for one year.

**Incident ID:** 0000000821  
**Date/Time:** 07/11/2022 08:25 pm  
**Location:** 1st Floor  
**Reported By:** Daniel Bartkowiak  
**Incident Status:** Submitted

Printed by Julie Milavec on 07/14/2022 at 09:00 am

## Infractions

- Disruptive Activity
  - Other

## Description

Around 8:20pm last night, Monday, July 11th, I was completing a round of the building when I walked by a regular patron, Clifford Kockini, who entered the restroom.

When I returned to my desk, I observed Clifford crossing in front of the Circulation desk, heading for the south exit.

He approached the doors, stopped, then turned around and walked towards the sanitizing stand in the corner of the vestibule.

There, his hand accepted a deposit of the sanitizing gel, and he appeared to analyze it with both of his hands, at which point he looked around the lobby and then drove his right hand into the back of his pants where the hand proceeded to rummage around for about twenty seconds.

After this, he clapped his hands together and then left the building via the south doors.

Entered by: Daniel Bartkowiak on 07/12/2022 01:11 pm

## Perpetrators

### Perpetrator 1: Clifford Konicki

*Library Card #:*

*Currently Suspended:* **YES** (363 days remaining)

*Aliases*

**Mr. Visor**

*Alternate Library Cards*

**NONE**

### Description of Clifford Konicki

*Height:*

*Weight:*

*Age:*

*Race:*

*Gender:*

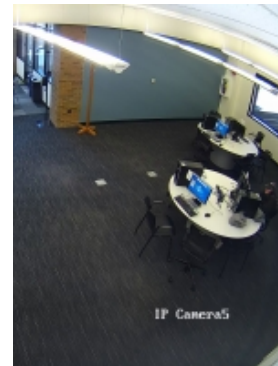
*Skin Color:*

*Hair Color:*

*Hair Length:*

*Text Description:*

## Images of Clifford Konicki



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## Documents for Clifford Konicki

*Clifford Kockini Ban Letter 7-12-22.pdf*

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## Followup Actions for Clifford Konicki

*Followup Type:* Banned for one year with letter

*Suspension Start:* 07/12/2022

*Suspension End:* 07/12/2023

*Suspension Period:* 1 year

*Followup Note:* As of 7/12, 1:25pm, Clifford has not received his letter. At 2:00pm, on 7/12, Clifford received his letters of suspension and trespass.

*Date Imposed:* 07/12/2022 13:00 pm

*Imposed by:* Daniel Bartkowiak

*Followup Status:* 363 days remaining

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## Victims

There are no victims associated with this incident

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## Witnesses

There are no witnesses associated with this incident

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## Support

No support was called for this incident

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## Comments

There are no comments associated with this incident

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## Incident Attachments

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PITS File: PFI\_1657650226.png  
Filename: Clifford Questionable Behavior 071222.png  
Size: 172.61 KB  
Associated with Person: Clifford Konicki

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PITS File: PFD\_1657651118.pdf  
Filename: Clifford Kockini Trespass letter.pdf  
Size: 416.53 KB  
Associated with Person: Clifford Konicki

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PITS File: PFD\_1657650852.pdf  
Filename: Clifford Kockini Ban Letter 7-12-22.pdf  
Size: 579.53 KB  
Associated with Person: Clifford Konicki

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## Notifications

Notification sent on **07/12/2022 01:39 pm**  
Submitted By: **Daniel Bartkowiak**  
Notification Type: **Submit Report**  
Recipients: 1st Floor (staff@dglibrary.org)

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## Followup Actions NOT Associated with a specific Perpetrator

No Followup Actions NOT associated with a specific perpetrator for this Incident

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**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Agenda Item 8B**

**2023 Budget and Levy Drafts**

A preliminary draft of the 2023 budget was 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. This month, three different levy amounts are presented (Flat Levy, Flat Rate, and Balanced) for the Board to consider in determining the final budget and levy.

**Revenues – All Drafts**

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. If the actual EAV change is more than estimated, taxpayers will see a reduction in their library property taxes. If the EAV change is less than estimated, taxpayers will see an increase in their library property taxes.

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 approved at the June 28, 2022 Board meeting, this annual

transfer included an additional amount in 2022 in order to fund the Workroom Renovation Project in 2022-2023.

### **Flat Levy Draft**

This draft shows revenues and fund balances with a flat tax levy of \$5,862,438.68 for 2023. Using the assumption of a 5.6% increase in EAV for 2023, the estimated tax rate for the library would decrease 5.3%, from 0.2023 to 0.1916 mills for 2023. Using the median home value of \$360,100, the average taxpayer would see a \$12.23 reduction in property taxes, or \$3.38 per \$100,000 of home value. However, the estimated Library Fund balance at 2023 year end would be \$139,358, well under the \$455,000 Operating Reserve called for in the Finance Policy. If the annual transfer from the Library Fund to the Library Capital Replacement Fund was not made in 2023, the Library Fund balance would meet the Operating Reserve.

### **Flat Rate Draft**

This draft shows revenues and fund balances with a flat property tax rate of 0.2023 for 2023. With the assumption of a 5.6% increase in EAV for 2023, a levy of \$6,190,735.25, a 5.6% increase, would maintain the tax rate at the 2022 level. If the estimated EAV increase is realized, the average taxpayer would pay the same in 2023 as the prior year. If the EAV increase comes in under the estimates, the average taxpayer would see an increase proportionate to the shortfall in estimates. The estimated Library Fund balance at 2023 year-end would be \$467,655, meeting the \$455,000 Operating Reserve called for in the Finance Policy.

### **Balanced Draft**

This draft shows revenues and fund balances with a tax levy increase that fully funds the 2023 expenditures budget without utilizing the Library Fund balance to reduce the amount needed. A tax levy of \$6,281,603, a 7.15% increase, would balance the budget without utilizing Library Fund balance. The estimated property tax rate would be 0.2053 mills for 2023, a 1.47% rate increase. Using the median home value of \$360,100, the average taxpayer would see a \$3.39 increase in property taxes, or \$0.99 per \$100,000 of home value. The estimated Library Fund balance at 2023 year-end would be \$558,523, well over the \$455,000 Operating Reserve called for in the Finance Policy.

### **Expenditures**

The expenditures are the same across all drafts. It includes management team budget requests, latest renewal rate information for insurances and subscriptions, 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 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. Internal equity adjustments examine longevity and performance within a position and/or pay grade to ensure that individual employee's pay aligns with DGPL's compensation philosophy.

Personnel expenses include 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). Using a strategy of attrition, the changes increase the number of full time equivalents (FTE) from 66.2 in 2022 to 66.4 in 2023. The Illinois Municipal Retirement Fund rate will decrease to 5.80% in 2023. Following further discussions with insurance brokers and renewals of other Blue Cross Blue Shield groups in 2022, the budgeted increase was lowered from 25% to 20% for employee benefits insurance renewal rates.

This draft budget shows an overall increase of 6.1%, 5.7% for personnel-related expenditures and 6.9% 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 IT, 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, accounting for 96-97% of the library's annual revenue.

#### **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, and 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 changes to non-resident fee card law that allows free cards for students.

#### 4571 Rental Fees

Meeting Room rental fees. As library use of the meeting room increases, this amount is reduced. Use of the Meeting Room as staff workspace during the Workroom Renovation project will impact this line.

#### 4581 Fines

Implementation of permanent fine free policies has eliminated this source of revenue.

#### 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. We do not anticipate any federal grant awards in 2023.

#### 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 Downers Grove Public Library Foundation and Friends of the Downers Grove Library.

### **Expenditure Lines**

#### 5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, and Technology Instructor. This line is over the 5% base wage increase to address internal pay equity.

#### 5111 Salaries, Non-Exempt

Full time non-exempt employees including Marketing Content Coordinator, Business Office Assistant, and ILL Coordinator. This line increased significantly as newly full time clerical and assistant level positions were moved from 5119 Part-Time Employee Wages.

#### 5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Associates, Library Clerks, Shelves, and Custodians. This line is under the 5% base wage increase as formerly part time positions moved to full time and retirement of long-time employees allowed for hiring of new employees at a lower wage.

#### 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 20% 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 20% 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 20% 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, general supplies for in-house use and programming, such as puppets, STEM Room items, and art supplies. Summer Reading Prize costs have risen beyond general inflation. Vendors report across-the-board increases of 11% for Access Services processing materials.

#### 5251 Maintenance Supplies

Maintenance supplies such as cleaning supplies, toilet paper, paper towels, and garbage bags. Due to rising fuel costs, vendors that had offered free delivery or low delivery fees have offset those costs by either increasing the prices of items or are now charging a delivery fee. Items include things such as toilet paper and paper towels to chemicals for the boilers.

#### 5280 Small Tools & Equipment

Objects such as book carts, acrylic sign holders, computer cords, pencil sharpeners, step stools, and shelf accessories. Significant increases are anticipated in costs.

#### 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. Cost of staff attendance at the biennial Public Library Association conference will be spread over two years by utilizing early bird registration for the March 2024 conference. The Internal Revenue Service increased mileage reimbursement twice in 2022.

#### 5308 Recognition Program--Staff

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

#### 5315 Professional Services

Speakers for library programs and internal staff training, professional services such as architect, website design consultant, legal ads, and construction management. 2023 budget includes consulting fees for strategic planning consultant, continuation of the equity, diversity, and inclusion initiatives, re-benchmarking the salary structure, and increased cost of outside performers for Kids and Adult Programs.

#### 5323 Special Legal

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

#### 5346 Data Processing Services

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

#### 5380 Printing Services

Printing library newsletter, street banners, and incidental items. The proposed amount is for returning to a 12-page newsletter sent six times per year, currently quoted at \$7,600 per issue, with a 13% increase based on the cost increase from February to June 2022.

#### 5391 Telephone

Telephone service and Internet providers. First Communications (telephone provider) increased their pricing in January. Internet service costs also continue to rise.

#### 5392 Postage

Postage costs for Discoveries and all mailings. This amount accommodates a \$.02 increase every 6 months and fund an extra mailing announcing a large event/strategic plan completion.

#### 5407 Advertising and Public Relations

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

#### 5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, and Directors and Officers. Proposed amount includes an estimated 20% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool.

#### 5430 Building Maintenance Services

Covers building inspections, repairs, and general maintenance of installed equipment: mechanical, elevator, fire alarm, plumbing, etc. Union labor rates increased by 3% in 2022 and are expected to raise again in 2023. Materials costs for replacement parts for preventative maintenance work have almost doubled.

#### 5450 Cleaning Services

Annual contract for outside cleaning company, plus special services. This increase is due to wage increases for our vendors, cleaning techs, and supply costs to clean the building.

#### 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. The cost of natural gas has risen 50% in the off season, with the increase to this line is in preparation for a peak season increase.

#### 5470 Other Equipment Repair and Maintenance

Maintenance agreements and repair charges for copiers, printers, fax, microfilm reader/printers, and D-Tech Lockers. The D-Tech Locker maintenance agreement is new this year, as the first year maintenance included in the purchase expires.

#### 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. Demand continues to be high for electronic resources.

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. Lower demand allows funds to be diverted from AV to print and electronic resources.

5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Annually includes an ongoing cycle of furniture replacement with the anticipated inflation for items such as Meeting Room chairs.

5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, Adobe, malware protection, and Savannah. This line may increase to reflect 2022 estimated attainment and 2023 estimated renewal rates.

**Recommended Action:** Discussion.

**DOWNERS GROVE PUBLIC LIBRARY 2023 BALANCE SHEET**  
**FLAT LEVY DRAFT**  
**LIBRARY FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED
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	\$ 6,057,653
EXPENSES	\$ 5,857,824	\$ 5,613,274	\$ 6,104,880	\$ 6,043,831	\$ 6,475,214
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	\$ 139,358
NET CHANGE	\$ (492,973)	\$ (70,473)	\$ (421,752)	\$ (474,859)	\$ (785,062)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED
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**  
**FLAT LEVY DRAFT**

<b>SOURCE</b>		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	5,862,439
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	6,057,653

DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET					
FLAT LEVY DRAFT					
	TOTAL LIBRARY FUND 805.90.XXX.XXXX			Budget to	Budget to
		2022	2022	2023	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$
					Change %
5101	Salaries, Exempt	1,733,538.90	1,716,203.51	1,836,477.73	102,938.83
5104	Bonus	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	335,343.30	445,240.36	106,509.75
5119	Part-Time Employee Wages	1,286,018.09	1,273,157.91	1,278,574.03	-7,444.06
5131	IMRF Pension Contributions	240,632.68	238,226.35	167,766.98	-72,865.70
5133	Medicare Contributions	48,695.16	48,208.21	51,624.24	2,929.07
5134	Social Security Contributions	208,213.83	206,131.70	220,738.11	12,524.28
5190	Life Insurance	1,366.20	1,352.54	1,639.44	273.24
5191	Health Insurance	496,336.20	491,372.84	595,603.44	99,267.24
5195	Optical Insurance	1,925.91	1,906.65	2,311.09	385.18
5197	Dental Insurance	32,871.93	32,543.21	39,446.32	6,574.39
		4,388,329.51	4,344,446.21	4,639,421.73	251,092.22
					5.7%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5210	Supplies	108,750.00	107,662.50	114,485.00	5,735.00	5.3%
5251	Maintenance Supplies	21,750.00	21,532.50	22,400.00	650.00	3.0%
5280	Small tools & equipment	29,900.00	29,601.00	31,915.00	2,015.00	6.7%
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	32,187.50	3,587.50	12.5%
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	91,000.00	15,800.00	21.0%
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	51,850.00	24,600.00	90.3%
5391	Telephone	17,000.00	16,830.00	17,500.00	500.00	2.9%
5392	Postage	29,000.00	28,710.00	31,125.00	2,125.00	7.3%
5407	Advertising & Public Relations	19,500.00	19,305.00	20,500.00	1,000.00	5.1%
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	95,000.00	3,000.00	3.3%
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	25,500.00	1,250.00	5.2%
5470	Other Equipment Repair & Maint.	11,500.00	11,385.00	14,720.00	3,220.00	28.0%
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	58,400.00	400.00	0.7%
5851	Electronic Resources	245,800.00	243,342.00	273,300.00	27,500.00	11.2%
5852	Print materials	348,150.00	344,668.50	359,350.00	11,200.00	3.2%
5853	AV materials	146,200.00	144,738.00	137,050.00	(9,150.00)	-6.3%
5870	Capital equipment +\$20,000	60,000.00	59,400.00	65,000.00	5,000.00	8.3%
5880	Intangible Assets (software)	59,500.00	58,905.00	64,600.00	5,100.00	8.6%
		1,716,550.00	1,699,384.50	1,835,792.50	119,242.50	6.9%
	TOTAL 805.90	6,104,879.51	6,043,830.71	6,475,214.23	370,334.72	6.1%

<b>DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	PROPOSED	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**  
**FLAT LEVY DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	1,632,295.29	1,632,977.47	1,733,538.90	1,716,203.51	1,836,477.73
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	1,278,574.03
5131	IMRF Pension Contributions	288,300.11	288,464.12	240,632.68	238,226.35	167,766.98
5133	Medicare Contributions	46,115.48	44,597.27	48,695.16	48,208.21	51,624.24
5134	Social Security Contributions	197,183.45	190,687.28	208,213.83	206,131.70	220,738.11
5190	Life Insurance	1,283.40	931.60	1,366.20	1,352.54	1,639.44
5191	Health Insurance	454,937.29	412,247.10	496,336.20	491,372.84	595,603.44
5195	Optical Insurance	2,520.47	1,795.49	1,925.91	1,906.65	2,311.09
5197	Dental Insurance	38,120.25	31,180.93	32,871.93	32,543.21	39,446.32
5210	Supplies	98,000.00	86,794.69	108,750.00	107,662.50	114,485.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,400.00
5280	Small tools & equipment	29,600.00	18,756.85	29,900.00	29,601.00	31,915.00
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	32,187.50
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	91,000.00
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	51,850.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,500.00
5392	Postage	25,500.00	15,689.00	29,000.00	28,710.00	31,125.00
5407	Advertising & Public Relations	19,000.00	14,427.07	19,500.00	19,305.00	20,500.00
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	95,000.00
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 PROPOSED
5461	Utilities	24,250.00	15,457.24	24,250.00	24,007.50	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	9,589.03	11,500.00	11,385.00	14,720.00
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	58,400.00
5851	Electronic Resources	227,800.00	221,573.90	245,800.00	243,342.00	273,300.00
5852	Print materials	345,500.00	325,115.98	348,150.00	344,668.50	359,350.00
5853	AV materials	147,200.00	109,782.29	146,200.00	144,738.00	137,050.00
5870	Capital equipment +\$20,000	60,000.00	70,422.00	60,000.00	59,400.00	65,000.00
5880	Intangible Assets (software)	52,000.00	45,978.39	59,500.00	58,905.00	64,600.00
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	6,842,714.23

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT LEVY DRAFT**

LIBRARY-ADMINISTRATIVE SERVICES 971		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
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	198.72
5191	Health Insurance	64,717.74	91,743.94	86,255.38	85,392.83	103,506.46
5195	Optical Insurance	417.92	363.84	381.60	377.78	457.92
5197	Dental Insurance	6,719.40	6,761.27	6,135.12	6,073.77	7,362.14
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	60,000.00
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	65,000.00
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	1,353,467.12

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT LEVY DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	289,905.19
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	11,228.73
5134	Social Security Contributions	44,512.63	43,150.22	45,041.70	44,591.28	48,012.51
5190	Life Insurance	331.20	163.20	331.20	327.89	397.44
5191	Health Insurance	96,009.21	98,521.92	121,873.73	120,654.99	146,248.48
5195	Optical Insurance	494.17	436.32	457.74	453.16	549.29
5197	Dental Insurance	7,960.02	7,033.92	7,267.86	7,195.18	8,721.43
5210	Supplies	11,000.00	12,359.73	14,750.00	14,602.50	14,550.00
5280	Small Tools & Equipment	1,000.00	1,004.94	1,300.00	1,287.00	1,700.00
5303	Seminars, Conferences & Meetings	2,510.00	3,941.29	3,100.00	3,069.00	3,600.00
5315	Professional Services	13,000.00	13,346.21	13,200.00	13,068.00	18,500.00
5380	Printing services	200.00	0.00	250.00	247.50	250.00
5407	Advertising and Public Relations	0.00	0.00	500.00	495.00	500.00
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	248,300.00
5852	Print materials	235,500.00	228,085.38	238,150.00	235,768.50	243,850.00
5853	AV materials	94,200.00	72,426.72	93,000.00	92,070.00	83,050.00
	<b>TOTAL 972</b>	<b>1,525,334.14</b>	<b>1,478,018.79</b>	<b>1,558,654.66</b>	<b>1,543,068.11</b>	<b>1,645,631.72</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET  
FLAT LEVY DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	262,571.06	258,324.22	273,509.54	270,774.44	349,586.76
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	222,599.73
5131	IMRF Pension Contributions	51,605.87	49,242.65	41,327.80	40,914.52	30,355.54
5133	Medicare Contributions	7,260.13	6,945.89	7,386.92	7,313.05	8,296.70
5134	Social Security Contributions	31,043.33	29,698.65	31,585.46	31,269.61	35,475.56
5190	Life Insurance	165.60	163.20	165.60	163.94	198.72
5191	Health Insurance	46,996.73	45,102.18	48,437.48	47,953.11	58,124.98
5195	Optical Insurance	229.55	195.89	209.61	207.51	251.53
5197	Dental Insurance	3,540.78	3,045.25	3,232.89	3,200.56	3,879.47
5210	Supplies	18,500.00	17,959.63	20,500.00	20,295.00	21,500.00
5280	Small Tools & Equipment	4,000.00	1,369.66	4,000.00	3,960.00	5,000.00
5303	Seminars, Conferences & Meetings	5,000.00	4,874.04	6,000.00	5,940.00	7,000.00
5315	Professional services	8,000.00	4,751.62	6,000.00	5,940.00	6,500.00
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	25,000.00
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	54,000.00
	<b>TOTAL 973</b>	<b>855,240.93</b>	<b>799,997.53</b>	<b>866,488.69</b>	<b>857,823.80</b>	<b>943,269.00</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET  
FLAT LEVY DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	459,120.47
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	10,530.89
5134	Social Security Contributions	40,192.14	39,273.39	43,485.61	43,050.75	45,028.64
5190	Life Insurance	124.20	44.20	165.60	163.94	198.72
5191	Health Insurance	45,592.69	40,435.92	42,457.62	42,033.04	50,949.14
5195	Optical Insurance	313.44	218.16	228.87	226.58	274.64
5197	Dental Insurance	5,039.55	3,516.96	3,633.93	3,597.59	4,360.72
5210	Supplies	16,700.00	10,017.76	16,700.00	16,533.00	17,010.00
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	3,720.00
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
	<b>TOTAL 974</b>	<b>808,300.75</b>	<b>772,368.88</b>	<b>855,839.57</b>	<b>847,281.17</b>	<b>891,853.49</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT LEVY DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	248.40
5191	Health Insurance	75,024.12	54,697.20	69,062.32	68,371.70	82,874.78
5195	Optical Insurance	396.82	290.64	247.68	245.20	297.22
5197	Dental Insurance	6,280.17	5,545.20	4,766.67	4,719.00	5,720.00
5210	Supplies	3,900.00	3,639.86	3,900.00	3,861.00	3,900.00
5280	Small Tools & Equipment	8,000.00	6,648.98	8,000.00	7,920.00	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	2,163.19	3,000.00	2,970.00	3,000.00
5315	Professional services	2,000.00	1,884.31	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,261.18	4,500.00	4,455.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	65,128.91	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	40,000.00	37,024.39	47,500.00	47,025.00	52,000.00
	<b>TOTAL 975</b>	<b>711,599.09</b>	<b>680,372.34</b>	<b>707,313.97</b>	<b>700,240.83</b>	<b>757,872.65</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT LEVY DRAFT**

LIBRARY - PUBLIC RELATIONS 976		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
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	10,704.25
5133	Medicare Contributions	2,370.41	1,951.92	2,441.69	2,417.28	2,676.06
5134	Social Security Contributions	10,135.53	8,345.92	10,440.34	10,335.94	11,442.48
5190	Life Insurance	124.20	94.35	124.20	122.96	149.04
5191	Health Insurance	54,863.01	41,796.02	59,361.01	58,767.40	71,233.21
5195	Optical Insurance	313.44	127.20	133.47	132.14	160.16
5197	Dental Insurance	3,980.01	2,710.57	3,634.34	3,598.00	4,361.21
5210	Supplies	2,400.00	1,715.06	2,400.00	2,376.00	2,400.00
5280	Small Tools & Equipment	1,500.00	397.97	1,500.00	1,485.00	1,500.00
5303	Seminars, Conferences & Meetings	750.00	1,055.30	750.00	742.50	900.00
5315	Professional Services	4,000.00	2,999.99	4,000.00	3,960.00	4,000.00
5380	Printing Services	24,400.00	23,185.00	27,000.00	26,730.00	51,600.00
5392	Postage	13,000.00	12,245.00	16,500.00	16,335.00	18,000.00
5407	Advertising and Public Relations	19,000.00	14,427.07	19,000.00	18,810.00	20,000.00
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	383,682.53

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET  
FLAT LEVY DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	99.36
5191	Health Insurance	40,389.24	8,109.84	8,515.22	8,430.07	10,218.26
5195	Optical Insurance	146.17	36.24	38.07	37.69	45.68
5197	Dental Insurance	2,300.16	539.52	566.78	561.11	680.14
5210	Supplies	30,000.00	31,267.85	35,000.00	34,650.00	39,000.00
5280	Small Tools & Equipment	1,800.00	1,562.01	1,800.00	1,782.00	2,000.00
5303	Seminars, Conferences & Meetings	3,600.00	1,710.19	2,500.00	2,475.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	42.01	1,500.00	1,485.00	1,500.00
	<b>TOTAL 977</b>	<b>320,371.93</b>	<b>287,879.32</b>	<b>294,846.68</b>	<b>291,898.21</b>	<b>313,862.82</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET  
FLAT LEVY DRAFT**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	149.04
5191	Health Insurance	31,344.55	31,840.08	60,373.44	59,769.71	72,448.13
5195	Optical Insurance	208.96	127.20	228.87	226.58	274.64
5197	Dental Insurance	2,300.16	2,028.24	3,634.34	3,598.00	4,361.21
5210	Supplies	3,000.00	3,001.70	3,000.00	2,970.00	3,000.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,400.00
5280	Small Tools & Equipment	5,000.00	5,926.10	5,000.00	4,950.00	5,000.00
5303	Seminars, Conferences & Meetings	500.00	246.28	500.00	495.00	500.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,500.00
5430	Building Maintenance Services	91,500.00	92,211.54	92,000.00	91,080.00	95,000.00
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	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	5,285.84	5,000.00	4,950.00	5,000.00
	<b>TOTAL 978</b>	<b>460,790.22</b>	<b>457,118.21</b>	<b>582,897.44</b>	<b>577,068.47</b>	<b>553,074.89</b>

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

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

**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	\$ 5,862,438.68	0.2030	0.2023	0.1916
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,609,989	\$ 5,862,439	\$ 5,862,439	0.2030	0.2023	0.1916
Change		4.50%	0.00%		-0.34%	-5.30%

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

**Impact on taxpayer**

	<u>Median Home Value (2020)</u>			<u>Per \$100,00 Fair Market Value</u>		
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Year tax collected						
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	\$ 218.47	\$ 67.67	\$ 67.44	\$ 63.86
Actual change in taxes paid		\$ (0.78)	\$ (12.23)		\$ (0.23)	\$ (3.58)
Change		-0.3%	-5.3%		-0.3%	-5.3%

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

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

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

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

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

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

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

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

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

<b><u>RATE</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023 (EST)</u></b>
<b>Operating</b>	0.2111	0.2103	0.2030	0.2023	0.1916
<b>Bond</b>	0	0	0	0	0
<b>Total</b>	0.2111	0.2103	0.2030	0.2023	0.1916
<b>% change YroYr</b>	-1.6%	-0.4%	-3.5%	-0.3%	-5.3%

<b><u>LEVY</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023 (EST)</u></b>
<b>Operating</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,862,439
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,862,439
<b>% change YroYr</b>	4.1%	3.0%	1.0%	4.5%	0.0%

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

<b>Library Tax Per \$100K Home Value</b>	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.44	\$ 63.86
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<b>Wage/Salary Increment</b>	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**

**FY2023**

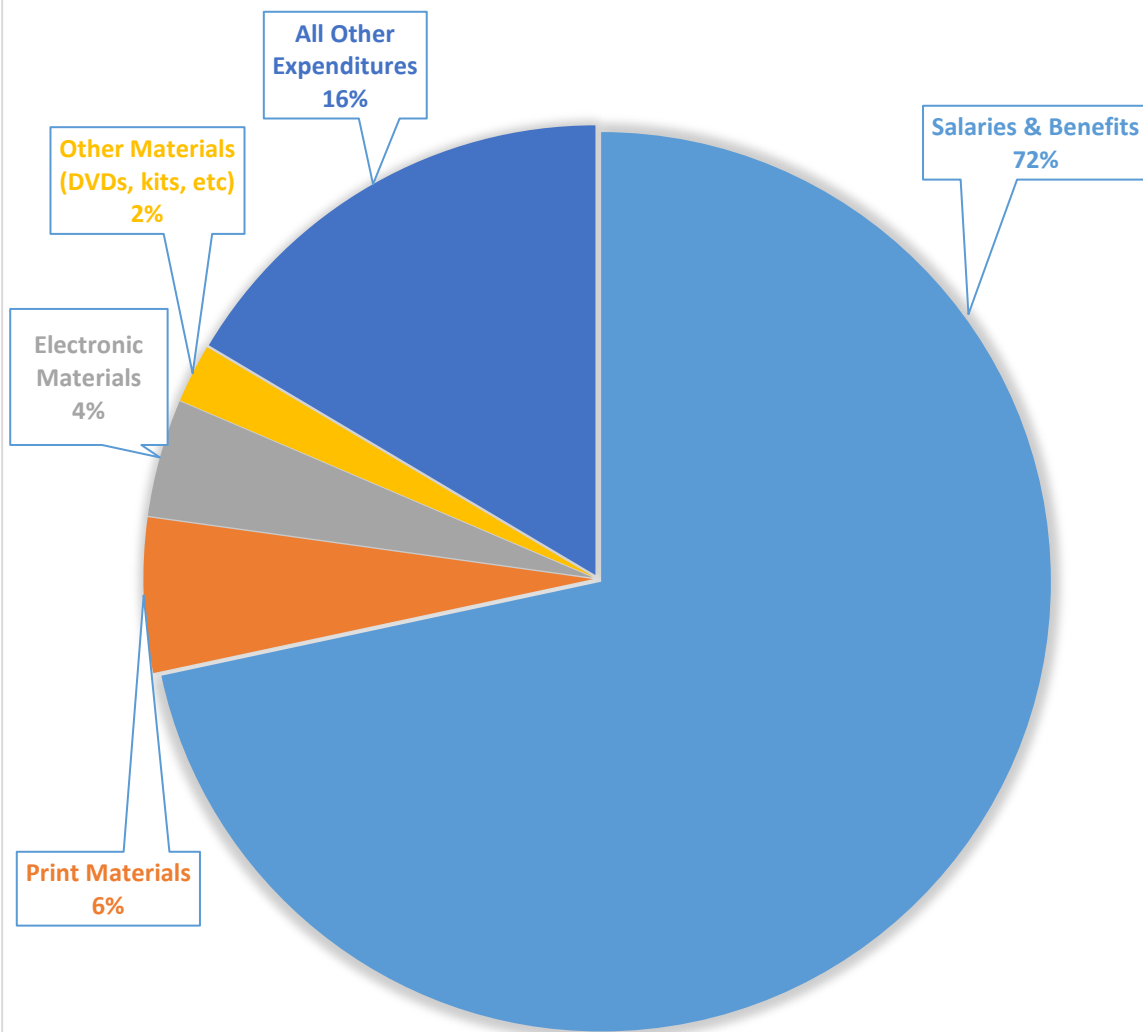
**FLAT LEVY DRAFT**

	<u><b>FY2023</b></u>	<u><b>IPLAR Percentage Analysis</b></u>	<u><b>Totals by Category</b></u>
Salaries	55.0%	Statewide Average 50%	\$ 3,560,292.12
Benefits (Insurance, IMRF, FICA)	16.7%	Statewide Average 14%	\$ 1,079,129.61
Salaries & Benefits	71.6%	Statewide Average 64%	\$ 4,639,421.73
Print Materials	5.5%	Statewide Average 5%	\$ 359,350.00
Electronic Materials	4.2%	Statewide Average 4%	\$ 273,300.00
Other Materials (DVDs, kits, etc)	2.1%	Statewide Average 1%	\$ 137,050.00
All Other Expenditures	16.5%	Statewide Average 25%	\$ 1,066,092.50
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,475,214.23
Property Taxes	96.8%		\$ 5,862,538.68
Personal Property Replacment Tax (PPRT)	1.4%		\$ 85,000.00
Fines & Fees	0.5%		\$ 30,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 74,114.00
Interest	0.0%		\$ 500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,057,652.68

**Downers Grove Public Library**

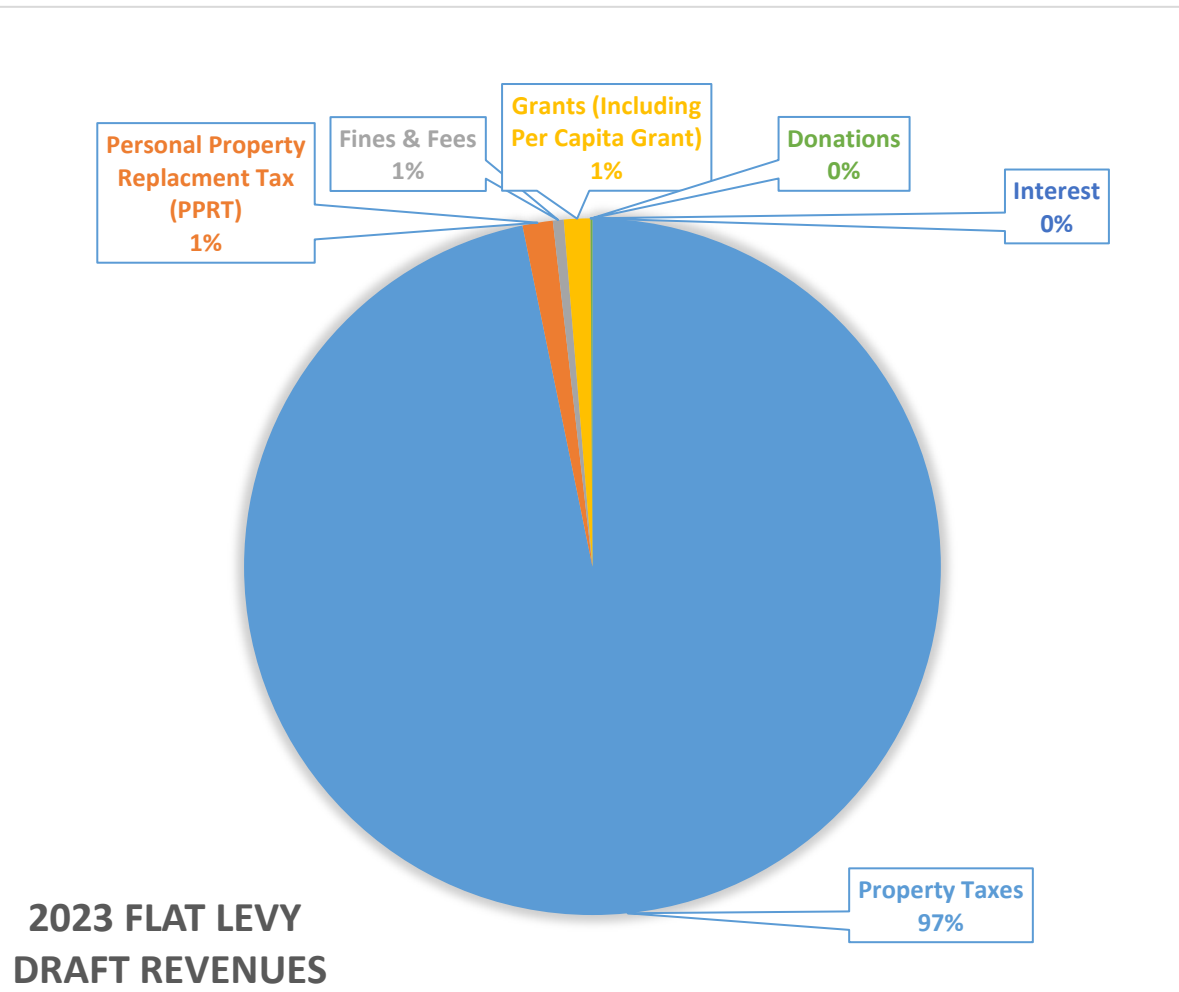
**FY2023**

**FLAT LEVY DRAFT**



**2023 FLAT LEVY  
DRAFT EXPENDITURES**

**Downers Grove Public Library  
FY2023  
FLAT LEVY DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY 2023 BALANCE SHEET**  
**FLAT RATE DRAFT**  
**LIBRARY FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED
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	\$ 6,385,949
EXPENSES	\$ 5,857,824	\$ 5,613,274	\$ 6,104,880	\$ 6,043,831	\$ 6,475,214
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	\$ 467,655
NET CHANGE	\$ (492,973)	\$ (70,473)	\$ (421,752)	\$ (474,859)	\$ (456,765)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED
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**  
**FLAT RATE DRAFT**

<b>SOURCE</b>		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	6,190,735
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	6,385,949

DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET					
FLAT RATE DRAFT					
	TOTAL LIBRARY FUND 805.90.XXX.XXXX			Budget to	Budget to
		2022	2022	2023	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$
					Change %
5101	Salaries, Exempt	1,733,538.90	1,716,203.51	1,836,477.73	102,938.83
5104	Bonus	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	335,343.30	445,240.36	106,509.75
5119	Part-Time Employee Wages	1,286,018.09	1,273,157.91	1,278,574.03	-7,444.06
5131	IMRF Pension Contributions	240,632.68	238,226.35	167,766.98	-72,865.70
5133	Medicare Contributions	48,695.16	48,208.21	51,624.24	2,929.07
5134	Social Security Contributions	208,213.83	206,131.70	220,738.11	12,524.28
5190	Life Insurance	1,366.20	1,352.54	1,639.44	273.24
5191	Health Insurance	496,336.20	491,372.84	595,603.44	99,267.24
5195	Optical Insurance	1,925.91	1,906.65	2,311.09	385.18
5197	Dental Insurance	32,871.93	32,543.21	39,446.32	6,574.39
		4,388,329.51	4,344,446.21	4,639,421.73	251,092.22
					5.7%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5210	Supplies	108,750.00	107,662.50	114,485.00	5,735.00	5.3%
5251	Maintenance Supplies	21,750.00	21,532.50	22,400.00	650.00	3.0%
5280	Small tools & equipment	29,900.00	29,601.00	31,915.00	2,015.00	6.7%
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	32,187.50	3,587.50	12.5%
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	91,000.00	15,800.00	21.0%
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	51,850.00	24,600.00	90.3%
5391	Telephone	17,000.00	16,830.00	17,500.00	500.00	2.9%
5392	Postage	29,000.00	28,710.00	31,125.00	2,125.00	7.3%
5407	Advertising & Public Relations	19,500.00	19,305.00	20,500.00	1,000.00	5.1%
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	95,000.00	3,000.00	3.3%
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	25,500.00	1,250.00	5.2%
5470	Other Equipment Repair & Maint.	11,500.00	11,385.00	14,720.00	3,220.00	28.0%
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	58,400.00	400.00	0.7%
5851	Electronic Resources	245,800.00	243,342.00	273,300.00	27,500.00	11.2%
5852	Print materials	348,150.00	344,668.50	359,350.00	11,200.00	3.2%
5853	AV materials	146,200.00	144,738.00	137,050.00	(9,150.00)	-6.3%
5870	Capital equipment +\$20,000	60,000.00	59,400.00	65,000.00	5,000.00	8.3%
5880	Intangible Assets (software)	59,500.00	58,905.00	64,600.00	5,100.00	8.6%
		1,716,550.00	1,699,384.50	1,835,792.50	119,242.50	6.9%
	TOTAL 805.90	6,104,879.51	6,043,830.71	6,475,214.23	370,334.72	6.1%

<b>DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	PROPOSED	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**  
**FLAT RATE DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	1,632,295.29	1,632,977.47	1,733,538.90	1,716,203.51	1,836,477.73
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	1,278,574.03
5131	IMRF Pension Contributions	288,300.11	288,464.12	240,632.68	238,226.35	167,766.98
5133	Medicare Contributions	46,115.48	44,597.27	48,695.16	48,208.21	51,624.24
5134	Social Security Contributions	197,183.45	190,687.28	208,213.83	206,131.70	220,738.11
5190	Life Insurance	1,283.40	931.60	1,366.20	1,352.54	1,639.44
5191	Health Insurance	454,937.29	412,247.10	496,336.20	491,372.84	595,603.44
5195	Optical Insurance	2,520.47	1,795.49	1,925.91	1,906.65	2,311.09
5197	Dental Insurance	38,120.25	31,180.93	32,871.93	32,543.21	39,446.32
5210	Supplies	98,000.00	86,794.69	108,750.00	107,662.50	114,485.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,400.00
5280	Small tools & equipment	29,600.00	18,756.85	29,900.00	29,601.00	31,915.00
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	32,187.50
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	91,000.00
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	51,850.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,500.00
5392	Postage	25,500.00	15,689.00	29,000.00	28,710.00	31,125.00
5407	Advertising & Public Relations	19,000.00	14,427.07	19,500.00	19,305.00	20,500.00
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	95,000.00
5450	Cleaning Services	80,000.00	81,810.39	80,000.00	79,200.00	84,000.00

<b>EXPENDITURES continued</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5461	Utilities	24,250.00	15,457.24	24,250.00	24,007.50	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	9,589.03	11,500.00	11,385.00	14,720.00
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	58,400.00
5851	Electronic Resources	227,800.00	221,573.90	245,800.00	243,342.00	273,300.00
5852	Print materials	345,500.00	325,115.98	348,150.00	344,668.50	359,350.00
5853	AV materials	147,200.00	109,782.29	146,200.00	144,738.00	137,050.00
5870	Capital equipment +\$20,000	60,000.00	70,422.00	60,000.00	59,400.00	65,000.00
5880	Intangible Assets (software)	52,000.00	45,978.39	59,500.00	58,905.00	64,600.00
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	6,842,714.23

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

LIBRARY-ADMINISTRATIVE SERVICES 971		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
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	198.72
5191	Health Insurance	64,717.74	91,743.94	86,255.38	85,392.83	103,506.46
5195	Optical Insurance	417.92	363.84	381.60	377.78	457.92
5197	Dental Insurance	6,719.40	6,761.27	6,135.12	6,073.77	7,362.14
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	60,000.00
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	65,000.00
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	1,353,467.12

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	289,905.19
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	11,228.73
5134	Social Security Contributions	44,512.63	43,150.22	45,041.70	44,591.28	48,012.51
5190	Life Insurance	331.20	163.20	331.20	327.89	397.44
5191	Health Insurance	96,009.21	98,521.92	121,873.73	120,654.99	146,248.48
5195	Optical Insurance	494.17	436.32	457.74	453.16	549.29
5197	Dental Insurance	7,960.02	7,033.92	7,267.86	7,195.18	8,721.43
5210	Supplies	11,000.00	12,359.73	14,750.00	14,602.50	14,550.00
5280	Small Tools & Equipment	1,000.00	1,004.94	1,300.00	1,287.00	1,700.00
5303	Seminars, Conferences & Meetings	2,510.00	3,941.29	3,100.00	3,069.00	3,600.00
5315	Professional Services	13,000.00	13,346.21	13,200.00	13,068.00	18,500.00
5380	Printing services	200.00	0.00	250.00	247.50	250.00
5407	Advertising and Public Relations	0.00	0.00	500.00	495.00	500.00
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	248,300.00
5852	Print materials	235,500.00	228,085.38	238,150.00	235,768.50	243,850.00
5853	AV materials	94,200.00	72,426.72	93,000.00	92,070.00	83,050.00
	<b>TOTAL 972</b>	<b>1,525,334.14</b>	<b>1,478,018.79</b>	<b>1,558,654.66</b>	<b>1,543,068.11</b>	<b>1,645,631.72</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	262,571.06	258,324.22	273,509.54	270,774.44	349,586.76
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	222,599.73
5131	IMRF Pension Contributions	51,605.87	49,242.65	41,327.80	40,914.52	30,355.54
5133	Medicare Contributions	7,260.13	6,945.89	7,386.92	7,313.05	8,296.70
5134	Social Security Contributions	31,043.33	29,698.65	31,585.46	31,269.61	35,475.56
5190	Life Insurance	165.60	163.20	165.60	163.94	198.72
5191	Health Insurance	46,996.73	45,102.18	48,437.48	47,953.11	58,124.98
5195	Optical Insurance	229.55	195.89	209.61	207.51	251.53
5197	Dental Insurance	3,540.78	3,045.25	3,232.89	3,200.56	3,879.47
5210	Supplies	18,500.00	17,959.63	20,500.00	20,295.00	21,500.00
5280	Small Tools & Equipment	4,000.00	1,369.66	4,000.00	3,960.00	5,000.00
5303	Seminars, Conferences & Meetings	5,000.00	4,874.04	6,000.00	5,940.00	7,000.00
5315	Professional services	8,000.00	4,751.62	6,000.00	5,940.00	6,500.00
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	25,000.00
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	54,000.00
	TOTAL 973	855,240.93	799,997.53	866,488.69	857,823.80	943,269.00

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	459,120.47
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	10,530.89
5134	Social Security Contributions	40,192.14	39,273.39	43,485.61	43,050.75	45,028.64
5190	Life Insurance	124.20	44.20	165.60	163.94	198.72
5191	Health Insurance	45,592.69	40,435.92	42,457.62	42,033.04	50,949.14
5195	Optical Insurance	313.44	218.16	228.87	226.58	274.64
5197	Dental Insurance	5,039.55	3,516.96	3,633.93	3,597.59	4,360.72
5210	Supplies	16,700.00	10,017.76	16,700.00	16,533.00	17,010.00
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	3,720.00
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
	<b>TOTAL 974</b>	<b>808,300.75</b>	<b>772,368.88</b>	<b>855,839.57</b>	<b>847,281.17</b>	<b>891,853.49</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	248.40
5191	Health Insurance	75,024.12	54,697.20	69,062.32	68,371.70	82,874.78
5195	Optical Insurance	396.82	290.64	247.68	245.20	297.22
5197	Dental Insurance	6,280.17	5,545.20	4,766.67	4,719.00	5,720.00
5210	Supplies	3,900.00	3,639.86	3,900.00	3,861.00	3,900.00
5280	Small Tools & Equipment	8,000.00	6,648.98	8,000.00	7,920.00	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	2,163.19	3,000.00	2,970.00	3,000.00
5315	Professional services	2,000.00	1,884.31	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,261.18	4,500.00	4,455.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	65,128.91	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	40,000.00	37,024.39	47,500.00	47,025.00	52,000.00
	<b>TOTAL 975</b>	<b>711,599.09</b>	<b>680,372.34</b>	<b>707,313.97</b>	<b>700,240.83</b>	<b>757,872.65</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

LIBRARY - PUBLIC RELATIONS 976		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
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	10,704.25
5133	Medicare Contributions	2,370.41	1,951.92	2,441.69	2,417.28	2,676.06
5134	Social Security Contributions	10,135.53	8,345.92	10,440.34	10,335.94	11,442.48
5190	Life Insurance	124.20	94.35	124.20	122.96	149.04
5191	Health Insurance	54,863.01	41,796.02	59,361.01	58,767.40	71,233.21
5195	Optical Insurance	313.44	127.20	133.47	132.14	160.16
5197	Dental Insurance	3,980.01	2,710.57	3,634.34	3,598.00	4,361.21
5210	Supplies	2,400.00	1,715.06	2,400.00	2,376.00	2,400.00
5280	Small Tools & Equipment	1,500.00	397.97	1,500.00	1,485.00	1,500.00
5303	Seminars, Conferences & Meetings	750.00	1,055.30	750.00	742.50	900.00
5315	Professional Services	4,000.00	2,999.99	4,000.00	3,960.00	4,000.00
5380	Printing Services	24,400.00	23,185.00	27,000.00	26,730.00	51,600.00
5392	Postage	13,000.00	12,245.00	16,500.00	16,335.00	18,000.00
5407	Advertising and Public Relations	19,000.00	14,427.07	19,000.00	18,810.00	20,000.00
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	383,682.53

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET  
FLAT RATE DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	99.36
5191	Health Insurance	40,389.24	8,109.84	8,515.22	8,430.07	10,218.26
5195	Optical Insurance	146.17	36.24	38.07	37.69	45.68
5197	Dental Insurance	2,300.16	539.52	566.78	561.11	680.14
5210	Supplies	30,000.00	31,267.85	35,000.00	34,650.00	39,000.00
5280	Small Tools & Equipment	1,800.00	1,562.01	1,800.00	1,782.00	2,000.00
5303	Seminars, Conferences & Meetings	3,600.00	1,710.19	2,500.00	2,475.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	42.01	1,500.00	1,485.00	1,500.00
	<b>TOTAL 977</b>	<b>320,371.93</b>	<b>287,879.32</b>	<b>294,846.68</b>	<b>291,898.21</b>	<b>313,862.82</b>

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET**  
**FLAT RATE DRAFT**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	149.04
5191	Health Insurance	31,344.55	31,840.08	60,373.44	59,769.71	72,448.13
5195	Optical Insurance	208.96	127.20	228.87	226.58	274.64
5197	Dental Insurance	2,300.16	2,028.24	3,634.34	3,598.00	4,361.21
5210	Supplies	3,000.00	3,001.70	3,000.00	2,970.00	3,000.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,400.00
5280	Small Tools & Equipment	5,000.00	5,926.10	5,000.00	4,950.00	5,000.00
5303	Seminars, Conferences & Meetings	500.00	246.28	500.00	495.00	500.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,500.00
5430	Building Maintenance Services	91,500.00	92,211.54	92,000.00	91,080.00	95,000.00
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	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	5,285.84	5,000.00	4,950.00	5,000.00
	<b>TOTAL 978</b>	<b>460,790.22</b>	<b>457,118.21</b>	<b>582,897.44</b>	<b>577,068.47</b>	<b>553,074.89</b>

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

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

**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	\$ 6,190,735.25	0.2030	0.2023	0.2023
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,609,989	\$ 5,862,439	\$ 6,190,735	0.2030	0.2023	0.2023
Change		4.50%	5.60%		-0.34%	0.00%

**DOWNERS GROVE PUBLIC LIBRARY  
2023 PROPERTY TAX RATES AND EXTENSIONS  
FLAT RATE 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	\$ 230.70	\$ 67.67	\$ 67.44	\$ 67.44
Actual change in taxes paid		\$ (0.78)	\$ -		\$ (0.23)	\$ -
Change		-0.3%	0.0%		-0.3%	0.0%

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

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

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

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

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

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

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

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

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

<b><u>RATE</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023 (EST)</u></b>
<b>Operating</b>	0.2111	0.2103	0.2030	0.2023	0.2023
<b>Bond</b>	0	0	0	0	0
<b>Total</b>	0.2111	0.2103	0.2030	0.2023	0.2023
<b>% change YroYr</b>	-1.6%	-0.4%	-3.5%	-0.3%	0.0%

<b><u>LEVY</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023 (EST)</u></b>
<b>Operating</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,190,735
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,190,735
<b>% change YroYr</b>	4.1%	3.0%	1.0%	4.5%	5.6%

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

<b>Library Tax Per \$100K Home Value</b>	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.44	\$ 67.44
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<b>Wage/Salary Increment</b>	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**

**FY2023**

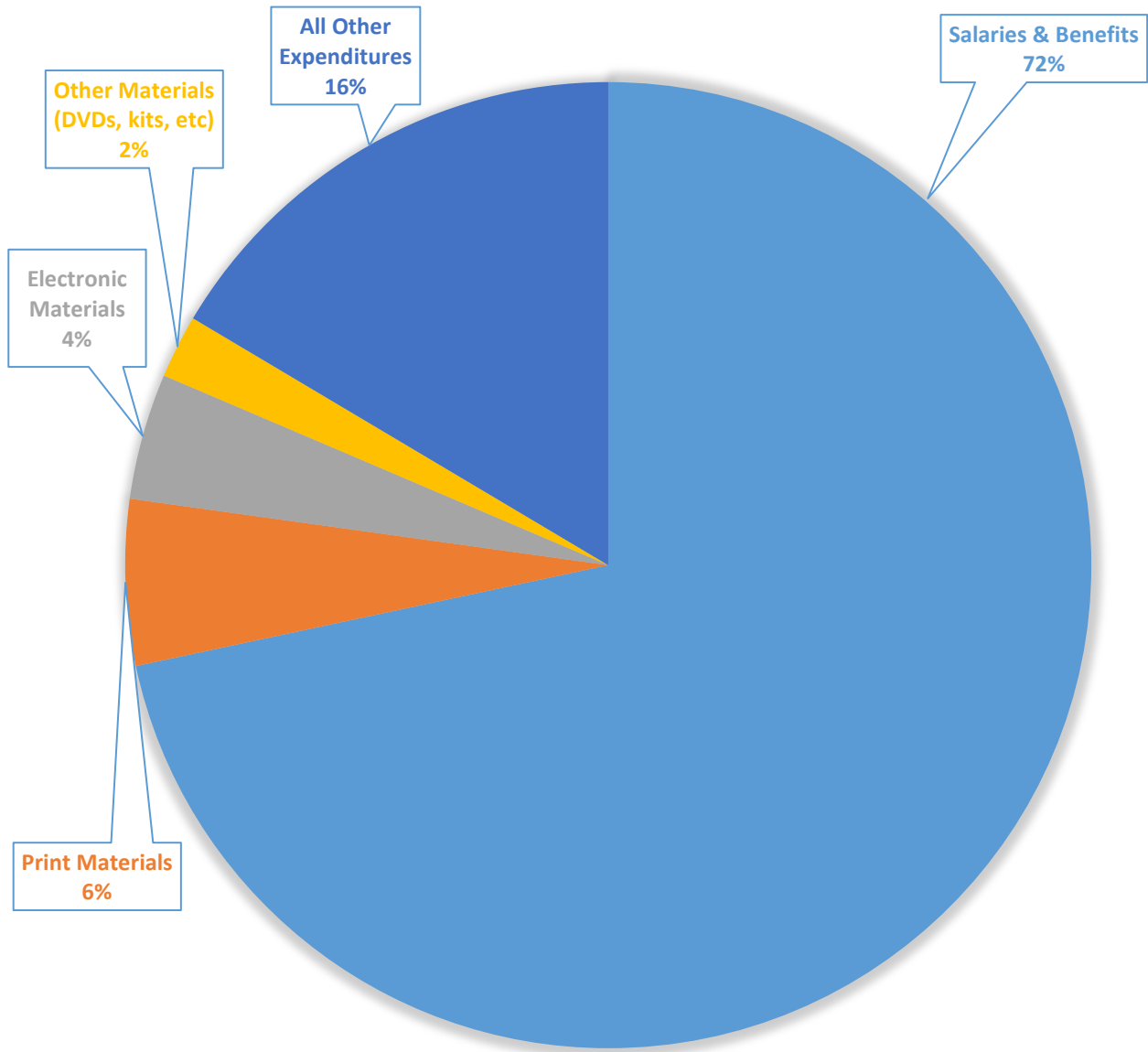
**FLAT RATE DRAFT**

	<b><u>FY2023</u></b>	<b><u>IPLAR Percentage Analysis</u></b>	<b><u>Totals by Category</u></b>
Salaries	55.0%	Statewide Average 50%	\$ 3,560,292.12
Benefits (Insurance, IMRF, FICA)	16.7%	Statewide Average 14%	\$ 1,079,129.61
Salaries & Benefits	71.6%	Statewide Average 64%	\$ 4,639,421.73
Print Materials	5.5%	Statewide Average 5%	\$ 359,350.00
Electronic Materials	4.2%	Statewide Average 4%	\$ 273,300.00
Other Materials (DVDs, kits, etc)	2.1%	Statewide Average 1%	\$ 137,050.00
All Other Expenditures	16.5%	Statewide Average 25%	\$ 1,066,092.50
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,475,214.23
Property Taxes	96.9%		\$ 6,190,835.25
Personal Property Replacment Tax (PPRT)	1.3%		\$ 85,000.00
Fines & Fees	0.5%		\$ 30,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 74,114.00
Interest	0.0%		\$ 500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,385,949.25

**Downers Grove Public Library**

**FY2023**

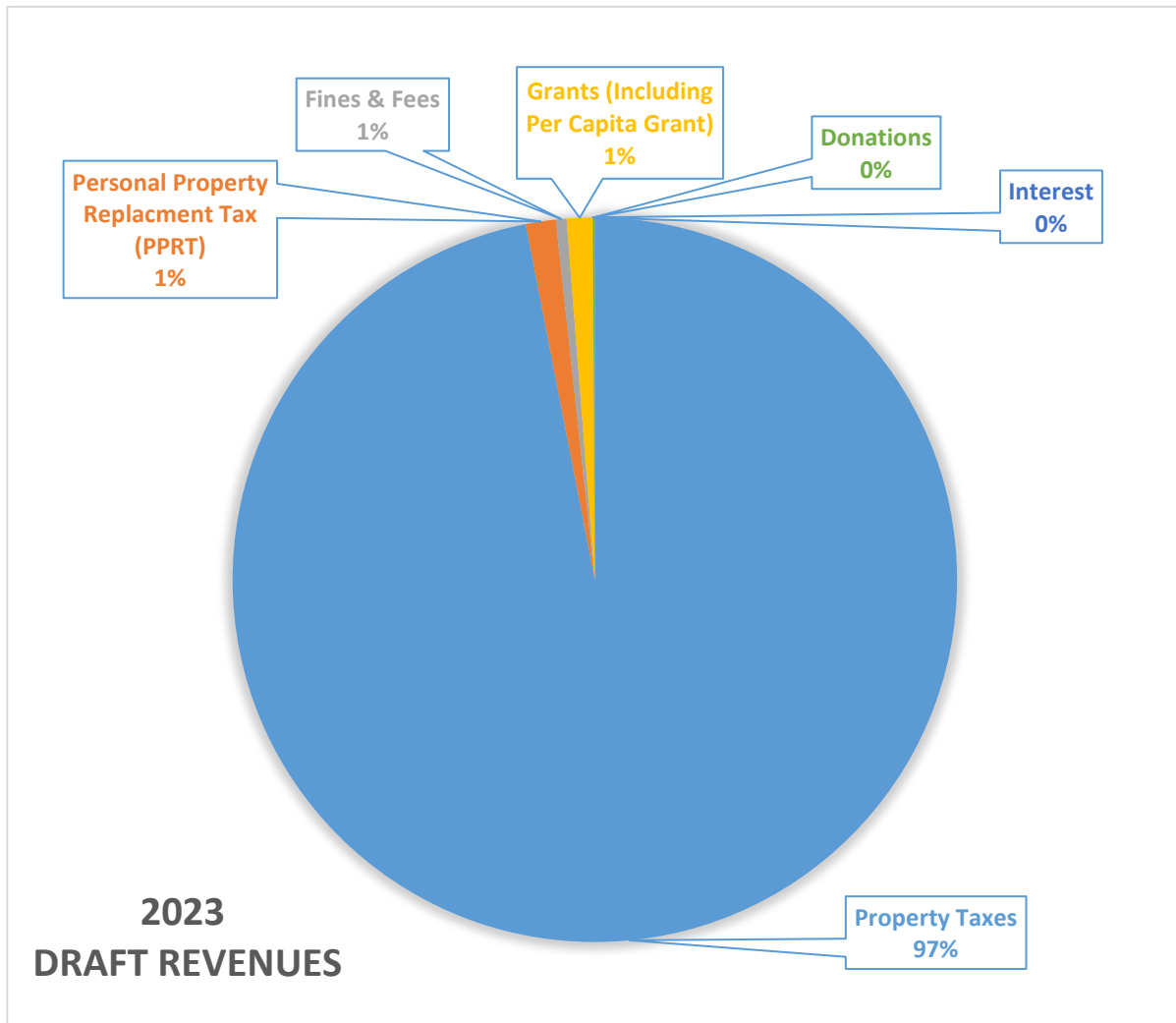
**FLAT RATE DRAFT**



**2023**

**DRAFT EXPENDITURES**

**Downers Grove Public Library  
FY2023  
FLAT RATE DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY 2023 BALANCE SHEET**  
**BALANCED DRAFT**  
**LIBRARY FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED
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	\$ 6,476,817
EXPENSES	\$ 5,857,824	\$ 5,613,274	\$ 6,104,880	\$ 6,043,831	\$ 6,475,214
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	\$ 558,523
NET CHANGE	\$ (492,973)	\$ (70,473)	\$ (421,752)	\$ (474,859)	\$ (365,897)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED
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**  
**BALANCED DRAFT**

<b>SOURCE</b>		2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 EST. ATT.	2023 PROPOSED
4101	Current Property Tax	5,553,474	5,599,101	5,862,439	5,869,605	6,281,603
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	6,476,817

DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET					
BALANCED DRAFT					
	TOTAL LIBRARY FUND 805.90.XXX.XXXX			Budget to	Budget to
		2022	2022	2023	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$
					Change %
5101	Salaries, Exempt	1,733,538.90	1,716,203.51	1,836,477.73	102,938.83
5104	Bonus	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	335,343.30	445,240.36	106,509.75
5119	Part-Time Employee Wages	1,286,018.09	1,273,157.91	1,278,574.03	-7,444.06
5131	IMRF Pension Contributions	240,632.68	238,226.35	167,766.98	-72,865.70
5133	Medicare Contributions	48,695.16	48,208.21	51,624.24	2,929.07
5134	Social Security Contributions	208,213.83	206,131.70	220,738.11	12,524.28
5190	Life Insurance	1,366.20	1,352.54	1,639.44	273.24
5191	Health Insurance	496,336.20	491,372.84	595,603.44	99,267.24
5195	Optical Insurance	1,925.91	1,906.65	2,311.09	385.18
5197	Dental Insurance	32,871.93	32,543.21	39,446.32	6,574.39
		4,388,329.51	4,344,446.21	4,639,421.73	251,092.22
					5.7%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5210	Supplies	108,750.00	107,662.50	114,485.00	5,735.00	5.3%
5251	Maintenance Supplies	21,750.00	21,532.50	22,400.00	650.00	3.0%
5280	Small tools & equipment	29,900.00	29,601.00	31,915.00	2,015.00	6.7%
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	32,187.50	3,587.50	12.5%
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	91,000.00	15,800.00	21.0%
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	51,850.00	24,600.00	90.3%
5391	Telephone	17,000.00	16,830.00	17,500.00	500.00	2.9%
5392	Postage	29,000.00	28,710.00	31,125.00	2,125.00	7.3%
5407	Advertising & Public Relations	19,500.00	19,305.00	20,500.00	1,000.00	5.1%
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	95,000.00	3,000.00	3.3%
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	25,500.00	1,250.00	5.2%
5470	Other Equipment Repair & Maint.	11,500.00	11,385.00	14,720.00	3,220.00	28.0%
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	58,400.00	400.00	0.7%
5851	Electronic Resources	245,800.00	243,342.00	273,300.00	27,500.00	11.2%
5852	Print materials	348,150.00	344,668.50	359,350.00	11,200.00	3.2%
5853	AV materials	146,200.00	144,738.00	137,050.00	(9,150.00)	-6.3%
5870	Capital equipment +\$20,000	60,000.00	59,400.00	65,000.00	5,000.00	8.3%
5880	Intangible Assets (software)	59,500.00	58,905.00	64,600.00	5,100.00	8.6%
		1,716,550.00	1,699,384.50	1,835,792.50	119,242.50	6.9%
	TOTAL 805.90	6,104,879.51	6,043,830.71	6,475,214.23	370,334.72	6.1%

<b>DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	PROPOSED	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  
BALANCED DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	1,632,295.29	1,632,977.47	1,733,538.90	1,716,203.51	1,836,477.73
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	1,278,574.03
5131	IMRF Pension Contributions	288,300.11	288,464.12	240,632.68	238,226.35	167,766.98
5133	Medicare Contributions	46,115.48	44,597.27	48,695.16	48,208.21	51,624.24
5134	Social Security Contributions	197,183.45	190,687.28	208,213.83	206,131.70	220,738.11
5190	Life Insurance	1,283.40	931.60	1,366.20	1,352.54	1,639.44
5191	Health Insurance	454,937.29	412,247.10	496,336.20	491,372.84	595,603.44
5195	Optical Insurance	2,520.47	1,795.49	1,925.91	1,906.65	2,311.09
5197	Dental Insurance	38,120.25	31,180.93	32,871.93	32,543.21	39,446.32
5210	Supplies	98,000.00	86,794.69	108,750.00	107,662.50	114,485.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,400.00
5280	Small tools & equipment	29,600.00	18,756.85	29,900.00	29,601.00	31,915.00
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	32,187.50
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	91,000.00
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	51,850.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,500.00
5392	Postage	25,500.00	15,689.00	29,000.00	28,710.00	31,125.00
5407	Advertising & Public Relations	19,000.00	14,427.07	19,500.00	19,305.00	20,500.00
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	95,000.00
5450	Cleaning Services	80,000.00	81,810.39	80,000.00	79,200.00	84,000.00

<b>EXPENDITURES continued</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5461	Utilities	24,250.00	15,457.24	24,250.00	24,007.50	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	9,589.03	11,500.00	11,385.00	14,720.00
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	58,400.00
5851	Electronic Resources	227,800.00	221,573.90	245,800.00	243,342.00	273,300.00
5852	Print materials	345,500.00	325,115.98	348,150.00	344,668.50	359,350.00
5853	AV materials	147,200.00	109,782.29	146,200.00	144,738.00	137,050.00
5870	Capital equipment +\$20,000	60,000.00	70,422.00	60,000.00	59,400.00	65,000.00
5880	Intangible Assets (software)	52,000.00	45,978.39	59,500.00	58,905.00	64,600.00
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	6,842,714.23

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

LIBRARY-ADMINISTRATIVE SERVICES 971		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
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	198.72
5191	Health Insurance	64,717.74	91,743.94	86,255.38	85,392.83	103,506.46
5195	Optical Insurance	417.92	363.84	381.60	377.78	457.92
5197	Dental Insurance	6,719.40	6,761.27	6,135.12	6,073.77	7,362.14
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	60,000.00
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	65,000.00
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	1,353,467.12

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

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	289,905.19
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	11,228.73
5134	Social Security Contributions	44,512.63	43,150.22	45,041.70	44,591.28	48,012.51
5190	Life Insurance	331.20	163.20	331.20	327.89	397.44
5191	Health Insurance	96,009.21	98,521.92	121,873.73	120,654.99	146,248.48
5195	Optical Insurance	494.17	436.32	457.74	453.16	549.29
5197	Dental Insurance	7,960.02	7,033.92	7,267.86	7,195.18	8,721.43
5210	Supplies	11,000.00	12,359.73	14,750.00	14,602.50	14,550.00
5280	Small Tools & Equipment	1,000.00	1,004.94	1,300.00	1,287.00	1,700.00
5303	Seminars, Conferences & Meetings	2,510.00	3,941.29	3,100.00	3,069.00	3,600.00
5315	Professional Services	13,000.00	13,346.21	13,200.00	13,068.00	18,500.00
5380	Printing services	200.00	0.00	250.00	247.50	250.00
5407	Advertising and Public Relations	0.00	0.00	500.00	495.00	500.00
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	248,300.00
5852	Print materials	235,500.00	228,085.38	238,150.00	235,768.50	243,850.00
5853	AV materials	94,200.00	72,426.72	93,000.00	92,070.00	83,050.00
	<b>TOTAL 972</b>	<b>1,525,334.14</b>	<b>1,478,018.79</b>	<b>1,558,654.66</b>	<b>1,543,068.11</b>	<b>1,645,631.72</b>

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

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	262,571.06	258,324.22	273,509.54	270,774.44	349,586.76
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	222,599.73
5131	IMRF Pension Contributions	51,605.87	49,242.65	41,327.80	40,914.52	30,355.54
5133	Medicare Contributions	7,260.13	6,945.89	7,386.92	7,313.05	8,296.70
5134	Social Security Contributions	31,043.33	29,698.65	31,585.46	31,269.61	35,475.56
5190	Life Insurance	165.60	163.20	165.60	163.94	198.72
5191	Health Insurance	46,996.73	45,102.18	48,437.48	47,953.11	58,124.98
5195	Optical Insurance	229.55	195.89	209.61	207.51	251.53
5197	Dental Insurance	3,540.78	3,045.25	3,232.89	3,200.56	3,879.47
5210	Supplies	18,500.00	17,959.63	20,500.00	20,295.00	21,500.00
5280	Small Tools & Equipment	4,000.00	1,369.66	4,000.00	3,960.00	5,000.00
5303	Seminars, Conferences & Meetings	5,000.00	4,874.04	6,000.00	5,940.00	7,000.00
5315	Professional services	8,000.00	4,751.62	6,000.00	5,940.00	6,500.00
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	25,000.00
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	54,000.00
	<b>TOTAL 973</b>	<b>855,240.93</b>	<b>799,997.53</b>	<b>866,488.69</b>	<b>857,823.80</b>	<b>943,269.00</b>

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

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	459,120.47
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	10,530.89
5134	Social Security Contributions	40,192.14	39,273.39	43,485.61	43,050.75	45,028.64
5190	Life Insurance	124.20	44.20	165.60	163.94	198.72
5191	Health Insurance	45,592.69	40,435.92	42,457.62	42,033.04	50,949.14
5195	Optical Insurance	313.44	218.16	228.87	226.58	274.64
5197	Dental Insurance	5,039.55	3,516.96	3,633.93	3,597.59	4,360.72
5210	Supplies	16,700.00	10,017.76	16,700.00	16,533.00	17,010.00
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	3,720.00
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
	<b>TOTAL 974</b>	<b>808,300.75</b>	<b>772,368.88</b>	<b>855,839.57</b>	<b>847,281.17</b>	<b>891,853.49</b>

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

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	248.40
5191	Health Insurance	75,024.12	54,697.20	69,062.32	68,371.70	82,874.78
5195	Optical Insurance	396.82	290.64	247.68	245.20	297.22
5197	Dental Insurance	6,280.17	5,545.20	4,766.67	4,719.00	5,720.00
5210	Supplies	3,900.00	3,639.86	3,900.00	3,861.00	3,900.00
5280	Small Tools & Equipment	8,000.00	6,648.98	8,000.00	7,920.00	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	2,163.19	3,000.00	2,970.00	3,000.00
5315	Professional services	2,000.00	1,884.31	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,261.18	4,500.00	4,455.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	65,128.91	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	40,000.00	37,024.39	47,500.00	47,025.00	52,000.00
	<b>TOTAL 975</b>	<b>711,599.09</b>	<b>680,372.34</b>	<b>707,313.97</b>	<b>700,240.83</b>	<b>757,872.65</b>

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

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	10,704.25
5133	Medicare Contributions	2,370.41	1,951.92	2,441.69	2,417.28	2,676.06
5134	Social Security Contributions	10,135.53	8,345.92	10,440.34	10,335.94	11,442.48
5190	Life Insurance	124.20	94.35	124.20	122.96	149.04
5191	Health Insurance	54,863.01	41,796.02	59,361.01	58,767.40	71,233.21
5195	Optical Insurance	313.44	127.20	133.47	132.14	160.16
5197	Dental Insurance	3,980.01	2,710.57	3,634.34	3,598.00	4,361.21
5210	Supplies	2,400.00	1,715.06	2,400.00	2,376.00	2,400.00
5280	Small Tools & Equipment	1,500.00	397.97	1,500.00	1,485.00	1,500.00
5303	Seminars, Conferences & Meetings	750.00	1,055.30	750.00	742.50	900.00
5315	Professional Services	4,000.00	2,999.99	4,000.00	3,960.00	4,000.00
5380	Printing Services	24,400.00	23,185.00	27,000.00	26,730.00	51,600.00
5392	Postage	13,000.00	12,245.00	16,500.00	16,335.00	18,000.00
5407	Advertising and Public Relations	19,000.00	14,427.07	19,000.00	18,810.00	20,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL 976</b>	<b>318,818.33</b>	<b>264,576.95</b>	<b>330,647.80</b>	<b>327,341.32</b>	<b>383,682.53</b>

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

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	99.36
5191	Health Insurance	40,389.24	8,109.84	8,515.22	8,430.07	10,218.26
5195	Optical Insurance	146.17	36.24	38.07	37.69	45.68
5197	Dental Insurance	2,300.16	539.52	566.78	561.11	680.14
5210	Supplies	30,000.00	31,267.85	35,000.00	34,650.00	39,000.00
5280	Small Tools & Equipment	1,800.00	1,562.01	1,800.00	1,782.00	2,000.00
5303	Seminars, Conferences & Meetings	3,600.00	1,710.19	2,500.00	2,475.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	42.01	1,500.00	1,485.00	1,500.00
	<b>TOTAL 977</b>	<b>320,371.93</b>	<b>287,879.32</b>	<b>294,846.68</b>	<b>291,898.21</b>	<b>313,862.82</b>

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

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2021 ADOPTED</b>	<b>2021 ACTUAL</b>	<b>2022 ADOPTED</b>	<b>2022 ESTIMATED</b>	<b>2023 PROPOSED</b>
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	149.04
5191	Health Insurance	31,344.55	31,840.08	60,373.44	59,769.71	72,448.13
5195	Optical Insurance	208.96	127.20	228.87	226.58	274.64
5197	Dental Insurance	2,300.16	2,028.24	3,634.34	3,598.00	4,361.21
5210	Supplies	3,000.00	3,001.70	3,000.00	2,970.00	3,000.00
5251	Maintenance Supplies	21,750.00	21,827.65	21,750.00	21,532.50	22,400.00
5280	Small Tools & Equipment	5,000.00	5,926.10	5,000.00	4,950.00	5,000.00
5303	Seminars, Conferences & Meetings	500.00	246.28	500.00	495.00	500.00
5391	Telephone	17,000.00	17,020.97	17,000.00	16,830.00	17,500.00
5430	Building Maintenance Services	91,500.00	92,211.54	92,000.00	91,080.00	95,000.00
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	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	5,285.84	5,000.00	4,950.00	5,000.00
	<b>TOTAL 978</b>	<b>460,790.22</b>	<b>457,118.21</b>	<b>582,897.44</b>	<b>577,068.47</b>	<b>553,074.89</b>

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

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

**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	\$ 6,281,603	0.2030	0.2023	0.2053
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,609,989	\$ 5,862,439	\$ 6,281,603	0.2030	0.2023	0.2053
Change		4.50%	7.15%		-0.34%	1.47%

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

**Impact on taxpayer**

	<b><u>Median Home Value (2020)</u></b>			<b><u>Per \$100,00 Fair Market Value</u></b>		
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	\$ 234.09	\$ 67.67	\$ 67.44	\$ 68.43
Actual change in taxes paid		\$ (0.78)	\$ 3.39		\$ (0.23)	\$ 0.99
Change		-0.3%	1.5%		-0.3%	1.5%

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

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

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

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

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

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

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

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

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

<b><u>RATE</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023 (EST)</u></b>
<b>Operating</b>	0.2111	0.2103	0.2030	0.2023	0.2053
<b>Bond</b>	0	0	0	0	0
<b>Total</b>	0.2111	0.2103	0.2030	0.2023	0.2053
<b>% change YroYr</b>	-1.6%	-0.4%	-3.5%	-0.3%	1.5%

<b><u>LEVY</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023 (EST)</u></b>
<b>Operating</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,281,603
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,281,603
<b>% change YroYr</b>	4.1%	3.0%	1.0%	4.5%	7.1%

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

<b>Library Tax Per \$100K Home Value</b>	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.44	\$ 68.43
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<b>Wage/Salary Increment</b>	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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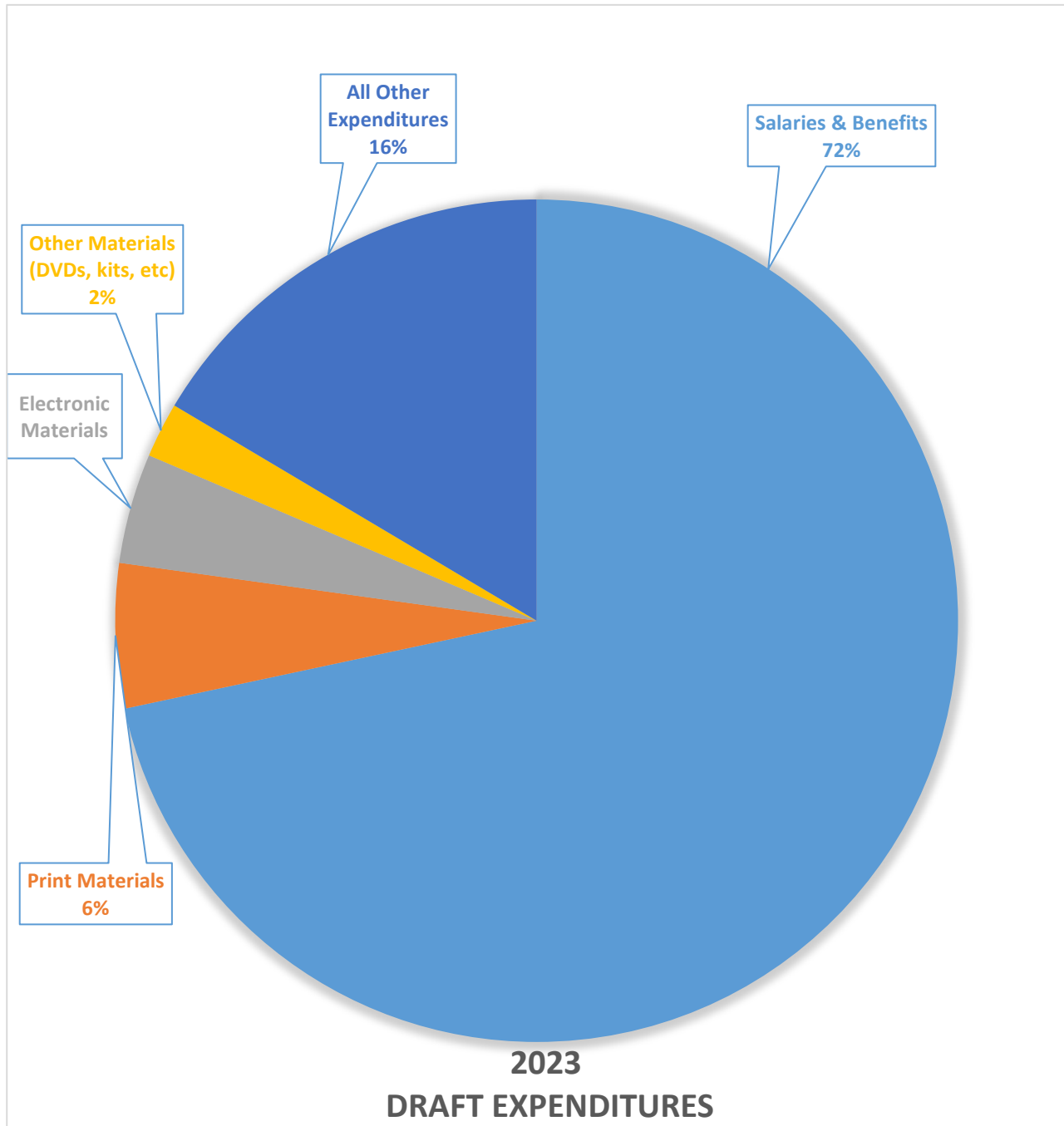
**Downers Grove Public Library**

**FY2023**

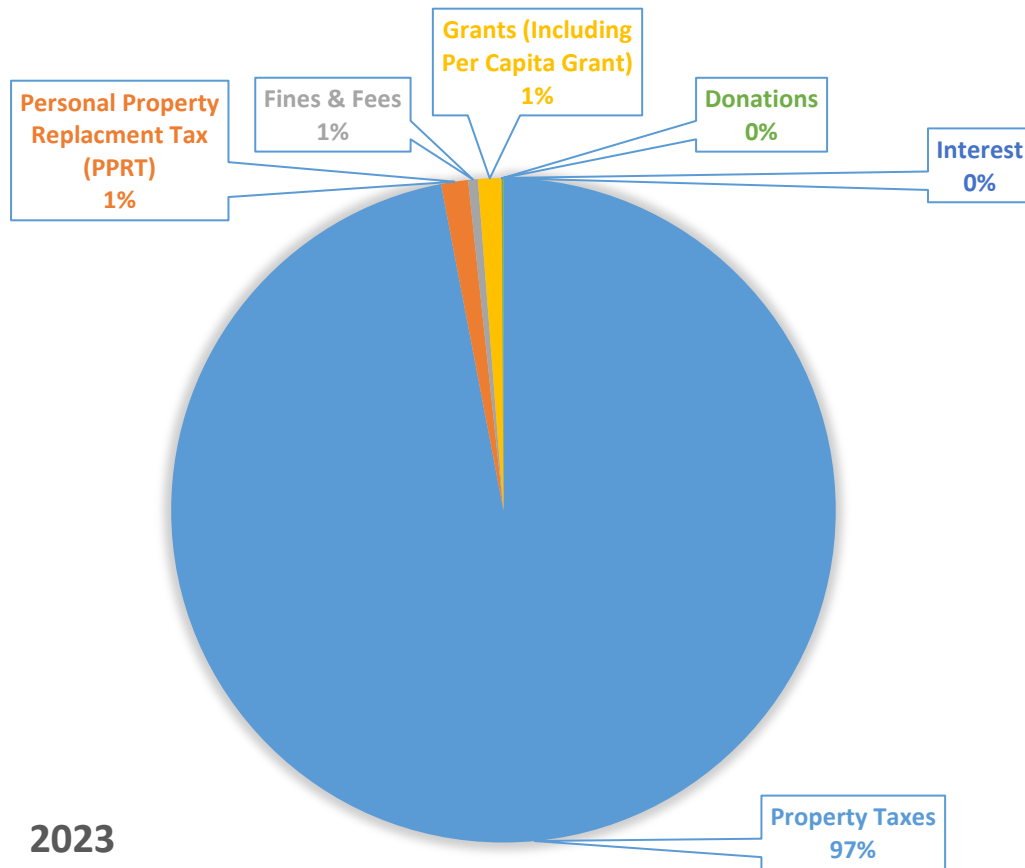
**BALANCED DRAFT**

	<u><b>FY2023</b></u>	<u><b>IPLAR Percentage Analysis</b></u>	<u><b>Totals by Category</b></u>
Salaries	55.0%	Statewide Average 50%	\$ 3,560,292.12
Benefits (Insurance, IMRF, FICA)	16.7%	Statewide Average 14%	\$ 1,079,129.61
Salaries & Benefits	71.6%	Statewide Average 64%	\$ 4,639,421.73
Print Materials	5.5%	Statewide Average 5%	\$ 359,350.00
Electronic Materials	4.2%	Statewide Average 4%	\$ 273,300.00
Other Materials (DVDs, kits, etc)	2.1%	Statewide Average 1%	\$ 137,050.00
All Other Expenditures	16.5%	Statewide Average 25%	\$ 1,066,092.50
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,475,214.23
Property Taxes	97.0%		\$ 6,281,703.05
Personal Property Replacment Tax (PPRT)	1.3%		\$ 85,000.00
Fines & Fees	0.5%		\$ 30,500.00
Grants (Including Per Capita Grant)	1.1%		\$ 74,114.00
Interest	0.0%		\$ 500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,476,817.05

**Downers Grove Public Library  
FY2023  
BALANCED DRAFT**



**Downers Grove Public Library  
FY2023  
BALANCED DRAFT**



**2023  
DRAFT REVENUES**

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Agenda Item 8C**

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

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

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

For 2022, a workroom renovation project was added to update the Access Services, Information Technology (IT), Building Operations, and Children's Services workrooms. None of these workrooms are configured to current staffing levels. Access Services contains more workstations than staff in the department. Children's Services and IT have fewer workstations than staff and lack any storage space attached to their workrooms, unlike other departments. The Access Services cabinetry is from 1999 and delaminating. \$245,500 was allocated in the 2022 LCRF budget for this project, with the understanding that the project would likely take place in late 2022 and into 2023, with the possibility for additional budget allocation in 2023. In May 2022, Library Director Julie Milavec presented a construction estimate from Shales McNutt Construction based on preliminary plans by Product Architecture + Design, for \$618,000, along with a plan for financing the project using an additional transfer from the Library Fund to the LCRF in 2022. The estimate excluded IT workroom changes and reuse of the office currently occupied by Building Operations Monitor Ian Knorr, which entail only furniture. The Board of Library Trustees instructed staff to move forward with planning and authorized the additional transfer of funds in June 2022. The project is estimated at \$660,000 across two budget years: \$245,500 in 2022 and \$414,500 in 2023.

The carpet replacement project, originally slated for four years, from 2022 to 2025, is consolidated to two years, 2024 and 2025, with the intent of completing the project over the winter spanning those two budget years.

An escalation of 5% per year in the annual transfer from the Library Fund to the LCRF has been added to help attain the target ending balance and fund any projects arising from the next strategic plan. The target ending balance for the LCRF is estimated to exceed \$1.2 million by the conclusion of the plan.

**Recommended Action:** Approve the Capital Needs Assessment Report 2017-2027 update to Projects and Estimated Costs.

**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				
		<b>Total Architectural</b>	<b>\$ 1,064,805</b>		\$ -	\$ 9,400	\$ 379,079

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

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

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

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

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

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

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

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$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		
		<b>Total Architectural</b>	<b>\$ 28,122</b>	<b>\$ 36,603</b>	<b>\$ 158,798</b>	<b>\$ 302,664</b>	<b>\$ 374,291</b>

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

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

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

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

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

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

**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	
		<b>Total Architectural</b>	<b>\$ 43,411</b>	<b>\$ 8,141</b>	<b>\$ 1,340,510</b>

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

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

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

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

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

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
		Level 1 East Staff			
		Level 2 Staff			
		Level 2 Public			
		Level 2 South Stacks			
		North Exterior			
		South Exterior			
	Lighting+Ceiling Replacement				
		Level 1 Stacks			
		Room Lighting Control			
		Level 2 North Stacks			
		Room Lighting Control			
	Misc Lighting/Electrical Costs				
		Upgrade Relay Panels			
		Panel Infrared Scanning	\$ 4,270		
		Telecommunication Upgrade			
		<b>Total Lighting Upgrades</b>	<b>\$ 4,270</b>	<b>\$ -</b>	<b>\$ 580,164</b>
	Plumbing	Electric Water Heater			
		Hot Water Recirculation Pump			
		<b>Total Plumbing</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,311</b>
Report Summary			2026	2027	Total Cost (2027 \$)
	Building Review Report / smc	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  
Library Capital Replacement Fund  
Actual and Estimated Fund Balance  
July 2022**

	<u>Expenditure /</u> <u>Project Cost</u>	<u>Transfer / Interest</u>	<u>Year End Balance</u>
<b>2017 Ending Balance</b>			\$ 1,403,493.00
<b>2018</b>	\$ 669,522.00	\$ 381,137.00	\$ 1,115,108.00
<b>2019</b>	\$ 581,479.00	\$ 363,467.00	\$ 897,096.00
<b>2020</b>	\$ 237,119.00	\$ 353,894.00	\$ 1,013,871.00
<b>2021</b>	\$ 749,203.00	\$ 350,280.00	\$ 614,948.00
<b>2022 Estimated</b>	\$ 411,600.00	\$ 500,000.00	\$ 703,348.00
<b>2023 Estimated</b>	\$ 611,900.00	\$ 367,500.00	\$ 458,948.00
<b>2024 Estimated</b>	\$ 374,300.00	\$ 385,875.00	\$ 470,523.00
<b>2025 Estimated</b>	\$ 398,300.00	\$ 405,169.00	\$ 477,392.00
<b>2026 Estimated</b>	\$ 69,100.00	\$ 425,427.00	\$ 833,719.00
<b>2027 Estimated</b>	\$ 39,300.00	\$ 446,699.00	
<b>Ending Balance</b>			\$ 1,241,118.00

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Agenda Item 9A**

**Strategic Planning Request for Proposals**

In June, the Strategic Planning Request for Proposals was tabled pending clarifications on the deliverables and an updated timeline.

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 5:00 p.m. September 2, 2022. Proposals should be addressed to Julie Milavec, Library Director, Downers Grove Public Library and emailed to [jmilavec@dglibrary.org](mailto:jmilavec@dglibrary.org).

### **3. Inquiries**

Inquiries must be made via email. Please address all inquiries to: [jmilavec@dglibrary.org](mailto: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 August 26, 2021.

### **4. Organizational Profile**

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. The library's collection includes approximately 300,000 items, with an annual circulation of over 1 million. There are over 100 staff members (66.2 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 20<sup>th</sup> 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 to be a place for **everyone** to discover, grow, play, and learn.

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 place for **everyone** to discover, grow, play, and learn; **everyone** is welcome and entitled to a sense of a belonging here. We make good 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 the creation of an Equity Strategic Plan, which will be incorporated into the next full strategic plan. The [Equity Strategic Plan](#) was approved by the Board of Library Trustees on April 27, 2022.

## 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 survey
    3. Phone interviews
    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. Write and present the strategic plan that will be communicated to the library's stakeholders. The final deliverable should include:
  - i. An up-to-date community profile and identification of community markets.
  - ii. An assessment of the library's environments, including evaluation of strengths and weaknesses, quality of services, reputation, management, and budget, etc.
  - iii. Clear, concise, and attainable goals, objectives, and activities that are measurable and for which the library will hold itself accountable.
  - iv. Prioritized implementation and key milestones for each initiative.
  - v. Specification of a built-in process of regular review, evaluation and adjustment to the plan resulting from changes in the economic, demographic, or political climate.
- g. All raw and summary data is to be delivered 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 5:00 p.m. September 2, 2022.
- b. All questions must be received no later than August 26, 2022.
- c. Consulting firm selected will be discussed at September 28, 2022 DGPL Board Meeting.
- d. Strategic planning begins in November, 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 at the July 26, 2023 Board Meeting.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Agenda Item 9B**

**Workroom Renovation Project Release to Bid**

In May, the Board of Library Trustees instructed staff to continue planning for the proposed Workroom Renovation Project.

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

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

In June, the Board of Library Trustees voted to follow the funding plan for the Workroom Renovation Project in May by transferring \$500,000 from the Library Fund balance to the Library Capital Replacement Fund (LCRF). This transfer should allow for completion of the Workroom Renovation Project and meeting the \$1,000,000 targeted fund balance and the completion of all Capital Needs Assessment Report 2017-2027 projects.

Included in this packet are an updated cost estimate for the Workroom Renovation Project submitted by Shales McNutt in June and including updated architectural fees,

the site utilization and phasing plan, and preliminary pricing set plans. The anticipated bid process timeline is:

- 8/1/22 Receive final drawings from Product Architecture
- 8/2/22 - 8/8/22 Shales McNutt Construction (SMC) prepares bid documents
- 8/9/22 SMC issues for bids
- Week of 8/15/22 (TBD) Pre-bid meeting
- 9/1/22 Bid Opening
- 9/2/22 thru 9/9/22 SMC scope review and qualify bidders
- 9/10/22 SMC issues Recommendation To Award (RTA)
- 9/28/22 – Library Board considers RTA for approval

SMC estimates that the submittals process will take 4 to 6 weeks, allowing materials release in early to mid-October. Assuming no major lead time issues, construction would begin in late November in two phases with completion in early to mid-April. This timeline includes a one week for transition of the staff to move alternate work locations between Phase 1 and 2. Phase 1 is the Children's workroom and staff entrance corridor. Phase 2 is Access Services and Building Operations workrooms.

**Recommended Action:** Approval to release the Workroom Renovation Project for public bid.

## Downer Grove Public Library

### Staff Area Renovations

100% DD Budget

6/3/2022



v2

Item	Total
Demo	\$ 30,000
Temp Partitions/Temp Protection/Fencing	\$ 15,000
Carpentry / Casework	\$ 25,000
Doors, Frames, Hardware	\$ 25,500
Interior Walls, Drywall	\$ 46,000
Painting	\$ 18,000
Flooring	\$ 28,000
Ceilings	\$ 18,000
Specialties	\$ 500
Fire Protection	\$ 20,000
Plumbing	\$ 14,000
HVAC	\$ 42,000
Electrical	\$ 80,000
<b>Subtotal</b>	<b>\$ 362,000</b>
Inflation Allowance	0% \$ -
Design Contingency	10% \$ 36,200
Construction Contingency	10% \$ 36,200
<b>Subtotal</b>	<b>\$ 434,400</b>
CM Supervision 4 Months with part time supervision	\$ 68,726
General Requirments	\$ 13,032
Underground Plumbing Investigation Allowance	\$ 2,500
CM Fee & Insurance 5.25%	\$ 25,799
Permit Costs	\$ -
Utility Upgrades (ComEd, Water, etc.)	\$ -
Furniture Reconfiguration Allowance	\$ 10,000
CM Preconstruction	\$ 11,000
Misc. Furnishings Allowance	\$ 19,000
Furniture / Fixtures / Equipment / AV Allowance	\$ 28,000
A/E Fees	\$ 47,477
<b>Total</b>	<b>\$ 659,933</b>

#### Proposed Add Alternates

Alt 1 - Replace existing ceiling tiles scheduled to remain with new	<b>Add</b> \$ 8,000
Alt 2 - 1st and 2nd floor Public Casework Refacing	TBD
Alt 3 - 2nd Floor Help Desk Refacing and Reconfiguration	TBD

#### Assumptions

Carpet tile in all locations execept coordor.

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

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

Existing floor boxes and covers to remain

Electrical cost includes \$6500 of lighting controls

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

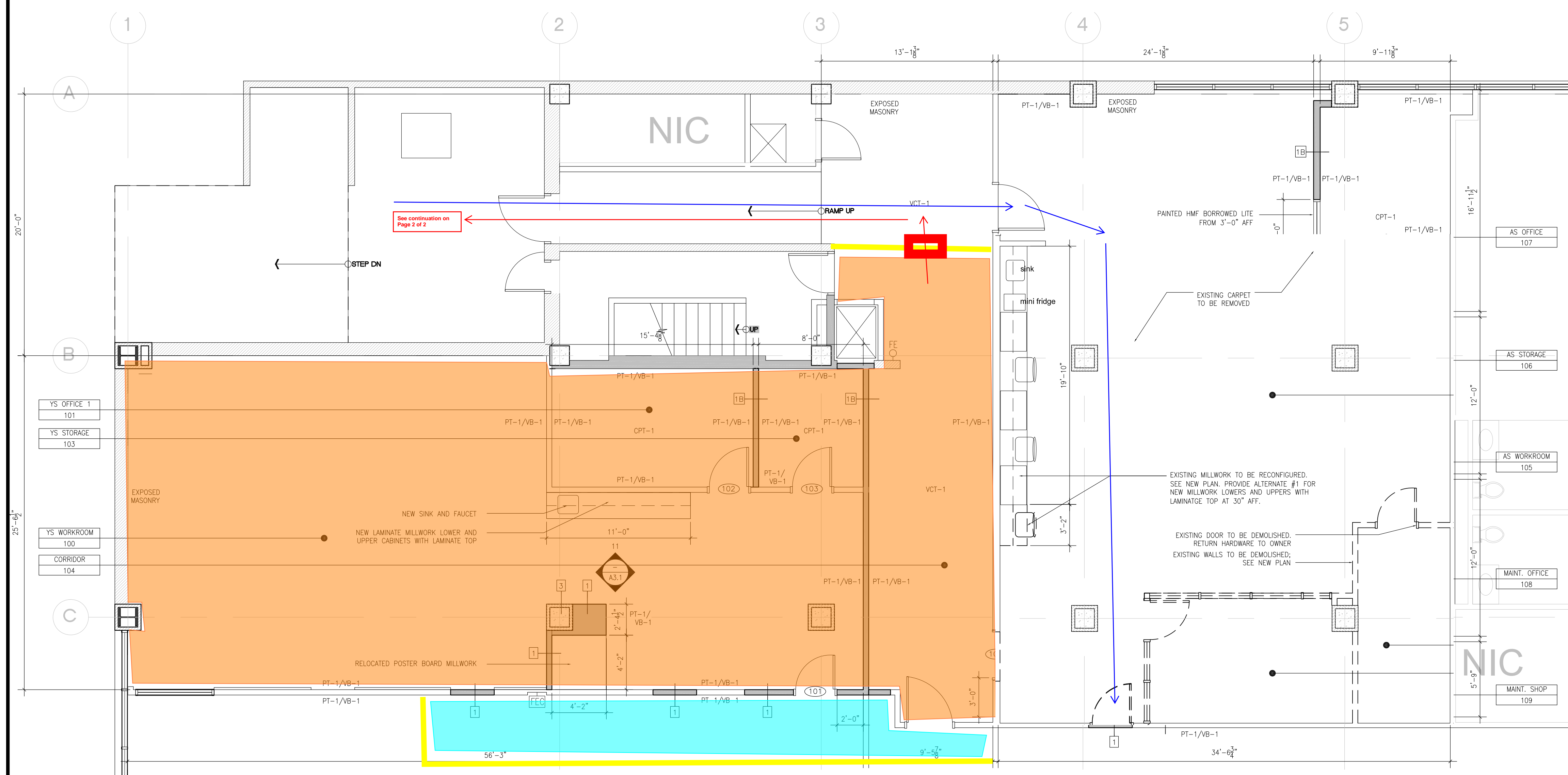
If light fixture selected is to be included, please add 11K to the base bid and \$6K to the lighting alternate price

EF for maintenance office included in base bid

## Site Utilization and Phasing Plan

### General Notes

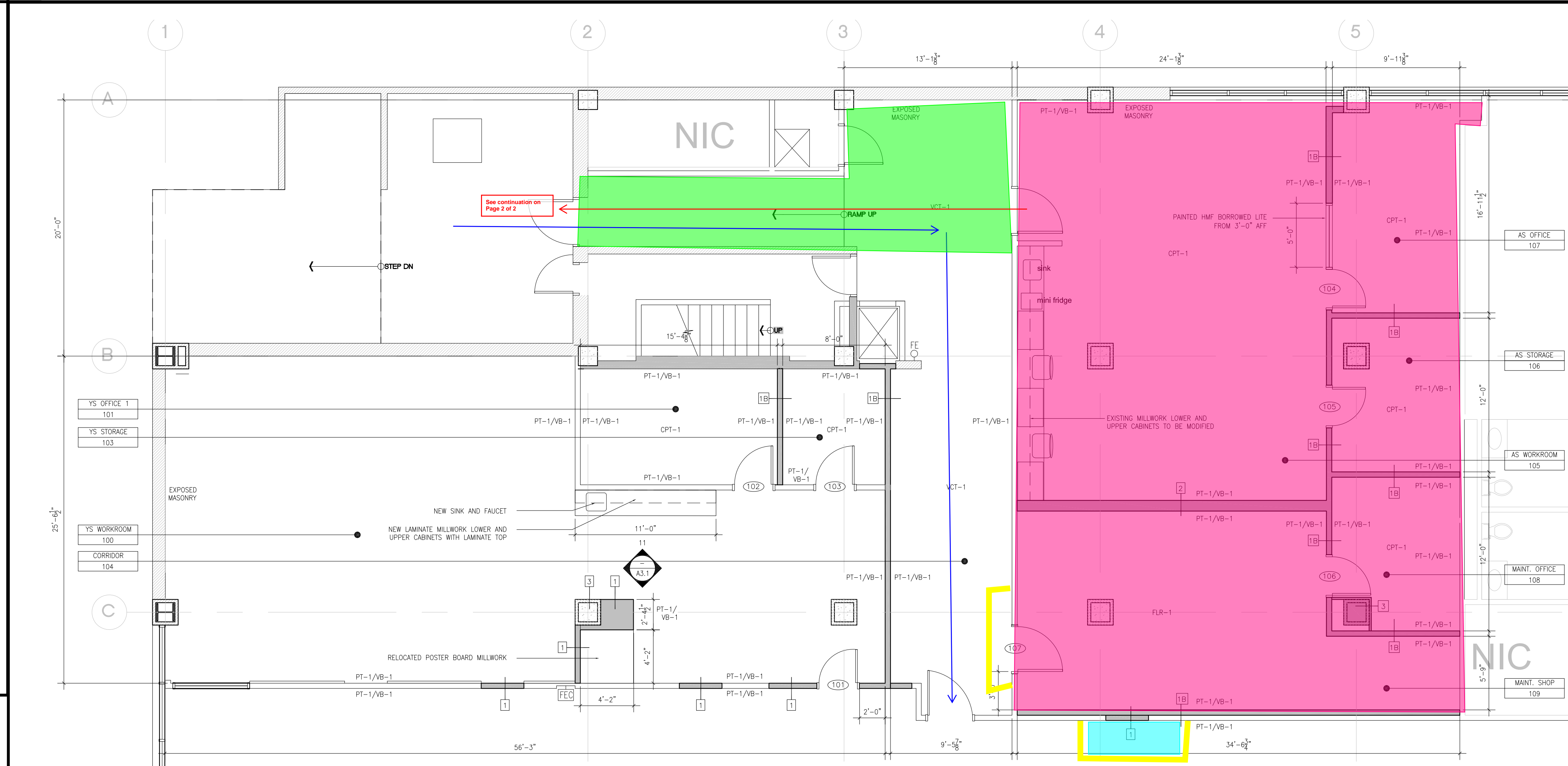
1. Phase 1 to be completed prior to Phase 2 starting.
2. Phase 2A and 2B to occur simultaneous. Phase 2B work to Occur only when Library is closed.
3. BP-06A is to cover all carpet to remain with Carpet Shield Temporary Carpet Protection or equal. Path areas shown are to have masonite installed over this carpet protection tape.
4. Please refer legend for Debris/Material routing for Phase 1 and 2.



Phase 1

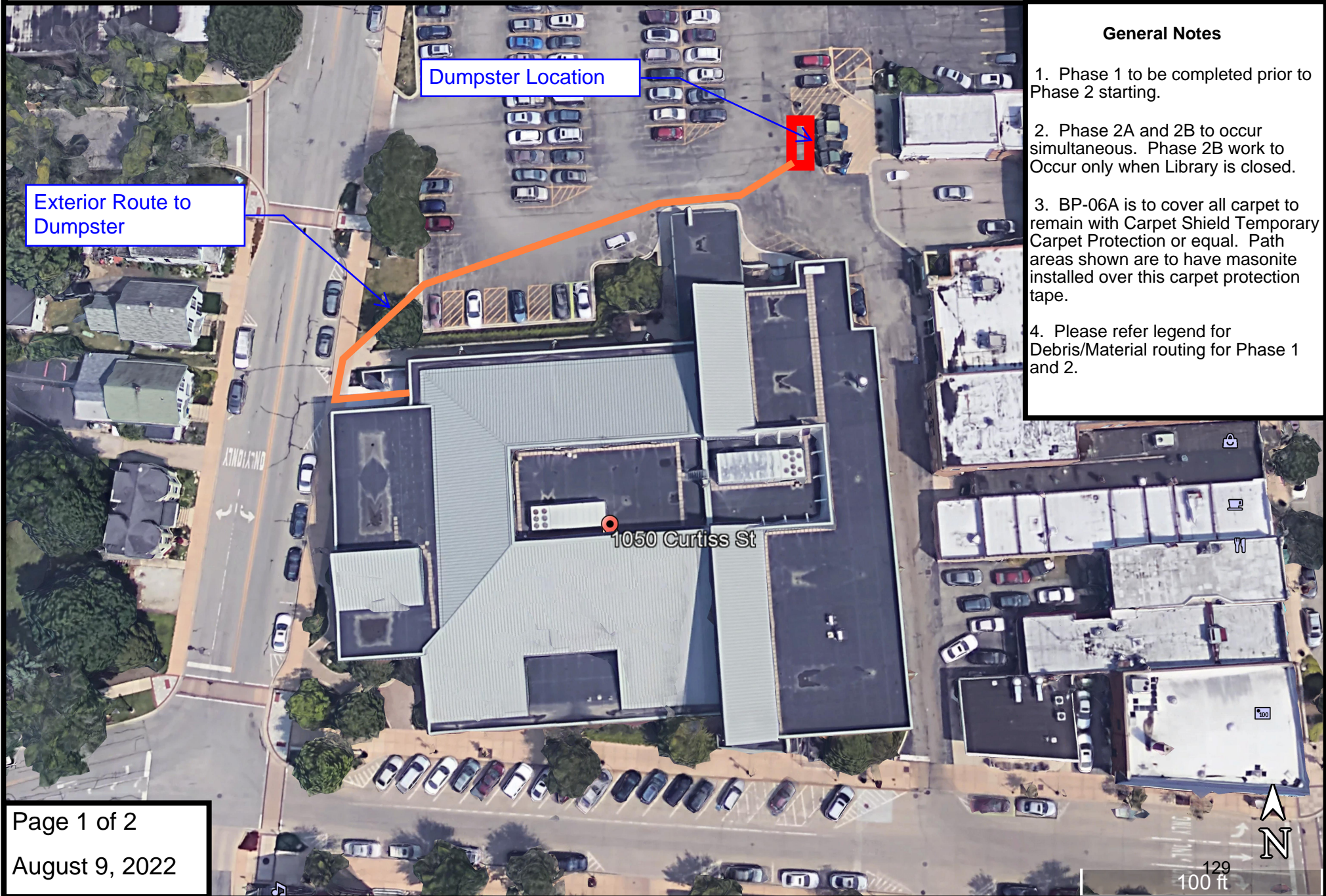
### Legend

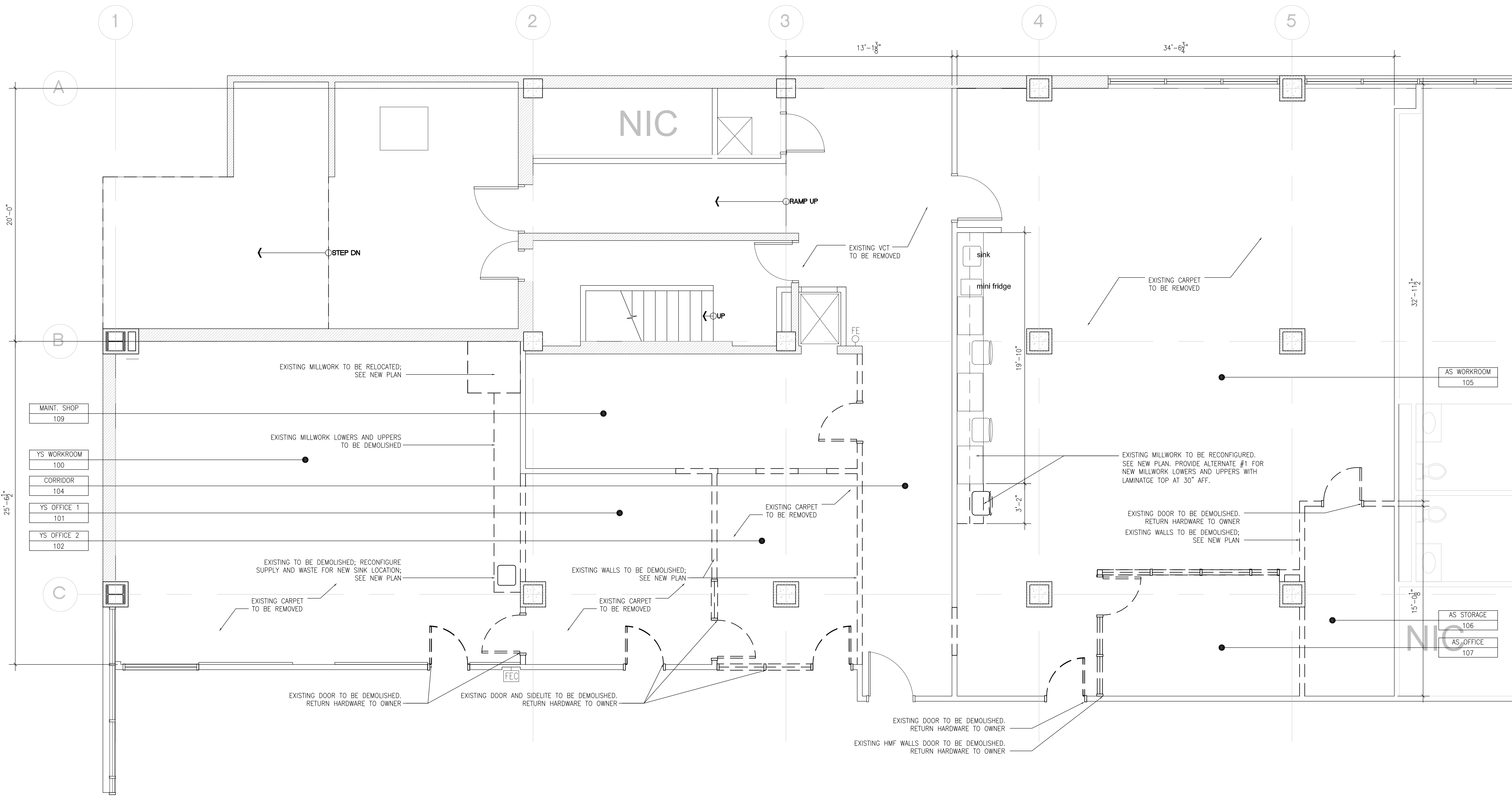
- Phase 1
- Phase 2A
- Phase 2B
- Library Staff Routing
- Debris & Material Routing During Library Open Hours
- 4' Wide Masonite Path with taped seams over carpet protection
- Zip Wall 6 Mil Plastic and Supports Every 8'
- Zip Wall Construction Entrances/Temporary Door



Phase 2

Site Utilization and Phasing Plan





1 floor plan: demolition  
scale: 1/4"=1'-0"

product

architecture + design  
811 west evergreen ave  
suite 405  
chicago, il 60642  
ph: (312) 202-0701  
fax: (866) 857-7265

description	issue date
ISSUE FOR PRICING	05.07.22
stamp:	

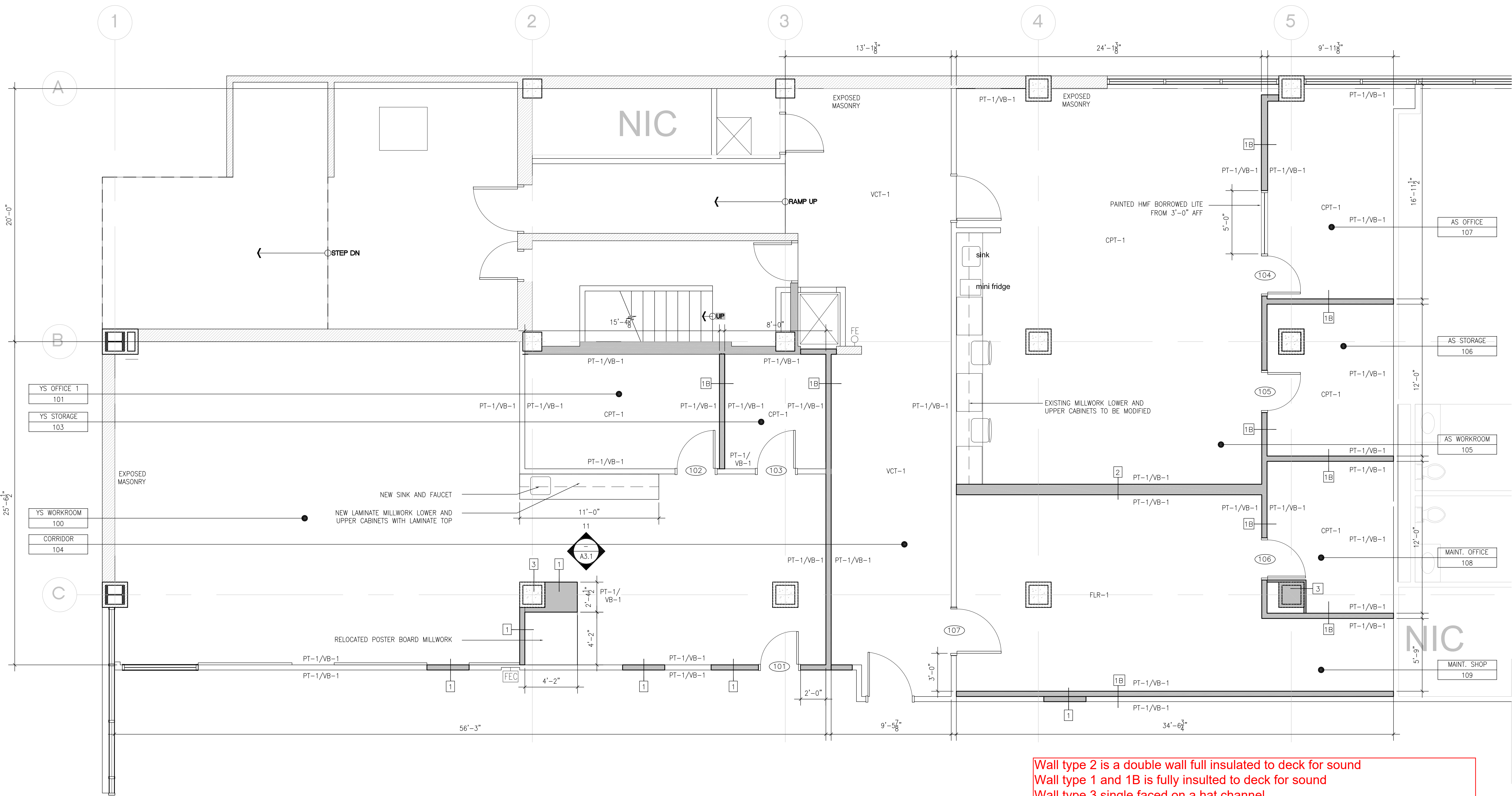
drawing:  
floor plan: demolition

project:  
DOWNERS GROVE PUBLIC LIBRARY:  
INTERIOR RENOVATION  
25 E Fullerton Ave.  
Glendale Heights, IL 60139

project number:	2022
drawn by:	DRP
approved by:	
drawing title	
drawing scale	
date issued	05.07.22

sheet number:  
  
d1.1  
sheet of 130





1 floor plan: new  
scale: 1/4"=1'-0"

Wall type 2 is a double wall full insulated to deck for sound  
Wall type 1 and 1B is fully insulated to deck for sound  
Wall type 3 single faced on a hat channel

product

architecture + design  
811 west evergreen ave  
suite 405

chicago, il 60642

ph: (312) 202-0701

fax: (866) 857-7265

description	issue date
ISSUE FOR PRICING	05.07.22

stamp:

drawing:  
floor plan: new

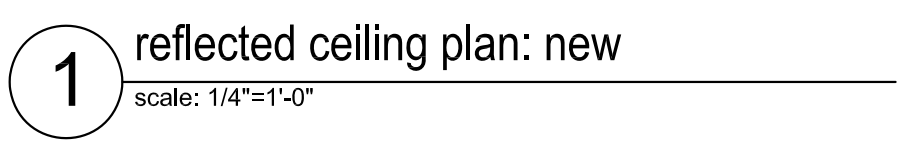
project:  
DOWNERS GROVE PUBLIC LIBRARY:  
INTERIOR RENOVATION  
25 E Fullerton Ave.  
Glendale Heights, IL 60139

project number:	2022
drawn by:	DRP
approved by:	
drawing title	
drawing scale	
date issued	05.07.22

sheet number:

a1.1

sheet of 132



product  
architecture + design  
811 west evergreen ave  
suite 405  
chicago, il 60642  
ph: (312) 202-0701  
fax: (866) 857-7265

[illegible]

stamp:

drawing:  
reflected ceiling plan: new

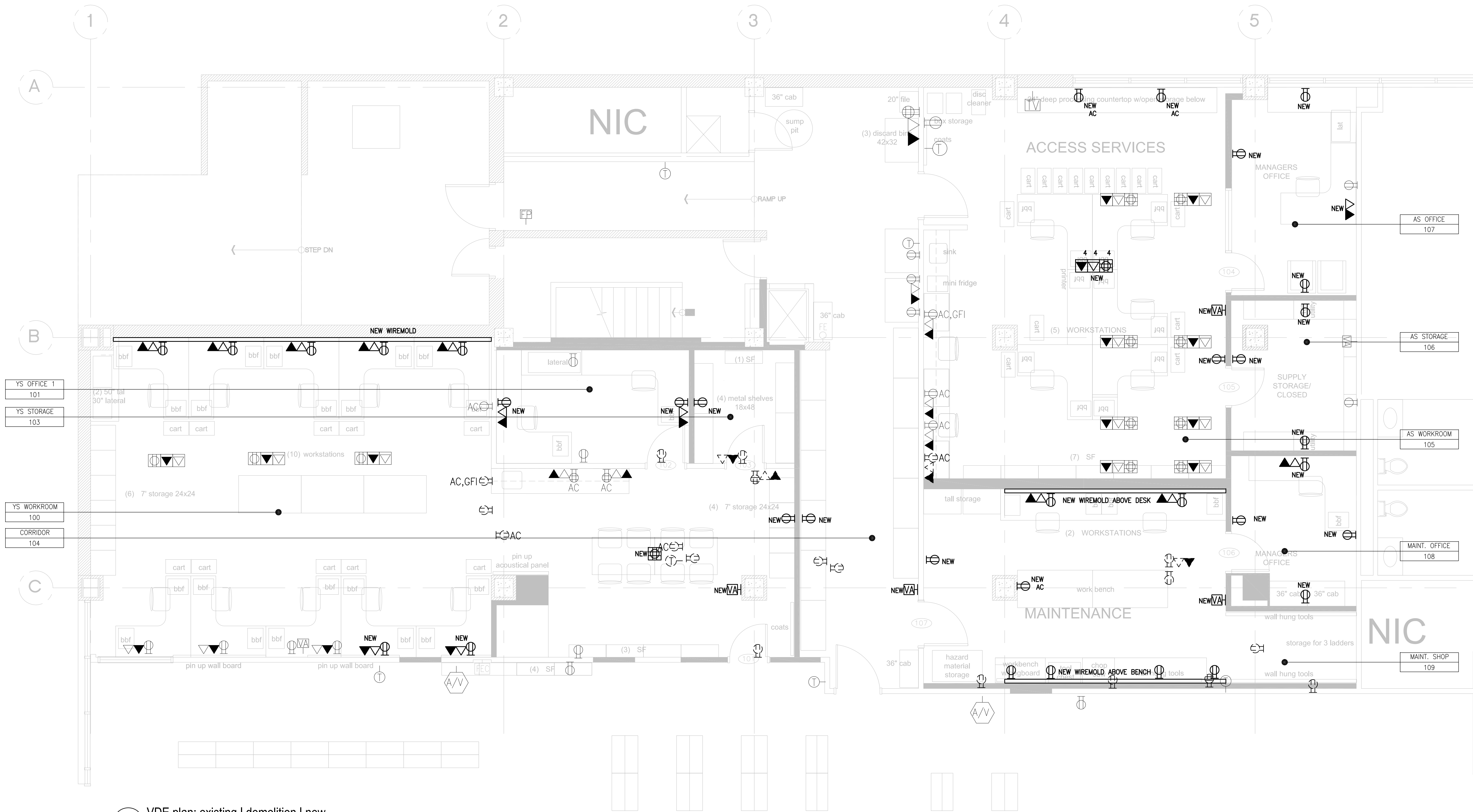
project:  
DOWNERS GROVE PUBLIC LIBRARY:  
INTERIOR RENOVATION  
25 E Fullerton Ave.  
Glendale Heights, IL 60139

project number:	2022
drawn by:	DRP
approved by:	
drawing title	
drawing scale	
date issued	05.07.22

sheet number:

a2.1

sheet of 133



1 VDE plan: existing | demolition | new  
scale: 1/4"=1'-0"

product

architecture + design  
811 west evergreen ave  
suite 405  
chicago, il 60642  
ph: (312) 202-0701  
fax: (866) 857-7265

description	issue date
ISSUE FOR PRICING	05.07.22
stamp:	

drawing:  
electrical plan: demolition + new

project:  
DOWNERS GROVE PUBLIC LIBRARY:  
INTERIOR RENOVATION  
25 E Fullerton Ave.  
Glendale Heights, IL 60139

project number:	2022
drawn by:	DRP
approved by:	
drawing title	
drawing scale	
date issued	05.07.22

sheet number:

e1.1

sheet of 134

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Agenda Item 10**

**Librarian's Report**

Illinois Library Association Treasurer

I was elected to a one-year term as the Treasurer of the Illinois Library Association Executive Board, effective July 1, 2022.

Vacancy on Board of Library Trustees

There is one remaining vacancy on the Board of Library Trustees. An appointment is anticipated in August or September when the Mayor makes the regular nominations to Village Boards and Commissions for Village Council approval.

Arcade Cabinet for Teen Central

Building Operations Director Ian Knorr, with the help of his team, has built an arcade cabinet gaming station for Teen Central. Following his creation of the light bright wall in the Kids Room, his next priority was for something fun and interactive for teens. Designed and built by staff, the arcade cabinet features a collection of games from the 1980s through late 1990s. Still awaiting its branded graphics, the cabinet is available for use in Teen Central.

4Ever4: 60<sup>th</sup> Anniversary of the Beatles Photo Exhibit

The library is hosting Republic Bank of Chicago's 4Ever4: 60<sup>th</sup> Anniversary of the Beatles Photo Exhibit from July 18 through July 31. The exhibit features nearly 100 photos of the Beatles concerts and memorabilia from 1962-1970. Republic Bank also supplied free tee shirts for staff featuring the exhibit logo.

Cover to Cover and Discoveries Director's Note Features

Don't miss the July *Cover to Cover* podcast featuring Board President Swapna Gigani and Organization of the Month TEACH Empowers. Watch for next month's *Cover to Cover*, with yours truly as a guest. In the [July/August issue of Discoveries](#), my Director's Note highlights pandemic changes that are here to stay, including holds lockers, pickup programs, and virtual programming.

Illinois Library Association Annual Conference Trustee Day

Registration is now open for the Illinois Library Association Annual Conference and Trustee Day. Trustee Day is Thursday, October 20, 8:00 a.m. to 4:00 p.m. at the Donald E. Stephens Convention Center in Rosemont IL. Visit <https://www.ila.org/events/annual-conference> for details. Contact Business Office Manager Katelyn Vabalaitis to register.

Submitted by Julie M. Milavec  
July 21, 2022

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 27, 2022**

**Department Reports – June 2022**

**Administration – Jen Ryjewski**

- Met with the workroom renovation team twice to discuss our next steps on the proposed workroom renovation projects and review recommended specifications, furnishings, and millwork.
- Met with Access Services Manager Lucas McKeever to review and finalize interview questions for the Access Services Clerk position and conduct subsequent interviews.
- Spent time training Access Services Manager Lucas McKeever in copy cataloging according to SWAN consortium standards.
- Met with colleagues to finalize presentation content and PowerPoint slides and a practice run for the LACONI Unconference workshop on July 15.
- Finished and submitted the final project for and on behalf of the Illinois Library Association Best Practices Committee.
- Met with Access Services Manager Lucas McKeever to provide direction on how to conduct employee evaluations to ensure consistency among management team.
- Continued to administer both State and Federal grants to ensure adherence to requirements and timeline.

**Business Office – Katelyn Vabalaitis**

- Katelyn created a Manager Evaluation via Google Forms, allowing staff to give anonymous feedback on their managers and Administration. About half of the staff responded, giving very thoughtful feedback.
- Katelyn continues to investigate reporting functions in Munis. Progress has been made on finding a report that can list expenditures by department, but more work needs to go into macros or other ways to easily format the reports.
- The Village's Finance Department is working on setting up the payroll and Human Resources modules in Munis and both are scheduled to go live in January. Katelyn and Business Office Assistant Scott Anderson proofread personnel data and provided assistance to finance staff when asked.
- The Business Office has taken over the job posting process when positions become available.

**Adult & Teen Services – Lizzie Matkowski**

- Program highlights in June included: Tie-Dye for Adults and Teens, Next Chapter Book Club, Beginner Genealogy Help drop-in session, Maker Monday to Go Felt

No-Sew Sloths, Maker Monday to Go Create Like Mae Jemison, How to Be a Better Ally, OutWords Journey Storytelling at Fishel Park, Illinois Library Presents An Evening with Michelle Zauner, and Dave Rudolf's Beach Party.

- Amanda began outreach with a local YMCA teen group; their first project was watercolor watermelons.
- I revised a good portion of the ATS department training materials in preparation for new hires and attended a planning meeting for a presentation I will be co-leading at the SWANx conference in August.
- ATS has experienced some exciting staffing changes! In June, we welcomed Jaymie as a new full-time Librarian. Anna moved up from part-time to full-time Librarian. Andrew moved from part-time Assistant to part-time Librarian and in July, Tim will move from part-time to full-time Assistant!
- Summer reading prize pickup started in June.

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

- Programming was very well attended in June and has mostly moved back into our Program Room. We have also dropped registration requirements for our storytimes, something in place since the start of the pandemic, and have received very positive feedback on doing so. During the month of June, we held 47 programs with 2,059 attendees.
- On June 12, Outreach Coordinator Erin Linsenmeyer and Library Assistant Gracie Ruyle attended EQDG's Pride in the Parking Lot and represented the library. They brought our button maker to have attendees design their own buttons and brought library swag, book lists, and presented a storytime. They celebrated the day with over 400 people.
- The Kids Room is holding programs in Fishel Park again this summer and our first program was scheduled for June 6. Unfortunately, it was rained out, but our second program on June 22 went on as planned. Kristin Purcell, Library Assistant, held a toddler Bean Bag Fun program that brought 33 people out to the park.
- Prize pickup for the Summer Reading Club started on June 6. We have been very busy handing out prizes and are very pleased with our turnout. During the month of June, 958 kids received at least their first prize, 327 in the Read-to-Me club and 631 in the Readers club. Kids have until August 7 to read and pick up their prizes.
- Our Summer Volunteer program returned this summer and we have 42 volunteers signed up. Reference and Technology Coordinator Sharon Hrycewicz held several orientation sessions during the first two weeks of June to train our volunteers on their summer tasks. Volunteers are teens and tweens in grades 6-12 who help hand out our prizes or do clerical tasks around the department. We are very glad to have them helping out!

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

- This month we circulated 849 locker holds. Lockers continue to be very popular!
- The annual budget for the Circulation Department was created and turned into Julie. Additionally, we are continuing to work on writing staff evaluations.
- The first PRISM meeting for LGBTQIA staff was held this month and we are very thankful to have this affinity group available for our staff.
- Library hours were adjusted to accommodate Grove Fest. We closed the book drops during festival hours to avoid unwanted items being placed in the book drops. We learned this the hard way a few years ago when a smoke bomb was placed in the book drop during the fest!
- We had a record setting month for library card applications - 320 applications were completed this month! 287 of those applications were new and renewal DG residents and 33 were cardholders from outside of SWAN.
- We have put the final touches on our new restricted use library card information sheet and card application for PADS residents. These new forms will be sent over to PADS in the next month.
- Our used books at The Rack at the Track are being used and taken as we had hoped. In fact, a patron from Geneva called to thank us for a book they found on the Metra that had a Rack at the Track label on it. We look at this program as an excellent second life for many withdrawn books.

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

- There were quite a few staffing changes in IT this month. With the departure of Computer Help Desk Associate Elizabeth Stamper, a 28-hour IMRF position became available. Computer Help Desk Associate Jameson Ghalioungui shifted to that position. Congrats to Jameson – many of his regulars will certainly be thrilled with this move!
- Computer Help Desk Supervisor Lauren Cantore Gonzalez and IT Manager Paul Regis interviewed for an open Computer Help Desk Associate position. There were a handful of applicants, which they narrowed down to four. Former Circulation Clerk Saba Ali joined the ranks with a mid-July start date in mind. Welcome aboard, Saba!
- Computer Help Desk Associate Andrew Pawlak resigned for a full-time IT job in mid-June after nearly nine years in IT and a few years prior to that working in Circulation. Congratulations to Andrew and all the best!
- With Andrew Pawlak's departure, Charlie Michka joined the department as a new Associate in late June. Welcome to IT, Charlie!
- Paul met with representatives from Yubico to discuss USB security keys that will be required for multifactor authentication, part of the cyber liability coverage requirements. The keys can connect via USB on a computer or NFC to authenticate wirelessly with a phone when using untrusted devices. It is a fairly seamless process and staff shouldn't be heckled once authenticated on their

regularly used devices. The keys should be arriving in mid-July and will be distributed to full-time staff soon after to start with.

- For outreach, Technology Trainer Annie Jagielski taught a class on Android phones at the Downers Grove Township Center in mid-June.

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

- The PR Team launched June's Pride celebration, including the webpage; social media posts; and promotion around the library's Pride storytelling event and inclusivity panel.
- The Outwards Journey storytelling event was a huge success, with over 75 attendees, despite the rain!
- Juneteenth was celebrated in the library and the PR team promoted the Juneteenth webpage, which featured information about what Juneteenth is, what the flag represents, books/materials to learn more, local celebrations, and library programs featuring Black excellence.
- Vera Olekanma's African clothing was featured in the library's gallery space. Rave reviews poured in throughout the month expressing appreciation, gratitude, and awe.
- Outreach continues to be successful, with approximately 470 community members visiting outreach tables in June.
- Summer Reading Club continues to be a big draw, with the Summer Reading Club webpage coming in at #2 for page views on our site (behind our homepage).
- The PR Team shared voting information with patrons via the Voters Corner webpage, which was #3 in page views, with approximately 5,000 views for the month of June.
- Cindy worked with the chairs of the RAILS BIPOC Networking Group on an upcoming Rights in the Workplace webinar.
- The Cover to Cover Podcast team (Cindy, Lauren Gonzalez, Computer Helpdesk Supervisor, and Ed Bromiel, Media Lab Coordinator) recorded July's episode, featuring Swapna Gigani, Board President, and Organization of the Month, TEACH Empowers.
- The PR Team worked on the July/August issue of Discoveries.

### **Access Services – Lucas McKeever**

- The Access Services Department is excited to have Kelly Kobayashi joining us from the Circulation Department starting on Monday, July 11.
- Lucas worked with Allyson and Erin from the Kids Room to recategorize 150 items into the newly created J World Languages collection.
- Due to connectivity issues following the merger of Sprint and T-Mobile, Paul from IT ordered T-Mobile Franklin T-10 hotspots to replace our Sprint devices. Lucas

coordinated with PR and Michelle in Access Services to add these items to the catalog as quickly as possible.

- We are finalizing our periodical renewal with EBSCO and planning to submit our renewal by July 31, 2022 in order to receive a 1% credit from our total bill to use the following year.

	<b>Adult &amp; Teens</b>	<b>Kids</b>	<b>Both</b>
<b>Items Added</b>			
<b>Print</b>	1053	604	
<b>AV</b>	229	62	
<b>Items Discarded</b>			
<b>Print</b>	520	502	
<b>AV</b>	396	15	
<b>Items Repaired</b>			489
<b>Items Reclassified</b>			93

### **Building Operations – Ian Knorr**

- Simplex was out and replaced a smoke detector head that was malfunctioning due to old age.
- Miles from Fitzgerald's Electric provided us with a quote for a new electrical service panel in the IT Server Room and additional outlets.
- Building Operations cleaned all roof drains and performed necessary PM's on the roof system.
- Trane performed the PM's on RTU1 and RTU2. During their inspection it was noted that an auxiliary contactor has failed (the unit is still operational) and a replacement has been ordered.
- Ian met with Lizzie M. and Amanda K. from ATS to finalize the game list for the teen arcade cabinet. The cabinet should be complete in the next week or shortly after.
- We held a fire drill with the assistance of the Downers Grove Fire Department. It was noted by the Battalion Chief that staff and patrons were out of the building in under 3 minutes. They were very happy with how well we evacuated the building.
- Ian has been in contact with Bill Budds of the DGPD for ALICE (active shooter) training for library staff and the possibility of an active shooter drill. We have two dates narrowed down and are just waiting to finalize the date.

- Fitzgerald's Electric installed the new service panel in the IT Server Room and 48 new outlets.
- New cameras were installed in the building; one at the Circulation desk, one upstairs outside the Quiet Study Room, and one at the exterior of the south entrance.

June						
Circulation	JUN 22	%	JUN 21	%	JUN 20	%
<b>Checkouts</b>						
Selfchecks	37,232	75.72%	39,759	75%	168	1%
Staff desk	11,089	22.55%	13,393	25%	17,594	99%
Lockers	849	1.73%	0		0	
<b>Total checkouts</b>	<b>49,170</b>		<b>53,152</b>		<b>17,762</b>	
<b>Renewals</b>						
Auto-renewal	31,613		28,776		36,960	
Selfchecks	1		11		0	
Staff desk (incl. phone)	392		365		176	
Patron self-renewals on website	0		488		507	
Patron self-renewals on BookMyne	0		0		4	
BlueCloud Mobile/Web services (22 & 11)	714		134		43	
<b>Total renewals</b>	<b>32,720</b>		<b>29,774</b>		<b>37,690</b>	
<b>Total item checkout and renewals</b>	<b>81,890</b>		<b>82,926</b>		<b>55,452</b>	
<b>Digital Circulation</b>	<b>12,106</b>		<b>11,525</b>		<b>13,391</b>	
<b>Total Circulation</b>	<b>93,996</b>		<b>94,451</b>		<b>68,843</b>	
<b>Reserves Processed</b>						
Received from ILL	4,450		5,114		0	
ILL sent	4,228		4,189		0	
OCLC requests processed	172		153		0	
<b>Gate Count</b>						
North	19,208		15,174		0	
South	13,550		9,174		0	
<b>Total</b>	<b>32,758</b>		<b>24,348</b>		<b>0</b>	
Lockers	849		0		0	
<b>Gate Count and Lockers Total</b>	<b>33,607</b>		<b>24,348</b>		<b>0</b>	
<b>Curbside Count</b>	<b>0</b>		<b>410</b>		<b>0</b>	
<b>Registrations</b>						
New resident library cards	265		185		88	
New fee cards	7		2			
Professional Development Hours	45		32		10	
Cost of Professional Development	\$0		\$0		\$0	

**Circulation**

	Jun 2021	Jun 2022	YTD Totals			
Adult	40,001	39,079	205,777	204,855		
Teen	2,737	2,400	11,220	10,883		
Children	40,188	40,411	181,887	182,110		
Download	11,525	12,106	73,129	73,710	YTD Difference	
<b>Total</b>	<b>94,451</b>	<b>93,996</b>	<b>472,013</b>	<b>471,558</b>	-455	-0.1%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,175	66.98%	3,053	7.81%	6,441	16.48%	3,410	8.73%	39,079
Teen	2,353	98.04%	0	0.00%	15	0.63%	32	1.33%	2,400
Children	35,654	88.23%	1,236	3.06%	2,337	5.78%	1,184	2.93%	40,411
<b>Total</b>	<b>64,182</b>	<b>78.38%</b>	<b>4,289</b>	<b>5.24%</b>	<b>8,793</b>	<b>10.74%</b>	<b>4,626</b>	<b>5.65%</b>	<b>81,890</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,538	75.72%	15,352	9.81%	16,157	10.32%	6,499	4.15%	156,546
Children	79,232	86.48%	2,916	3.18%	7,513	8.20%	1,963	2.14%	91,624
<b>Total</b>	<b>197,770</b>	<b>79.69%</b>	<b>18,268</b>	<b>7.36%</b>	<b>23,670</b>	<b>9.54%</b>	<b>8,462</b>	<b>3.41%</b>	<b>248,170</b>

**Book Collection**

	Jun 2021	Jun 2022	YTD Totals		YTD Difference	
Adult	120,283	118,538				
Children	81,188	79,232				
<b>Total</b>	<b>201,471</b>	<b>197,770</b>	<b>201,471</b>	<b>197,770</b>	-3,701	-1.8%

**Audio Collection**

	Jun 2021	Jun 2022	YTD Totals		YTD Difference	
Adult	15,691	15,352				
Children	2,875	2,916				
<b>Total</b>	<b>18,566</b>	<b>18,268</b>	<b>18,566</b>	<b>18,268</b>	-298	-1.6%

**Video Collection**

	Jun 2021	Jun 2022	YTD Totals		YTD Difference	
Adult	15,006	16,157				
Children	8,098	7,513				
<b>Total</b>	<b>23,104</b>	<b>23,670</b>	<b>23,104</b>	<b>23,670</b>	566	2.4%

**Miscellaneous Collection**

	Jun 2021	Jun 2022	YTD Totals		YTD Difference	
Adult	7,080	6,499				
Children	1,962	1,963				
<b>Total</b>	<b>9,042</b>	<b>8,462</b>	<b>9,042</b>	<b>8,462</b>	-580	-6.4%

### Rooms & Spaces

	Jun 2021	Jun 2022				
Community Use of Rooms	366	1,305				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	127				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>366</b>	<b>1,432</b>	<b>YTD Totals</b>	<b>5,966</b>	<b>YTD Difference</b>	<b>728.6%</b>

### Programs Offered

Library Programs Offered		Jun 2022		
Adult		38		
Teen		5		
Children		55		
Self-Directed Programs Offered				
Adult		10		
Teen		7		
Children		4	<b>YTD Totals</b>	
<b>Programs Offered Total</b>		<b>119</b>		<b>693</b>

### Program Attendance

Library Program Attendance		Jun 2022		
Adult		750		
Teen		40		
Children		1,047		
Self-Directed Program Attendance				
Adult		1,546		
Teen		150		
Children		222	<b>YTD Totals</b>	
<b>Program Attendance Total</b>		<b>3,755</b>		<b>22,237</b>
Virtual Program Views Total		278		2,139

### Website Views

	Jun 2021	Jun 2022	YTD Totals	YTD Difference
Total Website Views	36,165	38,173	162,844	180,571
				17,727
				10.9%

## Statistics for June 2022 (FY Jan-Dec)

### Library Visits

	Jun 2021	Jun 2022				
Gate Count	24,758	32,758				
Locker Pickups	0	849	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>24,758</b>	<b>33,607</b>	<b>121,210</b>	<b>130,059</b>	<b>8,849</b>	<b>7.3%</b>

### One-on-One Services

	Jun 2021	Jun 2022				
One-on-Ones	13	30				
Homebound	0	8				
Notary	3	31	YTD Totals		YTD Difference	
<b>Total Sessions</b>	<b>16</b>	<b>69</b>	<b>117</b>	<b>351</b>	<b>234</b>	<b>200.0%</b>

### Computer User Sessions

	Jun 2021	Jun 2022				
Adult	1,673	1,641				
Children	0	306	YTD Totals		YTD Difference	
<b>Total</b>	<b>1,673</b>	<b>1,947</b>	<b>6,691</b>	<b>11,516</b>	<b>4,825</b>	<b>72.1%</b>
Wireless Sessions	784	1,286	2,562	5,922	3,360	131.1%

### Printing Services

	Jun 2021	Jun 2022				
Poster	0	7				
3D	4	14	YTD Totals		YTD Difference	
<b>Total Prints</b>	<b>4</b>	<b>21</b>	<b>91</b>	<b>103</b>	<b>12</b>	<b>13.2%</b>

### The Cupboard

	Jun 2021	Jun 2022	YTD Totals		YTD Difference	
Total Donations	5,152	1,786	7,803	15,321	7,518	96.3%