

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order, Pledge of Allegiance, Land Acknowledgment
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. July 27, 2022 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. July 2022 Financial Report
 - b. August 2022 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
 - a. Circulation Department Presentation
8. New Business
 - a. Art Donation by Downers Grove Public Library Foundation Requested Action: Approval
 - b. Suspension of Library Privileges Appeal Requested Action: Denial
 - c. Library Director Evaluation Process and Timeline Requested Action: Discussion
9. Unfinished Business
 - a. 2023 Budget and Levy Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

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

DRAFT MINUTES

1. **Call to Order.** President Gigani called the meeting to order at 7:32 p.m. and read aloud the Downers Grove Public Library Land Acknowledgement. Trustee Nienburg suggested the Board recite the Pledge of Allegiance at the beginning of every meeting as well. The Board agreed and President Gigani led the room in the Pledge of Allegiance.

2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, President Swapna Gigani. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Public Relations Manager Cindy Khatri, Ken Lerner from the Pierce Downer Heritage Alliance, and Ed Pawlak.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.

4. **Approval of Minutes.**

- a. June 28, 2022 Regular Meeting. Trustee Nienburg noted a few items that were missing from the minutes that should have been included:
 - In Agenda Item 7 Public Comments on Agenda Items, Trustee Nienburg was asked why he joined the Library Board. Two of his reasons were listed, but his third reason, to support the library in its evolution and preparation for the future, needs to be added.
 - In Agenda Item 9B Transfer to Library Capital Replacement Fund from Library Fund, Trustee Nienburg made a motion to table the transfer pending the full budget discussion at the July 27, 2022 meeting.
 - In Agenda Item 12 Trustee Comments and Requests for Information, Trustee Nienburg noted the sound quality on the Board meeting recordings was difficult to hear over Village TV.

It was moved by Humphreys and seconded by Nienburg THAT the Minutes of the June 28, 2022 Regular Monthly Meeting be approved as amended.
Motion passed by voice vote.

5. Financial Matters.

- a. June 2022 Financial Report. Library Director Julie Milavec presented the report. The packet included both expenditure and revenue reports for June and the figures were correct to the best of Administration's knowledge. Business Office Manager Katelyn Vabalaitis is still working through reporting issues with the Village. It was noted that expenditure line 5870, Capital Equipment over \$20,000, will change in next month's report. In the FY 2021 audit, the Village's auditor reclassified a December 2021 invoice for the study table down payment as a 2022 expense, because the tables were not received until 2022.

The library is 50% through the year. The first half of property taxes posted, so revenues are at 54.77% received. More property taxes will be coming in over the next month or so. Milavec also commented that the library has received significant more personal property replacement tax than expected. Expenditures are 44.21% spent as of June 30. The lines that are over budget are exceeding the budget by expected amounts.

Trustee Nienburg asked staff to look into other financial report options, such as a quarterly variance report, that would allow the Board to look at performance versus budget on a month-by-month basis rather than percentage spent over a calendar year.

- b. July 2022 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of July 2022 Capital Replacement Fund invoices totaling \$12,062.50, the payment of July 2022 Operating Fund invoices totaling \$172,961.62, the acceptance of July 2022 credit memos totaling \$65.46, and the ratification of June 2022 payrolls totaling \$246,632.59 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

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

7. Public Comment on Other Library Business. President Gigani invited comment. Ken Lerner of the Pierce Downer Heritage Alliance presented a check for \$1,000 to the Board of Library Trustees. The Heritage Alliance wanted to sponsor a memorial planting and plaque to honor Former Mayor of Downers Grove Betty Cheever. Library Director Julie Milavec has been working with Heritage Alliance member Sue Farley on the arrangements. A planting has been added to the Garden Walk and a plaque is in the works. The dedication for the memorial will be on September 10 and the Heritage Alliance will be publicizing the dedication through their channels and hopes the library can publicize as well.

8. **New Business.**

- a. Suspension of Library Privileges Appeal. Patron Clifford Konicki requested that his one-year suspension of library privileges be reviewed by the Board. Prior to the meeting, Library Director Julie Milavec sent trustees documentation and the video of the incident that led to Mr. Konicki's suspension. Trustee Nienburg commented that he struggled with how to classify this incident but felt that the library jumped to the maximum penalty when Mr. Konicki's actions, while odd, could not be classified as lewd. By putting the penalty at a year, his offense was placed ahead of some pretty serious and offensive behavior.

Trustee Dougherty agreed with Trustee Nienburg that the offense did not meet the definition of lewd. She recognized that there have been multiple incidents at the library involving Mr. Konicki and wondered if there was another level of penalty that would be more appropriate but also respect that staff have had to deal with this issue and repeated issues.

Other trustees also agreed that while not necessarily lewd, it was hard to classify the incident without knowing the intent or if there were any witnesses, aside from a library staff member.

It was moved by Nienburg and seconded by Dougherty THAT the penalty for Clifford Konicki's actions be amended to a three-month suspension of library privileges. Roll call: Ayes: Dougherty, Nienburg, Gigani. Nays: Humphreys, Kuntia. Abstentions: None.

- b. 2023 Budget and Levy Drafts. Library Director Julie Milavec presented three different levels of tax levy for the Board to consider. The budgeted expenditures were identical in all three drafts. Milavec noted that there will be some updates coming to personnel lines as the library is actively filling positions. The personnel lines showed an increase of 5.7%, but Milavec is hoping to have a better estimate on benefits renewal numbers by the next meeting. The non-personnel expense lines show a 6.9% increase, with the biggest drivers being the following:
- Seminars, Conferences, and Meetings (5303) – increase in mileage and meal/meeting costs
 - Professional Services (5315) – update to salary structure with HR consultant, strategic planning consultant, EDI consultant, and outside programming
 - Printing Services (5380) – Discoveries printing costs have drastically increased and will increase more with the plan to return to a 12-page issue in 2023

- Postage (5392) – expecting two increases of two cents per piece next year
- Other Equipment Repair and Maintenance (5470) – increase for the pickup lockers maintenance contract
- Library Materials (5851-5853) – electronic resources have a drastic increase
- Capital Equipment over \$20,000 (5870) – staff anticipate paying more for ongoing furniture replacements
- Intangible Assets – Software (5880) – staff anticipate software costs continuing to rise

On the revenue side, Milavec ran through three options for the levy and discussed the impacts to taxpayers and the Library Fund with each option.

Trustee Nienburg noted that economists hope inflation is mitigated by 2023 and the library has done a good job absorbing inflation rates so far. He does not think the Board should raise the levy based on continued inflation pressures.

Milavec asked the Board what kind of levy they would like to see in August. Nienburg commented that he is looking for a balance between mitigating the levy and tightening expenditures. He would have a hard time supporting anything higher than a flat rate.

There was discussion about the planned renovation project and if it makes sense to do it right now with costs so high. Trustee Humphreys commented that after touring workrooms and seeing some staff working conditions, he's trying to find a balance between finding ways to tighten some things up but still proceed with the renovation project. His concern with delaying the project is that it will create issues with staff recruitment and staff retention. Milavec noted that the Board can still go out to bid on the project and if they are not comfortable with the bids received, they can wait on the project and rebid at a later date. Trustee Khuntia commented that her concern is with equitable workspaces for staff and does not want to lose staff because of this issue.

Trustee Dougherty noted that the library cannot keep taking on new services without stopping others, especially when trying to control the cost of staffing. She is looking forward to the strategic planning process where staff and the Board can decide what direction the library and its services should go, and she encouraged the library to continue showing taxpayers what services their dollars are going towards.

- c. Capital Needs Assessment 2017-2027 Update. Library Director Julie Milavec presented an update to the report, noting that the goal was to codify what was discussed in May while looking at adding the renovation project into the Capital Needs Assessment. Library law requires the library to have a spending plan for this special reserve fund and for it to be updated annually.

It was moved by Nienburg and seconded by Humphreys THAT the Capital Needs Assessment Report 2017-2027 update to Projects and Estimated Costs be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

9. Unfinished Business.

- a. Strategic Planning Request for Proposals. Per the discussion at last month's meeting, Library Director Julie Milavec updated the background statement and added deliverables to the request for proposals.

It was moved by Khuntia and seconded by Nienburg THAT the Strategic Planning Request for Proposals be released as presented. Motion passed by voice vote.

- b. Workroom Renovation Project - Release to Bid. The full bid specifications will be ready next week but staff have the drawings and know what will be included. The library feels confident in moving forward with the bid process. Library Director Julie Milavec reminded the Board that they do not have to accept any of the bids.

It was moved by Humphreys and seconded by Khuntia THAT the Workroom Renovation Project be released for public bid. Motion passed by voice vote.

- ## **10. Library Director's Report.**
- Library Director Julie Milavec presented her report. There is still a vacancy on the Board. The new arcade cabinet is up in Teen Central. The branding will come soon. The Forever Four Beatles exhibit with Republic Bank is upstairs and the actual event is tomorrow evening. Board President Swapna Gigani is on the July episode of the Cover to Cover podcast and Milavec will be on in August. If any trustee wants to attend the ILA Conference Trustee Day, it will be on Thursday, October 20 in Rosemont.

- a. Public Relations Department Presentation. Public Relations Manager Cindy Khatri presented her report. The PR Department supports the public and library staff by sharing library news clearly, efficiently, and mindfully. They are frequently the first and last touchpoint for patrons in the library, from the website to the signs on the building's doors. The department has to balance serving internal staff and external patrons and Khatri gave examples of both.

Trustee Humphreys commended the PR department for expanding the library outside of the building's walls.

11. Trustee Comments and Requests for Information.

Trustee Nienburg commented on how surprised he was at the number of incidents that occur at the library. He asked what the library has done in regards to active shooter plans and other preparations. Library Director Julie Milavec noted that staff will be doing active shooter training with the DG Police Department on August 26 during Staff In Service Day. The police department has done walkthroughs with library security staff to discuss ways to handle threats and lockdowns.

Trustee Dougherty suggested reviewing the list of infractions and penalties now that the library has adopted a newer safety and security model. Assistant Library Director Jen Ryjewski noted that staff will review and expand the infraction/penalty listed but acknowledged that it is hard to account for every possible incident that may occur.

12. Adjournment. President Gigani adjourned the meeting at 10:06 p.m.

DOWNERS GROVE LIBRARY 7/31/2022

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,403,922	\$ 397,114
FUND BALANCE	1,353,513	\$ 397,114

REVENUE BY OBJECT REPORT
7/1/2022 THROUGH 7/31/2022

ACCOUNT	ACCOUNT NAME	ADJUSTED ESTIMATE	REVENUES	YEAR-TO-DATE REVENUES	BALANCE	PERCENT RCVD
80520000 410100	CURRENT PROPERTY TAXES	5,862,439.00	52,971.50	3,135,781.30	2,726,657.70	53.49%
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	32,156.79	162,928.49	-102,928.49	271.55%
80590971 441000	SALES OF MATERIALS	2,000.00	535.63	3,311.12	-1,311.12	165.56%
80590971 450200	CHARGES FOR SERVICES	10,000.00	1,433.32	36,012.47	-26,012.47	360.12%
80590971 450900	FEES FOR NON-RESIDENTS	8,000.00	1,551.00	11,003.00	-3,003.00	137.54%
80590971 457100	RENTAL FEES	2,000.00	220.00	1,430.00	570.00	71.50%
80590971 458100	FINES	0.00	190.24	790.09	-790.09	0.00%
80590971 459000	COST RECOVERED FOR SERVICES	8,500.00	1,563.45	7,433.15	1,066.85	87.45%
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	2,968.58	5,697.71	-3,197.71	227.91%
80590971 482000	CONTRIBUTIONS, OPERATING	5,000.00	1,000.00	3,442.92	1,557.08	68.86%
Grand Totals		6,033,128.00	94,590.51	3,399,139.04	2,633,988.96	56.34%

EXPENDITURE BY OBJECT REPORT
7/1/2022 THROUGH 7/31/2022
Capital Replacement Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	411,600.00	12,062.50	219,951.49	191,648.51	53.40

EXPENDITURE BY OBJECT REPORT
7/1/2022 THROUGH 7/31/2022
Operating Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		YTD EXPENDED	AVAILABLE BUDGET	% USED
		APPROPRIATION	EXPENDITURES			
510100	SALARIES, EXEMPT	1,733,543.38	201,279.75	949,478.69	784,064.69	54.80
511100	SALARIES, NON-EXEMPT	338,730.61	49,390.50	227,587.50	111,143.11	67.20
511900	PART-TIME EMPLOYEE WAGES	1,286,018.09	125,938.82	680,947.07	605,071.02	53.00
513100	IMRF PENSION CONTRIBUTIONS	240,632.68	27,586.64	134,694.25	105,938.43	56.00
513300	MEDICARE CONTRIBUTIONS	48,695.16	5,399.31	26,510.55	22,184.61	54.40
513400	SOCIAL SECURITY CONTRIBUTIONS	208,213.83	23,085.50	113,349.63	94,864.20	54.40
519000	LIFE INSURANCE	1,366.20	70.71	505.03	861.17	37.00
519100	HEALTH INSURANCE	496,336.20	33,178.40	236,178.87	260,157.33	47.60
519500	OPTICAL INSURANCE	1,925.91	145.41	1,014.11	911.80	52.70
519700	DENTAL INSURANCE	32,871.93	2,536.14	17,702.61	15,169.32	53.90
521000	SUPPLIES	108,750.00	6,271.19	52,495.66	56,254.34	48.30
525100	MAINTENANCE SUPPLIES	21,750.00	1,810.06	11,495.91	10,254.09	52.90
528000	SMALL TOOLS & EQUIPMENT	29,900.00	2,831.52	11,515.47	18,384.53	38.50
530200	DUES AND MEMBERSHIPS	7,500.00	1,739.00	6,104.00	1,396.00	81.40
530300	SEMINARS, CONFERENCES& MEETINGS	28,600.00	1,443.94	11,032.46	17,567.54	38.60
530800	RECOGNITION PROGRAM-STAFF	5,000.00	440.97	4,125.09	874.91	82.50
531500	PROFESSIONAL SERVICES	75,200.00	8,279.84	50,721.06	24,478.94	67.40
532200	PERSONNEL RECRUITMENT	1,000.00	201.33	1,036.69	-36.69	103.70
532300	SPECIAL LEGAL	6,000.00	0.00	1,567.50	4,432.50	26.10
534600	DATA PROCESSING SERVICES	119,495.00	16,707.25	88,556.81	30,938.19	74.10
538000	PRINTING SERVICES	27,250.00	4,671.00	12,963.00	14,287.00	47.60
539100	TELEPHONE	17,000.00	1,436.24	11,188.54	5,811.46	65.80
539200	POSTAGE	29,000.00	0.00	9,338.97	19,661.03	32.20
540700	ADVERTISING & PUBLIC RELATIONS	19,500.00	2,184.66	7,854.60	11,645.40	40.30
542000	INSURANCE - OTHER POLICIES	70,700.00	0.00	61,940.00	8,760.00	87.60
543000	BUILDING MAINTENANCE SERVICES	92,000.00	29,047.93	51,212.65	40,787.35	55.70
545000	CLEANING SERVICES	80,000.00	5,453.78	50,855.10	29,144.90	63.60
546100	UTILITIES	24,250.00	2,912.71	21,600.85	2,649.15	89.10
547000	OTHER EQUIPMENT R & M	11,500.00	4,369.40	15,188.75	-3,688.75	132.10
548100	RENTALS	18,000.00	3,042.88	10,176.69	7,823.31	56.50

EXPENDITURE BY OBJECT REPORT
7/1/2022 THROUGH 7/31/2022
Operating Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
562000	RECOVERABLES	4,000.00	0.00	105.94	3,894.06	2.60
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	0.00	2,500.00	0.00
577000	CAPITAL EQUIPMENT	58,000.00	6,510.98	56,615.08	1,384.92	97.60
585100	ELECTRONIC RESOURCES	245,800.00	34,589.84	154,738.82	91,061.18	63.00
585200	PRINT MATERIALS	348,150.00	28,143.35	164,191.54	183,958.46	47.20
585300	AUDIOVISUAL MATERIALS	146,200.00	10,161.15	52,591.12	93,608.88	36.00
587000	CAPITAL EQUIPMENT	60,000.00	0.00	104,402.55	-44,402.55	174.00
588000	INTANGIBLE ASSETS (SOFTWARE)	59,500.00	3,706.86	33,320.34	26,179.66	56.00
	Total 805 LIBRARY FUND	6,104,878.99	644,567.06	3,444,903.50	2,659,975.49	56.40

INVOICE LISTING - AUGUST 2022
Capital Replacement Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
14548	PRODUCT ARCHITECTURE + DESIGN	1	18,000.00

GRAND TOTALS:	1	18,000.00
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INVOICES OF NOTE

For Library Board Meeting on August 24, 2022
Capital Replacement Fund

14548	Product Architecture + Design (Workroom Construction Documents)	\$18,000.00
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INVOICE LISTING - AUGUST 2022

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360CLEAN	1	5,350.00
10255	4IMPRINT, INC	2	4,952.90
20036	ALFONZO PRIMER	1	700.00
18213	AMAZON CAPITAL SERVICES, INC.	3	314.92
20916	ANDERSEN VOINOVICH	1	400.00
403	AT&T	1	267.21
672	BAKER & TAYLOR BOOKS	14	943.21
16893	BIBLIOTHECA, LLC	1	990.20
829	BLACKSTONE AUDIOBOOKS	24	1,764.38
7517	BOOKFLIX, SCHOLASTIC, INC.	2	155.95
200079	BRETT STROMBERG	1	100.00
14684	CAVENDISH SQUARE PUBLISHING	1	183.33
1264	CDW GOVERNMENT, INC.	2	1,053.47
8323	CENGAGE LEARNING	13	819.70
1277	CENTER POINT PUBLISHING	3	209.73
1377	CHICAGO TRIBUNE	1	139.42
1459	CINTAS CORPORATION #344	2	103.78
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	817.88
2056	DEMCO, INC.	1	572.15
3565	DEPARTMENT OF EMPLOYMENT SECURITY	1	10,388.00
2359	DOWNERS GROVE SANITARY DIST.	2	209.77
2539	EBSCO SUBSCRIPTION SERVICES	1	13,820.61
200085	ELIZABETH NORTON	1	50.00
5572	FIA CARD SERVICES, N.A.	16	9,055.73
9775	FINDAWAY WORLD, LLC	7	651.96
17510	FIRST COMMUNICATIONS, LLC	1	550.50
16977	GARVEY'S OFFICE PRODUCTS, INC.	8	968.84
19863	GARY WENSTRUP	1	350.00
13544	GOOGLE, INC.	1	990.00
3188	GRAHAM CRACKERS COMICS, LTD.	1	365.83
8770	GRAINGER	6	388.94
3249	GREY HOUSE PUBLISHING	1	295.70
200078	GRIMARD WILSON CONSULTING INC	1	900.00
8206	HR SOURCE	1	150.00
9880	IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC	1	1,925.02
17608	IMPACT NETWORKING, LLC	1	88.99
200081	INCREDIBLEBATS INC	1	370.00
3688	INGRAM LIBRARY SERVICES, LLC	38	20,547.85
17517	ITSAVVY, LLC	1	21,303.63
200060	JANE HALDEMAN	1	150.00
14796	JIM GILL INC	1	850.00
17633	KAREN BONAREK	2	146.05
16519	KIRA RIDDLE	1	18.90

INVOICE LISTING - AUGUST 2022**Operating Fund**

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
200073	MAGGIE MEINERS PROJECTS LLC	1	400.00
5056	MATTHEW BENDER & CO., INC.	1	56.67
5613	MEDLIN COMMUNICATIONS, INC.	1	703.11
5866	MIDWEST TAPE	15	4,875.40
200077	MINDFUL PROGRAMS LLC	1	350.00
6161	NICOR GAS	1	2,579.80
19473	OC CREATIVE, INC.	1	400.00
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	3	11,867.48
18491	PEOPLEFACTS, LLC	1	216.77
6640	POLONIA BOOKSTORE, INC.	1	120.13
6698	PRINT SMART	2	370.43
18708	QUIPU GROUP, LLC	1	2,785.00
16384	RENELL, ALLYSON	1	30.00
20030	RGW CONSULTING, LLC	1	2,250.00
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	11.94
3567	TECHNOLOGY MGMT REV FUND	1	126.00
19483	THE LANGUAGE LABS	1	270.00
6859	THRYV	1	15.71
8377	TIVOLI ENTERPRISES INC	1	900.00
13611	TRACI SKOCIK	1	24.36
16841	TSAI FONG BOOKS, INC.	1	41.81
200086	TYRIANNA JONES	1	300.00
8539	U S TOY CO, INC.	1	201.66
11517	UNIQUE MANAGEMENT SERVICES, IN	1	10.30
6654	UNITED STATES POSTAL SERVICE	1	10,500.00
18458	URBAN ELEVATOR SERVICE, LLC	1	225.00
200087	WOLTER INC	1	647.54

GRAND TOTALS:**216****144,788.66**

INVOICES OF NOTE

For Library Board Meeting on August 24, 2022

10255	4Imprint, Inc. (PR Advertising and Supplies)	\$4,952.90
20036	Alfonzo Primer (Program Payment)	\$700.00
20916	Andersen Voinovich (PRISM Consulting)	\$400.00
200079	Brett Stromberg (Program Payment)	\$100.00
3565	Department of Employment Security (Unemployment Payout)	\$10,388.00
2539	EBSCO Subscription Services (Print Subscription Renewal)	\$13,820.61
200085	Elizabeth Norton (Program Payment)	\$50.00
19863	Gary Wenstrup (Program Payment)	\$350.00
200078	Grimard Wilson Consulting Inc (In Service Day Presentation)	\$900.00
200081	Incrediblebats Inc (Program Payment)	\$370.00
17517	ITSavvy, LLC (Wireless Network Hardware)	\$21,303.63
200060	Jane Haldeman (Program Payment)	\$150.00
14796	Jim Gill Inc (Performance Fee)	\$850.00
17633	Karen Bonarek (Employee Reimbursement)	\$146.05
16519	Kira Riddle (Employee Reimbursement)	\$18.90
200073	Maggie Meiners Projects LLC (Program Payment)	\$400.00
200077	Mindful Programs LLC (Program Payment)	\$350.00
18708	Quipu Group, LLC (PITS Subscription Renewal)	\$2,785.00
16384	Renell, Allyson (Employee Reimbursement)	\$20.00
20030	RGW Consulting - The Blackberry Collection (Consulting Services Retainer)	\$2,250.00
19483	The Language Labs (Spanish Storytime)	\$270.00
8377	Tivoli Enterprises Inc (Library Card Sign Up Movie Ticket Giveaway)	\$900.00
13611	Traci Skocik (Employee Reimbursement)	\$24.36
200086	Tyrianna Jones (Program Payment)	\$300.00
6654	United States Postal Service (Discoveries Postage)	\$10,500.00

Library Credit Card Details for the August 24, 2022 Board Meeting

Julie Milavec

971	5303 Seminars, Mtgs, & Conferences	ILA Conference Registration	\$	325.00
			Total	\$ 325.00

Katelyn Vabalaitis

971	5210 Supplies	Staff Room Supplies	\$	28.14
971	5280 Small Tools & Equipment	Extra File Cabinet Keys	\$	21.29
971	5303 Seminars, Mtgs, & Conferences	HR Training	\$	150.00
978	5391 Telephone	Comcast Monthly Payment	\$	476.35
			Total	\$ 675.78

Ian Knorr

978	5251 Maintenance Supplies	Cabinet Hinges, Extension Cord, Polishing Kit, Magnetic Sheets	\$	226.17
978	5280 Small Tools & Equipment	Magnetic Sheets, Cutting Kit, Hoses, Weed Trimmer	\$	468.41
			Total	\$ 694.58

Elizabeth Matkowski

971	5770 Capital Equipment	Office Furniture	\$	656.00
972	5210 Supplies	Teen Supplies	\$	13.89
972	5280 Small Tools & Equipment	Shelving, Adjustable Standing Desk Convertor	\$	367.18
972	5303 Seminars, Mtgs, & Conferences	PLA Webinar	\$	47.40
972	5852 Print Materials	Print Materials	\$	232.00
972	5853 AV Materials	Audiovisual Materials	\$	709.95
			Total	\$ 2,026.42

Karen Bonarek

972	5210 Supplies	Program Supplies	\$	134.45
972	5852 Printed Materials	Print Materials	\$	36.00
			Total	\$ 170.45

Cynthia Khatri

976	5210 Supplies	Office Supplies	\$	1.49
			Total	\$ 1.49

Sharon Hrycewicz

973	5210 Supplies	Program Supplies	\$	212.96
973	5853 AV Materials	Educational Toys and Puzzles	\$	471.72
			Total	\$ 684.68

Traci Skocik

973	5210 Supplies	Program Supplies	\$	577.99
973	5853 AV Materials	Educational Toys and Puzzles	\$	127.53
			Total	\$ 705.52

Allyson Renell				
971	5308	Staff Recognition	Retirement Party Meal	\$ 221.86
973	5210	Supplies	Children's Program Supplies	\$ 167.03
			Total	\$ 388.89
Christine Lees				
971	5210	Supplies	Lauren Babyshower Gift - Library Reimbursed by C. Lees	\$ 91.36
971	5303	Seminars, Mtgs, & Conferences	PRISM Group Meeting	\$ 55.99
971	5308	Staff Recognition	Board Recap Meeting Snacks	\$ 49.33
972	5210	Supplies	Teen Program Supplies	\$ 24.49
974	5210	Supplies	Office Supplies	\$ 426.36
			Total	\$ 647.53
Paul Regis				
975	5210	Supplies	Supplies	\$ 10.49
975	5280	Small Tools & Equipment	Lightning Cables	\$ 92.36
975	5880	Intangible Assets	Zoom, Google, Godaddy.com, Libsyn, Wasabi, Digital Insp.	\$ 844.22
			Total	\$ 947.07
Grace Goodwyn				
976	5210	Supplies	Paper and Supplies	\$ 123.81
976	5280	Small Tools & Equipment	Clips for Gallery Hanging	\$ 229.99
			Total	\$ 353.80
Jen Ryjewski				
971	5210	Supplies	In-Service Day Gifts and Supplies	\$ 425.41
971	5303	Seminars, Mtgs, & Conferences	ILA Annual Conference Registration	\$ 275.00
977	5210	Supplies	Supplies	\$ 97.70
978	5210	Supplies	Landscaping	\$ 128.50
978	5251	Maintenance Supplies	Mulch	\$ 35.88
			Total	\$ 962.49
Amanda Klenk				
977	5210	Supplies	Supplies	\$ 352.25
			Total	\$ 352.25
Lucas McKeever				
977	5210	Supplies	Supplies	\$ 13.99
972	5852	Print Materials	Magazine Subscriptions	\$ 35.10
			Total	\$ 49.09
Amanda Blau				
973	5210	Supplies	Program Supplies	\$ 70.69
			Total	\$ 70.69
Library Credit Card August 2022 Totals				\$ 9,055.73

PAYROLLS FOR JULY 2022

JULY 1	\$124,855.20
JULY 15	\$123,026.22
JULY 29	\$128,727.65
TOTAL JULY 2022 PAYROLLS	\$376,609.07

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022**

AGENDA ITEM 8A

Art Donation by Downers Grove Public Library Foundation

The Downers Grove Public Library Foundation is proposing the purchase of a new artwork for the library's collection. Generally, the Board of Library Trustees considers works for the permanent art collection that are diverse and of high artistic merit. The library's policy on art donations from the Downers Grove Public Library Foundation is:

2.15.4 Donation of Works of Art

The Board may accept donations of works of art from the Foundation. The Library Director or designee will determine, in consultation with the Board, the suitability of the proposed donation. Works of art donated to the library become solely the property of the library and subject to its policies and guidelines for deaccession and disposal. The Board of Library Trustees reserves the right to refuse the donation of any work of art.

The Foundation's Art Planning Committee, working with Library Director Julie Milavec and Children's Services Manager Allyson Renell, identified an original artwork to be placed on the red wall at the entrance to the Kids Room. The piece, TA-DA! (image attached) is the original artwork by Daria Peoples <https://www.dariapeoples.com/about> for the book *Show The World!* This original illustration is a color painting measuring 20"x30". The image is colorful, full of energy, and expresses a wonderful message of creativity and self-expression possibilities.

Foundation Art Planning Committee Chair Robin Tryloff will attend the Board meeting to answer any questions about the artwork and its purchase for donation to the library.

Recommended Action: Accept donation by the Downers Grove Public Library Foundation of artist Daria People's work *TA DA!* as presented.

TA-DA!

Are you ready to do
or say or create
something?

Do you know
what it will be?
There's no rush.
Take your time.

But when you're ready . . .

**SHOW THE
WORLD
ALL THAT
YOU CAN BE!**

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022**

Agenda Item 8B

Suspension of Library Privileges Appeal

On Monday, July 25, 2022 at approximately 4:30 p.m., Building Operations Monitor Andrew Thing was called by walkie-talkie to come to the Check Out Desk. Busy with another incident, Andrew took several minutes to arrive at the desk, where he was confronted by witness Mr. Brain Sewell. Circulation staff told Andrew that the woman involved, later identified as Ms. Diana Schlaman, had gone upstairs. When he arrived at the Adult and Teen Services (ATS) Desk, Adult and Teen Services Manager Lizzie Matkowski relayed Ms. Schlaman's complaints that a teen boy had poked/touched her while she was waiting for the elevator on the first floor and directed him to where Ms. Schlaman was using a public computer. Andrew listened to Ms. Schlaman's recounting of the incident and told her that he would investigate further. He then looked at our security camera footage to see if the incident or individuals involved were visible. They were not and he was called away to handle a maintenance matter. With his shift ending, Andrew explained the situation to Building Operations Monitor Tony Drufke so Tony could continue to look at the camera footage, but he was unable to locate any footage that showed the initial incident.

On Tuesday, July 26, Building Operations Director Ian Knorr and Library Director Julie Milavec arrived to find screenshots of witness "Sara Ann"'s Facebook posts in the closed group Downers Grove Parents with additional comments from others and a complaint from witness Mr. Brian Sewell. Both characterized Ms. Schlaman as shouting at the boys, with "Sara Ann" reporting that Ms. Schlaman "started slapping him on the shoulder." Ian was able to find security camera footage to piece together the incident. At 4:22 p.m., Ms. Schlaman enters the North doors, walks to, and waits by the elevator on the first floor. At the same time, on the second floor, two boys leave Teen Central area and walk past the ATS desk. One boy taps an uninvolved patron on her left shoulder, she smiles, and the boys descend the stairs. At 4:23 p.m., Circulation Clerk JR Donasco is seen ascending the stairs. He reports witnessing the boys descending quickly and "brushing up" against Ms. Schlaman as they pass. Ms. Schlaman then turned toward the Kids Room, beginning to yell and following the boys out of JR's range of sight. JR reported seeing the teen boys make contact with Ms. Schlaman and characterized it as unintentional. Two witnesses, one male and one female can be seen nearby. At 4:23:40, the Kids Room Desk camera shows Ms. Schlaman swatting/slapping one of the boys on shoulder. The female bystander intervenes and walks with the boys into the Kids Room while Ms. Schlaman walks back toward the elevator and goes upstairs. The female witness approached the Kids Room Desk staff about the incident and was told that security had been called. The boys and witnesses left the building shortly after Ms.

Schlaman went upstairs. Staff did not get the female bystander's name or contact information. Library Board President Swapna Gigani later identified "Sara Ann" as Sara Ann Roussin, and reached out to her to request a written statement from her about what happened.

Based on the security camera footage and witness accounts of the incident, Building Operations Director Ian Knorr and Library Director Julie Milavec issued a suspension of Ms. Schlaman's library privileges for one year for physical assault and battery. The letters of suspension and trespass were immediately sent to Ms. Schlaman's email address and mailing address on file. She came into the library later that afternoon and was given hard copies of the letters and Julie's contact information to appeal. Later that afternoon, Ms. Schlaman called Ms. Milavec to appeal her suspension. Ms. Milavec denied her appeal and informed her 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 Ms. Schlaman to Julie's email.

The email requesting an appeal, a copy of the PITS report, a complaint by witness Mr. Brian Sewell, Facebook posts and a statement by witness Ms. Sara Ann Roussin, and a link to the security video of the incident were forwarded to the Board of Library Trustees. The zoomed-in video can be viewed at:

https://drive.google.com/file/d/12eTWZe3ADJtN0ElmA52_WNBF9582gfXa/view?usp=sharing

Recommended Action: Deny Diana Schlaman's appeal for suspension of library privileges for one year.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022**

Agenda Item 8C

Library Director Evaluation Process and Timeline

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

Last year, the Board of Library Trustees received the evaluation form, Library Director’s self-evaluation including suggested goals for the next year, salary information, and prior year’s evaluation and goals in early October. Each Trustee reviewed the materials before the October Board meeting. At that meeting, a closed session was held during which the Board together completed the evaluation form. Trustee Carissa Dougherty led the process and edited the final evaluation and goals. At the November Board meeting, in closed session, the Board reviewed the final document and discussed compensation.

Recommended Action: Discussion of process and timeline.

Library Director Evaluation Form

Rating scale:

- 4 - Consistently demonstrates exceptional performance
- 3 - Often demonstrates performance beyond expectations
- 2 - Performance meets expectations
- 1 - Performance needs attention
- 0 - No opportunity to observe

Long-Range Planning and Leadership

Rating (see scale above):	Competency description: Articulates and works to achieve a guiding vision for the Library. Sets goals and makes decisions based on the direction set by the Library's strategic plan. Gathers input from the Board, the community, staff, and other stakeholders to understand the Library's impact and effectiveness. Reports regularly on the progress and outcomes of the strategic plan. Stays current with library best practices, trends, and innovations.
Examples and notes:	

Board Relations

Rating (see scale above):	Competency description: Keeps the Board informed about the activities of the Library. Provides all relevant information for decision-making in a timely way. Offers direction and makes appropriate recommendations as needed for Board discussions. Explains to the Board new developments in library services and their applicability to the Library's strategic plan. Supports and administers Board decisions and policies.
Examples and notes:	

Legal and Financial Responsibilities

Rating (see scale above):	Competency description: Stays up-to-date with the Library's financial and legal matters. Ensures all governmental and legal requirements of the Library are met. Maintains accurate and current financial records. Prepares budgets and directs spending in accordance with Board policy and the best interests of the community. Works with the Board to ensure long-term financial sustainability.
Examples and notes:	

Representing the Library

Rating (see scale above):	Competency description: Builds effective, positive, respectful relationships with the Village, community members, and other stakeholders. Serves as an advocate for the Library in interactions with the public. Responds or directs responses to community feedback in a timely, professional manner. Represents the Library in professional organizations and among peers.
Examples and notes:	

Staff Relations

Rating (see scale above):	Competency description: Serves as an example for staff through professional conduct and mutual respect. Maintains high standards of ethics, honesty, and integrity. Communicates with staff in a timely and transparent way. Supports and encourages staff development and professional growth. Delegates authority and efficiently organizes work among direct reports. Creates a positive, equitable, and stimulating workplace environment.
Examples and notes:	

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022**

Agenda Item 9A

2023 Budget and Levy Final Draft

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. In July, three different levy amounts were presented (Flat Levy, Flat Rate, and Balanced). This month, a final budget and levy draft is presented, based on the Board's discussion of the previous drafts. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Revenues

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 from 2018 to 2027. 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. The actual EAV increased 4.9% in 2022, resulting in a lower tax rate despite the levy increase. An estimated 5.6% Equalized Assessed Valuation (EAV) increase is used in the draft presented, based on the estimates presented to the Village Council on June 15, 2022. If the actual EAV estimate is inaccurate, the tax rate will vary proportionately.

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 \$1,355,164. 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. In the six years of using the fund balance strategy, expenditures have come in significantly under budget. Generally, only one-third to one-half of the fund balance budgeted has been utilized.

The 4% levy increase presented maintains the overall Library Fund balance at a level exceeding the Operating Reserve amount while minimizing the impact to the individual

taxpayer. Assuming the 5.6% EAV increase is correct, library property taxes decrease by about \$1 per \$100,000 of home value, a savings of about \$3.50 for a home valued at \$360,100, the median for Downers Grove, if the property's assessed valuation has not changed. The library's tax rate would decrease to approximately 0.1992, the lowest operating tax rate since 2012.

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.

Expenditures

This draft expenditures budget shows an overall increase of 5.5%, 5.0% for personnel-related expenditures and 6.7% for non-personnel lines. Inflation, employee retention efforts, and anticipated employee benefits costs drive the budget increase. It includes management team budget requests, the 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 employees' 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 67.1 in 2023. Some of these changes are being implemented in the second half of 2022, as positions become open. *Serving Our Public 4.0: Standards for Illinois Public Libraries* includes staffing levels. The standards calculations are:

		Minimum	Growing	Established	Advanced
2010 Census Population	49,213	30.3	42.6	54.9	67.2
2020 Census Population	50,247	42.5	55.0	67.5	80.0

Prior to the release of the 2020 Census data, the library was just below the Advanced level for this standard, but dropped to just below Established with the new population.

The Illinois Municipal Retirement Fund rate will decrease to 5.80% in 2023. With preliminary information from the Village's insurance broker, the budgeted increase was lowered from 20% to 10% for employee benefits insurance renewal rates.

The Library Capital Replacement Fund (LCRF) projects for 2023 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, July 1 – June 30. FY2023 estimates have not yet been posted.

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 of \$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 over the past few years.

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 Media Lab 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 (for more information, see <https://www.imrf.org/>). 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 20% 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. Adjustments made to departmental segments of this line allow for a decrease in the line.

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. Increases are anticipated in cost due to inflation.

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. As more positions are made full-time, more staff are requesting membership in professional organizations.

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. With last year's renewal coming in under the budgeted amount, this estimated increase is mitigated in its overall impact.

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: Approval of the levy in the amount of \$6,096,936 and the budget as presented.

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	\$ 1,355,164	\$ 1,355,164	\$ 1,134,550
REVENUES	\$ 5,714,851	\$ 5,892,801	\$ 6,033,128	\$ 6,108,972	\$ 6,278,526
EXPENSES	\$ 5,857,824	\$ 5,657,389	\$ 6,104,880	\$ 5,829,586	\$ 6,390,810
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 500,000	\$ 367,500
ENDING BALANCE	\$ 976,779	\$ 1,355,164	\$ 933,412	\$ 1,134,550	\$ 654,765
NET CHANGE	\$ (492,973)	\$ (114,588)	\$ (421,752)	\$ (220,614)	\$ (479,784)

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

SOURCE		2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 EST. ATT.	2023 PROPOSED
4101	Current Property Tax	\$ 5,553,474	\$ 5,598,950	\$ 5,862,439	\$ 5,869,605	\$ 6,038,312
4109	Prior Year Property Tax	\$ 100	\$ 151	\$ 100	\$ 100	\$ 100
4313	Personal Property Replacement Tax	\$ 51,500	\$ 111,587	\$ 60,000	\$ 130,000	\$ 130,000
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	\$ -	\$ 2,463	\$ -	\$ -	\$ -
4590	Cost Recovered for Services	\$ 7,500	\$ 15,485	\$ 8,500	\$ 7,500	\$ 8,500
4610	Federal, Operational Grants	\$ -	\$ 40,269	\$ -	\$ 1,978	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
4820	Contributions	\$ 5,000	\$ 9,500	\$ 5,000	\$ 5,000	\$ 5,000
	TOTAL 805.90	\$ 5,719,663	\$ 5,892,801	\$ 6,033,128	\$ 6,108,972	\$ 6,278,526

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	1,648,918.00	1,842,036.74	108,497.84
5104	Bonus	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	356,394.00	596,716.40	257,985.79
5119	Part-Time Employee Wages	1,286,018.09	1,160,016.10	1,062,409.38	-223,608.71
5131	IMRF Pension Contributions	240,632.68	228,472.26	168,194.44	-72,438.24
5133	Medicare Contributions	48,695.16	44,723.28	51,008.82	2,313.66
5134	Social Security Contributions	208,213.83	193,405.49	218,106.68	9,892.85
5190	Life Insurance	1,366.20	1,018.76	1,695.33	329.13
5191	Health Insurance	496,336.20	462,518.02	576,679.44	80,343.24
5195	Optical Insurance	1,925.91	1,811.51	2,342.47	416.56
5197	Dental Insurance	32,871.93	32,035.29	40,115.65	7,243.72
		4,388,329.51	4,129,312.71	4,559,305.34	170,975.83
					3.9%

	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	108,287.74	94,860.00	(13,890.00)	-12.8%
5251	Maintenance Supplies	21,750.00	21,532.50	22,400.00	650.00	3.0%
5280	Small tools & equipment	29,900.00	21,876.00	31,615.00	1,715.00	5.7%
5302	Dues and Memberships	7,500.00	8,730.00	9,000.00	1,500.00	20.0%
5303	Seminars, Conferences & Meetings	28,600.00	23,059.64	31,500.00	2,900.00	10.1%
5308	Recognition Programs-Staff	5,000.00	7,368.24	5,250.00	250.00	5.0%
5315	Professional Services	75,200.00	88,050.06	101,000.00	25,800.00	34.3%
5322	Personnel Recruitment	1,000.00	1,670.72	1,500.00	500.00	50.0%
5323	Special Legal	6,000.00	3,135.00	4,000.00	(2,000.00)	-33.3%
5346	Data Processing Services	119,500.00	111,743.00	119,500.00	0.00	0.0%
5380	Printing Services	27,250.00	26,730.00	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	23,177.94	30,500.00	1,500.00	5.2%
5407	Advertising & Public Relations	19,500.00	16,834.88	20,500.00	1,000.00	5.1%
5420	Insurance - other policies	70,700.00	66,940.00	74,235.00	3,535.00	5.0%
5430	Building Maintenance Services	92,000.00	44,329.44	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	37,376.28	25,500.00	1,250.00	5.2%
5470	Other Equipment Repair & Maint.	11,500.00	14,891.95	14,720.00	3,220.00	28.0%
5481	Rentals	18,000.00	14,762.62	18,025.00	25.00	0.1%
5620	Recoverables	4,000.00	1,211.88	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	10,388.00	2,500.00	0.00	0.0%
5770	Capital equipment< \$20,000	58,000.00	57,420.00	58,000.00	0.00	0.0%
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	376,350.00	28,200.00	8.1%
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	104,402.55	65,000.00	5,000.00	8.3%
5880	Intangible Assets (software)	59,500.00	57,576.36	62,650.00	3,150.00	5.3%
		1,716,550.00	1,700,273.30	1,831,505.00	114,955.00	6.7%
	TOTAL 805.90	6,104,879.51	5,829,586.01	6,390,810.34	285,930.83	4.7%

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

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		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	1,648,918.00	1,842,036.74
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	356,394.00	596,716.40
5119	Part-Time Employee Wages	1,218,289.29	1,155,084.33	1,286,018.09	1,160,016.10	1,062,409.38
5131	IMRF Pension Contributions	288,300.11	288,464.12	240,632.68	228,472.26	168,194.44
5133	Medicare Contributions	46,115.48	44,597.27	48,695.16	44,723.28	51,008.82
5134	Social Security Contributions	197,183.45	190,687.28	208,213.83	193,405.49	218,106.68
5190	Life Insurance	1,283.40	931.60	1,366.20	1,018.76	1,695.33
5191	Health Insurance	454,937.29	412,247.10	496,336.20	462,518.02	576,679.44
5195	Optical Insurance	2,520.47	1,795.49	1,925.91	1,811.51	2,342.47
5197	Dental Insurance	38,120.25	31,180.93	32,871.93	32,035.29	40,115.65
5210	Supplies	98,000.00	86,794.69	108,750.00	108,287.74	94,860.00
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	21,876.00	31,615.00
5302	Dues and Memberships	7,500.00	7,675.67	7,500.00	8,730.00	9,000.00
5303	Seminars, Conferences & Meetings	28,110.00	18,814.57	28,600.00	23,059.64	31,500.00
5308	Recognition Programs-Staff	5,000.00	2,218.24	5,000.00	7,368.24	5,250.00
5315	Professional Services	62,000.00	70,474.38	75,200.00	88,050.06	101,000.00
5322	Personnel Recruitment	1,000.00	997.42	1,000.00	1,670.72	1,500.00
5323	Special Legal	6,000.00	3,184.00	6,000.00	3,135.00	4,000.00
5346	Data Processing Services	110,775.00	106,422.42	119,500.00	111,743.00	119,500.00
5380	Printing Services	24,800.00	23,185.00	27,250.00	26,730.00	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	23,177.94	30,500.00
5407	Advertising & Public Relations	19,000.00	14,427.07	19,500.00	16,834.88	20,500.00
5420	Insurance - other policies	70,700.00	59,085.00	70,700.00	66,940.00	74,235.00
5430	Building Maintenance Services	91,500.00	92,211.54	92,000.00	44,329.44	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	37,376.28	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	9,589.03	11,500.00	14,891.95	14,720.00
5481	Rentals	15,500.00	17,849.00	18,000.00	14,762.62	18,025.00
5620	Recoverables	4,000.00	116.35	4,000.00	1,211.88	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	10,388.00	2,500.00
5770	Capital equipment, less than \$20,000	58,000.00	100,930.91	58,000.00	57,420.00	58,000.00
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	376,350.00
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	104,402.55	65,000.00
5880	Intangible Assets (software)	52,000.00	45,978.39	59,500.00	57,576.36	62,650.00
5910	Transfer for Capital Projects	350,000.00	350,000.00	350,000.00	500,000.00	367,500.00
	TOTAL 805.90	6,207,823.68	6,007,389.06	6,454,879.51	6,329,586.01	6,758,310.34

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	305,064.00	345,218.74
5111	Salaries, Non-Exempt	37,257.19	36,967.50	38,382.44	41,958.00	48,690.72
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	30,850.26	22,846.75
5133	Medicare Contributions	4,992.46	5,199.13	5,173.45	4,855.86	5,711.69
5134	Social Security Contributions	21,347.06	22,230.94	22,120.98	20,763.06	24,422.39
5190	Life Insurance	165.60	140.25	165.60	126.72	173.88
5191	Health Insurance	64,717.74	91,743.94	86,255.38	82,148.64	94,880.92
5195	Optical Insurance	417.92	363.84	381.60	363.84	400.68
5197	Dental Insurance	6,719.40	6,761.27	6,135.12	5,954.88	6,441.88
5210	Supplies	12,500.00	6,833.10	12,500.00	10,663.60	12,500.00
5280	Small tools & equipment	6,000.00	1,714.46	6,000.00	170.58	6,000.00
5302	Dues and Memberships	7,500.00	7,675.67	7,500.00	8,730.00	9,000.00
5303	Seminars, Conferences & Meetings	8,750.00	4,775.28	8,750.00	8,291.20	8,500.00
5308	Recognition Programs-Staff	5,000.00	2,218.24	5,000.00	7,368.24	5,250.00
5315	Professional Services	35,000.00	47,492.25	50,000.00	67,832.32	70,000.00
5322	Personnel Recruitment	1,000.00	997.42	1,000.00	1,670.72	1,500.00
5323	Special Legal	6,000.00	3,184.00	6,000.00	3,135.00	4,000.00
5346	Data Processing Services	110,775.00	106,422.42	119,500.00	111,743.00	119,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5392	Postage	12,500.00	3444.00	12,500.00	6,677.94	12,500.00
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	66,940.00	74,235.00
5481	Rentals	15,000.00	17,849.00	17,500.00	14,267.62	17,500.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	5,000.00	0.00	2,500.00	10,388.00	2,500.00
5770	Capital equipment less than \$20,000	8,000.00	35,802.00	8,000.00	7,920.00	8,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00

5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	60,000.00	70,422.00	60,000.00	104,402.55	65,000.00
5880	Intangible Assets (software)	12,000.00	8,954.00	12,000.00	9,849.40	10,650.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	500,000.00	367,500.00
	TOTAL 971	1,207,368.29	1,267,057.04	1,258,190.70	1,432,135.43	1,342,922.63

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

LIBRARY - ADULT SERVICES 972		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	419,834.77	417,821.25	427,493.24	423,218.31	437,816.06
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	42,732.00	86,123.37
5119	Part-Time Employee Wages	252,246.90	240,223.81	252,692.87	253,000.58	252,366.32
5131	IMRF Pension Contributions	77,461.03	76,428.62	61,619.37	60,904.14	41,889.38
5133	Medicare Contributions	10,410.21	10,091.81	10,533.95	9,645.38	11,256.43
5134	Social Security Contributions	44,512.63	43,150.22	45,041.70	41,102.32	48,130.96
5190	Life Insurance	331.20	163.20	331.20	148.80	391.23
5191	Health Insurance	96,009.21	98,521.92	121,873.73	107,284.70	107,034.81
5195	Optical Insurance	494.17	436.32	457.74	410.68	520.60
5197	Dental Insurance	7,960.02	7,033.92	7,267.86	7,195.18	8,225.94
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	3,947.80	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	0.00	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	255,350.00
5853	AV materials	94,200.00	72,426.72	93,000.00	92,070.00	83,050.00
	TOTAL 972	1,525,334.14	1,478,018.79	1,558,654.66	1,525,472.89	1,619,555.10

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

LIBRARY - CHILDREN'S SERVICES 973		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	262,571.06	258,324.22	273,509.54	260,634.00	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	41,018.59
5119	Part-Time Employee Wages	238,127.88	225,340.29	235,933.39	227,032.00	163,974.28
5131	IMRF Pension Contributions	51,605.87	49,242.65	41,327.80	39,051.10	30,181.21
5133	Medicare Contributions	7,260.13	6,945.89	7,386.92	7,313.05	8,041.40
5134	Social Security Contributions	31,043.33	29,698.65	31,585.46	29,583.38	34,383.94
5190	Life Insurance	165.60	163.20	165.60	162.24	260.82
5191	Health Insurance	46,996.73	45,102.18	48,437.48	48,131.12	71,949.55
5195	Optical Insurance	229.55	195.89	209.61	199.68	280.29
5197	Dental Insurance	3,540.78	3,045.25	3,232.89	3,107.28	5,005.00
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	5,485.44	7,000.00
5315	Professional services	8,000.00	4,751.62	6,000.00	5,324.00	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	121,000.00
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	836,596.29	944,681.84

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

LIBRARY - CIRCULATION SERVICES 974		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	123,457.00	122,970.75	127,158.14	117,378.00	133,883.60
5111	Salaries, Non-Exempt	82,462.58	89,957.25	84,919.38	115,524.00	204,967.77
5119	Part-Time Employee Wages	442,340.69	423,843.81	489,303.27	393,496.36	357,486.24
5131	IMRF Pension Contributions	31,378.69	32,607.36	26,317.13	24,591.30	22,364.75
5133	Medicare Contributions	9,399.77	9,185.24	10,170.02	8,852.76	10,096.90
5134	Social Security Contributions	40,192.14	39,273.39	43,485.61	39,850.08	43,172.93
5190	Life Insurance	124.20	44.20	165.60	84.48	304.29
5191	Health Insurance	45,592.69	40,435.92	42,457.62	40,435.92	75,290.57
5195	Optical Insurance	313.44	218.16	228.87	218.16	420.43
5197	Dental Insurance	5,039.55	3,516.96	3,633.93	3,516.96	6,615.47
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	2,239.22	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	49.00	4,000.00	3,456.80	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	1,211.88	4,200.00
	TOTAL 974	808,300.75	772,368.88	855,839.57	768,378.92	886,672.94

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

LIBRARY - INFORMATION TECHNOLOGY 975		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	209,358.61	209,352.00	215,632.56	199,044.00	228,115.05
5111	Salaries, Non-Exempt	84,713.59	84,708.00	87,249.24	80,532.00	91,921.69
5119	Part-Time Employee Wages	151,422.22	134,289.81	146,034.96	140,208.44	148,162.15
5131	IMRF Pension Contributions	38,716.24	38,356.96	30,871.41	28,575.34	21,561.53
5133	Medicare Contributions	6,459.67	6,106.88	6,509.29	6,343.56	7,030.85
5134	Social Security Contributions	27,620.65	26,111.63	27,832.84	26,985.50	30,062.94
5190	Life Insurance	207.00	163.20	207.00	198.96	217.35
5191	Health Insurance	75,024.12	54,697.20	69,062.32	64,697.20	75,968.55
5195	Optical Insurance	396.82	290.64	247.68	290.64	260.06
5197	Dental Insurance	6,280.17	5,545.20	4,766.67	5,545.20	5,005.00
5210	Supplies	3,900.00	3,639.86	3,900.00	3,132.96	3,900.00
5280	Small Tools & Equipment	8,000.00	6,648.98	8,000.00	7,262.20	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	2,163.19	3,000.00	500.00	3,000.00
5315	Professional services	2,000.00	1,884.31	2,000.00	1,000.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,261.18	4,500.00	4,185.20	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	47,726.96	52,000.00
	TOTAL 975	711,599.09	680,372.34	707,313.97	665,728.16	731,705.17

**DOWNERS GROVE PUBLIC LIBRARY 2023 BUDGET
BALANCED 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	121,950.00	134,910.67
5111	Salaries, Non-Exempt	44,688.75	44,694.00	46,034.82	42,498.00	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	14,819.44	10,704.25
5133	Medicare Contributions	2,370.41	1,951.92	2,441.69	2,186.16	2,676.06
5134	Social Security Contributions	10,135.53	8,345.92	10,440.34	10,346.56	11,442.48
5190	Life Insurance	124.20	94.35	124.20	116.20	130.41
5191	Health Insurance	54,863.01	41,796.02	59,361.01	57,498.96	66,410.78
5195	Optical Insurance	313.44	127.20	133.47	127.20	140.14
5197	Dental Insurance	3,980.01	2,710.57	3,634.34	3,516.96	3,816.06
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	602.81	900.00
5315	Professional Services	4,000.00	2,999.99	4,000.00	825.74	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	16,500.00	18,000.00
5407	Advertising and Public Relations	19,000.00	14,427.07	19,000.00	16,339.88	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	317,918.91	378,276.30

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

LIBRARY - ACCESS SERVICES 977		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	118,378.90	121,326.00	121,915.95	108,505.20	133,695.33
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	82,265.14	99,884.96
5131	IMRF Pension Contributions	19,469.51	19,882.23	15,747.42	14,015.20	8,390.17
5133	Medicare Contributions	2,977.91	2,918.66	3,085.83	2,746.39	3,386.91
5134	Social Security Contributions	12,733.13	12,479.81	13,194.59	11,743.19	14,481.98
5190	Life Insurance	82.80	81.60	82.80	62.28	86.94
5191	Health Insurance	40,389.24	8,109.84	8,515.22	17,572.00	37,888.76
5195	Optical Insurance	146.17	36.24	38.07	37.69	140.14
5197	Dental Insurance	2,300.16	539.52	566.78	561.11	2,205.59
5210	Supplies	30,000.00	31,267.85	35,000.00	37,798.80	20,000.00
5280	Small Tools & Equipment	1,800.00	1,562.01	1,800.00	522.00	2,000.00
5303	Seminars, Conferences & Meetings	3,600.00	1,710.19	2,500.00	626.59	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	42.01	1,500.00	1,485.00	1,500.00
	TOTAL 977	320,371.93	287,879.32	294,846.68	277,940.58	327,460.79

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

LIBRARY - BUILDING OPERATIONS 978		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 PROPOSED
5101	Salaries, Exempt	72,857.17	75,255.75	127,064.15	113,124.50	78,810.53
5111	Salaries, Non-Exempt	34,807.54	35,679.03	35,851.73	33,150.00	74,348.82
5119	Part-Time Employee Wages	47,157.49	43,463.25	71,153.58	64,013.58	40,535.43
5131	IMRF Pension Contributions	12,187.65	14,260.89	18,060.81	15,665.48	10,256.39
5133	Medicare Contributions	2,244.92	2,197.74	3,394.01	2,780.12	2,808.57
5134	Social Security Contributions	9,598.98	9,396.72	14,512.31	13,031.40	12,009.08
5190	Life Insurance	82.80	81.60	124.20	119.08	130.41
5191	Health Insurance	31,344.55	31,840.08	60,373.44	44,749.48	47,255.51
5195	Optical Insurance	208.96	127.20	228.87	163.62	180.12
5197	Dental Insurance	2,300.16	2,028.24	3,634.34	2,637.72	2,800.71
5210	Supplies	3,000.00	3,001.70	3,000.00	2,885.88	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	149.00	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	44,329.44	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	37,376.28	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	5,285.84	5,000.00	8,726.75	5,000.00
	TOTAL 978	460,790.22	457,118.21	582,897.44	505,414.83	527,035.56

**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	134,159,138	4.9%
2023 EAV estimated	3,059,971,835	
Estimated change in EAV	296,430,372	5.6%

Property tax levy

	<u>Amount of levy extended</u>			<u>Tax rate</u>		
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	\$ 6,038,312	0.2030	0.2023	0.1973
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,609,989	\$ 5,862,439	\$ 6,038,312	0.2030	0.2023	0.1973
Change		4.50%	3.00%		-0.34%	-2.46%

**DOWNERS GROVE PUBLIC LIBRARY
2023 PROPERTY TAX RATES AND EXTENSIONS
BALANCED 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	\$ 225.02	\$ 67.67	\$ 67.44	\$ 65.78
Actual change in taxes paid		\$ (0.78)	\$ (5.68)		\$ (0.23)	\$ (1.66)
Change		-0.3%	-2.5%		-0.3%	-2.5%

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

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

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

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

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

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

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

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

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

<u>RATE</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Operating	0.2111	0.2103	0.2030	0.2023	0.1973
Bond	0	0	0	0	0
Total	0.2111	0.2103	0.2030	0.2023	0.1973
% change YroYr	-1.6%	-0.4%	-3.5%	-0.3%	-2.5%

<u>LEVY</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Operating	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,038,312
Bond	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 6,038,312
% change YroYr	4.1%	3.0%	1.0%	4.5%	3.0%

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

Library Tax Per \$100K Home Value	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.44	\$ 65.78
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Wage/Salary Increment	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3% Merit) OR Minimum Wage Increment	5% OR Minimum Wage Increment OR Internal Pay Equity Adjustment
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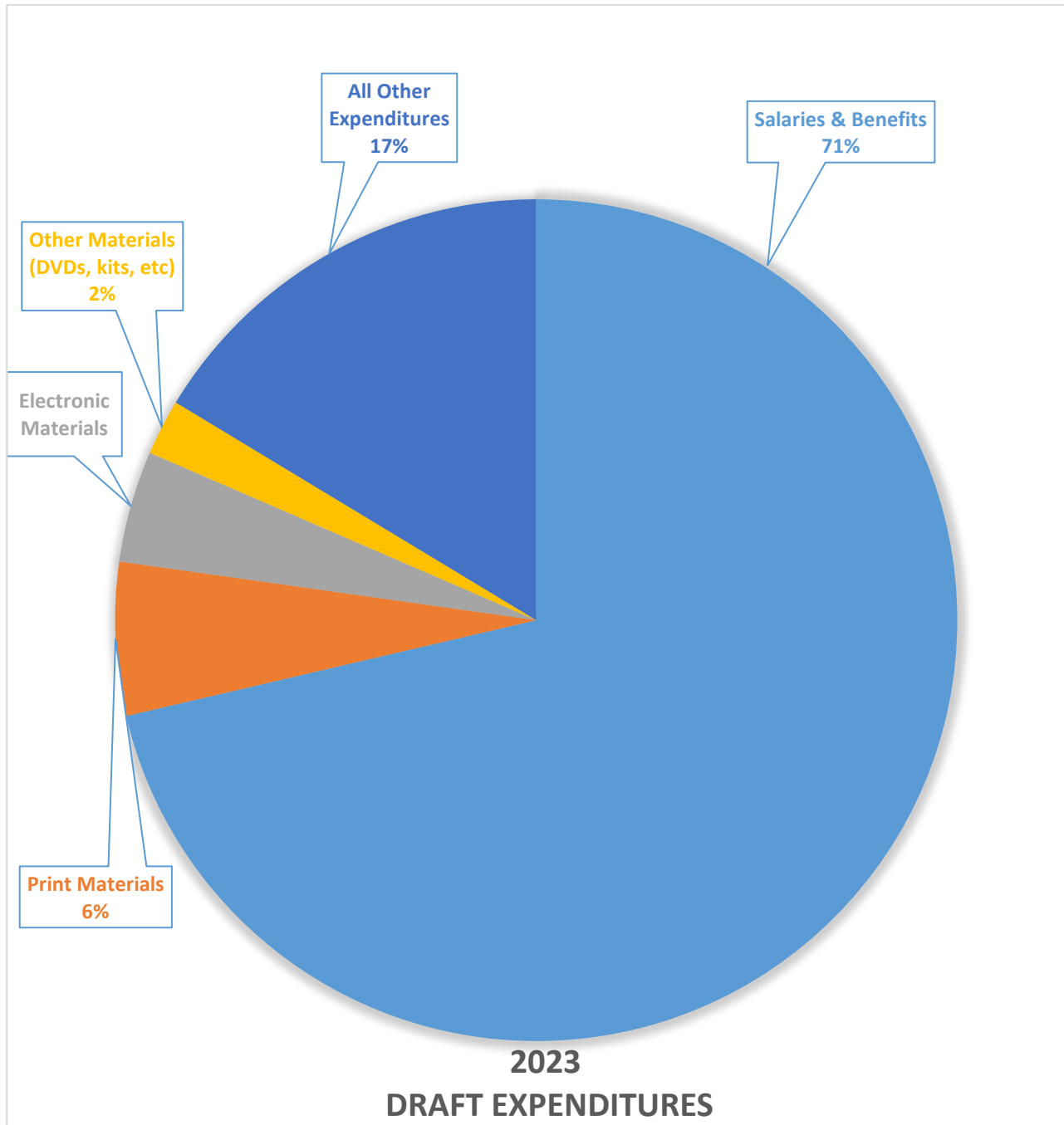
Downers Grove Public Library

FY2023

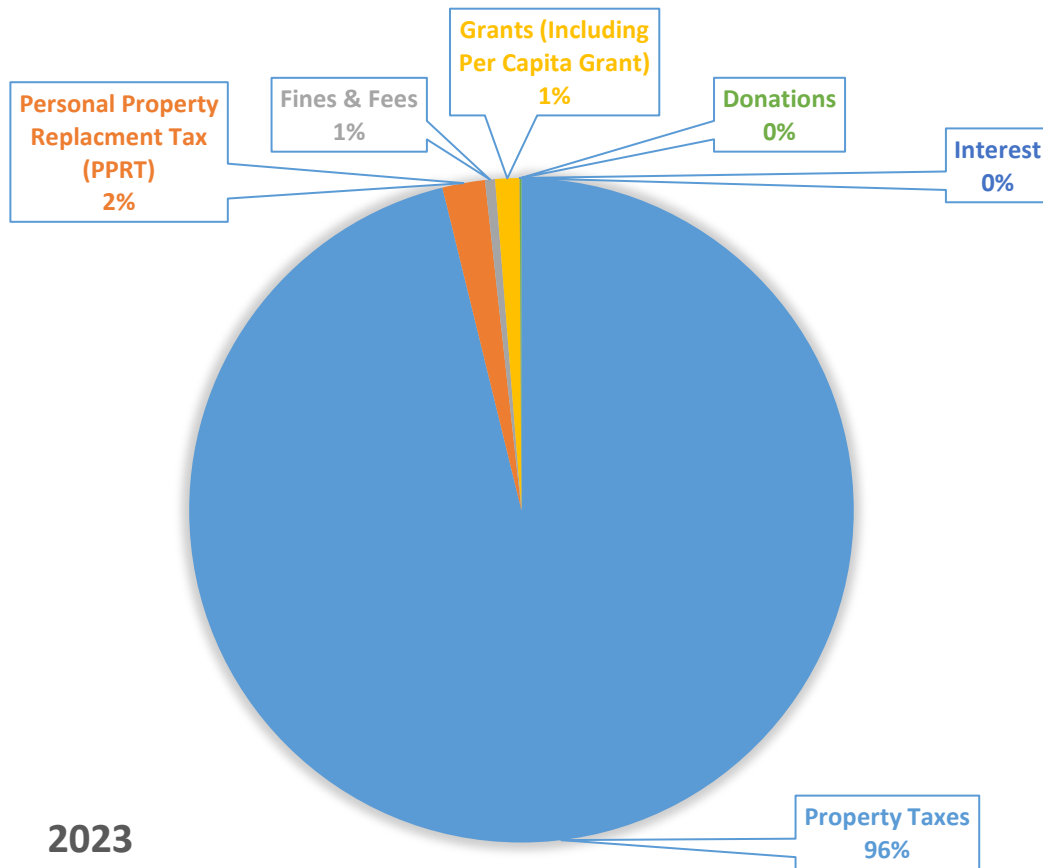
BALANCED DRAFT

	<u>FY2023</u>	<u>IPLAR Percentage Analysis</u>	<u>Totals by Category</u>
Salaries	54.8%	Statewide Average 50%	\$ 3,501,162.51
Benefits (Insurance, IMRF, FICA)	16.6%	Statewide Average 14%	\$ 1,058,142.83
Salaries & Benefits	71.3%	Statewide Average 64%	\$ 4,559,305.34
Print Materials	5.9%	Statewide Average 5%	\$ 376,350.00
Electronic Materials	4.3%	Statewide Average 4%	\$ 273,300.00
Other Materials (DVDs, kits, etc)	2.1%	Statewide Average 1%	\$ 137,050.00
All Other Expenditures	16.3%	Statewide Average 25%	\$ 1,044,805.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,390,810.34
Property Taxes	96.2%		\$ 6,038,411.84
Personal Property Replacment Tax (PPRT)	2.1%		\$ 130,000.00
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	\$ 6,278,525.84

**Downers Grove Public Library
FY2023
BALANCED DRAFT**



**Downers Grove Public Library
FY2023
BALANCED DRAFT**



**2023
DRAFT REVENUES**

LIBRARY

Fund type: Component Unit

To account for the financial activity

Fund Number 805

of the Downers Grove Public Library

Description: This fund accounts for all of the revenue and expenditures related to the operation of the Downers Grove Public Library. The fund is approved by the Board of Library Trustees and incorporated into the overall Village Budget, even though the Village Council has no statutory authority to direct the use of the resources of this fund.

Recent History and Trends: In 2022, the library tax rate decreased for the sixth straight year. Use of the Downers Grove Public Library is returning to pre-pandemic levels in areas such as circulation, study rooms, visits, and Summer Reading Club participation. State and Federal grants helped with the recovery from the COVID-19 pandemic. These grants reimbursed the library over \$42,000 for personal protective equipment (PPE) and supplies and provided over \$54,000 for improvements to the library's wireless network and the addition of laptop kits. The kits, installed with Microsoft Office and Adobe software and accompanying wireless hotspots, ensure that technology is available to everyone with a library card, including restricted cardholders for use 24/7. Public safety staffing changes made in 2022 continue to address patron conduct issues in the library. The library received recognition and awards for its equity, diversity, and inclusion work, including the *Library Journal* 2022 Movers and Shakers award to Public Relations Manager Cindy Khatri and Adult & Teen Services Assistant Manager Van McGary and articles in *Library Journal* and the Illinois Library Association's *ILA Reporter*.

Long Range Plans: An Equity Strategic Plan was approved in April 2022. A full strategic planning process will be undertaken in late 2022 into 2023, with the Equity Strategic Plan incorporated into the full plan. The Capital Needs Assessment 2017-2027 and Financial Management Plan 2018 guide capital projects and budget priorities. All are available at dglibrary.org/transparency

<<<**Budget Table Insert**>>>

Noteworthy Changes: The annual transfer from the Library Fund to Library Capital Replacement Fund, in support of future capital needs identified in the Capital Assessment Report and based on the Financial Management Plan, increased 5% to \$367,500.

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND

Fund type: Component Unit

To account for the financial activity

Fund Number 821

of the Library's capital projects

Description: This fund is established under 75 ILCS 5/5-8 for the purpose of setting apart and providing monies for a library's capital needs or emergency expenditures. It is funded by transfers from the Library Fund. The fund is approved by the Board of Library Trustees and incorporated into the overall Village Budget, even though the Village Board has no statutory authority to direct the use of the resources of this fund.

Recent History and Trends: The Board of Library Trustees has a precedent of long range planning for capital needs without incurring debt, as demonstrated by projects addressing capital needs completed 2018 to present. The Capital Needs Assessment 2017-2027 identified and prioritized the library's replacement and capital needs for 10 years. Renovation of Access, Children's, and Maintenance staff workrooms not listed in the Capital Needs Assessment 2017-2027, is anticipated to begin in late 2022, while maintaining the target fund balance to complete all planned capital projects. The 2022 fund transfer was higher than budgeted to utilize Library Fund balance for the renovation project. Elevator modernization and replacement of VAV boxes were completed in 2022.

Long Range Plans: The Capital Needs Assessment 2017-2027 and Financial Management Plan 2018 are the basis of the spending plan for this Fund. They provide a framework by which the Board of Library Trustees sets aside funds to reinvest in its facility to meet long-term capital needs without incurring debt. All are available at dglibrary.org/transparency.

<<<Budget Table Insert>>>

Noteworthy Changes: The staff workroom renovation project planned for 2022 will extend into 2023. This project was not listed in the Capital Needs Assessment 2017-2027 and is funded utilizing savings from projects completed 2018-2021 and Library Fund balance.

**DOWNERS GROVE PUBLIC LIBRARY 2023 LIBRARY FUND
REVENUE AND EXPENDITURES FOR VILLAGE BUDGET
ADOPTED AUGUST 24, 2022**

	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025
	Actual	Budget	Estimate	Adopted	Projection	Projection
Beginning Fund Balance	1,469,752	1,355,164	1,355,164	1,134,550	643,233	271,992
<u>Revenue</u>						
Local Taxes	5,599,101	5,862,539	5,869,705	6,097,036	6,401,883	6,721,972
Intergovernmental Revenues	111,587	60,000	130,000	130,000	136,500	143,325
Sales	1,687	2,000	2,000	2,000	2,100	2,205
Fees, Charges & Fines	57,551	28,500	27,500	28,500	29,925	31,421
Grants	113,177	72,589	74,567	74,114	74,114	74,114
Interest & Claims	198	2,500	200	500	525	551
Contributions	9,500	5,000	5,000	5,000	5,000	5,000
Other Financial Resources	-	-	-	-	-	-
Total Revenue	5,892,801	6,033,128	6,108,972	6,337,150	6,650,047	6,978,589
<u>Expenses</u>						
Personnel	4,099,979	4,388,330	4,129,313	4,629,462	4,754,458	4,882,828
Supplies	127,379	160,400	151,696	148,875	152,895	157,023
Professional Services	103,364	123,300	132,014	152,250	156,361	160,582
Other Contractual Services	434,898	493,200	448,441	535,805	550,272	565,129
Claims, Grants & Debt	17,965	22,000	15,975	22,225	22,825	23,441
Controlled Assets	45,978	59,500	57,576	62,650	64,342	66,079
Capital Assets	827,825	858,150	894,571	909,700	934,262	959,487
Other Financial Uses	350,000	350,000	500,000	367,500	385,875	405,169
Total Expenses	6,007,389	6,454,880	6,329,586	6,828,467	7,021,288	7,219,738
Net Change	(114,588)	(421,752)	(220,614)	(491,317)	(371,241)	(241,150)
Endind Fund Balance	1,355,164	933,412	1,134,550	643,233	271,992	30,842

**DOWNERS GROVE PUBLIC LIBRARY 2023 LIBRARY CAPITAL REPLACEMENT FUND
REVENUE AND EXPENDITURES FOR VILLAGE BUDGET
ADOPTED AUGUST 24, 2022**

	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025
	Actual	Budget	Estimate	Adopted	Projection	Projection
Beginning Fund Balance	1,013,871	614,948	614,948	705,848	471,448	493,023
<u>Revenue</u>						
Local Taxes	-	-	-	-	-	-
License & Permit Revenues	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Sales	-	-	-	-	-	-
Fees, Charges & Fines	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Interest & Claims	280	2,500	2,500	10,000	10,000	10,000
Contributions	-	-	-	-	-	-
Other Financial Resources	350,000	350,000	500,000	367,500	385,875	405,169
Total Revenue	350,280	967,448	1,117,448	1,083,348	867,323	908,192
<u>Expenses</u>						
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Claims, Grants & Debt	-	-	-	-	-	-
Controlled Assets	-	-	-	-	-	-
Capital Assets	749,203	411,600	411,600	\$ 611,900	374,300	398,300
Other Financial Uses	-	-	-	-	-	-
Total Expenses	749,203	411,600	411,600	611,900	374,300	398,300
Net Change	(398,923)	555,848	705,848	471,448	493,023	509,892
Ending Fund Balance	614,948	555,848	705,848	471,448	493,023	509,892

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022**

Agenda Item 10

Librarian's Report

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.

In Service Day

The library will be closed on Friday, August 26 for a mandatory training day for all staff. Topics for the day include safety, security, and employee wellness. Usually, In Service Day is held in January but was delayed due to the pandemic.

Strategic Planning Proposal Review

Board President Swapna Gigani, Trustee Carissa Dougherty, Assistant Director Jen Ryjewski, and I will review the strategic planning proposals in advance of the September Board meeting. Finalists may be asked to interview briefly with the Board at the September meeting.

Workroom Renovation Project Released for Bid

Public bidding for the Workroom Renovation Project is now open. Shales McNutt Construction (SMC) will make a recommendation to award at the September Board meeting.

Illinois Library Association Annual Conference Trustee Day

Registration is 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.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 24, 2022**

Department Reports – July 2022

Administration – Jen Ryjewski

- Attended the RAILS Assistant Directors quarterly meeting where we discussed creative ways to increase patron knowledge of library resources and foot traffic (many libraries are really struggling to increase or return to pre-pandemic library visits), and active shooter training.
- Conducted several informational interviews with potential speakers for our In-Service Day on August 26, and hired Chris George and Diane Grimard Wilson to speak to us about mindfulness and compassion and the importance of sleep, respectively.
- Interviewed a practicum student from the Library Technical Assistant program at the College of DuPage who will be working a rotation among all library departments this fall with an emphasis in Access Services.
- Met with FOL to discuss the timeline and logistics for the FOL Pop-up book sale. Assisted FOL with the pop-up morning book sale, which coincided with the downtown sidewalk sale. Despite the early morning heavy rain and wind, they made nearly \$500.
- Recorded my presentation on Employee Evaluations for the LACONI Unconference workshop.
- Continued to administer both State and Federal grants to ensure adherence to requirements and timeline.

Business Office – Katelyn Vabalaitis

- Completed the Downers Grove Public Library Foundation's Illinois Charitable Organization Annual Report.
- Worked out a plan with Village staff on how the library will manage staff paid time off after the Munis migration.
- Met with Village HR Secretary Alex Gonzalez to discuss the Village's orientation and onboarding process. I walked away with many ideas on how we can simplify our process, cut down on paper, and increase efficiency.

Adult & Teen Services – Lizzie Matkowski

- Summer Reading Club kept staff busy in July.
- Programs included: A Matter of Balance program series started, Introduction to Jewish Genealogy, D&D for Beginners, The Beatles Exhibit and 60 Years of the Beatles program, our biannual Magazine Giveaway, Teen Paint & Sip, Next Chapter Book Club, and After Hours: Mario Kart Home Circuit

- I volunteered to continue as the Membership Chair on the Adult Reading Roundtable committee for another year and I attended the SWAN Book Club User Group quarterly meeting, which I co-chair
- Van and I attended Manager on Duty training and interviewed candidates for the open Library Assistant position
- We added Comics Plus to our eLibrary! There is a portal for All Ages and another for Kids and Teens content on the eLibrary page. Thanks to Karen and Traci for looking into the details and PR for putting together the marketing!
- We welcomed two new Midwestern student workers in July and two volunteers to assist with Home Services deliveries
- Shifting was done in Large Type and Fiction collections in order to move the World Languages collection to the end of that range of shelving, which will give that collection some room to grow
- Teen Central got a new arcade gaming cabinet thanks to Ian!

Children's Services – Allyson Renell

- Summer Reading Club participation continued at a rapid pace in July with another 214 Read-to-Me participants and 453 Readers participants joining throughout the month. Many previously registered members returned for additional prizes and both staff and volunteers were busy handing out prizes and bonus sheets. A full report about the Summer Reading Club will be included in the next Board packet that will include full club numbers, as well as the numbers of participating outreach groups.
- July was an extremely busy programming month for the Kids Room. We held 50 programs in-house, including passive programs like our Summer Quizzes, and visited 16 outreach locations.
- On July 18, the Kids Room hosted Jiggle Jams children's concert at Fishel Park. Over 50 preschoolers, toddlers, and their families jumped and danced along with us.
- On July 20, Department Manager Allyson Renell attended the ILA orientation for new committee members. Allyson is serving on the 2023 Conference Planning committee.
- During the last week of July, Allyson cross-trained several ATS staff members to work the Kids Room service desk. They receive training on specialized Kids Room desk functions and a tour of the Kids Room collections. Cross-training staff allows ATS staff to help cover the Kids Room desk when we hold staff meetings or are in last minute short staff situations. Several Kids Room staff are cross-trained to work on the ATS desk as well.

Circulation Services – Christine Lees

- The updated PADS verification form is now available to the PADS shelter. The outreach team at PADS is thrilled to offer this streamlined solution for library card applications to their clients.
- We checked out 822 locker holds this month!
- Library card registrations saw another stellar month with 366 registrations.
- Our bi-annual sorter maintenance cleaning was performed by our Bibliotheca maintenance tech, Jim. Jim reported that the sorter is “a total workhorse” but is holding up well.
- Circulation Supervisors attended the Manager on Duty training.
- The SET (Service Excellence Team) team met to discuss August being National Mental Health month. We decided to add some items to the Wellness Room to help promote staff wellness. Staff can now enjoy the use of a yoga mat, bands, foam roller, etc. Additionally, an iPad with the Calm App will be available soon. A 30-day Mental Health challenge has also been placed in the Wellness Room for staff to complete if they wish.



- Coming up next month in our department...a clothing swap! After our monthly department meeting, Circulation staff will participate in a clothing swap to update our wardrobes. We are looking forward to our internal shopping spree.
- Staff have begun to receive their annual evaluations – this year has certainly flown by. We are pleased to report that our staff has made great progress in our department goals, personal wellness goals, and professional development goals.

Information Technology – Paul Regis

- July was certainly a month in the year. IT Manager Paul Regis received the first set of Yubico security keys for multifactor authentication towards the middle of the month. He ran into a bit of a hurdle as Google changed how keys are added in bulk batches. Keys will be handled on a department-by-department basis in August.

- A huge thank you to PR Manager Cindy Khatri, Media Lab Coordinator Ed Bromiel, and Technology Trainer Annie Jagielski for planning and coordinating Computer Help Desk Supervisor Lauren Cantore Gonzalez's baby shower. It was well received and Lauren was extremely thankful for the thought that went into it as well as the gifts from staff.
- Paul met with the library's ISBS rep to discuss future leasing options for the five copiers in the building. The current lease ends in early 2023 and some of the models are approaching end-of-life.
- IT (along with the People's Resource Center) offered 10 in-person classes and one virtual class in July.

Public Relations – Cindy Khatri

- The PR Team continued to focus on Summer Reading Club promotion.
- Outreach events were extremely successful! We were at three concert series events with the Park District and our monthly Farmer's Market booth, reaching approximately 400 people, despite weather ending events early.
- The PR team began work on our September/October issue of Discoveries.
- Literacy DuPage was the Organization of the Month and their Director Bobbi Burgstone joined the Cover to Cover team for an interview in its monthly podcast episode.
- The PR team hosted the Enchroma event, where we distributed donated pairs of Enchroma glasses to community members who are colorblind. The PR team with the assistance of Ed Bromiel, Media Lab Coordinator, coordinated photos and a recording of the 'live reveal' to be used in promotion of the Enchroma glasses to encourage increased checkouts. A local magazine, Downers Grove Living, will be featuring the event in their upcoming issue.
- Cindy Khatri, PR Manager, coordinated and moderated a Rights in the Workplace webinar for the RAILS BIPOC Networking Group.
- Cindy and Van McGary, Adult and Teen Services Assistant Manager, worked on the Talk Story grant events. Storytelling programs were scheduled for November 5 with Joseph Standing Bear and the Midwest SOARRING Foundation.
- The PR Team welcomed Mary Sustar, Adult and Teen Services Librarian, in a departmental cross-training session.
- Cindy helped to host Lauren Gonzalez's staff baby shower.
- Brian Ruane, Marketing Content Coordinator, and Cindy met with Nancy Rooney and Mary Sustar, ATS Librarians, to discuss new book clubs and marketing.
- Cindy and Van met with Claire Ong from Oak Park Public Library to discuss the land acknowledgment process.
- Grace Goodwyn, Graphic Design and Display Coordinator, coordinated art exhibits with Michael Wayne and Jay Moore featuring paintings and embroidered works.

- The Republic Bank loaned the 4Ever4 Beatles exhibit to the library for a two-week period, leading up to a history of the Beatles program.

Access Services – Lucas McKeever

- Kira is spearheading an effort to go back and catalog materials that were added to the collection without full bibliographic records during the transition between the Cataloging Librarian and Access Services Manager positions.
- Kira, Michelle, and Lucas met with department staff in ATS and KR to discuss the addition of non-traditional library materials into the collection. Michelle will be handling a bulk of the physical processing of materials and Kira and Lucas have worked to create bib templates for these items. These items include puzzles, board games, educational resource/toy kits, and Roku streaming devices.
- We are preparing to have a practicum student in Access Services for about 20 hours throughout August and September. In addition to providing training to this individual on various aspects of work in our department, we are planning to open it up to colleagues throughout the library in case anyone is interested in being cross-trained on some of our workflows. By mapping out what the focus will be for each day, people will be able to be particular in selecting what procedures they are interested in learning more about.

	Adult & Teens	Kids	Both
Items Added			
Print	1178	588	
AV	215	59	
Items Discarded			
Print	1105	308	
AV	305	1	
Items Repaired			429
Items Reclassified			60

Building Operations – Ian Knorr

- The new VAV (variable air volume) units were installed by Hayes Mechanical and commissioned by TRANE. Units replaced are located in Study Rooms 7 & 8, the Quiet Study Room, Adult and Teen Services workroom, the Kid's Room, the Kid's staff workroom, Access Services workroom, the Meeting Room kitchen. Unfortunately, the water valve in the teen gaming area is not functioning. As a result that unit will be replaced at a later date.

- Library Director Julie Milavec and I held three trainings for Managers on Duty and Building Operations Monitors.
- The Downers Grove Fire Department re-inspected the building for our annual inspection. Deficiencies noted from their previous inspection were addressed and we passed.
- I met with Jim Bess, an engineer from Product Design Architecture. We verified VAV, temperature sensor, electrical, data, and plumbing locations for the bid documents for the workroom renovation project.
- I met with IT Manager Paul Regis to go over options for the IT workroom remodel.
- Building Operations performed the maintenance on Roof Top Units 1 & 2. The cooling coils were cleaned, filters replaced, and serpentine belts were inspected. The exhaust fans were inspected as well.
- Urban Elevator performed routine maintenance on the elevator and dumbwaiter.
- Bill Budds, Downers Grove Police Department Support Services Manager, has been confirmed for the August staff in-service day. He and I will finalize ALICE training and other active shooter training in the next coming weeks.

July						
Circulation	JUL 22	%	JUL 21	%	JUL 20	%
Checkouts						
Selfchecks	38,565	77.29%	40,837	74%	20,387	49%
Staff desk	10,512	21.07%	14,471	26%	21,246	51%
Lockers	822	1.65%	0		0	
Total checkouts	49,899		55,308		41,633	
Renewals						
Auto-renewal	35,043		34,484		12,466	
Selfchecks	5		13		0	
Staff desk (incl. phone)	306		834		367	
Patron self-renewals on website(now included w	0		349		358	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22,13,11)	779		463		31	
Total renewals	36,133		36,143		13,222	
Total item checkout and renewals	86,032		91,451		54,855	
Digital Circulation	13,169		11,726		12,730	
Total Circulation	99,201		103,177		67,585	
Reserves Processed						
Received from ILL	4,573		4,939		726	
ILL sent	4,049		4,394		76	
OCLC requests processed	169		175		0	
Gate Count						
North	20,585		17,421		10,929	
South	13,204		11,505		6,892	
Total	33,789		28,926		17,821	
Lockers	822		0		0	
Gate Count and Lockers Total	34,611		28,926		17,821	
Curbside Count	0		40		0	
Registrations						
New resident library cards DGPL	282		219		119	
New fee cards	6		3			
Professional Development Hours	20		20		7	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	Jul 2021	Jul 2022	YTD Totals			
Adult	42,831	38,971	248,608	243,826		
Teen	2,985	2,939	14,205	13,822		
Children	45,635	44,122	227,522	226,232		
Download	11,726	13,169	84,855	86,879	YTD Difference	
Total	103,177	99,201	575,190	570,759	-4,431	-0.8%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	27,004	69.29%	2,834	7.27%	6,837	17.54%	2,296	5.89%	38,971
Teen	2,878	97.92%	24	0.82%	22	0.75%	15	0.51%	2,939
Children	38,600	87.48%	1,566	3.55%	2,793	6.33%	1,163	2.64%	44,122
Total	68,482	79.60%	4,424	5.14%	9,652	11.22%	3,474	4.04%	86,032

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,477	75.69%	15,406	9.84%	16,013	10.23%	6,626	4.23%	156,522
Children	79,491	86.46%	2,929	3.19%	7,556	8.22%	1,964	2.14%	91,940
Total	197,968	79.68%	18,335	7.38%	23,569	9.49%	8,590	3.46%	248,462

Book Collection

	Jul 2021	Jul 2022	YTD Totals		YTD Difference	
Adult	119,644	118,477				
Children	79,713	79,491				
Total	199,357	197,968	199,357	197,968	-1,389	-0.7%

Audio Collection

	Jul 2021	Jul 2022	YTD Totals		YTD Difference	
Adult	15,666	15,406				
Children	2,879	2,929				
Total	18,545	18,335	18,545	18,335	-210	-1.1%

Video Collection

	Jul 2021	Jul 2022	YTD Totals		YTD Difference	
Adult	15,125	16,013				
Children	8,133	7,556				
Total	23,258	23,569	23,258	23,569	311	1.3%

Miscellaneous Collection

	Jul 2021	Jul 2022	YTD Totals		YTD Difference	
Adult	6,699	6,626				
Children	1,896	1,964				
Total	8,595	8,590	8,595	8,590	-5	-0.1%

Rooms & Spaces

	Jul 2021	Jul 2022				
Community Use of Rooms <i>Meeting, Conference, Study Rooms</i>	529	826				
Community Use of Spaces <i>Media Lab, STEM Room, Teen Gaming</i>	0	167				
Rooms and Spaces Total	529	993	1,249	6,959	5,710	457.2%

Programs Offered

Library Programs Offered	Jul 2022					
Adult	41					
Teen	8					
Children	53					
Self-Directed Programs Offered						
Adult	12					
Teen	6					
Children	2					
Programs Offered Total	122	815				

Program Attendance

Library Program Attendance	Jul 2022					
Adult	673					
Teen	44					
Children	1,110					
Self-Directed Program Attendance						
Adult	65					
Teen	9					
Children	112					
Program Attendance Total	2,013	26,082				
Virtual Program Views Total	347		2,486			

Website Views

	Jul 2021	Jul 2022	YTD Totals		YTD Difference	
Total Website Views	36,421	36,250	199,265	216,821	17,556	8.8%

Statistics for Jul 2022 (FY Jan-Dec)

Library Visits

	Jul 2021	Jul 2022				
Gate Count	28,966	33,789				
Locker Pickups	0	822	YTD Totals		YTD Difference	
Total Library Visits	28,966	34,611	150,176	164,670	14,494	9.7%

One-on-One Services

	Jul 2021	Jul 2022				
One-on-Ones	13	20				
Homebound	0	20				
Notary	8	36	YTD Totals		YTD Difference	
Total Sessions	21	76	117	427	310	265.0%

Computer User Sessions

	Jul 2021	Jul 2022				
Adult	1,604	1,589				
Children	287	484	YTD Totals		YTD Difference	
Total	1,891	2,073	8,582	13,589	5,007	58.3%
Wireless Sessions	803	1,208	3,365	7,130	3,765	111.9%

Printing Services

	Jul 2021	Jul 2022				
Poster	2	1				
3D	8	6	YTD Totals		YTD Difference	
Total Prints	10	7	101	110	9	8.9%

The Cupboard

	Jul 2021	Jul 2022	YTD Totals		YTD Difference	
Total Donations	465	870	8,268	16,191	7,923	95.8%