

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 28, 2022, 7:30 P.M.
VILLAGE COUNCIL CHAMBERS
VILLAGE OF DOWNERS GROVE
801 BURLINGTON AVE
DOWNERS GROVE, IL 60515**

AGENDA

1. Call to Order, Pledge of Allegiance, Land Acknowledgment
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. August 24, 2022 Regular Meeting Requested Action: Approval
5. Financial Matters
 - a. August 2022 Financial Report
 - b. September 2022 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
 - a. Move Public Comment on Other Library Business to After Librarian's Report, Waive 30-Minute Maximum Time Limit on Public Comment, and Amend the Maximum Time for Public Comment to 2 hours Requested Action: Approval
8. New Business
9. Unfinished Business
 - a. Workroom Renovation Project Bid Awards 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
AUGUST 24, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order, Pledge of Allegiance, Land Acknowledgment.** President Gigani called the meeting to order at 7:32 p.m. and led the room in the Pledge of Allegiance. President Gigani read aloud the Downers Grove Public Library Land Acknowledgement.
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, Circulation Services Manager Christine Lees, Downers Grove Public Library Foundation Art Planning Committee Chair Robin Tryloff, Andi Voinovich, Jackie Voinovich, Mary Ann Badke, Ed Pawlak.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 27, 2022 Regular Meeting. Trustee Khuntia noted that her name was spelled wrong in Agenda Item 8A. It was moved by Nienburg and seconded by Khuntia THAT the Minutes of the July 27, 2022 Regular Monthly Meeting be approved as amended. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2022 Financial Report. Library Director Julie Milavec presented the report. The library is 58.3% through the year. The revenues and expenditures are both just over 56%. Expenditures jumped in July, which was related to it being a three-payroll month as well as the 5870 Capital Equipment over \$20,000 line including the reclassification of the study table payment made in 2021. Milavec noted that the 5770 Capital Equipment under \$20,000 line will end up over budget, which is primarily due to the Federal and State grants.
 - b. August 2022 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of August 2022 Capital Replacement Fund invoices totaling \$18,000.00, the payment of August 2022 Operating Fund

invoices totaling \$144,788.66, and the ratification of July 2022 payrolls totaling \$376,609.07 be approved.

6. **Public Comment on Agenda Items.** President Gigani invited comment. Ed Pawlak has been a homeowner in DG for 35 years. Last meeting had a lot of talk about the budget and he has concern about the way the budget is being approached. He does not agree with looking at the levy first and then backing into what the numbers look like. It feels more like a kid getting an allowance. He thinks it is important the library thinks about the budget like a business. Look at what services are being provided and what services we want to provide and then budget accordingly. The gate count is up 10% from last year, which shows people are coming to the library. This year especially, with high prices and harder financial times, the Board should think holistically about the situation. The library is a bargain. If people feel stretched for money, they could come to library programs rather than going out and spending money, use library classes to find a better job, etc. Don't take away these bargains when people are trying to economize. Studies show communities with good libraries have better property values. Ed Pawlak asked the Board to not be shortsighted and make short-term cuts that are really hurting what the community wants. He also suggested that in the future, the strategic plan should be completed before the budget process.
7. **Public Comment on Other Library Business.** President Gigani invited comment. Mary Ann Badke has lived in Downers Grove off and on since 1984 and comes to the library frequently. She wanted to complain about the changes to the meeting room setups. She used to send in a list of the nights she needed for a year, as her group uses the room eight months out of the year. This worked well as the whole year was planned and she could pay by one check. Now, the reservations are six months out, so she has to set reminders each month to put in a request, which becomes a separate payment every month. There has to be a better way for people who are long-time users and do not want to do it month by month. She also just found out that the meeting room will be unavailable November through March, as it will be used for office space. It is more and more difficult to use the room.
 - a. Circulation Department Presentation. Circulation Services Manager Christine Lees presented her department report. She has been at Downers Grove Public Library for about six years. The department has about 40 staff. They handle all of the materials that come in and out of the library for the year, which has been over one million items for the past few years. Staff also receive the SWAN deliveries each week, which equate to about 10,000 items a month. The department's main goal is internal and external patron service. Christine discussed the duties of the Circulation department, which include circulating materials, processing holds, filling the holds lockers, and issuing

new library cards. The department holds SOS (start of shift) meetings between shifts every day to encourage communication and teamwork. This year, the department established a wellness goal and it has made a huge difference with decision making in the department.

8. New Business.

- a. Art Donation by Downers Grove Public Library Foundation. Downers Grove Public Library Foundation Art Planning Committee Chair Robin Tryloff presented a picture of a work of art that the Foundation would like to donate to the library. Robin showed an image of the artwork and noted that the original piece will not have the text on it. Because the Foundation loves the text so much, they are going to frame the page from the book next to the original painting, so that patrons can view both. This will go on the large red wall leading into the Kids Room, near the frog statue.

The Foundation raises private funds for special opportunities and things that are beyond the tax payer budget. Some of the Foundation's funding has gone towards Satellite Stacks, book club bags, Enchroma glasses, and developing the art collection. The Foundation is offering to purchase the artwork, pay for the framing, and then donate it to the library. The Art Planning Committee hired a historian who is writing a three minute script for most of the art in the library that patrons will be able to access via a QR code and listen to on their phones.

It was moved by Khuntia and seconded by Humphreys THAT the donation by the Downers Grove Public Library Foundation of artist Daria People's work *TA DA!* be accepted. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

- b. Suspension of Library Privileges Appeal. On Monday, July 25, there was an incident in the lobby of the library with Diana Schlaman and two young unidentified boys. The boys came down the stairs while Ms. Schlaman was waiting at the elevator. She claims one of the boys touched or poked her. She immediately began shouting at the boys and according to eyewitness accounts, she touched or struck one of the boys. There were two bystanders, one claiming Ms. Schlaman struck the boy and one who witnessed the yelling. A suspension was issued to Ms. Schlaman for one year and she asked to appeal the decision, as she claims the boy struck her.

Trustee Nienburg did not see how this incident constituted a one-year ban. He believes it falls ahead of many other more serious offenses and based on the legal definition, does not believe this to be assault or battery.

President Gigani thinks there needs to be a hard line when discussing touching other patrons. It should not be allowed. Trustee Nienburg reviewed the video many times and does not think Ms. Schlaman made contact with the boy. He wants to make sure the library is following its own guidelines.

The Board agreed that this type of behavior is not acceptable in the library and corrections need to be made, but there was extensive debate on whether or not Ms. Schlaman actually struck the child.

It was moved by Nienburg THAT the penalty be reduced to something in line with abusive and derogatory language of a second offense, which would be a one-week suspension of library privileges. There was no second and the motion was declined.

It was moved by Nienburg THAT the penalty be reduced to a three-month suspension of library privileges. The motion was withdrawn by Nienburg.

It was moved by Nienburg THAT the penalty be reduced to a one-month suspension of library privileges. There was no second and the motion was declined.

It was moved by Humphreys and seconded by Khuntia THAT the appeal by Diana Schlaman for suspension of library privileges for one year be denied. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: Nienburg. Abstentions: None. The motion passed.

The Board agreed that the library's internal procedure document for suspensions and bans should be reviewed.

- c. Library Director Evaluation Process and Timeline. Library Director Julie Milavec reviewed the evaluation process and timeline with the Board. In September, the Board receives the Library Director's self-evaluation and ideas for goals and each trustee reviews the documents before the October Board meeting. In October, the Board goes into a closed session where they create a rough draft of the Library Director's evaluation. The Board will confirm that draft in November, discuss salary if necessary, and then the final evaluation will be given to the Library Director in December.

9. Unfinished Business.

- a. 2023 Budget and Levy. Library Director Julie Milavec presented changes to the proposed expenditure budget, which also impacted the proposed levy request. The most significant change on the expenditure side, based on preliminary information from the insurance broker, was reducing the benefits

lines to a 10% increase rather than the initial 20% estimate. The other large change involved the personal property replacement tax, where the estimated amount was significantly increased. Milavec presented a 3% levy increase, which would maintain the library's fund balance at a level that exceeds the operating reserve amount and mitigates any impact on taxpayers. Property taxes would decrease by \$5.68 for the average homeowner if the EAV comes in as expected. The tax rate would be approximately .1973, while the current tax rate is .203. If the EAV does not increase, taxpayers would see about a 3% increase.

The Board discussed alternatives to the 3% levy increase, thinking about long-term goals, impacts on taxpayers, and the potential risks due to inflation.

It was moved by Nienburg and seconded by Dougherty THAT the levy increase by 1% to the amount of \$5,921,063 and the proposed expense budget be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Library Director Julie Milavec presented her report. ILA Trustee Day is October 20 and any interested trustees should contact Business Office Manager Katelyn Vabalaitis. In Service Day is Friday and the library will be closed to the public. There will be active shooter training and wellness presentations. The elevator project has been postponed into September due to supply chain issues. The pre-bid meeting for the workroom renovation project was very well-attended. The construction managers are hopeful there will be a lot of bidders. Milavec noted that on October 11, the library will be hosting a Drag Queen Bingo event for teens. This event will be featured in the Discoveries newsletters that will be arriving at homes later this week and staff have been briefed with some talking points if needed. Saturday, September 10 at 11 a.m. will be the Pierce Downer Heritage Alliance's dedication ceremony for the memorial bush planted in memory of former mayor Betty Cheever.

11. Trustee Comments and Requests for Information.

Trustee Khuntia asked about the two retirements that Milavec had mentioned earlier. During the last retirement, the Board had discussed signing a card for any staff member who retires. Milavec noted that these two departing staff did not want any recognition, but Administration will remember to bring cards to the Board meetings moving forward.

Trustee Humphreys noted that he will be working the library's outreach table at the Downers Grove Farmers' Market on Saturday. He had an orientation with PR Manager Cindy Khatri today.

Trustee Nienburg commented that he was bothered by the penalty appeal outcome. We are coming out of a period of unprecedented stress on mental health and in the future, he hopes we can have more of a focus on counseling and de-escalation versus banning someone from a public resource. It would have been more appropriate to counsel her and give her a second chance. He hopes there is more discretion moving forward with handing out bans.

12. **Adjournment.** President Gigani adjourned the meeting at 9:58 p.m.

DOWNERS GROVE LIBRARY 8/31/2022

	Library fund		Building & Equip Replacement Fund	
CASH & INVESTMENTS	\$	851,185	\$	880,065
FUND BALANCE		800,107	\$	880,065

REVENUE BY OBJECT REPORT
8/1/2022 THROUGH 8/31/2022

ACCOUNT	ACCOUNT NAME	ADJUSTED ESTIMATE	REVENUES	YTD RECEIVED	BALANCE	% RCVD
80520000 410100	CURRENT PROPERTY TAXES	5,862,439.00	409,202.71	3,544,984.01	2,317,454.99	60.47%
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	4,389.17	167,317.66	-107,317.66	278.86%
80590971 441000	SALES OF MATERIALS	2,000.00	400.48	3,711.60	-1,711.60	185.58%
80590971 450200	CHARGES FOR SERVICES	10,000.00	908.65	36,920.12	-26,920.12	369.20%
80590971 450900	FEES FOR NON-RESIDENTS	8,000.00	1,752.00	12,755.00	-4,755.00	159.44%
80590971 457100	RENTAL FEES	2,000.00	160.00	1,590.00	410.00	79.50%
80590971 458100	FINES	0.00	88.80	878.89	-878.89	0.00%
80590971 459000	COST RECOVERED FOR SERVICES	8,500.00	863.98	8,297.13	202.87	97.61%
80590971 461000	FEDERAL, OPERATIONAL GRANTS	0.00	3,571.43	5,549.42	-5,549.42	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	3,026.82	8,724.53	-6,224.53	348.98%
80590971 482000	CONTRIBUTIONS, OPERATING	5,000.00	0.00	3,442.92	1,557.08	68.86%
TOTAL REVENUE		6,033,128.00	424,364.04	3,823,502.08	2,209,625.92	63.38%

EXPENDITURE BY OBJECT REPORT
8/1/2022 THROUGH 8/31/2022
Capital Replacement Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	411,600.00	18,000.00	237,951.49	173,648.51	57.80

EXPENDITURE BY OBJECT REPORT
8/1 THROUGH 8/31
Operating Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,733,543.38	133,480.50	1,082,959.19	650,584.19	62.50
511100	SALARIES, NON-EXEMPT	338,730.61	37,721.52	265,309.02	73,421.59	78.30
511900	PART-TIME EMPLOYEE WAGES	1,286,018.09	85,282.57	766,229.64	519,788.45	59.60
513100	IMRF PENSION CONTRIBUTIONS	240,632.68	18,643.94	153,338.19	87,294.49	63.70
513300	MEDICARE CONTRIBUTIONS	48,695.16	3,660.62	30,171.17	18,523.99	62.00
513400	SOCIAL SECURITY CONTRIBUTIONS	208,213.83	15,651.40	129,001.03	79,212.80	62.00
519000	LIFE INSURANCE	1,366.20	81.45	586.48	779.72	42.90
519100	HEALTH INSURANCE	496,336.20	35,332.78	271,511.65	224,824.55	54.70
519500	OPTICAL INSURANCE	1,925.91	157.52	1,171.63	754.28	60.80
519700	DENTAL INSURANCE	32,871.93	2,727.64	20,430.25	12,441.68	62.20
521000	SUPPLIES	108,750.00	11,150.65	63,646.31	45,103.69	58.50
525100	MAINTENANCE SUPPLIES	21,750.00	353.80	11,849.71	9,900.29	54.50
528000	SMALL TOOLS & EQUIPMENT	29,900.00	3,015.44	14,530.91	15,369.09	48.60
530200	DUES AND MEMBERSHIPS	7,500.00	150.00	6,254.00	1,246.00	83.40
530300	SEMINARS, CONFERENCES & MEETINGS	28,600.00	2,162.45	13,194.91	15,405.09	46.10
530800	RECOGNITION PROGRAM-ST	5,000.00	388.18	4,513.27	486.73	90.30
531500	PROFESSIONAL SERVICES	75,200.00	5,502.91	56,223.97	18,976.03	74.80
532200	PERSONNEL RECRUITMENT	1,000.00	216.77	1,253.46	-253.46	125.30
532300	SPECIAL LEGAL	6,000.00	0.00	1,567.50	4,432.50	26.10
534600	DATA PROCESSING SERVIC	119,495.00	0.00	88,556.81	30,938.19	74.10
538000	PRINTING SERVICES	27,250.00	0.00	12,963.00	14,287.00	47.60
539100	TELEPHONE	17,000.00	2,138.88	13,327.42	3,672.58	78.40
539200	POSTAGE	29,000.00	10,500.00	19,838.97	9,161.03	68.40
540700	ADVERTISING & PUBLIC RELATIONS	19,500.00	3,052.21	10,906.81	8,593.19	55.90
542000	INSURANCE - OTHER POLI	70,700.00	0.00	61,940.00	8,760.00	87.60
543000	BUILDING MAINTENANCE SERVICES	92,000.00	360.00	51,572.65	40,427.35	56.10
545000	CLEANING SERVICES	80,000.00	5,453.78	56,308.88	23,691.12	70.40

EXPENDITURE BY OBJECT REPORT
8/1 THROUGH 8/31
Operating Fund

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
546100	UTILITIES	24,250.00	2,789.57	24,390.42	-140.42	100.60
547000	OTHER EQUIPMENT REPAIR & MAINT	11,500.00	0.00	15,188.75	-3,688.75	132.10
548100	RENTALS	18,000.00	817.88	10,994.57	7,005.43	61.10
562000	RECOVERABLES	4,000.00	10.30	116.24	3,883.76	2.90
569000	UNEMPLOYMENT COMPENSATION	2,500.00	10,388.00	10,388.00	-7,888.00	415.50
577000	CAPITAL EQUIPMENT UNDER 20K	58,000.00	1,376.00	57,991.08	8.92	100.00
585100	ELECTRONIC RESOURCES	245,800.00	12,857.68	167,596.50	78,203.50	68.20
585200	PRINT MATERIALS	348,150.00	37,484.65	201,676.19	146,473.81	57.90
585300	AUDIOVISUAL MATERIALS	146,200.00	8,729.57	61,320.69	84,879.31	41.90
587000	CAPITAL EQUIPMENT	60,000.00	0.00	104,402.55	-44,402.55	174.00
588000	INTANGIBLE ASSETS (SOFTWARE)	59,500.00	26,322.85	59,643.19	-143.19	100.20
	Total 805 LIBRARY FUND	6,104,878.99	477,961.51	3,922,865.01	2,182,013.98	64.30

INVOICE LISTING - SEPTEMBER 2022**Capital Replacement Fund**

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
18411	HAYES MECHANICAL	1	20,562.50
14548	PRODUCT ARCHITECTURE + DESIGN	1	4,600.00
15079	SHALES MCNUTT	1	11,000.00
14414	SHAW MEDIA	1	303.82
8330	TK ELEVATOR	1	71,503.99
GRAND TOTALS:		5	107,970.31

INVOICES OF NOTE

For Library Board Meeting on September 28, 2022

Capital Replacement Fund

18411	Hayes Mechanical (Replace VAV Boxes)	\$20,562.50
14548	Product Architecture + Design (Workroom Construction Documents)	\$4,600.00
15079	Shales McNutt (Staff Renovation Preconstruction Services)	\$11,000.00
14414	Shaw Media (Renovation Advertisement)	\$303.82
8330	TK Elevator (Elevator Modernization Project)	\$71,503.99

INVOICE LISTING - SEPTEMBER 2022

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21463	360CLEAN	2	5,410.00
10255	4IMPRINT, INC	2	4,952.90
21475	ALARM DETECTION SYSTEMS, INC.	1	690.00
200072	AMANDA VICARY	1	150.00
18213	AMAZON CAPITAL SERVICES, INC.	4	58.07
403	AT&T	1	267.63
672	BAKER & TAYLOR BOOKS	16	1,446.56
19158	BARCODES, LLC	1	1,032.00
16893	BIBLIOTHECA, LLC	2	804.73
829	BLACKSTONE AUDIOBOOKS	21	1,809.56
15802	C&C SYSTEMS, LLC	3	7,975.87
1223	CASE LOTS, INC.	5	2,528.80
8705	CASH - LIBRARY	1	141.21
1264	CDW GOVERNMENT, INC.	1	345.71
8323	CENGAGE LEARNING	11	719.73
1277	CENTER POINT PUBLISHING	2	73.71
1377	CHICAGO TRIBUNE	1	183.42
1459	CINTAS CORPORATION #344	2	103.78
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	817.88
2056	DEMCO, INC.	1	721.78
2729	EVERY DAY'S A SUNDAE	1	2,643.00
5572	FIA CARD SERVICES, N.A.	15	14,460.80
9775	FINDAWAY WORLD, LLC	1	67.49
17510	FIRST COMMUNICATIONS, LLC	1	550.58
16977	GARVEY'S OFFICE PRODUCTS, INC.	3	43.67
13544	GOOGLE, INC.	1	990.00
3188	GRAHAM CRACKERS COMICS, LTD.	1	277.01
8770	GRAINGER	6	730.50
9102	HAGG PRESS, INC.	1	4,936.00
200023	HEATHER ANA HATHAWAY MIRANDA	1	250.00
9880	IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC	1	1,715.29
3688	INGRAM LIBRARY SERVICES, LLC	53	27,498.62
200061	JILLANN GABRIELLE PARADISE PLAYHOUSE	1	400.00
200071	JOHN D'EMILIO	1	250.00
10993	KENT ADHESIVE PRODUCTS COMPANY	1	93.60
4928	LAKESHORE LEARNING MATERIALS	2	1,624.60
18876	LIBRARY IDEAS, LLC	3	202.16
17116	LINKEDIN CORPORATION	1	7,000.00
5866	MIDWEST TAPE	19	10,576.93
6161	NICOR GAS	1	2,612.15
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	4	9,183.45
18491	PEOPLEFACTS, LLC	1	57.54

INVOICE LISTING - SEPTEMBER 2022**Operating Fund**

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
6698	PRINT SMART	1	714.60
20030	RGW CONSULTING, LLC	1	2,250.00
9802	ROSEN PUBLISHING GROUP, INC., THE	1	1,795.00
18271	SOUNDS GOOD, INC.	1	90.00
7787	STANLEY ACCESS TECHNOLOGIES	1	478.75
9112	STRAUSS TAX SERVICE	1	100.00
12698	SWAN	1	30.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
6859	THRYV	1	15.71
200070	TIMOTHY L LAMBERT	1	100.00
18296	TINTZ PLUS, INC.	1	1,275.00
385	TRANE U.S., INC.	1	1,355.00
16841	TSAI FONG BOOKS, INC.	1	1,133.01
11517	UNIQUE MANAGEMENT SERVICES, IN	1	20.60
18458	URBAN ELEVATOR SERVICE, LLC	2	477.65
9043	WORLD BOOK, INC	1	2,136.00

GRAND TOTALS:**216****128,629.05**

INVOICES OF NOTE

For Library Board Meeting on September 28, 2022

10255	4Imprint, Inc. (PR Advertising and Supplies)	\$4,952.90
200072	Amanda Vicary (Program Payment)	\$150.00
15802	C&C Systems, LLC (Camera Installation)	\$7,975.87
8705	Cash - Library (Petty Cash Reimbursement)	\$141.21
2729	Every Day's a Sundae (Summer Reading Coupons)	\$2,643.00
200023	Heather Ana Hathaway Miranda (Program Payment)	\$250.00
200061	Jillann Gabrielle Paradise Playhouse (Program Payment)	\$400.00
200071	John D'Emilio (Program Payment)	\$250.00
17116	Linkedin Corporation (Learning Library Renewal)	\$7,000.00
20030	RGW Consulting - The Blackberry Collection (Consulting Services Retainer)	\$2,250.00
9112	Strauss Tax Service (Program Payment)	\$100.00
200070	Timothy L Lambert (Program Payment)	\$100.00
18296	Tintz Plus, Inc. (Window Cleaning)	\$1,275.00

CREDIT MEMO LISTING - SEPTEMBER 2022

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF CREDIT MEMOS	GROSS AMOUNT
3688	INGRAM LIBRARY SERVICES, LLC	15	409.37

GRAND TOTALS:

15

409.37

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

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	Food and Coffee for In-Service Day	\$	1,486.85
			Total	\$ 1,486.85
Katelyn Vabalaitis				
971	5210 Supplies	Garden Walk Bricks, Supplies	\$	206.49
971	5280 Small Tools & Equipment	iPad Digital Pencil	\$	69.99
971	5303 Seminars, Mtgs, & Conferences	In-Service Day Drinks	\$	130.50
971	5308 Recognition Program-Staff	In-Service Day Food	\$	252.48
978	5391 Telephone	Comcast Monthly Payment	\$	476.84
978	5461 Utilities	Garbage Pickup	\$	42.00
			Total	\$ 1,178.30
Ian Knorr				
978	5251 Maintenance Supplies	Surge Protector, Lamps	\$	288.43
978	5280 Small Tools & Equipment	Replacement Pads, Batteries, Monitor Mount	\$	1,134.75
978	5430 Building Maintenance	Snap In Stereo Jack	\$	17.90
978	5470 Other Equipment Repair & Maint	Outlet Replacement, Locks	\$	44.15
			Total	\$ 1,485.23
Elizabeth Matkowski				
972	5210 Supplies	Teen Supplies	\$	51.58
972	5303 Seminars, Mtgs, & Conferences	ILA Annual Conference	\$	200.00
972	5852 Print Materials	Print Materials	\$	170.70
972	5853 AV Materials	Audiovisual Materials, Streaming Services	\$	538.86
			Total	\$ 961.14
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	97.93
			Total	\$ 97.93
Cynthia Khatri				
976	5210 Supplies	Office Supplies	\$	439.41
976	5315 Professional Services	SRC Scavenger Hunt Prizes	\$	206.30
			Total	\$ 645.71
Sharon Hrycewicz				
			Total	\$ -
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	56.87
973	5853 AV Materials	Educational Toys and Puzzles, Video Games	\$	939.36
			Total	\$ 996.23
Allyson Renell				
973	5210 Supplies	Children's Program Supplies	\$	204.29
			Total	\$ 204.29

Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	85.41
974	5210 Supplies	Office Supplies	\$	378.38
			Total	\$ 463.79
Paul Regis				
971	5308 Recognition Program-Staff	Calm App Subscription	\$	75.59
975	5210 Supplies	Supplies	\$	113.32
975	5280 Small Tools & Equipment	Network Switch, Ethernet Cables, Photography Equipment	\$	245.97
975	5470 Other Equipment Repair & Maint	Naviant Microfiche Maintenance	\$	675.00
975	5770 Capital Equipment	Sonicwall License, iPad	\$	2,934.12
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, Mobile Beacon, Playstation	\$	784.94
			Total	\$ 4,828.94
Grace Goodwyn				
976	5210 Supplies	Supplies	\$	46.50
			Total	\$ 46.50
Jen Ryjewski				
971	5308 Recognition Program-Staff	Gluten Free Bagels for In-Service Day	\$	22.12
978	5210 Supplies	Landscaping	\$	374.70
978	5251 Maintenance Supplies	Landscaping	\$	25.90
			Total	\$ 422.72
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	101.49
			Total	\$ 101.49
Lucas McKeever				
977	5210 Supplies	Supplies	\$	203.08
972	5852 Print Materials	Subscription Renewal	\$	495.00
977	5303 Seminars, Mtgs, & Conferences	ILA Membership Renewal	\$	200.00
			Total	\$ 898.08
Amanda Blau				
973	5210 Supplies	Program Supplies	\$	643.60
			Total	\$ 643.60
			Library Credit Card September 2022 Totals	\$ 14,460.80

PAYROLLS FOR AUGUST 2022

AUGUST 12	\$128,420.98
AUGUST 26	\$128,063.61
TOTAL AUGUST 2022 PAYROLLS	\$256,484.59

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

Agenda Item 7A

**Move Public Comment on Other Library Business to After Librarian's Report,
Waive 30-Minute Maximum Time Limit on Public Comment, and Amend the
Maximum Time for Public Comment to 2 hours**

The Downers Grove Public Library Bylaws state:

"1.6.8 Section 8. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. Approval of Invoices
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
10. Library Director's Report
11. Executive Session (if applicable)
12. Action for Items Discussed in Executive Session (if applicable)
13. Trustee Comments and Requests for Information
14. Adjournment

1.6.9 Section 9. Public Comment

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board or Board committees will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda. The public will also be given an opportunity to make comments on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees is not obligated to respond to public comments.

Any person present at the meeting may comment. Each individual making a comment will be required to identify themselves by name. Each member of the public shall have a

maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment."

Due to the unprecedented amount of feedback received by the Board of Library Trustees and anticipated attendance at the September 28, 2022 regular meeting, the Board of Library Trustees may vote to reorder the agenda and waive the time restriction to extend the time allowed for public comment. The Board may vote to further extend the time for Public Comment.

Recommended Action: Move Public Comment on Other Library Business to after Librarian's Report, waive the 30-minute maximum time limit on Public Comment, and amend the maximum time for public comment to 2 hours for the September 28, 2022 regular meeting.

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

Agenda Item 9A

Workroom Renovation Project Bid Award

The Workroom Renovation Project public bid opening was held on September 8, 2022. Construction Manager Jason Perkunas of Shales McNutt Construction reviewed bids, pre-qualified bidders, and submitted the Recommendation to Award, dated September 15, 2022, included in this packet. The September 15, 2022 updated budget following bid results and estimated project budget from June 3, 2022 are also included. As shown in the September 15, 2022 updated project budget, the recommended bids and proposals are within the total project budget of \$660,000. Alternate 1, replacing all ceiling tiles within the workrooms, is included in the recommendation to award.

The furnishings, fixtures, and equipment (FFE) quotes were received on September 23, 2022 and added after the original packet was released. As the drawings included show, existing furnishings are reused to the greatest extent possible. The proposals are all from single-source vendors to match existing furnishings and fixtures. LFI's proposal includes storage and utility fixtures. Interior Investments' proposal includes tables and chairs. Corporate Concepts' proposal includes workstations.

LFI	\$24,759.57
Interior Investments	\$13,011.81
Corporate Concepts	\$32,129.43
	\$69,900.81

This project, not included in the original Capital Needs Assessment Report 2017-2027, was added in the 2022 budget planning process. It includes renovation of the Access Services, Building Operations, and Children's Services workrooms. The project updates layouts, furniture, and cabinetry, and increases storage capacity. As was noted in the tours of these areas following the April 2022 Board meeting, none of these workrooms are configured to current staffing levels. Access Services contains more workstations than staff in the department. Children's Services has fewer workstations than staff and lacks adequate storage space attached to their workroom, unlike other departments. The Access Services cabinetry is from 1999 and delaminating. During the 2022 budget process, estimates placed substantial completion of the project in 2023, which allowed for 2023 budget planning if the project exceeded initial cost estimates.

In the first half of 2022, Architects Dan Pohrte and Tiffany Nash of Product Architecture + Design worked with Assistant Director Jen Ryjewski, Building Operations Director Ian Knorr, Children's Services Manager Allyson Renell, and Library Director Julie Milavec to

develop a renovation plan that addressed our priority items as cost-effectively and efficiently as possible. Construction Manager Jason Perkunas completed the project budget estimate based on the plan on June 3, 2022. Ultimately, the project was budgeted for \$660,000 spread over the 2022 and 2023 budget years.

In June 2022, the Board of Library Trustees approved the transfer of \$500,000 from the Library Fund balance to the Library Capital Replacement Fund, \$150,000 above the budgeted transfer, to offset the cost of this project. This leveraged the Library Fund balance in excess of the \$478,000 Operating Reserve called for in the Finance Policy to be utilized for the completion of the Workroom Renovation Project. It also maintains the estimated fund balance of \$1,000,000 in the Library Capital Replacement Fund after the full completion of all Capital Needs Assessment Report, 2017-2027 projects.

Recommended Action: Award construction bids as presented in Shales McNutt Recommendation to Award and furniture, fixtures, and equipment proposals as presented.



September 15, 2022

Mrs. Julie Milavec
Library Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

Re: Downers Grove Public Library Interior Renovations

Subject: Recommendation to Award Bids

Dear Julie:


Based on the bids received on September 8, 2022, we recommend awarding contracts to the following firms for the Downers Grove Public Library Interior Renovations Work with the Acceptance of Alternate 1 which are listed below:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid w/ Alternate #1</u>
06A	General Trades Work – Krause Construction Inc. (6 Bids)	\$142,149.00
09A	Painting Work – Oosterbann and Sons (2 bids)	\$19,560.00
09B	Flooring Work – Johnson Floor Covering Inc (5 Bids)	\$25,675.00
21A	Fire Protection Work – Absolute Fire Protection (2 Bids)	\$14,500.00
22A	Plumbing Work – J.L. Wagner Plumbing Inc. (4 Bids)	\$14,900.00
23A	HVAC Work – Hartwig Mechanical Inc (5 Bids)	\$55,624.00
26A	Electrical Work – Fitzgerald’s Electrical Inc. (6 Bids)	<u>\$102,300.00</u>
	TOTAL	\$374,708.00

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the September 8, 2022 bid opening with base bid amounts and alternate costs is attached. Alternate 1 which is the replacement of existing ceiling tiles schedule to remain is included in the above bids.

Please indicate the Library’s approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC CONSTRUCTION SERVICES


Jason Perkunas
Project Manager

Approved:
Downers Grove Public Library

Date: _____

Cc: Ian Knorr, Downers Grove Public Library
Dan Pohrte, Product Architecture and Design
John Shales, SMC Construction Services



BID PACKAGE #06A - General Trades Work

Alternate 1

BIDDERS	BOND	ADDENDUM	BASE BID	Replacement of Existing Ceiling Tile
Manusos General Contracting	Y	1,2, and 3	\$ 198,714.00	\$ 9,899.00
LJ Morse Construction Company	Y	1,2,3 and 4	\$ 157,200.00	\$ 20,160.00
Ostrander Construction Inc	Y	1,2,3 and 4	\$ 138,850.00	\$ 10,000.00
Hargrave Builders	Y	1,2,3 and 4	\$ 176,450.00	\$ 12,500.00
LZ Design Build Group	Y	1,2,3 and 4	\$ 246,000.00	\$ 17,000.00
Krause Construction Inc	Y	1,2,3 and 4	\$ 125,790.00	\$ 16,359.00



BID PACKAGE #09A - Painting Work

Alternate 1

Replacement of Existing Ceiling Tile

BIDDERS	BOND	ADDENDUM	BASE BID	
K and J Painting	Y	1,2,3, and 4	\$ 19,780.00	N/A
Oosterbaan Painting	Y	1,2,3, and 4	\$ 19,560.00	N/A



BID PACKAGE #09B - Flooring Work

Alternate 1

BIDDERS	BOND	ADDENDUM	BASE BID	Replacement of Existing Ceiling Tile
Johnson Floor Company	Y	1,2, and 3	\$ 25,675.00	N/A
Douglas Floor Covering	Y	1,2,3, and 4	\$ 33,700.00	N/A
TSI Commercial Flooring	Y	1,2,3, and 4	\$ 33,043.00	N/A
Pinnacle Flooring Covering	Y	1,2,3, and 4	\$ 34,480.00	N/A
Tiles and Style	Y	1 and 2	\$ 40,742.48	N/A
				N/A



BID PACKAGE #21A - Fire Protection Work

Alternate 1

BIDDERS	BOND	ADDENDUM	BASE BID	Replacement of Existing Ceiling Tile
Automatic Fire System	Y	1,2, and 3	\$ 6,971.00	No Cost
Absolute Fire Protection	Y	1,2, and 3	\$ 14,500.00	N/A



BID PACKAGE #22A - Plumbing Work

Alternate 1

BIDDERS	BOND	ADDENDUM	BASE BID	Replacement of Existing Ceiling Tile
Jensen's Plumbing and Heating	Y	1,2,3, and 4	\$ 23,400.00	N/A
Sherman Mechanical	Y	1,2, and 3	\$ 20,427.00	N/A
CW Burns Co	Y	1,2,3, and 4	\$ 18,400.00	N/A
JL Wagner Plumbing and Pipe	Y	1,2,3, and 4	\$ 14,900.00	N/A



BID PACKAGE #23A - HVAC Work

Alternate 1

BIDDERS	BOND	ADDENDUM	BASE BID	Replacement of Existing Ceiling Tile
Jensen's Plumbing and Heating	Y	1,2,3, and 4	\$ 59,000.00	N/A
Sherman Mechanical	Y	1,2, and 3	\$ 47,750.00	N/A
Amber Mechanical	Y	1,2,3, and 4	\$ 76,000.00	N/A
MG Mechanical	Y	1,2,3, and 4	\$ 56,000.00	N/A
Hartwig Mechanical	Y	1,2,3, and 4	\$ 55,624.00	N/A



BID PACKAGE #26A - Electrical Work

Alternate 1

BIDDERS	BOND	ADDENDUM	BASE BID	Replacement of Existing Ceiling Tile
Hypower Electric	Y	1,2,3 and 4	\$ 118,960.00	\$ 10,000.00
Fitzgerald's Electrical Contracting	Y	1,2,3 and 4	\$ 97,800.00	\$ 4,500.00
Associated Electrical	Y	1,2,3 and 4	\$ 123,000.00	\$ 2,500.00
New Age Electrical LLC	Y	1,2,3 and 4	\$ 177,175.00	\$ 10,500.00
Monarch Electrical Construction Company	Y	1 and 2	\$ 132,000.00	\$ 2,000.00
Anchor Electric	Y	1,2,3 and 4	\$ 142,400.00	\$ 3,400.00

Downers Grove Public Library

Staff Area Renovations

Updated Budget with 09/08/22 Bid Results including Alternate #1

9/15/2022



v3

Item		Total
BP-06A - General Trades Work		\$ 142,149
BP-09A - Painting Work		\$ 19,560
BP-09B - Flooring Work		\$ 25,675
BP-21A - Fire Protection Work		\$ 14,500
BP-22A - Plumbing Work		\$ 14,900
BP-23A - HVAC Work		\$ 55,624
BP-26A - Electrical Work		\$ 102,300
Subtotal		\$ 374,708
Construction Contingency	9%	\$ 33,724
Subtotal		\$ 408,432
CM Supervision 4 Months with part time supervision		\$ 68,726
General Requirements		\$ 13,021
CM Fee & Insurance 5.25%		\$ 30,512
Permit Costs		
Utility Upgrades (ComEd, Water, etc.)		
Furniture Reconfiguration Allowance		\$ 10,000
CM Preconstruction		\$ 11,000
Furniture / Fixtures / Equipment Allowance		\$ 70,000
A/E Fees		\$ 47,790
Total		\$ 659,480
Add Alternates		
Alt 1 - Replace existing ceiling tiles scheduled to remain with new		\$ 21,450

Downer Grove Public Library

Staff Area Renovations

100% DD Budget

6/3/2022



v2

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

Proposed Add Alternates

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

Assumptions

Carpet tile in all locations execept coordor.

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

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

Existing floor boxes and covers to remain

Electrical cost includes \$6500 of lighting controls

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

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

EF for maintenance office included in base bid

9/8/2022

Factory: Multiple

Lead Time: 10-12 weeks

LFI QT-3164 Proposal for:

Downers Grove Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-3	1	AURORA		UTILITY SHELVING - 76"H	\$ 662.23	\$ 662.23

Location:



Photo for product representation only.

Utility Shelving

76"H x 48"W x 12"D

Steel Color: TBD

(28 standard colors available)

Starter unit

6 openings

Shelves adjustable in 1-1/2" increments

12"d non-slotted shelves

Back panel included

Units must be anchored to the wall

S-1	3	ULINE		UTILITY SHELVING - 72"H	\$ 692.31	\$ 2,076.92
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Location: Maintenance



Photo for product representation only.

Utility Shelving

72"H x 36"W x 18"D

5 shelves / 4 openings per section

Heavy Duty Steel / Powdercoat Finish

Shelves snap into place and adjust at 1 1/2" increments.

Four-way access for easy loading and unloading.

3

UNITS

S-2	1	ULINE		STORAGE CABINET - 74"H	\$ 1,678.57	\$ 1,678.57
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Location: Maintenance



Photo for product representation only.

Tall Storage Cabinet

74"H x 36"W x 18"D

of Shelves: 5

Heavy Duty Steel / Powdercoat Finish

Padlockable handle with three-point locking system

Reinforced doors open on full-height hinges

Shelves adjust in 2 1/2" increments

9/8/2022

Factory: Multiple

Lead Time: 10-12 weeks

LFI QT-3164 Proposal for:
Downers Grove Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
T-1	2	ULINE		WORK TABLE	\$ 1,071.43	\$ 2,142.86

Location: Maintenance



-MAP

Mobile Heavy Duty Table - Adjustable Height
72"L x 36"W x 36 - 46"H

Heavy Gauge Steel Frame
Maple butcher block top
Full depth bottom shelf
Heavy-duty square tube legs.
Adjustable height from 36 to 46" in 2" increments.
5" locking swivel casters

Photo for product representation only.

CH-1	2	MAGNUSON		COAT HOOK	\$ 196.15	\$ 392.31
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2

KROK-HJH-60



Photo for product representation only.

Coat Hook Strip
Painted steel hook strip with (5) plastic coat hooks.

4-7/8"H x 23-5/8"L x 2-1/4"D
Finish: Dark Blue 5311

B-1	1	CLARIDGE		BULLETIN BOARD	\$ 133.14	\$ 133.14
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1

C-CP-0203-COR
modified size



Photo for product representation only.

Cork Tackboard - custom size
24"w X 36"h
anodized aluminum trim
mounted portrait style

Color: Graphite #1136

S-6	4	AURORA		STORAGE CABINET	\$ 1,596.36	\$ 6,385.43
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Photo for product representation only.

Steel Storage Cabinet
76"H x 48"W x 24"D
Steel Color: TBD
(28 standard colors available)

All starter units
6 openings per section
Shelves adjustable in 1-1/2" increments
24"d non-slotted shelves
Quick door included
Back panels included
Units must be anchored to the wall

9/8/2022

Factory: Multiple

Lead Time: 10-12 weeks

LFI QT-3164 Proposal for:**Downers Grove Public Library**

Library Furniture International
 797 Glenn Ave
 Wheeling IL 60090
 ph: 847-564-9497
 fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S6-b	1	ULINE		BIN STORAGE CABINET	\$ 2,764.29	\$ 2,764.29



H-2488

Bin Storage Cabinet**78"H x 48"W x 24"D**

All-Welded 16 guage steel cabinet - Powdercoated Finish

Locking doors

Bin Color: TBD

Bins included:

- (72) 5-1/2 x 4 x 3"
- (48) 7-1/2 x 4 x 3"
- (24) 11 x 5-1/2 x 5"
- (6) 15 x 16-1/2 x 7"
- (18) 15 x 8 x 7"

Photo for product representation only.

S-7	1	AURORA		DRAWER / DOOR COMBINATION	\$ 2,486.70	\$ 2,486.70
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*Photo for product representation only.***Steel Storage Cabinet****Drawer / Door Combination Unit****76"H x 42"W x 18"D****Steel Color: TBD***(28 standard colors available)*

6 openings

Shelves adjustable in 1-1/2" increments

18"d non-slotted shelves

Quick door included

Back panel included

Units must be anchored to the wall

MISC			AURORA SURCHARGE		\$ 826.31
	1		Surcharge amount		

TOTAL FOB FACTORY

\$ 19,548.76

INSTALLATION + FREIGHT

\$ 5,210.82

TOTAL**\$ 24,759.57****50% DEPOSIT****\$ 12,379.79**

9/8/2022

Factory: Multiple

Lead Time: 10-12 weeks

LFI QT-3164 Proposal for:
Downers Grove Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
QUOTATION TERMS						
* quotes are valid for 30 days from date at top of this page						
* quotes are based on stated quantities; any change in quantity may require re-quoting						
* prices include standard materials/finishes unless otherwise noted						
* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote						
* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.						
* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge						
PAYMENT TERMS						
50% deposit; balance due upon completion						
\$0 deposit; balance due upon completion						
TO ACCEPT THIS QUOTE:						
* sign and date below as formal acknowledgement of the quote terms						
* please forward a deposit if one is required per the quote terms						
* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact						
* LFI will coordinate and schedule in-bound freight of your order.						
* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.						
* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.						
* Factories and freight carriers will require digital photography of any damage related issues.						
Signature				Date		
TOTAL					\$	24,759.57

Interior Investments, L.L.C.

550 Bond Street Lincolnshire, Illinois 60069
Telephone 847.325.1000 Facsimile 847.325.1001

PROPOSAL: 180819

DATE: 9/7/2022

PROJECT#: 158-90

PROPOSAL FOR:	INSTALL AT:
Downers Grove Public Library 1050 CURTISS ST DOWNERS GROVE IL 60515	Downers Grove Public Library 1050 CURTISS ST DOWNERS GROVE IL 60515

SALESPERSON:

Ed Oneill

CUSTOMER P/O:

QUOTE VALID:

09/30/22

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	1	NOTES	DOWNERS GROVE PUBLIC LIBRARY * 9.6.22 * 9.22.22 * FURNITURE TAGS; T2, C2, S5, * C1 & S7B	\$0.00	\$0.00
2	1	DP1AYS.283696LN	+HEADWAY RECTANGLE SHAPE, Y-BASE, SEATED HT TABLE,SQ-EDGE,28 LBM crisp linen LBM crisp linen G1 graphite satin leg with graphite satin foot N no undersurface wire management Tagging: T2	\$1,407.02	\$1,407.02
3	1	BE04315-2DF-Z382-120	BYRNE ELECTRICAL, DEAN IN SURFACE POWER MODULE * 2 POWER / 1USB A+C * COLOR: MATTE STORM, STORM PLASTIC * 120 CORDED * LEAD TIME: 2-4 WKS EST * QUOTE: DQ014519-1 Tagging: T2	\$162.87	\$162.87
4	1	FT199.	+CABLE MANAGEMENT TROUGH ~. Tagging: T2	\$36.22	\$36.22
5	6	WC410N	+CAPER STACKING CHAIR, MOLDED SEAT, NO ARMS MS metallic silver G1 graphite U5 soft wheel caster, carpet or hard floors BK black Tagging: C2	\$173.66	\$1,041.96
6	6	LW200.363	+LAT FILE,W-PULL FREESTD 3 DWR 36W SS smooth paint on smooth steel SG slate grey KC keyed differently, chrome CB counterweight (recommended) 2R side-to-side filing rail Tagging: S5	\$613.33	\$3,679.98
7	1	LTPL-10840	@TU FILE TOP, LAM TOP/TP EDGE 108W 40D LBM crisp linen	\$738.66	\$738.66

			Tagging: S5		
8	6	1B2JK7-	+LOCK PLUG AND KEY,CHROME UM SERIES 226 key number 226 Tagging: S5	\$0.00	\$0.00
9	8	2222.B1.F.A129	WIT, MIDBACK WITH ADJUSTABLE LUMBAR, STANDARD SYNCHRO WITH S E3 E3 FC1 BLACK Z1 BLACK B0 BLACK NYLON S0 S0 C16 CARPET CASTERS MC20 ONYX FABRIC FABRIC ~ NO SELECTION FG1 GRADE 1 SUGAR SUGAR LICORICE LICORICE UC BACK ATTACHED TO SEAT, BASE SEPARATE NA LEAD TIME: 2-4 WKS NA QUOTE: EMAIL DTD 9.22.22 Tagging: C1	\$381.46	\$3,051.68
10	1	LW200.301	+LAT FILE,W-PULL FREESTD 2 DWR RAISED HGT 30W SS smooth paint on smooth steel SG slate grey KA keyed alike CB counterweight (recommended) 2R side-to-side filing rail Tagging: S7B	\$419.02	\$419.02
11	1	LTPL-03020	@TU FILE TOP, LAM TOP/TP EDGE 30W 20D LBM crisp linen Tagging: S7B	\$98.69	\$98.69
12	1	1B2JK7-	+LOCK PLUG AND KEY,CHROME UM SERIES 227 key number 227 Tagging: S7B	\$0.00	\$0.00
13	1	H-2922BL	Uline Mail Sorter * STEEL, 15 COMPARTMENT * FINISH COLOR: BLACK * QUOTE: 75869748	\$219.53	\$219.53
14	1	BYRNE FREIGHT	BYRNE FREIGHT NA QUOTE: DQ014519-1 NA ESTIMATE-TO BE BILLED ACTUAL	\$42.68	\$42.68
15	1	ULINE SHIPPING	ULINE SHIPPING * QUOTE: 75869748	\$33.50	\$33.50
16	1	TSQ #94984	Labor to receive, deliver and install ~.	\$2,080.00	\$2,080.00

Terms and Conditions of Sale Per <http://Custom.InteriorInvestments.com/TermsAndConditions/>

PLEASE REMIT TO:

Interior Investments, LLC.
Lockbox Number 778208
8208 Solutions Center
Chicago, IL 60677-8002

DEPOSIT REQUIRED: \$5,200.00**SUBTOTAL:**\$10,855.63**FREIGHT:** \$76.18**INSTALL:** \$2,080.00**ACCEPTED BY:**_____**DATE ACCEPTED:**_____**TOTAL:**\$13,011.81****FINANCING OPTIONS AVAILABLE:****

Rate Term	Payment
36 Months	\$405.45
48 Months	\$313.32
60 Months	\$258.15

- Monthly payment financing amounts above are illustrated with a \$1.00 end of term Purchase Option
- These monthly payment financing amounts exclude applicable sales taxes.
- Monthly payment rate information does not constitute an offer or extension of credit. All transactions are subject to credit approval and such other terms and conditions as may be required by our financing partner LEAF Commercial Capital, Inc.

For more information contact your Interior Investments Account Representative or Leaf Commercial Capital.

Downers Grove Public Library
new product for reconfigure

**corporate
concepts**

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
D1					
1	1	AWHTB7224	Wall Hung Tackboard, 72Wx24H	\$255.84	\$255.84
		(W1360)	FABRIC: Annex (Gr10)		
		W13605	COL: Dandelion		
2	1	DB1F30SP	Flat Bracket 30" - Single Pack	\$19.11	\$19.11
3	2	DD1RCU6	Corner End Unit (Component), 6-9/16Wx6-9/16x26-7/8H	\$170.43	\$340.86
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
4	1	DD1SCU12	Corner Unit (Component), 6-9/ 16Wx12-9/16Dx26-7/8H	\$202.02	\$202.02
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
5	2	DS1WM36	Overhead Wall Mount Bracket, 36W	\$51.48	\$102.96
		117	PAINT: Soft Grey (smooth)		
6	1	DS2PFL24AB	Dividends Series 2 Floorstanding Pedestal, 15Wx24D, Box/Box/File, with Back, Series 2 Pull, with lock	\$398.19	\$398.19
		~	Standard box drawer sides		
		(CORE)	Core Paints		
		115	PAINT: Medium Grey (smooth)		
		(KEYALIKE)	LOCK: Keyed Alike		
		(LOCK)	Specify lock core & key separately		
7	1	DS2PFL30B	Floorstanding Pedestal, Series 2 steel front, File/File, 29-1/4D, with lock, Series 2 pull	\$435.24	\$435.24
		(CORE)	Core Paints		
		115	PAINT: Medium Grey (smooth)		
		(KEYALIKE)	LOCK: Keyed Alike		
		(LOCK)	Specify lock core & key separately		
8	1	DS2PM72L	Overhead Cabinet, Series 2 steel or veneer front, 71-7/8W, Panel Mounted, with lock	\$571.35	\$571.35
		(CORE)	Core Paints		
		117	CASE: Soft Grey (smooth)		
		~	same paint on case and front		



Downers Grove Public Library
new product for reconfigure

**corporate
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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
		(KEYALIKE)	LOCK: Keyed Alike		
		(LOCK2)	Specify 2 lock cores & keys separately		
9	1	DS2PPTN	Pencil Tray, black	\$23.79	\$23.79
10	1	KSPEC5	Set of 5 cores/keys (black)	\$0.00	\$0.00
11	1	MU1-C4872DS	Postform Worksurface, L-Shape Curvilinear, 48Wx72Dx1-1/4H, (30D return left, 24D right)	\$1,006.20	\$1,006.20
		(CORE)	Core Laminates		
		119	LAM: Pumice		
12	1	MU1-S4830-B	Postform Worksurface, Straight, no grommets, 48Wx29-5/8Dx1-1/4H	\$356.46	\$356.46
		(CORE)	Core Laminates		
		119	LAM: Pumice		
SUBTOTAL:					\$3,712.02



Downers Grove Public Library
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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
D3					
13	3	AWHTB7224	Wall Hung Tackboard, 72Wx24H	\$255.84	\$767.52
		(W1360)	FABRIC: Annex (Gr10)		
		W13605	COL: Dandelion		
14	3	DB1F24SP	Flat Bracket 24" - Single Pack	\$17.16	\$51.48
15	1	DB1F30SP	Flat Bracket 30" - Single Pack	\$19.11	\$19.11
16	3	DD1EU24	End Unit Support, 14-7/8Wx24D	\$237.12	\$711.36
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
17	1	DD1EU30	End Unit Support, 14-7/8Wx30D	\$257.79	\$257.79
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
18	1	DD1IE30	Intermediate End Unit Support, 31-9/16Wx14D	\$214.11	\$214.11
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
19	6	DD1RCU6	Corner End Unit (Component), 6-9/16Wx6-9/16x26-7/8H	\$170.43	\$1,022.58
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
20	3	DD1SCU12	Corner Unit (Component), 6-9/16Wx12-9/16Dx26-7/8H	\$202.02	\$606.06
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
21	6	DS1WM36	Overhead Wall Mount Bracket, 36W	\$51.48	\$308.88
		115	PAINT: Medium Grey (smooth)		
22	3	DS2PM72L	Overhead Cabinet, Series 2 steel or veneer front, 71-7/8W, Panel Mounted, with lock	\$571.35	\$1,714.05



Downers Grove Public Library
new product for reconfigure

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
		(CORE)	Core Paints		
		117	CASE: Soft Grey (smooth)		
		~	same paint on case and front		
		(KEYALIKE)	LOCK: Keyed Alike		
		(LOCK2)	Specify 2 lock cores & keys separately		
23	2	MU1-C4872SD	Postform Worksurface, L-Shape Curvilinear, 48Wx72Dx1-1/4H, (24D return left, 30D right)	\$1,006.20	\$2,012.40
		(CORE)	Core Laminates		
		119	LAM: Pumice		
24	1	MU1-C7248DS	Postform Worksurface, L-Shape Curvilinear, 72Wx48Dx1-1/4H, (30D return left, 24D right)	\$1,006.20	\$1,006.20
		(CORE)	Core Laminates		
		119	LAM: Pumice		
25	3	MU1-S3024-B	Postform Worksurface, Straight, no grommets, 30Wx23-5/8Dx1-1/4H	\$246.48	\$739.44
		(CORE)	Core Laminates		
		119	LAM: Pumice		
SUBTOTAL:					\$9,430.98



Downers Grove Public Library
new product for reconfigure

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
D4					
26	5	AWHTB7224	Wall Hung Tackboard, 72Wx24H	\$255.84	\$1,279.20
		(W1360)	FABRIC: Annex (Gr10)		
		W13605	COL: Dandelion		
27	10	DS1WM36	Overhead Wall Mount Bracket, 36W	\$51.48	\$514.80
		115	PAINT: Medium Grey (smooth)		
28	5	DS2PM72L	Overhead Cabinet, Series 2 steel or veneer front, 71-7/8W, Panel Mounted, with lock	\$571.35	\$2,856.75
		(CORE)	Core Paints		
		117	CASE: Soft Grey (smooth)		
		~	same paint on case and front		
		(KEYALIKE)	LOCK: Keyed Alike		
		(LOCK2)	Specify 2 lock cores & keys separately		
				SUBTOTAL:	\$4,650.75

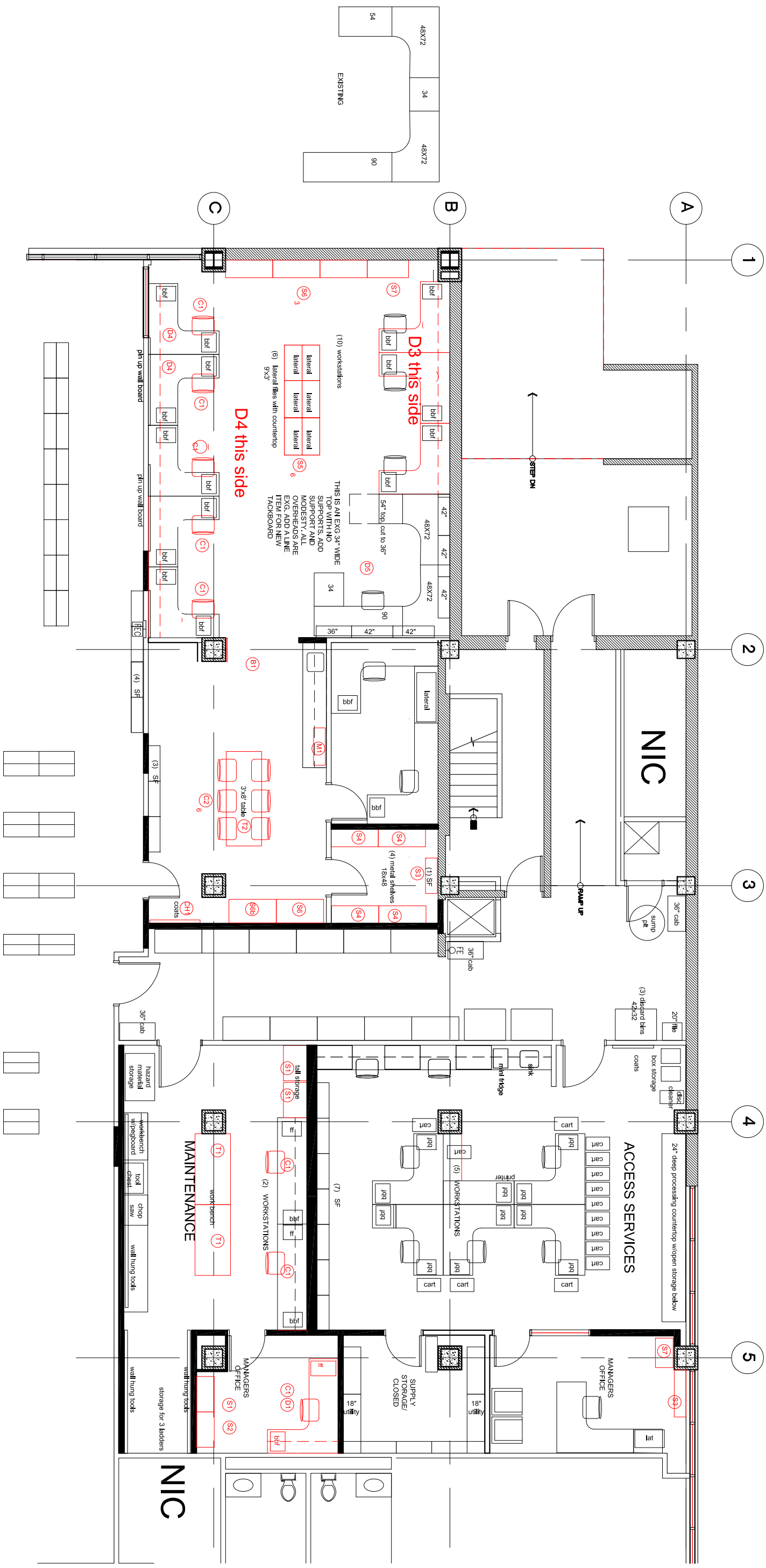


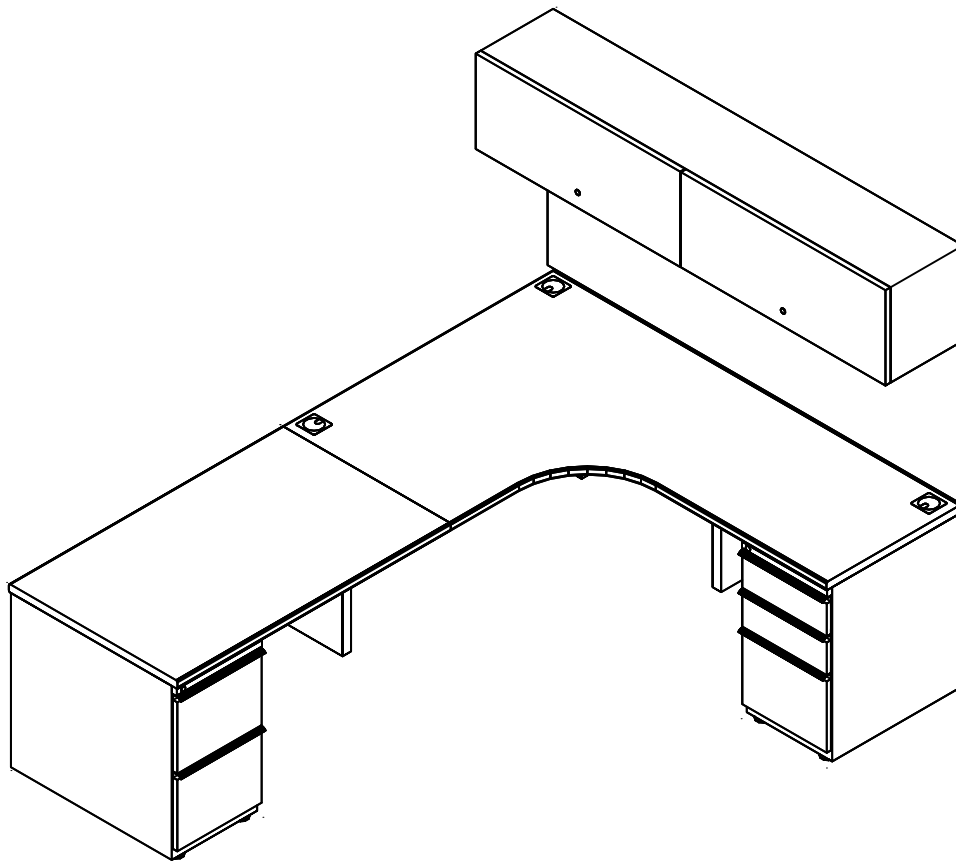
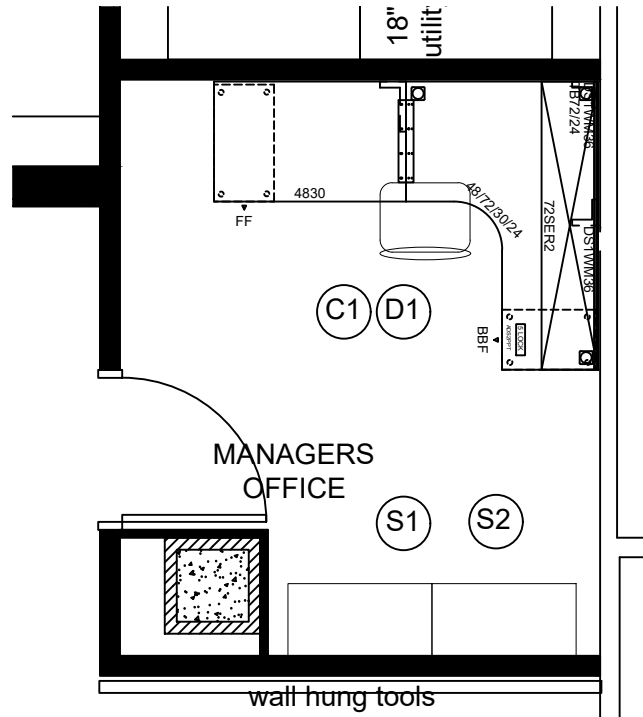
Downers Grove Public Library
new product for reconfigure

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concepts**

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
D5					
29	1	AWHTB4824	Wall Hung Tackboard, 48Wx24H	\$201.63	\$201.63
		(W1360)	FABRIC: Annex (Gr10)		
		W13605	COL: Dandelion		
30	1	AWHTB7224	Wall Hung Tackboard, 72Wx24H	\$255.84	\$255.84
		(W1360)	FABRIC: Annex (Gr10)		
		W13605	COL: Dandelion		
31	1	AWHTB9024	Wall Hung Tackboard, 90Wx24H	\$299.13	\$299.13
		(W1360)	FABRIC: Annex (Gr10)		
		W13605	COL: Dandelion		
32	1	DD1EU24	End Unit Support, 14-7/8Wx24D	\$237.12	\$237.12
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
33	1	DD1FBPD54	Back Panel for 54" Desk/Table, Full Height	\$141.96	\$141.96
		(CORE S)	Smooth Core Paints		
		115	PAINT: Medium Grey		
				SUBTOTAL:	\$1,135.68
installation & reconfiguration				\$13,200.00	\$13,200.00
				GRAND TOTAL:	\$32,129.43

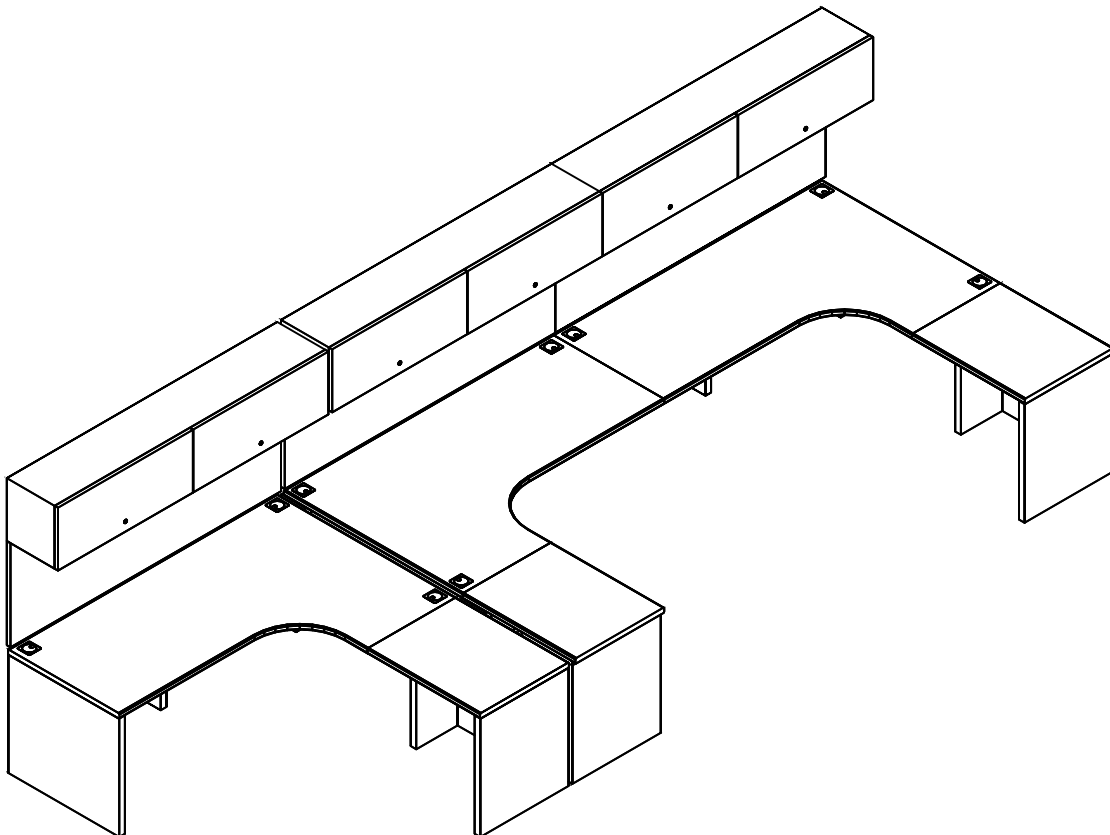
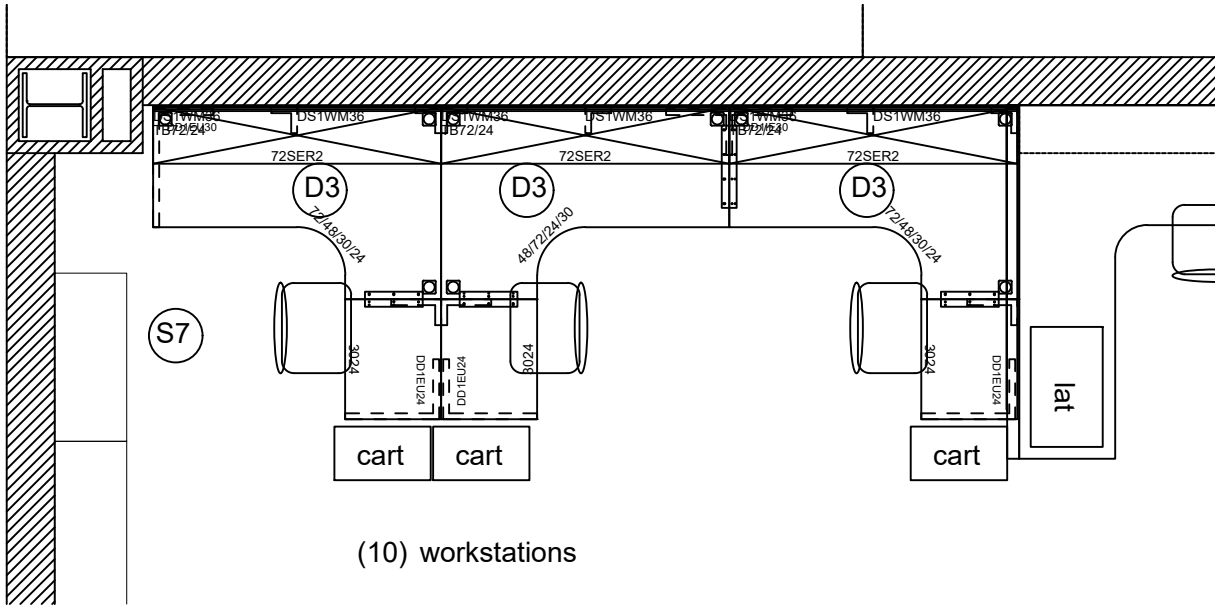






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corporate concepts



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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 28, 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 October when the Mayor makes the regular nominations to Village Boards and Commissions for Village Council approval. Village Council Member Danny Glover was reportedly interviewing candidates for the position, at the request of Mayor Bob Barnett.

Freedom of Information Act Requests

Seventeen Freedom of Information Act (FOIA) requests were received from August 28 through September 21. Library administration is working with attorney Mallory Milluzzi of Klein, Thorpe, and Jenkins to ensure proper and timely responses to all requests.

Strategic Planning Proposal Review

Board President Swapna Gigani, Trustee Carissa Dougherty, Assistant Director Jen Ryjewski, and I are reviewing the strategic planning proposals. Four proposals were received by the September 2 deadline. Due to the anticipated length of the September Board meeting, the recommendation will go to the Board in October. Finalists may be asked to interview with the Board at the October meeting.

2023 Budget and Levy

The final 2023 budget and levy as approved are included in your packet.

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 2023 BALANCE SHEET**FINAL****LIBRARY FUND BALANCE**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 ADOPTED
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	\$ 6,161,277
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	\$ 537,516
NET CHANGE	\$ (492,973)	\$ (114,588)	\$ (421,752)	\$ (220,614)	\$ (597,033)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 ADOPTED
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
FINAL

SOURCE		2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 EST. ATT.	2023 ADOPTED
4101	Current Property Tax	\$ 5,553,474	\$ 5,598,950	\$ 5,862,439	\$ 5,869,605	\$ 5,921,063
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	\$ 6,161,277

DOWNERS GROVE PUBLIC LIBRARY 2023 EXPENDITURES SIMPLIFIED SHEET						
FINAL						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	ADOPTED	Change \$	Change %
5101	Salaries, Exempt	1,733,538.90	1,648,918.00	1,842,036.74	108,497.84	6.3%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	338,730.61	356,394.00	596,716.40	257,985.79	76.2%
5119	Part-Time Employee Wages	1,286,018.09	1,160,016.10	1,062,409.38	-223,608.71	-17.4%
5131	IMRF Pension Contributions	240,632.68	228,472.26	168,194.44	-72,438.24	-30.1%
5133	Medicare Contributions	48,695.16	44,723.28	51,008.82	2,313.66	4.8%
5134	Social Security Contributions	208,213.83	193,405.49	218,106.68	9,892.85	4.8%
5190	Life Insurance	1,366.20	1,018.76	1,695.33	329.13	24.1%
5191	Health Insurance	496,336.20	462,518.02	576,679.44	80,343.24	16.2%
5195	Optical Insurance	1,925.91	1,811.51	2,342.47	416.56	21.6%
5197	Dental Insurance	32,871.93	32,035.29	40,115.65	7,243.72	22.0%
		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.	ADOPTED	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						
FINAL						
	Total Library Capital Replacement Fund (LCRF)					
					Budget to	Budget to
		2022	2022	2023	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	ADOPTED	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
FINAL

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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 ADOPTED
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
FINAL

LIBRARY-ADMINISTRATIVE SERVICES 971		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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
FINAL

LIBRARY - ADULT SERVICES 972		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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
FINAL

LIBRARY - CHILDREN'S SERVICES 973		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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
FINAL

LIBRARY - CIRCULATION SERVICES 974		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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
FINAL

LIBRARY - INFORMATION TECHNOLOGY 975		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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
FINAL

LIBRARY - PUBLIC RELATIONS 976		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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
FINAL**

LIBRARY - ACCESS SERVICES 977		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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

FINAL

LIBRARY - BUILDING OPERATIONS 978		2021 ADOPTED	2021 ACTUAL	2022 ADOPTED	2022 ESTIMATED	2023 ADOPTED
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

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

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Operating levy rate	\$ 5,609,989	\$ 5,862,439	\$ 5,921,063	0.2030	0.2023	0.1935
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,609,989	\$ 5,862,439	\$ 5,921,063	0.2030	0.2023	0.1935
Change		4.50%	1.00%		-0.34%	-4.36%

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	\$ 220.66	\$ 67.67	\$ 67.44	\$ 64.50
Actual change in taxes paid		\$ (0.78)	\$ (10.05)		\$ (0.23)	\$ (2.94)
Change		-0.3%	-4.4%		-0.3%	-4.4%

<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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<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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RATE	<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	0.1935
Bond	0	0	0	0	0
Total	0.2111	0.2103	0.2030	0.2023	0.1935
% change YroYr	-1.6%	-0.4%	-3.5%	-0.3%	-4.4%

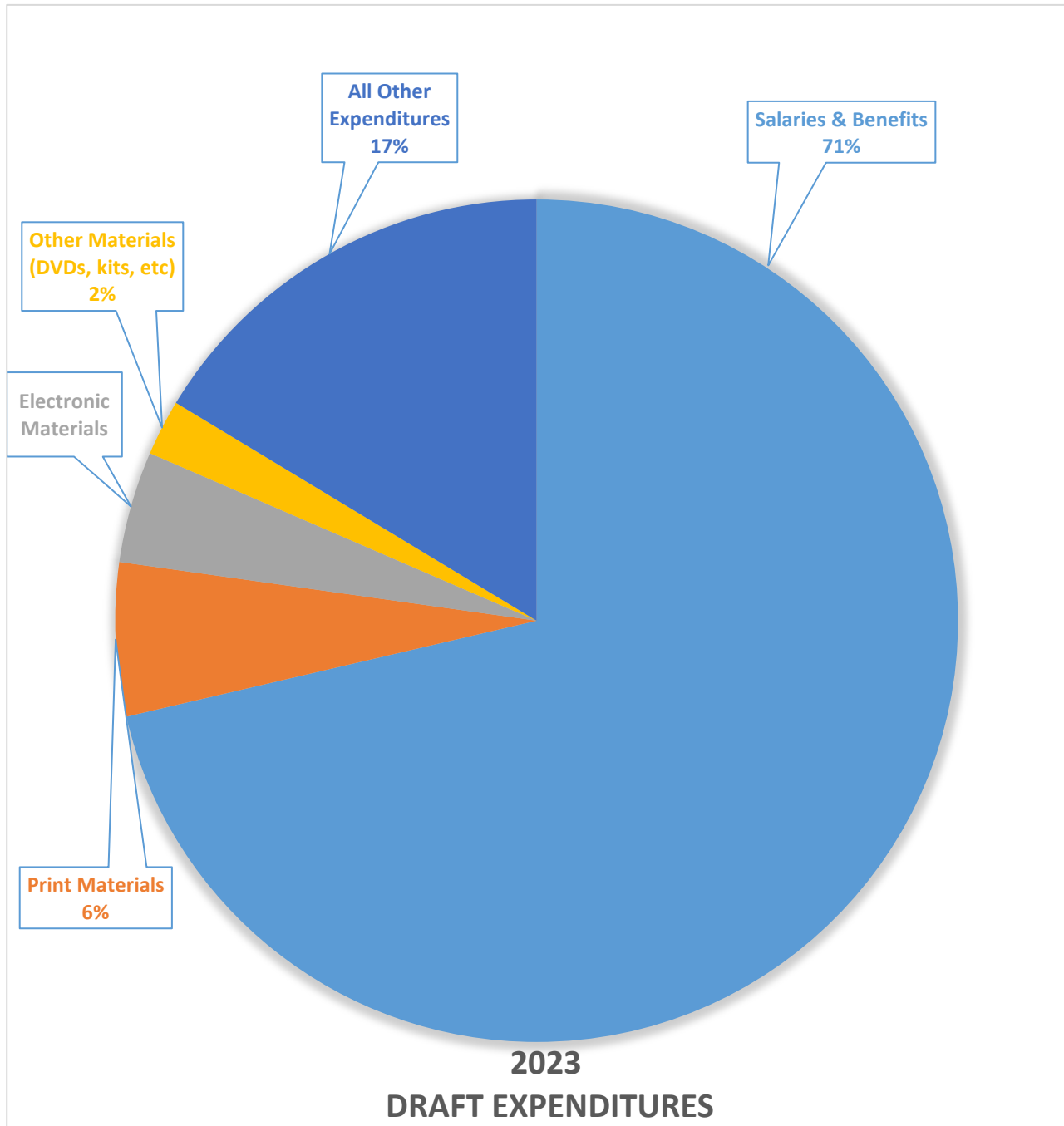
LEVY	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Operating	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,921,063
Bond	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,921,063
% change YroYr	4.1%	3.0%	1.0%	4.5%	1.0%

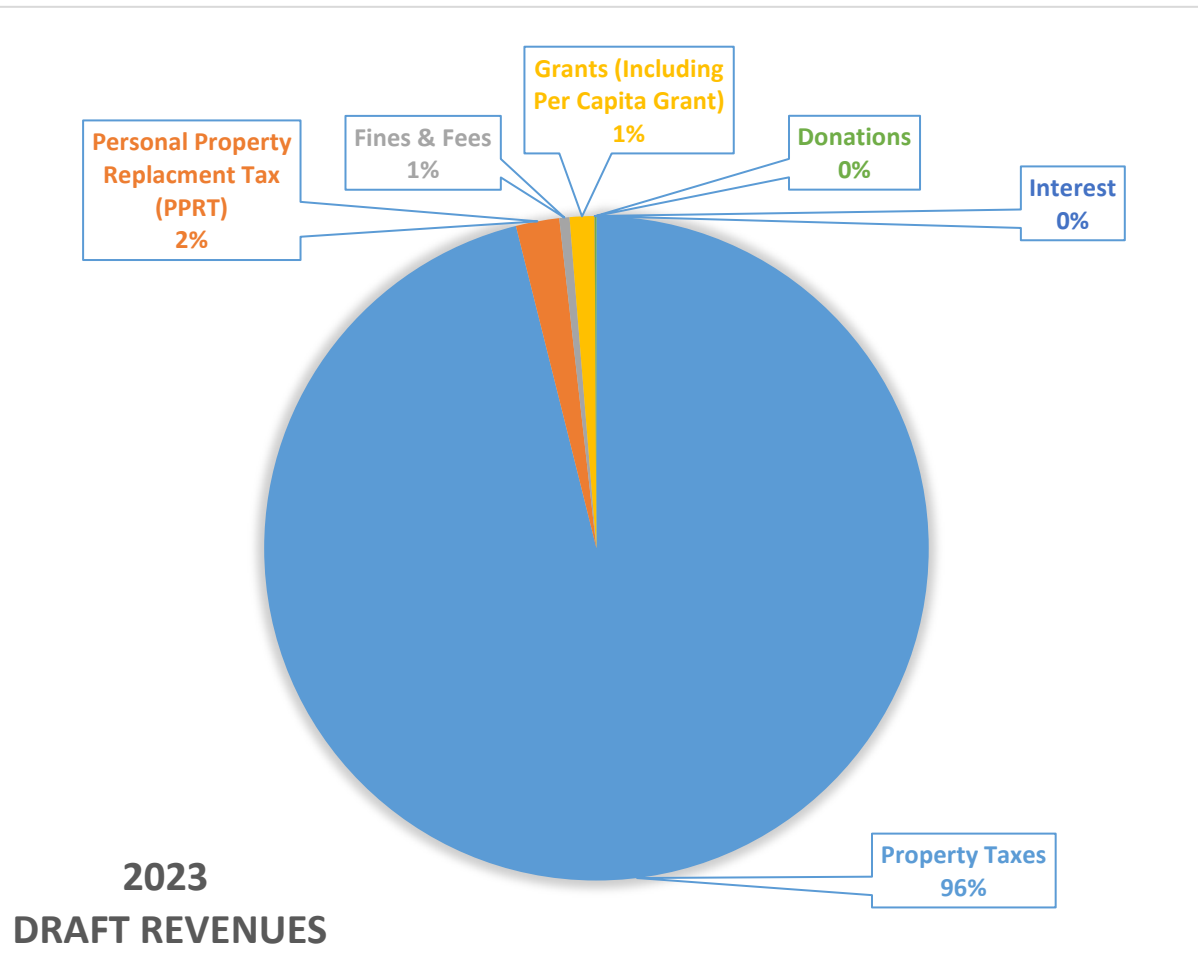
EAV	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 (EST)</u>
Base	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601
Increase / (Decrease)	\$ 134,159,138	\$ 86,394,047	\$ 122,802,284	\$ 134,159,138	\$ 162,271,234
Total	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 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	\$ 64.50
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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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	<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	96.1%		\$ 5,921,163.07
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	\$ 6,161,277.07





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

Summer Reading Club Report 2022

Adult & Teen Services – Lizzie Matkowski

Adult SRC:

	Total Registrations
Patrons	490
Staff	52
Totals	542

Total Participants or Registrations (including staff): 542

Total who earned at least one prize (including staff): 427

Completed the Program 266 (adults) 47 (staff): 313

To earn prizes, adults and staff needed to read three books or eighteen hours. To complete the program, adults and staff needed to complete two sheets, for a total of six books or 36 hours.

Adults and staff read a total of:

Books: 4,172

Hours: 2,561

	2018	2019	2020	2021	2022
Number of Patrons	606	673	290	494	490
Number of Staff	38	33	20	50	52
Number of Books	5073	3171	2064	1810	4172
Number of Hours	N/A	2897	7318	1920	2561

The number of adult participants was on par with 2021, but not yet at the pre-pandemic levels of participation. Staff continued making adjustments to the program this year just like the past few years to try to balance feedback that consistently requested opportunities for more people to win prizes with the feedback requesting larger prizes.

Teen SRC:

In total, 106 teens registered for ReadSquared or completed at least one form. 9 of these teens did not log any reading on ReadSquared and did not earn a badge during the summer. Teens could choose to count their reading by either books read or by hours read. Each form/level was achieved after reading 3 books or for 6 hours. To officially complete the program, teens must complete 3 forms or earn 3 badges.

In 2022, 45 of the 97 teens who completed at least one form finished the program and turned in 3 forms or earned 3 badges. Completion rate this year is fairly consistent with previous years. 2020 was an anomaly given the circumstances of the shutdown as the teens who chose to participate were very committed. 30 teens submitted bonus forms after completing the program for extra raffle tickets.

Participants	2022	2021	2020	2019	2021 → 2022 % Increase
First Prize	97	93	37	155	4.3%
Second Prize	71	59	26	107	20.3%
Third Prize	44	43	22	71	2.3%
Bonus Forms/Badges	221	139	48	120	59%
Total Forms/Badges	433	334	133	453	29.6%

Children's Services – Allyson Renell

- The Summer Reading Club officially wrapped up on Sunday, August 7. As with years past, however, we allowed children to continue picking up their prizes through the following week.
- This year we had 1,918 children registered for the program (629 Read-to-me's and 1,289 Readers). This is an increase from last year's registrations of 1,541. In 2019, pre-pandemic, we had 2,001 registrations so we are very happy with being so close to pre-pandemic numbers. With the participation of daycare classrooms (explained below) we actually exceed 2019 numbers.
- 1,839 registrants completed at least 1 prize level (607 Read-to-me's and 1,232 Readers) or 96%. 1,348 children completed all three levels (448 Read-to-me's and 900 Readers) which is 70% of all registrants. We feel this shows that our program is attainable to complete over the summer while also still being a challenge.
- We had three daycare locations participate in our outreach Summer Reading Club which totaled 90 students. This program is very similar to our Read-to-Me program but the classroom as a whole tracks the books they read as a group over the summer rather than individually. The students all get prizes for the shared reading.
- 2,319 bonus pages were collected for this year's club. These are additional pages that kids can complete for either an extra prize or a raffle ticket. 1,432 of these pages were turned in for tokens to use in our prize machines and 887 were turned in for raffle entries. There is no limit on how many bonus pages a kid could turn in.

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

Department Reports – August 2022

Administration – Jen Ryjewski

- Attended our 2022 In-Service Day which featured active shooter training and presentations on meditation and mindfulness and the benefits of and how to get good sleep.
- Attended the annual SWAN Expo where I attended: an Aspen Panel Discussion about how we can customize our catalog and provide reader's advisory and engage with patrons; a presentation on Using Data to Tell a Story which discussed how can we use our data to illustrate our library's success from patron circulation to holds to interlibrary loan; and a presentation on the "Illusion" of Privacy which focused on why some library technology practices are not as private as we think.
- Met with PR Manager Cindy Khatri to discuss the finalization of the work needed for a successful launch of the grant laptop kit collection, which was made possible by grants awarded to the library.
- Met with newly established Green Team where we finalized the team's charge, goals, and objectives and reviewed some initial ideas that could be implemented rather easily and addressed concerns for the team.
- Met with the Friends of the Downers Grove Public Library (FOL). Without a current president, we are working out a plan for the future of the group. Downers Grove Public Library Foundation President Brooks Ruyle attended the meeting and we brainstormed options for how the group may continue. For now, they have chosen to remain dormant.
- Investigated the requirements and made preparations for the Live & Learn Grant in order to offset construction costs for our workroom renovation project; however, project timeline did not fall within the grant timeline. Existing work on this grant will be put towards another one.

Business Office – Katelyn Vabalaitis

- On August 1, attended budget module training in Munis with Library Director Julie Milavec.
- On August 3-5, participated in training and setup sessions for the HR and Payroll modules in Munis.
- On August 19, met with Village HR Director Lauren Linares to work on entering library personnel changes in Munis, so that it will match Eden for the parallel payroll runs.
- Organized breakfast and lunch for all staff for In Service Day.

- Worked with Village Grants Coordinator Sheryl Vlk on a new grants tracking procedure and began developing internal organization for all library grant documents.
- Along with Assistant Library Director Jen Ryjewski, began overhauling job descriptions in preparation for review by the Equity Advisory Team and HR Source.
- Attended In Service Day on August 28 and aside from a lunch fiasco, the day was great and full of information.
- Began tracking Drag Queen Bingo feedback, transcribed voicemails, and assisted with FOIA requests.

Adult & Teen Services – Lizzie Matkowski

- We welcomed two new Aurora University Social Work interns to the library! Welcome LaWanda and Alexa!
- ATS staff attended the DGPL staff In Service Day.
- The very popular A Matter of Balance program series ran in August. Other programs included: Maker Mondays 2 Go: Clay Insect Impressions; Next Chapter Book Club; Basic Backyard Chicken Keeping; D&D Adventurer's League for Adults; Make and Take: Black Glue Art; Modern Calligraphy: Brush Pen; Ask an Astronaut: NASA Downlink Video Questions; After Hours: Nerf Night; Diversity 101; and Geode Painting.
- We added 4,257 additional digital magazines to the collection through Libby! Most magazines that we previously offered in Flipster that are only available on that platform will remain available to patrons through Flipster, but some of those titles will now be available through Libby.
- I presented at SWAN Expo with staff from SWAN and Geneva Public Library on KitKeeper software, which DGPL has been piloting with Geneva and SWAN as a tool to manage sending book club kits to other libraries to increase access and options for patrons in book clubs at DGPL and other libraries.

Children's Services – Allyson Renell

- On Wednesday, August 17, Program Coordinator Erin Linsenmeyer presented at District 58's New Teacher Luncheon. This program, sponsored by the DG58 Education Foundation, allows Erin to introduce the library and its services to new teachers and encourages them to use us as a resource.
- Department Manager Allyson Renell and Erin spent time interviewing for open Library Assistant positions during the beginning of August. These positions were open due to the retirement of two long-time staff members. Towards the end of the month Allyson and Assistant Department Manager Traci Skocik spent time interviewing for an open Clerk position after one of our previous clerks left for school.

- Most of the Kids Room department was able to attend the all staff In Service Day on August 26. Staff appreciated the reminders about active shooter drills and enjoyed the wellness sessions in the afternoon.
- Erin was busy during August prepping for fall outreach. She reached out to two new preschools that have recently opened in Downers Grove and offered storytimes and other resources. She sent beginning of the year letters to every other daycare and preschool in Downers Grove reminding them of our resources and wishing them a good school year. We will be visiting six locations monthly and will be providing quarterly visits to other locations. We expect more to be added on as the year progresses. She also met with several District 58 Teacher Librarians to plan school year activities and partnerships.

Circulation Services – Christine Lees

- Our pick-up lockers remain hot - we circulated 1,001 items via the lockers this month!
- In August, we processed an incredible amount of new library cards - 251 new cards! A big thank you to Circulation staff for being a welcoming presence to our new cardholders.
- We received a positive HDWD form thanking Circulation Staff for showing the sorter operation to a family with young kids. The kids, and their adults, really enjoyed learning about our sorter. We like to think of these small tours as training for future employees!
- PR has done an amazing job with revamping the Welcome Packet for all new library card holders. The packet contains a lot of valuable information and looks great, too. Thanks, PR!
- The SET Committee has encouraged all staff to take a 15-minute break to enjoy our wellness room and take advantage of the newly installed Calm App.
- Staff enjoyed the In-Service day and felt the information presented was valuable, timely, and informative. Jen did a great job in organizing the presenters and Katelyn was her usual superwoman self on the day, sorting through lunches and making sure everything ran smoothly.
- I presented at the Board Meeting last month to give a peek into the Circulation Department and to show off a little bit about our amazing staff!
- Ian Knorr, three circulation staff, and myself met to discuss concerns they had with library security. Ian did a great job informing staff of all of the steps he has taken to protect us and he outlined his relationship with DGPD. All staff felt heard at the meeting and were thankful to have had the opportunity to meet. Thanks, Ian!
- Martha Harnik became an acting supervisor in the Circulation department this month. Martha always leads with kindness, compassion, and knowledge. Congratulations, Martha!

- The Board Recap meetings continue to be successful and informative. This month there were 18 staff members in attendance with the rest of the staff able to watch the recorded meeting at their convenience.

Information Technology – Paul Regis

- Much of August was spent planning on how to provide public computers and assistance during the planned elevator project later in the month. While that project was postponed, a general game plan of using the Café area to offer a handful of computers was outlined (there are not too many places on the first floor for this kind of setup, unfortunately).
- IT Manager Paul Regis met with Computer Help Desk Supervisor Lauren Cantore Gonzalez to discuss her maternity leave. Lauren graciously prepared future schedules and other duties to make it easier for everyone. Well, to make it easier for Paul, which in turn makes it easier for everyone else.
- IT was excited to welcome a new member to the family, as Lauren had a baby girl later in the month. A huge and sincere congratulation to Lauren and her family!
- Technology Trainer Annie Jagielski and Paul met with representatives from the Downers Grove Township, Park District, and People's Resource Center to discuss possible collaborations. The Township has been looking to expand its offerings to seniors in the community. The meeting provided a great starting point by figuring out which organization offers which services. Annie and Computer Help Desk Associate Sue Slamar visited the township twice to offer on-site assistance for smartphones in late August.
- IT and the People's Resource Center offered a combined 11 classes in August. This included an iPad class at the Downers Grove Township center early in the month.

Public Relations – Cindy Khatri

- The PR team finalized the September/October issue of Discoveries and sent it for print/delivery.
- Cindy Khatri, PR Manager, met with Adam Hoczko, the Marketing Director for Alter Brewing, to discuss promotion and return of the Pages and Pints book discussions.
- The PR team worked on branding and a marketing strategy for Real Reads, the new nonfiction book club.
- The PR team met to review the Style Guide and began a list of revisions/updates to be made.
- Outreach continued with the last concerts of the summer and the Farmers market. Over 560 people visited the library's tables.
- Preparations for Library Card Sign Up Month were made, including coordination for the Tivoli Theater ticket giveaway: the first 100 adults and 100 kids to register

for library cards get a complimentary ticket to the Tivoli. Current cardholders and new cardholders alike may enter a raffle to win a movie night basket. The Tivoli Theater has been wonderful to work with and we appreciate their partnership!

- The PR team developed new welcome packets for new cardholders. The new packets include a brochure with general information about services, loan periods, and how to set up their account. Additional brochures about how to book a room, the Anything Emporium, the eLibrary, and the Media Lab are included.
- Cindy was invited to join the RAILS EDI Learning Cohort.
- Literacy DuPage was featured as the Organization of the Month.
- Artwork by the Downers Grove Artists' Guild was featured in the Café and North galleries.
- The PR team began to track and coordinate responses to the Drag Queen Bingo feedback with Admin.

Access Services – Lucas McKeever

- Access Services staff worked together to create a 1-hour overview training where any participants from other departments in the library will be able to see the life of 3-5 items and how they will be handled by Access Services staff. We currently have 14 people signed up between our two scheduled sessions and at least five staff that are interested but cannot attend due to scheduling.
- Lucas co-presented with SWAN's Assistant Director, Dawne Tortorella, on August 19 at a day-long conference organized by SWAN. They discussed geomapping some of our regular statistics and ideas for how this added layer of information can help us utilize this data in new ways.
- With assistance from Christine and Paul, Lucas learned how to update our automatic sorter software and put together a procedure manual for doing so in the event that people with this information are not available for any reason. Four people from circulation will be trained on this in the next few weeks.
- Lucas has been selected to be part of the RAILS EDI Learning Cohort. Their website says "This program is a special learning opportunity that will engage participants in a collective discourse on critical EDI issues in a supportive setting. Throughout eight virtual sessions, cohort participants will learn together how to navigate the opportunities and challenges in the communities they serve."

	Adult & Teens	Kids	Both
Items Added			
Print	1265	913	
AV	282	71	
Items Discarded			
Print	1387	429	

AV	197	13	
Items Repaired			589
Items Reclassified			63

Building Operations – Ian Knorr

- TRANE Services performed our preventative maintenance and software updates on the building automation system and roof top units. Both units are running but there is an auxiliary contactor that is not functioning and is on backorder. When it comes in, TRANE will be out to replace it.
- ADS performed our annual fire device and fire panel inspection – Passed. All corresponding paperwork for completion and filing has been sent to the Downers Grove Fire Department.
- I ran new data lines, assembled new furniture, and reconfigured the ATS manager's office
- I met with members of the new DGPL Green Team. We discussed adding new staff members and ideas and a vision for the team.
- I met with Bill Budds of the DGPD to discuss the staff In-Service Day Run, Hide, Fight presentation.
- I ran the workroom renovation pre-bid meeting with Jason Perkunis of Shales McNutt construction. Trades that were present toured the work areas and I answered questions they had regarding the project.
- I met with James Pitzer who is our risk auditor from Gallagher Bassett. We toured the building and looked for any violations or potential issues. Outside of some cord management under the Kids room PC's, nothing was found.
- I met with Lt. Todd Roundtree of the Downers Grove PD to discuss safety concerns about the Drag Queen Bingo event. I am in touch with Goldstar Security to get pricing on security officers for the day.
- I attended In-Service Day.

August						
Circulation	AUG 22	%	AUG 21	%	AUG 20	%
Checkouts						
Selfchecks	35,757	74.51%	33,339	75%	22,539	56%
Staff desk	11,232	23.40%	11,401	25%	18,027	44%
Lockers	1,001	2.09%	0		0	
Total checkouts	47,990		44,740		40,566	
Renewals						
Auto-renewal	35,594		36,502		22,421	
Selfchecks	2		14		0	
Staff desk (incl. phone)	445		282		566	
Patron self-renewals on website	0		118		503	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	795		596		87	
Total renewals	36,836		37,512		23,577	
Total item checkouts and renewals	84,826		82,252		64,143	
Digital Circulation	13,098		11,853		11,951	
Total Circulation	97,924		94,105		76,094	
Reserves Processed						
Received from ILL	5,194		4,602		4,601	
ILL sent	4,221		3,769		979	
OCLC requests processed	160		194		149	
Gate Count						
North	21,520		14,111		13,277	
South	14,219		10,326		4,517	
Total	35,739		24,437		17,794	
Lockers	1,001		0		0	
Gate Count and Lockers Total	36,740		24,437		17,794	
Curbside Count	0		0		0	
Registrations						
New resident cards	250		175		100	
New fee cards	6		5		6	
Professional Development Hours	263		160		8	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	Aug 2021	Aug 2022	YTD Totals			
Adult	39,799	40,797	288,407	284,623		
Teen	2,666	2,381	16,871	16,203		
Children	39,787	41,648	267,309	267,880		
Download	11,853	13,098	96,708	99,977	YTD Difference	
Total	94,105	97,924	669,295	668,683	-612	-0.1%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	28,156	69.01%	3,264	8.00%	6,729	16.49%	2,648	6.49%	40,797
Teen	2,297	96.47%	35	1.47%	22	0.92%	27	1.13%	2,381
Children	36,192	86.90%	1,477	3.55%	2,736	6.57%	1,243	2.98%	41,648
Total	66,645	78.57%	4,776	5.63%	9,487	11.18%	3,918	4.62%	84,826

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	118,151	75.50%	15,478	9.89%	16,005	10.23%	6,855	4.38%	156,489
Children	79,973	86.53%	2,935	3.18%	7,594	8.22%	1,923	2.08%	92,425
Total	198,124	79.60%	18,413	7.40%	23,599	9.48%	8,778	3.53%	248,914

Book Collection

	Aug 2021	Aug 2022	YTD Totals		YTD Difference	
Adult	119,333	118,151				
Children	79,156	79,973				
Total	198,489	198,124	198,489	198,124	-365	-0.2%

Audio Collection

	Aug 2021	Aug 2022	YTD Totals		YTD Difference	
Adult	15,519	15,478				
Children	2,760	2,935				
Total	18,279	18,413	18,279	18,413	134	0.7%

Video Collection

	Aug 2021	Aug 2022	YTD Totals		YTD Difference	
Adult	15,227	16,005				
Children	8,191	7,594				
Total	23,418	23,599	23,418	23,599	181	0.8%

Miscellaneous Collection

	Aug 2021	Aug 2022	YTD Totals		YTD Difference	
Adult	6,912	6,855				
Children	1,915	1,923				
Total	8,827	8,778	8,827	8,778	-49	-0.6%

Rooms & Spaces

	Aug 2021	Aug 2022				
Community Use of Rooms	398	982				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	9	228				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	407	1,210	YTD Totals	1,656	8,169	YTD Difference 6,513 393.3%

Programs Offered

Library Programs Offered		Aug 2022		
Adult		34		
Teen		7		
Children		48		
Self-Directed Programs Offered				
Adult		5		
Teen		4		
Children		2	YTD Totals	
Programs Offered Total		100		915

Program Attendance

Library Program Attendance		Aug 2022		
Adult		809		
Teen		73		
Children		951		
Self-Directed Program Attendance				
Adult		1,393		
Teen		170		
Children		1,918	YTD Totals	
Program Attendance Total		5,314		31,396
Virtual Program Views Total		142		2,628

Website Views

	Aug 2021	Aug 2022	YTD Totals		YTD Difference	
Total Website Views	23,832	30,666	223,097	247,487	24,390	10.9%

Statistics for August 2022 (FY Jan-Dec)

Library Visits

	Aug 2021	Aug 2022				
Gate Count	24,437	35,739				
Locker Pickups	0	1,001	YTD Totals		YTD Difference	
Total Library Visits	24,437	36,740	174,613	201,410	26,797	15.3%

One-on-One Services

	Aug 2021	Aug 2022				
One-on-Ones	23	47				
Homebound	0	7				
Notary	43	33	YTD Totals		YTD Difference	
Total Sessions	66	87	183	514	331	180.9%

Computer User Sessions

	Aug 2021	Aug 2022				
Adult	1,611	1,782				
Children	238	966	YTD Totals		YTD Difference	
Total	1,849	2,748	10,431	16,337	5,906	56.6%
Wireless Sessions	984	1,465	4,349	8,595	4,246	97.6%

Printing Services

	Aug 2021	Aug 2022				
Poster	0	4				
3D	8	18	YTD Totals		YTD Difference	
Total Prints	8	22	109	132	23	21.1%

The Cupboard

	Aug 2021	Aug 2022	YTD Totals		YTD Difference	
Total Donations	551	2,267	8,819	18,458	9,639	109.3%