

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 24, 2023, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order, Pledge of Allegiance, Land Acknowledgment
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. April 26, 2023 Committee of the Whole Meeting
Requested Action: Approval
 - b. April 26, 2023 Regular Meeting
Requested Action: Approval
5. Financial Matters
 - a. April 2023 Financial Report
 - b. May 2023 Invoices
Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Illinois Non-Resident Library Card Program
Requested Action: Approval
 - b. FY2024 Salary Schedule
Requested Action: Approval
9. Unfinished Business
 - a. Bylaws Update
Requested Action: Discussion
10. Library Director's Report
 - a. Summer Reading and Kids Room presentation by Children's Services
Manager Allyson Renell
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
APRIL 26, 2023, 5:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Gigani called the meeting to order at 5:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, Trustee Marti Sladek, President Swapna Gigani. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Janet Nelson of ReThinking Libraries, Rob Cullin of ReThinking Libraries.

3. **Strategic Planning Board Focus Group led by ReThinking Libraries.** Janet Nelson and Rob Cullin of ReThinking Libraries led the Board in a focus group to help determine the framework and outline of the library's next strategic plan.
4. **Adjournment.** President Gigani adjourned the meeting at 7:15 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
APRIL 26, 2023, 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 7:30 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, Trustee Marti Sladek, 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.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. March 22, 2023 Regular Meeting. It was moved by Khuntia and seconded by Humphreys THAT the Minutes of the March 22, 2023 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. March 2023 Financial Report. Library Director Milavec presented the report. The library is 25% through the year. The fund balances are dipping as expected, prior to June when property tax revenue starts to come in. Revenue is at 1.4% received for the year and Milavec noted the robust interest income that has been received throughout the first quarter of 2023. On the expense side, the Capital Replacement Fund is at 55% spent. All of the invoices for the workroom renovation project should be submitted to the Board by the May meeting. Operating expenditures are at 21% spent now, which is right on track in most budget lines.
 - b. April 2023 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of April 2023 Capital Replacement Fund invoices totaling \$120,979.44, the payment of April 2023 Operating Fund invoices totaling

\$159,692.06, the acceptance of April 2023 Operating Fund credit memos totaling \$56.87, and the ratification of March 2023 payrolls totaling \$267,738.92 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Gigani invited comment. Laura Hois spoke about Agenda Item 9, which references the revisions to the bylaws. At last month's meeting, this Board discussed amending the Downers Grove Public Library's bylaws and put Trustee Marti Sladek in charge of preparing an outline of proposed changes. The library's current bylaws require Board members to avoid situations in which their personal interests might be served and to disqualify themselves whenever the appearance of a conflict of interest exists. Recognizing that the Board members hold positions of public trust, they are expected, per the bylaws, to conduct themselves according to the highest ethical standards and to maintain truth, integrity, and honor. As a resident and a taxpayer of Downers Grove, she expects these provisions to remain in the revised bylaws and she asks this Board to provide ample notice of the proposed changes to the bylaws before proceeding to vote.
7. **Public Comment on Other Library Business.** President Gigani invited comment. Werner Kiuntke is a resident of Downers Grove and he wanted to draw the Board's attention to the Discovery magazine that everyone gets in their mailbox. On the last page, there's a little part about the indigenous lands. Through the survey that's going on with the library right now, where about 2,000 people have completed the survey, the library is going to get thousands of gold stars. The reason for that is that the library is an extremely welcoming community. They acknowledge the Native Americans like they do on the back of the magazine. They also acknowledge the LGBTQ community, African-Americans, Asian, Hispanic, homeless and by acknowledging we begin to show empathy and understanding and begin to develop a dialogue. All of these areas cumulatively, together with programs, staff, and all the things that occur here at the library, make it a welcoming community. However, he has seen persons who have come to these meetings and have begun to question about certain literature, history, the way it's taught and so forth. There is a movement larger where one state, Missouri for example, has just taken the libraries out of their total state budget until they can determine what books are on the shelves. For him, that becomes very personal, as he was born in post-World War II Germany and the burning of books was something that was there. Non-white persons in the Downers Grove community have commented to him that at times, they don't feel Downers Grove is a very welcoming community. His question for the Board is, how can he, as an individual, or how can we, as a larger group, be supportive of the library so that its welcoming community extends beyond the walls and into areas that the community is involved with that?

Ed Pawlak was at the focus group last night and he wanted to give the Board some feedback. He thought the consultants did an outstanding job. They facilitated the discussion but they didn't lead the group to any specific points to say. He thought they did a great job decomposing the services and the role of the library in the community here so that the group made sure to cover all of the different topics. They were very attentive and actively listening and taking things down. He was very pleasantly surprised at how good the session was and wanted to say the Board did a great job picking them. He was also happy that the meeting room was full with a lot of people taking about how great the library is as a byproduct of the discussions. He thanked the Board for what they are doing and for hiring the strategy consultants.

Ilene Briner commented that in two of the last meetings, there's been mention of a personnel matter and the hiring of an attorney. She would like an update each month. She knows the Board cannot talk about any of the details because it's a personnel matter but she'd like an update every month as to where that case is going. Is it in investigation? Is it in litigation? Is it in negotiation? Where does it stand?

Laura Temple commented that during this Library Appreciation Week, she'd like to say how much she appreciates the Board. Being on the Board is an extensive commitment and she's grateful to each of the trustees for serving Downers Grove this way. She also thanked Julie for her strong and visionary leadership. She is really grateful that Julie is steering the ship. After having attended several of these meetings, she has learned about all the different departments and people that go into making this place run and she's supremely grateful for all that work and for everyone that works at the library. They make this library just an essential part of the fabric of the community, so she hopes the library feels appreciated, because it is.

Laura Hois wanted to address the issue that she brought up at November's Board meeting that, wherein, she urged this Board to fire the library's diversity, equity, and inclusion consultant, RGW. She was in this room earlier today for the senior meeting where there was various discussion about great things about the library's facilities and discussion about people's various experiences, and one of her colleagues, who usually disagrees with her, agreed that the RGW consulting report is racist, which came as a surprise to her. She thinks that when she points out the issues again, which she will remind the Board tonight what she said in November, that that is the way the library has gone. Unfortunately, the library for the past three years has accepted RGW's recommendations for strategic planning and it's really disappointing to her and many residents who would certainly not have gone down that path. So why does she say this? By way of reminder, RGW had pushed for radical left changes to our library's culture and

policies in ways that violate the Constitution, civil rights laws, local library law and the Downers Grove Public Library's current bylaws. RGW had spent six months in 2020, starting in March of 2020, discovering that Downers Grove Public Library was systemically racist. Well, this is not true. She does not believe that our community is racist, but the library director and the majority of this whole Board agreed that that was true and accepted RGW's promotion of the idea that we should deeply integrate DEI, diversity, equity, and inclusion, to spur redistribution of power, wealth, access, and privilege to favor the allegedly oppressed historically marginalized people and urged Downers Grove Public Library to take from the oppressors, indicated as white people, and give to the oppressed. RGW said residents do not have the right to expect taxpayer money to be spent according to what they want in our library; they should not have this power and privilege. RGW also said taxpayers don't deserve to have library resources aligned to their value system. Instead, white-centered patrons must be forced to embrace the interest of neglected, historically marginalized individuals. Very disappointing, this is still on the website in the RGW report, and she wishes more people would read it to understand where she's coming from. We're not going to be unfair here, we're just saying, look, this is a great community, this is a caring, charitable, kind, wonderful community. She's lived here for 40 years and she and the people here wish that we would get past this categorization of people of by skin color. Because until you know who she is as a person, until you had a chance to talk to her and find out where she's coming from, let's not put up barriers that are based on skin color and that's exactly what this library has done by accepting this plan. RGW said our library must be DEI centered, not a neutral institution. Not a neutral institution means that you're prioritizing certain classes of people, perhaps people of color, perhaps people of certain sexual orientation. That's not right because the library is here to serve the whole community. So RGW attacked the American history, tradition, meritocracy, and rejected our foundation of equal rights under the law. A lot of people in our community think equity is a good thing because they think equity means equality. It is the opposite of equality; it is giving preference to certain categories of people. That's what's happening in our schools as well, preferences being given to minorities. White students are not being given the opportunities and everything is getting dumbed down. So, it's tough to take. She and others in November demanded the return of eighty six thousand dollars in tax dollars that this Board has spent on RGW Consulting. In her opinion, this is harmful to the community, divisive, and a complete waste of taxpayer dollars. Here is today's update for all of the folks here that are honest, hard-working, high tax paying residents; we all got to know this. For the period from March 3, 2020 through the present, Downers Grove Public Library has paid a whopping \$157,367 to RGW Consultants' Resheeda Graham Washington for her anti-racist consulting and training for the staff. Her monthly pay has ranged from \$3,300 a month to over \$7,000 per month. RGW's \$45,000 yearlong work plan fee, which required a non-refundable cash deposit of

\$22,500 that was paid in the lump sum by we the taxpayers here, that yearly plan commenced April 1, 2022 and ended March 31, 2023. So she questions, are we going to continue to use RGW consulting or can we finally end this? RGW is making a whopping amount of money and she has the same agreement with numerous libraries in the area that have the same deal going. Can you imagine how much her monthly take home is for RGW but she is the principal and she is the one that has invited us to join in the anti-racism effort which is really divisive and harming our community, especially when you consider that so many other libraries are following the same program. She is thinking okay, in her correspondence she says that RGW can be emailed to her personal email address. Okay, unusual, and our website still states to this day that the Equity Strategic Plan is structured on the four quadrants of racism. The plan was created by the library's Equity Advisory Team composed of staff members and Downers Grove community members led by RGW Consulting. This plan was approved by this board April 27, 2022, exactly one year ago. What is the problem with this? Well, as she said, the library's approval of this Equity Strategic Plan itself is racist. Unfortunately, the Board accepted the plan and promoted policies that RGW recommended and it divides our community, black, white, Hispanic. Why are we doing this? Why are we doing this? Why can't we be united and work together and care about each other? The basis should be love, not skin color. That's what brings us together. She has a recent email, as recent as February 27, where Director Julie Milavec in an email referenced continuing with the resource-targeted programming and staff training provided by equity consultant RGW. So it is continuing even in the event there's push back and Laura Hois would be one of the people that's saying, I'm pushing back against this because this is just fundamentally not right, all right? [Milavec's email continues] As we are dependent on this work being done by our BIPOC staff members, BIPOC means black indigenous and people of color, please know that [Milavec] by no means is shying away from DEI efforts, in fact she's doing the opposite. Julie, our director, is doing the opposite - she's supporting the continuation of this racist plan. Please stop forcing racial division in our library and discontinue it. This library recently declined a request to do a book reading for children that was Christian-based and she's not saying it needs to be just Christian but it was declined because it's not consistent with the strategic plan. So does this library truly serve the entire community and every facet of it, and she's not saying just Christians, she's saying other religions as well? It should serve everyone. Yes, she is coming up on perhaps too much time but (another speaker in the audience announced they would yield their time to current speaker), she would caution the Board, look at what happened in the news last week with Bud Light. Bud Light lost 6.5 billion dollars in stock value. In just a few days, its sales dropped seventeen percent and its volume dropped twenty-one percent. This related to the ongoing boycott of Bud Light following the company's decision to partner with transgender social media influencer Dylan Mulvaney, a

biological male who identifies as female. We the people think Bud Light fans know the honest to God truth; Dylan Mulvaney was born male and he does not become female by dressing like a woman and posting on social media. Dylan Mulvaney brought disaster to the Bud Light company. Please do not bring disaster to our community by continuing down this road. Acknowledge, please, that this plan is racist and tell the truth, that's all we're asking.

Zoe Rei thanked the Board for continuing to do the DEI work that they library does. It is incredibly, deeply meaningful to her and so many people in Downers Grove and the variety of people that come to the library. She really appreciates that the library has consultants to work with on all the difficult work.

8. **New Business.** There was none.

9. **Unfinished Business.**

- a. Bylaws Update. Trustee Sladek created a new draft of the bylaws after last month's meeting and then exchanged ideas with Trustee Gigani before sending it to the rest of the Board. She received feedback from most of the other trustees, so the draft that was included in the Board Packet is not the final version. The Board discussed all of the proposed changes to the published draft. Trustee Sladek will make the changes discussed and provide another draft for review at the May 24, 2023 meeting.

10. **Library Director's Report.** Library Director Milavec presented her report. The library's cleaning company quit and broke the three-year contract that was supposed to go through January 2024. A new cleaning company will be starting on Monday. They currently clean the Gail Borden Public Library in Elgin and has for more than a decade with good recommendations. The workroom project is completely done and the punch list is finished. The library came in \$43,000 under budget. Building Operations Director Ian Knorr is at the Public Library Safety and Security Conference today and tomorrow. Milavec gave a special thank you to Assistant Director Jen Ryjewski, who has been the person in charge of all of the focus groups that have been going on since the middle of last week. It has been quite the job to handle all of the physical details of the rooms, setups, snacks, water, and supplies needed for the focus groups.

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

Trustee Sladek congratulated Trustee Humphreys on the article about him in the Daily Herald about ten days ago. She looked at the paper online and there was Dave's face and a lovely feature about all that he's done for the Downers Grove community over the years he's been involved.

Trustee Humphreys thanked Trustee Sladek for all of her work on the bylaws. He also commented to Assistant Director Ryjewski that the most important thing for all of her efforts is apparently people have been doing up to the focus groups and that's even better, because we are going to get a good cross-section which is going to be helpful.

Trustee Nienburg referenced public comments from earlier in the evening and asked if the library is still engaged with RGW Consulting. Library Director Milavec noted that the contract for year two work did expire at the end of March and there are no current contracts with her. She does some separate hourly coaching for a staff member for the library but that's about it. Trustee Nienburg also confirmed that the current strategic planning process is not subordinate to the previous DEI strategic planning process. Milavec confirmed that it may be folded into the strategic plan or it may continue as a separate plan but that will be up to the Board when voting on the new plan. Trustee Nienburg commented that there are portions of that report that he finds extremely unnecessarily offensive but that does not mean he is not supportive of DEI objectives. There are portions of that report that he thinks were outrageous and unnecessarily divisive and he personally wants to make sure that that does not carry through the strategic plan. There's good in there but there's also some elements that he doesn't think are constructive.

President Gigani asked about the circulation statistics for March 2023. There was about 11,000 self-checkouts versus 33 staff desks checkouts, which is almost flipped from March 2022. She was wondering if there was some issue with the self-checkout. Milavec commented that the numbers were accidentally transposed. President Gigani also thanked everyone that participated in the focus groups. It's a lot of time out of people's personal schedules and she appreciates everyone that was involved. She's very excited and encouraged, having sat through the Board's strategic plan focus group. She's very excited about the company we went with and she's encouraged by what's to come next. President Gigani also thanked the library and all the library workers as a belated National Library Workers Day, which was yesterday. Thank you again to the staff as usual for their incredible knowledge and customer service. She also gave a quick shout out for the Downers Grove Public Library Foundation's fundraisers this week. Tonight there is Foxtail, tomorrow is Gia Mia, and Friday is Panera. She also thanked Children's Services for a lot of programming for spring break. Her family was out of town but kind of bummed to miss some of the programs. She has noticed in the last few months that there has been a bit of an uptick with some patron incidents involving our youth so she reminded parents that are in the room or grandparents or people that have neighbors that fall into this demographic to remind them to be respectful in the library. It's disappointing when you are excited to have your own children go to the library and do school

work or hang out with friends and then there's children that are disruptive to that experience or are disrespectful to our amazing staff. She would love to see those numbers start going down.

12. **Adjournment.** President Gigani adjourned the meeting at 8:43 p.m.

	DOWNERS GROVE LIBRARY		4/30/2023
	Fund 805	Fund 821	
		Building & Equipment Replacement	
	Library fund	Fund	

CASH & INVESTMENTS	(492,795)	\$	284,972
Beg Fund Balance 1/1/2023	1,399,278	\$	614,948
REVENUES	\$ 118,260	\$	5,700
EXPENSES	\$ 1,913,386	\$	461,538
End FUND BALANCE 04/30/2023	(395,849)		159,110

REVENUE BY OBJECT REPORT
4/1/2023 THROUGH 4/30/2023

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	APRIL 2023 REVENUE	YTD RECEIVED	BALANCE	% RCVD
410100	CURRENT PROPERTY TAXES	5,921,063.00	0.00	0.00	5,921,063.00	0.00
410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	0.00	100.00	0.00
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	25,143.89	73,706.75	56,293.25	56.70
441000	SALES OF MATERIALS	2,000.00	67.75	1,433.87	566.13	71.70
450200	CHARGES FOR SERVICES	10,000.00	671.72	9,944.88	55.12	99.40
450900	FEES FOR NON-RESIDENTS	8,000.00	2,920.00	5,694.00	2,306.00	71.20
457100	RENTAL FEES	2,000.00	0.00	260.00	1,740.00	13.00
458100	FINES	0.00	47.82	204.42	-204.42	
459000	COST RECOVERED FOR SERVICES	8,500.00	853.86	2,297.46	6,202.54	27.00
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	0.00	74,114.00	0.00
471100	INVESTMENT INCOME	500.00	0.00	17,381.67	-16,881.67	3,476.30
482000	CONTRIBUTIONS, OPERATING	5,000.00	100.00	5,641.00	-641.00	112.80
	Total 805 LIBRARY FUND	6,161,277.00	29,805.04	116,564.05	6,044,712.95	1.90

**EXPENDITURE BY OBJECT REPORT
4/1/2023 THROUGH 4/30/2023
CAPITAL REPLACEMENT FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	611,900.00	120,979.44	461,537.63	150,362.37	75.40

EXPENDITURE BY OBJECT REPORT
4/1/2023 THROUGH 4/30/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	APRIL 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	136,078.54	542,853.04	1,299,183.70	29.50
511100	SALARIES, NON-EXEMPT	596,716.40	36,616.86	157,767.42	438,948.98	26.40
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	91,289.94	359,019.03	703,390.35	33.80
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	12,559.89	50,676.66	117,517.77	30.10
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,765.99	15,106.11	35,902.70	29.60
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	16,102.79	64,591.47	153,515.23	29.60
519000	LIFE INSURANCE	1,695.33	125.30	511.94	1,183.39	30.20
519100	HEALTH INSURANCE	576,679.45	35,662.04	147,209.60	429,469.85	25.50
519500	OPTICAL INSURANCE	2,342.46	145.38	604.26	1,738.20	25.80
519700	DENTAL INSURANCE	40,115.65	2,411.24	10,017.14	30,098.51	25.00
521000	SUPPLIES	94,860.00	9,839.12	27,673.82	67,186.18	29.20
525100	MAINTENANCE SUPPLIES	22,400.00	1,312.07	5,805.53	16,594.47	25.90
528000	SMALL TOOLS & EQUIPMENT	31,615.00	2,868.90	6,210.93	25,404.07	19.60
530200	DUES AND MEMBERSHIPS	9,000.00	300.00	1,379.90	7,620.10	15.30
530300	SEMINARS, CONFERENCES & MEETINGS	31,500.00	2,943.69	6,722.29	24,777.71	21.30
530800	RECOGNITION PROGRAM-STAFF	5,250.00	71.63	1,145.19	4,104.81	21.80
531500	PROFESSIONAL SERVICES	101,000.00	5,776.92	34,036.63	66,963.37	33.70
532200	PERSONNEL RECRUITMENT	1,500.00	45.05	45.05	1,454.95	3.00
532300	SPECIAL LEGAL	4,000.00	168.75	2,689.55	1,310.45	67.20
534600	DATA PROCESSING SERVICES	119,500.00	16,707.25	69,984.46	49,515.54	58.60
538000	PRINTING SERVICES	51,850.00	0.00	7,244.00	44,606.00	14.00
539100	TELEPHONE	17,500.00	1,190.05	5,591.35	11,908.65	32.00
539200	POSTAGE	30,500.00	0.00	111.00	30,389.00	0.40
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	2,020.40	3,521.04	16,978.96	17.20
542000	INSURANCE - OTHER POLICIES	74,235.00	1,358.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	4,451.50	18,938.31	76,061.69	19.90
545000	CLEANING SERVICES	84,000.00	8,104.33	20,242.99	63,757.01	24.10
546100	UTILITIES	25,500.00	3,373.21	11,371.78	14,128.22	44.60
547000	OTHER EQUIPMENT R & M	14,720.00	797.75	9,707.54	5,012.46	65.90
548100	RENTALS	18,025.00	5,239.02	5,239.02	12,785.98	29.10
562000	RECOVERABLES	4,200.00	30.90	89.69	4,110.31	2.10

EXPENDITURE BY OBJECT REPORT
4/1/2023 THROUGH 4/30/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	APRIL 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	502.00	1,998.00	20.10
577000	CAPITAL EQUIPMENT (UNDER 20,000)	58,000.00	5,899.31	15,404.02	42,595.98	26.60
585100	ELECTRONIC RESOURCES	273,300.00	29,327.79	83,666.64	189,633.36	30.60
585200	PRINT MATERIALS	376,350.00	49,465.65	105,634.07	270,715.93	28.10
585300	AUDIOVISUAL MATERIALS	137,050.00	5,834.59	30,964.59	106,085.41	22.60
587000	CAPITAL EQUIPMENT (OVER 20,000)	65,000.00	0.00	4,422.00	60,578.00	6.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	4,497.64	26,681.81	35,968.19	42.60
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	0.00	367,500.00	0.00
	Total 805 LIBRARY FUND	6,758,310.35	496,381.49	1,913,177.80	4,845,132.55	28.30

INVOICE LISTING - MAY 2023
Capital Replacement Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
12666	INTERIOR INVESTMENTS, LLC	1	8,778.10
14991	LIBRARY FURNITURE INTER'L, INC	1	11957.79
15079	SHALES MCNUTT, LLC	1	54,081.63
GRAND TOTALS:		3	74,817.52

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For the Board Meeting on May 24, 2023

12666	International Investments, LLC (Desk Replacement)	\$8,778.10
14991	Library Furniture Inter'l, Inc (Workroom Renovation Furniture)	\$11,957.79
15079	Shales McNutt, LLC (Workroom Construction)	\$54,081.63

INVOICE LISTING - MAY 2023

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
21191	ADVANTAGE ARCHIVES, LLC	1	1,350.00
319	AMANDA BLAU	1	23.75
18213	AMAZON CAPITAL SERVICES, INC.	12	1,150.03
200200	ANCEL GLINK PC	1	506.25
403	AT&T	1	271.72
20734	AUDREY RA DESIGN	1	321.62
672	BAKER & TAYLOR BOOKS	9	459.54
16893	BIBLIOTHECA	1	1,017.88
829	BLACKSTONE AUDIOBOOKS	12	1,434.91
7517	BOOKFLIX, SCHOLASTIC INC	4	345.74
8705	CASH - LIBRARY	1	154.58
1264	CDW GOVERNMENT LLC	3	2,341.66
8323	CENGAGE LEARNING	6	550.20
1277	CENTER POINT PUBLISHING	1	23.97
1377	CHICAGO TRIBUNE	1	183.42
1459	CINTAS CORPORATION #344	1	74.33
200212	COMPLETE CLEANING COMPANY, INC	1	9,000.00
200217	CONNIE KOLLMAYER	1	50.00
200014	CREATIVE CLINICAL CONSULTING LLC	1	350.00
1933	DAVE DINASO	1	425.00
16094	DE LAGE LANDEN FINANCIAL SVC INC	1	719.16
2056	DEMCO, INC.	2	134.77
2330	DOWNERS GROVE DOWNTOWN MGMT	1	400.00
5572	FIA CARD SERVICES, N.A.	16	15,442.26
17510	FIRST COMMUNICATIONS, LLC	1	270.94
16977	GARVEY'S OFFICE PRODUCTS, INC.	5	170.94
13544	GOOGLE, INC.	1	826.60
19859	GRACIE RUYLE	1	73.85
3188	GRAHAM CRACKERS COMICS, LTD.	1	505.95
8770	GRAINGER	3	333.91
9102	HAGG PRESS, INC.	1	7,092.00
8206	HR SOURCE	2	2,070.00
19920	IAN KNORR	1	485.43
9880	IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC	1	3,057.03
200098	IMPERIAL BAG & PAPER CO LLC	2	429.88
3688	INGRAM LIBRARY SERVICES, LLC	39	20,465.37
17633	KAREN BONAREK	1	19.28
200131	KINGS III OF AMERICA LLC	1	237.00
4812	KLEIN THORPE AND JENKINS, LTD	1	765.00
5056	MATTHEW BENDER & CO., INC	1	243.10
5613	MEDLIN COMMUNICATIONS, INC.	1	703.11
5866	MIDWEST TAPE	11	4,669.12
17674	NICHE ACADEMY, LLC	1	1,530.00
6161	NICOR GAS	1	1,809.21
200219	ONE STEP, INC.	1	148.49
6295	ORKIN PEST CONTROL	1	860.00
12499	OVERDRIVE, INC.	4	13,890.14
18491	PEOPLEFACTS, LLC	1	165.20
200192	PLAYAWAY PRODUCTS LLC	1	24.99
6698	PRINT SMART	4	2,966.35

INVOICE LISTING - MAY 2023

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
200218	RACHEL VERES	1	100.00
6874	RAINMAKERS IRRIGATIONS & MAINTENANCE, INC.	1	264.00
200156	RETHINKING LIBRARIES LLC	1	11,266.75
200206	ROCIO CASILLAS	1	150.00
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	61.99
200197	SHARON L MALEC	1	300.00
200216	SHAWNA D SMITH	1	225.00
200198	STILLMAN NATURE CENTER	1	112.50
21699	TAMMY GIBSON	1	200.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
8582	THE BOARD OF TRUSTEES OF U OF I	1	125.00
8251	THE WALL STREET JOURNAL	1	719.88
6859	THRYV	1	16.22
8391	TODAY'S BUSINESS SOLUTIONS	1	3,507.50
385	TRANE U.S., INC.	1	925.00
11517	UNIQUE MANAGEMENT SERVICES, INC	1	30.90
18458	URBAN ELEVATOR SERVICE, LLC	1	236.25
19196	VAN MCGARY	5	187.42
17890	WORLD TRADE PRESS	1	893.01

GRAND TOTALS:	191	119,991.10
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INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on May 24, 2023

200200	Ancel Glink PC (Legal Fees)	\$506.25
20734	Audrey Ra Design (Program Payment)	\$321.62
8705	Cash - Library (Petty Cash Reimbursement)	\$154.58
200212	Complete Cleaning Company, Inc (Building Cleaning Company)	\$9,000.00
200217	Connie Kollmeyer (Program Payment)	\$50.00
200014	Creative Clinical Consulting LLC (Art Therapy Program)	\$350.00
1933	Dave Dinaso (Program Payment)	\$425.00
19920	Ian Knorr (Employee Reimbursement)	\$485.43
200218	Rachel Veres (Program Payment)	\$100.00
200156	ReThinking Libraries LLC (Strategic Plan Process Fees)	\$11,266.75
200206	Rocio Casillas (Focus Group Note Taker)	\$150.00
200197	Sharon L Malec (Program Payment)	\$300.00
200216	Shawna D Smith (Program Payment)	\$225.00
200198	Stillman Nature Center (Program Payment)	\$112.50
21699	Tammy Gibson (Program Payment)	\$200.00
8582	The Board of Trustees of the University of Illinois (Program Payment)	\$125.00

CREDIT MEMO LISTING - OPERATING FUND
May 2023

VENDOR #	VENDOR NAME	NUMBER OF CREDIT MEMOS	GROSS AMOUNT
3688	INGRAM LIBRARY SERVICES, LLC	2	39.06

GRAND TOTALS:	2	39.06
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Library Credit Card Details for the May 24, 2023 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	DG Economic Development Luncheon	\$	120.00
973	5210 Supplies	SRC Prizes	\$	337.48
			Total	\$ 457.48
Katelyn Vabalaitis				
971	5210 Supplies	Office Supplies	\$	110.55
971	5280 Small Tools & Equipment	Small Tools for Office, Extra Filing Cabinet Keys	\$	110.96
971	5308 Recognition Program-Staff	Edible Book Festival Treats	\$	60.42
978	5391 Telephone	Comcast Monthly Payment	\$	505.73
			Total	\$ 787.66
Ian Knorr				
978	5210 Supplies	Department Supplies	\$	137.85
978	5251 Maintenance Supplies	Tampons and Pads for Restroom Dispensers	\$	280.00
978	5303 Seminars, Mtgs, & Conferences	Safety and Security Conference Meals	\$	78.71
978	5470 Other Equipment Repair & Maint	Two Bottle Filler Sensor Kits	\$	121.90
			Total	\$ 618.46
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	163.73
972	5853 Audiovisual Materials	Board Games	\$	47.80
			Total	\$ 211.53
Cynthia Khatri				
975	5880 Intangible Assets	Google Storage	\$	99.99
976	5280 Small Tools & Equipment	Shelving Materials	\$	21.79
			Total	\$ 121.78
Traci Skocik				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	286.00
973	5210 Supplies	Program Supplies	\$	159.24
973	5280 Small Tools & Equipment	Small Tools for Office	\$	191.52
973	5852 Print Materials	Children's Books	\$	374.68
973	5853 Audiovisual Materials	Anything Emporium Supplies, Video Games	\$	504.82
			Total	\$ 1,516.26
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies, Office Supplies	\$	76.17
973	5852 Print Materials	Children's Books	\$	24.98
973	5853 AV Materials	Educational Toys and Puzzles	\$	330.17
			Total	\$ 431.32
Allyson Renell				
973	5210 Supplies	Children's Program Supplies, Office Supplies	\$	124.30
973	5280 Small Tools & Equipment	Sensory Therapy Items	\$	481.69
973	5303 Seminars, Mtgs, & Conferences	ILA and ALA Conference Fees	\$	740.00
			Total	\$ 1,345.99

Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	42.70
974	5210 Supplies	Office Supplies	\$	364.49
			Total	\$ 407.19
Paul Regis				
975	5210 Supplies	Department Supplies	\$	230.14
975	5280 Small Tools & Equipment	3D Printer Parts, Projector Lamp	\$	147.02
975	5303 Seminars, Mtgs, & Conferences	Library Managers Conference	\$	98.00
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting	\$	1,193.92
			Total	\$ 1,669.08
Grace Goodwyn				
972	5210 Supplies	Summer Reading Club Supplies	\$	378.50
976	5210 Supplies	Office Supplies	\$	205.79
			Total	\$ 584.29
Jen Ryjewski				
971	5210 Supplies	Office Supplies	\$	12.16
971	5315 Professional Services	Strategic Planning Focus Groups Meals	\$	463.04
			Total	\$ 475.20
Amanda Klenk				
972	5210 Supplies	Teen Program Supplies	\$	763.67
972	5315 Professional Services	Canva Subscription Renewal	\$	119.99
972	5852 Print Materials	Print Materials	\$	78.98
972	5853 AV Materials	Subscriptions for Roku Devices	\$	92.95
			Total	\$ 1,055.59
Van McGary				
971	5280 Small Tools & Equipment	Equity Advisory Team Shirts	\$	18.38
972	5210 Supplies	Program Supplies, Office Supplies	\$	192.84
972	5280 Small Tools & Equipment	Shirts for ATS Department, Storage Boxes for Anything Emporium	\$	181.30
972	5303 Seminars, Mtgs, & Conferences	Online Training Course	\$	199.00
972	5851 Electronic Resources	Kindle Books	\$	279.94
972	5852 Print Materials	Print Materials	\$	546.93
972	5853 AV Materials	Streaming Services, AV Supplies	\$	1,732.71
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	570.83
			Total	\$ 3,721.93
Lucas McKeever				
971	5308 Staff Recognition	Staff Treats for National Library Workers Day	\$	147.67
972	5852 Print Materials	Subscription Renewals	\$	57.75
977	5210 Supplies	Department Supplies	\$	284.59
977	5280 Small Tools & Equipment	Computer Speakers, Door Coat Hooks	\$	31.52
			Total	\$ 521.53

Amanda Blau

973	5210 Supplies	Program Supplies, Office Supplies	\$	1,467.85
973	5315 Professional Services	Girls Who Code Graduation Food	\$	49.12
			Total	\$ 1,516.97

Library Credit Card May 2023 Totals \$ 15,442.26

PAYROLLS FOR APRIL 2023

APRIL 7	\$132,491.96
APRIL 21	\$131,493.38
TOTAL APRIL 2023 PAYROLLS	\$263,985.34

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 24, 2023**

Agenda Item 8A

Illinois Non-Resident Library Card Program

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

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

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

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

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

The General Mathematical Formula is easy to calculate and administer. Using the General Mathematical Formula, the fee is computed by dividing the library's total operating and debt service property tax levy (\$5,928,565) by the number of households in the municipality (20,382). This computation yields a result of \$291.00. This is a decrease of \$1.00, or 0.4%, from the prior year's fee. Generally, an August 1 effective date is used to allow staff time to provide notice of the new fee information on the website and in Circulation Department procedures.

Recommended Action: Approve participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$291.00 per household per year, effective August 1, 2023.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 24, 2023**

Agenda Item 8B

FY2024 Salary Schedule

Following the 2019 compensation system project, the Downers Grove Public Library Board of Library Trustees approved a salary schedule to be updated annually through benchmarking. HR Source, the consulting firm that worked with the library on the 2019 project, provided an annual benchmark increase factor for the salary schedule for each year through 2023. A full review of the salary schedule is undertaken every 3-5 years.

In late 2022 and early 2023, all job descriptions were updated to reflect the most current job duties and responsibilities, as well as to incorporate more inclusive language, and reviewed by the Equity Advisory Team and Management Team. HR Source utilized those job descriptions to perform a new Market Benchmarking and Compensation Structure Development Project to ensure alignment with Illinois minimum wage and market factors in hiring and retention. The data was trended for implementation in January 2024 to coincide with the library's budget cycle.

In addition to the expected minimum wage increase and resulting wage compression in the lower pay grades, significant changes were made throughout with pay grade changes from -3.55% to 13.3%. Implementation of the new salary schedule will be reflected in the FY2024 preliminary budget to be presented in June. A phased approach may be recommended for its implementation during the FY2024 budget planning cycle.

Recommended Action: Approve FY2024 Salary Schedule as presented.



Market Benchmarking & Compensation Structure Development Project

Downers Grove Public Library

March 2023

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation Survey Analyst



Downers Grove Public Library

Market Benchmarking &
Compensation Structure
Development Project

March 2023

Final Project Report	Tab 1
Market Benchmarking Spreadsheet	Tab 2
Competitive Pay Structure	Tab 3
Pay Grade Assignments	Tab 4
Payroll Analysis Report	Tab 5



Downers Grove Public Library

Market Benchmarking & Compensation Structure Development Final Project Report

**Prepared March 2023
Data Trended for Implementation January 1, 2024**

**Prepared by:
HR Source
3025 Highland Parkway, Suite 225
Downers Grove, Illinois 60515
(630) 963-7600
www.hrsource.org**

Project Scope

HR Source was engaged to conduct a Market Benchmarking & Compensation Structure Development Project for the Downers Grove Public Library.

The study included:

- Fair Labor Standards Act (FLSA) analysis for 40 positions
- Base pay market benchmarking for 40 positions
- Creation of a competitive, market-based compensation structure
- Payroll analysis to assess the overall competitive position of the organization relative to the market, and to identify employees who are out of range

Market Benchmarking

Job descriptions from the Downers Grove Public Library were reviewed by HR Source and used to benchmark Downers Grove Public Library positions to current, valid, and reliable compensation survey data. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job.

As directed by the Downers Grove Public Library, the compensation analyst benchmarked library jobs to library data only (comparable organizations by budget, population served, size etc.). Jobs that could extend outside of the library industry were benchmarked using 50% library data and 50% for-profit data. When possible, data was collected from multiple surveys.

The following surveys were utilized in this study:

- A. HR Source 2022 Library Survey
- B. HR Source 2022 Public Library Supplemental Report (using selected comparable organizations)
- C. HR Source 2022 Metro Chicago Compensation Survey
- D. Economic Research Institute (ERI) Online Salary Assessor

To allow for varied survey sources and job responsibilities, data was given appropriate weightings as determined by the analyst and Downers Grove Public Library management. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to January 1, 2024. All references to annual salaries within this project reflect a 37.5-hour standard workweek (1,950 hours per year). Hourly rates are also included, and useful when determining pay for part-time employees.

Compensation Structure Development

Once all positions were benchmarked, a market-based compensation structure was created for the Downers Grove Public Library. This was done using single linear regression analysis. During this process, a straight line of best fit was calculated using the newly collected survey data points.

As a result, HR Source calculated a compensation structure that includes 15 pay grades. Following best practices, there is a constant midpoint to midpoint progression of 11.4% between the grades. To provide flexibility when making individual pay decisions, the pay range minimum and maximum values have been set at 20% above and 20% below the midpoints, with one exception. The minimum value of pay grade 3, was manually adjusted to be compliant with the 2024 minimum wage rate of \$14.00 per hour.

Downers Grove Public Library positions were assigned to a pay grade based on the survey data compiled for each position. This was done by identifying the pay grade midpoint that most closely aligned with the market rate for each job. In an effort to pay competitively and comply with upcoming changes to Illinois state minimum wage, the *Shelver* position was placed in grade 3 at the request of library management.

The competitive pay grade structure for the Downers Grove Public Library has three empty pay grades. These grades will remain on the structure to potentially accommodate any non-benchmarked positions, in case positions are restructured, need to be reanalyzed, or if new positions are created.

Fair Labor Standards Act (FLSA) Analysis

This project also included an FLSA analysis, and the exemption status of each position is noted within this report. To be exempt according to the Fair Labor Standards Act (FLSA) and current Illinois wage and hour laws, a position must be paid on a salary basis of \$684 or more per week and pass one of the FLSA duties tests recognized in the state of Illinois. The exemption status of each position was evaluated based on the information regarding job duties and educational requirements contained in the job description. If any of the positions marked with a code of "E" do not pass the salary basis requirement, they cannot be classified as Exempt. Positions with an FLSA code of "NE" were determined to be non-exempt.

Payroll Analysis Outcomes

As part of this project, a payroll analysis report was compiled. Employee rates of pay were compared to their respective pay range minimum, midpoint, and maximum values. Data was adjusted appropriately for part-time employees.

Information from the Payroll Analysis Report is summarized in the table below:

<u>COMPETITIVE POSITION</u>	<u># OF EMPS</u>	<u>ANNUAL COST</u>
Under Range Minimum	12	\$10,841
Under Range Midpoint	77	\$268,679
Over Range Midpoint	15	\$75,475
Over Range Maximum	1	\$663

The Payroll Analysis Report also includes compa-ratio calculations. Compa-ratio is calculated by comparing an employee's annual salary to the midpoint of their pay range. Compa-ratios reveal how far an employee's pay deviates from midpoint of their range. If an employee has a compa-ratio of 100%, they would be considered right "at market." The overall average compa-ratio for the Downers Grove Public Library is 91.2%. This indicates that when employee pay rates were compared against the market-based pay grade structure, collectively employee pay rates were lagging the competitive pay structure by 8.8%.

Individual compa-ratio figures range from 73.4% to 121.1%. To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%.

Implementation

The Downers Grove Public Library is encouraged to make implementation plans to correct any inequities that exist to ensure proper plan administration in the future.

As a result of this project, it was discovered that twelve (12) employees have pay rates that fall below the minimum value of their new grade. It is strongly recommended to increase these pay rates as soon as possible to ensure all employees are paid within the newly created pay ranges.

As a result of this project, it was also discovered that one (1) employee has a pay rate that exceeds the maximum of their range. It is recommended the Downers Grove Public Library select one of the following cost-containment strategies:

1. Freeze the pay of any employee who is being compensated above the maximum value of the pay range. With time, the annual structure adjustment will move the pay range upwards, and the employee will fall back within the pay range. At that time, the employee can resume receiving regular pay increases.

2. Freeze the pay of any employee who is being compensated above the maximum value of the pay range and provide a lump sum bonus in lieu of a traditional pay increase. This allows you to reward the employee monetarily, without giving base pay increases which compound over time.
3. Freeze the pay of any employee who is being compensated above the maximum value of the pay range and give a non-monetary reward (such as additional vacation time) in lieu of a traditional pay increase.

Once these adjustments are made, the Downers Grove Public Library should then focus on the appropriateness of each employee's pay rate relative to their new pay range. Although the project outcomes show an overall compa-ratio of 91.2%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience and/or tenure.

In an effort to pay competitively, the Downers Grove Public Library should consider giving market adjustments to employees who are in need of an increase. Depending on the financial resources required to make the necessary adjustments, the Downers Grove Public Library may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

Communication

This benchmarking project gives the Downers Grove Public Library a solid foundation for educating employees on the library's' *Compensation Philosophy and Policy*.

Plan Maintenance

HR Source staff are available to assist with questions that may arise during plan implementation and administration. We will continue to be vitally interested in the continued effectiveness of this project.

Going forward, all pay ranges must be updated annually to stay aligned with the market and compliant with minimum wage. Specifically, the following maintenance schedule should be followed:

- **January 1, 2025**
 - This is the first anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.
 - The minimum values of pay grades 3 and 4 must be changed to \$15.00 per hour to stay compliant with Illinois minimum wage.

- **January 1, 2026**
 - This is the second anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.
- **January 1, 2027**
 - This is the third anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source prior to this date for structure adjustment figure recommendations and instructions, as well as pricing and timing of your 2028 compensation refresh project.

The Downers Grove Public Library is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

**Downers Grove Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Average Base Pay	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Workweek Adjustment 37.5 Hours
17	E	Library Director	A	1	Library Director, Budget \$4,000,000 to \$6,999,999	\$137,522	\$147,355	16.67%	\$152,448	\$142,920
			A	1	Library Director, Population 50,000 or more	\$140,394	\$150,432	16.67%		
			A	1	Library Director, Employment Size 80 or more	\$154,140	\$165,161	16.66%		
			B		Library Director	\$140,534	\$150,582	50.00%		
14	E	Assistant Director	A	2	Assistant Director, Budget \$4,000,000 to \$6,999,999	\$102,710	\$110,054	16.67%	\$112,580	\$105,543
			A	2	Assistant Director, Population 50,000 or more	\$105,331	\$112,862	16.67%		
			A	2	Assistant Director, Employment Size 80 or more	\$110,989	\$118,924	16.66%		
			B		Assistant Director	\$103,792	\$111,213	50.00%		
13	E	Information Technology Manager	A	34	Information Technology (IT) Manager, Budget \$4,000,000 to \$6,999,999	\$83,595	\$89,572	8.33%	\$99,866	\$93,624
			A	34	Information Technology (IT) Manager, Population 50,000 or more	\$96,200	\$103,078	8.33%		
			A	34	Information Technology (IT) Manager, Employment Size 80 or more	\$98,821	\$105,886	8.33%		
			B		Information Technology (IT) Manager	\$95,243	\$102,053	25.00%		
			C	303.412	IT Manager, Total Responses	\$91,643	\$98,952	50.00%		
12	E	Access Services Manager	A	6	Technical Services Department Head, Budget \$4,000,000 to \$6,999,999	\$72,446	\$77,626	16.67%	\$89,088	\$83,520
			A	6	Technical Services Department Head, Population 50,000 or more	\$77,147	\$82,663	16.67%		
			A	6	Technical Services Department Head, Employment Size 80 or more	\$80,142	\$85,873	16.67%		
			B		Technical Services Department Head	\$89,710	\$96,125	50.00%		
12	E	Marketing & Communications Manager	A	59	Marketing & Public Relations Manager, Budget \$4,000,000 to \$6,999,999	\$72,197	\$77,359	8.33%	\$89,056	\$83,490
			A	59	Marketing & Public Relations Manager, Population 50,000 or more	\$84,094	\$90,107	8.33%		
			A	59	Marketing & Public Relations Manager, Employment Size 80 or more	\$86,902	\$93,116	8.33%		
			B		Marketing & Public Relations	\$82,347	\$88,235	25.00%		
			C	311.318	Marketing Manager, Employment Size 101 to 200	\$83,877	\$90,566	50.00%		
12	E	Adult & Teen Services Manager	A	8	Adult Services Department Head, Budget \$4,000,000 to \$6,999,999	\$77,480	\$83,020	16.67%	\$88,987	\$83,426
			A	8	Adult Services Department Head, Population 50,000 or more	\$83,387	\$89,349	16.67%		
			A	8	Adult Services Department Head, Employment Size 80 or more	\$86,528	\$92,715	16.67%		
			B		Adult Services Department Head	\$83,637	\$89,617	50.00%		
12	E	Children's Services Manager	A	7	Youth Services Department Head, Budget \$4,000,000 to \$6,999,999	\$79,789	\$85,494	16.67%	\$87,832	\$82,343
			A	7	Youth Services Department Head, Population 50,000 or more	\$80,371	\$86,118	16.67%		
			A	7	Youth Services Department Head, Employment Size 80 or more	\$82,638	\$88,547	16.67%		
			B		Youth Services Department Head	\$83,013	\$88,948	50.00%		
12	E	Business Office Manager	A	23	Business Manager, Budget \$4,000,000 to \$6,999,999	\$74,818	\$80,167	4.17%	\$86,929	\$81,495
			A	23	Business Manager, Population 50,000 or more	\$72,093	\$77,247	4.17%		
			A	23	Business Manager, Employment Size 80 or more	\$74,984	\$80,345	4.17%		
			B		Business Manager	\$78,998	\$84,647	12.50%		
			C	301.106	Accounting Supervisor, Total Responses	\$74,925	\$80,900	25.00%		
			A	20	Human Resources Manager, Budget \$4,000,000 to \$6,999,999	\$73,549	\$78,808	4.17%		
			A	20	Human Resources Manager, Population 50,000 or more	\$85,301	\$91,400	4.17%		
			A	20	Human Resources Manager, Employment Size 80 or more	\$88,046	\$94,342	4.17%		
			B		Human Resources Manager	\$85,530	\$91,645	12.50%		
			C	306.174	Human Resources Manager, Southwest Suburbs	\$87,938	\$94,951	25.00%		
12	E	Circulation Services Manager	A	4	Circulation Department Head, Budget \$4,000,000 to \$6,999,999	\$77,168	\$82,686	16.67%	\$85,139	\$79,818
			A	4	Circulation Department Head, Population 50,000 or more	\$76,877	\$82,373	16.67%		
			A	4	Circulation Department Head, Employment Size 80 or more	\$83,782	\$89,773	16.67%		
			B		Circulation Department Head	\$79,643	\$85,338	50.00%		

**Downers Grove Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Average Base Pay	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Workweek Adjustment 37.5 Hours
12	E	Building Operations Director	A	29	Facility & Grounds Maintenance Manager, Budget \$4,000,000 to \$6,999,999	\$73,861	\$79,142	8.33%	\$84,179	\$78,918
			A	29	Facility & Grounds Maintenance Manager, Population 50,000 or more	\$80,766	\$86,541	8.33%		
			A	29	Facility & Grounds Maintenance Manager, Employment Size 80 or more	\$83,387	\$89,349	8.33%		
			B		Facility & Grounds Maintenance Manager	\$80,288	\$86,029	25.00%		
			C	304.150	Facilities Supervisor I (Single Location), Employment Size 101 to 200	\$83,050	\$89,673	25.00%		
			C	304.150	Facilities Supervisor I (Single Location), Southwest Suburbs	\$70,394	\$76,008	25.00%		
10	E	Information Technology Assistant Manager	A	35	Systems Administrator, Budget \$4,000,000 to \$6,999,999	\$71,968	\$77,114	4.17%	\$74,162	\$69,527
			A	35	Systems Administrator, Population 50,000 or more	\$73,778	\$79,053	4.17%		
			A	35	Systems Administrator, Employment Size 80 or more	\$72,883	\$78,094	4.17%		
			B		Systems Administrator	\$77,542	\$83,087	12.50%		
			C	303.312	Network Systems Administrator, Total Responses	\$75,269	\$81,272	25.00%		
			D		Information Technology Coordinator, Downers Grove, Libraries, \$6.3 Million	\$65,352	\$65,352	25.00%		
			D		Information Technology Coordinator, Downers Grove, For-Profit, \$6.3 Million	\$69,440	\$69,440	25.00%		
10	E	Adult & Teen Services Assistant Manager	A	62	Adult Services Assistant Department Head, Budget \$4,000,000 to \$6,999,999	\$65,354	\$70,026	16.67%	\$73,349	\$68,765
			A	62	Adult Services Assistant Department Head, Population 50,000 or more	\$69,493	\$74,462	16.67%		
			A	62	Adult Services Assistant Department Head, Employment Size 80 or more	\$69,534	\$74,506	16.67%		
			B		Adult Services Assistant Department Head	\$68,786	\$73,704	50.00%		
10	E	Children's Services Assistant Manager	A	63	Youth Services Assistant Department Head, Budget \$4,000,000 to \$6,999,999	\$71,157	\$76,245	16.67%	\$72,465	\$67,936
			A	63	Youth Services Assistant Department Head, Population 50,000 or more	\$70,075	\$75,086	16.67%		
			A	63	Youth Services Assistant Department Head, Employment Size 80 or more	\$70,554	\$75,598	16.67%		
			B		Youth Services Assistant Department Head	\$64,667	\$69,291	50.00%		
10	E	Technology Instructor	C	306.443	Training Specialist II, Total Responses	\$65,405	\$70,621	50.00%	\$70,945	\$66,510
			D		Technical Training Instructor, Downers Grove, Libraries, \$6.3 Million, 4 Years	\$71,268	\$71,268	50.00%		
10	NE	Circulation Services Assistant Manager	A	71	Circulation Assistant Department Head, Budget \$4,000,000 to \$6,999,999	\$53,123	\$56,922	20.00%	\$69,580	\$65,232
			A	71	Circulation Assistant Department Head, Population 50,000 or more	\$55,016	\$58,950	20.00%		
			A	71	Circulation Assistant Department Head, Employment Size 80 or more	\$57,637	\$61,758	20.00%		
			A	4	Circulation Department Head, Budget \$4,000,000 to \$6,999,999	\$77,168	\$82,686	6.67%		
			A	4	Circulation Department Head, Population 50,000 or more	\$76,877	\$82,373	6.67%		
			A	4	Circulation Department Head, Employment Size 80 or more	\$83,782	\$89,773	6.67%		
			B		Circulation Department Head	\$79,643	\$85,338	20.00%		
9	E	Reference & Technology Coordinator Librarian	A	65	Technology Librarian, Budget \$4,000,000 to \$6,999,999	\$63,128	\$67,642	16.67%	\$65,995	\$61,870
			A	65	Technology Librarian, Population 50,000 or more	\$64,542	\$69,157	16.67%		
			A	65	Technology Librarian, Employment Size 80 or more	\$62,421	\$66,884	16.67%		
			B		Technology Librarian	\$59,821	\$64,098	50.00%		
9	E	Librarian (Adult & Teen Services)	A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$57,845	\$61,981	16.67%	\$65,230	\$61,153
			A	10	Librarian, Population 50,000 or more	\$59,738	\$64,009	16.67%		
			A	10	Librarian, Employment Size 80 or more	\$61,110	\$65,480	16.67%		
			B		Librarian	\$62,192	\$66,639	50.00%		
9	E	Outreach Coordinator Librarian	A	47	Outreach Coordinator, Budget \$4,000,000 to \$6,999,999	\$57,283	\$61,379	16.67%	\$64,149	\$60,139
			A	47	Outreach Coordinator, Population 50,000 or more	\$54,434	\$58,326	16.67%		
			A	47	Outreach Coordinator, Employment Size 80 or more	\$55,370	\$59,329	16.67%		
			B		Outreach Coordinator	\$64,043	\$68,622	50.00%		

**Downers Grove Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Average Base Pay	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Workweek Adjustment 37.5 Hours
9	E	Adult Program Coordinator Librarian	A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$57,845	\$61,981	10.00%	\$63,340	\$59,381
			A	10	Librarian, Population 50,000 or more	\$59,738	\$64,009	10.00%		
			A	10	Librarian, Employment Size 80 or more	\$61,110	\$65,480	10.00%		
			B		Librarian	\$62,192	\$66,639	30.00%		
			A	46	Program Coordinator, Budget \$4,000,000 to \$6,999,999	\$55,203	\$59,150	6.67%		
			A	46	Program Coordinator, Population 50,000 or more	\$57,138	\$61,223	6.67%		
			A	46	Program Coordinator, Employment Size 80 or more	\$54,995	\$58,927	6.67%		
			B		Program Coordinator	\$57,158	\$61,245	20.00%		
9	E	Teen Services Coordinator Librarian	A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$57,845	\$61,981	10.00%	\$63,340	\$59,381
			A	10	Librarian, Population 50,000 or more	\$59,738	\$64,009	10.00%		
			A	10	Librarian, Employment Size 80 or more	\$61,110	\$65,480	10.00%		
			B		Librarian	\$62,192	\$66,639	30.00%		
			A	46	Program Coordinator, Budget \$4,000,000 to \$6,999,999	\$55,203	\$59,150	6.67%		
			A	46	Program Coordinator, Population 50,000 or more	\$57,138	\$61,223	6.67%		
			A	46	Program Coordinator, Employment Size 80 or more	\$54,995	\$58,927	6.67%		
			B		Program Coordinator	\$57,158	\$61,245	20.00%		
9	E	Program Coordinator Librarian	A	46	Program Coordinator, Budget \$4,000,000 to \$6,999,999	\$55,203	\$59,150	6.67%	\$63,340	\$59,381
			A	46	Program Coordinator, Population 50,000 or more	\$57,138	\$61,223	6.67%		
			A	46	Program Coordinator, Employment Size 80 or more	\$54,995	\$58,927	6.67%		
			B		Program Coordinator	\$57,158	\$61,245	20.00%		
			A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$57,845	\$61,981	10.00%		
			A	10	Librarian, Population 50,000 or more	\$59,738	\$64,009	10.00%		
			A	10	Librarian, Employment Size 80 or more	\$61,110	\$65,480	10.00%		
			B		Librarian	\$62,192	\$66,639	30.00%		
9	E	Cataloging Librarian	A	38	Cataloger, Budget \$4,000,000 to \$6,999,999	\$54,704	\$58,615	8.33%	\$63,198	\$59,248
			A	38	Cataloger, Population 50,000 or more	\$57,366	\$61,468	8.33%		
			A	38	Cataloger, Employment Size 80 or more	\$56,222	\$60,242	8.33%		
			B		Cataloger	\$58,074	\$62,226	25.00%		
			A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$57,845	\$61,981	8.33%		
			A	10	Librarian, Population 50,000 or more	\$59,738	\$64,009	8.33%		
			A	10	Librarian, Employment Size 80 or more	\$61,110	\$65,480	8.33%		
			B		Librarian	\$62,192	\$66,639	25.00%		
9	E	Graphic Design and Gallery Coordinator	A	28	Graphic Designer, Budget \$4,000,000 to \$6,999,999	\$51,210	\$54,871	6.25%	\$62,083	\$58,203
			A	28	Graphic Designer, Population 50,000 or more	\$55,702	\$59,685	6.25%		
			A	28	Graphic Designer, Employment Size 80 or more	\$56,014	\$60,019	6.25%		
			B		Graphic Designer	\$54,496	\$58,392	18.75%		
			C	311.307	Graphic Artist, Employment Size 101 to 200	\$56,846	\$61,379	18.75%		
			C	311.307	Graphic Artist, Southwest Suburbs	\$53,962	\$58,265	18.75%		
			D		Brand Designer, Downers Grove, Libraries, \$6.3 Million	\$68,775	\$68,775	12.50%		
			D		Brand Designer, Downers Grove, For-Profit, \$6.3 Million	\$73,548	\$73,548	12.50%		
9	E	Marketing & Communications Strategist	A	17	Marketing & Public Relations Specialist, Budget \$4,000,000 to \$6,999,999	\$50,170	\$53,757	8.33%	\$61,330	\$57,497
			A	17	Marketing & Public Relations Specialist, Population 50,000 or more	\$47,736	\$51,149	8.33%		
			A	17	Marketing & Public Relations Specialist, Employment Size 80 or more	\$50,981	\$54,626	8.33%		
			B		Marketing & Public Relations Specialist	\$54,954	\$58,883	25.00%		
			C	311.301	Marketing Generalist II, Total Responses	\$64,821	\$69,990	25.00%		
			C	211.047	Social Media Coordinator, Total Responses	\$58,600	\$63,273	25.00%		

**Downers Grove Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Average Base Pay	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Workweek Adjustment 37.5 Hours
8	NE	Business Office Assistant	A	25	Bookkeeper/Accounting Clerk, Budget \$4,000,000 to \$6,999,999	\$50,045	\$53,623	4.17%	\$58,294	\$54,650
			A	25	Bookkeeper/Accounting Clerk, Population 50,000 or more	\$52,146	\$55,874	4.17%		
			A	25	Bookkeeper/Accounting Clerk, Employment Size 80 or more	\$53,976	\$57,835	4.17%		
			B		Bookkeeper	\$52,458	\$56,208	12.50%		
			C	201.002	Bookkeeper, Southwest Suburbs	\$53,610	\$57,885	25.00%		
			A	21	Human Resources Assistant, All Libraries	\$52,645	\$56,409	12.50%		
			B		Human Resources Assistant	\$59,821	\$64,098	12.50%		
			C	206.013	Human Resources Assistant, Employment Size 101 to 200	\$54,683	\$59,044	25.00%		
7	NE	Media Lab Coordinator	A	52	Digital/Virtual Services Specialist, All Libraries	\$58,198	\$62,360	25.00%	\$54,324	\$50,928
			B		Digital/Virtual Services Specialist	\$48,069	\$51,506	25.00%		
			C	203.400	Help Desk Coordinator, Total Responses	\$47,895	\$51,715	50.00%		
7	NE	Circulation Services Supervisor	A	48	Circulation Supervisor, Budget \$4,000,000 to \$6,999,999	\$42,910	\$45,978	16.67%	\$53,165	\$49,842
			A	48	Circulation Supervisor, Population 50,000 or more	\$47,445	\$50,837	16.67%		
			A	48	Circulation Supervisor, Employment Size 80 or more	\$47,986	\$51,417	16.67%		
			B		Circulation Supervisor	\$53,123	\$56,922	50.00%		
7	NE	Computer Help Desk Supervisor	D		Information Center Representative, Downers Grove, Libraries, \$6.3 Million, 2 Years	\$52,375	\$52,375	50.00%	\$52,982	\$49,671
			D		Information Center Representative, Downers Grove, For-Profit, \$6.3 Million, 2 Years	\$53,589	\$53,589	50.00%		
6	NE	Library Assistant (Access Services)	A	45	Technical Services Assistant, Budget \$4,000,000 to \$6,999,999	\$42,016	\$45,020	16.67%	\$47,954	\$44,957
			A	45	Technical Services Assistant, Population 50,000 or more	\$43,763	\$46,892	16.67%		
			A	45	Technical Services Assistant, Employment Size 80 or more	\$44,470	\$47,650	16.67%		
			B		Technical Services Assistant	\$46,093	\$49,388	50.00%		
6	NE	Computer Help Desk Assistant	A	53	Digital/Virtual Services Assistant, Budget \$4,000,000 to \$6,999,999	\$39,478	\$42,301	5.00%	\$47,405	\$44,442
			A	53	Digital/Virtual Services Assistant, Population 50,000 or more	\$42,141	\$45,154	5.00%		
			A	53	Digital/Virtual Services Assistant, Employment Size 80 or more	\$42,266	\$45,288	5.00%		
			B		Digital/Virtual Services Assistant	\$46,238	\$49,544	15.00%		
			C	203.400	Help Desk Coordinator, Total Responses	\$47,895	\$51,715	50.00%		
			A	39	Computer Lab Assistant, Budget \$4,000,000 to \$6,999,999	\$35,069	\$37,576	3.33%		
			A	39	Computer Lab Assistant, Population 50,000 or more	\$34,965	\$37,465	3.33%		
			A	39	Computer Lab Assistant, Employment Size 80 or more	\$35,339	\$37,866	3.33%		
			B		Computer Lab Assistant	\$34,674	\$37,153	10.00%		
6	NE	Library Assistant (Adult & Teen Services)	A	12	Library Assistant, Budget \$4,000,000 to \$6,999,999	\$42,598	\$45,644	16.67%	\$46,390	\$43,491
			A	12	Library Assistant, Population 50,000 or more	\$42,702	\$45,756	16.67%		
			A	12	Library Assistant, Employment Size 80 or more	\$42,994	\$46,068	16.67%		
			B		Library Assistant	\$43,826	\$46,959	50.00%		
6	NE	Library Assistant (Children's Services)	A	12	Library Assistant, Budget \$4,000,000 to \$6,999,999	\$42,598	\$45,644	16.67%	\$46,390	\$43,491
			A	12	Library Assistant, Population 50,000 or more	\$42,702	\$45,756	16.67%		
			A	12	Library Assistant, Employment Size 80 or more	\$42,994	\$46,068	16.67%		
			B		Library Assistant	\$43,826	\$46,959	50.00%		
6	NE	Interlibrary Loan Coordinator	A	40	Inter-Library Loan Assistant, Budget \$4,000,000 to \$6,999,999	\$41,059	\$43,995	16.67%	\$45,840	\$42,975
			A	40	Inter-Library Loan Assistant, Population 50,000 or more	\$41,392	\$44,352	16.67%		
			A	40	Inter-Library Loan Assistant, Employment Size 80 or more	\$40,206	\$43,081	16.67%		
			B		Inter-Library Loan Assistant	\$44,678	\$47,873	50.00%		

**Downers Grove Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Average Base Pay	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Workweek Adjustment 37.5 Hours
6	NE	Monitor	A	32	Library Monitor, Budget \$4,000,000 to \$6,999,999	\$37,794	\$40,011	8.33%	\$44,166	\$41,406
			A	32	Library Monitor, Population 50,000 or more	\$41,080	\$43,490	8.33%		
			A	32	Library Monitor, Employment Size 80 or more	\$41,163	\$43,578	8.33%		
			B		Library Monitor	\$40,435	\$42,807	25.00%		
			C	114.116	Security Guard, Employment Size 101 to 200	\$43,139	\$45,749	50.00%		
5	NE	Custodian	A	31	Janitor/Custodian, Budget \$4,000,000 to \$6,999,999	\$35,048	\$37,104	8.33%	\$42,254	\$39,613
			A	31	Janitor/Custodian, Population 50,000 or more	\$35,214	\$37,280	8.33%		
			A	31	Janitor/Custodian, Employment Size 80 or more	\$36,546	\$38,690	8.33%		
			B		Janitor / Custodian	\$42,245	\$44,723	25.00%		
			C	114.467	Office Janitor, Employment Size 101 to 200	\$40,830	\$43,301	50.00%		
5	NE	Library Clerk (Circulation Services)	A	14	Circulation Clerk, Budget \$4,000,000 to \$6,999,999	\$33,571	\$35,972	8.33%	\$40,240	\$37,725
			A	14	Circulation Clerk, Population 50,000 or more	\$35,173	\$37,688	8.33%		
			A	14	Circulation Clerk, Employment Size 80 or more	\$35,859	\$38,423	8.33%		
			B		Circulation Clerk	\$36,254	\$38,847	25.00%		
			C	211.344	Customer Service Representative I (Entry), Total Responses	\$39,247	\$42,377	50.00%		
4	NE	Library Clerk (Adult & Teen Services)	A	43	Library Clerk, Budget \$4,000,000 to \$6,999,999	\$34,091	\$36,529	16.67%	\$36,918	\$34,611
			A	43	Library Clerk, Population 50,000 or more	\$33,987	\$36,417	16.67%		
			A	43	Library Clerk, Employment Size 80 or more	\$33,571	\$35,972	16.67%		
			B		Library Clerk	\$35,027	\$37,532	50.00%		
4	NE	Library Clerk (Children's Services)	A	43	Library Clerk, Budget \$4,000,000 to \$6,999,999	\$34,091	\$36,529	16.67%	\$36,918	\$34,611
			A	43	Library Clerk, Population 50,000 or more	\$33,987	\$36,417	16.67%		
			A	43	Library Clerk, Employment Size 80 or more	\$33,571	\$35,972	16.67%		
			B		Library Clerk	\$35,027	\$37,532	50.00%		
3	NE	Summer Library Clerk	A	60	Library Aide, All Libraries	\$29,162	\$31,247	50.00%	\$32,762	\$30,715
			B		Library Aide	\$31,990	\$34,278	50.00%		
3	NE	Library Shelver			Manually slotted by analyst at the request of library management					

Survey Sources

A	HR Source 2022 Library Survey
B	HR Source 2022 Public Library Supplemental Report (using selected comparable organizations)
C	HR Source 2022 Metro Chicago Compensation Survey
D	Economic Research Institute (ERI) Online Salary Assessor

**Downers Grove Public Library
Competitive Pay Grade Structure
Based on a 37.5 Hour Workweek
Effective: January 1, 2024**

Pay Grade	Annual Minimum	Annual Midpoint	Annual Maximum
3	\$27,300	\$31,459	\$37,751
4	\$28,036	\$35,045	\$42,054
5	\$31,232	\$39,040	\$46,848
6	\$34,793	\$43,491	\$52,189
7	\$38,759	\$48,449	\$58,139
8	\$43,178	\$53,972	\$64,767
9	\$48,100	\$60,125	\$72,150
10	\$53,583	\$66,979	\$80,375
11	\$59,692	\$74,615	\$89,538
12	\$66,497	\$83,121	\$99,745
13	\$74,077	\$92,597	\$111,116
14	\$82,522	\$103,153	\$123,783
15	\$91,930	\$114,912	\$137,895
16	\$102,410	\$128,012	\$153,615
17	\$114,084	\$142,606	\$171,127
Pay Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum
3	\$14.00	\$16.13	\$19.36
4	\$14.38	\$17.97	\$21.57
5	\$16.02	\$20.02	\$24.02
6	\$17.84	\$22.30	\$26.76
7	\$19.88	\$24.85	\$29.81
8	\$22.14	\$27.68	\$33.21
9	\$24.67	\$30.83	\$37.00
10	\$27.48	\$34.35	\$41.22
11	\$30.61	\$38.26	\$45.92
12	\$34.10	\$42.63	\$51.15
13	\$37.99	\$47.49	\$56.98
14	\$42.32	\$52.90	\$63.48
15	\$47.14	\$58.93	\$70.72
16	\$52.52	\$65.65	\$78.78
17	\$58.50	\$73.13	\$87.76

**Downers Grove Public Library
Pay Grade Assignments
Based on a 37.5 Hour Workweek
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
17	E	Library Director	\$114,084	\$142,606	\$171,127
			\$58.50	\$73.13	\$87.76
16		No jobs evaluated	\$102,410	\$128,012	\$153,615
			\$52.52	\$65.65	\$78.78
15		No jobs evaluated	\$91,930	\$114,912	\$137,895
			\$47.14	\$58.93	\$70.72
14	E	Assistant Director	\$82,522	\$103,153	\$123,783
			\$42.32	\$52.90	\$63.48
13	E	Information Technology Manager	\$74,077	\$92,597	\$111,116
			\$37.99	\$47.49	\$56.98
12	E	Access Services Manager	\$66,497	\$83,121	\$99,745
	E	Adult & Teen Services Manager	\$34.10	\$42.63	\$51.15
	E	Building Operations Director			
	E	Business Office Manager			
	E	Children's Services Manager			
	E	Circulation Services Manager			
	E	Marketing & Communications Manager			
11		No jobs evaluated	\$59,692	\$74,615	\$89,538
			\$30.61	\$38.26	\$45.92
10	E	Adult & Teen Services Assistant Manager	\$53,583	\$66,979	\$80,375
	E	Children's Services Assistant Manager	\$27.48	\$34.35	\$41.22
	E	Information Technology Assistant Manager			
	E	Technology Instructor			
	NE	Circulation Services Assistant Manager			
9	E	Adult Program Coordinator Librarian	\$48,100	\$60,125	\$72,150
	E	Cataloging Librarian	\$24.67	\$30.83	\$37.00
	E	Graphic Design and Gallery Coordinator			
	E	Librarian (Adult & Teen Services)			
	E	Marketing & Communications Strategist			
	E	Outreach Coordinator Librarian			
	E	Program Coordinator Librarian			
	E	Reference & Technology Coordinator Librarian			
	E	Teen Services Coordinator Librarian			
8	NE	Business Office Assistant	\$43,178	\$53,972	\$64,767
			\$22.14	\$27.68	\$33.21
7	NE	Circulation Services Supervisor	\$38,759	\$48,449	\$58,139
	NE	Computer Help Desk Supervisor	\$19.88	\$24.85	\$29.81
	NE	Media Lab Coordinator			
6	NE	Computer Help Desk Assistant	\$34,793	\$43,491	\$52,189
	NE	Interlibrary Loan Coordinator	\$17.84	\$22.30	\$26.76
	NE	Library Assistant (Access Services)			
	NE	Library Assistant (Adult & Teen Services)			
	NE	Library Assistant (Children's Services)			
	NE	Monitor			
5	NE	Custodian	\$31,232	\$39,040	\$46,848
	NE	Library Clerk (Circulation Services)	\$16.02	\$20.02	\$24.02
4	NE	Library Clerk (Adult & Teen Services)	\$28,036	\$35,045	\$42,054
	NE	Library Clerk (Children's Services)	\$14.38	\$17.97	\$21.57
3	NE	Library Shelver	\$27,300	\$31,459	\$37,751
	NE	Summer Library Clerk	\$14.00	\$16.13	\$19.36

**Downers Grove Public Library
REVISED Payroll Analysis Report**

PAY GRADE	POSITION TITLE	EMPLOYEE	HOURS WEEK	HOURS YEAR	ANNUAL SALARY	COMPA-RATIO	UNDER MINIMUM	UNDER MIDPOINT	OVER MIDPOINT	OVER MAXIMUM	HOURLY STRUCTURE MIDPOINT	PRORATED STRUCTURE MIDPOINT	STRUCTURE MIDPOINT
17	Library Director	Milavec, J.	37.5	1950	\$157,305	110.3%			\$14,699		\$73.13	\$142,606	\$142,606
# OF EMPS		1					0	0	1	0			
GROUP SUM									\$14,699				
AVERAGES					110.3%				\$14,699				
14	Assistant Director	Ryjewski, J.	37.5	1950	\$114,958	111.4%			\$11,805		\$52.90	\$103,153	\$103,153
# OF EMPS		1					0	0	1	0			
GROUP SUM									\$11,805				
AVERAGES					111.4%				\$11,805				
13	Information Technology Manager	Regis, P.	37.5	1950	\$82,860	89.5%		(\$9,737)			\$47.49	\$92,597	\$92,597
# OF EMPS		1					0	1	0	0			
GROUP SUM								(\$9,737)					
AVERAGES					89.5%			(\$9,737)					
12	Access Services Manager	McKeever, L.	37.5	1950	\$72,241	86.9%		(\$10,880)			\$42.63	\$83,121	\$83,121
	Adult & Teen Services Manager	McGary, V.	37.5	1950	\$75,680	91.0%		(\$7,442)			\$42.63	\$83,121	\$83,121
	Building Operations Director	Knorr, I.	37.5	1950	\$78,811	94.8%		(\$4,310)			\$42.63	\$83,121	\$83,121
	Business Office Manager	Vabalaitis, K.	37.5	1950	\$73,671	88.6%		(\$9,450)			\$42.63	\$83,121	\$83,121
	Children's Services Manager	Renell, A.	37.5	1950	\$85,119	102.4%			\$1,998		\$42.63	\$83,121	\$83,121
	Circulation Services Manager	Lees, C.	37.5	1950	\$84,716	101.9%			\$1,595		\$42.63	\$83,121	\$83,121
	Marketing & Communications Manager	Khatri, C.	37.5	1950	\$78,106	94.0%		(\$5,015)			\$42.63	\$83,121	\$83,121
# OF EMPS		7					0	5	2	0			
GROUP SUM								(\$37,096)	\$3,593				
AVERAGES					94.2%			(\$7,419)	\$1,796				
10	Children's Services Assistant Manager	Skocik, T.	37.5	1950	\$72,441	108.2%			\$5,462		\$34.35	\$66,979	\$66,979
	Circulation Services Assistant Manager	Feuillan, S.	37.5	1950	\$49,160	73.4%	(\$4,424)	(\$17,820)			\$34.35	\$66,979	\$66,979
	Information Technology Assistant Manager	Mogavero, M.	37.5	1950	\$65,622	98.0%		(\$1,357)			\$34.35	\$66,979	\$66,979
	Technology Instructor	Jagielski, A.	37.5	1950	\$79,633	118.9%			\$12,654		\$34.35	\$66,979	\$66,979
# OF EMPS		4					1	2	2	0			
GROUP SUM							(\$4,424)	(\$19,176)	\$18,116				
AVERAGES					99.6%		(\$4,424)	(\$9,588)	\$9,058				

**Downers Grove Public Library
REVISED Payroll Analysis Report**

PAY GRADE	POSITION TITLE	EMPLOYEE	HOURS WEEK	HOURS YEAR	ANNUAL SALARY	COMPA-RATIO	UNDER MINIMUM	UNDER MIDPOINT	OVER MIDPOINT	OVER MAXIMUM	HOURLY STRUCTURE MIDPOINT	PRORATED STRUCTURE MIDPOINT	STRUCTURE MIDPOINT
9	Adult Program Coordinator Librarian	Bonarek, K.	37.5	1950	\$62,066	103.2%			\$1,941		\$30.83	\$60,125	\$60,125
	Cataloging Librarian	Riddle, K.	37.5	1950	\$61,454	102.2%			\$1,329		\$30.83	\$60,125	\$60,125
	Graphic Design and Gallery Coordinator	Goodwyn, G.	37.5	1950	\$49,645	82.6%		(\$10,480)			\$30.83	\$60,125	\$60,125
	Librarian	Cook, A.	24	1248	\$34,571	89.8%		(\$3,910)			\$30.83	\$38,480	\$60,125
	Librarian	Hrycewicz, S.	37.5	1950	\$72,813	121.1%			\$12,688	\$663	\$30.83	\$60,125	\$60,125
	Librarian	LeBaron, F.	24	1248	\$39,331	102.2%			\$851		\$30.83	\$38,480	\$60,125
	Librarian	Middendorf, J.	37.5	1950	\$55,166	91.8%		(\$4,960)			\$30.83	\$60,125	\$60,125
	Librarian	Rennick, A.	37.5	1950	\$55,166	91.8%		(\$4,960)			\$30.83	\$60,125	\$60,125
	Librarian	Rooney, N.	27	1404	\$41,686	96.3%		(\$1,604)			\$30.83	\$43,290	\$60,125
	Librarian	Stamogiannos, M.	27.5	1430	\$42,457	96.3%		(\$1,635)			\$30.83	\$44,092	\$60,125
	Librarian	Sustar, M.	37.5	1950	\$55,651	92.6%		(\$4,474)			\$30.83	\$60,125	\$60,125
	Marketing & Communications Strategist	Ruane, B.	37.5	1950	\$56,804	94.5%		(\$3,321)			\$30.83	\$60,125	\$60,125
	Outreach Coordinator Librarian	Linsenmeyer, E.	37.5	1950	\$61,454	102.2%			\$1,329		\$30.83	\$60,125	\$60,125
	Program Coordinator Librarian	Blau, A.	37.5	1950	\$57,760	96.1%		(\$2,365)			\$30.83	\$60,125	\$60,125
	Teen Services Coordinator Librarian	Klenk, A.	37.5	1950	\$61,454	102.2%			\$1,329		\$30.83	\$60,125	\$60,125
# OF EMPS		15					0	9	6	1			
GROUP SUM								(\$37,707)	\$19,466	\$663			
AVERAGES						97.7%		(\$4,190)	\$3,244	\$663			
8	Business Office Assistant	Anderson, S.	37.5	1950	\$49,160	91.1%		(\$4,813)			\$27.68	\$53,972	\$53,972
# OF EMPS		1					0	1	0	0			
GROUP SUM								(\$4,813)					
AVERAGES						91.1%		(\$4,813)					
7	Circulation Services Supervisor	Hoos, K.	37.5	1950	\$46,924	96.9%		(\$1,525)			\$24.85	\$48,449	\$48,449
	Circulation Services Supervisor	Moran, K.	37.5	1950	\$43,379	89.5%		(\$5,070)			\$24.85	\$48,449	\$48,449
	Circulation Services Supervisor	Thompson, L.	37.5	1950	\$42,962	88.7%		(\$5,487)			\$24.85	\$48,449	\$48,449
	Computer Help Desk Supervisor	Gonzalez, L.	37.5	1950	\$43,796	90.4%		(\$4,653)			\$24.85	\$48,449	\$48,449
	Media Lab Coordinator	Bromiel, E.	37.5	1950	\$48,126	99.3%		(\$323)			\$24.85	\$48,449	\$48,449
# OF EMPS		5					0	5	0	0			
GROUP SUM								(\$17,059)					
AVERAGES						93.0%		(\$3,412)					
6	Computer Help Desk Assistant	Ali, S.	17	884	\$16,687	84.6%		(\$3,029)			\$22.30	\$19,716	\$43,491
	Computer Help Desk Assistant	Bowes, J.	10	520	\$10,941	94.3%		(\$657)			\$22.30	\$11,598	\$43,491
	Computer Help Desk Assistant	Cook, C.	16	832	\$15,858	85.5%		(\$2,698)			\$22.30	\$18,556	\$43,491
	Computer Help Desk Assistant	Ghaligoungi, J.	28	1456	\$27,751	85.5%		(\$4,722)			\$22.30	\$32,473	\$43,491
	Computer Help Desk Assistant	Martin, O.	14	728	\$14,283	88.0%		(\$1,953)			\$22.30	\$16,237	\$43,491
	Computer Help Desk Assistant	Michka, C.	16.5	858	\$16,199	84.7%		(\$2,937)			\$22.30	\$19,136	\$43,491
	Computer Help Desk Assistant	Nash, L.	25	1300	\$26,728	92.2%		(\$2,266)			\$22.30	\$28,994	\$43,491
	Computer Help Desk Assistant	Slamar, S.	16	832	\$17,106	92.2%		(\$1,450)			\$22.30	\$18,556	\$43,491

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6	Interlibrary Loan Coordinator	Trout, L.	37.5	1950	\$48,585	111.7%			\$5,094		\$22.30	\$43,491	\$43,491
	Library Assistant	Hung, L.	20	1040	\$20,409	88.0%		(\$2,786)			\$22.30	\$23,195	\$43,491
	Library Assistant	Kmoch, J.	20	1040	\$17,647	76.1%	(\$910)	(\$5,548)			\$22.30	\$23,195	\$43,491
	Library Assistant	Kobayashi, K.	20	1040	\$19,632	84.6%		(\$3,563)			\$22.30	\$23,195	\$43,491
	Library Assistant	Litwin, M.	28	1456	\$30,634	94.3%		(\$1,839)			\$22.30	\$32,473	\$43,491
	Library Assistant	Loan, J.	20	1040	\$19,635	84.7%		(\$3,560)			\$22.30	\$23,195	\$43,491
	Library Assistant	Patacsil, M.	30	1560	\$37,320	107.3%			\$2,527		\$22.30	\$34,793	\$43,491
	Library Assistant	Purcell, K.	37.5	1950	\$41,019	94.3%		(\$2,472)			\$22.30	\$43,491	\$43,491
	Library Assistant	Raub, T.	37.5	1950	\$37,539	86.3%		(\$5,952)			\$22.30	\$43,491	\$43,491
	Library Assistant	Rizzo, S.	20	1040	\$22,706	97.9%		(\$490)			\$22.30	\$23,195	\$43,491
	Library Assistant	Ruyle, G.	24	1248	\$24,261	87.2%		(\$3,573)			\$22.30	\$27,834	\$43,491
	Library Assistant	Seidl, M.	20	1040	\$19,822	85.5%		(\$3,373)			\$22.30	\$23,195	\$43,491
	Library Assistant	Wirth, J.	20	1040	\$19,632	84.6%		(\$3,563)			\$22.30	\$23,195	\$43,491
	Monitor	Bartkowiak, D.	37.5	1950	\$37,174	85.5%		(\$6,317)			\$22.30	\$43,491	\$43,491
	Monitor	Drufke, A.	20	1040	\$22,547	97.2%		(\$648)			\$22.30	\$23,195	\$43,491
	Monitor	Thing, A.	37.5	1950	\$37,174	85.5%		(\$6,317)			\$22.30	\$43,491	\$43,491
# OF EMPS		24					1	22	2	0			
GROUP SUM							(\$910)	(\$69,713)	\$7,621				
AVERAGES						89.9%	(\$910)	(\$3,169)	\$3,810				
5	Circulation Library Clerk	Behnke, S.	17	884	\$17,874	101.0%			\$176		\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Blazek, G.	17	884	\$16,257	91.9%		(\$1,441)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Donasco, C.	24	1248	\$22,945	91.8%		(\$2,041)			\$20.02	\$24,986	\$39,040
	Circulation Library Clerk	Faron, M.	17	884	\$14,736	83.3%		(\$2,962)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Franck, N.	17	884	\$14,736	83.3%		(\$2,962)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Golias, D.	24	1248	\$22,945	91.8%		(\$2,041)			\$20.02	\$24,986	\$39,040
	Circulation Library Clerk	Harnik, M.	28	1456	\$24,981	85.7%		(\$4,169)			\$20.02	\$29,150	\$39,040
	Circulation Library Clerk	Jones, A.	17	884	\$15,603	88.2%		(\$2,096)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Kelly, M.	16	832	\$14,275	85.7%		(\$2,382)			\$20.02	\$16,657	\$39,040
	Circulation Library Clerk	Pavesich, T.	17	884	\$16,257	91.9%		(\$1,441)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Pitleka, Jill	17	884	\$14,736	83.3%		(\$2,962)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Pitleka, John	17	884	\$14,586	82.4%		(\$3,112)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Sheehan, L.	17	884	\$14,736	83.3%		(\$2,962)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Thaelke, A.	17	884	\$14,586	82.4%		(\$3,112)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Troy, M.	17	884	\$15,311	86.5%		(\$2,387)			\$20.02	\$17,698	\$39,040
	Circulation Library Clerk	Wheeler, P.	16	832	\$13,595	81.6%		(\$3,062)			\$20.02	\$16,657	\$39,040
	Custodian	Montgomery, K.	18	936	\$17,597	93.9%		(\$1,142)			\$20.02	\$18,739	\$39,040
# OF EMPS		17					0	16	1	0			
GROUP SUM								(\$40,275)	\$176				
AVERAGES						87.5%		(\$2,517)	\$176				
4	Adult & Teen Services Library Clerk	Mohr, M.	17	884	\$15,788	99.4%		(\$99)			\$17.97	\$15,887	\$35,045
	Children's Library Clerk	Falco, G.	12	624	\$9,000	80.3%		(\$2,215)			\$17.97	\$11,214	\$35,045
	Children's Library Clerk	Konieczka, A.	12	624	\$9,089	81.0%		(\$2,125)			\$17.97	\$11,214	\$35,045
# OF EMPS		3					0	3	0	0			44
GROUP SUM								(\$4,439)					
AVERAGES						86.9%		(\$1,480)					

**Downers Grove Public Library
REVISED Payroll Analysis Report**

PAY GRADE	POSITION TITLE	EMPLOYEE	HOURS WEEK	HOURS YEAR	ANNUAL SALARY	COMPA- RATIO	UNDER MINIMUM	UNDER MIDPOINT	OVER MIDPOINT	OVER MAXIMUM	HOURLY STRUCTURE MIDPOINT	PRORATED STRUCTURE MIDPOINT	STRUCTURE MIDPOINT
3	Library Shelver	Cavenagh, J.	28	1456	\$21,767	92.7%		(\$1,722)			\$16.13	\$23,489	\$31,459
	Library Shelver	Cox, M.	16	832	\$11,032	82.2%	(\$616)	(\$2,390)			\$16.13	\$13,423	\$31,459
	Library Shelver	Glas, M.	16	832	\$11,249	83.8%	(\$399)	(\$2,174)			\$16.13	\$13,423	\$31,459
	Library Shelver	Gustafson, K.	16	832	\$11,357	84.6%	(\$291)	(\$2,066)			\$16.13	\$13,423	\$31,459
	Library Shelver	Krawczykowski, N.	16	832	\$11,032	82.2%	(\$616)	(\$2,390)			\$16.13	\$13,423	\$31,459
	Library Shelver	Lacey, C.	22	1144	\$16,508	89.4%		(\$1,948)			\$16.13	\$18,456	\$31,459
	Library Shelver	Martinez, J.	16	832	\$11,357	84.6%	(\$291)	(\$2,066)			\$16.13	\$13,423	\$31,459
	Library Shelver	McCarthy, P.	16	832	\$10,924	81.4%	(\$724)	(\$2,498)			\$16.13	\$13,423	\$31,459
	Library Shelver	O'Neal, E.	16	832	\$10,924	81.4%	(\$724)	(\$2,498)			\$16.13	\$13,423	\$31,459
	Library Shelver	Parzak, L.	16	832	\$11,032	82.2%	(\$616)	(\$2,390)			\$16.13	\$13,423	\$31,459
	Library Shelver	Pike, D.	16	832	\$11,032	82.2%	(\$616)	(\$2,390)			\$16.13	\$13,423	\$31,459
	Library Shelver	Piller, M.	16	832	\$11,681	87.0%		(\$1,741)			\$16.13	\$13,423	\$31,459
	Library Shelver	Rogers, M.	16	832	\$11,032	82.2%	(\$616)	(\$2,390)			\$16.13	\$13,423	\$31,459
# OF EMPS		13					10	13	0	0			
GROUP SUM							(\$5,508)	(\$28,664)					
AVERAGES						84.3%	(\$551)	(\$2,205)					
TOTAL		92			\$3,333,997		12	77	15	1			
GROUP SUM							(\$10,841)	(\$268,679)	\$75,475	\$663			
AVERAGES						91.2%	(\$903)	(\$3,489)	\$5,032	\$663			

**DOWNERS GROVE PUBLIC LIBRARY
2024 SALARY SCHEDULE**

Pay Grade	FLSA	Position Title	Range Minimum	1st Quartile	Range Midpoint	3rd Quartile	Range Maximum
17	E	Library Director	\$ 114,084.00	\$ 128,345.00	\$ 142,606.00	\$ 156,866.50	\$ 171,127.00
			\$ 58.50	\$ 65.82	\$ 73.13	\$ 80.45	\$ 87.76
16		Hold for future use	\$ 102,410.00	\$ 115,211.00	\$ 128,012.00	\$ 140,813.50	\$ 153,615.00
			\$ 52.52	\$ 59.09	\$ 65.65	\$ 72.22	\$ 78.78
15		Hold for future use	\$ 91,930.00	\$ 103,421.00	\$ 114,912.00	\$ 126,403.50	\$ 137,895.00
			\$ 47.14	\$ 53.04	\$ 58.93	\$ 64.83	\$ 70.72
14	E	Assistant Director	\$ 82,522.00	\$ 92,837.50	\$ 103,153.00	\$ 113,468.00	\$ 123,783.00
			\$ 42.32	\$ 47.61	\$ 52.90	\$ 58.19	\$ 63.48
13	E	Information Technology Manager	\$ 74,077.00	\$ 83,337.00	\$ 92,597.00	\$ 101,856.50	\$ 111,116.00
			\$ 37.99	\$ 42.74	\$ 47.49	\$ 52.24	\$ 56.98
12	E	Access Services Manager	\$ 66,497.00	\$ 74,809.00	\$ 83,121.00	\$ 91,433.00	\$ 99,745.00
	E	Adult & Teen Services Manager	\$ 34.10	\$ 38.37	\$ 42.63	\$ 46.89	\$ 51.15
	E	Building Operations Director					
	E	Business Office Manager					
	E	Children's Services Manager					
	E	Circulation Services Manager					
	E	Marketing & Communications Manager					
11		Hold for future use	\$ 59,692.00	\$ 67,153.50	\$ 74,615.00	\$ 82,076.50	\$ 89,538.00
			\$ 30.61	\$ 34.44	\$ 38.26	\$ 42.09	\$ 45.92
10	E	Adult & Teen Services Assistant Manager	\$ 53,583.00	\$ 60,281.00	\$ 66,979.00	\$ 73,677.00	\$ 80,375.00
	E	Children's Services Assistant Manager	\$ 27.48	\$ 30.92	\$ 34.35	\$ 37.79	\$ 41.22
	E	Information Technology Assistant Manager					
	E	Technology Instructor					
	NE	Circulation Services Assistant Manager					

**DOWNERS GROVE PUBLIC LIBRARY
2024 SALARY SCHEDULE**

Pay Grade	FLSA	Position Title	Range Minimum	1st Quartile	Range Midpoint	3rd Quartile	Range Maximum
9	E	Adult Program Coordinator Librarian	\$ 48,100.00	\$ 54,112.50	\$ 60,125.00	\$ 66,137.50	\$ 72,150.00
	E	Cataloging Librarian	\$ 24.67	\$ 27.75	\$ 30.83	\$ 33.92	\$ 37.00
	E	Graphic Design and Gallery Coordinator					
	E	Librarian (Adult & Teen Services)					
	E	Marketing & Communications Strategist					
	E	Outreach Coordinator Librarian					
	E	Program Coordinator Librarian					
	E	Reference & Technology Coordinator Librarian					
	E	Teen Services Coordinator Librarian					
8	NE	Business Office Assistant	\$ 43,178.00	\$ 48,575.00	\$ 53,972.00	\$ 59,369.50	\$ 64,767.00
			\$ 22.14	\$ 24.91	\$ 27.68	\$ 30.45	\$ 33.21
7	NE	Circulation Services Supervisor	\$ 38,759.00	\$ 43,604.00	\$ 48,449.00	\$ 53,294.00	\$ 58,139.00
	NE	Computer Help Desk Supervisor	\$ 19.88	\$ 22.37	\$ 24.85	\$ 27.33	\$ 29.81
	NE	Media Lab Coordinator					
6	NE	Computer Help Desk Assistant	\$ 34,793.00	\$ 39,142.00	\$ 43,491.00	\$ 47,840.00	\$ 52,189.00
	NE	Interlibrary Loan Coordinator	\$ 17.84	\$ 20.07	\$ 22.30	\$ 24.53	\$ 26.76
	NE	Library Assistant (Access Services)					
	NE	Library Assistant (Adult & Teen Services)					
	NE	Library Assistant (Children's Services)					
	NE	Monitor					
5	NE	Custodian	\$ 31,232.00	\$ 35,136.00	\$ 39,040.00	\$ 42,944.00	\$ 46,848.00
	NE	Library Clerk (Circulation Services)	\$ 16.02	\$ 18.02	\$ 20.02	\$ 22.02	\$ 24.02
4	NE	Library Clerk (Adult & Teen Services)	\$ 28,036.00	\$ 31,540.50	\$ 35,045.00	\$ 38,549.50	\$ 42,054.00
	NE	Library Clerk (Children's Services)	\$ 14.38	\$ 16.18	\$ 17.97	\$ 19.77	\$ 21.57
3	NE	Library Shelver	\$ 27,300.00	\$ 29,379.50	\$ 31,459.00	\$ 34,605.00	\$ 37,751.00
	NE	Summer Library Clerk	\$ 14.00	\$ 15.07	\$ 16.13	\$ 17.75	\$ 19.36

The current Illinois minimum wage is the lowest hiring wage. Levels under the current Illinois minimum wage are not included. Illinois minimum wage for 2024 is \$14.00 per hour.

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

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 24, 2023**

Agenda Item 9A

Bylaws Update

Incorporating feedback from the April Board meeting, Trustee Marti Sladek revised the draft of updated Bylaws. Board President Swapna Gigani disseminated the draft to the full Board, requesting their comments. The current draft is included in your packet. If there are no changes, it can be an action item on the June agenda.

Recommended Action: Discussion of the Bylaws draft and determination of next steps.

BYLAWS OF THE BOARD OF TRUSTEES OF THE DOWNERS GROVE IL PUBLIC LIBRARY

Article I: Name

The name of this organization is the Board of Trustees of the Village of Downers Grove IL Public Library. (Referred to hereinafter as the Board or the Trustee/s, and the Library.)

Article II: Purpose

The purpose is to ensure general oversight of, adequate funding for, and advocacy on behalf of the Downers Grove Public Library for the benefit and access of all community members and patrons, and to promote the purposes, values and services of the Library.

Article III: Governance

The Board operates under legal authority of the State Of Illinois, including but not limited to: the United States and Illinois Constitutions; Illinois Library Act; Open Meetings Act; Freedom of Information Act; Illinois Governmental Ethics Act; State Gift Ban Act; Illinois Records Act; and other such regulations as may be promulgated by the Secretary of State. The American and Illinois Library Associations Standards and the American Library Association Bill of Rights also provide guidance to the Board and are adopted when required by law.

Article IV: Trustees

Section 1. Membership

A. The Board shall consist of six people appointed by the Village Council for six-year terms, without monetary compensation. Terms are staggered so that no more than two terms expire simultaneously.

B. New members shall be sworn in that first meeting they attend, and should complete any current certification, orientation and training requirements, preferably prior to their first meeting, but in any case within 60 days of appointment.

C. Vacancies occur when a term ends without the person having been re-appointed or another having been appointed in their place; when a Trustee resigns; or is removed by the Village Council. In the event of a vacancy before a term ends, the new appointment is for the duration of the unexpired term.

Section 2. Responsibilities

A. Trustees are expected to act in the best interest of the library, including but not limited to:

- (1) Keep up to date on and comply with legal and ethical requirements, and complete required training and certification as soon as possible.
- (2) Prepare for and attend meetings and events as required, unless the President or Library Director has been notified prior to the meeting.
- (3) Represent the Library in the community as needed.
- (4) Participate in planning sessions and project and committee work, as the Board requires.

B. Hire and provide guidance to and oversight of the sole employee of the Board itself, the Library Director, who reports to the Board and is responsible for the day-to-day operational management of the library, its staff, service to patrons, and is its spokesperson.

C. Trustees are expected to act in accordance with their positions as public officials and community leaders: to avoid conflicts of interest and make disclosures as necessary; to avoid the appearance of impropriety; and to distinguish personal opinions from statements made on behalf of the Board or Library.

D. Develop policies and procedures for the conduct of board business as necessary.

E. Failure to fulfill responsibilities: the Board may recommend removal of Trustee to the Village Council by roll call vote for failure to fulfill the duties of the office.

Article V: Officers

Section 1. Election. The Board shall elect a President and a Secretary at the first meeting after board appointments of an even-numbered year to serve for two years. Vacancies are to be filled by a special election for the remainder of the term.

Section 2. President. The President shall preside at meetings, coordinate committee and project work by Trustees, and act as official liaison to the Library Director. The President shall also arrange new Trustee training and orientation in coordination with Library Director.

Section 3. Secretary. The Secretary shall certify documents on behalf of the Board, shall see that any documents required for transparency of board business, such as meeting notices and minutes, are made public in a timely manner, and preside at meetings in the absence of the President.

Section 4. Treasurer. The Treasurer of the Village of Downers Grove is the official Treasurer for the Board and coordinates financial services on behalf of the Board.

Section 5. Removal of an Officer. Officers, except for the Treasurer, may be removed by vote of the Board for failure to fulfill responsibilities.

Article VI. Meetings

Section 1. Regular Meetings.

A. Monthly meetings are generally held on the 4th Wednesday of every month unless the Board votes otherwise to reschedule or skip a meeting or add a special meeting.

B. All board meetings are open to the public and shall include a period of Public Comment. The Board shall have authority to issue rules and regulations to govern format, length and code of conduct and decorum for public participation.

C. Four trustees shall constitute a quorum.

D. Remote participation. Meetings are in-person unless public safety, public health or other public emergency concerns make remote meetings necessary as determined by the President in consultation

with the Library Director and other appropriate officials. Individual trustees may participate remotely at any meeting if approved by the President, provided that a quorum is present in person.

Section 2. Procedures. Meetings shall be conducted under the most recent edition of Robert's Rules of Order. Voice votes may be used for routine matters such as report approvals but roll call shall be used for substantive matters such as resolutions, expenditures and changes in bylaws, policies, procedures, rules, other matters of governance, or whenever a situation requires a detailed record of each vote.

Section 3. Committees. Committee of the Whole or Ad-Hoc or Sub-committee methods may be employed for particular business. Such committees shall not have authority to enact policy unless granted by the Board.

Section 4. While transparency is the goal and norm for any public body, Executive Sessions shall be held when necessary under Exceptions to the Open Meetings Act.

Article VII. Review of Bylaws.

Section 1. Review. The Board shall review the bylaws at least biennially.

Section 2. Amendments. The Board may make changes to the bylaws by 2/3 vote provided an initial draft has been presented and discussed at a regular meeting, and the final text of any changes is part of the Agenda for the subsequent meeting before final vote. Technical changes and corrections may be voted on at any meeting if included on the meeting agenda.

Article VIII. Indemnification.

Trustees acting in good faith and legally for the benefit of the Library shall be insured and indemnified from legal action for their work on behalf of the Library as are other volunteers and employees.

Addendum:

Bibliography.

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Admin. “[Library Bill of Rights](#).” *Advocacy, Legislation & Issues*, 7 Sept. 2022, www.ala.org/advocacy/intfreedom/librarybill.

[Freedom of Information Act](#) [5 ILCS 140/]

[Illinois Governmental Ethics Act](#) [5 ILCS 420/]

[Illinois Local Library Act](#) [75 ILCS 5/]

[Local Records Act](#) [50 ILCS 205/1 et seq.]

[State Library Act](#) [15 ILCS 320/]

[Open Meetings Act](#) [5 ILCS 120/]

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 24, 2023**

Agenda Item 10

Librarian's Report

Strategic Planning

Consulting firm ReThinking Libraries sent the preliminary draft of their Findings Book, including results of the community survey, focus groups, and comparisons to national, regional, Illinois, and *Library Journal* Star Libraries. A virtual review of the Findings Book was held on May 15. The Strategic Retreat was held on May 17 & 18, with 6 Trustees, 11 staff, and 9 community members, including representatives of the Downers Grove Public Library Foundation, Village of Downers Grove, Community High School District 99, Downers Grove Grade School District 58, Downers Grove Park District, Downers Grove faith community, and Downers Grove non-profit organizations. A draft of the high level Strategic Plan, including mission, values, and goals, may be included in the May Board packet.

Illinois Legislation to Watch

Two bills of note for Illinois libraries are moving through the legislature: the [Right to Read Bill \(Illinois House Bill 2789\)](#) and the [License to Read Act \(Illinois Senate Bill 2419\)](#). Illinois House Bill 2789, the Right to Read Bill, would require that as a condition of qualifying for grants through the Illinois State Library in the future, libraries or library systems would have to adopt a written policy prohibiting the practice of banning books. Alternatively, they could adopt the American Library Association's Library Bill of Rights, which includes a statement that "(m)aterials should not be proscribed or removed because of partisan or doctrinal disapproval." Illinois Senate Bill 2419, the License to Read Act, would allow the State Librarian to negotiate with publishers of ebooks and audiobooks on behalf of libraries. Additionally, it would establish a grant program to provide funds to libraries and library districts to pay for digital licenses. Both bills are initiatives of Secretary of State Alexi Giannoulias, who also serves as the State Librarian.

April PITS Incident Reports and Incident Tracker Implementation

There were 29 incidents in April. Three incidents in April resulted in suspension of library privileges beyond the person being asked to leave for the day. Eleven incidents involved the behavior of teens/tweens. Nine of the reports were made to track non-behavioral incidents. Two tracked harassing phone calls to staff. Staff has begun the changeover to a new incident tracking software, Incident Tracker, which offers a more robust reporting module. The 5 years of existing incident data will be ported to the new software.

Freedom of Information Act (FOIA) Requests

A commercial FOIA request was received on April 27 and revised on May 1. We are working with the requester to ensure that the electronic format of the responsive documents meets their needs. Two FOIA requests were received to date in May. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 24, 2023**

Department Reports – April 2023

Administration – Jen Ryjewski

- Met virtually with the consultants from Rethinking Libraries and Heather Hathaway Miranda, our BIPOC/HITMPG focus group facilitator, to discuss the format and expectations of the BIPOC/HITMPG focus group session
- Began our series of focus groups with a kick-off meeting and library tour with consultants Rob Cullin and Janet Nelson. Spent a lot of time on the preparations of these focus groups: sending our invitations, meeting logistics, securing snacks and meals, attending and introducing the consultants to participants, and hand-writing thank you notes to all who attended
- Worked on editing and revising our existing evaluations for the upcoming review period
- Met with the Programming Team to wrap up the final touches for the Summer Reading Program and solidified the timing of and the plans for the staff videos for National Library Week and organization for the craft/puzzle exchange event
- Attended the 2023 Live & Learn Construction Grant Review Committee meeting which was a mess. The committee reviewed the wrong grant. I submitted an initial grant for the workroom renovation projects, which then had to be withdrawn as a result of the project start date not meeting the grant timeline criteria. So I submitted a second grant for the carpet replacement, an upcoming capital need expenditure. In a nutshell, the committee did not have access to the right grant, had to take two breaks to run around (cue theme song to Benny Hill) to different computers on two different folders to find it and send it to the rest of the committee for them to review at the very end of a long review session. Sadly, the carpet project was not nearly as exciting and impactful as the workroom renovation project and according to the Grant Program Specialist: “Due to the number of applications received and the amount of available funding for the program, your proposal could not be funded even though it received a favorable review and funding recommendation.” There is always next year!
- Lent a hand to Trustee Marti Sladek and Board President Swapna Gigani by reviewing the initial through final drafts of the Library Board of Trustees bylaws
- Assisted Building Operations Director Ian Knorr by working several BOM shifts in the absence of Building Operations Monitors

Business Office – Katelyn Vabalaitis

- Two staff were trained to become notaries. We now have 11 notaries on staff!
- I attended the Altogether HR Conference, hosted by HR Source. It was an incredibly informative day with focus on HR documentation, mental health in the

workplace, and updates to employment laws. It was also nice to network with other HR professionals in the area.

- I served as Staff Picks VIP for the month of April. It is always fun being able to display my favorite books in the lobby throughout the month and I enjoyed talking with patrons during my raffle promotion in the lobby.
- Business Office Assistant Scott Anderson and I completed the annual HR Source Salary Survey. HR Source takes the data from all libraries that participate and publishes a comprehensive report that helps with benchmarking and comparisons among libraries.
- I spent a lot of time working with our insurance company on a workers compensation claim.
- I assisted the Village of Downers Grove in their annual audit by providing requested documents and answering questions about some of our expenses in 2022.
- I continued to work with attorneys at Ancel Glink on the ongoing personnel investigation.
- I moved into my new office in April. This has been a dream for a long time and I never thought I would be so excited to have my own door! While there is still much to do in the way of organization, having my own office has already been incredibly helpful by allowing me space to meet with staff who need to talk, need support, or just need a place to vent during a hard day. A million thank yous to Building Operations Director Ian Knorr for all of his help painting, moving furniture, and helping me get the room set.

Adult & Teen Services – Van McGary

- The month of April featured Earth Day, Money Smart Week, Autism Acceptance Month, National Library Week, and more
- Adult programming highlights for the month included: Grab & Go Crafts for Adults: Teacup Fairy Garden, Illinois Libraries Present Danny Trejo, Autism Acceptance Month Book Bundle, Genealogy Roundtable, 3Rs: Reduce, Reuse, Recycle with SCARCE, Lost Town of Sag Bridge (offsite), Essentials of Estate Planning, Job Workshop: Create Focused Search Using Cool Tools with PRC, Senior Dilemmas Lunch & Learn (offsite), and Illinois Libraries Present Will Shortz
- During April, the library hosted a special exhibit on the second floor called “Where is Away?” from SCARCE, an environmental nonprofit. This is an interactive 3-dimensional, four-sided, free-standing exhibit that allows a person to explore how to responsibly dispose of common items found around the home. The library is continuing to collect bread tags for SCARCE. Bread tags can be dropped off in the designated glass container on the counter in the café
- The library also hosted an author event with David Levithan with a One Book One Town book discussion of *Answers in the Pages*. Many thanks to EQDG (EQuality Downers Grove) for spearheading this event, to PR Manager Cindy

Khatri and Adult Programming Coordinator Karen Bonarek for coordinating the event, and to ATS Assistant Manager Amanda Klenk for facilitating the program

- In addition, the library hosted the Midwest SOARRING Foundation featuring Joseph Standing Bear Schranz, president and founder. Along with another member of the foundation, they discussed contemporary life and current issues with Native communities. Thank you to the AILA Talk Story Grant for funding this program. A special thanks to Kids Room Manager Allyson Renell for facilitating this event
- Teen programming highlights include: Maker Kits: Bottle Cap Critters, Conquer College Planning, Autism Acceptance Month Book Bundle, How to Begin Your College Search, Make and Take: Create Like Naomi Shihab Nye, Exam Cram with Therapy Dogs, and Teen Summer Job Workshop. Girls Who Code finished up with a graduation and demonstration of their projects
- A number of ATS staff members along with other library staff recorded videos for National Library Week, which took place the last week of April. The videos centered around the American Library Association theme of “There’s More to the Story”, illustrating the fact that libraries offer so much more than just books. As noted in the videos, DGPL offers tons of programs for all ages, community partnerships and outreach, entertainment including puzzles, board games, and RPG materials, research databases on a wide variety of topics, Book Club Bags, a Media Lab, and so much more!
- This month also featured quite a few staffing updates for the Adult & Teen Services department. On April 18th, new part-time librarian Mary Costello joined the team. Van and other staff helped Mary with her onboarding training. We are lucky to have Mary’s experience and skills!
- Van and Amanda interviewed and selected new social work interns for the fall and interviewed a student worker from Northwestern, who will start in early May. Van and Amanda also reviewed applications for the Teen Services Coordinator position and conducted interviews along with other staff. Unfortunately, the position has had to be reposted
- ATS Library Assistant Josh Wirth is this year’s winner of the statewide Oberman-Rich Award! This prestigious award recognizes the contributions of a support staff member to the library community and the role of support staff in libraries. Josh will receive free registration to the Reaching Forward Conference in May, an overnight stay at the Reaching Forward conference hotel, \$50 for expenses, and a framed certificate
- The Ready Reads collection has been renamed the Rising Reads collection to better describe this collection of easy-to-read, high interest materials for adults. Thank you to the Access Services team for helping to recatalog these materials
- ATS staff also reviewed both the Reference and Consumer Information collections, materials of which were updated, recataloged, or deaccessioned as appropriate

- The library has noticed a huge increase in the use of The Cupboard, the community pantry in the library with food items and toiletries. Many thanks to the community members and staff members who generously donate items. If you'd like to support The Cupboard, the library hosts a donation drive each month during the third weekend. For more information, including acceptable items, please contact socialwork@dglibrary.org

Children's Services – Allyson Renell

- Much of April was spent on continued Summer Read Club preparations including finalizing programs, solidifying titles for our Summer Reading bibliographies, receiving donations from sponsors, and getting ready to decorate. Next on the agenda for SRC prep is school promotion in May. Outreach Coordinator Erin Linsenmeyer presented to District 58 administrators on May 14 about this year's club. Department Manager Allyson Renell scheduled all of the elementary schools in District 58 for visits and also reached out to local private schools
- Girls Who Code: Grades 3-5 wrapped up on April 12 with a graduation pizza party. The girls celebrated their successes and then presented their projects to their families
- Allyson visited Avery Coonley's Kindergarten classes on April 12 and discussed her role as a local librarian. The kindergarteners were studying community helpers and had questions about how the library works, about the job of the librarian, and how the library impacts Downers Grove
- On April 17, Reference and Technology Coordinator Sharon Hrycewicz helped judge Whittier Elementary's 6th grade invention contest. This year the students were trying to build a better pencil holder. Each student created a design, 3D printed it, and presented it with a PowerPoint presentation. Sharon had a great time judging and was impressed by everyone's work!
- During the last week of April, the Kids Room hosted the Downers Grove Park District's preschool classes for their annual spring field trips. The classes walked to the library from the Lincoln Center and were treated to a storytime by Erin. Over 200 children came during these field trips
- A majority of Kids Room staff were able to attend the strategic planning focus groups on April 25 and 26. Allyson and Assistant Manager Traci Skocik were also able to attend the Supervisors focus group. Additionally, the Kids Room provided childcare for two of the community focus groups with Program Coordinator Amanda Blau leading stories and crafts for children of attendees

Circulation - Christine Lees

- We continued to see strong activity in the Circulation Department:
 - 13,508 digital items checked out this month
 - 1,057 locker holds
 - Gate count April 2023 vs April 2022 increased by 3,412 patrons!
 - We processed 156 library card applications and renewals this month

- We updated of library registration forms to be a bit more streamlined
- In order to address some misunderstanding about the number of video games patrons are allowed to checkout at one time, we created a flier to be placed in every video game at checkout to highlight important information. So far patrons have said the information has been helpful
- We have our spring team building event coming up soon: a department dinner at Angelo's followed by ice cream at Every Day's a Sundae
- We are finishing up the quarterly RAILS delivery counts as part of the required counts by the State of Illinois
- Staff self-evaluations were distributed and are in the process of being completed. It is always an exciting time to receive staff self-evaluations and see the amazing contributions staff have made to our department, DGPL, and our community

Information Technology – Paul Regis

- April went by quickly. IT purchased a few new computers, monitors, etc. to replace those that were in need of a refresh
- The library officially moved over to the Google Workspace nonprofit plan late in the month. This qualifies the library for heavily discounted prices on higher tier licenses, allowing for Vault licenses and increased storage below what we were previously paying per license. It was thankfully a smooth transition
- IT Manager Paul Regis and PR Manager Cindy Khatri reached out to the library's Monday.com representative to discuss some finer details of the nonprofit plan, which is up for renewal in May. More details to follow.
- IT and the People's Resource Center offered a combined 11 classes in April

Public Relations – Cindy Khatri

- The PR team continued promotion for the library's strategic planning survey and focus groups. Additional promotion included a press release, supplemental signage throughout the downtown area and the library, and focus-group-specific marketing. A huge shout out to Brian Ruane, Marketing Content Coordinator, for doing a spectacular job in getting the word out – 2,032 individuals completed the survey and 140 patrons attended focus groups. Another shout out to Grace Goodwyn, Graphic Design and Display Coordinator, for creating engaging and intuitive marketing assets to help make those response numbers a possibility. According to ReThinking Libraries, only 382 survey responses were needed for a 95% confidence level, and we far exceeded those expectations. We truly have a dream team back here in PR!
- New resident greeter materials were given to the Downtown Downers Grove Business Management Corporation to distribute to tenants of the newly constructed apartment building in downtown DG
- SCARCE's Where is Away exhibit was featured on the second floor of the library. This exhibit explored how to recycle and dispose of common items to help

patrons make greener decisions when considering their waste. Many patrons enjoyed learning more and commented on how helpful the exhibit was

- Cindy Khatri, PR Manager, worked with EQDG to discuss the Legacy Wall and their Pride Picnic event
- Cindy attended the SWAN Aspen Users Meeting to make suggestions about issues patrons are experiencing while placing holds
- Brian coordinated with the Foundation for their National Library Week promotion
- National Library Week featured mini videos for social media which highlighted special services at the library. This was designed around National Library Week's theme of "There's More to the Story"
- Brian participated in interviewing candidates for the Teen Coordinator position
- The latest issue of Discoveries (May/June) was developed, printed, and distributed. This issue features Summer Reading Club, including original designs and graphics by Grace!
- The conversation with the Midwest SOARRING Foundation program was held on April 16. This program was funded by the Talk Story Grant (2022), and has been rescheduled from an original program date in November. The program featured Joseph Standing Bear Schranz, the Founder and President of MSF, and one of their board members, Dave Nordin. Issues facing Native communities today were discussed, and an artifact table was shared with patrons. 30 patrons registered and 9 attended the event
- Cindy met with marketing managers at Aurora Public Library and Oak Park Public Library to network and discuss challenges facing library communications today
- All three PR team members attended focus group led by RTL

Access Services – Lucas McKeever

- Lucas worked with Jen Ryjewski to assemble our annual collection statistics for the library's year-end report for the village
- Multiple Access Services staff members attended a staff focus group for the strategic plan. Kelly Kobayashi is going to represent the department during the strategic plan retreat
- Gina Reitsma volunteered to enter all of the paper survey responses into our digital form. This will allow for all of our survey results to be available digitally and in the same format regardless of the method our community members provided their input
- After a meeting between ATS staff and PR, it was decided to rebrand the "Ready Reads" collection to "Rising Reads". Maria Patacsil handled this rebranding on the Access Services end by updating the call number in the catalog and the spine label on the physical item
- In our monthly report, we are adding one more monthly stat that we are going to track. It is for PRE-CAT records that our Access Services Clerk create. There are

only certain vendors where this process is necessary, but doing so shows that we have this item on order in the catalog and allows for our patrons to place holds as quickly as possible

- The Staff Social Committee held a Staff Walking Challenge for four weeks starting in March and going into April. We had a total of 59 staff members participate and recorded a total of over 14.6 million steps, or approximately 6,962 miles. We also hosted an Edible Book Festival on National Library Workers Day and provided some treats to show staff how much we appreciate all that they do for the Downers Grove community

	Adult & Teens	Kids	Both
Items Added			
Print	1261	682	
AV	241	23	
Items Discarded			
Print	906	589	
AV	101	114	
Items Repaired			785
Items Reclassified			103
Original Records			28

Building Operations – Ian Knorr

- I met with multiple cleaning services to find a replacement for 360 Clean. 360 Clean had indicated in a meeting I had with them the previous month that the use of the library and the time it takes to clean the building was greater than what they had quoted. To prevent a loss of service I started obtaining quotes from competitors
- I held our quarterly meeting with the Building Operations Monitors. Topics of discussion were:
 - Monitors being positioned at the lobby Info Desk for 2 hours of their shift every day to greet customers, offer assistance, and present a stronger visual presence
 - Summer vacation will be starting soon and how to deal with teens and tweens that may have issues controlling themselves in the building
 - The new monitors workspace

- Proper work attire while out on the library floor
- I had an online meeting with John Hickmott to review the quote provided by Verkada for a new camera system, devices, and card access readers. I am looking into other options from other open source vendors to try and eliminate the need for proprietary equipment
- I patched, painted, and moved furniture for the Business Office Manager's new workspace
- Preventative maintenance was performed on the 2 roof top units
- I attended a Ryan Dowd webinar on "Controlling your Emotions"
- I attended the Library Journal Safety Summit in Columbus, Ohio. Topics discussed were:
 - Leading through trauma
 - Safer libraries for staff and patrons: Library leadership through a trauma informed lens
 - Security staffing models: Police, Social Work, and Everything in Between
 - Debriefing after a traumatic event: Policies and Procedures
 - De-escalation training +
 - Columbus Metropolitan Library Leaders discussion on their approach to safety and security
 - Engaging with teens and tweens in crisis and afterwards
 - Community Outreach: Aligning public perception with safety realities

April						
Circulation	APR 23	%	APR 22	%	APR 21	%
Checkouts						
Selfchecks	28,465	72%	30,438	75%	27,910	69%
Staff desk	10,034	25%	9,354	23%	12,636	31%
Lockers	1,057	3%	959	2%	0	0
Total checkouts	39,556		40,751		40,546	
Renewals						
Auto Renewals	33,511		32,297		28,485	
Selfchecks	10		4		2	
Staff desk (incl. phone)	314		281		213	
Patron self-renewals on website	0		92		510	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	821		664		131	
Total renewals	34,656		33,338		29,341	
Total item checkout and renewals	74,212		74,089		69,887	
Digital Circulation	13,508		12,228		11,642	
Total Circulation	87,720		86,317		81,529	
Reserves Processed						
Received from ILL	4,842		5,000		5,386	
ILL sent	4,342		4,394		4,497	
OCLC requests processed	164		158		160	
Gate Count						
North	19,646		17,605		10,654	
South	12,609		11,238		7,745	
Total	32,255		28,843		18,399	
Lockers	1,057		959		0	
Gate Count and Lockers Total	33,312		29,802		18,399	
Curbside Count	0		0		907	
Registrations						
New resident library cards	156		173		88	
New fee cards	4		9		3	
Professional Development Hours	32		25		16	
Cost of Professional Development	\$0		\$0		\$0	

Circulation

	Apr 2022	Apr 2023	YTD Totals			
Adult	36,728	37,412	150,588	150,020		
Teen	1,727	1,595	6,956	6,327		
Children	35,634	35,205	141,464	141,823		
Download	12,228	13,508	49,513	55,814	YTD Difference	
Total	86,317	87,720	348,521	353,984	5,463	1.6%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,283	70.25%	2,594	6.93%	6,206	16.59%	2,329	6.23%	37,412
Teen	1,509	94.61%	39	2.45%	18	1.13%	29	1.82%	1,595
Children	30,443	86.47%	1,471	4.18%	2,135	6.06%	1,156	3.28%	35,205
Total	58,235	78.47%	4,104	5.53%	8,359	11.26%	3,514	4.74%	74,212

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,317	75.22%	15,905	10.03%	16,555	10.44%	6,845	4.32%	158,622
Children	78,218	86.25%	2,944	3.25%	7,490	8.26%	2,038	2.25%	90,690
Total	197,535	79.23%	18,849	7.56%	24,045	9.64%	8,883	3.56%	249,312

Book Collection

	Apr 2022	Apr 2023	YTD Totals		YTD Difference	
Adult	117,641	119,317				
Children	78,669	78,218				
Total	196,310	197,535	196,310	197,535	1,225	0.6%

Audio Collection

	Apr 2022	Apr 2023	YTD Totals		YTD Difference	
Adult	15,489	15,905				
Children	2,874	2,944				
Total	18,363	18,849	18,363	18,849	486	2.6%

Video Collection

	Apr 2022	Apr 2023	YTD Totals		YTD Difference	
Adult	16,075	16,555				
Children	7,500	7,490				
Total	23,575	24,045	23,575	24,045	470	2.0%

Miscellaneous Collection

	Apr 2022	Apr 2023	YTD Totals		YTD Difference	
Adult	7,141	6,845				
Children	2,012	2,038				
Total	9,153	8,883	9,153	8,883	-270	-2.9%

Rooms & Spaces

	Apr 2022	Apr 2023				
Community Use of Rooms	963	1,188				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	79	128				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,042	1,316	3,622	5,270	1,648	45.5%

Programs Offered

	Apr 2022	Apr 2023				
Library Programs Offered						
Adult	33	39				
Teen	13	6				
Children	68	105				
Self-Directed Programs Offered						
Adult	11	11				
Teen	4	3				
Children	4	3				
Programs Offered Total	133	167	447	574	127	28.4%

Program Attendance

	Apr 2022	Apr 2023				
Library Program Attendance						
Adult	250	827				
Teen	105	48				
Children	1,147	2,540				
Self-Directed Program Attendance						
Adult	580	577				
Teen	170	29				
Children	204	197				
Program Attendance Total	2,456	4,218	9,384	15,908	6,524	69.5%
Virtual Program Views Total	462	452	1,296	2,282	986	76.1%

Website Views

	Apr 2022	Apr 2023				
Total Website Views	24,609	26,658	114,788	125,856	11,068	9.6%

Library Visits

	Apr 2022	Apr 2023				
Gate Count	28,843	32,255				
Locker Pickups	959	1,057	YTD Totals		YTD Difference	
Total Library Visits	29,802	33,312	102,507	134,135	31,628	30.9%

One-on-One Services

	Apr 2022	Apr 2023				
One-on-Ones	29	29				
Homebound	6	4				
Notary	46	29	YTD Totals		YTD Difference	
Total Sessions	81	62	211	305	94	44.5%

Computer User Sessions

	Apr 2022	Apr 2023				
Adult	1,571	1,930				
Children	520	718	YTD Totals		YTD Difference	
Total	2,091	2,648	7,614	9,837	2,223	29.2%
Wireless Sessions	1,004	1,208	3,668	4,020	352	9.6%

Printing Services

	Apr 2022	Apr 2023				
Poster	2	0				
3D	14	62	YTD Totals		YTD Difference	
Total Prints	16	62	68	113	45	66.2%

The Cupboard

	Apr 2022	Apr 2023	YTD Totals		YTD Difference	
Total Donations	3,858	2,026	12,029	6,687	-5,342	-44.4%