

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
AUGUST 23, 2023, 5:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Review of Draft Strategic Plan Documents led by ReThinking Libraries
5. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Pledge of Allegiance and Land Acknowledgment
3. Roll Call
4. Approval of Minutes
 - a. July 26, 2023 Regular Meeting ACTION
5. Financial Matters
 - a. July 2023 Financial Report
 - b. August 2023 Invoices ACTION
6. Public Comment

Public Comments may also be submitted online at dglibrary.org/feedback or emailed to the Board of Library Trustees at libraryboard@dglibrary.org
7. Trustee Comments
8. Library Director's Report
9. New Business
 - a. Bylaws Update ACTION
 - b. Public Comment Rules ACTION
 - c. Update to Land Acknowledgement ACTION
10. Unfinished Business
 - a. 2024 Levy and Budget ACTION
 - b. 2023-2028 High-Level Strategic Plan ACTION
11. Executive Session
 - a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
1050 CURTISS STREET
DOWNERS GROVE, ILLINOIS**

**DRAFT MINUTES OF THE BOARD OF LIBRARY TRUSTEES MEETING
JULY 27, 2023, 7:30 P.M.**

BOARD TRUSTEES:

Swapna Gigani	President
Carissa Dougherty	Trustee
Dave Humphreys	Trustee
Bill Nienburg	Trustee
Marti Sladek	Trustee

GUESTS:

Julie Milavec	Library Director
Jen Ryjewski	Assistant Library Director
Katelyn Vabalaitis	Business Office Manager
Ed Bromiel	Media Lab Coordinator
Rob Cullin	RTL (via teleconference until 9:52 p.m.)
Janet Nelson	RTL (via teleconference until 9:52 p.m.)

REGRETS:

Barnali Khuntia	Trustee
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Minutes prepared by Robert DiBartolomeo of Minutes Solutions from a video recording and edited by Business Office Manager Katelyn Vabalaitis.

1. CALL TO ORDER

There being a quorum present, and the Trustees having been given adequate and proper notice of the meeting, the meeting was called to order at 7:30 p.m.

2. PLEDGE OF ALLEGIANCE AND LAND ACKNOWLEDGEMENT

Swapna Gigani led the room in the Pledge of Allegiance and read aloud the Downers Grove Public Library Land Acknowledgement.

3. CONSENT AGENDA

It was moved by Sladek and seconded by Humphreys THAT items A through E on the consent agenda be approved as presented. Motion passed by voice vote.

4. FINANCIAL STATEMENTS

It was moved by Humphreys and seconded by Sladek THAT the payment of July 2023 Operating Fund invoices totaling \$150,449.83, the acceptance of July 2023 Operating Fund credit memos totaling \$1,330.35, and the ratification of June 2023 payrolls totaling

\$393,968.33 be approved. Roll call: Ayes: Dougherty, Humphreys, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None. Motion carried.

5. PUBLIC COMMENT

Ilene Briner requested updates regarding a litigated personal matter and the request she submitted last month for a land acquisition statement. Ilene Briner reported that the library is refusing to purchase Irreversible Damage and recited book reviews for the book. Ilene Briner suggested that the library's claim of disinformation and misinformation are code words for books that do not follow the narrative that the Board wants in the library. Ilene Briner suggested that not including the book is censorship and that the library could lose its state-funded grant money due to book banning.

Laura Hois reported that the Board approved revised bylaws despite public objections and has rejected local control. Under the new bylaws, the library must answer to the State of Illinois and the American Library Association. Laura Hois suggested that the American Library Association is Marxist and promotes anti-American practices. She suggested that the library has chosen to favour history that depicts marginalized people. Laura Hois noted that parents want to protect their children from harm rather than ban books. She suggested that the library is choosing to only ban conservative books and uses collection development policies to deny books it does not agree with. Laura Hois suggested that parents need to know what Irreversible Damage says about transgenderism. Laura Hois requested that the library reject state control.

Billy Hois reported that in World War II, the Supreme Court ruled against Japanese Americans and placed them in concentration camps. Billy Hois reported that right is right and encouraged the library to do the right thing. Billy Hois presented a poster he suggested is pornographic to the Board as an example of subject matter that should not be shown to children.

Heather Kenealy thanked the Board for their help in providing books to the whole family.

Robin Tryloff suggested that it is not possible for every library to collect and maintain every book and that is why the library has a collection development policy which outlines the criteria and process for selecting resources. Robin Tryloff thanked the staff for their efforts in providing reading material.

Paul Scott thanked the Board for their interest in serving a broad spectrum of people. Paul Scott thanked the Board for their efforts in standing against fascism, ignorance, misrepresentation, and vulgarity.

Julie Brethauer celebrated the library's partnership with Hope's Front Door to collect school supplies for children.

Ed Briner expressed concerns about homosexual children and homeless people in the library, as well as with the frequency in which police are called to the library, people throwing furniture in the library, people chasing children, and drunk and disorderly conduct.

Mike noted that the FOIA results posted on the library's website do not show 10-12 police calls in a week. He expressed that many of the PITS reports were because of teenagers.

Nancy Sullivan suggested placing books with sensitive content in a restricted section that requires parental permission to check out. Nancy Sullivan suggested that diversity should include

diversity of thought.

Janet Wittingham suggested that the Board has an obligation to use available resources to serve all its users. Janet Wittingham suggested that the books mentioned can be accessed by anyone through the library's book loan program as they are in other libraries. Janet Wittingham reported that there are numerous Christian and conservative books on the shelves of Downers Grove Public Library. Janet Wittingham suggested that the library should be a safe space for everyone and should not be on the receiving end of proselytizing from a select group of the community. She commended the Board on their courage.

Noel Manley suggested that public speakers should be granted more time to speak so that a conversation can occur, and the speakers' voices can be heard in a dynamic way.

6. TRUSTEE COMMENTS

Trustee Sladek reported that the bylaws have not caused the library to give up local control to the state. The Local Library Act is still a governing statute. References to the ALA existed in the old bylaws. The bylaws were streamlined to ensure that meetings were more comprehensible and efficient.

Trustee Nienburg confirmed that the Board not ignoring public concerns, but prioritizing pressing business matters.

Trustee Dougherty confirmed that in the month of June 2023, seven calls were made to police, not 10 per week. She reiterated that teens are having a lot of impact on issues at the library.

Trustee Gigani commented that the documents that will emerge from the strategic plan will reflect the community's needs and wants from the library. Policies and procedures will continue to be updated while the Board ensures that the library stays on track with its budget. 250 new library cards were issued in June 2023.

Trustee Humphreys acknowledged Assistant Library Director Jen Ryjewski's article that was published in the Public Libraries Journal.

7. NEW BUSINESS

a. Public Comment Rules:

It was moved by Humphreys and seconded by Sladek THAT the Public Comment Rules be approved as presented.

Trustee Humphreys withdrew his motion.

It was moved by Nienburg and seconded by Humphreys THAT the vote on Public Comment Rules be tabled until the August 2023 meeting. Motion passed by voice vote.

The Board reported that public comment rules were included in the bylaws. The Board is working to transfer items removed from the bylaws into the policy manual. The new set of rules provides a framework which allows every member of the public who wishes to do so the chance to speak as the Chair can expand the overall amount of time allowed for public comment and grant individual speakers additional time. The time allotted per speaker could be five minutes with a

reduction to three minutes should there be too many speakers. The Board suggested that a verbatim copy of public comments should be included in an appendix of the meeting packet rather than in the minutes.

The Board confirmed that all visitors must adhere to the library's behavioural guidelines.

b. Update to Capital Needs Assessment for 2017 to 2027:

It was moved by Humphreys and seconded by Nienburg THAT the updates to the Projects and Estimated costs in the Capital Needs Assessment Report 2017-2027 be approved as presented. Motion passed by voice vote.

The carpet replacement project has been deferred until 2025. The Board will review the development phase of upcoming capital projects before replacing the carpet which could become damaged throughout the process.

The escalation of 5% per year transferred into the library capital replacement fund will continue. The Board confirmed that according to Illinois' library laws, the special reserve fund must have a spending plan. The library cannot accumulate money with no plan on how to spend it.

c. Transfer of Funds to Library Capital Replacement Fund:

It was moved by Nienburg and seconded by Dougherty THAT the Board authorize the transfer of funds in the amount of \$367,500 from the Library Fund to the Library Capital Replacement Fund. Roll call: Ayes: Dougherty, Humphreys, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None. Motion carried.

It is prudent to maintain the escalation of 5% this year; however, the Board may need to reevaluate in 2024.

8. UNFINISHED BUSINESS

a. 2024 Draft Budget: The expenditures are the same in both 2024 draft budget proposals. One option presents a 5% levy increase while the other attempts to keep the tax rate flat from 2023 to 2024.

For the 5% levy increase option, the EAV increase estimate was adjusted. The June budget used a 2% increase; however, a 4% increase is being proposed. The library's five-year average rests at 3.6%. The library's estimated expenses have been reduced to a 5.1% increase. The library's liability insurance company has recommended a 15% increase rather than the 20% increase budgeted for which resulted in lower expenditures. It is estimated that the Operating Fund will end the year with \$1,000,000. \$240,000 of the fund's balance is expected to be used.

The Capital Replacement Fund budget does not include carpet replacement. The 5% transfer to the Library Capital Replacement Fund is included in the budget. Salary changes and minimum wage increases have been included in the new budget. There have been major changes to what library staff are electing in health insurance which has reduced the amount spent on health insurance. Roughly \$30,000 has been allocated to cleaning services. \$48,000 has been allocated to electronic services which will help the library offer the same level of service with electronic materials as they do with physical services. \$12,000 has been allocated to purchase new pickup lockers. Increases are expected in the cost of postage and software expenses. For the average

taxpayer with a median valued home, at the 5% levy increase, they will see a \$3 increase in value for their home from 2023 to 2024.

For the flat tax rate option, the ending balance is brought below the Operating Reserve Fund which is outlined in the finance policy. The home values will remain the same which means that costs paid to the library will also remain the same. The library would spend more on salaries and benefits but would spend less on all other expenditures. The library's revenue would consist of property tax and grants from the Illinois public library per capita grant.

Julie Milavec confirmed that the library does not pay an electric bill as it is under the Village's franchise agreement. It was noted that, in the state's budget, \$5,000,000 of new money was allocated for a state-wide database for libraries which will allow the library to drop its subscriptions to other databases.

b. 2023 to 2028 High-Level Strategic Plan:

It was moved by Nienburg and seconded by Humphreys THAT the 2023-2028 High-Level Strategic Plan be tabled pending additional Board discussion. Motion passed by voice vote.

The plan draft was developed via the strategic retreat held in May 2023. The plan includes the library's mission statement, vision statement, values, areas of service focus, goals, outcomes, and suggested initiatives. The strategic focus areas are framed within a five-year plan. Once the strategic plan is finalized, Rob and Janet will work with library staff to create the actual to-do list to be completed within the first twelve months.

It was confirmed that the Equity Advisory Team has already proposed an integrated strategic plan and that document was distributed to the Board for review. The Board noted that integration may be more difficult as it requires the implementation of two strategies.

The only portion of the scope of work that has yet to be delivered to the Board for review is the initial kick-off and support for the development of the work plan. RTL has provided the Board with an estimate of \$1,000 to help develop the work plan portion.

9. LIBRARY DIRECTOR'S REPORT

Library Director Julie Milavec reported that the library is being honored at the Youth Outlook Dare to Dream Gala and will be receiving the business partner award.

The library's Ask Us Desk has been renamed the Adult and Teen Services Desk. The Hot Reads Collection has been renamed to the Lucky Day Collection. The Lucky Day books cannot have holds placed on them.

There are ongoing changes within the administration offices as staff are being relocated to different office spaces. A seating area and a file area are being added to the main area in the Administration Office.

There were 31 incidents throughout the month of June 2023. 17 of the incidents involved youths. In comparison, there was a decrease in the frequency of incidents throughout the month of July 2023. One incident involved an individual throwing furniture who was asked to leave and resulted in police arriving on site. A ban letter was issued to the individual. Library users have taken on

calling the police to the library themselves for matters that do not involve the library. The library had to call the police to stop an incident taking place within the parking lot.

Story time has seen a regular attendance of 75 children. The PTO Math Club days are also seeing high attendance.

Staff are editing the Land Acknowledgement which will be presented to the Board for approval in August 2023.

10. EXECUTIVE SESSION

There was no executive session.

11. NEXT MEETING

The next Board of Library Trustees meeting is scheduled for August 23, 2023.

12. ADJOURNMENT

President Gigani adjourned the meeting at 10:01 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

	DOWNERS GROVE LIBRARY		6/30/2023
	Fund 805	Fund 821	
		Building & Equipment Replacement	
	Library fund	Fund	

CASH & INVESTMENTS	1,646,190	\$	199,518
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End FUND BALANCE 05/31/2023	1,584,401		199,518
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REVENUE BY OBJECT REPORT
6/1/2023 THROUGH 6/30/2023

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JUNE 2023 REVENUE	YTD RECEIVED	BALANCE	% RCVD
410100	CURRENT PROPERTY TAXES	5,921,063.00	2,544,326.53	3,124,764.02	2,796,298.98	52.80
410900	PRIOR YEAR PROPERTY TAXES	100.00	18.88	18.88	81.12	18.90
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	216.39	114,634.42	15,365.58	88.20
441000	SALES OF MATERIALS	2,000.00	416.00	2,272.71	-272.71	113.60
450200	CHARGES FOR SERVICES	10,000.00	890.14	13,196.12	-3,196.12	132.00
450900	FEES FOR NON-RESIDENTS	8,000.00	2,462.00	10,190.00	-2,190.00	127.40
457100	RENTAL FEES	2,000.00	240.00	760.00	1,240.00	38.00
458100	FINES	0.00	81.77	375.77	-375.77	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	1,003.79	4,814.04	3,685.96	56.60
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	0.00	74,114.00	0.00
471100	INVESTMENT INCOME	500.00	7,567.49	57,882.32	-57,382.32	11,576.50
482000	CONTRIBUTIONS, OPERATING	5,000.00	0.00	5,673.89	-673.89	113.50
	805 LIBRARY FUND	6,161,277.00	2,557,222.99	3,334,582.17	2,826,694.83	54.10

	DOWNERS GROVE LIBRARY		7/31/2023
	Fund 805	Fund 821	
		Building & Equipment Replacement	
	Library fund	Fund	

CASH & INVESTMENTS	1,888,324	\$	203,456
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End FUND BALANCE 07/31/2023	1,818,759		203,455
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REVENUE BY OBJECT REPORT
7/1/2023 THROUGH 7/31/2023

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JULY 2023 REVENUE	YTD RECEIVED	BALANCE	% RCVD
410100	CURRENT PROPERTY TAXES	5,921,063.00	609,442.73	3,734,206.75	2,186,856.25	63.10
410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	18.88	81.12	18.90
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	32,300.44	146,934.86	-16,934.86	113.00
441000	SALES OF MATERIALS	2,000.00	345.50	2,618.21	-618.21	130.90
450200	CHARGES FOR SERVICES	10,000.00	1,580.99	14,777.11	-4,777.11	147.80
450900	FEES FOR NON-RESIDENTS	8,000.00	1,751.00	11,941.00	-3,941.00	149.30
457100	RENTAL FEES	2,000.00	400.00	1,160.00	840.00	58.00
458100	FINES	0.00	70.40	446.17	-446.17	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	1,237.20	6,051.24	2,448.76	71.20
462000	STATE, OPERATIONAL GRANTS	74,114.00	74,114.33	74,114.33	-0.33	100.00
471100	INVESTMENT INCOME	500.00	7,979.53	65,861.85	-65,361.85	13,172.40
482000	CONTRIBUTIONS, OPERATING	5,000.00	0.00	5,673.89	-673.89	113.50
	805 LIBRARY FUND	6,161,277.00	729,222.12	4,063,804.29	2,097,472.71	66.00

**EXPENDITURE BY OBJECT REPORT
7/1/2023 THROUGH 7/31/2023
CAPITAL REPLACEMENT FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JULY 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
587000	CAPITAL EQUIPMENT	611,900.00	0.00	561,354.44	50,545.56	91.70

EXPENDITURE BY OBJECT
7/1/2023 THROUGH 7/31/2023
OPERATING FUND

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JULY 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	136,786.54	1,016,554.68	825,482.06	55.20
511100	SALARIES, NON-EXEMPT	596,716.40	37,354.85	287,608.27	309,108.13	48.20
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	92,090.23	682,942.99	379,466.39	64.30
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	12,807.97	94,990.15	73,204.28	56.50
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,801.44	28,357.01	22,651.80	55.60
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	16,254.55	121,250.37	96,856.33	55.60
519000	LIFE INSURANCE	1,695.33	125.30	891.42	803.91	52.60
519100	HEALTH INSURANCE	576,679.45	34,269.88	255,148.44	321,531.01	44.20
519500	OPTICAL INSURANCE	2,342.46	139.34	1,046.50	1,295.96	44.70
519700	DENTAL INSURANCE	40,115.65	2,321.32	17,364.10	22,751.55	43.30
521000	SUPPLIES	94,860.00	6,671.36	49,135.42	45,724.58	51.80
525100	MAINTENANCE SUPPLIES	22,400.00	1,024.73	9,942.03	12,457.97	44.40
528000	SMALL TOOLS & EQUIPMENT	31,615.00	1,021.81	13,515.98	18,099.02	42.80
530200	DUES AND MEMBERSHIPS	9,000.00	490.00	5,048.90	3,951.10	56.10
530300	SEMINARS, CONFERENCES, & MEETINGS	31,500.00	3,510.25	14,456.49	17,043.51	45.90
530800	RECOGNITION PROGRAM-STAFF	5,250.00	123.20	1,579.87	3,670.13	30.10
531500	PROFESSIONAL SERVICES	101,000.00	2,121.93	69,867.43	31,132.57	69.20
532200	PERSONNEL RECRUITMENT	1,500.00	217.70	427.95	1,072.05	28.50
532300	SPECIAL LEGAL	4,000.00	13,466.25	17,584.55	-13,584.55	439.60
534600	DATA PROCESSING SERVICE	119,500.00	16,779.50	86,803.91	32,696.09	72.60
538000	PRINTING SERVICES	51,850.00	5,169.32	19,505.32	32,344.68	37.60
539100	TELEPHONE	17,500.00	1,461.97	9,870.70	7,629.30	56.40
539200	POSTAGE	30,500.00	0.00	10,222.00	20,278.00	33.50
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	2,053.44	9,390.32	11,109.68	45.80
542000	INSURANCE - OTHER POLICES	74,235.00	0.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	5,290.22	28,138.53	66,861.47	29.60
545000	CLEANING SERVICES	84,000.00	11,200.10	53,497.47	30,502.53	63.70
546100	UTILITIES	25,500.00	1,857.67	16,972.76	8,527.24	66.60
547000	OTHER EQUIPMENT REPAIR & MAINTENANCE	14,720.00	5,610.31	23,650.95	-8,930.95	160.70
548100	RENTALS	18,025.00	754.06	9,691.30	8,333.70	53.80

**EXPENDITURE BY OBJECT
7/1/2023 THROUGH 7/31/2023
OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JULY 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
562000	RECOVERABLES	4,200.00	824.00	954.89	3,245.11	22.70
569000	UNEMPLOYMENT COMPENSATION	2,500.00	9.24	511.24	1,988.76	20.40
577000	CAPITAL EQUIPMENT	58,000.00	2,928.03	21,430.57	36,569.43	36.90
585100	ELECTRONIC RESOURCES	273,300.00	32,613.91	153,735.69	119,564.31	56.30
585200	PRINT MATERIALS	376,350.00	19,949.12	187,426.67	188,923.33	49.80
585300	AUDIOVISUAL MATERIALS	137,050.00	10,505.40	57,240.91	79,809.09	41.80
587000	CAPITAL EQUIPMENT	65,000.00	0.00	4,422.00	60,578.00	6.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	5,230.78	36,165.49	26,484.51	57.70
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	0.00	367,500.00	0.00
	805 LIBRARY FUND	6,758,310.35	486,835.72	3,477,139.20	3,281,171.15	51.40

INVOICE LISTING - AUGUST 2023

Operating Fund			
VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
18213	AMAZON CAPITAL SERVICES, INC.	5	940.45
200200	ANCEL GLINK PC	1	2,418.75
20916	ANDERSEN VOINOVICH	1	800.00
16678	ANDREW COOK	1	18.92
403	AT&T	1	270.91
672	BAKER & TAYLOR BOOKS	8	622.19
829	BLACKSTONE AUDIOBOOKS	16	1,510.96
200264	BOGOLUB RECORDS	1	250.00
7517	BOOKFLIX, SCHOLASTIC, INC.	3	9,892.76
1264	CDW GOVERNMENT LLC	1	770.40
8323	CENGAGE LEARNING	5	375.09
1377	CHICAGO TRIBUNE	2	557.98
1470	CITY OF ELMHURST	1	10.00
200212	COMPLETE CLEANING COMPANY, INC	2	9,240.00
16094	DE LAGE LANDEN FINANCIAL SVC INC	1	754.06
2056	DEMCO, INC.	1	56.95
2359	DOWNERS GROVE SANITARY DIST.	2	272.81
200241	ENVISIONWARE, INC.	1	2,305.00
5572	FIA CARD SERVICES, N.A.	16	18,337.34
17510	FIRST COMMUNICATIONS, LLC	1	271.01
16977	GARVEY'S OFFICE PRODUCTS, INC.	5	2,101.03
8770	GRAINGER	2	229.75
19920	IAN KNORR	1	35.89
3688	INGRAM LIBRARY SERVICES, LLC	36	18,111.10
18722	JAMES G PLAXCO	1	200.00
200029	JANELL ROBINSON	1	800.00
17633	KAREN BONAREK	1	100.00
200131	KINGS III OF AMERICA LLC	1	237.00
200196	LAUREN ERICKSON	1	500.00
13584	LESLIE ELIZABETH GODDARD	1	200.00
200262	LIBRARY JOURNALS, LLC	1	1,521.50
15699	LUCAS HOLDINGS, LLC	1	1,947.60
5056	MATTHEW BENDER & CO, INC LEXISNEXIS	1	243.10
5613	MEDLIN COMMUNICATIONS, INC.	1	703.11
5866	MIDWEST TAPE	10	4,258.88
6161	NICOR GAS	1	914.74
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	3	6,779.91
18491	PEOPLEFACTS, LLC	1	90.05
200192	PLAYAWAY PRODUCTS LLC	2	750.84
6698	PRINT SMART	3	1,843.55
200259	REGINALD R ROBINSON	1	625.00
7967	SUBURBAN DOOR CHECK & LOCK SERVICE, INC.	1	1,021.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
19483	THE LANGUAGE LABS	1	380.00
6859	THRYV	1	16.22
11517	UNIQUE MANAGEMENT SERVICES, INC	1	164.80
18458	URBAN ELEVATOR SERVICE, LLC	1	236.25
8808	WAREHOUSE DIRECT INC	2	534.90
200087	WOLTER INC	1	2,814.50

INVOICE LISTING - AUGUST 2023

Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
9043	WORLD BOOK, INC	2	969.96

GRAND TOTALS:		157	98,267.26
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INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on August 23, 2023

200200	Ancel Glink PC (Special Counsel Legal Services)	\$2,418.75
20916	Andersen Voinovich (Equity Advisory Honorarium Payment)	\$800.00
829	Blackstone Audiobooks (Audiobook Purchases)	\$1,510.96
7517	Bookflix, Scholastic, Inc. (Print Material Purchases, Database Subscription Renewals)	\$9,892.76
200212	Complete Cleaning Company, Inc (Building Cleaning Service, Chair Cleaning)	\$9,240.00
200241	Envisionware, Inc. (RFID Tags)	\$2,305.00
16977	Garvey's Office Products, Inc. (Office Supplies for Multiple Departments, Toner)	\$2,101.03
3688	Ingram Library Services, LLC (Print Material Purchases)	\$18,111.10
18722	James G Plaxco (Library Program Payment)	\$200.00
200029	Janell Robinson (Equity Advisory Honorarium)	\$800.00
17633	Karen Bonarek (Employee Reimbursement)	\$100.00
200196	Lauren Erickson (Library Program Payment)	\$500.00
13584	Leslie Elizabeth Goddard (Library Program Payment)	\$200.00
200262	Library Journals, LLC (Online Library Safety Summit Registration Fees)	\$1,521.50
15699	Lucas Holdings, LLC (Purchase of 10,000 Library Cards)	\$1,947.60
5866	Midwest Tape (Audiovisual Material Purchases)	\$4,258.88
12499	Overdrive, Inc. (eBook and eAudiobook Purchases)	\$6,779.91
6698	Print Smart (Booklets, Bookmarks, and Handout Purchases)	\$1,843.55
200259	Reginald R Robinson (Library Program Payment)	\$625.00
7967	Suburban Door Check & Lock Service, Inc. (Door Repairs)	\$1,021.00
200087	Wolter Inc (Countertops and End Panels)	\$2,814.50

Library Credit Card Details for the August 23, 2023 Board Meeting

Julie Milavec				
971	5303	Seminars, Mtgs, & Conferences	ILA Conference Fees	\$ 600.00
973	5852	Print Materials	Summer Reading Prize Books	\$ 1,083.73
Total				\$ 1,683.73
Katelyn Vabalaitis				
971	5280	Small Tools & Equipment	Picture Frames	\$ 59.78
971	5303	Seminars, Mtgs, & Conferences	Webinar Training Courses	\$ 228.00
971	5315	Professional Services	Keurig Cup Recycling Program	\$ 239.90
978	5391	Telephone	Comcast Monthly Payment	\$ 505.62
Total				\$ 1,033.30
Ian Knorr				
971	5210	Supplies	Staff T-Shirts	\$ 810.00
971	5870	Capital Equipment	Administration Lateral Storage Files	\$ 558.00
978	5210	Supplies	Department Supplies, Monitor T-Shirts	\$ 575.68
978	5251	Maintenance Supplies	PVC Sheet	\$ 22.98
978	5280	Small Tools & Equipment	Bandsaw, Outlets	\$ 295.76
978	5430	Building Maintenance	Boiler Repair	\$ 902.68
978	5470	Other Equipment Repair & Maint	Replacement Struts for Changing Stations	\$ 87.75
Total				\$ 3,252.85
Karen Bonarek				
972	5210	Supplies	Program Supplies	\$ 747.89
Total				\$ 747.89
Cynthia Khatri				
976	5280	Small Tools & Equipment	Sticker Tool Kit	\$ 5.90
976	5407	Advertising & Public Relations	Wall Mounted Brochure Holder	\$ 32.39
Total				\$ 38.29
Traci Skocik				
973	5210	Supplies	Program Supplies	\$ 16.26
973	5852	Print Materials	Children's Books	\$ 178.57
Total				\$ 194.83
Sharon Hrycewicz				
973	5210	Supplies	Program Supplies	\$ 140.28
973	5852	Print Materials	Children's Books	\$ 28.99
973	5853	AV Materials	Anything Emporium Items	\$ 290.76
Total				\$ 460.03
Allyson Renell				
971	5302	Dues & Memberships	ALA Membership Renewal	\$ 286.00
973	5210	Supplies	Children's Program Supplies, Office Supplies	\$ 74.29
973	5852	Printed Materials	Print Materials	\$ 131.43
Total				\$ 491.72
Christine Lees				
971	5308	Recognition Program-Staff	Board Recap Meeting Snacks	\$ 42.70
974	5210	Supplies	Office Supplies	\$ 474.72
Total				\$ 517.42

Paul Regis				
975	5280 Small Tools & Equipment	USB Microphones, Program Supplies	\$	87.13
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting	\$	4,367.49
			Total	\$ 4,454.62
Grace Goodwyn				
972	5210 Supplies	SRC Stickers	\$	223.50
973	5210 Supplies	SRC Stickers	\$	52.00
976	5407 Advertising & Public Relations	SRC Stickers	\$	228.00
			Total	\$ 503.50
Jen Ryjewski				
971	5210 Supplies	Office Supplies	\$	15.12
			Total	\$ 15.12
Amanda Klenk				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	236.00
972	5210 Supplies	Teen Program Supplies	\$	743.52
972	5315 Professional Services	Subscription Service	\$	9.99
972	5852 Print Materials	Print Materials	\$	362.67
972	5853 AV Materials	AV Materials	\$	46.58
			Total	\$ 1,398.76
Van McGary				
971	5303 Seminars, Mtgs, & Conferences	Online Librarian Course	\$	259.29
972	5210 Supplies	Program Supplies, Office Supplies	\$	69.87
972	5280 Small Tools & Equipment	Accessibility Kit Items	\$	42.94
972	5851 Electronic Resources	Kindle Books	\$	57.95
972	5852 Print Materials	Print Materials	\$	362.28
972	5853 AV Materials	Streaming Services, Video Games	\$	749.37
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	559.94
			Total	\$ 2,101.64
Lucas McKeever				
977	5210 Supplies	Office Supplies, Playaway Packaging	\$	778.81
977	5280 Small Tools & Equipment	Small Tools for Office	\$	92.99
			Total	\$ 871.80
Amanda Blau				
973	5210 Supplies	Program Supplies, Office Supplies	\$	571.84
			Total	\$ 571.84
			Library Credit Card August 2023 Totals	\$ 18,337.34

PAYROLLS FOR JULY 2023

JULY 14	\$130,598.13
JULY 28	\$135,633.49
TOTAL JULY 2023 PAYROLLS	\$266,231.62

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Agenda Item 8

Librarian's Report

Security Camera System Update

The library's current security camera control system is no longer being supported. Building Operations Director Ian Knorr identified a replacement system that works with our existing cameras, supports additional cameras, increases retention of video recordings, and provides a user-friendly interface. The upgraded system will be installed in late August.

Service Desk Replacements

The Adult & Teen Services Desk, Circulation Desk, and Computer Help Desk will be replaced in a phased project from August 29 to August 31. The replacement is due to peeling and broken laminate and trim on each of the existing desks.

October Meeting Date Change

The Illinois Library Association Annual Conference will be held from October 24 to October 26 in Springfield IL, with Trustee Day on October 26. To accommodate Trustee attendance at the conference, the regular Board meeting for October may be rescheduled.

June PITS Incident Reports and Incident Tracker Implementation

There were 22 incidents in July. One incident resulted in the suspension of library privileges beyond the person being asked to leave for the day. Three incidents involved the behavior of teens/tweens. Five incidents were non-behavioral. One incident tracked a 911 call for medical assistance. Four incidents tracked police visits where the police were not called by the library. Two incidents were weather-related. The new tracking software, Incident Tracker, is being implemented and will go live before the end of August.


Freedom of Information Act (FOIA) Requests

Four FOIA requests were received and responded to in July. One FOIA request was received to date in August and withdrawn when the requestor was informed that there would be a charge for photocopying beyond 50 pages. 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
AUGUST 23, 2023

How Did We Do? Forms

Below are a sampling of How Did We Do? Forms that were received over the last two months.

 1050 Curtiss Street
Downers Grove, IL 60515
630-960-1200
dglibrary.org


**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at dglibrary.org/feedback.

Date: 6/27/23

I am teaching summer school this year and the library outing was voted #1 of the summer! Thanks DG Library!!

 1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at www.dglibrary.org/feedback.

Date: 7/1/23

Everyone in Adult Services Teen Services is very helpful, kind and friendly to myself and my daughter every time we come to the Downers Grove Library. Thank you & God Bless!



1050 Curtiss Street
Downers Grove, IL 60515
630-960-1200
dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at dglibrary.org/feedback.

Date: 7/24/23

Need more 15 minute parking. Lot is ALWAYS full.



1050 Curtiss Street
Downers Grove, IL 60515
630-960-1200
dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at dglibrary.org/feedback.

Date: July 24/2023

I liked The
Kitchen

no no no no no no



1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at www.dglibrary.org/feedback.

Date: 7/1/23

The circulation desk people
are always kind & helpful
& very nice.
God Bless & Thank you.



1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at www.dglibrary.org/feedback.

Date:

7/27/2023

Clevy Keyboard to add to
anything emporium. With a
computer program to learn to type.



1050 Curtiss Street
Downers Grove, IL 60515
630-960-1200
dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at dglibrary.org/feedback.

Date:

7/24/2023

I request extending the DG Writers
Workshop to every Monday instead of
twice a month. We may complete our
books twice as fast. The members are
aligned with this addition.



1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at www.dglibrary.org/feedback.

Date: 7/28/23

more frequent Language Labs: Spanish Storytime
weekends maybe twice a month.




1050 Curtiss Street
Downers Grove, IL 60515
630-960-1200
dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

How Did We Do? Tell Us.

Use this form or tell us online at dglibrary.org/feedback.

Date: 7/24/23

GARDNER BEAUTIFUL GARDEN WORK!!!


**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Department Reports – July 2023

Administration – Jen Ryjewski

- Met with Julie, Cindy, and Van regarding the Land Acknowledgement and discussed changes to the language and references used within the document
- Had an article published in Public Libraries Magazine, entitled: The Peoples' Library
- Completed ILA orientation for the Reaching Forward Planning Committee, which is a committee focused on coordinating all the program planning for the Reaching Forward Conference that mainly focuses on providing opportunities for library support staff and paraprofessionals involved in all library operations at all levels
- Continued to work on the managers' evaluations
- Worked an evening shift for the Craft Exchange Program, which was a total hit, and delivered the surplus donations to Goodwill
- Worked a late-morning shift at the Farmer's Market, which was so much fun
- Assisted Adult Program Coordinator Karen Bonarek with the Murder at the Winery program, including shopping for beverages and appetizers, operating the food and beverage table during the program, and helping with the cleanup
- Updated the Policy Manual and Employee Handbook with the recent, Board-approved policies, including bylaws, employee leave, substitute librarian time off accrual, and Cards for Kids
- Met with ReThinking Libraries a couple of times (once with the management team) to review the final draft of our high-level strategic plan for Board approval
- Met with Brett Hart from Incident Tracker a couple of times to discuss naming conventions of infractions, staff privileges, and the upcoming full importation of PITS, as well as a total profile review. Tentatively scheduled to launch in August, it looks more like September just to ensure all of the data is correct and staff are fully trained beforehand
- Submitted two mini-grants (Albertsons and Costco) on behalf of the Downers Grove Public Library Foundation for items for the Cupboard as donations have slowed and needed to be rationed. So far, we have been awarded \$200 in gift cards from Jewel to purchase food for the Cupboard
- Worked on a revised donation receipt for patrons covering Cupboard and monetary donations
- Worked on another article for publication about strategic decision making and planning and the roles of library leaders
- Met with Library Director Julie Milavec, IT Manager Paul Regis, and Computer Help Desk Coordinator Lauren Gonzalez to discuss current Media Lab

procedures and potentially loosening up our guidelines to open its use to more people as it does not get the same usage as our other busy rooms

Business Office – Katelyn Vabalaitis

- Met with Elena Reyes, Benefits Coordinator for the Village of Downers Grove, to go through training on how to administer benefits orientations for library staff. Up to this point, the Village had been handling the benefits orientations for all library staff who become eligible, but Katelyn will be taking over that role
- Attended the quarterly meeting of the Library Training Networking Group, which consists of library staff across the country who get together to discuss new hire trainings, annual trainings, and best practices for administering and managing all of these requirements. This last meeting went into great depth about different onboarding procedures.
- Held multiple new hire orientations, a benefits orientation, and an exit interview – this summer has been busy with staff changes!
- Worked with Business Office Assistant Scott Anderson to train him on new job duties that will be moving from Katelyn's plate to his, including monthly reconciliation of all credit card transactions and running monthly expenditure reports for each department

Adult & Teen Services – Van McGary

- The Ask Us Desk is now the Adult & Teen Services Desk! This recent change was made to help make locating the Adult & Teen Services (ATS) department easier! To get in touch with the Adult & Teen Services department, patrons can email ATS@dglibrary.org
- Summer Reading Club sign-ups and prize pickups continued strong in July
- This month also featured two popular community upcycling events: a craft/puzzle exchange for all ages and a magazine giveaway. In the craft/puzzle exchange, community members had two days to drop off good-condition craft supplies/puzzles and another day to pick up items for free. The following weekend, folks were able to peruse and take older magazines that had been withdrawn from the library's collection. As in years past, these upcycling events were both super popular!
- Adult programming highlights in July included: Grab & Go Crafts for Adults: Button Bouquet, Andy Warhol: The American Dream, Walking Book Discussion with partner DG Park District, Grab & Go for Adults: A Taste of White Pepper, Sewing Basics 101, Adult Tie Dye, and Murder at the Winery: After Hours Murder Mystery
- Adult series programs continued strong: Staff Picks Monthly Raffle, D&D Adventurers League for Adults & Teens, Next Chapter Book Club, Real Reads Book Discussion, and Great Decisions

- This month also marked the first meeting of the brand new science fiction and fantasy book club, Stellar Reads! Like our other book discussion programs, books are available at the ATS Desk one month before each discussion
- July also saw the return of drop-in board games at the library, where attendees can come play contemporary board games from the library's collection or from their own
- Teen Maker Kits continued strong in July with 75 teens using the kits throughout the month. Taylor Swift bracelets continued to be very popular! Other Maker Kits included Ocean Animal Beaded Keychains, Pastel Chalk Jellyfish, and Safety Pin American Flags
- Other Teen programming highlights in July included: Pour Painting: Coral Reef, Make and Take: Faux Resin Ocean Coasters, After Hours: SwiftCon, Needle Felting Turtle, and Teen Tie Dye
- This month, St. Andrews resumed their annual weekly delivery of produce from their garden to The Cupboard. The Cupboard is the library's pantry of food and toiletry items for those who are housing and/or food insecure. The library hosts a monthly donation drive on the third weekend of the month and has also set up an Amazon wish list (dgpl.fyi.cupboard) for those who prefer shipping items directly to the library. For more information, including acceptable items, please visit the library's website or contact socialwork@dglibrary.org. Many thanks to St. Andrews and to community members and staff member who have helped support The Cupboard
- Van and Amanda conducted first-round virtual interviews for the Adult Program Coordinator position this month as well as second-round in-person interviews, along with help from a panel of ATS staff, a staff member from the Kids Room, and a staff member from the Marketing & Communications department. We are thrilled to share that Mary Hurtado is our new Adult Program Coordinator!

Children's Services – Allyson Renell

- Summer Reading Club sign up stayed strong in July with the Read-to-Me program adding another 253 participants and the Readers program adding another 412, for total end of July enrollment ending at 681 and 1,217 participants, respectively. Final SRC numbers are still being calculated, but we did surpass over 2,000 participants which beats our 2019 numbers! A full SRC report will be in the September Board report
- Programming, including passive programs, continued to be well attended during July. On July 15 we held a concert with Little Miss Anne that brought in 127 attendees and participation in our passive programming continues to be very popular, with hundreds of children participating in quizzes and scavenger hunts each week. This is a great indication of the increased foot traffic in the Kids Room. We've been hopping!
- From July 10 through July 23 we partnered with Downers Grove Public Library Foundation on a raffle of books by the artist who created their most recent art

piece, Ta-Da! 54 children entered and two winners were selected. There will be a picture of the winning entries in our Sept/Oct Discoveries

- The Kids Room welcomed two new clerks this July, Natalie Murphy and Aubrey Hosey. We are so excited to have them with us!
- Along with Access Services, the Kids Room began work on re-cataloging two of our Favorites sections – Growing Up and Character Development. These two sections contain books to help kids with many of life events and issues that they may have in early childhood; everything from learning about feelings, to preparing for a new sibling, and more. The collections were also outgrowing their space, necessitating a reorganization. We combined the two sections into one and have the whole collection split into further categories. We are excited for these changes and are hopeful they will help both patrons and staff access the collection easier

Circulation - Christine Lees

- July was another huge month for library card registrations. We had 353 library card registrations which averages out to 11.3 cards per day!
- We completed 969 locker holds during July. There were many times during the month that all lockers were filled and we are hopeful to add another range of lockers next year to address this issue
- Our sorter was down for four days; this is the first time this has happened. The sorter data box blew on one of the units and needed to be replaced. Thankfully this was covered in our maintenance contract and fixed as soon as the part was available. However, it really caused a lot of material back-up in the department and the staff handled it like professionals! Staff from all areas of the library jumped in to help and together we got through it without a single patron complaint
- Our newest shelver, Curtis Crawford, completed his training as well as his welcome session with Julie and Jen
- The Library Board pictures were added to the staff photo wall in the staff room - come check it out!
- Message Bee, our notice notification system (notices for holds, overdues and bills), has introduced a new function that patrons can now reply to the text notices they receive and we are excited to offer this new functionality to our patrons
- We received our new library card order which includes a new whimsical design and a slightly updated version of our traditional card. We are going to roll out the new version in September for National Library Card sign up month. Grace and Cindy from Marketing and Communications did an amazing job with this new original design. Thank you Grace and Cindy!

Information Technology – Paul Regis

- Computer Help Desk Associate Curran Cook left the library in mid-July for a position at the University of Chicago. While sad to see him go, we wish him all the best on his new endeavor!
- IT Manager Paul Regis and Assistant IT Manager Max Mogavero demoed a new security camera program that Building Operations Director Ian Knorr pursued. Both felt that it was an improvement over the current system, offering a more intuitive interface and additional features, and recommended moving forward
- IT replaced two computers and two monitors in July, along with a handful of mice, audio extension cables, and other small peripherals. Two email, PITS, and computer accounts/profiles were also created (and a few accounts were suspended or removed/added to groups)
- IT offered six classes in July reaching 26 students. These included classes on Instagram, the basics of using an iPhone, and Excel. The number of monthly Book-an-Expert sessions are getting closer to pre-pandemic numbers, but it should be noted that there has been much more variety and complexity with the type of requests (ranging from *shudder* pivot tables to securing phones to retrieving data off of corrupted USB drives). Computer Help Desk staff have been phenomenal in assisting patrons, many of whom are walk-ins

Marketing & Communications – Cindy Khatri

- The MC Team continued to update assets to reflect the rebranding of the Adult & Teen Services Desk, promote and highlight Summer Reading Club, and prepare for fall's promotional assets, including the September/October issue of Discoveries
- Grace Goodwyn, Graphic Design and Gallery Coordinator, assisted the Adult and Teen Services department with their interview process for their new Adult Programmer, and focused on creating new art files for the Accessibility Kits, in addition to working on regular marketing materials
- Brian Ruane, Marketing and Communications Strategist, coordinated the increased promotion of the Explore More Illinois program to success with 240 clicks and more than doubling the number of reservations that this program had from January – June. He continued regular promotion of programs and special programs including the Foundation's Ta-Da! Raffle
- Cindy Khatri, Marketing and Communications Manager, worked closely with Access Services and proposed a new system utilizing Monday.com to improve the workflow. She also worked with ATS to create the *Supporting the Cupboard* section on the Donate page of the website, which features the library's Amazon Wish List to support community members in need, in addition to the regular website and catalog updates
- Outreach continued to be popular, with over 499 patrons visiting library tables at the Farmers Market and Concert Series events. The Summer Reading Club scavenger hunt had over 160 submissions in the month of July

Access Services – Lucas McKeever

- We had a slower month for deliveries of new materials than usual. In addition to keeping up with all of our new materials, we were able to make major headway on some projects including disc cleaning, processing of additional bags for circulation, and call number cleanup in a couple of Dewey sections
- Lucas spent a lot of time cataloging many of the Kids Room resource kits. By enhancing the bib records for these educational toys, patrons and staff alike will have an easier time seeing exactly what we have available through our catalog and make it possible for these items to be placed on hold by patrons. Due to the nature of these nontraditional materials, the final step of adding an image to our online catalog so people can see what they are reading about is completed by Michelle Litwin

	Adult & Teens	Kids	Both
Items Added			
Print	1164	520	
AV	164	50	
Items Discarded			
Print	685	239	
AV	265	22	
Items Repaired			262
Items Reclassified			2045
Original Records			89

Building Operations – Ian Knorr

- Met with Jason Perkunis of SMC and Reliant Glass to get budgetary numbers for the re-work of the curtain wall on the west side of the library, and a new door system at the north entrance. We will also be receiving pricing for glass replacements for the old windows that were not replaced during the addition
- Did some rearranging/removal of shelving in the children's CDs in the Kids room
- Met with Eric Gutierrez from Trane Chicago to get pricing on VAV replacements for 2023
- Met with Michael Smith and Jason Surrat from Hayes Mechanical to go over our needs and my concerns with their recent turnover in the technicians that handle

our account. I was reassured that they will have a plan in place and services will not be affected

- We held a fire drill with the help of the Downers Grove Fire Department
- Complete Cleaning Company performed dusting of high areas and light fixtures throughout the building
- Municipal Backflow repaired the boiler make-up water RPZ and we have passed our annual backflow inspection
- Scheduled our annual life safety/fire alarm panel testing with Alarm Detection Systems. The testing will take place on August 31, 2023
- Patched, painted, and assembled furniture for Marketing and Communications Manager Cindy Khatri's new office in Administration
- Building Operations staff assisted ATS staff with the after-hours Murder Mystery program

July						
Circulation	JUL 23	%	JUL 22	%	JUL 21	%
Checkouts						
Selfchecks	36,126	75%	38,565	77%	40,837	74%
Staff desk	11,339	23%	10,512	21%	14,471	26%
Lockers	969	2%	822	2%	0	
Total checkouts	48,434		49,899		55,308	
Renewals						
Auto-renewal	35,744		35,043		34,484	
Selfchecks	12		5		13	
Staff desk (incl. phone)	435		306		834	
Patron self-renewals on website(now included w	0		0		349	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22,13,11)	853		779		463	
Total renewals	37,044		36,133		36,143	
Total item checkout and renewals	85,478		86,032		91,451	
Digital Circulation	14,809		13,169		11,726	
Total Circulation	100,287		99,201		103,177	
Reserves Processed						
Received from ILL	5,094		4,573		4,939	
ILL sent	4,180		4,049		4,394	
OCLC requests processed	194		169		175	
Gate Count						
North	23,715		20,585		17,421	
South	14,607		13,204		11,505	
Total	38,322		33,789		28,926	
Lockers	969		822		0	
Gate Count and Lockers Total	39,291		34,611		28,926	
Curbside Count	0		0		40	
Registrations						
New resident library cards DGPL	353		282		219	
New fee cards	5		6		3	
Professional Development Hours	30		20		20	
Cost of Professional Development	\$0		\$0		\$0	

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Agenda Item 9A

Bylaws Update

A technical change is needed to comply with 75 ILCS 5/4-2 regarding terms of office and vacancies, using language directly from the statute. Technical changes and corrections are allowed in the Bylaws under Article VII, Section 2 "Technical changes and corrections may be voted on at any meeting if included on the meeting agenda."

On the following draft, current policy language deletions are shown in ~~strike through~~ and additions are **highlighted**.

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. **Trustees serve until their successors are appointed and qualified.**

B. New members shall be sworn in at the 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.

Recommended Action: Approve the Bylaws update as presented.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Agenda Item 9B

Public Comment Rules

The Bylaws passed by the Board of Library Trustees in June provided for the creation of rules and regulations to govern Public Comment during Board meetings. The following rules for Public Comment are based on suggestions from Trustees, library best practices, samples from other libraries, and past practices of the Downers Grove Public Library.

Public Comment Rules

The meetings of the Downers Grove Public Library (DGPL) Board of Library Trustees are open to members of the public, pursuant to the Illinois Open Meetings Act. The purpose of these rules is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meetings in an efficient and effective manner. These rules govern public participation during the Public Comment agenda item in meetings of the DGPL Board of Trustees.

1. Minutes are a summary of the Board's discussions and actions, therefore public comments and written materials submitted by the public may not be reflected verbatim in the minutes. Video recordings of meetings provide access to the full content of public comments.
2. All public comments will only be heard during the Public Comment Agenda Item.
3. All public comments should be directed to the Board of Library Trustees.
4. The Board requests that members of the public limit their comments to three (3) minutes. A maximum of five (5) minutes per speaker and thirty (30) minutes total for Public Comment are allowed. The Board President shall have the discretion to modify these time limits.
5. The Board requests that individuals limit repetitive comments and any group appoints one speaker to present the views of the entire group.
6. Visitors to meetings must adhere to all behavior guidelines in the Library's Code of Conduct. If a visitor engages in prohibited conduct, the Board President may prohibit further comment at the specific meeting or may ask the visitor to leave the meeting.
7. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined here.

Recommended Action: Approve the Public Comment Rules as presented.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Agenda Item 9C

Update to Land Acknowledgment

On August 25, 2021, the Board approved the library's land acknowledgment, which was developed from conversations and collaboration with Dr. John N. Low from Ohio State University and Midwest SOARRING Foundation Executive Director Joseph Standing Bear Schranz. As noted on the library's land acknowledgment [webpage](#), it is a living statement that may be refined as we continue to grow. The webpage, which includes the land acknowledgment, an extended version, FAQ, book lists, and other resource links, begins with the following statements:

The Downers Grove Public Library Land Acknowledgment is a living statement resulting from conversations and collaboration with Native organizations and individuals. We welcome everyone in the Downers Grove community and worldwide to engage in ongoing dialogue around the important issues discussed in this document, which may be refined as we continue to grow as an organization.

As a public institution that provides access to resources and information for lifelong learning, it is the library's responsibility to acknowledge the historical context of the land we use, to promote dialogue and connection across cultures, and to recognize and promote the recognition of the truthful history of our community and country. This land acknowledgment was adopted and approved on 8/25/2021.

During the two years since the original approval of the land acknowledgment, which was led by Adult & Teen Services Manager Van McGary and Marketing & Communications Manager Cindy Khatri, additional research and data have been made available. Recently, a patron question about Native boarding schools was presented, regarding a statement in the Land Acknowledgment extended version. To ensure and maintain the accuracy of this living statement, staff reexamined and updated resources, considered the patron's question, and updated one phrase in the extended version.

As part of our commitment to providing access to resources and information for lifelong learning, the revised land acknowledgment will be updated on our website and will continue to serve as a resource for community members, Downers Grove organizations and beyond, and library and other staff members across the nation as it has for the past

two years. Library staff will be available to provide information on best practices for any Downers Grove organization interested in creating and using a land acknowledgment.

The revised land acknowledgment, including modifications to the extended version, is included in the packet.

Recommended Action: Approve the revised land acknowledgment as presented.

LAND ACKNOWLEDGMENT

We acknowledge that the Downers Grove Public Library sits on the unceded, traditional, and ancestral homelands of Native peoples. We honor with gratitude the land itself and the Indigenous peoples who have been caretakers of the land throughout generations, past and present. We invite you to learn more about the genocide and forced displacement by non-Native settlers, and the ongoing injustices against Native peoples.

Extended version:

We acknowledge that the Downers Grove Public Library sits on the unceded, traditional, and ancestral homelands of Native peoples. We honor with gratitude the land itself and the Indigenous peoples who have been caretakers of the land throughout generations, past and present.

Native peoples have always existed on the continent that became known as North America ([Science Magazine](#)). The centuries following the arrival of European settlers in the fifteenth century were characterized by tremendous upheaval and devastation for Indigenous peoples throughout the continent. To resist efforts from the Europeans to take away more Native land and control, Native peoples engaged in both warfare and diplomacy. However, Native American resistance was hindered by numerous issues, including new diseases, the slave trade, and rising European immigration ([Britannica 1](#), [Library of Congress 1](#), [National Geographic](#), [Smithsonian](#)).

Following the American Revolution, hostility grew between Native Tribes and the U.S. government, which employed aggressive policies that eroded Native peoples' autonomy and independence. The Washington administration embraced a program of displacement and extermination ([National Archives 1](#); [National Archives 2](#)), and later, "civilization" of Native peoples. The U.S. government promoted private ownership of land, commercial agriculture, and Christianity, and disavowed Native ways of labor divisions. The constant threat of expansion and military action by the U.S. drove many northwestern Indigenous Tribes into an alliance with the British, who promised that Native land would remain untouched ([National Park Service 1](#)).

Native peoples continued to face difficult choices as they endured more and more restrictive and exploitative land cession treaties with the U.S. They became involved in the War of 1812 to secure British support for their own war against the U.S. The U.S. American forces defeated the British as well as the Native American coalition led by Tecumseh at the Battle of Thames on October 5, 1813. For Native peoples, the outcome of the war was disastrous. It was a defeat in their desperate struggle for freedom, independence, and attempts to roll back the American frontier ([Canadian War Museum](#)).

On December 24, 1814, British and U.S. American representatives signed The Treaty of Ghent, ending the War of 1812 ([Avalon Project](#)). No Native peoples were present when the treaty was negotiated. While Article 9 of the treaty specifically called for the U.S. to end all hostilities with Tribal nations and to restore all “possessions, rights, and privileges” prior to the war, Britain's military withdrawal from the American frontier effectively opened the door for conquest.

On March 3, 1819, the U.S. Congress enacted the Civilization Fund Act to promote “education” for Native Americans and to stimulate the “civilization process.” This legislation ushered in an era of boarding schools, institutions created to destroy and vilify Native language, culture, and practices. The federal government and **officials from Catholic and other Christian churches** coerced Native families into sending their children to live and attend classes at boarding schools without visitation ([The National Native Boarding School Healing Coalition](#)). Students were stripped of all things associated with Native life, including having their hair cut, their clothes exchanged, and their language banned. Thousands suffered physical and sexual abuse, loss of dignity, and death. Those who did return home suffered lasting damage and trauma, which can be traced throughout generations by way of depression, alcoholism, and lasting negative self-worth. The boarding schools forced on Native Americans did not end until 1978 when the Indian Child Welfare Act was passed. The remains of thousands of children have never been found or returned ([Native American Rights Fund](#), [Federal Indian Boarding School Initiative Investigative Report](#), [New York Times 1](#), [U.S. National Library of Medicine](#)). Orange Shirt Day is held each year on September 30 to open the door to conversation all over the world about the boarding schools ([Orange Shirt Day](#)).

Andrew Jackson had long been an advocate of what he called “Indian removal.” On May 28, 1830, he signed the Indian Removal Act, which forced tens of thousands of Indigenous peoples to relocate west of the Mississippi River ([History 1](#)). Native populations, who had long inhabited the land around Chicago, used its vast network of trails and the portage connecting the Mississippi River and the Great Lakes for trade and travel. Not only did this demonstrate the value of the area to colonizers, but Native people also taught them the transportation routes and provided them with equipment. Native American geographic knowledge of the region helped lead to the planning of the Illinois and Michigan Canal in 1830, which ultimately helped Chicago to become the first major railroad hub. In addition, some of the first roads in Chicago were Indigenous footpaths ([Canal Corridor Association](#), [The Guardian](#)).

As Jackson and the U.S. continued to push for westward expansion, Native Americans were almost entirely removed from the region through bloody conflicts and coercive land cession treaties. As a result of the Black Hawk War of 1832 and the Treaty of Chicago of 1833, most remaining Native Americans were forced out of the area around Chicago. Specifically, the Treaty of Chicago of 1833 stipulated that members of the Potawatomi living in the Chicago area had to leave, forcing them to cede approximately five million acres ([Britannica 2](#), [Chicago Historical Society](#), [University of Illinois](#)). Many Native Americans did not survive long relocation trips on foot. Those who did often struggled with limited supplies and resources on rejected land, which led to long-lasting poverty and starvation. In the Cherokee Trail of Tears of 1838, one of the most well-known of many trails of tears, more than 5,000 Cherokee from the southeast died during a forced relocation march of more than 1,200 miles ([History 2](#)). The Indian Appropriations Act of 1851 formally created the reservation system, establishing areas reserved for Indigenous peoples to relocate to after their forced removal by the U.S. government ([Michigan State University](#), [Minnesota Historical Society](#)). From 1863 to 1868, the U.S. Army forcibly removed approximately 9,500 Navajo and 500 Mescalero Apache from their respective homelands and interned them at the Bosque Redondo Indian Reservation in eastern New Mexico. An estimated one in five died during the march, which came to be known as the Long Walk. Another 2,380 people died of disease, exposure, and hunger ([NM Dept. of Cultural Affairs](#), [NM History Museum](#), [NPR](#)). In Minnesota, the Dakota people were forcibly displaced in the aftermath of the Dakota War of 1862, also known as the Sioux or Dakota Uprising. Frustrated by oppressive

reservation policies, which had left the Dakota people on the verge of starvation, the Dakota people declared war to reclaim their homelands from colonizers. After nearly six weeks of bloody conflict, the Dakota people surrendered. Following the surrender, a military commission captured nearly 400 Dakota people. The captives were put on trial without legal representation. President Abraham Lincoln ultimately approved the execution of 38 Dakota men. They were hanged in Mankato, Minnesota on December 26, 1862, just days before the Emancipation Proclamation was issued. This remains the largest mass execution in U.S. history. Many more Dakota people were captured and imprisoned, and were later executed or died from disease. In April 1863, the U.S. Congress abolished the Dakota reservation, declared all previous treaties with the Tribe null and void, and forced Dakota survivors to leave their homes and relocate ([Indian Country Today 1](#), [PBS 1](#), [University of Minnesota](#)).

The Indian Appropriations Act of 1871 declared that Indigenous peoples were no longer considered members of independent nations and that the U.S. government could no longer establish treaties with them ([Colorado Encyclopedia](#), [National Archives 3](#)). This legislation formally labeled Indigenous peoples as subjects under direct control of the U.S. federal government, which continued its attempts to assimilate Native peoples into mainstream U.S. society. Under President Grover Cleveland, the Dawes Act was passed in 1887. Sometimes called the Dawes Severalty Act or General Allotment Act, this law allowed the federal government to break up Tribal lands into individually owned plots. The lands were often unsuitable for farming, which was forced upon Native peoples as part of their assimilation process. After being granted their allotment divisions, Native Americans ended up being stripped of over 90 million acres of Tribal land, which the U.S. government sold to non-Natives ([National Park Service 2](#)). Native peoples would not be legally recognized as citizens of the United States, despite being inhabitants for thousands of years, until 1924. It would be another four decades before Native Americans were granted the right to vote in every state in 1962. Native Americans, like African Americans and other minorities, faced and continue to face numerous barriers to voting ([Brennan Center for Justice](#), [History 3](#), [Library of Congress 2](#), [PBS 2](#)).

After the removal of Native Americans from the region, the Chicago metropolitan area did not have a significant Native presence for over a hundred years. In the mid-20th

century, the U.S. government ushered in an era of termination policies to strengthen their efforts to assimilate Native peoples into U.S. culture. Termination ended the protected trustee relationship that Indigenous Tribes had with the U.S. federal government. It also ended recognition of Tribal sovereignty and exclusion of Native peoples from state laws ([Oregon Encyclopedia](#), [Stanford Law Review](#)). The discontinuation of federal recognition of many Tribes resulted in the loss of federal funding for many of the reservations' services, such as schools and hospitals. The Bureau of Indian Affairs' Urban Relocation Program of 1952, under President Truman, and the federal Indian Relocation Act of 1956, under President Eisenhower, were intended to encourage Native peoples to leave reservations and their traditional lands, and to assimilate into the general population in urban areas. Despite promises of job training and housing for the new arrivals, the relocation programs had devastating effects. Many Native Americans found only low-paying jobs and faced racial, housing, and job discrimination, resulting in poverty, homelessness, and cultural and social isolation ([American Indian Quarterly](#)). Termination would not come to an official end until 1975 when the Indian Self-Determination and Education Assistance Act was finally passed, giving Native peoples rights to self-government and control of their own educational activities ([Congress](#)).

To provide support to Native populations, the American Indian Center of Chicago was founded in 1953 by local Native Americans led by Tom Segundo, with financial assistance from the American Friends Service Committee, a Quaker charity organization ([Chicago Tribune 1](#), [Urban Anthropology](#)). The American Indian Center of Chicago remains the oldest urban Native community center in the country. Native-owned and operated, it continues to serve "[not only] its Native constituents but non-Native, low-income families and individuals as well" ([Indian Country Today 2](#)). Today, the Chicago metropolitan area has one of the largest urban Native American populations in the country with a representation of well over one hundred different Tribes ([WTTW](#), [Chicago Tribune 2](#)). Chicago and the surrounding suburbs continue to have a growing, diverse Indigenous population ([U.S. Census Bureau](#)). At present, there are approximately 326 Native American land areas, which total around 56.2 million acres, administered as federal reservations in the U.S. This constitutes less than three percent of the total acreage in the country. There are currently 574 federally recognized Native American and Alaska Native Tribes ([Bureau of Indian Affairs](#)).

Across the nation and world, Native peoples continue their profound respect for the land, as well as for water and air, and live in harmony with nature. The Native American Seven Generations Principle is a philosophy in which the decisions we make today should result in a sustainable world seven generations into the future ([Indigenous Corporate Training](#)). Native peoples have repeatedly demonstrated through peaceful protests against the desecration of sacred lands, damage to water supplies, the reneging of Tribal rights guaranteed by treaties, and more. Examples of such efforts are the protests against the [Dakota Access Pipeline](#) and the destruction of sacred land by golf courses ([Chicago Tribune 3](#), [New York Times 2](#)).

In addition to having their land, air, and water threatened, Native Americans face threats to human rights in a myriad of other ways. For example, thousands of North American Indigenous women and girls have been murdered or disappeared during the past four decades. The [REDress Project](#) is a human rights initiative that aims to raise awareness of this horrific issue. Native communities also experience ~~higher rates of suicide~~ [higher rates of suicide](#) and [mental health issues](#), ~~substance abuse and addiction~~ [substance abuse and addiction](#), ~~high school dropout rates~~ [high school dropout rates](#), and ~~mortality~~ [mortality](#) and ~~psychological distress~~ compared to all other ethnic groups in the United States. While the Indian Gaming Regulatory Act (IGRA) was passed in 1988 allowing for Tribes to use revenues generated from casinos for purposes designated in the IGRA such as Tribal government operations and programs including schools, police and fire departments, courts, and hospitals, Native peoples continue to experience the highest rates of ~~poverty~~ [poverty](#) and ~~unemployment~~ [unemployment](#) in the U.S. ([Indian Country Today 3](#), [Office of Indian Gaming](#)). Nevertheless, Native peoples have maintained their strong desire to protect the land of Turtle Island, the Native term for North America. In fact, “Native people have the highest per-capita involvement of any population to serve in the U.S. military” ([National Indian Council on Aging](#)). Since 9/11, nearly 19% of all Native Americans have served in the Armed Forces while all other ethnicities average 14% ([USO](#)).

We invite you to learn more about the genocide and forced displacement by non-Native settlers, and the ongoing injustices against Native peoples.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Agenda Item 10A

2024 Budget and Levy

The preliminary draft of the 2024 budget was presented in June to allow the Board of Library Trustees the maximum time to review and ask questions about the budget. The July draft was based on the latest information available regarding anticipated costs and the Board's feedback from June. In August, the final budget and levy draft is presented, based on the Board's discussion of the previous drafts and the latest information available, including estimated costs and anticipated current year expenditures. The library's final budget and levy request are due to the Village of Downers Grove by August 31.

Revenues

The Financial Management Plan, completed in 2018, estimated that to fully fund the Library Capital Replacement Fund's (LCRF) support of the Capital Needs Assessment projects and ongoing operations, a one-time levy increase of 11.75% would be needed in 2019, with 2-3% annual increases thereafter to support operations. That report used a 1.0% Equalized Assessed Valuation (EAV) increase year over year from 2018 to 2027. The Board of Library Trustees did not increase the levy by the recommended amount in 2019, instead opting to make smaller increases over a longer period. Since the Financial Management Plan was created, the Board increased the levy annually, by as little as 1% and as much as 4.5%, utilizing a portion of the Library Fund balance for operations. The library's operating tax rate has fallen from its high of 0.2302 in 2015 to 0.2002 in 2023. The actual levy increase was 1.1% in 2023, with an EAV increase of 2.2%, resulting in a lower tax rate despite the levy increase. An estimate of the anticipated Equalized Assessed Valuation (EAV) increase of 3.6% is used in the drafts presented, based on the average EAV increases over the past 5 years and the best available current estimates. If the actual EAV estimate is inaccurate, the tax rate will vary proportionately.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2023 is like 2022 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Equity Strategic Plan and LCRF. The beginning Library Fund balance for 2023 was \$1,240,279. A portion of the Library Fund balance is the Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$478,000. In the six years of using the fund balance strategy, expenditures have come in significantly

under budget. In the past 5 years, actual utilization of the fund balance was one-third to one-half of what was budgeted.

Two budget scenarios are presented this month: a 4.3% levy increase and a levy that attempts to maintain the existing tax rate of 0.2002. Since the Board of Library Trustees approves a levy request as a dollar amount, the flat tax rate budget is based on estimates that apply the rate to determine the levy dollar amount. The DuPage County Tax Extension Office is responsible for converting the Board-approved levy amount into a tax rate.

The 4.3% Levy Draft presented maintains the overall Library Fund balance at the Operating Reserve amount while minimizing the impact on the individual taxpayer. Assuming the 3.6% EAV increase is correct, library property taxes increase by about \$0.41 per \$100,000 of home value, a total increase of about \$1.45 for a home valued at \$374,500, the median for Downers Grove, assuming the property's assessed valuation has not changed. The library's tax rate would increase to approximately 0.2014 mils, an increase of .0012 from the 2023 tax rate. The annual transfer to the Library Capital Reserve Fund (LCRF) is \$374,850, a 2% increase over the previous year. An annual 2% increase to the transfer amount would reach the LCRF target fund balance.

The Flat Tax Rate Draft presented reduces the annual transfer to the Library Capital Replacement Fund in order to maintain a Library Fund balance that meets the Operating Reserves amount. Assuming the 3.6% EAV increase is correct, library property taxes would remain flat for individual homeowners whose property's assessed valuation has not changed. The library's tax rate would remain 0.2002 mils, assuming all of the estimates in the calculation are correct. The annual transfer from the Library Fund to the LCRF for the Capital Needs Assessment projects is \$338,200, an 8% decrease. In order to reach the target fund balance for the LCRF, the transfers would need to be raised by 6.9% annually in 2025-2027.

Expenditures

This draft expenditures budget shows an overall increase of 4.6%, 4.9% for personnel-related expenditures and 4.1% for non-personnel lines. It includes all management team budget requests, the most current renewal rate information for insurances and subscriptions, and consulting for initiatives contained in the draft strategic plan. The largest non-personnel expenditures come from 2 sources: cleaning services and a significant increase in electronic resources.

The Market Benchmarking & Compensation Structure Development Project completed by HR Source in March 2023 informed the 2024 Salary Schedule approved in May 2023. The new salary schedule markedly differs from the previous, with pay grade changes ranging from -3% to 13.5%. The minimum wage increase to \$14.00 per hour on January 1, 2024 is also reflected. The draft budget includes a 4.0% cost of living

increase or salary schedule increment, whichever is greater, for each employee. Part-Time Employee Wages account for the largest personnel-related increase.

The number of full-time equivalent staff (FTE) increased from 67.2 in 2023 to 68.4 in 2024. Additional hours for substitute positions, reflecting current utilization, account for most of that increase. *Serving Our Public 4.0: Standards for Illinois Public Libraries* includes staffing levels. The standards calculations are:

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

Prior to the release of the 2020 Census data, the library was just below the Advanced level for this standard, but dropped to just below Established with the new population in 2023. The proposed 2024 increase brings the level over Established.

The Illinois Municipal Retirement Fund rate will increase to 5.87% in 2024. Based on preliminary information, the budgeted increase for employee benefits insurance renewal rates is 10%.

The Library Capital Replacement Fund (LCRF) projects for 2024 include the west elevation curtain wall and VAV box replacements as outlined in the updated Capital Needs Assessment Report 2017-2027. The replacement of flooring is postponed to 2025 or later, depending on the capital projects included in or developed as a result of the draft strategic plan.

Line Detail

Below is a line-by-line brief explanation of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2023 attainment.

Revenue Budget Lines

4101 Current Property Taxes

Property taxes received for current property tax bills. This is the library's primary revenue stream, accounting for 95-97% of the library's annual revenue.

4109 Prior Year Property Taxes

Money collected that was owed in prior year property taxes.

4313 Personal Property Replacement Tax

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local

government. The library receives 12.5% of the total distributed to the Village. The distribution cycle follows the State's fiscal year, July 1 – June 30. FY2023 estimates have not yet been posted.

4410 Sales of Materials

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

4502 Charges for Services

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

4509 Fees for Non-Residents

Payment for non-resident library cards. We anticipate lower revenue based on 2022 attainment and changes to non-resident fee card law that allows free cards for students.

4571 Rental Fees

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

4581 Fines

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

4590 Costs Recovered for Services

Payment for lost and damaged items.

4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, administers grants to libraries on the federal level. Recent grants include Federal Emergency Management Agency reimbursement grants and digital inclusion grants. We do not anticipate any federal grant awards in 2024.

4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.475 per person served on an annual basis, to all Illinois public libraries. 2023 grant award letters indicated a full award if \$1.475 per capita, but funds have not yet been received. Based on the 2023 grant funding, the revenue projection is for the full amount using the Census 2020 population figure of 50,247.

4711 Investment Income

Interest earned on library cash invested by the Village of Downers Grove. Investment income has rebounded recently.

4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

4820 Contributions, Operating

Donations for memorial and gift items, other gifts made directly to the library, and gifts to the library from the Downers Grove Public Library Foundation and other local organizations.

Expenditure Lines

5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, and Technology Instructor. This line is under the 4% base wage increase due to turnover and the reclassification of one position to non-exempt.

5111 Salaries, Non-Exempt

Full time non-exempt employees including Marketing Content Coordinator, Business Office Assistant, and ILL Coordinator. This line is under the 4% base wage increase due to turnover and the reclassification of one position to non-exempt.

5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Associates, Library Clerks, Shelves, and Custodians. This line is over the 4% base wage increase as the most significant changes in the 2024 Salary Schedule were made to pay grades that are primarily in this budget line.

5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year). Contribution rate is set annually by IMRF, according to statutory formula (for more information, see <https://www.imrf.org/>). Employer rate is 5.87% for 2023, an increase from the 2022 rate of 5.80%. Employee contributions are required and set by statute. This line is determined by applying the rate to anticipated wages for qualifying employees.

5133 Medicare Contributions

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

5134 Social Security Contributions

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

5190 Life Insurance

Library contribution to life insurance premium for full-time employees. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on an estimated 10% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5191 Health Insurance

Library contribution to health insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the health insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on an estimated 10% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on an estimated 10% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental insurance plan. By Intergovernmental Agreement, the library participates in the Village employee benefits program. Cost is based on an estimated 10% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

5210 Supplies

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

5251 Maintenance Supplies

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

5280 Small Tools & Equipment

Objects such as book carts, acrylic sign holders, computer cords, pencil sharpeners, step stools, and shelf accessories.

5302 Dues and Memberships

Institutional memberships to organizations such as Management Association, American Library Association, Illinois Library Association, and LACONI. The library pays for personal memberships for Trustees, Director, Assistant Director, Managers, and Librarians. More staff are requesting personal membership in professional organizations as in-person conferences and meetings resume.

5303 Seminars, Conferences, & Meetings

Costs for attending professional conferences such as Public Library Association Conference, American Library Association Conference, Illinois Library Association Conference, and Adult Reading Round Table, as well as local meetings and workshops. More staff are requesting to attend training and conferences as offerings return to pre-pandemic levels.

5308 Recognition Program--Staff

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

5315 Professional Services

Speakers for library programs and internal staff training, professional services such as architect, website design consultant, legal ads, and construction management. 2024 budget includes consulting fees for initiatives contained in the draft strategic plan and outside performers for Kids and Adult Programs.

5323 Special Legal

Services provided by library attorney. This is used for questions dealing specifically with library law, Freedom of Information Act requests, etc.

5346 Data Processing Services

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

5380 Printing Services

Printing library newsletter, street banners, and incidental items. The proposed amount is based on anticipated cost increases.

5391 Telephone

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

5392 Postage

Postage costs for Discoveries and all mailings. This amount accommodates a \$.02 increase every 6 months and one extra mailing announcing a large event or initiative.

5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets, branded giveaways, and paid ads.

5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, and Directors and Officers. Proposed amount includes an estimated 20% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool. With last year's renewal coming in under the budgeted amount, this estimated increase is mitigated in its overall impact.

5430 Building Maintenance Services

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

5450 Cleaning Services

Contracted cleaning by an outside company, plus special services. This increase reflects the actual cost since changing cleaning companies in 2023, after the former contractor terminated their contract early.

5461 Utilities

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

5470 Other Equipment Repair and Maintenance

Maintenance agreements and repair charges for copiers, printers, fax, microfilm reader/printers, and D-Tech Lockers.

5481 Rentals

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

5620 Recoverables

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

5630 Contingency

Money set aside for unforeseen events.

5690 Unemployment Compensation

Unemployment compensation claims, if necessary.

5770 Capital Equipment < \$20,000

Long-term equipment under \$20,000 such as computers, peripherals, and Media Lab equipment, on a regular replacement cycle. The \$12,00 increase is requested to add another bank of pick-up lockers to our existing system.

5851 Electronic Resources

Digital content for the collection, such as databases, eBooks, eAudiobooks, eMagazines, eMusic, and eMovies. Adult & Teen Services Manager Van McGary will made a presentation to the Board in June about the requested significant increase to this line.

5852 Print Materials

Print items for the collection including books and magazines.

5853 Audiovisual Materials

AV materials for the collection such as DVDs and Blu-rays, CDs, audiobooks, playaways, readalong kits, puzzles, and videogames. Lower demand allows funds to be diverted from AV to print and electronic resources.

5870 Capital Equipment > \$20,000

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

5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, Adobe, malware protection, and Savannah. This line reflects 2023 estimated attainment and 2024 estimated renewal rates.

Recommended Action: Approve a 4.3% levy increase and budget as presented.

DOWNERS GROVE PUBLIC LIBRARY 2024 BALANCE SHEET**4.3% LEVY DRAFT****LIBRARY FUND BALANCE**

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 1,399,279	\$ 1,399,279	\$ 1,240,279	\$ 1,240,279	\$ 1,011,360
REVENUES	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,530,745
EXPENSES	\$ 6,104,880	\$ 5,995,453	\$ 6,382,056	\$ 6,135,896	\$ 6,687,584
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 500,000	\$ 367,500	\$ 367,500	\$ 374,850
ENDING BALANCE	\$ 977,527	\$ 1,240,279	\$ 652,000	\$ 1,011,360	\$ 479,671
NET CHANGE	\$ (421,752)	\$ (159,000)	\$ (588,278)	\$ (228,919)	\$ (531,689)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 614,948	\$ 614,948	\$ 740,810	\$ 740,810	\$ 521,964
REVENUES	\$ 10,000	\$ 9,933	\$ 15,000	\$ 15,000	\$ 15,000
EXPENSES	\$ 411,600	\$ 384,071	\$ 611,900	\$ 601,346	\$ 183,109
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 500,000	\$ 367,500	\$ 367,500	\$ 374,850
ENDING BALANCE	\$ 563,348	\$ 740,810	\$ 511,410	\$ 521,964	\$ 728,705
NET CHANGE	\$ (51,600)	\$ 125,862	\$ (229,400)	\$ (218,846)	\$ 206,741

DOWNERS GROVE PUBLIC LIBRARY 2024 REVENUE SHEET**4.3% LEVY DRAFT**

SOURCE		2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 EST. ATT.	2024 PROPOSED
4101	Current Property Tax	\$ 5,862,439	\$ 5,868,942	\$ 5,921,063	\$ 5,921,063	\$ 6,179,531
4109	Prior Year Property Tax	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
4313	Personal Property Replacement Tax	\$ 60,000	\$ 226,115	\$ 130,000	\$ 200,000	\$ 200,000
4410	Sale of Materials	\$ 2,000	\$ 4,893	\$ 2,000	\$ 2,900	\$ 2,000
4502	Charges for Services (copy & printing)	\$ 10,000	\$ 42,046	\$ 10,000	\$ 20,000	\$ 20,000
4509	Fees For Non-Residents	\$ 8,000	\$ 18,157	\$ 8,000	\$ 12,000	\$ 15,000
4571	Rental Fees	\$ 2,000	\$ 1,810	\$ 2,000	\$ 1,500	\$ 1,500
4581	Fines	\$ -	\$ 1,317	\$ -	\$ 200	\$ -
4590	Cost Recovered for Services	\$ 8,500	\$ 11,229	\$ 8,500	\$ 6,900	\$ 8,500
4610	Federal, Operational Grants	\$ -	\$ 37,245	\$ -	\$ -	\$ -
4620	State, Operational Grants	\$ 72,589	\$ 72,589	\$ 74,114	\$ 74,114	\$ 74,114
4711	Investment Income	\$ 2,500	\$ 29,428	\$ 500	\$ 30,000	\$ 25,000
4712	Investment Income - Property Taxes	\$ -	\$ 515	\$ -	\$ -	\$ -
4820	Contributions	\$ 5,000	\$ 22,168	\$ 5,000	\$ 5,700	\$ 5,000
	TOTAL 805.90	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,530,745

DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET						
4.3% LEVY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5101	Salaries, Exempt	1,836,742.88	1,792,025.96	1,899,587.69	62,844.81	3.4%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	596,716.40	493,042.75	569,195.88	-27,520.52	-4.6%
5119	Part-Time Employee Wages	1,058,832.43	1,170,759.41	1,251,876.92	193,044.48	18.2%
5131	IMRF Pension Contributions	168,989.02	162,840.25	184,500.08	15,511.06	9.2%
5133	Medicare Contributions	50,880.19	48,612.01	54,211.98	3,331.79	6.5%
5134	Social Security Contributions	217,556.69	207,857.77	231,802.95	14,246.26	6.5%
5190	Life Insurance	1,695.33	1,528.14	1,676.84	-18.49	-1.1%
5191	Health Insurance	576,679.44	466,966.29	537,064.19	-39,615.26	-6.9%
5195	Optical Insurance	2,342.47	1,873.84	2,327.89	-14.58	-0.6%
5197	Dental Insurance	40,115.65	32,368.24	39,272.81	-842.84	-2.1%
		4,550,550.50	4,377,874.66	4,771,517.21	220,966.71	4.9%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5210	Supplies	94,860.00	93,960.71	96,410.00	1,550.00	1.6%
5251	Maintenance Supplies	22,400.00	17,043.48	20,000.00	(2,400.00)	-10.7%
5280	Small tools & equipment	31,615.00	25,421.56	31,615.00	0.00	0.0%
5302	Dues and Memberships	9,000.00	9,117.80	10,500.00	1,500.00	16.7%
5303	Seminars, Conferences & Meetings	31,500.00	25,156.52	37,900.00	6,400.00	20.3%
5308	Recognition Programs-Staff	5,250.00	5,197.50	6,250.00	1,000.00	19.0%
5315	Professional Services	101,000.00	98,138.07	101,000.00	0.00	0.0%
5322	Personnel Recruitment	1,500.00	733.63	1,500.00	0.00	0.0%
5323	Special Legal	4,000.00	30,144.94	5,000.00	1,000.00	25.0%
5346	Data Processing Services	119,500.00	105,071.00	107,225.95	(12,274.05)	-10.3%
5380	Printing Services	51,850.00	43,008.00	54,450.00	2,600.00	5.0%
5391	Telephone	17,500.00	16,921.20	17,500.00	0.00	0.0%
5392	Postage	30,500.00	24,444.00	27,600.00	(2,900.00)	-9.5%
5407	Advertising & Public Relations	20,500.00	16,097.69	21,500.00	1,000.00	4.9%
5420	Insurance - other policies	74,235.00	64,795.93	74,515.32	280.32	0.4%
5430	Building Maintenance Services	95,000.00	47,526.05	85,000.00	(10,000.00)	-10.5%
5450	Cleaning Services	84,000.00	101,147.37	117,924.00	33,924.00	40.4%
5461	Utilities	25,500.00	29,096.16	25,500.00	0.00	0.0%
5470	Other Equipment Repair & Maint.	14,720.00	31,826.58	15,236.00	516.00	3.5%
5481	Rentals	18,025.00	16,863.66	18,741.00	716.00	4.0%
5620	Recoverables	4,200.00	3,245.11	4,200.00	0.00	0.0%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	2,500.00	502.00	2,500.00	0.00	0.0%
5770	Capital equipment< \$20,000	58,000.00	57,080.57	70,000.00	12,000.00	20.7%
5851	Electronic Resources	273,300.00	270,567.00	321,300.00	48,000.00	17.6%
5852	Print materials	376,350.00	372,586.50	384,850.00	8,500.00	2.3%
5853	AV materials	137,050.00	135,679.50	126,000.00	(11,050.00)	-8.1%
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,000.00	0.00	0.0%
5880	Intangible Assets (software)	62,650.00	52,298.70	66,850.00	4,200.00	6.7%
		1,831,505.00	1,758,021.23	1,916,067.27	84,562.27	4.6%
	TOTAL 805.90	6,382,055.50	6,135,895.90	6,687,584.48	305,528.98	4.8%

DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET						
4.3% LEVY DRAFT						
	Total Library Capital Replacement Fund (LCRF)					
					Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5870	Capital Assets	\$ 611,900.00	\$ 601,345.51	\$ 183,901.00	\$ (427,999.00)	-70%
	Total LRCF	\$ 611,900.00	\$ 601,345.51	\$ 183,901.00	\$ (427,999.00)	-70%

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET

4.3% LEVY DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX						
EXPENDITURES		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	1,733,538.90	1,685,504.07	1,836,742.88	1,792,025.96	1,899,587.69
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	436,566.23	596,716.40	493,042.75	569,195.88
5119	Part-Time Employee Wages	1,286,018.09	1,151,422.70	1,058,832.43	1,170,759.41	1,251,876.92
5131	IMRF Pension Contributions	240,632.68	237,126.21	168,989.02	162,840.25	184,500.08
5133	Medicare Contributions	48,695.16	46,572.81	50,880.19	48,612.01	54,211.98
5134	Social Security Contributions	208,213.83	199,128.56	217,556.69	207,857.77	231,802.95
5190	Life Insurance	1,366.20	1,066.22	1,695.33	1,528.14	1,676.84
5191	Health Insurance	496,336.20	418,616.85	576,679.44	466,966.29	537,064.19
5195	Optical Insurance	1,925.91	1,818.29	2,342.47	1,873.84	2,327.89
5197	Dental Insurance	32,871.93	31,576.43	40,115.65	32,368.24	39,272.81
5210	Supplies	108,750.00	96,153.27	94,860.00	93,960.71	96,410.00
5251	Maintenance Supplies	21,750.00	22,903.63	22,400.00	17,043.48	20,000.00
5280	Small tools & equipment	29,900.00	22,842.84	31,615.00	25,421.56	31,615.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	28,600.00	23,570.49	31,500.00	25,156.52	37,900.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	75,200.00	72,928.25	101,000.00	98,138.07	101,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	733.63	1,500.00
5323	Special Legal	6,000.00	17,227.50	4,000.00	30,144.94	5,000.00
5346	Data Processing Services	119,500.00	105,264.06	119,500.00	105,071.00	107,225.95
5380	Printing Services	27,250.00	27,912.00	51,850.00	43,008.00	54,450.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,921.20	17,500.00
5392	Postage	29,000.00	22,949.97	30,500.00	24,444.00	27,600.00
5407	Advertising & Public Relations	19,500.00	16,284.10	20,500.00	16,097.69	21,500.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	74,515.32
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,526.05	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	101,147.37	117,924.00

EXPENDITURES continued		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5461	Utilities	24,250.00	45,947.17	25,500.00	29,096.16	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	18,792.52	14,720.00	31,826.58	15,236.00
5481	Rentals	18,000.00	17,898.21	18,025.00	16,863.66	18,741.00
5620	Recoverables	4,000.00	227.95	4,200.00	3,245.11	4,200.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	2,500.00	18,990.00	2,500.00	502.00	2,500.00
5770	Capital equipment, less than \$20,000	58,000.00	66,532.09	58,000.00	57,080.57	70,000.00
5851	Electronic Resources	245,800.00	261,485.47	273,300.00	270,567.00	321,300.00
5852	Print materials	348,150.00	330,105.80	376,350.00	372,586.50	384,850.00
5853	AV materials	146,200.00	117,269.95	137,050.00	135,679.50	126,000.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	59,500.00	91,496.40	62,650.00	52,298.70	66,850.00
5910	Transfer for Capital Projects	350,000.00	500,000.00	367,500.00	367,500.00	374,850.00
	TOTAL 805.90	6,454,879.51	6,495,453.00	6,749,555.50	6,503,395.90	7,062,434.48

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET

4.3% LEVY DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	318,407.50	342,887.88	345,218.74	341,141.14	360,216.71
5111	Salaries, Non-Exempt	38,382.44	45,454.50	48,690.72	48,619.29	51,125.88
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	31,718.63	33,555.40	22,846.75	22,605.77	24,145.81
5133	Medicare Contributions	5,173.45	5,295.98	5,711.69	5,438.40	5,964.47
5134	Social Security Contributions	22,120.98	22,644.95	24,422.39	23,254.37	25,503.24
5190	Life Insurance	165.60	149.28	173.88	171.84	181.28
5191	Health Insurance	86,255.38	82,148.64	94,880.92	84,612.48	94,880.92
5195	Optical Insurance	381.60	363.84	400.68	363.84	419.76
5197	Dental Insurance	6,135.12	5,954.88	6,441.88	5,954.88	6,748.63
5210	Supplies	12,500.00	12,483.89	12,500.00	12,389.46	14,050.00
5280	Small tools & equipment	6,000.00	1,718.47	6,000.00	1,501.72	6,000.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	8,750.00	7,873.97	8,500.00	6,869.02	10,000.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	50,000.00	48,166.00	70,000.00	69,300.00	70,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	733.63	1,500.00
5323	Special Legal	6,000.00	17,227.50	4,000.00	30,144.94	5,000.00
5346	Data Processing Services	119,500.00	105,264.06	119,500.00	105,071.00	107,225.95
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5392	Postage	12,500.00	6449.97	12,500.00	6,444.00	6,500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	74,515.32
5481	Rentals	17,500.00	17,898.21	17,500.00	16,613.66	18,200.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	2,500.00	18,990.00	2,500.00	502.00	2,500.00
5770	Capital equipment less than \$20,000	8,000.00	9,396.02	8,000.00	7,580.57	20,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00

5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	12,000.00	9,135.00	10,650.00	13,579.00	11,100.00
5910	Transfer to Capital Projects	350,000.00	500,000.00	367,500.00	367,500.00	374,850.00
	TOTAL 971	1,258,190.70	1,475,889.08	1,342,922.63	1,313,852.24	1,372,377.96

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET

4.3% LEVY DRAFT

LIBRARY - ADULT SERVICES 972		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	427,493.24	385,682.05	432,522.20	404,996.10	489,472.20
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	46,293.00	63,320.81	86,123.37	72,920.16	40,696.50
5119	Part-Time Employee Wages	252,692.87	261,734.26	249,315.77	285,201.94	255,719.15
5131	IMRF Pension Contributions	61,619.37	57,706.98	42,430.19	35,996.33	43,877.99
5133	Medicare Contributions	10,533.95	10,178.35	11,135.44	10,255.83	11,395.37
5134	Social Security Contributions	45,041.70	43,519.38	47,613.60	43,851.53	48,725.05
5190	Life Insurance	331.20	153.22	391.23	337.54	407.88
5191	Health Insurance	121,873.73	84,730.55	107,034.81	82,787.66	105,308.31
5195	Optical Insurance	457.74	402.30	520.60	399.21	524.21
5197	Dental Insurance	7,267.86	6,510.63	8,225.94	6,399.81	8,176.51
5210	Supplies	14,750.00	13,168.44	14,550.00	14,023.94	13,550.00
5280	Small Tools & Equipment	1,300.00	960.01	1,700.00	3,608.90	2,200.00
5303	Seminars, Conferences & Meetings	3,100.00	4,245.84	3,600.00	3,356.22	6,000.00
5315	Professional Services	13,200.00	12,885.55	18,500.00	17,586.92	18,500.00
5380	Printing services	250.00	0.00	250.00	0.00	250.00
5407	Advertising and Public Relations	500.00	0.00	500.00	0.00	500.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	220,800.00	234,057.53	248,300.00	245,817.00	268,500.00
5852	Print materials	238,150.00	230,811.71	255,350.00	252,796.50	263,850.00
5853	AV materials	93,000.00	79,817.20	83,050.00	82,219.50	77,000.00
	TOTAL 972	1,558,654.66	1,489,884.81	1,611,113.15	1,562,555.09	1,654,653.18

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**4.3% LEVY DRAFT**

LIBRARY - CHILDREN'S SERVICES 973		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	273,509.54	308,743.50	349,586.76	343,922.14	360,657.72
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	16,571.87	41,018.59	40,865.69	43,446.00
5119	Part-Time Employee Wages	235,933.39	193,445.47	163,974.28	177,035.57	201,871.13
5131	IMRF Pension Contributions	41,327.80	42,121.16	30,181.21	30,233.98	32,252.49
5133	Medicare Contributions	7,386.92	7,417.11	8,041.40	8,032.44	8,786.64
5134	Social Security Contributions	31,585.46	31,713.21	34,383.94	34,345.25	37,570.44
5190	Life Insurance	165.60	199.04	260.82	257.76	271.92
5191	Health Insurance	48,437.48	48,512.96	71,949.55	55,867.68	71,949.55
5195	Optical Insurance	209.61	211.76	280.29	199.68	335.51
5197	Dental Insurance	3,232.89	3,287.12	5,005.00	3,646.80	5,243.34
5210	Supplies	20,500.00	19,261.92	21,500.00	21,202.52	21,500.00
5280	Small Tools & Equipment	4,000.00	4,651.35	5,000.00	4,950.00	6,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,119.09	7,000.00	6,913.14	7,000.00
5315	Professional services	6,000.00	3,932.00	6,500.00	5,278.49	6,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	25,000.00	27,427.94	25,000.00	24,750.00	52,800.00
5852	Print materials	110,000.00	99,294.09	121,000.00	119,790.00	121,000.00
5853	AV materials	53,200.00	37,452.75	54,000.00	53,460.00	49,000.00
	TOTAL 973	866,488.69	850,362.34	944,681.84	930,751.14	1,026,684.73

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**4.3% LEVY DRAFT**

LIBRARY - CIRCULATION SERVICES 974		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	127,158.14	127,159.50	133,883.60	133,291.29	88,104.14
5111	Salaries, Non-Exempt	84,919.38	125,474.55	204,967.77	125,239.82	197,938.65
5119	Part-Time Employee Wages	489,303.27	414,715.57	357,486.24	421,012.23	486,765.29
5131	IMRF Pension Contributions	26,317.13	27,575.16	22,364.75	20,002.32	23,048.70
5133	Medicare Contributions	10,170.02	9,537.80	10,096.90	9,759.48	11,205.72
5134	Social Security Contributions	43,485.61	40,778.77	43,172.93	41,728.83	47,914.10
5190	Life Insurance	165.60	128.16	304.29	208.66	226.60
5191	Health Insurance	42,457.62	36,744.87	75,290.57	44,178.79	37,401.80
5195	Optical Insurance	228.87	218.16	420.43	158.26	293.63
5197	Dental Insurance	3,633.93	3,516.96	6,615.47	3,811.94	4,620.33
5210	Supplies	16,700.00	12,425.06	17,010.00	14,803.76	17,010.00
5280	Small Tools & Equipment	2,300.00	899.54	2,415.00	2,390.85	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	4,017.73	4,200.00	2,100.00	4,200.00
5392	Postage	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	3,945.00	3,720.00	3,632.50	4,236.00
5481	Rentals	500.00	0.00	525.00	250.00	541.00
5620	Recoverables	4,000.00	227.95	4,200.00	3,245.11	4,200.00
	TOTAL 974	855,839.57	807,364.78	886,672.94	825,813.84	930,120.96

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**4.3% LEVY DRAFT**

LIBRARY - INFORMATION TECHNOLOGY 975		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	215,632.56	215,631.00	228,115.05	225,604.29	238,636.71
5111	Salaries, Non-Exempt	87,249.24	87,243.00	91,921.69	90,912.86	96,289.49
5119	Part-Time Employee Wages	146,034.96	144,931.57	148,162.15	153,706.75	155,171.00
5131	IMRF Pension Contributions	30,871.41	31,094.91	21,561.53	21,258.60	24,700.47
5133	Medicare Contributions	6,509.29	6,391.71	7,030.85	6,731.59	7,368.81
5134	Social Security Contributions	27,832.84	27,329.29	30,062.94	28,784.19	31,508.02
5190	Life Insurance	207.00	184.72	217.35	214.80	226.60
5191	Health Insurance	69,062.32	56,733.08	75,968.55	66,753.60	75,968.55
5195	Optical Insurance	247.68	290.64	260.06	254.40	272.45
5197	Dental Insurance	4,766.67	5,545.20	5,005.00	4,596.00	5,243.34
5210	Supplies	3,900.00	6,224.14	3,900.00	6,899.31	3,900.00
5280	Small Tools & Equipment	8,000.00	4,874.48	8,000.00	5,760.58	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	0.00	3,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	3,571.43	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,327.55	4,500.00	9,272.57	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	57,136.07	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	47,500.00	82,361.40	52,000.00	38,719.70	55,750.00
	TOTAL 975	707,313.97	733,870.19	731,705.17	712,449.24	762,535.44

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**4.3% LEVY DRAFT**

LIBRARY - PUBLIC RELATIONS 976		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	122,357.82	122,362.50	134,910.67	133,418.57	140,307.10
5111	Salaries, Non-Exempt	46,034.82	46,039.50	49,645.44	49,723.71	59,085.00
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	14,970.11	14,971.06	10,704.25	10,622.43	11,704.32
5133	Medicare Contributions	2,441.69	2,374.00	2,676.06	2,557.23	2,891.19
5134	Social Security Contributions	10,440.34	10,149.72	11,442.48	10,934.85	12,362.31
5190	Life Insurance	124.20	117.20	130.41	128.88	135.96
5191	Health Insurance	59,361.01	57,498.96	66,410.78	59,223.36	66,410.78
5195	Optical Insurance	133.47	127.20	140.14	218.16	146.82
5197	Dental Insurance	3,634.34	3,516.96	3,816.06	3,516.96	3,997.32
5210	Supplies	2,400.00	1,626.41	2,400.00	2,255.70	2,400.00
5280	Small Tools & Equipment	1,500.00	1,494.03	1,500.00	1,255.70	1,500.00
5303	Seminars, Conferences & Meetings	750.00	276.50	900.00	450.00	3,400.00
5315	Professional Services	4,000.00	4,373.27	4,000.00	3,992.66	4,000.00
5380	Printing Services	27,000.00	27,912.00	51,600.00	43,008.00	54,200.00
5392	Postage	16,500.00	16,500.00	18,000.00	18,000.00	21,100.00
5407	Advertising and Public Relations	19,000.00	16,284.10	20,000.00	16,097.69	21,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	330,647.80	325,623.41	378,276.30	355,403.90	404,640.79

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**4.3% LEVY DRAFT**

LIBRARY - ACCESS SERVICES 977		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	121,915.95	100,060.89	133,695.33	131,699.57	140,230.17
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	90,900.02	90,958.61	99,358.57	95,290.51	106,179.91
5131	IMRF Pension Contributions	15,747.42	15,059.33	8,643.94	12,614.52	13,721.81
5133	Medicare Contributions	3,085.83	2,730.33	3,379.28	3,254.52	3,572.95
5134	Social Security Contributions	13,194.59	11,673.92	14,449.34	13,916.25	15,277.42
5190	Life Insurance	82.80	49.40	86.94	85.92	90.64
5191	Health Insurance	8,515.22	18,091.75	37,888.76	33,788.16	37,888.76
5195	Optical Insurance	38.07	71.15	140.14	127.20	146.82
5197	Dental Insurance	566.78	1,126.52	2,205.59	2,028.24	2,310.17
5210	Supplies	35,000.00	27,213.99	20,000.00	19,604.06	21,000.00
5280	Small Tools & Equipment	1,800.00	1,018.28	2,000.00	1,980.00	2,000.00
5303	Seminars, Conferences & Meetings	2,500.00	888.36	3,800.00	1,900.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	1,256.22	1,500.00
	TOTAL 977	294,846.68	269,882.53	327,147.90	317,545.17	347,718.64

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**4.3% LEVY DRAFT**

LIBRARY - BUILDING OPERATIONS 978		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	127,064.15	82,976.75	78,810.53	77,952.86	81,962.95
5111	Salaries, Non-Exempt	35,851.73	52,462.00	74,348.82	64,761.22	80,614.37
5119	Part-Time Employee Wages	71,153.58	45,637.22	40,535.43	38,512.41	46,170.44
5131	IMRF Pension Contributions	18,060.81	15,042.21	10,256.39	9,506.30	11,048.49
5133	Medicare Contributions	3,394.01	2,647.53	2,808.57	2,582.52	3,026.84
5134	Social Security Contributions	14,512.31	11,319.32	12,009.08	11,042.50	12,942.36
5190	Life Insurance	124.20	85.20	130.41	122.74	135.96
5191	Health Insurance	60,373.44	34,156.04	47,255.51	39,754.56	47,255.51
5195	Optical Insurance	228.87	133.24	180.12	153.09	188.69
5197	Dental Insurance	3,634.34	2,118.16	2,800.71	2,413.61	2,933.17
5210	Supplies	3,000.00	3,749.42	3,000.00	2,781.96	3,000.00
5251	Maintenance Supplies	21,750.00	22,903.63	22,400.00	17,043.48	20,000.00
5280	Small Tools & Equipment	5,000.00	7,226.68	5,000.00	3,973.81	3,000.00
5303	Seminars, Conferences & Meetings	500.00	149.00	500.00	2,068.14	500.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,921.20	17,500.00
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,526.05	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	101,147.37	117,924.00
5461	Utilities	24,250.00	45,947.17	25,500.00	29,096.16	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	9,579.97	5,000.00	17,665.29	5,000.00
	TOTAL 978	582,897.44	542,575.86	527,035.56	485,025.27	563,702.77

**DOWNERS GROVE PUBLIC LIBRARY
2024 PROPERTY TAX RATES AND EXTENSIONS
4.3% LEVY DRAFT**

Change in equalized assessed valuation (EAV)		
2022 EAV	2,897,700,601	
2023 EAV	2,961,321,416	
Change in EAV	63,620,815	2.2%
2024 EAV estimated	3,067,928,987	
Estimated change in EAV	106,607,571	3.6%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	2022	2023	2024	2022	2023	2024
Operating levy rate	\$ 5,862,439	\$ 5,924,766	\$ 6,179,531	0.2027	0.2002	0.2014
Bond levy rate				0	0	0
Total library levy	\$ 5,862,439	\$ 5,924,766	\$ 6,179,531	0.2027	0.2002	0.2014
Change		1.06%	4.30%		-1.23%	0.61%

DOWNERS GROVE PUBLIC LIBRARY
2024 PROPERTY TAX RATES AND EXTENSIONS
4.3% LEVY DRAFT

Impact on taxpayer

	Median Home Value (2021)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Market Value	\$ 374,500.00	\$ 374,500.00	\$ 374,500.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 124,833.33	\$ 124,833.33	\$ 124,833.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 118,833.33	\$ 118,833.33	\$ 118,833.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,188.33	\$ 1,188.33	\$ 1,188.33	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2023 in 2022, .2002 in 2023, and est. in 2024	\$ 240.88	\$ 237.90	\$ 239.36	\$ 67.57	\$ 66.73	\$ 67.14
Actual change in taxes paid		\$ (2.97)	\$ 1.45		\$ (0.83)	\$ 0.41
Change		-1.2%	0.6%		-1.2%	0.6%

**DOWNERS GROVE PUBLIC LIBRARY
RATES, LEVY, AND EAV HISTORY
4.3% LEVY DRAFT**

<u>RATE</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (EST)</u>
<u>Operating</u>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2014
<u>Bond</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Total</u>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2014
<u>% change YroYr</u>	-1.6%	-0.4%	-3.5%	-0.1%	-1.2%	0.6%

<u>LEVY</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (EST)</u>
<u>Operating</u>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,179,531.40
<u>Bond</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Total</u>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,179,531.40
<u>% change YroYr</u>	4.1%	3.0%	1.0%	4.5%	1.1%	4.3%

<u>EAV</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (EST)</u>
<u>Base</u>	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416
<u>Increase / (Decrease)</u>	\$ 63,620,815	\$ 86,394,047	\$ 122,802,284	\$ 134,159,138	\$ 63,620,815	\$ 106,607,571
<u>Total</u>	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416	\$ 3,067,928,986.98
<u>% change YroYr</u>	4.7%	3.4%	4.7%	4.9%	2.2%	4%

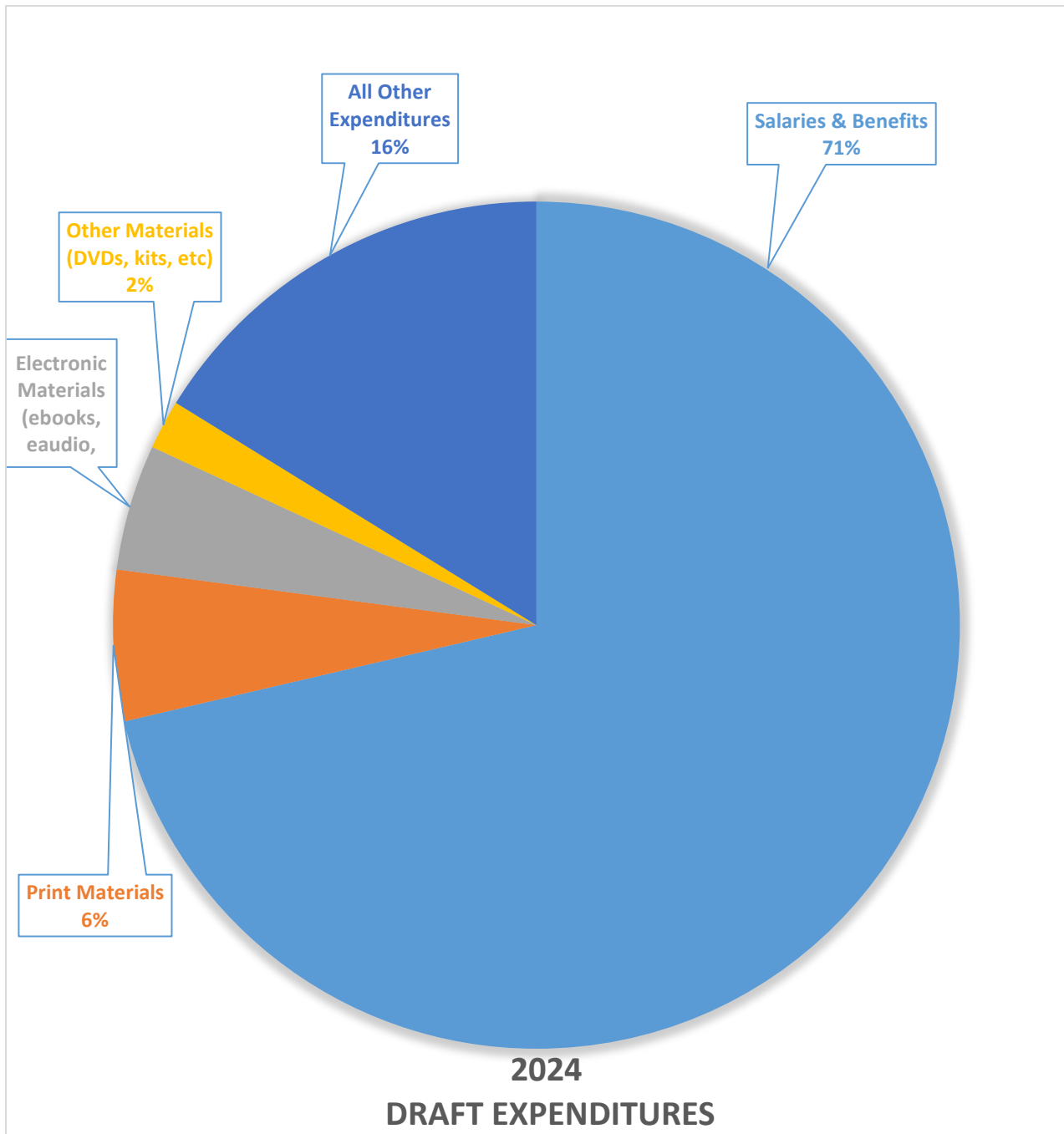
Library Tax Per \$100K Home Value	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.57	\$ 66.73	\$ 67.14
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Wage/Salary Increment	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3% Merit) OR Minimum Wage Increment	5% OR Minimum Wage Increment OR Internal Pay Equity Adjustment	4% OR Salary Structure Increment
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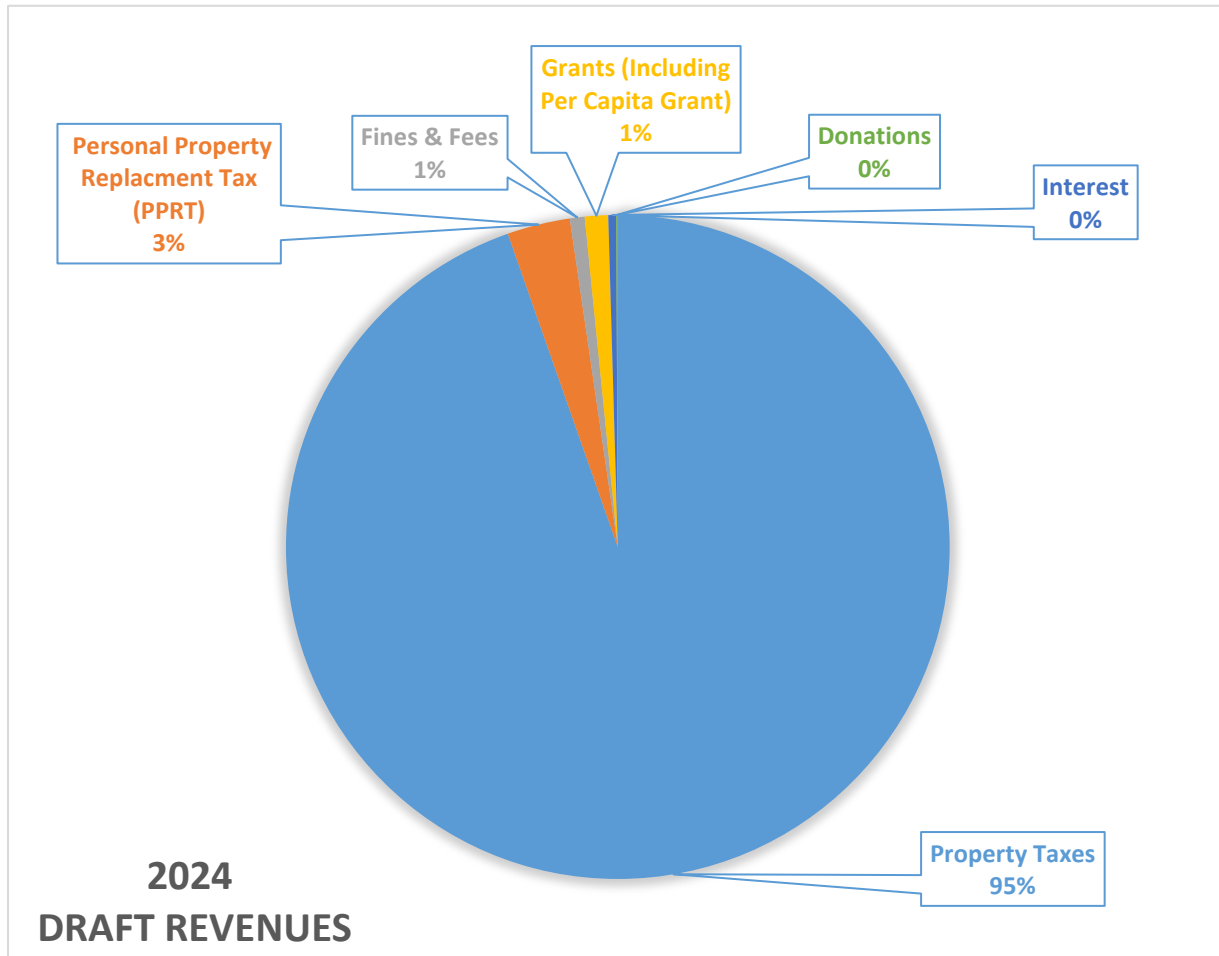
DOWNERS GROVE PUBLIC LIBRARY
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
4.3% LEVY DRAFT

	<u>FY2024</u>	<u>IPLAR Percentage Analysis</u>	<u>Totals by Category</u>
Salaries	55.6%	Statewide Average 51%	\$ 3,720,660.49
Benefits (Insurance, IMRF, FICA)	15.7%	Statewide Average 14%	\$ 1,050,856.72
Salaries & Benefits	71.3%	Statewide Average 65%	\$ 4,771,517.21
Print Materials	5.8%	Statewide Average 5%	\$ 384,850.00
Electronic Materials (ebooks, eaudio, etc)	4.8%	Statewide Average 4%	\$ 321,300.00
Other Materials (DVDs, kits, etc)	1.9%	Statewide Average 1%	\$ 126,000.00
All Other Expenditures	16.2%	Statewide Average 25%	\$ 1,083,917.27
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,687,584.48
Property Taxes	94.6%		\$ 6,179,631.40
Personal Property Replacment Tax (PPRT)	3.1%		\$ 200,000.00
Fines & Fees	0.7%		\$ 47,000.00
Grants (Including Per Capita Grant)	1.1%		\$ 74,114.00
Interest	0.4%		\$ 25,000.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,530,745.40

**DOWNERS GROVE PUBLIC LIBRARY
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
4.3% LEVY DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
4.3% LEVY DRAFT**



DOWNERS GROVE PUBLIC LIBRARY 2024 BALANCE SHEET
FLAT TAX RATE DRAFT
LIBRARY FUND BALANCE

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 1,399,279	\$ 1,399,279	\$ 1,240,279	\$ 1,240,279	\$ 1,011,360
REVENUES	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,493,208
EXPENSES	\$ 6,104,880	\$ 5,995,453	\$ 6,390,797	\$ 6,135,896	\$ 6,687,584
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 500,000	\$ 367,500	\$ 367,500	\$ 338,200
ENDING BALANCE	\$ 977,527	\$ 1,240,279	\$ 643,259	\$ 1,011,360	\$ 478,783
NET CHANGE	\$ (421,752)	\$ (159,000)	\$ (597,020)	\$ (228,919)	\$ (532,577)

LIBRARY CAPITAL REPLACEMENT FUND BALANCE

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 614,948	\$ 614,948	\$ 740,810	\$ 740,810	\$ 521,964
REVENUES	\$ 10,000	\$ 9,933	\$ 15,000	\$ 15,000	\$ 15,000
EXPENSES	\$ 411,600	\$ 384,071	\$ 611,900	\$ 601,346	\$ 183,901
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 500,000	\$ 367,500	\$ 367,500	\$ 338,200
ENDING BALANCE	\$ 563,348	\$ 740,810	\$ 511,410	\$ 521,964	\$ 691,263
NET CHANGE	\$ (51,600)	\$ 125,862	\$ (229,400)	\$ (218,846)	\$ 169,299

DOWNERS GROVE PUBLIC LIBRARY 2024 REVENUE SHEET
FLAT TAX RATE DRAFT

SOURCE		2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 EST. ATT.	2024 PROPOSED
4101	Current Property Tax	\$ 5,862,439	\$ 5,868,942	\$ 5,921,063	\$ 5,921,063	\$ 6,141,994
4109	Prior Year Property Tax	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
4313	Personal Property Replacement Tax	\$ 60,000	\$ 226,115	\$ 130,000	\$ 200,000	\$ 200,000
4410	Sale of Materials	\$ 2,000	\$ 4,893	\$ 2,000	\$ 2,900	\$ 2,000
4502	Charges for Services (copy & printing)	\$ 10,000	\$ 42,046	\$ 10,000	\$ 20,000	\$ 20,000
4509	Fees For Non-Residents	\$ 8,000	\$ 18,157	\$ 8,000	\$ 12,000	\$ 15,000
4571	Rental Fees	\$ 2,000	\$ 1,810	\$ 2,000	\$ 1,500	\$ 1,500
4581	Fines	\$ -	\$ 1,317	\$ -	\$ 200	\$ -
4590	Cost Recovered for Services	\$ 8,500	\$ 11,229	\$ 8,500	\$ 6,900	\$ 8,500
4610	Federal, Operational Grants	\$ -	\$ 37,245	\$ -	\$ -	\$ -
4620	State, Operational Grants	\$ 72,589	\$ 72,589	\$ 74,114	\$ 74,114	\$ 74,114
4711	Investment Income	\$ 2,500	\$ 29,428	\$ 500	\$ 30,000	\$ 25,000
4712	Investment Income - Property Taxes	\$ -	\$ 515	\$ -	\$ -	\$ -
4820	Contributions	\$ 5,000	\$ 22,168	\$ 5,000	\$ 5,700	\$ 5,000
	TOTAL 805.90	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,493,208

DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET						
FLAT TAX RATE DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5101	Salaries, Exempt	1,836,742.88	1,792,025.96	1,899,587.69	62,844.81	3.4%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	596,716.40	493,042.75	569,195.88	-27,520.52	-4.6%
5119	Part-Time Employee Wages	1,058,832.43	1,170,759.41	1,251,876.92	193,044.48	18.2%
5131	IMRF Pension Contributions	168,989.02	162,840.25	184,500.08	15,511.06	9.2%
5133	Medicare Contributions	50,880.19	48,612.01	54,211.98	3,331.79	6.5%
5134	Social Security Contributions	217,556.69	207,857.77	231,802.95	14,246.26	6.5%
5190	Life Insurance	1,695.33	1,528.14	1,676.84	-18.49	-1.1%
5191	Health Insurance	576,679.44	466,966.29	537,064.19	-39,615.26	-6.9%
5195	Optical Insurance	2,342.47	1,873.84	2,327.89	-14.58	-0.6%
5197	Dental Insurance	40,115.65	32,368.24	39,272.81	-842.84	-2.1%
		4,550,550.50	4,377,874.66	4,771,517.21	220,966.71	4.9%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5210	Supplies	94,860.00	93,960.71	96,410.00	1,550.00	1.6%
5251	Maintenance Supplies	22,400.00	17,043.48	20,000.00	(2,400.00)	-10.7%
5280	Small tools & equipment	31,735.75	25,421.56	31,615.00	(120.75)	-0.4%
5302	Dues and Memberships	9,000.00	9,117.80	10,500.00	1,500.00	16.7%
5303	Seminars, Conferences & Meetings	31,710.00	25,156.52	37,900.00	6,190.00	19.5%
5308	Recognition Programs-Staff	5,512.50	5,197.50	6,250.00	737.50	13.4%
5315	Professional Services	101,000.00	98,138.07	101,000.00	0.00	0.0%
5322	Personnel Recruitment	1,500.00	733.63	1,500.00	0.00	0.0%
5323	Special Legal	4,000.00	30,144.94	5,000.00	1,000.00	25.0%
5346	Data Processing Services	119,500.00	105,071.00	107,225.95	(12,274.05)	-10.3%
5380	Printing Services	51,850.00	43,008.00	54,450.00	2,600.00	5.0%
5391	Telephone	17,500.00	16,921.20	17,500.00	0.00	0.0%
5392	Postage	30,500.00	24,444.00	27,600.00	(2,900.00)	-9.5%
5407	Advertising & Public Relations	20,500.00	16,097.69	21,500.00	1,000.00	4.9%
5420	Insurance - other policies	77,946.75	64,795.93	74,515.32	(3,431.43)	-4.4%
5430	Building Maintenance Services	95,000.00	47,526.05	85,000.00	(10,000.00)	-10.5%
5450	Cleaning Services	88,200.00	101,147.37	117,924.00	29,724.00	33.7%
5461	Utilities	25,500.00	29,096.16	25,500.00	0.00	0.0%
5470	Other Equipment Repair & Maint.	14,720.00	31,826.58	15,236.00	516.00	3.5%
5481	Rentals	18,051.25	16,863.66	18,741.00	689.75	3.8%
5620	Recoverables	4,410.00	3,245.11	4,200.00	(210.00)	-4.8%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	2,500.00	502.00	2,500.00	0.00	0.0%
5770	Capital equipment< \$20,000	58,000.00	57,080.57	70,000.00	12,000.00	20.7%
5851	Electronic Resources	273,300.00	270,567.00	321,300.00	48,000.00	17.6%
5852	Print materials	376,350.00	372,586.50	384,850.00	8,500.00	2.3%
5853	AV materials	137,050.00	135,679.50	126,000.00	(11,050.00)	-8.1%
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,000.00	0.00	0.0%
5880	Intangible Assets (software)	62,650.00	52,298.70	66,850.00	4,200.00	6.7%
		1,840,246.25	1,758,021.23	1,916,067.27	75,821.02	4.1%
	TOTAL 805.90	6,390,796.75	6,135,895.90	6,687,584.48	296,787.73	4.6%

DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET						
FLAT TAX RATE DRAFT						
	Total Library Capital Replacement Fund (LCRF)					
					Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5870	Capital Assets	\$ 611,900.00	\$ 601,345.51	\$ 183,901.00	\$ (427,999.00)	-70%
	Total LRCF	\$ 611,900.00	\$ 601,345.51	\$ 183,901.00	\$ (427,999.00)	-70%

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

TOTAL LIBRARY 805.90.XXX.XXXX		2022	2022	2023	2023	2024
EXPENDITURES		ADOPTED	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
5101	Salaries, Exempt	1,733,538.90	1,685,504.07	1,836,742.88	1,792,025.96	1,899,587.69
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	436,566.23	596,716.40	493,042.75	569,195.88
5119	Part-Time Employee Wages	1,286,018.09	1,151,422.70	1,058,832.43	1,170,759.41	1,251,876.92
5131	IMRF Pension Contributions	240,632.68	237,126.21	168,989.02	162,840.25	184,500.08
5133	Medicare Contributions	48,695.16	46,572.81	50,880.19	48,612.01	54,211.98
5134	Social Security Contributions	208,213.83	199,128.56	217,556.69	207,857.77	231,802.95
5190	Life Insurance	1,366.20	1,066.22	1,695.33	1,528.14	1,676.84
5191	Health Insurance	496,336.20	418,616.85	576,679.44	466,966.29	537,064.19
5195	Optical Insurance	1,925.91	1,818.29	2,342.47	1,873.84	2,327.89
5197	Dental Insurance	32,871.93	31,576.43	40,115.65	32,368.24	39,272.81
5210	Supplies	108,750.00	96,153.27	94,860.00	93,960.71	96,410.00
5251	Maintenance Supplies	21,750.00	22,903.63	22,400.00	17,043.48	20,000.00
5280	Small tools & equipment	29,900.00	22,842.84	31,615.00	25,421.56	31,615.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	28,600.00	23,570.49	31,500.00	25,156.52	37,900.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	75,200.00	72,928.25	101,000.00	98,138.07	101,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	733.63	1,500.00
5323	Special Legal	6,000.00	17,227.50	4,000.00	30,144.94	5,000.00
5346	Data Processing Services	119,500.00	105,264.06	119,500.00	105,071.00	107,225.95
5380	Printing Services	27,250.00	27,912.00	51,850.00	43,008.00	54,450.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,921.20	17,500.00
5392	Postage	29,000.00	22,949.97	30,500.00	24,444.00	27,600.00
5407	Advertising & Public Relations	19,500.00	16,284.10	20,500.00	16,097.69	21,500.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	74,515.32
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,526.05	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	101,147.37	117,924.00

EXPENDITURES continued		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5461	Utilities	24,250.00	45,947.17	25,500.00	29,096.16	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	18,792.52	14,720.00	31,826.58	15,236.00
5481	Rentals	18,000.00	17,898.21	18,025.00	16,863.66	18,741.00
5620	Recoverables	4,000.00	227.95	4,200.00	3,245.11	4,200.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	2,500.00	18,990.00	2,500.00	502.00	2,500.00
5770	Capital equipment, less than \$20,000	58,000.00	66,532.09	58,000.00	57,080.57	70,000.00
5851	Electronic Resources	245,800.00	261,485.47	273,300.00	270,567.00	321,300.00
5852	Print materials	348,150.00	330,105.80	376,350.00	372,586.50	384,850.00
5853	AV materials	146,200.00	117,269.95	137,050.00	135,679.50	126,000.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	59,500.00	91,496.40	62,650.00	52,298.70	66,850.00
5910	Transfer for Capital Projects	350,000.00	500,000.00	367,500.00	367,500.00	336,200.00
	TOTAL 805.90	6,454,879.51	6,495,453.00	6,749,555.50	6,503,395.90	7,023,784.48

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY-ADMINISTRATIVE SERVICES 971		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	318,407.50	342,887.88	345,218.74	341,141.14	360,216.71
5111	Salaries, Non-Exempt	38,382.44	45,454.50	48,690.72	48,619.29	51,125.88
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	31,718.63	33,555.40	22,846.75	22,605.77	24,145.81
5133	Medicare Contributions	5,173.45	5,295.98	5,711.69	5,438.40	5,964.47
5134	Social Security Contributions	22,120.98	22,644.95	24,422.39	23,254.37	25,503.24
5190	Life Insurance	165.60	149.28	173.88	171.84	181.28
5191	Health Insurance	86,255.38	82,148.64	94,880.92	84,612.48	94,880.92
5195	Optical Insurance	381.60	363.84	400.68	363.84	419.76
5197	Dental Insurance	6,135.12	5,954.88	6,441.88	5,954.88	6,748.63
5210	Supplies	12,500.00	12,483.89	12,500.00	12,389.46	14,050.00
5280	Small tools & equipment	6,000.00	1,718.47	6,000.00	1,501.72	6,000.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	8,750.00	7,873.97	8,500.00	6,869.02	10,000.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	50,000.00	48,166.00	70,000.00	69,300.00	70,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	733.63	1,500.00
5323	Special Legal	6,000.00	17,227.50	4,000.00	30,144.94	5,000.00
5346	Data Processing Services	119,500.00	105,264.06	119,500.00	105,071.00	107,225.95
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5392	Postage	12,500.00	6449.97	12,500.00	6,444.00	6,500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	74,515.32
5481	Rentals	17,500.00	17,898.21	17,500.00	16,613.66	18,200.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	2,500.00	18,990.00	2,500.00	502.00	2,500.00
5770	Capital equipment less than \$20,000	8,000.00	9,396.02	8,000.00	7,580.57	20,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00

5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	12,000.00	9,135.00	10,650.00	13,579.00	11,100.00
5910	Transfer to Capital Projects	350,000.00	500,000.00	367,500.00	367,500.00	336,200.00
	TOTAL 971	1,258,190.70	1,475,889.08	1,342,922.63	1,313,852.24	1,333,727.96

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY - ADULT SERVICES 972		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	427,493.24	385,682.05	432,522.20	404,996.10	489,472.20
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	46,293.00	63,320.81	86,123.37	72,920.16	40,696.50
5119	Part-Time Employee Wages	252,692.87	261,734.26	249,315.77	285,201.94	255,719.15
5131	IMRF Pension Contributions	61,619.37	57,706.98	42,430.19	35,996.33	43,877.99
5133	Medicare Contributions	10,533.95	10,178.35	11,135.44	10,255.83	11,395.37
5134	Social Security Contributions	45,041.70	43,519.38	47,613.60	43,851.53	48,725.05
5190	Life Insurance	331.20	153.22	391.23	337.54	407.88
5191	Health Insurance	121,873.73	84,730.55	107,034.81	82,787.66	105,308.31
5195	Optical Insurance	457.74	402.30	520.60	399.21	524.21
5197	Dental Insurance	7,267.86	6,510.63	8,225.94	6,399.81	8,176.51
5210	Supplies	14,750.00	13,168.44	14,550.00	14,023.94	13,550.00
5280	Small Tools & Equipment	1,300.00	960.01	1,700.00	3,608.90	2,200.00
5303	Seminars, Conferences & Meetings	3,100.00	4,245.84	3,600.00	3,356.22	6,000.00
5315	Professional Services	13,200.00	12,885.55	18,500.00	17,586.92	18,500.00
5380	Printing services	250.00	0.00	250.00	0.00	250.00
5407	Advertising and Public Relations	500.00	0.00	500.00	0.00	500.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	220,800.00	234,057.53	248,300.00	245,817.00	268,500.00
5852	Print materials	238,150.00	230,811.71	255,350.00	252,796.50	263,850.00
5853	AV materials	93,000.00	79,817.20	83,050.00	82,219.50	77,000.00
	TOTAL 972	1,558,654.66	1,489,884.81	1,611,113.15	1,562,555.09	1,654,653.18

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY - CHILDREN'S SERVICES 973		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	273,509.54	308,743.50	349,586.76	343,922.14	360,657.72
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	16,571.87	41,018.59	40,865.69	43,446.00
5119	Part-Time Employee Wages	235,933.39	193,445.47	163,974.28	177,035.57	201,871.13
5131	IMRF Pension Contributions	41,327.80	42,121.16	30,181.21	30,233.98	32,252.49
5133	Medicare Contributions	7,386.92	7,417.11	8,041.40	8,032.44	8,786.64
5134	Social Security Contributions	31,585.46	31,713.21	34,383.94	34,345.25	37,570.44
5190	Life Insurance	165.60	199.04	260.82	257.76	271.92
5191	Health Insurance	48,437.48	48,512.96	71,949.55	55,867.68	71,949.55
5195	Optical Insurance	209.61	211.76	280.29	199.68	335.51
5197	Dental Insurance	3,232.89	3,287.12	5,005.00	3,646.80	5,243.34
5210	Supplies	20,500.00	19,261.92	21,500.00	21,202.52	21,500.00
5280	Small Tools & Equipment	4,000.00	4,651.35	5,000.00	4,950.00	6,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,119.09	7,000.00	6,913.14	7,000.00
5315	Professional services	6,000.00	3,932.00	6,500.00	5,278.49	6,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	25,000.00	27,427.94	25,000.00	24,750.00	52,800.00
5852	Print materials	110,000.00	99,294.09	121,000.00	119,790.00	121,000.00
5853	AV materials	53,200.00	37,452.75	54,000.00	53,460.00	49,000.00
	TOTAL 973	866,488.69	850,362.34	944,681.84	930,751.14	1,026,684.73

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT**

LIBRARY - CIRCULATION SERVICES 974		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	127,158.14	127,159.50	133,883.60	133,291.29	88,104.14
5111	Salaries, Non-Exempt	84,919.38	125,474.55	204,967.77	125,239.82	197,938.65
5119	Part-Time Employee Wages	489,303.27	414,715.57	357,486.24	421,012.23	486,765.29
5131	IMRF Pension Contributions	26,317.13	27,575.16	22,364.75	20,002.32	23,048.70
5133	Medicare Contributions	10,170.02	9,537.80	10,096.90	9,759.48	11,205.72
5134	Social Security Contributions	43,485.61	40,778.77	43,172.93	41,728.83	47,914.10
5190	Life Insurance	165.60	128.16	304.29	208.66	226.60
5191	Health Insurance	42,457.62	36,744.87	75,290.57	44,178.79	37,401.80
5195	Optical Insurance	228.87	218.16	420.43	158.26	293.63
5197	Dental Insurance	3,633.93	3,516.96	6,615.47	3,811.94	4,620.33
5210	Supplies	16,700.00	12,425.06	17,010.00	14,803.76	17,010.00
5280	Small Tools & Equipment	2,300.00	899.54	2,415.00	2,390.85	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	4,017.73	4,200.00	2,100.00	4,200.00
5392	Postage	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	3,945.00	3,720.00	3,632.50	4,236.00
5481	Rentals	500.00	0.00	525.00	250.00	541.00
5620	Recoverables	4,000.00	227.95	4,200.00	3,245.11	4,200.00
	TOTAL 974	855,839.57	807,364.78	886,672.94	825,813.84	930,120.96

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY - INFORMATION TECHNOLOGY 975		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	215,632.56	215,631.00	228,115.05	225,604.29	238,636.71
5111	Salaries, Non-Exempt	87,249.24	87,243.00	91,921.69	90,912.86	96,289.49
5119	Part-Time Employee Wages	146,034.96	144,931.57	148,162.15	153,706.75	155,171.00
5131	IMRF Pension Contributions	30,871.41	31,094.91	21,561.53	21,258.60	24,700.47
5133	Medicare Contributions	6,509.29	6,391.71	7,030.85	6,731.59	7,368.81
5134	Social Security Contributions	27,832.84	27,329.29	30,062.94	28,784.19	31,508.02
5190	Life Insurance	207.00	184.72	217.35	214.80	226.60
5191	Health Insurance	69,062.32	56,733.08	75,968.55	66,753.60	75,968.55
5195	Optical Insurance	247.68	290.64	260.06	254.40	272.45
5197	Dental Insurance	4,766.67	5,545.20	5,005.00	4,596.00	5,243.34
5210	Supplies	3,900.00	6,224.14	3,900.00	6,899.31	3,900.00
5280	Small Tools & Equipment	8,000.00	4,874.48	8,000.00	5,760.58	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	0.00	3,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	3,571.43	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,327.55	4,500.00	9,272.57	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	57,136.07	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	47,500.00	82,361.40	52,000.00	38,719.70	55,750.00
	TOTAL 975	707,313.97	733,870.19	731,705.17	712,449.24	762,535.44

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY - PUBLIC RELATIONS 976		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	122,357.82	122,362.50	134,910.67	133,418.57	140,307.10
5111	Salaries, Non-Exempt	46,034.82	46,039.50	49,645.44	49,723.71	59,085.00
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	14,970.11	14,971.06	10,704.25	10,622.43	11,704.32
5133	Medicare Contributions	2,441.69	2,374.00	2,676.06	2,557.23	2,891.19
5134	Social Security Contributions	10,440.34	10,149.72	11,442.48	10,934.85	12,362.31
5190	Life Insurance	124.20	117.20	130.41	128.88	135.96
5191	Health Insurance	59,361.01	57,498.96	66,410.78	59,223.36	66,410.78
5195	Optical Insurance	133.47	127.20	140.14	218.16	146.82
5197	Dental Insurance	3,634.34	3,516.96	3,816.06	3,516.96	3,997.32
5210	Supplies	2,400.00	1,626.41	2,400.00	2,255.70	2,400.00
5280	Small Tools & Equipment	1,500.00	1,494.03	1,500.00	1,255.70	1,500.00
5303	Seminars, Conferences & Meetings	750.00	276.50	900.00	450.00	3,400.00
5315	Professional Services	4,000.00	4,373.27	4,000.00	3,992.66	4,000.00
5380	Printing Services	27,000.00	27,912.00	51,600.00	43,008.00	54,200.00
5392	Postage	16,500.00	16,500.00	18,000.00	18,000.00	21,100.00
5407	Advertising and Public Relations	19,000.00	16,284.10	20,000.00	16,097.69	21,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	330,647.80	325,623.41	378,276.30	355,403.90	404,640.79

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY - ACCESS SERVICES 977		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	121,915.95	100,060.89	133,695.33	131,699.57	140,230.17
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	90,900.02	90,958.61	99,358.57	95,290.51	106,179.91
5131	IMRF Pension Contributions	15,747.42	15,059.33	8,643.94	12,614.52	13,721.81
5133	Medicare Contributions	3,085.83	2,730.33	3,379.28	3,254.52	3,572.95
5134	Social Security Contributions	13,194.59	11,673.92	14,449.34	13,916.25	15,277.42
5190	Life Insurance	82.80	49.40	86.94	85.92	90.64
5191	Health Insurance	8,515.22	18,091.75	37,888.76	33,788.16	37,888.76
5195	Optical Insurance	38.07	71.15	140.14	127.20	146.82
5197	Dental Insurance	566.78	1,126.52	2,205.59	2,028.24	2,310.17
5210	Supplies	35,000.00	27,213.99	20,000.00	19,604.06	21,000.00
5280	Small Tools & Equipment	1,800.00	1,018.28	2,000.00	1,980.00	2,000.00
5303	Seminars, Conferences & Meetings	2,500.00	888.36	3,800.00	1,900.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	1,256.22	1,500.00
	TOTAL 977	294,846.68	269,882.53	327,147.90	317,545.17	347,718.64

DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET
FLAT TAX RATE DRAFT

LIBRARY - BUILDING OPERATIONS 978		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	127,064.15	82,976.75	78,810.53	77,952.86	81,962.95
5111	Salaries, Non-Exempt	35,851.73	52,462.00	74,348.82	64,761.22	80,614.37
5119	Part-Time Employee Wages	71,153.58	45,637.22	40,535.43	38,512.41	46,170.44
5131	IMRF Pension Contributions	18,060.81	15,042.21	10,256.39	9,506.30	11,048.49
5133	Medicare Contributions	3,394.01	2,647.53	2,808.57	2,582.52	3,026.84
5134	Social Security Contributions	14,512.31	11,319.32	12,009.08	11,042.50	12,942.36
5190	Life Insurance	124.20	85.20	130.41	122.74	135.96
5191	Health Insurance	60,373.44	34,156.04	47,255.51	39,754.56	47,255.51
5195	Optical Insurance	228.87	133.24	180.12	153.09	188.69
5197	Dental Insurance	3,634.34	2,118.16	2,800.71	2,413.61	2,933.17
5210	Supplies	3,000.00	3,749.42	3,000.00	2,781.96	3,000.00
5251	Maintenance Supplies	21,750.00	22,903.63	22,400.00	17,043.48	20,000.00
5280	Small Tools & Equipment	5,000.00	7,226.68	5,000.00	3,973.81	3,000.00
5303	Seminars, Conferences & Meetings	500.00	149.00	500.00	2,068.14	500.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,921.20	17,500.00
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,526.05	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	101,147.37	117,924.00
5461	Utilities	24,250.00	45,947.17	25,500.00	29,096.16	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	9,579.97	5,000.00	17,665.29	5,000.00
	TOTAL 978	582,897.44	542,575.86	527,035.56	485,025.27	563,702.77

**DOWNERS GROVE PUBLIC LIBRARY
2024 PROPERTY TAX RATES AND EXTENSIONS
FLAT TAX RATE DRAFT**

Change in equalized assessed valuation (EAV)		
2022 EAV	2,897,700,601	
2023 EAV	2,961,321,416	
Change in EAV	63,620,815	2.2%
2024 EAV estimated	3,067,928,987	
Estimated change in EAV	106,607,571	3.6%

Property tax levy

	Amount of levy extended			Tax rate		
Year tax collected	2022	2023	2024	2022	2023	2024
Operating levy rate	\$ 5,862,439	\$ 5,924,766	\$ 6,141,994	0.2027	0.2002	0.2002
Bond levy rate				0	0	0
Total library levy	\$ 5,862,439	\$ 5,924,766	\$ 6,141,994	0.2027	0.2002	0.2002
Change		1.06%	3.67%		-1.23%	0.00%

DOWNERS GROVE PUBLIC LIBRARY
2024 PROPERTY TAX RATES AND EXTENSIONS
FLAT TAX RATE DRAFT

Impact on taxpayer

	Median Home Value (2021)			Per \$100,00 Fair Market Value		
Year tax collected	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Market Value	\$ 374,500.00	\$ 374,500.00	\$ 374,500.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 124,833.33	\$ 124,833.33	\$ 124,833.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 118,833.33	\$ 118,833.33	\$ 118,833.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,188.33	\$ 1,188.33	\$ 1,188.33	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2023 in 2022, .2002 in 2023, and est. in 2024	\$ 240.88	\$ 237.90	\$ 237.90	\$ 67.57	\$ 66.73	\$ 66.73
Actual change in taxes paid		\$ (2.97)	\$ -		\$ (0.83)	\$ -
Change		-1.2%	0.0%		-1.2%	0.0%

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

<u>RATE</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (EST)</u>
<u>Operating</u>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2002
<u>Bond</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Total</u>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2002
<u>% change YroYr</u>	-1.6%	-0.4%	-3.5%	-0.1%	-1.2%	0.0%

<u>LEVY</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (EST)</u>
<u>Operating</u>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,141,993.83
<u>Bond</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Total</u>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,141,993.83
<u>% change YroYr</u>	4.1%	3.0%	1.0%	4.5%	1.1%	3.7%

<u>EAV</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (EST)</u>
<u>Base</u>	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416
<u>Increase / (Decrease)</u>	\$ 63,620,815	\$ 86,394,047	\$ 122,802,284	\$ 134,159,138	\$ 63,620,815	\$ 106,607,571
<u>Total</u>	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416	\$ 3,067,928,986.98
<u>% change YroYr</u>	4.7%	3.4%	4.7%	4.9%	2.2%	4%

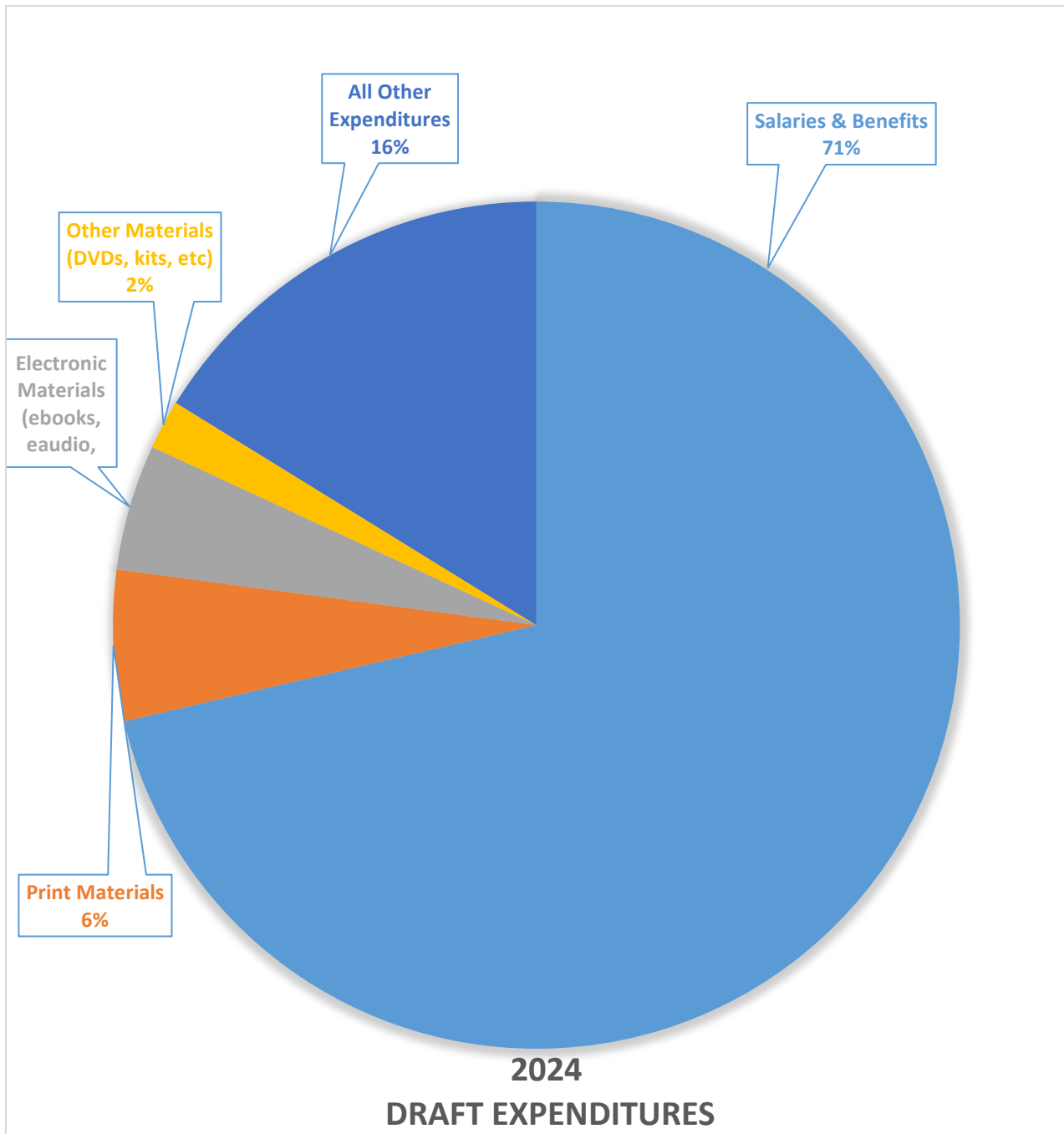
Library Tax Per \$100K Home Value	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.57	\$ 66.73	\$ 66.73
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Wage/Salary Increment	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3% Merit) OR Minimum Wage Increment	5% OR Minimum Wage Increment OR Internal Pay Equity Adjustment	4% OR Salary Structure Increment
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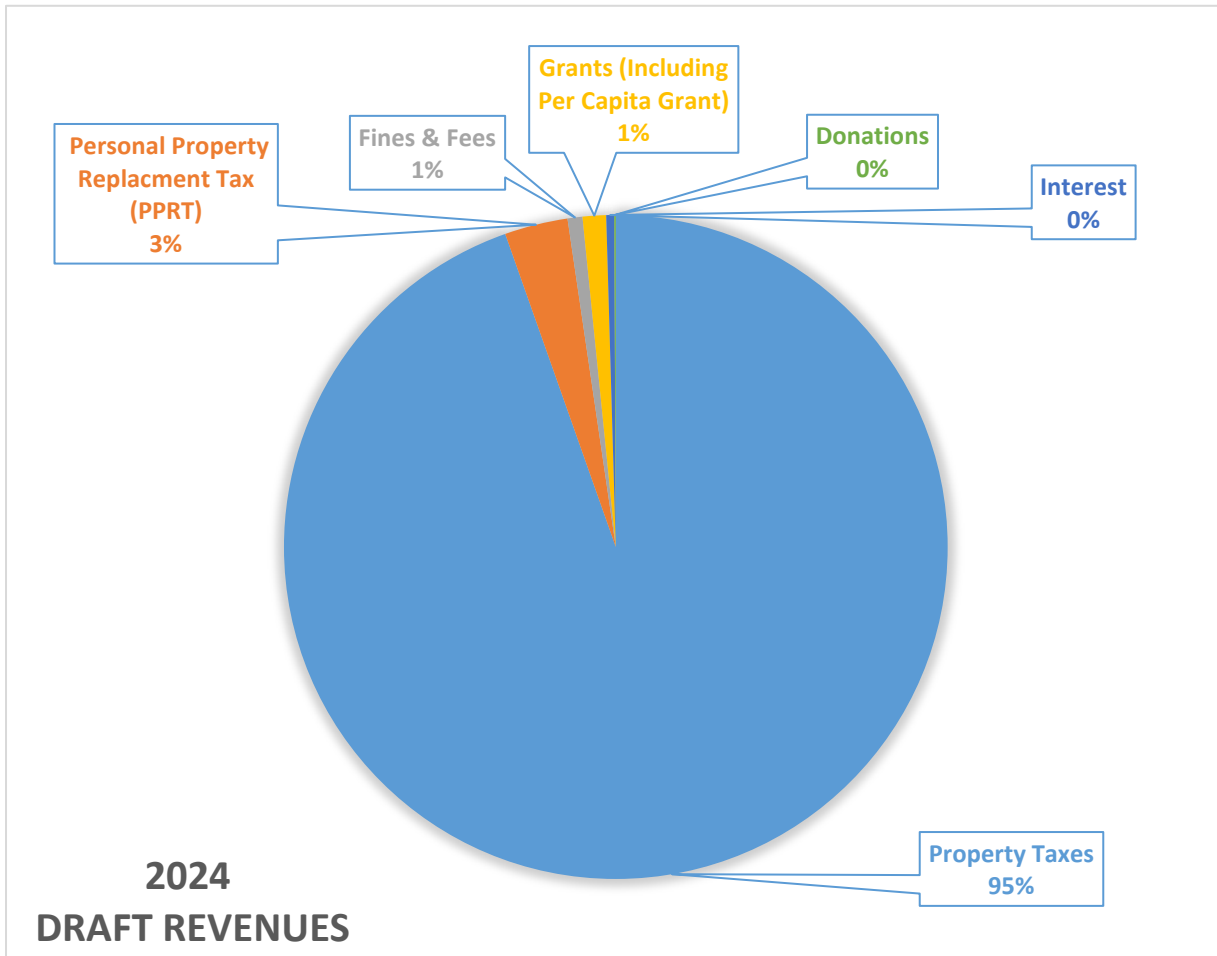
DOWNERS GROVE PUBLIC LIBRARY
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
FLAT TAX RATE DRAFT

	<u>FY2024</u>	<u>IPLAR Percentage Analysis</u>	<u>Totals by Category</u>
Salaries	55.6%	Statewide Average 51%	\$ 3,720,660.49
Benefits (Insurance, IMRF, FICA)	15.7%	Statewide Average 14%	\$ 1,050,856.72
Salaries & Benefits	71.3%	Statewide Average 65%	\$ 4,771,517.21
Print Materials	5.8%	Statewide Average 5%	\$ 384,850.00
Electronic Materials (ebooks, eaudio, etc)	4.8%	Statewide Average 4%	\$ 321,300.00
Other Materials (DVDs, kits, etc)	1.9%	Statewide Average 1%	\$ 126,000.00
All Other Expenditures	16.2%	Statewide Average 25%	\$ 1,083,917.27
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,687,584.48
Property Taxes	94.6%		\$ 6,142,093.83
Personal Property Replacment Tax (PPRT)	3.1%		\$ 200,000.00
Fines & Fees	0.7%		\$ 47,000.00
Grants (Including Per Capita Grant)	1.1%		\$ 74,114.00
Interest	0.4%		\$ 25,000.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,493,207.83

**DOWNERS GROVE PUBLIC LIBRARY
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
FLAT TAX RATE DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
FLAT TAX RATE DRAFT**



**Downers Grove Public Library
Library Capital Replacement Fund
Actual and Estimated Fund Balance
2% Escalation**

	<u>Expenditure /</u> <u>Project Cost</u>	<u>Transfer / Interest</u>	<u>Year End Balance</u>
2017 Ending Balance			\$ 1,403,493.00
2018	\$ 669,522.00	\$ 381,137.00	\$ 1,115,108.00
2019	\$ 581,479.00	\$ 363,467.00	\$ 897,096.00
2020	\$ 237,119.00	\$ 353,894.00	\$ 1,013,871.00
2021	\$ 749,203.00	\$ 350,280.00	\$ 614,948.00
2022	\$ 384,071.00	\$ 509,933.00	\$ 740,810.00
2023 Estimated	\$ 611,900.00	\$ 367,500.00	\$ 496,410.00
2024 Estimated	\$ 183,901.00	\$ 374,850.00	\$ 687,359.00
2025 Estimated	\$ 713,012.00	\$ 382,347.00	\$ 356,694.00
2026 Estimated	\$ 69,100.00	\$ 389,993.94	\$ 677,587.94
2027 Estimated	\$ 39,300.00	\$ 397,793.82	
Ending Balance			\$ 1,036,081.76

**Downers Grove Public Library
Library Capital Replacement Fund
Actual and Estimated Fund Balance
Reduced 2024 with 6.9% Escalation**

	<u>Expenditure /</u> <u>Project Cost</u>	<u>Transfer / Interest</u>	<u>Year End Balance</u>
2017 Ending Balance			\$ 1,403,493.00
2018	\$ 669,522.00	\$ 381,137.00	\$ 1,115,108.00
2019	\$ 581,479.00	\$ 363,467.00	\$ 897,096.00
2020	\$ 237,119.00	\$ 353,894.00	\$ 1,013,871.00
2021	\$ 749,203.00	\$ 350,280.00	\$ 614,948.00
2022	\$ 384,071.00	\$ 509,933.00	\$ 740,810.00
2023 Estimated	\$ 601,346.00	\$ 367,500.00	\$ 506,964.00
2024 Estimated	\$ 183,901.00	\$ 338,200.00	\$ 661,263.00
2025 Estimated	\$ 713,012.00	\$ 361,535.80	\$ 309,786.80
2026 Estimated	\$ 69,100.00	\$ 386,481.77	\$ 627,168.57
2027 Estimated	\$ 39,300.00	\$ 413,149.01	
Ending Balance			\$ 1,001,017.58

LIBRARY

Fund type: Component Unit

To account for the financial activity

Fund Number 805

of the Downers Grove Public Library

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

Recent History and Trends: In 2023, the library tax rate decreased for the seventh straight year. State and Federal grants helped with the recovery from the COVID-19 pandemic. Downers Grove continues to be one of the busiest public libraries in the Chicago area, with use of the library climbing above pre-pandemic levels in areas such as circulation, study rooms, visits, and Summer Reading Club participation. Reliant on property taxes for 94.6% of its operating revenue, meeting demand for service, with a primary revenue source that is not tied to use, challenges the Board of Library Trustees and staff. Wage and salary expenses comprise over 55.6% of the library's budget. The increase in minimum wage continues to impact staffing costs in 2024. The library received recognition and awards, including a five-star rating in *Library Journal's* America's Star Libraries and Youth Outlook's Community Business Partner award.

Long Range Plans: A strategic planning process was completed in 2023 with the approval of Strategic Plan 2023-2028. The projects included in the Capital Needs Assessment 2017-2027 were reordered to align with the Strategic Plan. All are available at dglibrary.org/transparency

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

Noteworthy Changes: The annual transfer from the Library Fund to Library Capital Replacement Fund, in support of future capital needs identified in the Capital Assessment Report and based on the Financial Management Plan, increased 2% to \$374,850.

LIBRARY BUILDING AND EQUIPMENT REPLACEMENT FUND

Fund type: Component Unit

To account for the financial activity

Fund Number 821

of the Library's capital projects

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

Recent History and Trends: The Board of Library Trustees has a precedent of long range planning for capital needs without incurring debt, as demonstrated by projects addressing capital needs completed 2018 to present. The Capital Needs Assessment 2017-2027 identified and prioritized the library's replacement and capital needs for 10 years. Renovation of Access, Children's, and Maintenance staff workrooms not listed in the Capital Needs Assessment 2017-2027, was completed in 2023, while maintaining the target fund balance to complete all planned capital projects.

Long Range Plans: The Capital Needs Assessment 2017-2027 and Financial Management Plan 2018 are the basis of the spending plan for this Fund. They provide a framework by which the Board of Library Trustees sets aside funds to reinvest in its facility to meet long-term capital needs without incurring debt. The projects contained in Capital Needs Assessment 2017-2027 have been reordered to align with the library's new Strategic Plan 2023-2028. All are available at dglibrary.org/transparency.

<<<Budget Table Insert>>>

Noteworthy Changes: The carper replacement project previously slated for 2024-2025 has been pushed back to 2025 while the feasibility of capital projects contemplated in Strategic Plan 2023-2028 are assessed.

**DOWNERS GROVE PUBLIC LIBRARY 2023 LIBRARY FUND
REVENUE AND EXPENDITURES FOR VILLAGE BUDGET
PROPOSED AUGUST 23, 2023**

	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
	Actual	Budget	Estimate	Proposed	Projection	Projection
Beginning Fund Balance	1,399,279	1,240,279	1,240,279	1,011,360	479,670	55,148
<u>Revenue</u>						
Local Taxes	5,868,942	5,921,163	5,921,163	6,179,631	6,488,613	6,813,043
Intergovernmental Revenues	226,115	130,000	200,000	200,000	210,000	220,500
Sales	4,893	2,000	2,900	2,000	2,100	2,205
Fees, Charges & Fines	74,558	28,500	40,600	45,000	47,250	49,613
Grants	109,834	74,114	74,114	74,114	77,820	81,711
Interest & Claims	29,943	500	30,000	25,000	26,250	27,563
Contributions	22,168	5,000	5,700	5,000	5,250	5,513
Other Financial Resources	-	-	-	-	-	-
Total Revenue	6,336,453	6,161,277	6,274,477	6,530,745	6,857,282	7,200,146
<u>Expenses</u>						
Personnel	4,209,398	4,550,551	4,377,875	4,771,517	4,914,663	5,062,103
Supplies	141,900	148,875	136,426	148,025	152,466	157,040
Professional Services	130,214	152,250	168,488	162,150	167,015	172,025
Other Contractual Services	524,522	535,805	480,436	548,951	565,420	582,382
Claims, Grants & Debt	18,126	22,225	20,109	22,941	23,629	24,338
Controlled Assets	91,496	62,650	52,299	66,850	68,856	70,921
Capital Assets	879,796	909,700	900,264	967,150	996,165	1,026,049
Other Financial Uses	500,000	367,500	367,500	374,850	393,593	413,272
Total Expenses	6,495,453	6,749,556	6,503,396	7,062,434	7,281,805	7,508,130
Net Change	(159,000)	(588,278)	(228,919)	(531,689)	(424,522)	(307,984)
Endind Fund Balance	1,240,279	652,000	1,011,360	479,670	55,148	(252,836)

**DOWNERS GROVE PUBLIC LIBRARY 2024 LIBRARY CAPITAL REPLACEMENT FUND
REVENUE AND EXPENDITURES FOR VILLAGE BUDGET
PROPOSED AUGUST 23, 2023**

	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
	Actual	Budget	Estimate	Proposed	Projection	Projection
Beginning Fund Balance	614,948	740,810	740,810	521,964	727,913	412,248
<u>Revenue</u>						
Local Taxes	-	-	-	-	-	-
License & Permit Revenues	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Sales	-	-	-	-	-	-
Fees, Charges & Fines	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Interest & Claims	9,933	15,000	15,000	15,000	15,000	15,000
Contributions	-	-	-	-	-	-
Other Financial Resources	500,000	367,500	367,500	374,850	382,347	389,994
Total Revenue	509,933	1,123,310	1,123,310	911,814	1,125,260	817,242
<u>Expenses</u>						
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Claims, Grants & Debt	-	-	-	-	-	-
Controlled Assets	-	-	-	-	-	-
Capital Assets	384,071	611,900	601,346	183,901	713,012	69,100
Other Financial Uses	-	-	-	-	-	-
Total Expenses	384,071	611,900	601,346	183,901	713,012	69,100
Net Change	125,862	511,410	521,964	727,913	412,248	748,142
Ending Fund Balance	740,810	511,410	521,964	727,913	412,248	748,142

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 23, 2023**

Agenda Item 10B

2023-2028 High-Level Strategic Plan

The 2023-2028 High-Level Strategic Plan is the culmination of the strategic planning process undertaken with consultants ReThinking Libraries (RTL) throughout the spring of 2023. It includes an updated mission statement, vision, values, strategic focus areas, goals, outcomes, and potential initiatives. Community engagement with the planning process exceeded expectations. Over 2,000 people responded to the survey. 140 people participated in focus groups. 26 people, including Trustees, staff, and community members, participated in the Strategic Retreat. The Findings Book compiled the data gathered as part of the process including a community survey, focus groups, demographic data, market penetration analysis, benchmark analysis, and review of the previous strategic plan and Equity Strategic Plan. Consultants from RTL synthesized the work of the Strategic Retreat participants in reviewing the Findings Book and determining the priorities to be included in a preliminary draft. The library's Management Team worked with RTL to refine the draft into the 2023-2028 High-Level Strategic Plan. The Equity Advisory Team then worked on integrating the draft 2023-2028 High-Level Strategic Plan and Equity Strategic Plan into a single document. The combined high-level plan incorporates the goals and overall outcomes for both plans. A draft annual plan shows how annual activities and metrics will be included. The addendum to the high-level plan captures all of the suggested initiatives and additional outcomes from the Strategic Retreat and Equity Strategic Plan.

At the Committee of the Whole meeting just prior to this regular meeting, the 2023-2028 High-Level Plan will be reviewed by the Board, as well as the combined strategic plan drafts.

Recommended Action: Approve the combined 2023-2028 High-Level Strategic Plan as presented and direct staff to prepare a draft FY2024 annual plan.



DOWNERS GROVE
PUBLIC LIBRARY

Downers Grove Public Library

2023 to 2028 High-Level Strategic Plan

Adopted: _____ 202_

MISSION

Welcoming all to discover, grow,
play, and learn.

VISION

The heart of a diverse community
providing inspiring ideas,
community connections, and
empowering opportunities.

VALUES

Inclusive and Welcoming Environment: We celebrate our individual uniqueness and create spaces where everyone is valued, represented, and included.

Community Engagement: We listen and respond to the changing needs of our community.

Equitable Access: We remove barriers and enable access for all.

Intellectual Freedom: We provide a variety of programs, services, and materials so community members can customize their own library experience.

Lifelong Learning: We are always learning and encourage our community to be curious and continue to learn throughout all stages of life.

Integrity: We advocate for and uphold ethical library practices and responsible financial stewardship.

Downers Grove Public Library - Strategic Overview



Focus Area

Goals

Outcomes

PROGRAMS & SERVICES

Offer increasingly innovative and engaging programs and services library-wide with a particular focus on drawing in more teens and tweens to become regular users of the Library.

Additional community members are engaged with the Library, especially tweens and teens.

ACCESS

Improve access to resources, services, and spaces to ensure everyone, especially those with mobility limitations, neurodivergence, or lack of experience with libraries, feels welcome and comfortable utilizing the Library.

All community members can comfortably access and utilize the building and library services.

TURN OUTWARD

Expand outreach, partnerships, and opportunities that go beyond our physical building with an emphasis on services to areas most underserved and those in need.

The library is an accessible and visible partner in all corners of the community.

TURN INWARD

Increase the overall well-being and diversity of the DGPL team, empowering them to confidently respond to the current and future needs of our community.

An engaged and supported staff that reflects our community and is better positioned to provide responsive library services.

PROGRAMS & SERVICES

Offer increasingly innovative and engaging programs and services library-wide with a particular focus on drawing in more teens and tweens to become regular users of the Library.

Suggested Initiatives:

- Better setup and configure the existing Teen space
 - Enhance Teen engagement and services by evaluating changes in Teen Department Structure and providing more frequent/constructive activities for them
 - Upgrade and better define the Tween space within the children's area
 - Implement more Maker/STEM creativity programs both inside and outside of the building
 - Increasing efforts around all types of literacy (technology, civic, financial, media)
 - More creative and elevated programs
 - All ages/ multi-age programming (crafting, life skills, hobbies) bring kids, teens, adults, empty-nesters, and childfree adults together
 - Expand non-traditional materials borrowing (Anything Emporium)
 - Increase digital materials/eBook budgets
 - Explore ways to expand food, drink, and “café like” options at the Library
-

Overall Outcome:

Additional community members are engaged with the Library, especially tweens and teens.

More Specific Outcomes:

- | | |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| • Increased community visits, usage, and satisfaction with the Library. | • Increased number and duration of teen and tween visits to the Library. |
| • Extended visits to the Library. | • Enhanced library facilities that positively impact more community members by connecting them to resources, technology, and services. |
| • Increased use of physical spaces & digital resources. | • Community members experience a larger array of library services and resources on each visit. |
| • Increased community support for DGPL. | |
| • Teens acknowledge the library as an important part of their social and educational ecosystem. | |

ACCESS

Improve access to resources, services, and spaces to ensure everyone, especially those with mobility limitations, neurodivergence, or lack of experience with libraries, feels welcome and comfortable utilizing the Library.

Suggested Initiatives:

- Improve the facility's physical accessibility (with a focus on the mobility-limited access to the parking lot side of the building)
 - Look to create sensory, calming, and nursing spaces
 - Improve services and signage to create a more welcoming library for non-English speakers
 - Explore parking expansions or parking improvement strategies (e.g., EV chargers) in partnership with the Village
 - Expand access to services for youth, through new library card initiatives
 - Increase programs for the underserved at PADS and other sites
 - Explore options for improving transportation options to the Library, likely through partnerships
 - Evaluate options for increased security in the building
-

Overall Outcome:

All community members can comfortably access and utilize the building and library services.

More Specific Outcomes:

- Engaged and positively impacted underserved community members.
- Increased use of library resources.
- Expanded user base of underserved community members.
- Increased and more open access for those community members who don't live or work within walking distance of the building.
- Access is facilitated (goal: 100% access) for children under 18 to library services and materials through the expanded *Cards for Kids* legislation.
- Improved physical access to the building's north entrance, especially for those with mobility limitations or difficulties.

TURN OUTWARD

Expand outreach, partnerships, and opportunities that go beyond our physical building with an emphasis on services to areas most underserved and those in need.

Suggested Initiatives:

- Explore options around a South branch or other satellite services
 - Expand offsite programs
 - More pop-up programs at events
 - Investigate the placement of additional pickup Lockers or other satellite materials locations around the community
 - Develop a new resident services and outreach program
 - Increase senior services and outreach
 - Explore an offsite Makerspace, perhaps in the southern portion of the Village
 - Increase partnerships to expand programs and increase outreach effectiveness and connections
 - Increase staff training and community awareness related to affordable housing/ shelter shortage and how it impacts library usage
 - Expand home delivery services
-

Overall Outcome:

The library is an accessible and visible partner in all corners of the community.

Outcomes:

- Improved access for community members who cannot easily access the Library.
- Increased community awareness of library resources and services throughout all of Downers Grove.
- More community members are positively and consistently impacted by library services directly and through the Library's support of other community organizations.
- Increased community support for DGPL, strengthening the partnerships and resources of the Library.
- Increased awareness of how the Library contributes to making Downers Grove a great place to live.

TURN INWARD

Increase the overall well-being and diversity of the DGPL team, empowering them to confidently respond to the current and future needs of our community.

Suggested Initiatives:

- Increase staff investment (training, compensation, benefits, mental health support, family support, etc.) Ex. Parental Leave
 - Improve explanation of staff benefits/resources
 - Expand the diversity of DGPL staff to be a better reflection of the community
 - Look for avenues to expand funding/support beyond the current base to support increased staff and library services investments
 - Offer tuition reimbursement for all levels of education, not just advanced degrees, e.g., MLIS
 - Compensate staff with differential pay for specialized skills such as using their second language for translation, etc.
-

Overall Outcome:

An engaged and supported staff that reflects our community and is better positioned to provide responsive library services.

More Specific Outcomes:

- Increased retention of employees across all job levels.
- Increased opportunities for career growth within the Library.
- Increased staff job satisfaction and improve the overall health of the organizational culture, supporting and respecting all identities and providing all staff with what they need to drive success for themselves and DGPL.
- Increased staff awareness of benefits and resources available.
- Staff have access to training, professional development, and resources they need to thrive as DGPL team members.

Strengths

- Strong customer-focused staff
- Strong partnerships within the community
- Center of town location and perception and good access from schools
- Overall strong positive community perception of Library (though definitely not unanimous)
- Well-maintained & well-resourced building
- Very strong youth program offering and outreach to schools, pre-schools, day cares, etc.
- Strong marketing approach and team
- Solid funding
- Very high usage of resources, facility, programs
- Strong collections, with solid and growing diversity

Weaknesses

- Services, spaces, and engagement with Teens and older Tweens
- Parking
- Accessibility (getting into the building for mobility limited patrons)
- Space limitations in general
- Limited creativity spaces
- Acoustic/noise issues in many spaces
- Broad Senior engagement (there is strong senior usage but some indications that it is from a narrower segment of village seniors than perhaps typical)
- Wi-Fi robustness
- Safety and security issues
- Programming around creativity/maker activities
- Language barriers to service and promotional materials

Opportunities

- Closer coordination with the community organizations
- Leveraging partners as conduits for outreach and marketing
- Better outreach and services (where they are) to underserved and historically marginalized communities (including unhoused minors and adults)
- Leveraging strong school relationships to better engage, serve, and increase tween and teen usage of the library
- More educational programming / closing the education gap
- Creating more social connections / addressing epidemic of loneliness
- More curation/targeting of marketing/programming
- Demonstrating commitment to EDI through strategic hires
- Parks/Township partnerships to better serve/connect seniors

Challenges

- Parking and accessibility
- Access to the library for those with limited transportation that live at the edges of the village.
- The segment of the community that is unhappy with the library’s approach to EDI and efforts to better serve historically marginalized communities and who see those efforts as political
- The polarization of society and the community, and shifting views around what “neutral” means in America today
- Making the library better for those with neuro-diversity challenges
- Continuing to have library staff be a good reflection of the community it’s serving
- Funding for new programs/spaces/resources
- Transportation especially for seniors, teenagers, lower income population

The Equity Strategic Plan will inform the library's larger, full Strategic Plan, which is currently under development. Organization of the 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, and led by RGW Consulting. The plan is a living document and will evolve and be updated as needed. The Equity Strategic Plan was approved by the Board of Library Trustees on April 27, 2022; a recording of the discussion by Trustees and the plan's approval can be found [here](#).

Internal Practices/Internalized & Interpersonal

Goals:

- Increase staff and Board of Library Trustees (Trustees) awareness of why Downers Grove Public Library (DGPL) is doing anti-prejudice, anti-racism, and anti-hate work and its connection to equity, diversity, and inclusion (EDI) and the library's mission and values.
- Create a welcoming, accepting, and inclusive workplace where all staff are treated with dignity and respect.

Objectives:

- Provide staff and Trustees with continuous opportunities for anti-prejudice, anti-racist, and anti-hate professional development, which will be required, to increase self-awareness, with space to process their thoughts.
- Build staff awareness of the historical context of racism, their own implicit biases, and how these inform their interactions and decisions.
- Continue to support affinity groups of historically, intentionally, and traditionally marginalized people groups (HITMPGs) and cultivate an environment in which staff may share their authentic selves.
- Develop staff skills to act as allies and intervene when they hear or see racist and/or hateful behavior, such as microaggressions in customer service situations and from other staff.

Implementation/Activities:

- Offer and require continuing education for all staff members and the Trustees.
- Develop onboarding training cohorts for new staff members and the Trustees.
- Offer team-building activities for staff members and the Trustees.
- Offer support for additional affinity groups.
- Invite the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation to participate in EDI training offered to Trustees and staff.

Evaluation/Benchmarks:

- Provide opportunities for staff feedback on continuing education through periodic surveys, which will include asking what actions they will take to implement what they learned.
- Complete onboarding training of new staff members and Trustees within their first six months, after which they will participate in a debriefing session to process, discuss, and provide feedback.
- Provide staff opportunities for anonymous feedback on safety, EDI, and workplace culture.

Resources/Budgeting:

- Survey software - Google Forms or Savannah Orangeboy (already owned)
- Training programs - varies
- Onboarding programs - \$1,600 per year
- Consulting support for affinity groups - BIPOC Affinity Group included in RGW Consulting Phase 2 Scope of Work
- Additional hours of paid time for staff to participate in affinity groups, continuing education, and onboarding cohorts

Internal Practices/Institutional & Structural**Goals:**

- Employ policies and procedures that ensure an equitable work environment.
- Promote library work as a career path for HITMPGs by offering resources for career exploration, professional growth and development, and job opportunities for those without a MLIS.

Objectives:

- Increase inclusion of HITMPG voices in programming and consult the Equity Advisory Team on choice points.
- Articulate and embody the purpose of the library's EDI work, including: the framework for anti-hate statements, shared definitions of racism, and the overarching goals of the equity strategic plan both internally and externally.
- Advocate for opportunities to advance in the library field without requiring a MLIS degree.
- Work to eliminate the traditional hierarchy of library positions to support the value of non-MLIS voices in library work.
- Model best practices as a library employer through equitable pay and benefits for all staff, including compensating HITMPGs fairly for the unique skill sets that are integral to their identities (i.e., Spanish-speaking staff translating documents).

Implementation/Activities:

- Create a method for capturing the current data in areas including staffing, vendors, vacation time, and programs to establish a baseline for evaluation and benchmarking.
- Include professional values and equity in its Statement of Service.
- Allot equitable benefits and vacation time.
- Recognize equivalent experience in job descriptions to allow for upward mobility and hiring of staff without a MLIS degree.
- Audit library policies, procedures, and communications strategies using a team that includes HITMPG staff members.
- Utilize the EDI Decision-Making Tool and consult the Equity Team for guidance regarding decisions.
- Explore staffing needs to support effective implementation of EDI goals, objectives, and ongoing work.
- Provide opportunities to promote the library profession to HITMPG communities through paid internships, mentorship, job shadowing, cross-training, and scholarships.

Evaluation/Benchmarks:

- Utilize data from benchmarking of current activities to measure progress.
- Utilize feedback from surveys of staff members and Trustees to implement initiatives and changes.
- Identify and communicate omissions of the usage of the EDI Decision-Making Tool. (A team of any two staff members, Trustees, or Equity Advisory Team members may do this)
- Re-evaluate policies, procedures, and communication strategies at least biannually.

Resources/Budgeting:

- Cost of paid internship(s) and scholarship(s) - TBD
- Cost of additional benefits and vacation time - TBD
- Survey software - Google Forms or Savannah Orangeboy (already owned)

External Practices/Internalized & Interpersonal**Goals:**

- Create opportunities for the community to engage in lifelong learning about EDI and anti-hate.
- Support the Downers Grove community in developing a common and shared language and understanding of EDI and anti-hate.

Objectives:

- Activate library programming that builds community awareness and capacity in anti-prejudice, anti-racism, and anti-hate.
- Engage in programming and outreach, leveraging past success and outcomes of programming, to develop new programs and services, such as Community Conversations.
- Allocate physical space for equitable and accessible use of library services and resources, arts and culture, and programming.

Implementation/Activities:

- Create an EDI glossary to establish a common and shared language in collaboration with community members and partners.
- Invite community organizations to utilize and implement tools that the library has created, including the EDI Decision-Making Tool and EDI glossary.
- Establish clear expectations and guidelines for respectful behavior through a Code of Conduct and Statement of Service for patrons and staff that are easily accessible in the building and online.
- Create a method for capturing the current data in physical space for equitable and accessible use of library services and resources, arts and culture, and programming to establish a baseline for evaluation and benchmarking.

Evaluation/Benchmarks:

- Host an annual roundtable discussion with community partners to share tools and feedback on EDI initiatives, as well as re-evaluate the EDI glossary.
- Utilize data from benchmarking of current physical space and library services to measure progress.

Resources/Budgeting:

- Code of Conduct and Statement of Service Signage
- Cost of programming
- Racial Equity Tools Glossary
- How to Be an Antiracist Glossary of Terms and Reflection Questions
- RGW - A Glossary of Terms

External Practices/Institutional & Structural

Goal:

- Demonstrate that, as a public library, DGPL advocates for and welcomes all HITMPGs for Downers Grove, the Midwest region, and the library profession in the expansion of EDI practices.

Objectives:

- Cultivate community and professional library partnerships that act as a network for HITMPGs.
- Share power and build allyship with HITMPGs.
- Partner with local government agencies and other organizations to discuss, develop, implement and commit to EDI policies, ordinances, and/or laws.
- Advocate for equitable practices in the library field and library legislation in the American Library Association and the Illinois Library Association.
- Provide opportunities for staff and community members to gain an understanding of racial trauma and trauma-informed communities, and provide services through this lens (for example, mental health first aid training).

Implementation/Activities:

- Inform staff about opportunities available in the RAILS BIPOC affinity groups and in RAILS, ILA, and ALA committees.
- Lead an annual EDI Institute Day in collaboration with other area libraries to offer training for our community.
- Inform the public about our commitment to the privacy and confidentiality of patron information.
- Make anti-hate statements to ensure HITMPGs feel seen and valued.
- Attract, retain, and provide opportunities for promotion of HITMPG staff at all levels.
- Actively seek to increase our relationships with HITMPG publishers, vendors, and partners.
- Partner with other area libraries and organizations that have alignment in EDI and anti-racism work to further the goals and missions of each.

Evaluation/Benchmark:

- Include information about the RAILS BIPOC affinity groups as well as RAILS, ALA, and ILA committees in onboarding documents.
- Survey participants of the annual EDI Institute Day to obtain feedback.
- Create onsite signage, digital marketing, and information in the library welcome packet that explains the library's commitment to patron privacy and confidentiality.

- Continuously gather and review feedback from the library's anti-hate statements.
- Create a survey for capturing the current diversity demographics of staff.
- Reach out to a minimum of ten different libraries/local organizations about partnering on EDI work.

Resources/Budgeting:

- Signage regarding patron privacy and confidentiality.
- Cost of EDI Institute Day - \$1,000-\$5,000, depending on presenters and venue.
- Increased cost of purchasing/programming due to utilizing smaller vendors.



DGPL HIGH-LEVEL STRATEGIC PLAN

Mission

Welcoming all to discover, grow, play, and learn.

Vision

The heart of a diverse community providing inspiring ideas, community connections, and empowering opportunities.

Values

Inclusive and Welcoming Environment: We celebrate our individual uniqueness and create spaces where everyone is valued, represented, and included.

Community Engagement: We listen and respond to the changing needs of our community.

Equitable Access: We remove barriers and enable access for all.

Intellectual Freedom: We provide a variety of programs, services, and materials so community members can customize their own library experience.

Lifelong Learning: We are always learning and encourage our community to be curious and continue to learn throughout all stages of life.

Integrity: We advocate for and uphold ethical library practices and responsible financial stewardship.



STRATEGIC FOCUS

Programs and Services

Goals:

- Offer increasingly innovative and engaging programs and services library-wide with a particular focus on drawing in more teens and tweens to become regular users of the library
- Create opportunities for our community to engage in lifelong learning about equity, diversity, and inclusion (EDI), and anti-hate

Overall Outcomes:

- Additional community members are engaged with the library, especially tweens and teens
- Library programming builds community awareness and capacity in anti-prejudice, anti-racism, and anti-hate

Turn Outward

Goals:

- Expand outreach, partnerships, and opportunities that go beyond our physical building with an emphasis on services to areas most underserved and those in need
- Support the Downers Grove community in developing a common and shared language and understanding of EDI and anti-hate
- Demonstrate that, as a public library, DGPL advocates for and welcomes all HITMPGs for Downers Grove, the Midwest region, and the library profession in the expansion of EDI practices

Overall Outcome:

- The library is an accessible, visible, and active partner in all corners of the community

Access

Goals:

- Improve access to resources, services, and spaces to ensure everyone, especially those with mobility limitations, neurodivergence, or lack of experience with libraries, feels welcome and comfortable utilizing the library

Overall Outcomes:

- All community members can comfortably access and utilize the building and library services

Turn Inward

Goals:

- Increase the overall well-being and diversity of the DGPL team, empowering them to confidently respond to the current and future needs of our community
- Increase staff and Board of Library Trustees (Trustees) awareness of why DGPL is doing anti-prejudice, anti-racism, and anti-hate work and its connection to EDI and the library's mission and values
- Employ policies and procedures that ensure an equitable work environment.
- Promote library work as a career path for HITMPGs by offering resources for career exploration, professional growth and development, and job opportunities for those without a MLIS

Overall Outcomes:

- An engaged and supported staff that reflects our community and is better positioned to provide responsive library services
- Staff and Trustees have continuous opportunities for anti-prejudice, anti-racist, and anti-hate professional development to cultivate a welcoming, accepting, and inclusive workplace where all staff are treated with dignity and respect



DGPL STRATEGIC PLAN - ANNUAL INITIATIVES FY23

Mission

Welcoming all to discover, grow, play, and learn.

Vision

The heart of a diverse community providing inspiring ideas, community connections, and empowering opportunities.

Values

Inclusive and Welcoming Environment: We celebrate our individual uniqueness and create spaces where everyone is valued, represented, and included.

Community Engagement: We listen and respond to the changing needs of our community.

Equitable Access: We remove barriers and enable access for all.

Intellectual Freedom: We provide a variety of programs, services, and materials so community members can customize their own library experience.

Lifelong Learning: We are always learning and encourage our community to be curious and continue to learn throughout all stages of life.

Integrity: We advocate for and uphold ethical library practices and responsible financial stewardship.

STRATEGIC FOCUS

Programs and Services

Goals:

- Offer increasingly innovative and engaging programs and services library-wide with a particular focus on drawing in more teens and tweens to become regular users of the library
- Create opportunities for our community to engage in lifelong learning about equity, diversity, and inclusion (EDI), and anti-hate

Overall Outcomes:

- Additional community members are engaged with the library, especially tweens and teens
- Library programming builds community awareness and capacity in anti-prejudice, anti-racism, and anti-hate

FY 2024 Initiatives:

- Better setup and configure the existing teen space
- Example 2
- Example 3

FY 2024 Initiative Outcomes:

- Increased number and duration of teen and tween visits to the library
- Example 2
- Example 3

STRATEGIC FOCUS

Access

Goals:

- Improve access to resources, services, and spaces to ensure everyone, especially those with mobility limitations, neurodivergence, or lack of experience with libraries, feels welcome and comfortable utilizing the library

Overall Outcomes:

- All community members can comfortably access and utilize the building and library services

FY 2024 Initiatives:

- Increase programs for the underserved at PADS and other sites
- Example 2
- Example 3

FY 2024 Initiative Outcomes:

- Expanded user base of underserved community members
- Example 2
- Example 3

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STRATEGIC FOCUS

Turn Outward

Goals:

- Expand outreach, partnerships, and opportunities that go beyond our physical building with an emphasis on services to areas most underserved and those in need
- Support the Downers Grove community in developing a common and shared language and understanding of EDI and anti-hate
- Demonstrate that, as a public library, DGPL advocates for and welcomes all HITMPGs for Downers Grove, the Midwest region, and the library profession in the expansion of EDI practices

Overall Outcomes:

- The library is an accessible, visible, and active partner in all corners of the community

FY 2024 Initiatives:

- Explore options around a South branch or other satellite services
- Example 2
- Example 3

FY 2024 Initiative Outcomes:

- Improved access for community members who cannot easily access the library
- Example 2
- Example 3

STRATEGIC FOCUS

Turn Inward

Goals:

- Increase the overall well-being and diversity of the DGPL team, empowering them to confidently respond to the current and future needs of our community
- Increase staff and Board of Library Trustees (Trustees) awareness of why DGPL is doing anti-prejudice, anti-racism, and anti-hate work and its connection to EDI and the library's mission and values
- Employ policies and procedures that ensure an equitable work environment.
- Promote library work as a career path for HITMPGs by offering resources for career exploration, professional growth and development, and job opportunities for those without a MLIS

Overall Outcomes:

- An engaged and supported staff that reflects our community and is better positioned to provide responsive library services
- Staff and Trustees have continuous opportunities for anti-prejudice, anti-racist, and anti-hate professional development to cultivate a welcoming, accepting, and inclusive workplace where all staff are treated with dignity and respect

FY 2024 Initiatives:

- Increase staff investment (training, compensation, benefits, mental health support, family support, etc.), e.g., parental leave
- Example 2
- Example 3

FY 2024 Initiative Outcomes:

- Increased retention of employees across all job levels
- Example 2
- Example 3

Addendum:

Strategic Plan Suggested Initiatives and Outcomes

STRATEGIC FOCUS

Programs and Services

Suggested Initiatives:

- Better setup and configure the existing teen space
- Enhance teen engagement and services by evaluating changes in teen department structure and providing more frequent/ constructive activities for them
- Upgrade and better define the tween space within the children's area
- Implement more maker/ STEM creativity programs both inside and outside of the building
- Increase efforts around all types of literacy (technology, civic, financial, media)
- Provide more creative and elevated programs
- Increase all ages/multi-age programming (crafting, life skills, hobbies) and bring kids, teens, adults, empty-nesters, and childfree adults together
- Expand non-traditional materials borrowing (Anything Emporium)
- Increase digital materials/ eBook budgets
- Explore ways to expand food, drink, and "café like" options at the Library

More Specific Outcomes:

- Increased community visits, usage, and satisfaction with the library
- Extended visits to the library
- Increased use of physical spaces & digital resources
- Increased community support for the Downers Grove Public Library (DGPL)
- Teens acknowledge the library as an important part of their social and educational ecosystem
- Increased number and duration of teen and tween visits to the library
- Enhanced library facilities that positively impact more community members by connecting them to resources, technology, and services
- Community members experience a larger array of library services and resources on each visit
- Increased inclusion of historically, intentionally, and traditionally marginalized people groups (HITMPG) voices in programming and consultation of the Equity Advisory Team on choice points
- Increased engagement in programming and outreach, leveraging past success and outcomes of programming, to develop new programs and services, such as Community Conversations

STRATEGIC FOCUS

Access

Suggested Initiatives:

- Improve the facility's physical accessibility (with a focus on the mobility-limited access to the parking lot side of the building)
- Look to create sensory, calming, and nursing spaces
- Improve services and signage to create a more welcoming library for non-English speakers
- Explore parking expansions or parking improvement strategies (e.g., EV chargers) in partnership with the Village
- Expand access to services for youth, through new library card initiatives
- Increase programs for the underserved at PADS and other sites
- Explore options for improving transportation options to the library, likely through partnerships
- Evaluate options for increased security in the building
- Establish clear expectations and guidelines for respectful behavior through a Code of Conduct and Statement of Service for patrons and staff that are easily accessible in the building and online
- Create a method for capturing the data in physical space for equitable and accessible use of library services and resources, arts and culture, and programming to establish a baseline for evaluation and benchmarking
- Inform our community about our commitment to the privacy and confidentiality of patron information
- Make anti-hate statements to ensure HITMPGs feel seen and valued

More Specific Outcomes:

- Engaged and positively impacted underserved community members
- Increased use of library resources
- Expanded user base of underserved community members
- Increased and expanded access for those community members who don't live or work within walking distance of the building
- Improved access (goal: 100% access) for children under 18 to library services and materials through the expanded Cards for Kids legislation
- Improved physical access to the building's north entrance, especially for those with mobility limitations or difficulties
- Physical space is allocated for equitable and accessible use of library services and resources, arts and culture, and programming

STRATEGIC FOCUS

Turn Outward

Suggested Initiatives:

- Explore options around a South branch or other satellite services
- Expand offsite programs
- Provide more pop-up programs at events
- Investigate the placement of additional pickup lockers or other satellite materials locations around the community
- Develop a new resident services and outreach program
- Increase senior services and outreach
- Explore an offsite makerspace, perhaps in the southern portion of the Village
- Increase partnerships to expand programs and increase outreach effectiveness and connections
- Increase staff training and community awareness related to affordable housing/ shelter shortage and how it impacts library usage
- Expand home delivery services
- Create an EDI glossary to establish a common and shared language in collaboration with community members and partners
- Invite community organizations to utilize and implement tools that the library has created, including the EDI Decision-Making Tool and EDI glossary
- Lead an annual EDI Institute Day in collaboration with other area libraries to offer training for our community
- Actively seek to increase our relationships with HITMPG publishers, vendors, and partners
- Partner with other area libraries and organizations that have alignment in EDI and anti-racism work to further the goals and missions of each

More Specific Outcomes:

- Improved access for community members who cannot easily access the library
- Increased community awareness of library resources and services throughout all of Downers Grove
- More community members are positively and consistently impacted by library services directly and through the library's support of other community organizations
- Increased community support for DGPL, strengthening the partnerships and resources of the library
- Increased awareness of how the library contributes to making Downers Grove a great place to live
- A network for HITMPGs is cultivated from community and professional library partnerships
- Power is shared and allyship is built with HITMPGs
- Partnerships are formed with local government agencies and other organizations to discuss, develop, implement and commit to EDI policies, ordinances, and/or laws
- Equitable practices are advocated for in the library field and library legislation in the American Library Association and the Illinois Library Association
- Community members are provided opportunities to gain an understanding of racial trauma and trauma-informed communities, and provide services through this lens (for example, mental health first aid training)

STRATEGIC FOCUS

Turn Inward

Suggested Initiatives:

- Increase staff investment (training, compensation, benefits, mental health support, family support, etc.), e.g., Parental Leave
- Improve explanation of staff benefits/resources
- Expand the diversity of DGPL staff to be a better reflection of the community
- Look for avenues to expand funding/support beyond the current base to support increased staff and library services investments
- Offer tuition reimbursement for all levels of education, not just advanced degrees, e.g., MLIS
- Compensate staff with differential pay for specialized skills such as using their second language for translation, etc.
- Offer and require continuing education for all staff members and the Trustees
- Develop onboarding training cohorts for new staff members and the Trustees
- Offer team-building activities for staff members and the Trustees
- Offer support for additional affinity groups
- Invite the Downers Grove Public Library Foundation to participate in EDI training offered to Trustees and staff
- Create a method for capturing the current data in areas including staffing, vendors, vacation time, and programs to establish a baseline for evaluation and benchmarking
- Include professional values and equity in its Statement of Service
- Allot equitable benefits and vacation time
- Recognize equivalent experience in job descriptions to allow for upward mobility and hiring of staff without an MLIS degree
- Audit library policies, procedures, and communications strategies using a team that includes HITMPG staff members
- Utilize the EDI Decision-Making Tool and consult the Equity Advisory Team for guidance regarding decisions
- Explore staffing needs to support effective implementation of EDI goals, objectives, and ongoing work
- Provide opportunities to promote the library profession to HITMPG communities through paid internships, mentorship, job shadowing, cross-training, and scholarships
- Attract, retain, and provide opportunities for promotion of HITMPG staff at all levels

STRATEGIC FOCUS

Turn Inward Continued...

More Specific Outcomes:

- Increased retention of employees across all job levels
- Increased opportunities for career growth within the library
- Increased staff job satisfaction and improved overall health of the organizational culture, supporting and respecting all identities and providing all staff with what they need to drive success for themselves and DGPL
- Increased staff awareness of benefits and resources available
- Assured staff access to training, professional development, and resources they need to thrive as DGPL team members
- Staff have awareness of the historical context of racism, their own implicit biases, and how these inform their interactions and decisions
- Affinity groups of HITMPGs have continued support to cultivate an environment in which staff may share their authentic selves
- Staff have the skills to act as allies and intervene when they hear or see racist and/or hateful behavior, such as microaggressions in customer service situations and from other staff
- Staff and Trustees are able to articulate and embody the purpose of the library's EDI work, including: the framework for anti-hate statements, shared definitions of racism, and the overarching goals of the equity strategic plan both internally and externally
- The traditional hierarchy of library positions is eliminated to support the value of non-MLIS voices in library work
- The library models best practices as a library employer through equitable pay and benefits for all staff, including compensating HITMPGs fairly for the unique skill sets that are integral to their identities (i.e., Spanish-speaking staff translating documents)
- Staff are provided opportunities to gain an understanding of racial trauma and trauma-informed communities, and provide services through this lens (for example, mental health first aid training)