

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024, 7:00 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. November 15, 2023 Regular Meeting ACTION pg. 2-6
  - b. December 13, 2023 Committee of the Whole Meeting ACTION pg. 7
5. Financial Matters
  - a. November 2023 Financial Report pg. 8-13
  - b. December 2023 Invoices ACTION pg. 14-25
  - c. December 2023 Financial Report pg. 26-31
  - d. January 2024 Invoices ACTION pg. 32-42
6. Public Comment

Public Comments may also be submitted online at [dglibrary.org/feedback](https://dglibrary.org/feedback) or emailed to the Board of Library Trustees at [libraryboard@dglibrary.org](mailto:libraryboard@dglibrary.org)
7. Trustee Comments
8. Library Director's Report pg. 43-146
9. New Business
  - a. March 22, 2024 In-Service Day Closing ACTION pg. 147
  - b. Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property/Casualty and Workers Compensation ACTION pg. 148-151
  - c. Bibliotheca Annual Service and Maintenance Agreement Renewal ACTION pg. 152-156
  - d. Land Acknowledgement Statement Update ACTION pg. 157-170
10. Unfinished Business
  - a. Personnel Policy Update ACTION pg. 171-334
  - b. Motion to Rewrite the DGPL Land Acknowledgment ACTION pg. 335-336
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. Action on Items Discussed in Executive Session ACTION
13. Adjournment

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

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES MEETING  
NOVEMBER 15, 2023, 7:30 P.M.**

**BOARD TRUSTEES:**

Swapna Gigani	President
Carissa Dougherty	Trustee
Dave Humphreys	Trustee
Barnali Khuntia	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

Minutes prepared by Landon Leone of Minutes Solutions from a video recording.

**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 & LAND ACKNOWLEDGEMENT**

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

**3. APPROVAL OF MINUTES**

**On a motion duly made and carried unanimously, it was resolved that the minutes of the Board of Library Trustees meeting held on October 18, 2023, be approved as presented. Motion carried.**

**4. FINANCIAL STATEMENTS**

**a. Financial Statements for the Period Ending October 31, 2023:**

**On a motion duly made and carried unanimously, it was resolved to accept the unaudited financial statements for the period ending October 31, 2023, as presented. Motion carried.**

The November 2023 and December 2023 financials will be presented, reviewed, and approved at the January 2024 Board of Library Trustees Meeting.

The October 2023 revenue and expenses report noted that the library is 83% through the financial year, with 75% of the expense budget reached and in good financial standing.

## **5. PUBLIC COMMENT**

**Marcia Prichason**, a Downers Grove resident, thanked the Library Trustees for maintaining a robust LGBTQ selection of readings in the library. She did express concern about other residents having issues with this LGBTQ selection of readings. She presented a solution involving additional resources should anyone decide to seek further knowledge and clarity on the topic.

**Ilene Briner**, a Downers Grove resident, reiterated her concern with the Land Acknowledgement and the role of the Catholic Church as noted in the acknowledgment. She requested that the acknowledgment be edited to read “Christian Churches” not “Catholic and other Christian Churches”, and thanked the Trustees for their time.

**Linda Elsik**, a Downers Grove resident, noted her support to have the Land Acknowledgement kept as is, but with a reference list added to the end should anybody seek further information on the historical context of the acknowledgment.

**Noel Manley**, a Downers Grove resident, presented further opinion that the Catholic Church should be removed from the Land Acknowledgement statement.

**Werner Kiuntke**, a Downers Grove resident, requested that the motion to re-write the Downers Grove land acknowledgment be unanimously rejected. He also requested that his request and others be added to the library records for future reference.

**Ed Briner**, a Downers Grove resident, voiced fears that the Downers Grove Library may not be safe for children in the community as, in his understanding, police are not allowed in the library campus building. He reviewed the current safety and security procedures and voiced the opinion that they are inadequate.

**Julie Brethauer**, a Downers Grove resident, supported the current Land Acknowledgement statement being kept as is.

**Kathryn Deiss**, a Downers Grove resident, expressed her support for both the library staff and the Trustees.

**Norm Sidler**, a Downers Grove resident, noted that the library currently encompasses over 10% of the Village's total budget. He proposed that the library be classified as its own entity for budget purposes via a signed petition.

**Robin Tryloff**, a Downers Grove resident, opposed the current motion to further re-write the library's Land Acknowledgement statement.

**On a motion duly made and carried unanimously, it was resolved to extend the Public Comment section of the meeting by a further 15 minutes. Motion carried.**

**Laura Hois**, a Downers Grove resident, seconded Norm Sidler's request for the library to be a separate entity within the Village with an elected Board of Trustees.

**Janet Winningham** agrees with the historical facts of the Land Acknowledgement and stated that

history is important to learn from. She thanked the Board for Coffee with the Trustees and encouraged them to hold more of those events.

**Audrey Staron**, a Downers Grove resident, voiced her support for not re-writing the current Downers Grove Land Acknowledgement statement.

**Hillary Denk**, a Downers Grove resident, thanked the library staff and Trustees for their hard work and opposed the motion to remove the Catholic Church from the current Land Acknowledgement statement.

**Dennis Kirk**, a Downers Grove resident, supported the proposed motion to amend the Land Acknowledgement statement to remove the Catholic Church from the statement.

## 6. **TRUSTEE COMMENTS**

**Trustee Nienburg** reiterated his proposal for the motion to amend the Land Acknowledgement statement to remove the words “genocide” as well as “Catholic Church” from the current Land Acknowledgement statement. His research shows that Catholic schools encompassed roughly 10-20% of Residential Schools across the United States. He noted that his main request was to have the Downers Grove Land Acknowledgement read as a more positive statement to encourage further research into the issue.

**Trustee Nienburg** presented a motion to suspend the Land Acknowledgement statement until a committee can be formed to work towards amending the statement to reflect the values of all Downers Grove residents.

The proposed motion was discussed again later in the meeting.

The Trustees agreed that Julie Milavec, Library Director, has done a fantastic job and that the Downers Grove Library is seen state-wide as a well-run community library – per the Illinois Library Association.

The Trustees reiterated their desire for the library as a workplace to remain a safe and harassment-free workplace.

## 7. **LIBRARY DIRECTOR’S REPORT**

Julie Milavec reported that the library staff are working on a new, more graphical statistical report and template to be rolled out over the coming months.

The Land Acknowledgement citations have been confirmed and all links to such citations are now live on the Downers Grove Public Library website.

Julie Milavec reiterated that library security staff are on-site every hour that the library is open to ensure a safe environment for every member of the Village community.

Regarding library funding, the Downers Grove Public Library is funded by 95% property taxes. The library would be forced to pay for electricity, among other utilities and expenses, should the library be classified as its own entity within the Downers Grove Village.



Julie Milavec addressed the increasing negativity of Board meetings in recent months, which has bred negative encounters outside of the workplace towards library staff by some community members. She asked that verbal harassment cease as it is also negatively affecting staff applications and is hurting the hiring process for the library.

Julie Milavec cited all-time highs in digital checkouts and 10,000 kids attending library events over the past year.

**8. NEW BUSINESS**

**a. Professional Architectural Services for Planning Study Proposal:**

**On a motion duly made and carried unanimously, it was resolved to approve the Professional Architectural Services for planning study proposal, as presented. Motion carried.**

Julie Milavec outlined the current proposal for the Professional Architectural Services planning study.

**b. Personnel Policy Update: *ACTION – The Personnel Policy updates will be sent to HR Source before they are presented to the Board of Trustees for final review and approval.***

Julie Milavec highlighted Personnel Policy updates, including the section on vacations, holidays, paid parental leave, and tuition reimbursement. Trustee Nienberg requested clarity on the cost associated with these Personnel Policy updates before the Trustees vote.

**c. December Board Meeting:**

**On a motion duly made and carried, it was resolved to approve the cancellation of the December 2023, Board of Trustees meeting. Motion carried.**

**d. DGPL Land Acknowledgement Statement Rewrite: The proposed motion for the Downers Grove Public Library Land Acknowledgement statement rewrite will be voted on at the next Board of Trustees meeting.**

**9. UNFINISHED BUSINESS**

**a. FY2024 Work Plan:**

**On a motion duly made and carried unanimously, it was resolved to approve the FY2024 Work Plan draft document, so long as the proposed budgetary costs fall within the current and previously approved budget. Motion carried.**

The FY2024 Work Plan draft document was reviewed by the Trustees. Trustee Nienburg noted that the budgetary costs for these items are not clear. Julie Milavec reiterated that the FY2024 Work Plan fits into the already approved budget from earlier this year.

**10. EXECUTIVE SESSION**

**On a motion duly made and carried unanimously, it was resolved that the Board recess to an Executive Session.**

The Board recessed to Executive Session at 9:56 p.m.

11. **NEXT MEETING**

The next Board of Library Trustees meeting is scheduled for January 24, 2024, at 7:30 p.m.

12. **ADJOURNMENT**

The meeting was adjourned at 11:10 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.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE  
DECEMBER 13, 2023, 7:00 P.M.  
LIBRARY MEETING ROOM**

**DRAFT MINUTES**

1. **Call to Order.** President Gigani called the meeting to order at 7:05 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Marti Sladek, President Swapna Gigani. Absent: Trustee Bill Nienburg.
3. **Executive Session.**
  - a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Humphreys and seconded by Khuntia THAT the Board move into Executive Session. Motion passed by voice vote.

The Board went into Executive Session at 7:06 p.m.

Public Session reconvened at 9:16 p.m.

4. **Adjournment.** President Gigani adjourned the meeting at 9:16 p.m.

# November 2023 Financial Report

Included:

- November 2023 Fund Balance Report
- November 2023 Revenue Report
- November 2023 Capital Replacement Fund Expenditure Report
- November 2023 Operating Fund Expenditure Report

**DOWNERS GROVE LIBRARY** **11/30/2023**

**Fund 805**

**Fund 821**

Building &  
Equipment  
Replacement  
Fund

Library fund

CASH & INVESTMENTS	\$ 1,807,043	\$ 533,312
End FUND BALANCE 11/30/2023	1,745,121	567,897

**REVENUE REPORT**  
**11/1/2023 THROUGH 11/30/2023**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	NOVEMBER 2023 REVENUE	YTD RECEIVED	BALANCE	% USED
410100	CURRENT PROPERTY TAXES	5,921,063.00	37,713.64	5,834,611.78	86,451.22	98.50
410900	PRIOR YEAR PROPERTY TAXES	100.00	40.42	59.30	40.70	59.30
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	0.00	180,258.16	-50,258.16	138.70
441000	SALES OF MATERIALS	2,000.00	510.84	4,214.38	-2,214.38	210.70
450200	CHARGES FOR SERVICES	10,000.00	1,700.90	21,220.87	-11,220.87	212.20
450900	FEES FOR NON-RESIDENTS	8,000.00	436.50	16,120.50	-8,120.50	201.50
457100	RENTAL FEES	2,000.00	200.00	3,359.82	-1,359.82	168.00
458100	FINES	0.00	79.00	690.10	-690.10	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	1,032.74	8,686.04	-186.04	102.20
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	74,114.33	-0.33	100.00
471100	INVESTMENT INCOME	500.00	9,333.16	98,813.17	-98,313.17	19,762.60
482000	CONTRIBUTIONS, OPERATING	5,000.00	0.00	6,518.89	-1,518.89	130.40
	<b>805 LIBRARY FUND</b>	<b>6,161,277.00</b>	<b>51,047.20</b>	<b>6,248,667.34</b>	<b>-87,390.34</b>	<b>101.40</b>

**EXPENDITURE REPORT  
11/1/2023 THROUGH 11/30/2023  
CAPITAL REPLACEMENT FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>NOVEMBER 2023 EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
587000	CAPITAL EQUIPMENT	611,900.00	0.00	578,254.44	33,645.56	94.50

**EXPENDITURE REPORT**  
**11/1/2023 THROUGH 11/30/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	NOVEMBER 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	140,110.68	1,579,098.48	262,938.26	85.70
511100	SALARIES, NON-EXEMPT	596,716.40	38,298.96	436,394.71	160,321.69	73.10
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	94,799.91	1,053,170.12	9,239.26	99.10
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	13,088.29	147,190.62	21,003.81	87.50
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,902.11	43,801.87	7,206.94	85.90
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	16,514.63	186,781.01	31,325.69	85.60
519000	LIFE INSURANCE	1,695.33	128.88	1,396.20	299.13	82.40
519100	HEALTH INSURANCE	576,679.45	35,662.04	397,796.60	178,882.85	69.00
519500	OPTICAL INSURANCE	2,342.46	145.38	1,628.02	714.44	69.50
519700	DENTAL INSURANCE	40,115.65	2,411.24	27,009.06	13,106.59	67.30
521000	SUPPLIES	94,860.00	4,167.14	81,387.93	13,472.07	85.80
525100	MAINTENANCE SUPPLIES	22,400.00	1,876.56	14,443.79	7,956.21	64.50
528000	SMALL TOOLS & EQUIPMENT	31,615.00	3,199.96	25,647.10	5,967.90	81.10
530200	DUES AND MEMBERSHIPS	9,000.00	0.00	7,452.90	1,547.10	82.80
530300	SEMINARS, CONFERENCES & MEETINGS	31,500.00	3,509.56	25,226.74	6,273.26	80.10
530800	RECOGNITION PROGRAM-STAFF	5,250.00	42.70	2,080.65	3,169.35	39.60
531500	PROFESSIONAL SERVICES	101,000.00	3,558.77	84,576.50	16,423.50	83.70
532200	PERSONNEL RECRUITMENT	1,500.00	0.00	518.00	982.00	34.50
532300	SPECIAL LEGAL	4,000.00	0.00	22,512.05	-18,512.05	562.80
534600	DATA PROCESSING SERVICES	119,500.00	16,779.50	103,583.41	15,916.59	86.70
538000	PRINTING SERVICES	51,850.00	7,078.43	33,662.18	18,187.82	64.90
539100	TELEPHONE	17,500.00	1,729.26	15,866.93	1,633.07	90.70
539200	POSTAGE	30,500.00	5,319.65	18,652.65	11,847.35	61.20
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	4,205.94	16,975.40	3,524.60	82.80
542000	INSURANCE - OTHER POLICIES	74,235.00	0.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	2,609.75	66,946.50	28,053.50	70.50
545000	CLEANING SERVICES	84,000.00	10,767.50	102,333.62	-18,333.62	121.80
546100	UTILITIES	25,500.00	2,042.66	23,858.57	1,641.43	93.60
547000	OTHER EQUIPMENT R & M	14,720.00	750.00	25,782.20	-11,062.20	175.20
548100	RENTALS	18,025.00	2,979.06	15,022.59	3,002.41	83.30



**EXPENDITURE REPORT**  
**11/1/2023 THROUGH 11/30/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	NOVEMBER 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
562000	RECOVERABLES	4,200.00	0.00	1,304.79	2,895.21	31.10
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	511.24	1,988.76	20.40
577000	CAPITAL EQUIPMENT	58,000.00	5,305.97	53,554.07	4,445.93	92.30
585100	ELECTRONIC RESOURCES	273,300.00	27,065.12	235,781.40	37,518.60	86.30
585200	PRINT MATERIALS	376,350.00	28,097.33	293,795.76	82,554.24	78.10
585300	AUDIOVISUAL MATERIALS	137,050.00	10,279.71	90,120.45	46,929.55	65.80
587000	CAPITAL EQUIPMENT	65,000.00	0.00	8,317.00	56,683.00	12.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	17,983.84	72,349.43	-9,699.43	115.50
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	367,500.00	0.00	100.00
	<b>805 LIBRARY FUND</b>	<b>6,758,310.35</b>	<b>504,410.53</b>	<b>5,743,826.47</b>	<b>1,014,483.88</b>	<b>85.00</b>

# December 2023 Invoices

Paid on December 21, 2023

Included:

- Capital Replacement Fund Invoice List
- Capital Replacement Fund Invoices of Note
- Operating Fund Invoice List
- Operating Fund Invoices of Note
- Credit Memo List
- December 2023 Credit Card Report
- November 2023 Payroll Report

**INVOICE LISTING - DECEMBER 2023**

**Capital Replacement Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
200313	ROBERTS ENVIRONMENT	3	27,216.00
385	TRANE U.S., INC.	1	9,888.00
<b>GRAND TOTALS:</b>		<b>4</b>	<b>37,104.00</b>

**INVOICES OF NOTE - CAPITAL REPLACEMENT FUND**

For the Check Run on December 21, 2023

200313	Roberts Environmental (VAV Box Replacement)	\$27,216.00
385	Trane U.S., Inc. (VAV Replacement)	\$9,888.00

**INVOICE LISTING - DECEMBER 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
10255	4IMPRINT, INC	2	1067.24
122	ACCURATE DOCUMENT DESTRUCTION	1	152.10
319	AMANDA BLAU	1	75.10
18213	AMAZON CAPITAL SERVICES, INC.	12	3,953.91
428	ANDERSON'S BOOKS, INC.	1	60.77
403	AT&T	1	266.86
672	BAKER & TAYLOR BOOKS	9	2,893.46
16893	BIBLIOTHECA, LLC	4	3,714.64
829	BLACKSTONE AUDIOBOOKS	12	1,159.19
1592	BRIAN RUANE	1	599.91
1223	CASE LOTS, INC.	2	798.30
8705	CASH - LIBRARY	1	173.64
14684	CAVENDISH SQUARE PUBLISHING	1	186.03
1264	CDW GOVERNMENT LLC	1	3,956.53
8323	CENGAGE LEARNING	15	1,591.49
1277	CENTER POINT PUBLISHING	5	541.50
1374	CHICAGO SUN-TIMES, INC.	1	438.80
1377	CHICAGO TRIBUNE	1	276.99
13235	CHILDREN'S PLUS, INC.	2	7,801.53
1459	CINTAS CORPORATION #344	1	80.05
200212	COMPLETE CLEANING COMPANY, INC	2	10,275.00
19062	CYNTHIA KHATRI	1	251.52
16094	DE LAGE LANDEN FINANCIAL SVC INC	1	754.06
2056	DEMCO, INC.	2	667.31
2359	DOWNERS GROVE SANITARY DIST.	2	240.39
2539	EBSCO SUBSCRIPTION SERVICES	1	2,731.00
200207	ELITE TECHNOLOGY SYSTEMS LLC	2	3,148.00
200241	ENVISIONWARE, INC.	1	14,517.50
15812	ERIN LINSENMEYER	1	52.98
5572	FIA CARD SERVICES, N.A.	17	25,247.27
2811	FILM IDEAS, INC.	1	150.80
17510	FIRST COMMUNICATIONS, LLC	1	271.44
2905	FRANCOTYP-POSTALIA, INC.	1	111.00
16977	GARVEY'S OFFICE PRODUCTS, INC.	9	1,165.90
20596	GRACE GOODWYN	1	252.83
19859	GRACIE RUYLE	1	40.12
3188	GRAHAM CRACKERS COMICS, LTD.	2	474.25
8770	GRAINGER	2	208.68
3613	ILLINOIS LIBRARY ASSOCIATION	2	110.00
3688	INGRAM LIBRARY SERVICES, LLC	38	20,467.41
17442	JULIE MILAVEC	1	1,189.81
200271	JUST RITE ACOUSTICS, INC.	1	6,400.00
17633	KAREN BONAREK	1	50.04
4812	KLEIN,THORPE AND JENKINS, LTD	1	1,012.50
4928	LAKESHORE LEARNING MATERIALS	1	954.59
200196	LAUREN ERICKSON	1	500.00
9577	LIBRARIESFIRST	2	5,361.56
18876	LIBRARY IDEAS, LLC	1	6,585.00
13170	MICHELLE MARIE NICHOLS-YEHLING	1	150.00
5866	MIDWEST TAPE	12	7,000.18
12543	MORNINGSTAR, INC.	1	3,396.00

**INVOICE LISTING - DECEMBER 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
10603	NELSON FIRE PROTECTION	1	1,194.40
6161	NICOR GAS	1	1,847.38
200116	NIR ROOF CARE INC	1	2,800.00
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	3	13,112.53
6361	PADDOCK PUBLICATIONS, INC.	1	1,264.60
18491	PEOPLEFACTS, LLC	1	125.15
200192	PLAYAWAY PRODUCTS LLC	3	1,081.57
6698	PRINT SMART	2	865.80
14549	REACHING ACROSS ILLINOIS	2	1,400.00
9802	ROSEN PUBLISHING GROUP, INC.	1	1,795.00
14414	SHAW SUBURBAN MEDIA	1	78.00
7787	STANLEY ACCESS TECHNOLOGIES	1	478.75
7918	STEVEN G. HASHIMOTO	1	700.00
14744	TEAM ONE REPAIR, INC.	2	1,415.00
3567	TECHNOLOGY MGMT REV FUND	1	126.00
10020	THE DAVEY TREE EXPERT CO.	1	290.00
19483	THE LANGUAGE LABS	1	270.00
6520	THE PENWORTHY COMPANY LLC	1	1,045.92
6859	THRYV	1	16.22
8391	TODAY'S BUSINESS SOLUTIONS	1	1,245.00
13611	TRACI SKOCIK	1	44.28
200314	TREVOR NOWAK	1	200.00
11517	UNIQUE MANAGEMENT SERVICES, IN	3	525.30
8618	USA TODAY	1	368.68
8621	USI, INC	1	149.00
8649	VAUGHAN PLANTSCAPES, INC.	1	158.50
200304	WHOLE HEALTH COUNSELING PLLC	1	375.00
200087	WOLTER INC	1	1,119.00

<b>GRAND TOTALS:</b>	<b>223</b>	<b>177,751.26</b>
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# INVOICES OF NOTE - OPERATING FUND

For Library Check Run on December 21, 2023

10255	4Imprint, Inc. (Marketing and Communications Materials)	\$1,067.24
18213	Amazon Capital Services, Inc. (Small Tools, Laminating Machine, MacBook)	\$3,953.91
672	Baker & Taylor Books (Print Materials)	\$2,893.46
16893	Bibliotheca, LLC (Ebook and Audiobook Licenses)	\$3,714.64
829	Blackstone Audiobooks (Audiovisual Materials Purchases)	\$1,159.19
1592	Brian Ruane (Employee Reimbursement)	\$599.91
1264	CDW Government LLC (Apple PC and Adobe Software Products)	\$3,956.53
8323	Cengage Learning (Print Materials)	\$1,591.49
13235	Children's Plus (Print Materials)	\$7,801.53
200212	Complete Cleaning Company, Inc (Building Cleaning Service)	\$10,275.00
19062	Cynthia Khatri (Employee Reimbursement)	\$251.52
2539	EBSCO Subscription Services (Database Renewal)	\$2,731.00
200207	Elite Technology Systems LLC (Camera Replacements and Installation)	\$3,148.00
200241	Envisionware. Inc. (Tablet Station and Maintenance Services)	\$14,517.50
16977	Garvey's Office Products, Inc. (Office Supplies)	\$1,165.90
20596	Grace Goodwyn (Employee Reimbursement)	\$252.83
3688	Ingram Library Services, LLC (Print Material Purchases)	\$20,467.41
17442	Julie Milavec (Employee Reimbursement)	\$1,189.81
200271	Just Rite Acoustics, Inc. (Sound Acoustics Work)	\$6,400.00
4812	Klein, Thorpe and Jenkins, LTD (Legal Services)	\$1,012.50
9577	LibrariesFirst (LexiNexis Annual Fee, 2024 Museum Pass)	\$5,361.56
18876	Library Ideas, LLC (Play Touch Table for Kids Room)	\$6,585.00
5866	Midwest Tape (Audiovisual Material Purchases)	\$7,000.18
12543	Morningstar, Inc. (Subscription Renewal)	\$3,396.00
10603	Nelson Fire Protection (Replace Sprinkler and Reset System)	\$1,194.40

**INVOICES OF NOTE - OPERATING FUND**

For Library Check Run on December 21, 2023

6161	Nicor Gas (Utility Payment)	\$1,847.38
200116	NIR Roof Care Inc. (2024 Roof Care Service Plan)	\$2,800.00
12499	Overdrive, Inc. (eBook and eAudiobook Purchases)	\$13,112.53
6361	Paddock Publications, Inc. (Print Materials)	\$1,264.60
200192	Playaway Products LLC (Audiovisual Materials)	\$1,081.57
14549	Reaching Across Illinois (LACONI Annual Membership, Creativebug Renewal)	\$1,400.00
9802	Rosen Publishing Group, Inc. (Database Renewals)	\$1,795.00
14744	Team One Repair, Inc. (Self Checkout Paper)	\$1,415.00
6520	The Penworthy Company LLC (Audiovisual Materials)	\$1,045.92
8391	Today's Business Solutions (Annual License Renewal)	\$1,245.00
200087	Wolter Inc (Small Tools)	\$1,119.00



**CREDIT MEMO LISTING - OPERATING FUND  
DECEMBER 2023**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
3688	INGRAM LIBRARY SERVICES, LLC	2	164.66

<b>GRAND TOTALS:</b>	<b>2</b>	<b>164.66</b>
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## Library Credit Card Details for the December 21, 2023 Check Run

Julie Milavec				
971	5303	Seminars, Mtgs, & Conferences	ILA Conference Fee	\$ 45.00
972	5210	Supplies	Department Supplies	\$ 191.50
972	5303	Seminars, Mtgs, & Conferences	PLA Conference Fees	\$ 1,335.00
972	5315	Professional Services	Games for Teen Central	\$ 161.62
972	5853	Audiovisual Materials	Audiovisual Materials, Puzzles, Board Games	\$ 860.31
973	5303	Seminars, Mtgs, & Conferences	PLA Conference Fees and Membership Renewals	\$ 1,603.58
973	5853	Audiovisual Materials	Tween Gaming Console Accessories	\$ 863.96
978	5391	Telephone	Comcast Monthly Payment	\$ 507.17
			<b>Total</b>	<b>\$ 5,568.14</b>
Katelyn Vabalaitis				
971	5280	Small Tools & Equipment	Keurig K-Cup Recycling Program Boxes	\$ 359.85
971	5303	Seminars, Mtgs, & Conferences	HRMI Pro Plan Annual Renewal	\$ 299.00
971	5308	Recognition Program-Staff	Food for Staff Retirement Party	\$ 295.03
971	5315	Professional Services	Meeting Minutes Services - 3 months	\$ 722.11
			<b>Total</b>	<b>\$ 1,675.99</b>
Ian Knorr				
971	5870	Capital Equipment	Tween Gaming Console Supplies	\$ 246.32
978	5210	Supplies	Furniture Legs	\$ 41.97
978	5251	Maintenance Supplies	LED Bulbs	\$ 528.22
978	5280	Small Tools & Equipment	Lightwall Supplies, Drill Press, Bottle Filler Parts	\$ 1,133.19
			<b>Total</b>	<b>\$ 1,949.70</b>
Cynthia Khatri				
971	5308	Staff Recognition	BIPOC Group End of Year Meeting/Party	\$ 165.18
976	5210	Supplies	Display Supplies	\$ 46.77
976	5280	Small Tools & Equipment	Phone Strap Replacement	\$ 6.79
977	5303	Seminars, Mtgs, & Conferences	Conference Parking and Hotel Room	\$ 475.08
			<b>Total</b>	<b>\$ 693.82</b>
Traci Skocik				
973	5210	Supplies	Program Supplies, Department Supplies	\$ 105.28
973	5280	Small Tools & Equipment	Chess Set	\$ 286.70
973	5852	Print Materials	Children's Books	\$ 38.57
973	5853	Audiovisual Materials	Anything Emporium Items	\$ 232.00
			<b>Total</b>	<b>\$ 662.55</b>
Sharon Hrycewicz				
973	5853	AV Materials	Video Games	\$ 1,486.86
			<b>Total</b>	<b>\$ 1,486.86</b>
Allyson Renell				
973	5210	Supplies	Department Supplies	\$ 53.78
973	5280	Small Tools & Equipment	Sign Holders, Bulletin Board	\$ 616.36
973	5852	Printed Materials	Print Materials	\$ 14.99
973	5853	AV Materials	Video Games and Equipment	\$ 378.00
			<b>Total</b>	<b>\$ 1,063.13</b>

Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	42.70
974	5210 Supplies	Department Supplies	\$	1,510.50
974	5303 Seminars, Mtgs, & Conferences	PLA Conference Flights & Registration, ALA and PLA Renewal	\$	845.90
			<b>Total</b>	<b>\$ 2,399.10</b>
Paul Regis				
975	5880 Intangible Assets	Zoom, Google, Wasabi, LibSyn, GoToMeeting	\$	1,572.75
			<b>Total</b>	<b>\$ 1,572.75</b>
Grace Goodwyn				
972	5210 Supplies	Staff Picks Giveaway Items	\$	136.50
976	5210 Supplies	Department Supplies	\$	441.87
976	5407 Advertising & Public Relations	Accidental Card Usage - Employee has Reimbursed	\$	32.29
977	5303 Seminars, Mtgs, & Conferences	Conference Parking	\$	77.25
			<b>Total</b>	<b>\$ 687.91</b>
Jade Parks				
972	5210 Supplies	Teen Program Supplies, Winter Bingo Prizes	\$	554.16
972	5315 Professional Services	Subscription Renewals, Digital Video Games	\$	794.63
			<b>Total</b>	<b>\$ 1,348.79</b>
Mary Hurtado				
972	5210 Supplies	Program Supplies	\$	584.31
972	5315 Professional Services	Program Speaker Payment	\$	100.00
			<b>Total</b>	<b>\$ 684.31</b>
Jen Ryjewski				
971	5210 Supplies	Café Supplies, Board Materials	\$	71.88
971	5302 Dues & Memberships	ALA Membership Renewal	\$	81.00
971	5303 Seminars, Mtgs, & Conferences	Onboarding Training	\$	25.00
			<b>Total</b>	<b>\$ 177.88</b>
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	30.00
972	5315 Professional Services	Teen Gaming Supplies	\$	848.48
972	5852 Print Materials	Print Materials	\$	92.75
			<b>Total</b>	<b>\$ 971.23</b>
Van McGary				
972	5210 Supplies	Program Supplies, Office Supplies	\$	249.66
972	5280 Small Tools & Equipment	Anything Emporium Supplies	\$	48.00
972	5303 Seminars, Mtgs, & Conferences	Training Webinar	\$	116.10
972	5851 Electronic Resources	Kindle Books	\$	179.17
972	5852 Print Materials	Print Materials	\$	256.20
972	5853 AV Materials	Streaming Services, Video Games, Anything Emporium Items	\$	1,074.52
973	5210 Supplies	Program Supplies, Children's Games	\$	43.27
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	97.19
			<b>Total</b>	<b>\$ 2,064.11</b>

Lucas McKeever				
971	5308 Staff Recognition	Pizza for Staff	\$	154.31
972	5210 Supplies	Department Supplies	\$	13.27
977	5210 Supplies	Department Supplies (Book Tape, Barcodes, Labels, etc.)	\$	1,318.43
977	5303 Seminars, Mtgs, & Conferences	End of Year Staff Meeting Lunch	\$	115.11
977	5470 Equipment Repair & Maintenance	Monitor Stand	\$	45.99
			<b>Total</b>	<b>\$ 1,647.11</b>
Amanda Blau				
973	5210 Supplies	Program Supplies, Office Supplies	\$	389.46
973	5280 Small Tools & Equipment	Tween Area Toys	\$	86.37
973	5853 Audiovisual Materials	Math Resources, Anything Emporium	\$	118.06
			<b>Total</b>	<b>\$ 593.89</b>
			<b>Library Credit Card December 2023 Totals</b>	<b>\$ 25,247.27</b>

PAYROLLS FOR NOVEMBER 2023

NOVEMBER 3	\$136,349.50
NOVEMBER 17	\$136,860.05
<b>TOTAL NOVEMBER 2023 PAYROLLS</b>	<b>\$273,209.55</b>

# December 2023 Financial Report

- December 2023 Fund Balance Report (unaudited)
- December 2023 Revenue Report
- December 2023 Capital Replacement Fund Expenditure Report
- December 2023 Operating Fund Expenditure Report

**DOWNERS GROVE LIBRARY****12/31/2023****UNAUDITED****Fund 805****Fund 821**Building &  
Equipment  
Replacement  
Fund

Library fund

CASH & INVESTMENTS	\$ 1,237,920	\$ 533,312
End FUND BALANCE 12/31/2023	1,101,639	533,312

**REVENUE REPORT**  
**12/1/2023 THROUGH 12/31/2023**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	DECEMBER 2023 REVENUE	YTD RECEIVED	BALANCE	% USED
410100	CURRENT PROPERTY TAXES	5,921,063.00	81,999.11	5,916,610.89	4,452.11	99.90
410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	59.30	40.70	59.30
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	8,308.89	188,567.05	-58,567.05	145.10
441000	SALES OF MATERIALS	2,000.00	539.70	4,754.08	-2,754.08	237.70
450200	CHARGES FOR SERVICES	10,000.00	1,001.87	22,222.74	-12,222.74	222.20
450900	FEES FOR NON-RESIDENTS	8,000.00	1,455.00	17,575.50	-9,575.50	219.70
457100	RENTAL FEES	2,000.00	120.00	3,479.82	-1,479.82	174.00
458100	FINES	0.00	45.25	735.35	-735.35	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	675.19	9,361.23	-861.23	110.10
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	74,114.33	-0.33	100.00
471100	INVESTMENT INCOME	500.00	6,345.25	105,158.42	-104,658.42	21,031.70
482000	CONTRIBUTIONS, OPERATING	5,000.00	0.00	6,518.89	-1,518.89	130.40
	<b>805 LIBRARY FUND</b>	<b>6,161,277.00</b>	<b>100,490.26</b>	<b>6,349,157.60</b>	<b>-187,880.60</b>	<b>103.00</b>



**EXPENDITURE REPORT  
12/1/2023 THROUGH 12/31/2023  
CAPITAL REPLACEMENT FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>DECEMBER 2023 EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
587000	CAPITAL EQUIPMENT	611,900.00	37,104.00	615,358.44	-3,458.44	100.60

**EXPENDITURE REPORT**  
**12/1/2023 THROUGH 12/31/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	DECEMBER 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	202,464.06	1,781,562.54	60,474.20	96.70
511100	SALARIES, NON-EXEMPT	596,716.40	58,275.25	494,669.96	102,046.44	82.90
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	139,164.96	1,192,335.08	-129,925.70	112.20
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	19,104.27	166,294.89	1,899.54	98.90
513300	MEDICARE CONTRIBUTIONS	51,008.81	5,732.62	49,534.49	1,474.32	97.10
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	24,268.22	211,049.23	7,057.47	96.80
519000	LIFE INSURANCE	1,695.33	128.88	1,525.08	170.25	90.00
519100	HEALTH INSURANCE	576,679.45	35,662.04	433,458.64	143,220.81	75.20
519500	OPTICAL INSURANCE	2,342.46	137.80	1,765.82	576.64	75.40
519700	DENTAL INSURANCE	40,115.65	2,411.24	29,420.30	10,695.35	73.30
521000	SUPPLIES	94,860.00	10,058.06	91,445.99	3,414.01	96.40
525100	MAINTENANCE SUPPLIES	22,400.00	2,022.24	16,466.03	5,933.97	73.50
528000	SMALL TOOLS & EQUIPMENT	31,615.00	6,166.52	31,813.62	-198.62	100.60
530200	DUES AND MEMBERSHIPS	9,000.00	591.00	8,043.90	956.10	89.40
530300	SEMINARS, CONFERENCES & MEETINGS	31,500.00	7,513.86	32,740.60	-1,240.60	103.90
530800	RECOGNITION PROGRAM-STAFF	5,250.00	722.63	2,803.28	2,446.72	53.40
531500	PROFESSIONAL SERVICES	101,000.00	5,601.70	90,178.20	10,821.80	89.30
532200	PERSONNEL RECRUITMENT	1,500.00	125.15	643.15	856.85	42.90
532300	SPECIAL LEGAL	4,000.00	2,092.50	24,604.55	-20,604.55	615.10
534600	DATA PROCESSING SERVICES	119,500.00	0.00	103,583.41	15,916.59	86.70
538000	PRINTING SERVICES	51,850.00	7,034.45	40,696.63	11,153.37	78.50
539100	TELEPHONE	17,500.00	1,329.91	17,196.84	303.16	98.30
539200	POSTAGE	30,500.00	111.00	18,763.65	11,736.35	61.50
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	898.09	17,873.49	2,626.51	87.20
542000	INSURANCE - OTHER POLICIES	74,235.00	0.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	8,766.15	75,712.65	19,287.35	79.70
545000	CLEANING SERVICES	84,000.00	10,435.10	112,768.72	-28,768.72	134.20
546100	UTILITIES	25,500.00	4,455.93	28,314.50	-2,814.50	111.00

**EXPENDITURE REPORT**  
**12/1/2023 THROUGH 12/31/2023**  
**OPERATING FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>DECEMBER 2023 EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
547000	OTHER EQUIPMENT R & M	14,720.00	317.95	26,100.15	-11,380.15	177.30
548100	RENTALS	18,025.00	2,979.06	18,001.65	23.35	99.90
562000	RECOVERABLES	4,200.00	525.30	1,830.09	2,369.91	43.60
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	511.24	1,988.76	20.40
577000	CAPITAL EQUIPMENT	58,000.00	17,320.51	70,874.58	-12,874.58	122.20
585100	ELECTRONIC RESOURCES	273,300.00	50,164.43	285,945.83	-12,645.83	104.60
585200	PRINT MATERIALS	376,350.00	50,923.08	344,718.84	31,631.16	91.60
585300	AUDIOVISUAL MATERIALS	137,050.00	19,289.92	109,410.37	27,639.63	79.80
587000	CAPITAL EQUIPMENT	65,000.00	54,919.20	63,236.20	1,763.80	97.30
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	1,751.75	74,101.18	-11,451.18	118.30
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	367,500.00	0.00	100.00
	<b>805 LIBRARY FUND</b>	<b>6,758,310.35</b>	<b>753,464.83</b>	<b>6,497,291.30</b>	<b>261,019.05</b>	<b>96.10</b>

# January 2024 Invoices

## FY 2023

Included:

- Operating Fund Invoice List
- Operating Fund Invoices of Note
- Credit Memo List
- December 2023 Payroll Report

**INVOICE LISTING - JANUARY 2024**

**Operating Fund**

**FISCAL YEAR 2023**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
18213	AMAZON CAPITAL SERVICES, INC.	8	311.57
672	BAKER & TAYLOR BOOKS	8	667.71
16893	BIBLIOTHECA, LLC	2	1,239.86
829	BLACKSTONE AUDIOBOOKS	4	443.40
7517	BOOKFLIX, SCHOLASTIC, INC.	2	223.53
1223	CASE LOTS, INC.	1	343.68
1264	CDW GOVERNMENT LLC	1	8,794.00
8323	CENGAGE LEARNING	7	630.97
1459	CINTAS CORPORATION #344	1	80.05
1646	CORPORATE CONCEPTS INC	1	2,986.08
19062	CYNTHIA KHATRI	1	45.41
2056	DEMCO, INC.	1	217.50
200241	ENVISIONWARE, INC.	1	13,737.50
15812	ERIN LINSENMEYER	1	19.13
18270	FITZGERALD'S ELECTRICAL CONTRACTING, INC.	1	5,350.00
16977	GARVEY'S OFFICE PRODUCTS, INC.	1	167.40
3188	GRAHAM CRACKER COMICS, LTD	1	91.64
8770	GRAINGER	3	740.76
9102	HAGG PRESS, INC.	1	7,034.45
3688	INGRAM LIBRARY SERVICES, LLC	25	14,447.64
1828	JADE PARKS	2	143.80
200271	JUST RITE ACOUSTICS, INC.	1	1,200.00
4812	KLEIN, THORPE AND JENKINS LTD	1	1,080.00
5333	MANUFACTURERS NEWS, INC.	1	238.90
5866	MIDWEST TAPE	10	6,533.24
6161	NICOR GAS	1	2,368.16
12499	OVERDRIVE, INC.	3	10,646.66
200192	PLAYAWAY PRODUCTS LLC	2	774.85
3567	TECHNOLOGY MGMT REV FUND	1	126.00
200326	THE LIBRARY STORE, INC.	2	4,278.69
6859	THRYV	1	16.22
16841	TSAI FONG BOOKS, INC.	1	225.71
18458	URBAN ELEVATOR SERVICE, LLC	1	561.50
200304	WHOLE HEALTH COUNSELING PLLC	1	225.00

**GRAND TOTALS:**

**99**

**85,991.01**

# INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on January 24, 2024

FISCAL YEAR 2023

16893	Bibliotheca, LLC (Ebook and Audiobook Licenses)	\$1,239.86
1264	CDW Government LLC (Apple PC's)	\$8,794.00
1646	Corporate Concepts Inc. (Tables and Chairs)	\$2,986.08
200241	Envisionware, Inc. (Tablet Station)	\$13,737.50
18270	Fitzgerald's Electrical Contracting, Inc. (Column Power Work)	\$5,350.00
9102	Hagg Press, Inc. (Discoveries Newsletter)	\$7,034.45
3688	Ingram Library Services, LLC (Print Materials)	\$14,447.64
200271	Just Rite Acoustics, Inc. (Acoustic Sound Work in Kids Room)	\$1,200.00
4812	Klein, Thorpe and Jenkins LTD (Legal Services)	\$1,080.00
5866	Midwest Tape (Audiovisual Materials)	\$6,533.24
6161	Nicor Gas (Utilities)	\$2,368.16
12499	Overdrive, Inc. (Electronic Resources)	\$10,646.66
200326	The Library Store, Inc. (Furniture)	\$4,278.69

**CREDIT MEMO LISTING - JANUARY 2024**

**Operating Fund**

**FISCAL YEAR 2023**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
3688	INGRAM LIBRARY SERVICES, LLC	1	89.98

<b>GRAND TOTALS:</b>	<b>1</b>	<b>89.98</b>
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PAYROLLS FOR DECEMBER 2023

DECEMBER 1	\$133,610.54
DECEMBER 15	\$133,944.71
DECEMBER 29	\$134,470.77
<b>TOTAL DECEMBER 2023 PAYROLLS</b>	<b>\$402,026.02</b>



# January 2024 Invoices

## FY 2024

Included:

- Operating Fund Invoice List
- Operating Fund Invoices of Note
- Credit Memo List
- January 2024 Credit Card Report

**INVOICE LISTING - JANUARY 2024**

**Operating Fund**

**FISCAL YEAR 2024**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
18213	AMAZON CAPITAL SERVICES, INC.	5	440.49
17992	ARTHUR J GALLAGHER RISK MGMT	1	7,901.00
403	AT&T	1	267.04
672	BAKER & TAYLOR BOOKS	5	212.19
829	BLACKSTONE AUDIOBOOKS	4	204.14
1223	CASE LOTS, INC.	2	1,080.15
1277	CENTER POINT PUBLISHING	2	216.93
200299	CHICAGO HISTORICAL SOCIETY	1	350.00
1377	CHICAGO TRIBUNE	2	561.98
20917	CINDY LYNN CROSBY	1	259.17
1459	CINTAS CORPORATION #344	1	80.05
19062	CYNTHIA KHATRI	1	144.00
16094	DE LAGE LANDEN FINANCIAL SVC INC.	1	754.06
5572	FIA CARD SERVICES, N.A.	17	11,984.90
200321	FIRESTARTERS GROUP LLC	1	300.00
17510	FIRST COMMUNICATIONS, LLC	1	271.38
16977	GARVEY'S OFFICE PRODUCTS, INC.	4	278.81
8770	GRAINGER	1	71.04
18411	HAYES MECHANICAL	1	2,442.00
200322	HELPING HANDS COMMERCIAL CLEANING	1	9,063.00
3688	INGRAM LIBRARY SERVICES, LLC	13	6,126.22
200164	JOHN N LOW	1	250.00
17994	LIBRARIES OF ILL RISK AGENCY	1	58,259.63
19714	MARTINA CARTER	1	800.00
5866	MIDWEST TAPE	2	684.46
13423	NAMI OF DUPAGE COUNTRY, ILLINOIS	1	125.00
19473	OC CREATIVE, INC	1	425.00
6295	ORKIN PEST CONTROL	1	135.00
18491	PEOPLEFACTS	1	56.75
200192	PLAYAWAY PRODUCTS LLC	2	564.40
6698	PRINT SMART	2	712.60
19977	READSQUARED	1	995.00
200327	SARAH CZOPEK	1	100.00
9112	STRAUSS TAX SERVICE	1	100.00
12698	SWAN	1	16,779.50
385	TRANE U.S., INC.	1	1,774.50
11517	UNIQUE MANAGEMENT SERVICES, IN	1	226.60
18458	URBAN ELEVATOR SERVICE, LLC	1	236.25

<b>GRAND TOTALS:</b>	<b>86</b>	<b>125,233.24</b>
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# INVOICES OF NOTE - OPERATING FUND

For Library Board Meeting on January 24, 2024

## FISCAL YEAR 2024

17992	Arthur J Gallagher Risk Mgmt (Workers Comp Renewal)	\$7,901.00
1223	Case Lots, Inc. (Maintenance Supplies)	\$1,080.15
18411	Hayes Mechanical (HVAC Maintenance)	\$2,442.00
200322	Helping Hands Commercial Cleaning (Cleaning Service)	\$9,063.00
3688	Ingram Library Services, LLC (Print Materials)	\$6,126.22
17994	Libraries of Ill Risk Agency (Annual Insurance Renewal)	\$58,259.63
12698	SWAN (Swan Quarterly Fees)	\$16,779.50
385	Trane U.S., Inc. (Service Contract Payment)	\$1,774.50

**CREDIT MEMO LISTING - JANUARY 2024**

**Operating Fund**

**FISCAL YEAR 2024**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
3688	INGRAM LIBRARY SERVICES, LLC	1	10.39

<b>GRAND TOTALS:</b>	<b>1</b>	<b>10.39</b>
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## Library Credit Card Details for the January 24, 2024 Board Meeting

Julie Milavec				
971	5210 Supplies	Supplies	\$	21.44
971	5302 Dues & Membership	ILSOS NFP Annual Report (will be reimbursed by Foundation)	\$	11.00
971	5303 Seminars, Mtgs, & Conferences	Lunch for Team Meeting	\$	203.76
971	5308 Staff Recognition	Admin Staff Lunch	\$	102.00
972	5852 Print Materials	Print Materials	\$	196.95
972	5853 Audiovisual Materials	Nonfiction DVDs	\$	120.00
973	5210 Supplies	Program Supplies	\$	1,407.48
978	5391 Telephone	Comcast Monthly Payment	\$	507.17
			<b>Total</b>	<b>\$ 2,569.80</b>
Katelyn Vabalaitis				
971	5302 Dues & Membership	Costco Membership Renewal	\$	120.00
971	5308 Recognition Program-Staff	Staff Social Committee Supplies	\$	65.84
			<b>Total</b>	<b>\$ 185.84</b>
Ian Knorr				
972	5280 Small Tools & Equipment	Cordless Vacuum	\$	99.99
973	5280 Small Tools & Equipment	Cordless Vacuum	\$	69.99
978	5210 Supplies	Cable Management Kit, Desk Calendar	\$	24.94
978	5251 Maintenance Supplies	Clear Tempered Glass, Paint and Brushes	\$	288.18
978	5280 Small Tools & Equipment	Tool Box, Door Locks, Small Parts	\$	334.94
978	5470 Other Equipment Repair & Maint	Bottle Filling Station	\$	939.00
			<b>Total</b>	<b>\$ 1,757.04</b>
Cynthia Khatri				
976	5407 Advertising & Public Relations	Rebrandly Domain Renewal	\$	31.00
			<b>Total</b>	<b>\$ 31.00</b>
Traci Skocik				
973	5210 Supplies	Program Supplies, Department Supplies	\$	85.31
973	5852 Print Materials	Children's Books	\$	18.78
			<b>Total</b>	<b>\$ 104.09</b>
Sharon Hrycewicz				
973	5210 Supplies	Wireless Keyboard, Charging Cables	\$	71.79
973	5853 AV Materials	Anything Emporium Items	\$	336.99
			<b>Total</b>	<b>\$ 408.78</b>
Allyson Renell				
973	5210 Supplies	Department Supplies	\$	178.20
973	5852 Printed Materials	Print Materials	\$	129.99
			<b>Total</b>	<b>\$ 308.19</b>
Christine Lees				
974	5210 Supplies	Department Supplies	\$	381.41
			<b>Total</b>	<b>\$ 381.41</b>
Paul Regis				
975	5770 Capital Equipment	Workroom Desk Chairs, Mobile Hotspot	\$	522.20
975	5880 Intangible Assets	Zoom, Google, Wasabi, LibSyn, GoToMeeting	\$	1,200.95
			<b>Total</b>	<b>\$ 1,723.15</b>

Grace Goodwyn				
976	5280 Small Tools & Equipment	Computer Desk Organizer	\$	26.87
			<b>Total</b>	<b>\$ 26.87</b>
Jade Parks				
972	5210 Supplies	Teen Program Supplies	\$	45.77
972	5315 Professional Services	Cricut Subscription	\$	95.88
			<b>Total</b>	<b>\$ 141.65</b>
Mary Hurtado				
972	5210 Supplies	Program Supplies	\$	684.09
972	5853 Audiovisual Materials	Streaming Service	\$	15.49
			<b>Total</b>	<b>\$ 699.58</b>
Jen Ryjewski				
972	5853 Audiovisual Materials	Video Games	\$	1,332.12
			<b>Total</b>	<b>\$ 1,332.12</b>
Amanda Klenk				
972	5852 Print Materials	Print Materials	\$	181.96
972	5853 AV Materials	AV Materials	\$	50.00
			<b>Total</b>	<b>\$ 231.96</b>
Van McGary				
972	5315 Professional Services	Programming Materials	\$	176.99
972	5852 Print Materials	Print Materials	\$	88.59
972	5853 AV Materials	Streaming Services	\$	69.14
973	5210 Supplies	Department Supplies	\$	47.67
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	17.78
			<b>Total</b>	<b>\$ 400.17</b>
Lucas McKeever				
971	5308 Staff Recognition	Retirement Party Decorations	\$	32.40
972	5852 Print Materials	Subscription Renewals	\$	199.91
977	5210 Supplies	Department Supplies (Book Tape, Barcodes, Labels, etc.)	\$	965.97
			<b>Total</b>	<b>\$ 1,198.28</b>
Amanda Blau				
973	5210 Supplies	Program Supplies, Department Supplies	\$	484.97
			<b>Total</b>	<b>\$ 484.97</b>
<b>Library Credit Card January 2024 Totals</b>			<b>\$</b>	<b>11,984.90</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 8**

**Library Director's Report**

DGPD Dispatch Log Report

During public comment at the November 15 Board meeting, Mr. Ed Briner asked the Board of Library Trustees why the number of calls to the Downers Grove Police Department (DGPD) did not match the number of 911 calls listed on library incident reports for the same period. Library Director Julie Milavec noted that people sometimes call police or emergency services themselves to the library, and if not seen by or reported to staff, the library will not have incident reports on such calls. Following the meeting, Building Operations Director Ian Knorr submitted a FOIA request to the DGPD for their dispatch log and created a report, including any publicly available DGPD incident reports, for the period in question. Examination of the dispatch log makes it clear that DGPD uses the library as a geographic point of reference, listing it as the location for incidents such as traffic violations, parking complaints, an individual turning a lost wallet in directly to DGPD, and an incident called in by First Congregational United Church of Christ, as well as incidents outside of library operating hours.

FY2024 Illinois Public Library Per Capita Grant

The FY2024 Illinois Public Library Per Capita Grant application was submitted in December.

Coffee with the Trustees

The next Coffee with the Trustees will be held on Saturday, February 17. Attendees will meet the members of the Board of Library Trustees, ask questions, and chat about the library and community. Coffee and breakfast pastries will be served.

Building Planning Study

Product Architecture + Design is leading the building planning study to examine the physical changes to the building outlined in Strategic Plan goals and included in the 2024 Work Plan: Examine building/space to consider physical accessibility, teens, makerspace, calming/nursing/meditation, inclusive spaces. They met with the Management Team for an initial brainstorming session to discuss the space needs and adjacencies for these uses. They will meet with the Management Team and the Board in February with preliminary concepts.

Tween Area Upgrades

The tween area, adjacent to the STEM Room in the Kids Room, has new and reconfigured furnishings and equipment! Stop by to see the acoustical panels on the soffits, booth seating, and gaming area. The final two elements, a check-out kiosk for

iPads loaded with games for tweens and a play table for tween games, will be arriving within the next week or two. Tweens and young teens are already gravitating to the area!

#### New Budget Planning Process Using Munis

The Management Team and Village Finance Department are working together on a new budget planning process using the Central Budget Planning module of the Village's Munis finance software. Working with the Village and utilizing their test-and-train server, library managers will input budget requests and detail directly into Munis. Budget detail will be exported to Excel to prepare reports for presentation to the Board of Library Trustees. This should reduce discrepancies and allow the Management Team to gain experience with the Village's finance software.

#### Freedom of Information Act (FOIA) Requests

One commercial FOIA request was received in November and responded to in December. One FOIA request was received and responded to in December. To date, one FOIA request was received and responded to in January. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.



The following report shows the dates, times, and reasons for police responses to the Downers Grove Public Library between June 1, 2023 and October 31, 2023. The following information was obtained from the Downers Grove Police Department via FOIA requests made on Thursday, November 16, 2023 and Thursday, November 30, 2023.

In the dispatch worksheet provided via FOIA, it details the CFS (call for service), Incident # (this is generated when there is an official report made), disposition, business name, event location, and received (indicating when the officer was dispatched). A CFS (call for service) can be made by any individual from any location, this is important to note as some of the CFS's do not have library incident reports linked to them as the library was unaware.

6/7/23 J. Ryjewski called for a wellness check for a patron who appeared to be in distress. Library incident report #961

6/7/23 D. Bartkowiak called for police assistance after a library patron got in a verbal confrontation with a group of minors. Library incident report #963

6/9/23 D. Bartkowiak called for police assistance after a minor was throwing furniture and refusing to leave when asked. Officer requested we call so he could speak with the individual. Library incident report #965

6/10/23 I. Knorr called for police assistance when the minor from library incident report #965 returned to the building per the officer's request. Library incident report #966

6/10/23 I. Knorr called for officers when library patrons were in the process of a physical altercation in the parking lot after the library had closed for the evening. Library incident report #967. Police report #DGPC2301783

6/12/23 Call not made by library. No incident report attached.

6/16/23 D. Bartkowiak called for police assistance as a pair of minors were being disruptive to patrons outside of the library. Library incident report #977

6/17/23 Call not made by library. No incident report attached.

6/18/23 T. Drufke called for police assistance after a patron had gone down the book aisles and thrown books from the shelves. Police could not locate the individual by the time they arrived. Library incident report #979

6/22/23 D. Bartkowiak called for police assistance after the patron from library incident report #977 came back in the building. Library incident report #983. Police report #DGPC2301917

6/25/23 Call not made by library. No incident report attached. Outside of library operating hours.

6/27/23 Call not made by library. No incident report attached. Outside of library operating hours.

6/29/23 Call not made by library. No incident report attached.

6/30/23 Officers witnessed patron drinking in garden walk of the library. Call not made by library. Officer did notify I. Knorr and I. Knorr requested the patron be trespassed. Library incident report # 987. Police report #DGPC2302000

7/4/23 Call not made by library. No incident report attached. Outside of library operating hours.

7/11/23 Call not made by library. No incident report attached. Police report #DGPC2302117

7/13/23 Call not made by library. No incident report attached.

7/13/23 Library called emergency services for a patron having a seizure. Library incident report #994

7/18/23 Call not made by library. No incident report attached.

7/19/23 Call not made by library. No incident report attached. Found wallet. Police report # DGPC2302205

7/21/23 Call not made by library. No incident report attached.

7/26/23 D. Bartkowiak called for police assistance per request from patron. Library incident report #1001

7/27/23 Anonymous call made following patron altercation. Library incident report #1004

7/27/23 T. Drufke patron requested assistance locating vehicle. Library incident report #1005

7/28/23 False alarm. Duress button pushed by accident.

7/28/23 Patron called police themselves due to being extremely hot. Library incident report #1006

7/30/23 Police found unsecured door while patrolling. Library incident report #1007

8/15/23 Police called for intoxicated individual urinating outside of the library. Police asked person to leave the premises and not return. Library incident report #1021

8/15/23 Police called for individual from library report #1021 re-entering the building. Library incident report #1021 updated. Police report #DGPC2302560

8/18/23 Call not made by library. No incident report attached.

8/18/23 Call not made by library. No incident report attached. Parking complaint.

8/21/23 Call not made by library. No incident report attached. Traffic stop.

8/28/23 I. Knorr called for police assistance after vandalism was found on an alley facing window. Library incident report #1033. Police report #DGPC2302707

9/9/23 Call not made by library. No incident report attached. Outside library operating hours.

9/9/23 Call not made by library. No incident report attached. Parking complaint.

9/15/23 Call not made by library. No incident report attached. Outside library operating hours.

9/19/23 Call not made by library. No incident report attached. Physical altercation outside church. Police report #DGPC2302962

9/23/23 Call not made by library. No incident report attached.

10/3/23 D. Bartkowiak called on behalf of a patron experiencing a crisis. Library incident report #1055

10/13/23 Call not made by library. No incident report attached.

10/18/23 I. Knorr called for emergency services per patron request. Library incident report #1070

End of report

Incident #	Call Type	Disposition	Business Name	Event Location	Received
J19603	SUSPICIOUS	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/07/2023 09:21
J19647	DISPUTE	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/07/2023 14:23
J19927	JUVENILE PROBLEM	NO SERVICE NECESSARY	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/09/2023 14:35
J20037	FOLLOW-UP	OTHER POLICE SERVICE	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/10/2023 15:31
J20044	ASSAULT-4M	INCIDENT REPORT	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/10/2023 17:01
J20244	ACCIDENT	CRASH REPORT		1050 CURTISS ST, DOWNERS GROVE, IL	06/12/2023 12:11
J20829	DISPUTE	GONE ON ARRIVAL	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/16/2023 20:35
J20888		CANCELED BY TC	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/17/2023 09:01
J21036	DISTURBANCE	GONE ON ARRIVAL	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/18/2023 14:17
J21578	TRESPASSING	INCIDENT REPORT	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/22/2023 16:17
J21915	ASSIST	NOTES ADDED	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/25/2023 12:11
J22207	DISTURBANCE	GONE ON ARRIVAL	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/27/2023 21:44
J22380	SUSPICIOUS	OTHER POLICE SERVICE	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/29/2023 09:38
J22553	SUSPICIOUS	ARREST MADE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	06/30/2023 19:04
J23214	ALARM-FD	CANCELED BY TC	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/04/2023 20:48
J24420	SUSPICIOUS	INCIDENT REPORT	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/11/2023 19:28
J24718	MISSING PERSON	NOTES ADDED	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/13/2023 16:02
J24743		CANCELED BY TC	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/13/2023 19:37
J25575	ASSIST	GONE ON ARRIVAL	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/18/2023 17:04
J25751	PROPERTY	INCIDENT REPORT	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/19/2023 17:28
J26085	SICK PERSON (SPECIFIC DIAGNOSIS)	CANCELED BY TC	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/21/2023 11:42
J27030	CHECK WELL BEING	NOTES ADDED	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/26/2023 15:35
J27215	SUSPICIOUS	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/27/2023 15:46
J27256	ASSIST	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/27/2023 20:47
J27304	ALARM-PD	FALSE ALARM - OWNER/EMPLOYEE RESPONSIBLE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/28/2023 07:14
J27401	SICK PERSON (SPECIFIC DIAGNOSIS)	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/28/2023 18:24
J27741	NOTIFICATION	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	07/30/2023 11:53
J30225	INTOXICATED PERSON	OTHER POLICE SERVICE	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	08/15/2023 12:04
J30250	LOITERING COMPLAINT	INCIDENT REPORT	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	08/15/2023 14:53
J30757	ANIMAL	GONE ON ARRIVAL	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	08/18/2023 15:29
J30758	PARKING COMPLAINT	CITATION ISSUED		1050 CURTISS ST, DOWNERS GROVE, IL	08/18/2023 15:40
J31178	TRAFFIC STOP	WARNING ISSUED	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	08/21/2023 09:31
J32426	CRIMINAL DAMAGE	INCIDENT REPORT	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	08/28/2023 08:38
J34383	SUSPICIOUS	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	09/09/2023 05:55
J34446	PARKING COMPLAINT	NO SERVICE NECESSARY	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	09/09/2023 15:58
J35280	ASSIST	CITATION ISSUED	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	09/15/2023 07:46
J35963	DISTURBANCE	INCIDENT REPORT	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	09/19/2023 17:46
J36573	JUVENILE PROBLEM	OTHER POLICE SERVICE	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	09/23/2023 13:32
J38179	CHECK WELL BEING	GONE ON ARRIVAL	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	10/03/2023 18:21
J39899	CHECK WELL BEING	GONE ON ARRIVAL	PUBLIC LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	10/13/2023 19:05
J40654	SICK PERSON (SPECIFIC DIAGNOSIS)	CANCELED BY TC	LIBRARY -DG	1050 CURTISS ST, DOWNERS GROVE, IL	10/18/2023 09:04



VILLAGE OF  
DOWNERS GROVE

Joanne Masek <jmasek@downers.us>

## FOIA request

1 message

Ian Knorr <iknorr@dglibrary.org>

Thu, Nov 16, 2023 at 10:50 AM

To: foia@downers.us

Please provide the number of times the Downers Grove Public Library called to have an officer/officers dispatched to the Downers Grove Public Library from June 1, 2023, through October 31, 2023.

Thank you

--

Ian Knorr | Building Operations Director

Pronouns: he, him, his

Downers Grove Public Library

1050 Curtiss Street

Downers Grove, IL 60515

630-960-1200 ext. 4244

dglibrary.org



DOWNERS GROVE  
PUBLIC LIBRARY

(630) 960-1200 • www.dglibrary.org

My work hours may be different than your work hours; please don't feel you have to respond to my email outside of your normal hours.

*Due  
11.07.23*





Ian Knorr <iknorr@dglibrary.org>

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## FOIA request

2 messages

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Ian Knorr <iknorr@dglibrary.org>  
To: foia@downers.us

Thu, Nov 16, 2023 at 10:48 AM

Please provide the number of times an officer/officers responded to the Downers Grove Public Library from June 1, 2023, through October 31, 2023.

Thank you

\*\*\*  
Ian Knorr | Building Operations Director  
Pronouns: he, him, his  
Downers Grove Public Library  
1050 Curtiss Street  
Downers Grove, IL 60515  
630-960-1200 ext. 4244  
[dglibrary.org](http://dglibrary.org)



My work hours may be different than your work hours; please don't feel you have to respond to my email outside of your normal hours.

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Ian Knorr <iknorr@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Mon, Nov 20, 2023 at 3:48 PM

[Quoted text hidden]



www.downers.us

**Village Hall**  
801 Burlington Ave.  
Downers Grove, IL  
60515-4782  
630.434.5500

**Fire Department  
Administration**  
5420 Main St.  
Downers Grove, IL  
60515-4834  
630.434.5980

**Police Department**  
825 Burlington Ave.  
Downers Grove, IL  
60515-4783  
630.434.5600

**Public Works**  
5101 Walnut Ave.  
Downers Grove, IL  
60515-4046  
630.434.5460

Date: 11-27-23

Name: Ian Kress

**Re: Request For Records/Granted With Redactions**

You are hereby notified that your request for records, dated 11-16-23, received 11-16-23, copy attached, is partially granted and copies of such records, including redactions, are hereby enclosed. Such redactions are made for the following reasons(s) as indicated:

☐ 5 ILCS 140 7(1)(b) Redacted items are "private information" as defined by Section 2 (c-5) of the Act and may include: social security numbers, driver's license numbers, personal financial information, medical records, biometric identifiers and home or personal telephone numbers and addresses.

☐ 5 ILCS 140 7(1)(d)(iv) Redacted items include information that reveals the identity of person(s) filling complaints with or providing information to law enforcement.

☐ 5 ILCS 140 7(1)(a) Redacted items include information specifically prohibited from disclosure by State law or rules and regulations implementing State Law. Specifically 20 Ill Admin. Code 1240.80(d) which states that LEADS data shall not be disseminated to any individual or organization that is not legally authorized to have access to the information.

☒ 5 ILCS 140 7(1)(c) Redacted items include information that if disclosed would constitute an unwarranted invasion of personal privacy (date of birth, witness statements, etc...).

**The person making this decision to redact and their title is set forth below:**

☒ Joanne Masek – Police Records Supervisor

☐ Other – Name: \_\_\_\_\_ Title: \_\_\_\_\_

You have a right to request review of this finding pursuant to Section 9.5 of the Freedom of information Act 5 ILCS 140/9.5. Request for review should be sent to the Illinois Attorney General's Public Access Counselor, 500 S. 2<sup>nd</sup> Street, Springfield, Illinois 62701, no later than 60 days after the date of the final denial. This request for review must be in writing and must also include a copy of the original request for records and all responses from the Village. The phone number of the Public Access Bureau is 877-299-3642 and the email address is public.access@ilag.gov. You also have the right to a judicial review pursuant to Section 11 of the Freedom of Information Act 5 ILCS 140/11.

Village of Downers Grove



# Incident Report

**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301783	Case Title BATTERY	CAD Incident # DGP23020044
Primary Offense BATTERY		Page 1 of 5
Date / Time Occurred 6/10/2023 16:55:00 to 6/10/2023 17:01:00		Date / Time Reported 6/10/2023 17:01:00

Arrested Suspects	Additional Suspects 1	Unknown Suspects	Victims 1	Other Persons 4	Vehicles	Items	Leads Count
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Incident Details	
Disposition PENDING	Disposition Date
Reason for Contact	Officer Involved
Case Status ACTIVE	Case Status Date/Time
Officer Firearm	Duty Status

Elements of the Incident					
<input type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input checked="" type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address					
Street Address 1050 CURTISS ST					
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04	

Administrative Info		
Reporting Officer ROMANI, RICHARD	Employee Number 170074	Approving Supervisor KLETT, STEPHEN
Assisted By	Assisted By	Assisted By

<b>OFFENSE</b>			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code BATTERY	Offense Code Value 460
Attempt COMPLETED		Location PARKING/DROP LOT/GARAGE	
Bias 1 NONE		Bias 2	
Criminal Activity 1		Criminal Activity 2	Criminal Activity 3
Offender Using 1 NOT APPLICABLE		Offender Using 2	Offender Using 3
# Premise Entered		Group Activity 1 NONE/UNKNOWN	Group Activity 2
Group Type #1		Group Name #1	
Group Type #2		Group Name #2	
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type	Animal Cruelty Involvement		Animal Cruelty Action
Arson Total Damage	Arson Occupancy		Arson Location Type
School Related	Firearm Involved	Firearm 1	Firearm 2
		Firearm 3	
	# of Firearms 1	# of Firearms 2	# of Firearms 3

<b>SUSPECT</b>									
<input checked="" type="checkbox"/> Known <input type="checkbox"/> Unknown <input type="checkbox"/> Arrested <input type="checkbox"/> Naloxone Administered									
Name (Last, First Middle) KONICKI, CLIFFORD E									
Suffix	Nickname CLIFF	Sex MALE	Race WHITE	Ethnicity NOT HISPANIC OR LATINO					
SSN	Date of Birth /1958	Age 64	Age Range to	Age At Time Of Incident 64					
Details									
Height 6'01"	Height High	Weight 160	Weight High	Hair Color BLONDE	Hair Length	Eye Color BLUE	Glasses	Build	
Facial Hair	Facial Hair Color	Complexion	Handedness	Driver's License #	DL State Illinois	License Class C			
Local ID#	SID#	FBI#	DCN#	IR#					
Reporting Agency Resident RESIDENT	Place of Birth		Citizenship		Marital Status				
Home Phone	Mobilia Phone	Other Phone	Work Phone	Email Address					
Social Media 1	Social Media 2		Social Media 3		<input type="checkbox"/> Current Address Unknown				





**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301783	Case Title BATTERY	CAD Incident # DGP23020044
Primary Offense BATTERY		Page 2 of 5
Date / Time Occurred 6/10/2023 16:55:00 to 6/10/2023 17:01:00		Date / Time Reported 6/10/2023 17:01:00

Suspect Home Address			
Street Address			
City	State	Zip	County
Suspect Employment Information			
Employer / School	Occupation / Grade	Work Schedule	
Street Address			
City	State	Zip	County
Transported To		Transported By	

Associated Offenses	
Offense BATTERY	<input checked="" type="checkbox"/> Associated With Suspect

VICTIM	Victim Name Type INDIVIDUAL							<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle)								
Suffix	Nickname		Sex MALE	Race	Ethnicity NOT HISPANIC OR LATINO			
SSN	Date of Birth	Age 51	Age Range to	Infant Type	Age At Time Of Incident 51			
Details								
Height	Weight	Hair Color	Eye Color	Build	Resident NON-RESIDENT			
Driver's License #	DL State	License Class	Place of Birth	Citizenship				
Marital Status	Home Phone	Mobile Phone	Other Phone	Work Phone	Email Address			
Social Media 1	Social Media 2		Social Media 3					

Victim Home Address								
Street Address								
City	State	Zip	County					
Victim Employment Information								
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No	College						
Employer / School	Occupation / Grade	Work Schedule						
Street Address								
City	State	Zip	County					
Injury 1 APPARENT MINOR INJURY	Injury 2	Transported To	Transported By					
Circumstance		Additional Circumstance	Justifiable Homicide Circumstance					

Associated Offenses	
Offense BATTERY	<input checked="" type="checkbox"/> Associated With Victim

Victim Suspect Relationships	
Suspect Suspect:1 KONICKI, CLIFFORD E.	Relationship STRANGER

OTHER PERSON	Person Type WITNESS	Other Person Name Type INDIVIDUAL						
Name (Last, First Middle)								
Suffix	Nickname		Sex FEMALE	Race	SSN	Date of Birth	Age 38	Age At Time Of Incident 38
Details								
Height	Weight	Hair Color	Hair Length	Eye Color	Glasses	Build		



**Incident Report**  
**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301763	Case Title BATTERY	CAD Incident # DGP23020044
Primary Offense BATTERY		Page 3 of 5
Date / Time Occurred 6/10/2023 16:55:00 to 6/10/2023 17:01:00		Date / Time Reported 6/10/2023 17:01:00

Facial Hair	Complexion	Resident RESIDENT	Place of Birth	License Class
Driver's License #	OL State	Transported To	Transported By	
Home Phone	Mobile Phone	Other Phone	Work Phone	Email Address
Social Media 1	Social Media 2	Social Media 3		
Other Person Home Address				
Street Address				
City	State	Zip	County	
Other Person Employment Information				
Employer / School	Occupation / Grade	Work Schedule	Linked Date/Time	
Street Address				
City	State	Zip	County	

OTHER PERSON	Person Type WITNESS	Other Person Name Type INDIVIDUAL
Name (Last, First Middle)		
Suffix	Nickname	Sex FEMALE
Race [REDACTED]	SSN	Date of Birth [REDACTED]
Age 69	Age At Time Of Incident 69	
Details		
Height	Weight	Hair Color
Hair Length	Eye Color	Glasses
Build		
Facial Hair	Complexion	Resident RESIDENT
Place of Birth	License Class	
Driver's License #	OL State	Transported To
Transported By		
Home Phone	Mobile Phone	Other Phone
Work Phone	Email Address	
Social Media 1	Social Media 2	Social Media 3
Other Person Home Address		
Street Address		
City	State	Zip
County		
Other Person Employment Information		
Employer / School	Occupation / Grade	Work Schedule
Linked Date/Time		
Street Address		
City	State	Zip
County		

OTHER PERSON	Person Type WITNESS	Other Person Name Type INDIVIDUAL
Name (Last, First Middle) KNORR, IAN M		
Suffix	Nickname	Sex MALE
Race WHITE	SSN	Date of Birth [REDACTED]
Age	Age At Time Of Incident	
Details		
Height	Weight	Hair Color
Hair Length	Eye Color	Glasses
Build		
Facial Hair	Complexion	Resident NON-RESIDENT
Place of Birth	License Class C	
Driver's License #	OL State	Transported To
Transported By		
Home Phone	Mobile Phone	Other Phone
Work Phone 630-960-1200	Email Address	
Social Media 1	Social Media 2	Social Media 3
Other Person Home Address		
Street Address		
City	State Illinois	Zip
County		



# Incident Report

**DOWNS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301783	Case Title BATTERY	CAD Incident # DGP23020044
Primary Offense BATTERY		Page 4 of 5
Date / Time Occurred 6/10/2023 16:55:00 to 6/10/2023 17:01:00		Date / Time Reported 6/10/2023 17:01:00

Other Person Employment Information			
Employer / School DOWNS GROVE PUBLIC LIBRARY	Occupation / Grade BUILDING OPERATIONS DIRECTOR	Work Schedule	Linked Date/Time
Street Address 1050 CURTISS ST			
City DOWNS GROVE	State Illinois	Zip 60515	County

<b>OTHER PERSON</b>	Person Type WITNESS	Other Person Name Type INDIVIDUAL
Name (Last, First Middle)		
Suffix	Nickname	Sex FEMALE
		Race
		SSN
		Date of Birth
		Age 28
		Age At Time Of Incident 28
Details		
Height	Weight	Hair Color
		Hair Length
		Eye Color
		Glasses
		Build
Facial Hair	Complexion	Resident NON-RESIDENT
		Place of Birth
		License Class
Driver's License #	DL State	Transported To
		Transported By
Home Phone	Mobile Phone	Other Phone
		Work Phone
		Email Address
Social Media 1	Social Media 2	Social Media 3
Other Person Home Address		
Street Address		
City	State	Zip
		County
Other Person Employment Information		
Employer / School	Occupation / Grade	Work Schedule
		Linked Date/Time
Street Address		
City	State	Zip
		County

## Narrative Information

\*\*Incident recorded on Body-worn Camera (BWC) and not viewed prior to completion of report.\*\*

On June 10, 2023 at approximately 1701 hours, Officers (including R/O Romani #61) responded to the North Parking lot of the Downers Grove Library for a fight in progress. While enroute, dispatch advised it was two m/w subjects that were physically fighting.

Upon arrival, both subjects were separated and I was able to speak with the subject later identified as the victim, [REDACTED], advised he following in summary. On 6/9/23 he was in the library with the offender, Clifford E. Konicki, [REDACTED]

[REDACTED] While speaking with [REDACTED] I observed a [REDACTED]

Ofc. Mitera #34 spoke with KONICKI, who had little to say, and advised me of the following. KONICKI stated that [REDACTED]

At this time the DGFD responded and transported KONICKI to Good Samaritan Hospital (DGFD Run #3200) due to his injuries (which I later observed to be a [REDACTED])

Ofc. Giemann #46 spoke with a witness standing by, [REDACTED], and advised me of the following in summary. [REDACTED] stated she saw both KONICKI and [REDACTED] arguing in the parking lot. [REDACTED]



**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

## Incident Report

Incident # DGPC2301783	Case Title BATTERY	CAD Incident # DGP23020044
Primary Offense BATTERY		Page 5 of 5
Date / Time Occurred 6/10/2023 16:55:00 to 6/10/2023 17:01:00		Date / Time Reported 6/10/2023 17:01:00

Ofc. Giermann was also able to meet with Jan Knorr, the Building Operations Director for the Library, and advised me of the following in summary. KNORR advised that he observed KONICKI throwing punches at [REDACTED] and trying to kick him. KNORR further advised he saw [REDACTED] holding KONICKI back.

Sgt. Klett #39 spoke with witness, [REDACTED] and advised me of the following in summary. [REDACTED]

I was able to speak with a second witness, [REDACTED] who advised the following in summary. [REDACTED]

[REDACTED] asking for someone to call the police. Evidence.com request was sent to [REDACTED]

As of this report, I am waiting to hear back from the Library in regards to possible video of the incident.

Ofc. Giermann responded to Good Samaritan Hospital and placed a Police Hold on KONICKI. Currently, KONICKI is still receiving treatment at Good Samaritan Hospital. Upon his release he will be booked and processed for a 2 count complaint of Battery - Causing Bodily Harm 720 ILCS 5/12-13(a)(1) and Battery - Make Physical Contact of an Insulting or Provoking Nature 720 ILCS 5/12-13(a)(2).

Nothing further to report at this time.



# Incident Supplement Report

DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2301783	Supplement Title SUPPLEMENTAL REPORT	Supplement Type ARREST
Offense BATTERY	Page 1 of 3	
Date / Time Supplement 6/11/2023 17:09:00	Date / Time Occurred to	

Reason for Contact	Officer Involved	Officer Firearm	Duty Status
CM Task #	LEADS #	Court Case # 23CM977	

Elements of the Incident					
<input type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Administrative Information		
Reporting Officer ROMANI, RICHARD	Employee Number 170074	Approving Supervisor KLETT, STEPHEN
Assisted By GLYNN, SAMANTHA	Assisted By	Assisted By

OFFENSE		
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code BATTERY
Offense Code Value 460	Severity	Attempt COMPLETED
Location PARKING/DROP LOT/GARAGE		
Circumstances	Bias 1 NONE	Bias 2
Bias 3	Bias 4	Bias 5
Criminal Activity 1	Criminal Activity 2	Criminal Activity 3
Offender Using 1 NOT APPLICABLE	Offender Using 2	Offender Using 3
# Premise Entered	Group Activity 1 NONE/UNKNOWN	Group Activity 2
Group Type #1	Group Name #1	
Group Type #2	Group Name #2	Cargo Theft
Animal Cruelty Type	Animal Cruelty Involvement	Animal Cruelty Action
Arson Total Damage	Arson Occupancy	Arson Location Type
MO Panel	Entry Area	Entry Method
Entry Point 1	Entry Point 2	Exit Point 1
Exit Point 2	Target Area	Property Target 1
Property Target 2	Property Target 3	Victim Target
Time of Entry	Victim Activity	Action 1 to Premises
Action 2 to Premises	Action 3 to Premises	Action 1 on Victim
Action 2 on Victim	Action 3 on Victim	Other Action 1
Other Action 2	Other Action 3	Solicited Offered 1
Solicited Offered 2	Solicited Offered 3	Weapon 1 PERSONAL WEAPONS(40)
Weapon 1 Auto	Weapon 2	Weapon 2 Auto
Weapon 3	Weapon 3 Auto	Instrument Used
How Left Scene		

SUSPECT	<input checked="" type="checkbox"/> Known	<input type="checkbox"/> Unknown	<input checked="" type="checkbox"/> Arrested	<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle) KONICKI, CLIFFORD E				
Suffix	Nickname CLIFF	Sex MALE	Race WHITE	Ethnicity NOT HISPANIC OR LATINO
SSN	Date of Birth 1958	Age 64	Age Range to	Age At Time Of Incident 64
Details				



# Incident Supplement Report

**DOWNERS GROVE POLICE DEPARTMENT**  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2301783	Supplement Title SUPPLEMENTAL REPORT	Supplement Type ARREST
Offense BATTERY		Page 2 of 3
Date / Time Supplement 6/11/2023 17:09:00	Date / Time Occurred	

Height 6'01"	Height High	Weight 160	Weight High	Hair Color BLONDE	Hair Length	Eye Color BLUE	Glasses	Build
Facial Hair	Facial Hair Color	Complexion	Handedness	Driver's License #	DL State Illinois	License Class C		
Local ID#	SIQ#	FBI#	DCN#	IR#				
Reporting Agency Resident RESIDENT	Place of Birth	Citizenship	Marital Status					
Home Phone	Mobile Phone	Other Phone	Work Phone	Email Address				
Social Media 1	Social Media 2	Social Media 3	<input type="checkbox"/> Current Address Unknown					
Suspect Home Address								
Street Address								
City			State		Zip	County		
Suspect Employment Information								
Employer / School	Occupation / Grade			Work Schedule				
Street Address								
City			State		Zip	County		
Transported To								
Transported By								

Associated Offenses	
Offense BATTERY	<input checked="" type="checkbox"/> Associated With Suspect

<b>ARREST</b>			
Arrested As <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Arrest Number DGAR23000423	Arrest Action TAKEN INTO CUSTODY	Disposition ARREST/HELD FOR PROSECUTION (INCLUDES
Possibility Mentally Disabled	Officer Injured	Fingerprint Photo	
Under Influence	Arrest Date/Time 6/11/2023 17:09		
Arrest Address			
Street Address 3815 HIGHLAND AV			
City DOWNERS GROVE		State Illinois	Zip 60515
County			
Test Type	Result Date/Time	BAC	Testing Officer
Arresting Officer ROMANI, RICHARD	Arresting Officer GLYNN #30	Transporting Officer ROMANI, RICHARD	Transported Date/Time 06/11/2023 17:09
Weapon 1 Armed With UNARMED	Automatic Weapon 1		Weapon 2 Armed With
Automatic Weapon 2	Multiple Clearance NOT APPLICABLE		

Associated Charges	
<input type="checkbox"/> Non-Reportable Charge	Charge BATTERY
Severity	Counts 2

Statement of Probable Cause
-----------------------------

**Narrative Information**

\*\*Incident recorded on Body-worn Camera (BWC) and not viewed prior to completion of report.\*\*

On June 11, 2023 at approximately 1643, I (Ofc. Romani #61) was notified by Good Samaritan Hospital of Clifford Konicki's release. At 1643 hours, I and Ofc. Glynn #30 responded to Good Samaritan Hospital and KONICKI was placed into custody at 1709 hours. KONICKI was handcuffed, the handcuffs were checked for proper fit and double locked, and he was searched without incident.





# Incident Supplement Report

DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2301783	Supplement Title SUPPLEMENTAL REPORT	Supplement Type ARREST
Offense BATTERY		Page 3 of 3
Date / Time Supplement 6/11/2023 17:09:00	Date / Time Occurred to	

KONICKI was then transported to the DGPD in Squad 802 where he was photographed, fingerprinted and processed for his 2 count Battery complaint (Reference DGPC2301783).

KONICKI was given a court date of July 19, 2023 at 0830 hours and released on an I-bond (BB#495860).

Nothing further to report.

Arrestee Name (last, first, mi): Konicki, Clifford E. Incident# Dupe 2301783

### Child Custody Information

Do you have any children under 18 YOA living with you at home? Yes ☐ No ☒

Is someone taking care of them while you are in custody? Yes ☐ No ☐

Can you arrange for someone to take care of them? Yes ☐ No ☐

Is there someone who can assist you in placing your children? Yes ☐ No ☐

If they cannot be placed with a responsible person, the Department of Children and Family Services will be notified to provide care or placement of your children. Do you understand? Yes ☐ No ☐

DCFS TX: 1-800-252-2873

Person Contacted: \_\_\_\_\_

Time Contacted: \_\_\_\_\_

### Medical Information

### Citizenship

The arrestee was advised that if not a US Citizen, they have the right to contact the appropriate Consular office

☐ Arrestee requested contact Name Contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Arrestee stated they were not a US citizen but declined Consular notification

### Property Inventory

☐ U.S.C. ☒ Keys ☒ Papers ☐ Watch ☐ Cigarettes

☐ Wallet/Handbag & Contents ☐ Pen/Pencil ☐ Phone ☐ Belt ☐ Lighter

☐ Jewelry ☒ Other: clothing

Inventoried by Officer: Romani #161

Property Locker # P2

Property Notes:

Property Released To: ☒ Arrestee ☐ DuPage County Jail ☐ Other:

Arrestee  
Signature: \_\_\_\_\_

Officer  
Signature: Romani #161

Witness  
Signature: [Signature] #30

### Prisoner Phone Call Log

Number Called	Connected?	Name of Person Called	Date/Time of Call

☐ Prisoner did not make any calls Reason Given?: \_\_\_\_\_

Revised 02-16-2023



VERIFICATION

DGPC2301783

STATE OF ILLINOIS

UNITED STATES OF AMERICA

COUNTY OF DU PAGE

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

KONICKI E CLIFFORD

DEFENDANT NAME

CITY, VILLAGE TOWNSHIP

OF

DOWNERS GROVE

DGPC2301783

Originating Agency No.

Document Control No.

VERIFICATION

2023CM000977

CASE NUMBER

OW20230005209

COMPLAINT NUMBER



I have read this complaint containing 2 count(s) and under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

COMPLAINANT

[Redacted Name]

DATE 06/10/2023

S.A. Approval:

Officer Assisting Witness with Complaint: R ROMANI, 61

Copy of Complaint delivered to said defendant this 11 day of June 2023

Delivered By: [Signature]

DEFENDANT INFORMATION

On View Arrest

☒ YES

☐ NO

KONICKI E CLIFFORD

[Redacted Address]

DL :

SID :

STATE : IL

FBI :

☒ MALE DOB : [Redacted] 1958

HAIR :

HEIGHT :

Telephone :

☐ FEMALE RACE : WHITE

EYES :

WEIGHT :

Email :

WITNESS INFORMATION

COMPLAINING WITNESS INFORMATION

Name: [Redacted] Address: [Redacted] Phone #: [Redacted]

Email: [Redacted]

ADDITIONAL WITNESS INFORMATION

Name: [Redacted] Address: [Redacted] Phone #: [Redacted]

Email: [Redacted]

CANDICE ADAMS, CLERK OF THE 18TH JUDICIAL CIRCUIT COURT ©  
WHEATON, ILLINOIS 60187

Page 1 of 1

MISDEMEANOR COMPLAINT

DGPC2301783

STATE OF ILLINOIS

UNITED STATES OF AMERICA

COUNTY OF DU PAGE

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

PEOPLE OF THE STATE OF ILLINOIS

vs

KONICKI E CLIFFORD

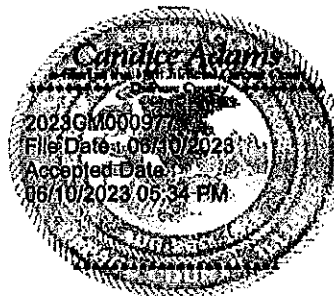
2023CM000977

CASE NUMBER

OW202300005209

COMPLAINT NUMBER

MISDEMEANOR  
COMPLAINT



DEFENDANT

File Stamp Here

COUNT 1 CM (Class: A) 720 ILCS 5/12-3(a)(1) - BATTERY - CAUSES BODILY HARM

In the name and by the authority of THE PEOPLE OF THE STATE OF ILLINOIS, RICHARD HARTNESS hereinafter called the Complainant, on oath charges that at or about the hour of 05:01 PM on or about the 10th of JUNE, 2023 in the County of DUPAGE, State of Illinois, KONICKI E CLIFFORD hereinafter called the Defendant committed the offense of BATTERY - CAUSES BODILY HARM in violation of 720 ILCS 5/12-3(a)(1), in this, to wit, that the said Defendant knowingly without legal justification caused bodily harm to ████ in that said defendant punched ████ in the left side of his face leaving a welt, and caused cuts and lacerations to his left hand, , contrary to the form of the statute in such case made and provided and against the peace and dignity of the People of THE STATE OF ILLINOIS.

COUNT 2 CM (Class: A) 720 ILCS 5/12-3(a)(2) - BATTERY - MAKE PHYSICAL CONTACT OF AN INSULTING OR PROVOKING NATURE

In the name and by the authority of THE PEOPLE OF THE STATE OF ILLINOIS, RICHARD HARTNESS hereinafter called the Complainant, on oath charges that at or about the hour of 05:01 PM on or about the 10th of JUNE, 2023 in the County of DUPAGE, State of Illinois, KONICKI E CLIFFORD hereinafter called the Defendant committed the offense of BATTERY - MAKE PHYSICAL CONTACT OF AN INSULTING OR PROVOKING NATURE in violation of 720 ILCS 5/12-3(a)(2), in this, to wit, that the said Defendant knowingly without legal justification by any means made physical contact of an insulting or provoking nature with ████ in that said defendant pushed R.H., followed him through the parking lot, and ultimately punched ████ in the left side of his face, , contrary to the form of the statute in such case made and provided and against the peace and dignity of the People of THE STATE OF ILLINOIS.

VERIFICATION ON LAST PAGE

Distribution: Original - Circuit Clerk Copies - Prosecutor - Police Department - Defendant  
CANDICE ADAMS, CLERK OF THE 18TH JUDICIAL CIRCUIT COURT ©  
WHEATON, ILLINOIS 60187

Page 1 of 1

**BAIL BOND**

**IN THE EIGHTEENTH JUDICIAL CIRCUIT, DU PAGE COUNTY, ILLINOIS**

PEOPLE OF THE STATE OF ILLINOIS

**BAIL BOND**

NO. BB **495860** 1047 (Rev. 1/19)

SERIES B

Defendant Clifford E. Konicki vs Circuit Court Case No. 23CM977

Address [REDACTED] Municipal No. [REDACTED]

City, State, Zip [REDACTED] OR

Originating Department DGPR2301783

The person named above, as defendant, and whose signature appears below, has been charged with the offense of

Bail for this offense has been set at \$ 1,500 Dollars ☒ RULE OF COURT ☐ JUDGE

Therefore, in consideration of being released from custody, the person charged, he or she and the surety, if any agree:

1. That they are indebted to the PEOPLE OF THE STATE OF ILLINOIS in the full amount of the bail. The failure to appear fee (725 ILCS 5/110-7(i)) is assessed pursuant to the FTA warrant order of the court.

2. ☐ \$75.00 fee collected.

That the person charged will: A. Appear to answer the charges in the 18th Judicial Circuit at the location shown below:

☒ on July 19, 2023 at 8:30 AM

☐ on the court date and time which will be set by the Circuit Court Clerk. The notice of this court will be sent by regular mail to the address shown on the official records of the court. (If this court date is not received within 28 days from the date of this bail bond, please contact the Circuit Court Clerk at 630-407-8600.)

You are directed to report to:

☒ DuPage County Judicial Center, Room TBA, 505 N. County Farm Road, Wheaton, Illinois.

Other [REDACTED]

and appear each time as ordered by the Court, until discharged or final order of the Court.

☒ B. Not to leave the State of Illinois without permission of the Court.

☒ C. Not Violate any criminal statute of any jurisdiction.

☒ D. Give written notice to the Clerk of this Court within 24 hours of any change of address.

☐ E. Other [REDACTED]

☐ F. Domestic Violence addendum made part hereof.

☐ G. FOID Card addendum made part hereof.

3. That, as security for the performance of this agreement, the person charged, and/or the surety, has deposited the following:

☐ A. **10% BOND.** The person has deposited, in cash, 10% of Bail as set forth above less any credit pursuant to 725 ILCS 5/110-14(c). Amount of money deposited \$ [10% of Bail less \$ ( ) days incarcerated x \$30 pursuant to 725 ILCS 5/110-14(c)].

Illinois Drivers License No. [REDACTED] posted as additional bail for DUI, Aggravated Fleeing, Leaving scene of PI or Death Accident, Drag Racing, Operating vehicle when registration is suspended for no insurance.

☐ B. **FULL CASH BOND.** Amount of Money Deposited \$ (Must be equal to amount of bail set)

☐ C. **RECOGNIZANCE BOND.** APPROVED BY JUDGE

☒ D. **INDIVIDUAL BOND.** APPROVED BY RRR Signature Designated Police Office DGPD Agency & Identification No.

☐ E. **ILLINOIS DRIVER'S LICENSE NO.** [REDACTED]

☐ Seized as Evidence NOT AS BAIL ☐ Seized for enforcement of Summary Suspension Law and NOT AS BAIL (625 ILCS 11-501/1(g))

**CERTIFICATE OF DEFENDANT**

I, the Defendant named above, do hereby state that I know and understand the terms and conditions of this bail bond as shown on the FRONT AND REVERSE SIDES of this bail bond form. I understand further that if at any time prior to the final disposition of the charge(s) I escape or am released on bond and fail to appear in court when required by the court, the result of my failure to appear will be as follows: I thereby waive my right to contest the witnesses against me, the trial can proceed in my absence, I forfeit the security money posted, judgment will be entered against me for [REDACTED] this bond, plus costs, a warrant may be issued, in which event additional bond money may be required. I understand and agree to the terms and conditions set forth above and on the reverse side of this bail bond.

Signature [REDACTED] Address [REDACTED] City, State, Zip [REDACTED] Telephone [REDACTED]

**NOTICE TO PERSON PROVIDING BAIL MONEY OTHER THAN THE DEFENDANT**

I hereby acknowledge that I have posted bail for the defendant named above. I further understand that the bail may be used to pay the defendant's attorney's fees, fines, costs, fees, restitution or other purposes authorized by the court and that I may lose all, or part of my money or property. I further understand that if the defendant fails to comply with the conditions of the bail bond, the court shall enter an order declaring the bail to be forfeited.

Signature [REDACTED] Name [REDACTED] Address [REDACTED]

City, State, Zip [REDACTED] Telephone [REDACTED]

Issued on 6/11/23

Signed before me and security received RRR

Judge [REDACTED] Peace Officer [REDACTED] Circuit Clerk [REDACTED]

Police Department Downers Grove

Police Agency that executed service of Warrant [REDACTED]

**ASSIGNMENT OF BAIL BOND BY THE DEFENDANT**

I hereby authorize the return of the monies posted above to the person shown on this bail bond as having provided monies for my bail after all conditions of this bail bond have been met.

Signature of Defendant [REDACTED]

Distribution: White - Circuit Court Clerk Pink - Jail / Police Records Yellow - Defendant

DGPC2301783

Transaction Control Number



ALL FIELDS MARKED IN BOLD ARE MANDATORY

# ARREST CARD

Document Control Number Ref. DCN

Arresting Agency ORI - NCIC

IL0220600

Subjects Last Name

First Name

Middle Name/Suffix

KONICKI

CLIFFORD

E

Date of Birth

Place of Birth

State Identification Number

Chicago IR #

FBI #

1958

IL

Sex

Race

Height

Weight

Hair

Eye

Skin

M

W

6'01"

160

BLN

BLU

Social Security Number

Drivers License Number

DL State

Photo Available

Palm Prints

FOID #

Basis For Caution:

Alias Last Name

Alias First Name

Alias Middle Name/Suffix

Alias Date of Birth

Scars, Marks, Tattoos

Occupation

Employer

Employer Address

Residence of Person Fingerprinted

Agency Case Number

Indictment Case Number

Date of Arrest

Officer Badge #

Co. of Pros.

DGPC2301783

DGBK23006759

06/11/2023

30

Adult By Court Order

Arrestee Armed With (Code Table on Back)

Choose Maximum of two

Auto Weapon

X 1

11

12

13

14

15

16

17

Bond Date

Receipt Number

Bond Amount

Cash Amount

Released w/o charging

No

06/11/2023

1500

Bond Type (Check Box)

No Bond

Driv. Lic

Recognizance

DUI

Cash

Other

Date Fingerprinted

06/12/2023

Post Sentence Fingerprints

No

Count	Statute Citation/AOIC Code	C S A O D	C L A S S	Offense Description	Warrant County	Case Number	State Use Only
001	720 ILCS 5.0/12-3-A-1	O	A	BATTERY/BODILY HARM		2023cm00977	
001							
001	Date of Offense 06/10/2023	Domestic Violence (Please Check)		Yes	X No	Arrest Type (Back)	V
002	720 ILCS 5.0/12-3-A-2	O	A	BATTERY/MAKE PHYSICAL CONTACT		2023cm00977	
002							
002	Date of Offense 06/10/2023	Domestic Violence (Please Check)		Yes	X No	Arrest Type (Back)	V
	Date of Offense	Domestic Violence (Please Check)		Yes	No	Arrest Type (Back)	

Page Number \_\_\_\_ of \_\_\_\_

IL493-0692

Copy #1 Arresting Agency Copy

ISP 6-402(8/05)

ALL FIELDS MARKED IN BOLD ARE MANDATORY

ARREST CARD

Transaction Control Number



Document Control Number      Ref. DCN

**Subjects Last Name**

KONICKI

**First Name**

CLIFFORD

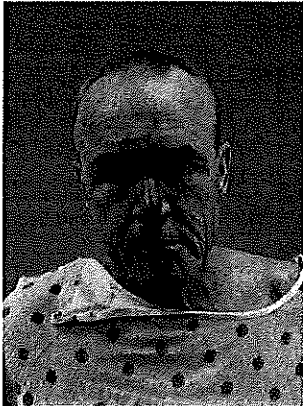
**Middle Name/Suffix**

E

Arrestee Armed With Code Table

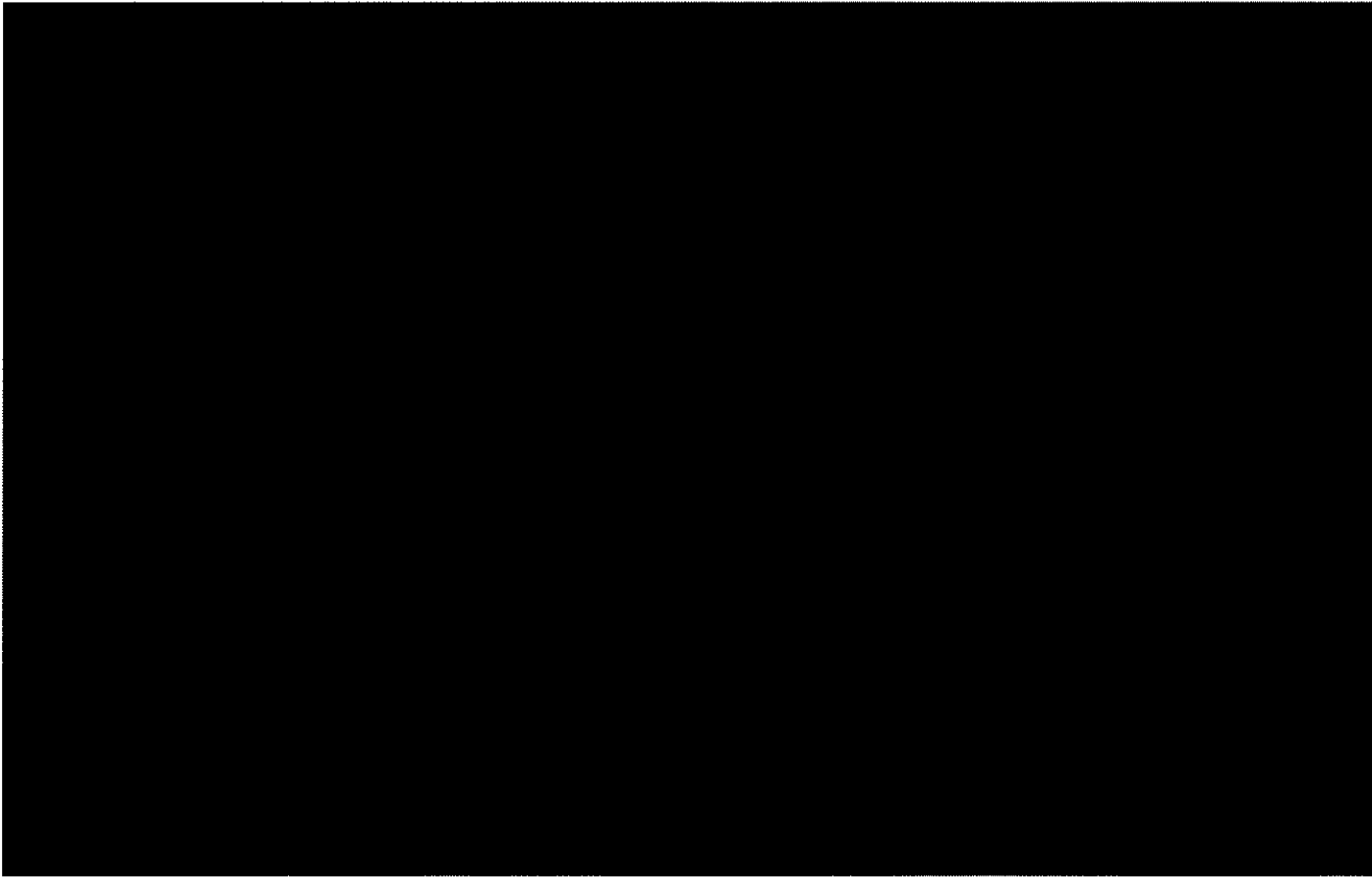
Unarmed	1
Unknown Weapon	11
Handgun	12
Rifle	13
Shotgun	14
Other Firearm	15
Lethal Cutting	16
Club/Knuckles	17

PLEASE RETAIN THIS COPY FOR YOUR FILES



Arrest Type Description	Code
On View Arrest	V
Summoned/Cited (Not taken into custody)	S
Original Arrest Warrant	A
Bond Forfeiture Warrant	B
Probation Violation Warrant	P
Parole Violation/Mandatory Release Violation Warrant	M
Out of State Warrant	O

Fingerprint Images







**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301917	Case Title CRIMINAL TRESPASS TO STATE SUPPORTED	CAD Incident # DGP23021578
Primary Offense CRIMINAL TRESPASS TO STATE SUPPORTED LAND		Page 1 of 3
Date / Time Occurred 6/22/2023 16:00:00 to		Date / Time Reported 6/22/2023 16:17:00

Arrested Suspects	Additional Suspects 1	Unknown Suspects	Victims 1	Other Persons 1	Vehicles	Items	Leoka Count
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Incident Details	
Disposition CLOSED	Disposition Date
Reason for Contact	Case Status PROVIDED ASSISTANCE AS NEEDED
Officer Involved	Case Status Date/Time
Officer Firearm	Duty Status

Elements of the Incident					
<input type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input checked="" type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address					
Street Address 1050 CURTISS ST					
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04	

Administrative Info			
Reporting Officer KAPPMEYER,JUSTIN	Employee Number 170120	Approving Supervisor ANDLER,HARRY	
Assisted By HARTER,RYAN	Assisted By	Assisted By	

OFFENSE			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code CRIMINAL TRESPASS TO STATE SUPPORTED LAND	Offense Code Value 1350
Attempt COMPLETED		Location GOVERNMENT/PUBLIC BUILDING	
Bias 1 NONE		Bias 2	
Criminal Activity 1	Criminal Activity 2	Criminal Activity 3	
Offender Using 1 NOT APPLICABLE	Offender Using 2	Offender Using 3	
# Premise Entered	Group Activity 1	Group Activity 2	
Group Type #1	Group Name #1		
Group Type #2	Group Name #2		
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type	Animal Cruelty Involvement		Animal Cruelty Action
Arson Total Damage	Arson Occupancy		Arson Location Type
School Related	Firearm Involved	Firearm 1	Firearm 2
		Firearm 3	
	# of Firearms 1	# of Firearms 2	# of Firearms 3

SUSPECT <input checked="" type="checkbox"/> Known <input type="checkbox"/> Unknown <input type="checkbox"/> Arrested <input type="checkbox"/> Naloxone Administered									
Name (Last, First Middle)									
Suffix		Nickname		Sex MALE	Race	Ethnicity UNKNOWN			
SSN	Date of Birth	Age 33	Age Range to	Age At Time Of Incident 33					
Details									
Height 6'02"	Height High	Weight 188	Weight High	Hair Color BROWN	Hair Length SHORT	Eye Color BROWN	Glasses NO	Build ATHLETIC	
Facial Hair	Facial Hair Color		Complexion MEDIUM	Handedness	Driver's License #	DL State Illinois	License Class D		
Local ID#	SID#		FBI#	DCN#		IR#			
Reporting Agency Resident NON-RESIDENT		Place of Birth			Citizenship U.S. CITIZEN		Marital Status		
Home Phone	Mobile Phone		Other Phone	Work Phone 630-574-4058	Email Address				
Social Media 1	Social Media 2		Social Media 3			<input type="checkbox"/> Current Address Unknown			



**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301917	Case Title CRIMINAL TRESPASS TO STATE SUPPORTED	CAD Incident # dGP23021576
Primary Offense CRIMINAL TRESPASS TO STATE SUPPORTED LAND		Page 2 of 3
Date / Time Occurred 6/22/2023 16:00:00 to		Date / Time Reported 6/22/2023 16:17:00

Suspect Home Address			
Street Address			
City	State	Zip	County
Suspect Employment Information			
Employer / School JB HUNT - ROMEOVILLE	Occupation / Grade LABORER	Work Schedule	
Street Address			
City	State	Zip	County
Transported To		Transported By	

Associated Offenses	
Offense CRIMINAL TRESPASS TO STATE SUPPORTED LAND	<input checked="" type="checkbox"/> Associated With Suspect

VICTIM	Victim Name Type BUSINESS	<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle) DOWNERS GROVE PUBLIC LIBRARY		
Suffix	Nickname	Sex Race Ethnicity
SSN	Date of Birth	Age Age Range Infant Type Age At Time Of Incident
Details		
Height	Weight	Hair Color Eye Color Build Resident
Driver's License #	DL State	License Class Place of Birth Citizenship
Marital Status	Home Phone	Mobile Phone 630-960-1200 Other Phone Work Phone Email Address
Social Media 1	Social Media 2	Social Media 3

Victim Home Address			
Street Address 1050 CURTISS ST			
City	State	Zip	County
DOWNERS GROVE	Illinois	60515	

Victim Employment Information			
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No	College	
Employer / School	Occupation / Grade	Work Schedule	
Street Address			
City	State	Zip	County
Injury 1	Injury 2	Transported To	Transported By
Circumstance		Additional Circumstance	Justifiable Homicide Circumstance

Associated Offenses	
Offense CRIMINAL TRESPASS TO STATE SUPPORTED LAND	<input checked="" type="checkbox"/> Associated With Victim

Victim Suspect Relationships	
Suspect Suspect:1 HARRIS, EDDIE.	Relationship STRANGER

OTHER PERSON	Person Type COMPLAINANT	Other Person Name Type INDIVIDUAL
Name (Last, First Middle)		
Suffix	Nickname	Sex Race SSN Date of Birth Age Age At Time Of Incident
		MALE 26 26
Details		
Height	Weight	Hair Color Hair Length Eye Color Glasses Build
5'10"	150	BROWN UNKNOWN BLUE UNKNOWN



**Incident Report**  
**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2301917		Case Title CRIMINAL TRESPASS TO STATE SUPPORTED		CAD Incident # DGP23021578	
Primary Offense CRIMINAL TRESPASS TO STATE SUPPORTED LAND				Page 3 of 3	
Date / Time Occurred 6/22/2023 16:00:00 to				Date / Time Reported 6/22/2023 16:17:00	
Facial Hair		Complexion		Resident <b>NON-RESIDENT</b>	
Driver's License #		DL State Illinois		Place of Birth	
Home Phone		Mobile Phone		Transported To	
Social Media 1		Social Media 2		Transported By	
Other Phone		Work Phone		License Class	
Social Media 3		Email Address			
<b>Other Person Home Address</b>					
Street Address					
City		State		Zip	
				County	
<b>Other Person Employment Information</b>					
Employer / School		Occupation / Grade		Work Schedule	
DOWNERS GROVE PUBLIC LIBRARY				Linked Date/Time	
Street Address					
1050 CURTISS ST					
City		State		Zip	
DOWNERS GROVE		Illinois		60515	
				County	

**Narrative Information**

BWC event, video not viewed. On the listed time and date I was dispatched to the listed location for a trespass. Upon arrival I met with staff at the library who related they wanted [REDACTED] trespassed from the property from a prior incident.

I met with [REDACTED] and gave him the trespass forms and [REDACTED] left without incident.

Nothing further.





**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302000	Case Title DRINKING IN PUBLIC	CAD Incident # DGP23022553
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 1 of 5
Date / Time Occurred 6/30/2023 18:50:00 to 6/30/2023 18:50:00		Date / Time Reported 6/30/2023 19:07:00

Arrested Suspects 1	Additional Suspects	Unknown Suspects	Victims 1	Other Persons	Vehicles	Items	Leoka Count
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Incident Details	
Disposition CLEARED (BY ARREST)	Disposition Date
Reason for Contact	Case Status CLEARED (BY ARREST)-LOCAL CHARGE
Officer Involved	Case Status Date/Time
Officer Firearm	Duty Status

Elements of the Incident					
<input checked="" type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input checked="" type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address					
Street Address 1050 CURTISS ST					
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04	

Administrative Info		
Reporting Officer TAGUE, JOHN	Employee Number 170098	Approving Supervisor FORTIN, JASON
Assisted By	Assisted By	Assisted By

OFFENSE			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code PUBLIC POSSESSION OF ALCOHOL	Offense Code Value 8626
Attempt COMPLETED		Location GOVERNMENT/PUBLIC BUILDING	
Bias 1 NONE		Bias 2	
Criminal Activity 1	Criminal Activity 2	Criminal Activity 3	
Offender Using 1 ALCOHOL	Offender Using 2	Offender Using 3	
# Premise Entered	Group Activity 1	Group Activity 2	
Group Type #1	Group Name #1		
Group Type #2	Group Name #2		
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type	Animal Cruelty Involvement	Animal Cruelty Action	
Arson Total Damage	Arson Occupancy	Arson Location Type	
School Related	Firearm Involved	Firearm 1	Firearm 2
		Firearm 3	
	# of Firearms 1	# of Firearms 2	# of Firearms 3

SUSPECT									
<input checked="" type="checkbox"/> Known <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Arrested <input type="checkbox"/> Naloxone Administered									
Name (Last, First Middle) LOY, KRYSTAL M									
Suffix	Nickname KRYSTAL THOR	Sex FEMALE	Race WHITE	Ethnicity NOT HISPANIC OR LATINO					
SSN	Date of Birth 1992	Age 30	Age Range to	Age At Time Of Incident 30					
Details									
Height 4'11"	Height High	Weight 110	Weight High	Hair Color PURPLE	Hair Length LONG	Eye Color BROWN	Glasses NO	Build THIN	
Facial Hair	Facial Hair Color	Complexion LIGHT	Handedness	Driver's License #	DL State Illinois	License Class D			
Local ID#	SID#	FBI#	DCN#	IR#					
Reporting Agency Resident RESIDENT	Place of Birth	Citizenship	Marital Status						
Home Phone	Mobile Phone	Other Phone	Work Phone	Email Address					
Social Media 1	Social Media 2	Social Media 3	<input type="checkbox"/> Current Address Unknown						



# Incident Report

**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302000	Case Title DRINKING IN PUBLIC	CAD Incident # DGP23022553
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 2 of 5
Date / Time Occurred 6/30/2023 18:50:00 to 6/30/2023 18:50:00		Date / Time Reported 6/30/2023 19:07:00

Suspect Home Address			
Street Address			
City			
State		Zip	County
Suspect Employment Information			
Employer / School	Occupation / Grade	Work Schedule	
Street Address			
City		State	Zip
Transported To		Transported By	

Associated Offenses	
Offense PUBLIC POSSESSION OF ALCOHOL	<input checked="" type="checkbox"/> Associated With Suspect

Scars, Marks and Tattoos	
Category: TATTOOS BACK	Photo:
Photo Attachment Type:	
Description:	

Comments TAT BACK	
----------------------	--

Category: TATTOOS HIP, RIGHT	Photo:
Photo Attachment Type:	
Description:	

Comments TAT R HIP	
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**DOWNERS GROVE POLICE DEPARTMENT**  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-6600

## Incident Report

Incident # DGPC2302000	Case Title DRINKING IN PUBLIC	CAD Incident # DGP23022553
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 3 of 5
Date / Time Occurred 6/30/2023 18:50:00 to 6/30/2023 18:50:00		Date / Time Reported 6/30/2023 19:07:00

Category:	Photo:
Photo Attachment Type:	
Description:	

Comments  
TAT R WRS

Category: TATTOOS HIP, LEFT	Photo:
Photo Attachment Type:	
Description:	

Comments  
TAT L HIP

### ARREST

Arrested As <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Arrest Number DGP23000483	Arrest Action SUMMONED/CITED	Disposition SUMMONED/CITED/NOTIFIED
Caution Indicator	Officer Injured NO	Arrest Date/Time 6/30/2023 18:50	<input checked="" type="checkbox"/> Arrested On Scene
Arrest Address			
Street Address 1050 CURTISS ST			
City DOWNERS GROVE	State Illinois	Zip 60515	County
Miranda Warning Given By	Date/Time	Witness(es)	
Test Type	Result Date/Time	BAC	Testing Officer
Arresting Officer TAGUE, JOHN	Assisting Officer NORTH, DEREK	Transporting Officer	Transported Date/Time
Weapon 1 Armed With UNARMED		Weapon 2 Armed With	



**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302000	Case Title DRINKING IN PUBLIC	CAD Incident # 0GP23022553
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 4 of 5
Date / Time Occurred 6/30/2023 18:50:00 to 6/30/2023 18:50:00		Date / Time Reported 6/30/2023 19:07:00

Automatic Weapon 2	Multiple Clearance NOT APPLICABLE
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Associated Charges		Counts
<input checked="" type="checkbox"/> Non-Reportable Charge Y	Charge DRINKING ON PUBLIC PROPERTY	1

<b>VICTIM</b>	Victim Name Type SOCIETY/PUBLIC	<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle) VILLAGE OF DOWNERS GROVE		
Suffix	Nickname	Sex Race Ethnicity
SSN	Date of Birth	Age Age Range Infant Type Age At Time Of Incident
<b>Details</b>		
Height	Weight	Hair Color Eye Color Build Resident
Driver's License #	DL State	License Class Place of Birth Citizenship
Marital Status	Home Phone	Mobile Phone 630-434-5600 Other Phone Work Phone Email Address
Social Media 1	Social Media 2	Social Media 3

<b>Victim Home Address</b>			
Street Address 825 BURLINGTON AV			
City DOWNERS GROVE	State Illinois	Zip 60515	County

<b>Victim Employment Information</b>		
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No	College
Employer / School	Occupation / Grade	Work Schedule
Street Address		
City	State	Zip County
Injury 1	Injury 2	Transported To Transported By
Circumstance	Additional Circumstance	Justifiable Homicide Circumstance

<b>Associated Offenses</b>	
Offense PUBLIC POSSESSION OF ALCOHOL	<input checked="" type="checkbox"/> Associated With Victim

<b>Victim Suspect Relationships</b>	
Suspect Suspect:1 LOY, KRYSTAL M,	Relationship STRANGER

**Narrative Information**

In summary, I Ofc. Tague #38 am part of the Community Response Team along with Sgt. Fortin #89 and Ofc. North #15. The duties of the Community Response Team include enforcement of village ordinances.

On 6/30/23, while on patrol I observed a female white with blue hair sitting in the garden area on Curtiss St. in front of the library (1050 Curtiss St.). I identified the female as Krystal Loy from previous incidents. While Loy was sitting on the bench, she opened a small bottle of a clear liquid and consumed the bottle. I observed the label on the bottle and I know from my training and experience that the bottle contained alcohol. I approached Loy and spoke with her about the bottle. Loy admitted the bottle was alcohol and admitted to consuming alcohol. I also observed the empty bottle with Loy's personal belongings.

At this time, I issued Loy a P-ticket (DG422287P) for the Village of Downers Grove Ordinance 15.208 (Drinking in Public). I informed Loy that she was trespassed from the library property and she stated that she understood. I spoke with Ian Knorr the director of the library and informed him of the incident. Knorr asked that Loy be trespassed from library property.

This incident was captured on my BWC and I did not review it before writing this report.





**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302000	Case Title DRINKING IN PUBLIC	CAD Incident # DGP23022553
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 5 of 5
Date / Time Occurred 6/30/2023 18:50:00 to 6/30/2023 18:50:00		Date / Time Reported 6/30/2023 19:07:00

Nothing further to report at this time.

STATE OF ILLINOIS } IN THE 18TH JUDICIAL CIRCUIT COURT OF DUPAGE COUNTY, ILLINOIS  
 COUNTY OF DUPAGE } VILLAGE OF DOWNERS GROVE, ILLINOIS POLICE DEPARTMENT  
 NOTICE TO APPEAR COMPLAINANT 825 BURLINGTON AVENUE A Municipal Corporation  
 DOWNERS GROVE, ILLINOIS 60515  
 TO THE DEFENDANT HEREINAFTER NAMED:  
 You are hereby notified to appear before the 18th Judicial Circuit Court of DuPage County at the address and at the date and time shown at right, to respond to the Charge described in the following Complaint.

COMPLAINANT

The Complainant named above by its Police Officer, on oath states that:

DAY	MONTH	DAY	YEAR
10	6	30	2023
HOUR		AM	
		6:50 PM	

defendant herein,  
did violate Section

15.208  
of the local ordinance

1050 ~~1050~~ Carities 54 in said Municipality by (described act) Drinking in Public

MAKE	COLOR	LICENSE NUMBER	STATE and YEAR	VEHICLE TYPE	MUNICIPALITY and YEAR

and further states that he has reasonable grounds to believe the defendant guilty as charged

for the above named Municipality by: OFFICER R. L. Lipe STAR NO. 38 its Agent  
 Subscribed and sworn to before me this 30 day of June, 2023

Penalty for this violation if it had been paid BEFORE Due Date \$ 75.00  
 NOTARY PUBLIC  
 Penalty for this violation if it had been paid BEFORE Final Notice Date \$ 150.00

DG-422287 P

DUE DATE WAS	
MONTH	DATE
07	10
YEAR	
2023	

YOUR FINAL NOTICE DATE WAS	
MONTH	DATE
YEAR	

COURT DATE'S	
MONTH	DATE
YEAR	

on	HOUR	M
at	in the courtroom	

ILLINOIS	

AMOUNT DUE

--



**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302117	Case Title DRINKING IN PUBLIC	CAD Incident # DGP23024420
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 1 of 3
Date / Time Occurred 7/11/2023 00:00:00 to		Date / Time Reported 7/11/2023 19:32:00

Arrested Suspects 1	Additional Suspects	Unknown Suspects	Victims 1	Other Persons	Vehicles	Items	Leads Count
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Disposition CLEARED (BY ARREST)		Disposition Date	Case Status CLEARED (BY ARREST)-LOCAL CHARGE	Case Status Date/Time
Reason for Contact		Officer Involved	Officer Firearm	Duty Status

Elements of the Incident					
<input checked="" type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input checked="" type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address					
Street Address 1050 CURTISS ST					
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04	

Administrative Info			
Reporting Officer NORTH,DEREK	Employee Number 170110	Approving Supervisor FORTIN,JASON	
Assisted By TAGUE,JOHN	Assisted By FORTIN,JASON	Assisted By	

OFFENSE			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code PUBLIC POSSESSION OF ALCOHOL	Offense Code Value 8626
Attempt COMPLETED		Location GOVERNMENT/PUBLIC BUILDING	
Bias 1 NONE		Bias 2	
Criminal Activity 1	Criminal Activity 2	Criminal Activity 3	
Offender Using 1 ALCOHOL	Offender Using 2	Offender Using 3	
# Premise Entered	Group Activity 1	Group Activity 2	
Group Type #1	Group Name #1		
Group Type #2	Group Name #2		
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type		Animal Cruelty Involvement	Animal Cruelty Action
Arson Total Damage		Arson Occupancy	Arson Location Type
School Related	Firearm Involved	Firearm 1	Firearm 2
		Firearm 3	
	# of Firearms 1	# of Firearms 2	# of Firearms 3

SUSPECT									
<input checked="" type="checkbox"/> Known <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Arrested <input type="checkbox"/> Naloxone Administered									
Name (Last, First Middle) MARTINEZ, VANESSA M									
Suffix	Nickname	Sex FEMALE	Race WHITE	Ethnicity HISPANIC OR LATINO					
SSN	Date of Birth 1986	Age 37	Age Range to	Age At Time Of Incident 37					
Details									
Height 5'03"	Height High	Weight 200	Weight High	Hair Color BROWN	Hair Length	Eye Color BROWN	Glasses	Build HEAVY	
Facial Hair	Facial Hair Color	Complexion	Handedness	Driver's License #	DL State Illinois	License Class			
Local ID#	SID#	FBI#	DCN#	IR#					
Reporting Agency Resident NON-RESIDENT		Place of Birth		Citizenship U.S. CITIZEN		Marital Status UNKNOWN			
Home Phone	Mobile Phone	Other Phone	Work Phone	Email Address					
Social Media 1	Social Media 2		Social Media 3			<input type="checkbox"/> Current Address Unknown			



**Incident Report**  
**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302117	Case Title DRINKING IN PUBLIC	CAD Incident # dGP23024420
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 2 of 3
Date / Time Occurred 7/11/2023 00:00:00 to		Date / Time Reported 7/11/2023 19:32:00

Suspect Home Address			
Street Address			
City	State	Zip	County
Suspect Employment Information			
Employer / School UNEMPLOYED	Occupation / Grade	Work Schedule	
Street Address			
City	State	Zip	County
Transported To		Transported By	

Associated Offenses	
Offense PUBLIC POSSESSION OF ALCOHOL	<input checked="" type="checkbox"/> Associated With Suspect

<b>ARREST</b>			
Arrested As <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Arrest Number DGAR23000515	Arrest Action SUMMONED/CITED	Disposition SUMMONED/CITED/NOTIFIED
Caution Indicator	Officer Injured NO	Arrest Date/Time 7/11/2023 19:30	<input checked="" type="checkbox"/> Arrested On Scene
Arrest Address			
Street Address 1050 CURTISS ST			
City DOWNERS GROVE	State Illinois	Zip 60515	County
Miranda Warning Given By	Date/Time	Witness(es)	
Test Type	Result Date/Time	BAC	Testing Officer
Arresting Officer NORTH,DEREK	Assisting Officer OFC. TAGUE	Transporting Officer	Transported Date/Time
Weapon 1 Armed With UNARMED		Automatic Weapon 1 Weapon 2 Armed With	
Automatic Weapon 2		Multiple Clearance NOT APPLICABLE	

Associated Charges	
<input checked="" type="checkbox"/> Non-Reportable Charge Y	Charge DRINKING ON PUBLIC PROPERTY
	Counts 1

<b>VICTIM</b>	
Victim Name Type SOCIETY/PUBLIC	<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle) VILLAGE OF DOWNERS GROVE	
Suffix	Nickname
Sex	Race
Ethnicity	
SSN	Date of Birth
Age	Age Range
Infant Type	Age At Time Of Incident
Details	
Height	Weight
Hair Color	Eye Color
Build	Resident
Driver's License #	DL State
License Class	Place of Birth
Citizenship	
Marital Status	Home Phone
Mobile Phone 630-434-5500	Other Phone 630-434-5500
Work Phone 630-434-5600	Email Address
Social Media 1	Social Media 2
Social Media 3	
Victim Home Address	
Street Address 801 BURLINGTON AV	
City DOWNERS GROVE	State Illinois
Zip 60515	County
Victim Employment Information	
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No
College	
Employer / School	Occupation / Grade
Work Schedule	





**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302117		Case Title DRINKING IN PUBLIC		CAD Incident # DGP23024420	
Primary Offense PUBLIC POSSESSION OF ALCOHOL				Page 3 of 3	
Date / Time Occurred 7/11/2023 00:00:00 to				Date / Time Reported 7/11/2023 19:32:00	
Street Address					
City		State		Zip	
City		State		County	
Injury 1		Injury 2		Transported To	
Injury 1		Injury 2		Transported By	
Circumstance		Additional Circumstance		Justifiable Homicide Circumstance	
Associated Offenses					
Offense PUBLIC POSSESSION OF ALCOHOL					
<input checked="" type="checkbox"/> Associated With Victim					
Victim Suspect Relationships					
Suspect		Relationship			
Suspect:1 MARTINEZ, VANESSA M.		STRANGER			

**Narrative Information**

In summary, the Community Response Team's duties include Community Safety, Downtown engagement, and making the Village a safer place for all citizens.

On 07/11/2023, CRT was performing surveillance in the downtown area. CRT Sgt. Fortin #89, CRT Ofc. Tague #38, and CRT Ofc. North #15 observed several known transients sitting in the community area of the DG Library (1050 Curtiss St.).

At 1930 hours I observed a female, later identified as VANESSA M. MARTINEZ, drink an alcoholic beverage. I took of photograph of the incident and have attached it to the report.

CRT then approached the transient group and VANESSA confessed to drinking alcohol. She handed Ofc. Tague the can of Twisted Tea alcohol and he poured the remaining alcohol out.

I issued VANESSA a P-Ticket for Drinking in Public, and trespassed her from the library. (P-Ticket# DG422477P)

FBR Trespass form completed.

End of Report.

DGRC-2302117

STATE OF ILLINOIS } IN THE 18TH JUDICIAL CIRCUIT COURT OF DUPAGE COUNTY, ILLINOIS  
COUNTY OF DUPAGE } VILLAGE OF DOWNERS GROVE, ILLINOIS POLICE DEPARTMENT  
NOTICE TO APPEAR COMPLAINANT 825 BURLINGTON AVENUE A Municipal Corporation  
DOWNERS GROVE, ILLINOIS 60515

TO THE DEFENDANT HEREINAFTER NAMED:  
You are hereby notified to appear before the 18th Judicial Circuit Court of DuPage County at the address and at the date and time shown at right, to respond to the Charge described in the following Complaint.

COMPLAINANT

The Complainant named above by its Police Officer, on oath states that  
defendant herein,  
did violate Section  
15.208  
of the local ordinance

DAY MONTH DAY YEAR  
Tue July 11 2023  
HOUR AM PM  
7:30 PM

1050. Curtis St. DG  
- De Cadenay  
in said Municipality by (described act)  
Municipality of  
Peoria

MAKE	COLOR	LICENSE NUMBER	STATE and YEAR	VEHICLE TYPE	MUNICIPALITY and YEAR

and further states that he has reasonable grounds to believe the defendant guilty as charged  
for the above named Municipality by: OFFICER  
Subscribed and sworn to before me this  
11 day of July  
STAR NO. 15 Its Agent

Penalty for this violation if it had been paid BEFORE Due Date \$ 75.00  
Penalty for this violation if it had been paid BEFORE Final Notice Date \$ 150.00

DG-422477 P

MONTH	DATE	YEAR
JULY	21	2023

DOUGLAS COUNTY, ILLINOIS

MONTH	DATE	YEAR

COURT DATE \$

MONTH	DATE	YEAR

on HOUR of M in the courtroom

ILLINOIS

AMOUNT DUE



**Incident Report**  
DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2302205	Case Title FOUND PROPERTY	CAD Incident # 0GP23026751
Primary Offense FOUND PROPERTY-NOT STOLEN		Page 1 of 2
Date / Time Occurred 7/19/2023 17:20:00 to 7/19/2023 17:28:00		Date / Time Reported 7/19/2023 17:28:00

Arrested Suspects	Additional Suspects	Unknown Suspects	Victims	Other Persons 1	Vehicles	Items 1	Leads Count
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Disposition CLOSED		Disposition Date	Case Status PROVIDED ASSISTANCE AS NEEDED	Case Status Date/Time
Reason for Contact		Officer Involved	Officer Firearm	Duty Status

Elements of the Incident					
<input type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address				
Street Address 1050 CURTISS ST				
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04

Administrative Info		
Reporting Officer ROMANI, RICHARD	Employee Number 170074	Approving Supervisor MILLER, STEVEN
Assisted By	Assisted By	Assisted By

OFFENSE			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code FOUND PROPERTY-NOT STOLEN	Offense Code Value 8703
Attempt COMPLETED		Location GOVERNMENT/PUBLIC BUILDING	
Bias 1 NONE		Bias 2	
Criminal Activity 1	Criminal Activity 2	Criminal Activity 3	
Offender Using 1 NOT APPLICABLE	Offender Using 2	Offender Using 3	
# Premise Entered	Group Activity 1	Group Activity 2	
Group Type #1	Group Name #1		
Group Type #2	Group Name #2		
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type	Animal Cruelty Involvement		Animal Cruelty Action
Arson Total Damage	Arson Occupancy		Arson Location Type
School Related	Firearm Involved	Firearm 1	Firearm 2
		Firearm 3	
	# of Firearms 1	# of Firearms 2	# of Firearms 3

OTHER PERSON		Person Type OWNER	Other Person Name Type INDIVIDUAL
Name (Last, First Middle)			
Suffix	Nickname	Sex MALE	Race
		SSN	Date of Birth
		Age 42	Age At Time Of Incident 42
Details			
Height	Weight	Hair Color	Hair Length
		Eye Color	Glasses
		Build	
Facial Hair	Complexion	Resident NON-RESIDENT	Place of Birth
License Class			
Driver's License #	DL State	Transported To	Transported By
Home Phone	Mobile Phone	Other Phone	Work Phone
		Email Address	
Social Media 1	Social Media 2	Social Media 3	
Other Person Home Address			
Street Address			
City	State	Zip	County



# Incident Report

DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2302205	Case Title FOUND PROPERTY	CAD Incident # DGP23025751
Primary Offense FOUND PROPERTY-NOT STOLEN		Page 2 of 2
Date / Time Occurred 7/19/2023 17:20:00 to 7/19/2023 17:28:00		Date / Time Reported 7/19/2023 17:28:00

Other Person Employment Information			
Employer / School	Occupation / Grade	Work Schedule	Linked Date/Time
Street Address			
City	State	Zip	County

PROPERTY	Property Tag # DGPR23003067	Quantity 1	Category PROPERTY	Action FOUND
Property Type PURSES/HANDBAGS/WALLETS(25)		Owner Other Person: [REDACTED]		Involvement OWNER
Estimated Total Value \$1.00	Brand	Model	Color	Color 2
Serial Number	NCIC/LEADS	Owner Applied Number		<input type="checkbox"/> Transferred to Evidence
Recovery Action	Recovery Value	Date / Time Recovered		

Property Address	
Street Address [REDACTED]	
City [REDACTED]	State [REDACTED] Zip [REDACTED] County [REDACTED]
Additional Description WALLET AND CONTENTS	
Associated Offenses Offense FOUND PROPERTY-NOT STOLEN <input checked="" type="checkbox"/> Associated With Property	

## Narrative Information

\*\*Incident recorded on Body-worn Camera (BWC) and not viewed prior to completion of report.\*\*

On July 19, 2023 at approximately 1728 hours, I responded to the DGPD to speak with an anonymous complaint who recovered a wallet on the north end of the DG Public Library.

Upon receiving the wallet, I observed a IL DL belonging to [REDACTED] inside, along with cash and miscellaneous cards. No telephone number could be located for [REDACTED] at which time the wallet was secured into a temporary property locker (P4) inside the booking room.

Prior to the completion of this report, I was informed by Property Control Officer, Anne Grisenthwaite, that [REDACTED] came into the DGPD on 7/20/23 in the afternoon hours at which time his wallet was returned to him.

Nothing further to report.



# Incident Report

**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302560	Case Title TRESPASS WARNING	CAD Incident # DGP23030250
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 1 of 2
Date / Time Occurred 8/15/2023 14:30:00 to 8/15/2023 14:52:00		Date / Time Reported 8/15/2023 14:53:00

Arrested Suspects	Additional Suspects	Unknown Suspects	Victims	Other Persons 2	Vehicles	Items	Leads Count
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Disposition CLOSED		Disposition Date	Case Status PROVIDED ASSISTANCE AS NEEDED	Case Status Date/Time
Reason for Contact	Officer Involved	Officer Firearm	Duty Status	

Elements of the Incident					
<input checked="" type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input checked="" type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address				
Street Address 1050 CURTISS ST				
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04

Administrative Info		
Reporting Officer GIERMANN,JEFFREY	Employee Number 170032	Approving Supervisor NELSON,JOSHUA
Assisted By	Assisted By	Assisted By

<b>OFFENSE</b>			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code PUBLIC POSSESSION OF ALCOHOL	Offense Code Value 8626
Attempt COMPLETED		Location GOVERNMENT/PUBLIC BUILDING	
Bias 1 NONE		Bias 2	
Criminal Activity 1	Criminal Activity 2	Criminal Activity 3	
Offender Using 1 ALCOHOL	Offender Using 2	Offender Using 3	
# Premise Entered	Group Activity 1	Group Activity 2	
Group Type #1	Group Name #1		
Group Type #2	Group Name #2		
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type	Animal Cruelty Involvement		Animal Cruelty Action
Arson Total Damage	Arson Occupancy		Arson Location Type
School Related	Firearm Involved	Firearm 1	Firearm 2
		Firearm 3	
	# of Firearms 1	# of Firearms 2	# of Firearms 3

<b>OTHER PERSON</b>		Person Type COMPLAINANT	Other Person Name Type INDIVIDUAL
Name (Last, First Middle)			
Suffix	Nickname	Sex FEMALE	Race
		SSN	Date of Birth
		Age 25	Age At Time Of Incident 25
Details			
Height	Weight	Hair Color	Hair Length
		Eye Color	Glasses
		Build	
Facial Hair	Complexion	Resident UNKNOWN	Place of Birth
License Class			
Driver's License #	DL State	Transported To	Transported By
Home Phone	Mobile Phone	Other Phone	Work Phone
			Email Address
Social Media 1	Social Media 2	Social Media 3	
Other Person Home Address			
Street Address			
City	State	Zip	County





**Incident Report**  
**DOWNS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302560	Case Title TRESPASS WARNING	CAD Incident # DGP23030250
Primary Offense PUBLIC POSSESSION OF ALCOHOL		Page 2 of 2
Date / Time Occurred 8/15/2023 14:30:00 to 8/15/2023 14:52:00		Date / Time Reported 8/15/2023 14:53:00

Other Person Employment Information			
Employer / School DOWNS GROVE PUBLIC LIBRARY	Occupation / Grade LIBRARY MONITOR	Work Schedule	Linked Date/Time
Street Address 1050 CURTISS ST			
City DOWNS GROVE	State Illinois	Zip 60515	County

OTHER PERSON	Person Type OTHER	Other Person Name Type INDIVIDUAL
Name (Last, First Middle)		
Suffix	Nickname	Sex MALE
		Race
		SSN
		Date of Birth
		Age 56
		AgeAtTimeOfIncident 56
Details		
Height 5'06"	Weight 145	Hair Color BLACK
		Hair Length
		Eye Color BROWN
		Glasses
		Build
Facial Hair	Complexion	Resident NON-RESIDENT
		Place of Birth IL
		License Class
Driver's License #	DL State Illinois	Transported To
		Transported By
Home Phone	Mobile Phone	Other Phone
		Work Phone
		Email Address
Social Media 1	Social Media 2	Social Media 3

Other Person Home Address			
Street Address			
City	State	Zip	County
Other Person Employment Information			
Employer / School	Occupation / Grade	Work Schedule	Linked Date/Time
Street Address			
City	State	Zip	County

**Narrative Information**

This is a BWC event. It was not reviewed prior to the completion of this report.

I responded to the above address reference a homeless person that was intoxicated and at the Library. Prior to our arrival, [REDACTED] a monitor at the library, stated that the subject had left. I contacted [REDACTED] via telephone and she advised that the Library would like the subject trespassed.

Ofc. Kappmeyer located the subject in the downtown area. He was identified as [REDACTED] He was formally trespassed from the Library for a period of one year. Paperwork was completed on scene and he was given a copy of the notice.

Trespass form completed.



**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302707	Case Title CRIMINAL DAMAGE TO GOVERNMENT	CAD Incident # DGP23032426
Primary Offense CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PRO		Page 1 of 3
Date / Time Occurred 8/24/2023 07:00:00 to 8/28/2023 08:30:00		Date / Time Reported 8/28/2023 08:38:00

Arrested Suspects	Additional Suspects	Unknown Suspects	Victims 1	Other Persons 1	Vehicles	Items 1	Leads Count
<b>Incident Details</b>							
Disposition PENDING		Disposition Date		Case Status ACTIVE		Case Status Date/Time	
Reason for Contact		Officer Involved		Officer Firearm		Duty Status	
<b>Elements of the Incident</b>							
<input type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime		
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations		
<b>Incident Address</b>							
Street Address 1050 CURTISS ST							
City DOWNERS GROVE		State Illinois		Zip 60515	County DUPAGE	Beat DP04	
<b>Administrative Info</b>							
Reporting Officer DARRAH, KEVIN		Employee Number 170022		Approving Supervisor BLAYLOCK, ANDREW			
Assisted By		Assisted By		Assisted By			

<b>OFFENSE</b>			
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense	Offense Code CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PROPERTY	Offense Code Value 1340
Attempt COMPLETED		Location GOVERNMENT/PUBLIC BUILDING	
Bias 1 NONE		Bias 2	
Criminal Activity 1		Criminal Activity 2	Criminal Activity 3
Offender Using 1 NOT APPLICABLE		Offender Using 2	Offender Using 3
# Premise Entered		Group Activity 1	Group Activity 2
Group Type #1		Group Name #1	
Group Type #2		Group Name #2	
Drug Related	Drug Type	Drug Origin	Drug Precursors
Animal Cruelty Type		Animal Cruelty Involvement	Animal Cruelty Action
Arson Total Damage		Arson Occupancy	Arson Location Type
School Related	Firearm Involved	Firearm 1	Firearm 2
		# of Firearms 1	# of Firearms 2
			# of Firearms 3

<b>VICTIM</b>		Victim Name Type GOVERNMENT		<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle) DOWNERS GROVE PUBLIC LIBRARY				
Suffix	Nickname	Sex	Race	Ethnicity
SSN	Date of Birth	Age	Age Range to	Infant Type
				Age At Time Of Incident
<b>Details</b>				
Height	Weight	Hair Color	Eye Color	Build
Driver's License #		DL State	License Class	Place of Birth
Marital Status		Home Phone	Mobile Phone	Other Phone
				630-960-1200
Social Media 1		Social Media 2		Social Media 3
<b>Victim Home Address</b>				
Street Address 1050 CURTISS ST				
City DOWNERS GROVE		State Illinois		Zip 60515



**Incident Report**  
 DOWNERS GROVE POLICE DEPARTMENT  
 826 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

Incident # DGPC2302707	Case Title CRIMINAL DAMAGE TO GOVERNMENT	CAD Incident # DGP23032426
Primary Offense CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PRO		Page 2 of 3
Date / Time Occurred 6/24/2023 07:00:00	Date / Time Reported 6/28/2023 08:30:00	Date / Time Reported 6/28/2023 08:38:00

Victim Employment Information			
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No	College	
Employer / School	Occupation / Grade	Work Schedule	
Street Address			
City	State	Zip	County
Injury 1	Injury 2	Transported To	Transported By
Circumstance		Additional Circumstance	
		Justifiable Homicide Circumstance	

Associated Offenses	
Offense CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PROPERTY	<input checked="" type="checkbox"/> Associated With Victim

OTHER PERSON	Person Type COMPLAINANT	Other Person Name Type INDIVIDUAL
Name (Last, First Middle) KNORR, IAN MICHAEL		
Suffix	Nickname	Sex MALE
		Race WHITE
		SSN
		Date of Birth
		Age
		Age At Time Of Incident
Height	Weight	Hair Color
		Hair Length
		Eye Color
		Glasses
		Build
Facial Hair	Complexion	Resident NON-RESIDENT
		Place of Birth
		License Class C
Driver's License #	DL State Illinois	Transported To
		Transported By
Home Phone	Mobile Phone	Other Phone
		Work Phone 630-960-1200
		Email Address iknorr@dglibrary.org
Social Media 1	Social Media 2	Social Media 3

Other Person Home Address			
Street Address			
City	State Illinois	Zip	County

Other Person Employment Information			
Employer / School DOWNERS GROVE PUBLIC LIBRARY	Occupation / Grade BUILDING OPERATIONS DIRECTOR	Work Schedule	Linked Date/Time
Street Address 1050 CURTISS ST			
City DOWNERS GROVE	State Illinois	Zip 60515	County

PROPERTY	Property Tag # DGPR23003600	Quantity 1	Category PROPERTY	Action DESTROYED/DAMAGED/VANDALIZED(4)
Property Type STRUCTURES-PUBLIC/COMMUNITY(33)		Owner Victim: DOWNERS GROVE PUBLIC LIBRARY, ,		Involvement VICTIM
Estimated Total Value \$1,000.00	Brand	Model	Color	Color 2
Serial Number	NCIC/LEADS	Owner Applied Number	<input type="checkbox"/> Transferred to Evidence	
Recovery Action	Recovery Value	Date / Time Recovered		

Property Address			
Street Address 1050 CURTISS ST			
City DOWNERS GROVE	State Illinois	Zip 60515	County
Additional Description WINDOW GLASS			

Associated Offenses	
Offense CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PROPERTY	<input checked="" type="checkbox"/> Associated With Property

**Narrative Information**

The BWC video was not viewed prior to this report.





**DOWNERS GROVE POLICE DEPARTMENT**  
 825 BURLINGTON AVE  
 DOWNERS GROVE, IL 60515  
 (630) 434-5600

## Incident Report

Incident # DGPC2302707	Case Title CRIMINAL DAMAGE TO GOVERNMENT	CAD Incident # DGP23032426
Primary Offense CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PROI		Page 3 of 3
Date / Time Occurred 8/24/2023 07:00:00 to 8/28/2023 08:30:00		Date / Time Reported 8/28/2023 08:38:00

In summary, I (Ofc. Darrah #54) was dispatched to the Downers Grove Public Library (1050 Curtiss St.) for a damaged window.

Mr. Knorr (Building Operations Director) advised that an unknown offender scratched a pane of window glass in the east alley. The damage was sustained sometime between 0700 hours on Thursday, August 24th and around 0830 hours today. Knorr advised that there weren't any video cameras that covered the alley. I took photographs of the superficial scratches on the window and attached the images to this report.

There was already an active Extra Patrol request for the library in Frontline.

Complaints to be signed.

Nothing further.













# Incident Report

DOWNERS GROVE POLICE DEPARTMENT

825 BURLINGTON AVE

DOWNERS GROVE, IL 60515

(630) 434-5600

Incident # DGPC2302962	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 1 of 8
Date / Time Occurred 9/18/2023 17:46:00	to	Date / Time Reported 9/18/2023 17:46:00

Arrested Suspects	Additional Suspects 2	Unknown Suspects	Victims 2	Other Persons	Vehicles	Items	Leads Count
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Incident Details	
Disposition CLEARED EXCEPTIONALLY-VICTIM REFUSED TO	Disposition Date 09/19/2023
Case Status CLOSED-ADMINISTRATIVELY	Case Status Date/Time
Reason for Contact	Officer Involved
Officer Firearm	Duty Status

Elements of the Incident					
<input type="checkbox"/> Alcohol	<input type="checkbox"/> CIT	<input type="checkbox"/> Domestic	<input type="checkbox"/> Drug	<input type="checkbox"/> Gang	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pursuit	<input type="checkbox"/> Transient	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Article 36	<input type="checkbox"/> Forward to Investigations

Incident Address				
Street Address 1047 CURTISS ST				
City DOWNERS GROVE	State Illinois	Zip 60515	County DUPAGE	Beat DP04

Administrative Info		
Reporting Officer MIKALAYENIA.KONSTANTIN	Employee Number 170143	Approving Supervisor STULTS.CODY
Assisted By GRESKE,STEVEN	Assisted By HARTER,RYAN	Assisted By

OFFENSE	
<input checked="" type="checkbox"/> Primary Offense	<input type="checkbox"/> Non-Reportable Offense
Offense Code BATTERY	Offense Code Value 460
Attempt COMPLETED	Location CHURCH/SYNAGOGUE/TEMPLE/MOSQUE
Bias 1 NONE	Bias 2
Criminal Activity 1	Criminal Activity 2
Criminal Activity 3	
Offender Using 1 NOT APPLICABLE	Offender Using 2
Offender Using 3	
# Premise Entered	Group Activity 1 NONE/UNKNOWN
Group Type #1	Group Name #1
Group Type #2	Group Name #2
Drug Related	Drug Type
Drug Origin	Drug Precursors
Cargo Theft	
Animal Cruelty Type	Animal Cruelty Involvement
Animal Cruelty Action	
Arson Total Damage	Arson Occupancy
Arson Location Type	
School Related	Firearm Involved
Firearm 1	Firearm 2
Firearm 3	
# of Firearms 1	# of Firearms 2
# of Firearms 3	

SUSPECT	
<input checked="" type="checkbox"/> Known	<input type="checkbox"/> Unknown
<input type="checkbox"/> Arrested	<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle)	
Suffix	Nickname
Sex MALE	Race UNKNOWN
Ethnicity HISPANIC OR LATINO	
SSN	Date of Birth
Age 38	Age Range to
Age At Time Of Incident 38	
Details	
Height 5'08"	Height High
Weight 240	Weight High
Hair Color BLACK	Hair Length CREWCUT
Eye Color BROWN	Glasses
Build MEDIUM/AVERAGE	
Facial Hair STUBBLE	Facial Hair Color BLACK
Complexion MEDIUM	Handedness
Driver's License #	DL State California
License Class UNKNOWN	
Local ID#	SID#
FBI#	DCN#
IR#	
Reporting Agency Resident NON-RESIDENT	Place of Birth CALIFORNIA
Citizenship U.S. CITIZEN	Marital Status SINGLE
Home Phone	Mobile Phone
Other Phone	Work Phone
Email Address	
Social Media 1	Social Media 2
Social Media 3	<input type="checkbox"/> Current Address Unknown



# Incident Report

DOWNS GROVE POLICE DEPARTMENT

825 BURLINGTON AVE

DOWNS GROVE, IL 60515

(630) 434-5600

Incident # DGPC2302862	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 2 of 8
Date / Time Occurred 9/18/2023 17:45:00 to		Date / Time Reported 9/19/2023 17:46:00

Suspect Home Address				
Street Address				
City				
State		Zip		County
Suspect Employment Information				
Employer / School		Occupation / Grade		Work Schedule
Street Address				
City		State		Zip
County				
Transported To				
Transported By				

Associated Offenses	
Offense BATTERY	<input checked="" type="checkbox"/> Associated With Suspect

Scars, Marks and Tattoos	
Category: TATTOOS FOREARM, LEFT	Photo:
Photo Attachment Type:	
Description	

Comments	
----------	--

Category:	Photo:
Photo Attachment Type:	
Description	

Comments	
----------	--



**DOWNERS GROVE POLICE DEPARTMENT**  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

## Incident Report

Incident # DGPC2302862	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 3 of 8
Date / Time Occurred 9/18/2023 17:46:00 to		Date / Time Reported 9/19/2023 17:46:00

Category: TATTOOS FOREARM, RIGHT	Photo:
Photo Attachment Type:	
Description [REDACTED]	
Comments	
Category:	Photo:
Photo Attachment Type:	
Description	
Comments	



# Incident Report

DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2302962	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 4 of 8
Date / Time Occurred 9/19/2023 17:46:00	to	Date / Time Reported 9/19/2023 17:46:00

Category: TATTOOS HAND, RIGHT	Photo:
Photo Attachment Type:	
Description [REDACTED]	

Comments TAT R HND
-----------------------

Category:	Photo:
Photo Attachment Type:	
Description	

Comments
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**Incident Report**  
DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2302962	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 5 of 8
Date / Time Occurred 9/19/2023 17:46:00 to		Date / Time Reported 9/19/2023 17:46:00

Category: TATTOOS ARM, RIGHT UPPER	Photo:
Photo Attachment Type:	
Description	
Comments	

SUSPECT <input checked="" type="checkbox"/> Known <input type="checkbox"/> Unknown <input type="checkbox"/> Arrested <input type="checkbox"/> Naloxone Administered									
Name (Last, First Middle)									
Suffix		Nickname		Sex MALE		Race		Ethnicity HISPANIC OR LATINO	
SSN		Date of Birth		Age 34		Age Range to		Age At Time Of Incident 34	
Details									
Height 5'06"		Height High		Weight 260		Weight High		Hair Color BLACK	
Facial Hair		Facial Hair Color		Complexion		Hair Length		Eye Color BROWN	
Local ID#		SID#		FBI#		DCN#		IR#	
Reporting Agency Resident NON-RESIDENT		Place of Birth		Citizenship		Glasses		Marital Status	
Home Phone		Mobile Phone		Other Phone		Work Phone		Email Address	
Social Media 1		Social Media 2		Social Media 3				<input type="checkbox"/> Current Address Unknown	
Suspect Home Address									
Street Address									
City		State		Zip		County			
Suspect Employment Information									
Employer / School		Occupation / Grade		Work Schedule					
Street Address									
City		State		Zip		County			
Transported To									
Transported By									
Associated Offenses									
Offense BATTERY <input checked="" type="checkbox"/> Associated With Suspect									
Scars, Marks and Tattoos									





**Incident Report**  
DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2302962	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 6 of 8
Date / Time Occurred 9/19/2023 17:46:00 to		Date / Time Reported 9/19/2023 17:46:00

Category: TATTOOS HAND, LEFT	Photo:
Photo Attachment Type:	
Description:	
Comments TAT L HND	

<b>VICTIM</b>	Victim Name Type INDIVIDUAL	<input type="checkbox"/> Naloxone Administered
Name (Last, First Middle)		
Suffix	Nickname	Sex MALE
SSN	Date of Birth	Race UNKNOWN
Age 38	Age Range to	Ethnicity HISPANIC OR LATINO
Infant Type	Age At Time Of Incident 38	
<b>Details</b>		
Height 5'08"	Weight 240	Hair Color BLACK
Eye Color BROWN	Build MEDIUM/AVERAGE	Resident NON-RESIDENT
Driver's License #	DL State California	License Class UNKNOWN
Place of Birth CALIFORNIA	Citizenship U.S. CITIZEN	
Marital Status SINGLE	Home Phone	Mobile Phone
Other Phone	Work Phone	Email Address
Social Media 1	Social Media 2	Social Media 3
<b>Victim Home Address</b>		
Street Address		
City	State	Zip
County		
<b>Victim Employment Information</b>		
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No	College
Employer / School	Occupation / Grade	Work Schedule
Street Address		
City	State	Zip
County		
Injury 1 NONE	Injury 2	Transported To
Circumstance	Additional Circumstance	Transported By
Justifiable Homicide Circumstance		
<b>Associated Offenses</b>		
Offense BATTERY		
<input checked="" type="checkbox"/> Associated With Victim		
<b>Victim Suspect Relationships</b>		
Suspect	Relationship	
Suspect:1	OTHERWISE KNOWN	
Suspect:2	STRANGER	



# Incident Report

DOWNERS GROVE POLICE DEPARTMENT  
825 BURLINGTON AVE  
DOWNERS GROVE, IL 60515  
(630) 434-5600

Incident # DGPC2302962	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 7 of 8
Date / Time Occurred 9/19/2023 17:48:00 to		Date / Time Reported 9/19/2023 17:46:00

<b>VICTIM</b>		Victim Name Type INDIVIDUAL		<input type="checkbox"/> Naloxone Administered	
Name (Last, First Middle)					
Suffix		Nickname		Sex MALE	Race [REDACTED]
SSN		Date of Birth	Age 34	Age Range to	Age At Time Of Incident 34
<b>Details</b>					
Height 5'06"	Weight 260	Hair Color BLACK	Eye Color BROWN	Build	Resident NON-RESIDENT
Driver's License #		DL State	License Class	Place of Birth	Citizenship
Marital Status		Home Phone	Mobile Phone	Other Phone	Work Phone
Social Media 1		Social Media 2		Social Media 3	
<b>Victim Home Address</b>					
Street Address					
City		State	Zip	County	
<b>Victim Employment Information</b>					
<input type="checkbox"/> Student	On Campus <input type="checkbox"/> Yes <input type="checkbox"/> No		College		Work Schedule
Employer / School		Occupation / Grade		Work Schedule	
Street Address					
City		State	Zip	County	
Injury 1 NONE		Injury 2		Transported To	Transported By
Circumstance		Additional Circumstance		Justifiable Homicide Circumstance	
<b>Associated Offenses</b>					
Offense BATTERY		<input checked="" type="checkbox"/> Associated With Victim			
<b>Victim Suspect Relationships</b>					
Suspect		Relationship			
Suspect:1		STRANGER			
Suspect:2		OTHERWISE KNOWN			

## Narrative Information

This incident was captured on BWC and was not reviewed prior to completing this report.

In summary, Ofc. Harter #3, Ofc. Greske #6, and I, Ofc. Mikalayenia #40, were dispatched to intersection of Forest Ave and Curtiss St for two male subjects fighting.

Ofc. Harter and Ofc. Greske were first to arrive on scene and located one of the male subjects in front of the Library, 1050 Curtiss Street. The male subject at the Library was [REDACTED]

I arrived on scene and located the second subject standing in front of 1047 Curtiss St, First Congregational Church. The male subject identified himself as [REDACTED]. I asked [REDACTED] what had occurred prior to police arrival. [REDACTED] advised [REDACTED]

[REDACTED] advised [REDACTED]  
[REDACTED] While speaking with [REDACTED] I did not observe any injuries on his face. I asked [REDACTED] multiple times if he wanted to be seen by medics and he refused. I asked [REDACTED] multiple times if he wanted anything done today and he stated he did not and wanted to leave.

I then spoke with [REDACTED] who advised [REDACTED]  
[REDACTED]



## Incident Report

DOWNERS GROVE POLICE DEPARTMENT

825 BURLINGTON AVE

DOWNERS GROVE, IL 60515

(630) 434-5600

Incident # DGPC2302962	Case Title BATTERY	CAD Incident # DGP23035963
Primary Offense BATTERY		Page 8 of 8
Date / Time Occurred 9/18/2023 17:45:00 to		Date / Time Reported 9/19/2023 17:46:00

I spoke to multiple refused witnesses on scene that advised [REDACTED] pushed [REDACTED] inside the church, and both subjects were pushing each other outside the church.

At this time due to conflicting statements from both subjects and no injuries, both subjects are considered mutual combatants.

Nothing further at this time.

VILLAGE OF  
DOWNERS GROVE

Joanne Masek &lt;jmasek@downers.us&gt;

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FOIA request1 message

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Ian Knorr &lt;iknorr@dglibrary.org&gt;

Thu, Nov 30, 2023 at 10:20 AM

To: foia@downers.us

Cc: Julie Milavec &lt;jmilavec@dglibrary.org&gt;

I am requesting police report numbers:

DGPC2301783

DGPC2301917

DGPC2302000

DGPC2302117

DGPC2302205

DGPC2302560

DGPC2302707

DGPC2302962

Thank you

--

Ian Knorr | Building Operations Director

Pronouns: he, him, his

Downers Grove Public Library

1050 Curtiss Street

Downers Grove, IL 60515

630-960-1200 ext. 4244

dglibrary.org

DOWNERS GROVE  
PUBLIC LIBRARY

(630) 960-1200 • www.dglibrary.org

My work hours may be different than your work hours; please don't feel you have to respond to my email outside of your normal hours.



www.downers.us

**Village Hall**  
801 Burlington Ave.  
Downers Grove, IL  
60515-4782  
630.434.5500

**Fire Department  
Administration**  
5420 Main St.  
Downers Grove, IL  
60515-4834  
630.434.5980

**Police Department**  
825 Burlington Ave.  
Downers Grove, IL  
60515-4783  
630.434.5600

**Public Works**  
5101 Walnut Ave.  
Downers Grove, IL  
60515-4046  
630.434.5460

Date: 12-7-23

Name: Jan Knorr

**Re: Request For Records/Granted With Redactions**

You are hereby notified that your request for records, dated 11-30-23, received 11-30-23, copy attached, is partially granted and copies of such records, including redactions, are hereby enclosed. Such redactions are made for the following reasons(s) as indicated:

☒ 5 ILCS 140 7(1)(b) Redacted items are "private information" as defined by Section 2 (c-5) of the Act and may include: social security numbers, driver's license numbers, personal financial information, medical records, biometric identifiers and home or personal telephone numbers and addresses.

☒ 5 ILCS 140 7(1)(d)(iv) Redacted items include information that reveals the identity of person(s) filing complaints with or providing information to law enforcement.

☐ 5 ILCS 140 7(1)(a) Redacted items include information specifically prohibited from disclosure by State law or rules and regulations implementing State Law. Specifically 20 Ill Admin. Code 1240.80(d) which states that LEADS data shall not be disseminated to any individual or organization that is not legally authorized to have access to the information.

☒ 5 ILCS 140 7(1)(c) Redacted items include information that if disclosed would constitute an unwarranted invasion of personal privacy (date of birth, witness statements, etc...).

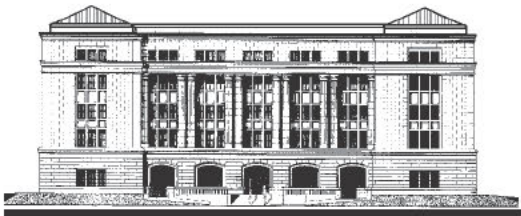
**The person making this decision to redact and their title is set forth below:**

☒ Joanne Masek – Police Records Supervisor

☐ Other – Name: \_\_\_\_\_ Title: \_\_\_\_\_

You have a right to request review of this finding pursuant to Section 9.5 of the Freedom of information Act 5 ILCS 140/9.5. Request for review should be sent to the Illinois Attorney General's Public Access Counselor, 500 S. 2<sup>nd</sup> Street, Springfield, Illinois 62701, no later than 60 days after the date of the final denial. This request for review must be in writing and must also include a copy of the original request for records and all responses from the Village. The phone number of the Public Access Bureau is 877-299-3642 and the email address is public.access@ilag.gov. You also have the right to a judicial review pursuant to Section 11 of the Freedom of Information Act 5 ILCS 140/11.

Village of Downers Grove



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Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Downers Grove Public Library

Library's Control Number: 30236 Branch Number: 00 Today's Date: 12/05/2023

Contact information of the person completing this grant application:

Preparer's Name: Julie Milavec  
(First Name) (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: (630) 960-1200

Preparer's Email Address: jmilavec@dglibrary.org

☒ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 50,247

#### **Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

### **Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Downers Grove Public Library (DGPL) meets all Core Standards.

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

DGPL meets all components of the Governance and Administration checklist.

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

DGPL meets all components of the Personnel checklist.



## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

DGPL meets all components of the Access checklist to the best of its ability. All parking available adjacent to and nearby the library's single, downtown location is owned and maintained by the Village of Downers Grove, of which DGPL is a component unit.

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

DGPL meets all components of the Building Infrastructure and Maintenance checklists to the best of its ability. All parking available adjacent to and nearby the library's single, downtown location is owned and maintained by the Village of Downers Grove, of which DGPL is a component unit. DGPL's Capital Needs Assessment 2017-2027 provides a roadmap for capital projects through 2027.

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

DGPL meets all components of the Safety checklist.

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

DGPL meets all components of the Collection Management checklist.

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

DGPL meets all components of the System Membership Responsibilities and Resource Sharing checklist.

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

DGPL meets all components of the Reference Service checklist and all but one of the Reader's Advisory Service checklist. Most, but not all, staff responsible for Reader's Advisory Service are a part of at least one community organization, club, or council. Multiple staff across departments and from all levels of the organization hold some responsibility for Reader's Advisory Service. Under this model, participation by all staff involved in reader's advisory service is not feasible.

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

DGPL meets all components of the Programming checklist.

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

DGPL meets all components of the Youth/Young Adult Services checklist.

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

DGPL meets all components of the Technology checklist.

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

DGPL meets all components of the Marketing, Promotion, and Collaboration checklist.

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The Downers Grove Public Library plans to use the entire amount of any Per Capita grant for the purchase of books, audiovisual materials, and electronic resources for public use. Use of Per Capita grant monies on library materials will ensure DGPL meets Core 21: As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the Illinois Public Library Annual Report statewide percentages analysis.



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300 S. Second St., Springfield, IL 62701-1796

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## Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30236 City: Downers Grove

Library Name: Downers Grove Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2022: \$ 74,114.33

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.



Core Standards — Chapter 1

The Downers Grove Public Library used the entire amount of the FY2022 Illinois Public Library Per Capita Grant for the purchase of books, audiovisual materials, and electronic resources for public use. Use of Per Capita grant monies on library materials ensures DGPL meets Core 21 of Serving Our Public 4.0: Standards for Illinois Public Libraries.



Governance and Administration — Chapter 2



Personnel — Chapter 3



Access — Chapter 4



Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☐ Collection Management — Chapter 7

☐ System Member Responsibilities and Resource Sharing — Chapter 8

☐ Public Services: Reference and Reader's Advisory — Chapter 9

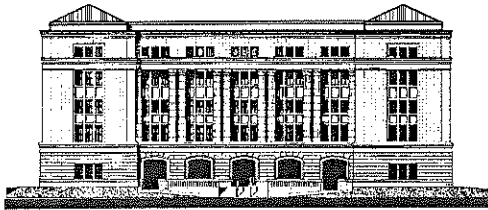
☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13





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## Illinois State Library

**Certification of Eligibility for Grants  
Pursuant to  
75 ILCS 10/ Illinois Library System Act  
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

*Submit with grant application*

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Downers Grove Public Library


Name of Library or Agency

☒ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

  
Authorized Signature

12/05/2023

Date

Julie M. Milavec

Signature Name (Typed or Printed)

Library Director

Title

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Department Reports –November 2023**

**Administration – Jen Ryjewski**

- Continued to work on editing and reviewing the Personnel policy and the Strategic Plan work plan
- Attended several training webinars including: Conflict De-escalation in the Workplace; Responding to and Investigating Hoax Bomb Threats and Swatting; and Suicide: A Conversation with a Suicidologist, Stephanie Weber
- Completed the Autism Acceptance & Inclusion Training from Autism Ready in collaboration with the Information School at the University of Washington
- Wrote a first draft of the My Library is...grant, requesting funds to translate our Summer Reading Club brochures into Spanish
- Participated in a wonderful opportunity to be interviewed by a Downers Grove North student who is working on his action paper for his English class on homelessness in Downers Grove

**Business Office – Katelyn Vabalaitis**

- Attended the Library Administrative Assistant Networking Group (LAANG) meeting and sat through a presentation by Steve Colaizzi from the Illinois State Archives. Mr. Colaizzi discussed the state's document retention rules and fielded questions from many library staff about ways to improve the retention process. This sparked a larger conversation between myself and Business Office Assistant Scott Anderson about DGPL's process that we oversee and we have plans to implement new rules and ideas in 2024.
- Met with a cross-departmental group of staff to look over the library's historical documents and decide how to proceed with the local history section in ATS and to discuss what should be kept in Administration as official historical records. The project is ongoing.
- Held two New Hire Orientations for new/returning staff.
- Prepared the next quarter's virtual timesheets for distribution in December.

**Children's Services – Allyson Renell**

- In November, the Kids Room celebrated our second annual Dinovember! Throughout the month we had themed storytimes, crafts, and dinosaur related activities. Our weekly passive program, "I Spy a Dinosaur," had 1029 participants throughout the month. We received a lot of positive patron feedback and look forward to celebrating Dinovember again in 2024! Gingerbread Storytime returned to the Kids Room for the first time since 2019! On November 24th, the Friday after Thanksgiving, 163 patrons joined us

for stories, songs, and games before joining the procession to the downtown tree lighting ceremony. This day also kicked off the annual Gingerbread Man hunt, a partnership we do with the Downtown DG management association. The library serves as a stop on the scavenger hunt, as well as the prize pick-up location.

- On November 28th, the library hosted District 58's Grove Preschool's Family Literacy night. Families from both preschool locations came to the library for activities provided by their teachers and by Outreach Coordinator Erin Linsenmeyer. We are happy to have this partnership with Grove Preschool because we are able to bring families together from all around DG.
- Throughout the month of November the Kids Room continued to work with Access Services on a variety of collection projects. We recently moved the Who Was, Where is, and What Was books into their own collection, located at the end of the biography section. This move was a long requested change by patrons, who can now browse these popular series much more easily. We also began moving the J 920s, biographies that are about multiple people, into their own section, also located within the Biography section.

#### **Circulation Services - Christine Lees**

- This month we circulated the most amount of items via our lockers to date with 1,185 items checked out via lockers!
- Digital stats saw another incredible month with 15,536 digital items checked out
- Circulation supervisor and US Air Force Veteran, Tricia Thompson, hosted a Veteran's Day presentation. All those in the audience were treated to Tricia's information presentation followed by a craft, fun was had by all
- We had two new team members start with us this month, please welcome new clerk, Tom Eisenhart, and new shelver, Allison Casey, to DGPL

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

- IT Manager Paul Regis attended a SWAN RFID Users meeting in early November. Five vendors – Bibliotheca, Envisionware, FE Technologies, Lyngsoe, and Tech Logic – pitched their services and offered library staff to ask questions. While many offer very similar services and devices, it was interesting in how each company approaches usage; for instance, Bibliotheca is very much all-inclusive while Envisionware attempts a more modular approach to its platforms
- IT replaced two printers, two staff computers, and a few peripherals in November. Three email and PITS/Incident Tracker accounts were suspended for departing staff. IT staff helped 29 patrons in various Book-an-Expert sessions, which ranged from managing photos on iPhones to setting up a brand new laptop to helping a new business owner learn the ins and outs of Excel
- IT offered 11 classes in November reaching 73 students. These included the People's Resource Center classes that resumed in late October

### **Marketing & Communications – Cindy Khatri**

- The entire MC team attended the Library Marketing and Communications Conference in Indianapolis. The team is grateful for the opportunity to attend a professional development opportunity that is purely focused on library marketing & communications – we all learned so much and are inspired for the year ahead!
- The team surveyed outreach volunteers to assess the successes and improvement points for future community outreach. Highlighted takeaways include suggestions of community events to participate in, giveaway ideas, and training feedback
- Literacy DuPage featured information about the library for their volunteers and clients in their monthly newsletter, *Keeping in Touch*. This brief article highlighted how tutors can utilize our space as well as language learning resources. Note: Literacy DuPage accidentally forgot to edit “District” out of our name as the previous month featured another library district in the same spot
- Cindy Khatri, Marketing & Communications Manager, met with the DG Park District’s new Marketing & Sponsorship Specialist, Erin Collins, to discuss how the library and the Park District partner and support each other
- The MC Team met with the Aurora Public Library District’s marketing team to learn more about how to use and implement Canva Pro/Teams

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

- Gina attended two training sessions on repairing damaged library materials this month. In addition to learning some new techniques, we were also introduced to some new products that will assist us in getting these materials back into the hands of our patrons.
- Kelly Kobayashi’s last day at the library is on November 20th. Kelly will be greatly missed, but we are excited for her new adventures. In addition to working at the library for almost a decade, Kelly was the voice of the library, announcing important information to patrons in a variety of methods each day

	Adult & Teens	Kids	Both
<b>Items Added</b>			
Print	1361	894	
AV	214	31	
<b>Items Discarded</b>			
Print	1519	793	
AV	326	438	
<b>Items Repaired</b>			382
<b>Items Reclassified</b>			807

Original Records			44
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#### **Building Operations – Ian Knorr**

- TRANE Technologies integrated the new VAV units that were installed in to the Building Automation System. BAS software was also updated along with other software updates
- Attended a webinar on hoax bomb threats and Swatting
- Kids Room Manager Allyson Renell and I met with Sam Gebelhoff from Just Rite Acoustics to go over the layout and colors for the tween area
- The iPad bar was removed, wall repaired, and painted for the tween area

## November

Circulation	NOV 23	%	NOV 22	%	NOV 21	%
<b>Checkouts</b>						
Selfchecks	28,512	70%	29,440	73%	31,140	75%
Staff desk	11,079	27%	9,626	24%	10,020	24%
Lockers	1,185	3%	1,040	3%	622	1%
<b>Total checkouts</b>	<b>40,776</b>		<b>40,106</b>		<b>41,782</b>	
<b>Renewals</b>						
Auto Renewal	30,192		29,823		30,025	
Selfchecks	4		4		12	
Staff desk (incl. phone)	311		271		299	
Patron renewals on website	0		0		161	
Patron renewals on Bookmyne	0		0		5	
BlueCloud Mobile/Web services (22 & 11)	843		808		525	
<b>Total renewals</b>	<b>31,350</b>		<b>30,906</b>		<b>31,027</b>	
<b>Total item checkout and renewals</b>	<b>72,126</b>		<b>71,012</b>		<b>72,809</b>	
<b>Digital Circulation</b>	<b>15,536</b>		<b>12,191</b>		<b>11,549</b>	
<b>Total Circulation</b>	<b>87,662</b>		<b>83,203</b>		<b>84,358</b>	
<b>Reserves Processed</b>						
Received from ILL	4,969		3,992		4,286	
ILL sent	4,418		4,494		3,906	
OCLC requests processed	215		179		168	
<b>Gate count</b>						
North	20,658		19,726		15,059	
South	12,198		11,314		9,203	
<b>Total</b>	<b>32,856</b>		<b>31,040</b>		<b>24,262</b>	
Lockers	1,185		1,040		0	
<b>Gate Count and Lockers Total</b>	<b>34,041</b>		<b>32,080</b>		<b>24,262</b>	
<b>Curbside Count</b>	<b>0</b>		<b>0</b>		<b>0</b>	
<b>Registrations</b>						
New resident cards	139		145		149	
New fee cards	2		3		4	
Professional Development Hours*	48		80		160	
Cost of Professional Development	\$0		\$0		\$0	

# Downers Grove Public Library Statistics

## November 2023

### Highlights

1. The children's room was exceptionally busy this month. Children's program attendance in November increased by approximately 80% and computer use nearly doubled compared to 2022.
2. Locker holds increased for the third month in a row. This month, 1,185 holds were placed for locker pickup. Currently, 46 patron' holds can be in the lockers at a time.
3. Room use (YTD) has now surpassed the 2022 Jan.-Dec. total by over 2,500 reservations.

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### Building Visits

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#### Attendance

This number includes the gate count and holds locker usage.

	2023	2022
<b>Total Monthly Visits</b>	34,041	32,080
<b>Total YTD Visits</b>	389,109	328,723

#### Rooms & Spaces

Community use of study rooms, conference rooms, meeting room(s), Media Lab, STEM Room, and Teen & Kids gaming spaces.

	2023	2022
<b>Total Monthly Room Use</b>	1,324	1,240
<b>Total YTD Room Use</b>	14,179	10,367

#### The Cupboard

All items in the cupboard are generously donated by community members and partner organizations.

	Month	YTD
<b>Total Donations</b>	2,948	21,117

## Circulation

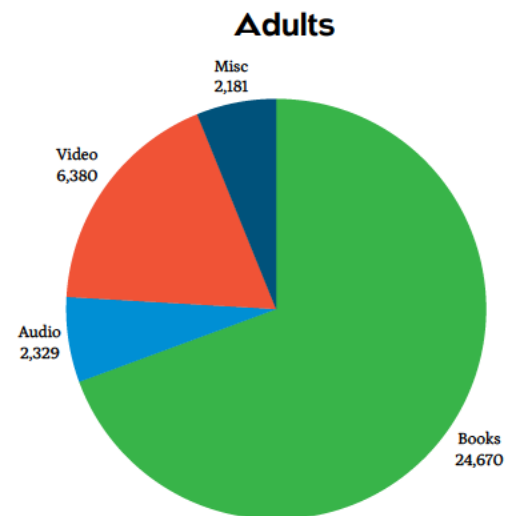
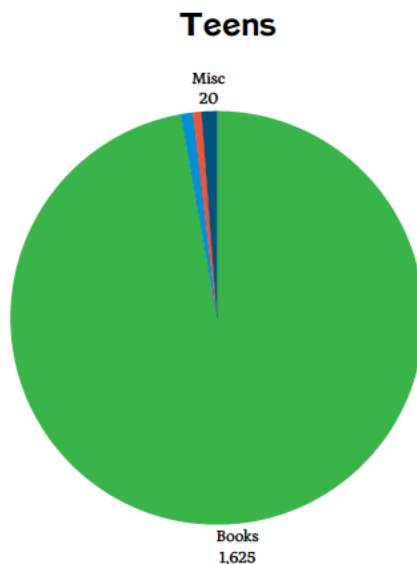
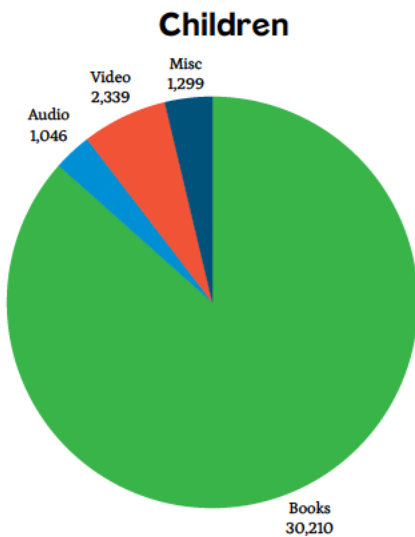
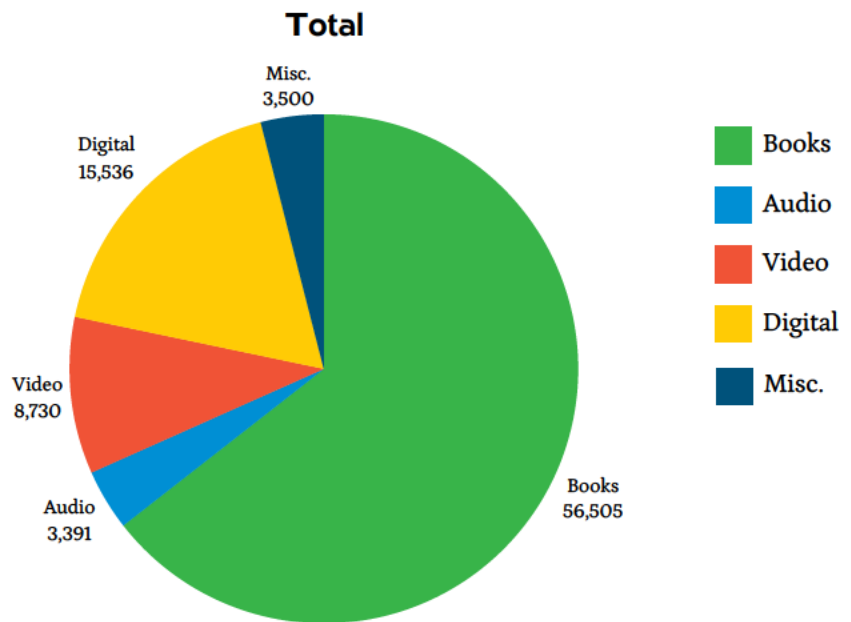
### Total Circulation

Total circulation numbers across all audiences and media types.

	2023	2022
<b>Total Monthly Circulation</b>	87,662	83,203
<b>Total YTD Circulation</b>	994,839	980,495

### Circulation by Format

How the community uses different media formats (monthly)





## Technology

### Computer Use Sessions

How many times a patron used a public computer in the library

	Month	YTD
<b>Total Computer Use Sessions</b>	2,814	29,064

### Website Sessions

How many times patrons visited the library's website

	Month	YTD
<b>Total Website Sessions</b>	34,552	373,536

### Wireless Sessions

How many times patrons connected to the library's WiFi using a personal device

	Month	YTD
<b>Total Wireless Sessions</b>	1,962	14,401

## Programs

### Programs Offered

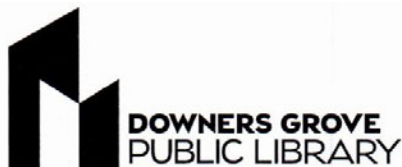
Total number of programs offered including: in-person, virtual, and self-directed

	Adults	Teens	Kids	All Ages
<b>Total Monthly Programs</b>	48	4	78	9
<b>Total YTD Programs</b>	436	116	849	156

### Program Attendance

Total number of participants of library programs including: in-person, virtual, and self-directed

	Adults	Teens	Kids	All Ages
<b>Total Monthly Attendance</b>	756	142	2,566	1,586
<b>Total YTD Attendance</b>	9,697	2,007	29,678	20,886



## Questions & Comments

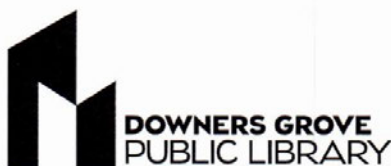
Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 11-5-23

My comment relates to: ☒ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☒ other

I like the books

I like the scavenger hunt



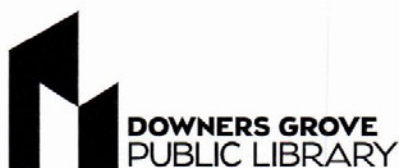
## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 11-11-2023

My comment relates to: ☒ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☐ other

We love coming to this library, but parking is a nightmare! When will a two story parking lot address this problem? Thank you.



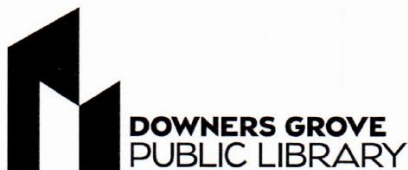
## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 11-15-23

My comment relates to: ☐ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☒ other

Really enjoy viewing the DG.  
High School artwork. Keep it up!  
Thankyou for giving them a spot!



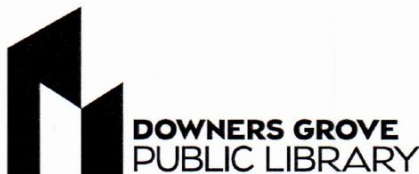
## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 11/14/23

My comment relates to: ☐ building/grounds ☐ customer service ☐ materials ☐ policy ☒ programming ☐ other

We attended the "Preschool Pirate Party" on Mon- and my 4 year old is still talking about it 3 days later! She loved that we had songs, new "pirate" words, a hat, a craft, and the physical plank activity. Miss Camille was so patient and kind - even when the kid next to us knocked over a cup of glue.



## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

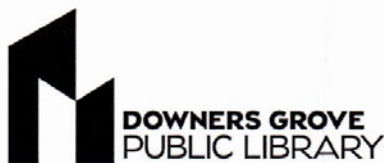
Date: Nov. 17, 2023

My comment relates to: ☐ building/grounds ☒ customer service ☐ materials ☐ policy ☐ programming ☐ other

Dear wonderful people who manage and execute the service of holds - You are a sanity-saver! Thank you so very much for providing this service. It is a game-changer for moms of littles and for homeschooling moms. I can reserve the materials we need in 5-minute chunks as our crazy schedule allows and then run in to pick them up or gather them as my child playtime ends. This service is as huge as curbside pickup for groceries. Thank you, thank you, thank you! You make momming easier. ♡



## Questions & Comments November/December 2023



### Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

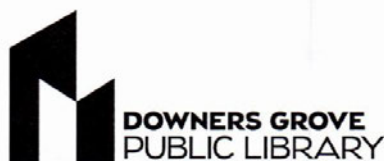
Date: 11/22/23

My comment relates to: ☐ building/grounds ☒ customer service ☒ materials ☐ policy ☐ programming ☐ other

THE STAFF IS KNOWLEDGABLE AND HELPFUL.

I ALWAYS FIND WHAT I NEED.

DON'T GO AWAY!



### Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

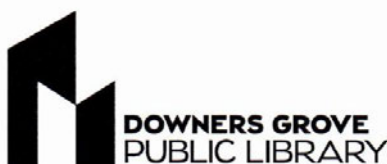
Date: \_\_\_\_\_

My comment relates to: ☒ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☐ other

Is it possible to have some 30min limit "library only" parking spaces? Parking here is always a nightmare, even on a Thursday

Name: at 1pm!

Email: \_\_\_\_\_



### Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 11/14/23

My comment relates to: ☐ building/grounds ☐ customer service ☒ materials ☐ policy ☐ programming ☐ other

Super excited to see the library is offering LOTE (synlang)/multilingual and TUMBLE! what a great resource - definitely want to see it posted on SOCIAL MEDIA



Jen Ryjewski &lt;jryjewski@dglibrary.org&gt;

## Comments on items on tonight's agenda

1 message

**Leslie SF** <leslie.sadowski@gmail.com>  
 To: libraryboard@dglibrary.org

Wed, Nov 15, 2023 at 1:58 PM

Good afternoon! I am writing as a Downers Grove resident and frequent library patron. I am very disappointed that I cannot make tonight's meeting due to a previously scheduled obligation with another organization, but wanted to express my thoughts about some items to be discussed at tonight's library board meeting.

I wanted to write in support of both the DGPL's land acknowledgement statement and its adherence to the values put forth by the ALA and ILA. Libraries have a long, rich history of advocacy for marginalized groups, civil rights, voting rights, and other issues to advance equity in our communities. Along these lines, I was interested in the land acknowledgement process as it was being developed and asked many questions. I was impressed with the thorough way the library approached the idea, and with the respect they showed our indigenous neighbors and leaders in order to craft something, with the voices of those indigenous communities, that truly honored the past of our land, which has mostly been forgotten by our community, and honors the living members of the indigenous communities who once lived here. As someone who was raised Catholic, I am well aware of the role that the Catholic Church (and others) played in minimizing the richness of the indigenous communities in North America and led to the genocide of these communities. In fact, as was mentioned at a previous meeting, Pope Francis has acknowledged this and apologized for the cultural "genocide" of Indigenous peoples (<https://www.ncronline.org/news/vatican/pope-francis-says-catholic-church-committed-cultural-genocide-canadas-indigenous>). We do not get to rewrite history simply because it makes us uncomfortable, and I am grateful that the library is willing to confront the uncomfortable truths in order to do better as we move forward.

It is in no one's best interest to minimize the roles of the ILA and ALA from our bylaws and guiding principles. I would not expect our school boards to opt out of larger organizations. I would not expect our PTAs to opt out of the larger governing organizations (in fact, they cannot in order to be called a PTA, versus a PTO, which is different altogether). The values of the ILA and ALA are to resist censorship and book banning, and provide access to books, resources, and other services to all regardless of race, religion, socioeconomic status, gender identity, sexuality, etc. That is a very noble goal, and one that I appreciate that the library takes incredibly seriously.

We have an award-winning library that consistently comes in under budget. We keep exceeding our numbers with regards to programming, we are the location for Literacy DuPage tutors, who help non-English speaking individuals gain employment and access services by helping them learn the English language, and we provide the community with a sense of place and belonging. That's just a fraction of what we are able to accomplish year after year.

As a member of at least a couple boards, I can confidently say that it is not your role to bring your personal issues into play. There will always be times that you are on the losing end of a vote, or be disappointed with an outcome. But as long as proper processes were followed, as they were with the library's land acknowledgement, the strategic planning process, and the budget development, it is your role to find a way to work with your colleagues after a disagreement and work towards the common goal of helping the library to achieve its mission to welcome all to discover, grow, play, and learn. There is certainly learning to do for all, and I respectfully suggest that those who are behaving in a way which undermines this mission to engage in that growth and learning themselves. No organization, no board, no human is perfect. We are all flawed, but we only do better if we recognize our flaws and seek to do better. So please, Trustee Nienburg, do better. This agenda item is not that.

Thank you to our library staff and those board members who support the mission and vision. The library is a cornerstone of our community, and I value the labor you do to keep it that way.

Leslie Sadowski-Fugitt  
 Resident of Downers Grove, DGPL Patron

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Jen Ryjewski &lt;jryjewski@dglibrary.org&gt;

## DGPL's Land Acknowledgment

1 message

**Jennifer in DG** <jenniferindg63@gmail.com>  
 To: libraryboard@dglibrary.org

Wed, Nov 15, 2023 at 11:40 AM

Dear DGPL Trustees,

I write to you as a long-time DGPL resident and taxpayer. I read the board packet for tonight's meeting, and unfortunately I cannot attend so I want to voice my concerns to you in advance.

Specifically, I want to note the motion to remove and redo the Land Acknowledgment. I was moved when the library first implemented the acknowledgment, and I am strongly in favor of keeping it as it is. The recent additions to it provide historical context for anyone who wants to research the issue further, which is exactly the role of a library.

On the web page, it notes that, "The Downers Grove Public Library conducted extensive research about the history of Indigenous peoples and the history of the lands in Downers Grove and greater Chicago and Northern Illinois. Our staff consulted with Dr. John Low, a citizen of the Pokagon Band of Potawatomi Indians and a scholar of American Indian studies. Library staff also consulted with Joseph Standing Bear Schranz, an Ojibwe Elder as well as founder and president of the Midwest SOARRING Foundation."

Clearly, the staff and board have already done the research, collaboration, and requests for input from local Native representatives. I can see asking additional Native representatives to provide input on a third update that adds information and links to the "values, principles, and positive contributions" of Native Americans, but there is no reason to suspend and/or remove the current version.

Of course, I also recognize that all of the library's programming for National Native American Heritage Month each year (and other events throughout the year) fulfills this role, so it may be that the Land Acknowledgment could note this annual celebration of these peoples and their contributions throughout history.

Everything else requested in this motion has already been done, so the whereas statements are repetitive and irrelevant.

I'm also confused by the directive in the motion to ignore the ILA and ALA guidelines on creating a land acknowledgment. Both the ILA and ALA guidance was written in collaboration with the American Indian Library Association, so are they somehow not considered experts? If the police or fire department was creating best practices for anything, would the village direct them to avoid the "undo [sic] influence" guidelines published by the National Police Association or National Fire Protection Association? "Whereas" statements like the ones in this motion are what is divisive and offensive, and they have no place in the discussion and stewardship of our library.

In case a handful of extremists who want to ignore and whitewash our country's history speak out at tonight's meeting, I want to voice my opposition to this board motion directly to you. I fully support the current Land Acknowledgment as it is currently written, and I would rather see the board focus its energy in more important areas, rather than continually rehashing a non-issue that is neither divisive nor offensive.

I stand with you in acknowledging our history and support you not pursuing this motion. Thank you.

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Jen Ryjewski &lt;jryjewski@dglibrary.org&gt;

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## I support the Land Acknowledgement

1 message

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Kylie Spahn <kylie\_spahn@hotmail.com>

Wed, Nov 15, 2023 at 5:59 PM

To: "libraryboard@dglibrary.org" &lt;libraryboard@dglibrary.org&gt;

Dear Library Board Members,

I have lived in the Village of Downers Grove for almost 19 years. I am shocked and appalled by the recent racist comments, the combative and divisive rhetoric of Member Nienberg relating to the Library Board's Land Acknowledge. I was dismayed to see on the agenda tonight, Mr Neinberg's motion to remove the Land Acknowledgement. I am completely opposed to this amendment and fully support the current Land Acknowledgement. Mr Neinberg's comments mirror those made by his supporters at Awake Illinois, and designated hate group, Moms 4 Liberty whose Illinois chapter is chaired by Awake's founder, Shannon Adcock. Mr Neinberg's continued pandering to extremists, many whom do not live in Downers Grove, and who do not contribute property tax revenue that funds our library, is very alarming.

I love Downers Grove Public Library. It is the pillar of our community supporting all of us regardless of race, wealth, age, or sexual orientation. I applaud the staff who give it their all in providing services, education, assistance, and a safe place to just be.

Please keep the Land Acknowledgment. Please stop these racist attacks.

Regards  
Kylie Spahn  
Downers Grove Resident

Sent from Kylie's iPhone

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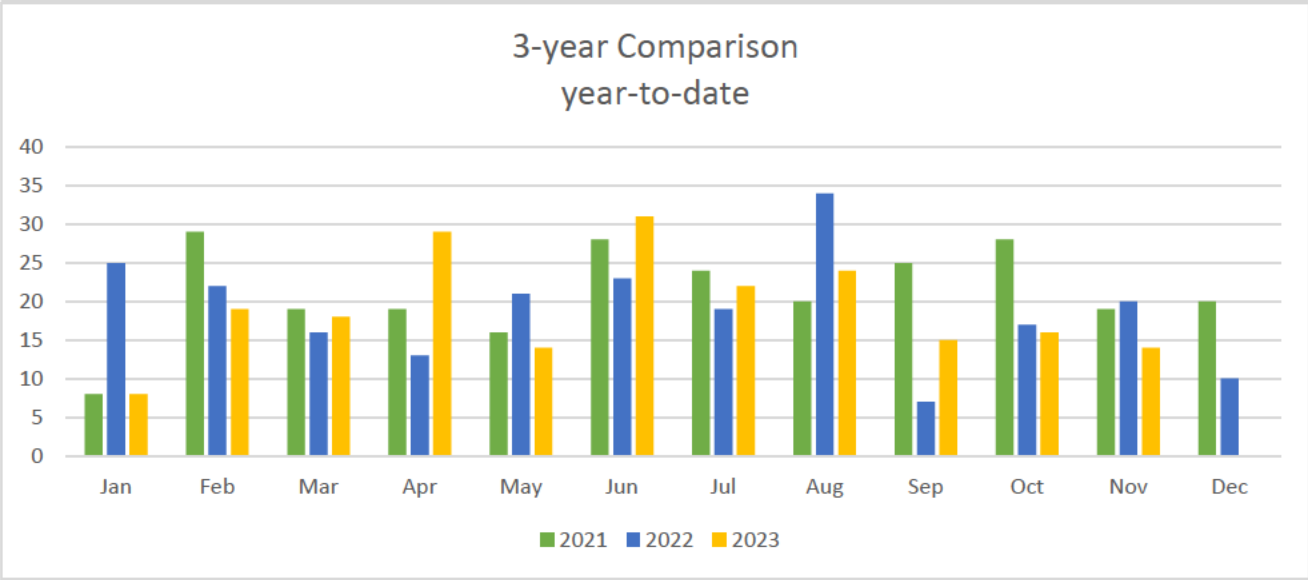
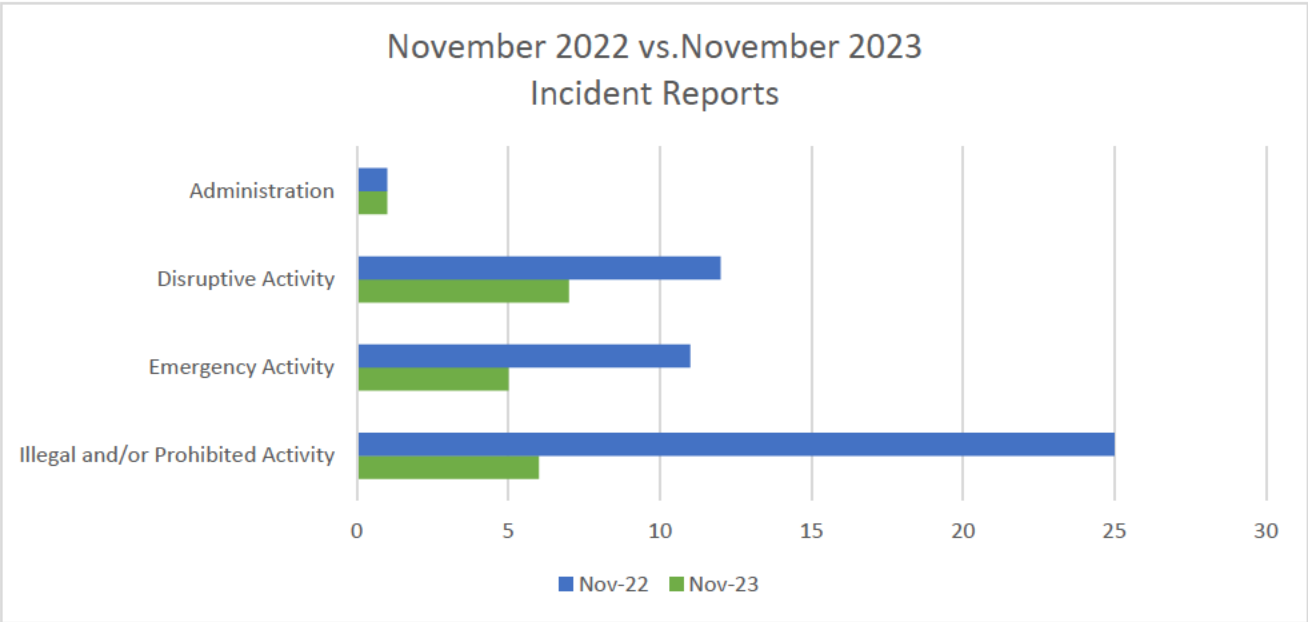
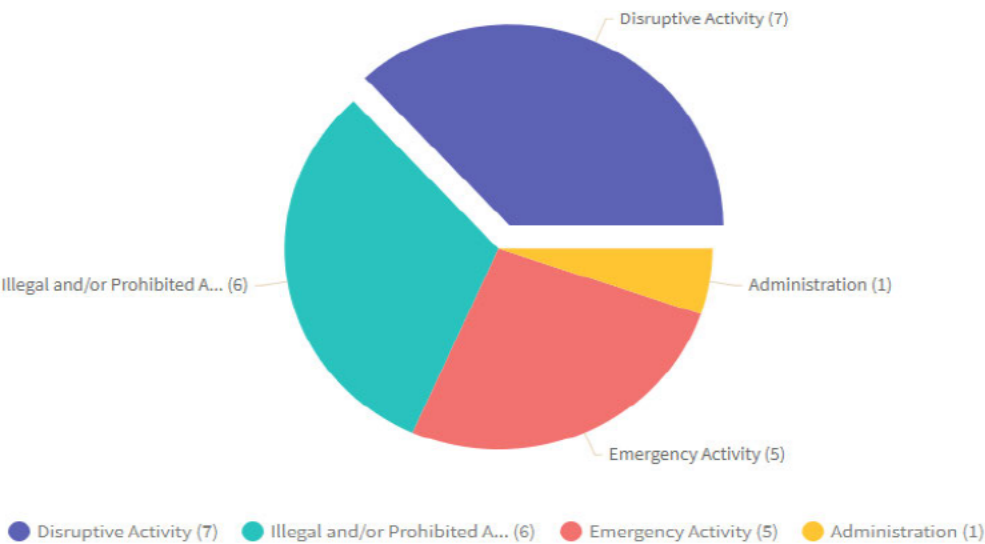
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Summary of Incident Reports For November 2023

Stats for: Between 11/1/2023 and 11/30/2023 Criteria: <nothing filtered> Total Reports: 14 Category Count: 19

Bar Graph Pie Chart Print

Breaking down (14 reports) ... embedding (19 category) occurrences





	A	B	C	D
1	Incident Date	Categories	Summary	Appended Info
2	Thursday, 11/30/2023 (10:15am)	Emergency Activity(Accident or injury to individual)	At Approximately 10:15am Julia Knoch called me in my office to let me know a child had gotten hurt in the Kids Room. I went out to the desk and met a mother and her son, approximately 2 years old, who had bit his lip and it was bleeding. Desk staff had given the mother tissues and an ice pack already and the mother said her son was ok. She suspected that he hit his lip on the train table and bit it. I asked her if she needed anything else and she said no but mentioned that blood had gotten on the table. I got gloves and the appropriate clean-up wipes from our bodily fluids clean-up supplies and I cleaned up the table. By the time I was finished the boy was no longer crying and was happily eating his snack and enjoying his stickers from the desk staff. I asked the mother if she needed anything else and she said she was fine and thanked me.	
3	Tuesday, 11/28/2023 (05:31pm)	Illegal and/or Prohibited Activity(Interfering with comfort or safety)	Jill at the computer help desk received a note that the patron on computer 11, [REDACTED], was viewing inappropriate material and that his computer screen was slanted toward conference room A where two teenage girls were studying math. The material on the computer screen was borderline inappropriate but Lauren Gonzalez talked to the girls and both Lauren and Danny talked to [REDACTED].  I was downstairs at the time but followed up with the girls and [REDACTED] - asking [REDACTED] to move to another computer which he did and apologized for his actions stating he was viewing one of his relatives Facebook pages and that nothing was inappropriate on the page and that he didn't purposely turn his screen toward the girls.	
4	Monday, 11/27/2023 (4:10 PM)	Administration(Other)(Patron grievance) Disruptive Activity(Excessive noise)	While making a round upstairs, a male patron seated at a public computer waved me over, as though he wanted to talk.  Once I arrived, he began to tell me that his computer was acting strange. When he watched a Youtube video related to religion or went onto Fox News, he claimed that the computer suddenly switched over to the weather widget. The patron then alleged that when this happened, John Pitelka---who was currently positioned just behind us at the Computer Help desk---was usually on his phone. He did not believe this was a coincidence and went on to openly speculate about John being involved.  The several times that I tried to interject on John's behalf, the patron cut me off to continue his complaint/grievance. The man said that this same thing had happened to him at another library, years ago.  After he finished, I promised him that John was not responsible for whatever was going wrong with his computer. The man remained dubious, but he also seemed content with having been heard.	
5	Friday, 11/24/2023 (4 57 pm)	Disruptive Activity(Not wearing proper attire)	Upon coming in from an exterior patrol I noticed 3 unknown teens walking through the lobby one of whom with his pants down. I made contact with one of the teens teen and asked for him to hold on. I asked them to get their friend. They called his name but I did not catch it. The teen with the pants malfunction asked what he did wrong and I told him having his pants to the floor was pretty much it. I told him they needed to be respectful of others and asked them all to leave for the evening. Upon his departure, he yelled " I have a giant sack" and left.	
6	Friday, 11/24/2023 (9:20 AM)	Emergency Activity(911 call) Illegal and/or Prohibited Activity(Interfering with comfort or safety)	Around 9:20 AM, the Computer Help desk placed a call for a BoM. There was an argument going on between a pair of patrons, [REDACTED].  Ian Knorr placed a call to the police. An officer Romani arrived shortly after and asked both parties to leave the library for the remainder of the day.	
7	Sunday, 11/12/2023 (2 55 pm)	Disruptive Activity(Abusive language/name-calling e.g. jerk)(Other)	Approximately 2:55pm I was called to the ATS desk by MoD Amanda.  She explained that regular patron [REDACTED] was angrily exclaiming how another patron had taken his computer seat. He asked if "This happens all the time?" and how ridiculous it was for this man to have just sat down where his belongings were. Amanda reassured him this does not occur often and sympathized with him. She followed him back to the Computer area, defusing the situation and offered [REDACTED] another seat. He left the computers, returned shortly after back to ATS and remarked "Stupid is always going to be stupid" while gesturing to the other patron.  Amanda no longer engaged with [REDACTED] remarks as to avoid any further comments or to add to his frustrations. I agreed with her decision and felt it best to let him calm down on his own (as the other patron had already left the computer). If this is to occur again, he will be reminded of the Library's Code of Conduct and explained certain behaviors/actions will result in a ban/being asked to leave.	
8	Saturday, 11/11/2023 (2 08pm)	Emergency Activity(Internet Outage) Illegal and/or Prohibited Activity(Other)	Approximately 2:08pm I (Miriam) responded to a Monitor call from Max Mogavero asking to meet at the South Entrance.  I followed Max outside where we met with the Comcast Tech and Paul Regis. We were led over to the garden area to the right of the lockers on Curtiss St.  Paul and Max explained the issue with the internet outage had to do with damage to the Comcast access point near the alley. It was explained that the post/protector was knocked over into the garden area and the cable running alongside the building had been damaged. The comcast tech explained the cable was intentionally cut and the post housing all this equipment was purposely knocked over as well.  As we observed the layout, it was clear that a vehicle could not have done this damage as the stop sign would have shown damage. This area will be kept under observation, video footage is currently being watched from the night before/early morning.	Ian Knorr (11/13/2023 10:07 AM) (0) The line was cut accidentally around 7:52 a.m. on Saturday morning by Building Operations while clearing out dead foliage in the pollinator garden. The top of the pedestal was not on the Comcast ped and the cable was hidden by the dead plants and grasses.

	A	B	C	D
9	Friday, 11/10/2023 (11:20 am)	Disruptive Activity(Abusive language/name-calling e.g. jerk)(Not following directions from staff)	<p>I (Miriam) was finishing a lap around the second floor when I overheard a patron having a disagreement at the ATS desk. Trying to gauge the situation, I stayed near when I noticed concern from Andi V.</p> <p>I made my way over and was filled in.</p> <p>The patron currently seated in front of the ATS desk was having a disagreement with Mary Hurtado regarding an event that was cancelled for 11/11. The patron, [REDACTED] could not seem to understand why this event could not be taken over by himself and did not appreciate that the staff was not willing to let him "present" as he would do it for free. It was explained to [REDACTED] that events taking place in the library go through a protocol to be approved, set up and published. [REDACTED] expressed, "I'll get you for this" and "There's something going on here that you're not telling me". Sensing a sort of ominous threat, ATS staff expressed their apologies for not being able to assist him further, made clear his information would be taken down (for future interest in booking an event with [REDACTED]), and the conversation was finished.</p> <p>Mary H has also informed me, this is not the first conversation ATS has had with [REDACTED]. He seems to have spoken to Amy B and Andrew C before Mary H approached the situation. Various phone calls and [REDACTED] has also left a voicemail for Mary reiterating his frustrations.</p>	
10	Saturday, 11/4/2023 (04:25pm)	Disruptive Activity(Excessive noise)(Inappropriate use of furniture)(Not following directions from staff)(Using profanity or obscenity)	I was called up to Adult and Teen Services and was informed about teenagers who were not following directions from staff, were jumping over walls, using the chairs as bumper cars, extremely loud, etc. Tim told me that they were now in rooms 7 and 8 and I informed them that they all had to leave for the balance of the day. One of the teens an Afro American youth in a red sweatshirt was not happy and used several vulgar words directed at me and I asked him not to use that kind of language in the library - he continues, and I warned him that he continued he would be banned for a month - he not only continued but was in even louder as he exited the library through the north exit.	
11	Friday, 11/3/2023 (5:20 PM)	Illegal and/or Prohibited Activity(Trespassing including banned patrons)	<p>While stationed at the Info Desk, I saw a female patron sit down at the Circulation Desk who I thought might've been currently banned patron [REDACTED]. However, because I wasn't certain that this was her, I decided to linger nearby in case the woman caused any problems or said anything that might help me confirm her identity, but her transaction at the desk concluded without issue.</p> <p>Then, once this patron left the area (she immediately headed for the north exits), I conferred with the Circulation Desk and learned that that the woman was indeed [REDACTED].</p> <p>[REDACTED] ban will again be doubled as a result of her reentry.</p>	
12	Friday, 11/3/2023 (4:15 PM)	Disruptive Activity(Panhandling/pr oselytizing/soliciting)	A yet to-be-identified individual placed several items in the cupboard that had religious messaging written on them in black Sharpie.	
13	Friday, 11/3/2023 (3:40 PM)	Emergency Activity(911 call)(Accident or injury to individual)	<p>Around 3:40 PM, patron [REDACTED], while sitting at a public computer, began to have a seizure. He fell out of his chair and landed on his side. I, Danny, along with Max Mogavero, disconnected his headphones from the computer and then removed them from his head as the cord was beginning to wrap around his neck.</p> <p>Outside of this, [REDACTED], who remained unresponsive the entire time, was not touched or moved.</p> <p>Karen Bonarek immediately called 9-1-1 and spoke with the emergency operator. At some point, Karen handed the phone to Max and he began to give updates regarding [REDACTED] condition.</p> <p>Meanwhile, Miriam Mejia and Cindy Khatri went downstairs to wait for the ambulance to arrive.</p> <p>I remained with [REDACTED], who convulsed for roughly five minutes before becoming still and entering a state of unconscious gurgling/snoring, until the paramedics appeared.</p> <p>The team of paramedics soon loaded Clifford onto a stretcher, inserted an IV, then left the building.</p>	
14	Thursday, 11/2/2023 (05:31pm)	Illegal and/or Prohibited Activity(Trespassing including banned patrons)	<p>[REDACTED] entered the library thru the south entrance, took the elevator upstairs, checked out the computer area, went back downstairs and back out the south entrance. I had gone to get Max when I first saw [REDACTED] because I wanted to make sure it was [REDACTED]; when we went upstairs he had already left the building as we discovered when we viewed the cameras. The pictures we took had [REDACTED] in at 5:31 and leaving at 5:37. [REDACTED] is currently banned thru 4/12/24 but this will need to be extended.</p>	<p>Ian Knorr (11/6/2023 5:24 AM) (0)</p> <p>I believe the person identified in the attached photos is not [REDACTED]. [REDACTED] was arrested on 10/24 and is being held without bond until his trial date.</p> <p>Miriam Mejia (11/6/2023 1:58 PM) (0)</p> <p>11/3/23 around 10am, I observed this same gentleman enter the south doors and go to the computer area. The gentleman's clothes matched the pictures attached here, I asked Lauren Gonzalez from IT if she could grab the gentleman's name off the computer he was signed in to. She confirmed the man was not [REDACTED] but [REDACTED]</p>

	A	B	C	D
15	<p>Wednesday, 11/1/2023 (6:45 PM)</p>	<p>Disruptive Activity(Excessive noise)(Not following directions from staff)(Using profanity or obscenity) Emergency Activity(911 call) Illegal and/or Prohibited Activity(Interfering with comfort or safety)</p>	<p>While sitting at the Info Desk, I overheard a patron asking a Circulation employee for their "supervisor," I then went over to the Circulation desk where the patron was still standing. Once there, I introduced myself as well as my role within the building.</p> <p>The patron asked if I was seeing what was happening here. Rather confused, I asked for some clarification. At this point, the patron appeared to begin filming me with her phone.</p> <p>Regarding what she said next, here is my interpretation: the woman seemed to be alleging that I had personally told her to leave the library because she was homeless; when I tried explaining that this was the first time we'd ever spoken, she reiterated her prior statement; she also said that I had called her a racial slur and, because of this, she was going to call the police.</p> <p>(N.B., at some point during this initial interaction, the patron began speaking to someone over the phone via her ear buds. This made it quite difficult to discern which parts of her speech were intended for me and which parts were intended for the individual on the other end of the call.)</p> <p>The woman then moved toward the north lobby where she continued talking and using different types of profanity.</p> <p>I quickly went upstairs and informed Max Mogavero (MoD) about the situation. We discussed calling the police, but decided to wait until Max spoke with the patron first.</p> <p>However, by this point, the patron had entered the Kids Department, and when Max attempted to speak with her she walked in the opposite direction.</p> <p>She ended up returning to the north lobby where she remained for a few moments before walking out through the ADA door. Soon after this, we saw a DGPD officer enter the building through the north doors, walk down the stairs, and then exit through the ADA door as well.</p> <p>A few minutes later, the DGPD officer returned. He said that the patron had been the one who called the police. I gave him a brief summary of what had occurred. He then asked if I wanted him to remove the patron from the library property and I said yes.</p>	<p>Ian Knorr (11/6/2023 9 53 AM) (0)</p> <p>Nikita Biddle contacted the Board of Library Trustees with the following:</p> <p>I'm complaining about issues with your staff on at least 3 times when I have came to the first floor. I always hear a white woman talking down to me when I would come to this business. I don't know some times who it is and others just ignore it and I tried 2 different times but last nite I had enough. A very elderly worker which is a white female that looks like she is in her 80s-90s kept telling me I'm homeless and she kept saying you need to leave and you know I tell you I don't want you here. I was ignoring her so she told a patron and his kid to taunt me and tell me what she said so they taunted me and told me all the ugly and mean things she was saying and they starting saying ugly things to, after about 10-15 mins of harrassment I defended myself by telling them to leave me alone, then I asked her her name and she refused to give it to me and I asked her for her bosses and she said their not in but his here. Then a young white male that was her boss started approaching me and said you need to be at home, just go home. I told him your not going to help because your just sitting here while your hearing me get harassed and all he kept saying was go home and go and be a prostitute if you don't like it, just sell your body for alot of money. Some one else walked in the front door with a child and said get unvictimed and take yourself in the house, they don't want you here. Then the 2 females working in the kids area kept saying the word n***a, and just go home and I can say n***a if I want, the main one that kept saying that word was a white women that looked late 50s with all gray hair in the childs area, all this happened between 620 and 700 pm last nite 11-1-2023. When I told the cop what they were doing, he just told me they don't want you to come back for the rest of the nite and before they showed up Paul Regis was the only one that was professional and was trying to be neutral when it came to his staff causing a scene and being toxic. Allyson Renell was being toxic and was in the kids area being disruptive and racist with the other staff memeber that kept using the word n***a. I don't know the very elderly white lady's name or the boss that was available last nite and I don't see them on the siteNeither Allyson nor Paul were working the evening of November 1st as Ms. Biddle claims.</p> <p>» edited by Ian Knorr on 11/6/2023 10 06 AM</p>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Department Reports – December 2023**

**Administration – Jen Ryjewski**

- The Programming Team met to discuss the subject tags in Communico (the library's events calendar system), and made deletions to certain superfluous tags and created new ones
- Met with ILA Reaching Forward Committee and thoroughly discussed each proposal, the committee's ratings of each, and decided who to invite to the upcoming April 2024 Conference. Developed a robust invite list for performers and exhibitors
- Attended a few webinars, including: Onboarding Staff by HR Source, Bed Bugs: How to Prevent and Handle Outbreaks (It really is a thing!), by Ryan Dowd, and Standing Ovation Customer Service by Martina Mathisen
- Assisted a couple of COD students who are working towards their LTA degree and discussed book bans and challenges and how the library responds to each
- Continued to work on graphic improvements to Board reports

**Business Office – Katelyn Vabalaitis**

- Assisted in an interview for a possible practicum student.
- Held an exit interview for a retiring staff member.
- Along with Business Office Assistant Scott Anderson, spent a good portion of the month working on the staff pay increase process.
- Began working on annual year-end updates, such as updating the 2024 library calendar, updating HR records, running financial reports, etc.
- Held a New Hire Orientation for a new staff member.

**Adult & Teen Services – Van McGary**

- Adult programming highlights in November and December include a highly successful inaugural Local Author Fair that featured nearly 30 local authors, Cahokia Mounds: The City of The Sun (a virtual program with the Cahokia Historical Society to celebrate and represent Indigenous Americans in Illinois), and another popular walking book club discussion in partnership with the Downers Grove Park District. The library's weekly drop-in board game program on Fridays at 9:30 am continues to grow in popularity. Patrons who regularly attend held a holiday party in December to celebrate their various winter holidays, and passed along that they were excited to play games from their cultures and to teach each other about their food. This program continues to be an incredible opportunity for people to get to know each other!

- Teen programming highlights in November and December include SAT and ACT practice tests, a college admissions workshop, wood slice photo ornaments, and a cardboard fort competition at O'Neill Middle School. The library was absolutely packed during finals week in mid-December with many, many teens studying and working on projects for the end of their semester. The Teen Services Coordinator supplied teens with end of year powerup packs filled with invigorating goodies and also opened the Meeting Room several days to provide much needed additional study space.
- ATS Librarian Mary Sustar, membership chair of the Adult Reading Round Table (ARRT) Steering Committee, presented twice at ARRTCon on November 30th, an all-day readers' advisory conference for library workers.
- After nearly 27 years of dedicated service, Interlibrary Loan (ILL) Coordinator Lorel Trout retired from the library on December 22. ATS staff have been busy training and transitioning Lorel's tasks and responsibilities under a new department workflow. Congratulations to Library Assistant Tim Raub for becoming the point person for ILL and to Josh Wirth for moving up to a full-time Library Assistant position and becoming the point person for book club services.
- Department Manager Van McGary and Assistant Manager Amanda Klenk went through the hiring process for four ATS positions and thoroughly revamped the department's training manual. Van and Amanda also made a huge effort to expand the library's collection of adult and teen eBooks and eAudiobooks in the final months of the year as demand continues to grow higher than ever!

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

- Winter Bingo and Winter Codebreakers both began on December 18th for some winter time reading and math fun! Winter Bingo encourages children to participate in reading and various literacy based activities in order to win prizes and chances for raffle tickets. Winter Codebreakers is a passive program that challenges kids to solve math and science based riddles to crack our secret code and win a prize. Both programs help encourage kids to keep up their skills over winter break and to have some fun during these cold months.
- On December 19th our new booths for our tween area were delivered and installed in the Kids Room. A big thank you to Ian Knorr of Building Operations for not only installing the booths, but for removing the iPad bar that used to be in the space. We also installed a new TV and gaming equipment and moved other furniture around to make the area more tween friendly. More additions will continue into January. Our adjustment of this space was a direct response to feedback received on our strategic plan. We realized that we were missing a place for a large part of our demographic to hang out and spend time in. We hope now to be better at meeting the needs of children of all ages, not just our youngest visitors.
- We ended our year with a Noon Year's Eve program on December 29th. 42 kids and their families celebrated the New Year a couple days early with crafts and activities, followed by a countdown to noon that ended in a balloon drop.

- 2023 was an extremely busy and successful year for the Kids Room. We saw significantly higher attendance in children's programs this year (+47%), increased our total program output (+36%), introduced several new passive programs, and continued our strong outreach partnerships. We visited thirteen different daycares and preschools, which includes our local public preschools, private preschools, and a couple of church affiliated schools as well. We worked closely with students and teachers at every school in District 58 and also worked with or visited Avery Coonley School, St. Joseph's School, and St. Mary's School. Our Summer Reading Program for 2023 returned to our pre-pandemic levels and our storytime attendance has been consistently strong, even as we moved into the colder weather months. We are seeing more patrons in our Kids Room than we have in a long time and we are very happy to serve them. Below are our total program numbers for 2023 and 2022. These are programs that we done specifically by Kids Room staff and included programs for Kids, Teens, and Adults:

<b>2023 Program Numbers</b>	<b># Events</b>	<b>Attendance</b>	<b>2022 Events</b>	<b>2022 Attendance</b>
Programs in house	533	20608	393	8849
Outreach Programs	413	13743	310	12839
Passive Programs	104	14222	81	11393
Total	1050	48573	787	33081

#### **Circulation Services - Christine Lees**

- We closed out 2023 with 1,079,130 items checked out, a slight increase over last year
- We completed 164 library card applications in December
- 909 locker holds were filled in December
- Our digital check-outs for December 2023 are the highest we have ever seen at 16,257 items checked out digitally! This is a 29% increase YTD.
- Circulation Asst. Manager, Sandy Feuille, & Circulation Supervisor, Kathy Moran, attended the webinar, "Let's Talk about De-escalation!" and brought back some helpful hints for our team
- We had lots of team members take their end of year vacation time for their well-deserved rest, relaxation, and family time!

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

- December was another one of those busy but quiet months as the holiday season approached and staff used up any remaining PTO. The fourth quarter months all seem to start to blend together at some point

- Computer Help Desk Supervisor and Teen Services Coordinator began accepting applications in early November for the next round of Girls Who Code. Lauren assessed applications, reached out to parents, and began preparations for the January start date
- IT replaced one staff computer in December. One email and Incident Tracker account was suspended and numerous changes to email groups were made. IT staff helped with an astounding 33 Book-an-Expert sessions for the month
- IT offered six classes to 23 attendees in December

### **Marketing & Communications – Cindy Khatri**

- Cindy Khatri, Marketing & Communications Manager, conducted stay interviews with her team. A lot was learned in these interviews, including what keeps MC staff members working at DGPL, what they like about their jobs, workflow improvement opportunities, and more. This was the first time conducting stay interviews in MC and it was a huge success
- The MC Team has been working on a new communications plan and is nearing completion. They're looking forward to presenting the new plan to Administration in the near future
- The SWAN Libraries App was unexpectedly discontinued by the vendor on November 29. The MC Team quickly had to send notices about the interrupted service. On December 26, the MC team promoted the newly launched SWAN Libraries + app to patrons through numerous marketing channels.
- Notable meetings with partners and external organizations: Cindy attended a meeting hosted by the DuPage Senior Council to collaborate on a packet about senior programming and services in Downers Grove; Cindy and Van McGary, ATS Manager, met with staff from McHenry Public Library about developing a Land Acknowledgment; the DG Park District surveyed patrons in the lobby of the library for their Master Plan
- The MC team met with the Programming Team to discuss how to use event types and tags in Communico for more accurate search results and better user experience. Event type tags were heavily discussed and changes were requested to Communico

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

- We are excited to announce that Lane Thoeke will be joining us in the Access Services Department starting January 9th, 2024.
- Beyond our regular day-to-day work, we assisted with many collection projects and added additional umbrellas into circulation

	Adult & Teens	Kids	Both
Items Added			
Print	950	527	

<b>AV</b>	231	18	
<b>Items Discarded</b>			
<b>Print</b>	2273	936	
<b>AV</b>	46	198	
<b>Items Repaired</b>			230
<b>Items Reclassified</b>			237
<b>Original Records</b>			46

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

- The camera in the Kid's department was replaced with a 360 degree camera to allow for better coverage. The old pan, tilt, zoom camera that was in the Kid's room had a motor malfunction which prompted the replacement
- A new data line was ran in Teen Central for the Hublet station. Additional power and data were ran in the Kid's room for their Hublet station
- Met with a patron who was returning after a suspension to talk and review our code of conduct
- The PA speaker in the IT workroom was replaced as it had reached its end of life



December						
Circulation	DEC 23		DEC 22		DEC 21	%
<b>Checkouts</b>						
Selfchecks	25,304	68%	26,667	70%	29,585	71%
Staff desk	11,062	30%	11,222	30%	11,354	27%
Lockers	909	2%	0	0%	833	2%
<b>Total checkouts</b>	<b>37,275</b>		<b>37,889</b>		<b>41,772</b>	
<b>Renewals</b>						
Auto-renewal	29,398		30,418		30,066	
Selfchecks	15		8		3	
Staff desk (incl. phone)	442		308		587	
Patron renewals on website	0		0		134	
Patron renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	904		828		537	
<b>Total renewals</b>	<b>30,759</b>		<b>31,562</b>		<b>31,327</b>	
<b>Total item checkout and renewals</b>	<b>68,034</b>		<b>69,451</b>		<b>73,099</b>	
<b>Digital Circulation</b>	<b>16,257</b>		<b>12,587</b>		<b>11,515</b>	
<b>Total Circulation</b>	<b>84,291</b>		<b>82,038</b>		<b>84,614</b>	
<b>Reserves Processed</b>						
Received from ILL	4,465		4,270		4,625	
ILL sent	3,815		3,936		3,822	
OCLC requests processed	171		162		182	
<b>Gate count</b>						
North Building	19,689		17,399		14,387	
South	11,241		9,235		9,002	
<b>Total</b>	<b>30,930</b>		<b>26,634</b>		<b>23,389</b>	
Lockers	909		1,158		833	
<b>Gate Count and Lockers Total</b>	<b>31,839</b>		<b>27,792</b>		<b>24,222</b>	
<b>Curbside Count</b>	<b>0</b>		<b>0</b>		<b>0</b>	
<b>Registrations</b>						
New resident cards	131		0		107	
New fee cards	4		0		5	
Professional Development Hours	20		0		20	
Cost of Professional Development	\$0		\$0		\$0	

## YTD Composite

Circulation	YTD23	%	YTD22	YTD21	%
<b>Checkouts</b>					
Selfchecks	327,139	64%	255,090	74%	381,064
Staff desk	171,680	34%	82,950	24%	125,201
Lockers	11,507	2%	6,339	2%	10,343
<b>Total checkouts</b>	<b>510,326</b>		<b>344,379</b>		<b>516,608</b>
<b>Renewals</b>					
Auto Renewals	380,020		259,919		382,531
Selfchecks	137		76		92
Staff desk (incl. phone)	4,823		2,578		3,796
Patron renewals on website	826		0		450
BookMyne	0		0		0
BlueCloud Mobile/Web services (22 & 11)	9,136		5,929		8,412
<b>Total renewals</b>	<b>394,942</b>		<b>268,502</b>		<b>395,281</b>
<b>Total item checkout and renewals</b>	<b>905,268</b>		<b>612,881</b>		<b>911,889</b>
<b>Digital Circulation</b>	<b>173,862</b>		<b>101,131</b>		<b>150,644</b>
<b>Total Circulation</b>	<b>1,079,130</b>		<b>714,012</b>		<b>1,062,533</b>
<b>Reserves Processed</b>					
Received from ILL	58,406		36,256		57,054
ILL sent	52,472		32,750		50,783
OCLC requests processed	2,367		1,274		1,967
<b>Gate Count</b>					
North	253,985		133,381		195,209
South	155,456		86,496		125,166
<b>Total Gate Count</b>	<b>409,441</b>		<b>219,877</b>		<b>320,375</b>
Lockers	11,507		6,339		10,343
<b>Gate Count and Locker Total</b>	<b>420,948</b>		<b>226,216</b>		<b>330,718</b>
<b>Curbside Count</b>	0		0		0
<b>Registrations</b>					
New resident library cards	2,423		2,249		1,711
New fee cards	61		61		49
Professional Development Hours	447		565		703
Cost of Professional Development	\$0.00		\$0.00		\$0.00

# Downers Grove Public Library Statistics

## December 2023

### Highlights

1. The total number of items circulated in 2023 increased by over 15,000 items compared to 2022!
2. Attendance increased by 18% in 2023.
3. Digital materials are an increasingly popular format, accounting for 19% of checkouts in December.

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### Building Visits

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#### Attendance

This number includes the gate count and holds locker usage.

	2023	2022
<b>Total Monthly Visits</b>	31,839	27,792
<b>Total YTD Visits</b>	420,948	356,515

#### Rooms & Spaces

Community use of study rooms, conference rooms, meeting room(s), Media Lab, STEM Room, and Teen & Kids gaming spaces.

	2023	2022
<b>Total Monthly Room Use</b>	1,251	1,022
<b>Total YTD Room Use</b>	15,430	11,389

#### The Cupboard

All items in the cupboard are generously donated by community members and partner organizations.

	Month	YTD
<b>Total Donations</b>	2,826	23,943

# Circulation

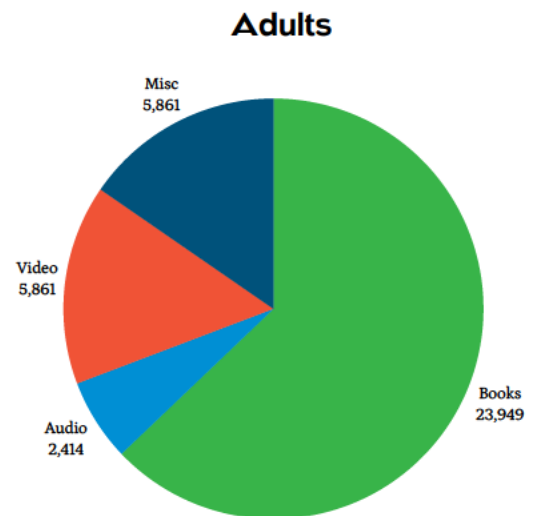
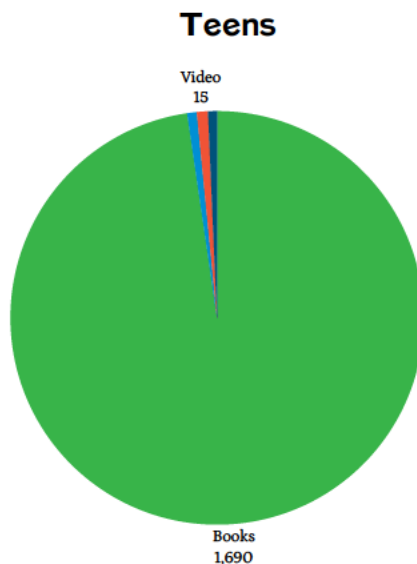
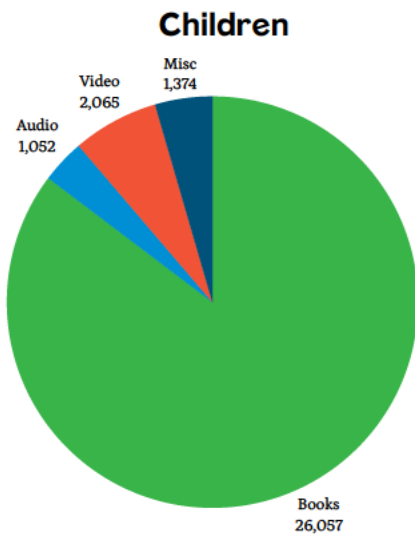
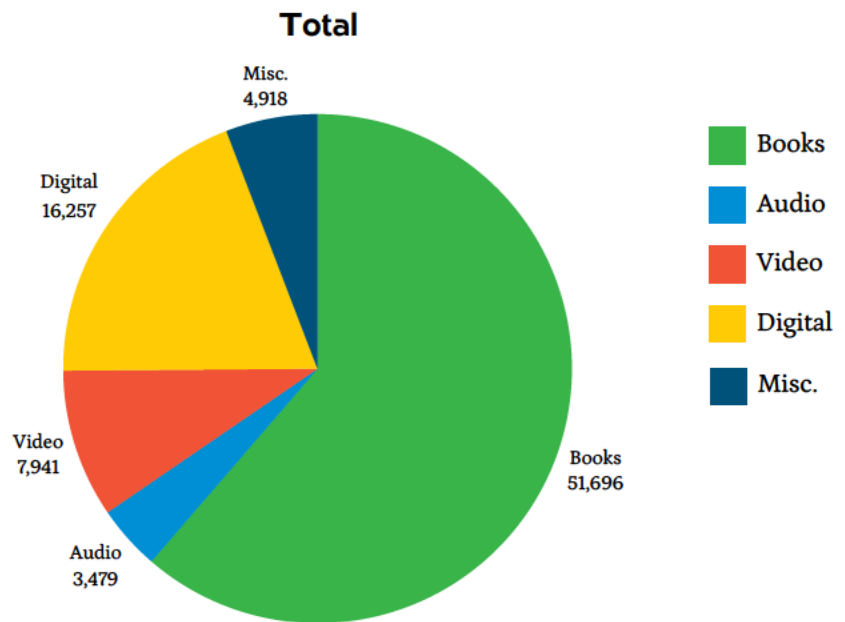
## Total Circulation

Total circulation numbers across all audiences and media types.

	2023	2022
<b>Total Monthly Circulation</b>	84,291	83,196
<b>Total YTD Circulation</b>	1,079,130	1,063,691

## Circulation by Format

How the community uses different media formats (monthly)



## Technology

### Computer Use Sessions

How many times a patron used a public computer in the library

	Month	YTD
<b>Total Computer Use Sessions</b>	2,522	31,586

### Website Sessions

How many times patrons visited the library's website

	Month	YTD
<b>Total Website Sessions</b>	35,085	408,621

### Wireless Sessions

How many times patrons connected to the library's WiFi using a personal device

	Month	YTD
<b>Total Wireless Sessions</b>	1,248	15,649

## Programs

### Programs Offered

Total number of programs offered including: in-person, virtual, and self-directed

	Adults	Teens	Kids	All Ages
<b>Total Monthly Programs</b>	46	15	62	12
<b>Total YTD Programs</b>	482	131	911	168

### Program Attendance

Total number of participants of library programs including: in-person, virtual, and self-directed

	Adults	Teens	Kids	All Ages
<b>Total Monthly Attendance</b>	584	296	1,744	762
<b>Total YTD Attendance</b>	10,281	2,303	31,422	21,648

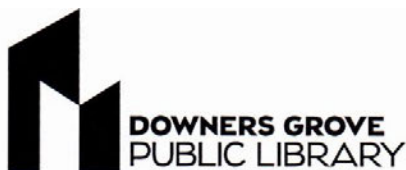
## Questions & Comments December 2023

Your Questions & Comments form has a new entry. It was submitted on Dec 04, 2023. Here are all the answers.

My comment relates to	Customer service
Comments	<p>I just wanted to let you know how I totally adore my library! The wonderful help and assistance they provide is something I experience there each time I go. If I'm looking for something to read, they find out what I like and what I don't like then they make many great suggestions and I always leave with something I enjoy reading. I find they have immense knowledge in books. I also love the anything emporium items and choices you have. If I have a question or am looking for something in particular they are always able to help me find it and will research my question for an answer. I never leave disappointed! And thank you for collecting items for those in need of food or toiletries. I always remember the 3rd weekend of the month. Thank You For All You Do!</p>

Your form has a new entry. Here are all the answers.

My comment relates to	Materials
Comments	<p>I've got to thank Downers Grove Public Library for providing such comprehensive resources for its residents. I only recently discovered the Media Room after a computer help desk employee brought it to my attention. I must admit I was unaware that the library had such a professional-level recording studio and equipment. It has turned out to be an enormous blessing for my current project.</p> <p>I'm a member of a comedy group called Duck Logic that had a 2-hour radio show on WLUP/Chicago back in the 1980s. For the past 2 1/2 years, we have been producing a podcast (called the Duck Logic Comedy Half Hour). It features comedy sketches from our WLUP show as well as a discussion segment and new material that we've been recording in the Media Room. The Media Room has proven to be an incredible tool for growing the listenership of our show. Without your facilities, we would not have been able to achieve the top-notch sound production quality you provide. Thank you again.</p> <p>Sincerely,</p>



## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: Dec 5, 2023

My comment relates to: ☐ building/grounds ☐ customer service ☐ materials ☐ policy ☒ programming ☐ other

My granddaughter and I really enjoyed the Family Story Time at the library. The librarian had filled the time with songs, stories and a craft. All the children were engaged and excited to participate. She was very animated and could tell she loved entertaining us. Great program!





**DOWNERS GROVE  
PUBLIC LIBRARY**

## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 12-16-23

My comment relates to: ☐ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☐ other

Been a library patron in DG for over 35 yrs. ~~Now~~ Now bringing grandchildren. Never come here without learning something new- such helpful staff throughout the building.



**DOWNERS GROVE  
PUBLIC LIBRARY**

## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 12/18/23

My comment relates to: ☐ building/grounds ☒ customer service ☒ materials ☐ policy ☒ programming ☐ other

WE LOVE THE LIBRARY! ALL THE STAFF ARE AMAZING!  
THE STORYTIME ACTIVITIES ARE THE BEST!  
THANK YOU!



**DOWNERS GROVE  
PUBLIC LIBRARY**

## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: December 27 2023

My comment relates to: ☐ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☐ other

Suggestion for Book Club: Britney Spears  
"The Woman in Me". I think this book would be an excellent book for both fans and people who grew up in the Britney Spears Era to discuss

Dear Ms. Melavoc & Staff

The Helen Plum Library Board wanted to express our gratitude for the work you do every day. The jobs in the Downers Grove Library are important and all of you are appreciated. It has not been easy to be the face of the library in the last few years, but your staff has accomplished it with grace. Thank you for your hard work and dedication to the community. The town of Downers Grove is extremely fortunate to have such a wonderful staff at the library!

Cordially

Helen Plum Library Board



**DOWNERS GROVE  
PUBLIC LIBRARY**

## Questions & Comments

Your feedback helps to shape the library's services. Responses will be shared with the Management Team, Administration, and/or appropriate library staff.

Date: 12/22/2023

My comment relates to: ☐ building/grounds ☐ customer service ☐ materials ☐ policy ☐ programming ☐ other

A huge thank you to several members of the second floor Help Desk Team.

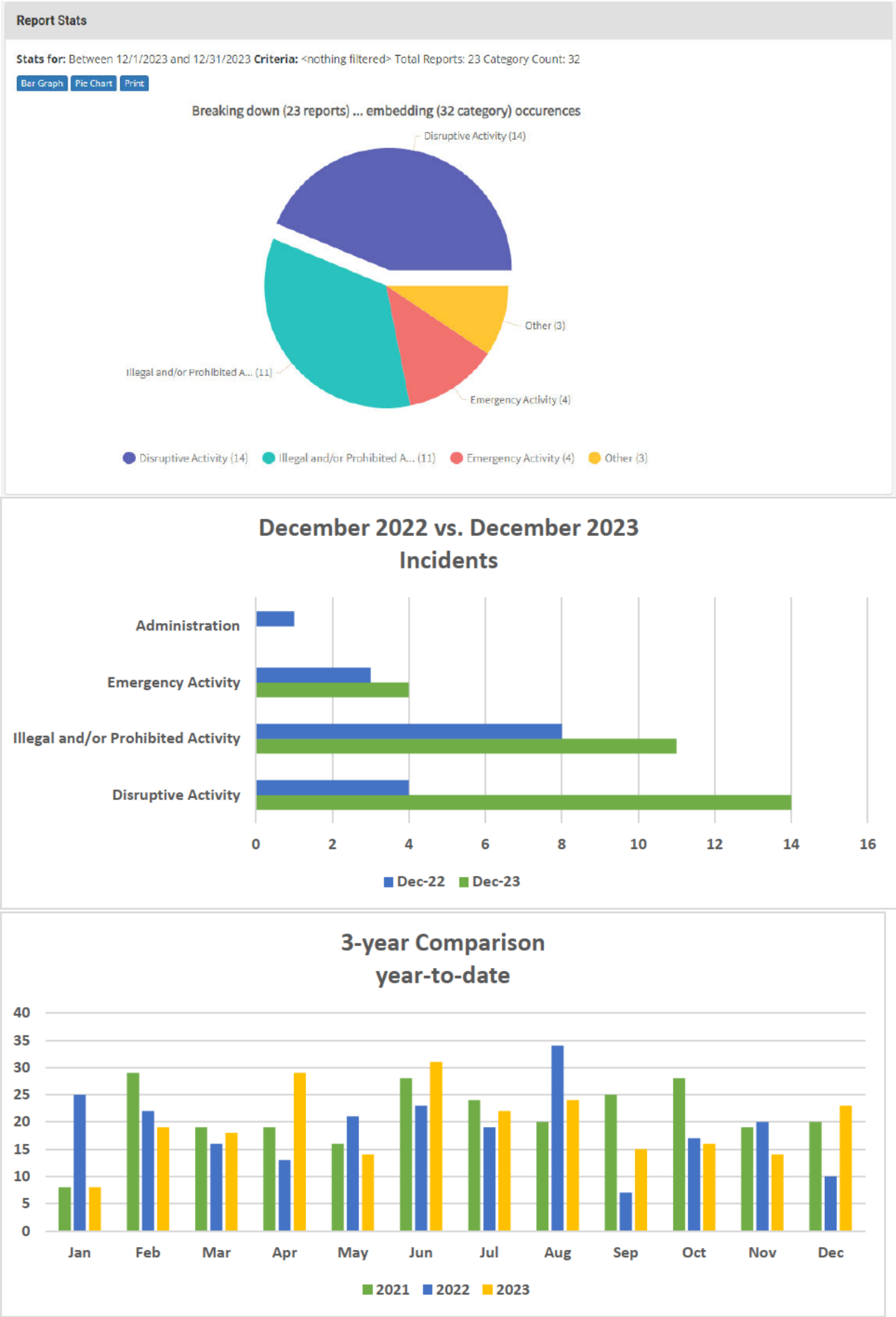
On November 12<sup>th</sup>, a challenging day due to internet connectivity issues, John helped me finalize the materials I needed to conduct a class the following morning. Using creativity and several work-arounds, he helped me make last minute edits and print a final version of my instructional materials.  
(over)

Throughout the nearly three months it took me to develop the materials for the entire program, Omar and Charlie also assisted me by answering numerous technical questions and helping me use more complex techniques to help bring the content to life.

Thanks again to all three for their exceptional service.



Summary of Incident Reports For December 2023



	A	B	C	D	E
1	Incident_Date	Categories	Summary	Appended_Info	Police Called?
2	Thursday, 12/28/2023 (5:15 pm)	Emergency Activity(911 call)	Amanda responded to a call from the ATS desk at about 5:15. The ATS team reported that a patron, [REDACTED], was passed out in Conference Room B. Lora had booked some teen patrons and sent them in believing it was empty. When I walked in, he had his head on the table and was not immediately responsive to me speaking and asking if he was okay. I turned on the light and knocked loudly on the table to rouse him. During this time, I asked if he was okay, if he needed anything, if I could get him any water. I also said that the room was being booked and so I needed him to get up and move around. He never verbally responded and kept lolling back off asleep and not making eye contact. After multiple attempts, I made the decision to call paramedics. Lora called and paramedics responded. During this time, I arrived came in and was able to get him talking a bit. I suggested that he get up and walk around the table to get his blood flowing and to help him wake up because even after talking to him he seemed to want to fall back asleep; when the paramedics arrived, [REDACTED] refused any treatment. [REDACTED] than started to verbally yell profanities at the paramedics and I asked Officer Germaine to have Joe leave the library for the balance of the day. [REDACTED] was not happy and started to express his displeasure again but left out the north doors around 5:30pm with Officer Germaine and I following.		
3	Wednesday, 12/27/2023 (10:30 PM)	Illegal and/or Prohibited Activity(Viewing of pornography)	Around 1:30 PM, I was notified by a member of the IT staff that, earlier today, patron [REDACTED] had printed a sexually explicit image while using a public computer.  [REDACTED] is not in the building at this current moment. However, when he returns, a BoM will speak with him about what is and isn't allowed to be printed at the library.	Danny Bartkowiak (12/28/2023 9:52 AM) (0) I spoke with [REDACTED] at 9:25 AM. He is now clear on the library's standards for appropriate images.	
4	Friday, 12/22/2023 (2:20 PM)	Disruptive Activity(Abusive language/name-calling e.g. jerk)(Not following directions from staff)(Using profanity or obscenity)	Around 2:20 PM, a group of teen boys approached the ATS desk and asked for a study room. While speaking amongst themselves, they used profane language; an ATS staff member politely asked the group to not swear.  As they walked away after booking study room #6, one or several of them said, "Bitch."  (NB: Multiple ATS staff members heard this.)  Once I was informed of this incident by the ATS staff member, I immediately went into study room #6 and told the whole group that they needed to leave for the day. The boys denied swearing in the first place, but still left the library without any further incident.		
5	Friday, 12/22/2023 (11:12am)	Disruptive Activity(Not following directions from staff) Illegal and/or Prohibited Activity(Interfering with comfort or safety)	Around 11:15am a call for a BoM was placed at the ATS desk. Upon arrival I was greeted by patron [REDACTED] wanting to discuss an ongoing issue she has been having with another patron. She explained that her frustration has grown and she feels there are no other options for her. I asked how I could be of service and apologized for the unwanted interactions/feelings she was expressing.  [REDACTED] went on to explain that she has had an ongoing problem with regular patron [REDACTED] and was in need of help. She went on to say that the uncomfortable situations/conversations she was having with him were the result of a somewhat general dislike with one another. [REDACTED] explained that [REDACTED] was feeling secluded from their group (the group being [REDACTED], [REDACTED] and [REDACTED]) and while [REDACTED] was expressing his own frustrations he was doing so rather aggressively toward [REDACTED]. [REDACTED] growing uncomfortable also expressed some unwanted flirtatious inferences [REDACTED] was making, and now she was willing to take matters into her own hands.  I explained to [REDACTED] that any situations happening in the library should be directed to staff. It is best for them to separate while in the building. I assured her we would have a conversation with [REDACTED] next time he stopped into the building.		
6	Friday, 12/22/2023 (9:50am)	Disruptive Activity(Excessive noise) Illegal and/or Prohibited Activity(Interfering with comfort or safety)	Approximately around 9:50am, responding to a BoM call from Circulation. I (Miriam) was informed by Adelia that one patron seemed to have yelled at another to "Stop following me".  After sharing the altercation, it seemed both women involved had separated and were leaving the building. Upon further investigation, the two patrons were identified as [REDACTED] and [REDACTED].  Being that both patrons have left, this is for documentation purposes if an issue were to arise in the future.		

	A	B	C	D	E
7	Wednesday, 12/20/2023 (5:40 PM)	Disruptive Activity(Panhandling/proselytizing/soliciting)	<p>After receiving a call for a BoM from the Circulation Desk, I found a young male patron proselytizing to another patron who appeared to be bothered by what the first patron was saying. I interrupted their conversation and explained to the young male patron that proselytizing wasn't allowed within the library. He apologized and said he was "just so in love with our Savior Jesus Christ." He then asked me why the library doesn't tolerate proselytizing and so I explained that this was simply a building-wide policy intended to limit potential discomfiting situations between patrons.</p> <p>The patron, [REDACTED], thanked me for my time and shortly thereafter exited the library through the north doors.</p>		
8	Wednesday, 12/20/2023 (4: 45 PM)	Illegal and/or Prohibited Activity(Open possession of controlled substance)	<p>While watching the cameras, I noticed a group of teen boys in Teen Central waving their hands erratically through the air. A few moments later, I saw one of them hit a vape.</p> <p>Upon arriving upstairs, several of the boys took off in a hurry. The three that remained in Teen Central, when asked if they were vaping, openly admitted to it.</p> <p>I asked them to leave for the remainder of the day.</p>		
9	Wednesday, 12/20/2023 (2:15 PM)	Disruptive Activity(Excessive noise)(Not following directions from staff)(Using profanity or obscenity)	<p>By 2:00 PM, a patron in the cafe had already receive multiple warnings from staff to one, lower his voice while speaking on the phone, and two, eliminate the profanity.</p> <p>After being informed by Lauren Gonzalez that another patron had complained about this same man for the same reasons (voice volume, profane language), I spoke with the MoD team and it was decided to ask the patron to leave for the remainder of the day.</p> <p>I introduced myself to the man and explained the situation. He apologized and soon left the library without any further incident.</p>		
10	Monday, 12/18/2023 (1: 15 PM)	Disruptive Activity(Panhandling/proselytizing/soliciting)	Around 1: 15 PM, a second group of religious pamphleteers approached the ATS desk, wanting to hand out Jesus cards.		
11	Monday, 12/18/2023 (12:50pm)	Disruptive Activity(Panhandling/proselytizing/soliciting)	<p>Approximately 12:50pm responding to a BoM call from Circulation desk.</p> <p>Adelia let myself and Danny know that there was a group handing out religious pamphlets. After speaking with Adelia, the group had made their way upstairs.</p> <p>When reaching ATS, Mary H and Mary C began to explain to the group that such material was not to be dispersed in the building. The woman in the group (accompanied by three children) asked what the physical library boundaries were. Mary H explained to the woman, the pamphlets could be given outside the building and on public sidewalk/parking lot that belonged to the Village.</p> <p>The group then left without further incident.</p>		
12	Friday, 12/15/2023 (4:45 PM)	Illegal and/or Prohibited Activity(Destruction or theft of belongings)	<p>Our patron [REDACTED] approached the ATS desk around 4:45 PM to ask if anyone had returned a pair of headphones. He said he'd plugged them into the charging station about an hour prior but now they weren't there.</p> <p>I watched security footage from the ATS camera. However, the angle is obstructed by the hanging sign and too many different individuals stop at the charging station over the course of the hour to have any idea who might've taken the headphones.</p>		
13	Friday, 12/15/2023 (4: 45 PM)	Disruptive Activity(Excessive noise)(Inappropriate use of furniture)(Not following directions from staff)	<p>A large group of teens, who'd already been given two warnings from the staff regarding their noise level, were asked to leave for the remainder of the day after failing to lower their voices.</p> <p>On their way out, a handful of the boys sprinted through the lobby and smacked the top portion of the south exit doorframe.</p>		

	A	B	C	D	E
14	Friday, 12/15/2023 (2:15 pm)	Disruptive Activity(Abusive language/name-calling e.g. jerk)(Excessive noise)(Not following directions from staff)(Using profanity or obscenity) Emergency Activity(911 call) Illegal and/or Prohibited Activity(Interfering with comfort or safety)(Trespassing including banned patrons)	<p>Responding to a BoM call around 2:15 at the Circulation desk, Danny and myself were met with banned patron [REDACTED] (Who was given her paperwork earlier this morning 12/15/23).</p> <p>Danny and I agreed to call 911, in an attempt to deescalate Danny began to walk her out. In this, [REDACTED] grew louder as she voiced crude racial remarks and an overall dislike for what was happening to her. It was explained to her that she was given a ban this morning and this situation constituted a trespass call to the police. [REDACTED] remained un phased as she waited outside the Curtiss St doors for the officers.</p> <p>As I hung up with the Dispatcher, Police arrived on scene and conversed with [REDACTED].</p> <p>It was agreed between BoM and discussed with MoD Katelyn that [REDACTED] would be trespassed for a year. Office Ryan along with another Officer explained to [REDACTED] what was happening, gave her the other half to the trespass.</p>		Yes
15	Wednesday, 12/13/2023 (4: 40 PM)	Illegal and/or Prohibited Activity(Interfering with comfort or safety)(Other) Other	<p>Earlier on in the day (around 3:00 PM), patron [REDACTED] requested assistance from the Computer Help desk regarding an issue she was having with her phone. She'd been banned from WhatsApp and wanted to figure out how to resolve this.</p> <p>While IT employee Charlie Michka provided help, [REDACTED] made several personal comments that discomfoted Charlie. He explained to her that he did not want to talk about anything personal. They finished the rest of their interaction without any further issues.</p> <p>However, a few hours later, at 4:40 PM, [REDACTED] approached the ATS desk and asked for help regarding a related problem. ATS employee Tim Raub began working with her. She said she needed help deleting certain images from her WhatsApp. She then opened the app and on her phone, visible to Tim, were multiple nude images.</p> <p>Tim soon broke off the interaction and reported the incident.</p> <p>By the time I (Danny) learned of this, [REDACTED] had already left the building.</p>	Ian Knorr (12/22/2023 5:01 AM) (0) [REDACTED] called the library on 12/21. Her call was forwarded to me (Ian). Upon answering the call she introduced herself and wanted to know why she received a letter of suspension and how we got her library card information. As I tried to answer her questions she continued to talk over me not allowing me the chance to explain. This went on for 6-8 minutes. She denied any wrongdoing, and told me she didn't want to talk to me anymore to which I informed her I would be terminating the call, wished her a happy holiday, and ended our phone call.	
16	Tuesday, 12/12/2023 (5:00 PM)	Disruptive Activity(Abusive language/name-calling e.g. jerk)(Excessive noise)(Not following directions from staff)(Using profanity or obscenity) Emergency Activity(911 call) Illegal and/or Prohibited Activity(Interfering with comfort or safety)	<p>At 4:55 PM, a call for a BoM was placed by the ATS desk. Once there, Miriam and I (Danny) were informed that patron [REDACTED], who was watching a movie on a public computer, was yelling/swearing.</p> <p>We walked over and reminded [REDACTED] that swearing is not permitted in the library. This only seemed to anger her and she soon began to yell again. Despite multiple more requests to lower her voice, [REDACTED] continued to yell. She directed most of this at myself and another male patron who was at this moment sitting at a computer behind me. Among other things, she called me a "stupid idiot."</p> <p>At some point during this episode, Miriam and I told her that she needed to leave for the remainder of the day. [REDACTED] slowly gathered her belongings and the three of us headed downstairs.</p> <p>However, in the first floor lobby, [REDACTED] once again started to yell and swear. Since she refused to leave the building on her own, I called 9-1-1 and spoke to an emergency operator. Within a few minutes, a pair of DGPD officers arrived and managed to coax [REDACTED] outside through the ADA sliding door.</p>	Miriam Mejia (12/13/2023 9:18 AM) (0) Due to [REDACTED] refusal of leaving the building and having to call the DGPD, a 1 month ban has been placed as of 12/13/23. Miriam Mejia (12/15/2023 11:07 AM) (0) 12/15/23 at 11am. [REDACTED] was given her 1 month suspension/trespass letter. It was explained that her suspension was given due to her language and refusal to leave the building on 12/12/23.	
17	Thursday, 12/7/2023 (7:10 PM)	Disruptive Activity(Excessive noise)(Not following directions from staff)(Using profanity or obscenity) Illegal and/or Prohibited Activity(Interfering with comfort or safety)(Trespassing including banned patrons)	<p>While sitting upstairs near the ATS desk, I saw suspended patron [REDACTED] make a left toward the DVDs.</p> <p>I approached [REDACTED] and reminded him that his suspension was still in effect as he'd yet to set up a meeting with Ian Knorr. [REDACTED] immediately began to argue with me but very quickly started to verbally attack me by swearing and yelling in my face. He was loud enough to attract the attention of everyone at the public computers.</p> <p>As we moved toward the stairs, [REDACTED] continued to swear and yell. At this point, I placed a call to 9-1-1.</p> <p>While I spoke to the emergency operator, [REDACTED] used the self-checkout kiosk on the first floor. Once he was done, he exited out the south doors.</p> <p>By the time a DGPD officer arrived, [REDACTED] was already gone.</p> <p>I spoke with Officer Ryan and told him that the library would like to trespass [REDACTED]. Officer Ryan said that the next time [REDACTED] enters the building, to call 9-1-1 right away.</p>		Yes

	A	B	C	D	E
18	Thursday, 12/7/2023 (12:30pm)	Disruptive Activity(Excessive noise) Illegal and/or Prohibited Activity(Interfering with comfort or safety)(Making violent or threatening statements)	<p>Roughly 12:30pm, responding to a BoM call at ATS I was informed by Karen B that regular patron, [REDACTED] was shouting. She explained that [REDACTED] was making vague threats and what sounded as a sort of confrontation (i.e "Hey I'm talking to you, you hear me? You're going to regret this.") Karen could not distinguish if [REDACTED] was speaking to anyone directly or if he was possibly speaking out loud. [REDACTED] seemed to be behind the elevator wall and between the restrooms.</p> <p>As I came downstairs, I noticed [REDACTED] was having lunch and did not want to be approached. I let him have some space.</p> <p>I waited for [REDACTED] to return into the building and went upstairs to speak with him. I asked if [REDACTED] was speaking with him or if there was a personal issue between them. If so, that sort of behavior is not acceptable within the library. [REDACTED] reassured that the situation was "whatever" and he was not worried about [REDACTED], "That's just [REDACTED] being [REDACTED]. I'm not worried about him." I once again, reassured him that sort of situation/behavior(s) are not tolerated and he should seek us out for any future issues. Regardless if he believes this sort of situation is "fine".</p>	Miriam Mejia (12/7/2023 1:15 PM) (0) [REDACTED] is conscious of when he's having a "bad day" and knows when to remove himself from the library. He has not been asked to leave, it has been agreed that he will be monitored if he does return to the building. Should anything transpire, then the appropriate actions will be taken.	
19	Wednesday, 12/6/2023 (11:00 AM)	Illegal and/or Prohibited Activity(Trespassing including banned patrons)	<p>Around 11:00 AM, [REDACTED] entered the building and stopped at the Circulation desk. A call for a BoM was placed; Ian and I (Danny) arrived shortly thereafter.</p> <p>We again explained to [REDACTED] that he was not permitted inside the library until his suspension ended. We also explained that Andi, one of our social work interns, had gathered several resources that might be of great help to [REDACTED]</p> <p>[REDACTED] however, was unreceptive to our attempts to engage with him and he soon walked away and out the south doors.</p>	Danny Bartkowiak (12/6/2023 12:15 PM) (0) [REDACTED] suspension will not be extended as of now.	
20	Monday, 12/4/2023 (1:50 PM)	Disruptive Activity(Abusive language/name-calling e.g. jerk)(Excessive noise)(Not following directions from staff)(Using profanity or obscenity)	<p>Responding to a call for a BoM from the Computer Help desk, I was informed about an issue with a male patron using computer #7. The patron, [REDACTED], had just been very rude to multiple employees in the IT department. He yelled and swore and insulted the staff members.</p> <p>I introduced myself to [REDACTED] and asked him what the problem was. He said he was frustrated with what he viewed as inadequate assistance in downloading certain files from his email that he wished to print. We spoke for some time with his volume level gradually lowering. When he appeared to have calmed down, I explained to him that, regardless of how aggravated he was, he couldn't swear or be rude to library employees.</p> <p>In the end, we were able to get his documents downloaded and then printed. After he had his papers, we continued to talk over by the elevator before finally separating.</p> <p>He left out the south doors without any further issue.</p>		
21	Monday, 12/4/2023 (0923)	Other	At 0923 suspended patron [REDACTED] came to the Circulation Desk and asked to speak with a monitor. Julie Milavec and Ian Knorr met [REDACTED] by the Circ desk where he asked about getting his suspension appealed. * I had met with [REDACTED] when he stopped in on 11/30 and already explained this to him. Julie explained his suspension would expire in February. This was not the answer [REDACTED] was looking for but he did leave without incident.		No
22	Sunday, 12/3/2023 (3:30pm)	Other	<p>Approximately 3:30pm a call for BoM and MoD was announced to Circ. Upon arrival, Tim R (ATS) informed Sandy and myself of a potential injury/illness in the men's restroom.</p> <p>We were told a patron noticed a walker outside of the men's restroom around 1:30 and now being 3:30 the same walker was here. His own suspicion alongside Tim's was the other patron in the handicap stall was in a possible distress. (2 patrons and Tim noticed a grunting coming from the stall, along with an alcoholic smell). Sandy and myself accompanied Tim into the men's restroom where we asked the gentleman if he was okay and needed any help? He responded that he was fine and would be out in a minute. Noticing the smell myself, Sandy and I waited outside the door to see if the patron would be needing assistance/a possible emergency call.</p> <p>[REDACTED] emerged from the restroom, again stating he was fine. I observed his speech and his walk, he did not appear to be intoxicated. He made his way to the cafe, then outside to the garden walk. He will be monitored if and when he reenters the library.</p>		
23	Friday, 12/1/2023 (5:45 PM)	Disruptive Activity(Excessive noise)(Not following directions from staff)	<p>After receiving several warnings regarding both their behavior and volume level, a large group of teen boys was asked to leave for the remainder of the day.</p> <p>They proceeded to argue for quite some time before finally vacating the teen area. However, on their way down the stairs and out the south exit, they became increasingly louder.</p>		

	A	B	C	D	E
24	Friday, 12/1/2023 (9:24 am)	Emergency Activity(Accident or injury to individual)	At 9:25 a.m. a call for a monitor to the Cafe was requested. I arrived near the cafe where Sandy F, Cindy K, Lucas M, and Adelia T, were assisting a gentleman that fell in the cafe. It was mentioned by patron Kathy G that the man was walking and stumbled on a chair while in the cafe resulting in his falling. The gentleman (white male, 55-65, large build, balding gray hair, with a cane and blue coat) was on one knee trying to get up. The female he was with helped him up and he regained his bearings. He was asked if he would like a cold pack or emergency assistance and he declined. I asked him to let us know if he changed his mind and wanted us to call emergency services to let us know and he said thank you. Upon reviewing the video footage it appears the gentleman was stumbling on his way into the cafe and bumped a high-top chair as he was falling.	Ian Knorr (12/1/2023 10:47 AM) (0) The gentleman has been identified as Robert Lehner (21191002679118)	

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 9A**

**March 22, 2024 In-Service Day Closing**

An In-Service Day for all staff is being planned for Friday, March 22, 2024. In order to facilitate full participation of all staff for the training, the library is usually closed to the public for the full day.

**Recommended Action:** Approve closing the library to the public on March 22, 2024 for In-Service Day.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 9B**

**Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property/Casualty and Workers Compensation**

The Libraries of Illinois Risk Agency (LIRA) is a member-driven organization. I serve as Vice-Chair of its Executive Committee. This comprehensive insurance package is tailored to the needs of public libraries in Illinois, with coverage that may be unavailable to or too costly for individual libraries on their own, such as cyber-liability coverage. As a member for over three years, the library is now eligible for return of self-insured retention for years in which the library participated and the pool performed well.

LIRA's renewal for 2024 is under the estimated 20% increase for which member libraries were advised to plan. The renewal premium is a total increase of 13.25%, an increase of 16% for the package that includes property, casualty, liability, crisis protection, cyber-liability, and volunteer coverage, an increase of 11% for the loss fund (self-insured retention), and 4% for workers' compensation coverage. Decreases are attributable to changes in carriers, as well as an increase to the self-insured retention limit.

The 2023 renewal was also initially estimated at 20%, but ultimately renewed at a slight decrease. This allowed the budget for this line to remain flat from 2023 to 2024. This renewal is within the budgeted amount.

**Recommended Action:** Approve the Libraries Illinois Risk Agency (LIRA) insurance package renewal in the amount of \$66,169.06.





## 2023-2024 Pricing Sheet

### Libraries of Illinois Risk Agency (LIRA) Downers Grove Public Library Member Cost Comparison

Coverage Description	Additional Description	Expiring	Renewal	% Change
<b>Fixed Costs:</b>				
Package Policy	(Property, Liability, Auto, Crime)	\$8,067	\$8,812	
Excess Property	(\$250M)	\$12,470	\$14,263	
Boiler & Machinery		\$788	\$851	
Excess Liability	(\$10M xs \$1M)	\$2,714	\$5,401	
Volunteer Accident		\$300	\$300	
Cyber Liability		\$1,799	\$1,802	
Gallagher Crisis Protect (GCP)		\$1,935	\$2,102	
Administration/Brokerage Service Fee		\$4,610	\$4,818	
Claims Administration Fee		\$873	\$911	
Loss Control Services		\$1,000	\$1,000	
ILA Fee		\$250	\$250	
Operation's Fee		\$1,446	\$1,477	
<b>Total Fixed Cost</b>		<b>\$36,252.39</b>	<b>\$41,987.23</b>	<b>16%</b>

<b>Total Variable Cost (Loss Fund)</b>	<b>\$14,619.54</b>	<b>\$16,280.83</b>	<b>11%</b>
<b>Worker's Compensation</b>	<b>\$7,556.00</b>	<b>\$7,901.00</b>	<b>5%</b>
<b>Renewal Results</b>	<b>\$58,427.93</b>	<b>\$66,169.06</b>	<b>13.25%</b>

<b>Statistical Information</b>				
Total Insured Values	(includes Vehicles)	\$32,834,590	\$34,394,740	5%
Payroll		\$3,063,652	\$3,679,574	20%
Employees		102	106	4%
Vehicle Count		-	-	N/A

## **LIRA COVER LETTER**

**LIRA (Libraries of Illinois Risk Agency)** is built around the concept of Public Entity Cooperation, and helps our members sleep well at night knowing they have the best library insurance available in the marketplace. LIRA is a community-like program that specializes in providing proper coverage for Illinois libraries, enabling the exchanging of library-specific information, and community connections with the idea that “No one is on an island by themselves but rather overcoming obstacles with the support of each other”. The 2023-2024 policy year will be LIRA’s 11<sup>th</sup> year of service to Illinois Libraries.

**LIRA** is owned and operated by its Illinois library members, who make decisions that are in the best interest of libraries, for libraries. Throughout the history of the program, LIRA has deepened its coverages to include additional lines such as crisis protection coverage and cyber liability coverage. We now have over 60 members (from our original 23). One can simply compare LIRA’s program limits to their expiring programs to get an idea of how strong the coverage is within LIRA. This comparison can also help you make an informed decision that goes beyond the premium cost, and really takes a deep dive into coverages and limits that you are receiving.

### **Benefits of Pooling:**

Ever since the 1980s, pooling has been the living embodiment of inter-governmental cooperation, providing premium stability to public entities. While leveraging high purchasing power in the marketplace through buying insurance as a group, pools are able to obtain coverages and services that public entities are not able to obtain through stand-alone policies. In addition to greater insurance coverage and limits, pools also provide greater control over claims through a third-party claims administrator (TPA). TPA’s work on behalf of the pool to help members resolve their claims efficiently and effectively to lower reserves and costs overall to the pool. Surplus is another major advantage to members. In good performing years, we have the ability to retain the funds not used within the loss fund to then disburse to members in form of a check or reinvest into the program for what is best for the membership. Over the years, LIRA has utilized these funds by purchasing loss control products like water sensor pucks, and have returned a significant amount of funds to its members to use towards what is best for each library member.

Libraries of Illinois Risk Agency Executive Committee:

Paul Mills, Chair    Julie Milavec, Vice-Chair    Monica Harris, Treasurer,  
Tina Hubert, Officer    Richard Kong, Officer    Samantha Johnson, Officer    Annie Miskowitch, Officer

**Value Added Resources:**

In addition to strong coverages and limits, our program also offers a significant advantage to members through the additional vendors that work in part to make LIRA the premiere Library insurance program through **value added resources**.

These resources include:

1. Loss Control Services – Library specific training, safety webinars, as well as annual in-person risk assessments.
2. LIRA Water Sensor Monitoring System – Paid by LIRA through surplus funds and a carrier grant program, providing every member library with water detection technology to alert your admin team as well as LIRA's administration team via text and email of potential water claims before the loss becomes significant.
  - LIRA has experienced tremendous success with our Monnit water sensors, helping our members avoid 2 potential catastrophic losses within the first month of implementation.
  - LIRA has distributed a total of 120+ water sensors to our members, working to help mitigate their water risks and minimize large losses to keep renewal pricing stable.
3. Ice Alert Signage – A nationally award winning program, where each member is provided weather temperature related signage that signals potential ice hazard to library customers and staff when the weather changes and the temperatures drop to freezing.
4. Unbundled Third Party Administrators that works on the pool's behalf when a claim occurs to help our members maximize their coverage on property claims and minimize their losses on liability claims. Our TPA also specializes / devotes their career in both property and casualty, making them the expert in dealing with those particular claims when they arise within LIRA.
5. LIRA Claims Kit & Claims Directory helps provide a hand-holding process for our members when a claim occurs, making the process efficient, intuitive and straight-forward.

All existing members of LIRA are libraries dedicated to risk management and loss control. Our members not only see LIRA as an insurance program, but rather a community-like risk management solution that provides them with stability, confidence and, more importantly, long-term benefits.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 9C**

**Bibliotheca Annual Service and Maintenance Agreement Renewal**

The annual service and maintenance agreement for Bibliotheca renews in May. This agreement covers many important systems including self-checks, automated materials handler (aka AMH or sorter), RFID workstations, and the software needed for those systems. Hardware covered includes:

- 3 material handling inductions (2 interior book return slots and 1 workroom return site)
- 4 material handling conveyance sites (conveyer belts on the sorter)
- 1 material handling controller (server used to run the sorter)
- 4 materials handling sortation units (to push books to bins along conveyer belt)
- 7 self-check stations (for patron self-service)
- 6 RFID workstations (for encoding tags placed on materials)

Subscription software includes:

- Enterprise Command Center (reporting and control)

Additionally, customers with service and maintenance agreements receive:

- Priority scheduling to reduce downtime and disruption for library staff and users
- Free upgrades of Bibliotheca software applications when released
- Free parts, should anything become worn out or need replacement

If the library doesn't renew its service and maintenance agreement, equipment support is provided on a time & materials basis, which tends to be more cost-prohibitive and time-intensive for libraries. Signed estimates for hourly billing and part replacement are required before a technician is sent to the library for each visit. Priority scheduling is no longer available. Software upgrades and biennial tune-ups are performed at an additional cost. With the automated materials handler in its tenth year of service and replacement parts no longer being manufactured, this support and maintenance agreement ensures its functionality as the library begins to investigate options for replacing the unit.

The renewal is a 4.3% increase from 2023's cost of \$36,569.96.

**Recommended Action:** Approve the Bibliotheca Annual Service and Maintenance Agreement in the amount of \$38,138.96.



# Service & Maintenance/Extended Warranty Quote

## Bill To

Downers Grove Public Library  
Adult & Teen Services Manager  
1050 Curtiss Street  
Downers Grove IL 60515  
United States

## Ship To

Downers Grove Public Library  
Adult & Teen Services Manager  
1050 Curtiss Street  
Downers Grove IL 60515  
United States

## Quote

QUO-US14854

## Date

12/26/2023

## Customer:

C0000595-US

## Payment Terms:

Net 30 Days

## Quote Expiration:

03/25/2024

## Contract Number:

20984

## Term:

05/06/2023 - 05/05/2024

Item	Quantity	Net Price	Net Extended
<b>bibliotheca RFID workstation™ 120V</b> P12R001224 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>bibliotheca RFID workstation™ 120V</b> P12R001341 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>896</b> P1209553 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>896</b> P1209552 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>896</b> P1209551 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>896</b> P1209550 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>896</b> P1209549 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00



Item	Quantity	Net Price	Net Extended
<b>896</b> P1209548 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>Enterprise</b> 90100340 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	2,040.32	2,040.32
<b>2820</b> 28200224 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	4,694.87	4,694.87
<b>2820</b> 28200223 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	4,694.87	4,694.87
<b>2830</b> 28500423 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	4,031.72	4,031.72
<b>2850 FX</b> 28500423 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	846.90	846.90
<b>2850 FX</b> 28500422 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	846.90	846.90
<b>2850 FX</b> 28500421 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	846.90	846.90
<b>2850 FX</b> 28500420 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	846.90	846.90
<b>2855 FX</b> 28550151 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	2,798.94	2,798.94
<b>2860 FX</b> 28600242R Downers Grove Public Library May 06, 2024 - May 05, 2024	1	809.16	809.16
<b>2860 FX</b> 28600243L Downers Grove Public Library May 06, 2024 - May 05, 2024	1	809.16	809.16



Item	Quantity	Net Price	Net Extended
<b>2860 FX</b> 28600239R Downers Grove Public Library May 06, 2024 - May 05, 2024	1	809.16	809.16
<b>2863 FX</b> 28630087 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	809.16	809.16
<b>selfCheck 500D desktop kiosk</b> B15152 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>selfCheck 500 full height kiosk</b> B17096 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>selfCheck 500 full height kiosk</b> B17123 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>selfCheck 500 full height kiosk</b> B17096 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>selfCheck 500 full height kiosk</b> B17095 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>selfCheck 500 full height kiosk</b> B17114 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>libraryConnect devices, 1 year subscription, 6-15 devices</b> License Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,835.17	1,835.17
<b>bibliotheca RFID workstation™ 120V</b> P12R000514 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	205.00	205.00
<b>selfCheck 500D desktop kiosk</b> B15995 Downers Grove Public Library May 06, 2024 - May 05, 2024	1	1,367.69	1,367.69
<b>Subtotal:</b>			<b>38,138.96</b>
Tax Total:			0.00
<b>Total:</b>			<b>38,138.96</b>
Currency:			US Dollar



## Terms and Conditions

### WHAT WE WILL DO:

**Hardware:** In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

**Software:** In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

**WHAT IS NOT COVERED:** The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

**RENEWAL:** This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

**ENTIRE AGREEMENT:** This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

**Submit Purchase Order by fax to 1-877-689-2269 or by email to [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com).**

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 9D**

**Land Acknowledgement Statement Update**

On August 25, 2021, the Board of Library Trustees approved the library's land acknowledgment statement and extended version, which were developed from conversations and collaboration with Dr. John N. Low, an enrolled citizen of the Pokagon Band of Potawatomi Indians and a scholar of American Indian studies at Ohio State University and Joseph Standing Bear Schranz, an enrolled member of the White Earth Band of the Minnesota Ojibwe Nation as well as founder and president of the Midwest SOARRING Foundation. The library's land acknowledgment [webpage](#), which includes the abridged and extended land acknowledgment statements, FAQ, book lists, and other resource links, acknowledges that this is a living statement that may be refined.

Since the August 2023 update to the extended version, public and Trustee comments and questions have continued. To better respond to the continued questions, staff reviewed the FAQ and other resource links available on the library's land acknowledgment [webpage](#) and researched answers to frequently asked questions. Research included double-checking cited sources for the most up-to-date information, searching for and reviewing additional sources, and in-depth review of information available regarding Native boarding schools. Staff also contacted Dr. John N. Low, who was able to consult on the updates.

Throughout this process, staff acknowledged that many new studies have been released between the original creation of the statement and webpage in 2021 and its update in 2023. Researchers have shifted their approaches to publishing data regarding Native boarding schools and consider it a continual and evolving process. The 2021 data that shared specific numbers and percentages on Native boarding schools has been amended multiple times since its release and continues to update as more information is gathered.

As a part of the library's commitment to being responsive to the most up-to-date information and carrying out its mission to discover, grow, play, and learn, DGPL staff recommend a single sentence update to the extended version by removing the specificity of the Catholic Church's involvement in the Native boarding schools. The Extended Version in this packet shows the sentence to be removed in ~~striketrough~~ and replacement **highlighted**. Current datasets no longer identify denomination breakdowns.

Additionally, the FAQ section of the website will be updated to feature amended answers and four new questions in response to the continued public comments and questions. Resources and links listed in the Land Acknowledgment website "Learn More" tab will be updated and expanded. The updates are included in this packet.

**Recommended Action:** Approve the update to the extended version of the land acknowledgment statement.

## 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](#)). The federal government and church officials coerced Native families into sending their children to live and attend classes at boarding schools without visitation ([Federal Indian Boarding School Initiative Investigative Report](#), [Library of Congress](#), [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 ([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 ([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](#)).

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](#) and [mental health issues](#), [substance abuse and addiction](#), [high school dropout rates](#), and [mortality](#) 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](#) and [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.

## LAND ACKNOWLEDGMENT

### FREQUENTLY ASKED QUESTIONS

#### **What is a land acknowledgment?**

A land acknowledgment is a formal statement that recognizes the Indigenous peoples who have been forcibly dispossessed from the homelands and territories upon which an institution was built and currently occupies and operates. It reflects a commitment by the individual or organization to articulate ways in which Indigenous peoples of this land, past, present, and future, will be supported.

#### **Why make a land acknowledgment?**

The purpose of a land acknowledgment is to show respect and affirmation for Indigenous peoples as the longstanding occupants and caretakers of the land and the enduring relationship that exists between them and their traditional lands. Practicing acknowledgment can also raise awareness about histories that are often suppressed or forgotten, and to understand our places within that history. The United States is the product of settler colonialism, a system that perpetuates the erasure of Native peoples' lives, cultures, and histories. They are destroyed and replaced in order for settler colonizers to establish themselves as the "rightful" inhabitants. A land acknowledgment is meant to bring awareness to this painful and often abandoned history, to encourage reflection, to honor Indigenous peoples, and to urge commitment between an institution, individuals, and Indigenous peoples in future relationships with and on the lands.

#### **Why is this happening now?**

The Downers Grove Public Library (DGPL) began its equity, diversity, and inclusion (EDI) journey in early 2020 and discovered important omissions in our community's history and in the way our library operates. One of the omissions was the lack of acknowledgment of Native peoples and their history in this space. DGPL believes it is important to be mindful of the history of the land we use and to bring awareness to the Indigenous peoples who inhabited and continue to reside on these lands. We invite the community to consider this information in their own EDI lifelong learning.

#### **How did the Downers Grove Library develop its land acknowledgment?**

The Downers Grove Public Library conducted extensive research about the history of Indigenous peoples and the history of the lands in Downers Grove and greater Chicago and Northern Illinois. Library staff consulted with Dr. John N. Low, an enrolled citizen of the Pokagon Band of Potawatomi Indians and a scholar of American Indian studies at Ohio State University. Library staff also consulted with Joseph Standing Bear Schranz, an enrolled member of the White Earth Band of the Minnesota Ojibwe Nation as well as founder and president of the Midwest SOARRING Foundation.



### **Does DGPL have future plans to support its land acknowledgment and Native communities?**

Consistent with the Downers Grove Public Library's commitment to equity, diversity, and inclusion, the library will continue to strengthen its collections covering Native American voices and stories, highlight these collections, and build reciprocal relationships with Native American communities to combat harmful false narratives and to help make Native peoples and their voices, cultures, histories, and traditions visible.

### **Why does the Downers Grove Public Library not mention specific Tribes in its Land Acknowledgment?**

The Downers Grove Public Library acknowledges the contributions of Indigenous communities both past and present. The library commits to sharing their complex and inclusive history as part of its continued collaboration with local Native partners.

To be inclusive of all Tribes who lived on and cared for this land over thousands of years, individual Tribes are not named. Many different Native Tribes lived in the region that became Downers Grove, Chicago, and the surrounding areas. They participated in trading, traveling, marrying, and carrying out Native traditions along with other Tribes who were forced out of areas like Wisconsin and Michigan, who also lived in greater Chicago for some time, before being forcibly removed again. No exact data on addresses of Indigenous peoples are available prior to the founding of Downers Grove in 1832. Few Native Americans were counted in U.S. censuses prior to 1900 ([U.S. Census Bureau](#)). The library recognizes and honors the complex history of Native peoples and their varying experiences inhabiting this area.

### **Can you provide information about specific Tribes that inhabited the land in the Downers Grove area?**

The Downers Grove Public Library is situated on ancestral homelands of the Potawatomi people, who cared for the land until forced out by non-Native settlers. The Ho-Chunk, Kaskaskia, Kickapoo, Mascouten, Menomonee, Meskwaki/Sac and Fox, Miami, Ojibwe/Chippewa, Ottawa/Odawa, Peoria, and Tribes whose names have been lost as a result of genocide also lived, gathered, and traded in this region. Today, Chicago is home to the largest urban Indigenous population in the Midwest, and they continue to honor this land and its waterways, practice traditions, and celebrate their heritage. See resources in the Learn More section for more information.

### **How do I pronounce the names of the Tribal communities mentioned above?**

In this document, the most widely recognizable Tribal names are used. These commonly used names, exonyms, are given by non-Natives and are sometimes the same as the autonyms, names used by Indigenous peoples. There are variations in the spellings of Tribal names. Common spellings are presented below.

<u>Exonym</u>	<u>Autonym</u>
Ho-Chunk (hoh-chunk)	Ho-Chunk (hoh-chunk)
Kaskaskia (kahs-KAHS-kee-ah)	Kaskaskia (kahs-KAHS-kee-ah)
Kickapoo (kik-UH-poo)	Kiikaapoi (KEE-kah-poy)
Mascouten (mah-SCOOT-en)	Mascouten (mah-SCOOT-en)
Menominee (muh-NOM-uh-nee)	Mamaceqtaw (ma-ma-chay-tau)
Meskwaki (meh-skw-AH-key) / Sac (sak) and Fox (foks)	Meskwaki (meh-skw-AH-key) and Thakiwaki (thah-KEY-wah-key)
Miami (my-AM-ee)	Myaamia (me-YAH-me-ah)
Ojibwe (oh-JIB-way) / Chippewa (chi-puh-waa)	Anishinaabe (uh-NISH-ih-NAH-bay)
Ottawa/Odawa (oh-DAH-wah)	Anishinaabe (uh-NISH-ih-NAH-bay)
Peoria (pea-OR-ee-ah)	Peewalia (pay-WAH-lee-ah)
Potawatomi (pah-tuh-WAH-tuh-mee)	Nishnabé (nesh-NAH-beah)

### **What is the proper terminology to use?**

The library's land acknowledgment uses the words “Indigenous” and “Native” to be inclusive of all peoples who are the original inhabitants of a place. In the United States, Indigenous or Native peoples can generally be used interchangeably with Native Americans. The term “American Indians” may also be used to refer to Indigenous or Native peoples when requested by an individual or group, or when quoting material. The term “Indian” on its own refers to people from the country of India. When possible, use the specific name of the Tribe or nation. If in doubt, ask the Native person or group their preference.

In other countries, such as Canada, Australia, and New Zealand, the terms “Indigenous” or “Aboriginal” are preferred. “First Nations” is also used in Canada to refer to Indigenous peoples.

The term “Indigenous/Native people” designates one group or nationality, while the term “Indigenous/Native peoples” references multiple groups or nationalities.

**New questions to be added to the FAQ section (order of questions TBD)**

### **Who was involved in Native boarding schools?**

Beginning in the late 19th century, many Native American children were sent to boarding schools run by the federal government and church officials to remove them from the influence of Tribal traditions and to assimilate them into the dominant U.S. culture ([Federal Indian Boarding School Initiative Investigative Report](#), [Library of Congress](#)).

The [National Native American Boarding School Healing Coalition](#) (NABS) and [Catholic Truth & Healing](#) (CTAH) organizations aim to increase public awareness and cultivate healing for those affected by the trauma resulting from the Native boarding schools. These organizations and others continue to research information on Native boarding schools and release updated data as more accurate information becomes available.

### **How were sources selected to research and write this document?**

The sources used to research and write the library's land acknowledgment were vetted by library staff professionally trained in information science and by Native partners with expertise in Native history and experiences. All sources included and cited were vetted for credibility. Criteria for the sources include but were not limited to:

- Authenticity of information
- Authority of source
- Currency

Sources used needed to demonstrate the accuracy of the information presented. Claims and data had to be supported and were cross-checked. In addition, sources needed to demonstrate expertise in order to write accurately and reliably about the topic or subject.

Sources that are considered authoritative include recognized, trusted originators of accurate information such as well-established institutions, governmental agencies, and university websites. Currency of sources was also evaluated. When data that is continuing to be studied (for example, demographic data on Native populations, research on Native boarding schools, etc.), newer sources may replace older sources as more up-to-date reports and information become available. Older sources have been included in the document (including those that are more than ten years old) in limited instances where archival documents have been linked such as a treaty, letter, etc., in which case the information is a static historical record.

For more information on how to check whether a source is credible/reliable, please check out the following resources: [Stevenson University](#) and [University of Washington Libraries](#).

### **Why is it important to acknowledge the genocide Native people experienced?**

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 it uses, to promote dialogue and connection across cultures, and to recognize and promote the recognition of the truthful history of the Downers Grove community and country. To avoid creating more harm to Native communities through a performative or token gesture as well as to prevent spreading inaccurate information, it is necessary to

recognize the true history of Native experiences, not sugarcoat the past. Thus, the Downers Grove Public Library utilizes appropriate language such as “genocide” and “forced displacement” as they accurately reflect the historical context of the land the library is on.

For more information on how to write a land acknowledgment, please visit the [Native Governance Center](#).

**How has the library continued to partner with Native communities since adopting this land acknowledgment? Do the Native partners who contributed to this document still work with the library?**

The Downers Grove Public Library has been hosting programs featuring Native experiences as early as 2019, and has increased these offerings since releasing the library’s land acknowledgment in 2021. Between 2019 and 2023, the library has hosted 20 programs featuring Native voices and experiences. Additionally, 12 book lists and book bundle giveaways have been completed through 2023. Since the library’s land acknowledgment release (and not including the land acknowledgment announcement events themselves) the library has hosted 14 events featuring Native experiences. These events include three that were funded by the American Indian Library Association’s Talk Story Grant, which was awarded for the specific purpose of highlighting Native stories through programs, services, and collection materials. In addition to the library’s programming, the library has been purposeful in choosing Native vendors (when purchasing Native collection and program materials) and Native voices (when featuring materials to check out). In addition, the library has continued to collaborate with our Native partners who contributed to the land acknowledgment document in both programs and in reviews of the statement. The library looks forward to its continued efforts of welcoming everyone to discover, grow, play, and learn through programming and collections featuring Native experiences and voices.

## LEARN MORE

- Click to find more resources: individual Native American Tribe websites, Native American organizations and centers, and publications about Native peoples.

WE ENCOURAGE YOU TO LEARN MORE ABOUT EACH TRIBE BY VISITING THEIR INDIVIDUAL WEBSITES:

- Ho-Chunk Nation
  - [Ho-Chunk Nation of Wisconsin](#)
  - [Winnebago Tribe of Nebraska](#)
- Kaskaskia/Peoria
  - [Peoria Tribe of Indians of Oklahoma](#)
- Kickapoo/Mascouten
  - [Kansas Kickapoo Tribe](#)
  - [Kickapoo Tribe of Oklahoma](#)
- Menominee
  - [Menominee Indian Tribe of Wisconsin](#)
- Miami Nation
  - [Miami Nation of Indians of the State of Indiana](#)
  - [The Miami Tribe of Oklahoma](#)
- Ottawa/Odawa
  - [Little Traverse Bay Bands of Odawa Indians](#)
- Ojibwe/Chippewa
  - [Lac du Flambeau Band of Lake Superior Chippewa Indians](#)
  - [Lac Courte Oreilles Band of Lake Superior Chippewa Indians](#)
  - [Leech Lake Band of Ojibwe](#)
  - [Mille Lacs Band of Ojibwe](#)
  - [St. Croix Chippewa Indians of Wisconsin](#)
- Peoria/Kaskaskia
  - [Peoria Tribe of Indians of Oklahoma](#)
- Potawatomi
  - [Pokagon Band of Potawatomi](#)
  - [Citizen Potawatomi](#)
- Meskwaki/Sac and Fox Nation
  - [Meskwaki Nation](#)
  - [Sac and Fox Nation of Missouri](#)
  - [Sac and Fox Nation, Oklahoma](#)

## FURTHER INFORMATION

Native American organizations and centers:

- [American Indian Center](#)
- [Chicago American Indian Community Collaborative](#)
- [Illinois American Indian Organizations](#)
- [Midwest SOARRING Foundation](#)

- [National Congress of American Indians](#)
- [National Museum of the American Indian](#)

Collections and publications about Native peoples:

- American Indian Treaties ([National Archives](#))
- American Indian Treaties and the Presidents: A Guide to the Treaties Proclaimed by Each Administration ([Social Studies](#))
- Catholic-Operated Native Boarding Schools in the United States, pre-1978 ([Catholic Truth & Healing](#))
- Counting Carlisle's Casualties: Defining Student Death at the Carlisle Indian Industrial School, 1879-1918 ([American Indian Quarterly](#))
- Digital Indigenous News ([Indian Country Today](#))
- Ending the Era of Harmful "Indian" Mascots ([National Congress of American Indians](#))
- Federal Indian Boarding School Initiative Investigative Report ([Bureau of Indian Affairs](#))
- The Indian Wars Have Never Ended ([Progressive](#))
- Indians/Native Americans ([National Archives](#))
- The Intergenerational Effects of Relocation Policies on Indigenous Families ([Journal of Family Issues](#))
- List of Indian Boarding Schools in the United States ([National Native American Boarding School Healing Coalition](#))
- Map - Indian Land Areas Judicially Established (1978) ([Library of Congress](#))
- Native American History Timeline ([History](#))
- Native Boarding Schools ([Library of Congress](#))
- Newberry Library: Indians of the Midwest ([Newberry Library](#))
- Potawatomi Trail of Death ([Potawatomi Trail of Death Association](#))
- President Andrew Jackson's Message to Congress "On Indian Removal" ([Defining Documents](#))
- Reclaiming Native Truth - Changing the Narrative About Native Americans: A Guide for Allies ([Reclaiming Native Truth](#))
- Settler Colonial City Project ([Settler-Colonial City Project](#))
- Settler Colonialism and the Elimination of the Native ([Journal of Genocide Research](#))
- The United States-Dakota War Trials: A Study in Military Injustice ([Stanford Law Review](#))
- The U.S.-Dakota War of 1862 ([Native Peoples Magazine](#))

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 10A**

**Personnel Policy Update**

As a part of the biennial policy review and FY2024 Work Plan initiative, “Audit library policies, procedures, and communications strategies using a team that includes HITMPG staff members,” the Equity Advisory Team and Management Team reviewed the personnel policy and made suggestions for changes. During this review, the staff and administration took an in-depth look at how the current policies impact staff at all levels. In addition, they conducted a comparative analysis using the HR Source 2023 Library Salary and Benefits Survey, specifically examining the benefits of nearby libraries of comparable size. This analysis allowed staff members to identify how DGPL can continue to be a competitive employer and retain excellent staff, as stated in 3.16.1 Compensation Philosophy. The final draft and document tracking the changes and suggestions are in the Board packet. It has been reviewed by labor law attorney Thomas Melody from the library attorney firm Klein, Thorpe, and Jenkins. To place the policy suggestions in context, the 2023 Library Salary and Benefits Survey is also included.

Substantive changes include suggestions to increase equity, increase employee retention, and attract high-quality employees in a competitive field by:

- Collapsing levels and reducing years of service needed to attain the next level of vacation benefit
- Extending holiday pay to part-time employees on a prorated basis.
- Adding paid Parental Leave
- Adding Tuition Reimbursement (to be funded in 2025)

Additional substantive changes include updates to comply with current laws by:

- Adding Child Extended Bereavement Leave
- Adding Blood and Organ Donation Leave

None of the changes are additive to the library’s budgeted wage and salary lines. Each employee is budgeted for their full authorized hours for the full year. Hours for substitute staff are included in the budgeted amounts. Net available work hours for each public service desk will continue to meet ideal service desk staffing levels. The only anticipated budget impact is a reduction in the typical underspending of the wage and salary budget lines. Currently, unpaid time off for part-time staff that lose paid time for holidays and unused substitute hours account for a portion of the underspending. The total underspend on wage and salary lines is impacted by many factors including Family Medical Leave, other unpaid leaves of absence, and position vacancies.



<b><u>Proposed Change</u></b>	<b><u>Notes</u></b>	<b><u>Additional Cost</u></b>
Vacation time made more equitable	Collapsing levels, removing “professional” distinction, and reducing years of service needed to attain the next level of benefit	\$0
Holiday pay extended to part-time employees	Prorated basis based on hours worked	\$0
Addition of paid Parental Leave	8 weeks	\$0
Addition of Child Extended Bereavement Leave	Complies with the new law	\$0
Addition of Blood and Organ Donation Leave	Complies with the new law	\$0
Addition of Tuition Reimbursement	To be funded in 2025. Staff must be eligible and approved for reimbursement before August 1 of the year previous to the reimbursement year. Employees limited to an annual and lifetime cap.	\$0 in 2024

**Recommended Action:** Approve the Personnel Policy updates as presented.

## Personnel Policy Updates Tracker

Throughout, general editing has been done, including removal of extra spaces, adding hyphens, corrections to spelling, tense agreement, and formatting. Business Office Manager has been added where appropriate because the position is new since the last update. These changes were not tracked due to the volume of changes. The current policy can be viewed at <https://dglibrary.org/wp-content/uploads/2023/08/Library-Policy-Manual-8.23.2023.pdf>

Any substantive changes are noted under the section heading below. New sections and wording is shown in *italics*. Three new sections were added (3.56 Parental Leave and 3.63 Blood and Organ Donation Leave, and 3.64 Tuition Reimbursement) and all subsequent numbering was updated.

### **3.1 At-Will Employment**

### **3.2 Amendments**

### **3.3 Administration**

### **3.4 Equal Opportunity Employment**

### **3.5 Appointments**

Changed from “Immediate family members will not be appointed within the same line of supervision, subject to any applicable legal provisions.” to “*Immediate family members will not be appointed under the direct supervision of each other, subject to any applicable legal provisions.*”

### **3.6 Recruitment and Hiring**

Changed from “ any external locations deemed appropriate by Administration.” to “*externally, as deemed appropriate by Administration.*”

Updated “Individuals whose education and experience do not meet the minimum requirements as set forth in the job description will not be considered.” to “*Individuals whose education and/or experience do not meet the minimum requirements as outlined the job description will not be considered.*”

Changed from “A minor age 14 or 15” to “*Minors, aged 14 or 15*”

### **3.7 Pre-Employment Testing and Criminal Background Checks**

### **3.8 Reference Checks**

### **3.9 Employment Eligibility Verification**

### **3.10 Introductory Period**

Attorney changed “During the initial 60-day period of employment, the employee is not

entitled to use vacation, sick leave, or personal days. Vacation, sick, and personal day hours will be recorded and will accrue during this period. Exceptions for use of leave during the introductory period may be made with the approval of the Library Director. If termination occurs before the end of the 60-day period, the employee will be paid for all vacation time that has been accrued. Sick or personal time accrued will not be paid.” to *“During the initial 60-day period of employment, the employee is not entitled to use vacation, sick, personal, or any other paid time off. Vacation, sick, personal, and other paid time off will be recorded and will accrue during this period. Exceptions for use of paid time off during the introductory period may be made with the approval of the Library Director and/or the Business Office Manager. If termination occurs before the end of the 60-day period, the employee will be paid for all vacation time that has been accrued. Other accrued time will not be paid.”*

### **3.11 Employee Classifications**

Attorney changed back to the original wording.

### **3.12 Employee Handbook**

### **3.13 Employee Code of Conduct**

Updated list of protected characteristics from “gender, gender identity, race, creed, age, national origin, or any other characteristic that is protected by applicable law” to *“race, color, gender, gender identity, age, disability, religion, ancestry, national origin, marital status, sexual orientation, military or veteran status, or any other characteristic that is protected by applicable law”* to match 3.4 Equal Opportunity Employment.

Updated from “ALA Statement of Professional Ethics” to *“American Library Association’s Library Bill of Rights and Code of Ethics”*

- **Customer Service**

Removed “Culture Code, Customer Service Promise, and”

### **3.14 Reasonable Accommodations**

### **3.15 Employee Privacy**

### **3.16 Compensation**

#### **3.16.1 Compensation Philosophy**

Removed “Merit increases will be reviewed annually. Merit increases will be awarded to staff who demonstrate satisfactory job performance in their annual performance reviews and attain performance goals set forth in the prior year’s annual performance review.”

Changed “The library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed.” to *“The library encourages all employees to develop and maintain competitive skill levels through training initiatives*

*and learning opportunities.”*

Changed “The library endeavors to allow time and financial support to enable staff to attend approved training.” to *“The library endeavors to allow time and financial support for staff to attend approved training.”*

### **3.16.2 Objectives**

Updated from: “The objectives of the Downers Grove Public Library’s compensation program include:

- Attract and retain competent personnel;
- Provide for recognition of and reward for differences in individual ability and performance;
- Establish and maintain competitive pay ranges consistent with the economic requirements of the Downers Grove Public Library and commensurate with the local library competitor market;
- Maintain a program of performance evaluation that identifies opportunities for employee development and places compensation rewards on an objective basis; and
- Provide an effective management control system, which will permit delegation of responsibility within a framework of policy and procedures.”

to: *“The objectives of the Downers Grove Public Library’s compensation program include:*

- *Attracting and retaining superior staff;*
- *Establishing and maintaining competitive pay ranges consistent with the economic requirements of the Downers Grove Public Library, commensurate with the local library competitor market and its compensation philosophy;*
- *Relating salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities;*
- *Maintaining a program of performance evaluation that identifies opportunities for employee development and places compensation rewards on an objective basis; and*
- *Providing an effective management control system, which will permit delegation of responsibility within a framework of policy and procedures.”*

### **3.16.3 Job Descriptions**

Attorney added: *“Job descriptions may be changed from time to time as deemed necessary and appropriate by the library.”*

### **3.16.4 Salary Schedule**

#### **Pay Ranges**

Updated from “Pay ranges are the means by which the relative value of positions is

expressed in dollar terms and will be sufficiently broad to provide salary growth potential for competent personnel. Pay ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the library.” to *“Pay ranges are the means by which the relative value of positions is expressed in dollar terms and will be broad enough to provide salary growth potential for competent personnel. Pay ranges specifically establish the lowest dollar amount generally paid for minimum qualifications/performance and the highest dollar amount generally paid for the highest level of performance/experience, relative to position market value and other positions in the library.”*

### **3.17 Service Awards**

### **3.18 Payment of Wages**

Changed “bi-weekly” to “every other week”

Updated “Employees may be paid by check or through direct deposit of funds to a savings and/or checking account at their bank of choice. Payments other than on authorized paydays and advances in pay are not permitted. Terminated employees receive their final paycheck on the first regularly scheduled payday following the date of termination. The final paycheck will be mailed to the employee. Any accrued, unused vacation leave will be paid by check in the pay period following the final paycheck.” to *“The employee’s first payroll will be paid by check and thereafter through direct deposit of funds to a savings and/or checking account at their bank of choice. Payments other than on authorized paydays and advances in pay are not permitted. Employees separating from the library receive their final paycheck on the first regularly scheduled payday following the date of termination. The final paycheck will be mailed to the employee. Any accrued, unused vacation leave will be paid by check in the pay period following the final paycheck. Any vacation, personal, or sick time used prior to accrual will be deducted from the final paycheck.”*

### **3.19 Deductions from Pay**

### **3.20 Work Day, Work Week, and Work Year**

Moved “Work schedules will include evening hours and work on Saturdays and Sundays as needed by each department.” to next section.

### **3.21 Scheduling and Attendance**

Added “Work schedules will include evening hours and work on Saturdays and Sundays as needed by each department.” from previous section.

Attorney removed “according to established procedures” from the second sentence of the second paragraph in the section.

Changed “The library requires supporting documentation, such as a doctor’s note, be

furnished in connection with any absence three consecutive work days or more, or in any other situation where it is determined that supporting documentation is required.” to *“The library requires supporting documentation, such as a doctor’s note, to be furnished in connection with any absence of more than three consecutive work shifts, or in any other situation where it is determined that supporting documentation is required.”*

Added *“Employees who are absent without the use of paid time off will be considered as having an unexcused absence unless they provide supporting documentation for their absence or arrange to make up their scheduled hours with their manager. The library will consider employees who have three unexcused absences in a calendar year to have voluntarily separated from the library.”*

Changed “Three consecutive work days of absence without notice to the library constitutes job abandonment.; thus, the library will consider employees who are absent for three work days without notice to have voluntarily separated from the library.” to *“More than three consecutive work shifts of absence without notice to the library constitutes job abandonment. The library will consider employees who are absent for three work shifts without notice to have voluntarily separated from the library.”*

### **3.22 Time Records**

Attorney changed “No employee may maintain another employee’s time record.” to *“No employee may maintain or alter another employee’s time record, or record time for or on behalf of another employee.”*

Changed “Once an employee signs in, work is to commence immediately.” to *“At the start of an employee’s scheduled shift, work is to commence immediately.”*

### **3.23 Overtime**

Attorney changed “Holiday, vacation, personal, and sick time do not count as hours worked for purposes of overtime.” to *“Holiday, vacation, personal, sick and other paid time off do not count as hours worked for purposes of overtime.”*

### **3.24 Compensation for Work on Sunday**

Updated from “Part-time, non-exempt employees shall receive monetary compensation for work on Sunday equal to one and one-half times their normal pay. Full-time staff shall receive bonus time off for work on Sunday equal to one and one-half times the hours they worked. Full-time employees must use this Sunday bonus time during the four-week period in which the Sunday is worked.” to *“Part-time, non-exempt employees receive monetary compensation for work on Sunday equal to one and one-half times their normal pay. Full-time staff will receive time off for their Sunday hours at a rate of 1.5 times, which must be used in the current or following pay period.”*

### **3.25 Meal Period and Rest Breaks**

Attorney changed “ If an employee works between 5 and 7.5 hours in a day, they may

take a 30- minute, unpaid meal period. If an employee works 7.5 hours or more in a day, they must take a 20-minute, unpaid meal period at minimum [820 ILCS 140/3].” to *“Employees who are scheduled to work for 7.5 continuous hours shall take at least 20 minutes of unpaid meal time beginning no later than 5 hours after the start of the work period. An employee who works in excess of 7.5 hours shall be entitled to an additional 20 minute unpaid meal period for every 4.5 continuous hours worked.”*

Updated from “Rest breaks shall not be taken in conjunction with or instead of regular meal periods or at the beginning or end of a work shift without prior supervisory authorization. A 15-minute rest break is a privilege and not a guaranteed right.” to *“Rest breaks shall not be taken in conjunction with or instead of regular meal periods or at the beginning or end of a work shift without prior authorization by their supervisor. A 15-minute rest break is a privilege and not a guaranteed right. Employees will be expected to forgo the rest break if, due to personnel shortages or other unusual conditions, patron service will be affected.”*

### **3.26 Use of Library Equipment**

Changed “It is the policy of the library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business.” to *“It is the policy of the library to provide or contract for the communication services and equipment necessary to efficiently conduct business.”*

Attorney changed 1st bullet final words “this use.” to *“any use of library systems or equipment.”*

Changed 6th bullet point from “Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images.” to *“Harassing, vulgar, obscene, or threatening communications and sexually oriented messages or images are strictly prohibited.”*

Removed “facsimiles” from 7th bullet point.

Attorney changed 9th bullet point from “Members of the public may request and obtain copies of employee emails.” to *“Members of the public may request and obtain copies of employee emails and other electronic forms of communication.”*

#### **3.26.1 Telephones and Texting**

Removed “ Employees should not use their personal cell phones in public areas, unless permission from a supervisor is given for circumstances demanding immediate attention.”

#### **3.26.2 Social Media**

Replaced “Social media is defined as blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to LinkedIn, Facebook, Pinterest, Instagram, and Twitter.” to *“Social media refers to the means of interactions among people in which they create, share, and/or exchange*

*information and ideas in virtual communities and networks.”*

### **General Rules and Guidelines**

Added *“The following rules apply to the use of social media, whether such use is for the library during working time, outside the library, or during working time while using library-owned equipment.”*

Expanded 1st bullet point from “Employees are prohibited from discussing confidential library matters through the use of social media, including patron account.” to *“Employees are prohibited from discussing confidential library matters through the use of social media, including patron account information and personnel matters. Employees should be careful to protect the library brand as well as themselves.”*

Added 4 bullet points:

- *“The Downers Grove Public Library is not responsible or liable for content posted by any person in any form.*
- *Employees who want to post comments in response to content must identify themselves as employees.*
- *Employees may not speak on behalf of the library on personal accounts. Posts that discuss library business or can be perceived as an official post should have a disclaimer stating that the employee is speaking as an individual, not a library representative, for the duration of the post, and comments.*
- *Photos submitted to the library’s social media accounts may be used by the library for publicity, advertising, or web content.”*

### **Library-Sponsored Social Media**

Added 2 bullet points:

- *“Employees must identify themselves as library staff when posting on an account with a handle that utilizes a name.*
- *A disclaimer should be posted on each of the library’s accounts notifying patrons that library staff manage the page and all users are expected to follow library policies.”*

Updated bullet point “Designated employees are responsible for ensuring that the library-sponsored social media conform to all applicable library rules, policies, and procedures. These employees are authorized to remove content or block users immediately and without advance warning any content, including offensive content such as sexually explicit material, obscenities, profanity, and/or material that violates the library’s EEO and/or anti-harassment policies.” to:

- *“Comments, posts, and messages will be monitored and reviewed for content, relevance, and appropriateness. Activity on library-sponsored social media accounts must adhere to the library’s Code of Conduct, rules, policies, and procedures. Designated employees are authorized to remove content or block users immediately and without advance warning due to*



*content that violates the library's policies, such as:*

- *Obscene, sexist, hateful or racist content*
- *Personal attacks, insults or threatening language*
- *Content that violates local, state, or federal law or which encourages illegal activity*
- *Potentially libelous statements*
- *Plagiarized material*
- *Private or personal information submitted without consent*
- *Comments or links unrelated to the content of the discussion*
- *Commercial promotions or spam*
- *Content that advocates a candidate, referendum, or campaign*
- *Any messages deemed to be in violation of copyright, trademark right or other intellectual property right of any third party*

### **3.27 Library Information and Property**

Added "*building keys or key cards, parking passes,*" to list.

### **3.28 Driver's License and Proof of Insurance**

Moved "*When using a private vehicle for library business, the employee assumes liability for the vehicle. All employees who use their personal vehicles for library business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law. Otherwise, the vehicle is not authorized for library use.*" from subsequent section.

Added "*Employees who drive a motor vehicle in the course of library business must inform Administration immediately of any lapse in personal automobile insurance or lapse in the validity of their driver's license.*"

### **3.29 Meetings, Workshops, and Conferences**

Moved "When using a private vehicle for library business, the employee assumes liability for the vehicle. All employees who use their personal vehicles for library business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law. Otherwise, the vehicle is not authorized for library use." to previous section.

Updated from "Within budgetary constraints and approved travel to library meetings and conferences, all employees and Trustees will be reimbursed reasonable airline or train fares, mileage, shuttles, and parking. When an overnight stay is required or advisable for employees or Trustees, usual and customary rates will be reimbursed. Accompanying spouses or non-staff must pay additional expenses. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Meal reimbursement will be based on the current per diem rates allowed by the Internal Revenue Service." to "*Within budgetary constraints and approved travel to library meetings and conferences, all employees and Trustees will be reimbursed reasonable airline or train fares, mileage, shuttles, parking, and tolls.*

*Automobile mileage and lodging for overnight stays when required or advisable for employees or Trustees will be reimbursed based on the current rate allowed by the Internal Revenue Service. Meal reimbursement will be based on the current per diem rates allowed by the Internal Revenue Service. Accompanying spouses or non-staff must pay additional expenses."*

### **3.30 Membership in Professional Organizations**

Updated "full-time professional staff" to "*full-time librarian and supervisory staff*"

Changed "other library-related organizations" to "*other professional organizations*"

### **3.31 Emergency Closings**

### **3.32 Smoke-Free Illinois Act**

### **3.33 Employment Verification and Letters of Reference**

### **3.34 Contest and Program Prizes**

Updated from "Members of the Board of Library Trustees and employees shall not be eligible to win any prize or award that may be given in any program or contest sponsored by the library with the exception of participation and completion prizes or awards given to all residents who participate in a program." to "*Staff are not eligible to win any prizes or awards that are designated for the public and promoted as such. Staff are eligible for prizes and awards for programs or contests that are specifically designated for staff, which may include library-wide events or contests meant to increase staff morale. Unclaimed tickets or expiring prizes may be given to staff on a first-come, first-served basis.*"

### **3.35 Solicitation and Fundraising for Outside Organizations**

### **3.36 Violence in the Workplace**

### **3.37 Performance Evaluations**

Added "*self-evaluation form,*"

### **3.38 Personnel File Review**

Attorney added "*Personnel files or portions of personnel files will be provided by email if requested.*"

### **3.39 Telecommuting**

Updated from "Requests for telecommuting may be initiated by the library, the employee, or the employee's manager and are approved on a case-by-case basis by the Library Director, in consultation with the employee and their manager. Arrangements are made based on the situation and may include some or all of an employee's regularly scheduled hours. Telecommuting privileges may be canceled or suspended at any time and for any reason." to "*Requests for telecommuting may be initiated by the library, the*

*employee, or the employee's manager and are considered on a case-by-case basis by the employee's manager. Arrangements are made based on the situation and may include some or all of an employee's regularly scheduled hours. Exceptions to eligibility requirements may be made by the employee's manager, with final approval by the Library Director. Telecommuting privileges may be canceled or suspended at any time and for any reason."*

### **3.40 Internal Complaints**

Attorney changed "An employee having a complaint arising out of their employment by the library will have the right to appeal first to their manager." to *"An employee having a complaint arising out of their employment by the library, but not involving harassment or discrimination will have the right to appeal first to their manager."*

Attorney added *"Complaints of harassment or discrimination will be investigated per Section 3.42.4 below."*

Updated from "If an employee feels their concern has not received due consideration, they should submit their written complaint to the Business Office Manager in a timely manner. The matter will then be discussed with the Library Director and a written response will be given to the employee." to *"If an employee feels their concern has not received due consideration, they should submit their complaint, in writing or in person, to the Business Office Manager in a timely manner. The Business Office Manager will work with the employees involved to resolve the issue. If a resolution to the issue is not reached, the matter will be discussed with the Library Director and a written response will be given to the employee."*

Updated from "If a complaint involves the Library Director, the Board President will be the first contact to resolve the problem. The Board Officers will investigate and submit a recommendation to the Board of Library Trustees for action. The decision of the Board of Library Trustees is final." to *"If a complaint involves the Library Director or Library Trustee, the Board President will be the first contact to resolve the problem. If the complaint involves the Board President, the Board Secretary will be the first contact to resolve the problem. The Board Officers will investigate and submit a recommendation to the Board of Library Trustees for action. If one of the Board Officers is involved in the complaint, the longest-serving Library Trustee will investigate with the Board Officer not involved. The decision of the Board of Library Trustees is final."*

### **3.41 Progressive Discipline and Termination**

Attorney changed 1st bullet point from "Refusal to obey a direct, reasonable order that pertains to an employee's position as described" to *"Refusal to obey a direct, reasonable order that pertains to an employee's position"*

Split 17th bullet point "Fighting or violence in the workplace (threatening and/or coercing co-workers)" into two separate bullet points:

- *Fighting or violence in the workplace*

- *Threatening and/or coercing co-workers*

### **3.42 Anti-Discrimination and Anti-Harassment**

Attorney added “*actual or perceived*” to “characteristic protected by law” throughout.

### **3.43 Alcohol and Drug-Free Workplace**

### **3.44 State Officials and Employees Ethics Act**

### **3.45 Bloodborne Pathogens**

Updated from “Person in Charge” to “*Building Operations Monitor and Manager On Duty.*”

### **3.46 Benefits Disclaimer**

### **3.47 Insurance Benefits**

### **3.48 Flexible Spending Account**

### **3.49 Illinois Municipal Retirement Fund (IMRF)**

### **3.50 Workers’ Compensation**

### **3.51 Parking Permits**

### **3.52 Vacation**

Suggested update section from:

“Managers and full-time professional MLS employees shall have the following vacation leave schedule:

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 or more	four (4)

Other full-time, nonprofessional employees and part-time employees working 15 hours per week or more accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	two (2)
Over 5 through 10	three (3)
Over 10	four (4)

Part-time employees working less than 15 hours per week accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 5	one (1)
Over 5 through 10	two (2)
Over 10	three (3)"

To:

*"Managers and full-time employees shall have the following vacation leave schedule:*

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 10	four (4)
Over 10 through 20	five (5)
Over 20	six (6)

*Part-time employees accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.*

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 3	two (2)
Over 3 through 5	three (3)
Over 5	four (4)"

*Added "When an employee separates from the library and then returns, previous years of service are not utilized in calculating weeks of vacation with pay."*

### **3.52.1 Substitutes and Interns**

Attorney changed "Substitutes and Interns must give seven days notice to their supervisor, either verbally or in writing, to use paid time off." to *"Substitutes and Interns must give seven days notice to their supervisor, either verbally or in writing, to use paid time off, when the need for the leave is foreseeable. When it is not, such notice as is practicable is required."*

### **3.53 Personal Time**

Updated from "Employees working an average of 15 hours per week or more are granted three prorated personal days on January 1 of each work year. With the advance permission of the department manager, these hours may be taken any time

during the year. Personal hours are lost if not used by the end of each calendar year.”  
to *“Employees, with the exception of substitutes and interns, are granted three prorated personal days on January 1 of each work year. With the advance permission of the department manager, these hours may be taken any time during the year. Personal hours are lost if not used by the end of the last pay period starting in the last week of the calendar year.”*

### **3.54 Holidays**

Suggested change from:

*“The library is closed and full-time employees are paid for seven holidays each year.*

*These holidays are:*

- New Year's Day
- Memorial Day (Monday observance)
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve Day
- Christmas Day

The library is also closed, but employees are not paid for:

- Easter Sunday
- Sunday before Memorial Day
- After 7:00 p.m. on Friday of Rotary Grove Fest
- After 1:00 p.m. on Saturday of Rotary Grove Fest
- Sunday of Rotary Grove Fest
- Sunday before Labor Day
- After 5:00 p.m. on New Year's Eve

Part-time employees are not paid for holiday closings but may make up hours lost due to the closings. When a paid holiday falls on a weekend, full-time employees will be scheduled for a day off with pay during the week preceding or following the holiday.”

To:

*“The library is closed and employees, with the exception of substitutes and interns, are paid for the following holidays each year:*

- *New Year's Day*
- *Memorial Day (Monday observance)*
- *Independence Day*
- *Labor Day*
- *Thanksgiving*
- *Christmas Eve Day*
- *Christmas Day*

*Employees, with the exception of substitutes and interns, receive holiday pay for the hours they would have been regularly scheduled to work on the paid holidays listed*

above.

*When a paid holiday falls on a regularly scheduled day off, Full-time employees may take an alternative day off, with approval from their immediate supervisor. When a paid holiday falls on a weekend, full-time employees will be granted a paid day off to be arranged with their supervisor that must be used in the current or following pay period.*

*The library is also closed, but employees are not paid for:*

- Easter Sunday*
- Sunday before Memorial Day*
- After 5:00 p.m. on Thursday and Friday of Rotary Grove Fest*
- After 1:00 p.m. on Saturday of Rotary Grove Fest*
- Sunday of Rotary Grove Fest*
- Sunday before Labor Day*
- After 5:00 p.m. on New Year's Eve*

*Part-time employees may make up or substitute Vacation or Personal time for regularly scheduled hours lost due to the closings."*

### **3.55 Sick Leave**

**New section added:**

#### **3.56 "Parental Leave**

*Parents of newborns, newly adopted children, and children newly placed into foster care placement may be eligible for paid leave of up to eight weeks. For both adopted children and children newly placed into foster care placement, the child(ren) must be age 17 or younger. At the time of this event, the use of parental leave and the accrual of additional parental leave adheres to rules specified below for a twelve-month period. The adoption of a child by a new spouse is excluded from this policy.*

*Parental leave must be taken within the first twelve months of birth, adoption or foster placement. The amount of paid parental leave does not increase with multiple births, adopted children, or foster children (e.g., the birth of twins or adoption of siblings). An employee will not receive more than eight weeks of paid parental leave in a forward-rolling 12-month period.*

*For those employees who are eligible for Family Medical Leave Act (FMLA) leave, this paid parental leave will run concurrently with FMLA leave and cannot be used to extend FMLA leave time. FMLA allows employees up to 12 work weeks of unpaid leave annually. The balance of FMLA leave beyond the paid parental leave is unpaid unless the employee chooses to use accrued time (sick/vacation/personal/holiday).*

#### **3.56.1 Eligibility**

*Full-time and part-time IMRF-qualified employees who have worked for the library for at least 12 consecutive months and worked a minimum of 1,000 hours in the previous 12 months, are eligible for paid parental leave at 100 percent of the employee's current regular rate of pay based on their regularly scheduled weekly hours.*

*The leave may begin no earlier than the birth or placement of the child(ren) and must end within twelve months immediately following. Unused paid parental leave may not be carried over and will be forfeited at the end of the twelve-month period. There is no payment of unused parental leave upon separation of employment.*

*When both parents are eligible employees, paid parental leave may be taken concurrently, consecutively, or intermittently within twelve months of the birth or placement of the child(ren). Each eligible parent is entitled to their individual qualifying parental leave benefit.*

### **3.56.2 Benefits**

*Health insurance, IMRF contributions, and other benefits will continue during paid leave. The employer and employee must continue to pay their respective portion of insurance premiums.*

*Paid holidays falling within a parental leave period shall not be charged against an eligible employee's parental leave benefit if they would have received holiday pay according to their regular schedule.*

### **3.56.3 Requesting Parental Leave**

*If the need for leave is foreseeable, the employee must submit a written leave request to their manager and the Business Office Manager at least 30 days prior to the start of the leave. This should include an estimated start date, return date, and request for concurrent, consecutive, and intermittent leave usage. This should occur at the same time as the request for FMLA. Where the need for the leave is not*

*foreseeable, the employee must submit a leave request as soon as practicable.*

### **3.56.3 Returning to Work**

*Employees should confirm with their manager and the Business Office Manager at least three business days in advance of return."*

## **3.57 Compassionate Leave**

New subsection added:

### **"3.57.1 Child Extended Bereavement Leave**

*Full-time employees that have worked at the library for at least two weeks are able to take unpaid leave from work to grieve the loss of a child who dies by suicide or*



*homicide. Employees are eligible for up to six weeks of unpaid leave as provided for in the Child Extended Bereavement Leave Act. Employees may take leave in one continuous period or intermittently in increments of no less than four hours. Leave must be taken within one year after the employee notifies the employer of the loss. If an employee takes unpaid leave under this Act, they cannot also seek additional unpaid leave under the Illinois Family Bereavement Leave Act relating to the same death.*

*Employees may be required to provide reasonable advance notice of the intention to take leave and reasonable documentation substantiating the reason for leave. Reasonable documentation would include:*

- *A death certificate;*
- *A published obituary; or*
- *Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.*

*When returning from bereavement leave, employees are entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment.”*

### **3.58 Jury or Other Civic Duty**

### **3.59 Family or Medical Leave of Absence (FMLA)**

### **3.60 General Leave of Absence**

### **3.61 Military Leave**

### **3.62 Victims’ Economic Security and Safety Act (VESSA)**

Added new paragraphs for compliance:

*“Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:*

- *Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;*
- *Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or*
- *Grieving the death of a family or household member who is killed in a crime of violence.*

*Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim. Leave under this policy shall be coordinated with leave available under the Family Bereavement Leave Act as required by law.”*

#### **3.62.4 Substitution of Paid Leave**

Changed from “When the employee’s need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), or for short-term or long-term disability, these leaves will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.” to *“When the employee’s need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), short-term or long-term disability, or Family Bereavement Leave Act, these leaves will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.”*

#### **3.62.6 Certification**

Added bullet point *“A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or”*

#### **New sections added:**

##### **3.63 Blood and Organ Donation Leave**

*Full-time employees who have worked for the library for at least six months and who donate or attempt to donate blood or an organ are eligible for paid blood and organ donation leave.*

*Eligible employees may take paid leave for up to one hour every 56 days to donate or attempt to donate blood and up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor.*

*If the need for leave is foreseeable, the employee must submit a written leave request to their manager and the Business Office Manager within a reasonable timeframe. The written request must include the day(s) the employee wishes to use the leave, in addition to proof of an appointment from the blood bank or medical/transplant facility to donate or attempt to donate blood or an organ.*

*Upon the employee’s return from approved leave, the employee must submit a written statement from the blood bank or medical/transplant facility verifying the employee kept the appointment.*

##### **3.64 Tuition Reimbursement**

*The library supports and encourages employee education to enhance job satisfaction and library services. Tuition reimbursement helps employees further their knowledge, skills, and job effectiveness through higher education.*

##### **3.64.1 Eligibility**

*To be eligible for tuition reimbursement, an employee must:*

- *be continuously employed with regularly scheduled hours and have worked for the library for at least 12 consecutive months;*
- *request approval from their manager and the Library Director to have the course considered for tuition reimbursement;*
- *be enrolled in an approved degree program. Approved degree programs and coursework are defined as: Certificate, Associates, Bachelors, and Masters degree programs related to the duties of their current position or that may lead to promotion within the library.*

*Substitutes and Interns are not eligible for tuition reimbursement.*

*Books, class materials, and travel costs are not eligible for tuition reimbursement.*

*Each course will be considered independently. Approval of one course does not guarantee approval of additional courses in the same program.*

*Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the costs and fees.*

### **3.64.2 Reimbursement Requirements**

*To receive reimbursement, an employee must:*

1. *notify the Business Office Manager of their intent to apply for tuition reimbursement before August 1 of the year previous to the reimbursement year to allow for budget consideration;*
2. *complete the Tuition Reimbursement form after registering for class or classes,*
3. *and submit it to the Business Office Manager. The Business Office Manager will notify the employee if the request has been approved and provide information regarding reimbursement procedures. If the request has been denied, the Business Office Manager will provide the reason;*
4. *earn a grade of A, B or pass (for pass/fail classes only); and.*
5. *submit grade(s) and paid tuition receipt within 45 days of receiving grade(s).*

### **3.64.3 Reimbursement Amount**

*Upon presentation of evidence of completion of an approved course, tuition reimbursement will be authorized as follows:*

- *fifty percent (50%) of class cost for an A or B grade or "Pass" for a pass/fail class;*
- *twenty-five percent (25%) of class cost for a C grade; or*
- *no reimbursement for a D or "Fail" grade.*

#### **3.64.4 Availability of Funds**

*The Board of Library Trustees determines the total amount, if any, available for tuition reimbursement each year in the budget process. The library reserves the right to reject requests for any reason, including, without limitation, budgetary constraints.*

*The maximum tuition reimbursement, per employee per calendar year, is \$5,000. The maximum lifetime benefit for tuition reimbursement per employee is \$10,000.*

#### **3.64.5 Additional Requirements**

*All class meetings and preparation will be undertaken on the employee's own time. The schedule must consider departmental needs and be approved by the department manager.*

*No promotion or increase in salary is guaranteed to an employee who undertakes such study.*

*Tax consequences (if any) as a result of reimbursement under this benefit are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.*

*Employees who voluntarily separate from the library prior to the completion of a class will not be eligible for reimbursement.*

*Employees who receive a tuition reimbursement shall be committed to work one year after the reimbursement is paid. Employees who separate from the library within one year of receipt of a tuition reimbursement will pay back a prorated amount of the reimbursement. The Library Director may waive this requirement, in whole or in part, for extenuating circumstances."*

### **3.65 Resignations and Terminations**

#### **3.66 Continuation of Benefits**

Attorney changed "The Comprehensive Omnibus Budget Reconciliation Act (COBRA) offers employees and eligible dependents the opportunity for temporary extension of

medical and life coverage in certain instances where coverage under the library's plan would otherwise end." to *"The Comprehensive Omnibus Budget Reconciliation Act (COBRA) offers employees and eligible dependents the opportunity for temporary extension of medical and life coverage at their expense in certain instances where coverage under the library's plan would otherwise end."*

### **3.67 Retirement**

Attorney changed "Employees retiring from the library who are eligible for an IMRF pension may convert unused sick days up to 240 days for additional IMRF service credit." to *"Employees retiring from the library who are eligible for an IMRF pension may convert unused sick days for additional IMRF service credit as allowed by IMRF."*

Added *"Continuation of medical, dental, and vision insurance may be available to qualifying retirees under the Village of Downers Grove group insurance program."*

### **3 Personnel**

- 3.1 At-Will Employment
- 3.2 Amendments
- 3.3 Administration
- 3.4 Equal Opportunity Employment
- 3.5 Appointments
- 3.6 Recruitment and Hiring
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- 3.10 Introductory Period
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- 3.20 Work Day, Work Week, and Work Year
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- 3.46 Benefits Disclaimer
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- 3.56 Parental Leave
- 3.57 Compassionate Leave
- 3.58 Jury or Other Civic Duty
- 3.59 Family or Medical Leave of Absence (FMLA)
- 3.60 General Leave of Absence
- 3.61 Military Leave
- 3.62 Victims' Economic Security and Safety Act (VESSA)
- 3.63 Blood and Organ Donation Leave
- 3.64 Tuition Reimbursement
- 3.65 Resignations and Terminations
- 3.66 Continuation of Benefits
- 3.67 Retirement



### **3 Personnel**

The Personnel Policy addresses the employment practices of the library.

#### **3.1 At-Will Employment**

The Personnel Policy does not create a contract of employment. It is intended to generally describe the library's policies and employee benefits. Unless an employee has an employment agreement signed by the Board of Library Trustees, employment is at-will and may be terminated, with or without cause and with or without notice, at any time at the option of either the employee or the library.

#### **3.2 Amendments**

The Board of Library Trustees reserves the right to amend the Personnel Policy at any time and to change, limit, restrict, remove, revoke, or eliminate any right or benefit given to any employee hereunder, with or without prior notice.

#### **3.3 Administration**

Legal responsibility is vested in the Board of Library Trustees, which is the policy-forming body of the library. The responsibilities of the Board of Library Trustees includes selection of a Library Director, who is the administrative officer of the library. The Library Director is responsible for the implementation of the policies and decisions of the Board of Library Trustees as they affect employees. The Library Director is in overall charge of library personnel and is responsible for the hiring and termination of all employees, the assignment of duties, establishing standards of service, and staff development. In the absence of the Library Director, the Assistant Director serves as the administrative officer of the library.

#### **3.4 Equal Opportunity Employment**

The Downers Grove Public Library affords equal employment opportunities as required by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including, but not limited to, initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination. The library does not discriminate on the basis of race, color, gender, gender identity, age, disability, religion, ancestry, national origin, marital status, sexual orientation, military or veteran status, or any other characteristic that is protected by applicable law.

#### **3.5 Appointments**

The Board of Library Trustees appoints the Library Director. The Library Director is responsible for the hiring and appointment of all other library employees. For all positions, notice of employment is made in writing and states the position to which the applicant is appointed, wages, and benefits. Acceptance of employment carries with it

an obligation to abide by the terms specified in the offer letter and by the policies, procedures, rules, and regulations of the library.

Immediate family members will not be appointed under the direct supervision of each other, subject to any applicable legal provisions. The appointment of immediate family members of Library Trustees, Library Director, or Assistant Director is prohibited. The term “immediate family member” includes the following for the purposes of this policy:

Grandparent, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, domestic partner, child, stepchild, foster child, grandchild, ward, stepmother, stepfather, stepbrother, stepsister, legal guardian, or other person who stands in place of a parent, as well as any relative residing at the employee's address and requiring the care and attention of the employee.

### **3.6 Recruitment and Hiring**

The Downers Grove Public Library provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, and potential. All recruitment shall be conducted in an equitable, ethical, professional, and nondiscriminatory manner. Notice of position openings may be posted internally, as well as externally, as deemed appropriate by Administration. The library reserves the right not to post a particular opening. The Library Director may reassign staff without posting a vacancy if it is deemed to be in the best interest of the library. The Library Director may also reassign staff or eliminate positions due to financial considerations, changes in library services, or the adoption of new methods.

Individuals whose education and/or experience do not meet the minimum requirements as outlined in the job description will not be considered.

The library abides by state and federal laws regulating the hiring of minors (persons under 18 years of age). Minors, aged 14 or 15 may work at the library outside of school hours and during school vacations based on a valid work permit.

The library complies with all applicable state and federal laws in its hiring practices, including, but not limited to, Equal Employment Opportunity, Nondiscrimination and Anti-Harassment, Americans with Disabilities Act, and the Immigration Reform and Control Act.

### **3.7 Pre-Employment Testing and Criminal Background Checks**

All new hires are conditional and subject to pre-employment testing at the library's expense. Employment is dependent upon satisfactory completion of the pre-employment testing, including a criminal background check. The criminal background check will be in accordance with state and federal laws. Refusal to submit to and/or failure of a criminal background check will remove the employment candidate from

consideration for hire with the library. A background check shall not be required for transfers or promotions of current employees. Having a criminal history will not automatically preclude employment. The nature of the offense and its relevance to the particular work assignment will be considered on a case-by-case basis.

### **3.8 Reference Checks**

To ensure that individuals who join the Downers Grove Public Library are well-qualified and have a strong potential to be productive and successful, the Downers Grove Public Library will check references and verify application information before extending an employment offer.

### **3.9 Employment Eligibility Verification**

The Downers Grove Public Library is committed to employing only people who are authorized to work in the United States. The library does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Re-hires must complete the form if their previous I-9 is not retained or valid or if three years have passed. Employees with work authorizations that expire must provide updated work authorization documentation prior to the expiration date. Failure to provide renewed authorization may result in immediate suspension without pay or termination.

### **3.10 Introductory Period**

During the initial 60-day period of employment, the employee is not entitled to use vacation, sick, personal, or any other paid time off. Vacation, sick, personal, and other paid time off will be recorded and will accrue during this period. Exceptions for use of paid time off during the introductory period may be made with the approval of the Library Director and/or the Business Office Manager. If termination occurs before the end of the 60-day period, the employee will be paid for all vacation time that has been accrued. Other accrued time will not be paid.

### **3.11 Employee Classifications**

Full-time employees are regularly scheduled to work a standard 7.5-hour workday and a weekly average of 37.5 hours.

Part-time employees are regularly scheduled to work a weekly average of less than 37.5 hours.

Temporary employees are normally scheduled to work over a designated, predetermined period of time, usually not to exceed six months.

Substitute employees fill in for staff as necessary (maternity leaves, other types of leaves, illnesses, etc.). Generally, substitute employees have resigned/retired

from their library jobs but may, at the discretion of the Library Director and Department Manager, be hired from outside the library.

Exempt employees are classified as exempt under the Fair Labor Standards Act and are not entitled to overtime pay.

Non-exempt employees are classified as non-exempt under the Fair Labor Standards Act. Non-exempt employees who work in excess of 40 hours per week receive compensation at a rate of one and one-half times the regular rate of pay for all hours over 40. Only hours actually worked are counted toward getting to 40 hours. Paid time off, such as vacation, sick, and holiday time, is not counted.

### **3.12 Employee Handbook**

The Employee Handbook provides procedures to apply the Personnel Policy to the day-to-day library work environment. Procedures contained in the Employee Handbook, not directly impacted by library policy, may be changed or updated at the discretion of the Library Director. Departmental manuals may be changed or updated at the discretion of the Department Manager. Upon receipt and review of the Employee Handbook, the Employee Acknowledgement Form contained therein must be signed by all new employees. Thereafter, all employees are required to review the Employee Handbook and sign the Employee Acknowledgment Form annually.

### **3.13 Employee Code of Conduct**

Employees of the library shall adhere to the policies and procedures contained in the current Employee Handbook, Policy Manual, and departmental manuals. This includes, but is not limited to:

- **Customer Service**

Employees and volunteers are to adhere to the customer service expectations contained in the Employee Handbook for all interactions in the workplace and when representing the library. Employees shall give the same standard of service to all co-workers and patrons regardless of race, color, gender, gender identity, age, disability, religion, ancestry, national origin, marital status, sexual orientation, military or veteran status, or any other characteristic that is protected by applicable law and handle all contact with the public in a friendly, professional, and courteous manner.

- **Patron Confidentiality and Professional Ethics**

The library abides by the Illinois Library Records Confidentiality Act (P.A. 83-179). All employees shall honor the provisions of this Act when dealing with patrons and their registration, circulation, and other confidential information. Employees of the library shall comply with the American Library Association's *Library Bill of Rights and Code of Ethics* and the library's ethics policies.

- **Personal Appearance**

Employees and volunteers are expected to dress in neat and clean clothes that are appropriate for the position and wear a nametag while working. Inappropriate

dress may cause the immediate supervisor to send the employee home to change. Continued inappropriate dress may result in disciplinary action, up to and including termination.

- **Trustee/Employee Relations**

Trustees are not to be contacted by employees with any library issues. Doing so will result in disciplinary action. Employees should discuss any problems or concerns with their supervisor and/or follow the chain of command.

Exceptions to this policy may be made in the following situations:

- If the Library Director is not available in the event of an emergency;
- To contact the Board President in accordance with the Internal Complaint or Reporting Harassment sections of this policy;
- For joint Trustee/employee committee work; or
- To speak as a member of the public at an open meeting of the Board of Library Trustees.

Newly hired employees receive an orientation that includes a review of library and department policies and procedures, including those contained in handbooks and manuals; library operations and building tours; and safety and security procedures.

### **3.14 Reasonable Accommodations**

The Downers Grove Public Library supports the Illinois Human Rights Act, Illinois Pregnancy Accommodation Act, and the Americans with Disabilities Act. The library provides reasonable accommodations for pregnant employees and qualified employees with disabilities in the workplace unless such accommodations would present an undue hardship for the library. Reasonable accommodations apply to all covered employees and include, but are not limited to, hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures. The employee should contact their supervisor or the Business Office Manager for further clarification regarding the library's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

### **3.15 Employee Privacy**

The library conducts its business in such a way that the rights and privacy of all employees are respected in accordance with applicable law. Administrative employees will request, use, and retain only that personal information about employees which is required for business or legal reasons and shall protect and preserve the confidentiality of all personal information in its records and files to the extent allowed by law. Personal information will not be released to outside sources without the employee's written approval, except as required by law. Exceptions are limited to simple employment verification and fulfillment of legal requirements, which includes the publishing of salaries and compensation. The library also recognizes its duty to protect the privacy of sources of information contained in an employee's personnel file.

The library requires each employee to follow library standards concerning the confidentiality of any personal information about other employees. Violation of this principle is cause for termination.

The library reserves the right to search any employee's office, desk, computer, file, locker, or any other area or article on the premises. Desks, cabinets, and other storage devices, as well as office space and office equipment including, without limitation, computer hardware and software and all communication servers and systems, remain the property of the library and are issued for the use of employees only during their employment. The Library Director or a specified agent may conduct an inspection of these areas or any articles found within them at any time with or without prior notice and with or without cause. Employees should have no expectation of privacy in any of these areas.

### **3.16 Compensation**

This section provides a framework for pay decisions, delineates responsibilities for the administration and maintenance of the compensation program, and outlines the process of salary recommendations and changes.

#### **3.16.1 Compensation Philosophy**

The library recognizes the essential role staff has in furthering the purpose and values of the library and in achieving the library's strategic goals. The Board of Library Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the library to recruit and retain a diverse staff of highly proficient and qualified employees and reward high-performing employees at all levels.

The library establishes and maintains pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges. Internal equity refers to the constant effort on the part of the Board of Library Trustees and Administration to ensure that pay is managed fairly across all employee pay ranges. Employees will be paid within the pay range for the pay grade of their position. In determining an employee's rate of compensation within their assigned pay range, the library may consider the employee's performance, seniority, education, experience, and the requirements for the position.

The library seeks to provide competitive salaries across all jobs – defined as sufficiently above the median of the local library competitor market – to continue to attract and retain superior staff. Annually, the library will collect, analyze, and consider pay ranges for benchmark positions in the competitor market and will make adjustments to pay ranges as needed.

The library compensation structure includes competitive benefits, such as flexible scheduling, paid time off, and training and continuing education for all jobs. Individual

employees' eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.

The Board of Library Trustees and Administration seek to ensure that benefits are offered and managed fairly across all jobs, defined as sufficiently above the average of the local library competitor market to continue to attract and retain superior staff.

The library encourages all employees to develop and maintain competitive skill levels through training initiatives and learning opportunities. The library endeavors to allow time and financial support for staff to attend approved training.

### **3.16.2 Objectives**

The objectives of the Downers Grove Public Library's compensation program include:

- Attracting and retaining superior staff;
- Establishing and maintaining competitive pay ranges consistent with the economic requirements of the Downers Grove Public Library, commensurate with the local library competitor market and its compensation philosophy;
- Relating salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities;
- Maintaining a program of performance evaluation that identifies opportunities for employee development and places compensation rewards on an objective basis; and
- Providing an effective management control system, which will permit delegation of responsibility within a framework of policy and procedures.

### **3.16.3 Job Descriptions**

A job description that defines the essential job requirements, duties, responsibilities, and skills required to perform a specific role will be maintained for every position. Job descriptions may be changed from time to time as deemed necessary and appropriate by the library.

### **3.16.4 Salary Schedule**

The library maintains a competitive salary schedule that consists of pay grades and ranges. All job descriptions will be evaluated and classified in the order of their relative value, utilizing approved evaluation techniques.

#### **Pay Grades**

All positions will be classified by pay grade, which indicates the range of their minimum and maximum salary value.

#### **Pay Ranges**

Pay ranges are the means by which the relative value of positions is expressed in dollar terms and will be broad enough to provide salary growth potential for competent

personnel. Pay ranges specifically establish the lowest dollar amount generally paid for minimum qualifications/performance and the highest dollar amount generally paid for the highest level of performance/experience, relative to position market value and other positions in the library.

### **Maintenance**

The Salary Schedule, including pay grades and ranges, is reviewed annually by Administration and appropriate changes are recommended to the Board of Library Trustees for approval during the annual budget process.

### **3.17 Service Awards**

All employees will receive a service award after five consecutive years of service and at each additional five consecutive years of service thereafter. The service award includes:

- One prorated personal day to be used within four months of the anniversary date;
- An honor book chosen by the employee; and
- Recognition of the milestone anniversary at the next In-Service Day.

### **3.18 Payment of Wages**

Employee wages are determined from the appropriate pay grade on the Salary Schedule. Wages are paid to all employees every other week. Overtime payment, which is included with the non-exempt employee's base wage payment, is also paid every other week with such payment covering hours worked in the prior every other week period. The employee's first payroll will be paid by check and thereafter through direct deposit of funds to a savings and/or checking account at their bank of choice. Payments other than on authorized paydays and advances in pay are not permitted. Employees separating from the library receive their final paycheck on the first regularly scheduled payday following the date of termination. The final paycheck will be mailed to the employee. Any accrued, unused vacation leave will be paid by check in the pay period following the final paycheck. Any vacation, personal, or sick time used prior to accrual will be deducted from the final paycheck.

### **3.19 Deductions from Pay**

The library will not take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations [specifically Section 541.602(a)], or any relevant state law or local ordinance. Any employee whose pay is improperly deducted shall be reimbursed no later than the next pay period after the improper deduction is communicated to Administration.



### **3.20 Work Day, Work Week, and Work Year**

Full-time employees are normally scheduled to work an average of 37.5 hours per week, normally consisting of five 7.5-hour work days. For the purpose of determining pay and number of hours worked, the work week runs from Sunday through Saturday. The library's fiscal year ("work year") begins January 1 and ends December 31.

### **3.21 Scheduling and Attendance**

Employees are expected at work on all scheduled work days and during all scheduled work hours. Work schedules will include evening hours and work on Saturdays and Sundays as needed by each department. Employees are expected to report to work on time.

The library requires supporting documentation, such as a doctor's note, to be furnished in connection with any absence of more than three consecutive work shifts, or in any other situation where it is determined that supporting documentation is required. Failure to comply with these expectations will result in disciplinary action up to and including termination. Unreported or excessive absences, tardiness, or abuse of sick leave will lead to disciplinary action, up to and including termination.

Employees who are absent without the use of paid time off will be considered as having an unexcused absence unless they provide supporting documentation for their absence or arrange to make up their scheduled hours with their manager. The library will consider employees who have three unexcused absences in a calendar year to have voluntarily separated from the library.

More than three consecutive work shifts of absence without notice to the library constitutes job abandonment. The library will consider employees who are absent for three work shifts without notice to have voluntarily separated from the library.

### **3.22 Time Records**

The attendance of all employees is recorded. Attendance records are library records and subject to applicable laws governing such records. No employee may maintain or alter another employee's time record, or record time for or on behalf of another employee. At the start of an employee's scheduled shift, work is to commence immediately. Failure to do so is considered falsification of time records and may result in discipline, up to and including termination.

### **3.23 Overtime**

Non-exempt employees must have supervisory authorization prior to working overtime. Working unauthorized overtime is prohibited and will result in disciplinary action, up to and including termination. Overtime is paid only after a non-exempt employee has worked more than 40 hours during the work week. Holiday, vacation, personal, sick and other paid time off do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half times the employee's regular hourly

rate.

Exempt employees are not entitled to overtime pay or compensatory time. However, the library recognizes there may be situations where a department experiences extraordinary increases in work demand and/or where an exempt employee must commit exceptional time and effort beyond the employee's usual work schedule. In such situations, managers may extend the opportunity for scheduling flexibility at other times that are mutually agreeable between the employee and the manager and which do not negatively impact the operation of the library. Scheduling flexibility is just that—flexibility—and has no specific time or hour implications, entitlements, or tracking.

### **3.24 Compensation for Work on Sunday**

Part-time, non-exempt employees receive monetary compensation for work on Sunday equal to one and one-half times their normal pay.

Full-time staff will receive time off for their Sunday hours at a rate of 1.5 times, which must be used in the current or following pay period.

### **3.25 Meal Period and Rest Breaks**

The normal work day for full-time employees is 7.5 hours with a 30-minute, unpaid meal period. Employees who are scheduled to work for 7.5 continuous hours shall take at least 20 minutes of unpaid meal time beginning no later than 5 hours after the start of the work period. An employee who works in excess of 7.5 hours shall be entitled to an additional 20 minute unpaid meal period for every 4.5 continuous hours worked. Meal period times are set at the discretion of the immediate supervisor.

Rest breaks are not mandated by law. Lost time may not be made up by skipping meal periods or rest breaks. Staff members may request one 15-minute paid rest break for each continuous four hours worked. Break time is considered work time and employees are considered “on call” during breaks. Breaks should never be taken at the expense of service to the public. Rest breaks shall not be taken in conjunction with or instead of regular meal periods or at the beginning or end of a work shift without prior authorization by their supervisor. A 15-minute rest break is a privilege and not a guaranteed right. Employees will be expected to forgo the rest break if, due to personnel shortages or other unusual conditions, patron service will be affected.

### **3.26 Use of Library Equipment**

It is the policy of the library to provide or contract for the communication services and equipment necessary to efficiently conduct business. All equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the library's information systems are library property and are to be used primarily for job-related purposes during working time. To ensure the proper use of communications systems and business equipment, the library may monitor the use of these systems and equipment from time to time. When using the library's equipment, employees should note the following:

- Electronic systems are owned/leased and maintained by the library and electronic communications are the sole property of the library. Excessive personal use of electronic systems or distribution of personal messages by employees during working time is prohibited. Personal software or messages shall not be installed or stored on library equipment unless prior approval is obtained. In general, employees may use library equipment, such as portable tablet devices, for personal as well as library business, with the understanding that such use advances employee skills and knowledge. No expectation of employee privacy applies to this use.
- The use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the electronic or communications systems. The library reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the library in order to allow access to the systems.
- In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their passwords. Passwords should not be written down or left in places where they are accessible to others.
- Employees accessing library communications and/or systems must do so in compliance with library policy, Section 3.39 Telecommuting.
- The library reserves the right to monitor the use of its electronic systems without limitation, including email and social media accounts, and to review or inspect all material stored within those systems. No communications are guaranteed to be private or confidential.
- The library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of electronic and telecommunications systems. Harassing, vulgar, obscene, or threatening communications and sexually oriented messages or images are strictly prohibited. Employees who receive email or other communications that they believe violate this policy should immediately report this activity to their supervisor, Business Office Manager, Assistant Director, or Library Director.
- Professional discretion should be used in the exchange of privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications and should not be exchanged haphazardly by email or other means of communication.
- The library requires all staff to respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the proprietary copyrights, trademarks, and brands.
- Electronic messages are subject to disclosure under the Illinois Freedom

of Information Act. Members of the public may request and obtain copies of employee work-related emails and other electronic forms of communication.

- Employees should exercise care so that no personal correspondence appears to be an official communication of the library. Employees may not utilize library stationary or postage for personal mail.

### **3.26.1 Telephones and Texting**

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for library phones. Employees are expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of the library's policy.

The library requires cellular phone safety when operating a motor vehicle for library business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following must be observed:

- Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice-activated mode.
- Employees must not compose, send, or read electronic messages while operating a motor vehicle.

### **3.26.2 Social Media**

Social media refers to the means of interactions among people in which they create, share, and/or exchange information and ideas in virtual communities and networks.

### **General Rules and Guidelines**

The following rules apply to the use of social media, whether such use is for the library during working time, outside the library, or during working time while using library-owned equipment.

- Employees are prohibited from discussing confidential library matters through the use of social media, including patron account information and personnel matters. Employees should be careful to protect the library brand as well as themselves.
- Employees may not use social media to harass, threaten, bully, or discriminate against anyone. The library's anti-harassment and EEO policies apply to the use of social media in the workplace.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours, and/or working conditions with co-workers.
- The Downers Grove Public Library is not responsible or liable for content posted by any person in any form.
- Employees who want to post comments in response to content must identify themselves as employees.
- Employees may not speak on behalf of the library on personal accounts. Posts that discuss library business or can be perceived as an official post should have a disclaimer stating that the employee is speaking as an

individual, not a library representative, for the duration of the post, and comments.

- Photos submitted to the library's social media accounts may be used by the library for publicity, advertising, or web content.

### **Library-Sponsored Social Media**

Library-sponsored social media is used to convey information about the library's facilities and services, advise the public about upcoming events, obtain patron feedback, exchange ideas or trade insights about industry trends, reach out to potential new markets, issue or respond to breaking news, respond to negative publicity, and brainstorm with employees and patrons.

All library sponsored social media is subject to the following rules, in addition to the rules set forth above:

- Only employees designated and authorized by the library may prepare content for or delete, edit, or otherwise modify content on library-sponsored social media.
- Employees must identify themselves as library staff when posting on an account with a handle that utilizes a name.
- Employees must respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.
- A disclaimer should be posted on each of the library's accounts notifying patrons that library staff manage the page and all users are expected to follow library policies.
- Comments, posts, and messages will be monitored and reviewed for content, relevance, and appropriateness. Activity on library-sponsored social media accounts must adhere to the library's Code of Conduct, rules, policies, and procedures. Designated employees are authorized to remove content or block users immediately and without advance warning due to content that violates the library's policies, such as:
  - Obscene, sexist, hateful or racist content
  - Personal attacks, insults or threatening language
  - Content that violates local, state, or federal law or which encourages illegal activity
  - Potentially libelous statements
  - Plagiarized material
  - Private or personal information submitted without consent
  - Comments or links unrelated to the content of the discussion
  - Commercial promotions or spam
  - Content that advocates a candidate, referendum, or campaign
  - Any messages deemed to be in violation of copyright, trademark right or other intellectual property right of any third party

### **3.26.3 Staff Bulletin Boards**

Library bulletin boards in staff areas are used to communicate official government information on EEO, wage and hour, health and safety, and other issues. They are

also used to communicate information regarding library policy and its business and announcements, including, but not limited to, job postings, safety rules, health items, benefit programs, and notices regarding special events. Employees may not remove official postings from bulletin boards. Employees who wish to post personal notices (e.g. sale of a car, rental of an apartment) on the library bulletin board in the staff lounge may do so as space and time permit. The employee posting the material is responsible for its timely removal. Administration staff are responsible for keeping the bulletin boards up-to-date and may remove postings as necessary.

#### **3.26.4 Violations and Disciplinary Action**

The library will investigate and respond to all reports of violations of library policies, procedures, rules, and regulations. Employees are urged to report any violations of this policy to their supervisor or manager. A violation of this policy may result in discipline up to and including termination of employment.

#### **3.27 Library Information and Property**

No library-related information or property may be removed from the library's premises except in the ordinary course of performing duties on behalf of the library. This includes, without limitation, documents, files, records, computer files, equipment, office supplies, or similar materials. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including termination.

In addition, when an employee leaves the employ of the library, the employee must return to the library all library-related information and property that they have in their possession, including, without limitation, building keys or key cards, parking passes, documents, files, records, manuals, information stored on a personal computer or on any external storage device, supplies, and equipment or office supplies.

#### **3.28 Driver's License and Proof of Insurance**

When using a private vehicle for library business, the employee assumes liability for the vehicle. All employees who use their personal vehicles for library business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law. Otherwise, the vehicle is not authorized for library use. All employees who drive a motor vehicle in the course of library business must present a valid, current driver's license and proof of personal automobile insurance to Administration on an annual basis. Employees who drive a motor vehicle in the course of library business must inform Administration immediately of any lapse in personal automobile insurance or lapse in the validity of their driver's license.

#### **3.29 Meetings, Workshops, and Conferences**

The library will pay the full cost for employees, both full and part-time, to attend job-related meetings and workshops as assigned or approved by Administration. Budgetary constraints may limit attendance.

Employees who are required to travel for library-related business will be reimbursed for actual mileage incurred above the employee's regular commute to and from the library. In other words, mileage reimbursement will be given only when the distance to an alternate location is greater than the employee's normal work commute. Mileage reimbursement must be submitted to their supervisor within 90 days.

Within budgetary constraints and approved travel to library meetings and conferences, all employees and Trustees will be reimbursed reasonable airline or train fares, mileage, shuttles, parking, and tolls. Automobile mileage and lodging for overnight stays when required or advisable for employees or Trustees will be reimbursed based on the current rate allowed by the Internal Revenue Service. Meal reimbursement will be based on the current per diem rates allowed by the Internal Revenue Service. Accompanying spouses or non-staff must pay additional expenses.

A library-issued credit card may be used to reserve and pay for hotel or travel expenses for approved meeting and conference attendance. It is the responsibility of the employee to keep all receipts for travel, hotel, and meals to be turned in to the Administration Office within 10 days of return from the trip. No reimbursement will be made without receipts to document the expense.

See Finance Policy Section 6.9 Travel Expenses for more information on travel expenses and reimbursement.

### **3.30 Membership in Professional Organizations**

Membership in the American Library Association (ALA) and Illinois Library Association (ILA) shall be paid in full by the library for the Library Director, members of the Board of Library Trustees who wish to participate, and full-time librarian and supervisory staff. Individual memberships in other professional organizations or for other employees may be paid at the discretion of the Library Director.

All professional membership dues are paid dependent on budgetary considerations and may not be renewed as financial constraints of the library warrant.

### **3.31 Emergency Closings**

In the event the library is closed due to an emergency such as heavy snow, power failure, etc., all staff will be paid for their regularly scheduled hours.

In the event of a closing that may be only temporary, staff who are being paid for closed times will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled work day should conditions allow the library to reopen. If an employee chooses not to come to work or leaves early due to inclement weather when the library remains open or reopens, the employee may choose to use any remaining vacation or personal time or take the time off without pay.

### **3.32 Smoke-Free Illinois Act**

The Smoke-Free Illinois Act prohibits smoking in public libraries. Smoking is not permitted in any area of the building, or within 15 feet of any entrance, exit, window that opens, or ventilation intake. This policy also applies to the use of smokeless tobacco, herbal products, e-cigarettes, vaporizers, and other electronic smoking devices.

### **3.33 Employment Verification and Letters of Reference**

When contacted to verify employment, Administration will confirm that an employee works for the library, the position held, the dates of employment, and the rate of pay. No other reference will be provided concerning an employee unless a signed release form is provided by the employee. An employee may request in writing, on the Notice of Separation or other appropriate release form, that their supervisor write a reference to be kept in their personnel file and released to those requesting a performance-related reference.

### **3.34 Contest and Program Prizes**

Staff are not eligible to win any prizes or awards that are designated for the public and promoted as such. Staff are eligible for prizes and awards for programs or contests that are specifically designated for staff, which may include library-wide events or contests meant to increase staff morale. Unclaimed tickets or expiring prizes may be given to staff on a first-come, first-served basis.

### **3.35 Solicitation and Fundraising for Outside Organizations**

Employees are encouraged to participate in community events, including fundraisers in support of worthy causes, support of local businesses, and recommend products and services to fellow employees. The library does not sponsor nor contribute to individual employees' fundraising efforts for organizations outside the library or endorse any local business.

### **3.36 Violence in the Workplace**

Acts or threats of violence will not be tolerated. Any instances of violence must be reported immediately. All complaints will be fully investigated. In order to maintain workplace safety, the library may suspend employees with or without pay pending an investigation. The library will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination and possible legal action.

Employees are expected to refrain from fighting or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the library premises.

### **3.37 Performance Evaluations**

Performance evaluations are conducted at least annually, within a time frame set by



the Library Director. A standard form for each position will be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions. New employees and employees who have changed jobs are usually reviewed at or before the completion of six months of employment, at the completion of twelve months of employment, and then during the regular evaluation period.

Evaluations will be made by the immediate supervisor having firsthand knowledge of the employee being evaluated, the circumstances under which they work, and the nature of the work, in order to obtain the most satisfactory results. The performance evaluation process will include completion of the evaluation form, self-evaluation form, and a performance evaluation interview with the immediate supervisor to review the employee's performance, determine progress, and identify any areas requiring improvement.

One of the functions of the evaluation process is to document employee performance and problems and provide a performance improvement plan for resolving such problems. Failure on the part of the employee to follow the performance improvement plan could result in further disciplinary action, including termination.

Completed performance evaluation forms are signed by the employee and the supervisor. The employee's signature indicates that the evaluation was discussed with the employee and does not necessarily indicate that the employee agrees with the evaluation. The employee has the opportunity to make comments on the performance evaluation form concerning the evaluation of their performance. Performance evaluations, along with the other contents of their personnel file, may be reviewed by the employee.

### **3.38 Personnel File Review**

Personnel files are the property of the library. Only Administration staff with a legitimate reason to review information in a file are allowed to do so. Employees in Illinois have a right to review and copy parts of their personnel records, as well as attach their own position statement regarding disputed personnel matters concerning themselves. All requests must be made in writing and inspections are permitted within seven working days of the request. Photocopying permitted portions of their personnel records is at a cost to the employee. Personnel files or portions of personnel files will be provided by email if requested. The employee will inspect the personnel records in the Administration Office at a time mutually convenient to the library and employee. The employee may not remove any part of their record from the file and may not remove any part of the record from the Administration Office.

### **3.39 Telecommuting**

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for some or all of their regularly scheduled work hours.

Although not all jobs and/or job functions can be performed satisfactorily, or at all, from other locations, the Downers Grove Public Library recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the library and its employees. Telecommuting is not an entitlement and in no way changes the terms and conditions of employment.

Requests for telecommuting may be initiated by the library, the employee, or the employee's manager and are considered on a case-by-case basis by the employee's manager. Arrangements are made based on the situation and may include some or all of an employee's regularly scheduled hours. Exceptions to eligibility requirements may be made by the employee's manager, with final approval by the Library Director. Telecommuting privileges may be canceled or suspended at any time and for any reason.

### **3.39.1 Employee Eligibility**

To be eligible for consideration for a telecommuting arrangement, employees must:

- Have worked at Downers Grove Public Library for a minimum of 12 months;
- Have an excellent performance record with zero problems/disciplinary actions within the preceding year;
- Have met or exceeded performance requirements and standards on the most recent performance evaluation, in accordance with the library's employee evaluation process;
- Possess good time management and organizational skills, be self-motivated, disciplined, and able to work independently, according to library standards; and
- Be responsible for work that has clearly defined tasks and objectives and quantifiable work output that can be easily monitored and does not require them to be on-site.

### **3.39.2 Employee Requirements and Expectations**

Consideration for telecommuting is directly related to the requirements and suitability of the job performed by the employee. Employees must be able to:

- Abide by all other library policies and guidelines;
- Ensure the protection of restricted or confidential information (e.g. proprietary library information and patron information) with the same security requirements off-site as used within the library (e.g. personnel files should be kept in a locked cabinet, passwords regularly maintained, etc.);
- Perform the same or assigned duties and other work obligations off-site as they do when working in the library;
- Provide updates on pending projects and/or assigned work;
- Work assigned hours as arranged in advance with their direct supervisor or manager and adhere to library timekeeping policies and procedures;
- Be reachable via phone and email during scheduled telecommuting hours;
- Respond to all emails and voicemails within 2-3 business days;

- Be available to attend scheduled, required meetings (remotely or in-person) and participate in other required work activities as needed;
- Maintain a safe and comfortable work environment conducive to completing assigned tasks; and
- Arrange for child/elder care during scheduled work hours or work suitable to flexible telecommuting.

### **3.39.3 Employee Expenses**

Telecommuting employees are responsible for providing, at their own expense, equipment and services necessary for telecommuting, including, but not limited to, phone and Internet access, home office furnishings, lighting, etc. Some equipment and/or software may be furnished by the library, such as iPads, laptops, software, etc. with approval from the Library Director.

### **3.40 Internal Complaints**

An employee having a complaint arising out of their employment by the library, but not involving harassment or discrimination, will have the right to appeal first to their manager. If an employee feels their concern has not received due consideration, they should submit their complaint, in writing or in person, to the Business Office Manager in a timely manner. The Business Office Manager will work with the employees involved to resolve the issue. If a resolution to the issue is not reached, the matter will be discussed with the Library Director and a written response will be given to the employee. Complaints of harassment or discrimination will be investigated per Section 3.42.4 below.

If the employee still feels the matter is not satisfactorily handled, the employee may then request, in writing, that the Library Director submit the matter to the Board of Library Trustees. The Board of Library Trustees shall investigate the situation. This investigation may include personally interviewing the employee concerned, their manager, and the Library Director. After completing the investigation, action may be taken by the Board of Library Trustees at the next regular meeting. Personnel matters may be discussed in closed session at the discretion of the Trustees, as provided in the Open Meetings Act [5 ILCS 120/2 (c) (1)]. The decision of the Board of Library Trustees is final.

If a complaint involves the Library Director or Library Trustee, the Board President will be the first contact to resolve the problem. If the complaint involves the Board President, the Board Secretary will be the first contact to resolve the problem. The Board Officers will investigate and submit a recommendation to the Board of Library Trustees for action. If one of the Board Officers is involved in the complaint, the longest-serving Library Trustee will investigate with the Board Officer not involved. The decision of the Board of Library Trustees is final.

### **3.41 Progressive Discipline and Termination**

The purpose of disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory performance. Violations of the law, policies, rules, regulations, and procedures of the library may result in disciplinary action. All employees of the library are employees-at-will who can be disciplined or discharged at any time, with or without cause, and with or without notice. Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the supervisor or Library Director, based on violations of any library policies, rules, regulations, or procedures, the employee will be subject to disciplinary action as follows:

- Step One - Oral Warning
- Step Two - Written Warning
- Step Three - Performance Improvement Plan or Administrative Leave
- Step Four - Discharge

The library is not required to go through the entire disciplinary action process. Discipline may begin at any step, including termination, dependent upon the severity of the incident or infraction. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment or to any particular disciplinary procedure.

The library reserves the right to investigate the infraction for which an employee may face discharge. In this case, the library may place the employee on administrative leave, with or without pay, pending the investigation. The objective of this administrative leave will be to determine if discharge is the proper decision. Following the investigation, if the library decides not to discharge the employee, the employee will be reinstated, with or without back pay, depending on the circumstances.

Any violation of the following may result in the immediate termination of the employee:

- Refusal to obey a direct, reasonable order that pertains to an employee's position as outlined in the position's job description;
- Deliberate destruction of or damage to library property;
- Falsification of any kind or type of library records, including time records, or the completion of time records for another employee;
- Violating the library's Drug and Alcohol Use Policy;
- Theft of library property or the property of a co-worker or patron;
- Unlawful activities on library premises, including gambling, the use of controlled substances, the possession and/or use of weapons, etc.;
- Fraudulent or indecent actions on library premises;
- Failure to return from an absence on the agreed upon date;
- Failure to protect confidential library or patron information;
- Stopping work before the specified end of the work day without the approval of their supervisor;
- Failure to accurately account for time worked and adhere to scheduled hours of work;

- Excessive absences or tardiness;
- Smoking in prohibited places;
- Posting or removing official notices on or from staff bulletin boards without prior approval of Administration;
- Obscene, abusive, inflammatory, or derogatory language, which includes the spreading of rumors and/or malicious gossip;
- Improper usage of any library-owned equipment or computer technology, including Internet, e-mail, or cell phones;
- Fighting or violence in the workplace;
- Threatening and/or coercing co-workers;
- Outside employment that conflicts with library interests or inhibits the employee's ability to function effectively;
- Negligent actions that resulted in injury to co-workers or damage to library property; and/or
- Failure to properly supervise or account for library property under the employee's control.

Other violations not listed here may also result in disciplinary action or immediate termination of an employee. Such violations include, but are not limited to, actions which directly endanger the health and/or safety of any person and which significantly disrupt the orderly performance of work.

The library strives to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial.

All terminations must be authorized by the Library Director.

### **3.42 Anti-Discrimination and Anti-Harassment**

It is the policy of the Downers Grove Public Library to maintain a work environment free from all forms of discrimination and harassment. In keeping with this commitment, the library will not tolerate discrimination against or harassment of employees by anyone, including any supervisor, co-worker, vendor, contractor, Library Trustee, patron, or other member of the public. The library takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

#### **3.42.1 Definition of Discrimination**

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law. In other words, discrimination occurs when an individual is treated differently, unequally, and usually negatively because the individual is a member of a protected group.

#### **3.42.2 Definition of Harassment**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on an actual or perceived characteristic protected by law, such as gender, gender identity, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by law. The library will not tolerate harassing conduct that affects employment conditions or job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

### **3.42.3 Definition of Sexual Harassment**

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature when made to an employee where:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, as defined above, may include, but is not limited to:

- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendos, leers, gestures, teasing, sexually explicit or obscene jokes, or remarks or questions of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Displaying sexually explicit objects, photographs, writings, or drawings;
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body; and/or
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears such conduct.

### **3.42.4 Reporting Harassment**

All individuals are responsible to help ensure that harassment does not occur and is not tolerated. Any employee who believes that they have been subjected to sexual or other types of harassment, or who has witnessed harassment, should immediately submit a complaint to their supervisor, any other manager or supervisor, or the Business Office Manager. In the event the Business Office Manager is the alleged harasser, the complaint may be submitted directly to the Library Director, Assistant Director, or any supervisor. In the event the Library Director is the alleged harasser, the complaint may be submitted to the President of the Board of Library Trustees. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to the Business Office Manager.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Library Director. The Library Director shall, in consultation with legal counsel for the library, ensure that an independent review is conducted with respect to such allegations.

The Business Office Manager shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Library Director or the Library Director's designee, who will review the investigation report and make a final decision. At the Library Director's option, the Library Director's designee may conduct further investigation, if necessary.

#### **3.42.5 Discipline**

If the complaint is found to be valid, appropriate disciplinary action will be taken against the perpetrator. Such disciplinary action could include termination of employment, as listed in Section 3.41 Progressive Discipline and Termination.

#### **3.42.6 Retaliation**

Reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

It is hoped that most harassment complaints and incidents can be resolved within

the library. However, an employee has the right to contact the Illinois Department of Human Rights at 800-662-3942, the Illinois Human Rights Commission at 312-814-6269, or the Equal Employment Opportunity Commission at 800-669-4000 about filing a formal complaint.

The filing of a complaint under the procedures described herein shall not limit, extend, replace, or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

### **3.42.7 False Reporting**

Given the nature of this type of discrimination, the library recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. Employees found to file a knowingly false report will be subject to appropriate disciplinary action. Such disciplinary action could include termination of employment, as listed in Section 3.41 Progressive Discipline and Termination.

## **3.43 Alcohol and Drug-Free Workplace**

Alcohol and drugs in the workplace pose a threat to the health and safety of employees and to the security of equipment and facilities. The library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

### **3.43.1 Prohibited Activity**

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on library premises is prohibited, unless an exception is made by the library. The responsible possession, distribution, or consumption of alcoholic beverages by employees during library-hosted or related events where alcohol is being served is permitted, provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using legal drugs, such as cannabis, must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. Employees may not possess, use, or be under the influence of cannabis while performing their duties, while on library property, or while operating vehicles or machinery for the library.

Employees are responsible for consulting with their doctors about any prescription medication's effect on their ability to work safely and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other



medical reason will be an acceptable excuse for being in violation of this policy. Employees shall not be required to disclose underlying medical conditions unless the request to disclose the underlying medical condition is consistent with applicable law. A violation of legal drug use rules will result in discipline up to and including termination of employment.

“Illegal drugs” are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited on library premises or where the employee is performing library business off library premises. A violation of illegal drug use rules will result in discipline up to and including termination of employment.

#### **3.43.2 Testing for Alcohol and Drugs**

The library will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that they may be using drugs or may be under the influence of drugs or alcohol while working on library premises or while operating a vehicle for the library. “Reasonable suspicion” will be based on objective factors such as the employee’s appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing library business may also be grounds for testing if a member of management has a reasonable belief that drugs and/or alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug and alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs by a reasonable suspicion drug and alcohol test; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy as discussed above, may be terminated. In addition, if an employee fails to report immediately to the testing location upon request, does not comply with any testing procedures including attempting to substitute, dilute, or otherwise change specimens to be tested, and/or fails to provide specimens unless medically incapable, they will be considered as refusing to test and subject to discipline, up to and including termination.

Employees may not return to work until test results are received by the library following a reasonable suspicion drug and alcohol test. Any employee with a negative test result will be paid for scheduled work missed while waiting for test results.

The laboratory conducting the tests shall transmit positive drug tests results to a Medical Review Officer (MRO), who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. A medical cannabis prescription or a claim that cannabis was used “off duty” is not a defense to a reasonable suspicion test. Employees with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee’s own expense. Such requests must be made within three working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.

#### **3.43.3 Notification of Alcohol or Drug Conviction**

Employees must notify the library of any criminal alcohol or drug conviction no later than five days after such conviction. For the purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession, or use of alcohol or any legal or illegal drug. Failure to notify Administration may subject the employee to disciplinary action, up to and including termination of employment.

#### **3.43.4 Employee Assistance**

The library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence where available, referred to treatment providers, or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

#### **3.44 State Officials and Employees Ethics Act**

The Downers Grove Public Library officers and employees are prohibited from offering or accepting gifts and engaging in political activities as prohibited by the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq).

#### **3.45 Bloodborne Pathogens**

The Downers Grove Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens, Hepatitis B (HBV), HIV (human immunodeficiency virus), and other bloodborne pathogens found in human blood and other bodily fluids that cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library’s approach to infection control requires all human blood or bodily fluids to be treated as if known to be infectious for bloodborne

pathogens.

#### **3.45.1 Control Measures**

While normal library operations are not likely to involve circumstances exposing employees or patrons to bloodborne pathogens, there is a possibility of a patron or employee being injured at the library and blood being present. It is recommended that, in the presence of blood, employees provide first aid materials and that the paramedics are called in all but minor injuries involving blood.

All control measures must be taken into account by the library and its employees to eliminate or minimize employee exposure. If at any time blood or other potentially infectious materials are present, employees shall notify the Building Operations Monitor and Manager On Duty. The contaminated area shall be immediately cordoned off. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The area shall remain cordoned off until cleanup and disposal are complete.

The library will provide employees with personal protective equipment (PPE) to use in an incident. Handwashing facilities are available and employees are to wash their hands and any other potentially contaminated skin area with water and soap immediately after an incident. Immediately following an incident involving blood, bodily fluid, or an injured or ill patron or staff member, the assisting staff member must fill out an incident report and give it to Administration where the circumstances of the incident will be reviewed by the Library Director and the report will be kept on file.

#### **3.45.2 Training and Immunizations**

The library shall provide routine training for staff on precautions related to bloodborne pathogen exposure. Any employee who has an occupational exposure to bloodborne pathogens shall be offered, at no charge, the Hepatitis B vaccine series and an HIV test, in accordance with regulations. Following the report of an exposure incident, the library will immediately offer the exposed employee or employees a confidential medical evaluation. If the employee refuses the vaccine or blood test, the employee must sign a waiver stating that they were offered the vaccine and medical evaluation and refused it.

#### **3.45.3 Other Exposures**

Employees may also be exposed to other types of bodily fluids, such as vomit, saliva, and urine while on duty. In the interest of sanitation and good health, employees shall take all necessary precautions when dealing with bodily fluids. Personal protective equipment (PPE), such as gloves, garment protection, and facemasks, shall be provided and used in the cleanup and safe disposal of contaminated waste.

### **3.46 Benefits Disclaimer**

Eligible employees of the library are provided with a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification. A Summary Plan Description (SPD), which explains coverage of many of the benefits in greater detail, is available. The actual plan documents are the final authority in all matters relating to benefits described in this policy or in the SPD and will govern in the event of any conflict.

Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the library and its employees, retirees, or dependents, for benefits or for any other purpose. All employees shall remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

The library reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein.

### **3.47 Insurance Benefits**

Medical, dental, and vision insurance are available to all library employees who work 30 or more hours per week, as well as their spouses and dependent children. The library participates in the Village of Downers Grove group insurance program. Costs of the medical, dental, and vision insurance premiums are shared between the library and the employee. The amount of each party's share depends on the specific insurance plan and coverage level selected by the employee. The Village of Downers Grove group insurance program also includes a life insurance policy.

All coverage and conditions of insurance are determined by the group policy managed by the Village of Downers Grove. Explanation and coordination of benefits is handled by the Business Office Manager.

### **3.48 Flexible Spending Account**

The library participates in a Flexible Spending Account program for employees who work 30 hours or more per week for dependent and medical expenses. This program is managed by the Village of Downers Grove. Annually, each employee must elect to participate and how much, if any, to contribute. Contributions are made through an automatic payroll deduction. Explanation and coordination of benefits is handled by the Business Office Manager.

### **3.49 Illinois Municipal Retirement Fund (IMRF)**

The library participates in the Illinois Municipal Retirement Fund (IMRF), which serves as the library's supplier of tax-deferred pensions, retirement, long-term disability, and

death benefits. Employees hired prior to January 18, 1982 at any IMRF employer and working 600 hours or more per year and employees hired on or after January 19, 1982 working 1,000 hours or more per year are qualified to be members of IMRF and required to contribute at the rate prescribed by law. Employees' required IMRF contributions are automatically deducted from each paycheck and credited to their account with IMRF. The IMRF employer contribution rate is also prescribed by law. Payment of the IMRF employer contribution is made monthly, as required. The Downers Grove Public Library has no administrative or fiduciary responsibility for IMRF.

Additional voluntary retirement options are available.

### **3.50 Workers' Compensation**

All employees are covered by workers' compensation insurance for work-related injuries. Employees must notify their supervisor and Business Office Manager immediately when an injury occurs. The employee is required to obtain clearance to work after an injury occurs. Failure to immediately report an accident may result in disciplinary action, up to and including termination.

### **3.51 Parking Permits**

Downtown Business Employee parking permits are provided for all full-time employees and all part-time employees who work weekday daytime hours. Upon leaving the library's employ, employees are required to return their parking permits to Administration. Employees will be charged for lost parking permits.

### **3.52 Vacation**

Vacation time begins accruing on an employee's first day at the rates set forth below. However, employees may only begin to use their vacation after 60 days of employment. If a part-time employee becomes a full-time employee, the number of consecutive years worked as a part-time employee will be counted towards the years of service used to determine the rate at which the employee will accrue vacation time. For example, if a 10-hour per week part-time employee works for ten years, then moves into a full-time position, vacation accrual will be at the full-time rate at the 10-year level and increase from there. An authorized leave of absence does not qualify as a break in service.

Vacation leave for executive positions (Library Director, Assistant Director) is individually negotiated in conjunction with the setting of the executive's compensation. Managers and full-time employees shall have the following vacation leave schedule:

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 10	four (4)
Over 10 through 20	five (5)
Over 20	six (6)

Part-time employees accrue a prorated amount of vacation time based on the average number of hours worked per week the previous calendar year. In their first calendar year of employment, part-time employees accrue a prorated amount of vacation time based on the average number of hours they are authorized to work that year.

YEARS OF SERVICE	WEEKS OF VACATION WITH PAY
1 through 3	two (2)
Over 3 through 5	three (3)
Over 5	four (4)

Vacation leave may be claimed in 15-minute increments, but vacation leave payments shall not exceed the normal scheduled work day or work week. The equivalent of one week's vacation hours may be carried from one year to the next. All other earned but unused vacation time will be lost at the end of the calendar year.

Leave balances will be settled at the conclusion of each year or upon separation from employment. Upon separation, if the employee has used more of the advanced leave than they were entitled to use, the employee must reimburse the library for this time. If the employee has accrued, unused vacation leave remaining upon separation, the library will pay out the leave hours as detailed in Section 3.18 Payment of Wages.

Holidays falling within a vacation period shall not be charged against an employee's vacation allowance.

When an employee changes status from full-time to part-time or part-time to full-time, the employee may carry over accrued, unused vacation leave. When an employee separates from the library and then returns, previous years of service are not utilized in calculating weeks of vacation with pay.

### **3.52.1 Substitutes and Interns**

Employees in substitute and Intern positions are eligible for paid time off through the Paid Leave for All Workers Act.

Substitute positions are defined as those that do not have a regular schedule or set number of hours worked per week and are designated "Substitute" in their job title.

Intern positions are defined as those participating in a social work internship at the Library, in partnership with Aurora University.

Substitutes and Interns earn one hour of paid time off for every 40 hours worked. Paid time off must be used in minimum one-hour increments. Substitutes and Interns must give seven days notice to their supervisor, either verbally or in writing, to use paid time off.

Accrual of paid time off begins on the first day of work. Paid time off may be carried

over from year to year and unused time will be paid out upon separation from employment.

### **3.53 Personal Time**

Employees with the exception of substitutes and interns are granted three prorated personal days on January 1 of each work year. With the advance permission of the department manager, these hours may be taken any time during the year. Personal hours are lost if not used by the end of the last pay period starting in the last week of the calendar year.

### **3.54 Holidays**

The library is closed and employees, with the exception of substitutes and interns, are paid for the following holidays each year:

- New Year's Day
- Memorial Day (Monday observance)
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve Day
- Christmas Day

Employees, with the exception of substitutes and interns, receive holiday pay for the hours they would have been regularly scheduled to work on the paid holidays listed above.

When a paid holiday falls on a regularly scheduled day off, full-time employees may take an alternative day off, with approval from their immediate supervisor. When a paid holiday falls on a weekend, full-time employees will be granted a paid day off to be arranged with their supervisor that must be used in the current or following pay period.

The library is also closed, but employees are not paid for:

- Easter Sunday
- Sunday before Memorial Day
- After 5:00 p.m. on Thursday and Friday of Rotary Grove Fest
- After 1:00 p.m. on Saturday of Rotary Grove Fest
- Sunday of Rotary Grove Fest
- Sunday before Labor Day
- After 5:00 p.m. on New Year's Eve

Part-time employees may make up or substitute vacation or personal time for regularly scheduled hours lost due to the closings.

### **3.55 Sick Leave**

Sick leave with pay is granted at a rate of 7.5 hours per month for full-time employees up to a maximum of 90 hours per year. Unused sick days are accumulated up to a maximum of 1,800 hours (240 days).

Part-time employees are granted sick leave at the same rate as full-time employees, prorated on the average number of hours worked per week the previous year. For the first year of employment, sick leave is prorated on the number of hours authorized for the position. Unused sick leave is accumulated up to a maximum of 1,800 hours. All new employees may begin using sick leave after 60 days of employment.

Sick leave accrues on a monthly basis. However, for recordkeeping purposes, on January 1 of each year, employees will be granted the amount of sick leave they would earn if they stay employed by the library for the entire upcoming calendar year. Leave balances will be settled at the conclusion of each year or upon separation from employment. Upon separation, if the employee has used more of the advanced leave than they were entitled to use, the employee must reimburse the library for this time.

Sick leave may be used only on those days an employee is scheduled to work. Sick leave may be claimed in 15-minute increments, but sick leave payments shall not exceed the usual number of hours in the employee's scheduled work day or work week. An employee may not be paid for more sick leave than has been earned.

Sick leave shall be granted to an employee only on approval of the supervisor and for the following reasons:

- Illness (including conditions related to pregnancy or childbirth) or injury of the employee;
- Illness or injury of a member of the employee's immediate family who requires the care and attendance of the employee (See Section 3.5 Appointments for definition of immediate family); or
- Medical, dental, or optical examinations for treatment of the employee or a member of the employee's immediate family who requires the care and attendance of the employee.

Appropriate medical documentation of the need for sick leave, or for an employee's fitness to perform their job functions, may be required at any time as determined necessary by the library, and will be required for absence from more than three consecutive shifts.

Unused sick leave is not paid at the time of termination or retirement, but may be used for IMRF service credit as allowed by IMRF and in accordance with the terms and conditions set by IMRF.

### **3.56 Parental Leave**



Parents of newborns, newly adopted children, and children newly placed into foster care placement may be eligible for paid leave of up to eight weeks. For both adopted children and children newly placed into foster care placement, the child(ren) must be age 17 or younger. At the time of this event, the use of parental leave and the accrual of additional parental leave adheres to rules specified below for a twelve-month period. The adoption of a child by a new spouse is excluded from this policy.

Parental leave must be taken within the first twelve months of birth, adoption or foster placement. The amount of paid parental leave does not increase with multiple births, adopted children, or foster children (e.g., the birth of twins or adoption of siblings). An employee will not receive more than eight weeks of paid parental leave in a forward-rolling 12-month period.

For those employees who are eligible for Family Medical Leave Act (FMLA) leave, this paid parental leave will run concurrently with FMLA leave and cannot be used to extend FMLA leave time. FMLA allows employees up to 12 work weeks of unpaid leave annually. The balance of FMLA leave beyond the paid parental leave is unpaid unless the employee chooses to use accrued time (sick/vacation/personal/holiday).

#### **3.56.1 Eligibility**

Full-time and part-time IMRF-qualified employees who have worked for the library for at least 12 consecutive months and worked a minimum of 1,000 hours in the previous 12 months, are eligible for paid parental leave at 100 percent of the employee's current regular rate of pay based on their regularly scheduled weekly hours.

The leave may begin no earlier than the birth or placement of the child(ren) and must end within twelve months immediately following. Unused paid parental leave may not be carried over and will be forfeited at the end of the twelve-month period. There is no payment of unused parental leave upon separation of employment.

When both parents are eligible employees, paid parental leave may be taken concurrently, consecutively, or intermittently within twelve months of the birth or placement of the child(ren). Each eligible parent is entitled to their individual qualifying parental leave benefit.

#### **3.56.2 Benefits**

Health insurance, IMRF contributions, and other benefits will continue during paid leave. The employer and employee must continue to pay their respective portion of insurance premiums.

Paid holidays falling within a parental leave period shall not be charged against

an eligible employee's parental leave benefit if they would have received holiday pay according to their regular schedule.

### **3.56.3 Requesting Parental Leave**

If the need for leave is foreseeable, the employee must submit a written leave request to their manager and the Business Office Manager at least 30 days prior to the start of the leave. This should include an estimated start date, return date, and request for concurrent, consecutive, and intermittent leave usage. This should occur at the same time as the request for FMLA. Where the need for the leave is not foreseeable, the employee must submit a leave request as soon as practicable.

### **3.56.4 Returning to Work**

Employees should confirm with their manager and the Business Office Manager at least three business days in advance of return.

## **3.57 Compassionate Leave**

Compassionate leave will be granted in the case of:

- the death of a member of an employee's immediate family (See Section 3.5 Appointments for definition of immediate family);
- a stillbirth;
- a miscarriage;
- an unsuccessful reproductive procedure;
- a failed adoption match or adoption that is not finalized because it is contested;
- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility.

Five days of paid leave and five days of unpaid leave will be granted. Employees will be paid for hours scheduled during the paid portion of the leave and may use vacation or personal time to receive pay for hours scheduled during the unpaid portion of the leave. In the event of multiple qualifying events in a 12-month period, employees will be eligible for up to six weeks' leave as provided for in the Family Bereavement Leave Act (Public Act 102-1050). Proof of the need for the leave may be required. In special cases where services are postponed or held at a later time, the Library Director may opt to allow the use of compassionate leave to be split up and used as needed to accommodate said arrangements.

Leave for a catastrophic personal emergency involving an employee or a member of their immediate family may also be granted at the discretion of the Library Director. In all such cases, the Library Director is to be notified at the earliest possible opportunity.

### **3.57.1 Child Extended Bereavement Leave**

Full-time employees that have worked at the library for at least two weeks are

able to take unpaid leave from work to grieve the loss of a child who dies by suicide or homicide. Employees are eligible for up to six weeks of unpaid leave as provided for in the Child Extended Bereavement Leave Act. Employees may take leave in one continuous period or intermittently in increments of no less than four hours. Leave must be taken within one year after the employee notifies the employer of the loss. If an employee takes unpaid leave under this Act, they cannot also seek additional unpaid leave under the Illinois Family Bereavement Leave Act relating to the same death.

Employees may be required to provide reasonable advance notice of the intention to take leave and reasonable documentation substantiating the reason for leave. Reasonable documentation would include:

- A death certificate;
- A published obituary; or
- Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

When returning from bereavement leave, employees are entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment.

### **3.58 Jury or Other Civic Duty**

If an employee is required to serve as a juror or under subpoena as a witness in a court proceeding, the library will pay the regular salary or hourly wage of the individual upon documentation of the service provided and surrender of jury pay. During periods of such service, the employee is expected to report for work when not actually engaged in court proceedings, as practicable.

### **3.59 Family or Medical Leave of Absence (FMLA)**

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return, provided that the employee has worked for the library for at least 12 months, worked at least 1,250 hours in the last 12 months, and if at least 50 employees are employed by the library within 75 miles. The “12-month period” is measured as a forward-rolling 12-month period.

#### **3.59.1 Reasons for Leave**

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

- the birth of a child and in order to care for such child;
- the placement of a child with the employee for adoption or foster care;
- to care for a spouse, child, or parent (“covered family member”) with a serious health condition; or

- because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

### **3.59.2 Military Family Leave Entitlement**

If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, child, or parent. Qualifying exigencies may include:

- attending certain military events;
- arranging for alternative childcare;
- addressing certain financial and legal arrangements;
- attending certain counseling sessions;
- addressing issues related to short-notice deployment;
- spending time with a covered family member who is resting and recuperating;
- attending post-deployment briefings; and
- for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes:

- a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, therapy, or is in outpatient status;
- a servicemember on the temporary disability retired list; and
- a covered veteran, meaning one who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and: "(a) was a member of the Armed Forces (including a member of the National Guard or Reserves); (b) was discharged or released under conditions other than dishonorable; and (c) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran."

Employees may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

### **3.59.3 Notice of Leave**

If the FMLA is foreseeable, the employee must give the library at least 30 days notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the library as soon as practicable and, absent unusual circumstances, in accordance with the library's normal leave procedures.

### **3.59.4 Medical Certification – Leave for Employee's Own or a Covered Family Member's Serious Health Condition**

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The library, at its expense, may require an examination by a second health care provider designated by the library, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The library may also require medical recertification periodically during the leave. An employee may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

### **3.59.5 Certification for a Qualifying Exigency**

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The library may also request additional information pertaining to the leave.

### **3.59.6 Certification for Servicemember Family Leave**

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the library may require the

employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the library may also request additional information pertaining to the leave.

### **3.59.7 Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave**

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the library may request additional information pertaining to the leave.

### **3.59.8 Substitution of Paid Leave**

FMLA is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee may be required to exhaust any remaining applicable paid leave time. The exhaustion of this paid leave does not extend the leave period. In addition, if the employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

### **3.59.9 Benefits During Leave**

During an approved FMLA leave, the library will maintain the employee's insurance benefits as if the employee continued to remain actively employed. Sick leave, vacation leave, personal days, and IMRF credits are not earned while an employee is on a leave of absence without pay.

### **3.59.10 Intermittent Leave**

Leave because of a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced-schedule leave, the library may temporarily transfer the employee to an available alternate position that better accommodates the recurring leave and that has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

### **3.59.11 Job Restoration**

If the employee wishes to return to work at the expiration of the leave, the

employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, they may be required to provide medical certification that they are fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

### **3.60 General Leave of Absence**

Employees who do not qualify for leave under the Family Medical Leave Act (FMLA) may request a leave of absence without pay for up to 12 weeks. If an employee requests leave for any medical reason, they may be required to exhaust any remaining applicable paid leave. The exhaustion of this paid leave does not extend the leave period. Employees must be employed for at least six months prior to the requested leave. General Leave of Absence is granted at the discretion of the Library Director.

No guarantee is made that the employee returning from a leave of absence without pay will be returned to active employment.

A doctor's note must be provided during the period of medical leave of absence. Failure to provide certification will result in termination of the leave of absence. An employee returning to work following a medical leave of absence must present a doctor's statement stating they are able to resume activities on a regular basis prior to returning to work.

Sick leave, vacation leave, personal days, and IMRF credit are not earned while an employee is on a leave of absence without pay. While on leave of absence without pay, the employee is responsible for the continuation of insurance and other benefits.

Failure to return from a leave of absence at the time agreed upon will be regarded as a voluntary resignation, unless otherwise agreed to in writing by the Library Director.

### **3.61 Military Leave**

Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation time for the absence. Training leaves will not normally exceed two weeks per year, plus reasonable travel time. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable.

### **3.62 Victims' Economic Security and Safety Act (VESSA)**

Eligible employees may use unpaid Victims' Economic Security and Safety Act (VESSA) leave for up to 12 weeks in a 12-month period for any one or more of the following reasons:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, gender, or any other crime of violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, gender, or any other crime of violence or ensuring economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, gender, or any other crime of violence.

Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim. Leave under this policy shall be coordinated with leave available under the Family Bereavement Leave Act as required by law.

### **3.62.1 Definitions**

"12-Month Period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

"Domestic, Sexual, Gender, or Other Crimes of Violence" means domestic violence, sexual assault, stalking, harassment and obscene communication, armed violence, and other crimes.

"Family or Household Member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by



the employee, and persons jointly residing in the same household.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

### **3.62.2 Coverage and Eligibility**

Both full and part-time employees are eligible to apply for this leave.

### **3.62.3 Intermittent or Reduced Leave**

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

### **3.62.4 Substitution of Paid Leave**

An employee may elect to substitute accrued paid vacation, sick time, personal time, or any other applicable paid time off for any part of victims’ economic security and safety leave. Such substitution will not extend the employee’s total allotment of time off under this policy.

When the employee’s need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), short-term or long-term disability, or Family Bereavement Leave Act, these leaves will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

### **3.62.5 Notice Requirement**

An employee is required to give 48 hours’ notice to the library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

### **3.62.6 Certification**

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The employee, in most cases, must provide the certification within 15 days after it is requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance in addressing domestic or sexual violence and/or its effects;
- A police or court record;

- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or
- Other corroborating evidence

The employee may choose the type of documentation from the above list to submit. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

### **3.62.7 Effect on Benefits**

During an approved VESSA leave, the library will maintain the employee's insurance benefits as if they continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct the employee's portion of the insurance premium as a regular payroll deduction. If the employee's leave is unpaid, they must pay their portion of the premium during the leave. The employee's group insurance coverage may cease if their premium payment is more than 30 days late. If the employee does not return to work at the end of the leave period, they may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during the employee's unpaid leave, unless they cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender, or any other crime of violence or other circumstances beyond their control.

### **3.62.8 Job Protection**

If the employee wishes to return to work at the expiration of their leave, the employee is entitled to return to their same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of their own medical condition, the employee is required to provide medical certification that they are fit to resume work.

Employees failing to provide medical certification that they are fit to return to work will not be permitted to resume work until it is provided.

### **3.62.9 Reasonable Accommodations**

The library supports VESSA and will attempt to provide reasonable accommodations for employees who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement; transfer, reassignment, or modified schedule; leave; a changed telephone number or seating assignment; installation of a lock; implementation of a safety procedure; or assistance in documenting domestic, sexual, gender, or any other

crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, gender, or any other crimes of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, gender, or any other crime of violence or with a family or household member who is a victim of domestic, sexual, gender, or any other crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should an employee wish to request a reasonable accommodation pursuant to this policy, they should contact the Business Office Manager.

### **3.63 Blood and Organ Donation Leave**

Full-time employees who have worked for the library for at least six months and who donate or attempt to donate blood or an organ are eligible for paid blood and organ donation leave.

Eligible employees may take paid leave for up to one hour every 56 days to donate or attempt to donate blood and up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor.

If the need for leave is foreseeable, the employee must submit a written leave request to their manager and the Business Office Manager within a reasonable timeframe. The written request must include the day(s) the employee wishes to use the leave, in addition to proof of an appointment from the blood bank or medical/transplant facility to donate or attempt to donate blood or an organ.

Upon the employee's return from approved leave, the employee must submit a written statement from the blood bank or medical/transplant facility verifying the employee kept the appointment.

### **3.64 Tuition Reimbursement**

The library supports and encourages employee education to enhance job satisfaction and library services. Tuition reimbursement helps employees further their knowledge, skills, and job effectiveness through higher education.

#### **3.64.1 Eligibility**

To be eligible for tuition reimbursement, an employee must:

- be continuously employed with regularly scheduled hours and have worked for the library for at least 12 consecutive months;
- request approval from their manager and the Library Director to have the course considered for tuition reimbursement;
- be enrolled in an approved degree program. Approved degree programs and coursework are defined as: Certificate, Associates,

Bachelors, and Masters degree programs related to the duties of their current position or that may lead to promotion within the library.

Substitutes and Interns are not eligible for tuition reimbursement.

Books, class materials, and travel costs are not eligible for tuition reimbursement.

Each course will be considered independently. Approval of one course does not guarantee approval of additional courses in the same program.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the costs and fees.

### **3.64.2 Reimbursement Requirements**

To receive reimbursement, an employee must:

1. notify the Business Office Manager of their intent to apply for tuition reimbursement before August 1 of the year previous to the reimbursement year to allow for budget consideration;
2. complete the Tuition Reimbursement form after registering for class or classes, and submit it to the Business Office Manager. The Business Office Manager will notify the employee if the request has been approved and provide information regarding reimbursement procedures. If the request has been denied, the Business Office Manager will provide the reason;
3. earn a grade of A, B or pass (for pass/fail classes only); and.
4. submit grade(s) and paid tuition receipt within 45 days of receiving grade(s).

### **3.64.3 Reimbursement Amount**

Upon presentation of evidence of completion of an approved course, tuition reimbursement will be authorized as follows:

- fifty percent (50%) of class cost for an A or B grade or "Pass" for a pass/fail class;
- twenty-five percent (25%) of class cost for a C grade; or
- no reimbursement for a D or "Fail" grade.

### **3.64.4 Availability of Funds**

The Board of Library Trustees determines the total amount, if any, available for tuition reimbursement each year in the budget process. The library reserves the right to reject requests for any reason, including, without limitation, budgetary constraints.

The maximum tuition reimbursement, per employee per calendar year, is \$5,000. The maximum lifetime benefit for tuition reimbursement per employee is \$10,000.

#### **3.64.5 Additional Requirements**

All class meetings and preparation will be undertaken on the employee's own time. The schedule must consider departmental needs and be approved by the department manager.

No promotion or increase in salary is guaranteed to an employee who undertakes such study.

Tax consequences (if any) as a result of reimbursement under this benefit are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

Employees who voluntarily separate from the library prior to the completion of a class will not be eligible for reimbursement.

Employees who receive a tuition reimbursement shall be committed to work one year after the reimbursement is paid. Employees who separate from the library within one year of receipt of a tuition reimbursement will pay back a prorated amount of the reimbursement. The Library Director may waive this requirement, in whole or in part, for extenuating circumstances.

#### **3.65 Resignations and Terminations**

All resignations are to be submitted in writing stating the date of resignation. Employees are requested to give at least two weeks' notice of resignation or equivalent to the employee's annual vacation leave, whichever is greater.

Upon resignation, the employee will be paid for accrued, unused vacation leave. Accumulated sick and personal days will not be paid upon resignation. Any employee who resigns and later returns to the employ of the library shall be considered a newly hired employee for all purposes.

Every library employee has the status of "employee-at-will," meaning that no one has a contractual right, expressed or implied, to remain in the library's employ. The library may terminate an employee's employment or an employee may terminate their employment, with or without cause and with or without notice, at any time for any

reason. No supervisor or other representative of the library (except the Board of Library Trustees, in writing) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above. Terminated employees shall be paid for accrued, unused vacation leave.

The employee leaving the library is requested to return building and office keys, credit card, parking permit, and any other library property or equipment before leaving.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### **3.66 Continuation of Benefits**

The Comprehensive Omnibus Budget Reconciliation Act (COBRA) offers employees and eligible dependents the opportunity for temporary extension of medical and life coverage in certain instances where coverage under the library's plan would otherwise end. In compliance with the Municipal Employees Continuance Privilege law, 215 ILCS 5/367j, the library offers the continuation of its group medical coverage to:

- any employee who retires from employment and is 55 years of age or older and has sufficient years of service credit with IMRF or a reciprocating entity necessary to qualify for retirement; and
- to employees on the first day of a disability period as long as the employee is removed from the library's payroll.

Conditions for continuation of coverage and the length of coverage are determined by the group policy managed by the Village of Downers Grove.

### **3.67 Retirement**

Retirement is defined as leaving the employment of the library and receiving a pension under the provisions of the Illinois Municipal Retirement Fund (IMRF). Employees retiring from the library who are eligible for an IMRF pension may convert unused sick days up to 240 days for additional IMRF service credit. Continuation of medical, dental, and vision insurance may be available to qualifying retirees under the Village of Downers Grove group insurance program.

# 2023 Library Survey

A survey of compensation and benefits especially for libraries.



# 2023 Library Survey

Published Date: June, 2023  
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## Confidential Survey Report

This survey is provided with the understanding that the information will:

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Please consider **participating** in, and/or **purchasing** our other survey offerings. See the next page for more details.



# 2023 Survey Calendar

SURVEY	OPENS	CLOSES	RESULTS	MEMBER COST		NON-MEMBER COST	
				PARTICIPANT	NON-PARTICIPANT	PARTICIPANT	NON-PARTICIPANT
2023 Illinois Non-Profit Survey	08/23/22	10/07/22	January '23	FREE	\$400	FREE	\$800
2023 Park and Recreation Compensation Survey	08/23/22	10/07/22	January '23	FREE	\$400	FREE	\$800
2023 National Benefits Survey	09/13/22	10/21/22	February '23	FREE	\$500	\$500	\$1000
2022 Turnover Survey	12/20/22	01/20/23	February '23	FREE	FREE	N/A	N/A
2023 National Executive Compensation Survey	01/03/23	02/10/23	June '23	FREE	\$700	\$700	\$1400
2023 Illinois Executive Compensation Survey	compiled	compiled	June '23	FREE	\$500	\$500	\$1000
2023 Metro Chicago Compensation Survey	03/07/23	04/21/23	June '23	FREE	\$800	\$800	\$1600
2023 Library Survey	03/07/23	04/21/23	June '23	FREE	\$400	FREE	\$800
2023 Public Library Supplemental Report	03/07/23	04/21/23	July '23	\$150	\$400	\$150	\$700
2023 National IT & Engineering Compensation Survey	05/09/23	06/09/23	September '23	FREE	\$500	\$500	\$1000
2023 National Sales Compensation Survey	07/11/23	08/11/23	November '23	FREE	\$500	\$500	\$1000
2023 Pay Projection Survey (formerly Salary Budget Survey)	07/25/23	08/25/23	September '23	FREE	FREE	N/A	N/A
2023 Health Care Practices Survey	08/08/23	09/08/23	October '23	FREE	\$300	\$300	\$600
2024 Illinois Non-Profit Survey	08/22/23	10/06/23	January '24	FREE	\$400	FREE	\$800
2024 Park and Recreation Compensation Survey	08/22/23	10/06/23	January '24	FREE	\$400	FREE	\$800
2024 National Business Trends Survey	09/05/23	10/06/23	November '23	FREE	FREE	N/A	N/A
2024 National Policies & Practices Survey	09/12/23	10/20/23	February '24	FREE	\$500	\$500	\$1000
23/24 National Wage and Salary Survey *	compiled	compiled	December '23	\$50*	\$500	\$500*	\$1000
2023 Turnover Survey	12/19/23	01/19/24	February '24	FREE	FREE	N/A	N/A

# 2023 LIBRARY SURVEY

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## 2023 LIBRARY SURVEY INTRODUCTION

The *2023 Library Survey* report has been compiled using data provided by 133 participating libraries who contributed data for 5,830 employees. This survey reports data for 63 unique library positions. We wish to thank the participating libraries who took the time to provide us with data.

The summaries and statistics contained within this report are effective as of March 1, 2023. Invitations to participate were sent out via email on March 7, 2023, to libraries in Illinois. Participants had the opportunity to participate online or via paper questionnaire by the extended deadline of April 28, 2023. Participants were specifically instructed to submit data from the pay period closest to March 1, 2023.

Rates used in our calculations are straight time pay and do not include overtime, shift differentials or any other incentives or variable pay components. All jobs are reported with hourly rates except for job 01- Library Director. That job is reported with annual rates that have been standardized to reflect a 40-hour workweek.

Please feel free to contact the Survey Department with any questions by emailing us at [surveys@hrsourc.org](mailto:surveys@hrsourc.org) or contact:

- ❖ Monica Sorenson, PHR, SHRM-CP  
[msorenson@hrsourc.org](mailto:msorenson@hrsourc.org), (630) 963-7600 ext. 265
- ❖ Kevin MacTaggart, PHR  
[kmactaggart@hrsourc.org](mailto:kmactaggart@hrsourc.org), (630) 963-7600 ext. 251

# 2023 LIBRARY SURVEY PARTICIPANT LIST

Addison Public Library	Highwood Public Library	Poplar Creek Public Library District
Algonquin Area Public Library	Hillside Public Library	Prairie Trails Public Library District
Antioch Public Library District	Hinckley Public Library District	Prospect Heights Public Library
Arlington Heights Memorial Library	Hinsdale Public Library	River Forest Public Library
Aurora Public Library - Santori	Hudson Area Public Library District	Rolling Meadows Library
Barrington Area Library	Huntley Area Public Library District	Roselle Public Library District
Bartlett Public Library District	Indian Prairie Public Library District	Round Lake Area Public Library
Batavia Public Library	Indian Trails Library District	Schaumburg Township District Library
Bensenville Community Public Library District	Itasca Community Library	Schiller Park Public Library
Bloomington Public Library	Jacksonville Public Library	Somonauk Public Library District
Bloomington Public Library	Johnsburg Public Library District	St. Charles Public Library
Blue Island Public Library	La Grange Park Public Library District	Sugar Grove Public Library District
Bourbonnais Public Library District	La Grange Public Library	Sycamore Public Library
Bridgeview Public Library	Lake Villa District Library	Talcott Free Library District
Cary Area Public Library District	Lawrence Public Library District	The Morton Arboretum
Chicago Ridge Public Library	Lillie M. Evans Library District	Three Rivers Public Library District
Cook Memorial Public Library District	Limestone Township Library	Tinley Park Public Library
Crystal Lake Public Library	Linda Sokol Francis Brookfield Library	Tolono Public Library District
Danville Public Library	Lisle Library District	Towanda District Library
Decatur Public Library	Manhattan-Elwood Public Library District	Urbana Free Public Library
Deerfield Public Library	Manteno Public Library District	Vernon Area Public Library District
DeKalb Public Library	Maple Park Public Library District	Vespasian Warner Public Library District
Des Plaines Public Library	Marengo-Union Library District	Warren-Newport Public Library District
Downers Grove Public Library	Mascoutah Public Library	Warrenville Public Library District
Dunlap Public Library District	Maywood Public Library District	Washington District Library
East Moline Public Library	McHenry Public Library District	Waubensee Community College
Effingham Public Library	Midlothian Public Library	Wauconda Area Public Library
Eisenhower Public Library District	Mississippi Valley Library District	West Chicago Public Library District
Ela Area Public Library District	Morton Grove Public Library	Westmont Public Library
Elk Grove Village Public Library	Morton Public Library District	Wheaton Public Library
Elmhurst Public Library	Mount Prospect Public Library	White Oak Library District
Evergreen Park Public Library	Naperville Public Library	Wilmette Public Library District
Forest Park Public Library	New Lenox Public Library District	Winfield Public Library
Fountaindale Public Library	Newberry Library	Winnetka-Northfield Public Library District
Fox River Valley Public Library District	Niles-Maine District Library	Woodridge Public Library
Frankfort Public Library District	Nippersink Public Library District	
Fremont Public Library District	North Riverside Public Library	
Gail Borden Public Library District	North Suburban Library District	
Geneva Public Library District	Northbrook Public Library	
Glen Carbon Centennial Library District	Oak Park Public Library	
Glen Ellyn Public Library	Orland Park Public Library	
Glencoe Public Library	Oswego Public Library District	
Glenview Public Library	Palatine Public Library District	
Grayslake Area Public Library District	Palos Heights Public Library	
Green Hills Public Library District	Park Forest Public Library	
Helen Plum Library	Park Ridge Public Library	
Henderson County Public Library District	Peoria Public Library	
Heyworth Public Library	Peotone Public Library District	
Highland Park Public Library	Plainfield Public Library District	

# 2023 LIBRARY SURVEY DEMOGRAPHICS

Data is shown for **63** out of a possible **64** jobs.

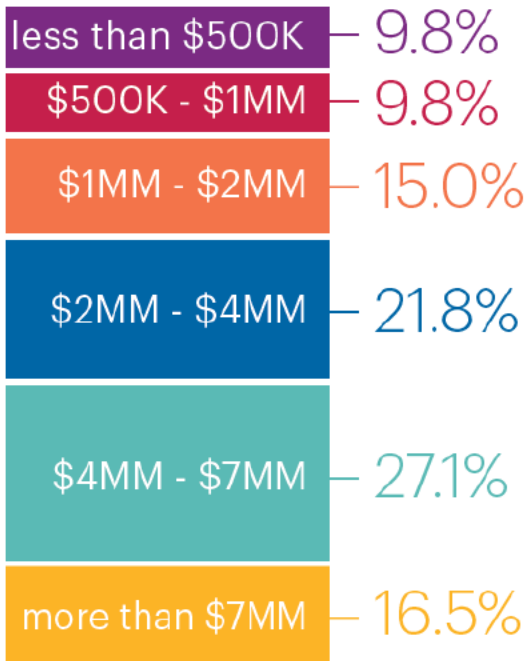
Total Employment = **6,758**

Data effective date = **March 1, 2023**

 **133**  
total participants

## OPERATING BUDGET

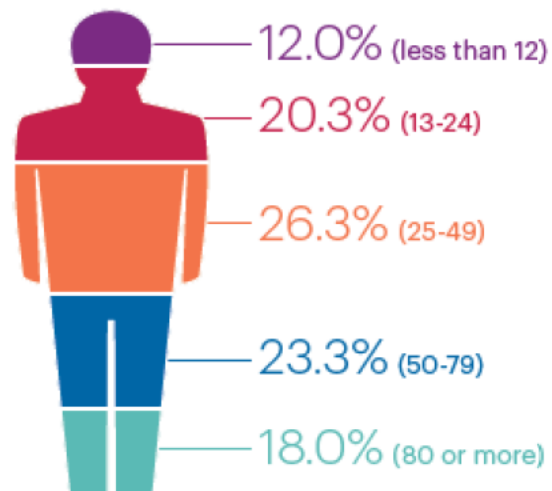
Budget	Count
Less than \$499,999	13
\$500,000 to \$999,999	13
\$1,000,000 to \$1,999,999	20
\$2,000,000 to \$3,999,999	29
\$4,000,000 to \$6,999,999	36
\$7,000,000 or more	22



## EMPLOYMENT SIZE

	Full-Time Employees	Part-Time Employees
Total Number of Employees	3,254	3,504

Employment Size	Count
Less than 12	16
13 to 24	27
25 to 49	35
50 to 79	31
80 or more	24

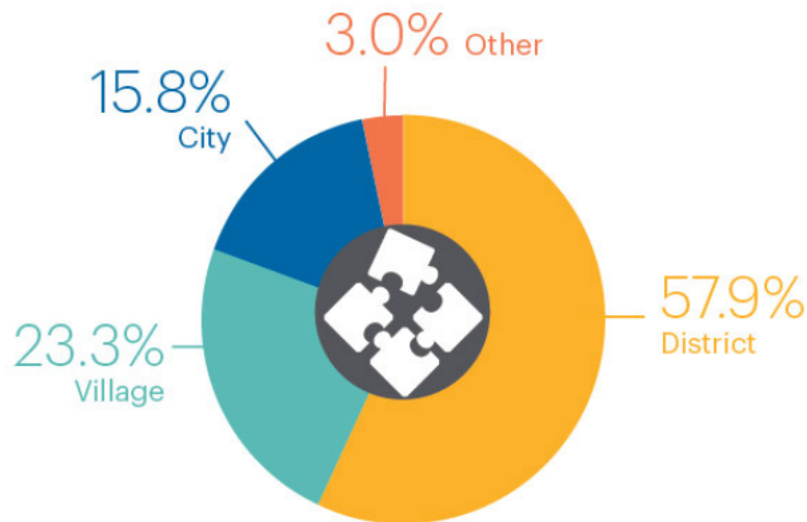


## POPULATION SERVED

Population Served	Count
Less than 7,499	11
7,500 to 14,999	24
15,000 to 29,999	38
30,000 to 49,999	29
50,000 or more	31

## 2023 LIBRARY SURVEY DEMOGRAPHICS

### LIBRARY TYPE



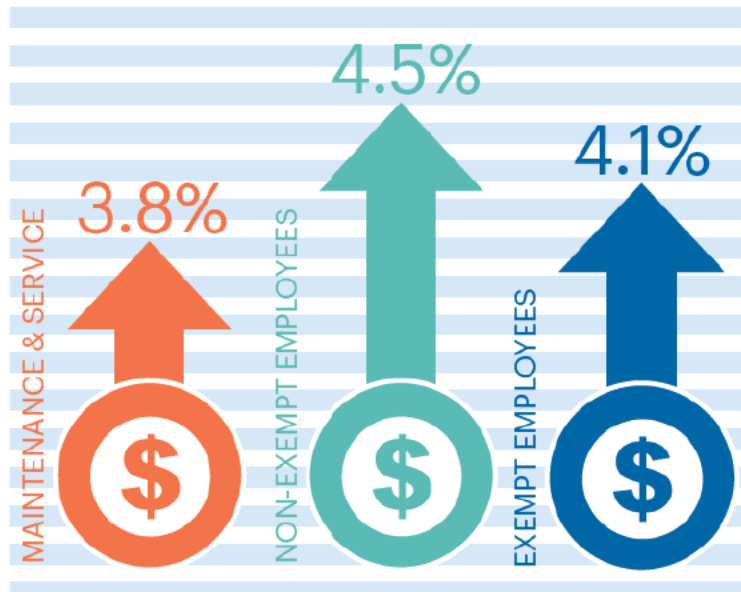
Library Type	Count
District	77
Village	31
City	21
Other	4

### STANDARD WORKWEEK

Standard Workweek	Count
40 hours	42
37.5 hours	78
35 hours	6
Other	7

# 2023 LIBRARY SURVEY DEMOGRAPHICS

## PAY INCREASE PROJECTIONS



2023 Projected Increases (With Zeros)	Count	%
Maintenance and Service	108	3.8%
Non-Exempt	123	4.5%
Exempt	121	4.1%

2023 Projected Increases (Without Zeros)	Count	%
Maintenance and Service	98	4.2%
Non-Exempt	123	4.5%
Exempt	119	4.2%

Types of Increases	Merit	Across-the-Board	Cost-of-Living (COLA)
Maintenance and Service	58	42	34
Non-Exempt	69	57	45
Exempt	70	49	44



## 2023 LIBRARY SURVEY USING THE REPORT

**THE SURVEY AS A GUIDE** - The survey statistics presented in this report are based on the data provided by participating libraries. The goal of this report is to provide you with valid and reliable data to make informed decisions on pay and benefits.

Surveys are a valuable tool when analyzing how your library's pay and benefit programs relate to other libraries with similar demographic characteristics. However, survey users should not use this data as absolute standards. Please exercise care when utilizing survey data. Specific results should be examined in the context of overall survey findings and the general economic situation prevailing at the time the data was gathered.

**DEFINITIONS AND INTERPRETATION** - All jobs are reported with hourly rates ***except job 01 - Director. That job is reported with annual rates that have been standardized to reflect a 40-hour workweek.*** Breakouts categories for budget, population served and employment size are included to provide more specific comparisons to libraries that more closely match your own.

Salary data for each job are shown in a simple, easy-to-read format reporting the following statistical information. Statistics are displayed only for those positions with **FIVE or more** contributing libraries.

**AVERAGE:** The average rate weighted by the number of employees. It is the sum of all rates for all employees reported, divided by the number of rates reported.

**MEDIAN:** The middle value of the distribution of rates for each job. When the values or rates are arranged in order from lowest to highest, the median divides this distribution so that an equal number of rates are on either side of it. It is not affected by extremely high or extremely low values as is the mean.

**PERCENTILES:**

**25% - 75%:** The range enclosing the middle one-half of the rates in the distribution. We designate the lowest rate in the second quarter or quartile and the highest rate in the third quartile as the boundaries of this mid-range.

**10% - 90%:** The range enclosing the middle four-fifths of the rates in the distribution. It is designated by the rate at the tenth percentile and at the ninetieth percentile. *At least 10 libraries are needed to show these statistics.*

**INSUFFICIENT DATA:** Salary statistics are displayed only for those positions with FIVE or more contributing libraries. This is used as a safeguard to preserve confidentiality of salary data. Therefore, if a position or breakout category is not listed in the job summary, it is because there was not enough data received to be able to report it.

# JOB DATA

# 2023 LIBRARY SURVEY

## 01 LIBRARY DIRECTOR

## ADMINISTRATIVE / BUSINESS OFFICE

Serves as the top paid administrative and executive officer of the library. Responsible for overall administration and operation of departmental and branch activities. Reports to governing body such as board of directors or board of trustees.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	128	128	\$115,613	\$118,678	\$87,375	\$140,096	\$65,171	\$163,841
<b><u>Budget Category</u></b>								
Less than \$499,999	11	11	\$54,153	\$54,683	\$44,000	\$62,670	\$38,000	\$65,171
\$500,000 to \$999,999	13	13	\$78,138	\$80,711	\$66,578	\$86,320	\$60,000	\$88,784
\$1,000,000 to \$1,999,999	20	20	\$87,901	\$87,721	\$78,044	\$97,982	\$70,015	\$109,360
\$2,000,000 to \$3,999,999	28	28	\$117,981	\$117,505	\$104,578	\$129,990	\$96,000	\$141,489
\$4,000,000 to \$6,999,999	35	35	\$139,921	\$138,250	\$128,924	\$148,267	\$120,000	\$165,490
\$7,000,000 or more	21	21	\$153,726	\$154,449	\$133,333	\$170,296	\$131,225	\$173,239
<b><u>Population Category</u></b>								
Less than 7,499	11	11	\$61,064	\$54,683	\$44,000	\$72,095	\$38,000	\$85,171
7,500 to 14,999	24	24	\$88,688	\$84,500	\$69,042	\$103,787	\$62,670	\$112,310
15,000 to 29,999	37	37	\$111,305	\$112,443	\$88,192	\$131,318	\$80,711	\$148,267
30,000 to 49,999	29	29	\$134,174	\$133,333	\$125,208	\$144,227	\$104,449	\$170,573
50,000 or more	27	27	\$147,735	\$144,663	\$133,333	\$163,841	\$114,394	\$173,239
<b><u>Employment Size Category</u></b>								
Less than 12	14	14	\$58,090	\$57,361	\$53,333	\$65,171	\$38,000	\$74,000
13 to 24	27	27	\$84,919	\$84,000	\$71,070	\$96,000	\$66,578	\$109,000
25 to 49	34	34	\$116,414	\$115,864	\$97,075	\$131,318	\$88,368	\$141,489
50 to 79	30	30	\$137,168	\$134,674	\$128,202	\$144,227	\$116,232	\$162,846
80 or more	23	23	\$157,359	\$156,800	\$140,691	\$170,296	\$133,333	\$173,239

# 2023 LIBRARY SURVEY

## 02 ASSISTANT DIRECTOR

## ADMINISTRATIVE / BUSINESS OFFICE

Serves on a full-time basis as the number two person on the library staff. Functions as the assistant to the Library Director and acts for the Director in their absence. May be assigned specific administrative or program responsibilities as well as general responsibilities to assist the Director in overall administration and operation of library activities. (This position description covers the deputy executive officer, and not the administrative assistant to the Director.)

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	61	64	\$46.56	\$47.87	\$39.10	\$54.31	\$30.34	\$58.80
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	8	8	\$33.05	\$31.06	\$29.55	\$37.93	***	***
\$2,000,000 to \$3,999,999	13	13	\$39.31	\$38.97	\$36.62	\$41.14	\$35.39	\$47.70
\$4,000,000 to \$6,999,999	21	23	\$50.58	\$50.52	\$46.81	\$53.62	\$43.27	\$57.27
\$7,000,000 or more	17	18	\$55.17	\$55.23	\$51.89	\$60.50	\$39.90	\$68.18
<b><u>Population Category</u></b>								
7,500 to 14,999	5	5	\$34.25	\$35.11	\$30.00	\$38.97	***	***
15,000 to 29,999	14	14	\$40.52	\$38.85	\$35.39	\$47.70	\$30.34	\$52.19
30,000 to 49,999	19	20	\$47.59	\$50.12	\$42.21	\$54.42	\$32.50	\$57.25
50,000 or more	21	23	\$53.42	\$53.87	\$48.54	\$57.27	\$42.56	\$61.43
<b><u>Employment Size Category</u></b>								
13 to 24	6	6	\$30.76	\$29.55	\$27.81	\$30.34	***	***
25 to 49	14	14	\$38.56	\$37.65	\$35.39	\$40.46	\$31.77	\$48.04
50 to 79	19	21	\$49.45	\$50.16	\$46.81	\$52.19	\$43.27	\$55.49
80 or more	20	21	\$55.06	\$55.24	\$51.89	\$58.95	\$43.80	\$61.43

## 2023 LIBRARY SURVEY

### 03 BRANCH HEAD

### ADMINISTRATIVE / BUSINESS OFFICE

Plans, manages and coordinates all programs and activities of a library branch facility. Develops and implements improved procedures to enhance efficiency and public services. Serves as a liaison between the library and external agencies and community groups. Manage all staff assigned to the branch.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	14	23	\$37.18	\$36.63	\$32.43	\$42.17	\$30.45	\$43.63
<b><u>Budget Category</u></b>								
\$7,000,000 or more	8	15	\$37.11	\$40.00	\$32.40	\$42.17	***	***
<b><u>Population Category</u></b>								
50,000 or more	12	21	\$37.37	\$39.27	\$32.43	\$42.17	\$30.45	\$43.63
<b><u>Employment Size Category</u></b>								
80 or more	9	18	\$36.81	\$37.95	\$32.40	\$42.00	***	***

## 2023 LIBRARY SURVEY

### 20 HUMAN RESOURCES MANAGER

### ADMINISTRATIVE / BUSINESS OFFICE

General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigate, advise, and prepare policies affecting personnel, and consult and advise on interpretation and administration. Conduct union contract negotiations as required. Advise management on interpretation of policy. Perform normal supervisory functions in a department with seldom over 2 persons.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	29	29	\$40.16	\$41.03	\$35.40	\$44.81	\$30.56	\$48.45
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	9	9	\$36.09	\$35.40	\$30.86	\$37.78	***	***
\$7,000,000 or more	16	16	\$43.63	\$43.64	\$40.26	\$47.13	\$36.75	\$52.19
<b><u>Population Category</u></b>								
30,000 to 49,999	8	8	\$38.50	\$37.02	\$35.13	\$42.96	***	***
50,000 or more	17	17	\$41.60	\$42.61	\$36.78	\$44.81	\$30.86	\$52.19
<b><u>Employment Size Category</u></b>								
25 to 49	5	5	\$35.44	\$35.40	\$33.34	\$38.33	***	***
50 to 79	6	6	\$35.05	\$33.29	\$30.56	\$39.49	***	***
80 or more	18	18	\$43.18	\$43.64	\$37.78	\$47.06	\$34.86	\$52.19

## 2023 LIBRARY SURVEY

### 69 HUMAN RESOURCES GENERALIST

### ADMINISTRATIVE / BUSINESS OFFICE

Human resource professional responsible for a variety of HR activities. Duties include screening resumes/applications, interviewing applicants, counseling employees on HR policies, receiving and acting on employee complaints or grievances, ensuring compliance with labor laws and best practices, recommending and coordinating employee training activities, and administering compensation, benefits, and performance management programs.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	12	12	\$29.93	\$31.13	\$28.13	\$34.89	\$21.00	\$35.50
<b><u>Budget Category</u></b>								
\$7,000,000 or more	6	6	\$31.00	\$30.94	\$28.69	\$32.39	***	***
<b><u>Population Category</u></b>								
50,000 or more	6	6	\$28.96	\$29.17	\$27.56	\$32.39	***	***
<b><u>Employment Size Category</u></b>								
80 or more	7	7	\$29.57	\$29.64	\$27.56	\$32.39	***	***

## 2023 LIBRARY SURVEY

### 21 HUMAN RESOURCES ASSISTANT

### ADMINISTRATIVE / BUSINESS OFFICE

Organize and maintain records, and file government reports as scheduled. Maintain employment statistical data and prepare related reports. Assist in employment activities involving interviewing, verifying qualifications, and checking references. Assist in administering employee benefit programs. Respond to employee inquiries on matters related to company programs and activities.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	8	9	\$24.11	\$24.54	\$21.20	\$25.94	***	***
<b><u>Budget Category</u></b>								
\$7,000,000 or more	7	8	\$23.44	\$23.77	\$21.20	\$25.47	***	***
<b><u>Population Category</u></b>								
50,000 or more	7	8	\$23.44	\$23.77	\$21.20	\$25.47	***	***
<b><u>Employment Size Category</u></b>								
80 or more	7	8	\$23.44	\$23.77	\$21.20	\$25.47	***	***



## 2023 LIBRARY SURVEY

### 30 ADMINISTRATIVE SERVICES OFFICE MANAGER

### ADMINISTRATIVE / BUSINESS OFFICE

Responsible for managing office services, which may include copy services, word processing, mail and distribution services, records retention, office reception, janitorial services, utility services and communication systems, such as telephones. *Other Titles: Administrative Services Manager, Administrator, Front Office Supervisor, Site Manager.*

		BASE PAY					
		Average	Median	Percentiles			
# of Lib	# of Emps			25th	75th	10th	90th
All Libraries Combined	7	\$26.15	\$25.00	\$18.26	\$32.69	***	***

## 2023 LIBRARY SURVEY

### 66 FINANCE DIRECTOR

### ADMINISTRATIVE / BUSINESS OFFICE

As part of the management team, responsible for the planning, organization, supervision, development, and management of the financial operations of the library. Leads all budgeting activities, serves as a liaison to the investment company, and participates in short- and long-term financial planning. Oversees department staff. Prepares financial components of the board report and presents at board meetings.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
<b>All Libraries Combined</b>	22	22	\$46.65	\$44.74	\$39.88	\$53.35	\$35.86	\$60.98
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	8	8	\$43.40	\$42.87	\$35.27	\$51.58	***	***
\$7,000,000 or more	14	14	\$48.51	\$47.49	\$40.11	\$53.35	\$39.49	\$61.32
<b><u>Population Category</u></b>								
50,000 or more	15	15	\$46.54	\$43.36	\$39.88	\$53.35	\$34.67	\$60.98
<b><u>Employment Size Category</u></b>								
50 to 79	8	8	\$42.26	\$40.93	\$35.27	\$48.95	***	***
80 or more	14	14	\$49.17	\$48.73	\$42.67	\$53.35	\$39.88	\$61.32

## 2023 LIBRARY SURVEY

### 23 BUSINESS MANAGER

### ADMINISTRATIVE / BUSINESS OFFICE

Perform work that supports the general ledger, accounts payable, accounts receivable, and financial reporting for the library. Processes employee payroll and supports other business office activities including maintenance of policy and procedure documents. Furthermore, assist in onboarding, benefits enrollment, personnel file maintenance and other human resources support functions. May also respond to Freedom of Information Act (FOIA) requests.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	<u>Lib</u>	<u>Emps</u>			<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	63	63	\$33.48	\$32.86	\$28.54	\$38.97	\$25.36	\$42.05
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	11	11	\$29.62	\$28.89	\$25.36	\$34.76	\$24.71	\$35.00
\$2,000,000 to \$3,999,999	21	21	\$31.57	\$30.23	\$29.00	\$33.67	\$27.77	\$35.57
\$4,000,000 to \$6,999,999	22	22	\$36.09	\$34.91	\$31.89	\$40.36	\$26.50	\$42.18
\$7,000,000 or more	9	9	\$36.22	\$39.41	\$30.77	\$40.00	***	***
<b><u>Population Category</u></b>								
7,500 to 14,999	8	8	\$31.70	\$31.99	\$29.35	\$34.64	***	***
15,000 to 29,999	22	22	\$31.70	\$30.65	\$26.23	\$33.67	\$24.64	\$42.03
30,000 to 49,999	17	17	\$35.34	\$35.02	\$28.54	\$40.00	\$26.50	\$48.71
50,000 or more	15	15	\$34.81	\$33.88	\$30.77	\$39.90	\$25.21	\$45.72
<b><u>Employment Size Category</u></b>								
13 to 24	8	8	\$31.44	\$30.72	\$27.47	\$34.88	***	***
25 to 49	23	23	\$30.95	\$30.23	\$26.23	\$34.52	\$24.64	\$35.57
50 to 79	20	20	\$36.13	\$34.28	\$29.68	\$41.20	\$28.16	\$45.45
80 or more	12	12	\$35.24	\$35.85	\$28.21	\$39.98	\$25.21	\$45.72

## 2023 LIBRARY SURVEY

### 25 BOOKKEEPER (ACCOUNTING CLERK)

### ADMINISTRATIVE / BUSINESS OFFICE

Perform diversified duties in maintaining accounting records. Verify credits and deductions. Check allocation of charges on bills payable. Maintain and balance petty cash account. Pay minor expenses, prepare daily cash balance figures, and weekly transaction report. Check employee expense accounts. Prepare monthly receipts and disbursement summaries, take trial balances, locate discrepancies, and reconcile bank statements. Compile special reports. Analyze facts to determine action to be taken, within the limits of standard practice.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	38	41	\$24.42	\$24.34	\$20.79	\$27.70	\$16.87	\$31.00
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	16	17	\$24.67	\$24.38	\$22.85	\$27.33	\$18.00	\$30.08
\$7,000,000 or more	9	10	\$29.02	\$28.00	\$25.23	\$32.38	***	***
<b><u>Population Category</u></b>								
15,000 to 29,999	6	6	\$24.70	\$24.43	\$20.79	\$30.08	***	***
30,000 to 49,999	11	13	\$24.03	\$24.34	\$22.85	\$25.09	\$19.96	\$27.70
50,000 or more	14	15	\$27.16	\$26.34	\$23.22	\$28.54	\$20.60	\$36.12
<b><u>Employment Size Category</u></b>								
13 to 24	6	6	\$20.44	\$18.75	\$16.87	\$24.13	***	***
50 to 79	16	17	\$24.46	\$24.38	\$21.00	\$27.33	\$18.00	\$30.08
80 or more	9	10	\$29.02	\$28.00	\$25.23	\$32.38	***	***

## 2023 LIBRARY SURVEY

### 27 PAYROLL ADMINISTRATOR

### ADMINISTRATIVE / BUSINESS OFFICE

Make a variety of computations on employee overtime, shift premium, and various payroll deductions, following standard procedures, to prepare payroll. Summarize and reconcile payroll sheets. Investigate and resolve payroll problems, respond to employee requests. Maintain and update data base records. Generate federal and state tax documents. Prepare special payroll analysis reports. Usually assist or instruct lower level clerical workers.

		BASE PAY						
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	5	5	\$32.72	\$33.67	\$27.83	\$36.12	***	***

## 2023 LIBRARY SURVEY

### 18 ADMINISTRATIVE ASSISTANT, EXECUTIVE

### ADMINISTRATIVE / BUSINESS OFFICE

Perform administrative duties for key library executives and/or library director, where duties require extensive knowledge of library policies and procedures. Prepare a wide variety of correspondence. Compose correspondence from notes, discussions, or independently from knowledge of circumstances and policy. Organize and maintain files and records. Arrange and schedule interviews, meetings, and appointments. Record and transcribe minutes of meetings. Take, screen, and place telephone calls. Compile and prepare special reports and analyses, selecting appropriate data from various sources. Analyze reports or correspondence as assigned.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	23	24	\$26.75	\$26.58	\$24.13	\$29.46	\$21.18	\$33.39
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	10	10	\$27.18	\$27.52	\$24.25	\$30.00	\$22.12	\$31.70
\$7,000,000 or more	10	11	\$27.72	\$26.49	\$24.26	\$32.96	\$24.00	\$35.77
<b><u>Population Category</u></b>								
30,000 to 49,999	7	7	\$27.17	\$27.50	\$22.71	\$30.00	***	***
50,000 or more	13	14	\$27.61	\$26.24	\$24.26	\$30.00	\$24.00	\$35.77
<b><u>Employment Size Category</u></b>								
50 to 79	8	8	\$27.89	\$28.64	\$25.46	\$30.00	***	***
80 or more	11	12	\$27.30	\$26.00	\$24.13	\$30.81	\$22.71	\$35.77

## 2023 LIBRARY SURVEY

### 19 ADMINISTRATIVE ASSISTANT

### ADMINISTRATIVE / BUSINESS OFFICE

Perform administrative duties for a department head of the library, where duties are considered more routine in nature and require the use of some judgment. Compose correspondence from written materials. Maintain files and department records. Arrange and schedule meetings and appointments. Take, screen, and place telephone calls. Compile standard reports with data that is provided.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	35	43	\$22.32	\$21.96	\$19.45	\$24.35	\$17.81	\$29.62
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	9	9	\$21.39	\$20.75	\$18.40	\$22.65	***	***
\$4,000,000 to \$6,999,999	16	17	\$22.77	\$22.25	\$19.68	\$25.00	\$18.38	\$29.62
\$7,000,000 or more	8	15	\$23.13	\$21.99	\$20.75	\$24.35	***	***
<b><u>Population Category</u></b>								
15,000 to 29,999	12	12	\$22.23	\$21.70	\$18.10	\$25.78	\$17.21	\$28.99
30,000 to 49,999	10	10	\$22.06	\$21.33	\$19.68	\$22.25	\$17.00	\$30.18
50,000 or more	11	19	\$23.06	\$22.26	\$21.00	\$23.37	\$19.45	\$33.35
<b><u>Employment Size Category</u></b>								
25 to 49	10	10	\$21.91	\$20.88	\$18.40	\$23.37	\$16.73	\$29.86
50 to 79	14	15	\$21.43	\$21.96	\$19.00	\$22.29	\$17.81	\$25.00
80 or more	8	15	\$23.67	\$22.68	\$21.00	\$24.76	***	***

## 2023 LIBRARY SURVEY

### 22 RECEPTIONIST

### ADMINISTRATIVE / BUSINESS OFFICE

Operate multiple line telephone console or PBX switchboard and act as Receptionist. Receive incoming calls, secure identity of callers, and connect to proper parties. Take and relay messages. Place outgoing calls. Receive visitors. Announce and direct calls to proper party. Register individuals and issue visitor badges. Maintain required records. Perform a wide variety of clerical duties as time permits, such as word processing, record posting, and maintenance.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	5	11	\$18.44	\$18.00	\$15.34	\$20.29	***	***



## 2023 LIBRARY SURVEY

### 59 MARKETING & PUBLIC RELATIONS MANAGER

### MARKETING

Responsible for planning and implementing all marketing and public relations, with the ultimate goal of increasing public visibility. Manages the preparation of all printed and online materials, media relations and internal communications. Develops and manages budgets for marketing activities and manages other marketing staff. Oversees the library's web and social media presence.

	BASE PAY							
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	65	66	\$35.63	\$35.34	\$30.20	\$40.87	\$26.60	\$45.28
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	18	18	\$31.89	\$32.66	\$28.58	\$35.39	\$26.18	\$37.68
\$4,000,000 to \$6,999,999	24	25	\$35.94	\$36.33	\$31.88	\$40.05	\$29.50	\$43.94
\$7,000,000 or more	18	18	\$42.40	\$42.86	\$38.43	\$47.47	\$33.81	\$48.50
<b><u>Population Category</u></b>								
7,500 to 14,999	5	5	\$30.02	\$30.20	\$29.48	\$31.99	***	***
15,000 to 29,999	18	19	\$32.63	\$33.53	\$28.56	\$37.63	\$26.18	\$39.03
30,000 to 49,999	18	18	\$36.81	\$36.48	\$33.23	\$41.50	\$29.46	\$47.47
50,000 or more	22	22	\$39.66	\$40.46	\$33.81	\$44.50	\$31.88	\$47.53
<b><u>Employment Size Category</u></b>								
25 to 49	19	19	\$32.39	\$33.23	\$28.58	\$36.56	\$26.18	\$38.05
50 to 79	22	23	\$35.25	\$34.72	\$31.01	\$37.25	\$29.46	\$44.21
80 or more	20	20	\$41.91	\$41.06	\$38.73	\$46.17	\$33.97	\$48.02

# 2023 LIBRARY SURVEY

## 17 MARKETING & PUBLIC RELATIONS SPECIALIST

## MARKETING

Promote and administer public relations/marketing policies and programs. Maintain relations with newspaper, radio and TV media, community groups and agencies, school districts. May be responsible for library communications using social media.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	42	45	\$23.78	\$24.04	\$20.75	\$26.14	\$19.17	\$30.72
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	11	11	\$23.22	\$23.79	\$20.05	\$25.00	\$19.65	\$26.88
\$4,000,000 to \$6,999,999	18	20	\$24.27	\$24.15	\$21.18	\$27.28	\$18.71	\$30.85
\$7,000,000 or more	9	10	\$25.52	\$24.75	\$22.96	\$28.00	***	***
<b><u>Population Category</u></b>								
15,000 to 29,999	11	12	\$23.02	\$21.93	\$19.85	\$26.82	\$19.17	\$28.41
30,000 to 49,999	14	14	\$24.96	\$24.43	\$23.08	\$26.86	\$19.41	\$30.87
50,000 or more	13	15	\$23.66	\$22.96	\$20.59	\$28.00	\$18.00	\$30.72
<b><u>Employment Size Category</u></b>								
25 to 49	11	11	\$22.87	\$22.36	\$20.75	\$25.00	\$19.65	\$25.58
50 to 79	18	20	\$24.01	\$24.15	\$20.14	\$26.82	\$18.62	\$30.85
80 or more	10	11	\$25.84	\$25.16	\$22.96	\$29.13	\$21.00	\$30.72

## 2023 LIBRARY SURVEY

### 28 GRAPHIC DESIGNER

### MARKETING

Design unique, original materials based on aesthetic trends. Plan layout and create materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Research and recommend the purchase of related software and hardware. Organize and implement desktop publishing and operating methods and procedures.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	54	62	\$26.03	\$25.91	\$22.19	\$30.28	\$19.85	\$32.06
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	7	8	\$24.92	\$25.10	\$21.84	\$27.14	***	***
\$4,000,000 to \$6,999,999	22	24	\$26.03	\$25.20	\$22.49	\$30.39	\$20.30	\$32.11
\$7,000,000 or more	20	25	\$27.71	\$28.14	\$24.53	\$31.32	\$22.19	\$32.55
<b><u>Population Category</u></b>								
7,500 to 14,999	7	8	\$20.85	\$20.80	\$17.45	\$23.97	***	***
15,000 to 29,999	8	9	\$24.95	\$24.81	\$23.93	\$28.27	***	***
30,000 to 49,999	15	16	\$27.36	\$28.64	\$23.35	\$30.56	\$21.50	\$31.51
50,000 or more	24	29	\$27.06	\$27.32	\$23.08	\$31.32	\$21.64	\$32.88
<b><u>Employment Size Category</u></b>								
13 to 24	5	5	\$19.43	\$17.90	\$17.00	\$19.85	***	***
25 to 49	9	10	\$24.34	\$24.76	\$21.74	\$26.00	***	***
50 to 79	17	19	\$26.87	\$28.23	\$22.85	\$31.13	\$20.30	\$32.88
80 or more	23	28	\$27.25	\$27.91	\$23.66	\$30.65	\$21.64	\$32.55

## 2023 LIBRARY SURVEY

### 67 HEAD OF OUTREACH

### OUTREACH / PROGRAM

Responsible for managing all outreach activities, with the ultimate goal of promoting the library within the community and building positive relationships with community partners. May oversee the bookmobile's staffing and services. Manages events and programs developed for community centers. Oversees department staff.

	BASE PAY							
	# of	# of			Percentiles			
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	16	17	\$34.83	\$34.21	\$30.99	\$39.07	\$28.70	\$44.25
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	6	6	\$33.96	\$31.44	\$30.99	\$35.76	***	***
\$7,000,000 or more	9	10	\$35.97	\$37.45	\$32.00	\$40.39	***	***
<b><u>Population Category</u></b>								
50,000 or more	13	14	\$35.76	\$36.39	\$31.09	\$40.39	\$29.88	\$44.25
<b><u>Employment Size Category</u></b>								
80 or more	10	11	\$35.42	\$37.02	\$29.90	\$40.39	\$29.88	\$41.56

## 2023 LIBRARY SURVEY

### 47 OUTREACH COORDINATOR

### OUTREACH / PROGRAM

Plans, coordinates and implements outreach programming and site visits to community centers. Collaborates with community partners to develop positive relationships, share information on library services and coordinate jointly sponsored events. Work also includes coordinating homebound service and delivery.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	35	45	\$26.90	\$26.00	\$23.38	\$30.36	\$20.50	\$32.49
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	5	5	\$21.55	\$21.10	\$20.50	\$22.00	***	***
\$2,000,000 to \$3,999,999	8	9	\$24.69	\$24.00	\$22.50	\$27.56	***	***
\$4,000,000 to \$6,999,999	10	14	\$28.04	\$26.44	\$25.00	\$29.24	\$23.67	\$33.58
\$7,000,000 or more	11	16	\$29.40	\$30.29	\$25.48	\$32.14	\$23.38	\$37.62
<b><u>Population Category</u></b>								
15,000 to 29,999	10	10	\$23.84	\$23.09	\$21.10	\$27.56	\$17.29	\$30.05
30,000 to 49,999	10	16	\$29.74	\$27.84	\$25.43	\$32.34	\$24.00	\$41.58
50,000 or more	12	16	\$27.16	\$26.68	\$24.51	\$30.43	\$23.38	\$32.31
<b><u>Employment Size Category</u></b>								
13 to 24	5	5	\$23.48	\$22.00	\$20.50	\$27.38	***	***
25 to 49	8	9	\$22.53	\$22.50	\$21.10	\$24.00	***	***
50 to 79	10	14	\$28.15	\$26.69	\$25.00	\$29.24	\$23.67	\$33.58
80 or more	12	17	\$29.20	\$30.14	\$25.52	\$31.96	\$23.38	\$37.62

## 2023 LIBRARY SURVEY

### 46 PROGRAM COORDINATOR

### OUTREACH / PROGRAM

Develops, implements and evaluates library programming initiatives. Responsible to select, budget, schedule and host a variety of Library programs and special events throughout the year. May work collaboratively with Marketing and Graphics Department staff to promote programming and develop press releases, program flyers and other forms of marketing.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	46	63	\$24.02	\$24.62	\$18.93	\$27.95	\$17.69	\$30.39
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	7	9	\$20.65	\$20.89	\$17.69	\$22.88	***	***
\$2,000,000 to \$3,999,999	8	11	\$23.27	\$23.00	\$21.95	\$25.28	***	***
\$4,000,000 to \$6,999,999	13	17	\$25.44	\$26.67	\$18.93	\$28.12	\$18.00	\$35.87
\$7,000,000 or more	13	20	\$27.27	\$27.95	\$25.15	\$30.08	\$22.32	\$30.81
<b><u>Population Category</u></b>								
7,500 to 14,999	9	11	\$19.56	\$18.00	\$16.00	\$22.88	***	***
15,000 to 29,999	7	7	\$24.33	\$25.28	\$20.05	\$27.41	***	***
30,000 to 49,999	15	24	\$25.65	\$25.94	\$20.74	\$29.42	\$18.75	\$32.39
50,000 or more	13	18	\$26.04	\$27.24	\$23.45	\$29.37	\$18.66	\$30.46
<b><u>Employment Size Category</u></b>								
13 to 24	8	10	\$19.22	\$18.35	\$16.00	\$21.63	***	***
25 to 49	7	10	\$23.67	\$23.50	\$21.96	\$25.28	***	***
50 to 79	12	16	\$24.54	\$24.30	\$18.93	\$27.85	\$18.00	\$35.87
80 or more	15	22	\$27.52	\$28.03	\$25.67	\$30.11	\$22.38	\$31.16

## 2023 LIBRARY SURVEY

### 56 EARLY LITERACY COORDINATOR

### OUTREACH / PROGRAM

Plans and carries out programming promoting Early Literacy practices for children and families by establishing contacts within preschools and childcare facilities; works with these contacts to develop programs and services of interest to young children, teachers and caregivers, and coordinates visits and programming for early childhood groups within the library. Bachelor's degree required in Child Development, Education, or related field.

		BASE PAY							
		# of	# of	Percentiles					
		<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined		9	9	\$29.48	\$28.21	\$27.04	\$32.61	***	***

## 2023 LIBRARY SURVEY

### 55 SCHOOL LIAISON

### OUTREACH / PROGRAM

Plans, organizes and implements library programs to increase the interaction and communication between schools and the library to ensure more effective utilization of library resources. Plans, prepares and presents programs that enhance the role of the library in serving schools and their students. Works with school librarians to identify services of the library that would more effectively serve student learning needs. Publicizes the services of the library and how school libraries and students could make use of these services.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
<b>All Libraries Combined</b>	24	30	\$27.18	\$27.55	\$24.50	\$31.14	\$19.28	\$32.67
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	6	6	\$27.11	\$26.53	\$24.50	\$31.12	***	***
\$4,000,000 to \$6,999,999	10	11	\$29.38	\$29.25	\$27.63	\$31.51	\$26.56	\$32.45
\$7,000,000 or more	7	12	\$25.92	\$25.71	\$22.52	\$29.25	***	***
<b><u>Population Category</u></b>								
15,000 to 29,999	6	6	\$26.65	\$28.27	\$24.50	\$29.25	***	***
30,000 to 49,999	8	10	\$26.62	\$26.08	\$24.96	\$31.14	***	***
50,000 or more	9	13	\$27.18	\$27.92	\$22.69	\$31.51	***	***
<b><u>Employment Size Category</u></b>								
25 to 49	6	6	\$27.11	\$26.53	\$24.50	\$31.12	***	***
50 to 79	8	9	\$29.15	\$29.07	\$27.63	\$31.21	***	***
80 or more	9	14	\$26.55	\$26.55	\$22.69	\$30.37	***	***



## 2023 LIBRARY SURVEY

### 58 VOLUNTEER COORDINATOR

### OUTREACH / PROGRAM

Coordinates volunteer program. Attracts and selects volunteers of various ages to work on special projects and/or on a regular basis in different library departments. Recruits, interviews, trains and evaluates volunteers matching the volunteers' skills and interest to the needs of the different library departments.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	8	9	\$26.43	\$25.20	\$23.50	\$27.89	***	***
<b><u>Population Category</u></b>								
30,000 to 49,999	5	6	\$26.90	\$24.90	\$23.50	\$28.12	***	***

## 2023 LIBRARY SURVEY

### 54 HOMEBOUND ASSISTANT

### OUTREACH / PROGRAM

Responsible for coordinating the delivery of library services to those who are physically unable to use the library facility. Makes visits to nursing and assisted care homes and homebound patrons. Conducts interviews to determine reading interests. Selects and prepares materials for delivery. Drives personal vehicle or library van. Maintains records of homebound activity.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	18	24	\$22.27	\$22.03	\$19.41	\$24.98	\$18.00	\$25.81
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	6	8	\$22.02	\$22.03	\$20.39	\$23.76	***	***
\$7,000,000 or more	10	14	\$22.63	\$22.40	\$19.11	\$24.70	\$18.20	\$25.71
<b><u>Population Category</u></b>								
30,000 to 49,999	5	7	\$24.71	\$23.44	\$22.03	\$27.24	***	***
50,000 or more	11	15	\$21.43	\$21.00	\$18.98	\$24.44	\$18.00	\$25.26
<b><u>Employment Size Category</u></b>								
50 to 79	7	9	\$22.60	\$22.03	\$20.84	\$25.25	***	***
80 or more	10	14	\$22.63	\$22.40	\$19.11	\$24.70	\$18.20	\$25.71

## 2023 LIBRARY SURVEY

### 16 BOOKMOBILE DRIVER

### OUTREACH / PROGRAM

Load and unload materials. Drive to and from specified locations. Assist patrons with material selection. Check materials in and out.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	8	20	\$20.72	\$19.97	\$19.15	\$22.68	***	***
<b><u>Budget Category</u></b>								
\$7,000,000 or more	5	14	\$21.84	\$21.82	\$19.97	\$22.79	***	***
<b><u>Population Category</u></b>								
50,000 or more	7	19	\$21.13	\$19.97	\$19.58	\$22.71	***	***
<b><u>Employment Size Category</u></b>								
80 or more	5	14	\$21.84	\$21.82	\$19.97	\$22.79	***	***

## 2023 LIBRARY SURVEY

05 REFERENCE DEPARTMENT HEAD	REFERENCE / ADULT / YOUTH SERVICES
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Directs reference desk, e-reference, specialized reference and research consultation activities. Oversees the reference collection and manages the continued acquisition of new materials. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing budget for reference functions and supervision of professional and clerical staff.

	# of	# of	BASE PAY					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	9	9	\$43.76	\$43.96	\$42.83	\$45.79	***	***
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	5	5	\$43.33	\$44.14	\$42.83	\$45.79	***	***
<b><u>Employment Size Category</u></b>								
80 or more	5	5	\$43.04	\$43.08	\$42.65	\$43.96	***	***

## 2023 LIBRARY SURVEY

### 08 ADULT SERVICES DEPARTMENT HEAD

### REFERENCE / ADULT / YOUTH SERVICES

Directs adult programming, reference, bibliographic and reader's advisory activities. Oversees the adult collection and manages the continued acquisition of new materials. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing, managing and administering the budget for department functions and supervision of professional and clerical staff.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	89	92	\$37.38	\$37.47	\$32.11	\$42.65	\$28.20	\$48.04
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	7	7	\$24.16	\$23.22	\$18.54	\$27.25	***	***
\$1,000,000 to \$1,999,999	10	10	\$31.64	\$30.64	\$29.19	\$32.26	\$28.38	\$37.73
\$2,000,000 to \$3,999,999	23	24	\$34.69	\$34.45	\$32.40	\$37.07	\$29.73	\$40.40
\$4,000,000 to \$6,999,999	29	29	\$39.66	\$39.36	\$36.90	\$42.75	\$31.95	\$47.13
\$7,000,000 or more	20	22	\$44.12	\$43.92	\$40.58	\$48.50	\$35.87	\$51.30
<b><u>Population Category</u></b>								
7,500 to 14,999	13	14	\$33.39	\$33.80	\$31.87	\$37.33	\$29.56	\$38.81
15,000 to 29,999	26	26	\$34.07	\$34.28	\$28.56	\$39.49	\$23.22	\$46.02
30,000 to 49,999	21	21	\$38.40	\$39.31	\$33.00	\$40.78	\$31.79	\$47.76
50,000 or more	27	29	\$42.36	\$42.75	\$38.07	\$47.83	\$34.09	\$51.30
<b><u>Employment Size Category</u></b>								
13 to 24	15	15	\$28.32	\$28.20	\$23.22	\$32.26	\$18.54	\$37.61
25 to 49	29	30	\$34.86	\$34.28	\$30.09	\$38.07	\$28.88	\$41.15
50 to 79	25	25	\$39.37	\$39.36	\$35.45	\$42.75	\$31.95	\$46.02
80 or more	20	22	\$44.73	\$43.92	\$40.58	\$48.50	\$37.99	\$51.30

## 2023 LIBRARY SURVEY

### 62 ADULT SERVICES ASSISTANT DEPARTMENT HEAD

### REFERENCE / ADULT / YOUTH SERVICES

Assists the Adult Services Department Head to lead and manage the Adult Services Department. Provides training and supervision for Adult Services staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Adult Services Department Head as needed. This job also provides direct reference and readers advisory to patrons. Requires masters level degree in library science.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	27	29	\$34.44	\$33.07	\$32.45	\$36.14	\$28.85	\$41.94
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	13	13	\$33.61	\$32.70	\$32.19	\$33.93	\$30.63	\$37.93
\$7,000,000 or more	10	12	\$36.26	\$35.73	\$32.82	\$39.28	\$32.50	\$41.94
<b><u>Population Category</u></b>								
15,000 to 29,999	7	7	\$33.46	\$33.86	\$31.49	\$36.00	***	***
30,000 to 49,999	7	8	\$34.36	\$32.59	\$30.58	\$38.73	***	***
50,000 or more	13	14	\$34.97	\$33.51	\$32.56	\$36.14	\$30.63	\$41.94
<b><u>Employment Size Category</u></b>								
25 to 49	5	5	\$31.08	\$28.85	\$28.70	\$33.86	***	***
50 to 79	10	10	\$34.12	\$32.59	\$32.19	\$36.14	\$31.06	\$40.11
80 or more	12	14	\$35.86	\$34.73	\$33.01	\$38.72	\$32.50	\$41.94

# 2023 LIBRARY SURVEY

## 07 YOUTH SERVICES DEPARTMENT HEAD

## REFERENCE / ADULT / YOUTH SERVICES

Direct children and young adult/teen activities and outreach programs. Oversee the children and young adult collection and selection of new materials and collection development. Monitor workflow to ensure maximal utilization of human resources. Responsible for developing budget for department functions and supervision of professional and clerical staff.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	102	109	\$34.65	\$34.62	\$27.55	\$40.45	\$22.00	\$46.59
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	12	13	\$22.81	\$22.10	\$20.50	\$24.00	\$18.36	\$24.95
\$1,000,000 to \$1,999,999	13	13	\$27.82	\$28.35	\$23.00	\$32.12	\$21.42	\$32.66
\$2,000,000 to \$3,999,999	23	24	\$33.96	\$33.04	\$29.61	\$35.91	\$27.55	\$44.30
\$4,000,000 to \$6,999,999	30	32	\$39.81	\$38.73	\$35.12	\$43.84	\$33.29	\$46.94
\$7,000,000 or more	20	23	\$41.27	\$40.95	\$37.41	\$46.59	\$30.73	\$51.70
<b><u>Population Category</u></b>								
Less than 7,499	5	5	\$22.29	\$21.00	\$20.69	\$22.50	***	***
7,500 to 14,999	16	16	\$29.35	\$27.92	\$21.76	\$33.78	\$18.20	\$44.30
15,000 to 29,999	29	31	\$30.34	\$29.48	\$24.95	\$34.21	\$22.05	\$38.84
30,000 to 49,999	27	28	\$38.31	\$37.00	\$33.94	\$44.32	\$28.14	\$48.34
50,000 or more	25	29	\$40.79	\$39.26	\$35.90	\$44.84	\$31.97	\$51.70
<b><u>Employment Size Category</u></b>								
Less than 12	5	5	\$20.63	\$20.69	\$18.90	\$22.10	***	***
13 to 24	22	23	\$24.75	\$23.60	\$21.00	\$26.65	\$19.25	\$32.26
25 to 49	28	28	\$33.57	\$32.91	\$29.61	\$34.64	\$27.41	\$43.68
50 to 79	26	29	\$39.71	\$38.71	\$35.23	\$44.84	\$31.97	\$46.94
80 or more	21	24	\$42.23	\$40.98	\$37.92	\$46.90	\$34.66	\$51.70

# 2023 LIBRARY SURVEY

## 63 YOUTH SERVICES ASSISTANT DEPARTMENT HEAD

## REFERENCE / ADULT / YOUTH SERVICES

Assists the Youth Services Department Head to lead and manage services and programs for children and young adults/teens. Provides training and supervision for Youth Services staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Youth Services Department Head as needed. This job also provides direct reference and readers advisory to patrons. Requires masters level degree in library science.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined</b>	36	38	\$31.40	\$32.21	\$28.48	\$36.93	\$17.00	\$38.85
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	16	16	\$34.71	\$35.92	\$32.19	\$37.49	\$29.19	\$38.21
\$7,000,000 or more	12	13	\$33.29	\$32.71	\$30.37	\$36.93	\$27.43	\$39.04
<b><u>Population Category</u></b>								
15,000 to 29,999	6	6	\$31.80	\$32.21	\$30.25	\$36.05	***	***
30,000 to 49,999	10	10	\$33.81	\$34.80	\$29.19	\$37.82	\$28.24	\$38.49
50,000 or more	16	17	\$33.70	\$32.71	\$30.94	\$37.15	\$27.43	\$39.24
<b><u>Employment Size Category</u></b>								
25 to 49	7	7	\$29.62	\$28.48	\$27.25	\$32.22	***	***
50 to 79	11	11	\$34.28	\$33.80	\$32.18	\$37.02	\$30.94	\$38.21
80 or more	15	16	\$34.04	\$34.41	\$31.08	\$37.49	\$27.43	\$39.04



# 2023 LIBRARY SURVEY

## 10 LIBRARIAN

## REFERENCE / ADULT / YOUTH SERVICES

Maintains library collections and assists patrons in locating and obtaining materials. Furnishes information on library activities, facilities and services. Explains and assists in use of reference sources to locate information. Assembles and arranges displays of materials. May select, order, catalog and classify materials. Requires masters level degree in library science.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	94	638	\$28.45	\$27.97	\$25.50	\$30.91	\$23.06	\$34.86
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	10	30	\$23.46	\$23.25	\$21.63	\$25.18	\$18.49	\$27.76
\$2,000,000 to \$3,999,999	25	132	\$27.05	\$26.52	\$24.00	\$29.01	\$22.50	\$32.36
\$4,000,000 to \$6,999,999	33	258	\$28.32	\$28.08	\$25.98	\$29.93	\$24.10	\$33.29
\$7,000,000 or more	22	213	\$30.38	\$30.00	\$26.89	\$32.92	\$24.87	\$37.32
<b><u>Population Category</u></b>								
7,500 to 14,999	13	54	\$25.39	\$24.99	\$23.08	\$27.52	\$21.63	\$29.43
15,000 to 29,999	26	133	\$26.96	\$27.33	\$24.10	\$29.84	\$20.00	\$32.20
30,000 to 49,999	25	209	\$28.82	\$28.00	\$26.00	\$30.96	\$23.95	\$35.17
50,000 or more	28	238	\$29.84	\$28.85	\$26.36	\$32.16	\$24.47	\$37.22
<b><u>Employment Size Category</u></b>								
13 to 24	12	28	\$22.29	\$22.80	\$18.63	\$24.90	\$16.35	\$28.86
25 to 49	30	157	\$26.88	\$26.50	\$24.00	\$28.87	\$21.81	\$33.31
50 to 79	29	211	\$28.67	\$28.26	\$26.00	\$30.63	\$24.47	\$33.00
80 or more	23	242	\$29.98	\$29.19	\$26.67	\$32.41	\$24.83	\$37.07

## 2023 LIBRARY SURVEY

### 68 SPECIALTY LIBRARIAN

### REFERENCE / ADULT / YOUTH SERVICES

Serves the library in a librarian role, but has extra duties in a specialty area including but not limited to Genealogy, English as a second language (ESL), Makerspace, Archiving, Collection Services, etc. Requires masters level degree in library science and additional studies in the specialty area that applies. *(Please note, there are already specialty roles in this survey related to Cataloging, Digital/Virtual Services, Outreach, and Technology Librarians.)*

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	33	118	\$30.69	\$30.22	\$27.51	\$32.97	\$25.82	\$37.03
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	15	36	\$30.56	\$29.33	\$27.52	\$33.14	\$26.00	\$36.16
\$7,000,000 or more	11	73	\$31.31	\$30.70	\$28.13	\$32.97	\$26.45	\$37.74
<b><u>Population Category</u></b>								
15,000 to 29,999	5	15	\$31.98	\$30.51	\$28.90	\$33.37	***	***
30,000 to 49,999	11	30	\$30.47	\$28.21	\$26.33	\$33.88	\$25.23	\$37.90
50,000 or more	16	72	\$30.72	\$30.29	\$28.18	\$32.39	\$26.38	\$36.14
<b><u>Employment Size Category</u></b>								
50 to 79	14	30	\$30.89	\$29.71	\$28.00	\$33.37	\$25.96	\$36.67
80 or more	13	80	\$31.18	\$30.43	\$28.07	\$33.15	\$26.42	\$37.39

## 2023 LIBRARY SURVEY

### 65 TECHNOLOGY LIBRARIAN

### REFERENCE / ADULT / YOUTH SERVICES

Identifies, evaluates, and implements emerging technologies and applications to support the library's virtual presence and improved delivery of library services. Works with web applications, social media, and mobile interfaces, and digital media studio services. Makes recommendations to improve online access to library materials and services. Instructs library patrons and staff in the use of technologies. Provides reference assistance. Requires masters level degree in library science.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	24	28	\$30.84	\$30.87	\$28.61	\$33.91	\$25.75	\$36.26
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	6	6	\$28.71	\$28.67	\$25.75	\$31.15	***	***
\$4,000,000 to \$6,999,999	6	7	\$31.05	\$31.99	\$27.73	\$33.32	***	***
\$7,000,000 or more	10	13	\$32.74	\$31.54	\$29.59	\$36.02	\$28.81	\$37.06
<b><u>Population Category</u></b>								
30,000 to 49,999	8	9	\$30.67	\$31.54	\$29.59	\$32.50	***	***
50,000 or more	9	12	\$33.29	\$34.83	\$29.14	\$36.14	***	***
<b><u>Employment Size Category</u></b>								
25 to 49	6	6	\$28.71	\$28.67	\$25.75	\$31.15	***	***
50 to 79	6	7	\$31.05	\$31.99	\$27.73	\$33.32	***	***
80 or more	10	13	\$32.74	\$31.54	\$29.59	\$36.02	\$28.81	\$37.06

## 2023 LIBRARY SURVEY

### 70 MAKERSPACE / STUDIO SPECIALIST

### REFERENCE / ADULT / YOUTH SERVICES

Respond to requests for assistance with 3D printing, laser-cutting, sewing machines, video and audio recording devices, editing software, and other equipment used as a tool for STEAM (Science, Technology, Engineering, Arts and Mathematics) learning. Help plan classes, perform routine maintenance on equipment, and provide customer service to makerspace/studio visitors.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	33	83	\$20.69	\$20.22	\$18.76	\$22.65	\$16.90	\$25.22
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	6	11	\$19.66	\$20.00	\$17.39	\$20.84	***	***
\$4,000,000 to \$6,999,999	15	31	\$21.43	\$19.93	\$19.50	\$22.50	\$18.93	\$26.50
\$7,000,000 or more	11	40	\$20.44	\$20.90	\$18.55	\$22.75	\$15.00	\$25.22
<b><u>Population Category</u></b>								
15,000 to 29,999	7	13	\$21.75	\$20.22	\$19.87	\$24.00	***	***
30,000 to 49,999	15	41	\$21.09	\$20.23	\$18.93	\$23.00	\$17.39	\$25.22
50,000 or more	9	27	\$19.86	\$20.35	\$17.51	\$22.45	***	***
<b><u>Employment Size Category</u></b>								
25 to 49	6	10	\$21.08	\$20.05	\$19.50	\$23.00	***	***
50 to 79	15	31	\$20.96	\$20.00	\$18.93	\$22.00	\$17.39	\$26.50
80 or more	11	41	\$20.54	\$20.90	\$18.72	\$22.75	\$15.00	\$25.22

# 2023 LIBRARY SURVEY

## 12 LIBRARY ASSISTANT

## REFERENCE / ADULT / YOUTH SERVICES

Provides reference and Readers' Advisory assistance for patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Requires bachelors level degree or LTA certificate.

	BASE PAY							
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>Percentiles</u>			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	100	793	\$20.12	\$19.82	\$17.97	\$21.99	\$15.74	\$25.01
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	9	30	\$15.57	\$15.45	\$14.00	\$17.00	***	***
\$1,000,000 to \$1,999,999	11	49	\$16.20	\$16.50	\$15.00	\$17.17	\$13.43	\$18.60
\$2,000,000 to \$3,999,999	27	153	\$18.84	\$18.68	\$17.00	\$20.00	\$15.50	\$22.66
\$4,000,000 to \$6,999,999	29	243	\$21.03	\$20.52	\$18.91	\$23.06	\$16.71	\$25.77
\$7,000,000 or more	21	314	\$21.15	\$20.64	\$18.64	\$22.21	\$18.01	\$26.01
<b><u>Population Category</u></b>								
7,500 to 14,999	14	41	\$17.52	\$17.06	\$16.59	\$18.67	\$15.00	\$20.14
15,000 to 29,999	33	200	\$18.52	\$18.50	\$15.10	\$20.50	\$14.00	\$23.10
30,000 to 49,999	24	197	\$20.90	\$20.26	\$18.46	\$22.12	\$17.00	\$25.40
50,000 or more	26	350	\$20.96	\$20.51	\$18.59	\$22.33	\$17.62	\$25.85
<b><u>Employment Size Category</u></b>								
13 to 24	17	50	\$15.93	\$16.00	\$14.72	\$17.17	\$13.50	\$18.25
25 to 49	29	161	\$18.30	\$17.89	\$16.00	\$19.64	\$14.40	\$22.09
50 to 79	30	268	\$20.88	\$20.54	\$18.56	\$22.78	\$16.71	\$25.71
80 or more	20	308	\$21.18	\$20.54	\$18.76	\$22.21	\$18.01	\$26.21

# 2023 LIBRARY SURVEY

## 43 LIBRARY CLERK

## REFERENCE / ADULT / YOUTH SERVICES

Provides general support throughout the library as needed. May assist with special programs or projects. Usually requires a high school education.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
<b>All Libraries Combined:</b>	45	152	\$15.53	\$15.00	\$13.14	\$16.49	\$13.00	\$19.62
<b><u>Budget Category</u></b>								
Less than \$499,999	5	15	\$13.57	\$13.10	\$13.00	\$14.25	***	***
\$500,000 to \$999,999	7	19	\$13.64	\$13.18	\$13.00	\$14.00	***	***
\$1,000,000 to \$1,999,999	5	19	\$13.60	\$13.00	\$13.00	\$14.00	***	***
\$2,000,000 to \$3,999,999	9	31	\$15.37	\$15.00	\$14.36	\$16.50	***	***
\$4,000,000 to \$6,999,999	11	31	\$17.02	\$16.00	\$14.15	\$19.70	\$14.00	\$22.17
\$7,000,000 or more	8	37	\$17.16	\$16.25	\$15.00	\$19.41	***	***
<b><u>Population Category</u></b>								
Less than 7,499	5	12	\$13.37	\$13.05	\$13.00	\$13.10	***	***
7,500 to 14,999	7	20	\$13.76	\$13.41	\$13.00	\$14.13	***	***
15,000 to 29,999	15	45	\$15.24	\$15.00	\$14.00	\$16.00	\$13.00	\$18.12
30,000 to 49,999	7	22	\$15.99	\$14.00	\$13.00	\$19.93	***	***
50,000 or more	11	53	\$16.73	\$16.00	\$14.72	\$17.73	\$14.00	\$22.25
<b><u>Employment Size Category</u></b>								
Less than 12	7	17	\$13.74	\$13.10	\$13.00	\$14.25	***	***
13 to 24	12	44	\$13.86	\$13.25	\$13.00	\$14.75	\$13.00	\$15.38
25 to 49	7	16	\$15.82	\$15.10	\$13.61	\$17.40	***	***
50 to 79	12	39	\$16.54	\$15.58	\$14.56	\$18.60	\$14.00	\$19.93
80 or more	7	36	\$17.18	\$16.16	\$15.00	\$19.51	***	***

## 2023 LIBRARY SURVEY

### 60 LIBRARY AIDE

### REFERENCE / ADULT / YOUTH SERVICES

Provides basic support throughout the library as needed. This role may assist with clerical tasks and maintaining the appearance of public areas and materials. Typically this role does not require a high school education nor any prior work experience.

	BASE PAY						
	# of	# of			Percentiles		
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u> <u>90th</u>
<b>All Libraries Combined:</b>	12	26	\$15.72	\$15.85	\$13.66	\$16.80	\$13.00 \$19.06
<b><u>Employment Size Category</u></b>							
50 to 79	5	13	\$16.11	\$16.32	\$13.66	\$18.43	*** ***

# 2023 LIBRARY SURVEY

## 04 CIRCULATION DEPARTMENT HEAD

## CIRCULATION

Directs circulation activities for the library including movement of materials through the circulation desk and registration of patrons. Ensures resolution of problems involving lost or overdue materials and patron registration status. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing, managing and administering the budget for circulation functions and supervision of professional and clerical staff.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	92	95	\$34.85	\$34.67	\$28.89	\$40.09	\$25.74	\$47.03
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	14	15	\$25.59	\$26.37	\$23.74	\$28.74	\$17.00	\$30.52
\$2,000,000 to \$3,999,999	25	25	\$32.81	\$32.40	\$29.75	\$34.67	\$28.09	\$40.09
\$4,000,000 to \$6,999,999	32	32	\$38.24	\$37.25	\$35.27	\$41.80	\$32.60	\$44.80
\$7,000,000 or more	18	20	\$41.31	\$39.94	\$34.73	\$48.91	\$29.61	\$53.39
<b><u>Population Category</u></b>								
7,500 to 14,999	14	14	\$27.98	\$28.43	\$24.65	\$29.75	\$19.25	\$35.15
15,000 to 29,999	28	28	\$32.73	\$32.63	\$27.89	\$35.60	\$23.74	\$42.16
30,000 to 49,999	25	27	\$37.28	\$36.48	\$32.83	\$41.43	\$29.00	\$49.54
50,000 or more	24	25	\$38.81	\$37.99	\$34.66	\$43.43	\$31.38	\$48.27
<b><u>Employment Size Category</u></b>								
13 to 24	12	13	\$24.07	\$25.85	\$21.10	\$27.69	\$16.50	\$28.89
25 to 49	30	30	\$32.98	\$32.00	\$28.84	\$35.33	\$26.95	\$42.02
50 to 79	29	30	\$37.20	\$36.24	\$33.16	\$40.13	\$32.30	\$43.71
80 or more	19	20	\$42.43	\$40.85	\$36.66	\$48.91	\$33.89	\$53.39



# 2023 LIBRARY SURVEY

## 71 CIRCULATION ASSISTANT DEPARTMENT HEAD

## CIRCULATION

Assists the Circulation Department Head to lead and manage the Circulation Department. Provides training and supervision for Circulation staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Circulation Department Head as needed. This job may also provide some direct service to patrons.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	38	40	\$26.33	\$25.42	\$22.68	\$29.21	\$21.16	\$33.55
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	9	9	\$23.30	\$22.00	\$21.45	\$22.96	***	***
\$4,000,000 to \$6,999,999	20	20	\$26.50	\$25.42	\$23.74	\$28.56	\$22.00	\$33.55
\$7,000,000 or more	8	10	\$29.27	\$29.04	\$27.16	\$30.98	***	***
<b><u>Population Category</u></b>								
15,000 to 29,999	11	11	\$25.14	\$23.68	\$21.50	\$27.09	\$20.80	\$33.71
30,000 to 49,999	12	12	\$27.07	\$26.80	\$22.94	\$29.07	\$21.88	\$35.28
50,000 or more	12	14	\$27.54	\$28.85	\$25.21	\$29.98	\$22.12	\$31.46
<b><u>Employment Size Category</u></b>								
25 to 49	10	10	\$24.61	\$22.38	\$21.45	\$25.09	\$19.28	\$35.88
50 to 79	15	15	\$26.04	\$25.63	\$23.08	\$27.92	\$21.88	\$33.38
80 or more	11	13	\$28.60	\$28.85	\$27.12	\$30.21	\$23.68	\$31.46

## 2023 LIBRARY SURVEY

### 48 CIRCULATION SUPERVISOR

### CIRCULATION

Under general supervision, oversees the daily operation of the circulation desk. Coordinates and leads the work of Circulation Clerks, ensuring optimal workflow and customer service. Resolves patron questions concerning circulation policies and procedures. Much of the time this position performs the same or similar work to other individuals working at the circulation desk.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	51	96	\$21.86	\$21.09	\$18.76	\$24.18	\$17.00	\$27.35
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	10	10	\$19.26	\$19.08	\$16.77	\$20.14	\$15.10	\$24.98
\$2,000,000 to \$3,999,999	9	16	\$20.55	\$19.50	\$18.12	\$23.44	***	***
\$4,000,000 to \$6,999,999	12	23	\$21.35	\$22.03	\$18.75	\$23.66	\$16.80	\$25.50
\$7,000,000 or more	16	43	\$23.61	\$22.62	\$20.36	\$27.35	\$19.13	\$30.77
<b><u>Population Category</u></b>								
7,500 to 14,999	7	7	\$20.46	\$20.00	\$17.39	\$23.44	***	***
15,000 to 29,999	15	21	\$20.22	\$19.00	\$17.80	\$23.58	\$16.77	\$24.84
30,000 to 49,999	12	25	\$21.79	\$19.98	\$18.46	\$22.56	\$17.00	\$31.17
50,000 or more	15	40	\$23.37	\$23.05	\$20.68	\$26.64	\$19.14	\$27.69
<b><u>Employment Size Category</u></b>								
13 to 24	12	13	\$18.53	\$17.39	\$16.00	\$19.39	\$15.39	\$23.44
25 to 49	11	20	\$19.66	\$18.93	\$17.93	\$21.47	\$16.75	\$23.44
50 to 79	9	17	\$21.78	\$22.98	\$18.75	\$24.84	***	***
80 or more	17	44	\$24.03	\$22.89	\$20.68	\$27.35	\$19.60	\$30.77

# 2023 LIBRARY SURVEY

## 57 SHELVER / PAGE SUPERVISOR

## CIRCULATION

Responsible for overseeing the day-to-day operations of page/shelver staff ensuring they are knowledgeable of all current shelving policies and procedures. Provides page/shelver staff with tools necessary to achieve the timely and accurate shelving of all library materials.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	21	34	\$23.43	\$23.47	\$21.00	\$26.90	\$16.36	\$27.46
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	9	13	\$23.36	\$24.06	\$18.77	\$26.05	***	***
\$7,000,000 or more	8	17	\$24.02	\$23.90	\$22.53	\$27.35	***	***
<b><u>Population Category</u></b>								
30,000 to 49,999	6	10	\$23.17	\$23.02	\$18.77	\$26.05	***	***
50,000 or more	11	20	\$23.66	\$23.98	\$22.52	\$27.13	\$16.32	\$27.35
<b><u>Employment Size Category</u></b>								
25 to 49	5	5	\$19.59	\$18.71	\$18.12	\$22.14	***	***
50 to 79	5	8	\$22.33	\$23.02	\$19.89	\$25.22	***	***
80 or more	11	21	\$24.76	\$25.10	\$22.76	\$27.35	\$17.80	\$29.39

# 2023 LIBRARY SURVEY

## 14 CIRCULATION CLERK

## CIRCULATION

Checks in and out materials. Inspects materials for damage, verifies due date and calculates fines. Assist patrons with basic informational questions. Sorts materials and prepares for reshelving. Issues and updates identification cards according to established procedures.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	107	920	\$16.68	\$16.05	\$15.00	\$17.94	\$14.00	\$20.03
<b><u>Budget Category</u></b>								
Less than \$499,999	6	22	\$13.75	\$13.45	\$13.25	\$14.00	***	***
\$500,000 to \$999,999	8	32	\$14.15	\$14.13	\$13.55	\$14.93	***	***
\$1,000,000 to \$1,999,999	15	72	\$14.76	\$15.00	\$13.57	\$15.25	\$13.35	\$15.75
\$2,000,000 to \$3,999,999	27	205	\$15.95	\$15.30	\$14.56	\$16.75	\$14.00	\$18.75
\$4,000,000 to \$6,999,999	32	299	\$17.02	\$16.67	\$15.25	\$18.27	\$14.42	\$20.35
\$7,000,000 or more	19	290	\$17.84	\$17.25	\$15.74	\$19.10	\$15.00	\$21.74
<b><u>Population Category</u></b>								
Less than 7,499	6	23	\$13.80	\$13.40	\$13.00	\$14.30	***	***
7,500 to 14,999	19	99	\$15.41	\$15.24	\$13.85	\$15.84	\$13.35	\$17.86
15,000 to 29,999	30	218	\$15.98	\$15.15	\$14.56	\$17.35	\$13.83	\$18.70
30,000 to 49,999	27	235	\$17.30	\$16.63	\$15.47	\$19.00	\$14.63	\$21.00
50,000 or more	25	345	\$17.26	\$16.67	\$15.18	\$18.36	\$14.64	\$20.62
<b><u>Employment Size Category</u></b>								
Less than 12	9	33	\$13.68	\$13.40	\$13.00	\$14.00	***	***
13 to 24	18	84	\$14.66	\$15.00	\$13.94	\$15.20	\$13.25	\$15.50
25 to 49	32	222	\$16.07	\$15.50	\$14.56	\$17.41	\$13.66	\$19.15
50 to 79	28	269	\$16.73	\$16.52	\$15.00	\$17.86	\$14.25	\$19.50
80 or more	20	312	\$17.93	\$17.25	\$15.84	\$19.30	\$15.00	\$21.58

# 2023 LIBRARY SURVEY

## 15 SHELVER / PAGE

## CIRCULATION

Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	79	515	\$14.25	\$13.75	\$13.00	\$15.00	\$13.00	\$16.09
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	6	18	\$12.96	\$13.00	\$13.00	\$13.00	***	***
\$1,000,000 to \$1,999,999	5	9	\$13.94	\$13.35	\$13.00	\$15.29	***	***
\$2,000,000 to \$3,999,999	17	50	\$13.69	\$13.00	\$13.00	\$14.00	\$13.00	\$15.61
\$4,000,000 to \$6,999,999	30	210	\$14.19	\$13.79	\$13.00	\$15.00	\$13.00	\$15.70
\$7,000,000 or more	20	227	\$14.55	\$14.17	\$13.00	\$15.34	\$13.00	\$17.07
<b><u>Population Category</u></b>								
7,500 to 14,999	6	13	\$14.78	\$15.29	\$14.54	\$15.73	***	***
15,000 to 29,999	22	79	\$14.20	\$13.39	\$13.00	\$15.12	\$13.00	\$16.00
30,000 to 49,999	25	200	\$14.30	\$14.00	\$13.00	\$15.00	\$13.00	\$16.07
50,000 or more	24	219	\$14.24	\$13.65	\$13.00	\$15.00	\$13.00	\$16.68
<b><u>Employment Size Category</u></b>								
13 to 24	10	24	\$13.02	\$13.00	\$13.00	\$13.35	\$11.00	\$14.54
25 to 49	23	63	\$13.92	\$13.18	\$13.00	\$15.18	\$13.00	\$15.75
50 to 79	24	177	\$14.15	\$13.93	\$13.00	\$15.00	\$13.00	\$15.64
80 or more	21	250	\$14.53	\$14.04	\$13.00	\$15.30	\$13.00	\$17.07

# 2023 LIBRARY SURVEY

## 06 TECHNICAL SERVICES DEPARTMENT HEAD

## TECHNICAL SERVICES

Directs material purchasing, receiving, cataloging and processing activities. Researches, analyzes and evaluates new vendors for materials, processing services and supplies. Develops, implements and enforces library cataloging standards. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing, managing and administering the budget for technical services functions and supervision of professional and clerical staff.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	74	75	\$36.10	\$36.10	\$30.26	\$40.51	\$26.06	\$47.67
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	6	6	\$22.90	\$22.35	\$18.25	\$26.06	***	***
\$1,000,000 to \$1,999,999	5	5	\$28.10	\$28.59	\$26.90	\$29.03	***	***
\$2,000,000 to \$3,999,999	16	16	\$34.08	\$34.41	\$28.98	\$38.86	\$26.33	\$40.09
\$4,000,000 to \$6,999,999	28	28	\$37.71	\$37.34	\$34.54	\$40.48	\$31.25	\$45.22
\$7,000,000 or more	18	19	\$42.22	\$40.96	\$34.79	\$51.30	\$30.75	\$52.40
<b><u>Population Category</u></b>								
7,500 to 14,999	9	9	\$27.93	\$27.92	\$26.00	\$30.48	***	***
15,000 to 29,999	21	21	\$33.60	\$34.26	\$26.90	\$38.51	\$24.08	\$44.00
30,000 to 49,999	22	22	\$38.20	\$38.47	\$34.82	\$40.59	\$30.26	\$43.83
50,000 or more	22	23	\$39.55	\$39.00	\$34.66	\$47.43	\$30.75	\$51.30
<b><u>Employment Size Category</u></b>								
13 to 24	9	9	\$24.80	\$26.06	\$22.00	\$28.59	***	***
25 to 49	18	18	\$34.27	\$34.41	\$30.04	\$38.94	\$26.33	\$40.44
50 to 79	24	24	\$38.95	\$38.14	\$35.13	\$42.06	\$32.13	\$47.67
80 or more	21	22	\$40.17	\$39.61	\$34.66	\$47.43	\$30.75	\$51.53

## 2023 LIBRARY SURVEY

### 64 TECHNICAL SERVICES ASSISTANT DEPARTMENT HEAD

### TECHNICAL SERVICES

Assists the Technical Services Department Head to lead and manage the Technical Services Department. Provides training and supervision for Technical Services staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Technical Services Department Head as needed. This job also performs cataloging and database maintenance activities. Requires masters level degree in library science.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	16	19	\$30.71	\$32.00	\$24.26	\$34.52	\$21.68	\$41.70
<b><u>Budget Category</u></b>								
\$7,000,000 or more	8	10	\$35.19	\$33.97	\$32.21	\$39.41	***	***
<b><u>Population Category</u></b>								
50,000 or more	9	11	\$33.19	\$32.50	\$30.84	\$38.79	***	***
<b><u>Employment Size Category</u></b>								
80 or more	9	11	\$34.20	\$33.42	\$32.00	\$39.41	***	***

# 2023 LIBRARY SURVEY

## 38 CATALOGER

## TECHNICAL SERVICES

Creates original catalog records for print and non-print materials using OCLC, AACR2, MARC, DDC and local consortium standards. May perform copy cataloging. Edits previously cataloged materials. Serves as a resource for other library personnel concerning cataloging rules and practices.

	BASE PAY							
	# of	# of			Percentiles			
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	52	78	\$26.45	\$26.76	\$22.12	\$30.75	\$18.00	\$33.83
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	5	7	\$23.86	\$21.57	\$19.44	\$28.84	***	***
\$4,000,000 to \$6,999,999	22	33	\$26.48	\$26.78	\$23.95	\$30.61	\$19.99	\$31.51
\$7,000,000 or more	19	32	\$28.86	\$28.60	\$24.83	\$33.09	\$21.31	\$35.83
<b><u>Population Category</u></b>								
15,000 to 29,999	8	12	\$21.84	\$19.44	\$16.79	\$25.99	***	***
30,000 to 49,999	19	34	\$26.27	\$26.76	\$23.02	\$29.13	\$21.18	\$30.75
50,000 or more	21	28	\$29.94	\$30.75	\$25.58	\$33.31	\$23.70	\$35.85
<b><u>Employment Size Category</u></b>								
25 to 49	5	6	\$24.98	\$24.80	\$21.57	\$26.78	***	***
50 to 79	20	31	\$25.90	\$27.40	\$21.18	\$30.61	\$19.44	\$30.91
80 or more	21	35	\$28.79	\$28.17	\$24.78	\$32.98	\$22.44	\$35.83



# 2023 LIBRARY SURVEY

## 45 TECHNICAL SERVICES ASSISTANT

## TECHNICAL SERVICES

Performs routine copy cataloging and edits database records. Maintain database of library holdings. Responsible for processing and preparing materials for circulation. Receives materials, unpacks boxes, and verifies order. Usually requires completion of an LTA certificate from an accredited college or university.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	72	114	\$20.18	\$20.29	\$17.47	\$22.19	\$15.69	\$25.09
<b><u>Budget Category</u></b>								
\$500,000 to \$999,999	7	7	\$17.20	\$15.98	\$15.00	\$20.54	***	***
\$1,000,000 to \$1,999,999	8	10	\$17.49	\$16.58	\$16.07	\$19.57	***	***
\$2,000,000 to \$3,999,999	20	25	\$20.26	\$19.61	\$17.85	\$21.71	\$16.41	\$25.87
\$4,000,000 to \$6,999,999	23	48	\$19.98	\$20.13	\$17.92	\$22.21	\$15.69	\$23.92
\$7,000,000 or more	13	23	\$22.85	\$22.19	\$20.87	\$26.00	\$17.85	\$26.86
<b><u>Population Category</u></b>								
7,500 to 14,999	11	13	\$18.52	\$17.47	\$16.16	\$20.45	\$16.00	\$21.37
15,000 to 29,999	22	30	\$20.01	\$20.26	\$17.78	\$21.71	\$15.13	\$23.59
30,000 to 49,999	18	30	\$19.36	\$19.12	\$17.25	\$21.35	\$15.61	\$23.62
50,000 or more	20	40	\$21.61	\$22.05	\$18.69	\$23.93	\$16.99	\$26.80
<b><u>Employment Size Category</u></b>								
13 to 24	12	14	\$17.23	\$16.16	\$15.50	\$19.00	\$15.00	\$20.56
25 to 49	24	30	\$20.16	\$19.90	\$17.85	\$21.71	\$16.05	\$25.06
50 to 79	20	40	\$20.07	\$20.29	\$17.78	\$22.48	\$16.00	\$23.93
80 or more	14	28	\$22.16	\$22.14	\$19.72	\$24.33	\$17.85	\$26.86

# 2023 LIBRARY SURVEY

## 40 INTER-LIBRARY LOAN ASSISTANT

## TECHNICAL SERVICES

Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN numbers. Determines best sources for materials.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	37	52	\$20.18	\$19.61	\$17.35	\$22.86	\$16.25	\$24.75
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	13	20	\$20.12	\$19.55	\$18.03	\$21.45	\$16.88	\$24.85
\$7,000,000 or more	14	22	\$20.89	\$21.00	\$17.38	\$23.67	\$16.27	\$24.61
<b><u>Population Category</u></b>								
15,000 to 29,999	7	10	\$18.57	\$18.46	\$17.06	\$19.44	***	***
30,000 to 49,999	10	14	\$20.07	\$19.51	\$16.69	\$22.41	\$16.14	\$25.02
50,000 or more	17	25	\$21.01	\$20.63	\$18.72	\$23.67	\$17.00	\$24.61
<b><u>Employment Size Category</u></b>								
13 to 24	6	6	\$19.32	\$18.22	\$15.80	\$23.52	***	***
50 to 79	14	21	\$19.97	\$19.45	\$18.35	\$21.02	\$17.06	\$24.39
80 or more	14	22	\$21.00	\$21.00	\$17.38	\$24.17	\$16.27	\$24.92

## 2023 LIBRARY SURVEY

### 50 ACQUISITION CLERK

### TECHNICAL SERVICES

Collects and places orders for library materials using various vendor software. Electronically transmits orders and receives confirmations, monitors back orders, corrects inaccurate invoices and purges old orders from database. Receives shipments of new library materials, unpacks and sorts them for further processing. Receives and processes invoices.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	<u>Lib</u>	<u>Emps</u>			<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	41	55	\$21.25	\$20.04	\$18.50	\$23.61	\$16.14	\$25.69
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	6	6	\$20.10	\$18.16	\$16.14	\$19.60	***	***
\$4,000,000 to \$6,999,999	16	17	\$21.51	\$20.48	\$19.32	\$22.73	\$17.13	\$26.22
\$7,000,000 or more	16	27	\$22.05	\$20.89	\$19.10	\$24.00	\$16.75	\$25.69
<b><u>Population Category</u></b>								
15,000 to 29,999	8	8	\$20.56	\$19.21	\$16.69	\$22.60	***	***
30,000 to 49,999	14	17	\$21.59	\$21.70	\$19.32	\$24.13	\$17.13	\$25.52
50,000 or more	15	24	\$21.67	\$20.68	\$19.09	\$23.16	\$16.22	\$25.69
<b><u>Employment Size Category</u></b>								
25 to 49	7	9	\$18.47	\$17.13	\$15.00	\$19.60	***	***
50 to 79	15	16	\$21.64	\$20.61	\$19.01	\$24.39	\$16.14	\$26.22
80 or more	17	28	\$21.89	\$20.87	\$19.21	\$23.78	\$16.75	\$25.69

# 2023 LIBRARY SURVEY

## 42 PROCESSING CLERK

## TECHNICAL SERVICES

Physically prepare books and other resources for the library collection, including stamping and covering books and typing and applying labels. Mend, or provide for the mending of, all books and other items that need to be repaired. May monitor various library supplies. Assist with other general or clerical duties as assigned.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	<b>BASE PAY</b>			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	47	83	\$17.61	\$17.27	\$15.18	\$19.34	\$14.75	\$21.43
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	8	10	\$16.58	\$16.31	\$14.90	\$18.50	***	***
\$4,000,000 to \$6,999,999	22	43	\$18.23	\$18.31	\$15.18	\$20.08	\$14.94	\$22.04
\$7,000,000 or more	15	28	\$17.07	\$16.11	\$15.35	\$18.87	\$13.65	\$19.93
<b><u>Population Category</u></b>								
15,000 to 29,999	8	12	\$17.15	\$17.56	\$16.31	\$18.41	***	***
30,000 to 49,999	20	36	\$18.19	\$18.39	\$15.35	\$20.24	\$14.85	\$22.04
50,000 or more	17	33	\$17.15	\$15.91	\$15.18	\$18.53	\$14.70	\$19.95
<b><u>Employment Size Category</u></b>								
25 to 49	10	14	\$17.00	\$16.91	\$15.18	\$18.50	\$14.90	\$19.31
50 to 79	20	39	\$18.08	\$18.20	\$15.14	\$20.40	\$14.70	\$22.04
80 or more	16	29	\$17.28	\$16.14	\$15.40	\$18.53	\$13.65	\$19.93

## 2023 LIBRARY SURVEY

### 34 INFORMATION TECHNOLOGY (IT) MANAGER

### INFORMATION TECHNOLOGY

Responsible for managing the day-to-day IT operation including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of timeliness and quality standards for all aspects of the data processing operation. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	56	56	\$43.40	\$43.87	\$36.29	\$47.92	\$33.36	\$53.27
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	10	10	\$38.40	\$35.06	\$33.00	\$44.71	\$32.79	\$46.30
\$4,000,000 to \$6,999,999	27	27	\$41.70	\$41.01	\$37.00	\$47.48	\$34.64	\$49.50
\$7,000,000 or more	16	16	\$50.95	\$49.05	\$46.76	\$54.67	\$45.00	\$60.63
<b><u>Population Category</u></b>								
15,000 to 29,999	11	11	\$39.75	\$43.04	\$34.40	\$44.71	\$33.30	\$45.40
30,000 to 49,999	20	20	\$41.80	\$38.61	\$35.58	\$47.71	\$33.73	\$50.74
50,000 or more	23	23	\$47.09	\$47.43	\$41.73	\$52.15	\$34.62	\$55.53
<b><u>Employment Size Category</u></b>								
25 to 49	14	14	\$38.05	\$35.52	\$33.00	\$43.62	\$32.75	\$45.64
50 to 79	21	21	\$43.01	\$44.11	\$37.63	\$47.93	\$35.48	\$49.50
80 or more	19	19	\$48.44	\$47.88	\$42.49	\$53.80	\$34.62	\$60.63

# 2023 LIBRARY SURVEY

## 35 SYSTEMS ADMINISTRATOR

## INFORMATION TECHNOLOGY

Provide system management and operation support to the activities and resources required to provide quality computer operations processing and applications system resource management and availability. Will set up and implement standards for computer operations, will use software support tools to process scheduling, reports, report generation, database administration, system data backups, performance tuning and security. Will troubleshoot and resolve problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Will troubleshoot PC software, coordinate with help desk and set connections to broadband/baseband networks. Extensive experience with software and systems administration including communication hardware designed to maintain wide area networks. Knowledge of TCP/IP networking and operating environments. May have lead responsibilities in the upgrade of equipment including overseeing small, multi user systems.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
<b>All Libraries Combined:</b>	28	33	\$34.84	\$34.74	\$29.90	\$39.70	\$25.00	\$44.89
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	5	6	\$32.72	\$29.09	\$24.60	\$43.62	***	***
\$4,000,000 to \$6,999,999	10	10	\$33.38	\$34.69	\$26.00	\$38.00	\$25.42	\$39.76
\$7,000,000 or more	11	15	\$37.08	\$36.21	\$33.73	\$43.98	\$25.51	\$44.91
<b><u>Population Category</u></b>								
15,000 to 29,999	6	7	\$33.36	\$30.88	\$24.60	\$43.62	***	***
30,000 to 49,999	7	7	\$35.93	\$37.42	\$32.70	\$39.70	***	***
50,000 or more	13	17	\$35.52	\$35.87	\$32.94	\$39.81	\$25.51	\$44.91
<b><u>Employment Size Category</u></b>								
25 to 49	5	5	\$33.83	\$34.74	\$27.30	\$39.81	***	***
50 to 79	8	8	\$33.44	\$33.67	\$25.92	\$38.56	***	***
80 or more	12	16	\$37.14	\$37.11	\$33.85	\$42.51	\$25.51	\$44.91

## 2023 LIBRARY SURVEY

### 36 WEB CONTENT ADMINISTRATOR

### INFORMATION TECHNOLOGY

Responsible for developing, providing, and authorizing website content to increase traffic, support and promote services, and gain content visibility. Will manage and perform website editorial activities including gathering and researching information that enhances the value of the site. Will act as liaison with legal and business affairs departments, and obtain clearance on copyrighted materials, ensuring all issues are resolved. Will seek, negotiate, and pursue content; will maintain positive relationships with internal and external contacts and address all questions with a timely/appropriate response. May oversee data control technicians and writers dedicated to website. Background generally includes a college degree in English, Journalism, Graphic Design, Communications, or related field plus experience in production management, web page design, HTML, and web graphics types and standards.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	7	7	\$31.86	\$31.24	\$25.62	\$39.48	***	***
<u>Population Category</u>								
50,000 or more	5	5	\$30.69	\$31.24	\$25.62	\$37.25	***	***
<u>Employment Size Category</u>								
80 or more	5	5	\$33.18	\$31.24	\$27.04	\$39.48	***	***

## 2023 LIBRARY SURVEY

### 37 WEBMASTER

### INFORMATION TECHNOLOGY

Responsible for the library's Internet and or Intranet technical functions. Map the flow of the site, create general graphics, provide specifications to the Web Author, Web Developer, and outside vendors for the development of databases, interactive applets, and custom graphics. Supervise development efforts including content, design and production, site maintenance and updating. Using a general knowledge of technical library and operations of sites, acts as a liaison between the site and users. Interact with Content Manager-Online for the purpose of updating existing information and creating new content. Has experience and skill with dominant applications to maintain and modify the library's Internet/Intranet efforts including content, graphical and multimedia displays, and communications. Has considerable knowledge of multiple operating systems (e.g., UNIX, Sun SOLARIS, Mac). Position requires specialized knowledge of web technologies, HTML, graphics design and layout, and computer file management. Incumbents in this position may be single contributors or part of a team effort.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	8	9	\$31.91	\$32.42	\$29.95	\$33.97	***	***
<b><u>Employment Size Category</u></b>								
50 to 79	5	5	\$29.54	\$29.95	\$28.01	\$32.42	***	***



## 2023 LIBRARY SURVEY

### 49 INFORMATION TECHNOLOGY (IT) ASSISTANT

### INFORMATION TECHNOLOGY

Responsible for installing, repairing and maintaining personal computers and related systems within the organization. Performs installations, upgrades and backups of software and hardware applications. Troubleshoots software, hardware and communication failures.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	37	59	\$24.49	\$23.98	\$21.30	\$27.51	\$18.72	\$31.37
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	5	5	\$21.19	\$20.37	\$20.00	\$22.70	***	***
\$4,000,000 to \$6,999,999	17	22	\$23.41	\$23.62	\$21.34	\$26.81	\$18.23	\$27.73
\$7,000,000 or more	13	29	\$26.61	\$26.16	\$22.65	\$29.43	\$20.65	\$34.53
<b><u>Population Category</u></b>								
15,000 to 29,999	6	7	\$21.02	\$20.37	\$13.91	\$27.30	***	***
30,000 to 49,999	11	13	\$25.55	\$25.76	\$22.70	\$26.81	\$20.52	\$33.33
50,000 or more	18	36	\$25.37	\$24.60	\$21.69	\$27.77	\$20.14	\$31.37
<b><u>Employment Size Category</u></b>								
25 to 49	6	6	\$22.23	\$22.24	\$20.00	\$23.57	***	***
50 to 79	15	21	\$23.33	\$23.67	\$20.52	\$26.16	\$18.23	\$27.73
80 or more	14	29	\$26.53	\$26.37	\$22.65	\$29.43	\$20.65	\$34.53

## 2023 LIBRARY SURVEY

### 39 COMPUTER LAB ASSISTANT

### INFORMATION TECHNOLOGY

Monitors the operation of adult and/or youth computer labs. Assists patrons with questions and problem resolution. Enforces computer lab rules. May assist with installation, operation and configuring of personal computer hardware and software. Investigates reoccurring problems and recommends course of action to supervisor. May perform back-up operations and print reports.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	<b>BASE PAY</b>			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	24	91	\$17.77	\$17.96	\$15.53	\$19.58	\$15.00	\$20.38
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	14	45	\$18.20	\$18.65	\$16.44	\$19.62	\$15.05	\$20.56
\$7,000,000 or more	6	34	\$18.38	\$17.88	\$17.74	\$20.00	***	***
<b><u>Population Category</u></b>								
15,000 to 29,999	6	14	\$15.89	\$14.93	\$14.00	\$18.20	***	***
30,000 to 49,999	6	21	\$17.53	\$17.99	\$15.08	\$18.65	***	***
50,000 or more	12	56	\$18.34	\$18.12	\$16.91	\$19.85	\$15.00	\$21.77
<b><u>Employment Size Category</u></b>								
50 to 79	12	35	\$17.91	\$18.20	\$16.16	\$19.57	\$15.02	\$20.10
80 or more	8	44	\$18.57	\$18.45	\$17.74	\$20.02	***	***

## 2023 LIBRARY SURVEY

### 61 DIGITAL / VIRTUAL SERVICES DEPARTMENT HEAD

### DIGITAL / VIRTUAL SERVICES

Provides leadership to the Digital Services department. Ensures the technology desk, media labs, creative studios, and other digital/virtual services are smoothly-functioning and useful to patrons. Also oversees the Library's electronic resources, including e-books, and other digital technologies as they develop. Develops and manages budgets and manages other digital/virtual services staff.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	19	19	\$38.11	\$36.83	\$33.58	\$43.48	\$26.22	\$47.52
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	5	5	\$37.28	\$35.33	\$33.58	\$36.50	***	***
\$7,000,000 or more	10	10	\$41.64	\$42.39	\$39.85	\$44.44	\$35.00	\$46.33
<b><u>Population Category</u></b>								
30,000 to 49,999	5	5	\$38.71	\$41.92	\$32.50	\$44.44	***	***
50,000 or more	10	10	\$39.86	\$40.52	\$35.33	\$43.48	\$33.38	\$46.33
<b><u>Employment Size Category</u></b>								
50 to 79	5	5	\$37.12	\$36.50	\$32.50	\$41.92	***	***
80 or more	10	10	\$40.80	\$42.02	\$35.33	\$44.44	\$34.12	\$46.33

## 2023 LIBRARY SURVEY

### 52 DIGITAL / VIRTUAL SERVICES SPECIALIST

### DIGITAL / VIRTUAL SERVICES

Handles the virtual delivery of the library's message using web design and maintenance as well as social media. Oversees the integration of virtual services amongst various departments ensuring messages are succinct, timely, relevant and easy to understand. Manages library subscription databases, teaches classes and oversees the development of technology related classes for both the public and staff. Works with e-books, e-content and keeps the library up-to-date with current with upcoming technology. May manage computer attendants.

	BASE PAY							
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>Percentiles</u>			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	13	14	\$29.07	\$29.06	\$24.50	\$33.28	\$23.49	\$36.93
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	5	5	\$29.03	\$29.92	\$27.04	\$31.42	***	***
\$7,000,000 or more	7	8	\$30.02	\$29.06	\$24.62	\$35.75	***	***
<b><u>Population Category</u></b>								
30,000 to 49,999	5	5	\$27.95	\$27.04	\$24.50	\$31.42	***	***
50,000 or more	7	8	\$30.69	\$29.81	\$26.57	\$35.75	***	***
<b><u>Employment Size Category</u></b>								
50 to 79	5	5	\$28.52	\$29.92	\$24.50	\$31.42	***	***
80 or more	7	8	\$30.33	\$29.06	\$25.89	\$35.75	***	***

## 2023 LIBRARY SURVEY

### 53 DIGITAL / VIRTUAL SERVICES ASSISTANT

### DIGITAL / VIRTUAL SERVICES

Assists patrons with using Microsoft Office applications, accessing the Internet, setting up email accounts, accessing e-books and e-content, and other computer processes. Troubleshoots patron computers and printers. Assists in patron and staff technology training. Assists in content management of the library's website. Participates in technology projects.

	BASE PAY						
	# of	# of	Percentiles				
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u> <u>90th</u>
<b>All Libraries Combined:</b>	11	40	\$20.70	\$20.21	\$18.13	\$22.20	\$17.11   \$26.20
<b><u>Budget Category</u></b>							
\$7,000,000 or more	5	29	\$21.32	\$20.68	\$18.00	\$24.06	***   ***
<b><u>Population Category</u></b>							
50,000 or more	6	31	\$21.19	\$20.67	\$18.00	\$24.06	***   ***
<b><u>Employment Size Category</u></b>							
80 or more	6	32	\$21.00	\$20.41	\$17.56	\$23.44	***   ***

## 2023 LIBRARY SURVEY

### 29 FACILITY & GROUNDS MAINTENANCE MANAGER

### MAINTENANCE / FACILITIES

Responsible for grounds, buildings, and building equipment. Supervise the installation, maintenance, and repair of: electrical, gas, air, and water installations; sewers and fire sprinklers; the operation of building equipment and facilities; plant janitorial services; and the maintenance of grounds. Work with outside contractors and architects on building construction as necessary. Plan, lay out, and assign work, involving diagnosing and remedying difficult problems. Report defective equipment and recommend the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedite building and system repairs in construction to avoid delays. Perform normal supervisory functions in a department with seldom over 10 persons.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
<b>All Libraries Combined:</b>	69	70	\$36.04	\$35.25	\$31.63	\$41.01	\$25.62	\$45.69
<b><u>Budget Category</u></b>								
\$2,000,000 to \$3,999,999	14	14	\$31.83	\$32.08	\$27.06	\$34.13	\$25.46	\$39.76
\$4,000,000 to \$6,999,999	29	29	\$36.20	\$35.18	\$33.00	\$40.42	\$30.05	\$43.21
\$7,000,000 or more	21	22	\$41.68	\$42.18	\$37.80	\$44.80	\$34.42	\$49.71
<b><u>Population Category</u></b>								
15,000 to 29,999	17	17	\$32.60	\$34.13	\$25.46	\$39.76	\$19.36	\$44.83
30,000 to 49,999	24	24	\$35.39	\$33.41	\$31.91	\$40.30	\$27.06	\$43.07
50,000 or more	25	26	\$39.77	\$38.54	\$33.83	\$44.35	\$30.80	\$51.90
<b><u>Employment Size Category</u></b>								
25 to 49	13	13	\$30.60	\$31.65	\$25.74	\$33.54	\$19.51	\$38.36
50 to 79	28	28	\$36.03	\$34.61	\$32.92	\$39.04	\$30.05	\$43.21
80 or more	24	25	\$41.01	\$40.88	\$37.80	\$44.35	\$30.80	\$49.71

## 2023 LIBRARY SURVEY

### 44 MAINTENANCE WORKER

### MAINTENANCE / FACILITIES

General maintenance position. Performs hands-on work related to the repair and upkeep of library building and grounds. Work often includes basic repairs related to mechanical and/or electrical equipment, painting, moderately complex construction projects, meeting room setup, and other general duties. This is not a janitor job, even though janitor duties may be performed a minor amount of the time.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	<u>Lib</u>	<u>Emps</u>			<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	63	123	\$21.11	\$20.88	\$17.92	\$23.50	\$16.22	\$27.38
<b><u>Budget Category</u></b>								
\$1,000,000 to \$1,999,999	5	5	\$18.36	\$17.25	\$16.30	\$18.25	***	***
\$2,000,000 to \$3,999,999	13	19	\$19.57	\$18.73	\$17.70	\$22.26	\$16.64	\$22.73
\$4,000,000 to \$6,999,999	23	41	\$20.41	\$20.00	\$17.50	\$22.00	\$16.01	\$24.54
\$7,000,000 or more	19	55	\$22.65	\$22.47	\$19.11	\$26.00	\$16.45	\$28.43
<b><u>Population Category</u></b>								
7,500 to 14,999	6	7	\$20.68	\$21.00	\$18.25	\$22.73	***	***
15,000 to 29,999	18	29	\$20.01	\$18.66	\$17.50	\$22.53	\$15.50	\$25.04
30,000 to 49,999	16	28	\$20.48	\$21.10	\$17.32	\$22.22	\$16.96	\$25.91
50,000 or more	21	57	\$22.21	\$21.27	\$18.94	\$24.93	\$16.45	\$28.50
<b><u>Employment Size Category</u></b>								
13 to 24	9	9	\$18.20	\$17.50	\$16.30	\$18.25	***	***
25 to 49	12	16	\$20.03	\$20.90	\$18.01	\$22.40	\$15.50	\$22.73
50 to 79	22	39	\$19.30	\$18.66	\$17.03	\$21.27	\$15.78	\$22.79
80 or more	20	59	\$23.05	\$22.87	\$19.65	\$26.07	\$16.68	\$28.50

# 2023 LIBRARY SURVEY

## 31 JANITOR / CUSTODIAN

## MAINTENANCE / FACILITIES

Clean assigned areas, using power equipment. Clean drinking fountains, office partition windows, washrooms, toilets and lavatories. Replenish supplies.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	38	76	\$17.79	\$17.22	\$15.85	\$19.36	\$14.29	\$21.65
<b><u>Budget Category</u></b>								
Less than \$499,999	5	6	\$15.30	\$13.13	\$13.00	\$18.00	***	***
\$1,000,000 to \$1,999,999	5	6	\$15.44	\$15.83	\$14.00	\$16.97	***	***
\$4,000,000 to \$6,999,999	14	29	\$17.92	\$17.43	\$16.00	\$18.94	\$15.68	\$20.73
\$7,000,000 or more	9	25	\$19.02	\$18.70	\$16.78	\$21.65	***	***
<b><u>Population Category</u></b>								
Less than 7,499	5	6	\$15.30	\$13.13	\$13.00	\$18.00	***	***
15,000 to 29,999	8	13	\$16.24	\$16.46	\$15.75	\$17.00	***	***
30,000 to 49,999	11	27	\$19.10	\$18.50	\$16.00	\$21.05	\$15.47	\$23.71
50,000 or more	12	28	\$17.88	\$17.73	\$16.15	\$19.75	\$15.00	\$20.73
<b><u>Employment Size Category</u></b>								
Less than 12	5	6	\$15.30	\$13.13	\$13.00	\$18.00	***	***
25 to 49	7	11	\$15.70	\$15.47	\$14.75	\$16.97	***	***
50 to 79	14	34	\$18.64	\$17.96	\$16.40	\$20.24	\$15.95	\$22.57
80 or more	9	22	\$18.36	\$18.35	\$16.75	\$20.02	***	***



# 2023 LIBRARY SURVEY

## 32 LIBRARY MONITOR

## MISCELLANEOUS

Responsible for patrolling the premises to ensure the safety of both patrons and staff and that appropriate behavior is maintained in accordance with the policies and procedures of the library. Assists in behavior correction, crisis situations, and emergencies including contacting law enforcement and emergency personnel.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
<b>All Libraries Combined:</b>	24	66	\$20.25	\$19.88	\$17.22	\$22.50	\$15.75	\$25.25
<b><u>Budget Category</u></b>								
\$4,000,000 to \$6,999,999	8	21	\$19.65	\$19.06	\$16.80	\$21.30	***	***
\$7,000,000 or more	11	39	\$21.12	\$21.26	\$18.50	\$23.08	\$16.00	\$25.43
<b><u>Population Category</u></b>								
30,000 to 49,999	6	12	\$18.78	\$18.58	\$16.47	\$21.28	***	***
50,000 or more	13	44	\$20.75	\$20.62	\$18.21	\$22.85	\$16.00	\$25.43
<b><u>Employment Size Category</u></b>								
50 to 79	5	12	\$18.67	\$17.64	\$15.90	\$20.60	***	***
80 or more	14	48	\$21.09	\$21.16	\$18.77	\$23.07	\$16.66	\$25.43

# BENEFITS

## 2023 LIBRARY SURVEY BENEFITS

### PAID LEAVE

#### 1. Average number of fixed paid sick days per year:

	Full-Time Employees	
	Average	# of Libraries
Days per Year	11.4	120

#### 2. Average number of fixed paid personal days per year:

	Full-Time Employees	
	Average	# of Libraries
Days per Year	3.5	109

#### 3. Are part-time employees eligible for pro-rated sick/personal time?

	% of Libraries	# of Libraries
Yes	80.9%	106
No	19.1%	25

#### 3b. Average minimum number of hours required for part-time employees to qualify for pro-rated sick/personal time benefits:

	Average	# of Libraries
Hours per Week	12.6	94

### VACATION DAYS

#### 4a. Average number of vacation days received for the following years of service - Library Director:

	Days	# of Libraries
1st Year	18.4	127
5th Year	20.5	124
10th Year	22.4	123
15th Year	23.2	121

#### 4b. Average number of vacation days received for the following years of service - Department Heads:

	Days	# of Libraries
1st Year	16.6	115
5th Year	19.1	114
10th Year	21.1	113
15th Year	22.0	111

#### 4c. Average number of vacation days received for the following years of service - Other Exempt Employees:

	Days	# of Libraries
1st Year	14.9	108
5th Year	17.6	109
10th Year	20.2	109
15th Year	21.3	107

## 2023 LIBRARY SURVEY BENEFITS

### VACATION DAYS (CONTINUED)

4d. Average number of vacation days received for the following years of service - Non-Exempt Employees:

	Days	# of Libraries
1st Year	10.9	120
5th Year	14.6	121
10th Year	18.7	121
15th Year	20.1	118

5. Unused vacation time is:

	% of Libraries	# of Libraries
Canceled/Forfeited at Year End	23.3%	30
Paid for at Year End	2.3%	3
Allowed to be Carried Over	74.4%	96

6. Are Part-time employees eligible for pro-rated vacation days?

	% of Libraries	# of Libraries
Yes	81.7%	107
No	18.3%	24

6b. Average minimum number of hours required for part-time employees to qualify for pro-rated vacation time:

	Average	# of Libraries
Hours per Week	16.1	101

### HOLIDAYS

7a. Average number of scheduled holidays per year (excludes libraries that do not offer any holidays):

	Average	# of Libraries
Scheduled Holidays	9.4	130

7b. Number of libraries that don't offer any scheduled holidays:

	# of Libraries
No Scheduled Holidays	0

7c. Average number of floating holidays per year (excludes libraries that do not offer any floating holidays):

	Average	# of Libraries
Floating Holidays	2.7	55

7d. Number of libraries that don't offer any scheduled floating holidays:

	# of Libraries
No Floating Holidays	52

## 2023 LIBRARY SURVEY BENEFITS

### HOLIDAYS (CONTINUED)

#### 8. How are non-exempt employees compensated for working on holidays?

	% of Libraries	# of Libraries
Another Paid Day Off	15.5%	20
Time-and-a-Half Pay	2.3%	3
Double Pay	2.3%	3
Another Paid Day and Time-and-a-Half Pay	0.0%	0
Library is Entirely Closed for all Holidays	76.7%	99
Other (see below)	3.1%	4

#### Other Responses:

On a non-major holiday, pay is straight time; The library is closed. Those who work get time-and-a-half, plus their paid day off to use at another time; 2.25 times regular rate and another day paid at regular rate; two-and-a-half times pay.

### MEDICAL INSURANCE

#### 9. How many days of service are required to be eligible for medical benefits:

	% of Libraries	# of Libraries
None, Enrollment is Immediate Upon Hire	29.0%	38
30 Days	8.4%	11
First Day of the Month Following Date of Hire	38.2%	50
First Day of the Month Following 30 Days of Employment	11.5%	15
60 Days	0.0%	0
90 Days	3.8%	5
Other	0.0%	0
Don't Offer Medical Benefits	9.2%	12

#### 10. Does your library purchase its own health insurance privately?

	% of Libraries	# of Libraries
Yes	30.3%	36
No	69.7%	83

#### 11. Is the library in a consortium to purchase health insurance?

	% of Libraries	# of Libraries
Yes	55.5%	66
No	44.5%	53

# 2023 LIBRARY SURVEY BENEFITS

## HMO PLANS

12. Do you offer an HMO Plan?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	58.5%	69	2.7%	3
No	41.5%	49	97.3%	108

13. Do you offer financial incentives to employees to join your HMO versus other plans?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	4.4%	3	0.0%	0
No	95.6%	65	100.0%	2

14a. Average HMO office visit co-pay (excludes libraries with a co-pay of \$0):

	Average \$ Amount	# of Libraries
Co-Pay	\$20.74	61

14b. Number of libraries that don't have an office visit co-pay for their HMO plan:

	# of Libraries
No Co-Pay	7

15a. Average percent of HMO plan premium paid by the library (excluding libraries paying 0% or 100%) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Single Coverage Premium	83.3%	51	0.0%	0

15b. Number of libraries that pay 0% of the HMO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	1	0

15c. Number of libraries that pay 100% of the HMO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	11	2

# 2023 LIBRARY SURVEY BENEFITS

## HMO PLANS (CONTINUED)

16a. Average percent of HMO plan premium paid by the library (excluding libraries paying 0% or 100%) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Family Coverage Premium	66.6%	43	70.0%	1

16b. Number of libraries that pay 0% of the HMO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
No Premium Paid	21		0	

16c. Number of libraries that pay 100% of the HMO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
Entire Premium Paid	1		1	

## PPO PLANS

17. Do you offer a PPO Plan?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	95.8%	114	6.4%	7
No	4.2%	5	93.6%	103

18a. Average PPO in-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$1,019.34	106

18b. Average PPO in-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$2,710.78	102

19a. Average PPO out-of-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$1,930.48	105

19b. Average PPO out-of-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$5,080.69	101

20a. Average PPO office visit co-pay (excludes libraries with a co-pay of \$0):

	Average \$ Amount	# of Libraries
Co-Pay	\$22.89	90

20b. Number of libraries that don't have an office visit co-pay for their PPO plan:

	# of Libraries
No Co-Pay	16

# 2023 LIBRARY SURVEY BENEFITS

## PPO PLANS (CONTINUED)

### 21a. Average in-network medical services amount covered by the PPO plan - SINGLE COVERAGE:

	Average %	# of Libraries
Medical Services - Single	83.5%	98

### 21b. Average in-network medical services amount covered by the PPO plan - FAMILY COVERAGE:

	Average %	# of Libraries
Medical Services - Family	83.8%	95

### 22a. Average out-of-network medical services amount covered by the PPO plan - SINGLE COVERAGE:

	Average %	# of Libraries
Medical Services - Single	59.6%	98

### 22b. Average out-of-network medical services amount covered by the PPO plan - FAMILY COVERAGE:

	Average %	# of Libraries
Medical Services - Family	59.8%	95

### 23a. Average out-of-pocket expense limitation for in-network PPO plan - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$2,508.25	103

### 23b. Average out-of-pocket expense limitation for in-network PPO plan - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$6,276.50	100

### 24a. Average out-of-pocket expense limitation for out-of-network PPO plan - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$4,986.26	91

### 24b. Average out-of-pocket expense limitation for out-of-network PPO plan - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$11,871.26	87

### 25a. Average percent of premium paid by the library for their PPO plan (excludes libraries paying 0% or 100%) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Single	83.5%	82	80.0%	1

### 25b. Number of libraries that pay 0% of the PPO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	1	2



# 2023 LIBRARY SURVEY BENEFITS

## PPO PLANS (CONTINUED)

### 25c. Number of libraries that pay 100% of the PPO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	21	2

### 26a. Average percent of premium paid by the library for their PPO plan (excludes libraries paying 0% or 100%) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Family	64.3%	66	65.7%	3

### 26b. Number of libraries that PAY 0% percent of the PPO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	39	3

### 26c. Number of libraries that pay 100% of the PPO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	1	0

## HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED)

### 27. Do you offer a High Deductible Health Plan (HSA Qualified)?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	33.9%	40	0.9%	1
No	66.1%	78	99.1%	112

### 28a. Average High Deductible Health Plan (HSA Qualified) in-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$2,966.67	39

### 28b. Average High Deductible Health Plan (HSA Qualified) in-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$6,202.56	39

### 29a. Average High Deductible Health Plan (HSA Qualified) out-of-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$5,478.95	38

# 2023 LIBRARY SURVEY BENEFITS

## HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED) (CONTINUED)

29b. Average High Deductible Health Plan (HSA Qualified) out-of-network deductible amount -  
FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$11,588.16	38

30a. Average in-network expense limitation High Deductible Health Plan (HSA Qualified) -  
SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$3,817.95	39

30b. Average in-network expense limitation High Deductible Health Plan (HSA Qualified) -  
FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$7,867.95	39

31a. Average out-of-network expense limitation High Deductible Health Plan (HSA Qualified) -  
SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$9,808.57	35

31b. Average out-of-network expense limitation High Deductible Health Plan (HSA Qualified) -  
FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$19,891.43	35

32a. Average percent of premium paid by the library for their High Deductible Health Plan (HSA Qualified)  
(excludes libraries paying 0% or 100%) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Single	85.3%	35	80.0%	1

32b. Number of libraries that pay 0% of the High Deductible Health Plan (HSA Qualified) premium - SINGLE  
COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	0	0

32c. Number of libraries that pay 100% of the High Deductible Health Plan (HSA Qualified) premium - SINGLE  
COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	4	0

# 2023 LIBRARY SURVEY

## BENEFITS

### HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED) (CONTINUED)

33a. Average percent of premium paid by the library for their High Deductible Health Plan (HSA Qualified) (excludes libraries paying 0% or 100%) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Family	72.6%	27	80.0%	1

33b. Number of libraries that PAY 0% percent of the High Deductible Health Plan (HSA Qualified) premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
No Premium Paid	12		0	

33c. Number of libraries that pay 100% of the High Deductible Health Plan (HSA Qualified) premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
Entire Premium Paid	0		0	

34. Do you contribute toward the employees' HSA accounts?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	46.3%	19	0.0%	0
No	53.7%	22	100.0%	35

35a. Average annual amount contributed to employees' HSA accounts (excludes libraries paying \$0) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average \$	# of Libraries	Average \$	# of Libraries
Contribution Amount	\$1,197.06	17	\$0.00	0

35b. Number of libraries that do not contribute to employees' HSA accounts - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
Contribution Amount	0		0	

35c. Average annual amount contributed to employees' HSA accounts (excludes libraries paying \$0) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average \$	# of Libraries	Average \$	# of Libraries
Contribution Amount	\$2,193.33	15	\$0.00	0

35d. Number of libraries that do not contribute to employees' HSA accounts - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
Contribution Amount	3		0	

# 2023 LIBRARY SURVEY

## BENEFITS

### OTHER HEALTH BENEFITS

36. What programs does the library offer to encourage employee health and wellness?

	% of Libraries	# of Libraries
Smoking cessation	4.0%	5
Classes on health & nutrition	9.7%	12
Weight loss classes	4.0%	5
Blood pressure checks/cholesterol checks	7.3%	9
Flu shots	41.1%	51
Stress reduction/time management	12.9%	16
Employee Assistance Program	72.6%	90
Yoga/group exercise classes	6.5%	8
Massages	2.4%	3
Wellness fairs	12.1%	15
Walking club	5.6%	7
Discounted recreation/gym memberships	20.2%	25
Standing/walking workstations	23.4%	29
Ergonomic training/supports	7.3%	9
Health screening	12.1%	15
Health and wellness programs not provided	21.0%	26
Other (see below)	9.7%	12

Other Responses:

Calm App (2); Wellness Challenge with incentives (2); Wellness programs are offered through Health Insurance Plan (2); Annually Healthy Habits participants earn PTO; Online health & wellness program for health insurance discount; Started Wellness Committee focusing on staff wellness; Varies, depends on employee requests; Wellness Day.

37. What additional health benefits does the library offer?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Health Reimbursement Account (HRA)	13.3%	16	5.1%	2
Flexible Spending Account (FSA)	47.5%	57	35.9%	14
Vision	93.3%	112	56.4%	22
Dental	97.5%	117	53.8%	21
Life Insurance	95.0%	114	46.2%	18
Prescription Drug	72.5%	87	12.8%	5
Disability Insurance (Other than IMRF)	29.2%	35	10.3%	4

# 2023 LIBRARY SURVEY

## BENEFITS

### RETIREMENT

38. What retirement plans do you offer employees?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
401(k)	2.3%	3	1.8%	2
401(a)	1.5%	2	0.0%	0
403(b)	6.9%	9	5.3%	6
457	53.8%	70	43.9%	50
Roth IRA	13.8%	18	12.3%	14
IMRF	91.5%	119	91.2%	104
Library-Funded Pension Plan	2.3%	3	0.9%	1
None	3.1%	4	3.5%	4
Other (see below)	2.3%	3	1.8%	2

Other Responses:

Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
IRA products	Simple IRA
Simple IRA	SURS
SURS	

39. When are employees eligible to participate?

	% of Libraries	# of Libraries
Immediately	96.1%	122
After 6 Months	0.8%	1
At one Year	0.8%	1
More than One Year	0.8%	1
Other	1.6%	2

40. Does your library contribute or match employee contributions? (Does not apply to IMRF or Library-funded pension plans)

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	5.1%	4	5.4%	4
No	73.4%	58	71.6%	53
Does Not Apply	24.1%	19	25.7%	19

41. If your library contributed or offered a match last year, what was the percentage? (Does not apply to IMRF or Library-funded pension plans)

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Contribution Amount	4.3%	4	4.3%	4

## 2023 LIBRARY SURVEY BENEFITS

### RETIREMENT (CONTINUED)

42. The vesting schedule is:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
100% Immediately	14.6%	14	14.3%	13
Graded, 100% by 7 Years	6.3%	6	6.6%	6
Graded, 100% by 6 Years	0.0%	0	0.0%	0
Graded, 100% by 5 Years	1.0%	1	1.1%	1
Other	52.1%	50	51.6%	47
No Pension Plan Provided	27.1%	26	27.5%	25

### TRAINING

43. Which of the following training opportunities do you offer?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Apprenticeship	0.8%	1	1.8%	2
Supervisory	47.5%	56	15.3%	17
Mid-Level Management	40.7%	48	9.0%	10
Executive Development	33.1%	39	2.7%	3
Professional Development	91.5%	108	84.7%	94
Continuing Education	89.8%	106	85.6%	95
Industry Seminars	72.9%	86	66.7%	74
Leadership	46.6%	55	27.0%	30
Coaching	37.3%	44	26.1%	29
Teams	28.0%	33	26.1%	29
Computer	55.9%	66	55.9%	62

44a. Average minimum number of hours per year employees are encouraged to participate in training:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average # of Hours	# of Libraries	Average # of Hours	# of Libraries
Hours per Year	14.0	21	11.3	20

44b. Number of libraries that do not have a minimum amount of training hours:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Minimum Hours per Year	105	105

# 2023 LIBRARY SURVEY

## BENEFITS

### TUITION REIMBURSEMENT

45. Do you offer tuition reimbursement?

	% of Libraries	# of Libraries
Yes	66.4%	87
No	33.6%	44

46a. Length of time an employee needs to be employed in order to be eligible for tuition reimbursement (excludes those with no waiting period):

	Average # of Months	# of Libraries
Months to Eligibility	10.8	70

46b. Number of libraries that do not have a waiting period in order to be eligible for tuition reimbursement:

	# of Libraries
No Waiting Period	13

47. What conditions must be met to qualify for tuition assistance?

	% of Libraries	# of Libraries
Course Must be Job Related	91.8%	78
Course Must be Satisfactorily Completed	97.6%	83
Course Must be Approved by Supervisor	92.9%	79
Course Must Apply Toward Degree or Certification	52.9%	45

48. What is the maximum amount of tuition reimbursement offered to an employee each year?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Less than \$1,000	16.0%	13	21.6%	16
\$1,001 - \$2,500	34.6%	28	35.1%	26
\$2,501 - \$5,000	30.9%	25	29.7%	22
More than \$5,000	19.8%	16	14.9%	11

49. In addition to tuition reimbursement, which fees are paid in whole or part to qualified employees?

	% of Libraries	# of Libraries
Textbooks Cost	66.7%	16
Laboratory Fees and Supplies	58.3%	14
Student Activity Fees	25.0%	6
Other (Such as Registration Fees)	54.2%	13

50. Are employees permitted time off from work to attend classes?

	% of Libraries	# of Libraries
Yes, With Pay	1.2%	1
Yes, Without Pay	27.7%	23
Yes, but Only in Special Cases	8.4%	7
No, Only After Work Hours	62.7%	52



# 2023 LIBRARY SURVEY

## BENEFITS

### TUITION REIMBURSEMENT (CONTINUED)

51. How long is the service requirement following reimbursement to avoid repayment?

	% of Libraries	# of Libraries
No Service Requirement	27.4%	23
Less than 1 Year	3.6%	3
1 Year	47.6%	40
2 Years	15.5%	13
3 Years	3.6%	3
More than 3 Years	2.4%	2

### PART-TIME EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK

52. Which of the following benefits do you provide to employees that work less than 20 hours per week?

	% of Libraries	# of Libraries
Paid Vacation	43.0%	46
Paid Holidays	50.5%	54
Paid Sick Time	58.9%	63
Medical Insurance (Subsidized by the Library)	0.0%	0
Medical Insurance (Non-subsidized)	2.8%	3
Retirement Benefits	16.8%	18
Training (In Addition to What is Necessary for Regular Job Performance)	66.4%	71
Tuition Reimbursement	32.7%	35

### PAY ADMINISTRATION

53. Salaries are what percent of your total budget?

	Average	# of Libraries
Percent	50.2%	128

54. Our compensation program is based upon:

	% of Libraries	# of Libraries
Market Benchmarking	69.8%	90
Point Factor Job Evaluation	1.6%	2
No Formal Plan	28.7%	37

55. Does the library provide any monetary bonus?

	% of Libraries	# of Libraries
Yes	31.8%	41
No	68.2%	88

56. Is there a written policy regarding service awards?

	% of Libraries	# of Libraries
Yes	41.5%	54
No	58.5%	76



# 2023 LIBRARY SURVEY

## BENEFITS

### PAY ADMINISTRATION (CONTINUED)

57. Does your library utilize a compensatory time policy for non-exempt employees?

	% of Libraries	# of Libraries
Yes	31.5%	40
No	68.5%	87

58. Are library employees allowed to flex their work schedules?

	% of Libraries	# of Libraries
Yes	72.7%	93
No	27.3%	35

59. Is the library open on Sunday?

	% of Libraries	# of Libraries
Yes	68.9%	91
No	31.1%	41

60. Is your library open on Sunday all year?

	% of Libraries	# of Libraries
Yes	79.1%	72
No	20.9%	19

61. The rate for Sunday work is:

	% of Libraries	# of Libraries
Straight Time	86.8%	79
Time-and-a-Half	8.8%	8
Double Time	0.0%	0
Other	4.4%	4

62. Does the library provide breaks beyond a regular meal break?

	% of Libraries	# of Libraries
Yes	87.1%	115
No	12.9%	17

63. Does your library provide paid lunch breaks for non-exempt employees?

	% of Libraries	# of Libraries
Yes	31.8%	42
No	68.2%	90

64. Does the library pay any conference expenses?

	% of Libraries	# of Libraries
Yes	100.0%	131
No	0.0%	0

65. Is there a set per diem allowance, excluding registration fees, when attending conferences?

	% of Libraries	# of Libraries
Yes	69.8%	90
No	30.2%	39

# 2023 LIBRARY SURVEY BENEFITS

## PAY ADMINISTRATION (CONTINUED)

66. Do you offer paid parental leave?

	% of Libraries	# of Libraries
Yes	37.9%	50
No	43.9%	58
No, but Considering it in the Future	18.2%	24

62 What is the maximum number of week(s) paid for parental leave?

	% of Libraries	# of Libraries
1 Week	2.0%	1
2 Weeks	8.0%	4
3 Weeks	0.0%	0
4 Weeks	8.0%	4
5 Weeks	2.0%	1
6 Weeks	26.0%	13
7 Weeks	0.0%	0
8 Weeks	40.0%	20
9 or more Weeks	14.0%	7

**2023 LIBRARY SURVEY**  
**ALPHABETICAL INDEX BY JOB TITLE**  
**Data reported as of March 1, 2023**

Job Title	Job Code	Page
Acquisition Clerk	50	58
Administrative Assistant	19	22
Administrative Assistant, Executive	18	21
Administrative Services Office Manager	30	16
Adult Services Assistant Department Head	62	37
Adult Services Department Head	08	36
Assistant Director	02	11
Bookkeeper (Accounting Clerk)	25	19
Bookmobile Driver	16	34
Branch Head	03	12
Business Manager	23	18
Cataloger	38	55
Circulation Assistant Department Head	71	48
Circulation Clerk	14	51
Circulation Department Head	04	47
Circulation Supervisor	48	49
Computer Lab Assistant	39	65
Digital / Virtual Services Assistant	53	68
Digital / Virtual Services Department Head	61	66
Digital / Virtual Services Specialist	52	67
Early Literacy Coordinator	56	30
Facility & Grounds Maintenance Manager	29	69
Finance Director	66	17
Graphic Designer	28	26
Head of Outreach	67	27
Homebound Assistant	54	33
Human Resources Assistant	21	15
Human Resources Generalist	69	14
Human Resources Manager	20	13
Information Technology (IT) Assistant	49	64
Information Technology (IT) Manager	34	60
Inter-Library Loan Assistant	40	57
Janitor / Custodian	31	71
Librarian	10	40
Library Aide	60	46
Library Assistant	12	44
Library Clerk	43	45
Library Director	01	10
Library Monitor	32	72
Maintenance Worker	44	70
Makerspace / Studio Specialist	70	43
Marketing & Public Relations Manager	59	24
Marketing & Public Relations Specialist	17	25
Outreach Coordinator	47	28
Payroll Administrator	27	20
Processing Clerk	42	59
Program Coordinator	46	29
Receptionist	22	23
Reference Department Head	05	35
School Liaison	55	31
Shelver / Page	15	52
Shelver / Page Supervisor	57	50
Specialty Librarian	68	41
Systems Administrator	35	61
Technical Services Assistant	45	56
Technical Services Assistant Department Head	64	54
Technical Services Department Head	06	53
Technology Librarian	65	42
Van Driver	51	*
Volunteer Coordinator	58	32
Web Content Administrator	36	62
Webmaster	37	63
Youth Services Assistant Department Head	63	39
Youth Services Department Head	07	38

\* Insufficient Data

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**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 24, 2024**

**Agenda Item 10B**

The attached motion was submitted by a trustee for discussion at the November 15, 2023 Board of Library Trustees meeting. It is now an action item.

## **Motion to Rewrite the DGPL Land Acknowledgement Statement**

**WHEREAS** there are portions of the current Downers Grove Public Library Land Acknowledgement Statement (the “Statement”) may be offensive to some members of our community; or portions may inaccurately portray historical events or at least lack historical context.

**AND WHEREAS** the current Statement fails to recognize and appreciate the heritage of Native Americans; and fails to honor by name the many local tribes that once inhabited our area; and focuses on injustices and what *happened to* Native Americans instead of on the values, principles and positive contributions that helped shape our nation.

**AND WHEREAS** the current Statement therefore does not aid nor honor local tribes, and may serve to divide vs. unify the community in admiration and respect for Native Americans, past or present.

**BE IT SO MOVED** that

- 1) The current Statement shall be immediately suspended and removed from the Library website and, where practical and feasible, from display; and immediately suspend recital of the Statement at Library Board meetings.
- 2) The Board of Trustees shall charter a sub-committee of local residents with Native America lineage, Library Staff, and one or two members of the Board to develop a new Statement that address the offenses deficiencies in the current Statement.
- 3) That the sub-committee shall be made up of no more than seven members, shall have access to and shall utilize Library resources, additional Native American representatives and sources, and past material that was referenced in development of the current Statement.
- 4) That the sub-committee shall develop the statement without allegiance to or undo influence from the ILA or ALA guidelines on creating a Land Acknowledgment Statement, and shall instead develop the Statement based on local history, input from local stakeholders, and the sincere and true desire to honor the strength, resiliency, and rich heritage of Native Americans.
- 5) And be it so moved that the sub-committee shall endeavor to complete their rewrite of the Statement within 3 months passage of this motion when it shall be provided to the Board for final deliberation, public review and comment, and passage.