

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM &  
ONLINE VIA GOTO MEETING**

In accordance with Public Act 101-0640, this meeting will be held in-person and by remote attendance.

Members of the public can attend in-person or view and listen to the proceedings using GoTo Meeting. Below is the link to join the online meeting and information to download the app in advance of the meeting. For those who want participate via phone only, you may call into the audio only using the phone number below.

In lieu of providing public comment in person or by phone, members of the public may send public comments to the Library Director, at <https://dglibrary.org/feedback/> Please indicate that this is a Board Meeting Comment in the body of the comment. Be aware that comments sent to the Library will be read individually.

**Library Board of Trustees**

Wed, Jul 22, 2020 7:30 PM - 9:00 PM (CDT)

**Please join my meeting from your computer, tablet or smartphone.**

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**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. June 24, 2020

Requested Action: Approval

5. Financial Matters
  - a. June 2020 Financial Report
  - b. July 2020 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund
  - b. 2021 Salary Structure
  - c. Library Services Policy, Section 5.7 Fines and Fees
  - d. Illinois Non-Resident Library Card Program
  - e. Authorized Callers for Bank of America Credit Card AccountRequested Action: Approval  
Requested Action: Approval  
Requested Action: Approval  
Requested Action: Approval  
Requested Action: Approval
9. Unfinished Business
  - a. 2021 Draft Budget and Levy
  - b. COVID-19 Response and Reopening Phasing PlanRequested Action: Discussion  
Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 24, 2020, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Cheryl Pawlak, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. May 27, 2020. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the May 27, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. May 2020 Financial Report. Milavec presented the report. The library is 42% through the year. The revenue report shows the first small payment of property taxes. The 2020 Illinois Public Library Per Capita Grant has yet to arrive. The State has assured libraries that the grant will be paid at the amount initially awarded. Milavec noted some unusual suppliers listed under expenditures, which are all PPE suppliers. Building Operations Director Ian Knorr is buying as much PPE as he can from whoever has it in stock. The Maintenance Supplies budget lines will be significantly over budget, as that is where all of the PPE is being charged. The library is hoping for some of the cost to be offset by the FEMA grant, which Assistant Director Jen Ryjewski is currently completing.
  - b. June 2020 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of June 2020 operating invoices totaling \$84,069.51, the acceptance of June 2020 credit memos totaling \$152.69, and the ratification of May 2020 payrolls totaling \$229,392.90 be approved. Roll call: Ayes:

Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None.  
Abstentions: None.

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

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy. As a result of the new Illinois Workplace Transparency Act, anti-harassment policies need to be updated to include elected official on elected official harassment or discrimination. President Graber noted a typographical error in Exhibit A, so an amended version of the Resolution will need to be approved.

It was moved by Khuntia and seconded by Stapleton THAT the Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy with removal of the word “employee” in Section 3.39-4 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Capital Needs Assessment 2020 Update. Building Operations Director Ian Knorr made all of the changes and updates to the Capital Needs Assessment Report, which was originally created in 2017. In 2018, the Board approved shifting some of the projects around. This 2020 update includes all of the projects Ian has been able to accomplish outside of the library’s Capital Replacement Fund. He also updated some cost projections and included two new high-dollar projects, including the electrical relay panel replacement slated for 2020 and elevator modernization slated for 2022. This year’s masonry project came in significantly under budget, which will help with the addition of the two new projects. The updated VAV boxes are also included in the report.

With the annual transfer of \$350,000 from the Operating Fund through the end of 2027, the Capital Replacement Fund will allow the library to complete all of the planned projects and still maintain over one million dollars in the Capital Replacement Fund in 2027. This will set the library up to plan the next round of projects and next set of interior renovations.

It was moved by Humphreys and seconded by Gigani THAT the Capital Needs Assessment Report 2020 Update to Projects and Estimated Costs be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2021 Preliminary Budget Drafts. Milavec provided eight versions of the budget for the Board. The salary and wage increases are at a 1.9% increase across the board, which would re-benchmark the salary schedule for 2021. Milavec also provided a 3% increase that would allow a small merit increase for staff. The full implementation of the merit increase system is not realistic for 2021, but Milavec would like to reward some of the staff who were essential personnel throughout the COVID crisis.

On the levy side, Milavec provided four versions, showing a flat levy, 1%, 2%, and 3% increase. The difference between the two expenditure levels is less than \$35,000. All other expenditure lines outside of salary lines are equal across the board. There is a 15% increase across the board on all insurance lines as it is too early to receive estimates. On the revenue side, there is a \$166,000 difference between a 0% and 3% levy increase.

The Board discussed staff increases and agreed that a 1.9% increase plus a discretionary fund for Milavec to give small merit increases to select staff would be appropriate in the current situation. Milavec was asked to prepare two drafts for the July Board meeting showing 0% and 2% levy increases, both with 1.9% staff increases and with a discretionary fund for merit increases.

- d. COVID-19 Response and Reopening Phasing Plan. Library staff are contemplating Phase 3 of the library's reopening plan and are looking to make an official announcement on Monday. This would include limited hours and limited public service. The limited hours allow staff to be in the building before and after the public is present, to be able to shelve materials and prepare the building. There will be a building capacity limit as well as area capacity limits. There are arrows on the floor, PR is working on signs, and designated queuing areas are being created. Masks will be required in the library. Any patrons not wearing masks will be asked to use curbside service or request another accommodation. There will be a form on the website where patrons can submit their accommodation requests. The first round of results has been received from the REALM study about library materials and the library can now reduce quarantine time from seven days to three days. Any items pulled off the shelf and returned to a cart will also be quarantined.

It was moved by Dougherty and seconded by Khuntia THAT the Library Director continue to be authorized to make temporary policy changes in consultation with the Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report. She gave a shout out to Library Volunteer Extraordinaire Robert Reich, who has volunteered for eleven years and has to retire from his volunteer role. The library is very grateful for his service and he will be sorely missed. Library staff have purchased a Garden Walk brick to recognize his service. The library's new initiative can be found at [dglibrary.org/lilfe-2020](http://dglibrary.org/lilfe-2020). This is a new 2020 memories project, which is an expanded version of the COVID-19 memories project. The library's official announcement about reopening will be going to the public on Monday. Milavec noted that the Board would most likely be meeting in person for its July meeting. Staff will be looking into the logistics to provide proper distancing for attendees. Milavec thanked the Board for making a strong public statement about the killing of George Floyd, the library's support of people of color, and promoting the rights of everyone in the library.

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

Trustee Humphreys thought it was a very productive meeting and is fine with meeting virtually as long as it is needed. He strongly supports zero tolerance on masks and said staff can blame the Board if patrons complain. He was pleased to see a reading list for Pride materials and a resource list for Black Lives Matter. Trustee Humphreys is proud to live in Downers Grove and commended the Village's strong stance taken on current events.

Trustee Dougherty was glad to hear the library's Diversity, Equity, and Inclusion project is going to be restarted. She also inquired about using Zoom for library meetings rather than GoToMeeting.

12. **Adjournment.** President Graber adjourned the meeting at 8:57 p.m.

DOWNERS GROVE LIBRARY

6/30/2020

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,884,790	\$ 718,180
FUND BALANCE	1,859,266	\$ 718,180

# Revenue by Object Report

Village of Downers Grove  
6/1/2020 through 6/30/2020

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Estimate</b>	<b>Revenues</b>	<b>Year-to-date Revenues</b>	<b>Balance</b>	<b>Prct Rcvd</b>
4101 Current Property Taxes	5,497,919.00	2,736,086.93	2,802,854.85	2,695,064.15	50.98
4109 Prior Year Property Taxes	100.00	0.00	3.24	96.76	3.24
4313 Personal Property Replacement Tax	51,500.00	0.00	35,965.59	15,534.41	69.84
4410 Sales of Materials	9,900.00	140.08	1,693.86	8,206.14	17.11
4502 Charges For Services	20,000.00	1,346.00	39,777.75	-19,777.75	198.89
4509 Fees For Non-Residents	16,000.00	0.00	5,840.00	10,160.00	36.50
4571 Rental Fees	4,000.00	-80.00	880.00	3,120.00	22.00
4581 Fines	33,000.00	437.09	8,988.42	24,011.58	27.24
4590 Cost Recovered For Services	10,000.00	49.00	4,100.54	5,899.46	41.01
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	61,516.00	0.00	0.00	61,516.00	0.00
4711 Investment Income	7,500.00	0.00	2,679.79	4,820.21	35.73
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,958.57	3,708.05	1,291.95	74.16
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>	<b>5,716,435.00</b>	<b>2,739,937.67</b>	<b>2,906,492.09</b>	<b>2,809,942.91</b>	<b>50.84</b>



## CAPITAL REPLACEMENT FUND

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Periods: 6 through 6

## Expenditures by Object Report

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Village of Downers Grove  
6/1/2020 through 6/30/2020

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**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	447,000.00	0.00	182,400.34	0.00	264,599.66	40.8
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	447,000.00	0.00	182,400.34	0.00	264,599.66	40.8

OPERATING FUND

glExpObj  
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Periods: 6 through 6

Expenditures by Object Report

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Village of Downers Grove  
6/1/2020 through 6/30/2020

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,594,544.25	123,069.00	738,414.00	0.00	856,130.25	46.3
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	51,191.35	244,595.23	0.00	6,805.79	97.2
5119 Part-Time Employee Wages	1,252,673.30	56,125.68	416,433.07	0.00	836,240.23	33.2
5131 IMRF Pension Contributions	232,934.78	17,414.75	114,238.18	0.00	118,696.60	49.0
5133 Medicare Contributions	44,929.98	3,286.08	19,988.31	0.00	24,941.67	44.4
5134 Social Security Contributions	192,114.36	14,050.67	85,465.21	0.00	106,649.15	44.4
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	77.35	464.10	0.00	579.90	44.4
5191 Health Insurance	415,774.44	31,113.46	185,939.91	0.00	229,834.53	44.7
5195 Optical Insurance	1,989.69	143.90	860.00	0.00	1,129.69	43.2
5197 Dental Insurance	34,239.11	2,513.66	15,081.96	0.00	19,157.15	44.0
5210 Supplies	97,450.00	8,315.52	29,755.21	0.00	67,694.79	30.5
5251 Maintenance Supplies	18,550.00	2,530.10	19,077.13	0.00	-527.13	102.8
5280 Small Tools & Equipment	31,100.00	3,938.07	10,427.64	0.00	20,672.36	33.5
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	20.00	2,933.30	0.00	4,566.70	39.1
5303 Seminars, Conferences & Meetings	34,050.00	1,259.00	10,700.47	0.00	23,349.53	31.4
5308 Recognition Program-Staff	5,000.00	100.00	840.29	0.00	4,159.71	16.8
5315 Professional Services	60,000.00	450.00	20,350.29	0.00	39,649.71	33.9
5322 Personnel Recruitment	1,000.00	30.27	443.79	0.00	556.21	44.3
5323 Special Legal	6,000.00	264.00	1,540.00	0.00	4,460.00	25.6
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	0.00	70,646.87	0.00	34,853.13	66.9
5380 Printing Services	24,800.00	0.00	8,123.00	0.00	16,677.00	32.7
5391 Telephone	17,000.00	1,163.65	10,206.97	0.00	6,793.03	60.0
5392 Postage	25,500.00	111.00	10,308.38	0.00	15,191.62	40.4
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	175.24	2,407.47	0.00	16,592.53	12.6

OPERATING FUND

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Periods: 6 through 6

Expenditures by Object Report

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Village of Downers Grove  
6/1/2020 through 6/30/2020

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5420 Insurance - Other Policies	43,125.00	0.00	50,491.00	0.00	-7,366.00	117.0
5430 Building Maintenance Services	91,550.00	2,626.75	36,044.70	0.00	55,505.30	39.3
5450 Cleaning Services	80,000.00	5,260.00	33,177.20	0.00	46,822.80	41.4
5461 Utilities	25,250.00	784.92	7,159.43	0.00	18,090.57	28.3
5470 Other Equipment Repair And Maintenance	12,000.00	2,378.85	7,683.40	0.00	4,316.60	64.0
5481 Rentals	15,500.00	859.55	7,687.30	0.00	7,812.70	49.6
5620 Recoverables	4,000.00	0.00	384.85	0.00	3,615.15	9.6
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	92.00	92.00	0.00	4,908.00	1.8
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	8,152.50	20,893.42	0.00	39,106.58	34.8
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,800.00	14,026.12	113,861.10	0.00	112,938.90	50.2
5852 Print Materials	345,250.00	18,710.23	76,503.17	0.00	268,746.83	22.1
5853 Audiovisual Materials	147,725.00	11,098.57	37,616.52	0.00	110,108.48	25.4
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	0.00	57,405.50	0.00	26,594.50	68.3
5880 Intangible Assets (Software)	52,000.00	1,462.48	18,972.07	0.00	33,027.93	36.4
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
<b>Grand Totals</b>	<b>6,016,294.93</b>	<b>382,794.72</b>	<b>2,487,212.44</b>	<b>0.00</b>	<b>3,529,082.49</b>	<b>41.3</b>

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	7	1,594.10	0.00	1,594.10
000322 AMAZON.COM	1	799.93	0.00	799.93
000403 AT&T	1	268.34	0.00	268.34
000672 BAKER & TAYLOR - L0217582	173	53,546.46	0.00	53,546.46
019652 BEST QUALITY CLEANING	1	5,260.00	0.00	5,260.00
016893 BIBLIOTHECA, LLC	1	1,304.61	0.00	1,304.61
001264 CDW GOVERNMENT, INC.	1	300.29	0.00	300.29
008323 CENGAGE LEARNING	7	7,100.78	0.00	7,100.78
013822 CHRISTINE THORNTON	1	250.00	0.00	250.00
017695 CINTAS FIRE PROTECTION	1	750.00	0.00	750.00
001553 COMCAST CABLE	1	305.05	0.00	305.05
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO, INC.	1	685.61	0.00	685.61
005572 FIA CARD SERVICES, N.A.	13	11,012.84	0.00	11,012.84
017510 FIRST COMMUNICATIONS, LLC	1	449.99	0.00	449.99
019894 FISH WINDOW CLEANING	1	1,595.00	0.00	1,595.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	2	3,463.20	0.00	3,463.20
013544 GOOGLE, INC.	1	966.00	0.00	966.00
008770 GRAINGER	6	735.71	0.00	735.71
009102 HAGG PRESS, INC.	1	2,172.00	0.00	2,172.00
018411 HAYES MECHANICAL, LLC	1	2,230.00	0.00	2,230.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00

<b>Vendor Totals</b>				
<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
009880 IMAGE SYSTEMS &	1	1,746.92	0.00	1,746.92
018694 JOHNSON CONTROLS FIRE, PROTECTION LP	1	188.42	0.00	188.42
019166 JULIE KITTREDGE, LLC	1	200.00	0.00	200.00
019932 LIBRARY SUPPLY SOLUTIONS, LLC	2	4,953.00	0.00	4,953.00
017280 MARTIN, JOHN	2	48.60	0.00	48.60
005866 MIDWEST TAPE	14	5,725.09	0.00	5,725.09
006161 NICOR GAS	1	421.70	0.00	421.70
012499 OVERDRIVE, INC.	2	5,158.85	0.00	5,158.85
018491 PEOPLEFACTS, LLC	1	55.54	0.00	55.54
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	3	1,273.75	0.00	1,273.75
018885 PRECHEL, AMELIA	1	10.00	0.00	10.00
006698 PRINT SMART	1	477.96	0.00	477.96
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
006944 RECORDED BOOKS, LLC	9	749.97	0.00	749.97
013422 RUNCO OFFICE SUPPLY & EQUIP CO	3	400.27	0.00	400.27
007517 SCHOLASTIC LIBRARY PUBLISHING	2	10,898.49	0.00	10,898.49
007676 SIGNS NOW	2	126.90	0.00	126.90
007861 STEPHENS PLUMBING AND HEATING,	1	775.00	0.00	775.00
012698 SWAN	1	16,581.00	0.00	16,581.00
008251 THE WALL STREET JOURNAL	1	599.88	0.00	599.88
017117 THOMSON REUTERS	1	100.00	0.00	100.00
010471 TWIST OFFICE PRODUCTS	1	262.50	0.00	262.50
015177 ULINE	3	1,376.82	0.00	1,376.82

<b>Vendor Totals</b>				
<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
006654 UNITED STATES POSTAL SERVICE	1	240.00	0.00	240.00
018458 URBAN ELEVATOR SERVICE, LLC	2	1,466.32	0.00	1,466.32
008642 VALUE LINE PUBLISHING, LLC	1	6,225.00	0.00	6,225.00
009043 WORLD BOOK,INC	1	1,937.94	0.00	1,937.94
<b>Grand Total:</b>	284	157,790.59	0.00	157,790.59

## INVOICES OF NOTE

For Library Board Meeting on July 22, 2020

008323	Cengage Learning (Gale Database Renewal, Print Materials)	\$7,100.78
013822	Christine Thornton (Virtual Childrens Program)	\$250.00
009102	Hagg Press, Inc. (Discoveries Newsletter)	\$2,172.00
018411	Hayes Mechanical, LLC (Quarterly HVAC Maintenance)	\$2,230.00
009880	Image Systems (Copier Rentals)	\$1,746.92
019932	Library Supply Solutions, LLC (Stingray Media Overlays, RFID Tags)	\$4,953.00
012499	Overdrive, Inc. (Audiovisual Materials)	\$5,158.85
007517	Scholastic Library Publishing (Electronic Subscriptions, Print Materials)	\$10,898.49
012698	Swan (Quarterly Service Fees)	\$16,581.00
018458	Urban Elevator Service, LLC (Elevator Maintenance)	\$1,466.32
008642	Value Line Publishing (License Renewal)	\$6,225.00
009043	World Book, Inc (Electronic Resources)	\$1,937.94

*Vendor Totals*

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
000672 BAKER & TAYLOR - L0217582	1	19.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	1	26.86
<b><u>Grand Total:</u></b>	<b><u>2</u></b>	<b><u>45.86</u></b>



### Library Credit Card Details for the July 22, 2020 Board Meeting

Julie Milavec				
971	5280 Small Tools & Equipment	iPhone Charger	\$	12.49
			<b>Total</b>	<b>\$ 12.49</b>
Katelyn Vabalaitis				
971	5210 Supplies	Toner and Batteries	\$	635.65
978	5251 Maintenance Supplies	Sanitizer	\$	2,008.00
978	5470 Other Equipment Repair & Maint	Disinfecting Wipes	\$	178.00
			<b>Total</b>	<b>\$ 2,821.65</b>
Ian Knorr				
978	5210 Supplies	Signage	\$	19.92
978	5251 Maintenance Supplies	Antimicrobial Film, Sanitizer	\$	717.88
978	5280 Small Tools & Equipment	Sanitizing Wipes	\$	1,180.52
978	5470 Other Equipment Repair & Maint	Vacuum Bags	\$	15.88
			<b>Total</b>	<b>\$ 1,934.20</b>
Elizabeth Matkowski				
972	5210 Supplies	Program supplies	\$	99.04
			<b>Total</b>	<b>\$ 99.04</b>
Karen Bonarek				
972	5210 Supplies	Program supplies	\$	234.30
			<b>Total</b>	<b>\$ 234.30</b>
Amelia Prechel				
972	5852 Print Materials	Adult & Teen Services books	\$	209.20
977	5210 Supplies	Office supplies, Labels	\$	61.23
977	5280 Small Tools & Equipment	Label printer	\$	586.49
			<b>\$</b>	<b>856.92</b>
Sharon Hrycewicz				
973	5210 Supplies	Program supplies	\$	4.93
			<b>Total</b>	<b>\$ 4.93</b>
Traci Skocik				
973	5210 Supplies	Program supplies	\$	436.99
975	5880 Intangible Assets	Google storage	\$	19.99
			<b>Total</b>	<b>\$ 456.98</b>
Allyson Renell				
			<b>Total</b>	<b>\$ -</b>

Christine Lees				
974	5210	Supplies	Curbside Supplies, Office Supplies	\$ 282.25
<b>Total</b>				<b>\$ 282.25</b>
Paul Regis				
975	5280	Small Tools & Equipment	Antimicrobial Film, Supplies	\$ 802.94
975	5770	Capital Equipment	Printer, Barcode Scanners, Wireless Mice	\$ 328.78
975	5880	Intangible Assets	Pantheon Systems, Google, LogMeIn, Zoom	\$ 1,379.16
<b>Total</b>				<b>\$ 2,510.88</b>
Grace Goodwyn				
976	5407	Advertising & Public Relations	Signage	\$ 60.90
<b>Total</b>				<b>\$ 60.90</b>
Cynthia Khatri				
976	5280	Small Tools & Equipment	Sandwich boards	\$ 365.25
976	5407	Advertising & Public Relations	Hootsuite Subscription, Supplies	\$ 432.28
<b>Total</b>				<b>\$ 797.53</b>
Jen Ryjewski				
971	5210	Supplies	Office supplies	\$ 10.78
971	5303	Seminars, Mtgs, & Conferences	HR Training	\$ 925.00
971	5308	Recognition Program-Staff	E-card	\$ 4.99
<b>Total</b>				<b>\$ 940.77</b>
<b>Library Credit Card July 2020 Totals</b>				<b>\$ 11,012.84</b>

PAYROLLS FOR JUNE 2020

JUNE 5	\$110,767.01
JUNE 19	\$119,619.02
TOTAL JUNE 2020 PAYROLLS	\$230,386.03

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**AGENDA ITEM 8A**

**Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund**

The Village of Downers Grove received and accepted its Certified Annual Financial Report (CAFR) in June, providing the library with its final audited financial position through 2019. The Library Fund balance on December 31, 2019 was \$1,440,019, an increase of \$399,922 from the previous year. The 2020 budget provides for a transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. This annual transfer funds the projects identified and prioritized in the Capital Needs Assessment through 2027. As shown in the simplified project cost and balance sheets included in your packet in June, the Library Capital Replacement Fund is meeting its targets. Revenues are exceeding targets due to interest and investment income. In 2019, over \$10,000 in interest and investment income was earned.

For the Library Fund, the Operating Reserve target amount in the library's Finance Policy is 35% of the total amount needed to replace one boiler, one HVAC RTU, and the entire flat portion of the roof. The 2019 project cost of \$578,500 includes two boilers and two RTUs. Calculating half of the project at 35% places the boiler and RTU portion of Operating Reserves needed at \$101,238. The estimate to replace the entire roof in 2021 is \$991,467. The roof portion of Operating Reserves needed is \$347,013. The total Operating Reserve target amount for 2021 is approximately \$450,000. Under an Intergovernmental Agreement with the Village of Downers Grove, the library no longer requires short-term cash flow reserves to maintain a positive balance in its operating fund due to the property tax collection cycle.

Recommended action: Authorize the transfer of \$350,000 from the Library Fund to Library Capital Replacement Fund.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**AGENDA ITEM 8B**

**2021 Salary Structure**

The Downers Grove Public Library's Compensation Policy and Procedure was approved in October 2019. The library's salary structure is included as Appendix A in the document, which also provides for its annual benchmarking.

HR Source, the consulting firm that worked with the library on the development of the library's new compensation system in 2019, provides an annual benchmark increase factor for the salary structure. For 2021, the increase factor is 1.9% for the anticipated increase in employment cost. To calculate the 2021 Salary Structure, this factor is applied to the midpoint of Pay Grade 1 and extended across all Pay Grades.

Recommended action: Approve 2021 Salary Structure as presented.

**2021 SALARY STRUCTURE  
DOWNERS GROVE PUBLIC LIBRARY**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
<b>14</b>	<b>E</b>	Library Director	\$102,071.19	\$114,830.09	\$127,588.99	\$140,347.89	\$153,106.79
			\$52.34	\$58.89	\$65.43	\$71.97	\$78.52
<b>13</b>		<b>Hold for future use</b>	\$89,199.18	\$100,349.08	\$111,498.98	\$122,649.39	\$133,799.80
			\$45.74	\$51.46	\$57.18	\$62.90	\$68.62
<b>12</b>	<b>E</b>	Assistant Director	\$77,951.46	\$87,695.14	\$97,438.82	\$107,183.01	\$116,927.19
			\$39.98	\$44.97	\$49.97	\$54.97	\$59.96
<b>11</b>		<b>Hold for future use</b>	\$68,121.17	\$76,636.44	\$85,151.72	\$93,666.99	\$102,182.26
			\$34.93	\$39.30	\$43.67	\$48.03	\$52.40
<b>10</b>	<b>E</b>	Information Technology Services Manager	\$59,531.00	\$66,972.25	\$74,413.49	\$81,854.74	\$89,295.99
	<b>E</b>	Access Services Manager	\$30.53	\$34.34	\$38.16	\$41.98	\$45.79
	<b>E</b>	Adult & Teen Services Manager					
	<b>E</b>	Circulation Services Manager					
	<b>E</b>	Public Relations Manager					
	<b>E</b>	Children's Services Manager					
<b>9</b>	<b>E</b>	Assistant Manager (Information Technology Services)	\$52,024.03	\$58,526.77	\$65,029.52	\$71,532.78	\$78,036.04
	<b>E</b>	Technology Instructor	\$26.68	\$30.01	\$33.35	\$36.68	\$40.02
	<b>E</b>	Building Operations Director					
<b>8</b>	<b>E</b>	Marketing Content Coordinator	\$45,463.70	\$51,146.67	\$56,829.63	\$62,512.59	\$68,195.56
	<b>E</b>	Librarian - Program Coordinator (Adult & Teen Services)	\$23.31	\$26.23	\$29.14	\$32.06	\$34.97
	<b>E</b>	Librarian - Program Coordinator (Children's Services)					
	<b>E</b>	Librarian - Reference & Technology Coordinator					
	<b>E</b>	Librarian (Adult & Teen Services)					
	<b>E</b>	Librarian - Teen Services Coordinator					
	<b>E</b>	Librarian - Outreach Coordinator					
	<b>E</b>	Librarian - Cataloger					
	<b>E</b>	Executive Assistant					

**2021 SALARY STRUCTURE  
DOWNERS GROVE PUBLIC LIBRARY**

Pay Grade	FLSA	Position Title	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
<b>7</b>	<b>E</b>	Assistant Manager (Circulation Services)	\$39,730.81	\$44,696.91	\$49,663.00	\$54,629.10	\$59,595.20
	<b>NE</b>	Graphic Design and Display Coordinator	\$20.37	\$22.92	\$25.47	\$28.01	\$30.56
<b>6</b>	<b>NE</b>	Supervisor (Circulation Services)	\$34,720.39	\$39,060.31	\$43,400.23	\$47,740.15	\$52,080.07
	<b>NE</b>	Media Lab Coordinator	\$17.81	\$20.03	\$22.26	\$24.48	\$26.71
	<b>NE</b>	Administrative Assistant					
	<b>NE</b>	Computer Help Desk Supervisor					
<b>5</b>	<b>NE</b>	Library Assistant (Adult & Teen Services)	\$30,341.74	\$34,134.46	\$37,927.18	\$41,719.90	\$45,512.62
	<b>NE</b>	Library Assistant (Children's Services)	\$15.56	\$17.50	\$19.45	\$21.39	\$23.34
	<b>NE</b>	Interlibrary Loan Coordinator					
	<b>NE</b>	Library Clerk (Access Services)					
	<b>NE</b>	Computer Help Desk Associate					
	<b>NE</b>	Building Operations Assistant					
<b>4</b>	<b>NE</b>	Library Monitor	\$26,515.40	\$29,830.21	\$33,145.01	\$36,459.31	\$39,773.61
	<b>NE</b>	Library Clerk (Circulation Services)	\$13.60	\$15.30	\$17.00	\$18.70	\$20.40
<b>3</b>	<b>NE</b>	Custodian	\$23,172.06	\$26,068.57	\$28,965.08	\$31,861.58	\$34,758.09
	<b>NE</b>	Library Clerk (Adult & Teen Services)	\$11.88	\$13.37	\$14.85	\$16.34	\$17.82
	<b>NE</b>	Library Clerk (Children's Services)					
<b>2</b>		<b>Hold for future use</b>	\$20,249.57	\$22,780.76	\$25,311.96	\$27,843.67	\$30,375.37
			\$10.38	\$11.68	\$12.98	\$14.28	\$15.58
<b>1</b>	<b>NE</b>	Shelver	\$18,380.21	\$20,250.33	\$22,120.45	\$24,332.70	\$26,544.95
	<b>NE</b>	Summer Clerk	\$9.43	\$10.38	\$11.34	\$12.48	\$13.61
The current Illinois minimum wage is the lowest hiring wage. Levels under the current Illinois minimum wage are grayed out to indicate they are not used. Illinois minimum wage for 2021 is \$11.00 per hour.							
Any individual at the maximum of their pay grade may earn a performance bonus of up to 3% each year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.							

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**Agenda Item 8C**

**Library Services Policy, Section 5.7 Fines and Fees**

In April 2020, the Board of Library Trustees approved elimination of overdue fines through the end of Summer Reading on August 2, 2020. I am recommending the extension of this, permanently eliminating overdue fines.

Since implementing automatic renewals in 2017, fine revenue has dropped steeply, with the majority coming from items lost and paid for by patrons, which is not to be affected by this change. Patrons will continue to receive overdue notices. Patrons will be billed for items at 42 days overdue. Cards will be blocked when the number of overdue items reaches 5 items or is billed for an amount over \$50.00. The anticipated reduction of fines revenue is included in the 2021 budget drafts.

A document on Fine Free Planning and Discussion from the SWAN catalog consortium is included in your packet. It outlines the impact of going Fine Free and includes a link to a panel discussion on the topic by representatives of a group of area libraries. A July 2020 survey of 57 Reaching Across Illinois Libraries System (RAILS) members showed 30 libraries are now permanently fine free and 20 are temporarily fine free (i.e. through Summer Reading).

The following changes to Library Service Policy, Section 5.7 Fines and Fees are recommended. Additions are **highlighted**. Deletions are ~~struck through~~.

**5.7 Fines and Fees**

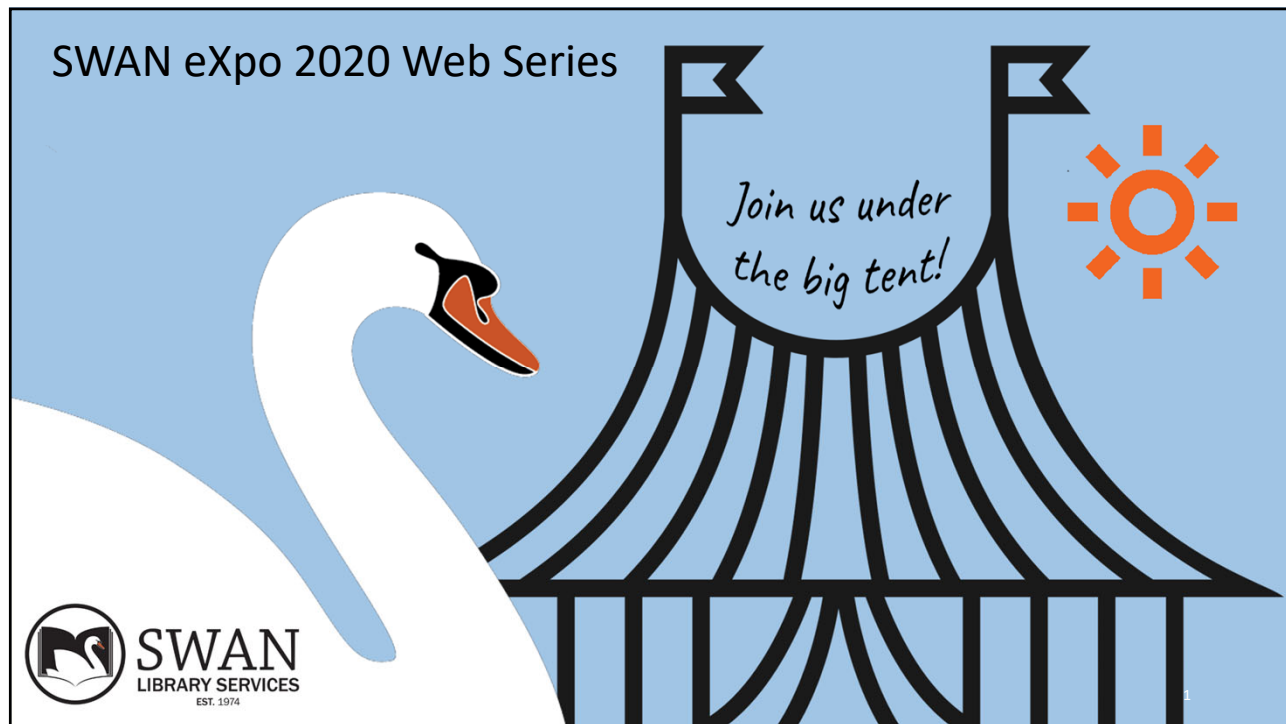
**The Downers Grove Public Library does not charge fines for overdue items. Users will receive overdue notices for overdue items.** ~~Overdue fines for circulating materials are generally \$0.15 per day per item. High value, high demand items may have fines of up to \$5.00 per day per item. Overdue fines will accumulate for 42 days, after which~~ **After items are 42 days overdue,** the user will be billed for the replacement cost of the items.

The accounts of Downers Grove cardholders with Downers Grove materials valued at \$50.00 or more ~~that have been overdue for more than 60 days~~ may be sent to a material recovery agency. Material recovery agency service charges will be added to ~~overdue fines or~~ to the cost of the item as listed on the computer record. Accounts of reciprocal borrowers, both cardholders of other libraries borrowing Downers Grove materials or Downers Grove cardholders borrowing materials owned by other libraries, may be handled by SWAN and are subject to additional system fees.



Some services, including printing, photocopying, 3D printing, faxing, and out-of-state interlibrary loans, are available subject to a fee.

Recommended Action: Approve changes to Library Services Policy, Section 5.7 Fines and Fees as presented.



1

SWAN eXpo 2020 Web Series

## Fine Free Planning & Discussion

Join Dawne, Vickie, and Crystal in a review of the SWAN configuration to facilitate a unified approach to implementing fine free in SWAN. We will review configuration and circulation rules, statistics, and fine forgiveness when implementing. Many libraries were interested in pursuing fine free policies earlier this year; COVID-19 has only added to this interest level and now is a great time to prepare and implement.

**SWAN**  
LIBRARY SERVICES  
EST. 1974

APRIL 16

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## Agenda



- Setting the stage – increased interest in Fine Free
- Statistics and trends
- Strategy for SWAN
  - Example walk-through
- Participating libraries
- What next?
  - Consultation

3

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## Fine Free Panel Notes

- Overdue fines represented a regressive tax on people who can least afford them
- Staff morale and efficiency improved – better able to have quality engagements with patrons
- Juvenile card registration went up
- Material returns went up
- General patron behavior did not change – elimination of overdue fines did not cause increase in days overdue on average

Fine Free Panel Discussion (February 19, 2020)  
<https://support.swanlibraries.net/tutorial/67434>

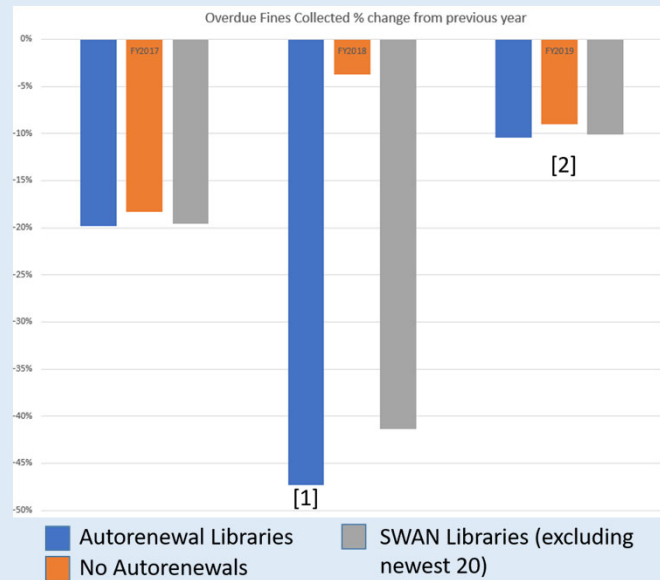


Thank you to a great panel!

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## Auto-renewals

- Introduced June 2017
- Libraries participating
  - 80 public libraries
  - 1 academic library
  - 2 special libraries
- Initial year after introduction, overdue fees collected fell [1], then leveled off [2]

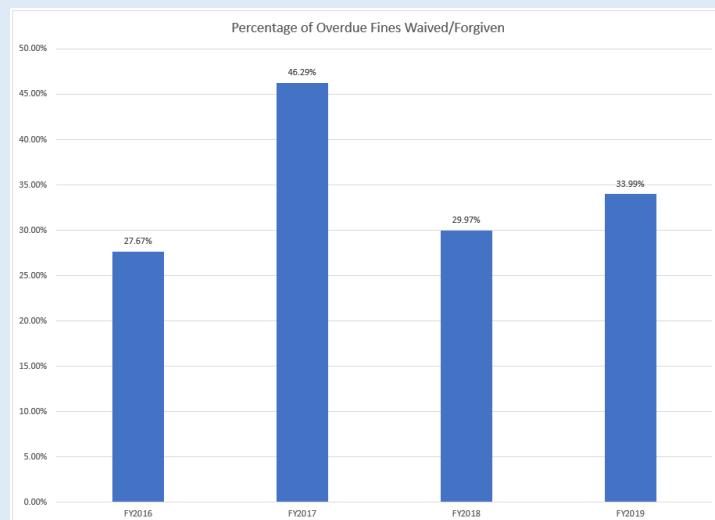


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## Libraries Waive Fines (a lot!)

- Approximately 1/3 of all overdue fines throughout the system are waived
- How do libraries determine which fines to waive? Food 4 Fines, Fine Free Friday
- 2017 showed a bump as more libraries waived fines as part of auto-renewal deployment



6

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## CPL & CCS – learning from our neighbors

### CPL

- Autorenewals up to 15 times.
- Unreturned materials marked lost 7 days after their due date. Fee for replacement added to account.
- Outstanding balance > \$30 blocks account.



### CCS

- No fines are charged for material checked out at a fine free location (regardless of where items are returned).
- Cards are blocked when an item hits 14 or 15 days overdue.
- Overdue material is automatically billed to a patron at 45 days overdue.
- CCS strongly recommends fine free for all patrons when a library becomes fine free.
- Most libraries have autorenewals.

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## Fine Free Discussions

SWAN's Fine Free Strategy is an opt-in program. If your library chooses to opt-in:

- No fines are charged for any material that is checked out at your library.
- Library cards will be blocked when an item checked out at your library becomes 14 days overdue. When items are checked in, that block is immediately removed.
- All overdue material is automatically billed at 42 days overdue.



Documentation:

<https://support.swanlibraries.net/documentation/67324>

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## Example Walk-Through

Library A is fine free; Library B is not

Patron Z from Library A goes to Library B because their parking is better. Checks out material at Library B, items become overdue.

Questions:

1. Does Patron Z have a fine?
2. Patron Z goes to Library B and says, "but my library is fine free." What does Library B say to Patron Z (remember this is rated for all audiences)?
3. Patron Z goes back to their home Library A asking about their fine. What does Library A say to Patron Z?
4. WWCD? What Would Circulation Do?

Remember, payment for fines stay at the library where they were paid. They are not part of quarterly billing.

If Patron Z pays or waives a fine from Library B at Library A, the transaction remains with Library A.

Visit [Unshelved, the library comic strip](#) for additional situational advice.



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## Participating Libraries

- 11 current
  - 2 consulting to move toward unified strategy (14 days overdue)
- 5 in consultation
- Most choose amnesty/forgiveness program during implementation



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Code	Library	All or Local	Overdue Threshold (Block)	Bill Threshold (Block)	Fine Free Since
BDD	Bloomington	All	50	\$7.00	December 2019
BRS	Broadview	Local	No	\$5.01	June 2017
BWS	Bellwood	Local	No	\$10.00	April 2017
ESS	Eisenhower	Local	5	\$10.00	April 2016
GED	Glen Ellyn	All	5	\$10.00	January 2020
LGS	La Grange	All	4	\$10.00	September 2019
LSS	Lansing	Local	20	\$5.00	May 2018
OES OPS OZS	Oak Park	All	4	\$50.00	June 2017
RFS	River Forest	All	4	\$10.00	April 2019
WCS	Westchester	All	4	\$10.00	February 2020
WDD	Wood Dale	All	2500	\$5.00	2016

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## Consultation

If you are considering going fine free, submit a help ticket. We will review your current policies and schedule an online consultation session to discuss:

- Overview of recommendations
- Item types in use, review anomalies and outliers
- Circulation & Hold Maps
- Patron Profiles
- Current Overdue bills owned by your library

Item Type Code	Number of Items
AV-EQUIP	5
BLURAY_FEA	904
BLURAY_NFE	174
BOOK	74,249
BOOK_NEW	4,368
BOOK_SPEC1	267
CD_AUDIO	5,424
CD_NEW	209
CD_SPOKEN	3,367
CD_SPEKNEW	136
COMP_SOF_N	1
CONSOLEGAM	134
CONSOLENEW	14
DEVICE	1
DEVICE_IN	16
DVD	67
DVD_BOXNEW	117

Name	Description	Librar	User Profile	Item Type	Circulation Rule	Circ Rule Definition	Proposed Circ Rule
XYZ_1	XYZ DEFAULT	XYZ	ALL	ALL	3W50C362R	3 Weeks, 10 Cents, 3 Grace, 2 Renewals	3W50C362R
XYZ_PERN	XYZ PERIODICAL Non-Circ to all	XYZ	ALL	PERIODICAL_N	NONCIRC-N	Non-Circulating	NO CHANGE
XYZ_LUCKYD	XYZ Special collections; Lucky Day	XYZ	ALL	BOOK_SPEC1;MISC_PRINT;SPEC_COLLJ	3W50C362R	3 Weeks, 10 Cents, 3 Grace, 0 Renewals	3W50C362R
XYZ_DVDNFA	XYZ New Feature Blu-rays; DVDs	XYZ	ALL	BLURAY_NFE;DVD_NEWFEA;DVD_NEWFEJ	7D10002R	7 Days, 1 Dollar, 0 Grace, 2 Renewals	7D10002R
XYZ_SJ	XYZ New boxed sets	XYZ	ALL	BLURAY_BOX;DVD_BOXNEW	2W50C362R	2 Weeks, 1 Dollar, 0 Grace, 2 Renewals	2W50C362R
XYZ_DEVIN	XYZ DEVICE-IN	XYZ	ALL	DEVICE_IN	12H0F000R	12 Hours, 0 Fine, 0 Grace, 0 Renewals	NO CHANGE

Consultation sessions are an opportunity to review circulation and hold map policies for consistency and simplification.

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## Questions & Follow-up



Send questions to our online ticketing system at [help@swanlibraries.net](mailto:help@swanlibraries.net)

Visit the SWAN Support Site for access to recorded sessions.

<https://support.swanlibraries.net>

Want to present? Submit your topic to:

<https://fs8.formsite.com/SWANServices/swanx2020webseries>

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**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**AGENDA ITEM 8D**

**Illinois Non-Resident Library Card Program**

The State of Illinois requires each library board to take action annually concerning the library's participation in the non-resident card program. The Downers Grove Public Library has participated for many years.

The required Board action addresses four questions:

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

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

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

The General Mathematical Formula is easy to calculate and administer. Using the General Mathematical Formula, the fee is computed by dividing the Library's total operating and debt service property tax levy (\$5,716,435) by the number of households in the municipality (20,268). This computation yields a result of \$282.04, rounded to \$282.00. This is a \$10 decrease from the fee set in 2019. Generally, an August 1 effective date is used to allow staff to provide notice of the new fee information on the website and in Circulation Department procedures.

Recommended action: Approve participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$282.00 per household per year, effective August 1, 2020.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**AGENDA ITEM 8E**

**Authorized Callers for Bank of America Credit Card Account**

The Downers Grove Public Library uses Bank of America for its credit card accounts. Current authorized callers (those able to contact Bank of America's customer service about the account) are: Library Director Julie Milavec, Executive Assistant Katelyn Vabalaitis, and former Administrative Assistant Aimee Hartley. To change the authorized callers requires a letter to Bank of America, signed by two Trustees, authorizing the changes. The recommended changes are to remove former Administrative Assistant Aimee Hartley and add new Administrative Assistant Scott Anderson.

Recommended action: Approve update to authorized callers for Bank of America credit card accounts as presented.



**DOWNERS GROVE  
PUBLIC LIBRARY**

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

July 22, 2020

Bank of America  
Business Card Services  
P.O. Box 982238  
El Paso, TX 79998

**Concerning: Removal and Addition of Authorized  
Contacts, Account Number**

The Board of Trustees of the Downers Grove Public Library, by motion duly made, seconded, and passed, hereby authorizes the removal of Aimee Hartley as an Additional Authorized Contact and the designation of Scott Anderson as an Additional Authorized Contact on the library's account.

Scott Anderson's information:

Date of Birth:  
Business Address: 1050 Curtiss Street  
Downers Grove, IL 60515

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**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**AGENDA ITEM 9A**

**2021 Draft Budget and Levy**

**Draft Budget and Levy**

Two iterations of the draft budget and levy are included in your packet as requested by the Board of Library Trustees at the June Board meeting. On the expenditures side, there is a single draft. Revenues are presented at 0% and 2% levy amounts. All other revenue estimates are the same across all drafts. The difference between the two revenue levels is \$111,069. The following table summarizes the two draft budgets included in the Board packet:

	<b>Revenues</b>	<b>Expenditures</b>	<b>Net Change to Library Fund Balance</b>
<b>1.9% Salaries/0% Levy</b>	\$5,719,663	\$5,834,213	(\$464,550)
<b>1.9% Salaries/2% Levy</b>	\$5,830,732	\$5,834,213	(\$353,481)

**Revenues**

The Financial Management Plan, completed in 2018, estimated that to fully fund the Library Capital Replacement Fund (LCRF) support of the Capital Needs Assessment projects and ongoing operations, a one-time levy increase of 11.75% would be needed in 2019, with 2-3% annual increases thereafter to support operations. That report used a 1.0% Equalized Assessed Valuation (EAV) increase year over year 2018 to 2027. The actual EAV increase was 3.5% in 2019 and 4.5% in 2020. Increases in EAV reduce the property tax rate produced by the levy dollar amount. An estimated 1% Equalized Assessed Valuation (EAV) increase is used in the levy drafts presented. Generally, non-property tax revenues are projected to decrease in 2021. The Board of Library Trustees held the levy increase to 3.0% in 2020 by utilizing a portion of the Library Fund balance for operations.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2020 ends like 2019 with expenses significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Strategic Plan and LCRF. The beginning Library Fund balance for 2020 was \$1,140,159. A portion of that Library Fund balance is held as Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop

HVAC unit, and the entire flat portion of the roof - approximately \$450,000. The highest fund balance use estimated is \$464,550.

The annual transfer of \$350,000 from the Library Fund to the LCRF for the Capital Needs Assessment projects is included on the balance sheet, as well as interest and investment income.

### **Expenditures**

This expenditures draft includes all management team budget requests, Strategic Plan 2017-2020 projects not yet completed due to COVID-19 closings, consulting for developing a new strategic plan, and implementing recommendations of the Equity, Diversity, and Inclusion Discovery Project.

Annual benchmarking of the salary schedule replaces cost of living increases in the compensation system implemented in 2020. This draft reflects the salary schedule benchmark increase of 1.9% for 2021 and Illinois minimum wage increase to \$11.00 per hour on January 1, 2021. The 2020 compensation system project reclassified many positions from exempt to non-exempt and salary to hourly.

A merit increase for staff whose work went above and beyond during the COVID-19 shutdown are included in this draft. Increases of 1-3% are based on the percentage of hours worked beyond the amount required by all staff. Twenty-two staff in 7 departments are slated to receive an additional merit increase: 13 at 1%, 4 at 2%, and 5 at 3%. All staff qualifying for the 3% increase are in the Facilities or IT departments. The total cost of these additional merit increases is \$18,699.80.

The aggregate salary and wage lines are \$3,148,963 for 2021, an increase of \$50,346 over the 2020 budgeted amount of \$3,098,619. This is an increase of just over 1.6%, which includes the additional merit increases.

Lower salary and wage costs are due in large part to employee turnover. Since mid-March, eight employees have left the library's employ. At least five new employees will join the staff and three position changes within the library will occur in July. Final estimates of salary and wage lines will be updated in the final draft for the August Board meeting to fully reflect these changes.

Despite salary and wage lines increasing only 1.6%, the overall increase to personnel lines is 4.1% The two primary drivers this increase are the 15% estimated increase in renewal rates for employee benefits insurances and Illinois Municipal Retirement Fund rate increase from 9.42% in 2020 to 11.32% in 2021.

Non-personnel costs are largely flat, with some internal shifting of allocations within departments with the exception of an estimated increase of 40% to liability and property insurance premiums.

The Library Capital Replacement Fund (LCRF) project includes roof replacement, electrical relay panel replacement, continuing variable air valve (VAV) replacements, staff area lighting and lighting controls, air curtain replacement, water heater replacement, and painting, as outlined in the updated Capital Needs Assessment Report 2017-2027.

### **Line Detail**

Below is a line-by-line brief explanation of revenues and expenditures. Unless otherwise noted, all estimates are based on expected 2020 attainment.

### **Revenue Budget Lines**

#### **4101 Current Property Taxes**

Property taxes received for current property tax bills. This is the Library's primary revenue stream.

#### **4109 Prior Year Property Taxes**

Money collected that was owed in prior year property taxes.

#### **4313 Personal Property Replacement Tax**

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local government. The library receives 12.5% of the total distributed to the Village. The distribution cycle follows the State's fiscal year.

#### **4410 Sales of Materials**

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

#### **4502 Charges for Services**

Money received from photocopying, MyPC printing, and miscellaneous refunds.

#### **4509 Fees for Non-Residents**

Payment for non-resident library cards. We anticipate lower revenue based on 2020 attainment and an anticipated change to non-resident fee card law that would allow free cards for students in households with incomes below the poverty line.

#### **4571 Rental Fees**

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

#### 4581 Fines

Payment for fines for overdue materials. With the implementation of fine free during the COVID-19 closing through Summer Reading, fine income has dropped dramatically. This estimate reflects implementing fine free policies permanently.

#### 4590 Costs Recovered for Services

Payment for lost and damaged items.

#### 4610 Federal, Operational Grants

The Institute of Museum and Library Services, the federal agency that supports museums and libraries, now makes its annual grant directly to the Illinois State Library, which administers grants to Illinois libraries. These funds are currently used to support the Illinois Public Library Per Capita Grant program. No revenue anticipated for 2021 budget year.

#### 4620 State, Operational Grants

Illinois Public Library Per Capita Grant, through the Illinois State Library, provides up to \$1.25 per person served on an annual basis, to all Illinois public libraries. 2020 grant award letters indicated a full award if \$1.25 per capita, but funds have not yet been received. Based on the 2019 and 2020 grant funding of \$1.25 per capita, the revenue projection for the full to \$1.25 per capita.

#### 4711 Investment Income

Interest earned on library cash invested by the Village of Downers Grove. Investment income continues to be strong.

#### 4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

#### 4820 Contributions, Operating

Donations for memorial and gift items, other gifts made directly to the library, and gifts to the library from the Foundation and Friends of the Library. In recent years, the Friends donate proceeds of its book sale to the library to sponsor Summer Reading Club.

### **Expenditure Budget Lines**

#### 5101 Salaries, Exempt

Full time exempt employees including Director, Assistant Director, Department Managers, Librarians, Technology Instructor, Executive Assistant, and Marketing Content Coordinator.

#### 5111 Salaries, Non-Exempt

Full time non-exempt employees including Graphic Design and Display Coordinator, Administrative Assistant, ILL Coordinator, and Circulation Supervisors.

#### 5119 Part-Time Employee Wages

Part-time employees including Librarians, Library Assistants, Computer Help Desk Associates, Library Clerks, Shelves, Library Monitors, and Custodians.

#### 5131 IMRF Pension Contributions

Contributions to Illinois Municipal Retirement Fund for employees working over 19.5 hours per week (1,000 hours per year). Contribution rate is set annually by IMRF, according to statutory formula. Employer rate is 11.32% for 2021, an increase from the 2020 rate of 9.42%. Employee contributions are required and set by statute. This line is determined by applying the rate to anticipated wages for qualifying employees.

#### 5133 Medicare Contributions

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

#### 5134 Social Security Contributions

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

#### 5190 Life Insurance

Library contribution to life insurance premium for full-time employees. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on estimated 15% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

#### 5191 Health Insurance

Library contribution to health insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the health insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on a 15% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

#### 5195 Optical Insurance

Library contribution to optical insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the optical insurance plan. By Intergovernmental Agreement, the Library participates in the Village

employee benefits program. Cost is based on estimated 15% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

#### 5197 Dental Insurance

Library contribution to dental insurance premium insurance for employees working at least an average of 30 hours per week who have chosen to participate in the dental insurance plan. By Intergovernmental Agreement, the Library participates in the Village employee benefits program. Cost is based on estimated 15% renewal rate increase, changes in insurance elected by current employees, and anticipated employee turnover.

#### 5210 Supplies

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

#### 5251 Maintenance Supplies

Maintenance supplies such as cleaning supplies, toilet paper, paper towels, and garbage bags. This budget request includes an increase for cost of PPE. FEMA/IEMA grants reimburse at 75% of expenditure for COVID-19 related supplies.

#### 5280 Small Tools & Equipment

Objects such as book carts, acrylic sign holders, computer cords, pencil sharpeners, and telephones.

#### 5302 Dues and Memberships

Institutional memberships to organizations such as Management Association, American Library Association, Illinois Library Association, and LACONI. Library pays for personal memberships for Trustees, Director, Assistant Director, Managers, and Librarians.

#### 5303 Seminars, Conference & Meetings

Costs for attending professional conferences such as Public Library Association Conference, American Library Association Conference, Illinois Library Association Conference, and Adult Reading Round Table, as well as local meetings and workshops.

#### 5308 Recognition Program--Staff

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

#### 5315 Professional Services

Speakers for library programs and internal staff training, professional services such as architect, website design consultant, legal ads, and construction management. 2021 budget includes consulting fees for a Strategic Plan update.



#### 5323 Special Legal

Services provided by library attorney. This is used for questions dealing specifically with library law or for legal questions on matters between the Village and Library.

#### 5346 Data Processing Services

Fees for SWAN ILS (Integrated Library System for circulation, catalog, technical processing), online fine payments, Patron Incident Tracking Software, and Bibliotheca licensing and maintenance agreements for self-checks, sorter, and RFID check-in/out pads. Cost is based on a 5% increase for the total budget line.

#### 5380 Printing Services

Printing library newsletter, street banners, and incidental items.

#### 5391 Telephone

Telephone service and Internet providers.

#### 5392 Postage

Postage costs for Discoveries and all mailings.

#### 5407 Advertising and Public Relations

Printing bookmarks, flyers, pamphlets; branded giveaways, employment ads.

#### 5420 Insurance--Other Policies

Insurance Policies covering Property, Liability, Worker's Compensation, and Directors and Officers. Proposed amount includes an estimated 40% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool, workers compensation, and Crisis Response insurance.

#### 5430 Building Maintenance Services

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

#### 5450 Cleaning Services

Annual contract for outside cleaning company, plus special services.

#### 5461 Utilities

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

#### 5470 Other Equipment Repair and Maintenance

Charges for repair for copiers, printers, fax, and microfilm reader/printers.

#### 5481 Rentals

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

#### 5620 Recoverables

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

#### 5630 Contingency

Money set aside for unforeseen events.

#### 5690 Unemployment Compensation

Unemployment compensation claims, if necessary.

#### 5770 Capital Equipment < \$20,000

Long-term equipment under \$20,000 such as computers, peripherals, and Media Lab equipment, on a regular replacement cycle.

#### 5851 Electronic Resources

Digital content for the collection, such as databases, eBooks, eAudiobooks, eMagazines, eMusic, and eMovies.

#### 5852 Print Materials

Print items for the collection including books and magazines.

#### 5853 Audiovisual Materials

AV materials for the collection such as DVDs and blu-rays, CDs, audiobooks, playaways, readalong kits, puzzles, and videogames. The Adult and Teen Services Department reallocated some funds from Audiovisual Materials to Electronic Resources.

#### 5870 Capital Equipment > \$20,000

Equipment over \$20,000, including construction costs. Annually includes an ongoing cycle of furniture replacement. This includes replacement of outdoor books drops.

#### 5880 Intangible Assets (Software)

Software for operational use such as Google Apps, Microsoft Office, and Constant Contact. This includes all known renewal rates.

**DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET****1.9% PERSONNEL, 0% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,114,127
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,719,663
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,359,867	\$ 5,834,213
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,114,127	\$ 649,576
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (26,032)	\$ (464,550)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

**DOWNERS GROVE PUBLIC LIBRARY 2020 REVENUE SHEET**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>SOURCE</b>		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2020 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,553,474
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,719,663

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
1.9% PERSONNEL, 0% LEVY DRAFT							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,585,334.80	-9,209.45	-0.6%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	356,008.32	104,607.30	41.6%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,207,620.32	-45,052.98	-3.6%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	294,117.54	61,182.76	26.3%	
5133	Medicare Contributions	44,929.98	41,212.23	46,492.09	1,562.11	3.5%	
5134	Social Security Contributions	192,114.36	176,217.74	198,793.75	6,679.39	3.5%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	5,870.00	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,800,691.65	4,185,228.23	163,583.30	4.1%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	70,700.00	27,575.00	63.9%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,648,985.00	4,335.00	0.3%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,359,867.17	5,834,213.23	167,918.30	3.0%	Year over Year Budget

<b>DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET</b>							
	<b>Total Library Capital Replacement Fund (LCRF)</b>						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,585,334.80
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	356,008.32
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,207,620.32
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	294,117.54
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,492.09
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	198,793.75
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	5,870.00	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	70,700.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00



<b>EXPENDITURES continued</b>		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	52,000.00
5910	Transfer for Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 805.90	5,778,112.32	5,497,903.03	6,016,294.93	5,709,867.17	6,184,213.23

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	249,662.98
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	35,766.90
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,806.91
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,970.85
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,254.67
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	70,700.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00

5852	Print materials	0.00	0.00	0.00	0.00	0.00
5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	12,000.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 971	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,135,707.96

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	419,834.77
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	252,246.90
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,461.03
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,410.21
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,512.63
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	<b>TOTAL 972</b>	<b>1,451,700.00</b>	<b>1,436,630.54</b>	<b>1,505,892.45</b>	<b>1,398,091.60</b>	<b>1,525,334.15</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	262,571.06
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	239,356.35
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,850.47
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,277.95
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,119.50
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	<b>TOTAL 973</b>	<b>811,017.32</b>	<b>808,461.30</b>	<b>826,961.50</b>	<b>743,031.20</b>	<b>861,807.99</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	133,883.84
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	108,506.18
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	433,535.63
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,508.31
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,800.92
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	41,907.39
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	<b>TOTAL 974</b>	<b>828,090.00</b>	<b>682,602.62</b>	<b>804,790.49</b>	<b>772,201.58</b>	<b>855,712.15</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	209,358.61
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	84,713.59
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	146,366.10
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	39,140.08
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,386.36
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,307.17
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	50,000.00	50,000.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	32,000.00	36,654.40	40,000.00	40,000.00	40,000.00
	<b>TOTAL 975</b>	<b>600,932.00</b>	<b>577,128.78</b>	<b>673,743.32</b>	<b>651,648.70</b>	<b>706,580.02</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,787.47
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	44,688.75
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,505.51
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,370.41
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,135.53
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL 976</b>	<b>0.00</b>	<b>265.25</b>	<b>305,198.05</b>	<b>278,902.86</b>	<b>318,818.32</b>



**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	118,378.90
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	86,994.11
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,469.51
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	2,977.91
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,733.13
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	<b>TOTAL 977</b>	<b>278,389.00</b>	<b>249,718.47</b>	<b>293,944.08</b>	<b>272,513.77</b>	<b>320,371.93</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 0% LEVY DRAFT**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	72,857.17
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	36,468.90
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	49,121.23
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,375.71
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,297.49
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,823.73
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	<b>TOTAL 978</b>	<b>411,922.00</b>	<b>378,550.58</b>	<b>424,430.57</b>	<b>421,903.62</b>	<b>464,880.71</b>

**DOWNERS GROVE PUBLIC LIBRARY**  
**2021 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	<b>86,394,047</b>	<b>3.4%</b>
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	<b>26,407,392</b>	<b>1.0%</b>

**Property tax levy**

	Amount of levy extended			Tax rate		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474	0.2111	0.2103	0.2082
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474	0.2111	0.2103	0.2082
Change		2.99%	0.00%		-0.38%	-0.99%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2021 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

**Impact on taxpayer**

	<u>Median Home Value (2019)</u>			<u>Per \$100,00 Fair Market Value</u>		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 113,400.00	\$ 113,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 226.72	\$ 225.86	\$ 223.63	\$ 70.37	\$ 70.10	\$ 69.41
Actual change in taxes paid		\$ (0.86)	\$ (2.24)		\$ (0.27)	\$ (0.69)
Change		-0.4%	-1.0%		-0.4%	-1.0%

**DOWNERS GROVE PUBLIC LIBRARY  
RATES, LEVY, AND EAV HISTORY  
1.9% PERSONNEL, 0% LEVY DRAFT**

<b><u>RATE</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b>Operating</b>	0.2253	0.2202	0.2145	0.2111	0.2103	0.2082
<b>Bond</b>	0.0154	0	0	0	0	0
<b>Total</b>	0.2407	0.2202	0.2145	0.2111	0.2103	0.2082
<b>% change YroYr</b>	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	-1.0%

<b><u>LEVY</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2020</u></b>
<b>Operating</b>	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
<b>Bond</b>	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,553,474
<b>% change YroYr</b>	-2.3%	-2.2%	2.75%	4.1%	3.0%	0.0%

<b><u>EAV</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2020</u></b>
<b>Base</b>	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
<b>Increase / (Decrease)</b>	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
<b>Total</b>	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
<b>% change YroYr</b>	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

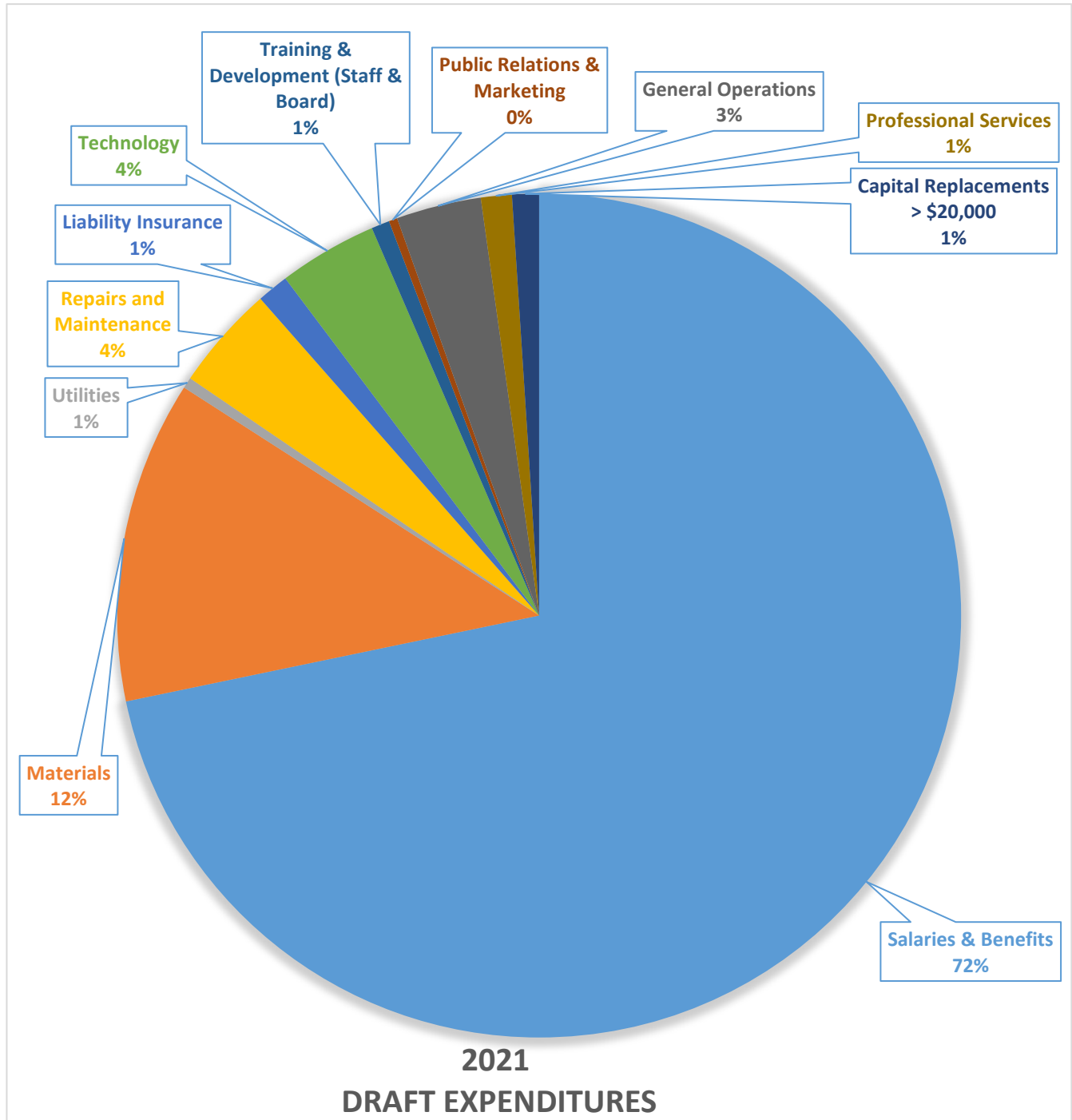
<b>Library Tax Per \$100K Home Value</b>	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 69.41
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<b>Wage/Salary Increment</b>	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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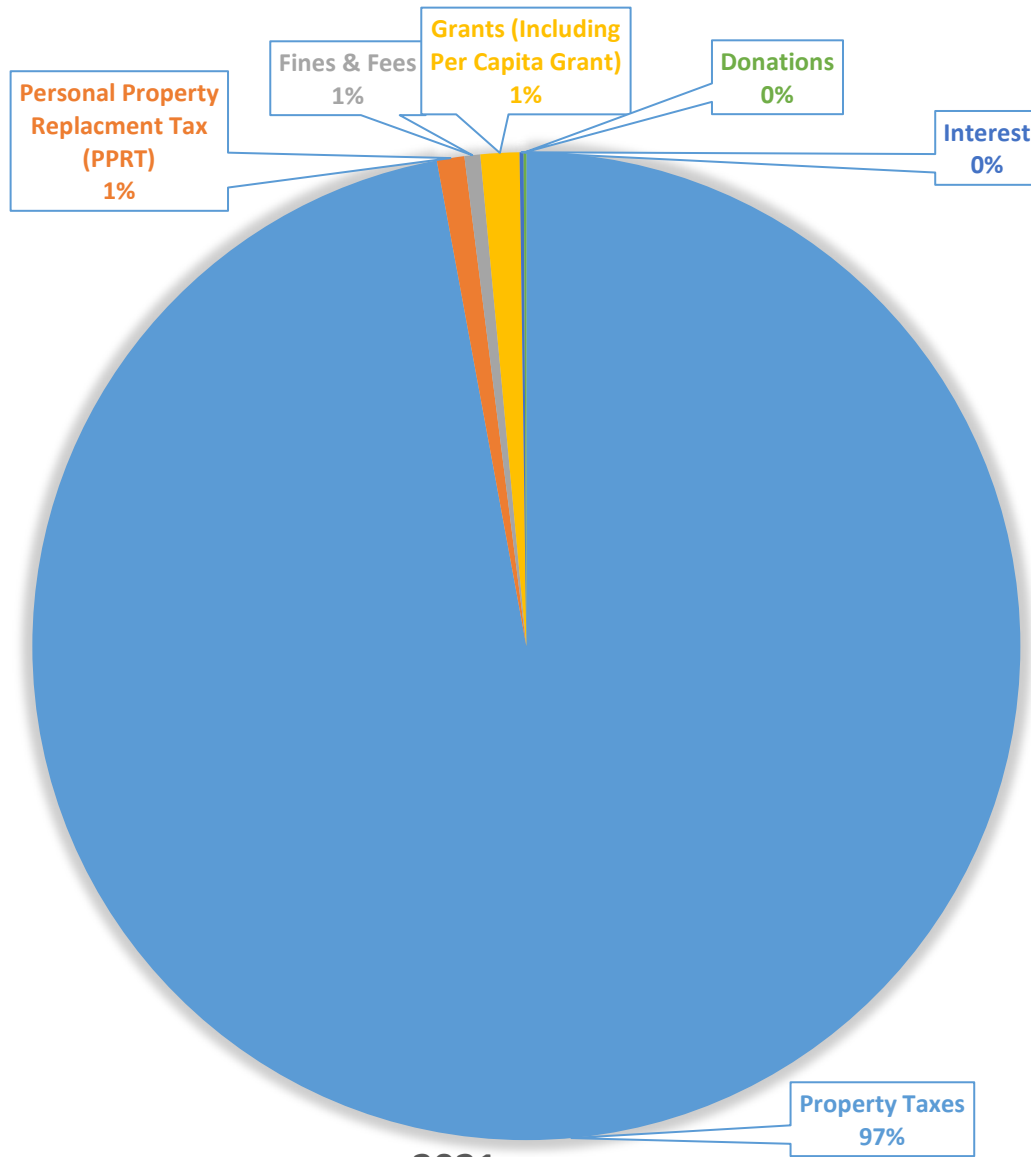
**Downers Grove Public Library**  
**2021 Preliminary Budget**  
**1.9% PERSONNEL, 0% LEVY DRAFT**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,148,963.45
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,036,264.78
Salaries & Benefits	71.7%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,185,228.23
Materials	12.3%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.2%		\$ 70,700.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,834,213.23
Property Taxes	97.1%		\$ 5,553,574.00
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.3%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,719,663.00

**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 0% LEVY DRAFT**



**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 0% LEVY DRAFT**



**2021  
DRAFT REVENUES**



**DOWNERS GROVE PUBLIC LIBRARY 2021 BALANCE SHEET****1.9% PERSONNEL, 2% LEVY DRAFT****LIBRARY FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,276,914	\$ 1,276,914	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271
REVENUES	\$ 5,541,295	\$ 5,661,009	\$ 5,716,435	\$ 5,683,835	\$ 5,830,732
EXPENSES	\$ 5,425,206	\$ 5,147,904	\$ 5,666,295	\$ 5,355,723	\$ 5,834,213
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 1,043,003	\$ 1,440,019	\$ 1,140,159	\$ 1,118,271	\$ 764,790
NET CHANGE	\$ (233,911)	\$ 163,105	\$ (299,860)	\$ (21,888)	\$ (353,481)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 DRAFT
BEGINNING BALANCE	\$ 1,115,108	\$ 1,115,108	\$ 897,096	\$ 897,096	\$ 1,034,096
REVENUES	\$ 2,500	\$ 13,467	\$ 2,500	\$ 15,000	\$ 10,000
EXPENSES	\$ 624,000	\$ 581,479	\$ 447,400	\$ 228,000	\$ 1,228,100
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
ENDING BALANCE	\$ 843,608	\$ 897,096	\$ 802,196	\$ 1,034,096	\$ 165,996
NET CHANGE	\$ (271,500)	\$ (218,012)	\$ (94,900)	\$ 137,000	\$ (868,100)

**DOWNERS GROVE PUBLIC LIBRARY 2021 REVENUE SHEET**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>SOURCE</b>		2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 EST. ATT.	2021 ESTIMATED
4101	Current Property Tax	5,337,785	5,378,934	5,497,919	5,497,919	5,664,543
4109	Prior Year Property Tax	100	5,126	100	100	100
4313	Personal Property Replacement Tax	60,000	71,270	51,500	51,500	51,500
4410	Sale of Materials	11,000	8,487	9,900	2,000	2,000
4502	Charges for Services (copy & printing)	20,000	20,115	20,000	28,500	10,000
4509	Fees For Non-Residents	16,000	19,272	16,000	5,840	8,000
4571	Rental Fees	5,000	5,042	4,000	960	2,000
4581	Fines	37,500	34,128	33,000	10,000	0
4590	Cost Recovered for Services	10,000	13,547	10,000	3,000	7,500
4610	Federal, Operational Grants	0	0	0	0	0
4620	State, Operational Grants	36,910	61,516	61,516	61,516	72,589
4711	Investment Income	2,000	15,844	7,500	7,500	7,500
4712	Investment Income - Property Taxes	0	2,440	0	0	0
4820	Contributions	5,000	25,288	5,000	15,000	5,000
	TOTAL 805.90	5,541,295	5,661,009	5,716,435	5,683,835	5,830,732

DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET							
1.9% PERSONNEL, 2% LEVY DRAFT							
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5101	Salaries, Exempt	1,594,544.25	1,571,800.50	1,585,334.80	-9,209.45	-0.6%	
5104	Bonus	0.00	0.00	0.00	0.00	0.0%	
5111	Salaries, Non-Exempt	251,401.02	787,078.04	356,008.32	104,607.30	41.6%	
5119	Part-Time Employee Wages	1,252,673.30	587,810.24	1,207,620.32	-45,052.98	-3.6%	
5131	IMRF Pension Contributions	232,934.78	226,595.50	294,117.54	61,182.76	26.3%	
5133	Medicare Contributions	44,929.98	41,212.23	46,492.09	1,562.11	3.5%	
5134	Social Security Contributions	192,114.36	176,217.74	198,793.75	6,679.39	3.5%	
5190	Life Insurance	1,044.00	928.20	1,283.40	239.40	22.9%	
5191	Health Insurance	415,774.44	373,013.40	454,937.29	39,162.85	9.4%	
5195	Optical Insurance	1,989.69	1,725.50	2,520.47	530.78	26.7%	
5197	Dental Insurance	34,239.11	30,165.80	38,120.25	3,881.14	11.3%	
		4,021,644.93	3,796,547.15	4,185,228.23	163,583.30	4.1%	Personnel Cost

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	EXPENDITURES continued	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5210	Supplies	97,450.00	90,150.00	98,000.00	550.00	0.6%	
5251	Maintenance Supplies	18,550.00	18,550.00	21,750.00	3,200.00	17.3%	
5280	Small tools & equipment	31,100.00	28,000.00	29,600.00	(1,500.00)	-4.8%	
5302	Dues and Memberships	7,500.00	7,400.00	7,500.00	0.00	0.0%	
5303	Seminars, Conferences & Meetings	34,050.00	15,700.00	28,110.00	(5,940.00)	-17.4%	
5308	Recognition Programs-Staff	5,000.00	4,500.00	5,000.00	0.00	0.0%	
5315	Professional Services	60,000.00	35,515.00	62,000.00	2,000.00	3.3%	
5322	Personnel Recruitment	1,000.00	826.00	1,000.00	0.00	0.0%	
5323	Special Legal	6,000.00	3,000.00	6,000.00	0.00	0.0%	
5346	Data Processing Services	105,500.00	105,000.00	110,775.00	5,275.00	5.0%	
5380	Printing Services	24,800.00	24,000.00	24,800.00	0.00	0.0%	
5391	Telephone	17,000.00	22,343.52	17,000.00	0.00	0.0%	
5392	Postage	25,500.00	16,000.00	25,500.00	0.00	0.0%	
5407	Advertising & Public Relations	19,000.00	18,800.00	19,000.00	0.00	0.0%	
5420	Insurance - other policies	43,125.00	50,491.00	70,700.00	27,575.00	63.9%	
5430	Building Maintenance Services	91,550.00	91,550.00	91,500.00	(50.00)	-0.1%	
5450	Cleaning Services	80,000.00	80,000.00	80,000.00	0.00	0.0%	
5461	Utilities	25,250.00	25,250.00	24,250.00	(1,000.00)	-4.0%	
5470	Other Equipment Repair & Maint.	12,000.00	11,200.00	11,500.00	(500.00)	-4.2%	
5481	Rentals	15,500.00	14,000.00	15,500.00	0.00	0.0%	
5620	Recoverables	4,000.00	1,200.00	4,000.00	0.00	0.0%	
5630	Contingency	0.00	0.00	0.00	0.00	0.0%	
5690	Unemployment Compensation	5,000.00	0.00	5,000.00	0.00	0.0%	
5770	Capital equipment< \$20,000	60,000.00	60,000.00	58,000.00	(2,000.00)	-3.3%	
5851	Electronic Resources	226,800.00	226,000.00	227,800.00	1,000.00	0.4%	
5852	Print materials	345,250.00	345,000.00	345,500.00	250.00	0.1%	
5853	AV materials	147,725.00	147,700.00	147,200.00	(525.00)	-0.4%	
5870	Capital equipment +\$20,000	84,000.00	65,000.00	60,000.00	(24,000.00)	-28.6%	
5880	Intangible Assets (software)	52,000.00	52,000.00	52,000.00	0.00	0.0%	
		1,644,650.00	1,559,175.52	1,648,985.00	4,335.00	0.3%	Non-Personnel Costs
	TOTAL 805.90	5,666,294.93	5,355,722.67	5,834,213.23	167,918.30	3.0%	Year over Year Budget

<b>DOWNERS GROVE PUBLIC LIBRARY 2021 EXPENDITURES SIMPLIFIED SHEET</b>							
	<b>Total Library Capital Replacement Fund (LCRF)</b>						
					Budget to	Budget to	
		2020	2020	2021	Proposed	Proposed	
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	BUDGET	Change \$	Change %	
5870	Capital Assets	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	
	Total LRCF	\$ 447,000.00	\$ 228,000.00	\$ 1,228,100.00	\$ 781,100.00	175%	

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	1,406,416.00	1,469,629.33	1,594,544.25	1,571,800.50	1,585,334.80
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	247,835.00	247,309.06	251,401.02	787,078.04	356,008.32
5119	Part-Time Employee Wages	1,237,473.00	1,125,464.14	1,252,673.30	587,810.24	1,207,620.32
5131	IMRF Pension Contributions	194,334.00	194,879.18	232,934.78	226,595.50	294,117.54
5133	Medicare Contributions	41,930.00	40,496.11	44,929.98	41,212.23	46,492.09
5134	Social Security Contributions	179,287.00	173,202.03	192,114.36	176,217.74	198,793.75
5190	Life Insurance	1,044.00	926.50	1,044.00	928.20	1,283.40
5191	Health Insurance	450,182.00	352,460.32	415,774.44	373,013.40	454,937.29
5195	Optical Insurance	1,992.32	1,665.72	1,989.69	1,725.50	2,520.47
5197	Dental Insurance	38,044.00	29,480.34	34,239.11	30,165.80	38,120.25
5210	Supplies	91,050.00	80,605.38	97,450.00	90,150.00	98,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small tools & equipment	35,300.00	26,943.68	31,100.00	28,000.00	29,600.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	30,525.00	28,965.60	34,050.00	15,700.00	28,110.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	60,000.00	58,523.91	60,000.00	35,515.00	62,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	25,100.00	24,505.90	24,800.00	24,000.00	24,800.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5392	Postage	25,500.00	14,679.00	25,500.00	16,000.00	25,500.00
5407	Advertising & Public Relations	20,500.00	19,248.34	19,000.00	18,800.00	19,000.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	70,700.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00

<b>EXPENDITURES continued</b>		2019 BUDGET	2019 ACTUAL	2020 ADOPTED	2020 EST ATT.	2021 PRELIM
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair & Maint.	11,550.00	10,272.45	12,000.00	11,200.00	11,500.00
5481	Rentals	20,500.00	18,570.27	15,500.00	14,000.00	15,500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment, less than \$20,000	60,000.00	51,888.73	60,000.00	60,000.00	58,000.00
5851	Electronic Resources	226,000.00	220,895.77	226,800.00	226,000.00	227,800.00
5852	Print materials	345,000.00	354,393.45	345,250.00	345,000.00	345,500.00
5853	AV materials	147,000.00	141,933.00	147,725.00	147,700.00	147,200.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	43,000.00	44,713.07	52,000.00	52,000.00	52,000.00
5910	Transfer for Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 805.90	5,778,112.32	5,497,903.03	6,016,294.93	5,705,722.67	6,184,213.23

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY-ADMINISTRATIVE SERVICES 971</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	283,988.00	356,359.61	298,396.80	321,768.00	249,662.98
5111	Salaries, Non-Exempt	94,721.00	59,664.45	0.00	14,086.80	35,766.90
5119	Part-Time Employee Wages	73,377.00	60,562.51	42,588.00	28,502.00	0.00
5131	IMRF Pension Contributions	38,789.00	39,197.48	32,120.77	36,921.60	38,806.91
5133	Medicare Contributions	6,555.00	6,750.66	4,944.28	5,004.00	4,970.85
5134	Social Security Contributions	28,029.00	28,913.99	21,141.06	21,400.08	21,254.67
5190	Life Insurance	216.00	232.90	144.00	153.00	165.60
5191	Health Insurance	101,268.00	96,906.42	70,153.94	74,150.40	64,717.74
5195	Optical Insurance	416.00	393.53	302.91	271.58	417.92
5197	Dental Insurance	7,953.00	7,325.93	5,167.71	5,954.88	6,719.40
5210	Supplies	12,500.00	12,644.13	12,500.00	12,000.00	12,500.00
5280	Small tools & equipment	6,000.00	1,597.05	6,000.00	5,000.00	6,000.00
5302	Dues and Memberships	7,500.00	8,239.67	7,500.00	7,400.00	7,500.00
5303	Seminars, Conferences & Meetings	8,750.00	11,335.60	8,750.00	5,000.00	8,750.00
5308	Recognition Programs-Staff	5,000.00	4,213.30	5,000.00	4,500.00	5,000.00
5315	Professional Services	35,000.00	35,268.89	35,000.00	15,000.00	35,000.00
5322	Personnel Recruitment	2,000.00	865.93	1,000.00	826.00	1,000.00
5323	Special Legal	6,000.00	2,066.80	6,000.00	3,000.00	6,000.00
5346	Data Processing Services	108,950.00	105,295.36	105,500.00	105,000.00	110,775.00
5380	Printing Services	24,400.00	24,505.90	0.00	0.00	0.00
5392	Postage	13,000.00	11,235.00	0.00	0.00	0.00
5407	Advertising and Public Relations	20,500.00	18,983.09	0.00	0.00	0.00
5420	Insurance - other policies	45,150.00	39,203.00	43,125.00	50,491.00	70,700.00
5481	Rentals	20,000.00	18,570.27	15,000.00	14,000.00	15,000.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	10,000.00	92.00	5,000.00	0.00	5,000.00
5770	Capital equipment less than \$20,000	10,000.00	2,167.85	10,000.00	10,000.00	8,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00



5852	Print materials	0.00	0.00	0.00	0.00	0.00
5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	65,000.00	53,895.50	84,000.00	65,000.00	60,000.00
5880	Intangible Assets (software)	11,000.00	8,058.67	12,000.00	12,000.00	12,000.00
5910	Transfer to Capital Projects	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
	TOTAL 971	1,396,062.00	1,364,545.49	1,181,334.47	1,167,429.34	1,135,707.96

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	390,883.00	384,758.37	405,583.43	379,331.00	419,834.77
5111	Salaries, Non-Exempt	0.00	47,933.73	45,864.00	129,388.80	45,864.00
5119	Part-Time Employee Wages	252,918.00	234,831.47	254,780.56	118,399.08	252,246.90
5131	IMRF Pension Contributions	52,984.00	54,841.24	63,428.05	57,664.08	77,461.03
5133	Medicare Contributions	9,335.00	9,538.85	10,240.31	8,951.88	10,410.21
5134	Social Security Contributions	39,916.00	40,786.44	43,786.13	38,274.96	44,512.63
5190	Life Insurance	252.00	163.20	252.00	163.20	331.20
5191	Health Insurance	123,014.00	89,615.95	102,471.83	94,748.64	96,009.21
5195	Optical Insurance	502.00	415.95	459.51	436.32	494.17
5197	Dental Insurance	9,671.00	6,983.77	8,801.63	7,033.64	7,960.02
5210	Supplies	8,950.00	8,379.40	10,800.00	10,000.00	11,000.00
5280	Small Tools & Equipment	1,500.00	1,771.84	1,000.00	500.00	1,000.00
5303	Seminars, Conferences & Meetings	4,775.00	4,304.39	3,950.00	3,000.00	2,510.00
5315	Professional Services	17,000.00	15,201.52	13,000.00	10,000.00	13,000.00
5380	Printing services	500.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	211,000.00	206,582.75	211,800.00	211,000.00	212,800.00
5852	Print materials	235,000.00	240,754.66	235,250.00	235,000.00	235,500.00
5853	AV materials	93,500.00	89,767.01	94,225.00	94,200.00	94,200.00
	<b>TOTAL 972</b>	<b>1,451,700.00</b>	<b>1,436,630.54</b>	<b>1,505,892.45</b>	<b>1,398,091.60</b>	<b>1,525,334.15</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	254,153.00	252,082.48	258,225.83	238,356.00	262,571.06
5104	Bonus	0.00	0.00	0.00	0.00	5,000.00
5111	Salaries, Non-Exempt	0.00	0.00	0.00	98,419.56	0.00
5119	Part-Time Employee Wages	222,458.00	222,824.65	227,539.04	81,199.68	239,356.35
5131	IMRF Pension Contributions	37,403.00	36,969.55	41,911.70	37,146.36	51,850.47
5133	Medicare Contributions	6,911.00	6,804.73	7,043.59	5,969.76	7,277.95
5134	Social Security Contributions	29,550.00	29,095.28	30,117.42	25,525.80	31,119.50
5190	Life Insurance	144.00	163.20	144.00	163.20	165.60
5191	Health Insurance	43,171.00	41,703.89	44,852.79	43,943.88	46,996.73
5195	Optical Insurance	190.32	192.04	194.25	199.68	229.55
5197	Dental Insurance	3,337.00	3,110.25	3,232.88	3,107.28	3,540.78
5210	Supplies	18,500.00	18,808.84	18,500.00	18,000.00	18,500.00
5280	Small Tools & Equipment	4,500.00	4,436.92	4,500.00	4,000.00	4,000.00
5303	Seminars, Conferences & Meetings	6,000.00	5,598.17	6,000.00	4,000.00	5,000.00
5315	Professional services	6,000.00	6,553.50	6,000.00	4,500.00	8,000.00
5380	Printing Services	200.00	0.00	200.00	0.00	200.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	15,000.00	14,313.02	15,000.00	15,000.00	15,000.00
5852	Print materials	110,000.00	113,638.79	110,000.00	110,000.00	110,000.00
5853	AV materials	53,500.00	52,165.99	53,500.00	53,500.00	53,000.00
	<b>TOTAL 973</b>	<b>811,017.32</b>	<b>808,461.30</b>	<b>826,961.50</b>	<b>743,031.20</b>	<b>861,807.99</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	126,330.00	126,326.98	130,110.63	130,123.50	133,883.84
5111	Salaries, Non-Exempt	80,808.00	66,616.50	80,925.00	293,195.50	108,506.18
5119	Part-Time Employee Wages	438,500.00	362,672.76	426,772.53	201,062.94	433,535.63
5131	IMRF Pension Contributions	21,317.00	19,435.29	25,555.33	26,583.83	36,508.31
5133	Medicare Contributions	9,362.00	7,934.98	9,248.22	8,951.28	9,800.92
5134	Social Security Contributions	40,030.00	33,927.79	39,544.11	38,271.09	41,907.39
5190	Life Insurance	144.00	81.60	108.00	81.60	124.20
5191	Health Insurance	67,178.00	45,149.67	47,657.41	45,592.80	45,592.69
5195	Optical Insurance	347.00	262.38	267.93	272.88	313.44
5197	Dental Insurance	6,874.00	4,475.07	4,601.33	4,466.16	5,039.55
5210	Supplies	16,200.00	7,637.82	16,200.00	15,000.00	16,700.00
5280	Small Tools & Equipment	3,500.00	2,119.11	2,300.00	2,200.00	2,300.00
5303	Seminars, Conferences & Meetings	1,000.00	899.85	4,000.00	1,000.00	4,000.00
5392	Postage	12,500.00	3,444.00	12,500.00	4,000.00	12,500.00
5470	Other Equipment Repair and Maintenance	500.00	145.00	500.00	200.00	500.00
5481	Rentals	500.00	0.00	500.00	0.00	500.00
5620	Recoverables	3,000.00	1,473.82	4,000.00	1,200.00	4,000.00
	<b>TOTAL 974</b>	<b>828,090.00</b>	<b>682,602.62</b>	<b>804,790.49</b>	<b>772,201.58</b>	<b>855,712.15</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	172,785.00	172,515.86	200,674.50	200,674.50	209,358.61
5111	Salaries, Non-Exempt	72,306.00	73,094.38	80,756.52	156,799.69	84,713.59
5119	Part-Time Employee Wages	120,345.00	117,753.49	143,191.49	65,912.34	146,366.10
5131	IMRF Pension Contributions	25,480.00	25,819.92	32,425.24	30,786.99	39,140.08
5133	Medicare Contributions	5,299.00	5,158.94	6,157.03	6,040.19	6,386.36
5134	Social Security Contributions	22,657.00	22,058.07	26,326.60	25,827.75	27,307.17
5190	Life Insurance	180.00	163.20	180.00	163.20	207.00
5191	Health Insurance	64,917.00	49,514.68	63,559.98	52,093.20	75,024.12
5195	Optical Insurance	329.00	279.50	337.89	290.64	396.82
5197	Dental Insurance	6,234.00	5,554.11	5,734.07	5,545.20	6,280.17
5210	Supplies	3,900.00	1,788.14	3,900.00	2,000.00	3,900.00
5280	Small Tools & Equipment	12,000.00	8,378.50	8,000.00	7,500.00	8,000.00
5303	Seminars, Conferences & Meetings	6,000.00	3,869.49	6,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	1,500.00	2,000.00	2,015.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	3,305.22	4,500.00	4,500.00	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	49,720.88	50,000.00	50,000.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	32,000.00	36,654.40	40,000.00	40,000.00	40,000.00
	<b>TOTAL 975</b>	<b>600,932.00</b>	<b>577,128.78</b>	<b>673,743.32</b>	<b>651,648.70</b>	<b>706,580.02</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	0.00	0.00	115,927.50	115,927.00	118,787.47
5111	Salaries, Non-Exempt	0.00	0.00	43,855.50	43,855.50	44,688.75
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	0.00	0.00	15,051.56	15,051.00	18,505.51
5133	Medicare Contributions	0.00	0.00	2,316.85	1,551.94	2,370.41
5134	Social Security Contributions	0.00	0.00	9,906.55	6,635.98	10,135.53
5190	Life Insurance	0.00	0.00	108.00	81.60	124.20
5191	Health Insurance	0.00	0.00	48,112.82	31,242.24	54,863.01
5195	Optical Insurance	0.00	0.00	267.93	127.20	313.44
5197	Dental Insurance	0.00	0.00	4,601.34	2,030.40	3,980.01
5210	Supplies	0.00	0.00	2,400.00	2,000.00	2,400.00
5280	Small Tools & Equipment	0.00	0.00	1,500.00	1,000.00	1,500.00
5303	Seminars, Conferences & Meetings	0.00	0.00	750.00	600.00	750.00
5315	Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00
5380	Printing Services	0.00	0.00	24,400.00	24,000.00	24,400.00
5392	Postage	0.00	0.00	13,000.00	12,000.00	13,000.00
5407	Advertising and Public Relations	0.00	265.25	19,000.00	18,800.00	19,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL 976</b>	<b>0.00</b>	<b>265.25</b>	<b>305,198.05</b>	<b>278,902.86</b>	<b>318,818.32</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET****1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	112,800.00	110,768.89	116,171.64	116,161.50	118,378.90
5111	Salaries, Non-Exempt	0.00	0.00	0.00	41,544.62	0.00
5119	Part-Time Employee Wages	72,678.00	71,851.33	92,828.84	43,827.55	86,994.11
5131	IMRF Pension Contributions	13,085.00	12,896.16	15,899.57	15,898.48	19,469.51
5133	Medicare Contributions	2,689.00	2,572.43	3,030.51	2,919.02	2,977.91
5134	Social Security Contributions	11,499.00	10,999.53	12,958.03	12,481.56	12,733.13
5190	Life Insurance	72.00	81.60	72.00	81.60	82.80
5191	Health Insurance	28,888.00	7,324.27	15,447.16	7,723.68	40,389.24
5195	Optical Insurance	121.00	34.86	69.96	36.24	146.17
5197	Dental Insurance	2,257.00	539.52	566.37	539.52	2,300.16
5210	Supplies	28,000.00	27,791.91	30,000.00	28,000.00	30,000.00
5280	Small Tools & Equipment	1,800.00	1,276.74	1,800.00	1,800.00	1,800.00
5303	Seminars, Conferences & Meetings	3,000.00	2,561.58	3,600.00	500.00	3,600.00
5470	Other Equipment Repair and Maintenance	1,500.00	1,019.65	1,500.00	1,000.00	1,500.00
	<b>TOTAL 977</b>	<b>278,389.00</b>	<b>249,718.47</b>	<b>293,944.08</b>	<b>272,513.77</b>	<b>320,371.93</b>

**DOWNERS GROVE PUBLIC LIBRARY 2021 BUDGET**

**1.9% PERSONNEL, 2% LEVY DRAFT**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 ADOPTED</b>	<b>2020 EST ATT.</b>	<b>2021 PRELIM</b>
5101	Salaries, Exempt	65,477.00	66,817.14	69,453.92	69,459.00	72,857.17
5111	Salaries, Non-Exempt	0.00	0.00	0.00	9,787.57	36,468.90
5119	Part-Time Employee Wages	57,197.00	54,967.93	64,972.84	48,906.65	49,121.23
5131	IMRF Pension Contributions	5,276.00	5,719.54	6,542.56	6,543.16	12,375.71
5133	Medicare Contributions	1,779.00	1,735.52	1,949.19	1,824.16	2,297.49
5134	Social Security Contributions	7,606.00	7,420.93	8,334.46	7,800.52	9,823.73
5190	Life Insurance	36.00	40.80	36.00	40.80	82.80
5191	Health Insurance	21,746.00	22,245.44	23,518.51	23,518.56	31,344.55
5195	Optical Insurance	87.00	87.46	89.31	90.96	208.96
5197	Dental Insurance	1,718.00	1,491.69	1,533.78	1,488.72	2,300.16
5210	Supplies	3,000.00	3,555.14	3,150.00	3,150.00	3,000.00
5251	Maintenance Supplies	18,500.00	18,802.89	18,550.00	18,550.00	21,750.00
5280	Small Tools & Equipment	6,000.00	7,363.52	6,000.00	6,000.00	5,000.00
5303	Seminars, Conferences & Meetings	1,000.00	396.52	1,000.00	100.00	500.00
5391	Telephone	20,200.00	20,059.48	17,000.00	22,343.52	17,000.00
5430	Building Maintenance Services	91,500.00	74,588.62	91,550.00	91,550.00	91,500.00
5450	Cleaning Services	80,500.00	70,511.13	80,000.00	80,000.00	80,000.00
5461	Utilities	25,250.00	16,944.25	25,250.00	25,250.00	24,250.00
5470	Other Equipment Repair and Maintenance	5,050.00	5,802.58	5,500.00	5,500.00	5,000.00
	<b>TOTAL 978</b>	<b>411,922.00</b>	<b>378,550.58</b>	<b>424,430.57</b>	<b>421,903.62</b>	<b>464,880.71</b>



**DOWNERS GROVE PUBLIC LIBRARY**  
**2021 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

Change in equalized assessed valuation (EAV)		
2019 EAV (TIF)	2,554,345,132	
2020 EAV (TIF)	2,640,739,179	
Change in EAV	<b>86,394,047</b>	<b>3.4%</b>
2021 EAV (TIF) estimated	2,667,146,571	
Estimated change in EAV	<b>26,407,392</b>	<b>1.0%</b>

**Property tax levy**

	<u>Amount of levy extended</u>			<u>Tax rate</u>		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating levy rate	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543	0.2111	0.2103	0.2124
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543	0.2111	0.2103	0.2124
Change		2.99%	2.00%		-0.38%	0.99%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2021 PROPERTY TAX RATES AND EXTENSIONS**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

**Impact on taxpayer**

	<u>Median Home Value (2019)</u>			<u>Per \$100,00 Fair Market Value</u>		
Year tax collected	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Market Value	\$ 340,200.00	\$ 340,200.00	\$ 340,200.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 113,400.00	\$ 113,400.00	\$ 113,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 107,400.00	\$ 107,400.00	\$ 107,400.00	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,074.00	\$ 1,074.00	\$ 1,074.00	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2082 in 2019, .2123 in 2020, .2119 in 2020	\$ 226.72	\$ 225.86	\$ 228.10	\$ 70.37	\$ 70.10	\$ 70.79
Actual change in taxes paid		\$ (0.86)	\$ 2.24		\$ (0.27)	\$ 0.69
Change		-0.4%	1.0%		-0.4%	1.0%

**DOWNERS GROVE PUBLIC LIBRARY  
RATES, LEVY, AND EAV HISTORY  
1.9% PERSONNEL, 2% LEVY DRAFT**

<b><u>RATE</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b>Operating</b>	0.2253	0.2202	0.2145	0.2111	0.2103	0.2124
<b>Bond</b>	0.0154	0	0	0	0	0
<b>Total</b>	0.2407	0.2202	0.2145	0.2111	0.2103	0.2124
<b>% change YroYr</b>	-7.8%	-8.5%	-2.6%	-1.6%	-0.4%	1.0%

<b><u>LEVY</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2020</u></b>
<b>Operating</b>	\$ 4,826,100	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543
<b>Bond</b>	\$ 328,583	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,154,683	\$ 5,043,515	\$ 5,182,314	\$ 5,392,223	\$ 5,553,474	\$ 5,664,543
<b>% change YroYr</b>	-2.3%	-2.2%	2.75%	4.1%	3.0%	2.0%

<b><u>EAV</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2020</u></b>
<b>Base</b>	2,045,521,416	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179
<b>Increase / (Decrease)</b>	\$ 118,204,168	\$ 149,681,970	\$ 126,771,082	\$ 86,394,047	\$ 114,166,496	\$ 26,407,392
<b>Total</b>	\$ 2,163,725,584	\$ 2,313,407,554	\$ 2,440,178,636	\$ 2,526,572,683	\$ 2,640,739,179	\$ 2,667,146,571
<b>% change YroYr</b>	5.8%	6.9%	5.5%	3.5%	4.5%	1.0%

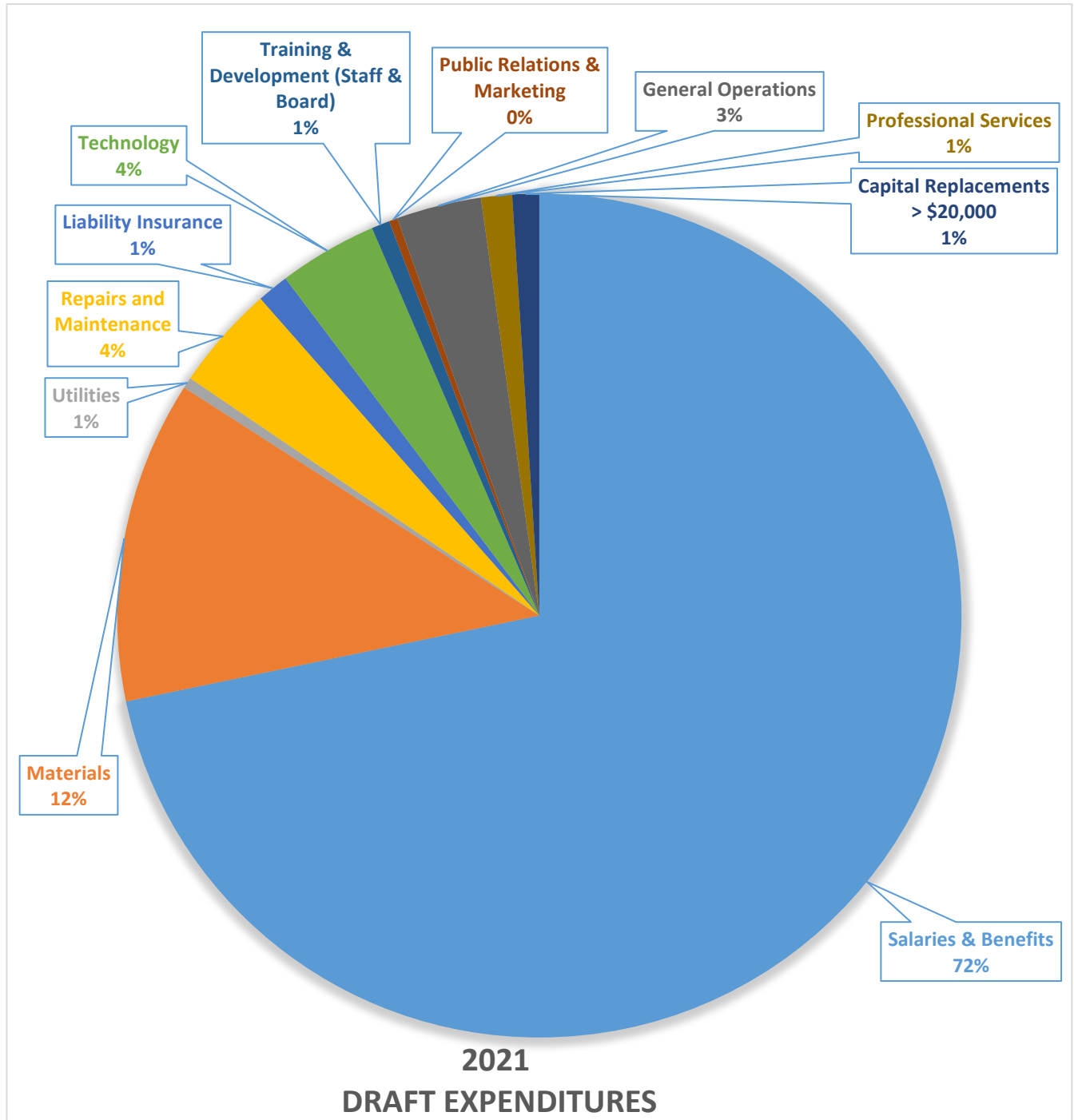
<b>Library Tax Per \$100K Home Value</b>	\$ 80.23	\$ 73.40	\$ 71.50	\$ 70.37	\$ 70.10	\$ 70.79
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<b>Wage/Salary Increment</b>	3.5%	2.5%	2.5%	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit
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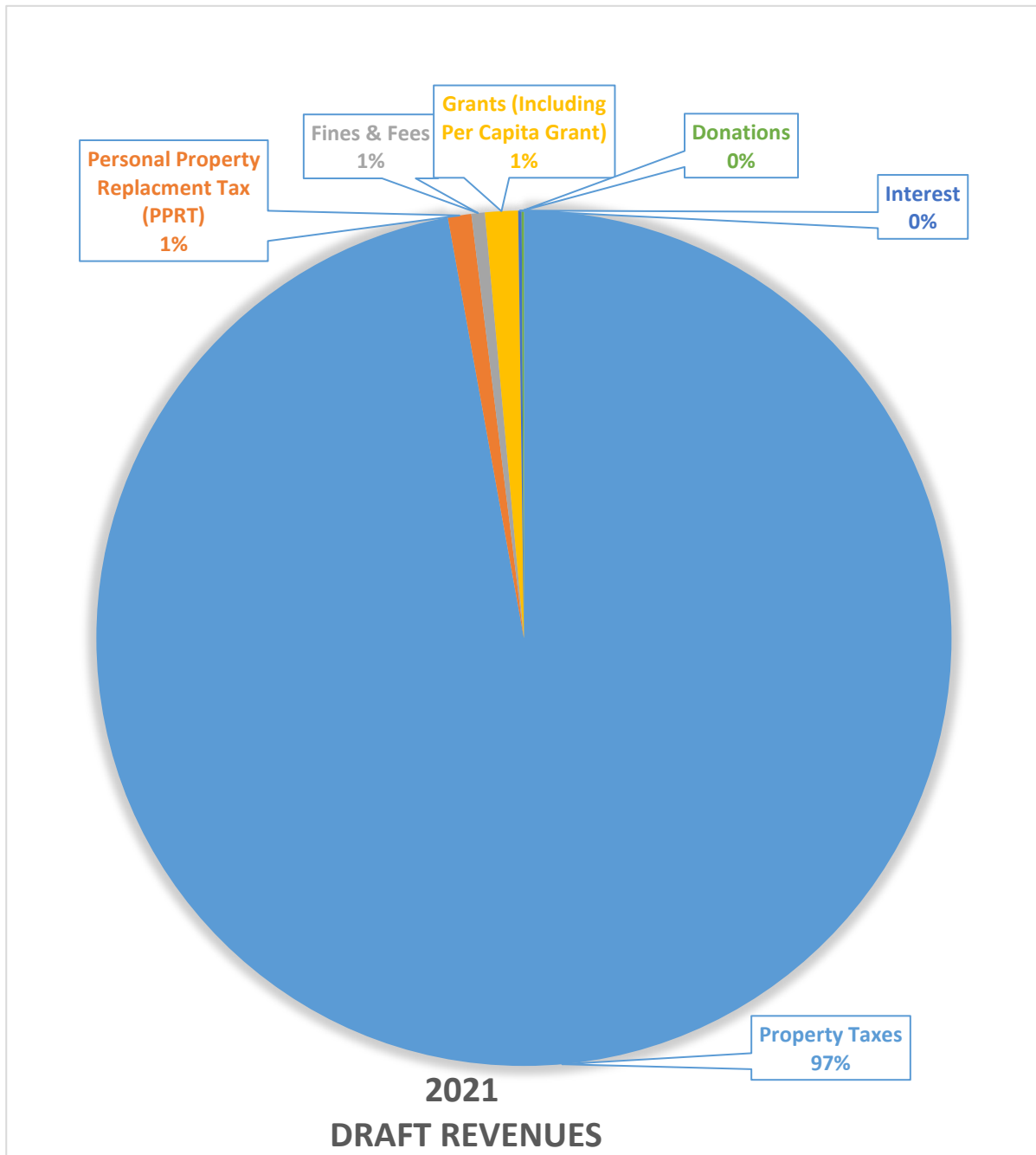
**Downers Grove Public Library**  
**2021 Preliminary Budget**  
**1.9% PERSONNEL, 2% LEVY DRAFT**

	<u>FY2021</u>	<u>Standards</u>	<u>Totals by Category</u>
Salaries	54.0%	Typically 50-60% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 3,148,963.45
Benefits (Insurance, IMRF, FICA)	17.8%		\$ 1,036,264.78
Salaries & Benefits	71.7%	Typically 60-70% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 4,185,228.23
Materials	12.3%	Minimum 12% of Operational Expense (all funds except Debt Service and Special Reserve)	\$ 720,500.00
Utilities	0.4%		\$ 24,250.00
Repairs and Maintenance	4.0%		\$ 234,350.00
Liability Insurance	1.2%		\$ 70,700.00
Technology	3.8%		\$ 220,775.00
Training & Development (Staff & Board)	0.7%		\$ 40,610.00
Public Relations & Marketing	0.3%		\$ 19,000.00
General Operations	3.3%		\$ 189,800.00
Professional Services	1.2%		\$ 69,000.00
Capital Replacements > \$20,000	1.0%		\$ 60,000.00
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 5,834,213.23
Property Taxes	97.2%		\$ 5,664,643.48
Personal Property Replacement Tax (PPRT)	0.9%		\$ 51,500.00
Fines & Fees	0.5%		\$ 29,500.00
Grants (Including Per Capita Grant)	1.2%		\$ 72,589.00
Interest	0.1%		\$ 7,500.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 5,830,732.48

**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 2% LEVY DRAFT**



**Downers Grove Public Library  
2021 Preliminary Budget  
1.9% PERSONNEL, 2% LEVY DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**Agenda Item 9B**

**COVID-19 Response and Reopening Phasing Plan Update**

At the June 24, 2020 meeting, the Board of Library Trustees reauthorized the Library Director to enact temporary policies, in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan.

On Monday, July 6, the library implemented our Phase 3, Limited Public Service, Limited Hours. In this walkthrough service model, patrons are asked to limit their visits to one hour per day per person. Patrons are required to wear masks and follow CDC health and safety guidelines. Capacity is limited to 80 patrons. Socially distanced public computers are available for one 45-minute appointment per day per person. No seating is available, except at public computers. Play areas are closed and no toys are available. Children 12 and under must be accompanied by an adult, who are asked to closely monitor their children's social distancing at all times in the library. All library programming continues to be virtual through the end of August. Public service hours are Monday through Friday, 10:00 a.m. to 7:00 p. m., Saturday 10:00 a.m. to 4:00 p.m. and Sunday 1:00 to 4:00 p.m.

Illinois moved to its Phase 4: Revitalization of the Restore Illinois plan on June 26. Mask requirements and social distancing will remain in place. Gathering size allowed increased from 10 to 50 people. However, the use of Meeting, Conference, and Study Rooms for quarantine of items, storage of furniture, and socially distanced staff work spaces does not allow for gatherings in the library at this time.

**Recommended Action:** Reauthorize Library Director to continue to make temporary policy changes in consultation with Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented.

## **COVID-19 RESPONSE AND PHASED REOPENING PLAN DOWNERS GROVE PUBLIC LIBRARY**

**INTRODUCTION:** COVID-19 has forced the library building to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff. This document, COVID-19 Response and Phased Reopening Plan, outlines proposed stages to reopen our library building. This phased strategy keeps the health and safety of the staff and public as the highest priority of Downers Grove Public Library. In this time, our decisions will be health driven rather than customer service driven. In addition to compliance with national and state Executive Orders, the library will follow the recommendations of the DuPage County Health Department, Illinois Department of Public Health, and the CDC for staff and public safety.

### **Caveats and Considerations:**

- We don't know when we will implement any phase of this plan.
- We don't know how long each phase will be implemented, if phases may be combined, or if public health recommendations require reverting to a previous phase.
- We don't know if we will receive clear public health guidance for public libraries, or if we will have to rely on the general consensus of public health agencies and others in our profession.
- SWAN is seeking to achieve uniformity in the reopening schedule of its member libraries, so to some extent we may be required to conform to timelines set by SWAN.
- We don't know when RAILS will resume delivery.
- Summer Reading will be planned with all virtual programs. If restrictions ease, in-person programs may be added back at that time.



- Good faith attempts will be made to rotate the in-building staff so that all take turns working in-library and telecommuting. Complete equity of staff time in-library and telecommuting is not possible, given specialization of tasks.
- The Board of Library Trustees approved Fine Free through August 2, both to help those in our community struggling financially as a result of the COVID-19 crisis and to mitigate cash handling concerns.

## **REOPENING PHASES**

### *General overview of the phased open approach*

#### **Phase 1: Return of Materials Only**

Library building is closed to the public. Staff come in to prepare to reopen the building. Book drops reopen for materials return.

Date Implemented: Monday, May 4, 2020 (Actual Date: May 4, 2020)

**Context:** Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

**Summary:** Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined for 7 days before being checked in and reshelved.

#### **Phase 2: Curbside Pickup**

Library provides curbside service for access to physical materials, with reduced hours. Library building is closed to the public. Staff continue to prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020 (Actual Date: May 20, 2020)

**Context:** Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

**Summary:** Curbside pickup service will begin for only those materials available in the library. SWAN holds and delivery may not be available. Reference and readers advisory services continue via phone, email, and chat. Curbside service procedures to be determined by the Circulation Department. Library staff bring materials to the patron's car, checked out, in bags. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Curbside Pickup hours limited. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. When SWAN unsuspends holds, holds will begin to be filled. Holds will be available for curbside pickup. RAILS delivery may not be available, limiting holds to local items only.

### **Phase 3: Limited Public Service, Limited Hours**

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted.

Anticipated Date: Monday, July 6, 2020 (Actual Date: July 6, 2020)

**Context:** Restore Illinois Phase 3 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

**Summary:** Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult may be established. Fine free through August 2 limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Home deliveries may resume on a “no contact” basis.

#### **Phase 4: Limited Public Service, Regular Hours**

Additional library services are added and return to regular hours.

Anticipated Date: Restore Illinois Phase 3 implemented for our area. Social distancing is recommended. Face masks are required.

**Context:** Physical distancing is still recommended, but infections risks are declining. Supply needs are predictable and supplies are plentiful.

**Summary:** Open hours return to regular schedule. Seating is reintroduced but configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Access to Kids Room play areas may be restricted. No reservations for study rooms or meeting rooms are accepted. Capacity limits and/or other restrictions may continue. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

## **Phase 5: Large Group Limits Only**

The majority of library services are reintroduced. There may be limitations on larger group gatherings for meetings and programs.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. Social distancing is recommended. Face masks are required.

**Context :** Physical distancing guidelines have been relaxed to allow for smaller group gatherings. Large group gatherings are still considered a risk.

**Summary:** Service desks staffed according to social distancing requirements. Device checkouts are permitted. Most computers in operation. Most seating is back in public areas. Toys return to the Kids Room and play areas are open. Meeting rooms and study rooms available for small group meetings.

## **Phase 6: New Normal**

Full Service returns to “our new normal”.

**Context:** Restore Illinois Phase 5 implemented for our area. Infection threat is considered low or non-existent.

**Summary:** Large group gatherings are allowed in meeting spaces.

## **STAFF CONSIDERATIONS**

### **Phase 1: Return of Materials Only**

- Announce date book drops open or do a “soft opening”
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.
- Quarantine books for 7 days, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

#### ***What must be in place before this phase begins:***

- Acquire adequate non-medical masks (if possible) and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

### **Phase 2: Curbside Pickup**

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before

closure to let them know they have materials waiting for them.

- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.
- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

***What must be in place before this phase begins:***

- Acquire adequate paper bags for curbside service.
- Acquire adequate non-medical masks and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

**Phase 3: Limited Public Service, Limited Hours**

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.

- Limited public computer use will be available.
- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with bleach solution at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free through August 2, 2020 removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns.
- Staff wear may wear gloves. Masks are required.

***What must be in place before this phase begins:***

- Acquire adequate PPE for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.

**Phase 4: Limited Public Service, Regular Hours**

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Soft seating and toys are not be available to public. Access to Kids Room play areas may be restricted.

- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.
- One individual per table, with tables strategically spaced at least 6 ft. apart.
- Limits on access to children without an adult may be continue.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with bleach solution after each use.
- Wipe down self-check with antiseptic wipes after each use.
- Wipe down service desks with bleach solution at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Home Delivery and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff wear may wear gloves. Masks are required.

***What must be in place be in place before this phase begins:***

- Create plan for staff monitoring and enforcing social distancing for people moving around library, especially children/teens.

**Phase 5: Large Group Limits Only**

- Gradually relax social distancing and cleaning routines and use of non-medical masks, as advised by public health officials.
- Soft seating and toys return to public areas.
- Phase back to full on-desk staffing. Staff may telecommute for “off



desk” work to avoid crowding in staff office space.

- Opening use of Meeting, Conference, and Study Rooms to the public occurs when rooms are no longer needed for storage of furniture, social distancing of staff work spaces, etc.

## **Phase 6: New Normal**

- Resume in-person programming for all size gatherings.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**Agenda Item 10**

**Library Director's Report**

COVID-19 Pandemic

July 17 is the start of the 18th week since the library closed to the public on March 13, 2020 due to the COVID-19 pandemic. The library reopened to the public with limited hours and limited services on July 6. To date, attendance has been slow but steady, not yet approaching the capacity 80 person limit for patrons. Most users are happy to be back in the library and following the health and safety rules. There have been some complaints, particularly about the limited hands-on help available with social distancing.

Listening Session on Policing in Downers Grove

The library, in partnership with the Village of Downers Grove and the help of the Downers Grove Park District, will host a Listening Session: Policing in Downers Grove at 7:00 p.m. on Wednesday, August 5 at the Downers Grove Park District Recreation Center. The panel of active listeners includes Village Manager Dave Fieldman, Chief of Police Shannon Gillette, and District 99 Superintendent Dr. Hank Thiele. Attendance is limited to 50. The session will be recorded and made available after the event.

Diversity, Equity, and Inclusion (DEI) Trajectory Discovery Project

The Diversity, Equity, and Inclusion (DEI) Trajectory Discovery Project has been rescheduled in September. The intent of the project is to evaluate DGPL's current cultural agility and create a plan for closing the gap between the library's aspirations toward equity and its actual implementation of equitable practices across our governance and operations. Consultant Reesheda Graham Washington of RGW Consulting LLC will lead a Board Listening Session on Wednesday, September 23 and Community Listening Sessions on Tuesday, September 22 and Saturday, September 26. Sessions for staff will also be held that week. Virtual sessions are planned with hopes for adding in-person options closer to the dates.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 22, 2020**

**Department Reports – June 2020**

**Administration – Jen Ryjewski**

- Met one-on-one with the Management Team, along with Director Julie Milavec to give and discuss annual performance evaluations.
- Attended the Librarians Guide to Homelessness webinar: Q&A, part 2 with Ryan Dowd.
- Attended a webinar, hosted by HR Source: *Get the updates: reopening your workplace*, which discussed the most recent changes in topics such as: PPE usage, telecommuting practices, employee health screening, and Governor Pritzker's executive orders for reopening businesses, and interim policies and procedures.
- Attended a webinar: *Dealing with difficult customers during COVID-19*, which reviewed predictable dynamics and situations of difficult people and methods of resolving conflicts, and mitigating disputes and stressful situations.
- Held and attended a Programming Team meeting in which we made the decision to cancel all on-site all programming through the fall and discussed the types of virtual programming that we will offer instead, with the possibility of opening up in-house programming later in the season, if safe.
- Toured the whole library with Building Operations Director Ian Knorr and department managers, Lizzie Matkowski and Allyson Renell, to determine and write-up best reopening plans as they pertained to building capacity, logistics, and traffic flow throughout the building.
- Wrote reopening FAQ and incorporated feedback from the Management Team, which addressed many questions staff could anticipate being asked by visitors, expectations of staff returning to on-site work, and talking points to prepare staff for handling some of the anticipated challenging conversations and/or situations with visitors.
- Continued work on FEMA grant for COVID-19 reimbursements.

**Adult & Teen Services – Lizzie Matkowski**

- During June, ATS staff spent most of their time staffing our curbside and online services for patrons, program planning, and preparing to reopen to the public.
- Programs included: Job Search in the 21st Century, Gentle Yoga, Teen Virtual Art Show, Christine Thornton drawing classes, College Virtual Visits, and Pride Enamel Pin pickup program.

- We received over 90 requests for Curbside Bundles where staff chose and placed holds on items for patrons based on the reading, listening, or viewing preferences they sent in via an online form.
- One staff member attended the virtual ALA Annual Conference.
- We launched the Life in 2020 project by asking for community created entries on their experiences in 2020 including photos, journal entries, etc.

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

- The Kids Room started posting virtual storytimes and other video-based programs in June to the library's YouTube page. We presented eight virtual video programs that had a combined 421 views. We are continuing on with virtual storytimes during the months of July and August.
- We also had our first Pickup Programs in June. A Pickup Program is a program where patrons sign up online and pick up the supplies through the library's curbside pickup service. The patrons then do the program themselves at home. So far these programs have been extremely successful, filling very quickly. The three programs we presented in June were Painting with Cars and two Father's Day Craft programs for younger and older elementary aged children. We hope to do several more throughout the month of July.
- The Summer Reading Club continued into June with patrons able to track using either Readsquared or downloading paper forms from our website. By the end of June we had 134 participants registered via Readsquared for the Read-to-Me program and 335 participants registered for the Reader's program. While these numbers do represent a smaller amount of patrons than usual, we are still happy to have even this much participation. Now that patrons can pick up prizes, we hope the program numbers will grow.
- Kids Room staff remained busy during June working Curbside Service shifts, manning virtual chat, planning and recording programming, and preparing for reopening. Many staff participated in professional development as well during June. We also continued filling virtual Book Bundle requests for patrons, filling 87 of these requests during the month of June.

### **Circulation Services – Christine Lees**

- Curbside services continued to be a very popular option for our patrons, averaging about 180 patrons served per day!
- We began weekend curbside hours as of June 27. Patrons were very pleased with this addition in service hours.
- Sadly, we had three shelveers retire from their positions during June. We wish Maureen Karl, Penny Fisher, and Irene Strods the best of luck in their new chapter!
- RAILS deliveries started again in June and our first delivery included our sending back 125 bins of books and receiving 54 bins of materials. While it looked

overwhelming, Circulation staff jumped in with both feet and got through the delivery like champs! Regular RAILS deliveries began as of June 29.

- We made a significant change in our holds handling as our picklist (the list that lists all of the holds our patrons have placed on materials) was getting out of control at over 3,000 items. We contacted SWAN and limited the number of holds a patron can place on their card at one time to 20 holds. We did not receive any negative feedback about this change and it brought our picklist down to about 700 items. Much more manageable!
- Staff continued to work tirelessly to prepare for opening to our patrons. We couldn't wait to welcome folks back into the building.

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

- With the library planning to resume some public services in June, it was a busy but productive month. Computer Help Desk Supervisor Lauren Cantore Gonazlaez handled scheduling IT staff for curbside pickup shifts. Assistant IT Manager Max Mogavero took care of changing the phone system's schedule and lining up new greetings/menu options. Media Lab Coordinator Ed Bromiel recorded and edited in-library videos/programs for the library's virtual programming collection. Technology Trainer Annie Jagielski helped Computer Help Desk Associates adapt classes to a virtual format. Computer Help Desk Associates continued to help wherever needed in the library, from curbside services to answering chats. IT Manager Paul Regis helped move around and set up workstations in other departments to limit contact between staff members.
- Paul reached out to area libraries and researched how to best prepare the public computer area for the eventual reopening to the public. Most libraries are in the same boat, anticipating and wanting to fulfill a technological need in the safest way possible. Paul tested various remote assistance tools to minimize close contact between patrons and staff. He also created procedures and guidelines mirroring the library-wide "walkthrough service" model. IT staff offered invaluable input on the various procedures as well.
- IT staff also took care of the usual issues or requests that come up in a day's work, albeit remotely. Printer toner was replenished, paper was ordered, updates were pushed through, and a few Book an Expert sessions were even conducted.

### **Public Relations – Cindy Khatri**

- PR created Summer Reading Club and Virtual Programming promotional bookmarks for the Curbside Pickup bags. Each bag gets a bookmark.
- Cindy Khatri, PR Manager, and Brian Ruane, Marketing Content Coordinator, completed a Hootsuite Social Media Marketing training course.
- Evaluations were given for Grace Goodwyn, Graphic Design and Display Coordinator, and Brian Ruane, Marketing Content Coordinator.
- The initial promotion and new webpage for the Life in 2020 project were executed and created.

- PR met with the Staff Picks and Programming committees to discuss what the fall will look like and how to pivot for larger events like Pick-a-Palooza.
- The July/August issue of Discoveries was designed, edited, and sent to the printer. This issue was another condensed issue to allow programmers more flexibility with virtual programming.
- A master signage list was created for the July 6 reopening. Designs were submitted to the printer for oversized pieces, and others were prepped for printing in-house.
- The website was edited to reflect our reopening plans, and a new homepage was drafted for July 6.
- A press release went out about our reopening plans. Articles were written and submitted for Downers Grove Magazine, Downers Grove Living, and the Chamber Resource Guide.

### **Access Services – Amy Prechel**

#### **Projects and Updates**

- The Access department geared up from 50% of our hours onsite to 75% the week of June 15. The department is adhering to a staggered work schedule to maintain distancing.
- We have received a backlog of shipments from the closure and are working steadily to get materials ready for patrons. Processing new items will be our exclusive focus until acquisitions volume returns to normal.

#### **Inventory and Cataloging**

- Despite only being onsite for about 64% of our regular hours, the Access department processed an above-average volume of new material.
- For ATS collection in June: added 1675 print items, 480 AV items; discarded 13 print items.
- For Kids Room collection in June: added 1656 print items and 121 AV items; discarded 6 print items.

#### **Reclassification and Repairs**

- Repaired 10 ATS and Kids Room books and audiovisual items in June
- Reclassified 14 ATS and Kids Room items in June

#### **Staff Training and Professional Development**

- Virtual Access Department meetings were held June 8 and June 29.
- Nora Mastny attended the SWAN Cataloging users meeting on June 4.
- Amy Prechel attended part 2 of the remote workshop “MARC 21 Standard: An Introduction” offered by RAILS on June 4.
- Amy and Nora attended the Swan “Poolside Chats” on June 9 and June 23.
- The department logged 7.5 hours of training in June.

**Facilities Services – Ian Knorr**

- Approved and submitted specifications to Trane for VAV replacement units.
- Contacted Hayes Mechanical and received and approved pricing for VAV unit replacements.
- Met with Tony Drufke and went over his review.
- Laid out logistic plans with Jen, Allyson, and Lizzie for re-opening occupancies, traffic flow, and signage.
- Stephens plumbing performed their annual backflow testing.
- Urban Elevator installed the new UV sterilization fan in the elevator.
- Met with Jen to go over requirements for the FEMA COVID-19 grant.

Circulation	JUN 20	%	JUN 19	%	JUN 18	%
<b>Checkouts</b>						
Selfchecks	168	1%	45,915	75%	55,322	75%
Staff desk	17,594	99%	15,678	25%	18,758	25%
<b>Total checkouts</b>	<b>17,762</b>		<b>61,593</b>		<b>74,080</b>	
<b>Renewals</b>						
Auto-renewal	36,960		31,401		33,668	
Selfchecks			36		31	
Staff desk (incl. phone)	176		283		291	
Patron self-renewals on website	507		714		609	
Patron self-renewals on BookMyne	4		55		31	
BlueCloud Mobile/Web services (22&11)	43					
<b>Total renewals</b>	<b>37,690</b>		<b>32,489</b>		<b>34,630</b>	
<b>Total item checkout and renewals</b>	<b>55,452</b>		<b>94,082</b>		<b>108,710</b>	
<b>Digital Circulation</b>	<b>13,391</b>		<b>8,429</b>		<b>6,570</b>	
<b>Total Circulation</b>	<b>68,843</b>		<b>102,511</b>		<b>115,280</b>	
<b>Reserves Processed</b>						
Received from ILL			6,197		7,392	
ILL sent			4,627		4,948	
OCLC requests processed			214		240	
<b>Gate Count</b>						
North			25,994		27,206	
South			17,639		18,356	
<b>Total</b>	<b>0</b>		<b>43,633</b>		<b>45,562</b>	
<b>Registrations</b>						
New resident library cards	88		231		223	
New fee cards			4		8	
Professional Development hours	10		0			
Cost of Professional Development			0			



**Circulation**

	Jun 2019	Jun 2020	YTD Totals			
Adult	48,897	14,422	296,507	134,780		
Teen	2,483	888	12,271	4,863		
Children	42,702	11,722	226,225	100,926		
Download	8,429	13,391	51,041	72,826		
Total	102,511	40,423	586,044	313,395	-272,649	-46.5%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	9,834	68.19%	917	6.36%	3,263	22.63%	408	2.83%	14,422
Teen	866	97.52%	17	1.91%	4	0.45%	1	0.11%	888
Children	9,825	83.82%	344	2.93%	1,241	10.59%	312	2.66%	11,722
Total	20,525	75.93%	1,278	4.73%	4,508	16.68%	721	2.67%	27,032

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	116,971	74.55%	15,352	9.78%	16,406	10.46%	8,165	5.20%	156,894
Children	78,014	85.81%	2,717	2.99%	8,246	9.07%	1,938	2.13%	90,915
Total	194,985	78.68%	18,069	7.29%	24,652	9.95%	10,103	4.08%	247,809

**Book Collection**

	Jun 2019	Jun 2020	YTD Totals		YTD Difference	
Adult	116,009	116,971				
Children	75,804	78,014				
Total	191,813	194,985	191,813	194,985	3,172	1.7%

**Audio Collection**

	Jun 2019	Jun 2020	YTD Totals		YTD Difference	
Adult	17,766	15,352				
Children	2,862	2,717				
Total	20,628	18,069	20,628	18,069	-2,559	-12.4%

**Video Collection**

	Jun 2019	Jun 2020	YTD Totals		YTD Difference	
Adult	15,453	16,406				
Children	8,395	8,246				
Total	23,848	24,652	23,848	24,652	804	3.4%

**Miscellaneous Collection**

	Jun 2019	Jun 2020	YTD Totals		YTD Difference	
Adult	6,869	8,165				
Children	1,993	1,938				
Total	8,862	10,103	8,862	10,103	1,241	14.0%

## Statistics for June 2020 (FY Jan-Dec)

### Rooms & Spaces

	Jun 2019	Jun 2020				
Community Use of Rooms	991	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	259	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,250	0	8,163	3,447	-4,716	-57.8%

### Programs Offered

	Jun 2019	Jun 2020				
Library Programs Offered						
Adult	20	3				
Teen	12	0				
Children	47	0				
Outreach Programs Offered						
Adult	10	0				
Teen	2	0				
Children	14	0				
Passive Programs Offered						
Adult	1	4				
Teen	1	3				
Children	17	11				
Programs Offered Total	124	21	848	400	-448	-52.8%

### Program Attendance

	Jun 2019	Jun 2020				
Library Program Attendance						
Adult	177	8				
Teen	104	0				
Children	1,122	0				
Outreach Program Attendance						
Adult	507	0				
Teen	59	0				
Children	702	0				
Passive Program Attendance						
Adult	387	101				
Teen	1	50				
Children	949	519				
Program Attendance Total	4,008	678	24,493	11,275	-13,218	-54.0%

## Statistics for June 2020 (FY Jan-Dec)

Gate Count						
	Jun 2019	Jun 2020	YTD Totals		YTD Difference	
	43,633	0	240,874	89,055	-151,819	-63.0%
Reference Questions						
	Jun 2019	Jun 2020	YTD Totals		YTD Difference	
One on One Tutorials	62	13	400	247	-153	-38.3%
Computer User Sessions						
	Jun 2019	Jun 2020				
Adult	3,094	0				
Children	1,626	0	YTD Totals		YTD Difference	
Total	4,720	0	26,670	10,077	-16,593	-62.2%
Wireless Sessions	2,508	0	15,245	6,112		
Website Views						
		Jun 2020	YTD Totals			
		25,694	69,003			