

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order, Pledge of Allegiance, Land Acknowledgment
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
  - a. May 17, 2023 and May 18, 2023 Committee of the Whole Meetings  
Requested Action: Approval
  - b. May 24, 2023 Regular Meeting  
Requested Action: Approval
5. Financial Matters
  - a. May 2023 Financial Report
  - b. June 2023 Invoices  
Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Update to Library Services Policy 5.2.6 Non-Resident Fee Card  
Requested Action: Approval
  - b. Addition of 3.52.1 Substitutes and Interns to Personnel Policy, Vacation section  
Requested Action: Approval
  - c. Changes to 2023 Library Closings and Holidays  
Requested Action: Approval
  - d. Preliminary Budget  
Requested Action: Discussion
9. Unfinished Business
  - a. Bylaws Update  
Requested Action: Approval
10. Library Director's Report
  - a. Electronic Resources and Adult & Teen Services Department presentation by Adult & Teen Services Manager Van McGary
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE  
MAY 17, 2023, 5:30 P.M.  
KIDS PROGRAM ROOM**

**DRAFT MINUTES**

1. **Call to Order.** The meeting began at 5:30 p.m.
2. **Attendance.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, Trustee Marti Sladek, President Swapna Gigani. Absent: None.
3. **Strategic Retreat led by ReThinking Libraries.** Janet Nelson and Rob Cullin of ReThinking Libraries led the Board, select staff, and select community members in exercises and discussion to assist in the development of the new Strategic Plan.
4. **Adjournment.** The meeting ended at 9:00 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE  
MAY 18, 2023, 5:30 P.M.  
KIDS PROGRAM ROOM**

**DRAFT MINUTES**

1. **Call to Order.** The meeting began at 5:30 p.m.
2. **Attendance.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, Trustee Marti Sladek, President Swapna Gigani. Absent: None.
3. **Strategic Retreat led by ReThinking Libraries.** Janet Nelson and Rob Cullin of ReThinking Libraries led the Board, select staff, and select community members in exercises and discussion to assist in the development of the new Strategic Plan.
4. **Adjournment.** The meeting ended at 8:20 p.m.

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

**DRAFT MINUTES**

1. **Call to Order, Pledge of Allegiance, Land Acknowledgment.** President Gigani called the meeting to order at 7:41 p.m. and led the room in the Pledge of Allegiance. President Gigani read aloud the Downers Grove Public Library Land Acknowledgement.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Marti Sladek, President Swapna Gigani. Absent: Trustee Bill Nienburg.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, IT Manager Paul Regis, Children's Services Manager Allyson Renell.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. April 26, 2023 Committee of the Whole Meeting. It was moved by Khuntia and seconded by Humphreys THAT the Minutes of the April 26, 2023 Committee of the Whole Meeting be approved as presented. Motion passed by voice vote.
  - b. April 26, 2023 Regular Meeting. It was moved by Khuntia and seconded by Humphreys THAT the Minutes of the April 26, 2023 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. April 2023 Financial Report. Library Director Milavec presented the report. The library is 33% through 2023 as of the end of April. The fund balances are negative, which is expected this time of year. The library has an Intergovernmental Agreement with the Village of Downers Grove that allows the library to go into arrears while waiting on tax disbursements. Revenues are running at 1.9% received, which is expected due to the majority of the library's income coming from property taxes, which arrive in June and September. The library received the award letter for the Illinois Public Library Annual Per Capita Grant, which was fully funded at the amount that was

budgeted for the year. On the expense side, the library is on track in nearly all budget lines. Milavec noted that budget line 545000, Cleaning Services, will go over budget due to the new cleaning company that was hired.

- b. May 2023 Invoices. It was moved by Humphreys and seconded by Sladek THAT the payment of May 2023 Capital Replacement Fund invoices totaling \$74,817.52, the payment of May 2023 Operating Fund invoices totaling \$119,991.10, the acceptance of May 2023 Operating Fund credit memos totaling \$39.06, and the ratification of April 2023 payrolls totaling \$263,985.34 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None.

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

7. **Public Comment on Other Library Business.** President Gigani invited comment. Ilene Briner from Downers Grove asked for an update on the personnel matter the library hired an attorney for, wanting to know what stage it's in: investigation, litigation, arbitration, or settlement. She'd like to know. She also commented on Library Director Milavec's letter to the community on the website under DEI. The letter states that "by openly condemning hate and violence, the library demonstrates that it is a safe place for people of color and people who look or think or act differently." Ms. Briner said that the term "people of color" sounds inclusive because basically we all have color. White is a color. It's a combination of all primary colors. But alas, "people of color" is a woke term to refer to everyone except white skin color people. She finds it strange to fight racism with a segregating term like "people of color." How do you fight racism with a new racism? The library should be uniting us all under the banner of our humanity. We all belong to the human race. Our dignity is derived from our humanity. We're all the same on the inside; stop focusing on the outside. By Library Director Milavec saying, "by openly condemning hate and violence..." she makes it sound as if Downers Grove is full of hate and violence. Downers Grove is better than that. The statement does not make the library safe. Making sure that drugs are not being ingested and sold on the premises makes the library safe. Ejecting persons who fight in the library and threaten violence in the library makes us safe. She thinks Library Director Milavec should be more focused on safety of all patrons and employees at the library, regardless of what group they belong to. The next time Ms. Briner sees "POC" in the library communication, she hopes that it will be referring to "piece of cake" or "point of contact."

Anne Wick wanted to express her appreciation to the Board and library staff for the outstanding programming brought to the community. She has thoroughly enjoyed the wide range of programs provided, as has her family. She wanted to

share a bit about how one of the library's programs with the Potawatomi touched her and members of her extended family. Ms. Wick's family oral history includes her great great grandmother who, in the early 1800s, was one of the first settlers of European descent in the Northwest Territory (Northeast Indiana). She ended up alone with three young sons. The local Native Americans brought them food and supplies and helped sustain them throughout the winter. Her family would not have survived without their assistance. After watching the library's program, Ms. Wick wondered if perhaps the Native Americans were Potawatomi. She did some research and yes, they were Potawatomi who were removed from their lands and sent to what is now Kansas on the Trail of Death. They were later moved to Oklahoma where they currently reside as The Citizen Potawatomi Nation – People of the Place of the Fire. She reached out to their tribal Vice Chairman Linda Cass with her family's story and they had a lovely conversation. She later received a call from Kelli Mosteller, Executive Director of the Harvard University Native American Program and registered citizen of the Citizen Potawatomi Nation in Shawnee, Oklahoma. Ms. Wick was able to express her family's profound gratitude to their ancestors for their kindness and generosity 200 years ago. She was also able to learn more about their past and current challenges, as well as the work they are undertaking to overcome those challenges. Ms. Wick has an open invitation to visit and she greatly appreciates the connection they were able to make. She believes the library's programs impact people in so many positive but often hidden ways and she wanted to share one small example. Ms. Wick also commented that her daughter was in Boston the past weekend at the Taylor Swift concert. While she was waiting in line in the rain to get in, people were discussing how far they traveled to see the concert. Her daughter mentioned that she was from a Chicago suburb called Downers Grove. Someone in the crowd said, "Oh, I've heard of Downers Grove. You have that really great library." She wanted the Board to know that the work of the library is being positively recognized throughout.

Terry Pavesich attended to speak about the treatment of 40 shelvers and clerks that work in the library's Circulation Department. They were allowed to swap hours for more than 10 years. The reason behind this was that they were given set hours every week and their weekend schedule is made a year in advance. Who knows what days you will need off that far in advance? Most people don't know what they are doing in two months, let alone a year. Right now, there is no ability to swap unless you use all of your personal time or vacation time. The administration has decided that it is inconvenient for them to allow switching, unless all personal time and vacation time are used. Again, you get three personal days for the year and each employee is given vacation, either two weeks or more, depending on how many years they've worked. They should be using that at their discretion, not because maybe they have a flat tire. Vacation should be used for vacation. You never know what little things life will throw at

you. This is causing people to use sick time instead and they are calling off. It's not a good thing to use your sick time for those things. Many times, they are not being replaced and therefore it puts more pressure on the people who are left behind. With the department goal being to emphasize good mental health and taking care of yourself, this seems like just talk. If they truly cared about the people in the department, this policy would not have been changed. There should be a better solution. She realizes that scheduling is not an easy task but because it's complicated, maybe the person who's doing it, who doesn't really like to do it; maybe they need to find a person who would be able to get the job done properly. Many employees have communicated that they are displeased with this change, but they're afraid to voice their opinion because of retaliation, which should never happen in the workplace. This is wrong, when someone's rights are taken away in that manner. Things to remember are that these jobs are 16-18 hours set schedule per week and weekend schedule is a year in advance. Personal time should be used for personal time and vacation time should be used for vacation time. It is a time to recharge. Each individual should have that opportunity. Sick time should be used for sick time. You never know what's going to happen when you walk out that door. It is up to the Board to make this right. Switches should be put back. Do the right thing and give 40 employees their right to switch back. She is sure administration will have excuses on why not to do this but the average person finds this a vital necessity.

Jim Wool helped to organize the painting of the library windows for Memorial Day; something that should not have been controversial. Painting the library windows to remember, as Abraham Lincoln stated in the Gettysburg Address, "that from these honored dead we take increased devotions and that cause for which they gave the last full measure of devotion." The controversy began when in an email he received giving him permission to paint the windows. Jen Ryjewski stated the following, "You'll be able to paint the library windows for Memorial Day. It's the first time that the library windows will be painted by an individual rather than part of a community or downtown event with other businesses and organizations participating, like Halloween or Pride Month. As our beta test for window painting beyond these larger community events, the library will use this to evaluate how and when it approves such requests should there be more in the future." First, in Jen's email she makes it clear that Halloween and Pride month will not be beta tested but Memorial Day will be. She made it clear that Memorial Day is not on the same level as Halloween or Pride month. She said it would be beta tested and the library would evaluate how it went and improve should there be more requests in the future. How appalling that Jen and Julie demand a beta test for Memorial Day; a day that is far more significant than Halloween or Pride. Second, it was not an individual who painted the windows; it was 17 young students and six adults who assisted in the painting of the windows. He also had to submit what would be painted on the windows, which was a reasonable

request and he complied. Three days after the students painted the windows, he received an email from Jen. He thought the email was to thank the students and to recognize their effort. He was wrong. He was taken aback by her email. The email stated the following: "I noticed that the quote on your window is slightly different from the text you submitted to me and that the word God is capitalized on our windows. This is not what you submitted to me in writing and will be corrected." So her whole reason for changing the word God was based on what was written on the window. It was not exactly the same as what was submitted in the email. In his response email to Jen, he asked why the decorations were not removed from the window because they were not submitted in his email to her. So based on her reasoning, the decorations should have been removed. Well, they were not. In her email, she avoided answering the question and also, Jen said she noticed that what was written on the window was not exactly the same as what was submitted in that email. When he questioned Jen if she actually read the quote to make sure it matched word for word or if someone complained, Jen again tried to avoid the question. Finally, Jen admitted the truth that the change was made to the word God because a patron demanded that the word should be correct, so Jen lied to him. That's the reason why the word God has changed. Instead of taking pride in what the students did, the painting of the windows, and focusing on a message and the importance of Memorial Day, a bitter, angry, and narrow-minded individual demanded that the library make a change to the word God. How different Jen and Julie's response was to a single patron demanding a change to the window and the whole drag queen fiasco. Julie, in her emails, was adamant that the drag queen event would occur, regardless of the opinion of the community. But when one person complained about a petty matter, Julie and Jen jumped into action. Shame on Jen and Julie for not educating the person to appreciate the overall beauty of the Memorial Day message and the work that the students performed. Instead, Jen and Julie got him tangled up in the web of deceit, denials, and dishonesty. Jen and Julie bowed to the pettiness of a patron. When you compare how they handled the Memorial Day window painting to the drag queen event, it's quite evident that Jen and Julie work by their own standards.

Ed Briner, longtime resident of Downers Grove, stated that the Downers Grove Library is not safe for children. Our library is open to individuals with alcohol, drug, and possible mental issues. The library is not an alcohol, drug, and rehab center or a mental facility. The library is not helping these individuals by just allowing them to hang out all day long with nothing to do. Sadly, there are no overt signs that the library has done anything about this situation since he brought this up during the November Board meeting. Since then, November 2022 through April, there have been a disturbing number of calls from the library to the Downers Grove Police Department where the police were needed. He reviewed four incident reports, though there are quite a few more. Infraction: open



possession, using, or under the influence of a controlled substance. This first call came from the Children's Room. There was a grown man staggering through the shelves of the Kids Room. He was drunk, obviously, but why he was there, who knows. But certainly not safe for kids. Secondly, another open possession, using, or under the influence of a controlled substance; not following reasonable directions from the staff; and interfering with another person's comfort or safety. Thirdly, early one morning an individual, a woman, was found in the northwest garden playing in the dirt and acting strangely. At 4:30 on the same day, the same woman was again outside in the garden digging and covered with dirt. Fourth, an infraction of viewing pornographic videos; trespassing; and history of inappropriate conduct in the Downers Grove Public Library. The Downers Grove Library is a ticking time bomb. When one of these individuals might have an alcohol, drug, or mental episode, they could injure a child, pre-teen, or a mother with her baby or babies, who are often here in the morning. The library is a great resource to Downers if, he says if, it's a safe environment. Currently, this is not so. Julie, if you want to help these individuals, you should be offering these programs, services, resources, and working with the Mayor and DuPage County to help these folks with their addictions and/or mental issues. Julie's number one responsibility in running the library is to make it a safe place, not a place that's enter at your own risk. He would like Julie to address this situation tonight in her Director's Comments and let the public know what she's doing and are planning to do to ensure safety in the library.

Werner Kiuntke is a resident of Downers Grove. He wanted to address the true issue of divisiveness that we have truly seen in some of the discussions here in the library. We've spoken about people of color; we've spoken about the LGBT community and whether or not you should have books about that on the shelves; we've talked about the Bible; etc. What is concerning is that in the last meeting, someone made reference to the dumbing down of programs because they weren't adhering to a lot of the white students. He has found that Downers Grove is not a highly accepting community. People of color do not feel welcome here and there is a lot that we can see, even in the comments that occurred tonight. One of the issues is what's raised about mental health. He spent 40 years working in mental health. He would not give DuPage County a five star rating for mental health. There are a lot of lacking services and because the people are homeless, because the people are in need of places to stay during the day, and because the shelters are shut down, they come to the library. If we are concerned, we need to develop a dialogue among the people here, sitting in the audience, not the Board, and talk about how we're going to resolve this stuff. By pointing at the Board and saying how awful it is, the programs, and so forth, it does not do anything. It is the community's job to fix it, not the library's job. We need to work with DuPage County in terms of mental health issues and we need to work with DuPage in terms of homelessness and food pantries. He welcomes

anyone who's sitting in the audience to get together and resolve the issue; not focus on the Board continuously.

It was moved by Gigani and seconded by Dougherty THAT the Summer Reading and Kids Room presentation by Children's Services Manager Allyson Renell be moved before New Business. Motion passed by voice vote.

Summer Reading and Kids Room presentation by Children's Services Manager Allyson Renell. Children's Services Manager Allyson Renell presented the details of the 2023 Summer Reading Club, Dive Into A Great Story, outlining the Read-to-Me, Readers, Teen, and Adult clubs.

Renell also detailed other projects and changes that have occurred in the Children's Department over the last year. They finished up 2022 with great outreach numbers and also had two long-term staff retirements. Most of the fall into winter was taken up by the workroom renovation. Renell thanked the Board for approving the renovation and explained how much of a life saver it has been for her department. During the renovation, the Kids Room had to scale back on some programming and storytimes, but as soon as they got their spaces back, attendance increased back to pre-pandemic numbers. The Kids Room now visits 14 different preschools regularly. Kids Room staff frequently work with the schools in District 58 for various events and programs. When books are withdrawn from the collection that are still in good shape but just not needed anymore, they are given to local partners, including the schools and the West Suburban Community Pantry. Kids Room staff have continued to work on diversity audits of their collection and this year they focused on the summer bibliography list and the storytime collection. They also audited book lists back through 2017 and were pleasantly surprised to see that the lists are already about 40/60, with 40% having diverse authors or characters and 60% having non-diverse authors or characters. There are also plans to rework some of the space in the Kids Room and to move some of the collections around.

## **8. New Business.**

- a. Illinois Non-Resident Library Card Program. Library Director Julie Milavec reminded the Board that they must vote annually to participate in the non-resident card program. Historically, the Board has preferred using the General Mathematical Formula, which is easier to calculate and it allows non-residents who live in areas served by Downers Grove school districts to purchase cards. Using this formula, the fee would decrease by \$1 to \$291 beginning August 1, 2023.

It was moved by Sladek and seconded by Khuntia THAT the library participate in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$291.00 per household per year, effective August 1, 2023 as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None.

- b. FY2024 Salary Schedule. Similar to 2019, the library used HR Source, a nonprofit HR association located in Downers Grove, to complete a full market analysis which led to an overhaul of the full salary schedule. That process begins with updated job descriptions for every job in the library. An average is pulled from that data of what you should expect to pay for each particular job in this year and those figures are broken down into a minimum, midpoint, and maximum for each job. These full overhauls are completed about every three to four years. The proposed schedule would take effect on January 1, 2024.

It was moved by Khuntia and seconded by Sladek THAT the FY2024 Salary Schedule be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: None.

## 9. **Unfinished Business.**

- a. Bylaws Update. Trustee Sladek commented that after the last Board meeting, she went back and incorporated the recommendations that came from the other trustees and staff and that draft is what was posted with this meeting's Board Packet. Trustee Nienburg emailed prior to the meeting that he is aligned with the changes that were made. If no other changes come up in the next month, this draft will go before the Board to be voted on in June.

- 10. **Library Director's Report**. Library Director Milavec presented her report. The last month was all about strategic planning. The retreat was wonderful, with 26 participants who got together two nights in a row and did great work. Staff cannot wait to see what ReThinking Libraries comes back with as a draft plan. Over 140 people participated in the focus groups and over 2,000 people answered the survey. The last time ReThinking Libraries had over 2,000 responses, it was in a community that was more than twice the size of Downers Grove. Staff hope to see the draft in June or July. Milavec thanked the group that did the Memorial Day window painting; they did a lovely job and unfortunately some of their best artwork was hidden. They did a really great purple heart but it's under the eaves of the building and harder to see from the street. The painting will go away on May 31 in preparation for the Pride Month window painting, which is painted by EQDG throughout the downtown area. In October, the Rotary Club of Downers Grove will do the Halloween painting throughout the downtown. Staff are working on procedures for window painting should any additional requests come in. Someone in public comment had asked about the personnel investigation.

Business Office Manager Katelyn Vabalaitis updated the Board via email earlier in the week. The third party investigation of a personnel matter is an investigation that is ongoing and they just interviewed a bunch of staff.

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

Trustee Humphreys commented that the Strategic Planning Retreat was so thorough and mind-boggling and it was an amazing team that was assembled by the consultants and staff, including people from a number of organizations and different segments of our community. The Mayor spent two full nights with us, as well as the Village Manager, people from the Foundation, people from the school districts, and staff and Board members. It was just an amazing group of people. He has lived in Downers Grove all his life and he has never sat in a room with that quality of people all in one place, especially for seven or eight hours. The Kids Room presentation tonight was just mind-boggling. You look at the kids room and there's books and kids and staff and you think that it's all just happening but now the Board has a feel for what really goes on in there and how much creativity goes on in the way of staff. He also highlighted the fact that starting June 1, there will be an amazing exhibit in the library called The Legacy Wall. It's an amazing exhibition that is touring around the United States and this is the only place it's going to be for the month of June in the entire Chicago area. He also noted that there's a sister city exchange between the District 99 High School's music departments and a city very much like Downers Grove that is a suburb of Stuttgart, Germany. Every two years, a group from one of the sister cities visits the other city and the first week of June, a group of 100 people, mostly kids from their high school, will come to Downers Grove to spend almost a week in our community. They stay in the homes of music students in Downers Grove. They visit the local community and the area and they go to Chicago. He was asked by the Mayor and the school district to host a tour of downtown Downers Grove, which will start in Fishel Park and go past some high points in Downers Grove and end up at the Tivoli Theater for a tour of that building. He will definitely be pointing out the library and encouraging them to stop in and visit it. It's a wonderful exchange opportunity.

Trustee Dougherty echoed Trustee Humphrey's comments on the Strategic Retreats and all the focus groups. She really appreciates Jen for putting all of the stuff together; it's pretty amazing, all the stuff that has been going on and is continuing to go on for the next little while to bring us to a place where we have the next strategic plan. Allyson Renell's presentation reminded her of the strength of the partnerships that the library has with school districts and community partners and daycares and all the different businesses. It's something that is discussed a lot among the Board but she's not sure if everyone in the community knows about it. It's something that came up as a strong point as we

talked about the strengths of the library and what to build on. She's excited to see what comes of all the conversations around the Strategic Plan.

President Gigani shared the same sentiments as Trustee Dougherty and Trustee Humphreys. She thanked Children's Services Manager Allyson Renell for highlighting the Kids Room. Even having children go through there for so many years, it's easy to take for granted the amount of foresight it takes to plan out "Things That Go" and what's in the toddler's reach and all of the details. It was very interesting to hear about the audits and it's great to see that at the forefront of what's driving the next set of books that come into the library. President Gigani thanked Jen and Julie and everyone at the library for a really smooth and wonderful strategic planning processes. The consultants at ReThinking Libraries did a phenomenal job and it was really great to get all the input from all of the community leaders. She thinks the two big takeaways were the value of the staff at the library, which goes back to the Board's enthusiasm over the salary schedule as well as the partnerships. The Kids Room has huge partnerships but also partnering with the Foundation to have social work interns to help us with those that are in need in the community to partnering with the Police Department to partnering with organizations like Hope's Front Door and People's Resource Center. The library has a wonderful working relationship with so many and she thinks it's really important to point that out. The library is constantly working to help solve community issues; it's not something that's being ignored, brushed to the side, or not taken seriously.

Trustee Humphreys commented that another community partnership the library has is with Equality Downers Grove, who worked to bring the Legacy Wall to Downers Grove with other sponsors in the community that are funding this exhibit. He reiterated that the library is not funding the exhibit. Something close to \$10,000 has been raised in the community for this exhibition but the library is not spending any tax dollars on that project.

Trustee Sladek commented that the other thing that came out of the strategic planning was issues that come up like public access to the library, social services gaps, and things like that. They came up in the process but it also became apparent after listening to the consultants, who have worked with libraries all over the country and even in a couple of other countries, that these issues are not unique to Downers Grove. It's something that not just public libraries but public entities in general are dealing with and she appreciated the idea that more community involvement in the solutions and pressure on other government bodies as well is needed. The library is not trying to blow it off but it has some restrictions on what it can do so if somebody comes up with some great ideas it will spread far and wide beyond Downers.

Trustee Gigani thanked Children's Services Manager Allyson Renell and she wanted to say that she appreciates the intentionality between the audit and the impact it has on children to see people that look like them and for children who don't look like them to see other kids who don't look like them. It's really powerful and the Board appreciates it and she appreciates it as a parent. She also thanked Julie and Jen for their work on the strategic planning process. The retreat was a very long but rewarding process.

12. **Adjournment.** President Gigani adjourned the meeting at 9:08 p.m.

**REVENUE BY OBJECT REPORT**  
**5/1/2023 THROUGH 5/31/2023**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>MAY 2023 REVENUE</b>	<b>YTD RECEIVED</b>	<b>BALANCE</b>	<b>% USED</b>
410100	CURRENT PROPERTY TAXES	5,921,063.00	580,437.49	580,437.49	5,340,625.51	9.80
410900	PRIOR YEAR PROPERTY TAXES	100.00	0.00	0.00	100.00	0.00
431300	PERSONAL PROPERTY REPLACEMENT TAX	130,000.00	40,711.28	114,418.03	15,581.97	88.00
441000	SALES OF MATERIALS	2,000.00	422.84	1,856.71	143.29	92.80
450200	CHARGES FOR SERVICES	10,000.00	2,361.10	12,305.98	-2,305.98	123.10
450900	FEES FOR NON-RESIDENTS	8,000.00	2,034.00	7,728.00	272.00	96.60
457100	RENTAL FEES	2,000.00	260.00	520.00	1,480.00	26.00
458100	FINES	0.00	89.58	294.00	-294.00	100.00
459000	COST RECOVERED FOR SERVICES	8,500.00	1,512.79	3,810.25	4,689.75	44.80
462000	STATE, OPERATIONAL GRANTS	74,114.00	0.00	0.00	74,114.00	0.00
471100	INVESTMENT INCOME	500.00	32,933.16	50,314.83	-49,814.83	10,063.00
482000	CONTRIBUTIONS, OPERATING	5,000.00	32.89	5,673.89	-673.89	113.50
	<b>TOTAL 805 LIBRARY FUND</b>	<b>6,161,277.00</b>	<b>660,795.13</b>	<b>777,359.18</b>	<b>-5,383,917.82</b>	<b>12.60</b>

**EXPENDITURE BY OBJECT REPORT  
5/1/2023 THROUGH 5/31/2023  
CAPITAL REPLACEMENT FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
587000	CAPITAL EQUIPMENT	611,900.00	74,687.79	536,225.42	75,674.58	87.60



**EXPENDITURE BY OBJECT REPORT**  
**5/1/2023 THROUGH 5/31/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	MAY 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	136,078.54	678,931.58	1,163,105.16	36.90
511100	SALARIES, NON-EXEMPT	596,716.40	37,219.72	194,987.14	401,729.26	32.70
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	93,968.24	452,987.27	609,422.11	42.60
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	12,818.10	63,494.76	104,699.67	37.80
513300	MEDICARE CONTRIBUTIONS	51,008.81	3,809.72	18,915.83	32,092.98	37.10
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	16,289.85	80,881.32	137,225.38	37.10
519000	LIFE INSURANCE	1,695.33	128.88	640.82	1,054.51	37.80
519100	HEALTH INSURANCE	576,679.45	37,182.52	184,392.12	392,287.33	32.00
519500	OPTICAL INSURANCE	2,342.46	152.96	757.22	1,585.24	32.30
519700	DENTAL INSURANCE	40,115.65	2,535.30	12,552.44	27,563.21	31.30
521000	SUPPLIES	94,860.00	6,756.08	34,429.90	60,430.10	36.30
525100	MAINTENANCE SUPPLIES	22,400.00	848.19	6,653.72	15,746.28	29.70
528000	SMALL TOOLS & EQUIPMENT	31,615.00	2,204.65	8,415.58	23,199.42	26.60
530200	DUES AND MEMBERSHIPS	9,000.00	2,206.00	3,585.90	5,414.10	39.80
530300	SEMINARS, CONFERENCES& MEETINGS	31,500.00	2,234.10	8,956.39	22,543.61	28.40
530800	RECOGNITION PROGRAM-STAFF	5,250.00	250.79	1,395.98	3,854.02	26.60
531500	PROFESSIONAL SERVICES	101,000.00	14,576.72	48,613.35	52,386.65	48.10
532200	PERSONNEL RECRUITMENT	1,500.00	165.20	210.25	1,289.75	14.00
532300	SPECIAL LEGAL	4,000.00	1,271.25	3,960.80	39.20	99.00
534600	DATA PROCESSING SERVICES	119,500.00	0.00	69,984.46	49,515.54	58.60
538000	PRINTING SERVICES	51,850.00	7,092.00	14,336.00	37,514.00	27.60
539100	TELEPHONE	17,500.00	1,893.72	7,485.07	10,014.93	42.80
539200	POSTAGE	30,500.00	0.00	111.00	30,389.00	0.40
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	3,114.84	6,635.88	13,864.12	32.40
542000	INSURANCE - OTHER POLICIES	74,235.00	0.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	1,097.00	20,035.31	74,964.69	21.10
545000	CLEANING SERVICES	84,000.00	9,074.33	29,317.32	54,682.68	34.90

**EXPENDITURE BY OBJECT REPORT**  
**5/1/2023 THROUGH 5/31/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	MAY 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
546100	UTILITIES	25,500.00	2,045.46	13,417.24	12,082.76	52.60
547000	OTHER EQUIPMENT R & M	14,720.00	7,875.43	17,582.97	-2,862.97	119.40
548100	RENTALS	18,025.00	719.16	5,958.18	12,066.82	33.10
562000	RECOVERABLES	4,200.00	30.90	120.59	4,079.41	2.90
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	502.00	1,998.00	20.10
577000	CAPITAL EQUIPMENT	58,000.00	2,605.76	18,009.78	39,990.22	31.10
585100	ELECTRONIC RESOURCES	273,300.00	19,691.30	103,357.94	169,942.06	37.80
585200	PRINT MATERIALS	376,350.00	25,672.28	131,306.35	245,043.65	34.90
585300	AUDIOVISUAL MATERIALS	137,050.00	6,757.14	37,721.73	99,328.27	27.50
587000	CAPITAL EQUIPMENT	65,000.00	0.00	4,422.00	60,578.00	6.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	2,120.51	28,802.32	33,847.68	46.00
591000	TRANSFER FOR CAPITAL PROJECTS	367,500.00	0.00	0.00	367,500.00	0.00
	<b>Total 805 LIBRARY FUND</b>	<b>6,758,310.35</b>	<b>460,486.64</b>	<b>2,373,664.44</b>	<b>4,384,645.91</b>	<b>35.10</b>

**INVOICE LISTING - JUNE 2023**  
**Capital Replacement Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
1646	CORPORATE CONCEPTS INC	1	12,356.15
15316	HALLETT & SONS EXPERT MOVERS, INC.	1	12,772.87
<b>GRAND TOTALS:</b>		<b>2</b>	<b>25,129.02</b>

# **INVOICES OF NOTE - CAPITAL REPLACEMENT FUND**

For the Board Meeting on June 28, 2023

1646	Corporate Concepts Inc. (Workroom Renovation Project Furniture)	\$12,356.15
15316	Hallett & Sons Expert Movers, Inc. (Renovation Project Moving)	\$12,772.87

**INVOICE LISTING - JUNE 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
10255	4IMPRINT, INC	1	950.03
21323	AIR CLEANING SPECIALIST	1	861.20
293	ALLIED WASTE SERVICES	1	211.50
319	AMANDA BLAU	2	98.65
18213	AMAZON CAPITAL SERVICES, INC.	4	362.18
200226	ANN TORRALBA	1	490.00
403	AT&T	1	275.82
672	BAKER & TAYLOR BOOKS	12	580.07
16893	BIBLIOTHECA	1	956.79
829	BLACKSTONE AUDIOBOOKS	14	1,393.00
8705	CASH - LIBRARY	1	154.12
14684	CAVENDISH SQUARE PUBLISHING	1	186.03
1264	CDW GOVERNMENT LLC	1	492.76
8323	CENGAGE LEARNING	5	347.11
1377	CHICAGO TRIBUNE	1	277.83
1459	CINTAS CORPORATION #344	1	80.05
200212	COMPLETE CLEANING COMPANY, INC	3	12,900.00
16094	DE LAGE LANDEN FINANCIAL SVC INC	1	754.06
2056	DEMCO, INC.	1	56.92
2359	DOWNERS GROVE SANITARY DISTRICT	2	190.02
17328	ELM USA, INC.	1	1,508.00
15812	ERIN LINSSENMEYER	1	20.13
5572	FIA CARD SERVICES, N.A.	16	18,544.15
2905	FRANCOTYP-POSTALIA, INC.	1	111.00
16977	GARVEY'S OFFICE PRODUCTS, INC.	6	547.22
20596	GRACE GOODWYN	1	25.48
19859	GRACIE RUYLE	1	35.37
3188	GRAHAM CRACKERS COMICS, LTD.	1	318.26
8770	GRAINGER	4	141.56
200098	IMPERIAL BAG & PAPER CO LLC	3	1,342.62
3688	INGRAM LIBRARY SERVICES, LLC	47	31,740.99
15168	JENNIFER RYJEWSKI	1	26.13
20078	JEZ LAYMAN	1	190.00
17633	KAREN BONAREK	1	65.77
19114	KATHERINE R WILLSON	1	175.00
200227	KATHLEEN K MACMILLAN	1	660.00
4812	KLEIN THORPE AND JENKINS, LTD	1	157.50
5866	MIDWEST TAPE	13	7,917.21
200231	MOEBIUS THEATRE	1	400.00
6161	NICOR GAS	1	1,296.33
19473	OC CREATIVE, INC.	1	400.00
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	3	7,887.83
200192	PLAYAWAY PRODUCTS LLC	2	341.19
6698	PRINT SMART	2	1,078.55
200156	RETHINKING LIBRARIES LLC	2	14,978.90
21114	ROSE BONAREK	1	200.00
200216	SHAWNA D SMITH	1	450.00
200007	SONIC MAINTENANCE, LLC	1	1,595.00
7787	STANLEY ACCESS TECHNOLOGIES	1	478.75

**INVOICE LISTING - JUNE 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
7861	STEPHENS PLUMBING AND HEATING	1	368.00
17117	TAX & ACCOUNTING	1	294.20
3567	TECHNOLOGY MGMT REV FUND	1	126.00
19483	THE LANGUAGE LABS	1	260.00
6520	THE PENWORTHY COMPANY LLC	1	150.94
6859	THRYV	1	16.22
16841	TSAI FONG BOOKS, INC.	2	425.07
11517	UNIQUE MANAGEMENT SERVICES, INC	1	10.30
6654	UNITED STATES POSTAL SERVICE	1	10,000.00
18458	URBAN ELEVATOR SERVICE, LLC	1	236.25
8642	VALUE LINE PUBLISHING, LLC	1	6,475.00
19196	VAN MCGARY	1	64.47

<b>GRAND TOTALS:</b>	<b>186</b>	<b>132,812.53</b>
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**INVOICES OF NOTE - OPERATING FUND**

For Library Board Meeting on June 28, 2023

200226	Ann Torralba (Program Payment)	\$490.00
8705	Cash - Library (Petty Cash Reimbursement)	\$154.12
200212	Complete Cleaning Company, Inc (Building Cleaning Company)	\$12,900.00
20078	Jez Layman (Program Payment)	\$190.00
19114	Katherine R Willson (Program Payment)	\$175.00
200227	Kathleen K MacMillan (Program Payment)	\$660.00
200231	Moebius Theatre (Program Payment)	\$400.00
200156	ReThinking Libraries LLC (Strategic Plan Process Fees)	\$14,978.90
21114	Rose Bonarek (Program Payment)	\$200.00
200216	Shawna D Smith (Program Payment)	\$450.00
19483	The Language Labs (Program Payment)	\$260.00
6654	United States Postal Service (Postage for Discoveries Newsletter)	\$10,000.00

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

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
3688	INGRAM LIBRARY SERVICES, LLC	3	60.50

<b>GRAND TOTALS:</b>	<b>3</b>	<b>60.50</b>
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## Library Credit Card Details for the June 28, 2023 Board Meeting

Julie Milavec				
971	5302 Dues & Membership	ILA Membership Renewal, Atlas Membership	\$	550.00
973	5852 Print Materials	Summer Reading Prize Books	\$	1,764.89
			<b>Total</b>	<b>\$ 2,314.89</b>
Katelyn Vabalaitis				
971	5210 Supplies	Office Supplies	\$	104.36
971	5302 Dues & Membership	SHRM Membership, Business Prime Renewal	\$	423.00
971	5303 Seminars, Mtgs, & Conferences	HR Virtual Conference	\$	210.00
971	5346 Data Processing Services	ProPay annual fee	\$	39.95
973	5210 Supplies	Program and Office Supplies	\$	559.00
978	5391 Telephone	Comcast Monthly Payment	\$	505.62
			<b>Total</b>	<b>\$ 1,841.93</b>
Ian Knorr				
978	5210 Supplies	Department Supplies	\$	620.20
978	5470 Other Equipment Repair & Maint	Electrical Kits	\$	418.00
			<b>Total</b>	<b>\$ 1,038.20</b>
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	410.45
			<b>Total</b>	<b>\$ 410.45</b>
Cynthia Khatri				
971	5210 Supplies	Staff Summer Reading Shirts	\$	1,499.27
976	5210 Supplies	Supplies	\$	292.57
976	5280 Small Tools & Equipment	Professional Rotary Trimmer	\$	458.00
976	5407 Advertising & Public Relations	Chamber Greeter, Website Fees	\$	118.00
			<b>Total</b>	<b>\$ 2,367.84</b>
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	217.52
973	5303 Seminars, Mtgs, & Conferences	ALA Annual Conference	\$	80.00
973	5852 Print Materials	Children's Books	\$	171.25
			<b>Total</b>	<b>\$ 468.77</b>
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies, Office Supplies	\$	324.63
973	5853 AV Materials	Educational Toys and Puzzles	\$	82.98
			<b>Total</b>	<b>\$ 407.61</b>
Allyson Renell				
973	5280 Small Tools & Equipment	Sensory Therapy Items	\$	1,093.44
973	5303 Seminars, Mtgs, & Conferences	ALA Conference Fees	\$	80.00
			<b>Total</b>	<b>\$ 1,173.44</b>
Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	42.70
971	5315 Professional Services	PRISM Team Meeting Meal	\$	108.09
974	5210 Supplies	Office Supplies	\$	486.73
			<b>Total</b>	<b>\$ 637.52</b>

Paul Regis				
975	5210 Supplies	Department Supplies	\$	6.99
975	5280 Small Tools & Equipment	3D Printer Parts	\$	24.99
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting	\$	1,732.39
			<b>Total</b>	<b>\$ 1,764.37</b>
Grace Goodwyn				
972	5210 Supplies	Custom Magnets	\$	140.50
972	5853 Audiovisual Materials	ATS Pride Stickers	\$	238.50
			<b>Total</b>	<b>\$ 379.00</b>
Jen Ryjewski				
971	5315 Professional Services	Strategic Planning Focus Groups Meals	\$	904.00
			<b>Total</b>	<b>\$ 904.00</b>
Amanda Klenk				
972	5210 Supplies	Teen Program Supplies	\$	573.76
972	5280 Small Tools & Equipment	Display Supplies	\$	314.78
972	5303 Professional Services	ALA Conference Fees	\$	120.00
972	5852 Print Materials	Print Materials	\$	129.63
972	5853 AV Materials	Subscriptions for Roku Devices	\$	97.46
			<b>Total</b>	<b>\$ 1,235.63</b>
Van McGary				
972	5210 Supplies	Program Supplies, Office Supplies	\$	78.19
972	5280 Small Tools & Equipment	Accessibility Kit Items	\$	46.80
972	5303 Seminars, Mtgs, & Conferences	ALA Conference Fees	\$	521.00
972	5852 Print Materials	Print Materials	\$	147.44
972	5853 AV Materials	Streaming Services, AV Supplies	\$	1,023.66
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	220.98
			<b>Total</b>	<b>\$ 2,038.07</b>
Lucas McKeever				
971	5308 Staff Recognition	Sheets for Cricut Shirts	\$	17.99
972	5852 Print Materials	Subscription Renewals	\$	54.99
977	5210 Supplies	Department Supplies	\$	801.07
977	5280 Small Tools & Equipment	Padlock, Paper Towel Holder	\$	37.09
977	5303 Seminars, Mtgs, & Conferences	Coffee and Food for Meeting	\$	172.65
977	5470 Equipment Repair & Maintenance	Carpet Protector	\$	23.19
			<b>Total</b>	<b>\$ 1,106.98</b>
Amanda Blau				
973	5210 Supplies	Program Supplies, Office Supplies	\$	455.45
			<b>Total</b>	<b>\$ 455.45</b>
			<b>Library Credit Card June 2023 Totals</b>	<b>\$ 18,544.15</b>

PAYROLLS FOR MAY 2023

MAY 5	\$135,161.34
MAY 19	\$132,105.16
<b>TOTAL MAY 2023 PAYROLLS</b>	<b>\$267,266.50</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Agenda Item 8A**

**Update to Library Services Policy 5.2.6 Non-Resident Fee Card**

The Expanded Cards for Kids Act [Public Act 102-0843] allows public library boards to adopt regulations waiving nonresident fees for everyone under the age of 18, regardless of their financial ability to pay for a nonresident card. While the original Cards for Kids Act [Public Act 101-632] requires public libraries that offer nonresident cards to waive fees for K-12 students living in unincorporated areas who are eligible to receive free or reduced-price lunches under the National School Lunch Program, the expansion provision is voluntary. Reaching Across Illinois Library System (RAILS) has provided “Talking Points in Support of Public Act 102-0843 (Expanded Cards for Kids Act),” with a summary of the rationale for making this policy change and an FAQ.

This two-sentence policy change will allow the library to pursue a long-discussed partnership with Downers Grove School District 58 to include a library card application within the school registration process. This change addresses the main hurdle faced in initial discussions of this partnership, service to kids who live in areas unserved for library, allowing us to move forward with the concept. Changes are highlighted.

**5.2.6 Non-Resident Fee Card**

Individuals or families who do not live within the corporate boundaries of the Village of Downers Grove and who are not eligible for service from another public library may purchase a Downers Grove Public Library Card. According to Illinois State Library Laws and Rules, Section 3050.25 Applying for a Non-Resident Library Card: “A nonresident shall apply for a Non-Resident Library Card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.” The fee is determined annually by the Board of Library Trustees according to the formula mandated by Illinois law. This fee provides cards for all immediate family members residing in the same household. Cards are valid for one year after payment is received. No refunds will be issued for non-use. Payment plans may be available.

The non-resident fee is waived for children under the age of 18 who do not live within the corporate boundaries of the Village of Downers Grove and who are not eligible for service from another public library. Cards are valid until the child turns 18 or becomes ineligible for a non-resident card.

**Recommended Action:** Approve the update to Library Services Policy 5.2.6 Non-Resident Fee Card as presented.

## Talking Points in Support of Public Act 102-0843 (Expanded Cards for Kids Act)

### Introduction/Background

Two public acts are helping to ensure that all children in Illinois have equal access to public library service. The Cards for Kids Act (Public Act 101-632) requires public libraries that offer nonresident cards to waive fees for K-12 students living in unincorporated areas who are eligible to receive free or reduced price lunches under the National School Lunch Program. The Cards for Kids Act became law on June 5, 2020. More information is available on the [RAILS website](#).

[Public Act 102-0843](#) took effect on May 13, 2022. It expands the Cards for Kids Act by allowing public library boards to adopt regulations waiving nonresident fees for everyone under the age of 18, regardless of their financial ability to pay for a nonresident card. While the Cards for Kids Act is a legal requirement, libraries are not required to waive nonresident fees for everyone under the age of 18. Public Act 102-0843 leaves that choice up to each library.

Some Illinois public library directors have asked for talking points they can use to demonstrate the benefits of expanding access to all students under the age of 18. Other library staff have asked for advice on what to say to taxpayers who ask why some kids/students should get “free” library cards when they must pay taxes to support the library. The following talking points are designed to help meet these needs.

### Expanded Cards for Kids Act (Public Act 102-0843) Talking Points

Parents of children who attend schools in the community pay taxes to the schools to support their children’s education. The Expanded Cards for Kids Act helps Illinois public libraries highlight the strong role they play in supporting the educational needs of everyone in the community, including children.

The Expanded Cards for Kids Act levels the educational playing field for all Illinois school children. Some students in unserved areas attend schools that don’t have libraries. Other school libraries are facing severe budget cuts and dwindling resources. The public library may be the only option for library service these students have.

Many libraries sell cards using the mathematical formula model (which charges the same amount to any family regardless of the value of their home or their income level). This has the potential to be a greater barrier to students of lower-income families, who are often the ones who need the resources of a public library more than most. While some of these students would be exempt due to Cards for Kids, there are still plenty of households above that threshold that still would have difficulty paying the fee for a nonresident card.

Access to public libraries is a crucial part of early childhood literacy, lifelong learning, and academic success. It is to everyone’s benefit that we have a literate society, and one way to help achieve this is to encourage students to read and to remove as many barriers to using their local public library as possible.

Taking the long-term view, children will go on to become homeowners, taxpayers, and productive, active community members. They are our future leaders, voters, and decision makers. It is to the advantage of everyone in the community that all children are as educated and well informed as possible. The library is the place where all students can go in pursuit of this goal.

Public libraries provide many important services that can help all kids prepare for the future and ensure the continued economic and educational development of our communities. Providing the tools kids need to apply to college or vocational school, or to find a summer job are a few examples. Students in unincorporated areas are much less likely to access any library services. This increases their educational vulnerability and could have a very negative effect on their future and the future economic development of the communities where they live.

If students in unserved areas don't have the opportunity to experience all the benefits of public library service in their formative years, they may not support and use their local library as adults. The Expanded Cards for Kids Act will help these students see the benefits of public library service early on, making them more likely to advocate for libraries as adults.

Access to a library card for any unserved student, regardless of income, reduces the potential for shame and eliminates privacy concerns when staff need to ascertain whether a student meets the criteria for Cards for Kids.

School districts often look to public libraries to help combat the "summer slide," where students tend to lose some of the educational achievements gained during the previous school year. Students in unincorporated areas are far more likely to feel the effects of the summer slide. If they don't have access to library service during the summer months, they may have great difficulty catching up to other students in their class when they return to school.

Many public libraries want to do outreach to schools in their area to promote programs, summer reading, etc. But library staff have always been in the difficult position of promoting services that a certain percentage of students might not be able to take advantage of because of where they live. The Expanded Cards for Kids Act makes it possible for library staff to speak to students at community schools without having to consider how many the message may not apply to because they live in an unserved area.

While some public libraries have attempted to form intergovernmental agreements (IGAs) with schools in their community to ensure that all students have access to library services, many have reported having difficulty with the "very legal and complicated process" involved in forming an IGA. The Expanded Cards for Kids Act will provide a much easier course for them to extend library service to all school children.

## Library Nonresident Library Card Guidance

The Illinois General Assembly recently enacted [Public Act 102-0843](#) (effective May 13, 2022) to amend both the Local Library Act and the Library District Act to authorize libraries to adopt regulations waiving nonresident library card fees for persons under 18 years old in certain circumstances. The Illinois State Library (ISL) is expected to issue guidance on this new law later this summer and, in the interim, has referred to the ISL's FAQ addressing current state laws and administrative regulations on nonresident library card requirements which can be accessed here: [FAQ](#). In the interim, the following is some interim guidance to assist RAILS' members in understanding this new law.

### **How does Public Act 102-0843 change existing library laws?**

The Public Act amends section 4-7(12) of the Local Library Act (75 ILCS 5/4-7(12)) and Section 30-55.60 of the Library District Act (75 ILCS 16/30-55.60) to authorize library boards of trustees to adopt regulations that waive nonresident fees for persons under the age of 18 years old ("*minors*").

### **Does the new law require libraries to waive nonresident fees for minors?**

No, there is no requirement that a library waive nonresident fees for minors. The new law leaves the choice to each library.

It is important to remember that state law requires each library board of trustees to make an annual determination as to whether it wants to issue nonresident library cards during the following 12 months. *See* 23 Ad. Code 3050.20(a). However, state law does not require a library to participate in the non-resident library card program. 23 Ad. Code 3050.20(e).

And, even if a library chooses to participate in a nonresident library card program, the library is not required (but may choose) to adopt regulations to waive nonresident fees for minors.

### **If a library chooses to waive nonresident fees for minors, does the library board of trustees have to annually renew those regulations (as is the case with the library's participation in the nonresident card program)?**

The new law does not address this issue and the state has not yet adopted any formal guidance or administrative rules on this question. Practically, since a library is required to make an annual determination on whether to participate in a general nonresident library card program, it might make sense for the library board to make a determination at the same time whether or not the library wants to waive fees for minors at that same time.

### **Does the new law include specific regulations a library must or can adopt if it chooses to waive nonresident fees for minors?**

No. However, because the new law is limited to waiving nonresident fees for *minors*, a library may consider adopting reasonable regulations to require applicants to provide documentation to verify a person's eligibility for a waiver.

In addition, a library that chooses to waive fees for nonresident minors should consult the ISL's FAQ for regulations pertaining to nonresidents as it is likely the ISL's forthcoming guidance will refer to this FAQ for guidance on the nonresident eligibility component of the new law.

**Are there administrative rules interpreting the new law? Has the ISL issued guidance interpreting the new law?**

The answer to both questions is no. The ISL has not issued formal guidance concerning the new law and no administrative regulations have yet been adopted concerning the new law.

**Does the new law impose any economic eligibility limits for potential recipients of nonresident waivers?**

No. Unlike the "Cards for Kids" program (which does impose express economic eligibility restrictions), this new law does not impose any economic restrictions on the waiver of nonresident fees for minors.

**Should libraries await ISL guidance and the issuance of administrative rules before adopting regulations waiving nonresident fees for minors?**

That is a matter of policy for each library.

**If a library adopts regulations waiving nonresident fees for minors, can the minor's family members that are either (1) under 18 years old or (2) 18 or older use that person's card?**

Since the new law authorizes the waiver of nonresident fees for *persons under 18 years of age*, a library card issued to a minor would not be appropriately used by adult family members who do not meet the statutory age eligibility requirement. Instead, those persons older than 18 years old will need to pay the established nonresident library card fee in accordance with state law.

Other family members who meet the eligibility requirements (nonresident and a minor) can apply for their own library card under this new law (assuming the library board has chosen to participate).



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Agenda Item 8B**

**Addition of 3.52.1 Substitutes and Interns to Personnel Policy, Vacation section**

The Paid Leave for All Workers Act [820 ILCS 192/] provides for every employee in Illinois to receive at least 1 hour of paid leave for every 40 hours worked. The current Personnel Policy Vacation section provides for vacation leave for all employees with the exception of substitutes and interns. Substitutes work variable schedules, from zero to 73.5 hours per pay period, depending on the needs of the library and are designated as such within the payroll system. Interns are social work interns in partnership with Aurora University, who work a set number of hours according to their individual internship agreements. They are paid through our payroll system, which is reimbursed by the Downers Grove Public Library Foundation for those costs. HR Source has provided a Field Guide to Paid Leave for All Workers Act to help employers implement the necessary policies. The proposed additional sub-section to the Vacation section of the Personnel Policy meets the provisions of the Act. Additions are highlighted:

**3.52.1 Substitutes and Interns**

Employees in substitute and Intern positions are eligible for paid time off through the Paid Leave for All Workers Act.

Substitute positions are defined as those that do not have a regular schedule or set number of hours worked per week and are designated "Substitute" in their job title.

Intern positions are defined as those participating in a social work internship at the Library, in partnership with Aurora University.

Substitutes and Interns earn 1 hour of paid time off for every 40 hours worked. Paid time off must be used in minimum 1-hour increments. Substitutes and Interns must give seven days notice to their supervisor, either verbally or in writing, to use paid time off.

Accrual of paid time off begins on the first day of work. Paid time off may be carried over from year to year and unused time will be paid out upon separation from employment.

**Recommended Action:** Approve the addition of 3.52.1 Substitutes and Interns to Personnel Policy, Vacation section.

# Paid Leave for All Workers Act



# Field Guide: The Paid Leave for All Workers Act

On March 13, 2023, Governor Pritzker signed the Paid Leave for All Workers Act mandating that employers offer all employees paid time off for any reason. The law will take effect on January 1, 2024. Below is a summary of the law's requirements.

<p>Who is eligible for paid leave?</p>	<p>All employees working in Illinois are eligible except:</p> <ul style="list-style-type: none"><li>• Employees as defined in the federal Railroad Insurance Act or the Railway Labor Act;</li><li>• A student enrolled in and regularly attending classes in a college or university that is also the student's employer, and who is employed on a temporary basis at less than full-time at the college or university. This exemption only applies to work performed for that college or university;</li><li>• Certain short-term employees of an institution of higher learning;</li><li>• Employees working in the construction industry who are covered by a bona fide collective bargaining agreement; and,</li><li>• Employees who are covered by a bona fide collective bargaining agreement with an employer that provides services nationally and internationally of delivery, pickup, and transportation of parcels, documents, and freight.</li></ul> <p>Employees who earn most of their compensation through gratuities or commission ARE eligible and receive at least the full applicable minimum wage for their leave time.</p>
<p>Who are covered employers?</p>	<p>All employers in Illinois except park districts and school districts (organized under the School Code).</p>
<p>What if our organization has a collective bargaining agreement?</p>	<p>If the agreement is already in effect as of January 1, 2024 you are not required to comply. However, new agreements entered into after January 1, 2024 must comply or contain an explicit waiver of this law.</p>

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What if our organization provides leave pursuant to the Chicago or Cook County Paid Sick Leave Ordinances?

Employers already providing sick leave pursuant to these ordinances will not need to provide any further leave under the PLWA. However, employers who have employees who are not covered by these ordinances, for whatever reason, will need to comply with PLWA.

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What if our organization already provides employees with time off?

If employees have access to five days per year (or the appropriate pro-rated amount) that they can use for any reason, the employer does not need to comply with the PLWA with respect to those employees.

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How does an employee earn time?

There are two possible ways an employee can earn time:

- An employer allows employees to accrue the leave at the rate of at least one hour for every 40 hours worked; or,
- An employer provides the employee's leave entitlement "up front" by front-loading the time.

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When does an employee begin earning the time?

An employee begins earning time (or receives the frontload) on the first day of employment.

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How soon can an employee begin using the time?

Employees are eligible to begin taking leave 90 days after their employment begins or 90 days after January 1, 2024, whichever is later.

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Is carry over of time permitted?

If an employer uses the accrual method, employees must be permitted to carry over time; however, an employee does not have a right to use more than 40 hours of time in a 12-month period. If the employer uses the front load method, employees are not entitled to carry over the time.

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Can an employer set any restrictions on use?	An employee must be permitted to use the time for any reason. Employers may require that employees use the time in minimum two-hour increments. If the employee's absence entitles them to access more than one employer paid leave offering, the employee may choose which paid leave option to use.
Must an employee provide notice of use?	Employers may require up to seven calendar days' notice for employee use. Employees may provide notice verbally or in writing. An employee who is unable to provide such notice because the leave is not foreseeable should provide notice as soon as practicable. Employers may NOT require any documentation to certify the leave nor may they require the employee to disclose a reason. Employers also may not require an employee to fill their shift/find a replacement.
Is the leave paid out upon termination?	No, unless the employer calls the leave vacation time or paid time off. In those cases, the leave must be paid upon termination pursuant to the Illinois Wage Payment and Collection Act.
Posting or notice requirements?	Yes, the Illinois Department of Labor will prepare a mandatory posting. Notice must also be provided in the employer's handbook.
What is the effective date?	January 1, 2024
Recordkeeping and enforcement?	<p>Employers must also keep records regarding paid leave accrued and used as well as any paid leave time remaining. If the employer is using the accrual method, information regarding accrual and use must be provided to the employee upon request. These records should be maintained for three years.</p> <p>The Act contains an anti-retaliation provision and allows for fines (\$500 for first violation and \$1000 per additional violation), as well as a \$2500 civil penalty and possible attorney/expert fees.</p> <p>While employees do not have a private cause of action, employees may file complaints with the IDOL. The IDOL will investigate and enforce the Act.</p>

*This information is provided as a resource and is not intended to render legal advice. Members should contact us through the HR Hotline with questions about a particular situation.*



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**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Agenda Item 8C**

**Changes to 2023 Library Closings and Holidays**

The Management Team is recommending Sunday, December 24 and Sunday December 31 be designated unpaid closings and Tuesday, December 26 as the paid holiday for staff. This deviation from the normal closings and holiday schedule would not have a budgetary impact but would add an extra day closed to the public. With full time staff receiving two floating holidays to be used within the holiday period for Christmas Eve and Christmas Day, managers are encountering difficulties with filling the schedule while also allowing staff to use their time off.

The following schedule reflects the proposed closing schedule, with changes marked\*:

**2023 PAID HOLIDAYS**

Monday, January 2, New Year's Day observed  
Monday, May 29, Memorial Day  
Tuesday, July 4, Independence Day  
Monday, September 4, Labor Day  
Thursday, November 23, Thanksgiving  
Monday, December 25, Christmas  
Tuesday, December 26, Christmas Eve observed\*

**2023 UNPAID CLOSINGS**

Sunday, January 1, New Year's Day  
Sunday, April 9, Easter  
Sunday, May 28, Sunday before Memorial Day  
Friday, June 23, 7:00 p.m. Rotary Grove Fest  
Saturday, June 24, 1:00 p.m. Rotary Grove Fest  
Sunday, June 25, Rotary Grove Fest  
Sunday, September 3, Sunday before Labor Day  
Sunday, December 24, Christmas Eve\*  
Sunday, December 31, New Year's Eve\*

**Recommended Action:** Approve changes to the 2023 Library Closings and Holidays as presented.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Agenda Item 8D**

**2024 Budget and Levy Preliminary Draft**

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

**Revenues**

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

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2023 is like 2022 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Equity Strategic Plan and LCRF. The beginning Library Fund balance for 2023 was \$1,240,279. A portion of the Library Fund balance is the Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$477,750. In the six years of using the fund balance strategy, expenditures have come in significantly under budget. In the past 5 years, utilization of the fund balance was one-third to one-half of what was budgeted.



The 5% levy increase presented maintains the overall Library Fund balance at a level exceeding the Operating Reserve amount while minimizing the impact to the individual taxpayer. Assuming the 2% EAV increase is correct, library property taxes increase by about \$1.92 per \$100,000 of home value, a total increase of about \$6.84 for a home valued at \$374,500, the median for Downers Grove, assuming the property's assessed valuation has not changed. The library's tax rate would increase to approximately 0.2060 mils, the highest operating tax rate since 2020.

An annual transfer 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. The transfer is budgeted at a 5% increase over 2023.

### **Expenditures**

This draft expenditures budget shows an overall increase of 5.3%, 5.1% for personnel-related expenditures and 5.8% for non-personnel lines. It includes all management team budget requests, preliminary renewal rate information for insurances and subscriptions, and consulting for initiatives contained in the draft strategic plan. Two-thirds of the non-personnel expenditures come from 2 sources: cleaning services and a significant increase in electronic resources.

The Market Benchmarking & Compensation Structure Development Project completed by HR Source in March 2023 informed the 2024 Salary Schedule approved in May 2023. The new salary schedule markedly differs from the previous, with pay grade changes ranging from -3% to 13.5%. The minimum wage increase to \$14.00 per hour on January 1, 2024 is also reflected. The draft budget includes a 4.0% cost of living increase or salary schedule increment, whichever is greater, for each employee. Part-Time Employee Wages account for two-thirds of the personnel-related increase.

The number of full-time equivalent staff (FTE) increased from 67.2 in 2023 to 68.2 in 2024. Additional hours for substitute positions, reflecting current utilization, account for most of that increase. *Serving Our Public 4.0: Standards for Illinois Public Libraries* includes staffing levels. The standards calculations are:

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

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

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

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

### **Line Detail**

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

### **Revenue Budget Lines**

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

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

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

Money collected that was owed in prior year property taxes.

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

Based on the 1977 tax year when this tax came into effect and paid by the State of Illinois to the Village, this replaces personal property taxes on corporations from local government. The library receives 12.5% of the total distributed to the Village. The distribution cycle follows the State's fiscal year, July 1 – June 30. FY2023 estimates have not yet been posted.

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

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

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

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

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

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

#### **4571 Rental Fees**

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

#### 4581 Fines

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

#### 4590 Costs Recovered for Services

Payment for lost and damaged items.

#### 4610 Federal, Operational Grants

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

#### 4620 State, Operational Grants

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

#### 4711 Investment Income

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

#### 4712 Investment Income - Property Taxes

Interest earned on late payments of prior year property taxes.

#### 4820 Contributions, Operating

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

### **Expenditure Lines**

#### 5101 Salaries, Exempt

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

#### 5111 Salaries, Non-Exempt

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

#### 5119 Part-Time Employee Wages

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

#### 5131 IMRF Pension Contributions

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

#### 5133 Medicare Contributions

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

#### 5134 Social Security Contributions

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

#### 5190 Life Insurance

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

#### 5191 Health Insurance

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

#### 5195 Optical Insurance

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

#### 5197 Dental Insurance

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

#### 5210 Supplies

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

#### 5251 Maintenance Supplies

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

#### 5280 Small Tools & Equipment

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

#### 5302 Dues and Memberships

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

#### 5303 Seminars, Conferences, & Meetings

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

#### 5308 Recognition Program--Staff

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

#### 5315 Professional Services

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

#### 5323 Special Legal

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

#### 5346 Data Processing Services

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

#### 5380 Printing Services

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

#### 5391 Telephone

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

#### 5392 Postage

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

#### 5407 Advertising and Public Relations

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

#### 5420 Insurance--Other Policies

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

#### 5430 Building Maintenance Services

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

#### 5450 Cleaning Services

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

#### 5461 Utilities

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

#### 5470 Other Equipment Repair and Maintenance

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

#### 5481 Rentals

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

#### 5620 Recoverables

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

#### 5630 Contingency

Money set aside for unforeseen events.

#### 5690 Unemployment Compensation

Unemployment compensation claims, if necessary.

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

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

#### 5851 Electronic Resources

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

#### 5852 Print Materials

Print items for the collection including books and magazines.

#### 5853 Audiovisual Materials

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

5870 Capital Equipment > \$20,000

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

5880 Intangible Assets (Software)

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

**Recommended Action:** Discussion.



**DOWNERS GROVE PUBLIC LIBRARY 2024 BALANCE SHEET**  
**PRELIMINARY DRAFT**  
**LIBRARY FUND BALANCE**

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 1,399,279	\$ 1,399,279	\$ 1,240,279	\$ 1,240,279	\$ 986,663
REVENUES	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,572,219
EXPENSES	\$ 6,104,880	\$ 5,995,453	\$ 6,390,797	\$ 6,160,593	\$ 6,727,936
TRANSFER TO LIBRARY CAPITAL REPLACEMENT FUND (LCRF)	\$ 350,000	\$ 500,000	\$ 367,500	\$ 367,500	\$ 385,875
ENDING BALANCE	\$ 977,527	\$ 1,240,279	\$ 643,259	\$ 986,663	\$ 445,071
NET CHANGE	\$ (421,752)	\$ (159,000)	\$ (597,020)	\$ (253,616)	\$ (541,592)

**LIBRARY CAPITAL REPLACEMENT FUND BALANCE**

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 614,948	\$ 614,948	\$ 740,810	\$ 740,810	\$ 586,955
REVENUES	\$ 10,000	\$ 9,933	\$ 15,000	\$ 15,000	\$ 15,000
EXPENSES	\$ 411,600	\$ 384,071	\$ 611,900	\$ 536,355	\$ 183,109
TRANSFER IN FROM OPERATING FUND	\$ 350,000	\$ 500,000	\$ 367,500	\$ 367,500	\$ 385,875
ENDING BALANCE	\$ 563,348	\$ 740,810	\$ 511,410	\$ 586,955	\$ 804,721
NET CHANGE	\$ (51,600)	\$ 125,862	\$ (229,400)	\$ (153,855)	\$ 217,766

**DOWNERS GROVE PUBLIC LIBRARY 2024 REVENUE SHEET**  
**PRELIMINARY DRAFT**

<b>SOURCE</b>		2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 EST. ATT.	2024 PROPOSED
4101	Current Property Tax	\$ 5,862,439	\$ 5,868,942	\$ 5,921,063	\$ 5,921,063	\$ 6,221,005
4109	Prior Year Property Tax	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
4313	Personal Property Replacement Tax	\$ 60,000	\$ 226,115	\$ 130,000	\$ 200,000	\$ 200,000
4410	Sale of Materials	\$ 2,000	\$ 4,893	\$ 2,000	\$ 2,900	\$ 2,000
4502	Charges for Services (copy & printing)	\$ 10,000	\$ 42,046	\$ 10,000	\$ 20,000	\$ 20,000
4509	Fees For Non-Residents	\$ 8,000	\$ 18,157	\$ 8,000	\$ 12,000	\$ 15,000
4571	Rental Fees	\$ 2,000	\$ 1,810	\$ 2,000	\$ 1,500	\$ 1,500
4581	Fines	\$ -	\$ 1,317	\$ -	\$ 200	\$ -
4590	Cost Recovered for Services	\$ 8,500	\$ 11,229	\$ 8,500	\$ 6,900	\$ 8,500
4610	Federal, Operational Grants	\$ -	\$ 37,245	\$ -	\$ -	\$ -
4620	State, Operational Grants	\$ 72,589	\$ 72,589	\$ 74,114	\$ 74,114	\$ 74,114
4711	Investment Income	\$ 2,500	\$ 29,428	\$ 500	\$ 30,000	\$ 25,000
4712	Investment Income - Property Taxes	\$ -	\$ 515	\$ -	\$ -	\$ -
4820	Contributions	\$ 5,000	\$ 22,168	\$ 5,000	\$ 5,700	\$ 5,000
	TOTAL 805.90	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,572,219

DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET						
PRELIMINARY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5101	Salaries, Exempt	1,836,742.88	1,727,372.66	1,858,303.14	21,560.27	1.2%
5104	Bonus	0.00	0.00	0.00	0.00	0.0%
5111	Salaries, Non-Exempt	596,716.40	590,749.24	624,466.57	27,750.17	4.7%
5119	Part-Time Employee Wages	1,058,832.43	1,065,789.58	1,235,044.08	176,211.64	16.6%
5131	IMRF Pension Contributions	168,989.02	167,299.13	185,144.25	16,155.24	9.6%
5133	Medicare Contributions	50,880.19	50,371.39	54,325.34	3,445.15	6.8%
5134	Social Security Contributions	217,556.69	215,381.12	232,287.68	14,730.99	6.8%
5190	Life Insurance	1,695.33	1,678.38	1,676.84	-18.49	-1.1%
5191	Health Insurance	576,679.44	570,912.65	548,157.42	-28,522.02	-4.9%
5195	Optical Insurance	2,342.47	2,319.04	2,390.95	48.48	2.1%
5197	Dental Insurance	40,115.65	39,714.49	39,713.95	-401.70	-1.0%
		4,550,550.50	4,431,587.68	4,781,510.23	230,959.73	5.1%

	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES continued	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5210	Supplies	94,860.00	88,247.17	96,410.00	1,550.00	1.6%
5251	Maintenance Supplies	22,400.00	15,968.93	20,000.00	(2,400.00)	-10.7%
5280	Small tools & equipment	31,735.75	19,571.54	31,615.00	(120.75)	-0.4%
5302	Dues and Memberships	9,000.00	8,606.16	10,000.00	1,000.00	11.1%
5303	Seminars, Conferences & Meetings	31,710.00	25,653.34	37,900.00	6,190.00	19.5%
5308	Recognition Programs-Staff	5,512.50	3,350.35	6,500.00	987.50	17.9%
5315	Professional Services	101,000.00	89,446.06	101,000.00	0.00	0.0%
5322	Personnel Recruitment	1,500.00	504.60	1,500.00	0.00	0.0%
5323	Special Legal	4,000.00	9,505.92	4,000.00	0.00	0.0%
5346	Data Processing Services	119,500.00	118,305.00	119,500.00	0.00	0.0%
5380	Printing Services	51,850.00	34,653.90	54,450.00	2,600.00	5.0%
5391	Telephone	17,500.00	17,964.17	17,500.00	0.00	0.0%
5392	Postage	30,500.00	12,375.00	33,600.00	3,100.00	10.2%
5407	Advertising & Public Relations	20,500.00	16,421.11	21,500.00	1,000.00	4.9%
5420	Insurance - other policies	77,946.75	64,795.93	89,082.00	11,135.25	14.3%
5430	Building Maintenance Services	95,000.00	47,088.74	85,000.00	(10,000.00)	-10.5%
5450	Cleaning Services	88,200.00	109,200.00	117,924.00	29,724.00	33.7%
5461	Utilities	25,500.00	32,201.38	25,500.00	0.00	0.0%
5470	Other Equipment Repair & Maint.	14,720.00	34,246.97	14,746.00	26.00	0.2%
5481	Rentals	18,051.25	14,819.38	18,916.00	864.75	4.8%
5620	Recoverables	4,410.00	578.00	4,200.00	(210.00)	-4.8%
5630	Contingency	0.00	0.00	0.00	0.00	0.0%
5690	Unemployment Compensation	2,500.00	1,204.80	2,500.00	0.00	0.0%
5770	Capital equipment< \$20,000	58,000.00	57,420.00	70,000.00	12,000.00	20.7%
5851	Electronic Resources	273,300.00	270,567.00	321,300.00	48,000.00	17.6%
5852	Print materials	376,350.00	372,586.50	380,850.00	4,500.00	1.2%
5853	AV materials	137,050.00	135,679.50	129,000.00	(8,050.00)	-5.9%
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,000.00	0.00	0.0%
5880	Intangible Assets (software)	62,650.00	63,693.97	66,932.50	4,282.50	6.8%
		1,840,246.25	1,729,005.41	1,946,425.50	106,179.25	5.8%
	TOTAL 805.90	6,390,796.75	6,160,593.09	6,727,935.73	337,138.98	5.3%

<b>DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>PRELIMINARY DRAFT</b>						
	<b>Total Library Capital Replacement Fund (LCRF)</b>					
					Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	<b>EXPENDITURES</b>	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5870	Capital Assets	\$ 611,900.00	\$ 536,355.00	\$ 375,000.00	\$ (236,900.00)	-39%
	Total LRCF	\$ 611,900.00	\$ 536,355.00	\$ 375,000.00	\$ (236,900.00)	-39%

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>TOTAL LIBRARY 805.90.XXX.XXXX</b>						
<b>EXPENDITURES</b>		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	1,733,538.90	1,685,504.07	1,836,742.88	1,727,372.66	1,858,303.14
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	338,730.61	436,566.23	596,716.40	590,749.24	624,466.57
5119	Part-Time Employee Wages	1,286,018.09	1,151,422.70	1,058,832.43	1,065,789.58	1,235,044.08
5131	IMRF Pension Contributions	240,632.68	237,126.21	168,989.02	167,299.13	185,144.25
5133	Medicare Contributions	48,695.16	46,572.81	50,880.19	50,371.39	54,325.34
5134	Social Security Contributions	208,213.83	199,128.56	217,556.69	215,381.12	232,287.68
5190	Life Insurance	1,366.20	1,066.22	1,695.33	1,678.38	1,676.84
5191	Health Insurance	496,336.20	418,616.85	576,679.44	570,912.65	548,157.42
5195	Optical Insurance	1,925.91	1,818.29	2,342.47	2,319.04	2,390.95
5197	Dental Insurance	32,871.93	31,576.43	40,115.65	39,714.49	39,713.95
5210	Supplies	108,750.00	96,153.27	94,860.00	88,247.17	96,410.00
5251	Maintenance Supplies	21,750.00	22,903.63	22,400.00	15,968.93	20,000.00
5280	Small tools & equipment	29,900.00	22,842.84	31,615.00	19,571.54	31,615.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	8,606.16	10,000.00
5303	Seminars, Conferences & Meetings	28,600.00	23,570.49	31,500.00	25,653.34	37,900.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	3,350.35	6,500.00
5315	Professional Services	75,200.00	72,928.25	101,000.00	89,446.06	101,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	504.60	1,500.00
5323	Special Legal	6,000.00	17,227.50	4,000.00	9,505.92	4,000.00
5346	Data Processing Services	119,500.00	105,264.06	119,500.00	118,305.00	119,500.00
5380	Printing Services	27,250.00	27,912.00	51,850.00	34,653.90	54,450.00
5391	Telephone	17,000.00	20,205.07	17,500.00	17,964.17	17,500.00
5392	Postage	29,000.00	22,949.97	30,500.00	12,375.00	33,600.00
5407	Advertising & Public Relations	19,500.00	16,284.10	20,500.00	16,421.11	21,500.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	89,082.00
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,088.74	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	109,200.00	117,924.00

EXPENDITURES continued		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5461	Utilities	24,250.00	45,947.17	25,500.00	32,201.38	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	18,792.52	14,720.00	34,246.97	14,746.00
5481	Rentals	18,000.00	17,898.21	18,025.00	14,819.38	18,916.00
5620	Recoverables	4,000.00	227.95	4,200.00	578.00	4,200.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	2,500.00	18,990.00	2,500.00	1,204.80	2,500.00
5770	Capital equipment, less than \$20,000	58,000.00	66,532.09	58,000.00	57,420.00	70,000.00
5851	Electronic Resources	245,800.00	261,485.47	273,300.00	270,567.00	321,300.00
5852	Print materials	348,150.00	330,105.80	376,350.00	372,586.50	380,850.00
5853	AV materials	146,200.00	117,269.95	137,050.00	135,679.50	129,000.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	59,500.00	91,496.40	62,650.00	63,693.97	66,932.50
5910	Transfer for Capital Projects	350,000.00	500,000.00	367,500.00	367,500.00	385,875.00
	TOTAL 805.90	6,454,879.51	6,495,453.00	6,749,555.50	6,528,093.09	7,113,810.73

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

LIBRARY-ADMINISTRATIVE SERVICES 971		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	318,407.50	342,887.88	345,218.74	341,766.55	360,216.71
5111	Salaries, Non-Exempt	38,382.44	45,454.50	48,690.72	48,203.81	51,125.88
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	31,718.63	33,555.40	22,846.75	22,618.28	24,145.81
5133	Medicare Contributions	5,173.45	5,295.98	5,711.69	5,654.57	5,964.47
5134	Social Security Contributions	22,120.98	22,644.95	24,422.39	24,178.16	25,503.24
5190	Life Insurance	165.60	149.28	173.88	172.14	181.28
5191	Health Insurance	86,255.38	82,148.64	94,880.92	93,932.11	94,880.92
5195	Optical Insurance	381.60	363.84	400.68	396.67	419.76
5197	Dental Insurance	6,135.12	5,954.88	6,441.88	6,377.46	6,748.63
5210	Supplies	12,500.00	12,483.89	12,500.00	12,375.00	14,050.00
5280	Small tools & equipment	6,000.00	1,718.47	6,000.00	900.43	6,000.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	8,606.16	10,000.00
5303	Seminars, Conferences & Meetings	8,750.00	7,873.97	8,500.00	7,738.82	10,000.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	3,350.35	6,500.00
5315	Professional Services	50,000.00	48,166.00	70,000.00	69,300.00	70,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	504.60	1,500.00
5323	Special Legal	6,000.00	17,227.50	4,000.00	9,505.92	4,000.00
5346	Data Processing Services	119,500.00	105,264.06	119,500.00	118,305.00	119,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5392	Postage	12,500.00	6449.97	12,500.00	12,375.00	12,500.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	89,082.00
5481	Rentals	17,500.00	17,898.21	17,500.00	14,299.63	18,375.00
5620	Recoverables	0.00	0.00	0.00	0.00	0.00
5630	Contingency	0.00	0.00	0.00	0.00	0.00
5690	Unemployment Compensation	2,500.00	18,990.00	2,500.00	1,204.80	2,500.00
5770	Capital equipment less than \$20,000	8,000.00	9,396.02	8,000.00	7,920.00	20,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print materials	0.00	0.00	0.00	0.00	0.00



5853	AV materials	0.00	0.00	0.00	0.00	0.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	12,000.00	9,135.00	10,650.00	27,158.00	11,182.50
5910	Transfer to Capital Projects	350,000.00	500,000.00	367,500.00	367,500.00	385,875.00
	TOTAL 971	1,258,190.70	1,475,889.08	1,342,922.63	1,333,489.41	1,415,251.19

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - ADULT SERVICES 972</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	427,493.24	385,682.05	432,522.20	337,194.19	445,748.33
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	46,293.00	63,320.81	86,123.37	85,262.13	91,224.38
5119	Part-Time Employee Wages	252,692.87	261,734.26	249,315.77	264,368.09	242,428.22
5131	IMRF Pension Contributions	61,619.37	57,706.98	42,430.19	42,005.89	44,356.50
5133	Medicare Contributions	10,533.95	10,178.35	11,135.44	11,024.08	11,455.96
5134	Social Security Contributions	45,041.70	43,519.38	47,613.60	47,137.47	48,984.09
5190	Life Insurance	331.20	153.22	391.23	387.32	407.88
5191	Health Insurance	121,873.73	84,730.55	107,034.81	105,964.46	116,401.55
5195	Optical Insurance	457.74	402.30	520.60	515.39	587.27
5197	Dental Insurance	7,267.86	6,510.63	8,225.94	8,143.68	8,617.65
5210	Supplies	14,750.00	13,168.44	14,550.00	14,404.50	13,550.00
5280	Small Tools & Equipment	1,300.00	960.01	1,700.00	1,683.00	2,200.00
5303	Seminars, Conferences & Meetings	3,100.00	4,245.84	3,600.00	2,199.34	6,000.00
5315	Professional Services	13,200.00	12,885.55	18,500.00	12,788.30	18,500.00
5380	Printing services	250.00	0.00	250.00	247.50	250.00
5407	Advertising and Public Relations	500.00	0.00	500.00	495.00	500.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	220,800.00	234,057.53	248,300.00	245,817.00	268,500.00
5852	Print materials	238,150.00	230,811.71	255,350.00	252,796.50	259,850.00
5853	AV materials	93,000.00	79,817.20	83,050.00	82,219.50	80,000.00
	<b>TOTAL 972</b>	<b>1,558,654.66</b>	<b>1,489,884.81</b>	<b>1,611,113.15</b>	<b>1,514,653.35</b>	<b>1,659,561.83</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - CHILDREN'S SERVICES 973</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	273,509.54	308,743.50	349,586.76	346,090.90	360,657.72
5104	Bonus	0.00	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	0.00	16,571.87	41,018.59	40,608.41	43,446.00
5119	Part-Time Employee Wages	235,933.39	193,445.47	163,974.28	162,334.53	197,557.77
5131	IMRF Pension Contributions	41,327.80	42,121.16	30,181.21	29,879.40	31,996.57
5133	Medicare Contributions	7,386.92	7,417.11	8,041.40	7,960.99	8,724.09
5134	Social Security Contributions	31,585.46	31,713.21	34,383.94	34,040.10	37,303.01
5190	Life Insurance	165.60	199.04	260.82	258.21	271.92
5191	Health Insurance	48,437.48	48,512.96	71,949.55	71,230.05	71,949.55
5195	Optical Insurance	209.61	211.76	280.29	277.48	335.51
5197	Dental Insurance	3,232.89	3,287.12	5,005.00	4,954.95	5,243.34
5210	Supplies	20,500.00	19,261.92	21,500.00	21,285.00	21,500.00
5280	Small Tools & Equipment	4,000.00	4,651.35	5,000.00	4,950.00	6,500.00
5303	Seminars, Conferences & Meetings	6,000.00	6,119.09	7,000.00	7,385.57	7,000.00
5315	Professional services	6,000.00	3,932.00	6,500.00	4,149.89	6,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	25,000.00	27,427.94	25,000.00	24,750.00	52,800.00
5852	Print materials	110,000.00	99,294.09	121,000.00	119,790.00	121,000.00
5853	AV materials	53,200.00	37,452.75	54,000.00	53,460.00	49,000.00
	<b>TOTAL 973</b>	<b>866,488.69</b>	<b>850,362.34</b>	<b>944,681.84</b>	<b>933,405.48</b>	<b>1,021,785.47</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - CIRCULATION SERVICES 974</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	127,158.14	127,159.50	133,883.60	132,544.76	88,104.14
5111	Salaries, Non-Exempt	84,919.38	125,474.55	204,967.77	202,918.09	202,681.46
5119	Part-Time Employee Wages	489,303.27	414,715.57	357,486.24	353,911.38	487,187.12
5131	IMRF Pension Contributions	26,317.13	27,575.16	22,364.75	22,141.10	23,327.10
5133	Medicare Contributions	10,170.02	9,537.80	10,096.90	9,995.93	11,280.60
5134	Social Security Contributions	43,485.61	40,778.77	43,172.93	42,741.20	48,234.31
5190	Life Insurance	165.60	128.16	304.29	301.25	226.60
5191	Health Insurance	42,457.62	36,744.87	75,290.57	74,537.66	37,401.80
5195	Optical Insurance	228.87	218.16	420.43	416.23	293.63
5197	Dental Insurance	3,633.93	3,516.96	6,615.47	6,549.32	4,620.33
5210	Supplies	16,700.00	12,425.06	17,010.00	7,714.10	17,010.00
5280	Small Tools & Equipment	2,300.00	899.54	2,415.00	2,390.85	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	4,017.73	4,200.00	4,158.00	4,200.00
5392	Postage	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	3,945.00	3,720.00	3,682.80	3,746.00
5481	Rentals	500.00	0.00	525.00	519.75	541.00
5620	Recoverables	4,000.00	227.95	4,200.00	578.00	4,200.00
	<b>TOTAL 974</b>	<b>855,839.57</b>	<b>807,364.78</b>	<b>886,672.94</b>	<b>865,100.42</b>	<b>935,469.10</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - INFORMATION TECHNOLOGY 975</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	215,632.56	215,631.00	228,115.05	225,833.90	241,076.04
5111	Salaries, Non-Exempt	87,249.24	87,243.00	91,921.69	91,002.48	96,289.49
5119	Part-Time Employee Wages	146,034.96	144,931.57	148,162.15	146,680.52	155,520.62
5131	IMRF Pension Contributions	30,871.41	31,094.91	21,561.53	21,345.91	24,843.66
5133	Medicare Contributions	6,509.29	6,391.71	7,030.85	6,960.54	7,409.25
5134	Social Security Contributions	27,832.84	27,329.29	30,062.94	29,762.31	31,680.94
5190	Life Insurance	207.00	184.72	217.35	215.18	226.60
5191	Health Insurance	69,062.32	56,733.08	75,968.55	75,208.87	75,968.55
5195	Optical Insurance	247.68	290.64	260.06	257.46	272.45
5197	Dental Insurance	4,766.67	5,545.20	5,005.00	4,954.95	5,243.34
5210	Supplies	3,900.00	6,224.14	3,900.00	9,594.29	3,900.00
5280	Small Tools & Equipment	8,000.00	4,874.48	8,000.00	6,879.19	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	0.00	3,000.00	235.20	3,000.00
5315	Professional services	2,000.00	3,571.43	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,327.55	4,500.00	22,254.17	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	57,136.07	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	47,500.00	82,361.40	52,000.00	36,535.97	55,750.00
	<b>TOTAL 975</b>	<b>707,313.97</b>	<b>733,870.19</b>	<b>731,705.17</b>	<b>729,200.93</b>	<b>765,680.93</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - PUBLIC RELATIONS 976</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	122,357.82	122,362.50	134,910.67	133,561.57	140,307.10
5111	Salaries, Non-Exempt	46,034.82	46,039.50	49,645.44	49,148.99	59,085.00
5119	Part-Time Employee Wages	0.00	0.00	0.00	0.00	0.00
5131	IMRF Pension Contributions	14,970.11	14,971.06	10,704.25	10,597.21	11,704.32
5133	Medicare Contributions	2,441.69	2,374.00	2,676.06	2,649.30	2,891.19
5134	Social Security Contributions	10,440.34	10,149.72	11,442.48	11,328.05	12,362.31
5190	Life Insurance	124.20	117.20	130.41	129.11	135.96
5191	Health Insurance	59,361.01	57,498.96	66,410.78	65,746.68	66,410.78
5195	Optical Insurance	133.47	127.20	140.14	138.74	146.82
5197	Dental Insurance	3,634.34	3,516.96	3,816.06	3,777.90	3,997.32
5210	Supplies	2,400.00	1,626.41	2,400.00	996.77	2,400.00
5280	Small Tools & Equipment	1,500.00	1,494.03	1,500.00	280.25	1,500.00
5303	Seminars, Conferences & Meetings	750.00	276.50	900.00	64.10	3,400.00
5315	Professional Services	4,000.00	4,373.27	4,000.00	1,227.86	4,000.00
5380	Printing Services	27,000.00	27,912.00	51,600.00	34,406.40	54,200.00
5392	Postage	16,500.00	16,500.00	18,000.00	0.00	21,100.00
5407	Advertising and Public Relations	19,000.00	16,284.10	20,000.00	15,926.11	21,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL 976</b>	<b>330,647.80</b>	<b>325,623.41</b>	<b>378,276.30</b>	<b>329,979.04</b>	<b>404,640.79</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - ACCESS SERVICES 977</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	121,915.95	100,060.89	133,695.33	132,358.38	140,230.17
5111	Salaries, Non-Exempt	0.00	0.00	0.00	0.00	0.00
5119	Part-Time Employee Wages	90,900.02	90,958.61	99,358.57	98,364.98	106,179.91
5131	IMRF Pension Contributions	15,747.42	15,059.33	8,643.94	8,557.50	13,721.81
5133	Medicare Contributions	3,085.83	2,730.33	3,379.28	3,345.49	3,572.95
5134	Social Security Contributions	13,194.59	11,673.92	14,449.34	14,304.85	15,277.42
5190	Life Insurance	82.80	49.40	86.94	86.07	90.64
5191	Health Insurance	8,515.22	18,091.75	37,888.76	37,509.88	37,888.76
5195	Optical Insurance	38.07	71.15	140.14	138.74	146.82
5197	Dental Insurance	566.78	1,126.52	2,205.59	2,183.53	2,310.17
5210	Supplies	35,000.00	27,213.99	20,000.00	19,604.06	21,000.00
5280	Small Tools & Equipment	1,800.00	1,018.28	2,000.00	75.65	2,000.00
5303	Seminars, Conferences & Meetings	2,500.00	888.36	3,800.00	453.65	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	0.00	1,500.00
	<b>TOTAL 977</b>	<b>294,846.68</b>	<b>269,882.53</b>	<b>327,147.90</b>	<b>316,982.78</b>	<b>347,718.64</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
PRELIMINARY DRAFT**

<b>LIBRARY - BUILDING OPERATIONS 978</b>		<b>2022 ADOPTED</b>	<b>2022 ACTUAL</b>	<b>2023 ADOPTED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
5101	Salaries, Exempt	127,064.15	82,976.75	78,810.53	78,022.42	81,962.95
5111	Salaries, Non-Exempt	35,851.73	52,462.00	74,348.82	73,605.33	80,614.37
5119	Part-Time Employee Wages	71,153.58	45,637.22	40,535.43	40,130.08	46,170.44
5131	IMRF Pension Contributions	18,060.81	15,042.21	10,256.39	10,153.83	11,048.49
5133	Medicare Contributions	3,394.01	2,647.53	2,808.57	2,780.49	3,026.84
5134	Social Security Contributions	14,512.31	11,319.32	12,009.08	11,888.99	12,942.36
5190	Life Insurance	124.20	85.20	130.41	129.11	135.96
5191	Health Insurance	60,373.44	34,156.04	47,255.51	46,782.95	47,255.51
5195	Optical Insurance	228.87	133.24	180.12	178.32	188.69
5197	Dental Insurance	3,634.34	2,118.16	2,800.71	2,772.70	2,933.17
5210	Supplies	3,000.00	3,749.42	3,000.00	2,273.45	3,000.00
5251	Maintenance Supplies	21,750.00	22,903.63	22,400.00	15,968.93	20,000.00
5280	Small Tools & Equipment	5,000.00	7,226.68	5,000.00	2,412.17	3,000.00
5303	Seminars, Conferences & Meetings	500.00	149.00	500.00	3,418.66	500.00
5391	Telephone	17,000.00	20,205.07	17,500.00	17,964.17	17,500.00
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,088.74	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	109,200.00	117,924.00
5461	Utilities	24,250.00	45,947.17	25,500.00	32,201.38	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	9,579.97	5,000.00	8,310.00	5,000.00
	<b>TOTAL 978</b>	<b>582,897.44</b>	<b>542,575.86</b>	<b>527,035.56</b>	<b>505,281.69</b>	<b>563,702.77</b>



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

Change in equalized assessed valuation (EAV)		
2022 EAV	2,897,700,601	
2023 EAV	2,961,321,416	
Change in EAV	63,620,815	2.2%
2024 EAV estimated	3,020,547,844	
Estimated change in EAV	59,226,428	2.0%

**Property tax levy**

	Amount of levy extended			Tax rate		
Year tax collected	2022	2023	2024	2022	2023	2024
Operating levy rate	\$ 5,862,439	\$ 5,924,766	\$ 6,221,005	0.2027	0.2002	0.2060
Bond levy rate				0	0	0
Total library levy	\$ 5,862,439	\$ 5,924,766	\$ 6,221,005	0.2027	0.2002	0.2060
Change		1.06%	5.00%		-1.23%	2.88%

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

**Impact on taxpayer**

	<b><u>Median Home Value (2021)</u></b>			<b><u>Per \$100,00 Fair Market Value</u></b>		
Year tax collected	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Market Value	\$ 374,500.00	\$ 374,500.00	\$ 374,500.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Assessed value 1/3	\$ 124,833.33	\$ 124,833.33	\$ 124,833.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Residential homestead	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Adjusted assesses value	\$ 118,833.33	\$ 118,833.33	\$ 118,833.33	\$ 33,333.33	\$ 33,333.33	\$ 33,333.33
Divided by 100 (mils)	\$ 1,188.33	\$ 1,188.33	\$ 1,188.33	\$ 333.33	\$ 333.33	\$ 333.33
Times the tax rate of .2023 in 2022, .2002 in 2023, and est. in 2024	\$ 240.88	\$ 237.90	\$ 244.74	\$ 67.57	\$ 66.73	\$ 68.65
Actual change in taxes paid		\$ (2.97)	\$ 6.84		\$ (0.83)	\$ 1.92
Change		-1.2%	2.9%		-1.2%	2.9%

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

<b><u>RATE</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024 (EST)</u></b>
<b>Operating</b>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2060
<b>Bond</b>	0	0	0	0	0	0
<b>Total</b>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2060
<b>% change YroYr</b>	-1.6%	-0.4%	-3.5%	-0.1%	-1.2%	2.9%

<b><u>LEVY</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024 (EST)</u></b>
<b>Operating</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,221,004.76
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,221,004.76
<b>% change YroYr</b>	4.1%	3.0%	1.0%	4.5%	1.1%	5.0%

<b><u>EAV</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024 (EST)</u></b>
<b>Base</b>	\$ 2,440,178,636	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416
<b>Increase / (Decrease)</b>	\$ 63,620,815	\$ 86,394,047	\$ 122,802,284	\$ 134,159,138	\$ 63,620,815	\$ 59,226,428
<b>Total</b>	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416	\$ 3,020,547,844.32
<b>% change YroYr</b>	4.7%	3.4%	4.7%	4.9%	2.2%	2%

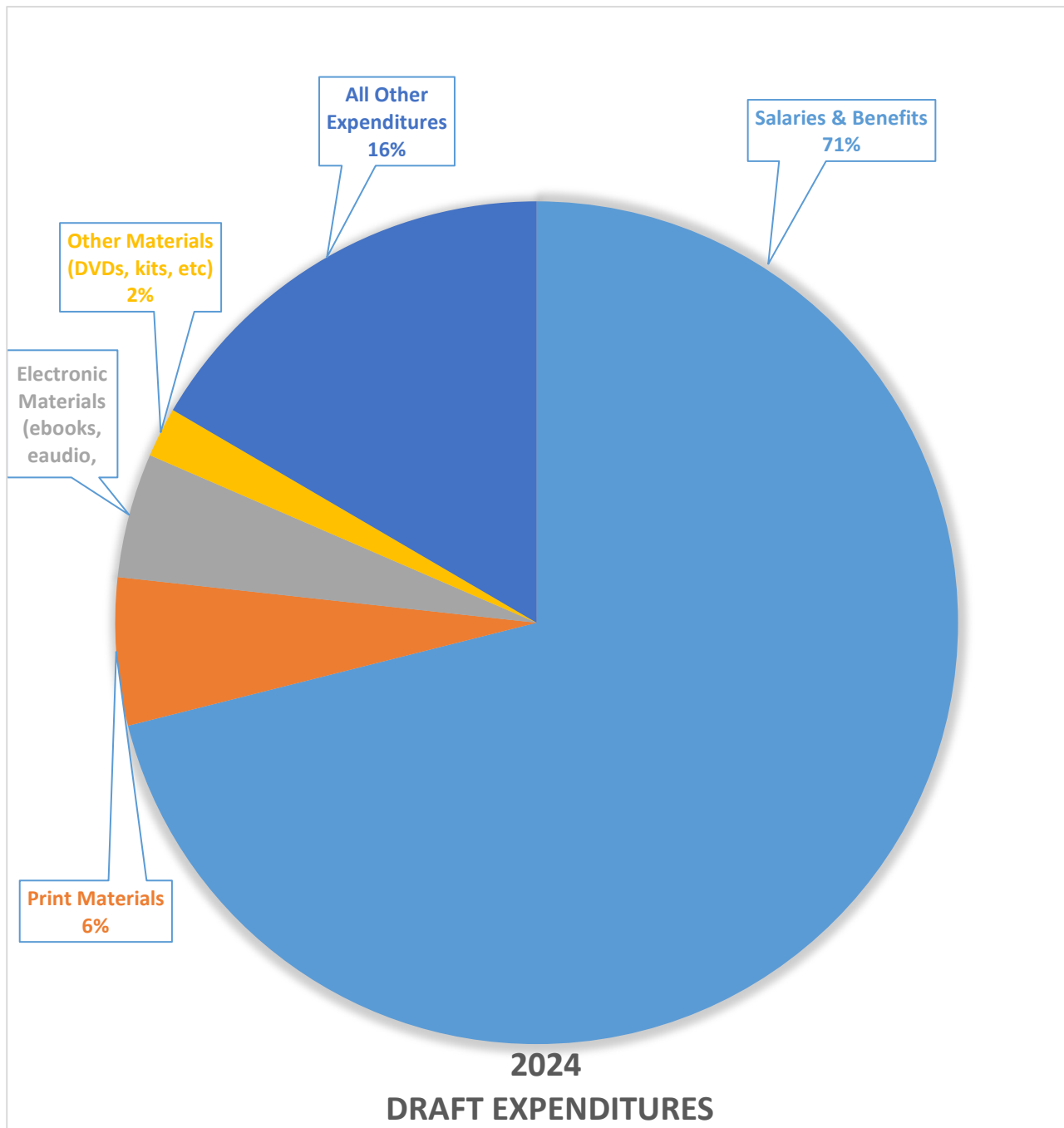
<b>Library Tax Per \$100K Home Value</b>	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.57	\$ 66.73	\$ 68.65
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<b>Wage/Salary Increment</b>	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3% Merit) OR Minimum Wage Increment	5% OR Minimum Wage Increment OR Internal Pay Equity Adjustment	4% OR Salary Structure Increment
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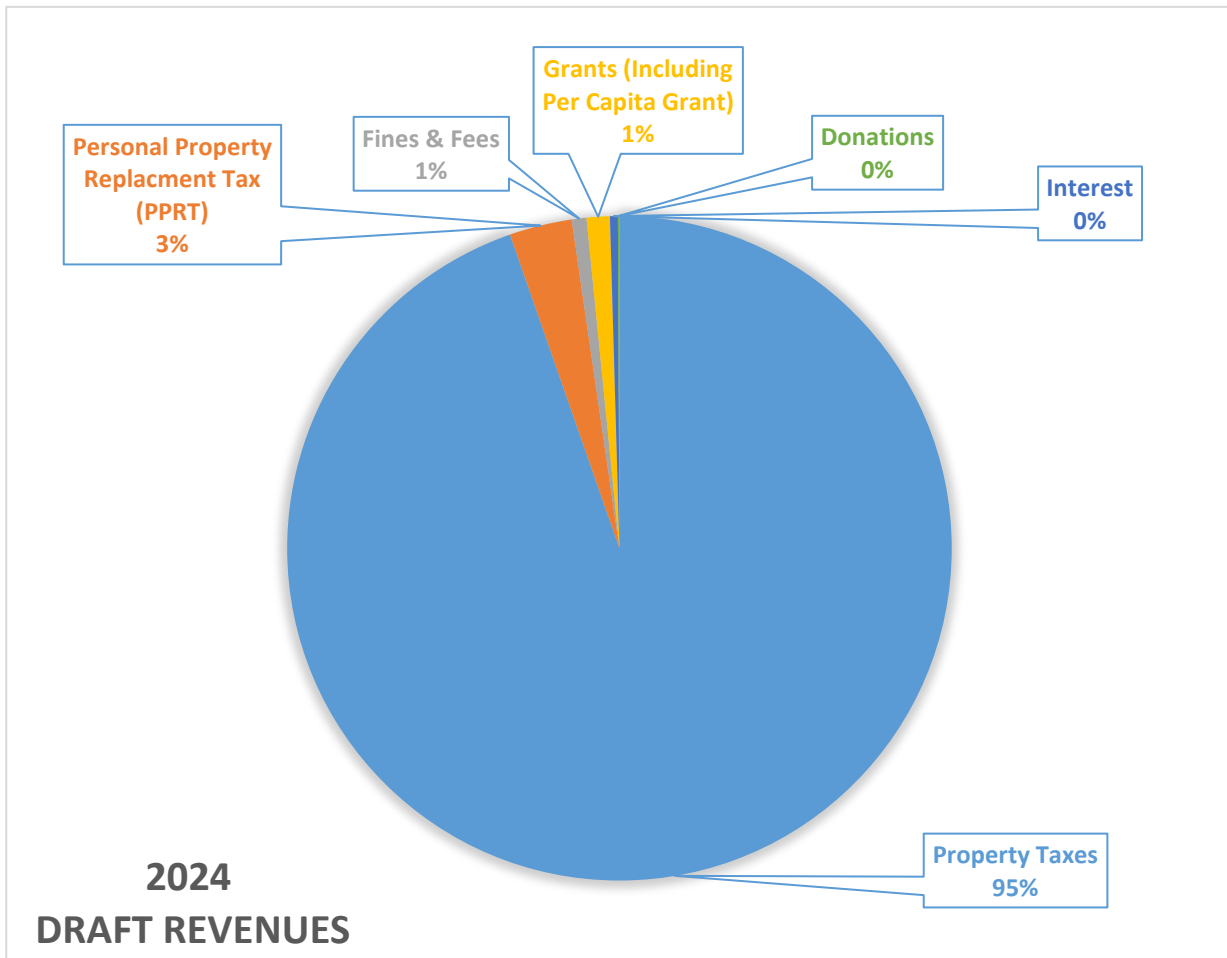
**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
PRELIMINARY DRAFT**

	<b><u>FY2024</u></b>	<b><u>IPLAR Percentage Analysis</u></b>	<b><u>Totals by Category</u></b>
Salaries	55.3%	Statewide Average 51%	\$ 3,717,813.79
Benefits (Insurance, IMRF, FICA)	15.8%	Statewide Average 14%	\$ 1,063,696.44
Salaries & Benefits	71.1%	Statewide Average 65%	\$ 4,781,510.23
Print Materials	5.7%	Statewide Average 5%	\$ 380,850.00
Electronic Materials (ebooks, eaudio, etc)	4.8%	Statewide Average 4%	\$ 321,300.00
Other Materials (DVDs, kits, etc)	1.9%	Statewide Average 1%	\$ 129,000.00
All Other Expenditures	16.6%	Statewide Average 25%	\$ 1,115,275.50
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,727,935.73
Property Taxes	94.7%		\$ 6,221,104.76
Personal Property Replacment Tax (PPRT)	3.0%		\$ 200,000.00
Fines & Fees	0.7%		\$ 47,000.00
Grants (Including Per Capita Grant)	1.1%		\$ 74,114.00
Interest	0.4%		\$ 25,000.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,572,218.76

**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
PRELIMINARY DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
PRELIMINARY DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
PRELIMINARY DRAFT**

**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
PRELIMINARY DRAFT**



**Downers Grove Public Library  
Capital Needs Assessment Report  
2024 DRAFT Update  
Projects and Estimated Costs**

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lighting & Ceiling Level 2 North, Restrooms, Staff Lounge, Check Out Desk	RTUs, Controls, Boiler, LEDs	Masonry, Doors	Roof, Electrical Relay Panels, VAVs, Staff Area Lighting & Controls, Air Curtain, Water Heater, Painting	Painting, Entrance Doors, Elevator Renovation, Lighting Panel, 1/2 Access, IT, & Youth Services Workroom Updates	1/2 Access, IT, & Youth Services Workroom Updates, Windows, VAVs	Curtain wall, VAVs	Flooring, VAVs, Steel & Soffits, Caulking	Glazing, Painting, VAVs	Entrance Doors, Air Curtain, VAVs
\$ 669,652	\$ 624,938	\$ 237,119	\$ 749,203	\$ 411,600	\$ 611,900	\$ 183,109	\$ 713,012	\$ 69,100	\$ 39,300

**Downers Grove Public Library  
Library Capital Replacement Fund  
Actual and Estimated Fund Balance  
June 2024**

	<u>Expenditure /</u> <u>Project Cost</u>	<u>Transfer / Interest</u>	<u>Year End Balance</u>
<b>2017 Ending Balance</b>			\$ 1,403,493.00
<b>2018</b>	\$ 669,522.00	\$ 381,137.00	\$ 1,115,108.00
<b>2019</b>	\$ 581,479.00	\$ 363,467.00	\$ 897,096.00
<b>2020</b>	\$ 237,119.00	\$ 353,894.00	\$ 1,013,871.00
<b>2021</b>	\$ 749,203.00	\$ 350,280.00	\$ 614,948.00
<b>2022</b>	\$ 384,071.00	\$ 500,000.00	\$ 730,877.00
<b>2023 Estimated</b>	\$ 611,900.00	\$ 367,500.00	\$ 486,477.00
<b>2024 Estimated</b>	\$ 183,109.00	\$ 385,875.00	\$ 689,243.00
<b>2025 Estimated</b>	\$ 713,012.00	\$ 405,169.00	\$ 381,400.00
<b>2026 Estimated</b>	\$ 69,100.00	\$ 425,427.00	\$ 737,727.00
<b>2027 Estimated</b>	\$ 39,300.00	\$ 446,699.00	
<b>Ending Balance</b>			\$ 1,145,126.00

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
multiplier: 4% escalation per year				1.00	1.04	1.08	1.12
Building Review Report / smc	Exterior Architectural	Brick Masonry	\$ 280,000				\$ 314,962
		Exterior Steel & Soffits	\$ 25,000				\$ 28,122
		Exterior Doors	\$ 4,500				\$ 5,062
		Exterior Concrete Column	\$ 7,500				\$ 8,436
		Exterior West Windows	\$ 120,000				
		Caulking	\$ 20,000				\$ 22,497
	Interior Architectural	Glass and Glazing	\$ 5,500				
		Flooring (1/2 total flooring each	\$ 115,000			\$ 9,400.00	
		Painting	\$ 25,000				
		Entrance Doors & Operators	\$ 5,500				
		<b>Total Architectural</b>	<b>\$ 1,064,805</b>		\$ -	\$ 9,400	\$ 379,079

Roofing Synopsis / Hutchinson Design Group							
	Membrane Roof						
	<i>*see report for area diagram</i>	Roof Area 1	\$ 42,000				
		Roof Area 3	\$ 376,250				
		Roof Area 5	\$ 8,750				
		Roof Area 6	\$ 61,250				
		Roof Area 9	\$ 113,750				
		Roof Area 11	\$ 28,000				
		Roof Area 12	\$ 127,750				
		Roof Allowances	\$ 89,760				
	Metal Roof Areas						

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
	<i>* replacement not required</i>	Roof Area 2	\$ 56,858				
	<i>numbers not included in total</i>	Roof Area 4	\$ 75,810				
		Roof Area 7	\$ 252,592				
		Roof Area 8	\$ 83,391				
		Roof Area 10	\$ 132,668				
		Roof Area 13	\$ 30,324				
		<b>Total Roofing</b>	<b>\$ 847,510.00</b>		\$ -	\$ -	\$ -

<b>Building Review Report / Elara</b>	<b>Mechanical</b>	Rooftop Unit 1	\$ 130,000			\$ 140,608	
		Rooftop Unit 2	\$ 165,000			\$ 178,464	
		Hot Water Boilers, Pumps, Flues	\$ 140,000			\$ 151,424	
		Controls Upgrade	\$ 55,000			\$ 59,488	
		Boiler Controller Upgrade	\$ 10,000			\$ 10,816	
		VAV Boxes Replacements (6-7/year @)	\$ 2,500				\$ 44,341
		Heater Replacements (2-3/year @)	\$ 3,000				\$ 16,873
		Exhaust Fan Replacements (1/year @)	\$ 2,000				
		Air Curtain Replacements	\$ 6,000				
		Elevator Modernization	\$ 85,000				
		<b>Total Mechanical</b>	<b>\$ 783,552</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 540,800</b>	<b>\$ 61,214</b>
<b>Lighting Upgrades</b>		Level 1 Mouse Café	\$ 1,200		\$ 350.00		
		Level 1 Storytime	\$ 3,120				
		Level 1 North Staff	\$ 11,400				
		Level 1 East Public	\$ 20,880				

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
		Level 1 East Staff	\$ 13,660				
		Level 2 Staff	\$ 8,380			\$ 400.00	
		Level 2 Public	\$ 25,370		\$ 26,385		
		Level 2 South Stacks	\$ 10,740				
		North Exterior	\$15,000			\$ 10,735.00	
		South Exterior	\$15,000			\$ 4,265.00	
	<b>Lighting+Ceiling Replacement</b>						
		Level 1 Stacks	\$ 315,019		\$ 8,379		
		Room Lighting Control	\$ 9,350				
		Level 2 North Stacks	\$ 303,227		\$ 315,356		
		Room Lighting Control	\$ 9,000		\$ 9,360		
	<b>Misc Lighting/Electrical Costs</b>						
		Upgrade Relay Panels	\$ 75,000				
		Panel Infrared Scanning	\$300/panel	\$ 3,000			\$ 3,375
		Telecommunication Upgrade	\$ 10,000			\$ 11,699	
		<b>Total Lighting Upgrades</b>	<b>\$ 522,296</b>	<b>\$ 3,000</b>	<b>\$ 359,829</b>	<b>\$ 27,099</b>	<b>\$ 3,375</b>
	<b>Plumbing</b>	Electric Water Heater	\$ 15,000				
		Hot Water Recirculation Pump	\$ 2,000				
		<b>Total Plumbing</b>	<b>\$ 17,003</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Report Summary</b>			<b>Total Cost (2017 \$)</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>Building Review Report / smc</b>	<b>Total Architectural</b>	<b>\$ 1,064,805</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,400</b>	<b>\$ 379,079</b>

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	Total Projected Cost (2017 \$)	2017	2018	2019	2020
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$847,510	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$783,552	\$ -	\$ -	\$ 540,800	\$ 61,214
		Total Lighting Upgrades	\$ 522,293	\$ 3,000	\$ 359,829	\$ 27,099	\$ 3,375
		Total Plumbing	\$ 17,000	\$ -	\$ -	\$ -	\$ -
		Total Report	\$3,235,161	\$ 3,000	\$ 359,829	\$ 577,299	\$ 443,668

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
multiplier: 4% escalation per year			1.17	1.22	1.27	1.32	1.37
Building Review Report / smc	Exterior Architectural	Brick Masonry					
		Exterior Steel & Soffits					\$ 34,214
		Exterior Doors					
		Exterior Concrete Column					
		Exterior West Windows				\$ 157,912	
		Caulking					\$ 25,306
	Interior Architectural	Glass and Glazing					
		Flooring (1/2 total flooring each					\$ 629,542
		Painting	\$ 28,122	\$ 30,416			
		Entrance Doors & Operators		\$ 6,187	\$ 6,959		
		<b>Total Architectural</b>	<b>\$ 28,122</b>	<b>\$ 36,603</b>	<b>\$ 6,959</b>	<b>\$ 157,912</b>	<b>\$ 689,062</b>

Roofing Synopsis / Hutchinson Design Group							
	Membrane Roof						
	<i>*see report for area diagram</i>	Roof Area 1	\$ 49,134				
		Roof Area 3	\$ 440,159				
		Roof Area 5	\$ 10,236				
		Roof Area 6	\$ 71,654				
		Roof Area 9	\$ 133,071				
		Roof Area 11	\$ 32,756				
		Roof Area 12	\$ 149,449				
		Roof Allowances	\$ 105,007				
	Metal Roof Areas						

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
	<i>* replacement not required</i>	Roof Area 2	*				
	<i>numbers not included in total</i>	Roof Area 4	*				
		Roof Area 7	*				
		Roof Area 8	*				
		Roof Area 10	*				
		Roof Area 13	*				
		<b>Total Roofing</b>	\$ 991,467	\$ -	\$ -	\$ -	\$ -

<b>Building Review Report / Elara</b>	<b>Mechanical</b>	Rooftop Unit 1					
		Rooftop Unit 2					
		Hot Water Boilers, Pumps, Flues					
		Controls Upgrade					
		Boiler Controller Upgrade					
		VAV Boxes Replacements (6-7/year @)	\$ 20,472	\$ 21,292	\$ 22,143	\$ 23,029	\$ 23,950
		Heater Replacements (2-3/year @)	\$ 10,529.00	\$ 7,019	7592		
		Exhaust Fan Replacements (1/year @)	\$ 2,632	\$ 2,737	\$ 2,847	\$ 2,960	
		Air Curtain Replacements	\$ 7,019				
		Elevator Modernization		\$ 85,000			
		<b>Total Mechanical</b>	\$ 40,652	\$ 116,048	\$ 32,582	\$ 25,989	\$ 23,950
	<b>Lighting Upgrades</b>	Level 1 Mouse Café		\$ 350			
		Level 1 Storytime	\$ 3,650				
		Level 1 North Staff	\$ 13,336				
		Level 1 East Public					



**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
		Level 1 East Staff	\$ 15,980				
		Level 2 Staff					
		Level 2 Public					
		Level 2 South Stacks		\$ 13,067			
		North Exterior					
		South Exterior					
	<b>Lighting+Ceiling Replacement</b>						
		Level 1 Stacks			\$ 1,200		
		Room Lighting Control	\$ 20,000				
		Level 2 North Stacks			\$ 1,000		
		Room Lighting Control	\$ 20,000.00				
	<b>Misc Lighting/Electrical Costs</b>						
		Upgrade Relay Panels	\$ 75,000				
		Panel Infrared Scanning			\$ 3,796		
		Telecommunication Upgrade					
		<b>Total Lighting Upgrades</b>	<b>\$ 147,967</b>	<b>\$ 13,417</b>	<b>\$ 5,996</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Plumbing</b>	Electric Water Heater	\$ 17,548				
		Hot Water Recirculation Pump	\$ 2,340				
		<b>Total Plumbing</b>	<b>\$ 19,888</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Report Summary</b>			<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
	<b>Building Review Report / smc</b>	<b>Total Architectural</b>	<b>\$ 28,122</b>	<b>\$ 36,603</b>	<b>\$ 6,959</b>	<b>\$ 157,912</b>	<b>\$ 689,062</b>

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2021	2022	2023	2024	2025
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$ 991,467	\$ -	\$ -	\$ -	\$ -
	Building Review Report / Elara	Total Mechanical	\$ 40,652	\$ 116,048	\$ 32,582	\$ 25,989	\$ 23,950
		Total Lighting Upgrades	\$ 147,967	\$ 13,417	\$ 5,996	\$ -	\$ -
		Total Plumbing	\$ 19,888	\$ -	\$ -	\$ -	\$ -
		Total Report	\$ 1,228,095	\$ 166,068	\$ 45,537	\$ 183,901	\$ 713,012

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
multiplier: 4% escalation per year			1.42	1.48	
Building Review Report / smc	Exterior Architectural	Brick Masonry			
		Exterior Steel & Soffits			
		Exterior Doors			
		Exterior Concrete Column			
		Exterior West Windows			
		Caulking			
	Interior Architectural	Glass and Glazing	\$ 7,828		
		Flooring (1/2 total flooring each			
		Painting	\$ 35,583		
		Entrance Doors & Operators		\$ 8,141	
		<b>Total Architectural</b>	<b>\$ 43,411</b>	<b>\$ 8,141</b>	<b>\$ 1,358,690</b>

Roofing Synopsis / Hutchinson Design Group					
	Membrane Roof				
	<i>*see report for area diagram</i>	Roof Area 1			
		Roof Area 3			
		Roof Area 5			
		Roof Area 6			
		Roof Area 9			
		Roof Area 11			
		Roof Area 12			
		Roof Allowances			
	Metal Roof Areas				

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
	<i>* replacement not required</i>	Roof Area 2			
	<i>numbers not included in total</i>	Roof Area 4			
		Roof Area 7			
		Roof Area 8			
		Roof Area 10			
		Roof Area 13			
		<b>Total Roofing</b>	\$ -	\$ -	\$ 991,467

<b>Building Review Report / Elara</b>	<b>Mechanical</b>	Rooftop Unit 1			
		Rooftop Unit 2			
		Hot Water Boilers, Pumps, Flues			
		Controls Upgrade			
		Boiler Controller Upgrade			
		VAV Boxes Replacements (6-7/year @)	\$ 21,350	\$ 22,204	
		Heater Replacements (2-3/year @)			
		Exhaust Fan Replacements (1/year @)			
		Air Curtain Replacements		\$ 8,881	
		Elevator Modernization			
		<b>Total Mechanical</b>	\$ 21,350	\$ 31,085	\$ 893,671
	<b>Lighting Upgrades</b>	Level 1 Mouse Café			
		Level 1 Storytime			
		Level 1 North Staff			
		Level 1 East Public			

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
		Level 1 East Staff			
		Level 2 Staff			
		Level 2 Public			
		Level 2 South Stacks			
		North Exterior			
		South Exterior			
	Lighting+Ceiling Replacement				
		Level 1 Stacks			
		Room Lighting Control			
		Level 2 North Stacks			
		Room Lighting Control			
	Misc Lighting/Electrical Costs				
		Upgrade Relay Panels			
		Panel Infrared Scanning	\$ 4,270		
		Telecommunication Upgrade			
		<b>Total Lighting Upgrades</b>	<b>\$ 4,270</b>	<b>\$ -</b>	<b>\$ 564,952</b>
	Plumbing	Electric Water Heater			
		Hot Water Recirculation Pump			
		<b>Total Plumbing</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,888</b>
Report Summary			2026	2027	Total Cost (2027 \$)
	Building Review Report / smc	<b>Total Architectural</b>	<b>\$ 43,411</b>	<b>\$ 8,141</b>	<b>\$ 1,358,690</b>

**Downers Grove Public Library  
Capital Needs Assessment Report**

Report Subsection / Presented by	Topic	Item	2026	2027	Total Projected Cost (2027 \$)
	Roofing Synopsis / Hutchinson Design Group	Total Roofing	\$ -	\$ -	\$ 991,467
	Building Review Report / Elara	Total Mechanical	\$ 21,350	\$ 31,085	\$ 893,671
		Total Lighting Upgrades	\$ 4,270	\$ -	\$ 564,952
		Total Plumbing	\$ -	\$ -	\$ 19,888
		Total Report	\$ 69,031	\$ 39,227	\$ 3,828,667

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Agenda Item 9A**

**Bylaws Update**

No substantive changes have been made to the draft Bylaws since their inclusion in the June Board packet. Some minor edits, such as commas, were made.

**Recommended Action:** Approve the Bylaws as presented.

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

## **Article I: Name**

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

## **Article II: Purpose**

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

## **Article III: Governance**

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

## **Article IV: Trustees**

### Section 1. Membership

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

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

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

### Section 2. Responsibilities

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

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

[Date approved]



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

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

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

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

## **Article V: Officers**

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

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

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

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

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

## **Article VI. Meetings**

Section 1. Regular Meetings.

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

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

C. Four trustees shall constitute a quorum.

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

[Date approved]

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

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

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

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

## **Article VII. Review of Bylaws.**

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

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

## **Article VIII. Indemnification.**

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

## **Addendum:**

References cited.

## References

American Library Association. [Library bill of rights](#). Adopted by Council of American library association at Atlantic City on. Atlantic City, 1938.

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

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

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

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

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

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

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Agenda Item 10**

**Librarian's Report**

Strategic Planning

Consulting firm ReThinking Libraries sent the preliminary draft of the high-level Strategic Plan, including mission and vision options, values, and goals. The Management Team reviewed the draft and a meeting with ReThinking Libraries is pending.

Illinois New Law and Legislation to Watch

The [Right to Read Act \(Illinois House Bill 2789\)](#) was signed into law on June 12, 2023. This new law requires, that as a condition of qualifying for grants through the Illinois State Library in the future, libraries or library systems would have to adopt a written policy prohibiting the practice of banning books. Alternatively, they could adopt the American Library Association's Library Bill of Rights, which includes a statement that "(m)aterials should not be proscribed or removed because of partisan or doctrinal disapproval." The [License to Read Act \(Illinois Senate Bill 2419\)](#), which would allow the State Librarian to negotiate with publishers of ebooks and audiobooks on behalf of libraries, is still awaiting the governor's signature. Additionally, Secretary of State Alexi Giannoulias included in his FY024 budget \$5 million in new funding for a statewide database package for libraries. This new program will save local libraries millions in coming years.

May PITS Incident Reports and Incident Tracker Implementation

There were 14 incidents in May. No incidents in May resulted in the suspension of library privileges beyond the person being asked to leave for the day. Eight incidents involved the behavior of teens/tweens. Three of the reports were made to track non-behavioral incidents. Two incidents tracked patrons calling the police. Incident Tracker, the new incident tracking software provider, has begun porting over the 5 years of existing incident data. Implementation is expected in August.

Freedom of Information Act (FOIA) Requests

The April commercial FOIA requester never responded to our April 24 follow-up. Three FOIA requests were received in May and one to date in June. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 2023**

**Department Reports – May 2023**

**Administration – Jen Ryjewski**

- Completed all required annual trainings (and then some): First Amendment Audits; Defibrillator Use; Fire Extinguisher Use; Blood Borne Pathogens; armed intruder Run, Hide, Fight; and harassment, sexual harassment, and discrimination
- Completed a first draft of a *Framework for Partnerships*, which will help us determine whether or not to create a given partnership with another community organization with the purpose of helping us to better meet and further our strategic mission and goals
- Finished updating and editing all of the staff evaluation forms for managers
- Met with Grace Goodwyn and Sharon Hrycewicz from the Innovation Team to discuss potential team ideas and budget for FY2024
- Worked with Scott Stockton from Quipu Group to get all of our data exported from *PITS* to *Incident Tracker*, the new incident tracking software that we will be using. Started work on configuring the new platform for use
- Prepared for the Strategic Planning Retreat by reviewing the findings book, catering dinner, writing thank you cards, etc.
- Worked several BOM shifts for Building Operations Director Ian Knorr in the absence of a library monitor

**Business Office – Katelyn Vabalaitis**

- Reviewed the staff evaluation forms in preparation for the 2023 annual evaluations.
- Attended the HR Department of One Roundtable, hosted by HR Source. This has been a very helpful networking opportunity.
- Attended the Library Administrative Assistant Networking Group (LAANG), hosted by RAILS. This is a newer group created for admin library staff and it's been immensely helpful to talk to staff from other libraries and see if we can improve our internal processes.
- Prepared for and attended the two-day Strategic Retreat.
- Assisted Building Operations Director Ian Knorr in phone interviews and started the in-person interview process to fill the vacant Building Operations Monitor position.
- Conducted an exit interview for a departing staff member.

## **Adult & Teen Services – Van McGary**

- Summer Reading Club kicked off this month on May 22 and will run through August 6. Patrons can dive into a great story this summer and earn fun prizes! Reading can be logged online via ReadSquared or through paper forms
- Adult programming highlights in May include: AANHPI Heritage Month Book Bundle, Grab & Go Crafts Orca Killer Whale Cross Stitch, Great Decisions, Homesteading in the 'Burbs, Genealogy: Digitizing for the Family Historian, Free Comic Book Day, Songs of the Civil War – Founder's Day Program, Genealogy Roundtable, Concert: We're Bach!, Illinois Libraries Present: On Being Fabulous w/ Jonathan Van Ness & Kristi Yamaguchi, PRC Job Workshop: Resume vs. Bots, and Detox Your Mind through Meditation
- The library also hosted the District 99 Transitions class this month, as we have all semester. This month, the group did a lovely button bouquet craft, which the group really enjoyed
- Library staff also ran Next Chapter Book Club, which is a literacy program for adults with intellectual and developmental disabilities. This group meets twice a month online
- Other Book Clubs at the library continue to be popular, including Real Reads, a monthly nonfiction discussion group, and Pages & Pints, a bimonthly fiction discussion group that currently meets offsite
- For patrons who have their own book clubs, the library offers nearly a hundred different book club bags, each with 10 copies of a title along with a discussion guide and author information. Any patron in the library may check out a Book Club Bag. A DGPL card is only required to reserve a bag for a future date. All bags must be returned at DGPL. Please contact Adult & Teen Services staff at [ats@dglibrary.org](mailto:ats@dglibrary.org) for assistance
- In May, ATS staff also held program on learning to play D&D as well as the bimonthly D&D Adventurers League for Adults & Teens 16+ of all experience levels. For additional role-playing materials, check out the library's exciting RPG collection located on the 2<sup>nd</sup> floor of the library on the other side of the board games!
- Teen programming highlights in May include: Maker Kits: Button Bouquets, Exam Cram Therapy Dogs, AANHPI Heritage Month Book Bundle, Service Project: Rescue Bears, Make and Take: Japanese Woodblock Printing, and Paint and Sip. Applications from View from Behind the Lens were accepted in May. The Series will begin in June
- Library staff have been working on updating the Binge Box collection. As before, Binge Boxes feature great themes with multiple movies in one set. They're now conveniently packaged in a regular DVD boxset and can be found in the catalog by simply searching "Binge Box". As before, Binge Boxes can be found on the slatted endcaps at the end of the AV collection on the 2<sup>nd</sup> floor
- Library staff have also been working diligently with PR staff to update the Research page on the website. The research page, featuring a wide variety of

databases, has been completely reorganized and features easy-to-browse categories as well as a search bar

- This month, Van and Josh attended the ILA Reaching Forward conference. Congrats again to Josh for his well-deserved win of the Oberman-Rich Award!

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

- May was the home stretch of preparation before the Summer Reading Club began. The Kids Room visited 2725 students in their classrooms to promote our Summer Reading Club: "Dive into a Great Story." The Kids Room staff spent Saturday, May 20<sup>th</sup> transforming our room into an amazing underwater environment. The program officially started on May 22<sup>nd</sup> and we are off to a great start
- Library Assistants Gracie Ruyle, Sandy Rizzo, and Kristin Purcell attended the Reaching Forward conference on May 5<sup>th</sup> in Rosemont, IL. They attended sessions on programming, intellectual freedom, and more
- Throughout the month of May, the 2<sup>nd</sup> grade classrooms from a majority of District 58's elementary schools stopped by the library during their downtown DG history field trip. Besides visiting the Blodgett house, the Main Street Cemetery, and the DG History Museum, students learned about library history, received a tour of the circulation workroom and fed the book sorter. District 58 felt the field trip was extremely successful and have already asked the library to do it again in Fall 2023, with the library being a stop for every elementary school
- Summer Volunteer sign up occurred on Wednesday, May 17<sup>th</sup> and Saturday, May 20<sup>th</sup>. Reference and Technology Coordinator Sharon Hrycewicz signed up 84 students between the grades of 6<sup>th</sup> and 12<sup>th</sup> to assist the library with Summer Reading Club prize handout. These volunteers are extremely helpful and important to the smooth running of the SRC
- 2022-2023 School Year Outreach Report
  - Outreach Coordinator Erin Linsenmeyer did a fantastic job expanding and increasing our department's outreach efforts during the school year
  - We had 333 separate outreach visits this school year where we saw 11,081 children
  - We increased the number of preschool locations that we provide regular storytimes to from 7 to 13 and now visit every corporate/non-school or church based preschool in DG. Some schools we visit monthly and others we visit bi-monthly
  - We visited classrooms at Herrick, Highland, Lester, Indian Trail, Henry Puffer, Avery Coonley, El Sierra, and Whittier school providing booktalks, digital literacy training, community day presentations, and coding
  - We filled 34 book bundles for teachers and teacher librarians at 12 different local schools including 8 District 58 schools, Tutor Time, and West Suburban Community Pantry

- We attended a variety of community events including literacy and math nights at elementary schools, Night at the Firehouse and the Building Bridges PTA Fair
- We hosted field trips for Giant Steps, Girl Scout troops, boy scouts troops, and helps boy scouts complete their Reading Merit Badge
- Erin also provided assistants to adults during the school year by providing material selection and weeding help to Lester, Hillcrest, Fairmount, Belle Aire, and Henry Puffer schools. She provided professional development for Immanuel Lutheran preschool teachers, presented at the District 58 New Teacher Luncheon, and presented at principal meetings

### **Circulation - Christine Lees**

- May proved to be an extremely busy month; we had 7,419 more visitors May 2023 versus May 2022!
- We completed 971 locker holds this month and processed 180 library cards
- We hosted multiple student classroom tours in the department to show students our sorter, in total 190 local students came through our department for a tour. We love introducing students to the mechanics of the sorter and to see their fascination with this piece of equipment
- Christine Lees & Tricia Thompson hosted two separate library tours for folks who are interested in installing lockers at their library. We met with both Fox River Valley Library district and Bolingbrook Library for tours, each group stated how helpful the tour was in helping them to decide to move forward with locker systems
- We created a “Professional Library” of materials for our staff to check out to learn about topics on communication, patron service, time management, and more
- Kathy Moran went to El Sierra school for an event to help register folks for library cards and was amazed at the positive feedback received from the parents and students about how important our library is to them and their families
- Circulation staff members Jill Pitelka and JR Donasco both received compliments on their patron service via the How Did We Do forms. They always offer amazing service and we love to hear such positive feedback!

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

- IT was down a few staff members due to random illnesses and the like for a great deal of the month. Thank you to all for your patience and well wishes
- IT Manager Paul Regis reached out to numerous vendors about the one missing component of the library’s soon-to-be-updated WiFi network. Unfortunately, the device is on back order at all reputable suppliers. No ETA at the moment but Paul is hopeful that it will arrive over the summer
- Media Lab Coordinator Ed Bromiel and Technology Trainer Anne Jagielski assisted ATS during Preservation Week in the beginning of the month. They



outlined the various digitalization tools that the library offers (slides/negative scanners, a new 8mm film converter, etc.)

- IT and the People's Resource Center offered a combined 10 classes in May, reaching 37 students

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

- Cindy Khatri, M&C Manager, worked on preparations for the Legacy Wall's arrival, including coordinating with EQDG and the Legacy Project on installation dates, the private reception, and press communications. The Legacy Wall was installed on May 30
- PR prepared for June's Pride Month celebrations, including updating the Celebrate page on the library's website, and coordinating with EQDG around program collaboration and the window paintings
- The team worked with Adult and Teen Services to prepare for the formal launch of the Rising Reads collection and the new sci/fi fantasy book club, Stellar Reads
- Cindy attended the last session of the monthly RAILS EDI Learning Cohort. This program was designed to develop to develop library staff and provide training resources
- Outreach season has officially begun for the PR department! The first Farmers Market was a success and saw over 430 community members visit the table. The library also attended the Park District's concert series and interacted with over 50 community members at that program
- Cindy and Brian, Marketing and Communications Strategist, attended a training session about MessageBee, a new email software SWAN is implementing for automated material notices. This will be an exciting upgrade, as messages will be much easier for patrons to understand with the addition of material photos and clear text blocks
- The PR Team prepared for Summer Reading Club in a multitude of ways, including: developing and coordinating the downtown scavenger hunt (which has 23 businesses participating); executing website updates; designing, printing, and distributing of tracking forms; assistance in creating decorations for the public desks; assisting in the development and coordinating the orders for prizes and staff shirts; coordinating the promotion of the program including signage, social media mentions, and more
- Grace Goodwyn, Graphic Design and Gallery Coordinator, collaborated with Cindy, Ian Knorr, Building Operations Director, and Danny Bartkowiak, Building Monitor, to create a business-card-sized ban card. The ban card will be supplemental material to be handed out that will feature information about who to contact with questions about a ban as well as when the ban has ended
- The team began work on the July/August issue of Discoveries
- Banners promotion Summer Reading Club and Adult Playaways were hung at Fishel Park and the Downers Grove Rec Center

- Cover to Cover's episode featured a film discussion about Turning Red in celebration of AANHPI Month
- The galleries featured artists Rich Stachon and Tracy Jones. The Meet the Artist event was popular with over 75 patrons attending the event to learn more about Stachon and Jones

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

- Access staff had a very busy month with the extra ordering and processing that goes with preparing our shelves for summer reading. In addition to this, we worked with KR staff to continue work on updating the Toddler books call numbers to align with all other collections in the kids room
- Michelle and Lucas worked with Kids Room staff to create additional procedure documents for specific collections that we get updated once a year. These include the Caudill, Monarch, and Bluestem award books as well as summer reading
- We are starting to use Google Classroom to organize our projects and procedures. We plan to continue adding information and using it over the next few months to evaluate whether it is useful tool for the department in the long-term
- Kira worked on multiple reclassification projects in adult nonfiction. This work included locating items on the same topics that were housed within different Dewey Numbers, identifying which Dewey Number we want to have all of these titles united under, updating the corresponding call numbers and spine labels, and creating documentation for the local practice for future reference when processing items on the same subjects
- Lucas hosted the RAILS Technical Services Networking Group meeting here at DGPL. This group is for Technical Services managers throughout Illinois and it meets quarterly. This was the first time the group met in person since before the COVID-19 pandemic began in 2020. We held the meeting in a hybrid model so that folks were able to attend in person or virtually. Thank you to Cindy, Ian, Katelyn, and Kira for all of their help in setting up the room and welcoming our guests!

	<b>Adult &amp; Teens</b>	<b>Kids</b>	<b>Both</b>
<b>Items Added</b>			
<b>Print</b>	1354	1022	
<b>AV</b>	227	4	
<b>Items Discarded</b>			

<b>Print</b>	1123	268	
<b>AV</b>	478	5	
<b>Items Repaired</b>			845
<b>Items Reclassified</b>			574
<b>Original Records</b>			34

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

- Complete Cleaning Company took over as our nightly cleaning vendor. We have received a number of compliments from patrons and staff about how much better the building looks and feels. Unless something drastically changes, I feel confident in keeping them on as our provider going forward
- I met with programmer Karen Bonarek about an upcoming adult program that will take place after hours and worked out the logistics with her
- I am working with Shooter Detection Services to obtain a quote for their gunshot detection equipment. This equipment can be integrated into both of the new camera software systems I am looking at
- I met with Cory from OpenEye Video Surveillance which offers on-site and cloud based storage for camera footage
- I met with Chris Miller of Elite-Tech Systems to discuss security upgrades for the building including card access that would replace the key pad door locks
- I attended Ryan Dowd's webinar "Kicked Out" – How to safely ask someone to leave. This was a refresher of the core training with some new information
- I had meetings with two patrons that were coming off of library suspensions. One of the new practices I have been implementing is having a meeting with any patron suspended for egregious or repeat offenses before their suspension is expired. My hope is that they have a better understanding in following the libraries code of conduct. So far it has been successful.
- I held phone/in-person interviews with candidates for the open Monitor position

May						
Circulation	MAY 23	%	MAY 22	%	MAY 21	%
<b>Checkouts</b>						
Selfchecks	9,599	25%	29,501	76%	10,253	34%
Staff desk	28,021	73%	8,281	21%	29,725	74%
Lockers	971	3%	845	2%	0	0%
<b>Total checkouts</b>	<b>38,591</b>		<b>38,627</b>		<b>39,978</b>	
<b>Renewals</b>						
Auto Renewals	31,717		32,032		29,292	
Selfchecks	12		5		6	
Staff desk (incl. phone)	391		319		343	
Patron self-renewals on website	826		0		0	
Patron self-renewals on Bookmyne	0		0		577	
BlueCloud Mobile/Web services (22 & 11)	0		615		89	
<b>Total renewals</b>	<b>32,946</b>		<b>32,971</b>		<b>30,307</b>	
<b>Total item checkout and renewals</b>	<b>71,537</b>		<b>71,598</b>		<b>70,285</b>	
<b>Digital Circulation</b>	<b>13,911</b>		<b>12,595</b>		<b>12,312</b>	
<b>Total Circulation</b>	<b>85,448</b>		<b>84,193</b>		<b>82,597</b>	
<b>Reserves Processed</b>						
Received from ILL	4,587		4,437		4,755	
ILL sent	4,049		3,691		4,235	
OCLC requests processed	197		118		183	
<b>Gate Count</b>						
North	20,968		16,199		12,059	
South	13,257		10,607		5,503	
<b>Total</b>	<b>34,225</b>		<b>26,806</b>		<b>17,562</b>	
Lockers	971		845		0	
<b>Gate Count and Lockers Total</b>	<b>35,196</b>		<b>27,651</b>		<b>17,562</b>	
<b>Curbside Count</b>	<b>0</b>		<b>0</b>		<b>407</b>	
<b>Registrations</b>						
New resident library cards	174		172		108	
New fee cards	4		1		0	
Professional Development Hours	62		25		120	
Cost of Professional Development	\$0		\$0		\$0	

**Circulation**

	May 2022	May 2023	YTD Totals			
Adult	36,261	37,113	186,849	187,133		
Teen	1,863	1,863	8,819	8,190		
Children	33,474	32,561	174,938	174,384		
Download	12,595	13,911	62,108	69,725	YTD Difference	
<b>Total</b>	<b>84,193</b>	<b>85,448</b>	<b>432,714</b>	<b>439,432</b>	6,718	1.6%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	25,671	69.17%	3,001	8.09%	6,224	16.77%	2,217	5.97%	37,113
Teen	1,773	95.17%	44	2.36%	24	1.29%	22	1.18%	1,863
Children	28,326	86.99%	1,247	3.83%	1,749	5.37%	1,239	3.81%	32,561
<b>Total</b>	<b>55,770</b>	<b>77.96%</b>	<b>4,292</b>	<b>6.00%</b>	<b>7,997</b>	<b>11.18%</b>	<b>3,478</b>	<b>4.86%</b>	<b>71,537</b>

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,309	75.18%	15,720	9.91%	16,489	10.39%	7,183	4.53%	158,701
Children	78,959	86.35%	2,944	3.22%	7,489	8.19%	2,051	2.24%	91,443
<b>Total</b>	<b>198,268</b>	<b>79.26%</b>	<b>18,664</b>	<b>7.46%</b>	<b>23,978</b>	<b>9.59%</b>	<b>9,234</b>	<b>3.69%</b>	<b>250,144</b>

**Book Collection**

	May 2022	May 2023	YTD Totals		YTD Difference	
Adult	118,005	119,309				
Children	79,220	78,959				
<b>Total</b>	<b>197,225</b>	<b>198,268</b>	<b>197,225</b>	<b>198,268</b>	1,043	0.5%

**Audio Collection**

	May 2022	May 2023	YTD Totals		YTD Difference	
Adult	15,562	15,720				
Children	2,898	2,944				
<b>Total</b>	<b>18,460</b>	<b>18,664</b>	<b>18,460</b>	<b>18,664</b>	204	1.1%

**Video Collection**

	May 2022	May 2023	YTD Totals		YTD Difference	
Adult	16,114	16,489				
Children	7,503	7,489				
<b>Total</b>	<b>23,617</b>	<b>23,978</b>	<b>23,617</b>	<b>23,978</b>	361	1.5%

**Miscellaneous Collection**

	May 2022	May 2023	YTD Totals		YTD Difference	
Adult	7,156	7,183				
Children	2,028	2,051				
<b>Total</b>	<b>9,184</b>	<b>9,234</b>	<b>9,184</b>	<b>9,234</b>	50	0.5%

**Rooms & Spaces**

	May 2022	May 2023				
Community Use of Rooms	860	1,178				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	52	112				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>912</b>	<b>1,290</b>	<b>4,534</b>	<b>6,560</b>	2,026	44.7%

**Programs Offered**

	May 2022	May 2023				
Library Programs Offered						
Adult	32	39				
Teen	8	8				
Children	65	81				
Self-Directed Programs Offered						
Adult	12	13				
Teen	8	4				
Children	2	5				
<b>Programs Offered Total</b>	<b>127</b>	<b>150</b>	<b>574</b>	<b>724</b>	150	26.1%

**Program Attendance**

	May 2022	May 2023				
Library Program Attendance						
Adult	1,687	1,161				
Teen	79	152				
Children	6,086	5,987				
Self-Directed Program Attendance						
Adult	884	1,433				
Teen	257	61				
Children	105	170				
<b>Program Attendance Total</b>	<b>9,098</b>	<b>8,964</b>	<b>18,482</b>	<b>24,872</b>	6,390	34.6%
Virtual Program Views Total	565	399	1,861	2,681	820	44.1%

**Website Views**

	May 2022	May 2023	YTD Totals	YTD Difference		
Total Website Views	27,610	39,350	142,398	165,206	22,808	16.0%

## Statistics for May 2023 (FY Jan-Dec)

**Library Visits**

	May 2022	May 2023				
Gate Count	26,806	34,225				
Locker Pickups	845	971	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>27,651</b>	<b>35,196</b>	<b>130,158</b>	<b>169,331</b>	39,173	30.1%

**One-on-One Services**

	May 2022	May 2023				
One-on-Ones	36	27				
Homebound	6	5				
Notary	29	30	YTD Totals		YTD Difference	
<b>Total Sessions</b>	<b>71</b>	<b>62</b>	<b>282</b>	<b>367</b>	85	30.1%

**Computer User Sessions**

	May 2022	May 2023				
Adult	1,458	1,776				
Children	497	674	YTD Totals		YTD Difference	
<b>Total</b>	<b>1,955</b>	<b>2,450</b>	<b>9,569</b>	<b>12,287</b>	2,718	28.4%
Wireless Sessions	968	1,165	4,636	5,185	549	11.8%

**Printing Services**

	May 2022	May 2023				
Poster	1	3				
3D	13	10	YTD Totals		YTD Difference	
<b>Total Prints</b>	<b>14</b>	<b>13</b>	<b>82</b>	<b>126</b>	44	53.7%

**The Cupboard**

	May 2022	May 2023	YTD Totals		YTD Difference	
Total Donations	1,506	1,891	13,535	8,578	-4,957	-36.6%