

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance and Land Acknowledgment
3. Roll Call
4. Consent Agenda ACTION  
(Any item on the Consent Agenda may be removed by any Trustee for separate consideration)
  - a. June 28, 2023 Regular Meeting
  - b. October 26, 2022 Executive Session
  - c. November 16, 2022 Executive Session
  - d. January 25, 2023 Executive Session
  - e. February 22, 2023 Executive Session
  - f. June 2023 Financial Report
  - g. July 2023 Invoices
5. Public Comment\*
6. Trustee Comments
7. New Business
  - a. Public Comment Rules ACTION
  - b. Update to Capital Needs Assessment 2017-2027 ACTION
  - c. Transfer of Funds to Library Capital Replacement Fund ACTION
8. Unfinished Business
  - a. 2024 Draft Budget ACTION
  - b. 2023-2028 High-Level Strategic Plan ACTION
9. Library Director's Report
10. Executive Session
  - a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee
11. Adjournment

\*Public Comments may also be submitted online at [dglibrary.org/feedback](https://dglibrary.org/feedback) or emailed to the Board of Library Trustees at [libraryboard@dglibrary.org](mailto:libraryboard@dglibrary.org)

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JUNE 28, 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 7:31 pm and led the room in the Pledge of Allegiance. President Gigani then read aloud the Downers Grove Public Library Land Acknowledgement.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, Trustee Marti Sladek, President Swapna Gigani. Absent: None.

Library staff present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Adult & Teen Services Manager Van McGary.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. May 17, 2023 and May 18, 2023 Committee of the Whole Meetings and May 24, 2023 Regular Meeting. It was moved by Khuntia and seconded by Humphreys THAT the Minutes of the May 17, 2023 and May 18, 2023 Committee of the Whole Meetings and the Minutes of the May 24, 2023 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Sladek, Gigani. Nays: None. Abstentions: Nienburg.
5. **Financial Matters.**
  - a. May 2023 Financial Report. Library Director Julie Milavec presented the report. She reported that as of the end of May, the first installment of property tax was received and revenues were as expected. On the expenses side, line 5323 Special Legal will be over budget due to the third-party personnel investigation. Expense line 5470 Other Equipment Repair and Maintenance is at 119.4% due to repair needs. The Building Operations Director offsets any overages by going under budget in line 5430 Building Maintenance Services.

- b. June 2023 Invoices. It was moved by Khuntia and seconded by Humphreys THAT the payment of June 2023 Capital Replacement Fund invoices totaling \$25,129.02, the payment of June 2023 Operating Fund invoices totaling \$132,812.53, the acceptance of June 2023 Operating Fund credit memos totaling \$60.50, and the ratification of May 2023 payrolls totaling \$267,266.50 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Gigani invited comment.

Laura Hois stated: "I will address three topics regarding the bylaws. Number one, the direction this Library Board is going. Number two, the direction we would like you to go. And number three, the reasons we ask you to engage in true nondiscrimination, inclusion, and local rule. Number one, the direction this library is going. Since 2020 this Library Board has pushed for radical leftist and anti-racist changes to the library's culture and policies in ways that violate the U.S. and Illinois constitutions, civil rights laws, and the Illinois Local Library Act, which is referenced in the current bylaws. The Local Library Act requires the Board to render the use of this library for the greatest benefit to the greatest number of residents and taxpayers. This Board's proposed new bylaws, to be considered tonight, leave any reference to the Illinois Local Library Act. This may be a way to avoid future violations of the Act and may signal that you no longer intend to answer to local residents and taxpayers, notwithstanding the strategic planning that has been active here. Article three of the proposed bylaws under governor governance states that this Board will operate under legal authority of the State of Illinois, including but not limited to the U.S. and Illinois Constitutions and the Illinois Library Act, not the Local Act, the Library Act, and other regulations propagated by the Secretary of State. The buzzwords "operating under legal authority of the state" means submitting to state authoritarian control. The state prioritizes sexualization of children for the national sex education standards, gender influencing that has been pushed by Governor Pritzker, and woke practices supported by the Secretary of State Alexi Giannoulias, State Librarian. On TV, Giannoulias said parents and only parents have the right and responsibility to restrict their children's and only their children's access to library resources. But what he really means is that only parents can try to restrict their children's access, while schools and public libraries have sexual materials on display everywhere, and they continue to push sex education on our kids. The amazing thing is, Giannoulias ran on a platform of rebuilding trust in our public institutions. Downers Grove Library's newly proposed article three reveals plans to subscribe to and affiliate with the American Library Association, a Marxist-led organization. It says they will look to the American Library Association Bill of Rights for guidance and will adopt such guidance when required by law. This is disturbing. The American Library Association Bill of Rights linked to the proposed bylaws states that books and library resources should be provided for the interest, information, and enlightenment of all people in the community, and so on. Sounds good. But the language is designed to deceive us. The American

Library Association presents only the left-wing point of view that supports exposing children to leftist ideologies and sexually explicit materials and the Bill of Rights says a person's right to use the library should not be denied because of a person's age. Does this mean that minors have the right to freely access pornography in Downers Grove Library? Let us test the ALA Bill of Rights as it would apply to recent restrictions taken by this library. On February 9, 2023, Allyson Renell, Children's Services Manager, denied a resident's request for children's story time featuring the book **As You Grow** by Kirk Cameron. In her email, Allyson said, "We don't think **As You Grow** is a good candidate for inclusion in our regular storytimes. Because story times are open to the community, including those of various faiths, we make it a point not to share any storytimes that come from a particular faith. Further, our goal is for anyone who walks into our regular storytime to feel comfortable and welcome." Kirk Cameron's faith-based book has been denied at 50 woke libraries across the country. Unfortunately, these libraries feature sexually explicit materials for children, drag queen story hours, and the trans cult is widely known as a religion indoctrination. They all refused to allow children to hear a book about biblical values and wisdom. On June 1, 2023, a local resident asked the Adult and Teen Services Manager here. He said he had never seen a conservative-leaning book in the Hot Reads section of the library. So he asked, could there be some balance? The request was denied. Van McGary said, "Unfortunately, such a display or section would not be possible for us to create. The materials in our collection are curated by library staff using library's collection development policies." So, the Downers Grove Library curating policies allow left-leaning books but don't tolerate conservative views or books. So, here's what we are asking. The direction we'd like the Downers Grove Library's to go is to not approve the proposed bylaws as drafted, but instead publicly disavow the American Library Association and affirm local control for issues pertaining to this community's library, review the library budget and determine whether grant money is, how much is received and appropriated by the library system. Limit the chaos around book banning."

Jenny Levine stated: "The Library Bill of Rights is the American Library Association's basic policy on intellectual freedom and library service. It is based in part on the legal framework for the provision of public library service provided by the first amendment to the U.S. Constitution, which protects and promotes library users' intellectual freedom through its guarantees of freedom of speech, freedom of the press, and the right to receive information. It is comprised of seven articles intended to guide the provision of library services for users of all ages. The framework provided by the Library Bill of Rights addresses the library's obligation to provide users access to all available materials and all points of view. To that end, I have seen plenty of conservative books in this library in the new book section and featured elsewhere. It also addresses the obligation to avoid discrimination in the provision of library services. It is thus rooted in the United States' long commitment to protect individual liberties. The courts have repeatedly said that children and students have first amendment rights. ALA's

commitment to freedom of speech, freedom of the press, freedom of inquiry, and freedom of belief without government interference is reflected in its landmark statement, the Freedom to Read, which we should all be grateful turned 70 years old this year. It says among other strong statements in support of individual rights, and we are individuals, the freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. That includes parents. I am a Dowers Grove resident who is proud that our library has faith in free people. A quick history lesson. The first version of the Library Bill of Rights was created in 1938 by Boris Foley, who was the director of the Des Moines Public Library. He wrote the document to address mounting concerns over the growing intolerance, suppression of free speech, and censorship affecting the rights of minorities and individuals that Spalding observed in Nazi Germany and in the United States itself. He presented it before the Des Moines Library Board and the Board adopted it as a proclamation that they would not give in to pressures to censor items from their collection. One year later, the revised document was adopted by the American Library Association. It did not come from ALA. From its origins as a document to address Nazi book burning, suppression of free expression, and political dissent, it has been used to campaign against McCarthyism and discrimination on the basis of race, sex, religion, gender identity, sexual orientation, ethnicity, and immigration status. It is firmly rooted in the first amendment and the profession's commitment to protecting intellectual freedom and protecting the rights of all library users. I am grateful to this Board, this Director, and this staff for protecting my first amendment rights as well as everyone else in this room. Thank you for your commonsense approach."

Sasha Provtic stated: "I'm a resident of Downers Grove. I'm here to show my support for the Board, and the library, and the ALA Bill of Rights. And just to further what she [Jenny Levine] was saying, the adoption of the Library Bill of Rights was in 1939 and it was introduced with the following statement: "Today, indications in many parts of the world point to growing intolerance, suppression of free speech, and censorship affecting the rights of minorities and individuals." I am stunned that words written in 1939 in the face of fascism and Nazism resonate so strongly today and I fully support what you're doing. Thank you."

**7. Public Comment on Other Library Business.** President Gigani invited comment.

Jim Wool stated: "My name is Jim Wool. When we requested to paint the library's windows to honor Memorial Day, we were told by Julie Milavec and Jen Ryjewski that there was a standardized procedure to be followed by all groups that requested to paint the windows. We were told that we had to submit an email request seeking permission and explain what we would paint on the windows. This was a reasonable request and we obliged. However, the simple request to paint the library's windows became mired in unnecessary controversy which

uncovered Julie and Jen's dishonesty. Their dishonesty caused me to be suspicious of this supposed standardized procedure. I asked Julie and Jen for the 2022 and 2023 emails by the group who paints the windows in the month of June. After all, Julie and Jen said that all groups had to abide by this formal process. I did not receive the requested emails. It was only after I submitted a FOIA request that I received the emails for 2022, but I did not receive the 2023 emails that I also requested in the FOIA. Upon reading the emails, I understood why Julie and Jen were so reluctant to share the emails with me. The group in June never sent any emails to Julie or Jen requesting permission to paint the windows or explain what they were painting. Instead, the email showed a coordinated effort by Cindy Khatri, who is the library's Marketing and Communications Director, Janene Cerulli, who is the Public Relations Specialist for the town of Downers Grove, David Humphreys, a member of this Board, and Kathryn Deiss, the co-chair of the EQDG as to how they would promote Pride Month. Not one email was addressed to Julie or Jen and not one email requested permission to paint the windows. In other words, this formal process of requesting to paint the windows was only established when we asked to paint the windows to honor Memorial Day. Julie and Jen, both of you lied about the procedure to paint the windows. This whole ugly episode has exposed Julie's behavior and Jen's behavior as unprofessional and disgusting. There is nothing political about Memorial Day, but Julie and Jen, both of you made it political. We just wanted to honor the men and women who died for this country. Julie and Jen, you were worse than deceitful. You lied and as a result, you made our men and women in uniform who died a political issue. The people who gave their lives in defense of our liberties allow us to have these conversations today, allow me and others to freely address this Board. Why do other groups' messages take precedence over our fallen men and women in uniform? In the library's Framework for Releasing Anti-Hate Statements, one stated goal is to model behavior that we would like to see in the community. Is lying a behavior you would like to see in our community? This is shameful behavior from two people who hold positions of public trust in this community. I am baffled, but sadly, not surprised by Julie's behavior and Jen's behavior. Your true character is on display. Julie and Jen, both of you are liars. Do the rest of you stand by their behavior?"

Kathryn Deiss stated: "I'm the co-chair of Equality Downers Grove. My co-chair, Frank Cody, is over here. I just wanted to address, first of all, my father was in the armed services. I know what the armed service is doing, and I have great respect for the armed services and everything that they have done for this country. I want to say as someone who's worked with organizations before, I know that policies change and there are new policies that are introduced. Last year there was not a policy for painting windows, and this year there was. We were advised of such a policy for the windows; we wrote and had our artist who was assigned to the library windows describe what she was gonna paint. That was then given to the library staff to approve or disapprove. They approved that design. The words had to be approved as well as the visual. And so I think that

the policy changed; we were observant of that policy and complied with it. I think last year there wasn't this policy, but policies are introduced for a good reason. And so, I just wanted to sort of straighten out those facts and to thank the library for being a good supporter of all of us, and I appreciated the window that was up in May. And I think the library does a good job of representing all of us. Thank you."

Ilene Briner stated: "My monikers are Catholic woman and I too am proud of who I am. Please again give us an update to the personnel matter that the library is involved in. What's the current stage that it's in? Investigation, arbitration, litigation, or settlement? Thank you in advance for that information. Tonight, I'd like to address the Land Acknowledgment statement that's read right after the Pledge of Allegiance and appears prominently on the website with more that can be read. In listening to the August 2021 Board Meeting where you approved the Land Acknowledgment statement, you agreed that this was a living document that could be altered. I'm here tonight to ask you to amend the statement in two ways. In paragraph six, it reads the "Federal government and Catholic Church officials coerced Native families into sending their children to live and attend classes at boarding schools without visitation." In your cited materials, it says, "The Federal Indian Boarding School Policy has been a collaboration of the Christian churches and the federal government since its earliest inception." Several Protestant faiths are named but not Catholic. In 1872, the Board of Indian Commissioners allotted 72 Indian agencies to various denominations. The Catholic church received 7% of the students; 7%. That's hardly a majority. On page five of the same document, it reads: "The Catholics, having been initially excluded from the Board, argued fervently that the children should have the freedom to choose their religion." I demand that paragraph six of the Land Acknowledgment be changed to reflect the information in the cited materials and that an apology be given to the Catholic Church. I would also like to add an article to your resources following the extended statement. The article is from the Washington Free Beacon, June 12, 2023, titled "Our Financial Loss Is Nothing to Celebrate: Navajo Protest Biden's Ban of Drilling on their Sacred Land" by Colin Anderson. I'll leave a copy with the secretary. It reads, "Go home, Native protesters tell Interior Secretary Deb Haaland ahead of the Sunday event. Members of the Navajo nation blocked the Biden Administration official from entering a New Mexico National Park on Sunday where the Administration planned to celebrate its ban on oil and gas leasing in the area. At issue was Haaland's June 2nd decision to ban for 20 years oil and gas leasing within 10 miles of Chaco Cultural National Historical Park, a move she said would protect a sacred place that holds deep meaning for the indigenous people. Many Navajo nation landowners, however, disagreed as they depend on the revenue they earn from leasing the land to oil and gas companies. Haaland planned to celebrate the ban at her Sunday event, prompting condemnation from Navajo President Buu Nygren. The financial and economic losses that are impacting many Navajo families as a result of the Secretary's recent land withdrawal are nothing to celebrate, Nygren said in a statement. As leaders of the Navajo Nation, we

support the Navajo Allottees who oppose the withdrawal of these public lands. Navajo nation leaders say, Haaland, whose office declined to comment, failed to adequately consult them before issuing the 20-year oil ban on gas and oil drilling. But Haaland did provide access to her daughter's Green Group, Pueblo Action Alliance, which works to end both oil and gas production as well as imperial capitalism. Haaland last year met with the group's executive director who referred to the Biden appointee as anti-Deb. Haaland's daughter, meanwhile, represented the group on a December Washington DC lobbying trip aimed at securing the oil and gas ban around the historical park. Just months later, Haaland's daughter got her wish." As you can see after 200 years, the government is still dictating to the indigenous people. I'll leave a copy with the secretary. Thank you for your considerate attention."

Werner Kiuntke stated: "Hello, my name is Warner Kiuntke, and I'm a resident of Downers Grove, and I am really proud of our library and the welcoming community that it fosters. So, I'd like to make the remarks tonight to the Board as well as to the audience. What I'd like to begin with is that when the Board begins, you always make reference to the indigenous people. I am not from a nation of indigenous people, but indigenous people are one of us. Several weeks ago, we celebrated Juneteenth. I am not Black, but the African American is one of us. As we end Pride month, I acknowledge what Downers Grove and the library have done. I am not gay, but the LGBT community is one of us. In our community, we have synagogues, mosques, Buddhists and Hindu temples. These are not my faith, but the religion is one of us. I am not Hispanic, Asian, Arab, or from indigenous tribes from many of those countries, but each of those persons is one of us. A person who is homeless, indigent, or disabled; I'm not one of those people, but they are also one of us. So, what actually is DEI, which has come under conversation so much during these Board meetings? It is me, my fellow European heritage persons, and my community learning about the backgrounds and experiences of people who do not look like me. And the way to do this is by reading the books at the library, educating our children, and welcoming people who are not like me. Our community also needs to have more events like Pride Month, Juneteenth, and others. And we need to begin talking to one another. Over the weekend, there were two demonstrations in Atlanta outside of two synagogues with Nazi flags and outfits. With the Fourth of July bearing down on us, I would like to leave us with these thoughts. Let us honestly say with liberty and justice for all."

Robin Tryloff stated: "My name is Robin Tryloff. I've lived in Downers Grove for more than 30 years and I've served on the Downers Grove Public Library Foundation Board of Directors since 2017. First, I want to address the accusation that the ALA is Marxist. It is not. It is a body of professionals that represents the profession and leads and maintains its standards. ALA is governed by an elected council which is its policy-making body and an executive board which acts for the council and the administration of established policies and programs. The Board delegates management of the Association's day-to-day operation to the



executive director. It is in our best interest for our library to benefit from the best practices and standards the profession offers and that requires affiliation with the ALA. I'm pleased to see that the library's revised bylaws, which will be voted on tonight, include in Article Three, Governance, that the American and the Illinois Library Associations standards and the ALA Bill of Rights provide guidance to the Board and are adopted when required by law. We benefit enormously from the programs and services state funding offers, funds we would lose if our library disassociated with ALA, which leads me to the question of whether the library needs this funding. My answer: Absolutely. The library is a place where people who can't afford a home computer and internet connection can access them, that serves as an information commons and gateway to global collections, supports informal self-education and civic and cultural activities of groups and organizations, and so much more. In a library, what services or help you get does not depend on how much money you can spend. It's a place where if you need help, all you have to do is ask. In short, libraries, and the Downers Grove Public Library especially, are bastions of this country's founding principles of liberty and democracy."

It was moved by Dougherty and seconded by Nienburg THAT the Public Comment portion of the agenda be extended. Motion passed by voice vote.

Janet Wittingham stated: "I'm a Downers Grove resident and I want to congratulate the Board and thank you for the Legacy Wall exhibit. It is informative, educational, very moving in many respects, and beautifully presented. Folks I talked to who have seen it have agreed. It is well worth the view. I hope the caliber of this exhibit will be the standard for displays and activities going forward, and the formality of it, the presentation is so wonderful that it's beyond criticism and it's just fabulous and some of the other activities are maybe a little ill thought or ill-advised in my opinion. But I think that the standards that we have for excellence in this library are displayed in the Legacy Wall and I again thank you for that."

Dorothy Crawford stated: "My name is Dorothy Crawford. I live in Downers Grove and have lived here forever, since I was about 24. Anyways, I just want to make a statement and the statement is this: I have no right to pick anybody else's books. As a teacher, I always said I have no right to choose your books, I have no right to make a judgment on your books. Those are the things that you wish to read. I want you to read. That's what I want you to do, I want you to read. So, all I want to say is that I don't have a right to tell anybody else what to read. I think the library should be full of all different types of ideas and points of view and not one way or the other. Because I think a library is what gives us all the ability to grow and develop and not stick in a place where we are. And I will not tell anybody else what they have the right to read. And I don't think anybody else has the right to tell me, my children, and my grandchildren what it is they will read or what it is they will not be able to read in a public library. If you want to go to a library that only has certain kinds of books, great. Start that kind of library. If you

want to go into a library that has these kinds of books, start that kind of library. If you want to come to a communal library of a community that includes everybody in this entire room, then you come to this library and you find the books that you are interested in, and then you give them to your children, and you don't give your children the ones you don't like. It's real simple. You know, take the books off the shelf, you put the books on the shelf, and you let your children read them or you choose to reduce their reading. That is your prerogative as a parent, as a grandparent, as an aunt and an uncle. But it is not anybody else's prerogative to tell me and mine what we can and we cannot read. I don't make excuses for what I read and nobody in here should ever make an excuse for what you read. Reading is everything. You cannot take it away from anybody and you as a library need to stand up and say so, no matter what anybody says. You gotta have the courage, you've got to do it because you know it's right. Nobody has a right to take it away from us. Anybody out here who wants to take something away should not, they should just not let their kids do it. Look at your kids, see what they're doing. If you don't like what they're reading, tell them so, don't make it my responsibility or their responsibility to watch out for your child because you have a certain set of ideas and it's great to go at them, but it's your responsibility to watch your child, not theirs. That's all I'm saying."

David Deal stated: "I'm David Deal. I'm a Downers Grove resident and I too was completely moved by the Legacy Wall. It was one of the most powerful and educational pieces of information I've seen in any library anywhere. I was especially appreciative of the incredibly rich, accurate information about transgender people, for example, the history of two spirit, transgender people in Native American culture. We live at a time when there are more than 500 anti-transgender laws being proposed across this country. Up from 200 something in 2022. That type of hostility against transgender people is being motivated by misinformation coming from hate groups, coming from people who fear the other, coming from people who fear what they don't understand. Sadly, that's a division in our country going back centuries since our founding. One of the less likable things about our country that I love. But, for every person who fears the other and wants to besmirch the other and attack the other, fortunately, we have people who also love this country, who want to spread accurate information. We want to shed light on the other, make them part of us, which they are. And I am especially appreciative of what you're doing to educate the community with accurate information about the transgender community as you've done in your Legacy Wall. I really thank you for doing that in a very respectful way that teaches everyone in our community and I encourage everyone to check out that Legacy Wall to learn because that's why we come to a library. Thank you."

A resident stated: "I agree with my fellow citizen here. It is parents' responsibility to control what their kids read. Okay, I grew up in this library, I raised my children in this library. And when I grew up in this library, when I came here, my parents didn't have to worry about what I might be exposed to because the library maintained appropriate materials for children. They didn't have pornography and

lewd books available to children. My parents didn't have to worry about that when I was at the library. Parents today have to be concerned about what the kids are going to be exposed to in this library. And you people are painting with a really broad brush because nobody is talking about banning books. We are talking about the appropriate placement of materials. I don't care what perverted, you know, material anybody wants to read here, but I don't want it available to children. Thank you."

Mary Vercellino stated: "My name is Mary Vercellino and I am a long-time resident here, and I'm very concerned that in the media and hate groups that librarians have been disrespected. And now, I will have to say in terms of pornography for children, to me that's just total misinformation. I have looked in the children's department and I have yet to see any of the librarians strolling around looking for young people and putting pornography in their backpacks. So, all I can say is, I think the librarians are a very noble profession and they deserve all the respect that we can give them. Thank you."

Ed Pawlak stated: "I am Ed Pawlak and have been a resident for 38 years now; I'm a taxpayer here. So, I have a strong sense of ownership of this and I care a lot about what's happening here. I wanted to build out some of the past recent comments that were made. In fact, in particular, I was at the Legacy Wall and there was a name on there that had a particular meaning to me and that was Alan Turing. I got a degree in computer engineering and Alan Turing was a giant in the industry. He came up with the concept of a Turing Machine and proved a lot of fundamental theories. He came up with something called Turing's Test, which is relevant for AI, which is a very hot issue today and he did this 70 years ago. So, he's just a giant in history, but for more than that, during World War II, because he was such a brilliant mathematician. If you see the movie **The Imitation Game**, I won't take you through the whole thing, but I think is very relevant here. The Germans were winning the war because they had a code system that we could not break. He was brought in as part of the team of people and he led the effort that cracked the code. He is credited with enabling things like the D-day invasion. He turned the tide of the war. So, he should be a war hero. After the war ended, he was arrested. His crime was that he was gay. They sentenced him to castration and gave him a lot of drugs that just messed with his mind. He couldn't think straight. He was just completely lost. He ended up committing suicide. He died at 41. A giant in history dead at 41. A horrible, immoral thing that they did this to him, a war hero who gave us the world we've got today. And this was his thanks for his service. What's relevant about that here is that was all considered normal. Nobody thought that was something odd. And so, I think things like The Legacy Wall, like the policies that you're doing here to make sure that this is welcoming to everybody, this is so important because there might be a young Alan Turing in Downers Grove someplace and if he feels like he's welcome and he can come here and learn things, who knows what we're going to get from those kind of people in the future. Small-minded bigots that try to bully and destroy people have no place in our community. And so, I want the

Board to continue to resist people that are fighting to promote bigotry and please continue to keep this open for everybody.”

Terry Pavesich stated: “Hi, my name is Terry Pavesich and I’m a longtime Downers resident and I’m going to be very brief. I am going to change this whole subject and talk more about the circulation department. I am here again, the same thing about last month, for the ability of the circulation department is not able to switch hours within the department. And the question I have is, is there an increase in sick calls in that department because they’re using sick time instead of being able to switch? Is that really a good thing to use your sick time for something like having to get your flat tire changed? That doesn’t make sense. With the winter coming, people may have used a lot of their sick time and they’re going to come to work sick. And is that a good thing? I don’t think so. I know most of the people here wouldn’t want to be exposed to that. And this is a poorly thought-out policy for everyone. Also, the circ department is the only department that can’t switch; the other departments in the library can. Is that right? They should not be singled out because they’re a large department. Is it a good thing for their morale? I don’t think so. I’m also curious to see about turnover numbers in that department. Have people left or have they happily moved to another department that they don’t have this situation? In this employment climate, isn’t it important that we hire and keep quality employees? Are these policies working to that end? You have the ability to rectify this situation. You need to do that. Thank you.”

It was moved by Khuntia and seconded by Humphreys THAT the presentation by Van McGary be moved up prior to New Business.

Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

## **8. Library Director’s Report.**

- a. Electronic Resources and Adult & Teen Services Department presentation by Adult & Teen Services Manager Van McGary. Van McGary presented her report on electronic resources. She spoke about e-books and audiobooks, the budget, and the demand for the materials. The budget has increased over the years, but not enough for the demands of the services. In response to a question, Van McGary explained the difference between OverDrive and Cloud. She reported that OverDrive has a much larger selection with more demand and longer wait times. The Cloud Library is a different app with fewer users. Students can use the Cloud Library with their student ID. In 2018, there were 37,000 checkouts for Overdrive.

There was a jump in 2019, 2020, and 2021; for 2023, the numbers are on pace for nearly 68,000 checkouts. The budget has grown for OverDrive by

36.4%. For e-audio books, checkouts have also grown since 2018 by almost 181%. The budget only increased by 99%. An additional challenge is that e-books and e-audiobooks are very expensive. The metered access model is often utilized in which the title will expire after a certain amount of time or several checkouts. Due to the expense of e-books and e-audiobooks, the average wait period is approximately 53 days. The oldest current hold is from 2020. She reported that for e-books, there needs to be six Downers Grove holds to purchase a new copy. Looking back at the latest 12 months, she reported that Downers Grove Library is growing faster than all the libraries in the consortium. Van McGary provided examples of the number of holds and hold times for popular books. She reported that if there are three holds per copy, more copies are bought for physical materials, but the standard for digital copies is 10 holds per copy. Van McGary stated they were grateful for the feedback from a strategic planning survey. She reported that they were looking to have a significant increase in the budget from last year. In 2023, there was currently \$36,000 for e-books and she requested that the budget be matched with the growth. The total budget request would be 7.5% higher than last year's. In the coming year, a 3.3% increase will be requested for print material.

In response to a question, Van McGary reported that there were some lawsuits against publishers to try to get them to reduce the pricing. A law currently on the governor's desk would allow the state to negotiate pricing for e-books and e-audiobooks for the libraries. It was discussed that there would be even more short-term licenses and price inflation. Offering individuals a physical copy was suggested, and it was discussed that the Marketing and Communications Department could work on this. It was reported that the numbers presented were just for ATS. There was not as much of a demand for digital materials for children. Van McGary reported that there were just under two dozen libraries in the consortium. It was asked if there was a point at which no more copies were purchased, and it was reported that there was, and that was why there were so many holds on certain titles.

## **9. New Business.**

- a. Update to Library Services Policy 5.2.6 Non-Resident Fee Card. This item is based on the Cards for Kids expansion from earlier in the year and allows the library to waive non-resident fees for cards for children under 18 that otherwise qualify for a non-resident fee card. This will add a paragraph to the Library Services Policy. The impact on the cost is not yet known. It would pave the way to the library's goal of having children register for a library card when they register for school.

It was moved by Nienburg and seconded by Khuntia THAT the update to Library Services Policy 5.2.6 Non-Resident Fee Card be approved as presented. Motion passed by voice vote.

- b. Addition of 3.52.1 Substitutes and Interns to Personnel Policy, Vacation section. This was driven by the Paid Leave for All Workers Act, which goes into effect January 1, 2024. This would provide one hour of paid time off for every 40 hours worked. All staff qualify for vacation time, but this would be for substitutes whose hours fluctuate widely and interns who have a set number of hours.

It was moved by Nienburg and seconded by Sladek THAT the addition of 3.52.1 Substitutes and Interns to Personnel Policy, Vacation section be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

- c. Changes to 2023 Library Closings and Holidays. This proposed change would make Sunday, December 24 and Sunday, December 31 unpaid library closings and the observed holiday for Christmas Eve on December 26. This would help immensely with staffing and the floating holidays. This is a similar structure to how holidays were handled in 2022.

It was moved by Nienburg and seconded by Sladek THAT the changes to the 2023 Library Closings and Holidays be approved as presented. Motion passed by voice vote.

It was moved by Dougherty and seconded by Nienburg THAT the Board take a five-minute recess. Motion passed by voice vote.

The meeting resumed at 9:15 p.m.

- d. Preliminary Budget. The preliminary budget draft was presented and discussed. This provides an estimate of where the current year would end and estimates expenses and reserves for the following year. The library fund balance at the end of 2022 was \$1.2 million, which was a strong ending. The end balance for 2023 is expected to be approximately \$1 million. It was stated that the estimates would evolve from June to when the final budget is presented in August. The two largest factors for the budget are insurance for the staff and the library. It was discussed that it would be likely recommended that the carpet replacement be moved back by a year or two. The biggest change in revenue projections was the personal property replacement tax, which has drastically increased. There were not many other changes on the revenue side. There would be an approximately 5.1% increase in personnel

expenses, including a re-benchmarked salary schedule with pay grade changes that went from a decrease of 3% to an increase of 13.5%. There was also a lot of turnover, leading to many changes in salaries and benefits. A factor of 10% was included for insurance. There was a slight increase in the IMRF pension. The non-personnel lines increased by 5.8%. It was reported that the largest increase in non-personnel lines was for cleaning. A \$12,000 increase in capital expenditures would expand the current pickup lockers.

The pre-COVID levels of travel for professional development have also resumed. There was an expected 20% increase in liability insurance offset by the insurance not going up to the budgeted level for the previous year. It was clarified that the electronic resources increase of \$48,000 was the combination of Van and Allyson's requests. The overall increase in the budget was 5.3%, which included everything the management team requested. The estimation of the proposal for the preliminary draft was a 5% levy increase with an assumption of approximately a 2% increase in the EAV. It was discussed that the EAV has increased, and the tax rate has fallen in the past years. The estimate for the actual tax rate was 0.2060, which was the highest tax rate since 2020. The cost-of-living salary increase was 4%. The estimated ending balance for the library fund was \$445,000, which is approximately what the operating reserves policy states need to be there. It was requested to see a scenario with a flat-tax rate instead of an increasing one. There is more insurance information expected in mid-July.

#### **10. Unfinished Business.**

- a. Bylaws Update. Trustee Sladek confirmed that the library's governance by the Illinois Local Library Act had not been removed from the draft of the bylaws; it now lives on the addendum. It was moved by Dougherty and seconded by Khuntia THAT the Bylaws be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

- 11. Library Director's Report.** Library Director Milavec presented her report. The high-level strategic plan draft should come before the Board in July. A management team meeting was tentatively set with ReThinking Libraries on July 12 to review the initial draft of the plan. The state put forward \$5 million in new funding for library databases statewide. The Downers Grove Public Library Foundation is planning a fundraiser for early October. Miriam began as a Building Operations Monitor. Jim Wool had discussed window painting by an outside group in his public comment. Library staff decided to stick with community-wide organized painting events for the time being rather than doing individual groups. It was reported that staff members in the Circulation Department can switch shifts, but there are distinct parameters under which it can be done. Shifts must

be switched prior to the month's schedule being published, and if staff members need to take time off after the schedule is published, the staff is expected to use some of their paid time off. It was discussed that there were excellent sessions at the ALA Annual Conference. There was an update on the personnel matter. The lawyers completed the staff interviews and they are in the process of writing up their final report. The Board should have the final report by the July meeting.

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

Trustee Sladek asked about the possible error in the Land Acknowledgement that was brought up in public comment and Milavec noted that staff will investigate and suggest any changes.

Trustee Humphreys commented: "The 2023 Rotary GroveFest broke a number of records for success and we want to thank the library for their cooperation in many areas. We get in their way quite a bit, but the community seems to appreciate both sides of that. Just want you to know that GroveFest is a charity event and in 12 years or so, not counting this year, we've returned over \$600,000 to the community in the form of grants to not-for-profit organizations and scholarships and so forth. This was a banner year so we'll be able to continue that trend. Thanks to many groups, including the library, on that."

Library Director Milavec gave a shout out to Immanuel Lutheran for allowing library staff to park in their parking lot on Wednesday, Thursday, Friday, and Saturday because with Forest North completely shut staff ran into a problem. The D lot was full by 8:30, by 8:45 level two of the parking deck was full.

Trustee Khuntia commented: "I actually had a lot more to say about the ALA and Right to Read but I think that we had some incredible speakers today that I don't need to say all of that. So instead, just a couple of notes and some personal comments. First to Van, thank you for that incredible, phenomenal presentation. Obviously, you highlighted exactly why we need to increase your budget and the importance of the digital collections that we have. But I also wanted to comment on your Next Chapter Book Club. I love it when staff kind of gives us a little highlight into things that maybe we don't know about and that's one of those things that I didn't know about. It is a shining example of the things that our library does to reach every single community member. If you don't know what it is, I believe it's a book club for adults with intellectual disabilities. It's incredible that we have so many book clubs for everyone. I just wanted to point out that's one of those tiny little things that you put in there and thank you for including that. Just the vast array of programming, the opportunities for kids of all ages. My kids are currently volunteering to help with the little book clubs. They come home every day with stories of the children they're talking to, the library staff that they work with, how much fun they're having, and the opportunities they're getting to engage within our community and to work in a place that's safe and a place that they love. So another thing I love about our library, President Gigani and I were able to man the table at the Farmer's Market. We were in an incredible position



because people walking in and walking out got to see us. Everyone stopped by to say hello, we love you, we love the book club, and they wanted to tell us their stories about the book that they read or get recommendations. And there were two new residents of Downers Grove who signed up for their cards because they wanted to sign up right away; that was so important to them to become part of the library, to be able to come here. And then a couple of things, I was rereading the findings book and just the number of people who responded to that survey; over 2,000 people. That's a really large number of people and the commitment and the number of people, verified by a third party unbiased opinion, that think EDI is important and reaching out to the community is important and getting everyone involved is important and providing reading books and digital books and programming to everyone. I'm sort of excited. Lastly, I am very excited about the Right to Read Act. I really am. I'm excited about Governor Pritzker signing it into law and everything that's happened this week reminded me of my favorite quote by one of my favorite authors, Toni Morrison, which says, 'Access to knowledge is the superb, the supreme act of truly great civilizations. Of all institutions that purport to do this, free libraries stand virtually alone in accomplishing this mission.'

Trustee Dougherty commented: "I have one question and a probably slightly longer comment. I was excited to see that the new security system that will be replacing PITS will be coming online in the next couple of months. Will we be able to demo that as a Board or see that in action?"

Assistant Library Director Jen Ryjewski responded that she's hoping to go live with Incident Tracker on August 1. All of the data from PITS has been moved to Incident Tracker and she is working with the library's liason to finalize all of the infractions and suspensions. She would be happy to demo the system for the Board.

Trustee Dougherty continued her comment: "I want to start with thanking Van as Barnali did for her detailed and informative presentation. I really appreciated the storytelling you did using that data and it was very compelling. I also want to say I arrived early today – which helped me avoid the congestion of the parking situation that happened. But it gave me a chance to spend some time checking out the Legacy Wall. As several people mentioned, an impressive amount of great information. I learned a lot from it. So, thank you to EQDG and others for making that happen here. The early arrival also gave me the opportunity to pick up my summer reading club prizes, which I'm excited about. On a more serious note, I did want to point out the library's stance against book bans and censorship is nothing new. Our previous bylaws, which were in place for at least as many years as I've been on the Board and likely even before many of the staff or other trustees, really contained even stronger, more explicit language around censorship. They stated, 'Trustees must be prepared to support the fullest efforts of librarians in resisting censorship of library materials by groups or individuals.' And that was in the previous bylaws. We've now adopted bylaws because of the

Right to Read Act that kind of incorporates that to begin with. But it's been clear for many years to anyone who took the time to read our bylaws that we were pro free speech. The ALA Bill of Rights, that's not new either, as mentioned by Jenny and Sasha earlier. It was first adopted in 1939 long before the current leaders of that organization were born and maybe even their parents were born. Libraries have long been recognized as places for learning and because they're one of the last free, openly accessible sources of information, they're an invaluable part of our community and essential to the continuation of our democracy and our constitutional rights to free speech. And that includes speech we don't agree with. As the Right to Read legislation came to pass, I did the thought exercise, which I invite you all to do, imagining myself on the side of folks wanting to restrict access to certain books. Would, for example, I want my child to read something that I find morally reprehensible, like a treatise on replacement theory or something that outlined women's natural role as subservient? No, I would not. Would I have a talk with her if she started quoting things from those books? Yes, I would. Do I think those books should be restricted by our public library? No, I don't. As Warner and David pointed out earlier, the library is a place for learning, a place to acknowledge different perspectives even if, and maybe especially if, they're anathema to our personal beliefs. And last I wanted to reflect on something a friend asked me earlier this week when they found out about this. This is a Downers Grove resident who wasn't aware of kind of the last year or so of Library Board meetings and the discussions that have been happening. They asked, well, how can you sit there and take it when people are saying things about you and the Board that are not true? And I said, well, it does bother me, but I don't mind that much because I know it's not true and I'm not going to change their mind, so I let it roll off my back. After I said that, I looked at her and I realized I had said the wrong thing. This is someone who had gone through some experiences in her adult life where she didn't feel like she had a voice. And there I was sitting there with the privilege of having a voice in my community and I wasn't saying anything or saying that it didn't bother me. Unfortunately, there's just not enough time in the day for me to research and refute the things I hear that are untrue or based on misinformation because I really believe strongly in evidence and facts and it takes a lot more time and energy to research and thoughtfully compile factual statements than it does to repeat misinformation from un-vetted sources or to present one's own opinion as fact. So, I was very impressed and deeply appreciated the remarks by Robin and Jenny and others who did their research and presented them in an informative and straightforward way. I still find it strange that I and other Board members continue to be accused of things for which there's no real basis. We've been called Marxists and groomers and worshipers of some type of demon. But up until my conversation with this friend of mine, it never even crossed my mind to counter those falsehoods with facts because it seemed too ludicrous to address and not worth my time to engage. But as a very smart individual from my Great Discussions discussion said earlier this week, if people say it often and loudly enough, it becomes accepted as truth. So given the number of times I've been called a Marxist, I thought I'd better set the record straight: I'm not. Not that there is

anything wrong with that, you know, free speech, being free speech and all. But now you all know and there won't be any question about it in the future. Because here's the thing, we trustees are members of the community, just like you, and we're doing our best to serve and contribute to the continual improvement of our library. We're unpaid volunteers and use our own experiences and those of our neighbors to help shape the future of this really important Downers Grove institution. We're doing our best and we bring our best to these meetings every month in the face of disagreement and celebration, in the wake of conflict and accolades. I hope everyone here takes a minute to reflect on that, on your own responsibility to create and sustain respectful relationships with other folks in this room as fellow Downers Grovers."

Trustee Humphreys stated: "I don't want to prolong anything but I want to note one other quick thing that you just reminded me of, and that is the section of our agenda for public comments. Those are public comments to be directed to the Board of Trustees of the library, not to the staff of the library. Too many times in the recent months, there have been comments made, not about but to, and I could use stronger verbs in that sentence but I won't, but to the Director and the Assistant Director, certainly other individuals, which is uncalled for. If you want to address the Board and say they did this, that's one thing. But to look them in the eye and say you did this is inappropriate."

President Gigani stated: "I have just a few things. They're literally a repeat in order of what you two went on to say, very much less eloquent than Carissa. But thank you to Van again for your amazing and very data-driven presentation. I feel very fortunate to have gotten a hold of **Lessons in Chemistry** and **The Spare**, and the audio book is, in fact, better if a prince is reading it to you. Thank you to EDQG for allowing the library to host the Legacy Wall. I was very fortunate to get here and spend an hour, probably would have spent two hours, reading every single amazing biography. I learned so much. That was a wonderful addition to the library. Thank you to Cindy who trained Barnali and I to work at the Farmer's Market. It was a lovely morning and I look forward to doing it again and meeting amazing individuals from the community. I feel a little frustrated that the trustee comments come at the end of the meeting. I feel like there are people that just want to say their piece and they are not interested in having a respectful dialogue or hear other people's viewpoints. And that's very frustrating for people to come and say what they want to say, wag their finger, accuse people of things, call people names, and then bolt out. It's disappointing. So that being said, I will go ahead and say that I'm very proud of the State of Illinois for passing the Right to Read Act. I'm very fortunate to know the Representative Mike Simmons that initiated it and very excited that Secretary of State Giannoulas and JB Pritzker signed it. Someone earlier had spoken about how when he was young, he didn't have to worry about books being on the shelf that offended him or were, you know, questionable. And to that, I respond and say when I was a youngster in my hometown, when I went to the library, I didn't see any books that pertained to me at all. There were absolutely no Indian American authors on shelves. So, I

couldn't find anything that I related to. I'm currently reading a book that's banned in many states because it is about a woman or a female born, going through her change in identity. I wonder how many of my friends that came out in their late twenties, because they were afraid to come out, how much their lives would have been impacted if they had read that as a high schooler or a middle schooler. So, these experiences matter, these books aren't pornography, they're life experiences that people are allowed to document and they're your choice to pick up or walk past. So, I'm excited for the ALA to continue fighting its fight and thank you to everyone that spoke at the meeting tonight."

**13. Adjournment.** President Gigani adjourned the meeting at 10:25 pm.

Respectfully Submitted by Minutes Services and Katelyn Vabalaitis

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Agenda Item 4F**

**June 2023 Financial Report**

This is a placeholder for the June 2023 Library Fund Balance Report and the June 2023 Revenue Report. Once the data has been received from the Village of Downers Grove, the reports will be added and a revised version of this packet will be posted.

The June 2023 Capital Replacement Fund Expenditure Report and the June 2023 Operating Fund Expenditure Report are on the following pages.

Respectfully submitted,  
Katelyn Vabalaitis  
Business Office Manager

**EXPENDITURE BY OBJECT REPORT  
6/1/2023 THROUGH 6/30/2023  
CAPITAL REPLACEMENT FUND**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROPRIATION</b>	<b>JUNE 2023 EXPENDITURES</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
587000	CAPITAL EQUIPMENT	611,900.00	25,129.02	561,354.44	50,545.56	91.70

**EXPENDITURE BY OBJECT REPORT**  
**6/1/2023 THROUGH 6/30/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JUNE 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
510100	SALARIES, EXEMPT	1,842,036.74	200,836.56	879,768.14	962,268.60	47.80
511100	SALARIES, NON-EXEMPT	596,716.40	55,266.28	250,253.42	346,462.98	41.90
511900	PART-TIME EMPLOYEE WAGES	1,062,409.38	137,865.49	590,852.76	471,556.62	55.60
513100	IMRF PENSION CONTRIBUTIONS	168,194.43	18,687.42	82,182.18	86,012.25	48.90
513300	MEDICARE CONTRIBUTIONS	51,008.81	5,639.74	24,555.57	26,453.24	48.10
513400	SOCIAL SECURITY CONTRIBUTIONS	218,106.70	24,114.50	104,995.82	113,110.88	48.10
519000	LIFE INSURANCE	1,695.33	125.30	766.12	929.21	45.20
519100	HEALTH INSURANCE	576,679.45	36,486.44	220,878.56	355,800.89	38.30
519500	OPTICAL INSURANCE	2,342.46	149.94	907.16	1,435.30	38.70
519700	DENTAL INSURANCE	40,115.65	2,490.34	15,042.78	25,072.87	37.50
521000	SUPPLIES	94,860.00	8,034.16	42,464.06	52,395.94	44.80
525100	MAINTENANCE SUPPLIES	22,400.00	2,263.58	8,917.30	13,482.70	39.80
528000	SMALL TOOLS & EQUIPMENT	31,615.00	4,078.59	12,494.17	19,120.83	39.50
530200	DUES AND MEMBERSHIPS	9,000.00	973.00	4,558.90	4,441.10	50.70
530300	SEMINARS, CONFERENCES & MEETINGS	31,500.00	1,989.85	10,946.24	20,553.76	34.70
530800	RECOGNITION PROGRAM-STAFF	5,250.00	60.69	1,456.67	3,793.33	27.70
531500	PROFESSIONAL SERVICES	101,000.00	19,132.15	67,745.50	33,254.50	67.10
532200	PERSONNEL RECRUITMENT	1,500.00	0.00	210.25	1,289.75	14.00
532300	SPECIAL LEGAL	4,000.00	157.50	4,118.30	-118.30	103.00
534600	DATA PROCESSING SERVICE	119,500.00	39.95	70,024.41	49,475.59	58.60
538000	PRINTING SERVICES	51,850.00	0.00	14,336.00	37,514.00	27.60
539100	TELEPHONE	17,500.00	923.66	8,408.73	9,091.27	48.00
539200	POSTAGE	30,500.00	10,111.00	10,222.00	20,278.00	33.50
540700	ADVERTISING & PUBLIC RELATIONS	20,500.00	701.00	7,336.88	13,163.12	35.80
542000	INSURANCE - OTHER POLICES	74,235.00	0.00	59,795.93	14,439.07	80.50
543000	BUILDING MAINTENANCE SERVICES	95,000.00	2,813.00	22,848.31	72,151.69	24.10
545000	CLEANING SERVICES	84,000.00	12,980.05	42,297.37	41,702.63	50.40

**EXPENDITURE BY OBJECT REPORT**  
**6/1/2023 THROUGH 6/30/2023**  
**OPERATING FUND**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROPRIATION	JUNE 2023 EXPENDITURES	YTD EXPENDED	AVAILABLE BUDGET	% USED
546100	UTILITIES	25,500.00	1,697.85	15,115.09	10,384.91	59.30
547000	OTHER EQUIPMENT R & M	14,720.00	457.67	18,040.64	-3,320.64	122.60
548100	RENTALS	18,025.00	2,979.06	8,937.24	9,087.76	49.60
562000	RECOVERABLES	4,200.00	10.30	130.89	4,069.11	3.10
569000	UNEMPLOYMENT COMPENSATION	2,500.00	0.00	502.00	1,998.00	20.10
577000	CAPITAL EQUIPMENT	58,000.00	492.76	18,502.54	39,497.46	31.90
585100	ELECTRONIC RESOURCES	273,300.00	17,763.84	121,121.78	152,178.22	44.30
585200	PRINT MATERIALS	376,350.00	36,171.20	167,477.55	208,872.45	44.50
585300	AUDIOVISUAL MATERIALS	137,050.00	9,013.78	46,735.51	90,314.49	34.10
587000	CAPITAL EQUIPMENT	65,000.00	0.00	4,422.00	60,578.00	6.80
588000	INTANGIBLE ASSETS (SOFTWARE)	62,650.00	2,132.39	30,934.71	31,715.29	49.40
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>616,639.04</b>	<b>2,990,303.48</b>	<b>3,768,006.87</b>	<b>44.20</b>



# INVOICE LISTING - JULY 2023

## Operating Fund

VENDOR #	VENDOR NAME	NUMBER OF INVOICES	GROSS AMOUNT
16384	ALLYSON RENELL	1	85.67
17676	AMANDA KLENK	1	70.35
18213	AMAZON CAPITAL SERVICES, INC.	3	316.96
200200	ANCEL GLINK PC	2	13,331.25
16678	ANDREW COOK	1	35.55
200226	ANN TORRALBA	1	150.00
403	AT&T	1	267.99
672	BAKER & TAYLOR BOOKS	8	586.00
16893	BIBLIOTHECA	1	1,120.96
829	BLACKSTONE AUDIOBOOKS	9	804.16
7517	BOOKFLIX, SCHOLASTIC, INC.	1	652.05
8705	CASH - LIBRARY	1	137.09
14684	CAVENDISH SQUARE PUBLISHING	1	186.03
1264	CDW GOVERNMENT LLC	1	146.55
8323	CENGAGE LEARNING	6	8,535.02
2319	CHAMBER630	1	490.00
1377	CHICAGO TRIBUNE	1	275.35
1459	CINTAS CORPORATION #344	2	160.10
200212	COMPLETE CLEANING COMPANY, INC	3	11,040.00
16094	DE LAGE LANDEN FINANCIAL SVC INC	1	754.06
2056	DEMCO, INC.	1	109.39
200241	ENVISIONWARE, INC.	1	1,153.00
5572	FIA CARD SERVICES, N.A.	15	14,078.12
17510	FIRST COMMUNICATIONS, LLC	1	546.14
16977	GARVEY'S OFFICE PRODUCTS, INC.	5	548.82
3188	GRAHAM CRACKERS COMICS, LTD.	1	308.47
8770	GRAINGER	4	920.49
9102	HAGG PRESS, INC.	1	5,169.32
18411	HAYES MECHANICAL, LLC	1	2,442.00
18572	HOMELESS TRAINING INSTITUTE, LLC	1	1,199.00
9880	IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC	1	2,495.50
200098	IMPERIAL BAG & PAPER CO LLC	1	413.14
3688	INGRAM LIBRARY SERVICES, LLC	37	17,078.95
15168	JENNIFER RYJEWSKI	1	803.70
18694	JOHNSON CONTROLS FIRE PROTECTION LP	1	252.72
15110	KATELYN VABALAITIS	1	187.20
4812	KLEIN THORPE AND JENKINS, LTD	1	135.00
18876	LIBRARY IDEAS, LLC	1	519.32
18484	MALWAREBYTES	1	3,065.00
5866	MIDWEST TAPE	14	6,425.56
20739	MURPHY SECURITY SOLUTIONS LLC	1	3,632.50
6161	NICOR GAS	1	1,155.21
6295	ORKIN PEST CONTROL	1	135.00
12499	OVERDRIVE, INC.	3	8,629.63
18491	PEOPLEFACTS, LLC	1	181.85
200192	PLAYAWAY PRODUCTS LLC	6	2,276.10
6698	PRINT SMART	2	1,039.00
20170	QUEST COLLEGE CONSULTING	1	200.00
6874	RAINMAKERS IRRIGATION & MAINTENANCE, INC.	1	575.00
14549	REACHING ACROSS ILLINOIS	1	760.00

**INVOICE LISTING - JULY 2023**

**Operating Fund**

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF INVOICES</b>	<b>GROSS AMOUNT</b>
13422	RUNCO OFFICE SUPPLY & EQUIP CO	1	187.00
7861	STEPHENS PLUMBING AND HEATING	1	231.00
21476	STRICTLY SELF DEFENSE, LLC	2	400.00
12698	SWAN	2	26,496.50
3567	TECHNOLOGY MGMT REV FUND	1	126.00
6859	THRYV	1	16.22
8391	TODAY'S BUSINESS SOLUTIONS	1	87.04
13611	TRACI SKOCIK	1	47.46
385	TRANE U.S., INC.	1	1,774.50
16841	TSAI FONG BOOKS, INC.	1	129.51
11517	UNIQUE MANAGEMENT SERVICES, INC	1	824.00
18458	URBAN ELEVATOR SERVICE, LLC	1	236.25
8621	USI, INC.	1	1,599.95
8808	WAREHOUSE DIRECT INC	2	471.33
9043	WORLD BOOK, INC	1	2,242.80

<b>GRAND TOTALS:</b>	<b>172</b>	<b>150,449.83</b>
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**INVOICES OF NOTE - OPERATING FUND**

For Library Board Meeting on July 26, 2023

200200	Ancel Glink PC (Legal Services)	\$13,331.25
200226	Ann Torralba (Program Payment)	\$150.00
8705	Cash - Library (Petty Cash Reimbursement)	\$137.09
200212	Complete Cleaning Company, Inc (Building Cleaning Service)	\$11,040.00
200241	Envisionware, Inc. (Material Processing Supplies)	\$1,153.00
9102	Hagg Press, Inc. (Discoveries Newsletter)	\$5,169.32
18572	Homeless Training Institute, LLC (Training Annual Renewal)	\$1,199.00
15168	Jennifer Ryjewski (Employee Reimbursement for Professional Development)	\$803.70
20739	Murphy Security Solutions LLC (Locker Annual License Fee)	\$3,632.50
20170	Quest College Consulting (Program Payment)	\$200.00
21476	Strictly Self Defense, LLC (Program Payment)	\$400.00
12698	SWAN (Quarterly Fees and Database Renewals)	\$26,496.50

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

<b>VENDOR #</b>	<b>VENDOR NAME</b>	<b>NUMBER OF CREDIT MEMOS</b>	<b>GROSS AMOUNT</b>
8770	GRAINGER	1	15.00
3688	INGRAM LIBRARY SERVICES, LLC	4	420.35
385	TRANE	1	895.00

<b>GRAND TOTALS:</b>	<b>6</b>	<b>1,330.35</b>
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## Library Credit Card Details for the July 26, 2023 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	ALA Parking	\$	63.00
978	5391 Telephone	Comcast Monthly Payment	\$	505.62
			<b>Total</b>	<b>\$ 568.62</b>
Katelyn Vabalaitis				
971	5210 Supplies	Office Supplies	\$	80.35
971	5315 Professional Services	Keurig Cup Recycling Program	\$	119.95
971	5322 Personnel Recruitment	Background Checks	\$	35.85
			<b>Total</b>	<b>\$ 236.15</b>
Ian Knorr				
978	5280 Small Tools & Equipment	Staff Hallway Handrail & Brackets	\$	114.00
978	5430 Building Maintenance	Backflow Inspection	\$	449.75
978	5470 Other Equipment Repair & Maint	Teen Arcade Joystick	\$	10.98
			<b>Total</b>	<b>\$ 574.73</b>
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	378.88
972	5853 Audiovisual Materials	Board Games	\$	89.95
			<b>Total</b>	<b>\$ 468.83</b>
Cynthia Khatri				
972	5853 Audiovisual Materials	Xbox Carrying Case	\$	47.49
976	5315 Professional Services	Canopy for Tent	\$	39.00
976	5407 Advertising & Public Relations	Hootsuite Subscription Renewal	\$	514.44
			<b>Total</b>	<b>\$ 600.93</b>
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	69.78
973	5303 Seminars, Mtgs, & Conferences	ALA Conference Meals, Management Seminar	\$	124.21
973	5852 Print Materials	Children's Books	\$	16.95
973	5853 Audiovisual Materials	Anything Emporium Supplies, Video Games	\$	771.54
			<b>Total</b>	<b>\$ 982.48</b>
Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	106.11
973	5280 Small Tools & Equipment	Program Supplies, Office Supplies	\$	176.54
973	5853 AV Materials	Anything Emporium Items	\$	289.44
			<b>Total</b>	<b>\$ 572.09</b>
Allyson Renell				
973	5303 Seminars, Mtgs, & Conferences	Online Webinar, ALA Parking and Meals	\$	476.88
973	5852 Printed Materials	Print Materials	\$	213.06
			<b>Total</b>	<b>\$ 689.94</b>
Christine Lees				
971	5308 Recognition Program-Staff	Board Recap Meeting Snacks	\$	42.70
974	5210 Supplies	Office Supplies	\$	285.97
			<b>Total</b>	<b>\$ 328.67</b>

Paul Regis				
975	5280 Small Tools & Equipment	3D Printer Parts	\$	59.86
975	5880 Intangible Assets	Zoom, Google, Libsyn, Wasabi, GoToMeeting	\$	2,078.74
			<b>Total</b>	<b>\$ 2,138.60</b>
Grace Goodwyn				
972	5210 Supplies	Laminating Sheets	\$	24.60
976	5315 Professional Services	Event Tent	\$	950.03
			<b>Total</b>	<b>\$ 974.63</b>
Jen Ryjewski				
			<b>Total</b>	<b>\$ -</b>
Amanda Klenk				
972	5210 Supplies	Teen Program Supplies	\$	179.36
972	5303 Seminars, Mtgs, & Conferences	ALA Conference Parking and Meals	\$	275.43
972	5315 Professional Services	Library Program Payment	\$	51.45
972	5852 Print Materials	Print Materials	\$	141.26
972	5853 AV Materials	Subscriptions for Roku Devices	\$	59.96
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	110.90
			<b>Total</b>	<b>\$ 818.36</b>
Van McGary				
971	5303 Seminars, Mtgs, & Conferences	ALA Membership Renewal	\$	236.00
972	5210 Supplies	Program Supplies, Office Supplies	\$	1,376.24
972	5303 Seminars, Mtgs, & Conferences	ALA Conference Fees	\$	40.00
972	5851 Electronic Resources	Kindle Books	\$	38.97
972	5852 Print Materials	Print Materials	\$	263.42
972	5853 AV Materials	Streaming Services, AV Supplies	\$	184.88
973	5210 Supplies	Program Supplies	\$	1,000.00
973	5280 Small Tools & Equipment	Accessibility Kit Items	\$	228.91
975	5770 Capital Equipment	iPad Keyboard Case	\$	35.99
			<b>Total</b>	<b>\$ 3,404.41</b>
Lucas McKeever				
971	5308 Staff Recognition	Staff Social Committee Ice Cream	\$	80.50
972	5210 Supplies	Department Supplies	\$	10.62
972	5852 Print Materials	Subscription Renewals	\$	25.00
973	5280 Small Tools & Equipment	Art and Craft Carrying Case	\$	122.64
977	5210 Supplies	Department Supplies	\$	588.36
977	5280 Small Tools & Equipment	Sanding Pads	\$	141.99
977	5470 Equipment Repair & Maintenance	Wall Clock, Parcel Lockbox	\$	417.94
			<b>Total</b>	<b>\$ 1,387.05</b>
Amanda Blau				
973	5210 Supplies	Program Supplies, Office Supplies	\$	315.88
973	5303 Seminars, Mtgs, & Conferences	ALA Meal	\$	16.75
			<b>Total</b>	<b>\$ 332.63</b>

**Library Credit Card July 2023 Totals \$ 14,078.12**

PAYROLLS FOR JUNE 2023

JUNE 2	\$136,262.02
JUNE 16	\$126,572.78
JUNE 30	\$131,133.53
<b>TOTAL JUNE 2023 PAYROLLS</b>	<b>\$393,968.33</b>

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Agenda Item 7A**

**Public Comment Rules**

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

Public Comment Rules

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

1. Minutes are a summary of the Board's discussions and actions, therefore public comments and written materials submitted by the public may not be reflected in the minutes. Video recordings of meetings provide access to the full content of public comments.
2. All public comments will be heard during the Public Comment Agenda Item.
3. Comments by members of the public are limited to three (3) minutes, with a maximum of thirty (30) minutes total for Public Comment. The Board President shall have the discretion to modify these time limits.
4. The Board requests that individuals limit repetitive comments and any group appoint one speaker to present the views of the entire group.
5. Visitors to meetings must adhere to all behavior guidelines in the Library's Code of Conduct. Speakers must refrain from abusive, threatening, or harassing language and/or personal attacks toward the Library Board, staff, other speakers, and members of the public. If a visitor engages in prohibited conduct, the Board President may prohibit further comment at the specific meeting or may ask the visitor to leave the meeting.
6. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined here.

**Recommended Action:** Approve the Public Comment Rules as presented.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Agenda Item 7B**

**Capital Needs Assessment Report 2017-2027 Update**

The Capital Needs Assessment Report 2017-2027 was first approved in 2017. This report acts as the spending plan for the Library Capital Replacement Fund (LCRF), a special reserve fund as provided for by library statute. The Capital Needs Assessment Report 2017-2027 is updated annually and approved by the Board of Library Trustees as the required spending plan for the special reserve fund (LCRF). At the time the LCRF was created, the target balance for the fund, after completion of all Capital Needs Assessment Report 2017-2027 projects and any other necessary projects in that time period, was set at \$1,000,000.

Since 2017, the projects contained within Capital Needs Assessment Report 2017-2027 have been reordered and added to several times. This includes two high-dollar replacements not previously in the report (electrical relay panel replacement and elevator modernization) added in 2020, the workroom renovation project added in 2022, updated costs on upcoming projects, and corrections for lighting projects completed ahead of schedule.

The carpet replacement project has been moved to 2025 to allow for the Strategic Plan's objectives with interior space implications to be investigated and incorporated as appropriate.

As discussed in 2022, an escalation of 5% per year in the annual transfer from the Library Fund to the LCRF has been added to help attain the target ending balance and fund any projects arising from the next strategic plan. The target ending balance for the LCRF is estimated to exceed \$1.1 million by the conclusion of the plan.

**Recommended Action:** Approve the Capital Needs Assessment Report 2017-2027 update for Projects and Estimated Costs as presented.

**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	West Windows/ Curtain wall, Exhaust Fans, 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	\$ 183,901	\$ 713,012	\$ 69,100	\$ 39,300

**Downers Grove Public Library  
Library Capital Replacement Fund  
Actual and Estimated Fund Balance  
July 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	\$ 509,933.00	\$ 740,810.00
<b>2023 Estimated</b>	\$ 611,900.00	\$ 367,500.00	\$ 496,410.00
<b>2024 Estimated</b>	\$ 183,901.00	\$ 385,875.00	\$ 698,384.00
<b>2025 Estimated</b>	\$ 713,012.00	\$ 405,169.00	\$ 390,541.00
<b>2026 Estimated</b>	\$ 69,100.00	\$ 425,427.00	\$ 746,868.00
<b>2027 Estimated</b>	\$ 39,300.00	\$ 446,699.00	
<b>Ending Balance</b>			\$ 1,154,267.00

**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	\$ 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>
Report Summary			Total Cost (2017 \$)	2017	2018	2019	2020
	<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					\$ 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					
	Lighting+Ceiling Replacement						
		Level 1 Stacks			\$ 1,200		
		Room Lighting Control	\$ 20,000				
		Level 2 North Stacks			\$ 1,000		
		Room Lighting Control	\$ 20,000.00				
	Misc Lighting/Electrical Costs						
		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>
	Plumbing	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>
Report Summary			2021	2022	2023	2024	2025
	Building Review Report / smc	<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			
		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  
JULY 26, 2023**

**Agenda Item 7C**

**Transfer of Funds to Library Capital Replacement Fund**

The Village of Downers Grove received and accepted its Annual Certified Financial Report (ACFR) in June 2023, providing the library with its final audited financial position through 2022. The Library Fund balance on December 31, 2022, was \$1,240,279, a decrease of \$159,000 from the previous year. The 2023 budget provides for a transfer of \$367,500 from the Library Fund to the Library Capital Replacement Fund. This annual transfer funds the projects identified and prioritized in the Capital Needs Assessment 2017-2027. The Library Capital Replacement Fund is meeting its targets.

For the Library Fund, the Operating Reserve target amount in the library's Finance Policy is 35% of the total amount needed to replace one boiler, one HVAC RTU, and the entire flat portion of the roof. Using the 2019 boilers and RTUs replacement and 2021 roof replacement project costs of \$578,500 and \$750,000 respectively, the total Operating Reserve target amount for 2024 is approximately \$478,000. Under an Intergovernmental Agreement with the Village of Downers Grove, the library no longer requires short-term cash flow reserves to maintain a positive balance in its operating fund due to the property tax collection cycle.

**Recommended Action:** Authorize the transfer of \$367,500 from the Library Fund to the Library Capital Replacement Fund, as budgeted.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Agenda Item 8D**

**2024 Budget and Levy Draft**

The preliminary draft of the 2024 budget was presented in June to allow the Board of Library Trustees the maximum time to review and ask questions about the budget. The July draft is based on the latest information available regarding anticipated costs and the Board's feedback from June. In August, a final budget and levy draft will be 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 updated estimate of the anticipated Equalized Assessed Valuation (EAV) increase of 3.6% is used in the drafts presented, based on the average EAV increases over the past 5 years and the best available current estimates. If the actual EAV estimate is inaccurate, the tax rate will vary proportionately.

Continued use of the fund balance strategy depends on the Library Fund balance available at the end of each fiscal year. If 2023 is like 2022 and expenses are significantly under budget, the Library Fund balance may be utilized to reduce the necessary levy to achieve the goals of the Equity Strategic Plan and LCRF. The beginning Library Fund balance for 2023 was \$1,240,279. A portion of the Library Fund balance is the Operating Reserves. According to the Finance Policy, Operating Reserves in the Library Fund should equal 35% of the cost of replacing one boiler, one rooftop HVAC unit, and the entire flat portion of the roof - approximately \$478,000. In the six years of using the fund balance strategy, expenditures have come in significantly under budget. In the past 5 years, actual utilization of the fund balance was one-third to one-half of what was budgeted.

Two budget scenarios are presented this month: a 5% levy increase and a levy that attempts to maintain the existing tax rate of 0.2002. Since the Board of Library Trustees approves a levy request as a dollar amount, the flat tax rate budget is based on estimates that apply the rate to determine the levy dollar amount. The DuPage County Tax Extension Office is responsible for converting the Board-approved levy amount into a tax rate.

The 5% Levy Draft presented maintains the overall Library Fund balance at a level near the Operating Reserve amount while minimizing the impact on the individual taxpayer. Assuming the 3.6% EAV increase is correct, library property taxes increase by about \$0.86 per \$100,000 of home value, a total increase of about \$3.06 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 0.2028 mils, the highest operating tax rate since 2021.

The Flat Tax Rate Draft presented reduces the overall Library Fund balance to a level under the Operating Reserve amount by more than \$110,000. Assuming the 3.6% EAV increase is correct, library property taxes would remain flat for individual homeowners, assuming the property's assessed valuation has not changed. The library's tax rate would remain 0.2002 mils, assuming all of the estimates in the calculation are correct.

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 \$385,875, a 5% increase over 2023.

### **Expenditures**

This draft expenditures budget shows an overall increase of 5.1%, 5.1% for personnel-related expenditures and 5.0% for non-personnel lines. It includes all management team budget requests, updated renewal rate estimates for insurances and subscriptions, and consulting for initiatives contained in the draft strategic plan. The majority of non-personnel expenditure increases 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 windows and curtain wall repair 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 15% renewal rate for the Libraries of Illinois Risk Agency (LIRA) joint insurance pool. With last year's renewal coming in significantly under the budgeted amount, this estimated increase falls under last year's budgeted amount.

#### 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 \$12,000 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 made a presentation to the Board at the June meeting outlining why the significant increase proposed is necessary.

#### 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****5% LEVY DRAFT****LIBRARY FUND BALANCE**

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 1,399,279	\$ 1,399,279	\$ 1,240,279	\$ 1,240,279	\$ 1,001,940
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	\$ 6,145,316	\$ 6,714,619
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	\$ 1,001,940	\$ 473,664
NET CHANGE	\$ (421,752)	\$ (159,000)	\$ (597,020)	\$ (238,339)	\$ (528,275)

**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	\$ 536,955
REVENUES	\$ 10,000	\$ 9,933	\$ 15,000	\$ 15,000	\$ 15,000
EXPENSES	\$ 411,600	\$ 384,071	\$ 611,900	\$ 586,355	\$ 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	\$ 536,955	\$ 754,721
NET CHANGE	\$ (51,600)	\$ 125,862	\$ (229,400)	\$ (203,855)	\$ 217,766

**DOWNERS GROVE PUBLIC LIBRARY 2024 REVENUE SHEET**  
**5% LEVY 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						
5% LEVY DRAFT						
	TOTAL LIBRARY FUND 805.90.XXX.XXXX				Budget to	Budget to
		2023	2023	2024	Proposed	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$	Change %
5101	Salaries, Exempt	1,836,742.88	1,829,978.18	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	508,473.23	624,466.57	27,750.17	4.7%
5119	Part-Time Employee Wages	1,058,832.43	1,177,992.96	1,235,044.08	176,211.64	16.6%
5131	IMRF Pension Contributions	168,989.02	151,744.59	185,144.25	16,155.24	9.6%
5133	Medicare Contributions	50,880.19	49,065.32	54,325.34	3,445.15	6.8%
5134	Social Security Contributions	217,556.69	209,795.88	232,287.68	14,730.99	6.8%
5190	Life Insurance	1,695.33	1,528.14	1,676.84	-18.49	-1.1%
5191	Health Insurance	576,679.44	453,964.56	548,157.42	-28,522.02	-4.9%
5195	Optical Insurance	2,342.47	2,058.07	2,390.95	48.48	2.1%
5197	Dental Insurance	40,115.65	33,979.08	39,713.95	-401.70	-1.0%
		4,550,550.50	4,418,580.01	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	96,112.92	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	23,407.77	31,615.00	(120.75)	-0.4%
5302	Dues and Memberships	9,000.00	9,117.80	10,500.00	1,500.00	16.7%
5303	Seminars, Conferences & Meetings	31,710.00	26,818.76	37,900.00	6,190.00	19.5%
5308	Recognition Programs-Staff	5,512.50	5,197.50	6,250.00	737.50	13.4%
5315	Professional Services	101,000.00	92,648.44	101,000.00	0.00	0.0%
5322	Personnel Recruitment	1,500.00	410.50	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	105,071.00	119,500.00	0.00	0.0%
5380	Printing Services	51,850.00	43,008.00	54,450.00	2,600.00	5.0%
5391	Telephone	17,500.00	16,817.46	17,500.00	0.00	0.0%
5392	Postage	30,500.00	18,444.00	33,600.00	3,100.00	10.2%
5407	Advertising & Public Relations	20,500.00	15,926.11	21,500.00	1,000.00	4.9%
5420	Insurance - other policies	77,946.75	64,795.93	74,515.32	(3,431.43)	-4.4%
5430	Building Maintenance Services	95,000.00	47,088.74	85,000.00	(10,000.00)	-10.5%
5450	Cleaning Services	88,200.00	101,147.37	117,924.00	29,724.00	33.7%
5461	Utilities	25,500.00	30,220.09	25,500.00	0.00	0.0%
5470	Other Equipment Repair & Maint.	14,720.00	22,416.03	14,746.00	26.00	0.2%
5481	Rentals	18,051.25	18,059.75	18,916.00	864.75	4.8%
5620	Recoverables	4,410.00	262.00	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	502.00	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	384,850.00	8,500.00	2.3%
5853	AV materials	137,050.00	135,679.50	126,000.00	(11,050.00)	-8.1%
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,000.00	0.00	0.0%
5880	Intangible Assets (software)	62,650.00	63,186.00	66,932.50	4,282.50	6.8%
		1,840,246.25	1,726,736.03	1,933,108.82	92,862.57	5.0%
	TOTAL 805.90	6,390,796.75	6,145,316.04	6,714,619.05	323,822.30	5.1%

<b>DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>5% LEVY 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**  
**5% LEVY 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	1,829,978.18	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	508,473.23	624,466.57
5119	Part-Time Employee Wages	1,286,018.09	1,151,422.70	1,058,832.43	1,177,992.96	1,235,044.08
5131	IMRF Pension Contributions	240,632.68	237,126.21	168,989.02	151,744.59	185,144.25
5133	Medicare Contributions	48,695.16	46,572.81	50,880.19	49,065.32	54,325.34
5134	Social Security Contributions	208,213.83	199,128.56	217,556.69	209,795.88	232,287.68
5190	Life Insurance	1,366.20	1,066.22	1,695.33	1,528.14	1,676.84
5191	Health Insurance	496,336.20	418,616.85	576,679.44	453,964.56	548,157.42
5195	Optical Insurance	1,925.91	1,818.29	2,342.47	2,058.07	2,390.95
5197	Dental Insurance	32,871.93	31,576.43	40,115.65	33,979.08	39,713.95
5210	Supplies	108,750.00	96,153.27	94,860.00	96,112.92	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	23,407.77	31,615.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	28,600.00	23,570.49	31,500.00	26,818.76	37,900.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	75,200.00	72,928.25	101,000.00	92,648.44	101,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	410.50	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	105,071.00	119,500.00
5380	Printing Services	27,250.00	27,912.00	51,850.00	43,008.00	54,450.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,817.46	17,500.00
5392	Postage	29,000.00	22,949.97	30,500.00	18,444.00	33,600.00
5407	Advertising & Public Relations	19,500.00	16,284.10	20,500.00	15,926.11	21,500.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	74,515.32
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,088.74	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	101,147.37	117,924.00

<b>EXPENDITURES continued</b>		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5461	Utilities	24,250.00	45,947.17	25,500.00	30,220.09	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	18,792.52	14,720.00	22,416.03	14,746.00
5481	Rentals	18,000.00	17,898.21	18,025.00	18,059.75	18,916.00
5620	Recoverables	4,000.00	227.95	4,200.00	262.00	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	502.00	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	384,850.00
5853	AV materials	146,200.00	117,269.95	137,050.00	135,679.50	126,000.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	59,500.00	91,496.40	62,650.00	63,186.00	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	6,512,816.04	7,100,494.05



**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**

**5% LEVY DRAFT**

LIBRARY-ADMINISTRATIVE SERVICES 971		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	318,407.50	342,887.88	345,218.74	344,860.30	360,216.71
5111	Salaries, Non-Exempt	38,382.44	45,454.50	48,690.72	49,159.50	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	21,094.90	24,145.81
5133	Medicare Contributions	5,173.45	5,295.98	5,711.69	5,498.70	5,964.47
5134	Social Security Contributions	22,120.98	22,644.95	24,422.39	23,512.21	25,503.24
5190	Life Insurance	165.60	149.28	173.88	171.84	181.28
5191	Health Insurance	86,255.38	82,148.64	94,880.92	78,568.73	94,880.92
5195	Optical Insurance	381.60	363.84	400.68	366.01	419.76
5197	Dental Insurance	6,135.12	5,954.88	6,441.88	5,990.33	6,748.63
5210	Supplies	12,500.00	12,483.89	12,500.00	12,389.46	14,050.00
5280	Small tools & equipment	6,000.00	1,718.47	6,000.00	1,501.72	6,000.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	8,750.00	7,873.97	8,500.00	6,869.02	10,000.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	50,000.00	48,166.00	70,000.00	69,300.00	70,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	410.50	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	105,071.00	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	444.00	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	74,515.32
5481	Rentals	17,500.00	17,898.21	17,500.00	17,540.00	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	502.00	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	13,579.00	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	1,285,216.37	1,400,934.51

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**

**5% LEVY 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	428,196.98	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	72,951.84	91,224.38
5119	Part-Time Employee Wages	252,692.87	261,734.26	249,315.77	286,642.60	242,428.22
5131	IMRF Pension Contributions	61,619.37	57,706.98	42,430.19	33,443.78	44,356.50
5133	Medicare Contributions	10,533.95	10,178.35	11,135.44	10,325.45	11,455.96
5134	Social Security Contributions	45,041.70	43,519.38	47,613.60	44,149.17	48,984.09
5190	Life Insurance	331.20	153.22	391.23	337.54	407.88
5191	Health Insurance	121,873.73	84,730.55	107,034.81	93,645.46	116,401.55
5195	Optical Insurance	457.74	402.30	520.60	489.45	587.27
5197	Dental Insurance	7,267.86	6,510.63	8,225.94	7,848.92	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	2,893.86	2,200.00
5303	Seminars, Conferences & Meetings	3,100.00	4,245.84	3,600.00	3,356.22	6,000.00
5315	Professional Services	13,200.00	12,885.55	18,500.00	12,586.92	18,500.00
5380	Printing services	250.00	0.00	250.00	0.00	250.00
5407	Advertising and Public Relations	500.00	0.00	500.00	0.00	500.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	220,800.00	234,057.53	248,300.00	245,817.00	268,500.00
5852	Print materials	238,150.00	230,811.71	255,350.00	252,796.50	263,850.00
5853	AV materials	93,000.00	79,817.20	83,050.00	82,219.50	77,000.00
	<b>TOTAL 972</b>	<b>1,558,654.66</b>	<b>1,489,884.81</b>	<b>1,611,113.15</b>	<b>1,592,105.69</b>	<b>1,660,561.83</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET****5% LEVY 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	347,612.60	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	41,340.59	43,446.00
5119	Part-Time Employee Wages	235,933.39	193,445.47	163,974.28	176,226.70	197,557.77
5131	IMRF Pension Contributions	41,327.80	42,121.16	30,181.21	28,173.33	31,996.57
5133	Medicare Contributions	7,386.92	7,417.11	8,041.40	8,080.15	8,724.09
5134	Social Security Contributions	31,585.46	31,713.21	34,383.94	34,549.32	37,303.01
5190	Life Insurance	165.60	199.04	260.82	257.76	271.92
5191	Health Insurance	48,437.48	48,512.96	71,949.55	51,877.13	71,949.55
5195	Optical Insurance	209.61	211.76	280.29	200.87	335.51
5197	Dental Insurance	3,232.89	3,287.12	5,005.00	3,668.51	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	7,794.64	7,000.00
5315	Professional services	6,000.00	3,932.00	6,500.00	5,858.24	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>929,874.84</b>	<b>1,021,785.47</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET****5% LEVY 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	134,352.20	88,104.14
5111	Salaries, Non-Exempt	84,919.38	125,474.55	204,967.77	129,508.90	202,681.46
5119	Part-Time Employee Wages	489,303.27	414,715.57	357,486.24	424,319.20	487,187.12
5131	IMRF Pension Contributions	26,317.13	27,575.16	22,364.75	18,754.66	23,327.10
5133	Medicare Contributions	10,170.02	9,537.80	10,096.90	9,880.95	11,280.60
5134	Social Security Contributions	43,485.61	40,778.77	43,172.93	42,248.05	48,234.31
5190	Life Insurance	165.60	128.16	304.29	208.66	226.60
5191	Health Insurance	42,457.62	36,744.87	75,290.57	44,178.79	37,401.80
5195	Optical Insurance	228.87	218.16	420.43	242.41	293.63
5197	Dental Insurance	3,633.93	3,516.96	6,615.47	3,811.94	4,620.33
5210	Supplies	16,700.00	12,425.06	17,010.00	14,803.76	17,010.00
5280	Small Tools & Equipment	2,300.00	899.54	2,415.00	2,390.85	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	4,017.73	4,200.00	2,100.00	4,200.00
5392	Postage	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	3,945.00	3,720.00	3,632.50	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	262.00	4,200.00
	<b>TOTAL 974</b>	<b>855,839.57</b>	<b>807,364.78</b>	<b>886,672.94</b>	<b>831,214.62</b>	<b>935,469.10</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**

**5% LEVY 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	228,111.00	241,076.04
5111	Salaries, Non-Exempt	87,249.24	87,243.00	91,921.69	91,923.00	96,289.49
5119	Part-Time Employee Wages	146,034.96	144,931.57	148,162.15	155,540.50	155,520.62
5131	IMRF Pension Contributions	30,871.41	31,094.91	21,561.53	19,766.14	24,843.66
5133	Medicare Contributions	6,509.29	6,391.71	7,030.85	6,808.64	7,409.25
5134	Social Security Contributions	27,832.84	27,329.29	30,062.94	29,113.57	31,680.94
5190	Life Insurance	207.00	184.72	217.35	214.80	226.60
5191	Health Insurance	69,062.32	56,733.08	75,968.55	61,985.49	75,968.55
5195	Optical Insurance	247.68	290.64	260.06	255.91	272.45
5197	Dental Insurance	4,766.67	5,545.20	5,005.00	4,623.38	5,243.34
5210	Supplies	3,900.00	6,224.14	3,900.00	8,049.20	3,900.00
5280	Small Tools & Equipment	8,000.00	4,874.48	8,000.00	6,467.02	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	0.00	3,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	3,571.43	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,327.55	4,500.00	9,272.57	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	57,136.07	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	47,500.00	82,361.40	52,000.00	49,607.00	55,750.00
	<b>TOTAL 975</b>	<b>707,313.97</b>	<b>733,870.19</b>	<b>731,705.17</b>	<b>724,718.22</b>	<b>765,680.93</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET****5% LEVY 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	134,901.00	140,307.10
5111	Salaries, Non-Exempt	46,034.82	46,039.50	49,645.44	49,984.07	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	9,898.63	11,704.32
5133	Medicare Contributions	2,441.69	2,374.00	2,676.06	2,581.76	2,891.19
5134	Social Security Contributions	10,440.34	10,149.72	11,442.48	11,039.79	12,362.31
5190	Life Insurance	124.20	117.20	130.41	128.88	135.96
5191	Health Insurance	59,361.01	57,498.96	66,410.78	54,993.12	66,410.78
5195	Optical Insurance	133.47	127.20	140.14	219.46	146.82
5197	Dental Insurance	3,634.34	3,516.96	3,816.06	3,537.89	3,997.32
5210	Supplies	2,400.00	1,626.41	2,400.00	2,376.00	2,400.00
5280	Small Tools & Equipment	1,500.00	1,494.03	1,500.00	1,149.54	1,500.00
5303	Seminars, Conferences & Meetings	750.00	276.50	900.00	450.00	3,400.00
5315	Professional Services	4,000.00	4,373.27	4,000.00	2,923.28	4,000.00
5380	Printing Services	27,000.00	27,912.00	51,600.00	43,008.00	54,200.00
5392	Postage	16,500.00	16,500.00	18,000.00	18,000.00	21,100.00
5407	Advertising and Public Relations	19,000.00	16,284.10	20,000.00	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>351,117.53</b>	<b>404,640.79</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET****5% LEVY 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	133,125.10	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	96,142.30	106,179.91
5131	IMRF Pension Contributions	15,747.42	15,059.33	8,643.94	11,768.31	13,721.81
5133	Medicare Contributions	3,085.83	2,730.33	3,379.28	3,287.33	3,572.95
5134	Social Security Contributions	13,194.59	11,673.92	14,449.34	14,056.51	15,277.42
5190	Life Insurance	82.80	49.40	86.94	85.92	90.64
5191	Health Insurance	8,515.22	18,091.75	37,888.76	31,374.72	37,888.76
5195	Optical Insurance	38.07	71.15	140.14	127.96	146.82
5197	Dental Insurance	566.78	1,126.52	2,205.59	2,040.31	2,310.17
5210	Supplies	35,000.00	27,213.99	20,000.00	19,604.06	21,000.00
5280	Small Tools & Equipment	1,800.00	1,018.28	2,000.00	1,980.00	2,000.00
5303	Seminars, Conferences & Meetings	2,500.00	888.36	3,800.00	1,900.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	23.19	1,500.00
	<b>TOTAL 977</b>	<b>294,846.68</b>	<b>269,882.53</b>	<b>327,147.90</b>	<b>315,515.71</b>	<b>347,718.64</b>



**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET****5% LEVY 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	78,819.00	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	39,121.66	46,170.44
5131	IMRF Pension Contributions	18,060.81	15,042.21	10,256.39	8,844.84	11,048.49
5133	Medicare Contributions	3,394.01	2,647.53	2,808.57	2,602.34	3,026.84
5134	Social Security Contributions	14,512.31	11,319.32	12,009.08	11,127.26	12,942.36
5190	Life Insurance	124.20	85.20	130.41	122.74	135.96
5191	Health Insurance	60,373.44	34,156.04	47,255.51	37,341.12	47,255.51
5195	Optical Insurance	228.87	133.24	180.12	156.00	188.69
5197	Dental Insurance	3,634.34	2,118.16	2,800.71	2,457.80	2,933.17
5210	Supplies	3,000.00	3,749.42	3,000.00	3,200.94	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	2,074.78	3,000.00
5303	Seminars, Conferences & Meetings	500.00	149.00	500.00	2,848.88	500.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,817.46	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	101,147.37	117,924.00
5461	Utilities	24,250.00	45,947.17	25,500.00	30,220.09	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	9,579.97	5,000.00	9,487.77	5,000.00
	<b>TOTAL 978</b>	<b>582,897.44</b>	<b>542,575.86</b>	<b>527,035.56</b>	<b>483,053.05</b>	<b>563,702.77</b>

**DOWNERS GROVE PUBLIC LIBRARY  
2024 PROPERTY TAX RATES AND EXTENSIONS  
5% LEVY DRAFT**

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

**Property tax levy**

	Amount of levy extended			Tax rate		
Year tax collected	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Operating levy rate	\$ 5,862,439	\$ 5,924,766	\$ 6,221,005	0.2027	0.2002	0.2028
Bond levy rate				<u>0</u>	<u>0</u>	<u>0</u>
Total library levy	\$ 5,862,439	\$ 5,924,766	\$ 6,221,005	0.2027	0.2002	0.2028
Change		1.06%	5.00%		-1.23%	1.29%

**DOWNERS GROVE PUBLIC LIBRARY**  
**2024 PROPERTY TAX RATES AND EXTENSIONS**  
**5% LEVY 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	\$ 240.96	\$ 67.57	\$ 66.73	\$ 67.59
Actual change in taxes paid		\$ (2.97)	\$ 3.06		\$ (0.83)	\$ 0.86
Change		-1.2%	1.3%		-1.2%	1.3%

**DOWNERS GROVE PUBLIC LIBRARY  
RATES, LEVY, AND EAV HISTORY  
5% LEVY 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	0.2028
<b>Bond</b>	0	0	0	0	0	0
<b>Total</b>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2028
<b>% change YroYr</b>	-1.6%	-0.4%	-3.5%	-0.1%	-1.2%	1.3%

<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	\$ 106,607,571
<b>Total</b>	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416	\$ 3,067,928,986.98
<b>% change YroYr</b>	4.7%	3.4%	4.7%	4.9%	2.2%	3.6%

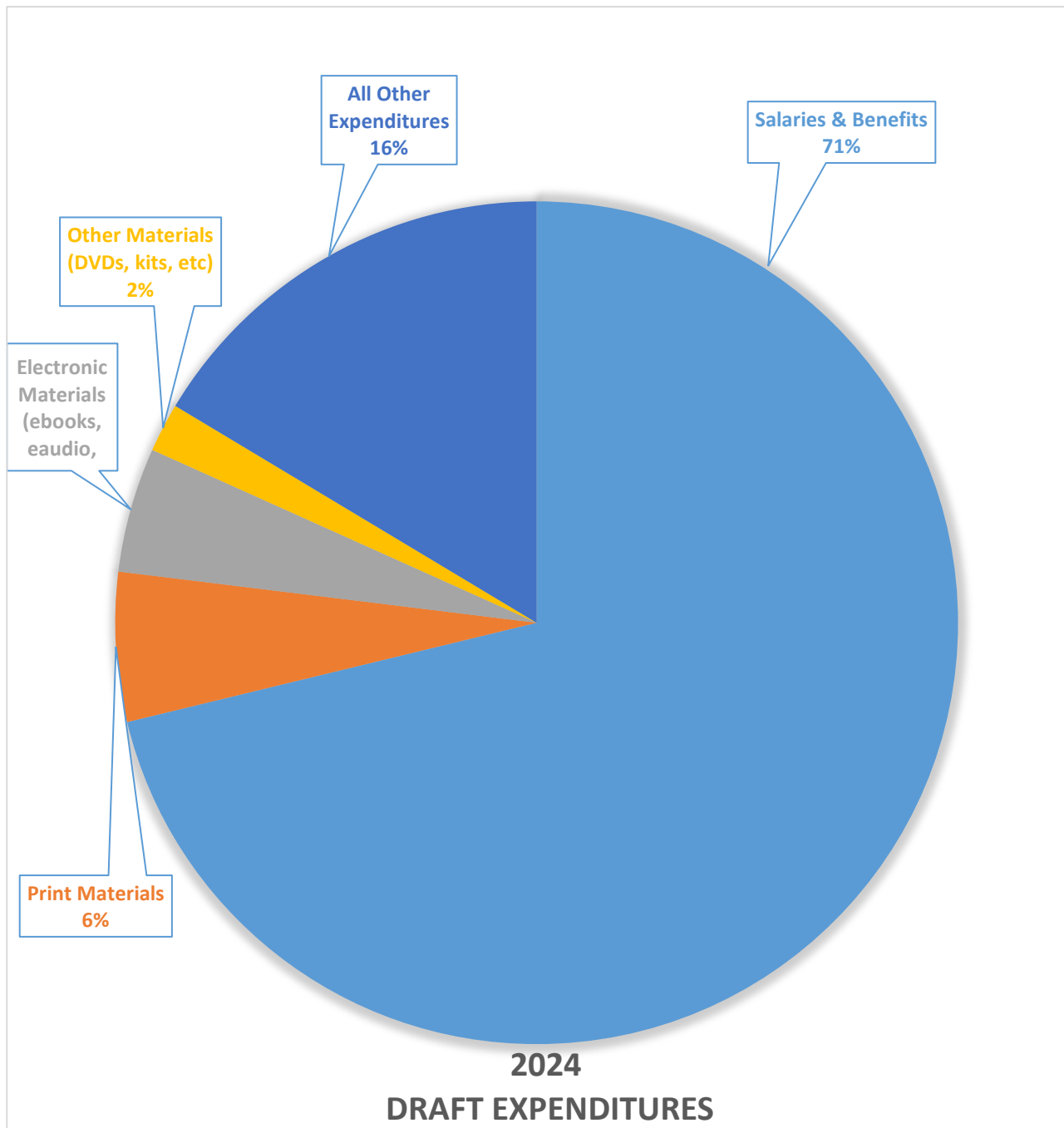
<b>Library Tax Per \$100K Home Value</b>	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.57	\$ 66.73	\$ 67.59
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<b>Wage/Salary Increment</b>	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3% Merit) OR Minimum Wage Increment	5% OR Minimum Wage Increment OR Internal Pay Equity Adjustment	4% OR Salary Structure Increment
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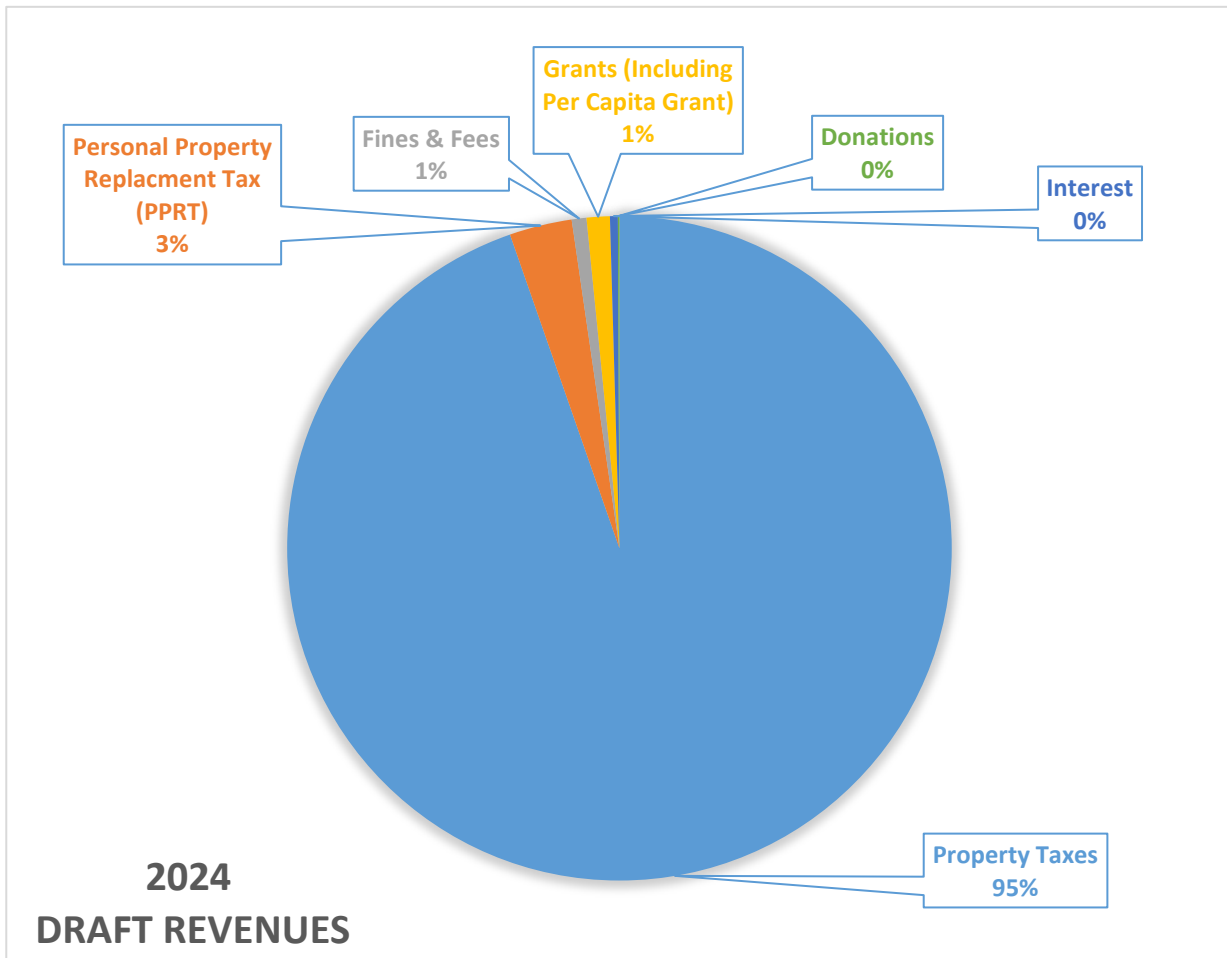
**DOWNERS GROVE PUBLIC LIBRARY**  
**STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**  
**5% LEVY DRAFT**

	<b><u>FY2024</u></b>	<b><u>IPLAR Percentage Analysis</u></b>	<b><u>Totals by Category</u></b>
Salaries	55.4%	Statewide Average 51%	\$ 3,717,813.79
Benefits (Insurance, IMRF, FICA)	15.8%	Statewide Average 14%	\$ 1,063,696.44
Salaries & Benefits	71.2%	Statewide Average 65%	\$ 4,781,510.23
Print Materials	5.7%	Statewide Average 5%	\$ 384,850.00
Electronic Materials (ebooks, eaudio, etc)	4.8%	Statewide Average 4%	\$ 321,300.00
Other Materials (DVDs, kits, etc)	1.9%	Statewide Average 1%	\$ 126,000.00
All Other Expenditures	16.4%	Statewide Average 25%	\$ 1,100,958.82
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,714,619.05
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  
5% LEVY DRAFT**



**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
5% LEVY DRAFT**



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

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED
BEGINNING BALANCE	\$ 1,399,279	\$ 1,399,279	\$ 1,240,279	\$ 1,240,279	\$ 1,001,940
REVENUES	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,493,208
EXPENSES	\$ 6,104,880	\$ 5,995,453	\$ 6,390,797	\$ 6,145,316	\$ 6,714,619
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	\$ 1,001,940	\$ 394,653
NET CHANGE	\$ (421,752)	\$ (159,000)	\$ (597,020)	\$ (238,339)	\$ (607,286)

**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	\$ 536,955
REVENUES	\$ 10,000	\$ 9,933	\$ 15,000	\$ 15,000	\$ 15,000
EXPENSES	\$ 411,600	\$ 384,071	\$ 611,900	\$ 586,355	\$ 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	\$ 536,955	\$ 754,721
NET CHANGE	\$ (51,600)	\$ 125,862	\$ (229,400)	\$ (203,855)	\$ 217,766



**DOWNERS GROVE PUBLIC LIBRARY 2024 REVENUE SHEET**  
**FLAT TAX RATE 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	\$ 6,141,994
4109	Prior Year Property Tax	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
4313	Personal Property Replacement Tax	\$ 60,000	\$ 226,115	\$ 130,000	\$ 200,000	\$ 200,000
4410	Sale of Materials	\$ 2,000	\$ 4,893	\$ 2,000	\$ 2,900	\$ 2,000
4502	Charges for Services (copy & printing)	\$ 10,000	\$ 42,046	\$ 10,000	\$ 20,000	\$ 20,000
4509	Fees For Non-Residents	\$ 8,000	\$ 18,157	\$ 8,000	\$ 12,000	\$ 15,000
4571	Rental Fees	\$ 2,000	\$ 1,810	\$ 2,000	\$ 1,500	\$ 1,500
4581	Fines	\$ -	\$ 1,317	\$ -	\$ 200	\$ -
4590	Cost Recovered for Services	\$ 8,500	\$ 11,229	\$ 8,500	\$ 6,900	\$ 8,500
4610	Federal, Operational Grants	\$ -	\$ 37,245	\$ -	\$ -	\$ -
4620	State, Operational Grants	\$ 72,589	\$ 72,589	\$ 74,114	\$ 74,114	\$ 74,114
4711	Investment Income	\$ 2,500	\$ 29,428	\$ 500	\$ 30,000	\$ 25,000
4712	Investment Income - Property Taxes	\$ -	\$ 515	\$ -	\$ -	\$ -
4820	Contributions	\$ 5,000	\$ 22,168	\$ 5,000	\$ 5,700	\$ 5,000
	TOTAL 805.90	\$ 6,033,128	\$ 6,336,453	\$ 6,161,277	\$ 6,274,477	\$ 6,493,208

DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET					
FLAT TAX RATE DRAFT					
	TOTAL LIBRARY FUND 805.90.XXX.XXXX			Budget to	Budget to
		2023	2023	2024	Proposed
	EXPENDITURES	BUDGET	EST. ATT.	PROPOSED	Change \$
					Change %
5101	Salaries, Exempt	1,836,742.88	1,829,978.18	1,858,303.14	21,560.27
5104	Bonus	0.00	0.00	0.00	0.00
5111	Salaries, Non-Exempt	596,716.40	508,473.23	624,466.57	27,750.17
5119	Part-Time Employee Wages	1,058,832.43	1,177,992.96	1,235,044.08	176,211.64
5131	IMRF Pension Contributions	168,989.02	151,744.59	185,144.25	16,155.24
5133	Medicare Contributions	50,880.19	49,065.32	54,325.34	3,445.15
5134	Social Security Contributions	217,556.69	209,795.88	232,287.68	14,730.99
5190	Life Insurance	1,695.33	1,528.14	1,676.84	-18.49
5191	Health Insurance	576,679.44	453,964.56	548,157.42	-28,522.02
5195	Optical Insurance	2,342.47	2,058.07	2,390.95	48.48
5197	Dental Insurance	40,115.65	33,979.08	39,713.95	-401.70
		4,550,550.50	4,418,580.01	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	96,112.92	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	23,407.77	31,615.00	(120.75)	-0.4%
5302	Dues and Memberships	9,000.00	9,117.80	10,500.00	1,500.00	16.7%
5303	Seminars, Conferences & Meetings	31,710.00	26,818.76	37,900.00	6,190.00	19.5%
5308	Recognition Programs-Staff	5,512.50	5,197.50	6,250.00	737.50	13.4%
5315	Professional Services	101,000.00	92,648.44	101,000.00	0.00	0.0%
5322	Personnel Recruitment	1,500.00	410.50	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	105,071.00	119,500.00	0.00	0.0%
5380	Printing Services	51,850.00	43,008.00	54,450.00	2,600.00	5.0%
5391	Telephone	17,500.00	16,817.46	17,500.00	0.00	0.0%
5392	Postage	30,500.00	18,444.00	33,600.00	3,100.00	10.2%
5407	Advertising & Public Relations	20,500.00	15,926.11	21,500.00	1,000.00	4.9%
5420	Insurance - other policies	77,946.75	64,795.93	74,515.32	(3,431.43)	-4.4%
5430	Building Maintenance Services	95,000.00	47,088.74	85,000.00	(10,000.00)	-10.5%
5450	Cleaning Services	88,200.00	101,147.37	117,924.00	29,724.00	33.7%
5461	Utilities	25,500.00	30,220.09	25,500.00	0.00	0.0%
5470	Other Equipment Repair & Maint.	14,720.00	22,416.03	14,746.00	26.00	0.2%
5481	Rentals	18,051.25	18,059.75	18,916.00	864.75	4.8%
5620	Recoverables	4,410.00	262.00	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	502.00	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	384,850.00	8,500.00	2.3%
5853	AV materials	137,050.00	135,679.50	126,000.00	(11,050.00)	-8.1%
5870	Capital equipment +\$20,000	65,000.00	64,350.00	65,000.00	0.00	0.0%
5880	Intangible Assets (software)	62,650.00	63,186.00	66,932.50	4,282.50	6.8%
		1,840,246.25	1,726,736.03	1,933,108.82	92,862.57	5.0%
	TOTAL 805.90	6,390,796.75	6,145,316.04	6,714,619.05	323,822.30	5.1%

<b>DOWNERS GROVE PUBLIC LIBRARY 2024 EXPENDITURES SIMPLIFIED SHEET</b>						
<b>FLAT TAX RATE 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**  
**FLAT TAX RATE 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	1,829,978.18	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	508,473.23	624,466.57
5119	Part-Time Employee Wages	1,286,018.09	1,151,422.70	1,058,832.43	1,177,992.96	1,235,044.08
5131	IMRF Pension Contributions	240,632.68	237,126.21	168,989.02	151,744.59	185,144.25
5133	Medicare Contributions	48,695.16	46,572.81	50,880.19	49,065.32	54,325.34
5134	Social Security Contributions	208,213.83	199,128.56	217,556.69	209,795.88	232,287.68
5190	Life Insurance	1,366.20	1,066.22	1,695.33	1,528.14	1,676.84
5191	Health Insurance	496,336.20	418,616.85	576,679.44	453,964.56	548,157.42
5195	Optical Insurance	1,925.91	1,818.29	2,342.47	2,058.07	2,390.95
5197	Dental Insurance	32,871.93	31,576.43	40,115.65	33,979.08	39,713.95
5210	Supplies	108,750.00	96,153.27	94,860.00	96,112.92	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	23,407.77	31,615.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	28,600.00	23,570.49	31,500.00	26,818.76	37,900.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	75,200.00	72,928.25	101,000.00	92,648.44	101,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	410.50	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	105,071.00	119,500.00
5380	Printing Services	27,250.00	27,912.00	51,850.00	43,008.00	54,450.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,817.46	17,500.00
5392	Postage	29,000.00	22,949.97	30,500.00	18,444.00	33,600.00
5407	Advertising & Public Relations	19,500.00	16,284.10	20,500.00	15,926.11	21,500.00
5420	Insurance - other policies	70,700.00	61,940.00	74,235.00	64,795.93	74,515.32
5430	Building Maintenance Services	92,000.00	99,788.37	95,000.00	47,088.74	85,000.00
5450	Cleaning Services	80,000.00	86,448.88	84,000.00	101,147.37	117,924.00

EXPENDITURES continued		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5461	Utilities	24,250.00	45,947.17	25,500.00	30,220.09	25,500.00
5470	Other Equipment Repair & Maint.	11,500.00	18,792.52	14,720.00	22,416.03	14,746.00
5481	Rentals	18,000.00	17,898.21	18,025.00	18,059.75	18,916.00
5620	Recoverables	4,000.00	227.95	4,200.00	262.00	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	502.00	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	384,850.00
5853	AV materials	146,200.00	117,269.95	137,050.00	135,679.50	126,000.00
5870	Capital equipment +\$20,000	60,000.00	104,402.55	65,000.00	64,350.00	65,000.00
5880	Intangible Assets (software)	59,500.00	91,496.40	62,650.00	63,186.00	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	6,512,816.04	7,100,494.05

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

LIBRARY-ADMINISTRATIVE SERVICES 971		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	318,407.50	342,887.88	345,218.74	344,860.30	360,216.71
5111	Salaries, Non-Exempt	38,382.44	45,454.50	48,690.72	49,159.50	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	21,094.90	24,145.81
5133	Medicare Contributions	5,173.45	5,295.98	5,711.69	5,498.70	5,964.47
5134	Social Security Contributions	22,120.98	22,644.95	24,422.39	23,512.21	25,503.24
5190	Life Insurance	165.60	149.28	173.88	171.84	181.28
5191	Health Insurance	86,255.38	82,148.64	94,880.92	78,568.73	94,880.92
5195	Optical Insurance	381.60	363.84	400.68	366.01	419.76
5197	Dental Insurance	6,135.12	5,954.88	6,441.88	5,990.33	6,748.63
5210	Supplies	12,500.00	12,483.89	12,500.00	12,389.46	14,050.00
5280	Small tools & equipment	6,000.00	1,718.47	6,000.00	1,501.72	6,000.00
5302	Dues and Memberships	7,500.00	8,771.00	9,000.00	9,117.80	10,500.00
5303	Seminars, Conferences & Meetings	8,750.00	7,873.97	8,500.00	6,869.02	10,000.00
5308	Recognition Programs-Staff	5,000.00	6,106.34	5,250.00	5,197.50	6,250.00
5315	Professional Services	50,000.00	48,166.00	70,000.00	69,300.00	70,000.00
5322	Personnel Recruitment	1,000.00	1,610.75	1,500.00	410.50	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	105,071.00	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	444.00	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	74,515.32
5481	Rentals	17,500.00	17,898.21	17,500.00	17,540.00	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	502.00	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	13,579.00	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	1,285,216.37	1,400,934.51



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

LIBRARY - ADULT SERVICES 972		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	427,493.24	385,682.05	432,522.20	428,196.98	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	72,951.84	91,224.38
5119	Part-Time Employee Wages	252,692.87	261,734.26	249,315.77	286,642.60	242,428.22
5131	IMRF Pension Contributions	61,619.37	57,706.98	42,430.19	33,443.78	44,356.50
5133	Medicare Contributions	10,533.95	10,178.35	11,135.44	10,325.45	11,455.96
5134	Social Security Contributions	45,041.70	43,519.38	47,613.60	44,149.17	48,984.09
5190	Life Insurance	331.20	153.22	391.23	337.54	407.88
5191	Health Insurance	121,873.73	84,730.55	107,034.81	93,645.46	116,401.55
5195	Optical Insurance	457.74	402.30	520.60	489.45	587.27
5197	Dental Insurance	7,267.86	6,510.63	8,225.94	7,848.92	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	2,893.86	2,200.00
5303	Seminars, Conferences & Meetings	3,100.00	4,245.84	3,600.00	3,356.22	6,000.00
5315	Professional Services	13,200.00	12,885.55	18,500.00	12,586.92	18,500.00
5380	Printing services	250.00	0.00	250.00	0.00	250.00
5407	Advertising and Public Relations	500.00	0.00	500.00	0.00	500.00
5470	Other Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	220,800.00	234,057.53	248,300.00	245,817.00	268,500.00
5852	Print materials	238,150.00	230,811.71	255,350.00	252,796.50	263,850.00
5853	AV materials	93,000.00	79,817.20	83,050.00	82,219.50	77,000.00
	TOTAL 972	1,558,654.66	1,489,884.81	1,611,113.15	1,592,105.69	1,660,561.83

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

LIBRARY - CHILDREN'S SERVICES 973		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	273,509.54	308,743.50	349,586.76	347,612.60	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	41,340.59	43,446.00
5119	Part-Time Employee Wages	235,933.39	193,445.47	163,974.28	176,226.70	197,557.77
5131	IMRF Pension Contributions	41,327.80	42,121.16	30,181.21	28,173.33	31,996.57
5133	Medicare Contributions	7,386.92	7,417.11	8,041.40	8,080.15	8,724.09
5134	Social Security Contributions	31,585.46	31,713.21	34,383.94	34,549.32	37,303.01
5190	Life Insurance	165.60	199.04	260.82	257.76	271.92
5191	Health Insurance	48,437.48	48,512.96	71,949.55	51,877.13	71,949.55
5195	Optical Insurance	209.61	211.76	280.29	200.87	335.51
5197	Dental Insurance	3,232.89	3,287.12	5,005.00	3,668.51	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	7,794.64	7,000.00
5315	Professional services	6,000.00	3,932.00	6,500.00	5,858.24	6,500.00
5380	Printing Services	0.00	0.00	0.00	0.00	0.00
5407	Advertising and Public Relations	0.00	0.00	0.00	0.00	0.00
5851	Electronic Resources	25,000.00	27,427.94	25,000.00	24,750.00	52,800.00
5852	Print materials	110,000.00	99,294.09	121,000.00	119,790.00	121,000.00
5853	AV materials	53,200.00	37,452.75	54,000.00	53,460.00	49,000.00
	TOTAL 973	866,488.69	850,362.34	944,681.84	929,874.84	1,021,785.47

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
FLAT TAX RATE 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	134,352.20	88,104.14
5111	Salaries, Non-Exempt	84,919.38	125,474.55	204,967.77	129,508.90	202,681.46
5119	Part-Time Employee Wages	489,303.27	414,715.57	357,486.24	424,319.20	487,187.12
5131	IMRF Pension Contributions	26,317.13	27,575.16	22,364.75	18,754.66	23,327.10
5133	Medicare Contributions	10,170.02	9,537.80	10,096.90	9,880.95	11,280.60
5134	Social Security Contributions	43,485.61	40,778.77	43,172.93	42,248.05	48,234.31
5190	Life Insurance	165.60	128.16	304.29	208.66	226.60
5191	Health Insurance	42,457.62	36,744.87	75,290.57	44,178.79	37,401.80
5195	Optical Insurance	228.87	218.16	420.43	242.41	293.63
5197	Dental Insurance	3,633.93	3,516.96	6,615.47	3,811.94	4,620.33
5210	Supplies	16,700.00	12,425.06	17,010.00	14,803.76	17,010.00
5280	Small Tools & Equipment	2,300.00	899.54	2,415.00	2,390.85	2,415.00
5303	Seminars, Conferences & Meetings	4,000.00	4,017.73	4,200.00	2,100.00	4,200.00
5392	Postage	0.00	0.00	0.00	0.00	0.00
5470	Other Equipment Repair and Maintenance	500.00	3,945.00	3,720.00	3,632.50	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	262.00	4,200.00
	<b>TOTAL 974</b>	<b>855,839.57</b>	<b>807,364.78</b>	<b>886,672.94</b>	<b>831,214.62</b>	<b>935,469.10</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET  
FLAT TAX RATE 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	228,111.00	241,076.04
5111	Salaries, Non-Exempt	87,249.24	87,243.00	91,921.69	91,923.00	96,289.49
5119	Part-Time Employee Wages	146,034.96	144,931.57	148,162.15	155,540.50	155,520.62
5131	IMRF Pension Contributions	30,871.41	31,094.91	21,561.53	19,766.14	24,843.66
5133	Medicare Contributions	6,509.29	6,391.71	7,030.85	6,808.64	7,409.25
5134	Social Security Contributions	27,832.84	27,329.29	30,062.94	29,113.57	31,680.94
5190	Life Insurance	207.00	184.72	217.35	214.80	226.60
5191	Health Insurance	69,062.32	56,733.08	75,968.55	61,985.49	75,968.55
5195	Optical Insurance	247.68	290.64	260.06	255.91	272.45
5197	Dental Insurance	4,766.67	5,545.20	5,005.00	4,623.38	5,243.34
5210	Supplies	3,900.00	6,224.14	3,900.00	8,049.20	3,900.00
5280	Small Tools & Equipment	8,000.00	4,874.48	8,000.00	6,467.02	8,000.00
5303	Seminars, Conferences & Meetings	3,000.00	0.00	3,000.00	1,500.00	3,000.00
5315	Professional services	2,000.00	3,571.43	2,000.00	1,980.00	2,000.00
5470	Other Equipment Repair and Maintenance	4,500.00	4,327.55	4,500.00	9,272.57	4,500.00
5770	Capital equipment less than \$20,000	50,000.00	57,136.07	50,000.00	49,500.00	50,000.00
5851	Electronic Resources	0.00	0.00	0.00	0.00	0.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
5880	Intangible Assets (software)	47,500.00	82,361.40	52,000.00	49,607.00	55,750.00
	<b>TOTAL 975</b>	<b>707,313.97</b>	<b>733,870.19</b>	<b>731,705.17</b>	<b>724,718.22</b>	<b>765,680.93</b>

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

LIBRARY - PUBLIC RELATIONS 976		2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ESTIMATED	2024 PROPOSED
5101	Salaries, Exempt	122,357.82	122,362.50	134,910.67	134,901.00	140,307.10
5111	Salaries, Non-Exempt	46,034.82	46,039.50	49,645.44	49,984.07	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	9,898.63	11,704.32
5133	Medicare Contributions	2,441.69	2,374.00	2,676.06	2,581.76	2,891.19
5134	Social Security Contributions	10,440.34	10,149.72	11,442.48	11,039.79	12,362.31
5190	Life Insurance	124.20	117.20	130.41	128.88	135.96
5191	Health Insurance	59,361.01	57,498.96	66,410.78	54,993.12	66,410.78
5195	Optical Insurance	133.47	127.20	140.14	219.46	146.82
5197	Dental Insurance	3,634.34	3,516.96	3,816.06	3,537.89	3,997.32
5210	Supplies	2,400.00	1,626.41	2,400.00	2,376.00	2,400.00
5280	Small Tools & Equipment	1,500.00	1,494.03	1,500.00	1,149.54	1,500.00
5303	Seminars, Conferences & Meetings	750.00	276.50	900.00	450.00	3,400.00
5315	Professional Services	4,000.00	4,373.27	4,000.00	2,923.28	4,000.00
5380	Printing Services	27,000.00	27,912.00	51,600.00	43,008.00	54,200.00
5392	Postage	16,500.00	16,500.00	18,000.00	18,000.00	21,100.00
5407	Advertising and Public Relations	19,000.00	16,284.10	20,000.00	15,926.11	21,000.00
5852	Print Materials	0.00	0.00	0.00	0.00	0.00
	TOTAL 976	330,647.80	325,623.41	378,276.30	351,117.53	404,640.79

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**  
**FLAT TAX RATE 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	133,125.10	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	96,142.30	106,179.91
5131	IMRF Pension Contributions	15,747.42	15,059.33	8,643.94	11,768.31	13,721.81
5133	Medicare Contributions	3,085.83	2,730.33	3,379.28	3,287.33	3,572.95
5134	Social Security Contributions	13,194.59	11,673.92	14,449.34	14,056.51	15,277.42
5190	Life Insurance	82.80	49.40	86.94	85.92	90.64
5191	Health Insurance	8,515.22	18,091.75	37,888.76	31,374.72	37,888.76
5195	Optical Insurance	38.07	71.15	140.14	127.96	146.82
5197	Dental Insurance	566.78	1,126.52	2,205.59	2,040.31	2,310.17
5210	Supplies	35,000.00	27,213.99	20,000.00	19,604.06	21,000.00
5280	Small Tools & Equipment	1,800.00	1,018.28	2,000.00	1,980.00	2,000.00
5303	Seminars, Conferences & Meetings	2,500.00	888.36	3,800.00	1,900.00	3,800.00
5470	Other Equipment Repair and Maintenance	1,500.00	940.00	1,500.00	23.19	1,500.00
	<b>TOTAL 977</b>	<b>294,846.68</b>	<b>269,882.53</b>	<b>327,147.90</b>	<b>315,515.71</b>	<b>347,718.64</b>

**DOWNERS GROVE PUBLIC LIBRARY 2024 BUDGET**  
**FLAT TAX RATE 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	78,819.00	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	39,121.66	46,170.44
5131	IMRF Pension Contributions	18,060.81	15,042.21	10,256.39	8,844.84	11,048.49
5133	Medicare Contributions	3,394.01	2,647.53	2,808.57	2,602.34	3,026.84
5134	Social Security Contributions	14,512.31	11,319.32	12,009.08	11,127.26	12,942.36
5190	Life Insurance	124.20	85.20	130.41	122.74	135.96
5191	Health Insurance	60,373.44	34,156.04	47,255.51	37,341.12	47,255.51
5195	Optical Insurance	228.87	133.24	180.12	156.00	188.69
5197	Dental Insurance	3,634.34	2,118.16	2,800.71	2,457.80	2,933.17
5210	Supplies	3,000.00	3,749.42	3,000.00	3,200.94	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	2,074.78	3,000.00
5303	Seminars, Conferences & Meetings	500.00	149.00	500.00	2,848.88	500.00
5391	Telephone	17,000.00	20,205.07	17,500.00	16,817.46	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	101,147.37	117,924.00
5461	Utilities	24,250.00	45,947.17	25,500.00	30,220.09	25,500.00
5470	Other Equipment Repair and Maintenance	5,000.00	9,579.97	5,000.00	9,487.77	5,000.00
	<b>TOTAL 978</b>	<b>582,897.44</b>	<b>542,575.86</b>	<b>527,035.56</b>	<b>483,053.05</b>	<b>563,702.77</b>

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

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

**Property tax levy**

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



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

**Impact on taxpayer**

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

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

<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	0.2002
<b>Bond</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	0.2111	0.2103	0.2030	0.2027	0.2002	0.2002
<b>% change YroYr</b>	-1.6%	-0.4%	-3.5%	-0.1%	-1.2%	0.0%

<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	\$ 6,141,993.83
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,392,223	\$ 5,553,474	\$ 5,609,989	\$ 5,862,439	\$ 5,924,766	\$ 6,141,993.83
<b>% change YroYr</b>	4.1%	3.0%	1.0%	4.5%	1.1%	3.7%

<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	\$ 106,607,571
<b>Total</b>	\$ 2,554,345,132	\$ 2,640,739,179	\$ 2,763,541,463	\$ 2,897,700,601	\$ 2,961,321,416	\$ 3,067,928,986.98
<b>% change YroYr</b>	4.7%	3.4%	4.7%	4.9%	2.2%	3.6%

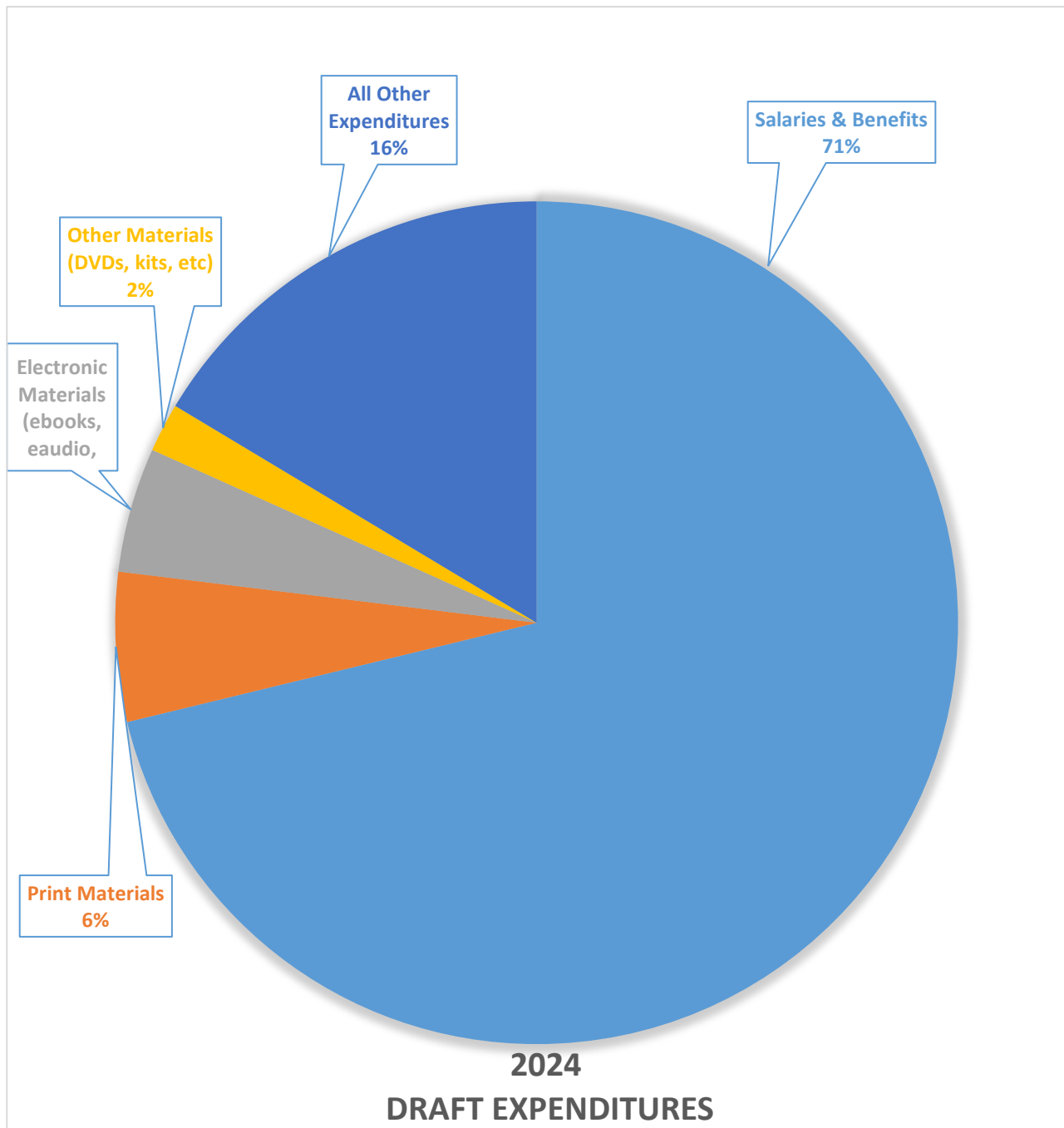
<b>Library Tax Per \$100K Home Value</b>	\$ 70.37	\$ 70.10	\$ 67.67	\$ 67.57	\$ 66.73	\$ 66.73
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<b>Wage/Salary Increment</b>	3.0%	Salary Structure Increment OR 3.0%	1.9% Benchmark, 3% Average with Merit (based on hrs worked)	3% (1.7% Benchmark + 1.3%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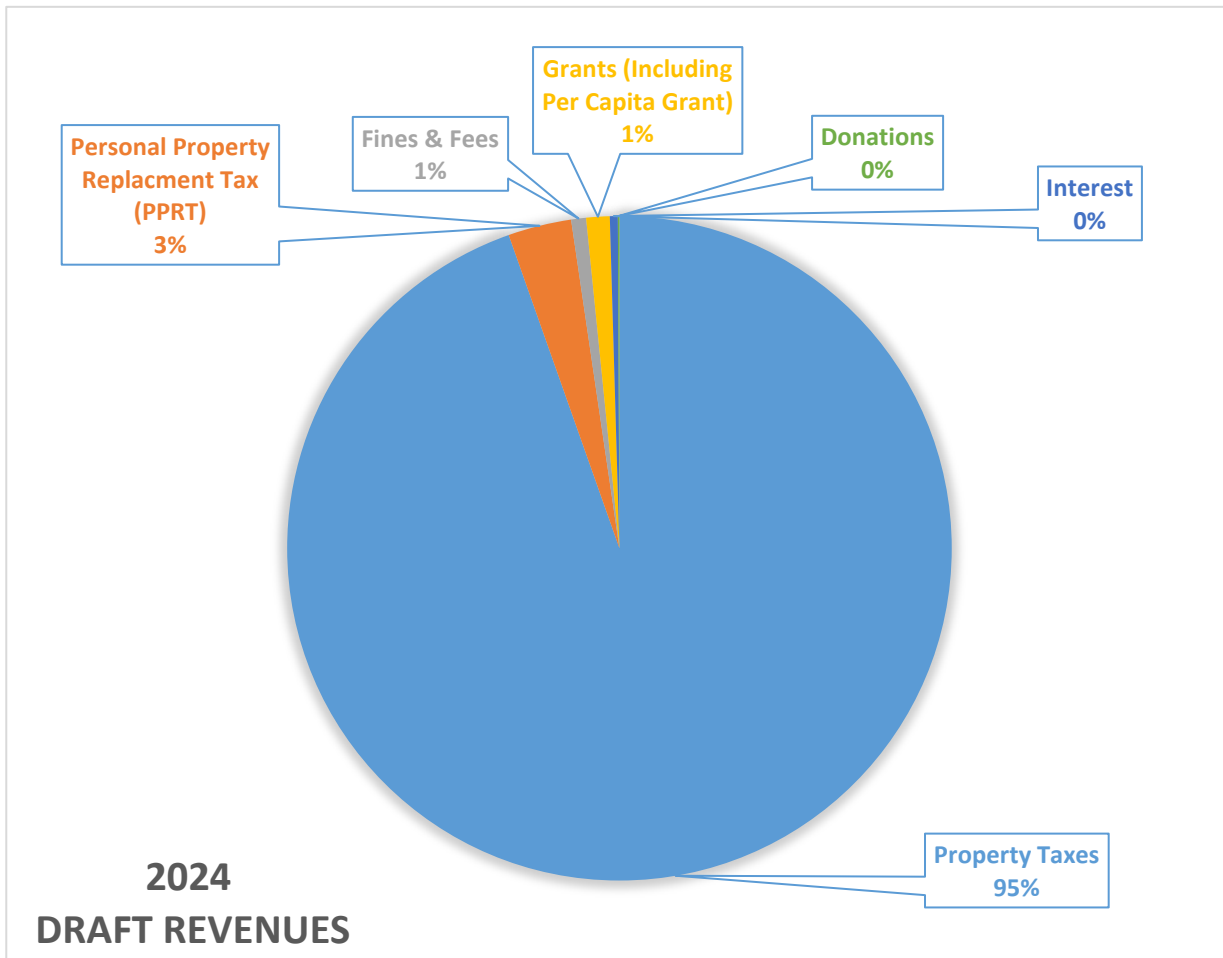
**DOWNERS GROVE PUBLIC LIBRARY  
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
FLAT TAX RATE DRAFT**

	<b><u>FY2024</u></b>	<b><u>IPLAR Percentage Analysis</u></b>	<b><u>Totals by Category</u></b>
Salaries	55.4%	Statewide Average 51%	\$ 3,717,813.79
Benefits (Insurance, IMRF, FICA)	15.8%	Statewide Average 14%	\$ 1,063,696.44
Salaries & Benefits	71.2%	Statewide Average 65%	\$ 4,781,510.23
Print Materials	5.7%	Statewide Average 5%	\$ 384,850.00
Electronic Materials (ebooks, eaudio, etc)	4.8%	Statewide Average 4%	\$ 321,300.00
Other Materials (DVDs, kits, etc)	1.9%	Statewide Average 1%	\$ 126,000.00
All Other Expenditures	16.4%	Statewide Average 25%	\$ 1,100,958.82
Total*	100.0%	* Total may not equal 100% due to rounding	\$ 6,714,619.05
Property Taxes	94.6%		\$ 6,142,093.83
Personal Property Replacment Tax (PPRT)	3.1%		\$ 200,000.00
Fines & Fees	0.7%		\$ 47,000.00
Grants (Including Per Capita Grant)	1.1%		\$ 74,114.00
Interest	0.4%		\$ 25,000.00
Donations	0.1%		\$ 5,000.00
	100.0%	* Total may not equal 100% due to rounding	\$ 6,493,207.83

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



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



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Agenda Item 8B**

**2023-2028 High-Level Strategic Plan**

This draft 2023-2028 High-Level Strategic Plan is the culmination of the strategic planning process undertaken with consultants ReThinking Libraries (RTL) throughout the spring of 2023. It includes an updated mission statement, vision, values, strategic focus areas, goals, outcomes, and potential initiatives.

Community engagement with the planning process exceeded expectations. Over 2,000 people responded to the survey. 140 people participated in focus groups. 26 people, including Trustees, staff, and community members, participated in the Strategic Retreat. The Findings Book compiled the data gathered as part of the process including a community survey, focus groups, demographic data, market penetration analysis, benchmark analysis, and review of the previous strategic plan and Equity Strategic Plan. Consultants from RTL synthesized the work of the Strategic Retreat participants in reviewing the Findings Book and determining the priorities to be included into a preliminary draft. The library's Management Team worked with RTL to refine the draft into the 2023-2028 High-Level Strategic Plan presented. One lingering question is how to incorporate the 2023-2028 High-Level Strategic Plan with the Equity Strategic Plan, which was approved in April 2022. The two plans were created using very different processes and in different formats. The Board may direct the Equity Advisory Team and Management Team to integrate the two plans into a single document.

**Recommended Action:** Table approval of the approval 2023-2028 High-Level Strategic Plan OR approve the 2023-2028 High-Level Strategic Plan as presented.



**DOWNERS GROVE**  
PUBLIC LIBRARY

# Downers Grove Public Library

## 2023 to 2028 High-Level Strategic Plan

Adopted: \_\_\_\_\_ 202\_

## MISSION

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

## VISION

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

## VALUES

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

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

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

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

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

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



# Downers Grove Public Library - Strategic Overview



## Focus Area

## Goals

## Outcomes

### PROGRAMS & SERVICES

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

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

### ACCESS

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

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

### TURN OUTWARD

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

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

### TURN INWARD

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

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

# PROGRAMS & SERVICES

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

## Suggested Initiatives:

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

## **Overall Outcome:**

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

## **More Specific Outcomes:**

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

# ACCESS

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

## Suggested Initiatives:

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

## **Overall Outcome:**

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

## **More Specific Outcomes:**

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

# TURN OUTWARD

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

## Suggested Initiatives:

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

## **Overall Outcome:**

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

## **Outcomes:**

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

# TURN INWARD

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

## Suggested Initiatives:

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

## **Overall Outcome:**

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

## **More Specific Outcomes:**

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

**Strengths**

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

**Weaknesses**

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

**Opportunities**

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

**Challenges**

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

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

## Internal Practices/Internalized & Interpersonal

### Goals:

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

### Objectives:

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

### Implementation/Activities:

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

**Evaluation/Benchmarks:**

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

**Resources/Budgeting:**

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

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

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

**Objectives:**

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



**Implementation/Activities:**

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

**Evaluation/Benchmarks:**

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

**Resources/Budgeting:**

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

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

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

**Objectives:**

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

**Implementation/Activities:**

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

**Evaluation/Benchmarks:**

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

**Resources/Budgeting:**

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

## **External Practices/Institutional & Structural**

### **Goal:**

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

### **Objectives:**

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

### **Implementation/Activities:**

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

### **Evaluation/Benchmark:**

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

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

**Resources/Budgeting:**

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

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Agenda Item 10**

**Librarian's Report**

Youth Outlook Dare to Dream Business Partner Award

The Downers Grove Public Library will be honored at the 2023 Dare to Dream Youth Outlook gala as Business Partner Award winner. The gala will held on October 21, 2023. Formed in 1998, Youth Outlook's mission is "Youth Outlook celebrates, empowers, advocates for, and provides services to meet the ever-evolving needs of LGBTQ+ youth and their families, friends, and communities."

Adult & Teen Services Desk Name Change

Since 2014, following the merger of the Reference Desk (and department) and Readers Advisory Desk (and department), the main service desk on the second floor was known as the "Ask Us Desk" and the merged department known as Adult & Teen Services. To clarify the purpose of this service desk, its name has been changed to "Adult & Teen Service Desk."

Administrative Office Changes

Following the completion of the Workroom Renovation Project, the Administration is undergoing some changes. Business Office Manager Katelyn Vabalaitis now occupies the office that was formerly Building Operations Director Ian Knorr's. Business Office Assistant Scott Anderson now occupies the desk that had been hers and the extra desk removed to provide space for current administrative files. Archived administrative files are now in storage areas formerly used by the Children's Services Department. The former Administrative file room will become an office for Marketing & Communications Manager Cindy Khatri.

May PITS Incident Reports and Incident Tracker Implementation

There were 31 incidents in June. Seven incidents in June resulted in the suspension of library privileges beyond the person being asked to leave for the day, four of whom were teens/tweens. 17 incidents involved the behavior of teens/tweens. Three incidents were non-behavioral. Seven incidents tracked calls by the library to the police, including one for an incident off library property and two to deliver suspension notices. One incident tracked police activity on the grounds where the police were not called by the library. Incident Tracker is expected to go live in August, with 5 years of incidents ported to the system, which will allow us to use its more robust reporting features.

### Freedom of Information Act (FOIA) Requests

The commercial FOIA requester from April responded to our follow-up in June, received a response, and requested additional information. Two FOIA requests were received in June and three to date in July. All FOIA requests and responses are available at <https://dglibrary.org/transparency/> under the Freedom of Information Act (FOIA) Requests heading.



# YOUTHOUTLOOK

1828 Old Naperville Road • Naperville, Illinois 60563 • 815.754.5331 • [www.youth-outlook.org](http://www.youth-outlook.org)

June 20, 2023

To our friends and colleagues at the Downers Grove Public Library:

It is my pleasure to tell you that the Youth Outlook Board of Directors and Leadership Committee wish to honor the Downers Grove Public Library at the Dare to Dream celebration event October 21, 2023. The library was chosen as an honoree for unwavering support of Youth Outlook's mission and of LGBTQ youth. The description of this award follows:

**Youth Outlook honors the business or organization that has provided significant and/or ongoing contributions and support to Youth Outlook's programs or special events that benefit Youth Outlook's youth group members.**

The nomination included the following comments:

"The Downers Grove Public Library has been advocating for the LGBTQ+ community in Downers Grove for far longer than I have been there. When we first began talking about opening a drop-in center, the library was there offering their insight and support. Both librarians and social work interns from the library have led programming at our drop-in center. The library has offered a variety of programs and plenty of resources for the LGBTQ+ community. Last year, they featured us as organization of the month in June, helping us spread the word about Youth Outlook, and gather supplies. The library has participated in Pride in the Parking Lot (DG pride) the past 2 summers and will do so again this year. Recently they attempted to host a drag bingo night for teens that unfortunately had to be canceled for safety concerns. When we hosted Trans Santa and HBO Max and received threats and hatred, the library put out an anti-hate statement and a few librarians even came to the event in solidarity. I am on the Equity Advisory Team and see how the library seeks to support LGBTQ+ community members along with other historically marginalized communities in all that they do. Recently, the library started a group for LGBTQ+ staff to build relationships and to offer support.

"The library has helped us spread the word about Youth Outlook through Organization of the Month. They have offered programming for the Downers Grove drop-in center multiple times and have provided reading and resource lists so that our youth know what they have available. When Youth Outlook was threatened by haters, the library wrote an anti-hate statement in solidarity. They have been a constant source of support for Youth Outlook and the LGBTQ+ community in the face of real threats and danger towards them throughout the past couple of years.

"The Downers Grove Public Library demonstrates what it actually means to be an ally. They have put their body on the line more than anyone in this community on behalf of the LGBTQ+ community. I have been involved in multiple DEI processes for different organizations and never have I been part of one as genuine, sincere, and game changing as the library's."

Nomination by Andi Voinovich

"They have been a constant source of support for Youth Outlook and the LGBTQ+ community in the face of real threats and danger towards them throughout the past couple of years."

Nomination by Jim Johnson

I hope that you will consider attending Dare to Dream to allow us to recognize the uncompromising, progressive work you and your staff do on an ongoing basis on behalf of LGBTQ youth. The board of directors will offer two complimentary tickets to facilitate your attendance or for your designees. I look forward to seeing you at the event!

With gratitude and respect,

  
Nancy Mullen, MSW  
Executive Director



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JULY 26, 2023**

**Department Reports – June 2023**

**Administration – Jen Ryjewski**

- Completed a second draft of our *Framework for Partnerships* and shared it with my collaborators. The framework will help us determine whether 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
- Met with Gary Nelson, the Director of Membership at the Morton Arboretum, to share with him our experiences with and the differences between Explore More Illinois and Museum Pass Adventure as they are considering joining as an attraction
- Finished a first draft of our Crisis Communication Plan for the Marketing & Communications Department and for Library Director Julie Milavec to review
- Spent a considerable amount of time working on the High-Level Strategic Plan
- Worked on annual evaluations for the Management Team
- Spent a good deal of time in modifying data for our migration from PITS to Incident Tracker

**Business Office – Katelyn Vabalaitis**

- Finished in-person interviews for the vacant Building Operations Monitor position
- Researched meeting minutes transcription services for assistance in compiling the monthly Board meeting minutes
- Reviewed board packets from other libraries for possible ideas on how to better present our information
- Worked in Munis to create a monthly expenditure report for each department that is easy to run and provides results that need little to no staff data manipulation
- Held three new hire orientations

**Adult & Teen Services – Van McGary**

- Summer Reading continued to be a popular activity for staff and patrons in June! Prize pickup began on the 5<sup>th</sup>. Patrons can continue to stop by the Kids Room or Adult & Teen Services desk to get fun SRC prizes as well as great reading suggestions
- Adult programming highlights in June include: How to Have Healthy Houseplants workshop, Grab & Go keychain craft, Trivia night, ILP Navigate Your Stars: Jesmyn Ward in Conversation, Who's Who of Owls, Genealogy Round Table, Learn to Play Pathfinder 2E, Concert: Celebrate Rachmaninoff, Great Decisions,

Mixed Fiber Arts Workshop, ILP in Conversation with Robin Wall Kimmerer, Life of a Laundress, and An Evening with Victor Salvo and the Legacy Project

- Throughout June, the library hosted the Legacy Wall, an award-winning traveling exhibit featuring mini-biographies of LGBTQ+ people throughout history who have contributed in over 20 fields. Many thanks to local LGBTQ+ support organization Equality Downers Grove (EQDG) for providing access to this resource
- In addition to our regular book discussions such as Pages & Pints, Next Chapter Book Club, and Real Reads, the library also partnered with the Downers Grove Park District on a Walking Book Discussion
- View from Behind the Director's Chair is underway. This eight-week workshop provides the opportunity for teens to learn professional documentary skills
- Other Teen programming highlights in June include: Maker Kits: Ocean Animal Beaded Keychains, Pastel Chalk Jellyfish, and Pride Embroidery Thread Keychains, DIY Cricut Tote Bags, Pickup Program: Pride Keychain, Make & Take: Baking Soda Dough – Sea Art, Juneteenth Trivia, Axolotyl Painting, and Pickup Program: Patriotic Book Stack
- June was another busy month for out-of-system interlibrary loan (ILL) processing for ATS staff. Not only is DGPL part of a library system called SWAN Library Services, which consists of over 100 libraries and a catalog of over 1.2 million items, but DGPL cardholders can also request materials outside of the SWAN consortium through out-of-system ILL requests. In June, our library sent 4,460 items out to other libraries as a lender and received 4,748 items out-of-system for DGPL patrons to borrow. For more information on ILL, visit our website at [dglibrary.org](http://dglibrary.org) and go to Using the Library -> Holds & Borrowing -> Interlibrary Loan
- As with every month, ATS staff made multiple Satellite Stacks deliveries this month to bring new large type books and AV materials to patrons living in senior residences and assisted living facilities in Downers Grove. This program benefits residents with difficulty getting to the library in person, and provides an avenue for getting new books and other library materials apart from home services. Over 3,000 items are delivered each year
- Van, Amanda, and other library staff wrapped up interviews for the Teen Services Coordinator position this month. Jade Parks, a former DGPL staff member, is our new Teen Services Coordinator. Welcome back, Jade!
- Six staff members from ATS attended the ALA Annual Conference in Chicago. Many thanks to our subs for all of their help during our various staffing shortages
- Hot Reads is now the Lucky Day collection in the same area it was previously; along the wall near the elevator. As before, these highly popular materials are available for immediate checkout for 14 days. Check back often to see if it's your lucky day for our sought-after titles!

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

- Prize Pick-up for the Summer Reading Club started June 5 and participation has been strong throughout the month of June. 428 children enrolled in our Read-to-Me program and 805 in our Readers program for a total of 1233 children. Last year in 2022 we only had 933 children registered by the end of June, so a definite uptick!
- Program Coordinator Amanda Blau, Outreach Coordinator Erin Linsenmeyer, and clerk Anya Konieczka represented the library at Pride in the Parking Lot on June 11. Even though the event had to be moved indoors due to weather, they still visited with around 300 people
- We were extremely excited to bring back large group performer presented programs this summer, and we kicked things off with a visit from Dave DiNaso and his reptiles on June 10. 268 people got to learn about and visit with lizards, a crocodile, a python, a tarantula, and more
- We are once again partnering with District 58's PTA in support of their summer math club. They hold their prize pick-up days here at the library and the first two pick up sessions were June 19 and 20. District 58 encourages their students to participate in both the PTA's Math Club and the DGPL's Summer Reading Club over the summer to keep up their skills. Having Math Club prize pickup also located at the library allows students to participate in both clubs by only having to come to one place which is convenient for caregivers and encourages participation in both
- Amanda, Erin, Department Manager Allyson Renell, and Assistant Department Manager Traci Skocik attended ALA with exhibits only passes on June 24-26. They visited many vendors, picked up a variety of materials for prizes and giveaways, and attended talks on upcoming releases and popular topics
- June was an extremely busy month in the Kids Room. Not only was our Summer Reading Club participation up, we also saw increases in attendance in storytimes and programming
  - Our preschool and weekend storytime attendance have averaged 45 people per session, with our first preschool session of June topping out at 74 attendees
  - Our passive programs, Weekly Quizzes and the Sea Animal Alphabet Hunt, have been extremely popular. We are averaging 402 entries each week for Quizzes and an average of 132 participants each week for our Alphabet Hunt
  - Outreach continues into the summer, with all of our regular preschools and daycares continuing their monthly visits. We even have a special classroom version of the SRC club that classes can participate in as a group for prizes. Erin has also been working with the DG Park District and the YMCA for visits and SRC participation
  - Anecdotally, it feels like that are always patrons in the room, looking for materials or just hanging out. Typically we see a slowdown in attendance

during lunchtime and dinner time, but so far it doesn't feel like that is the case this summer (and we are glad for that!)

### **Circulation - Christine Lees**

- This month we issued 250 library cards and 10 fee cards
- We completed 872 locker holds in June
- 2023 Employee Evaluations have been completed
- Tricia Thompson moved into the Shelver Supervisor position and has hit the ground running making changes and improvements
- We welcomed a new Shelver, Curtis Crawford, to the team
- Finalized the new library card design that will be rolled out during September for National Library Card Sign Up month
- Christine Lees attended a webinar on next level TikTok skills
- We were closed for portions of Grove Fest and had to play catch up for a few days afterwards. As always, the team rallied and got through the backlog of work
- MessageBee's overdue notification system officially rolled out to patrons this month. This new system is much more user friendly and has updates such as showing a graphic of the overdue material to help with identification. Patrons have been pleased with this upgrade
- We reverted back to the pre-COVID overdue threshold for material recovery services. During COVID we raised the threshold to \$250 and we reverted back to \$50, as per our policy

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

- The “View from the Director’s Chair” program began in early June. This eight-week course introduces teens to the basics of documentary filmmaking. Students learn camera, lighting, sound, and editing fundamentals as they work to create their own documentary, which will be shown at a film fest in August. Media Lab Coordinator Ed Bromiel designed and leads the class, which has been popular in the past
- Huge shout out to Computer Help Desk Supervisor Lauren Cantore Gonzalez and all Computer Help Desk Associates for handling some pretty intense scheduling and picking up a lot of open shifts. Everything appeared to be seamless from the outside. Thank you very much!
- IT and the People’s Resource Center offered a combined 10 classes in June, with 29 attendees. New classes designed and presented by IT and Circulation staff include: Getting Organized with Google Classroom, iPhone Camera Basics, and Canva Basics
- IT replaced six public Kids Room computers, three staff computers, and one monitor in June

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

- Summer Reading Club continues! The Marketing & Communications (MC) Team continued promotion of SRC, and the downtown scavenger hunt
- MC prepared and promoted Pride Month activities and services, including the Legacy Wall's presence on the second floor
- Cindy Khatri, MC Manager, worked with EQDG and the Legacy Project in preparation for the Legacy Wall, the Evening with Victor Salvo event, and EQDG's Pride in the Park n' Lot event
- Cindy worked closely with OC Creative and Adult & Teen Services to finalize the new Research Database design. The new database features topic buttons, a search bar, and an updated design that dramatically improves user experience. This update required a lot of behind-the-scenes changes to the website. All updates to the website were done within the service hours that were already included in the library's contract with OC Creative
- Outreach events continue to be popular! Over 560 patrons visited the library's Farmer's Market and Concert Series booths
- The MC team worked on a bunch of rebranding updates, including
  - Ask Us Desk to the Adult & Teen Services Desk: signage, website, brochures, labels, packaging assets, and more
  - Public Relations to Marketing & Communications: website, eNews, social media
  - Hot Reads to Lucky Day: signage, brochures, website
- The team introduced Stellar Reads, a sci-fi/fantasy book discussion, to patrons via Discoveries, eNews
- Grace Goodwyn, Graphic Design and Gallery Coordinator, created a new whimsical design for our library card that will appeal to youth and adults alike. The card design was inspired by all of the services at the library and will be featured as a new card option for Library Card Sign-Up Month
- Brian Ruane promoted the Ravinia ticket raffle to patrons, receiving 861 clicks and 231 unique patron entries
- Cover to Cover's episode featured a book discussion on the title "Freedom Over Me" by Ashley Bryan in celebration of Juneteenth
- The galleries featured works by artists Claire Kozik and Shuli Wang. The Meet the Artists event was extremely well attended

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

- We received many non-traditional items to add to the Anything Emporium this month, both in ATS and Kids Room. These items are part of the new sub-collection focusing on devices, tools, and toys that can be used to increase a patron's accessibility to the world around them. Some examples include spring-loaded scissors that automatically reopen after pressure is removed from the handles, door knob covers that glow in the dark and add texture and grip to

standard round handles, braille tiles for learning numbers and the alphabet, and adaptive gaming controllers. These items are paid for through a grant that Allyson received through the Downers Grove Junior Women's Club

- Gina Reitsma volunteered to represent the library at the Fishel Park Concert Series outreach event on June 20<sup>th</sup>
- ATS and KR staff rebranded the "Hot Reads" collection to "Lucky Day". Maria Patacsil handled this rebranding on the Access Services end by updating the call number in the catalog and the spine label on the physical item
- Michelle worked with Andrew in ATS to update the processing procedures for dice and other equipment for the RPG collection. In addition to labeling the materials with their call number and contents, they also worked together to create a color-coded sticker system that will easily pair a book with the equipment required to play
- We have been working on updating a lot of our procedure manuals and reference sheets to include the new and updated collections that we have assisted our colleagues in ATS and KR implement. This has been a team effort and is going hand-in-hand with a cleanup and reorganization of our digital files

	<b>Adult &amp; Teens</b>	<b>Kids</b>	<b>Both</b>
<b>Items Added</b>			
<b>Print</b>	1342	714	
<b>AV</b>	243	52	
<b>Items Discarded</b>			
<b>Print</b>	2098	274	
<b>AV</b>	282	20	
<b>Items Repaired</b>			1010
<b>Items Reclassified</b>			517
<b>Original Records</b>			59

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

- Met with attorneys from Ancel Glink that were hired to investigate a personnel issue
- Elite Tech Systems replaced the power amp and PC/HDMI plate in the meeting room that powers the audio and video for the projector
- In-person interview was held with the potential monitor applicant

- Met with GAIN renewables to review their proposal for the library to utilize solar energy. The proposal would offset the library's power usage by 32.6%. The systems initial cost would be \$841,668.00. This cost would get offset by rebates and incentives, bringing the total down to around \$214,731.00.
- Met with Shooter Detection Systems to review equipment details and layout of devices
- Met with Marketing and Communications Manager Cindy Khatri to go over outreach plans and the delivery of library materials for these functions
- Met with Warehouse Direct and North American to get pricing on janitorial supplies and services they offer. By switching to Warehouse Direct the library should see an annual savings of \$1200.00
- Municipal Backflow tested the library's RPZ devices as required by the State of Illinois. 4 devices passed and 1 failed. The cost to have the unit rebuilt will be \$902.68 and is scheduled for repair in July
- Miriam Mejia started as the new library monitor. Miriam previously worked in retail and brings with her years of customer service experience that will be a huge benefit in the monitor position

June						
Circulation	JUN 23	%	JUN 22	%	JUN 21	%
<b>Checkouts</b>						
Selfchecks	37,132	75%	37,232	76%	39,759	75%
Staff desk	11,505	23%	11,089	23%	13,393	25%
Lockers	872	2%	849	2%	0	0%
<b>Total checkouts</b>	<b>49,509</b>		<b>49,170</b>		<b>53,152</b>	
<b>Renewals</b>						
Auto-renewal	30,221		31,613		28,776	
Selfchecks	10		1		11	
Staff desk (incl. phone)	286		392		365	
Patron self-renewals on website	0		0		488	
Patron self-renewals on BookMyne	0		0		0	
BlueCloud Mobile/Web services (22 & 11)	784		714		134	
<b>Total renewals</b>	<b>31,301</b>		<b>32,720</b>		<b>29,774</b>	
<b>Total item checkout and renewals</b>	<b>80,810</b>		<b>81,890</b>		<b>82,926</b>	
<b>Digital Circulation</b>	<b>13,788</b>		<b>12,106</b>		<b>11,525</b>	
<b>Total Circulation</b>	<b>94,598</b>		<b>93,996</b>		<b>94,451</b>	
<b>Reserves Processed</b>						
Received from ILL	4,748		4,450		5,114	
ILL sent	4,460		4,228		4,189	
OCLC requests processed	199		172		153	
<b>Gate Count</b>						
North	22,532		19,208		15,174	
South	16,152		13,550		9,174	
<b>Total</b>	<b>38,684</b>		<b>32,758</b>		<b>24,348</b>	
Lockers	872		849		0	
<b>Gate Count and Lockers Total</b>	<b>39,556</b>		<b>33,607</b>		<b>24,348</b>	
<b>Curbside Count</b>	0		0		410	
<b>Registrations</b>						
New resident library cards	250		265		185	
New fee cards	10		7		2	
Professional Development Hours	39		45		32	
Cost of Professional Development	\$0		\$0		\$0	



### Circulation

	Jun 2022	Jun 2023	YTD Totals			
Adult	39,079	38,317	225,928	225,450		
Teen	2,400	2,337	11,219	10,527		
Children	40,411	40,156	215,349	214,540		
Download	12,106	13,788	74,214	83,513	YTD Difference	
<b>Total</b>	<b>93,996</b>	<b>94,598</b>	<b>526,710</b>	<b>534,030</b>	7,320	1.4%

### Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	26,122	68.17%	2,642	6.90%	5,996	15.65%	3,557	9.28%	38,317
Teen	2,262	96.79%	32	1.37%	15	0.64%	28	1.20%	2,337
Children	35,279	87.85%	1,369	3.41%	2,200	5.48%	1,308	3.26%	40,156
<b>Total</b>	<b>63,663</b>	<b>78.78%</b>	<b>4,043</b>	<b>5.00%</b>	<b>8,211</b>	<b>10.16%</b>	<b>4,893</b>	<b>6.05%</b>	<b>80,810</b>

### Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,551	75.71%	15,540	9.84%	16,630	10.53%	6,190	3.92%	157,911
Children	79,392	86.40%	2,942	3.20%	7,523	8.19%	2,035	2.21%	91,892
<b>Total</b>	<b>198,943</b>	<b>79.64%</b>	<b>18,482</b>	<b>7.40%</b>	<b>24,153</b>	<b>9.67%</b>	<b>8,225</b>	<b>3.29%</b>	<b>249,803</b>

### Book Collection

	Jun 2022	Jun 2023	YTD Totals		YTD Difference	
Adult	118,538	119,551				
Children	79,232	79,392				
<b>Total</b>	<b>197,770</b>	<b>198,943</b>	<b>197,770</b>	<b>198,943</b>	1,173	0.6%

### Audio Collection

	Jun 2022	Jun 2023	YTD Totals		YTD Difference	
Adult	15,352	15,540				
Children	2,916	2,942				
<b>Total</b>	<b>18,268</b>	<b>18,482</b>	<b>18,268</b>	<b>18,482</b>	214	1.2%

### Video Collection

	Jun 2022	Jun 2023	YTD Totals		YTD Difference	
Adult	16,157	16,630				
Children	7,513	7,523				
<b>Total</b>	<b>23,670</b>	<b>24,153</b>	<b>23,670</b>	<b>24,153</b>	483	2.0%

### Miscellaneous Collection

	Jun 2022	Jun 2023	YTD Totals		YTD Difference	
Adult	6,499	6,190				
Children	1,963	2,035				
<b>Total</b>	<b>8,462</b>	<b>8,225</b>	<b>8,462</b>	<b>8,225</b>	-237	-2.8%

### Rooms & Spaces

	Jun 2022	Jun 2023				
Community Use of Rooms	1305	1,076				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	127	174				
<i>Media Lab, STEM Room, Teen Gaming</i>						
<b>Rooms and Spaces Total</b>	<b>1,432</b>	<b>1,250</b>	<b>5,966</b>	<b>7,810</b>	<b>1,844</b>	<b>30.9%</b>

### Programs Offered

	Jun 2022	Jun 2023				
Library Programs Offered						
Adult	38	38				
Teen	5	9				
Children	55	65				
Self-Directed Programs Offered						
Adult	10	17				
Teen	7	2				
Children	4	2				
<b>Programs Offered Total</b>	<b>119</b>	<b>133</b>	<b>693</b>	<b>857</b>	<b>164</b>	<b>23.7%</b>

### Program Attendance

	Jun 2022	Jun 2023				
Library Program Attendance						
Adult	750	2,164				
Teen	40	149				
Children	1,047	1,821				
Self-Directed Program Attendance						
Adult	1,546	2,753				
Teen	150	116				
Children	222	105				
<b>Program Attendance Total</b>	<b>3,755</b>	<b>7,108</b>	<b>22,237</b>	<b>31,980</b>	<b>9,743</b>	<b>43.8%</b>
Virtual Program Views Total	278	443	2,139	3,124	985	46.0%

### Website Views

	Jun 2022	Jun 2023	YTD Totals		YTD Difference	
Total Website Views	38,173	36,553	180,571	201,759	21,188	11.7%

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

**Library Visits**

	Jun 2022	Jun 2023				
Gate Count	32,758	38,684				
Locker Pickups	849	872	YTD Totals		YTD Difference	
<b>Total Library Visits</b>	<b>33,607</b>	<b>39,556</b>	<b>163,765</b>	<b>208,887</b>	45,122	27.6%

**One-on-One Services**

	Jun 2022	Jun 2023				
One-on-Ones	30	31				
Homebound	8	2				
Notary	31	51	YTD Totals		YTD Difference	
<b>Total Sessions</b>	<b>69</b>	<b>84</b>	<b>351</b>	<b>451</b>	100	28.5%

**Computer User Sessions**

	Jun 2022	Jun 2023				
Adult	1,641	1,619				
Children	306	1,081	YTD Totals		YTD Difference	
<b>Total</b>	<b>1,947</b>	<b>2,700</b>	<b>11,516</b>	<b>14,987</b>	3,471	30.1%
Wireless Sessions	1,286	1,113	5,922	6,298	376	6.3%

**Printing Services**

	Jun 2022	Jun 2023				
Poster	7	1				
3D	14	11	YTD Totals		YTD Difference	
<b>Total Prints</b>	<b>21</b>	<b>12</b>	<b>103</b>	<b>138</b>	35	34.0%

**The Cupboard**

	Jun 2022	Jun 2023	YTD Totals		YTD Difference	
Total Donations	1,786	2,072	15,321	10,650	-4,671	-30.5%