

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
WEDNESDAY FEBRUARY 26, 2014, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Kathleen DiCola called the meeting to order at 7:30 p.m.
2. **Roll Call:** Present: Trustee Susan Eblen, Trustee Wendee Greene (present through discussion on Agenda Item 8a), Trustee David Humphreys, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola.  
Also Present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Children's Services Manager Sara Pemberton, Downers Grove Public Library Foundation Board member John Mochel, Downers Grove Friends of the Library President Joanne Hansen, Downers Grove Residents Frank Falesch and Marge Falesch, Chicago Tribune TribLocal Reporter Dawn Rhodes.
3. **Welcome to Visitors.** President DiCola welcomed the staff and visitors and thanked them for their interest in the work of the Library Board.
4. **Approval of Minutes.**
  - a. January 22, 2014 Regular Monthly Meeting. It was moved by Read and seconded by Humphreys THAT the Minutes of the December 18, 2013 Regular Monthly Meeting be approved. Roll Call: Ayes: Greene, Humphreys, Loftus, Read, DiCola. Nays: None: Abstentions: Eblen.
5. **Approval of Payment of Invoices and Other Financial Reports.** It was moved by Read and seconded by Eblen THAT February invoices totaling \$83,265.47 and February credit memos totaling \$402.01 be approved, and that January payrolls totaling \$186,155.54 be recognized. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.
6. **Opportunity for Public Comment on Agenda Items.**  
Frank Falesch commented on the changes in the building renovation project budget. He asked for an explanation of the changes, especially relating to the first round of construction bids, which came in over budget. President DiCola thanked Mr. Falesch

for his comment and clarified the information as follows: The initial estimated project budget of approximately \$1,800,000 was increased in mid-2013 to \$2,400,000, as the Board identified additional existing Library reserve funds that could be committed to the project. This increase did not involve a tax increase or the borrowing of money. The increase was not related to the first round of bids, all of which were rejected by the Board because the total exceeded the budget. After the first round of bids, the architects and construction managers made modifications to the project to bring its cost within budget.

**7. Opportunity for Public Comment on Other Library Business.**

None.

**8. Unfinished Business.**

a. Library Building Renovation Project Financial Issues. Requested action: discussion.

Ashton presented a report from Shales McNutt Construction, a preliminary summary of the results of the bid opening held February 21. By the time of the special Board meeting on March 5, SMC will have verified all bids and will be prepared to recommend issuance of Notice to Proceed to the low bidders. This will trigger further preliminary work on the part of the selected contractors. Once the contractors have successfully completed the additional paperwork requirements, SMC will be prepared at the March 26 regular Board meeting to recommend the awarding of contracts and work can begin immediately.

The Board members noted their satisfaction that the total of the base bids, \$1,711,108, is within the project construction budget. The Board also discussed the alternate elements of the bids. Add-alternates 1-5 total \$48,212. As these alternates involve materials and finishes previously included in the base project, the Board expressed an interest in approving them, dependent on the availability of funds. The Board directed Ashton to investigate possible strategies for identifying and allocating the needed funds.

At this point, Trustee Greene was excused and departed from the meeting.

Ashton presented a Proposed Change Order Authorization (attached), which the Board had requested. It was moved by Read and seconded by Loftus THAT the Change Order Authorization be approved. Roll Call: Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

b. Policy Revisions Regarding Library Fines, Fees, and Loan Rules. Requested action: approval. It was moved by Loftus and seconded by Humphreys THAT the

proposed policy revisions (attached) be approved. Roll call: Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

- c. Proposed Intergovernmental Agreement of the Local Government Property Assessment Consortium (attached). Requested action: approval.

Ashton reported that he had reviewed the document with the Library's legal counsel, who identified no problem with any of its provisions. It was moved by Loftus and seconded by Eblen THAT the proposed agreement be approved. Roll call: Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

#### 9. **New Business.**

- a. 2013 Illinois Public Library Annual Report (attached). Requested action: review. Ashton presented the draft document and praised the work of Bonnie Reid, Sue O'Brien, and Katelyn Vabalaitis in its preparation. An added element of this report called for the appointment of a Board committee to review and certify the Secretary's records for the year. President DiCola appointed Trustees Eblen and Loftus to this committee.

#### 10. **Report of the Director.** Ashton summarized his written report (attached).

- a. The Big Read
- b. Illinois Per Capita Grant
- c. New web site
- d. Community partnership activities
- e. Medical marijuana
- f. Illinois Library Association legislative activities
- g. Recent media coverage

#### 11. **Board Member Comments and Requests for Information.**

Trustee Read suggested that the report of the Secretarial Audit Committee include the statement that all minutes are approved by the Library Board.

#### 12. **Adjournment.** President DiCola adjourned the meeting at 8:30 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 26, 2014**

**AGENDA ITEM 8A  
PROPOSED CHANGE ORDER AUTHORIZATION**

For the Downers Grove Public Library building renovation project, the Board authorizes the Director of the Library to approve Change Orders under the following conditions:

1. The additional cost of the change is \$5,000 or less.
2. The proposed change does not materially change the scope or character of the project.
3. The total combined cost of the proposed change and all previously approved changes does not exceed project and budget contingency amounts.
4. The Director will report to the Board monthly or more frequently, as need arises, on the scope and cost of all approved changes.

The Board authorizes the Director of the Library and the President of the Board jointly to approve Change Orders under the following conditions:

1. The additional cost of the change is between \$5,000 and \$10,000.
2. The proposed change does not materially change the scope or character of the project.
3. The total combined cost of the proposed change and all previously approved changes does not exceed project and budget contingency amounts.
4. The Director and President will report to the Board monthly or more frequently, as need arises, on the scope and cost of all approved changes.

The Board will arrange a special meeting to deal with any changes that do not meet the conditions stated above. Any such meeting will be subject to the requirements of the Illinois Open Meetings Act and the Board's By-Laws.

## **Proposed changes to Library Board Policy on Overdue Fines and Schedule for Lost and Damaged Library Materials**

Each item in SWAN must include a loan rule, which notes these four things:

- the length of the checkout period
- the amount to be charged if the item is overdue
- whether or not the item can be renewed
- whether or not a hold can be placed on the item by a Downers Grove cardholder or a non-Downers Grove cardholder

The Downers Grove Library has used 24 different loan rules for their items in SWAN because of the different overdue fines charged on items in the adult and children's collections (\$0.15 for adult items and \$0.10 for children's items), different checkout periods (21 day, 14 day and 42 day), and different renewal and holdable rules for different collections.

Staff would like to reduce the number of loan rules used from 24 to 10. In order to do this, we will change the checkout periods, renewal policies and holdable rules for certain collections. We would also need to have the same overdue fine, \$.15 per day, for all items, regardless of collection. A proposed revision of the Circulation Policy 6.3 Fines and Charges is attached.

Staff would also like to simplify the Schedule for Lost and Damaged Library Materials to reflect current practice. A proposed revision of the Circulation Policy 6.3 Fines and Charges Appendix I is attached.

## **Proposed Loan Rules for DGS**

**21 day, \$.15 fine, 1 renewal, holdable by all**

For all books, magazines, CDs (music and audio books,) playaways (audio and video) readalongs, puzzles, book discussion bags, circulating bags, pamphlets, resource kits,

**14 day, \$.15 fine, 1 renewal, holdable by all**

DVDs and blu-rays

**21 day, \$.15 fine, 1 renewal, holdable by DGS only**

**21 day, \$.15 fine, 1 renewal, nonholdable by reciprocal borrowers**

For special collections itype 112 or 12, Toddler books

**14 day, \$.15 fine, 1 renewal, holdable by DGS only**

**14 day, \$.15 fine, 1 renewal, nonholdable by reciprocal borrowers**

New adult books, video games, J state/country books, circulating eReaders, Kill-A-Watt meters

**14 day, \$.15 fine, no renewal, not holdable by anyone**

Hot Reads

**42 day, \$.15 fine, no renewal, not holdable by anyone**

Book Club

**Keep existing loan rules 408 and 449 as they are. These are for out-of-system Ptypes 219-221 and book discussion Ptype 249.**

**Total number of loan rules would be 10, reduced from 24.**

## 6.3 Fines and Charges

### 6.3.1 Overdue Fines

a. ~~Overdue fines for circulating material from the adult services departments are 15 cents per day per item. Overdue fines for circulating material from the children's services department are 10 cents per day per item. Overdue fines will accumulate for 42 days and then the patron will be billed for the items. Overdue fines for reference books on overnight loan are 50 cents per hour or part of an hour.~~

b. The accounts of Downers Grove cardholders with Downers Grove materials valued at \$50.00 or more that have been overdue for more than 60 days may be sent to a collection agency. Collection agency service charges will be added to overdue fines or to the cost of the item as listed on the computer record plus processing fees. Accounts of reciprocal borrowers (cardholders of other libraries borrowing Downers Grove materials, or Downers Grove cardholders borrowing materials owned by other libraries) are **may be** handled by the ~~Metropolitan Library System~~ **SWAN** and are subject to system fees.

### 6.3.2 Borrowing Fees

Patrons who request items through the interlibrary loan service will be charged **the \$3 out of state** interlibrary loan and photocopy fees whether or not the items are picked up for use.

### 6.3.3 Lost and Damaged Materials

- a. Charges for lost or missing material will be the cost of the item as listed on the computer record plus the processing fee as listed in the Appendix.
- b. Fees that will be charged for damaged materials are listed in the Appendix.
- c. Fifty percent of the cost of the item will be refunded if a lost item is returned before the item is removed from the catalog (generally within about three months of payment). Processing fees are not refundable.

### 6.3.4 Accepting Replacement Copies of Lost Items in Lieu of Payment

The library will accept replacement copies of lost items as long as the following conditions are met.

- a. Replacements must be identical or newer editions. ISBN will be used to verify the edition. Replacements must be in the same format – **i.e.** hardback book for lost hardback book, ~~cassette tape for lost cassette tape, etc.~~ Book club editions and similar special printings are not acceptable as replacement copies.

- b. Replacement books may be new or “like new” used copies. ~~Used copies must be in “like new” condition.~~
- c. Audiovisual materials (CDs, DVDs, CD-ROMs, etc.) must be new, unopened items in the original packaging. All inserts and booklets must be included.
- d. When replacement copies are accepted, the patron is still responsible for paying the current fee for processing a lost item.

Patrons who have identified possible replacement copies are advised to consult with library staff to verify that the copies are acceptable before purchasing them. The library will not accept replacements that do not meet these requirements.

### **~~6.3.5 Charges for Rental Books~~**

~~A fee is charged for materials from the Rental Collection. The first day of the loan is free and 25 cents per item is charged for each day after that.~~



## APPENDIX I

### 6.3 Fines and Charges

#### SCHEDULE FOR LOST AND DAMAGED LIBRARY MATERIALS

##### LIBRARY CARDS

Lost library card: \$2.00

##### LIBRARY MATERIALS

Lost or damaged so as to be unusable: ~~COI~~ **cost of item as listed in the catalog** + \$5.00 processing fee

##### MISSING PIECES IN AUDIOVISUAL

Essential piece: ~~COI~~ **cost of item as listed in the catalog** + \$5.00 processing fee

Non-essential piece: \$5.00 processing fee

(COI is cost of item as listed in the catalog.)

Z-label missing from library material: \$1.00

Pocket torn or missing: \$1.00

##### EXCEPTIONS AND ITEM SPECIFIC FEES

##### Books

Book cover torn: \$1.00

Book cover missing: \$3.00

Pages torn: \$1.00

Pages missing (not to exceed 3): \$2.00

Essential piece: ~~COI~~ + \$5.00 processing fee

Non-essential piece: \$5.00 processing fee

##### Pamphlets

Adult pamphlets: \$3.00

Children's pamphlets: \$1.50

##### Audiovisual

Tape tangled or broken: No charge

Essential piece: ~~COI~~ cost of item + \$5.00 processing fee

Non-essential piece: \$5.00 processing fee

Video case lost or damaged:

— Single video case: \$3.50

~~— Double video case: \$6.00~~  
~~— 4 capacity case: \$11.00~~  
CD, DVD, or video game case lost or damaged:  
~~— Single case: \$2.00~~  
~~— Double case: \$3.00~~

~~Cassette vinyl case lost or damaged:~~

~~— Single or double tape album: \$5.50~~  
~~— 3 — 8 tape album: \$8.00~~  
~~— 12 tape album: \$10.00~~

~~Books on CD binder lost or damaged:~~

~~— 1 — 12 disk binders: \$12.00~~  
~~— +12 disk binders: \$15.00~~

~~CD-ROM case:~~

~~- Small: \$12.00~~  
~~- Large: \$18.00~~

~~Playaways~~

~~— COI + \$5.00 processing fee~~  
~~Lanyard: \$1.00~~

#### Family Childcare Kits

~~Cost for individual pieces lost or damaged determined by department head~~

#### Puzzles

~~Piece lost or damaged: \$2.00/ piece~~

~~Crayon marked: \$1.00~~

~~Puzzle bag missing: \$3.00~~

#### Readalong Kits

~~Plastic bag missing or damaged: \$3.00~~

**INTERGOVERNMENTAL AGREEMENT TO PARTICIPATE IN THE LOCAL  
GOVERNMENTAL PROPERTY ASSESSMENT CONSORTIUM**

This agreement is made and entered into by and between Community High School District 99, Downers Grove Grade School District 58, Maercker District 60, Darien Public Schools District 61, Center Cass School District 66, Woodridge Elementary District 68, Downers Grove Park District, Village of Downers Grove, and Lisle/Woodridge Fire Protection District ("the Parties").

WHEREAS, the real estate property located in Downers Grove, Lisle, Milton, and York Townships in DuPage County, Illinois represent a substantial source of tax revenue for the Parties to this Agreement;

WHEREAS, it is in the best interest of the Parties that the property be fairly assessed so that the Parties realize the tax revenue to which they are entitled by law;

WHEREAS, it is in the best interest of the Parties to form a consortium of the Parties to address mutual concerns related to proper assessment of the real property within the Parties' jurisdictions and to defend the Parties' revenue interest in the real property;

WHEREAS, Illinois law authorizes the Parties to be involved in the matters pertaining to the assessment of the properties (35 ILCS 200/16-160 et seq.) and the Intergovernmental Cooperation Provision of the Illinois Constitution and Illinois statutes authorize the Parties to cooperate and contract in the manner set forth in the Agreement (Article 7, Section 10, 1970, Constitution of the State of Illinois) the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.);

NOW, THEREFORE, the Parties agree as follows:

1. A Consortium is hereby formed with members of the Consortium being comprised of the Parties.
2. The purpose of the Consortium shall be to address mutual concerns related to property assessments and to take appropriate measures to achieve the proper assessment of the property, including consulting with the local Township and County assessing officials and intervening, where the Parties deem it appropriate, in assessment appeals filed at the Board of Review, the Property Tax Appeal Board, and the Circuit Court.
3. An Executive Board shall be formed which shall have the authority to make decisions on which assessments are of mutual concern to the Parties and what measures should be taken by the Consortium to achieve the proper assessment of the property.
4. The Executive Board shall be comprised of a representative of each of the Parties designated by the Parties at an official meeting of their respective bodies. Each of the Parties shall also designate an alternate Executive Board member who shall be recognized in the absence of an official representative.
5. An Executive Board member may vote only on matters which affect the governmental body which he/she represents.
6. Each Executive Board member shall be entitled to a vote on matters brought before the Executive Board. However, matters voted upon which require

expenditures of funds by any of the school districts must be affirmed by the representatives of the school districts before such a vote becomes binding. This is due to the proportionate tax rates of the school districts, which is greater than other taxing districts.

7. Any costs, including attorney's fees, appraiser fees, and other expert witness fees resulting from action of the Executive Board shall be paid by each member of the Consortium on a prorata basis among all affected members based upon the current year's total tax rate of the Consortium members as cited in Exhibit "A." Tax rates shall be updated annually on May 1<sup>st</sup>.
8. Community High School District 99 shall act as the administrative agent for the Consortium. As such, the representative from Community High School District 99 shall preside at the meetings of the Executive Board, and the Community High School District 99 Administrative Service Center shall be designated as the regular meeting place for the Executive Board.
9. Each Party of the Consortium shall appropriate or budget an amount sufficient to fulfill the member's financial responsibility to the Consortium.
10. The term of this Agreement shall be for five (5) years, expiring on December 31, 2018.
11. This Agreement shall become effective upon the date of the last duly authorized representative of the Parties to sign as set forth below. Any Party to this Agreement may withdraw therefrom after giving a written notice three (3) months prior to the withdrawal to all of the other Parties of this Agreement.
12. Any Party of this Agreement that withdraws from the Consortium shall be responsible for the prorated costs related to the defense against assessment appeals which were begun while the withdrawing Party was a member of the Consortium.
13. This Agreement may be executed in counterparts, each of which shall constitute an original, but all together shall constitute one and the same Agreement.

For Community High School District 99

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Downers Grove Grade School District 58

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Maercker District 60

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Darien Public Schools District 61

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Center Cass School District 66

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Woodridge Elementary District 68

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Downers Grove Park District

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Village of Downers Grove

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

For Lisle/Woodridge Fire Protection District

_____	_____	_____
(Type/Print Name)	Title	Date
_____	Its Authorized Representative	
(Signature)		

**INTERGOVERNMENTAL AGREEMENT TO PARTICIPATE IN THE LOCAL GOVERNMENTAL  
PROPERTY ASSESSMENT CONSORTIUM**

**Exhibit A**

**Allocation of Incurred Costs Based upon Affected Member's Total Tax Rate**

The allocation proration will be based upon each affected Consortium member's relative total tax rate. Several examples, using hypothetical situations, are as follows:

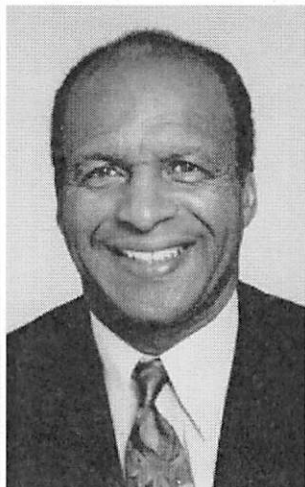
<u>Consortium Member</u>	<u>Total Tax Rate</u>	<b>Example 1</b>		
		<u>Member Affected</u>	<u>Affected Tax Rate</u>	<u>Member Allocation</u>
Community High School District 99	1.9209	Yes	1.9209	39.34%
Downers Grove Grade School District 58	2.0981	Yes	2.0981	42.97%
Maercker School District 60	2.8900	No	0	0.00%
Darien Public Schools District 61	3.0860	No	0	0.00%
Center Cass School District 66	2.3466	No	0	0.00%
Woodridge Elementary District 68	4.4453	No	0	0.00%
Downers Grove Park District	0.3434	Yes	0.3434	7.03%
Village of Downers Grove	0.5202	Yes	0.5202	10.65%
Lisle/Woodridge Fire Protection District	0.7920	No	0	0.00%
		<b>Total</b>	<b>4.8826</b>	<b>100.00%</b>

<u>Consortium Member</u>	<u>Total Tax Rate</u>	<b>Example 2</b>		
		<u>Member Affected</u>	<u>Affected Tax Rate</u>	<u>Member Allocation</u>
Community High School District 99	1.9209	Yes	1.9209	26.83%
Downers Grove Grade School District 58	2.0981	No	0	0.00%
Maercker School District 60	2.8900	No	0	0.00%
Darien Public Schools District 61	3.0860	No	0	0.00%
Center Cass School District 66	2.3466	No	0	0.00%
Woodridge Elementary District 68	4.4453	Yes	4.4453	62.10%
Downers Grove Park District	0.3434	No	0	0.00%
Village of Downers Grove	0.5202	No	0	0.00%
Lisle/Woodridge Fire Protection District	0.7920	Yes	0.792	11.06%
		<b>Total</b>	<b>7.1582</b>	<b>100.00%</b>

<u>Consortium Member</u>	<u>Total Tax Rate</u>	<b>Example 3</b>		
		<u>Member Affected</u>	<u>Affected Tax Rate</u>	<u>Member Allocation</u>
Community High School District 99	1.9209	Yes	1.9209	38.37%
Downers Grove Grade School District 58	2.0981	No	0	0.00%
Maercker School District 60	2.8900	No	0	0.00%
Darien Public Schools District 61	3.0860	Yes	3.086	61.63%
Center Cass School District 66	2.3466	No	0	0.00%
Woodridge Elementary District 68	4.4453	No	0	0.00%
Downers Grove Park District	0.3434	No	0	0.00%
Village of Downers Grove	0.5202	No	0	0.00%
Lisle/Woodridge Fire Protection District	0.7920	No	0	0.00%
		<b>Total</b>	<b>5.0069</b>	<b>100.00%</b>

Costs incurred relating to specific properties located within the boundaries of two or more Consortium members will be allocated, charged, and reimbursed based upon the relative amount of each interested member's total tax rate. An interest in a property is defined by having taxing authority over a specific property. Conversely, a Consortium member not having taxing authority over a specific property would not be allocated any portion of an expense incurred relating to that specific property.

**IPLAR**



**As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.**

**I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.**

**Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.**

**Sincerely, Jesse White**



**IDENTIFICATION (1.1 - 1.37)**

1.1 ISL Control # [PLSC 151, PLSC 701]	30236
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0145
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Downers Grove Public Library
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	1050 Curtiss Street
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Downers Grove
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60515
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	4606
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	1050 Curtiss Street
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Downers Grove
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	60515
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	4606
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	630-960-1200
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	630-960-9374
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http:// www.dglibrary.org <input type="checkbox"/> N/A

**Library Director's Information**

1.16 Name	Rick J. Ashton
1.17 Title	Director
1.18 Library Director's E-mail	rashton@dglibrary.org

**Library Information**

1.19a Type of library	Village ▼
1.19b If this locked question's answer has changed, then enter the updated answer here.	▼
1.19c Legal Basis Code [PLSC 201]	Municipal (city, town or village) ▼
1.19d Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly) ▼
1.20 Is your library a combined public and school library?	No ▼
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No ▼

**Contract for Services**

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)

N/A

**Administrative Information**

1.23a County in which the administrative entity is located [PLSC 161]	DuPage
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits ▼
1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No ▼
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	49,213
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	<input type="checkbox"/> N/A
1.28a This library is currently a member of what Illinois library system?	RAILS ▼
1.28b If this locked question's answer has changed, then enter the updated answer here.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative ▼
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes ▼ <input type="checkbox"/> N/A
1.30 Does this library have paid staff?	Yes ▼ <input type="checkbox"/> N/A
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes ▼ <input type="checkbox"/> N/A
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes ▼ <input type="checkbox"/> N/A
1.33 Is this library supported in whole or in part with public funds?	Yes ▼ <input type="checkbox"/> N/A
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes ▼ <input type="checkbox"/> N/A
1.35 Number of Central Libraries [PLSC 209]	1 <input type="checkbox"/> N/A
1.36 Outlet Type Code [PLSC 709]	Central Library ▼ <input type="checkbox"/> N/A
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet ▼ <input type="checkbox"/> N/A

**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)**

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0 <input type="checkbox"/> N/A
2.2 Total number of branch libraries [PLSC 210]	<input type="checkbox"/> N/A

**ANNUAL REPORT DATA (3.1 - 3.7)**

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2013      01/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2013      12/31/2012
3.3 Number of months in this fiscal year	12      12
3.4 Name of person preparing this annual report	Rick J. Ashton Rick J. Ashton
3.5 Telephone Number	630-963-2595      630-963-2595
3.6 FAX Number	630-960-9374      630-960-9374 <input type="checkbox"/> N/A
3.7 E-Mail Address	rashton@dglibrary.org rashton@dglibrary.org <input type="checkbox"/> N/A

**REFERENDA (4.1 - 4.12)**

4.1 Was your library involved in a referendum in FY2013/2014?

No  No**Referenda dates**

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1 <input checked="" type="checkbox"/> N/A
4.8 Annexation - Effective Date (mm/dd/year)	-1 <input checked="" type="checkbox"/> N/A
4.9 Other (please specify)	-1 <input checked="" type="checkbox"/> N/A
4.10 Other - Effective Date (mm/dd/year)	-1 <input checked="" type="checkbox"/> N/A
4.11 Other (please specify)	-1 <input checked="" type="checkbox"/> N/A
4.12 Other - Effective Date (mm/dd/year)	-1 <input checked="" type="checkbox"/> N/A

**CURRENT LIBRARY BOARD (5.1 - 5.14)**

**NOTE:** This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	6 <input type="checkbox"/> 6 <input type="checkbox"/> N/A
5.2 Total number of vacant board seats	0 <input type="checkbox"/> 0 <input type="checkbox"/> N/A
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
5.4 IF NO, please explain	Trustee David Humphreys' term has expired and he continues to serve until reappointed or replaced. <input type="checkbox"/> N/A

**Members**

5.5 Name	Kathleen DiCola
5.6 Trustee Position	President <input type="checkbox"/>
5.7 Present Term Ends (mm/year)	08/2015
5.8 Telephone Number	630-510-1300 <input type="checkbox"/> N/A
5.9 E-mail Address	kdicola@aol.com <input type="checkbox"/> N/A
5.10 Home Address	5413 Maplewood Place <input type="checkbox"/> N/A
5.11 City	Downers Grove <input type="checkbox"/> N/A
5.12 State	IL <input type="checkbox"/> N/A
5.13 Zip	60515 <input type="checkbox"/> N/A
5.14 Zip +4	4814 <input type="checkbox"/> N/A

**Second member**

5.5 Name	Thomas Read
5.6 Trustee Position	Secretary <input type="checkbox"/>
5.7 Present Term Ends (mm/year)	08/2016
5.8 Telephone Number	630-963-8431 <input type="checkbox"/> N/A

5.9 E-mail Address	tr independentconsultant@msn.com <input type="checkbox"/> N/A
5.10 Home Address	5426 Brookbank Rd. <input type="checkbox"/> N/A
5.11 City	Downers Grove <input type="checkbox"/> N/A
5.12 State	IL <input type="checkbox"/> N/A
5.13 Zip	60515 <input type="checkbox"/> N/A
5.14 Zip +4	4833 <input type="checkbox"/> N/A

**Third member**

5.5 Name	Susan Eblen
5.6 Trustee Position	Other ▼
5.7 Present Term Ends (mm/year)	08/2018
5.8 Telephone Number	630-963-0470
5.9 E-mail Address	speblen@aol.com <input type="checkbox"/> N/A
5.10 Home Address	1400 Wood Ave.
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip	60515
5.14 Zip +4	1343

**Fourth member**

5.5 Name	Wendee Greene
5.6 Trustee Position	Other ▼
5.7 Present Term Ends (mm/year)	08/2017
5.8 Telephone Number	630-969-7668
5.9 E-mail Address	earle.wendee@sbcglobal.net <input type="checkbox"/> N/A
5.10 Home Address	4925 Bryan Pl.
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip	60515
5.14 Zip +4	3621

**Fifth member**

5.5 Name	David Humphreys
5.6 Trustee Position	Other ▼
5.7 Present Term Ends (mm/year)	08/2013
5.8 Telephone Number	630-968-5526
5.9 E-mail Address	dhump@interaccess.com <input type="checkbox"/> N/A
5.10 Home Address	4221 Saratoga #315
5.11 City	Downers Grove

5.12 State	IL
5.13 Zip	60515
5.14 Zip +4	1968

**Sixth member**

5.5 Name	Daniel Loftus
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	08/2015
5.8 Telephone Number	312-446-3447
5.9 E-mail Address	djl@djloftus.com <input type="checkbox"/> N/A
5.10 Home Address	4704 Main St.
5.11 City	Downers Grove
5.12 State	IL
5.13 Zip	60515
5.14 Zip +4	3630

**FRIENDS GROUP/FOUNDATION (6.1 - 6.2)**

6.1 Does your library have a friends group?	Yes <input type="checkbox"/> N/A
6.2 Does your library have a library foundation?	Yes <input type="checkbox"/> N/A

**FACILITY/FACILITIES (7.1 - 7.2)**

7.a Total square footage of the main library building [PLSC 711]	67,738	67,738
7.1b If this locked question's answer has changed, then enter the updated answer here.		
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.		-1 <input checked="" type="checkbox"/> N/A
7.2 Total square footage of the branch library building(s), if applicable	-3	<input checked="" type="checkbox"/> N/A
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.		-1 <input checked="" type="checkbox"/> N/A

**ASSETS AND LIABILITIES (8.1 - 8.13)**

**PROPERTY**

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$14,035,313	\$13,818,552 <input type="checkbox"/> N/A
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No <input type="checkbox"/> N/A	

**ESTIMATED REPLACEMENT COST**

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$1,758,390	\$1,707,174 <input type="checkbox"/> N/A
--	-------------	--

**FISCAL ACCUMULATIONS**

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes <input type="checkbox"/> N/A
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Operating Reserve: \$3,678,539 Construction Balance: \$243,566 Debt Service Balance: \$910,756 <input type="checkbox"/> N/A

**LIABILITIES**

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	Yes <input type="checkbox"/> N/A	
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	\$2,484,862	\$3,026,865 <input type="checkbox"/> N/A

8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]

General obligation bonds scheduled for retirement in 2017.

N/A

**OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)**

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

**LOCAL GOVERNMENT**

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)

\$4,290,969 \$4,187,297  N/A

**STATE GOVERNMENT**

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$49,156	\$49,053 <input type="checkbox"/> N/A
9.3 Equalization aid grant	\$0	\$0 <input type="checkbox"/> N/A
9.4 Personal property replacement tax	\$61,356	\$55,482 <input type="checkbox"/> N/A
9.5 Educate and Automate grants (an IL State Library grant)	\$0	\$0 <input type="checkbox"/> N/A
9.6 Other	\$0	<input type="checkbox"/> N/A
9.7 If Other, please specify	-1	-1
	<input checked="" type="checkbox"/> N/A	
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$110,512	\$104,535

**FEDERAL GOVERNMENT**

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$0	\$0 <input type="checkbox"/> N/A
9.10 E-Rate funds received	\$0	\$0 <input type="checkbox"/> N/A
9.11 Other federal funds received	\$0	<input type="checkbox"/> N/A
9.12 If Other, please specify	-1	-1
	<input checked="" type="checkbox"/> N/A	
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$0	\$0

**OTHER INCOME**

9.14 Bill and Melinda Gates Foundation grant monies received	\$0	\$0 <input type="checkbox"/> N/A
9.15a Other receipts intended to be used for operating expenditures	\$176,904	\$152,562 <input type="checkbox"/> N/A
9.15b Other non-capital receipts placed in reserve funds	\$0	\$0 <input type="checkbox"/> N/A
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$176,904	\$152,562

**TOTAL OPERATING RECEIPTS**

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$4,578,385	\$4,444,394
9.18 The library safeguards its funds using which option?		<input type="checkbox"/> -1 <input checked="" type="checkbox"/> N/A
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	-1	<input checked="" type="checkbox"/> N/A
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	<input type="checkbox"/> -1 <input checked="" type="checkbox"/> N/A	
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	<input type="checkbox"/> -1 <input checked="" type="checkbox"/> N/A	

9.21 The designated custodian of the library's funds is:	Municipal Corporate Authority <input type="checkbox"/> N/A	Municipal Corporate Authority <input type="checkbox"/> N/A
9.22 Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No <input type="checkbox"/> N/A	No <input type="checkbox"/> N/A

**OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE:** Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$2,396,967	\$2,186,710 <input type="checkbox"/> N/A
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$730,369	\$647,867 <input type="checkbox"/> N/A
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$3,127,336	\$2,834,577
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.		-1 <input checked="" type="checkbox"/> N/A

**MATERIALS EXPENDITURES (11.1 - 11.4)**

**Include:** All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

**Exclude:** Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	\$292,952	\$363,993 <input type="checkbox"/> N/A
11.2 Electronic Materials [PLSC 354]	\$179,841	\$121,139 <input type="checkbox"/> N/A
11.3 Other Materials [PLSC 355]	\$114,672	\$98,264 <input type="checkbox"/> N/A
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$587,465	\$583,396

**OTHER OPERATING EXPENDITURES (12.1 - 12.3)**

**Exclude:** Purchases of major fixed assets (Report in Capital Expenditures)

**NOTE:** Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$1,159,656	\$710,953 <input type="checkbox"/> N/A
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$4,874,457	\$4,128,926
12.3 Children's Materials Expenditures	\$121,590	\$120,364 <input type="checkbox"/> N/A

**CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)**

**Include funds received for:** site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

**Exclude revenue for:** replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**CAPITAL REVENUE**

**NOTE:** Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$0	\$0 <input type="checkbox"/> N/A
13.1b Local Government: Other	\$0	\$0 <input type="checkbox"/> N/A
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$0	\$0
13.2 State Government [PLSC 401]	\$0	\$0 <input type="checkbox"/> N/A

13.3 Federal Government [PLSC 402]	\$0	\$0 <input type="checkbox"/> N/A
13.4 Other [PLSC 403]	-1	<input checked="" type="checkbox"/> N/A
13.5 If Other, please specify	-1	0
	<input checked="" type="checkbox"/> N/A	
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$0	\$0

**CAPITAL EXPENDITURES**

13.7 Total Capital Expenditures [PLSC 405]	\$0	\$0 <input type="checkbox"/> N/A
--	-----	----------------------------------

**PERSONNEL (14.1 - 14.50)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	Library Director	<input type="checkbox"/> N/A
14.2 Primary Work Area Code	Library Director	<input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]		<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited)	<input type="checkbox"/> N/A
14.5 Sex	Male	<input type="checkbox"/> N/A
14.6 Hourly Rate	\$61.33	<input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50	<input type="checkbox"/> N/A
14.1 Position Title	Assistant Director for Support Services	<input type="checkbox"/> N/A
14.2 Primary Work Area Code	Assistant Library Director	<input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]		<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited)	<input type="checkbox"/> N/A
14.5 Sex	Female	<input type="checkbox"/> N/A
14.6 Hourly Rate	\$44.63	<input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50	<input type="checkbox"/> N/A
14.1 Position Title	Assistant Library Director for Public Services	<input type="checkbox"/> N/A
14.2 Primary Work Area Code	Assistant Library Director	<input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]		<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited)	<input type="checkbox"/> N/A
14.5 Sex	Female	<input type="checkbox"/> N/A
14.6 Hourly Rate	\$44.63	<input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50	<input type="checkbox"/> N/A



14.1 Position Title	Digital Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Automation/Technology/Systems ▼ <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	▼ <input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) ▼ <input type="checkbox"/> N/A
14.5 Sex	Female ▼ <input type="checkbox"/> N/A
14.6 Hourly Rate	\$22.13 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Children's Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Children's Services ▼ <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	▼ <input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) ▼ <input type="checkbox"/> N/A
14.5 Sex	Female ▼ <input type="checkbox"/> N/A
14.6 Hourly Rate	\$22.80 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Children's Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Children's Services ▼ <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	▼ <input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) ▼ <input type="checkbox"/> N/A
14.5 Sex	Female ▼ <input type="checkbox"/> N/A
14.6 Hourly Rate	\$26.62 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Children's Services Manager <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Children's Services ▼ <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	▼ <input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) ▼ <input type="checkbox"/> N/A
14.5 Sex	Female ▼ <input type="checkbox"/> N/A
14.6 Hourly Rate	\$43.40 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Children's Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Children's Services ▼ <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	▼ <input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) ▼ <input type="checkbox"/> N/A
14.5 Sex	Female ▼ <input type="checkbox"/> N/A
14.6 Hourly Rate	\$22.13 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference ▼ <input type="checkbox"/> N/A

14.3 Secondary Work Area Code [OPTIONAL]	<input type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$22.14 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$23.14 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Manager <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$28.43 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$21.49 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$27.04 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A

14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$25.10 <input type="checkbox"/> N/A
14.7 Total Hours/Week	27.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$34.47 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$22.14 <input type="checkbox"/> N/A
14.7 Total Hours/Week	27.75 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$30.82 <input type="checkbox"/> N/A
14.7 Total Hours/Week	37.50 <input type="checkbox"/> N/A
14.1 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Reference <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$21.49 <input type="checkbox"/> N/A
14.7 Total Hours/Week	24.25 <input type="checkbox"/> N/A
14.1 Position Title	Technical Services Manager <input type="checkbox"/> N/A
14.2 Primary Work Area Code	Cataloging <input type="checkbox"/> N/A
14.3 Secondary Work Area Code [OPTIONAL]	<input checked="" type="checkbox"/> N/A
14.4 Education Code	Master's Degree (ALA accredited) <input type="checkbox"/> N/A
14.5 Sex	Female <input type="checkbox"/> N/A
14.6 Hourly Rate	\$35.37 <input type="checkbox"/> N/A

14.7 Total Hours/Week	37.50	<input type="checkbox"/> N/A
-----------------------	-------	------------------------------

<b>Group A Total</b>		
14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	16.99	15.93

<b>Group B</b>		
<b>Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.</b>		
14.9 Position Title	-1	<input checked="" type="checkbox"/> N/A
14.10 Primary Work Area Code		<input checked="" type="checkbox"/> N/A
14.11 Secondary Work Area Code [OPTIONAL]		<input checked="" type="checkbox"/> N/A
14.12 Education Code		<input checked="" type="checkbox"/> N/A
14.13 Sex		<input checked="" type="checkbox"/> N/A
14.14 Hourly Rate	-1	<input checked="" type="checkbox"/> N/A
14.15 Total Hours/Week	-1	<input checked="" type="checkbox"/> N/A

<b>Group B Total</b>		
14.16 Total Group B: FTE Other Librarians (14.15/40)	0.00	0.00
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	16.99	15.93

<b>Group C</b>		
<b>Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.</b>		
14.18 Total hours worked in a typical week by all Group C employees	1,343.00	1,352.00 <input type="checkbox"/> N/A
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.88	\$10.88 <input type="checkbox"/> N/A
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$25.14	\$24.41 <input type="checkbox"/> N/A
14.21 Total FTE Group C employees (14.18 / 40)	33.58	33.80

<b>Group D</b>		
<b>Full-time/part-time pages or shelvers.</b>		
14.22 Total hours worked in a typical week by all Group D employees	257.00	290.00 <input type="checkbox"/> N/A
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$9.45	\$9.45 <input type="checkbox"/> N/A
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$11.44	\$11.11 <input type="checkbox"/> N/A
14.25 Total FTE Group D employees (14.22 / 40)	6.43	7.25

<b>Group E</b>		
<b>Full-time/part-time building maintenance, security or plant operation employees.</b>		
14.26 Total hours worked in a typical week by all Group E employees	82.00	60.00 <input type="checkbox"/> N/A
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.88	\$10.88 <input type="checkbox"/> N/A
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	13.12	12.74 <input type="checkbox"/> N/A
14.29 Total FTE Group E employees (14.26 / 40)	2.05	1.50
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	42.05	42.55
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	59.04	58.48

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	-1 <input checked="" type="checkbox"/> N/A
14.33 Primary Work Area Code	<input type="text"/> <input checked="" type="checkbox"/> N/A
14.34 Education Code	<input type="text"/> <input checked="" type="checkbox"/> N/A
14.35 Total Hours/Week	-1 <input checked="" type="checkbox"/> N/A
14.36 Number of Weeks Vacant during FY2013/14	-1 <input checked="" type="checkbox"/> N/A
14.37a Annual Salary Range Minimum	-1 <input checked="" type="checkbox"/> N/A
14.37b Annual Salary Range Maximum	-1 <input checked="" type="checkbox"/> N/A

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created in FY2013/2014.

14.38 Position Title	Adult & Teen Services Librarian <input type="checkbox"/> N/A
14.39 Primary Work Area Code	Reference <input type="text"/> <input type="checkbox"/> N/A
14.40 Education Code	Master's Degree (ALA accredited) <input type="text"/> <input type="checkbox"/> N/A
14.41 Total Hours/Week	24.25 <input type="checkbox"/> N/A
14.42 Current Status: Filled or Unfilled	Filled <input type="text"/> <input type="checkbox"/> N/A
14.43 Date Filled (mm/year, if applicable)	-1 <input checked="" type="checkbox"/> N/A

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for in FY2012/13 but was not in the budget for FY2013/14.

14.44 Position Title	-1 <input checked="" type="checkbox"/> N/A
14.45 Primary Work Area Code	<input type="text"/> <input checked="" type="checkbox"/> N/A
14.46 Education Code	<input type="text"/> <input checked="" type="checkbox"/> N/A
14.47 Total Hours/Week	-1 <input checked="" type="checkbox"/> N/A
14.48 Date Eliminated (mm/year)	-1 <input checked="" type="checkbox"/> N/A
14.49 Last Annual Salary Paid	-1 <input checked="" type="checkbox"/> N/A
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	-1 <input checked="" type="checkbox"/> N/A

**SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)**

15.1 Monday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00 12.00 <input type="checkbox"/> N/A
15.3 Tuesday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00 12.00 <input type="checkbox"/> N/A
15.5 Wednesday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00 12.00 <input type="checkbox"/> N/A
15.7 Thursday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00 12.00 <input type="checkbox"/> N/A
15.9 Friday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.10 Based on a typical Friday, how many hours was the library open on this day?	12.00 12.00 <input type="checkbox"/> N/A
15.11 Saturday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00 8.00 <input type="checkbox"/> N/A
15.13 Sunday Open?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00 4.00 <input type="checkbox"/> N/A
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6 6 <input type="checkbox"/> N/A
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7 7 <input type="checkbox"/> N/A
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5 5 <input type="checkbox"/> N/A
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,622 3,622 <input type="checkbox"/> N/A
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	0 0 <input type="checkbox"/> N/A
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,622 3,622
15.19 Total annual visits/attendance in the library [PLSC 501]	499,820 556,186 <input type="checkbox"/> N/A
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52 52 <input type="checkbox"/> N/A

**PROGRAMS & ATTENDANCE (16.1 - 16.8)**

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	191 213 <input type="checkbox"/> N/A
16.2 Adult Program Attendance	3,574 5,394 <input type="checkbox"/> N/A
16.3 Total Number of Young Adult Programs [PLSC 602]	22 19 <input type="checkbox"/> N/A
16.4 Young Adult Program Attendance	1,322 535 <input type="checkbox"/> N/A
16.5 Total Number of Children's Programs [PLSC 601]	318 324 <input type="checkbox"/> N/A
16.6 Children's Program Attendance [PLSC 604]	26,281 27,015 <input type="checkbox"/> N/A
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	531 556
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	31,177 32,944

**REGISTERED USERS (17.1 - 17.4)**

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	29,212 29,238 <input type="checkbox"/> N/A
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	150 163 <input type="checkbox"/> N/A
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$21,880.00 \$19,572.00 <input type="checkbox"/> N/A
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	29,362 29,401
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A

**RESOURCES OWNED (18.1 - 18.15)**

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of the fiscal year [PLSC 450]	238,669	241,680 <input type="checkbox"/> N/A
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	9	9 <input type="checkbox"/> N/A
18.3 Are these counts a volume count OR a title count	Title <input type="checkbox"/> Title <input type="checkbox"/> N/A	
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year	423	420 <input type="checkbox"/> N/A
18.5 Are these counts a volume count OR a title count	Title <input type="checkbox"/> Title <input type="checkbox"/> N/A	
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	239,101	242,109
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year [PLSC 460]	400	401 <input type="checkbox"/> N/A
18.8 E-books Held at end of the fiscal year [PLSC 451]	19,336	31,760 <input type="checkbox"/> N/A
18.9a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	21,173	22,473 <input type="checkbox"/> N/A
18.9b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	4,943	6,902 <input type="checkbox"/> N/A
18.10a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	22,360	18,620 <input type="checkbox"/> N/A
18.10b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0	0 <input type="checkbox"/> N/A

**Licensed Databases**

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	35	27 <input type="checkbox"/> N/A
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22	22
18.13 Other consortia within the state or region	16	18 <input type="checkbox"/> N/A
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	73	67

**Children's Holdings**

18.15 Children's Holdings	95,114	93,727 <input type="checkbox"/> N/A
---------------------------	--------	-------------------------------------

**USE OF RESOURCES (19.1 - 19.13)**

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	611,548	593,738 <input type="checkbox"/> N/A
19.2 Number of children's materials loaned [PLSC 551]	357,643	353,828 <input type="checkbox"/> N/A
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	969,191	947,566

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	640,277	630,574 <input type="checkbox"/> N/A
19.5 Videos/DVDs	196,501	201,700 <input type="checkbox"/> N/A
19.6 Audios (Include music)	92,337	91,955 <input type="checkbox"/> N/A
19.7 Magazines/Periodicals	31,279	21,576 <input type="checkbox"/> N/A
19.8 Other Formats	8,797	1,761 <input type="checkbox"/> N/A
19.9 TOTAL (Sum of 19.4-19.8)	969,191	947,566
19.10 Number of interlibrary loans loaned to other libraries [PLSC 553]	74,905	72,568 <input type="checkbox"/> N/A

19.11 Number of interlibrary loans borrowed from other libraries [PLSC 554]	83,810	95,456 <input type="checkbox"/> N/A
19.12 Does your library participate in reciprocal borrowing?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
19.13 IF YES, report the number of materials loaned	117,451	120,327 <input type="checkbox"/> N/A
19.14 Circulation of Electronic Materials [PLSC 552]	55,506	<input type="checkbox"/> N/A

**REFERENCE QUESTIONS (20.1 - 20.3)**

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	54,529	62,673 <input type="checkbox"/> N/A
20.2 Children's Department	16,224	15,138 <input type="checkbox"/> N/A
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	70,753	77,811

**AUTOMATION (21.1 - 21.5)**

How many of the following does your library have?  
Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	165	128 <input type="checkbox"/> N/A
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	70	64 <input type="checkbox"/> N/A
21.3 Is your library's catalog automated?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
21.4 Is your library's catalog accessible via the web?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
21.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A	

**INTERNET (22.1 - 22.20)**

22.1 Does your library have Internet access?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A
22.2 Does your library have wireless Internet access?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A

**What Internet provider(s) does your library use? (Check all that apply)**

22.3 Illinois Century Network (ICN)	<input checked="" type="checkbox"/> Yes
22.4 Other	<input checked="" type="checkbox"/> Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	<input type="text"/> -1 <input checked="" type="checkbox"/> N/A

**What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)**

22.6 DSL	<input type="checkbox"/> Yes
22.6 Cable	<input checked="" type="checkbox"/> Yes
22.6 Wireless	<input type="checkbox"/> Yes
22.6 Satellite	<input type="checkbox"/> Yes
22.6 Fiber	<input type="checkbox"/> Yes
22.6 Leased Line	<input checked="" type="checkbox"/> Yes
22.6 Network (State, Regional, Municipal)	<input type="checkbox"/> Yes
22.6 Dial-up	<input type="checkbox"/> Yes
22.6 Don't know	<input type="checkbox"/> Yes
22.6 Other	<input type="checkbox"/> Yes
22.6 N/A	<input type="checkbox"/> Yes

**Internet**

22.7 What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more <input type="checkbox"/> 45 Mbps or more <input type="checkbox"/> N/A	
22.8 If Other, please specify	<input type="text"/> 53 Mbps (Cable)	
22.9 Has your library board adopted an Internet public access policy?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	52	36 <input type="checkbox"/> N/A
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	108,962	105,627 <input type="checkbox"/> N/A
22.12 Report the annual number of views of your library's homepage	1,576,571	1,385,886 <input type="checkbox"/> N/A
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A	



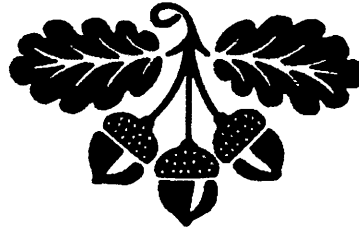


**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 26, 2014**

**AGENDA ITEM 10  
REPORT OF THE DIRECTOR**

- a. **The Big Read.** Planning for this annual collaborative library event is complete. Program booklets, designed by DGPL staff for the 10-library Big Read group, will be distributed at the Board meeting. Because of renovation plans, none of the programs are planned for presentation at the Downers Grove Public Library.
- b. **New Web Site.** The new site was opened with a soft launch on February 24. Staff appreciates the work of Board members and over 60 community members in the beta testing of the new site. This resulted in substantial improvement. Other on-line communications and print communications are now being revised for consistency with the web site.
- c. **Illinois per capita grant.** As previously announced, the Illinois State Library has awarded DGPL a per capita grant of \$61,516.25 for the present year. These funds will likely be received in the third or fourth quarter of the year.
- d. **Community partnership activities.** Library staff recently hosted Book Blind Date programs at the District 58 middle schools, with a great reception by students, teachers, and staff. The Downers Grove Historical Society has recognized the Library for its participation in the 2013 Christmas Ornament sale. Since the commemorative ornament bears an image of the Carnegie Library, this partnership was especially apt.
- e. **Medical marijuana.** Sue O'Brien and Rick Ashton attended a training session put on by the Management Association of Illinois, entitled. "Weed, Wellness and the Workplace." The new Illinois medical marijuana law will present some new, interesting challenges for employers.
- f. **Recent media coverage.** Attached. Google Glass is receiving a great deal of interest.

the **Downers Grove**  
HISTORICAL SOCIETY



January 25, 2014

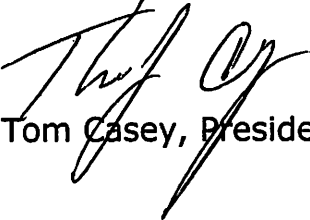
Rick Ashton, Director  
Downers Grove Public Library  
1050 Curtiss St.  
Downers Grove, IL 60515

Dear Rick,


Thank you so much for all of your time and effort on behalf of the Downers Grove Historical Society's annual Christmas Ornament sale. We are grateful for your participation and your support as it is the sole reason for making this fundraiser a success.

Please let us know if there is any way we can improve on the ornament sale program or if you have any thoughts or ideas on future programs that can promote the rich history of Downers Grove. Thanks again.

Sincerely,

  
Tom Casey, President

  
Carol Wandschneider, Secretary

  
John Mochel

This Certifies That

*Rick Ashton*

of

**Downers Grove Public Library**

Has successfully Completed Training in

*Weed, Wellness and the Workplace:  
Lunch & Learn*

*January 31, 2014*

*Mary Lynn Fayasani*

*President, Management Association*

 Management  
Association



The **HR Source** for employers™  
*Approved for 1.5 HRCI Recertification credit hours.*  
Program #162807

*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.*



Illustration provided

A rendering of the estimated \$2.4 million interior renovation project

## Library Board considers using funds for renovation

By ED MCMENAMIN  
emcmenamin@shawmedia.com

**DOWNERS GROVE** – The Downers Grove Library Board of Trustees is considering the possibility of using Library Foundation funds on the interior renovation project.

Board members discussed the option during a meeting Jan. 22, though no vote was taken on the topic.

Library Board President Kathleen DiCola said she'd be open to the idea of using foundation funds to re-introduce items that were removed from the plan when the initial round of bids came in over budget. She said she wouldn't be interested in using foundation funds to pay for items like carpet, or other things the library should be able to provide.

"Even if the bids come in [under budget] we may choose to add some things back in," she said. "It would have to be something that was a real enhancement."

The Downers Grove Public Library Foundation is a separate entity from the library, though its boards share some members, including DiCola. The foundation is a donation-based organization that funds projects aimed at enhancing the library that would

be outside of the library's normal budget.

Susan Eblen, president of the Foundation Board and member of the library board, was on vacation and could not be reached for comment.

The discussion last week followed a vote this winter to re-bid the \$2.4 million interior project and create a new timeline for construction.

The need to re-bid arose when the previous lowest bid came in at 20 percent above the project budget, according to library spokesperson Melissa Doornbos.

Shales McNutt Construction, the construction management firm, is working with Product Architecture + Design and the library staff to incorporate needed changes into new bid documents, according to the library.

These documents will be available to contractors Monday. Bid submission deadline and public bid opening are scheduled for Feb. 21.

Meeting rooms will not be available until construction completion. Activity in the art gallery has been suspended. No other closures are planned.

The re-bidding of the project pushes the planned construction start back to mid-April with completion in September.

## NEWS

# Foundation money eyed for library's renovation

By **DAWN RHODES**  
Tribune reporter

Downers Grove Library board members are pondering using library foundation funds to help pay for this year's building renovation should the costs exceed the budget.

The discussion at a recent board meeting came a few weeks after the library's architects and construction team revealed that the first bids were more than \$433,000 over expectations. Late last month, the board agreed to scrap the current proposals and rebid the entire \$2.4 million project, a process expected to take place through February.

The idea of using foundation money to bridge the gap between the budget and the renovation costs remains a

just-in-case possibility, officials said, as bids will not be awarded for weeks. No votes were taken at the Jan. 22 meeting. Trustees did not pitch any specific amounts, but some said they would be open to the idea.

"The foundation has really been called upon to do little for the library," Trustee Wendee Greene said. "I think this would be an opportunity for the foundation to serve the library in a way it really hasn't done," she said.

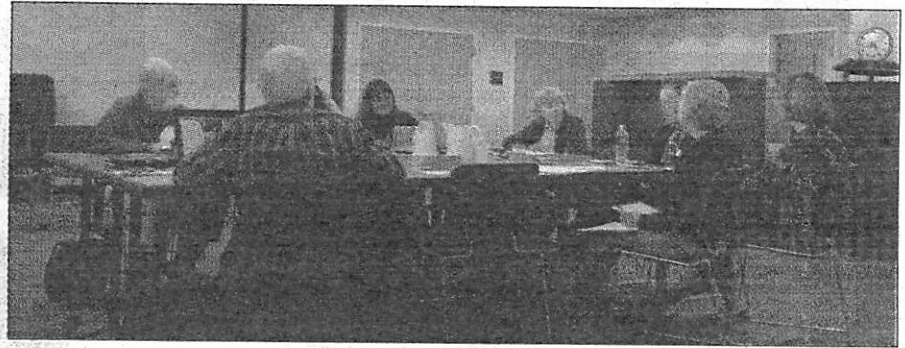
The foundation was started thanks to a donation from the estate of Downers Grove resident Lillian Culbertson, who volunteered at the library during her retirement, according to the website. Culbertson died in 2000.

Library Director Rick

Ashton said the foundation has nearly \$380,000 in funds between investments and checking as of December. The library trustees also serve as the board members of the library foundation.

"The idea of the foundation is for stuff that we wouldn't do on a normal basis," Trustee David Humphreys said. "If the bid item comes in high, that's for normal stuff. It's not really what our basic intent for the foundation was."

"You can argue that the renovation project is something different, it is over and above normal operations," board President Kathy DiCola said. "I think that we wouldn't be doing our job as the foundation board if we didn't add something into this project with those funds."



DAWN RHODES/TRIBUNE PHOTO

Downers Grove Library board members discuss the building renovation costs.

Board members briefly discussed the possibility of cutting more elements from the project or reinstating some features depending on the bid amounts. There were few specific suggestions, however, as officials said they were satisfied with the overall direction of the renovation.

"I think we'd rather change things that we can more easily add back in later," DiCola said. "We can buy furniture, but the construction is the construc-

tion."

The renovation tentatively is scheduled to start in April. Ashton suggested that the board delegate to him the ability to authorize minor changes that could come up during the construction without having to convene a board meeting every time and potentially delay the project.

"We are not interested in those kinds of things," DiCola said. "I'm thinking more about the kinds of things that happen during a project

where you think, 'Oh, I didn't know that was going to look like that if you put it there.'"

"I'm not so worried about that since we hired some pretty talented architects," Trustee Daniel Loftus said. "I'm more worried that if we knock down a wall and, oh, I didn't know that was back there."

The board is scheduled to meet next on Feb. 26.

*cdrhodes@tribune.com*  
*Twitter @rhodes\_dawn*

# OPINIONS

■ LAS

## Downers Grove library is all about the books

We've all become accustomed to computer- and internet-related disasters.

We know about hacked financial systems at Target and other retailers, the crash of the Great Firewall of China, the malfunction of Gmail and ongoing difficulties with Affordable Care Act enrollment.

Dependent as we all are on our computers, tablets and smartphones, we sometimes want to swear off high-tech completely.

The Downers Grove Public Library is a haven for high-tech-lovers, but we are, first and foremost, all about the printed book. This amazing invention, now seemingly low-tech, has graced our civilization for centuries. And just in case anyone wants to enter premature mourning for the book, I invite you to consider a national event that happens every January.

That event is the American Library Association's announcement of the year's winners of the John Newbery Medal for the best work of children's literature and the Randolph Caldecott Medal for the best children's book illustrations.

This year, Kate DiCamillo has won the Newbery Medal for her book "Flora and Ulysses," a comic superhero tale featuring a deadly vacuum cleaner and a mighty squirrel. Brian Floca is the winner of the highly-sought Caldecott Medal for his illustrations in "Locomotive," a story of the early years of train travel. He also wrote the text of the book.

These medals matter. Both of this year's winners are established authors whose earlier books are well known. But the awards virtually guarantee that young readers and their parents, teachers and librarians will purchase more copies and give these authors the heightened visibility and success they deserve.

The books now enter into the ongoing "must-read" category. They are not yet in the company of "Charlotte's Web" or "Green Eggs and Ham," but perhaps one day they will be.

Meanwhile, the Downers Grove Public Library maintains its well-established focus on books and reading. Our expert librarians are happy to guide you to these prize-winners and thousands of other good reads.

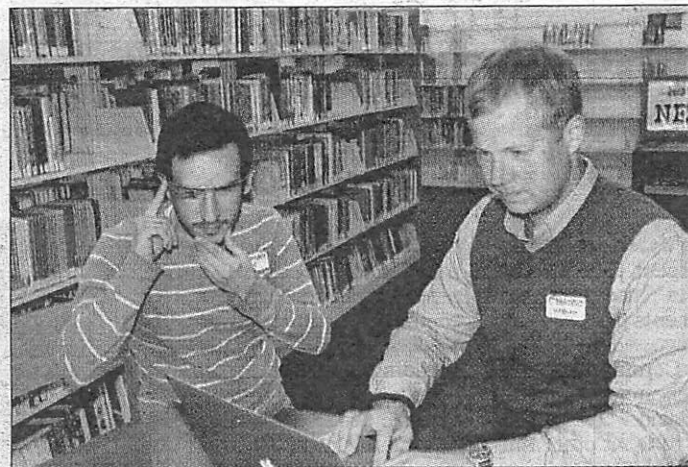
Neither the books nor the librarians will ever crash in the middle of a page, suffer from malicious hackers, or give you an error message. Read on!

*Rick Ashton is the executive director of the Downers Grove Public Library.*



**COMMUNITY VOICE**

**Rick Ashton**



DOWNERS GROVE PUBLIC LIBRARY PHOTO

### Downers Grove library sees future uses for Google Glass gadget, offers program

Downers Grove Public Library Information Technology Manager Dale Galiniak jumped on the opportunity to purchase Google's newest technological gadget, Google Glass, to be a part of the multinational Internet company's Explorer Program. The beta-testing version acquired by the library allows library staff and members to try out the wearable computer — known as Google Glass — before it is released to the public.

Those interested in trying out the futuristic glasses can schedule a one-on-one appointment with library staff by emailing [techsupport@dglibrary.org](mailto:techsupport@dglibrary.org) or calling 630-960-1200. Users will see how to stream video, view apps, update social media and even read the news. Future uses might some day accommodate streamlining library functions, like scanning bar codes and browsing books for information.

"It's not very often that you get the chance to see a new piece of technology, one that has the potential of being a game-changer in the way Google Glass does, before it is released to the public," Galiniak explained.

For more information on this new program, go to [google.com/glass/start](http://google.com/glass/start).



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
WEDNESDAY MARCH 5, 2014, 7:30 P.M.**

**MINUTES**

1. **Call to Order.** President Kathleen DiCola called the meeting to order at 7:30 p.m.
2. **Roll Call.**

Members Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola.

Members Absent: Trustee David Humphreys.

Also Present: Library Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Public Relations Manager Melissa Doornbos.

Also Present: Steve Hendrickson, Shales McNutt Construction; Tiffany Nash and Daniel Pohrte, Product Architecture + Design.

3. **Welcome to Visitors.** President DiCola welcomed staff and visitors and thanked them for their interest in the work of the Library Board.
4. **Opportunity for Public Comment.** President DiCola invited comment.  
None.
5. **Report from Shales McNutt Construction.**
  - a. Renovation Project Base Bid Verification. Requested action: Receive report. Steve Hendrickson reviewed his report (attached) in detail. He indicated that two firms were possible low bidders for the carpentry and associated work trades contract, depending on the Board's decision relating to Bid Alternates 1-5.
  - b. Consideration of contract alternates. Requested action: Discussion or approval of alternates. Following extensive discussion, it was moved by Greene and seconded by Eblen THAT the Board approve the award of Bid Alternates 1-5 to the appropriate low bidders. Roll call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Nays: None. Abstentions: None.
  - c. Notice to Proceed. Requested action: Approval. It was moved by Eblen and seconded by Loftus THAT the Board authorize Shales McNutt Construction to issue Notice to Proceed to the low bidders in all trades, with the expectation that construction will begin April 1, 2014. Roll call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Nays: None. Abstentions: None.

- d. Contract Award Recommendations. Planned for March 26 Regular Board Meeting. Steve Hendrickson informed the Board that this will be unnecessary. The Library's contract with Shales McNutt Construction places responsibility for all trades contracts directly with Shales McNutt Construction, on behalf of the Library.

6. **Strategy for funding of alternates and other potential additions**. Requested action: Discussion or approval.

Ashton presented a proposed strategy (attached), increasing the total project budget by \$200,000. He stated that this would allow for the funding of Alternates 1-5 (\$50,000), the purchase of additional furniture (\$100,000), and modest improvements to the north and south entrances and other areas of the building (\$50,000). Tiffany Nash and Daniel Pohrte explained how the additional furnishings and entry improvements would have an impact on the public experience of the renovated building. They suggested that the next priority for future projects should be improvements in lighting in selected areas of the building. Ashton suggested that the \$200,000 could come from a donation from the Downers Grove Public Library Foundation, an allocation from operating balances, or a combination of the two.

Board discussion centered on several areas of concern:

- Purchase of additional furnishings and further improvement of entry areas will increase public impact of the renovation project.
  - Although operating fund balances could support additional expenditure, earlier public commitments about these balances would make this unacceptable.
  - Foundation contributions should support identifiable enhancements that go beyond normal public funding.
  - Additional work on elements such as lighting and additional furniture and equipment purchasing can be supported by future operating budgets.
- a. Donation from Downers Grove Public Library Foundation. It was moved by Loftus and seconded by Greene THAT the Library request a donation of \$200,000 from the Downers Grove Public Library Foundation for the renovation project. Roll Call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Nays: None. Abstentions: None.
- b. Total Impact. Ashton thanked the Board for making these important decisions and promised that the additional funding would dramatically improve the project's success.

7. **Board Member Comments and Requests for Information**.

Greene requested information about plans for the Media Lab, especially whether equipment is included in the project budget. Sue O'Brien responded that funds for equipment are included in the 2014 operating budget.

8. **Adjournment**. President DiCola adjourned the meeting at 8:15 p.m.

March 3, 2014

Mr. Rick Ashton  
Library Director  
Downers Grove Public Library  
1050 Curtiss Street  
Downers Grove, IL 60515

Re: Downers Grove Public Library/Facility Renovation Project  
Recommendations of Award

Dear Mr. Ashton,

Shales McNutt Construction received bid proposals on behalf of the library on Friday, February 21, 2014 for the following bid packages:

BP 06A- Carpentry & General Trades, BP 06B- Custom & Manufactured Casework, BP 08-  
Storefront/Windows/Glazing, BP 09A- Drywall/Acoustical Ceilings, BP 09B- Wall Tile/Flooring, BP 09C-  
Painting/Wall Finishes, BP 021- Fire Protection, BP 022- Plumbing, BP 026- HVAC, BP 026-  
Electrical/Low Voltage Systems

We have had an opportunity to discuss with the apparent low bidders their respective scopes of work and adherence to the contract documents. At this point we have a recommendation of award for the apparent low bidder for BP 06A - Carpentry & General Trades (Ostrander). If Alternate No. 1 is accepted, the new apparent low bidder will be Hargrave Builders (they will be low by \$186.00). Due to various errors within the bid form from the apparent low bidder for BP 09C - Painting/Wall Finishes, Tiles in Style, it is our recommendation to award the contract for this package to the second apparent low bidder, Oosterbaan Painting. Based on the information received during the discussions and reviews with each apparent low bidder, we have attached a recommendation of award summary for the packages represented.

It is our intent, with board approval, to provide a Notice to Proceed to the contractors listed on Thursday, March 6, 2014 and proceed into the construction phase of the project.

We thank you in advance for your time and consideration in this matter.

Sincerely,



Steve Hendrickson  
Vice President  
Shales McNutt Construction

Downers Grove Public Library  
Facility Renovation Project  
Post-Bid Cost Summary

Trade Package	Contractor	Base Bid	Alternate No. 1	Alternate No. 2	Alternate No. 3	Alternate No. 4	Alternate No. 5	Alternate No. 6	Alternate No. 7	Alternate No. 8
Carpentry/General Trades	Ostrander	\$ 253,000.00	\$ 6,400.00					\$ (3,800.00)		
Custom/Manuf. Millwork	JC Harris	\$ 164,136.00		\$ 20,413.00		\$ 8,687.00			\$ (30,998.00)	
Glass/Glazing	3F Corporation	\$ 33,600.00								
Drywall/Acoustical Ceilings	Heitkotter	\$ 221,855.00								
Flooring	Yonan Carpet One	\$ 375,000.00			\$ 5,212.00		\$ 7,500.00			\$ (8,698.00)
Painting	Oosterbaan & Sons	\$ 79,980.00			\$ (260.00)					
Sprinkler Systems	Automatic Fire	\$ 32,106.00								
Plumbing	Jensen's Plumbing & Heating	\$ 36,900.00								
HVAC	Mechanical Concepts	\$ 154,000.00								
Electrical	Fitzgerald's Electric	\$ 370,200.00							\$ (2,400.00)	
<b>Hard Cost Sub-Total</b>		<b>\$ 1,720,777.00</b>	<b>\$ 6,400.00</b>	<b>\$ 20,413.00</b>	<b>\$ 4,952.00</b>	<b>\$ 8,687.00</b>	<b>\$ 7,500.00</b>	<b>\$ (3,800.00)</b>	<b>\$ (33,398.00)</b>	<b>\$ (8,698.00)</b>
General Conditions Allowance		\$ 10,000.00								
SMC Supervision		\$ 152,776.00								
<b>Sub-Total</b>		<b>\$ 1,883,553.00</b>								
SMC Fixed Fee		\$ 70,000.00								
<b>Sub-Total</b>		<b>\$ 1,953,553.00</b>								
Contingency (Fixed)		\$ 80,000.00								
<b>SMC Total W/Fee's &amp; Contingency</b>		<b>\$ 2,033,553.00</b>								
Moving Allowance		\$ 20,000.00								
SMC Preconstruction	SMC	\$ 1,500.00								
Furnishings	Product + Design	\$ 175,000.00								
Product Fee's	Product + Design	\$ 177,000.00								
<b>Overall Project Bid Total</b>		<b>\$ 2,407,053.00</b>								
<b>Overall Project Approved Amount</b>		<b>\$ 2,403,812.00</b>								
<b>Over/Under Project Approved Amount</b>		<b>\$ 3,241.00</b>								

- Alternate No. 1      Stainless Steel Partitions I.L.O. Painted
- Alternate No. 2      Provide Corian Color Group D counters in the following areas I.L.O. specified: Toilet Room Counters, Circ. Desk, Information Desk, Children's Service Desk, Adult Services Desk, IT Service Desk, Café/Coffee Counter
- Alternate No. 3      Install tile on ALL walls in the Toilet Rooms to 5'0" height, not just wet walls
- Alternate No. 4      Provide all millwork noted in the Mousehouse.
- Alternate No. 5      Provide carpet CPT-1 in the Children's and Tech Services Workrooms.
- Alternate No. 6      Remove the curtain, track and associated components from the Stem Room.
- Alternate No. 7      Remove the Adult, Children's and IT Service Desks from the scope of work.
- Alternate No. 8      Do not Install new flooring in the Staff Lounge and Large Meeting Room (existing to remain).

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MARCH 5, 2014**

**AGENDA ITEM 6**

**STRATEGY FOR FUNDING OF ALTERNATES AND OTHER POTENTIAL ADDITIONS**

**A. 2014 Operating Budget and fund balance**

The 2014 Operating Budget approved by the Library Board in September 2013, anticipates a significant contribution to the renovation project:

Fund balance January 1	\$3,754,646
Revenues	4,708,383
Expenditures	4,770,933
Transfer to Construction Fund	1,830,000
Fund balance December 31	1,862,096

The year-end fund balance amounts to 39% of planned expenditures. As set forth in earlier analyses presented to the Board, a 35% fund balance (\$1,669,826) is adequate to cover cash flow needs throughout the year.

By transferring an additional \$100,000 to the Construction Fund, the Board would leave the estimated December 31 fund balance at \$1,762,096, ample margin for any unexpected issue.

**B. Donation from Downers Grove Public Library Foundation**

Total assets of the Foundation, December 31, 2013:

Investments	\$305,447.22
Cash	74,451.09
Total	\$379,898.31

Of this amount, approximately \$155,000 is donor-restricted for the purchase of books.

By donating \$100,000 to the Library for enhancements to the renovation project, the Foundation would retain all its restricted assets and \$125,000 in unrestricted assets for future projects.

**C. Total Impact**

The addition of \$200,000 to the project budget will allow for the approval of Alternates 1-5, purchase of additional new furnishings, and other modest enhancements such as improvements to the north entrance and south vestibule, new window blinds throughout the building, and improved signage.