

Indian Prairie Public Library Board Agenda
April 21, 2021 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our April 21, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. April 21, 2021. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:
US: +1 312 626 6799
Webinar ID: 831 2126 5941

All agenda items may be acted upon by the Board of Trustees

- A. Roll Call
Asma Akhras, Donald Damon, Marian Krupicka,
Crystal Megaridis, Victoria Suriano

- B. Mission Statement: We enrich people’s lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together.

- C. Public Comment

- D. Communications and Announcements
 - 1. ATLAS Trustee Day, Saturday, May 22 Page 3

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, March17, 2021 Page 4
 - 2. Action on Bills/Additional Bills Page 7
 - 3. Ordinance #2021-1 Authorizing Non-Resident Cards Page 12

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 14 Information

H.	Department Reports		Information
	1. Assistant Director	Page 16	
	2. Marketing	Page 18	
	3. Guest Services	Page 21	
	4. Programming & Outreach	Page 23	
	5. Resource Services	Page 27	
	6. Technology & Maker Services	Page 29	
I.	Staff Report		
J.	Reports		
	1. Treasurer’s Report	Page 35	Information
	2. RAILS	Page 46	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (no report)		
K.	Unfinished Business		
	1. Renovation Update		Information
L.	New Business		
	1. Proposed Policy 690 Maker Studio	Page 50	Action
	2. Changing Day of Monthly Board Meeting		Discussion
	3. Resolution #2021-B Honoring Asma Akhras	Page 52	Action
	4. Appointment of Nominating Committee		Information
M.	Meetings Scheduled		
	1. Building and Grounds Committee – Friday, April 30, 10:30 a.m.		
	2. Schedule Finance Committee meeting – June 7, 8, or 9		
N.	Community Events		
O.	Library Events		
P.	Adjournment		



Trustee Day 2021

Saturday, May 22 from 10am - 11:30am
Orland Park Public Library
14921 S Ravinia Ave
Orland Park, IL 60462

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Join us for this trustee workshop where Jim Deiters and Prospect Heights Library Director Alex Todd of Deiters & Todd Library Consulting will be presenting a mock board meeting to review some of the ins, outs, and common dilemmas that library boards may encounter. Topics include FOIA, OMA, closed session and voting, and much more!

This program is being offered in a hybrid format with limited in person attendance and a live Zoom broadcast.

Please register online through [Eventbrite](#) by Friday, May 14.

Virtual attendees will be emailed a link the week of the event.

There is no program fee for this event.

Registration Questions? Please contact Sarah Cottonaro at scottonaro@alsiplibrary.info.

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of March 17, 2021

**Board of Trustees Regular Meeting
March 17, 2021 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our March 17, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. March 17, 2021. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:

US: +1 312 626 6799

Webinar ID: 872 3246 4139

A. Roll Call

President Suriano called the meeting to order at 6:31 p.m. and stated the following:

“This meeting is held as a virtual meeting given that the governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or feasible because of the disaster. I have also determined that it is not feasible or practical, due to the disaster and disaster proclamation, to have a library trustee, the library director, or the library's attorney present at the library during the meeting.” Suriano verified that each trustee could hear the discussion. Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Joe Popowitch

Others:

President Suriano asked for additions and/or corrections to the agenda. There were none.

- B. Mission Statement: Secretary Megaridis read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Megaridis read the library vision statement. Lives are enriched and dreams are realized.

Values Statement: Secretary Megaridis read the library values statement. We value and respect the individual. We empower and guide each visitor. We aspire to bring people together.

- C. Public Comment - none

D. Communications and Announcements - none

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 17, 2021
2. Action on Bills/Additional Bills
Akhras moved, Megaridis seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point, Popowitch gave his staff report (item I). He left the meeting at 6:50 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

We continue to work through the new service model including cross-training of staff on services. Our goal is to return to being open our full hours once the renovation is complete. In the meantime, we've begun talking about adding back some hours when we reopen after the two weeks in April.

H. Department Reports

- I. Staff Report – Joe Popowitch, Resource Services Librarian, spoke about the library's citizenship services including the materials, classes, and programs that we offer. He highlighted our partnership with the Southwest Suburban Immigration Project. The SSIP offers a class that prepares immigrants for the citizenship interview and test. Joe volunteers at the class, helps register attendees, and attends volunteer orientations. We promote the class in our enews and serve as a packet pick-up site for the class.

J. Reports

1. Treasurer's Report – backup in packet.
2. Chamber Reports – backup in packet.
3. RAILS – backup in packet.
4. Building and Grounds Committee – no report
5. Finance Committee – no report
6. Planning/Outreach Committee – no report
7. Policy Committee – no report

K. Unfinished Business

1. Renovation Update – The project is on schedule. Bukovac is looking into movers and working with the architects on signage. Drawings for the two service desks are ready and quotes are being obtained. Our Building Services Coordinator will be replacing kitchen cabinets in the staff lounge, the meeting room, and the board room.

L. New Business

1. Request to Close the Library April 12, 2021–April 25, 2021 – Damon moved, Akhras seconded to close the library April 12, 2021-April 25, 2021. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carries unanimously.
2. Request to Hang in the Library a Proclamation Honoring Citizen Advocates in

Willowbrook – The Stop Sterigenics group was presented with a proclamation from DuPage County and would like to hang it in the library. The group held many meetings here and they feel the library represents the larger community that was involved in their efforts. The Board discussed the request. Because this is a new idea, they agreed that a policy would need to be created in order to establish parameters such as the length of time an item is displayed. They also agreed that the renovation needs to be completed before we can determine a display location in the library - Bukovac discussed the possibility of creating a community organization area to showcase/highlight local community groups. The Board directed Bukovac to respond to the Stop Sterigenics group and let them know the Board is open to the idea but needs to create a policy and the renovation needs to be completed.

- 3. Adjustment of FY20-21 Salary Schedule – Bukovac is requesting a new salary schedule that combines grade III staff and grade IV staff in a new grade III with the starting salary of grade IV. The request is in support of the additional responsibilities that staff in grade III will be taking on in the new service model. It also recognizes and gets ahead of the minimum wage adjustments that will result in staff in grade I being paid \$15.00/per hour January 1, 2025. Akhras moved, Krupicka seconded to approve the adjusted salary schedule for FY20-21. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nayas: none. Absent: none. Motion carries unanimously.

M. Scheduled Meetings

N. Community Events

O. Library Events

P. Adjournment

At 7:44 p.m. Damon moved, Krupicka seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nayas: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS MARCH, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5326 - 5415	\$ 137,687.95
Fifth Third-Salaries	978 - 989	\$ 3,311.45
Hinsdale Bank-Direct Deposits	& 31734 - 31864	\$ 108,638.24
MONTH'S TOTAL:		\$ 249,637.64

Indian Prairie Public Library District Account QuickReport - Vendors

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As of March 31, 2021

Type	Date	Num	Name	Amount
10122 · Fifth Third Checking				
Bill Pmt Check	03/01/2021	5326	Baker & Taylor	4,281.93
Bill Pmt Check	03/01/2021	5327	Baker & Taylor (video)	12.28
Bill Pmt Check	03/01/2021	5328	Blackstone Audio, Inc.	1,206.23
Bill Pmt Check	03/01/2021	5329	Case Lots Inc.	964.26
Bill Pmt Check	03/01/2021	5330	Cengage Learning, Inc.	563.18
Bill Pmt Check	03/01/2021	5331	Center Point Large Print	232.63
Bill Pmt Check	03/01/2021	5332	DEMCO	183.96
Bill Pmt Check	03/01/2021	5333	Forst, Tauya R.	250.00
Bill Pmt Check	03/01/2021	5334	Fox Valley Fire & Safety	150.00
Bill Pmt Check	03/01/2021	5335	FSS Technologies	112.50
Bill Pmt Check	03/01/2021	5336	Garvey's Office Products	26.91
Bill Pmt Check	03/01/2021	5337	Ingram Library Services	209.67
Bill Pmt Check	03/01/2021	5338	Midwest Tape	1,679.86
Bill Pmt Check	03/01/2021	5339	Runco	58.93
Bill Pmt Check	03/01/2021	5340	Sebert Landscaping	2,934.00
Bill Pmt Check	03/01/2021	5341	Thomas Interiors Systems, Inc.	359.24
Bill Pmt Check	03/01/2021	5342	Thomson Reuters West	82.68
Liability Check	03/04/2021	5343	Nationwide Retirement	286.53
Liability Check	03/04/2021	5344	Vantagepoint	1,126.26
Liability Check	03/04/2021	5345	State Disbursement Unit	493.94
Liability Check	03/04/2021	5346	State Disbursement Unit	163.30
Check	03/11/2021	5347	Accurate Employment Screening, LLC	0.00
Bill Pmt Check	03/11/2021	5348	Accurate Employment Screening, LLC	50.00
Bill Pmt Check	03/11/2021	5349	Allard, Jamie	15.00
Bill Pmt Check	03/11/2021	5350	Asimakopoulos, Jennifer	22.00
Bill Pmt Check	03/11/2021	5351	AT&T	434.30
Bill Pmt Check	03/11/2021	5352	Blackstone Audio, Inc.	605.86
Bill Pmt Check	03/11/2021	5353	Canon Financial Services, Inc.	221.00
Bill Pmt Check	03/11/2021	5354	Carrera, Kristin	1,275.00
Bill Pmt Check	03/11/2021	5355	Case Lots Inc.	227.25
Bill Pmt Check	03/11/2021	5356	Chicago Tribune	124.00
Bill Pmt Check	03/11/2021	5357	Colonial Life	82.53
Bill Pmt Check	03/11/2021	5358	Comcast	193.35
Bill Pmt Check	03/11/2021	5359	DuPage County Clerk	10.00
Bill Pmt Check	03/11/2021	5360	Dynegy Energy Services	3,731.56
Bill Pmt Check	03/11/2021	5361	Groot Industries, Inc.	490.27
Bill Pmt Check	03/11/2021	5362	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	03/11/2021	5363	Kroeschell Service	1,854.00
Bill Pmt Check	03/11/2021	5364	Lo Destro Construction Company	23,781.60
Bill Pmt Check	03/11/2021	5365	Magnolia Journal	35.00
Bill Pmt Check	03/11/2021	5366	Midwest Tape	5,870.14
Bill Pmt Check	03/11/2021	5367	Military History Quarterly	69.95
Bill Pmt Check	03/11/2021	5368	Neviol Inc.	4,625.00
Bill Pmt Check	03/11/2021	5369	OverDrive	3,442.31

Indian Prairie Public Library District Account QuickReport - Vendors

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As of March 31, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	03/11/2021	5370	Quill LLC	326.64
Bill Pmt Check	03/11/2021	5371	Runco	144.93
Bill Pmt Check	03/11/2021	5372	Sebert Landscaping	7,695.00
Bill Pmt Check	03/11/2021	5373	Specialty Mat Service	220.24
Bill Pmt Check	03/11/2021	5374	Sports Illustrated	20.00
Bill Pmt Check	03/11/2021	5375	Twidell, Lexy	22.00
Bill Pmt Check	03/11/2021	5376	Unique	26.85
Bill Pmt Check	03/11/2021	5377	United Radio Communications	3,073.00
Bill Pmt Check	03/11/2021	5378	William, Natalie	22.00
Bill Pmt Check	03/11/2021	5379	Wlosinski, Maria	14.00
Liability Check	03/18/2021	5380	Nationwide Retirement	286.53
Liability Check	03/18/2021	5381	Vantagepoint	1,126.26
Liability Check	03/18/2021	5382	State Disbursement Unit	493.94
Liability Check	03/18/2021	5383	State Disbursement Unit	171.71
Bill Pmt Check	03/18/2021	5384	Choice Cabinet Chicago	3,000.00
Bill Pmt Check	03/19/2021	5385	BCBS	14,562.15
Bill Pmt Check	03/19/2021	5386	Birmingham, Laura	24.55
Bill Pmt Check	03/19/2021	5387	Blackstone Audio, Inc.	2,178.70
Bill Pmt Check	03/19/2021	5388	Call One	263.91
Bill Pmt Check	03/19/2021	5389	Cengage Learning, Inc.	141.79
Bill Pmt Check	03/19/2021	5390	Center Point Large Print	174.64
Bill Pmt Check	03/19/2021	5391	DEMCO	440.07
Bill Pmt Check	03/19/2021	5392	Eskew, Joe	74.24
Bill Pmt Check	03/19/2021	5393	Filis, April	18.50
Bill Pmt Check	03/19/2021	5394	Goddard, Leslie Elizabeth	250.00
Bill Pmt Check	03/19/2021	5395	Goodman, Clarence	250.00
Bill Pmt Check	03/19/2021	5396	Library Ideas LLC	178.40
Bill Pmt Check	03/19/2021	5397	New York Times, The	479.24
Bill Pmt Check	03/19/2021	5398	OverDrive	1,821.97
Bill Pmt Check	03/19/2021	5399	Principal Life Insurance Company	1,227.59
Bill Pmt Check	03/19/2021	5400	Runco	399.98
Bill Pmt Check	03/19/2021	5401	TMobile	36.98
Bill Pmt Check	03/19/2021	5402	Thomson Reuters West	88.47
Bill Pmt Check	03/19/2021	5403	VSP Vision	174.06
Bill Pmt Check	03/19/2021	5404	Yiesla, Sharon A.	200.00
Bill Pmt Check	03/23/2021	5405	Baker & Taylor	3,870.84
Bill Pmt Check	03/23/2021	5406	Castro, Tori	28.00
Bill Pmt Check	03/23/2021	5407	Ingram Library Services	1,039.97
Bill Pmt Check	03/23/2021	5408	LM Information Delivery, Inc.	2,337.04
Bill Pmt Check	03/23/2021	5409	Midwest Tape	1,763.71
Bill Pmt Check	03/23/2021	5410	NCPERS Group Life	48.00
Bill Pmt Check	03/29/2021	5411	Bank of America	5,370.87
Bill Pmt Check	03/29/2021	5412	Dzierzbicki, Monica	18.75
Bill Pmt Check	03/29/2021	5413	Jensen, Heather Forster	15.00
Bill Pmt Check	03/29/2021	5414	Kline, Cindy	10.00

Indian Prairie Public Library District Account QuickReport - Vendors

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As of March 31, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	03/29/2021	5415	Product LLC	20,519.02
Total 10122 · Fifth Third Checking				137,687.95
TOTAL				137,687.95

Bills for approval – Electronic Payments & Automatic Withdrawals

March 2021

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	03/05/2021	3,422.10
EFTPS-Federal	Payroll taxes	03/05/2021	18,412.16
ILDOR-State	Payroll taxes	03/19/2021	3,380.57
EFTPS-Federal	Payroll taxes	03/19/2021	18,224.62
IMRF	Payroll Pension	03/19/2021	23,932.71
DAC	Deposit to HRA	03/02/2021	1,473.82
DAC	Deposit to HRA	03/09/2021	1,310.08
DAC	Deposit to HRA	03/11/2021	318.77
DAC	Deposit to HRA	03/16/2021	37.28
DAC	Deposit to HRA	03/23/2021	102.76
DAC	Deposit to HRA	03/30/2021	189.85
Nicor	Gas	03/16/2021	2,040.16
INB Bank/5/3	Credit Card Fee	03/15/2021	152.29
Hinsdale Bank	Fee-Direct Deposit	03/17/2021	56.50

ORDINANCE #2021-1

2021 ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Indian Prairie Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Indian Prairie Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulas which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2021-2022 fiscal year, commencing July 1, 2021 and ending June 30, 2022, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2020-2021, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

SECTION 2: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

SECTION 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

SECTION 4: The Indian Prairie Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 5: The Indian Prairie Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

SECTION 6: The Policy of the Indian Prairie Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

SECTION 7: A valid non-resident library card issued by the Indian Prairie Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 21st day of April, 2021, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

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Director's Report
April 2021

New Trustees

Congratulations to Crystal who was re-elected as library trustee. Christina Rodriguez and Themis Raftis were also on the ballot and elected. Write-in candidate Sri Rao was also elected. I've been in touch with all three to start the orientation process. Themis has to work on Wednesday nights and has asked if the board meeting could be moved to a different night. I've put this on the agenda for discussion. If this were to occur, I know that we would need to change the board bylaws and I have to contact the attorney to see if there are any other procedures to do.

Covid-Related Procedures

The CDC has provided new information relative to the transmission of COVID from surfaces. You can read about it here <https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html> Essentially it says, "Findings of these studies suggest that the risk of SARS-CoV-2 infection via the fomite transmission route is low, and generally less than 1 in 10,000, which means that each contact with a contaminated surface has less than a 1 in 10,000 chance of causing an infection." As such, RAILS is no longer requiring that libraries quarantine items before sending them through ILL delivery and we have decided that the library will no longer quarantine returned items. We'll also stop cleaning tables, computers, and other surfaces as patrons use them, but will provide the supplies for those patrons who do want to clean areas they are using.

In addition, we are reverting back to normal processing of holds. When we pull the items we will not be checking them out and bagging them, but simply putting them on the holds shelves as we used to. We're going back to keeping holds for seven days, instead of four as we're doing now, and items will be available for self-pickup in the library and pickup at the window.

Renovation

Much of my time has been spent on the renovation in the past month and I will give a full report at the meeting. The adult DVDs and CDs have been moved to their final location. These collections were moved by Hallett Movers. The adult audiobooks and magazines are in their final locations. Most of the adult non-fiction and fiction collections are in their final locations. All of this shelving was moved by Joe and all the collections were moved by the shelvees.

I've taken photos of some of what is occurring and attached them to the back of the packet.

Library Hours

I had hoped to add a few hours when we reopen on the 26th but we still don't have enough staff to cover additional hours. The good news is that it looks like we'll have at least three new people starting in Guest Services and two people starting in Technology Services in May.

Maker Studio

Ann and Jack continue the work needed to develop this new space and expanded services. The policy on the agenda sets the basic usage parameters for the space. Ann and Jack are working on processes for managing the space.

New Service Model

This month Tony, Joe, and Marissa each developed and taught classes to the Circulation Associates on providing reference services, doing readers advisory for youth, and using databases. We hired someone to come in and do training on readers advisory for adults since Jennifer has moved on to her new job.

Staff

Last week I held a Zoom presentation with staff review the changes we're making and why. I reviewed our strategic plan and how it set the course for moving to the new service model and the renovation, reviewed the details of the service model, and went over the new floor plan. Staff, who had received the information previously, appreciated the review and new staff were brought up to speed.

With Natalie's resignation, I've decided to make Laura Head of Programming and Outreach. She'll continue as Assistant Director and her office will remain in Administration. Laura has a passion for these services and it's a great way to expand her contributions to IPPL plus provide new challenges for her and expand her expertise.

I am also making changes in Administration staff responsibilities. I've wanted to reduce the amount of data entry Mary Dames does, as she processes invoices and payroll, and give her the opportunity to use her talents in higher level responsibilities. I also determined that we need to hire a person with a background in marketing to assist Jill and allow her to do higher level work such as fundraising, developing marketing campaigns, and being out in the community. Jamie Allard has been working part of her time as an Administration Associate and part of her time as Communications Associate assisting Jill with social media and other promotional projects. Jamie will become a full-time Administration Associate and take over, from Mary, the processing of invoices and payroll. She will also provide clerical support to the Programming and Outreach Department as directed by Laura. We're posting a job ad for a Communications Specialist to support Jill in Marketing. Mary will take over some of Laura's current responsibilities including staff development, customer service training, and working with Joe to manage the building.

Meetings

- Four contractor/architect meetings
- Two department heads meetings
- Debbie one one-on-one
- Laura one one-on-ones
- Natalie four one-on-one
- Tony one one-on-one
- Ann one one-on-one
- Meeting to discuss Maker Studio branding
- Met with two movers
- Took two of the internal training courses – Databases and Providing Reference Service
- Five interviews, with Tony, for Readers Advisory Librarian

Jamie Bukovac, Director

Assistant Director's Report: April 2021

Building:

The building remodeling project has taken a lot of my time and attention, especially during our shut-down where things have really ramped up.

Joe continues to be amazing and incredibly productive. He has taken down and moved a lot of shelving in order to make room for the contractors to work. He has also helped prepare workrooms and other spaces for painting and flooring work.

Wingren Landscaping, located in Downers Grove, is our new contractor for weekly lawn and bed maintenance this year. They will begin spring cleanup this week. They were recommended by other libraries and had great references.

Davey Tree was out to inspect all of our trees and shrubs and pruned all trees on the property.

Staffing:

I have been sitting in all interviews for the Public Services Associate and Technology and Maker Associate jobs. My role is to take notes and observe the candidate. I offer my insights about the candidates and if I think they are a "right fit" for the job as well as Indian Prairie. I determine if the candidate exhibits the characteristics needed for the position and give my feedback after the interview. We are seeking staff that love people, is a team player, demonstrates adaptability, enjoys learning new things and has a passion for customer service. Having me sit in on the interviews offers support to the staff who are hiring as well as allows better consistency in our hiring practices.

Marketing Highlights:

- Dave compiled the monthly website statistics. Here is Indian Prairie's top five visited pages in March:
 1. Job openings – 1,749 (!)
 2. Databases A-Z - 892
 3. Public Services Associate Job Ad- 636
 4. COVID-19 Resources - 492
 5. Hours/Location - 476
- Dave edited and published 5 new videos to our YouTube channel. The most popular video this month was "Ski Down the Mountain Yoga Song" with 59 views.
- Dave updated the "baby chick" page (ippl.info/hatchingsoon) in preparation for the arrival of the baby chicks. Dave worked with Jack on getting the 24/7 Egg Cam up and running.
- Dave is working on a new internal blog for staff use, in preparation for the new service model.
- Jill reached out to printers and got new pricing on newsletter printing and mailing costs.
- Jill's Marketing Report is attached.

Continuing Education:

I attended an interesting workshop, *Reverse Strategic Planning: Evaluating a Team's Workplace Productivity*. The workshop discussed the reality of how staff typically set priorities and take action instead of the idealistic way that a formal planning process dictates. In other words, priorities are set by determining what the staff thinks is most important and what is most meaningful to them and still aligns with the broader goals and mission of the library. The workshop reviewed some great practices on how to best work with a team (or department or

committee) and how to set priorities as a group and understand how everyone's work fits together. It also outlines ways to get staff to see the "big picture" and how their decisions can hinder the overall goals of the library.

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees
March 1-31**

Training

- Community Engagement Since COVID Webinar (one hour)
- Marketing Committee Meeting ILA Webinar (1 hour)
- Connect with Your Community in a Virtual World Webinar (1/2 hour)

Website

The website gets updated weekly as part of the weekly marketing plan (that includes the web, enews, and social media.) In March, we made updates to the Explore More Illinois Page, the renovation page, Teen Job Fair, the programming page, the Caudill, Monarch, and Bluestem page, the Mid-Kids page, added booklists (and learned how that process works), as well as wrote a new page for the chicken hatching, the reading challenges page (along with the update on Beanstack.) We also updated the Ignite Change page, and added new messaging in response to Asian and Pacific Islanders attacks. I also wrote a new Prairie Patch page, which Dave still needs to design.

Enews

Enews was sent out Thursdays during the month of March. In general, most of our patrons are looking for adult programs, which is among the most popular links that our patrons click on each week. The engagement rate in our monthly general enews is climbed this month.

General Enews Subscribers

February 28	16,956
March 31	17,044
Loss/Gain in subscribers	+88

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	294	-1
Teen Enews subscribers	150	-1

Enews Open & Click Rate

Date	Open Rate	Click Rate
Teen Enews (March 1)	17	15
Biz Connect (March 1)	19	5
March 4	18	14
March 11	17	17
March 18	23	7
March 25	20	23

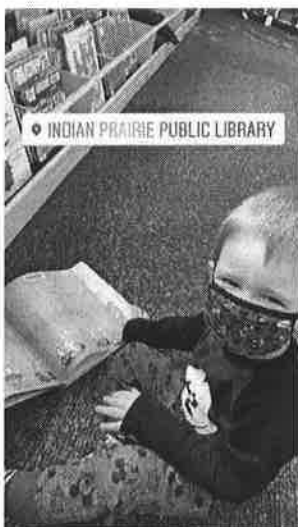
Social Media

Overall, the social media channels continue to grow organically, although I noticed Facebook growth was slower this month compared to the previous two months. We also lost one follower on LinkedIn. Instagram had the biggest gain. I noticed we gained several new library followers this month.

Channel	Likes/Followers	+/- (Since Feb. 28)
Facebook (Likes)	2,028	+6
Instagram	760	+20
Twitter	1,117	+6
LinkedIn	169	-1
YouTube	190	+4

Social Media Posts

This month I'd like to share a photo from Instagram, where a follower tagged us in her story. She also sent us this message: "Thank you for being a place we can still go to and enjoy during this time." I thought his picture was absolutely adorable! Maybe it's just me, but it looks like the little one is smiling behind in the mask.



We also featured some of our staff and their puppies this month. International Women's Day as well as National Puppy Day fell during the month of March. One of our followers thanked the library for all the work we do. Several followers also shared their puppy photos with us on National Puppy Day.



Circulation Services

March 2021

User Experience

Patrons continue to enjoy the convenience of the drive up window. We served 2,823 patrons with our busiest day being Thursday March 18 with 138 patrons. Our busiest hour (30 patrons) was the same day. We had 683 patrons pick up their holds in the building with the busiest day being a tie at 45 on Thursday March 4 and Saturday March 6. You can see our patrons much prefer picking up their holds at the drive up window!

Community

Passports: We accepted 50 passports in February with our busiest day being 3/30 with 5.

Library Cards: We issued 83 resident library cards. 20 were initiated remotely. It seems that more people are getting comfortable with coming into the building.

Notary Public: We notarized 86 documents in March.

Food Drive: We are continuing the food drive to benefit Our Lady of Peace Food Pantry. Donations have continued to slow down, but the food panty is appreciative all that they receive.

Her Drive: We finished up this drive. As I said last month, we had a box in the foyer to take donations of bras, as well as hygiene and menstrual products for underserved communities. Our community was very responsive and the organizers were very pleased with the donations they received.

Devices4U: This is a drive put on my local students to collect used devices - Laptops, Chromebooks, iPADs, and desktops. They clean and refurbish the devices and give them to under privileged students. To date we are not aware of any donation.

Renovation

So much has been happening! We are excited to see the new passport office take shape as well as the new hold nook. We are looking forward to being closed and watching the real work begin. While the library is closed, the Circulation Associates and Supervisors (soon to be Guest Services staff) will be training on Databases, Adult and K&T Readers Advisory, Reference Interview, and Placing Holds. Our shelveers have been doing a tremendous job of shifting the collection in order to move shelving.

Continuing Education

March 22	Managing During a Pandemic	Zoom
March 30	SWAN Update	Zoom

Debbie Sheehan
Head of Circulation Services

Youth Services/Programming & Outreach
Monthly Report to the Board
March 2021

Community

Interfaith Community Partners – Homebound Delivery

T.J. Szafranski talked with Janet Garreau of Interfaith Community Partners (ICP) after meeting at a Chamber meeting. ICP runs a volunteer service that delivers homebound materials for public libraries. T.J. put Janet in contact with Debbie Sheehan, and the library is planning to use ICP to deliver Homebound materials starting later this summer.

School Outreach – Kindi Academy

Lexy Twidell visited with 48 children at Kindi Academy. Lexy read picture books and facilitated a craft activity. It was her first in-person visit since the pandemic began.

“It was a great success, and the kids had a wonderful time with the activities” – email from school

Business Services

T.J. Szafranski attended *Research for Starting, Managing, and Growing Businesses*, a webinar from Reference Solutions (formerly Reference USA). Using what he learned in that webinar, he’s preparing two programs for the summer on using Reference Solutions for market research

T.J. met with Joy Matteson, the business librarian at Downer’s Grove library to talk about her role serving business and to discuss continuing a partnership between libraries that began with Shirley Jensen. Joy is not planning many programs in the spring months, but is open to working with T.J. and IPPL for more co-hosted programs in the future.

March 3rd Willowbrook/Burr Ridge Chamber meeting notes included in previous month report

Beanstack

In March, 16 new readers joined Beanstack and 28 individuals enrolled in a new reading challenge. In total, patrons earned 93 badges and logged 285 books. Active reader count per challenge:

- March Mindfulness for Families: 26 readers
- Read Woke: 3 readers
- 2021 Lincoln Challenge: 0 readers
- 2021 Caudill Challenge: 2 readers
- 2021 Bluestem Challenge: 1 reader
- 2021 Monarch Challenge: 0 readers
- 1,000 Books Before Kindergarten: 3 readers
- Baby Book Bees: 1 reader

March Mindfulness for Families

To coincide with March being Mental Health Awareness Month, we hosted a "pop-up challenge" via Beanstack focused on the concept of mindfulness. March Mindfulness for Families asked parents and children to practice mindfulness in various aspects of their lives through 10 different activities. Each activity offered a resource (an article, a video, etc.) for families to explore, and then further prompted families to use the information they just learned in an actionable way.

Over the course of the month, 26 patrons signed up and participated in the challenge. In total, these registrants earned 52 total badges.

At the end of March, participants in the challenge - registered readers who had completed at least one activity - were entered into a drawing to win a \$25 Anderson's Bookshop gift card. The winner of the drawing was Dilan Patalia, a 3rd grade patron from Lace Elementary School.

2021 Reading Challenges (Monarch, Bluestem, Caudill & Lincoln)

This year, IPPL launched Beanstack versions of our annual award book reading challenges to supplement the paper logs we have used in years past. Each set of award books had their own separate challenge: Monarch (for grades K-3), Bluestem (for grades 3-5) and Caudill (for grades 4-8) were all challenges that Monica Dzierzbicki had run annually. This year, the Lincoln Challenge (for grades 9-12) was introduced, to include our teen patrons. While the Monarch, Bluestem and Caudill challenges were available via paper log and Beanstack, the Lincoln Challenge was exclusive to the Beanstack platform.

The challenges ran from September 1st of last year until March 15th of this year. Readers could earn badges by reading and finishing books listed within the challenge.

In total, 89 patrons were registered across all four of these challenges on Beanstack, earning a total of 424 badges. Of the 89 readers, 13 of them submitted completed Google Forms, indicating completion of the challenge. Numbers for each individual challenge are posted here:

- 2021 Monarch Challenge: 33 readers, 8 completions, 243 earned badges
- 2021 Bluestem Challenge: 22 readers, 2 completions, 82 earned badges
- 2021 Caudill Challenge: 22 readers, 3 completions, 88 earned badges
- 2021 Lincoln Challenge: 9 readers, 0 completions, 11 earned badges

Seed Library

Number of Checkouts: 28

Number of Seed Packets Checked Out: 72

Number of Donations: 9

Programs

In February, Programming & Outreach staff presented 36 programs serving 656 people.

Kids

Baby Sensory Bags

Lexy Twidell and Heather Forster Jensen saw a need for screen-free, hands-on manipulatives and activities for caregivers of babies 0 – 18 months. The Baby Sensory Grab Bag included a colorful sensory tube that caregiver and baby could play with to discover movement and colors. Lexy and Heather will make more of these bags in the coming months.

All 18 bags were gone in a few days

Shamrock Hunt

Lexy Twidell and Heather Forster Jensen created an outdoor Shamrock Treasure Hunt activity designed to develop map reading skills and spatial awareness as children and their families took a walk around the library building. Families could take a special map, created by Heather, showing a bird's eye view of the library with key landmarks such as the pergola in the Reading Garden, the Prairie Patch, Bea's Garden, and discernable trees and shrubs. The map included markers for where each shamrock cut out was hidden, encouraging kids to match their surroundings to what they saw on the map as they searched. 59 maps were given out for participation in this activity.

Date – Specific

8-Mar	Women's History Heroes	Zoom	Lexy, Heather, Megan	11
10-Mar	Mindful Mid-Kid Art	Zoom	Monica	7
12-Mar	Book Buddy	Zoom	Monica	1
13-Mar	Yoga Stories: Bear Snores On	Zoom	Heather, Lexy	18
15-Mar	Cooking Science: Pizza Bagles	Zoom	Jack	10
17-Mar	Ozobots (program kits)	Zoom	Jack	11
18-Mar	Mini Mid-Kids Wonder Women - Then and Now	Zoom	Monica	0
23-Mar	Storytime Makers	Zoom	Lexy, Heather	21
24-Mar	Storytime Makers	Zoom	Lexy, Heather	22
27-Mar	Move and Groove Family Sing-Along	Zoom	Heather, Lexy	23
29-Mar	Parent Advisory Board Meeting	Zoom	Lexy, Natalie	2
30-Mar	Storytime Makers	Zoom	Lexy, Heather	21
31-Mar	Storytime Makers	Zoom	Lexy, Heather	27
31-Mar	Beautiful Birdhouses	Zoom	Monica	7

Passive

Baby Sensory Grab Bags: Sensory Tubes	Lexy, Heather	18
Hand-Drawn Selfies	Heather	72
Mindfulness Jar Grab Bag	Monica	42
Shamrock Treasure Hunt	Lexy, Heather	59
Growing Plants Indoors Grab Bag	Monica	50
"Fit Matters" Mask Adjustment Kits	Heather	10

Teens*Mindfulness*

Michelle Dukes presented "The Power of Pause: A Mindfulness Get-together for Teens". Michelle researched mindfulness techniques, implementation strategies, and the benefits for teenagers. The program was created in order to strengthen teens coping abilities, and help them learn the benefits of mindfulness.

2-Mar	Girls Who Code	Zoom	Michelle	2
9-Mar	Girls Who Code	Zoom	Michelle	3
11-Mar	Marvel Jeopardy	Zoom	Michelle	0
13-Mar	TASC	Zoom	Michelle	7
16-Mar	Girls Who Code	Zoom	Michelle	2
23-Mar	Girls Who Code	Zoom	Michelle	0
27-Mar	The Power of Pause	Zoom	Michelle	2

Adults

3-Mar	Chair Yoga	Zoom	Cindy	21
6-Mar	Vegetable Gardening 101	Zoom	Cindy	26
10-Mar	Chair Yoga	Zoom	Cindy	27
15-Mar	Listen to Music Online	Zoom	T.J.	4
17-Mar	Chair Yoga	Zoom	Cindy	22

21-Mar	City of Big Song	Zoom	Cindy, Natalie	16
22-Mar	America's First Ladies	Zoom	Cindy	52
24-Mar	Chair Yoga	Zoom	Cindy	20
31-Mar	Chair Yoga	Zoom	Natalie	20

Continuing Education

2-Mar	YALSA's Teen Services Competencies for Library Staff	PDF/	Michelle	1.5
8-Mar	What does it really mean for leaders to be authentic?	TedTalk	Michelle	0.33
8-Mar	How video game skills can get you ahead in life	TedTalk	Michelle	0.17
9-Mar	Reference Solutions: Research for starting, managing, and growing businesses	Webinar	T.J.	1

Contributing to the Profession

12-Mar	RAILS YS Programmers Meeting	Zoom	Michelle	
10-Mar	LACONI Leadership Meeting	Zoom	Natalie	
17-Mar	LACONI YSS Board Meeting	Zoom	Natalie	

Staff Updates

Natalie Williams has resigned as the Head of Youth Services/Programming & Outreach. Her last day will be April 29.

*Submitted by T.J. Szafranski, Assistant Head of Programming and Outreach
Co-written with Natalie Williams, Head of Programming and Outreach
4/10/2021*

Resource Services Monthly Report

March 2021

Jennifer and Emily almost completed weeding fiction and mysteries before they left. I finished weeding the last pieces of mystery and fiction "L".

Shifting the adult book collection has been completed. We made enough space with weeding and consolidating the collections that we have significant amounts of shelving that can be filled. We will be moving some collections that had been moved into storage back onto the floor. We will also determine if we can do strategic windowing of the collection to provide further merchandising opportunities.

I worked on the job description for the position vacated by Jennifer. We are calling it Resource Services – Reference & Reader's Advisory Librarian. The job was posted in March and closed on 4/3. We had 31 applicants and we have selected five for interviews that are taking place now.

I arranged training for library staff in April. Topics covered are basic reference, databases, reader's advisory for adults, and reader's advisory for kids and teens. I created training for basic reference. Joe created training for databases and Marissa is doing the reader's advisory for kids and teens. I secured the services of a former coworker from Fountaindale to do the reader's advisory training for adults. She has been doing RA for years and has lectured at Joliet Junior College in their library technician program.

I worked with Joe to transition him into his new role of overseeing the library's databases. We went over how I put together the budget and I sent e-mails to each of my contacts at the vendors introducing him and arranging the handoff.

We have been preparing to move out of our workroom into a temporary space – the area that used to be LittleTown – in advance of our permanent location being completed and ready to move into.

Emily Anderson tendered her resignation as Substitute Adult Services Associate effective March 24.

Collections

The 2022 Award programs have started for K&T. Nominated books are on shelf for Abe Lincoln, Caudill, Bluestem & Monarch Awards. Voting will last for several months. Some of the picture books are REFERENCE copies so they can be read during a library visit.

I'm shifting budgets in order to cut down on the number of repairs that we are doing. This will save us significant time as well as contribute to the overall look of the collection, keeping it fresh and new.

All magazines titles that ceased or went digital due to the pandemic were pulled per request from Jamie. The remaining collection was condensed to free up shelving. The website page has been updated to remove these titles.

Monthly Highlights

- With the help of Jennifer, Joe coordinated the "Race & Restorative Justice: A Conversational Approach to A Challenging Topic" program on March 3 with 28 people in attendance. He moderated eleven people on March 16 for the Great Events Group on the topic China's Role in Africa. We had an outside speaker from the College of DuPage.
- Marissa finished up the last of the picture book project, directing the insertion of new dividers to easily identify the various subjects in the collection. She worked on ordering all the award

winners and instructed staff in how to go about processing the items to be put into the collection.

Contributing to the Profession

- Tony took part in discussions for ELSUM, DUX, and a roundtable of library managers called “Managing During a Pandemic”.

Continuing Education

- Tony viewed a webinar “All About Database Searching” to see if it would be valuable as a training tool for staff. He determined it was too focused on databases the library does not offer.

Programs

Date	Time	Program	Staff	Attendance
3-Mar	7:00 p.m.	Online: Race and Restorative Justice	Joe	28
3-Mar	7:00 p.m.	Online - ESL Discussion Group	Joe	2
10-Mar	4:00 p.m.	Online - Reboot Resume Workshop	Tony	5
10-Mar	7:00 p.m.	Online - ESL Discussion Group	Joe	3
16-Mar	7:00 p.m.	Online - Great Decisions Discussion Group	Joe	11
17-Mar	7:00 p.m.	Online Book Club: <i>142 Ostriches</i>	Jennifer	11
24-Mar	7:00 p.m.	Online - ESL Discussion Group	Joe	3
25-Mar	1:00 p.m.	Online: Genealogy Group	Joe	31
31-Mar	7:00 p.m.	Online - ESL Discussion Group	Joe	3
			Total	97

Technology & Maker Services Board Report March 2021

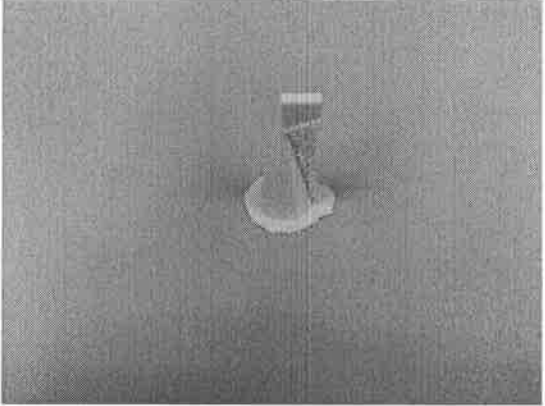
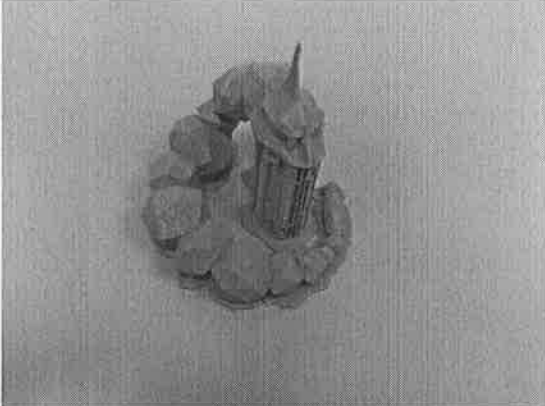
Monthly Highlights

- Tech Takeout
 - PlayStation 4 (PS4) – An additional controller was added for multiple person game playing. It was also repackaged from two cases into one new case making it easier for patrons to carry.

- Maker Studio Studio
 - Jack created a draft of machine implementation to help guide the training of technology staff on the maker studio equipment.
 - Brett Conducted tests using the new Ultimaker 3D printer to learn its abilities. He created a basic 3D printer guide for Maker Studio staff to reference.

Statistics

- 3D Printer- 19 processed requests. Interesting Prints: Action figure (Onix), chess piece, canvas frames.
- Carvey – 0 requests.

3D Printed – Chess Piece	3D Printed – Action Figure
	

- Tech Takeout Checkouts
 - Unique Users - 107
 - Total checkouts - 182

- Curbside Printing- 14

Public Technology & Maker Programs & Classes

Jack is planning maker related programs for June and July to promote the Maker Studio and keep patrons interested in the Library's maker offerings. I will be teaching in-person Android Basics and Dave will be teaching iPad/iPhone Basics in June & July.

- 1 live class- total attendance/views: 3
- 1 - 1-on-1 Patron Assistance
- 5 on demand recorded YouTube Videos - Total views: 34

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Mon. Feb. 15, 6-7 p.m.	Online – Listening to Music Online	Mike	3 in-person 23 YouTube Recording

Technology Projects

- Brett researched and picked a replacement Uninterruptable-Power-Supply for the Data Room that includes a network management card.
- Brett migrated Wi-Fi access points from Aerohive HiveManager over to Extreme Networks Cloud IQ service manager and optimized their configuration. This was necessary since HiveManager is being phased out and will be shutdown. In addition, this prepares us for when we upgrade to new Aerohive/Extreme Networks Wi-Fi 6 access points in 2022.
- Jack work on the setup of the egg-cam to allow patrons to watch the eggs as a live stream while we are closed for renovation. Dave Bunn provided assistance in creating the stream key and making sure the live feed was viewable.

Training

- I trained Jack on working the Technology Desk.

Sharing

- Jack shared information on the IPPLs procedure for in library use and checkout of Oculus virtual reality devices with Winter Park Library.
- Jack shared information about Roku and services with Putnam County Public Library and the Makerspace Group.

Ann M. Stovall, Head of Technology & Maker Services, April 13, 2021

STATISTICS FOR	Mar-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	19,586		164,878		
Teen	1,341		11,620		
Kids	12,160		96,363		
ILLS Sent	2,792		20,020		
TOTAL	35,879		292,881		
Electronic Circulation	10,498		91,903		
GRAND TOTAL CIRC.	46,377		384,784		
% Reciprocal Borrowing	6%		6%		
Patron Visits	11,751		87,498		
<u>Current Cards</u>					
Resident	83		22,850		
Non-Resident	47		725		
TOTAL	130		23,575		
<u>Patron Assistance</u>					
Adult - Reference	1,395		12,902		
Kids - Reference	928		7,060		
Technology - Reference	1,411		10,289		
TOTAL REFERENCE	3,734		30,251		
Adult - Other	179		1,341		
Kids - Other	5		77		
Technology - Other	26		187		
TOTAL OTHER	210		1,605		
GRAND TOTAL ASST.	3,944		31,856		
<u>ILL/Reserves</u>					
Holds	8,934		73,373		
ILLS Sent	2,792		20,020		
ILLS Checked Out	4,769		33,075		
ILLS Received	4,769		33,075		
<u>Programs - Adult</u>					
# Programs	10		102		
Attendance	238		2,145		
<u>Technology Classes</u>					
# Programs	6		65		
Attendance	37		758		
<u>Individual Technology Training</u>					
# of Patrons	203		769		
<u>Groups</u>					
# Programs	6		28		
Attendance	33		255		
<u>Others</u>					
#Programs	0		0		
Attendance	0		0		
<u>Programs - Teen</u>					
# Programs	7		86		
Attendance	16		407		
<u>Programs - Kids</u>					
# Programs	20		477		
Attendance	432		3,894		
GRAND TOTAL ATT.	959		8,228		

STATISTICS FOR	Mar-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Computers -</u>					
<u>Patron Use</u>					
Adult Computers	1,419		10,254		
Kids Computers	69		701		
Teen Laptop	0		49		
Adult Laptop	17		62		
TOTAL PATRON USE	1,505		11,066		
<u>Hours Used</u>					
Adult Computers	969		6,972		
Kids Computers	38		396		
Teen Laptop	0		95		
Adult Laptop	30		95		
TOTAL HOURS USED	1,037		7,558		
Wireless Total Connections	4,263		37,873		
IPPL Total Web Site Access	17,020		385,249		
IPPL Total Page Views	43,993		548,452		
Subscription Database Logins	4,206		26,907		
<u>Outreach-Homebound</u>					
Items Delivered	137		1,092		
<u>Volunteers</u>					
Number Active	3				
Hours Worked	31		425		
Staff Training Hours	24		567		
Conference Room Usage					
Study Table Usage	141		537		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	494	9	0	503	18	13	27	13
Non-Fiction	38045	152	54	38143	2029	4344	2181	4398
Fiction	31885	328	1256	30957	2928	5941	3256	7197
ADULT TOTALS	70424	489	1310	69603	4975	10298	5464	11608
KIDS								
Non-Fiction	11733	64	20	11777	654	310	718	330
Fiction	23309	370	122	23557	1589	1049	1959	1171
KIDS TOTALS	35042	434	142	35334	2243	1359	2677	1501
TEEN								
Non-Fiction	499	10	1	508	74	4	84	5
Fiction	3996	60	3	4053	306	113	366	116
TEEN TOTALS	4495	70	4	4561	380	117	450	121
BOOK TOTALS	109961	993	1456	109498	7598	11774	8591	13230

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6529	77	1	6605	483	220	560	221
Music CDs	5875	17	4	5888	181	1794	198	1798
Playaway	371	0	0	371	4	3	4	3
DVDs (DVD & Blu-ray)	20564	128	1	20691	891	1552	1019	1553
ADULT TOTALS	33339	222	6	33555	1559	3569	1781	3575
KIDS								
Audiobooks on CD	561	18	3	576	34	6	52	9
Music CDs	279	10	0	289	12	2	22	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4265	29	53	4241	121	147	150	200
KIDS TOTALS	5218	57	56	5219	173	155	230	211
TEEN								
Audiobooks on CD	222	4	0	226	16	0	20	0
Playaway	20	0	0	20	1	0	1	0
DVDs (DVD & Blu-ray)	1	0	0	1	0	436	0	436
TEEN TOTALS	243	4	0	247	17	436	21	436
AUDIOVISUAL TOTALS	38800	283	62	39021	1749	4160	2032	4222

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	186	3		189	32	0	35	0
Tech Takeout (except digital content devices)	132	1		133	21	4	22	4
CD-ROMs	0	0		0	0	36	0	36
ADULT TOTALS	318	4	0	322	53	40	57	40
KIDS								
Kits (STEM, Book bundles, etc.)	160	0		160	11	19	11	19
Puzzles (New Aug. 2018)	16	1		16	0	1	1	1
Playaway Launch Pads	21	0		21	0	3	0	3
KIDS TOTALS	197	1	0	197	11	23	12	23
TEEN								
Equipment (CD Players, etc.)	6	0		6	0	0	0	0
Console Games	740	16		756	78	5	94	5
Board Games	112	0		112	18	3	18	3
TEEN TOTALS	858	16	0	874	96	8	112	8
OTHER TOTALS	1373	21	0	1393	160	71	181	71
COLLECTION TOTALS	150134	1297	1518	149913			10804	17523

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - March 2021

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eBOOKS	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	23,726	209	23,935	665	874
eMedia (Overdrive Advantage)	6,736	68	6,804	624	692
Preloaded eReaders	114	0	114	26	26
eBook Totals	354,254	99,865	454,119	1315	1592
AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	5,985	37	6,022	177	214
eMedia Advantage (Overdrive)	1,534	25	1,559	197	222
Preloaded Adult Audiobook iPods	130	7	137	57	64
Audiobook Total	76,921	23866	100,787	431	500
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Rokus Titles	1,240	3	1,243	24	27
Preloaded Family Roku Titles	187	0	187	4	4
Video Totals	16,464	3	16,467	28	31
Total Audiovisual	335,089	23,869	358,958	1774	531
Collection Totals	689,343	123,734	813,077		2123

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2021

Balance on hand as of February 28, 2021.....	3,219,837.81
Cash Receipts for March.....	131,310.63
Cash Disbursements for March.....	323,219.57
Cash on hand as of March 31, 2021.....	3,027,928.87

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.060%	
General.....	683,098.86
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,883.48
Children's Endowment.....	3,064.54
Endowment.....	11,862.26
MPI Investment (Corporate Fund).....	2,022,792.05

Fifth Third - Checking	
General.....	68,659.99
Hinsdale Bank & Trust - Checking.....	112,957.28
Fifth Third - Savings - Rate 0.03%	
General.....	100,239.67
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2021.....	3,027,928.87

FUND BALANCES AS OF 03/31/2021

Corporate Fund.....	2,963,169.79
Building & Maintenance Fund.....	29,984.07
I.M.R.F. Fund.....	(187.97)
Liability Fund.....	(648.55)
Social Security Fund.....	199.90
Special Reserve Fund.....	(146,355.18)
Deferred Property Taxes.....	89,016.18
Current Liabilites.....	181,766.81
Grand Total All Funds.....	3,027,928.87

Indian Prairie Public Library District
Consolidated Revenue Report for March 2021

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Percent of Year: 75.00

	RECEIVED March 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,747,582.19	100.18%	3,740,844.00	-6,738.19
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.74	0.79	0.00%	0.00	-0.79
TOTAL PROPERTY TAX & LEVY INTEREST	0.74	3,747,582.98	100.18%	3,740,844.00	-6,738.98
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	50.13	1,575.04	0.00%	0.00	-1,575.04
TOTAL INTEREST	50.13	1,575.04	0.00%	0.00	-1,575.04
DESK MONIES					
45100 · Copier	215.80	1,215.30	52.84%	2,300.00	1,084.70
45120 · Computer Copies	767.35	5,159.70	68.80%	7,500.00	2,340.30
45130 · Fax	210.63	1,362.58	272.52%	500.00	-862.58
45200 · Fines/Fees	1,183.77	12,517.63	50.07%	25,000.00	12,482.37
45250 · Gifts/Donations	0.00	3.25	0.65%	500.00	496.75
45300 · Lost Materials	352.93	3,181.12	79.53%	4,000.00	818.88
45350 · Non-Resident Fees	4,870.90	69,165.06	147.16%	47,000.00	-22,165.06
45450 · Top Picks	0.00	7.80	0.00%	0.00	-7.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	0.00	475.75	95.15%	500.00	24.25
45650 · 3D Printing	34.70	197.65	79.06%	250.00	52.35
45660 · Carvey	0.00	10.00	20.00%	50.00	40.00
45700 · Passport Fees	1,715.00	6,370.00	36.40%	17,500.00	11,130.00
45750 · Notary Fees	96.00	650.00	92.86%	700.00	50.00
TOTAL DESK MONIES	9,447.08	100,315.84	94.82%	105,800.00	5,484.16
OTHER INCOME					
46500 · OCLC Refund	0.00	700.00	280.00%	250.00	-450.00
46700 · Miscellaneous	10.00	511.31	25.57%	2,000.00	1,488.69
46800 · Collection Agency Fee	0.00	120.00	80.00%	150.00	30.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	10.00	1,331.31	55.47%	2,400.00	1,068.69
GRAND TOTAL	9,507.95	3,903,966.42	100.05%	3,902,205.00	-1,761.42

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**Indian Prairie Public Library District
Consolidated Expenditures Report for March 2021**

Percent of Year: 75.00

	March 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	156,636.63	1,522,890.39	66.38%	2,294,105.00	771,214.61		
61310 · Benefits - Medical / Life Ins.	13,133.72	110,724.98	63.37%	174,732.00	64,007.02		
61330 · Benefits - IMRF	18,297.04	165,506.99	75.55%	219,079.00	53,572.01		
61340 · Benefits - FICA	11,747.39	114,533.03	67.17%	170,513.00	55,979.97		
61400 · Staff Development	321.92	3,007.89	19.79%	15,200.00	12,192.11		
61600 · Board Development	0.00	450.00	60.00%	750.00	300.00		
61710 · Workers Compensation	0.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	299.89	1,911.54	63.72%	3,000.00	1,088.46		
61730 · Data Expense Reimbursement	133.75	2,513.41					
TOTAL PERSONNEL	200,570.34	1,927,184.23	66.84%	2,883,331.00	958,660.18	3,171,664.00	60.76%
MATERIALS							
62100 · Books	5,098.52	102,055.58	59.80%	170,650.00	68,594.42		
62200 · Periodicals	3,065.23	13,816.23	52.48%	26,325.00	12,508.77		
62300 · Audio	3,290.91	21,356.96	60.42%	35,350.00	13,993.04		
62400 · Video	1,622.79	18,586.65	42.29%	43,950.00	25,363.35		
62500 · Multi-Media	35.83	1,409.08	12.53%	11,250.00	9,840.92		
62600 · eMaterials	10,659.70	155,807.29	92.36%	168,700.00	12,892.71		
62700 · Console Games	521.95	5,252.05	75.03%	7,000.00	1,747.95		
62800 · ESL	71.80	224.27	22.43%	1,000.00	775.73		
62900 · Materials Supplies	1,462.09	13,464.41	64.12%	21,000.00	7,535.59		
TOTAL MATERIALS	25,828.82	331,972.52	68.42%	485,225.00	153,252.48	533,747.00	62.20%
BUILDING							
63200 · Cleaning Service	4,845.24	38,977.78	54.51%	71,500.00	32,522.22		
63300 · Utilities (1-8-11 · Gas)	2,040.16	12,846.51	128.47%	10,000.00	-2,846.51		
63300 · Utilities (1-8-12 · Electric)	3,731.56	40,909.52	70.53%	58,000.00	17,090.48		
63300 · Utilities (1-8-13 · Telephone)	466.50	4,243.88	77.16%	5,500.00	1,256.12		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	10,000.00	10,000.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	490.27	3,592.29	81.64%	4,400.00	807.71		
63350 · Building Supplies	0.00	6,264.53	104.41%	6,000.00	-264.53		
63400 · Maintenance Supplies	127.45	7,525.56	68.41%	11,000.00	3,474.44		
63500 · Security System Monitoring	0.00	679.50	97.07%	700.00	20.50		
63600 · Property Maintenance	7,695.00	21,898.54	54.75%	40,000.00	18,101.46		
63800 · Building Maintenance/Repair	2,864.85	31,829.82	106.10%	30,000.00	-1,829.82		
TOTAL BUILDING	22,261.03	168,767.93	68.30%	247,100.00	78,332.07	370,650.00	45.53%
OPERATIONS							
64200 · Supplies - Office	391.79	8,605.55	71.71%	12,000.00	3,394.45		
64300 · Photocopy Supplies	411.37	1,639.65	32.79%	5,000.00	3,360.35		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	222.60	823.55	35.81%	2,300.00	1,476.45		
64500 · Postage	-237.60	-656.55	-16.01%	4,100.00	4,756.55		
64600 · Non-Payment Reimbursement	0.00	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	140.79	834.31	55.62%	1,500.00	665.69		
64800 · Organizational Memberships	0.00	1,042.50	29.79%	3,500.00	2,457.50		
64900 · Bank Fees	208.79	1,349.42	44.98%	3,000.00	1,650.58		
TOTAL OPERATION	1,137.74	13,713.07	40.94%	33,500.00	19,786.93	40,200.00	34.11%
TECHNOLOGY							
65100 · Supplies-Public Toner	3,472.98	5,325.16	53.25%	10,000.00	4,674.84		
65150 · Supplies-Staff Toner	0.00	2,869.72	47.83%	6,000.00	3,130.28		
65160 · Supplies-Technology Services	0.00	515.37	42.95%	1,200.00	684.63		
65200 · Technology-Prof Services	0.00	1,525.00	38.13%	4,000.00	2,475.00		
65300 · Purchase of Equipment	0.00	3,461.18	32.20%	10,750.00	7,288.82		
65350 · Tech Takeout	236.95	1,321.19	132.12%	1,000.00	-321.19		

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**Indian Prairie Public Library District
Consolidated Expenditures Report for March 2021**

Percent of Year: 75.00

	March 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	0.00	10,230.83	78.83%	12,979.00	2,748.17		
65500 · Software	0.00	8,236.18	98.13%	8,393.00	156.82		
65600 · SWAN	0.00	36,334.41	75.72%	47,988.00	11,653.59		
65700 · Telecommunications	1,764.63	10,506.62	72.64%	14,465.00	3,958.38		
TOTAL TECHNOLOGY	5,474.56	80,325.66	68.79%	116,775.00	36,449.34	200,000.00	40.16%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,325.00	14,507.50	90.67%	16,000.00	1,492.50		
66200 · Credit Bureau	26.85	698.10	77.57%	900.00	201.90		
66300 · Copier	221.00	1,843.00	52.66%	3,500.00	1,657.00		
66400 · Copier Maintenance Contract	0.00	3,145.18	125.81%	2,500.00	-645.18		
66900 · Fees - Bond Registrar	10.00	100.00	45.46%	220.00	120.00		
TOTAL CONTRACTUAL SERVICES	1,582.85	20,293.78	87.78%	23,120.00	2,826.22	35,000.00	57.98%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	12,572.00	105.28%	11,941.00	-631.00		
67200 · Bonding	0.00	1,160.00	100.00%	1,160.00	0.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	18,016.00	103.63%	17,385.00	-631.00	25,000.00	72.06%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	19,291.21	53.59%	36,000.00	16,708.79		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	1.56	211.61	25.19%	840.00	628.39		
68310 · Marketing Supplies	59.99	217.98	43.60%	500.00	282.02		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	2,200.00	2,200.00		
68500 · Legal Notices	0.00	1,276.85	85.12%	1,500.00	223.15		
TOTAL COMMUNICATIONS	61.55	20,997.65	48.79%	43,040.00	22,042.35	50,000.00	42.00%
PROGRAMMING							
68600 · Programming	642.66	14,625.49	46.88%	31,200.00	16,574.51		
TOTAL PROGRAMMING	642.66	14,625.49	46.88%	31,200.00	16,574.51	40,000.00	36.56%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69200 · Special Reserve Fund	-5,699.38	152,238.66	15.22%	1,000,000.00	847,761.34	1,300,000.00	11.71%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00		
69900 · Contingency	3,393.99	5,423.00	25.19%	21,529.00	16,106.00		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00		
GRAND TOTAL	255,254.16	2,753,557.99	56.17%	4,902,205.00	2,148,647.01	5,866,261.00	46.94%



MPI Wealth Management, LLC.
15 Salt Creek Lane, Suite 404
Hinsdale, IL 60521

Client Update Report

Account

Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

3/31/2021

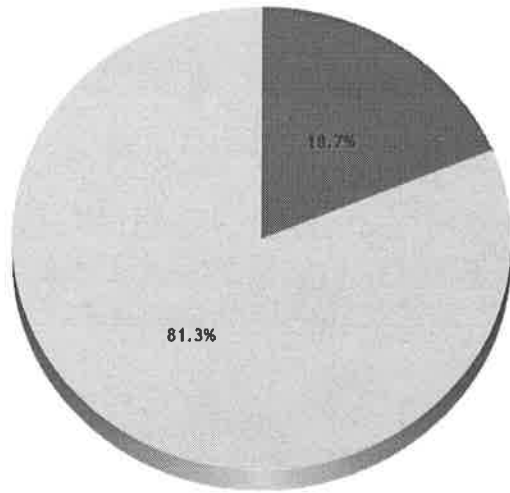


Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

Holdings Overview

US Dollar
 3/31/2021

Portfolio Allocation as of 3/31/2021

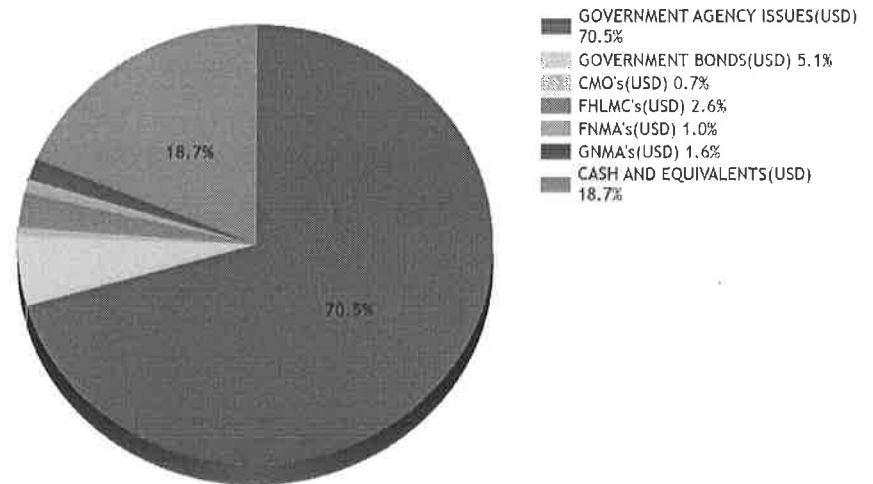


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	371,418.30	18.7	18.7
Fixed Income	1,616,652.11	81.3	81.3
Equity Total	1,988,070.41	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	371,418.30	18.7
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	160,944.28	8.1
3133embh4	Federal Farm Credit Banks 0.530% Due 9/29/2025	147,760.41	7.4
3134gwvs2	Federal Home Loan Mtg Corp 0.450% Due 3/28/2025	146,466.41	7.4
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	145,760.76	7.3
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	145,012.04	7.3
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	144,678.84	7.3
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	143,956.47	7.2
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	141,848.55	7.1
912828y20	United States Treas Nts 2.625% Due 7/15/2021	101,304.17	5.1
Top 10 Holdings Total		1,649,150.23	83.0

Equity Allocation by Security Type





Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

Performance by Asset Class

Net of Fees | US Dollar
 12/31/2020 - 3/31/2021

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2020	281,178.25	0.00	1,735,557.57	0.00	2,016,735.82
Accrued Interest	0.00	0.00	6,000.40	0.00	6,000.40
Purchases/Contributions	340,632.34	0.00	248,882.44	0.00	0.00
Sales/Withdrawals	-248,882.44	0.00	-340,632.34	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-5,536.87	0.00	-5,536.87
Unrealized Gains	0.00	0.00	-34,798.12	0.00	-34,798.12
Interest Income	7.20	0.00	9,789.27	0.00	9,796.47
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-2,610.24	0.00	-2,610.24
Management Fees	-1,517.05	0.00	0.00	0.00	-1,517.05
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 3/31/2021	371,418.30	0.00	1,613,261.95	0.00	1,984,680.25
Accrued Interest	0.00	0.00	3,390.16	0.00	3,390.16
Average Capital Base	278,468.27	0.00	1,744,267.94	0.00	2,022,736.21
Total Fees	-1,517.05	0.00	0.00	0.00	-1,517.05
Total Gain after Fees	-1,509.85	0.00	-33,155.95	0.00	-34,665.80
IRR for 0.25 Years	-0.54%	0.00%	-1.90%	0.00%	-1.71%



Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
 3/31/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	99.96	74,969.44	100.12	75,087.23	3.8	0.1
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	100.92	50,461.62	101.80	50,899.67	2.6	0.1
150,000	Federal Home Loan Mtg Corp 0.450% Due 3/28/2025	99.90	149,857.32	97.64	146,460.79	7.4	1.1
150,000	Federal Farm Credit Banks 0.530% Due 9/29/2025	99.93	149,891.82	98.50	147,756.00	7.4	0.9
100,000	Federal Home Loan Banks 0.520% Due 2/17/2026	99.57	99,570.95	97.74	97,743.60	4.9	1.0
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.97	149,958.52	96.67	145,012.04	7.3	1.3
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	108.77	163,162.01	106.33	159,500.53	8.0	1.2
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.95	149,923.25	97.16	145,733.39	7.3	1.2
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.55	149,330.75	96.36	144,536.34	7.3	1.5
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	95.92	143,885.64	7.2	1.6
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.95	149,921.86	94.56	141,834.55	7.1	1.8
	Accrued Interest				2,406.95	0.1	
			1,437,047.54		1,400,856.72	70.5	1.2
GOVERNMENT BONDS(USD)							
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.97	99,969.36	100.75	100,750.00	5.1	0.0
	Accrued Interest				554.17	0.0	
			99,969.36		101,304.17	5.1	0.0
CMO's(USD)							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	3,202.14	100.94	3,059.94	0.2	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	6,585.71	105.16	6,412.67	0.3	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,368.15	114.29	1,446.41	0.1	3.0



Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
 3/31/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039 Accrued Interest	105.66	2,309.21	100.33	2,192.87 39.17	0.1 0.0	1.7
			13,465.21		13,151.05	0.7	1.9
FHLMC's(USD)							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	6,481.58	101.61	6,105.15	0.3	1.8
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	1,432.14	105.02	1,393.42	0.1	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	5,630.74	111.56	5,736.46	0.3	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	6,208.24	106.69	6,336.10	0.3	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	23,702.47	106.54	23,532.50	1.2	1.3
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026 Accrued Interest	107.19	7,759.12	105.25	7,619.06 174.73	0.4 0.0	1.7
			51,214.29		50,897.43	2.6	1.4
FNMA's(USD)							
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	461.62	104.04	461.78	0.0	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	3,011.42	102.25	2,824.95	0.1	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	7,900.99	106.43	7,886.71	0.4	2.3
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037 Accrued Interest	111.50	7,761.57	117.34	8,168.47 78.89	0.4 0.0	2.6
			19,135.60		19,420.81	1.0	2.2
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	2,983.91	101.99	2,742.31	0.1	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	5,326.30	106.66	5,260.12	0.3	2.6



Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
 3/31/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,737.44	105.37	6,342.29	0.3	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,302.27	111.01	3,363.72	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	2,605.11	115.89	2,770.07	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,579.73	111.04	2,627.76	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,351.01	112.33	1,390.47	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	3,748.38	117.11	4,148.88	0.2	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,422.33	119.97	1,591.27	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	593.87	119.01	648.77	0.0	2.5
	Accrued Interest				136.25	0.0	
			30,650.35		31,021.93	1.6	2.5
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		371,418.30		371,418.30	18.7	0.0
			371,418.30		371,418.30	18.7	0.0
Total Portfolio			2,022,900.66		1,988,070.41	100.0	0.9



A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

Keeping MPI Wealth Management, LLC. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at 800-237-0930. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Wealth Management, LLC., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.



E-News April 14, 2021

[View this message in your browser.](#)

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[and More Links](#)



RAILS Website



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RAILS News

April 27 RAILS Member Update: Learn About Future RAILS Delivery Plans and More

The next RAILS Member Update is on Tuesday, April 27 from 1:30 to 3:30 p.m. via Zoom. [Register here.](#)

Greg Pronevitz, the consultant RAILS works with to plan for the future of our delivery service, will talk about his findings thus far, including opportunities to improve delivery service through automation, and what this will mean for RAILS members.

Other topics include:

- Greg McCormick from the Illinois State Library will discuss the FY 2022 state budget outlook for libraries and library systems and give the latest news on the American Rescue Plan Act and its impact on Illinois libraries
- Update on RAILS efforts to obtain statewide funding for a suite of electronic databases that would be available to all Illinois libraries/residents
- Latest COVID-19 related news affecting libraries
- New RAILS discounts and group purchase offers that will save our members precious dollars
- Reopening of our Explore More Illinois online cultural pass program
- And more!

RAILS Ends Delivery Quarantine Requirement

On April 12, RAILS ended the quarantine requirement for materials moving through our delivery service. This change only applies to materials transported through RAILS delivery. We continue to advise each RAILS library to make decisions on any additional quarantine periods you feel are necessary based on your own unique situation. [Read more about this](#) on the RAILS website.

See the [complete list of precautionary measures](#) taken by RAILS delivery staff on the pulse page. If you have any questions, please contact [Monica Harris](#).

RAILS Board Meeting, Friday, April 23

The RAILS Board meets on Friday, April 23 at 1 p.m. via Zoom. [See agenda/supporting documents](#) when available. Please submit public comments in advance to [Emily Fister](#) to be read aloud at the meeting.

Per the Open Meetings Act, anyone is able to attend the meeting via Zoom. However, we ask that non-participants watch the meeting via [RAILS live stream](#). The meeting will also be recorded for future viewing on the [RAILS YouTube page](#).

My Library Is... Not Alone

Guest blogger Jessica Parker, Library Media Specialist at Kaneland High School, [writes about](#) how the past year and a job change have put her in "survival mode." Her advice for everyone is to remember that we are all in this together.



If you'd like to share some insight or discuss something happening at your library, log into My Library Is... using your L2 credentials, and [upload your own](#) story or blog post. We welcome contributions from all levels of staff at all types and sizes of libraries!

Increase Your Interlibrary Loan Efficiency

[Find More Illinois](#) helps libraries provide better interlibrary loan service by

interlibrary loan requests, or libraries can place and manage requests.

Also, at a relatively low cost, a library can augment its catalog, whether a standalone library or a consortium member. Find More Illinois provides implementation, support, and in-person staff training.

To view a webinar or for more information about Find More Illinois, email RAILS staff at info@findmoreillinois.com.

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Continuing Education (CE)

"The Road to Reading Starts At the Library" Webinar, May 6

Join literacy educators from [Teach My Kid to Read](#) for this presentation on how libraries can offer families of struggling readers hope and guidance and how libraries can become a better resource for more of the community. Topics will include equitable instruction, understanding phonics, and strategies for building a collection of decodable books. This webinar is on Thursday, May 6 from 10:00 to 11:30 a.m. [Learn more and register on L2.](#)

"A Beginner's Guide to Library of Congress Classification" Webinar, April 30 and May 14

Do you want to learn more about cataloging? Or are you curious about Library of Congress Classification? Join Associate Professor and Ph.D. Program Director Karen Snow from Dominican University as she guides you through the process. There is no expectation of previous cataloging knowledge, so those unfamiliar with cataloging practices and standards should feel comfortable jumping right in!

This webinar is on Friday, April 30 from 10 a.m. to noon. The second session will take place on Friday, May 14 from 10 a.m. to noon. This two-part series is limited to 50 participants (no more than two per library). [See more details and register on L2.](#)

"My Library Is... Panel Discussion" Webinar, April 21

Four members of the My Library Is... Advisory

Team share their library stories in this panel presentation on Wednesday, April 21 from 3:30 to

4:45 p.m. Representing school and public libraries, the panelists will discuss how their libraries have engaged patrons, educated stakeholders, and expanded the reach and value of the library to their communities. A short Q&A will follow. [Register via L2.](#)



"Reopening the Library: Ventilation and Air Circulation Considerations" Webinar, April 20

This webinar will offer guidance to libraries on issues related to air quality, including filtration efficiency and HVAC system considerations. It will help libraries consider steps to make their indoor environment safer for staff and patrons. Jeff Oke, of [IMEG Corporation](#), presents this event on Tuesday, April 20 from 10 to 11 a.m. [Learn more and register on L2.](#)

Networking

Register for a RAILS Trustee Networking Event, May 11

RAILS invites you to a [RAILS Online Roundtable: "Strategic Planning for Trustees,"](#) an event designed specifically for trustees, on Tuesday, May 11 from noon to 1 p.m. This event includes a short presentation regarding the importance of strategic planning for public library boards and what trustees should know when heading into a strategic planning initiative. We will post the recording of the presentation on the [RAILS YouTube page](#).

HSLI and SLA of Illinois Panel Presentation, April 28

Health Science Librarians of Illinois (HSLI) and the Special Libraries Association (SLA) Illinois community are excited to offer a new panel presentation entitled ["What We Do to Survive \(and Excel\) in Our Organizations."](#) This event takes place on Wednesday, April 28 from noon to 1 p.m.

We'll learn strategies for thriving as a librarian/informational manager, discuss challenges, and how to navigate changing organizational priorities. Questions, comments, and discussions are welcome.

[sure to sign up](#) and attend this free event since it won't be recorded.

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E-Resources

It's Time to Renew eRead Illinois Axis 360!

eRead Illinois Axis 360 libraries, it's time to renew your eRead Illinois membership. Go to [eRead Illinois](#), log in with your [L2](#) account, and fill out the form to complete your renewal.

RSA libraries do not need to fill out the form. Your consortium manager will complete the renewal for you.

For more information about joining eRead Illinois, go to [ereadillinois.com](#).

E-Content We Love: Poetry for Everyone

It's World Poetry Month! Celebrate by checking out [this collection](#) of poetry available via the BiblioBoard Library of Illinois.



The BiblioBoard Library is available to everyone in Illinois, courtesy of RAILS, regardless of whether they have a library card. Items on this platform have no holds, no waits, and can be accessed simultaneously. Furthermore, libraries do not have to sign up to join the BiblioBoard Library; simply adding this link (<https://illinois.biblioboard.com/>) to your website provides patrons with access to the collection. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

The Soon to Be Famous Illinois Author Project Is Now Accepting Submissions!

Enter your independently-published work of adult fiction or young adult fiction into this year's [Soon to Be Famous Illinois Author Project](#) contest.

soon to be famous

Submissions must be written by an Illinois resident, and available as either an ePUB or PDF file. The contest opened on April 1 and will close on May 31.

Illinois Author Project

Deals, Discounts, Grants

Grants

RAILS Equity, Diversity, and Inclusion Training Grants

To help promote education in the area of equity, diversity, and inclusion (EDI), RAILS offers training grants of up to \$2,000 for libraries, networking groups, and library consortia seeking to organize an EDI-focused training event. Eligible events will provide training that raises awareness of the multiple dimensions of EDI. Possible topics could include implicit bias, conducting diversity audits, and creating a more inclusive hiring process.

RAILS will accept applications through May 31. [Read more about this grant opportunity](#) and apply online. Send questions to Joe Filapek, RAILS Director of Consulting and Continuing Education, 630.734.5132.

ALA COVID Relief Grant

ALA announced that it will make available \$1.25M in emergency relief grants to libraries that have experienced substantial economic hardship due to the coronavirus pandemic which has impacted their ability to serve their community, especially traditionally underserved populations.

The ALA COVID Library Relief Fund invites public, school, academic, and tribal libraries across the United States and U.S. Territories to apply for grants of \$30,000 to \$50,000. Grant applications are accepted online through May 20 via the [ALA website](#). Grants will be announced on June 23.

Deals & Discounts

For pricing and more information on all offerings, visit the [Deals & Discounts page](#) and log in using your [L2](#) email and password.

New! Homeless Training Institute Discounted Pricing

RAILS partnered with [Homeless Training Institute](#) to offer discounted annual subscription pricing for staff training. Ryan Dowd, who runs the second-largest homeless shelter in Illinois, provides this course for libraries that serve homeless, addicted, and mentally ill patrons who struggle to follow the rules.

[EBSCO packages for public libraries](#) and [EBSCO packages for K-12 libraries](#) include a variety of core databases and additional choices from a list of options. New features include middle school and elementary school packages, as well as special options for K-12. New sign-ups and renewals for all RAILS packages are due by June 15.

[Learning Express](#) is a highly-acclaimed e-learning solution that provides support to students and professionals for academic skill-building, standardized test prep, career certification test prep, and more. Find new discounted pricing for Job and Career Accelerator and Workforce Solutions on the RAILS website.

New! [Prenda Code Club](#) empowers libraries to engage their patrons in the "Coding-in-Libraries" movement. It is both a digital resource, through its self-paced learn-to-code software for kids ages 8-18, and a library program, through its training and support for library staff to start code clubs - no coding expertise required! With Prenda's help, libraries can easily bring big-impact opportunities to their communities.

IL State Library News

IPLAR Survey Available

The FY 2020/21 Illinois Public Library Annual Report (IPLAR) survey is open. Each public library is required to submit the IPLAR 60 days after the library's fiscal year end. The instructions and worksheet are available on the IPLAR login screen. The 2021 survey includes the Capital Needs Assessment and 15 questions related to the impact of COVID-19.

For questions about counting Wi-Fi sessions and website visits, check out this link: [Counting Wi-Fi Sessions and Website Visits](#). For more information about the IPLAR survey, please visit the State Library's [IPLAR web page](#).

Conferences

and other professional development opportunities

RAILS at Reaching Forward

RAILS staff/board members are presenting the following programs at the [Reaching Forward Conference](#) and the [Reaching Forward South Conference](#):

- Becky Spratford and Joe Filapek (at RF), May 7, 12:45-1:45 p.m.
["Peek Behind the Admin Curtain: Trustee Secrets All Library Staff Need To Know"](#)
- Anna Behm (at RFS), April 15, 9:30-10:30 a.m.
["Support Your Local Writers Community with inkie.org"](#)

RAILS is a gold-level partner for the conferences and will sponsor these programs:

at Reaching Forward South:

- ["Actively Anti-Racist Library Service to Leisure Readers"](#)
- ["Privacy Laws and the Library"](#) - Julie Tappendorf

and at Reaching Forward:

- ["Every Student Gets a Card: Leveraging IGA's to Grant Library Access to Illinois Students"](#)
- ["Multicultural Programming"](#)

RNC VII Is Virtual! Call for Proposals / IRNC VII será virtual! Convocatoria para presentación de ponencias

The [REFORMA National Conference](#) (RNC), November 4-7, is the premier training and networking event for anyone interested in library services to Latinos and the Spanish-speaking. They invite you to [submit proposals](#) written in English and Spanish, and programs presented in English and Spanish. Proposals should make clear the relevance to the conference theme *Somos el Cambio / We Are the Change*.

RNC VII will celebrate REFORMA's 50th anniversary and will offer an extraordinary lineup of programs, authors, and vendors. This interactive conference will honor the traditions of the last 50 years while inspiring future generations of Reformistas.

Services

474 Maker Studio

474.1 Purpose and Access

The Maker Studio is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. It is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. The Maker Studio may be used by Indian Prairie Public Library cardholders ages 8 and up, teachers and students in the Library district, and business cardholders.

474.2 User Responsibilities

The library expects all users to use the Maker Studio facility, equipment, and materials carefully and safely and to follow instructions relative to use of the equipment. Users are expected to report broken equipment, and improper or unsafe use of Maker Studio equipment and facilities, to library staff. Users are responsible for returning all materials and equipment to their appropriate locations and cleaning up after themselves.

Users may not leave personal materials and projects in the Maker Studio between sessions without library staff permission.

No food or uncovered beverages are allowed into the Maker Studio

474.3 Usage and Availability of Materials

The library has developed procedures to assist guests in using the Maker Studio and its equipment (including tools) and materials. These procedures include (but are not necessarily limited to):

- A reservation process for use of equipment.
- Time limits for use of equipment.
- Priority usage.
- Maximum number of people at one time in the studio.
- Which equipment may be used independently, requires training before using, or must be used with staff assistance.

Guests must use the Maker Studio and its equipment in a reasonable manner. The library may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. Patrons may be held responsible for willful misuse or damage to equipment.

The library determines which materials are acceptable to use on each piece of equipment and tool. Materials for use with some Maker Studio tools and equipment will be available for purchase; material availability is not guaranteed and prices are subject to change. The library does not offer refunds for material not used or for remnants. Users may bring in their own materials for use with equipment. All materials to be used with library equipment must be

approved by staff prior to using the equipment. The library reserves the right to prohibit the use of any materials or tools in the Maker Studio that are deemed hazardous to Maker Studio facilities, equipment, users, or staff.

The library cannot guarantee product quality, satisfaction, equipment availability or stability, or design confidentiality and is not responsible for failed projects. The library cannot guarantee access to equipment to ensure that a job will be completed within a particular time frame. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any loss, damage or expenses sustained by any user due to the utilization of services, equipment, software, advice or information. The library reserves the right to halt, delete, or disallow the creation of items of use of equipment that violates library policy.

Users are responsible for saving their project on their own memory device as appropriate. The library is not responsible for data loss during the creation or digitization process. The library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else.

When the library produces an object at the request of a cardholder, the library reserves the right to review and approve all materials before production. The design may be examined to ensure compliance with this policy and whether it is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be made. The library cannot guarantee that a production job will be completed within a particular time frame.

Users are not permitted to use the library's equipment to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others, including weapons and look-alike weapons.
- In violation of the terms of use of the manufacturer of the equipment.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Maker Studio are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

Resolution #2021-B

*A Resolution Honoring Asma Akhras
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Asma was Trustee on the Indian Prairie Public Library District Board from 2019 to 2021, and served as Building and Grounds Committee Member and Planning and Outreach Committee Member; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to Asma its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the Library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to Asma its heartfelt wishes for continued success and much happiness.

Adopted this 21st day of April, 2021.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary



Meeting Ground Rules

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.
- Respond to people in a non-dismissive, respectful manner.
- Insure everyone has an equal voice.
- These are everybody's rules and everyone is responsible for seeing that they are followed.



1st floor, my back is to the east, center window, looking west at magazine area



Standing near where DUNs used to be,
looking north toward technology area
and new cafe



Looking west across new cafe space.
They are trenching for electrical work



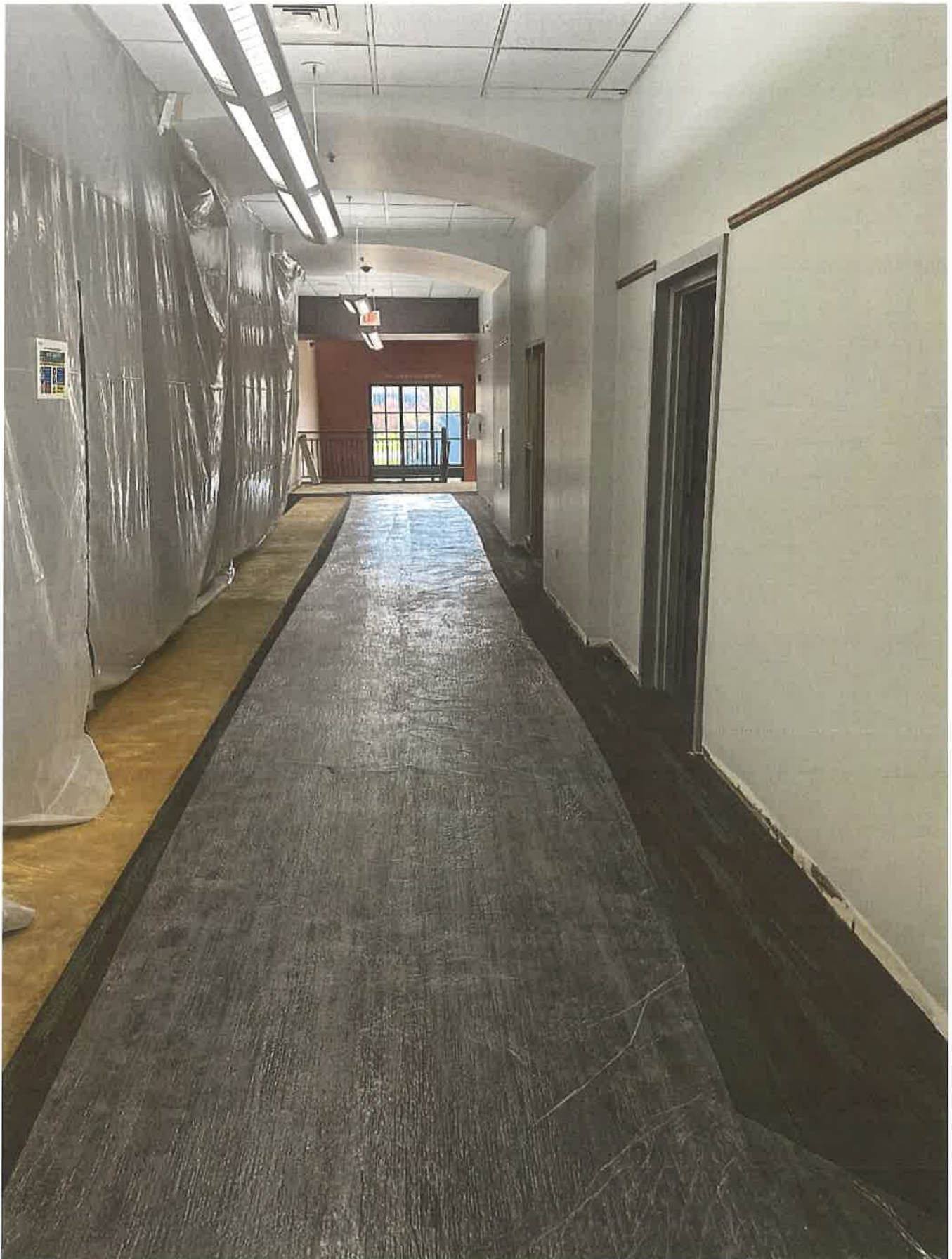
Bottom of stairs demolished



Lobby



New paint and carpet in the Board Room!



2nd floor corridor with new carpet (covered in plastic) and new paint.