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Board Agenda
August 19, 2020 – 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 August 19, 2020 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. August 19, 2020. 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.

iPhone one-tap :

US: +13126266799,,89930509987#,,,,,0#,,777870# or +19292056099,,89930509987#,,,,,0#,,777870#

Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 899 3050 9987

Passcode: 777870

International numbers available: <https://us02web.zoom.us/j/kcULU4JOB>

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

- A. Roll Call
Asma Akhras, Donald Damon, Taylor Frawley, 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.

- C. Public Comment

- D. Communications and Announcements
 - 1. Ritzman to Bukovac re: Election Day State Holiday Page 3

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, July 15, 2020 Page 4
 - 2. Action on Bill/Additional Bills Page 7
 - 3. Resolution #2020-B Authorizing Distribution of Trustee
Election Materials and Acceptance of Petitions Page 12
 - 4. Approval of 2020 Illinois Public Library Annual Report Page 13

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 26 Information

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H.	Department Reports		Information
	1. Assistant Director	Page 28	
	2. Marketing	Page 30	
	3. Adult	Page 32	
	4. Circulation	Page 35	
	5. Technology and Technical Services	Page 37	
	6. Youth	Page 39	
I.	Reports		
	1. Treasurer's Report	Page 50	Information
	2. Chamber Reports (Jensen)	Page 61	Information
	3. RAILS	Page 62	Information
	4. Building and Grounds Committee (no report)		
	5. Finance Committee (no report)		
	6. Planning/Outreach Committee (no report)		
	7. Policy Committee (no report)		
J.	Unfinished Business		
	1. Renovation Update		Information
K.	New Business		
	1. Approval of Knudsen Construction for Pickup Window	Page 67	Action
	2. Proposed Employee Expense Reimbursement Policy	Page 70	Action
	3. Proposed Student Library Card	Page 74	Action
	4. Library Phases during COVID	Page 75	Discussion
L.	Meetings Scheduled		
	1. Special Board Meeting with Product Architecture – August 17, 24, and 31 at 2:00 p.m.		
M.	Adjournment		

*Law Offices of
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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

PUBLIC LIBRARIES CLOSED ON NOVEMBER 3, 2020?

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: August 11, 2020

Must Public Libraries close on November 3, 2020 (General Election Day) per Public Act 101-0642?

P.A. 101-0642 provides, in relevant part, as follows:

Notwithstanding any other provision of State law to the contrary, November 3, 2020 shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State. November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place (emphasis supplied).

Questions arose shortly after this legislation was passed as to whether the Legislature intended that the words "all government offices" included units of local government, e.g., Public Libraries, Municipalities, Park Districts, etc.

In an effort to clarify the Legislature's intent as to what government offices must close, a lawsuit was filed against the State Board of Election on July 29, 2020 in Sangamon County by the Illinois Municipal League, the Village of Bolingbrook and the Village of Southern View.

We will monitor the lawsuit and provide follow up information.

Roger A. Ritzman/Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
(630) 665-1900
(630) 665-0407 Fax

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 15, 2020

**Board of Trustees Regular Meeting
July 15, 2020 – 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 July 15, 2020 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. July 15, 2020. 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.

iPhone one-tap :

US: +13126266799,,87168876468#,,,0#,,372275# or 13017158592,,87168876468#,,,0#,,372275#
Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 871 6887 6468

Password: 372275

International numbers available: <https://us02web.zoom.us/j/87168876468>

A. Roll Call

President Suriano called the meeting to order at 6:32 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 (left at 7:40 p.m.), Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Tiffany Nash and Dan Pohrte of Product Architecture and Design with respect to L1 and L2 of New Business (left at 7:35 p.m.)

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.

C. Public Comment – Bukovac did not receive any email comments prior to tonight's meeting.

D. Communications and Announcements

1. Amita Informatics Team to Library re: Thank You
2. Wang to Birmingham re: Thank You
3. LADSE to Library re: Thank You
4. Darien Woman's Club to Bukovac re: Soap Collection
5. Beardsley to Bukovac re: Darien Woman's Club Donation
6. Bukovac to Beardsley re: Thank You
7. Monarch Waystation Certificate and Designation

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 17, 2020
2. Minutes of Special Board Meeting, June 23, 2020
3. Action on Bills/Additional Bills
4. Ordinance #2020-6 Amending Budget & Appropriations Ordinance FY 2019-2020
5. Proposed Policy 613 Restore Illinois Safety Policy
6. Resolution #2020-A Amendment to Special Reserve Fund Plan
Krupicka moved, Damon seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point the Board proceeded with New Business, items 1-5. They then continued with the Library Director's Report and other reports.

G. Library Director's Report

We opened the building on July 6 and patrons have been very happy and appreciative. There has been low attendance in the building – the majority of the patrons are using our curbside service. Computer usage has been low. Right now patrons can use the computer for one hour but we will be extending that to a second hour if no one is waiting. Interlibrary loan will start August 12 – patrons will be able to place holds on anything in the system and there will be delivery among libraries. We have some outdoor programming for kids and will try an outdoor concert for young people but the majority of our programming will continue to be on line. We've been short staffed due to a few staff who have not come back and others who are out sick. The Board thanked the staff for the successful reopening.

H. Department Reports

I. Staff Report – none

J. Reports

1. Treasurer's Report – backup in packet.
2. Chamber Reports – no report
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 - none

L. New Business

1. Renovation (Furniture Styles) – Tiffany reviewed the furniture styles in the power point. The Board discussed the various styles and options for chairs and tables. They provided feedback so that the architects could send us furniture samples to see in person. Once the style is selected, a color palette and finishes will be chosen. Working meetings with the architects will take place over the next month and a half to move us toward a final presentation of furniture and finishes at the August Board meeting.
2. Renovation (Alternates) – Alternates can be chosen once the bids are in and the Board can see the costs. This was discussed at the special meeting in June when the Board chose not to include the maker space and expanding the youth room in the base bid and instead include them as alternates. Tiffany reviewed lighting upgrades that would enhance certain areas in the building. New chairs for the board room were also discussed.
3. Adopt Tentative Budget & Appropriations – Damon moved, Frawley seconded to adopt the Tentative Budget & Appropriations. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
4. Ordinance #2020-5 Determining to Levy an Additional Tax of .02% – Krupicka moved, Damon seconded to approve Ordinance #2020-5 Determining to Levy an Additional Tax of .02%. Ayes: Akhras, Damon, Krupicka, Frawley, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
5. Audit of Secretary’s Minutes & Review of Closed Session Minutes – Krupicka and Megaridis conducted the audit and review. They reported that the minutes are in order and recommend keeping all closed session minutes closed. Megaridis moved, Krupicka seconded to keep all closed session minutes closed. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

M. Meetings Scheduled

N. Community Events - none

O. Library Events – none

P. Adjournment

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

Crystal Megaridis, Secretary

ACTION ON BILLS July, 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4581 - 4679	\$ 138,288.74
Fifth Third-Salaries	819 - 834	\$ 6,591.39
Hinsdale Bank-Direct Deposits	& 30339 - 30471	\$ 106,510.85
MONTH'S TOTAL:		\$ 251,390.98

Indian Prairie Public Library District
Account QuickReport - Vendors

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As of July 31, 2020

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Liability Check	07/01/2020	4581	LIMRiCC	639.65
Bill Pmt Check	07/01/2020	4582	AmTrust North American	5,952.00
Bill Pmt Check	07/01/2020	4583	Colonial Life	82.53
Bill Pmt Check	07/01/2020	4584	Kamm Insurance Group	17,385.00
Liability Check	07/09/2020	4585	Nationwide Retirement	936.14
Liability Check	07/09/2020	4586	Vantagepoint	1,394.33
Liability Check	07/09/2020	4587	State Disbursement Unit	493.94
Liability Check	07/09/2020	4588	State Disbursement Unit	99.78
Bill Pmt Check	07/17/2020	4589	Allard, Jamie	19.96
Bill Pmt Check	07/17/2020	4590	Baker & Taylor	1,915.74
Bill Pmt Check	07/17/2020	4591	Birmingham, Laura	149.00
Bill Pmt Check	07/17/2020	4592	BookBrowse LLC	655.00
Bill Pmt Check	07/17/2020	4593	Bukovac, Jamie	149.00
Bill Pmt Check	07/17/2020	4594	Colley Elevator Co.	398.00
Bill Pmt Check	07/17/2020	4595	EBSCO Information Services	7,892.71
Bill Pmt Check	07/17/2020	4596	Grey House Publishing, Inc.	3,795.00
Bill Pmt Check	07/17/2020	4597	Infogroup	3,700.00
Bill Pmt Check	07/17/2020	4598	Jungclas, Dan	150.00
Bill Pmt Check	07/17/2020	4599	LibrariesFirst	4,860.00
Bill Pmt Check	07/17/2020	4600	Lyons, Anne	50.00
Bill Pmt Check	07/17/2020	4601	Mathisen, Martina	100.00
Bill Pmt Check	07/17/2020	4602	Midwest Tape	385.61
Bill Pmt Check	07/17/2020	4603	Morningstar	4,489.00
Bill Pmt Check	07/17/2020	4604	Neviol Inc.	100.00
Bill Pmt Check	07/17/2020	4605	News Bank, Inc.	6,316.00
Bill Pmt Check	07/17/2020	4606	Niche Academy	1,530.00
Bill Pmt Check	07/17/2020	4607	Pronunciator LLC	1,800.00
Bill Pmt Check	07/17/2020	4608	ProQuest LLC	2,459.52
Bill Pmt Check	07/17/2020	4609	Record Information Services, Inc.	769.00
Bill Pmt Check	07/17/2020	4610	Recorded Books, Inc	138.47
Bill Pmt Check	07/17/2020	4611	Rivistas Subscription Services	623.78
Bill Pmt Check	07/17/2020	4612	Sebert Landscaping	805.00
Bill Pmt Check	07/17/2020	4613	Sheehan, Debbie	149.00
Bill Pmt Check	07/17/2020	4614	Value Line Publishing, Inc.	4,450.00
Bill Pmt Check	07/17/2020	4615	World Book School and Library	2,440.00
Bill Pmt Check	07/17/2020	4616	World Trade Press	693.60
Liability Check	07/23/2020	4620*	Nationwide Retirement	936.53
Liability Check	07/23/2020	4621	Vantagepoint	1,401.26
Liability Check	07/23/2020	4622	State Disbursement Unit	493.94
Liability Check	07/23/2020	4623	State Disbursement Unit	84.15
Bill Pmt Check	07/24/2020	4624	Art Excursions, Inc.	350.00
Bill Pmt Check	07/24/2020	4625	Baker & Taylor	997.39
Bill Pmt Check	07/24/2020	4626	BCBS	13,574.48
Bill Pmt Check	07/24/2020	4627	Blackstone Audio, Inc.	179.99

Indian Prairie Public Library District
Account QuickReport - Vendors

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As of July 31, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	07/24/2020	4628	Canon Solutions America Inc.	297.40
Bill Pmt Check	07/24/2020	4629	Case Lots Inc.	1,103.18
Bill Pmt Check	07/24/2020	4630	Cochran, Judith	50.00
Bill Pmt Check	07/24/2020	4631	Garvey's Office Products	17.94
Bill Pmt Check	07/24/2020	4632	Grey House Publishing, Inc.	278.00
Bill Pmt Check	07/24/2020	4633	Heritage House Florist	121.90
Bill Pmt Check	07/24/2020	4634	Ingram Library Services	358.66
Bill Pmt Check	07/24/2020	4635	LinkedIn	6,440.00
Bill Pmt Check	07/24/2020	4636	Midwest Tape	381.57
Bill Pmt Check	07/24/2020	4637	NCPERS Group Life	48.00
Bill Pmt Check	07/24/2020	4638	OverDrive	1,233.98
Bill Pmt Check	07/24/2020	4639	Recorded Books, Inc	220.43
Bill Pmt Check	07/24/2020	4640	Rivistas Subscription Services	120.44
Bill Pmt Check	07/24/2020	4641	SWAN	13,993.00
Bill Pmt Check	07/24/2020	4642	Baker & Taylor	272.08
Bill Pmt Check	07/29/2020	4644*	Baker & Taylor	2,122.10
Bill Pmt Check	07/29/2020	4645	Baker & Taylor (video)	45.37
Bill Pmt Check	07/29/2020	4646	Bank of America	3,579.01
Bill Pmt Check	07/29/2020	4647	Blackstone Audio, Inc.	134.97
Bill Pmt Check	07/29/2020	4648	Canon Financial Services, Inc.	246.00
Bill Pmt Check	07/29/2020	4649	Center Point Large Print	108.34
Bill Pmt Check	07/29/2020	4650	Chicago Sun-Times	343.20
Bill Pmt Check	07/29/2020	4651	Garvey's Office Products	17.41
Bill Pmt Check	07/29/2020	4652	Ingram Library Services	299.41
Bill Pmt Check	07/29/2020	4653	LM Information Delivery, Inc.	1,997.75
Bill Pmt Check	07/29/2020	4654	Midwest Tape	197.41
Bill Pmt Check	07/29/2020	4655	OverDrive	1,574.97
Bill Pmt Check	07/29/2020	4656	Principal Life Insurance Company	1,086.06
Bill Pmt Check	07/29/2020	4657	Recorded Books, Inc	209.63
Bill Pmt Check	07/29/2020	4658	Suburban Life Media	39.00
Bill Pmt Check	07/29/2020	4659	The Atlantic	14.95
Bill Pmt Check	07/29/2020	4660	VSP Vision	194.06
Bill Pmt Check	07/29/2020	4661	Wlosinski, Maria	33.35
Bill Pmt Check	07/31/2020	4662	Blackstone Audio, Inc.	45.00
Bill Pmt Check	07/31/2020	4663	Carrera, Kristin	1,165.00
Bill Pmt Check	07/31/2020	4664	Case Lots Inc.	202.50
Bill Pmt Check	07/31/2020	4665	Cengage Learning, Inc.	86.37
Bill Pmt Check	07/31/2020	4666	Colonial Life	82.53
Bill Pmt Check	07/31/2020	4667	Comcast	193.35
Bill Pmt Check	07/31/2020	4668	Dames, Mary	5.18
Bill Pmt Check	07/31/2020	4669	Dancing Cranes Yoga	240.00
Bill Pmt Check	07/31/2020	4670	DEMCO	300.88
Bill Pmt Check	07/31/2020	4671	Garvey's Office Products	38.62
Bill Pmt Check	07/31/2020	4672	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	07/31/2020	4673	Ingram Library Services	465.05

Indian Prairie Public Library District Account QuickReport - Vendors

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As of July 31, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	07/31/2020	4674	LexisNexis Matthew Bender	159.43
Bill Pmt Check	07/31/2020	4675	Midwest Tape	521.52
Bill Pmt Check	07/31/2020	4676	Recorded Books, Inc	696.56
Bill Pmt Check	07/31/2020	4677	Thomson Reuters West	82.68
Bill Pmt Check	07/31/2020	4678	Tischler, Barbara	115.00
Bill Pmt Check	07/31/2020	4679	World Relief	225.00
Total 10122 - Fifth Third Checking				<u>138,288.74</u>
TOTAL				<u>138,288.74</u>

*Represents missing check nos. 4617, 4618, 4619, and 4643 used for invoices for prior fiscal year.

Bills for approval – Electronic Payments & Automatic Withdrawals

July 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	07/10/2020	3,417.07
EFTPS-Federal	Payroll taxes	07/10/2020	18,945.78
ILDOR-State	Payroll taxes	07/24/2020	3,411.43
EFTPS-Federal	Payroll taxes	07/24/2020	18,548.28
IMRF	Payroll Pension	07/24/2020	22,202.28
DAC	Deposit to HRA	07/07/2020	302.66
DAC	Deposit to HRA	07/09/2020	179.34
DAC	Deposit to HRA	07/14/2020	193.05
DAC	Deposit to HRA	07/21/2020	554.75
DAC	Deposit to HRA	07/28/2020	13.86
Nicor	Gas	07/14/2020	564.92
INB Bank/5/3	Credit Card Fee	06/14/2020	22.16
Hinsdale Bank	Fee-Direct Deposit	06/17/2020	.25

RESOLUTION #2020-B

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION AUTHORIZING DISTRIBUTION OF TRUSTEE ELECTION MATERIALS AND ACCEPTANCE OF PETITIONS

BE IT RESOLVED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage County, Illinois, that its Secretary of the Board, as local election official, be empowered to designate the following authorized individuals to distribute trustee election materials and to accept petitions for candidacy: Employees of the Indian Prairie Public Library District.

Materials will be available at the library beginning Tuesday, September 22, 2020 during regular library hours.

Petitions will be accepted for filing in the Library's Administrative Office, 401 Plainfield Road, Darien, IL 60561-4207 Monday through Friday 9 a.m. – 5 p.m. beginning at 9 a.m. on Monday, December 14, 2020 and ending at 5 p.m. on Monday, December 21, 2020.

RESOLVED this 19th day of August, 2020.

Victoria Suriano, President

Attest:

Crystal Megaridis, Secretary

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30366
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0130
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Indian Prairie Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	401 Plainfield Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Darien
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60561
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	401 Plainfield Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Darien
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60561
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 887-8760
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 887-1018
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ippl.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jamie Bukovac
1.15 Title	Director
1.16 Library Director's E-mail	jamieb@ippl.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No

1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42,529
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jamie Bukovac
3.5 Telephone Number of Person Preparing Report	639-887-8760
3.6 FAX Number	630-887-1018
3.7 E-Mail Address	jamieb@lpl.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date	4.5 Passed or Failed?	4.6 Effective Date	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.2b Please explain	A trustee resigned.
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Asma Akhras
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	amsaa@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60562

Second member

5.5 Name	Donald Damon
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	dond@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

5.5 Name	Marian Krupicka
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	mariank@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Fourth member

5.5 Name	Victoria Suriano
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	victorias@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Fifth member

5.5 Name	Crystal Megaridis
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	crystalm@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Sixth member

5.5 Name	Taylor Frawley
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	taylorf@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Seventh member

5.5 Name	
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Pos	

5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	43,394
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	1,114
6.4a Total Number of Study Rooms	4
6.4b Total number of times study room(s) used by the public during the fiscal year	3,851

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$12,500,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Corporate Fund \$1,604,396; Building/Maintenance Fund \$1,673; Social Security Fund \$3,449; Special Reserve Fund \$5,878

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) **\$3,594,099**

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? Yes

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) **\$3,740,844**

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant **\$53,161**

8.3 Equalization aid grant **\$0**

8.4 Personal property replacement tax **\$0**

8.5 Other State Government funds received **\$0**

8.6 If Other, please specify **-1 Not Applicable**

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] **\$53,161**

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received **\$0**

8.9 E-Rate funds received **\$0**

8.10 Other federal funds received **\$0**

8.11 If Other, please specify **-1 Not Applicable**

8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302] **\$0**

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations **\$1,105**

8.14 Other receipts intended to be used for operating expenditures **\$183,511**

8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303] **\$184,616**

8.16 Other non-capital receipts placed in reserve funds **\$0**

Total Operating Receipts

8.17 TOTAL rece **\$3,831,876**

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Endorsement.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,964,796
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,093,845
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$500,057
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,593,902

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$171,988
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$182,129
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$79,195
10.3b Please provide an explanation of the other types of material expenditures.	audio, video, kit, console games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$433,312

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$494,968
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,522,182

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$41,165
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	15	14	\$520.95	562.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$70.86	37.50
	Assistant Director	Assistant Library Director	\$55.25	37.50
	Head of Adult Services	Adult Services	\$34.23	37.50
	Head of Youth Services	Children's Services	\$37.89	37.50
	Head of Technology/Technical Services	Automation/Technology/Systems	\$46.16	37.50
	Assistant Head of Adult Services	Adult Services	\$35.42	37.50
	Assistant Head of Adult Services	Adult Services	\$40.06	37.50
	Assistant Head of Youth Services	Children's Services	\$29.03	37.50
	Librarian	Adult Services	\$35.43	37.50
	Librarian	Adult Services	\$23.64	37.50
	Librarian	Children's Services	\$23.64	37.50

Librarian	Children's Services	\$24.35	37.50
Assistant Head of Technology Services	Automation/Technology/Systems	\$29.56	37.50
Librarian			37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	14.06
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
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Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	14.06

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,060.00
13.14 Minimum hourly rate actually paid	\$12.16
13.15 Maximum hourly rate actually paid	\$31.97
13.16 Total FTE Group C employees (13.13 / 40)	26.50

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	256.00
13.18 Minimum hourly rate actually paid	\$9.59
13.19 Maximum hourly rate actually paid	\$14.39
13.20 Total FTE Group D employees (13.17 / 40)	6.40

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	37.50
13.22 Minimum hourly rate actually paid	\$0.00
13.23 Maximum hourly rate actually paid	\$29.52
13.24 Total FTE Group E employees (13.21 / 40)	0.94
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	33.84
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	47.90

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	30	\$23.29	\$34.91
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	
Librarian	Adult Services	Masler's Degree (ALA accredited)	37.50	30	\$23.29	\$34.91	

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position	13.35 Primary Work	13.36 Education Level	13 Total	13.38 Current Status: Filled or	13.39 Date Filled	/year, if
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Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
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SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,880
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,880
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	40
14.3 Total annual visits/attendance in the library [PLSC 501]	208,543

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	551	11,862	80	3,848
Young Adult	47	1,203	7	298
Other	305	4,635	24	1,103
Total	903	17,700	111	5,249
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	23,095
16.2a Total Number of Unexpired Non-resident Users Cards	1,094
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$76,731.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	24,189
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	114,155
17.2 Current Print Serial Subscriptions [PLSC 460]	256
17.3 Total Print Materials (17.1+17.2)	114,411
17.4 E-books Held at end of the fiscal year [PLSC 451]	356,929
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	13,654
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	317,755
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,998
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	16,436

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	46
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	59

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	277,808
18.2 Number of young adult materials loaned	18,259
18.3 Number of children's materials loaned [PLSC 551]	150,526
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	446,593

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	282,563
18.6 Videos/DVDs- Physical	140,513
18.7 Audios (include music)- Physical	1,098
18.8 Magazines/Periodicals- Physical	6,598
18.9 Other Items- Physical	15,820
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	446,592
18.11 Use of Electronic Materials [PLSC 552]	91,736
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	538,328
18.13 Successful Retrieval of Electronic Information [PLSC 554]	155,210
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	246,946
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	693,538
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	27,010

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] **60,528**

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials **1,594**

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	144
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	86
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	1.6 - 6.2 Mbps
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$1,128
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	54
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	30,516
21.6 Wireless Sessions Per Year [PLSC 652]	79,400
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	512,501 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (2014-2019)

25

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$14,080
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	857.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The onset of the COVID pandemic
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Marian Krupicka
25.4 Second board member completing the audit	Crystal Megaridis
25.5 Date the Secretary's Audit was completed	07/01/2020

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Jamie Bukovac	08/19/2020
President	Victoria Suriano	08/19/2020
Secretary	Crystal Megaridis	08/19/2020

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

Library Director's Report

August 2020

Agenda

Omnibus:

The Illinois Public Library Annual Report is required by the State Library. They use it to gather statistics about libraries.

It's that time again when we plan for trustee elections in April. Election materials will be available in September.

New Business:

Each of the three action items have an background memo.

COVID

I've been meeting with the department heads to plan for potential roll backs in service. We've evaluated what we've done so far and how we phased in services. Tweaks were made along the way and everything seems to be running well. The updated plan is attached.

We've determined which triggers would mean a rollback in services including if Illinois reverts back. We're also determining how many staff are required to provide basic services in case we have a large number of staff who are sick.

I anticipate that one of the more difficult components of managing through COVID will be when the flu season strikes due to the similarities in symptoms between the flu and COVID. We will follow CDC guidelines which could mean a great reduction in available staff. Hopefully if staff practice social distancing they won't get the flu or COVID. If they do get COVID we must follow the Families First Coronavirus Response Act (FFCRA) and pay full-time and part-time staff for up to two weeks if they have symptoms:

*Generally, the Act provides that employees of covered employers are eligible for two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis*

The number of visitors in the building has seen a slight uptick but continues to be low. I added 10 seats/tables plus a bench to the adult department and added 5 seats/tables and two benches to the youth department. We're also opening up the conference rooms on the second floor for up to two people. Monday we'll start offering the opportunity to not only book the conference rooms but also book seats in the adult department.

As Ann noted in her report, we're allowing people to stay up to two hours on a computer if no one else is waiting. We've also added two more computers to the youth department and are allowing people to stay longer on those if no one is waiting.

I asked Joe to expand the plexiglass shields at the Adult Ask Us desk and the Technology desk.

We started allowing cardholders to place holds on items from other SWAN libraries and cardholders at other libraries can place holds on our items. This greatly increase the number of items we're pulling from our shelves which are being sent to other libraries and it greatly increased the number of items in daily deliveries that need to be processed.

The Renovation

The department heads, Vicki, Marian, and I have been trying out a variety of study and lounge seating plus looking at tables. We also had an initial discussion re design of the maker space. On Monday we'll be looking at ideas for specialty lighting. We've selected flooring for the stairway and for the café and have also looked at numerous carpet samples for replacement of the carpet in the second floor hallway and workrooms.

My meetings in July:

Department Heads – 2

Meetings with Architect – 3

One –on-one with Laura – 2

One-on-one with Ann - 3

One-on-one with Tony – 1

One-on-one with Natalie -1

RAILS update

Assistant Director's Report: August 2020

Building:

Joe has begun to construct the new office in the Circulation Workroom. He is on National Guard duty until the end of August, so the room will be completed in September.

IPPL Foundation and Friends:

The Book Nook made \$312 in July. Book Nook volunteers have been coming in to keep the shelves stocked on a regular basis.

Programming:

Cindy organized and hosted the following online programs in July:

<u>Date:</u>		<u>Attendance:</u>
7/1	<i>Baseball in the Movies</i>	10
7/15	<i>Kiddieland Revisited</i>	60
7/20	<i>Beyond the Blues Brothers Concert</i>	32
7/28	<i>Highlights of the Art Institute</i>	60

I hosted the *Genealogy Basics* program on July 21st and 14 people attended.

This month, Cindy is hosting a chair yoga series via Zoom on Wednesday afternoons. The first session was very popular and had 42 people registered.

Don't miss this month's on-demand program, "Cleopatra: The Last Pharaoh of Egypt"
(<https://ippl.info/calendar-events/online-programs>)

We are working with College of DuPage to facilitate a discussion of "Defining Systemic Racism" on Monday, August 17th at 7pm. (<https://ippl.libcal.com/event/6826509>) Please join us if you can!

Marketing:

Dave revamped our "Getting a Card" page on the website. (<https://www.ippl.info/get-a-card>) It is easier to navigate for patrons.

Dave created new webpages for Early Literacy, Mid Kid and Teens. These new pages are located under the "Services" menu. These pages make it easier for our users to find information related to these age groups.

Dave worked with Jennifer to create a new, more dynamic form for personalized suggestions form. Patrons can fill out this form to get curated books in a bag at Curbside Pickup.

Dave published 16 new YouTube videos in July. Our most popular video published this month was "Cutting the Cord" on demand with 92 views.

Jill's Marketing Report is attached.

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees
July 1-31, 2020**

Continuing Education

Webinar: Virtual Storytelling: Get Your Message to the Masses

Signage for Reopening

The marketing team created a lot of signs for reopening! Everything from numbers for computers to spaces being closed and policies for entering the building, we made close to 175 pieces to communicate the various opening messages for the library.

Website

Dave and I continue to work on new pages for the website. Recently, we did new pages for Early Literacy, Mid-Kids, and Teens. We continue to update the home page weekly, as well as do other minor updates on the site as needed.

Enews

Due to dead emails, people moving, and overall unsubscribes, we lost 94 subscribers to our general enews in July. Looking at enews open rates the last few summers, we appear to be in the summer slump. The large increase for teens was due to Michelle adding some teens to the list that were previously left off.

General Enews Subscribers

June 28	16,759
July 31	16,665
Loss in subscribers	-94

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	336	+4
Teen Enews subscribers	156	+103

Enews Open & Click Rate

Date	Open Rate	Click Rate
July 2	20	4
July 5	18	8
July 6 (Biz Connect)	22	3
July 9	16	3
July 12	16	8
July 14	24	2
July 16	18	13
July 19	17	7
July 23	16	6
July 26	17	7
July 30	16	6

Social Media

Social Media continues to grow organically. This was a slower than average growth rate for likes this month, but every channel increased followers.

Channel	Likes/Followers	+/- (Since June 30)
Facebook (Likes)	1,959	+6
Instagram	639	+9
Twitter	1,088	+3
LinkedIn	156	+4
YouTube	158	+7

Adult Services Monthly Report

July 2020

It has been good to get back into the building and develop regular routines. I started doing another CREW weed of the non-fiction collection as this is essential to maintaining a healthy collection by continuously reviewing the collections. I started with the 300s since this section was being worked on to move barcodes to the front of items. I've automated part of the process to increase efficiency. A process that used to take weeks has been reduced to days as I weeded the entire 300s in two days from start of the process to finish.

I had been talking to Ann about a biography project prior to closing the library due to the pandemic. This project entails pulling back all, or almost all, the biographies that were broken out into Dewey and the subject areas many years ago. As we have been going through these areas for weeding we have noticed a steep drop in circulation of these items compared to when they were just in bibliographies.

As part of the project, we've updated call number labels to delineate titles that are about specific people, especially in areas where we have biographies on multiple individuals from the same family. This will also help in differentiating biographies where the individuals share the same surname but are not of the same family.

Also, items that had been in a dedicated reference collection have been moved into the circulating collection. I saw this when I attended a meeting at Gale Borden and thought that this would increase discoverability of our reference items. They do remain reference, in-library use only, but can be checked out at the discretion of a librarian.

Monthly Highlights

- Shirley is establishing a partnership with Joy Matteson of Downers Grove Public Library to increase assistance to businesses within both of our communities. As Joy stated "I really think we'd be an awesome partnership for businesses, since so many business owners use both IPPL and DGPL! And they need new ideas, they need mentors, they need information. Let me talk more about it with my boss, maybe we can plan something for the fall together?" Shirley has been working with Jack to cross train Kids & Teens Shelves in shelving adult items. She reviewed and updated her page manual as appropriate in advance of this training.
- Jennifer directed Catherine and Mary P. in doing a Facebook Book Blitz. They handled two reader's advisory questions and the post reached 199 people and had 18 engagements. She also hosted an online book discussion on the title *The Lost Book of Adana Moreau*. We have resumed support to book clubs. We are supplying copies for three mini book clubs at one of the homebound institutions, and we are working with two of our regular groups on a hybrid of print and digital copies. Catherine is handling checkouts and extended due dates for the groups. We have fulfilled several requests for book club packets of information. As it is still the summer, many of our local book clubs are on a break from meeting.
- Joe worked on setting up our free legal consultations for immigrants through DuPage World Relief. Originally, they wanted to do them through Zoom, but we had no registrations for several weeks despite a big publicity push. Joe convinced DuPage World Relief to offer a telephone consultation option, and after they agreed we filled all the available appointment times. He moderated the July Genealogy Group meeting and arranged for them to view the second part of

a webinar series that the group had selected but needed to be paid for. The presenter was very generous in reducing their fee for viewing the webinar.

- Marissa has been busy creating bibliographies for kids and teens around various topics and areas of interest. She has been weeding the Kids & Teen collections and working on relabeling series titles to make them easier to find.

Community

- Shirley attended an in-person Darien Chamber of Commerce Board meeting.

Contributing to the Profession

- Tony attended an Electronic Subscription Managers Networking Group meeting. Discussion revolved around increases/decreases in statistics during our closures as well as possible resources to look at for the future.
- Shirley has been working on a partnership with Downers Grove as previously mentioned.
- Jennifer attended an ARRT Steering Committee meeting and led an ARRT Book Club Study as well as led a discussion of nuts and bolts reader's advisory in the time of COVID-19. She also answered questions from eMediaLibrary members around expired magazines and titles.

Continuing Education

- Tony viewed the webinar *The library employee journey: from recruitment to onboarding and life long learning* offered through Niche Academy.
- Shirley viewed ILA Noon Webinar—*Connecting with Staff Remotely; Taking Community Partnerships to the Next Level; and Business Resources and Job Hunting* through Niche Academy.
- Jennifer viewed *Getting Started with Overdrive Marketplace; Extreme Self Care for Extreme Times; Book Club Picks: Online and In Person; and Bookfluencers: Using Social Media to Recommend Books*.
- Marissa viewed *A Novel Form: Graphic Novels Part 1* offered by Book List.

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Jul	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	2
1-Jul	5:00 p.m.	Online: Facebook Book Blitz	Jennifer, Mary P., & Catherine	2
8-Jul	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	2
8-Jul	7:00 p.m.	Online Book Club	Jennifer	8
13-Jul	7:00 p.m.	Online: ReferenceUSA Marketing and Research...	Shirley	4
15-Jul	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	2
22-Jul	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	3
23-Jul	1:00 p.m.	Online Genealogy Group	Joe	38
29-Jul	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	1
			Total	62

Social Media & e-Newsletter Reach

- Bestseller Preview (send bimonthly, links both to SWAN and Overdrive)
 - 7/1: opened by 201/494 subscribers (41% open rate) and 128 clicks.
 - 7/15: opened by 226/495 subscribers (46% open rate) and 83 clicks.
- New eBooks (send bimonthly)
 - 7/1: opened by 86/189 (46% open rate) and 12 clicks.
 - 7/15: opened by 91/186 (49% open rate) and 26 clicks.

Circulation Services

July 2020

July 2019 = 45,579 items circulated using self-serve. 75% of total circulation

Right now, virtually 100% of our checkouts done by patrons are through self-service. We are asking our patrons to use the self-checks as much as possible, to lessen interactions with staff. Most checkouts that are being done by staff are items we check out for curbside pickup.

Express Checkout Statistics:

Station #1 (1 st floor)	4151
Station #2 (1 st floor)	3130
Station #3 (1 st floor-ADA)	1212
Station #4 (1 st floor)	183
Station #5 (2 nd floor – K&T)	3943

User Experience

Patrons are enjoying the curbside pickup option. In June, we were not open to the public and averaged 166 pickups per day. We opened on July 6, but did not start keeping track of the number of pickups until July 14. For the 18 days we kept track of pickups, we averaged 118 pickups per day. Staff continue to report that patrons are very appreciative of this service.

Community

Passports: We have not resumed Passport Acceptance at this time

Notary Public: We notarized 27 documents in July.

Staff:

We are still very short staffed, due to staff not coming back to work, as well as retirements earlier this year. We will start interviewing soon to fill positions of those who retired.

Workshops and Meetings Attended

July 15 Circulation Advisory

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report July 2020

Improvements for Public, User Experience & Strategic Goals

Public Use of Computers – On July 6 (re-opening day) patrons had access to most computers and all equipment. Throughout the month we observed patron's use of computers and other technology needs and make adjustments including increasing the computer time of use for our members from one to two hours, made one of the stand up 20 minute express stations into a sit down station to accommodate people that have trouble standing and we continue to offer curbside printing. We had 38 print requests through curbside printing in July.

We enabled and configured a new feature "auto extend" on our computer booking software. Patron's session will automatically extend their session time when the computer location is not at capacity. This reduces the popup messages that a patron must acknowledge during a long computer session.

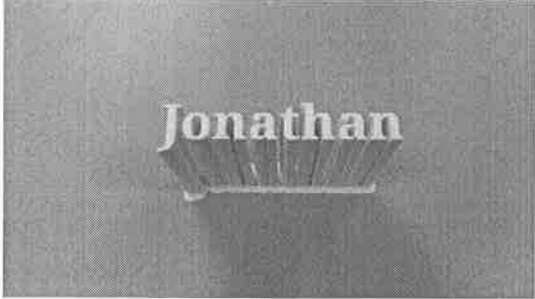

Biographies- We have started to reclassify and label the adult biographies currently classified in the Dewey collection such as actors, musicians, etc. into the biography collection. We are making other changes to streamline the processing to save money and improve browsability.

Barcode Project- We started placing barcodes on the cover of books in the adult Dewey collection. We are currently in the 355s as we are getting help from other departmental staff.

Technology Classes- Starting this fall we will be offering patrons a variety of ways to learn technology including: limited in-person classes, online programs, online video courses, Q&A sessions and how-to, tech tips, and demonstration videos created by staff.

Maker Statistics

- 3D Printer- 9 requests were processed. Interesting Prints: Cessna Citation (Plane), Dog, Frame Inserts, Man-Back, Man-Front, nameplate.
- Carvey – 4 requests were processed. Carved: Madden" shamrock (3 variations), "Lake Treviranus".

3D Prints: Name Plate	3D Prints: Sign
	

Tech Takeout Checkouts

- 111 unique users
- 146 total checkouts

Public Technology Programs & Classes

- 2 Live Online Classes offered with total attendance/views: 3
- 1-on-1 assistance- 0
- 4 recorded video YouTube views
 - Microsoft Word Resume Templates: 28 views
 - Google Drive Basics: 47 views
 - Cutting the Cable Cord: 78 views
 - Cloud Basics: 18 views

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Monday July 20	Practice Zooming	T.J.	2
Thursday July 30	Practice Zooming	T.J.	1

Sharing

- T.J. emailed information about our Tech Takeout and laptop services to Charlotte Library (Vermont).
- I created and shared a list of computer usage procedures during Covid with Westmont, Downers Grove, Woodridge, and Hinsdale libraries.

Ann M. Stovall, Head of Technical & Computer Services, August 13, 2020

**Youth Services
Monthly Report to the Board
July 2020**

Programs

In July, Youth Services presented 125 programs serving 676 people. (This number includes events listed under Programs and Community)

Date	Description	K&T Staff	Attendance
1-Jul	Storytime One-on-One / Book Buddy mashup	Lexy	2
1-Jul	Book Buddies	Natalie	1
1-Jul	Book Buddies	Meghna	1
1-Jul	Book Buddies	Meghna	1
2-Jul	Book Buddies a.m.	Monica	3
2-Jul	Storytime One-on-One	Lexy	2
2-Jul	Book Buddies	Meghna	1
2-Jul	Book Buddies	Meghna	1
3-Jul	Outdoor Theater	Jack, Michelle	24
5-Jul	Online-Teen Cooking Club	Michelle	2
6-Jul	Book Buddies	Monica	1
6-Jul	Book Buddies	Jack	1
6-Jul	Book Buddies	Monica	1
6-Jul	Book Buddies	Tricia	1
7-Jul	Prairie Patch Mud Kitchen Group A	Megan	3
7-Jul	Prairie Patch Mud Kitchen Group B	Megan	3
7-Jul	Family Storytime	Lexy, Heather	12
7-Jul	Fractured Fairy tales	Tricia	30
7-Jul	Scratch Coding grades 1-3	Jack	12
7-Jul	Scratch Coding grades 4-6	Jack	9
7-Jul	DIY Protest Art	Michelle	1
7-Jul	Parent Advisory Board Meeting	Lexy, Natalie	2
8-Jul	Storytime One-on-One	Lexy	1
8-Jul	Rollick & Roll	Heather, Lexy	17
8-Jul	Book Buddies	Natalie	1
8-Jul	Book Buddies	Meghna	1
8-Jul	Stories + STEAM	Lexy, Meghna, Megan	29
8-Jul	Teen Karaoke	Michelle	1
9-Jul	Book Buddies	Monica	2
9-Jul	First Chapter Chat - 2021 Monarchs	Monica	13
9-Jul	Scratch Coding grades 1-3	Jack	2
9-Jul	Scratch Coding grades 4-6	Jack	2
9-Jul	Prairie Patch Mud Kitchen Group C	Megan	6
9-Jul	Prairie Patch Mud Kitchen Group D	Megan	9
9-Jul	Babytime	Heather	2
9-Jul	Book Buddies	Meghna	1
9-Jul	Book Buddies	Meghna	1

10-Jul	Storytime One-on-One	Lexy	2
10-Jul	Storytime One-on-One/Book Buddy mashup	Lexy	1
10-Jul	Jackbox Bonfire	Jimmy	0
10-Jul	Teen Book Discussion	Michelle	0
11-Jul	Babytime	Heather	2
13-Jul	Cooking Science: Rock Candy	Jack, Monica	14
13-Jul	Book Buddies a.m.	Monica	3
13-Jul	Book Buddies	Tricia	1
14-Jul	Prairie Patch Mud Kitchen Group A	Megan	5
14-Jul	Prairie Patch Mud Kitchen Group B	Megan	4
14-Jul	Family Storytime	Lexy, Heather	18
14-Jul	Book Buddies	Jack	1
14-Jul	Fractured Fairy Tales	Tricia	22
14-Jul	Online Teen Town Hall	Michelle	0
15-Jul	Dungeons & Dragons grades 3-5	Jack	
15-Jul	Storytime One-on-One	Lexy	1
15-Jul	Rollick & Roll	Heather, Lexy	13
15-Jul	STEM in the Prairie Patch	Monica	4
15-Jul	LGBTea	Michelle	0
15-Jul	Book Buddies	Meghna	1
15-Jul	Book Buddies	Meghna	1
15-Jul	Book Buddies	Meghna	1
15-Jul	Stories + STEAM	Lexy, Meghna, Megan	25
16-Jul	Prairie Patch Mud Kitchen Group C	Megan	5
16-Jul	Prairie Patch Mud Kitchen Group D	Megan	11
16-Jul	Storytime One-on-One / Book Buddy mashup	Lexy	4
16-Jul	Storytime One-on-One	Lexy	2
16-Jul	Book Buddies	Monica	1
16-Jul	First Chapter Chat - 2021 Bluestem	Monica	11
16-Jul	Babytime (a.m.)	Heather	2
16-Jul	Babytime (p.m.)	Heather	1
16-Jul	Water Balloon Olympics	Jimmy	7
17-Jul	Bird-watchers meetup	Michelle	7
20-Jul	Book Buddies	Natalie	1
20-Jul	Book Buddies a.m.	Monica	2
20-Jul	Mid-Kid Yoga program - Cancelled	Monica	0
20-Jul	book buddy	Jack, Monica	2
21-Jul	Prairie Patch Mud Kitchen Group A	Megan	7
21-Jul	Prairie Patch Mud Kitchen Group B	Megan	9
21-Jul	Fractured Fairy Tales	Tricia	12
21-Jul	Online Teen Town Hall	Michelle	1
21-Jul	Family Storytime	Lexy, Heather	17
21-Jul	Mid-Kid Music 101	Heather, Monica	8
22-Jul	Storytime One-on-One	Lexy	2
22-Jul	Rollick & Roll	Heather, Lexy	11
22-Jul	Book Buddy	Jack	1

22-Jul	Stories + STEAM	Lexy, Meghna, Megan	15
22-Jul	Book Buddies	Meghna	1
22-Jul	STEM in the Prairie Patch	Monica	3
23-Jul	Prairie Patch Mud Kitchen Group C	Megan	5
23-Jul	Prairie Patch Mud Kitchen Group D	Megan	11
23-Jul	First Chapter Chat - 2021 Caudill	Monica	6
23-Jul	Babytime (a.m.)	Heather	2
23-Jul	Babytime (p.m.)	Heather	1
23-Jul	Book Buddies	Meghna	1
23-Jul	Book Buddies	Meghna	1
24-Jul	Storytime One-on-One	Lexy	2
24-Jul	Storytime One-on-One / Book Buddy mashup	Lexy	4
25-Jul	Babytime	Heather	1
25-Jul	Pet Show and Tell	Monica, Lexy	6
27-Jul	Book Buddies 9:30am	Natalie	1
27-Jul	Book Buddies 10am	Natalie	1
27-Jul	Book Buddies a.m.	Monica	2
28-Jul	Fractured fairy Tales - Famous Princesses	Tricia	11
28-Jul	Prairie Patch Mud Kitchen Group A	Megan	4
28-Jul	Prairie Patch Mud Kitchen Group B	Megan	7
28-Jul	Family Storytime	Lexy, Heather	9
28-Jul	Book Buddies	Jack	1
28-Jul	Teen Town Hall	Michelle	1
29-Jul	Storytime One-on-One	Lexy	2
29-Jul	Rollick & Roll	Heather, Lexy	13
29-Jul	Stories + STEAM	Lexy, Meghna, Megan	21
29-Jul	Book Buddy	Meghna	1
29-Jul	STEM in the Prairie Patch	Monica	5
30-Jul	Storytime One-on-One / Book Buddy mashup	Lexy	4
30-Jul	Prairie Patch Mud Kitchen Group C	Megan	5
30-Jul	Prairie Patch Mud Kitchen Group D	Megan	15
30-Jul	Book Buddy	Meghna	1
30-Jul	Book Buddy	Meghna	1
30-Jul	Babytime (a.m.)	Heather	2
30-Jul	Babytime (p.m.)	Heather	3
31-Jul	Storytime One-on-One	Lexy	1
		TOTAL:	615

Personal 1-on-1 Services for Families

The Kids & Teens staff have been working together to provide Book Buddies and Storytime 1-on-1s for families. Both are personal, virtual meetings via Zoom that support young readers. In July, we participated in 35 Book Buddies meetings and 13 Storytime 1-on-1s.

This month, Heather Forester Jensen started providing a similar 1-on-1 service for new parents called Babytimes. She provides a personalized, one-on-one meeting for parents and babies to learn new rhymes and bounces which benefit the child's development and the deepens the bonds between parent and child. This month, she presented 9 Babytimes.

In comparison to a single event or storytime that might bring in a larger crowd, these meetings skew our usual attendance numbers because we are presenting more events for fewer people, but we see and hear how meaningful these interactions are for kids and families.

One parent recently told Lexy Twidell that this session is what her son “looks forward to most.” One mother wrote to Natalie Williams and said, “It’s amazing that we have such a wonderful librarian.”

In-Person Events

In July, we offered weekly, in-person, outdoor events - Mud Kitchen and STEM in the Prairie Patch. Mud Kitchen was for ages 2-4 with a caregiver and offered outdoor sensory play with mudpies, potions, and other creative, messy play stations, led by Megan Lawrence. STEM in the Prairie Patch was for grades 3 – 6 and offered hands-on science exploring plants, soil, pollinators, and the environment, led by Monica Dzierzbicki and volunteer Cathy Streett.

Parent Advisory Board

Lexy Twidell and Natalie Williams held the final meeting of the first year with the Parent Advisory Board. The meeting focused on getting feedback on things like Curbside Service, online platforms for reading programs, feelings about reopening the library, and what the community needs are in the midst of Covid-19. They also spent time reflecting on the Board's first year in operation and how the experience can be improved upon in the future with one major change being increasing meetings to bi-monthly rather than quarterly. Lexy updated the application so that new members can be recruited for the next year to officially start in September. In addition, all 4 members from the first year have committed to continue serving another year.

Summer Challenges on Beanstack

This month, 74 new patrons registered on Beanstack, our online software for reading challenges. We added two new challenges, Baby Book Bees and 1,000 Books Before Kindergarten. Each of our challenges gained new readers:

In total, patrons earned 983 badges, completed 1,386 activities, and logged 3,510 books in July.

Adult Summer Challenge	31 new readers, 142 total participants
Teen Summer Challenge	9 new readers, 46 total participants
Mid-Kid Summer Challenge	31 new readers, 156 total participants
Little Kids Summer Challenge	13 new readers, 83 total participants
Mission Math	34 new readers, 199 total participants
Baby Book Bees	4 new readers
1,000 Books Before Kindergarten	12 new readers

Community

Date	Description	K&T Staff	Attendance
2-Jul	School Discussion Group	Monica	2
7-Jul	Meeting with Dena Walter to plan Yoga Storytime program	Lexy	
8-Jul	Contacted Our Lady of Peace to set up returning school textbooks	Monica	
8-Jul	Shared upcoming L2 school focused webinar on "...Future Ready Librarians" with School Discussion Group	Monica	
9-Jul	STEMinist webinar panelists communication	Michelle	

13-Jul	Communication with Superintendent of Willowbrook Parks and Rec department about outreach opportunity at Willow Pond splash pad	Lexy	
14-Jul	Online Programming Meeting with Marissa from Berwyn Public Library	Natalie	
15-Jul	Patron question about Bird-watching program	Michelle	
15-Jul	Communication with Burr Ridge Village Center contact about setting up a new Story Stroll	Lexy	
16-Jul	School Discussion Group	Monica	2
16-Jul	Multiple correspondence with Gower District Librarian on overdue items		
16-Jul	Responded to District 61 request for information on database and ebook access for students	Monica	
18-Jul	Communication with STEMinist panelists	Michelle	6
21-Jul	Communication with Alyssa Harling Irish Dance instructor about classes at IPPL	Lexy, Monica	
21-Jul	Phone call with Stephanie (My College Planning Team)	Michelle	
21-Jul	Reached out to Park District Program Specialist about possible use of Darien pavilion space for library programming	Lexy	
22-Jul	Email exchange with Angela McKenna and Peggy Delaney about Accessibility program.	Megan	
22-Jul	Touched base with local Darien family photographer about revisiting our Little Photographers Workshop program	Lexy	
24-Jul	Willow Pond Splash Pad Outreach (2p.m.)	Lexy, Heather	14
28-Jul	Reached out to potential new members for PAB	Lexy	
30-Jul	Homeschool Planning Meeting with Tricia Giron from 4H	Natalie, Monica	
30-Jul	School Discussion Group	Monica	5
31-Jul	Willow Pond Splash Pad Outreach (11:30a.m.)	Lexy, Heather, Megan	38
		TOTAL:	78

Willow Pond Splash Pad Outreach

Lexy Twidell, Megan Lawrence, and Heather Forester Jensen organized an outreach opportunity at the Willow Pond Splash Pad. The main goal of this outreach is to meet families who are out in the community to spread the word about how to participate in the Summer Challenge. Lexy is bringing the library's presence to the Splash Pad with large storytime books, music, bubbles, and giveaways.

Prairie Patch

In July, we offered weekly events for kids in the Prairie Patch. Our amazing team of volunteers continued to help water and maintain the gardens. We started harvesting food and giving it away (contactless) in the lobby following safety guidelines determined by the CDC and the Illinois Farmers Market Association. So far, we have given away 15 pounds of fresh herbs and veggies.

Seed Library

Number of Checkouts: 17

Number of Seed Packets Checked Out: 42

Number of Donations: 0

Continuing Education

Date	Description	K&T Staff
1-Jul	How to Talk to Your Kids about Skin Tone and Race with Dr. Lucretia Berry of Brownicity	Heather
1-Jul	The Elephant We Don't See: A Diversity Dialogue	Meghna
2-Jul	Virtual Platform Possibilities-Providing digital skilling resources for patrons	Michelle
2-Jul	Brene on Shame and Accountability	Meghna
2-Jul	Find Your Why: A Practical Guide for Discovering Purpose for You and Your Team	Meghna
6-Jul	The Coronavirus' Impact on Libraries goes beyond Books	Michelle
8-Jul	Avoiding Summer Slide, Taking Learning Outside	Michelle
10-Jul	Dismantling Institutional Racism in your Library: From Theory to Practice	Lexy
10-Jul	"Talking to Kids About Race" Jbrary post / exploring the extra resources shared on this page	Lexy
14-Jul	Beanstack exploring	Lexy
14-Jul	Tawk To Training	Heather, Natalie
14-Jul	From Sundown Towns to Black Lives Matter: Race and Racism in Small-Town America	Meghna
20-Jul	on Being Podcast - Jason Reynolds -- Fortifying Imagination	Monica
20-Jul	Jason Reynolds — Fortifying Imagination On Being with Krista Tippett	Tricia
20-Jul	Ibram X. Kendi on "How to Be an Antiracist"	Lexy, Natalie, Heather
21-Jul	Jason Reynolds — Fortifying Imagination On Being with Krista Tippett	Lexy, Natalie
22-Jul	A Virtual Shout-N-Share Showdown	Tricia
22-Jul	Ibram X. Kendi on "How to Be an Antiracist"	Meghna
23-Jul	Jason Reynolds — Fortifying Imagination On Being with Krista Tippett	Heather
22-Jul	Completed "Stamped: Racism, Antiracism, and You: A Remix of the National Book Award-winning Stamped from the Beginning" by Jason Reynolds and Dr. Ibram X. Kendi	Heather
23-Jul	Jason Reynolds — Fortifying Imagination On Being with Krista Tippett	Meghna
24-Jul	Graphic Novel Panel - Part I	Tricia
27-Jul	Its Our Time to Shine! The Difference We Can Make as Future Ready Librarians	Monica
28-Jul	Book Club Picks: Online and in Person	Tricia
28-Jul	From A(ddiction) to Z(its): Supporting Teens with Health Information	Michelle
30-Jul	"Insights from Engaging Frontline Civic Leaders" Harwood Webinar	Natalie

Meetings & Planning

Date	Description	K&T Staff
8-Jul	Planning meeting with TASC member Keeley for STEMInist event	Michelle
13-Jul	Meeting about user testing with Jamie and Ann	Natalie, Meghna
13-Jul	Performance review	Jimmy, Natalie
14-Jul	Performance review	Barb, Jack

16-Jul	Visit to check out Willowbrook Pond Splash Pad for Outreach opportunity	Lexy, Megan
23-Jul	Planning meeting with TASC member Keeley for STEMInist event	Michelle
24-Jul	Training on statistics	Meghna, Jack
29-Jul	Write-On! Meeting	Michelle, Monica, Natalie
29-Jul	Mid-Kids Survey Meeting	Natalie, Monica, Meghna
29-Jul	Homeschooling services planning meeting	Natalie, Monica
30-Jul	Write-On! Meeting with Jill	Michelle
30-Jul	Homeschooling services discussion with Tricia Giron	Natalie, Monica
31-Jul	Beanstack training	Jimmy, Natalie

Submitted by Natalie Williams, Head of Youth Services 8/3/2020

STATISTICS FOR	Jul-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	16,731	31,503	16,731	31,503	-46.89%
Teen	1,379	2,966	1,379	2,966	-53.51%
Kids	8,878	19,264	8,878	19,264	-53.91%
TOTAL	26,988	53,733	26,988	53,733	-49.77%
Electronic Circulation	11,186	7,079	11,186	7,079	58.02%
GRAND TOTAL CIRC.	38,174	60,812	38,174	60,812	-37.23%
% Reciprocal Borrowing	8%	14%	8%	14%	
Patron Visits	7,892	29,564	7,892	29,564	-73.31%
<u>Current Cards</u>					
Resident	73	172	22,850	23,095	-1.06%
Non-Resident	126	83	860	1,102	-21.96%
TOTAL	199	255	23,710	24,197	-2.01%
<u>Patron Assistance</u>					
Adult - Reference	1,220	2,810	1,220	2,810	-56.58%
Kids - Reference	754	2,545	754	2,545	-70.37%
Technology - Reference	1,007	1,331	1,007	1,331	-24.34%
TOTAL REFERENCE	2,981	6,686	2,981	6,686	-55.41%
Adult - Other	309	481	309	481	-35.76%
Kids - Other	19	173	19	173	-89.02%
Technology - Other	12	79	12	79	-84.81%
TOTAL OTHER	340	733	340	733	-53.62%
GRAND TOTAL ASST.	3,321	7,419	3,321	7,419	-55.24%
<u>ILL/Reserves</u>					
Holds	7,507	7,901	7,507	7,901	-4.99%
ILLs Checked Out	310	4,175	310	4,175	-92.57%
ILLs Received	310	4,675	310	4,675	-93.37%
<u>Programs - Adult</u>					
# Programs	11	12	11	12	-8.33%
Attendance	188	361	188	361	-47.92%
<u>Technology Classes</u>					
# Programs	6	7	6	7	-14.29%
Attendance	174	56	174	56	210.71%
<u>Individual Technology Training</u>					
# of Patrons	74	535	74	535	-86.17%
<u>Groups</u>					
# Programs	4	12	4	12	-66.67%
Attendance	48	121	48	121	-60.33%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	12	6	12	6	100.00%
Attendance	44	66	44	66	-33.33%
<u>Programs - Kids</u>					
# Programs	113	116	113	116	-2.59%
Attendance	498	2,770	498	2,770	-82.02%
GRAND TOTAL ATT.	1,026	3,909	1,026	3,909	-73.75%

STATISTICS FOR	Jul-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Computers -</u>					
<u>Patron Use</u>					
Adult Computers	918	3,074	918	3,074	-70.14%
Kids Computers	84	1,060	84	1,060	-92.08%
TOTAL PATRON USE	1,002	4,134	1,002	4,134	-75.76%
<u>Hours Used</u>					
Adult Computers	595	2,467	595	2,467	-75.88%
Kids Computers	21	832	21	832	-97.48%
TOTAL HOURS USED	616	3,299	616	3,299	-81.33%
Wireless Total Connections	3,608	9,474	3,608	9,474	-61.92%
IPPL Total Web Site Access	57,291	17,942	57,291	17,942	219.31%
IPPL Total Page Views	70,769	47,643	70,769	47,643	48.54%
Subscription Database Logins	2,581	2,756	2,581	2,756	-6.35%
<u>Outreach-Homebound</u>					
Items Delivered	111	94	111	94	18.09%
<u>Volunteers</u>					
Number Active	13	73			
Hours Worked	66	607.50	66	607.50	-89.14%
Staff Training Hours	50	40	50	40	25.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - July 2020

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	489	1	0	490			1	0
Non-Fiction	40360	374	710	40024			374	710
Fiction	34898	404	514	34788			404	514
ADULT TOTALS	75747	779	1224	75302	0	0	779	1224
KIDS								
Non-Fiction	11336	225	46	11515			225	46
Fiction	22824	216	497	22543			216	497
KIDS TOTALS	34160	441	543	34058	0	0	441	543
TEEN								
Non-Fiction	440	3	0	443			3	0
Fiction	3809	15	54	3770			15	54
TEEN TOTALS	4249	18	54	4213	0	0	18	54
BOOK TOTALS	114156	1238	1821	113573	0	0	1238	1821

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6299	71	3	6367			71	3
Music CDs	5824	14	1	5837			14	1
Playaway	370	3	0	373			3	0
DVDs (DVD & Blu-ray)	20835	226	134	20927			226	134
ADULT TOTALS	33328	314	138	33504	0	0	314	138
KIDS								
Audiobooks on CD	538	2	0	540			2	0
Music CDs	269	0	1	268			0	1
Playaway	107	0	0	107			0	0
DVDs (DVD & Blu-ray)	4298	5	6	4297			5	6
KIDS TOTALS	5212	7	7	5212	0	0	7	7
TEEN								
Audiobooks on CD	206	3	0	209			3	0
Playaway	19	0	0	19			0	0
DVDs (DVD & Blu-ray)	437	0	424	13			0	424
TEEN TOTALS	662	3	424	241	0	0	3	424
AUDIOVISUAL TOTALS	39202	324	569	38957	0	0	324	569

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	154	4	0	158			4	0
Tech Takeout (except digital content devices)	115	1	1	115			1	1
CD-ROMs	35	0	32	3			0	32
ADULT TOTALS	304	5	33	276	0	0	5	33
KIDS								
Kits (STEM, Book bundles, etc.)	157	0	3	154			0	3
Puzzles (New Aug. 2018)	16	0	0	16			0	0
Playaway Launch Pads	22	0	0	22			0	0
KIDS TOTALS	195	0	3	192	0	0	0	3
TEEN								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	666	14	1	679			14	1
Board Games	97	0	0	97			0	0
TEEN TOTALS	769	14	1	782	0	0	14	1
OTHER TOTALS	1268	19	37	1250	0	0	19	37
COLLECTION TOTALS	154626	19	37	154608			1581	2427

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- July 2020

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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)	23,061	135	23,196	0	135
eMedia (Overdrive Advantage)	6,112	120	6,232	0	120
Preloaded eReaders	88	12	100	0	12
eBook Totals	352,939	99,855	452,794	0	255
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)	5,808	8	5,816	0	8
eMedia Advantage (Overdrive)	1,337	31	1,368	0	31
Preloaded Adult Audiobook iPods	73	12	85	0	12
Audiobook Total	76,490	23848	100,338	0	51
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037	0	15,037	N/A	N/A
Preloaded Adult Roku Titles	1,216	10	1,226	0	10
Preloaded Family Roku Titles	183	0	183	0	0
Video Totals	16,436	10	16,446	0	10
Total Audiovisual	334,630	23,858	358,488		61
Collection Totals	687,569	123,713	811,282		316

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2020

Balance on hand as of June 30, 2020.....	3,607,316.91
Cash Receipts for July.....	160,917.90
Cash Disbursements for July.....	319,746.81
Cash on hand as of July 31, 2020.....	3,448,488.00

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.248%	
General.....	1,343,639.83
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,879.65
Children's Endowment.....	3,062.43
Endowment.....	11,854.36
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	50,465.71
Hinsdale Bank & Trust - Checking.....	2,226.00
Fifth Third - Savings - Rate 0.20%	
General.....	100,602.35
Petty Cash/Circulation.....	404.00
Balances as of July 31, 2020.....	3,448,488.00

FUND BALANCES AS OF 7/31/2020

Corporate Fund.....	3,294,145.69
Building & Maintenance Fund.....	45,163.45
I.M.R.F. Fund.....	13,300.10
Liability Fund.....	(6,471.81)
Social Security Fund.....	16,881.43
Special Reserve Fund.....	5,879.65
Current Liabilites.....	79,589.49
Grand Total All Funds.....	3,448,488.00

**Indian Prairie Public Library District
Consolidated Revenue Report for July 2020**

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Percent of Year: 8.33

	RECEIVED July 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,068,008.64	2,068,008.64	55.28%	3,740,844.00	1,672,835.36
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.05	0.05	0.00%	0.00	-0.05
TOTAL PROPERTY TAX & LEVY INTEREST	2,068,008.69	2,068,008.69	55.28%	3,740,844.00	1,672,835.31
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	53,161.00	53,161.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	53,161.00	53,161.00
INTEREST					
43500 · Interest - Investment	328.64	328.64	0.00%	0.00	-328.64
TOTAL INTEREST	328.64	328.64	0.00%	0.00	-328.64
DESK MONIES					
45100 · Copier	98.60	98.60	4.29%	2,300.00	2,201.40
45120 · Computer Copies	344.71	344.71	4.60%	7,500.00	7,155.29
45130 · Fax	51.00	51.00	10.20%	500.00	449.00
45200 · Fines/Fees	1,452.45	1,452.45	5.81%	25,000.00	23,547.55
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	275.05	275.05	6.88%	4,000.00	3,724.95
45350 · Non-Resident Fees	15,761.24	15,761.24	33.54%	47,000.00	31,238.76
45450 · Top Picks	1.80	1.80	0.00%	0.00	-1.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	0.00	0.00	0.00%	500.00	500.00
45650 · 3D Printing	0.00	0.00	0.00%	250.00	250.00
45660 · Carvey	0.00	0.00	0.00%	50.00	50.00
45700 · Passport Fees	0.00	0.00	0.00%	17,500.00	17,500.00
45750 · Notary Fees	47.00	47.00	6.71%	700.00	653.00
TOTAL DESK MONIES	18,031.85	18,031.85	17.04%	105,800.00	87,768.15
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	250.00	250.00
46700 · Miscellaneous	0.00	0.00	0.00%	2,000.00	2,000.00
46800 · Collection Agency Fee	0.00	0.00	0.00%	150.00	150.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	0.00	0.00	0.00%	2,400.00	2,400.00
GRAND TOTAL	2,086,369.18	2,086,369.18	53.47%	3,902,205.00	1,815,835.82

**Indian Prairie Public Library District
Consolidated Expenditures Report for July 2020**

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Percent of Year: 8.33

	July 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	159,423.68	159,423.68	6.95%	2,294,105.00	2,134,681.32	2,317,046.00	6.88%
61310 · Benefits - Medical / Life Ins.	10,030.54	10,030.54	5.74%	174,732.00	164,701.46	184,000.00	5.45%
61330 · Benefits - IMRF	16,570.34	16,570.34	7.56%	219,079.00	202,508.66	212,000.00	7.82%
61340 · Benefits - FICA	12,012.03	12,012.03	7.05%	170,513.00	158,500.97	183,000.00	6.56%
61400 · Staff Development	757.86	757.86	4.99%	15,200.00	14,442.14	24,000.00	3.16%
61600 · Board Development	0.00	0.00	0.00%	750.00	750.00	2,000.00	0.00%
61710 · Workers Compensation	5,952.00	5,952.00	100.00%	5,952.00	0.00	10,000.00	59.52%
61720 · Unemployment Insurance	111.48	111.48	3.72%	3,000.00	2,888.52	3,800.00	2.93%
TOTAL PERSONNEL	204,857.93	204,857.93	7.11%	2,883,331.00	2,678,473.07	2,935,846.00	6.98%
MATERIALS							
62100 · Books	5,173.27	5,173.27	3.03%	170,650.00	165,476.73	240,000.00	2.16%
62200 · Periodicals	3,139.12	3,139.12	11.92%	26,325.00	23,185.88	33,000.00	9.51%
62300 · Audio	2,116.19	2,116.19	5.99%	35,350.00	33,233.81	55,000.00	3.85%
62400 · Video	1,058.11	1,058.11	2.41%	43,950.00	42,891.89	80,000.00	1.32%
62500 · Multi-Media	4.51	4.51	0.04%	11,250.00	11,245.49	13,000.00	0.03%
62600 · eMaterials	57,193.72	57,193.72	33.90%	168,700.00	111,506.28	66,000.00	86.66%
62700 · Console Games	0.00	0.00	0.00%	7,000.00	7,000.00	9,000.00	0.00%
62800 · ESL	0.00	0.00	0.00%	1,000.00	1,000.00	1,300.00	0.00%
62900 · Materials Supplies	543.34	543.34	2.59%	21,000.00	20,456.66	27,000.00	2.01%
TOTAL MATERIALS	69,228.26	69,228.26	14.27%	485,225.00	415,996.74	524,300.00	13.20%
BUILDING							
63200 · Cleaning Service	100.00	100.00	0.14%	71,500.00	71,400.00	88,000.00	0.11%
63300 · Utilities (1-8-11 · Gas)	564.92	564.92	5.65%	10,000.00	9,435.08	26,000.00	2.17%
63300 · Utilities (1-8-12 · Electric)	0.00	0.00	0.00%	58,000.00	58,000.00	78,000.00	0.00%
63300 · Utilities (1-8-13 · Telephone)	0.00	0.00	0.00%	5,500.00	5,500.00	15,000.00	0.00%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	10,000.00	10,000.00	20,000.00	0.00%
63300 · Utilities (1-8-15 · Garbage Disposal)	0.00	0.00	0.00%	4,400.00	4,400.00	17,000.00	0.00%
63350 · Building Supplies	0.00	0.00	0.00%	6,000.00	6,000.00	10,000.00	0.00%
63400 · Maintenance Supplies	2,394.46	2,394.46	21.77%	11,000.00	8,605.54	32,000.00	7.48%
63500 · Security System Monitoring	0.00	0.00	0.00%	700.00	700.00	11,000.00	0.00%
63600 · Property Maintenance	805.00	805.00	2.01%	40,000.00	39,195.00	55,000.00	1.46%
63800 · Building Maintenance/Repair	398.00	398.00	1.33%	30,000.00	29,602.00	50,000.00	0.80%
TOTAL BUILDING	4,262.38	4,262.38	1.73%	247,100.00	242,837.62	402,000.00	1.06%
OPERATIONS							
64200 · Supplies - Office	107.09	107.09	0.89%	12,000.00	11,892.91	16,000.00	0.67%
64300 · Photocopy Supplies	17.94	17.94	0.36%	5,000.00	4,982.06	6,000.00	0.30%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	0.00	0.00	0.00%	2,300.00	2,300.00	4,000.00	0.00%
64500 · Postage	0.00	0.00	0.00%	4,100.00	4,100.00	5,000.00	0.00%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,500.00	1,500.00	3,000.00	0.00%
64700 · Travel	38.53	38.53	2.57%	1,500.00	1,461.47	1,100.00	3.50%
64800 · Organizational Memberships	119.00	119.00	3.40%	3,500.00	3,381.00	4,000.00	2.98%
64900 · Bank Fees	22.41	22.41	0.75%	3,000.00	2,977.59	4,000.00	0.56%
TOTAL OPERATION	304.97	304.97	0.91%	33,500.00	33,195.03	44,100.00	0.69%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	0.00	0.00%	10,000.00	10,000.00	10,000.00	0.00%
65150 · Supplies-Staff Toner	0.00	0.00	0.00%	6,000.00	6,000.00	8,500.00	0.00%
65160 · Supplies-Technology Services	162.96	162.96	13.58%	1,200.00	1,037.04	1,200.00	13.58%
65200 · Technology-Prof Services	0.00	0.00	0.00%	4,000.00	4,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	0.00	0.00	0.00%	10,750.00	10,750.00	25,000.00	0.00%
65350 · Tech Takeout	0.00	0.00	0.00%	1,000.00	1,000.00	1,000.00	0.00%
65400 · Technology Equip Mnt/Repair	1,798.00	1,798.00	13.85%	12,979.00	11,181.00	11,000.00	16.35%

**Indian Prairie Public Library District
Consolidated Expenditures Report for July 2020**

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Percent of Year: 8.33

	July 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	0.00	0.00	0.00%	8,393.00	8,393.00	20,000.00	0.00%
65600 · SWAN	11,997.00	11,997.00	25.00%	47,988.00	35,991.00	48,000.00	24.99%
65700 · Telecommunications	693.35	693.35	4.79%	14,465.00	13,771.65	15,000.00	4.62%
TOTAL TECHNOLOGY	14,651.31	14,651.31	12.55%	116,775.00	102,123.69	147,700.00	9.92%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,165.00	1,165.00	7.28%	16,000.00	14,835.00	26,000.00	4.48%
66200 · Credit Bureau	0.00	0.00	0.00%	900.00	900.00	1,200.00	0.00%
66300 · Copier	246.00	246.00	7.03%	3,500.00	3,254.00	3,000.00	8.20%
66400 · Copier Maintenance Contract	297.40	297.40	11.90%	2,500.00	2,202.60	3,000.00	9.91%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,708.40	1,708.40	7.39%	23,120.00	21,411.60	33,200.00	5.15%
INSURANCE							
67100 · Multi Peril-Physical Assets	11,941.00	11,941.00	100.00%	11,941.00	0.00	14,000.00	85.29%
67200 · Bonding	1,160.00	1,160.00	100.00%	1,160.00	0.00	1,700.00	68.24%
67300 · Officers & Directors Liability	2,009.00	2,009.00	100.00%	2,009.00	0.00	3,000.00	66.97%
67400 · Umbrella Liability	2,275.00	2,275.00	100.00%	2,275.00	0.00	3,000.00	75.83%
TOTAL INSURANCE	17,385.00	17,385.00	100.00%	17,385.00	0.00	21,700.00	80.12%
MARKETING							
68110 · Marketing Newsletter	0.00	0.00	0.00%	36,000.00	36,000.00	40,000.00	0.00%
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00	2,400.00	0.00%
68210 · Marketing Advertising	0.00	0.00	0.00%	840.00	840.00	1,800.00	0.00%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-Information Printing	0.00	0.00	0.00%	2,200.00	2,200.00	5,000.00	0.00%
68500 · Legal Notices	0.00	0.00	0.00%	1,500.00	1,500.00	2,000.00	0.00%
68600 · Programming	2,978.51	2,978.51	9.55%	31,200.00	28,221.49	35,000.00	8.51%
TOTAL PUBLIC INFORMATION	2,978.51	2,978.51	4.01%	74,240.00	71,261.49	87,200.00	3.42%
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	0.00	0.00	0.00%	1,000,000.00	1,000,000.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	21,529.00	21,529.00	15,000.00	0.00%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	315,376.76	315,376.76	6.43%	4,902,205.00	4,586,828.24	5,211,046.00	6.05%



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

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Quarterly Report

6/30/2020

Account

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

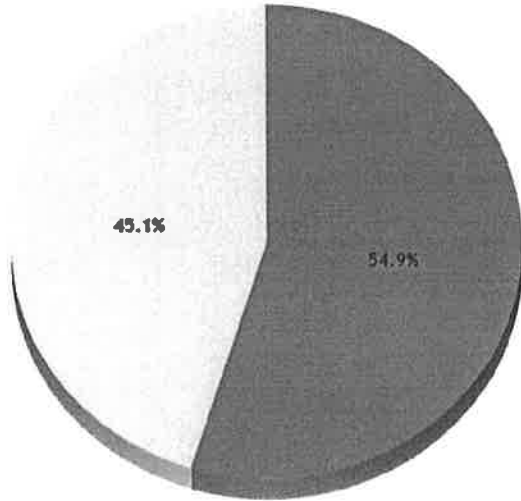


Indian Prairie Public Library District
 Corporate Account
 Schwab Acct# 6415-7790

Holdings Overview

US Dollar
 6/30/2020

Portfolio Allocation as of 6/30/2020



Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	1,112,179.41	54.9
3130aeaj9	Federal Home Loan Banks 2.850% Due 5/8/2023	107,788.52	5.3
912828y20	United States Treas Nts 2.625% Due 7/15/2021	103,739.53	5.1
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100,864.41	5.0
3135g0f73	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100,663.14	5.0
3135g0k69	Federal Natl Mtg Assn 1.250% Due 5/6/2021	75,815.70	3.7
3136g0zu8	Federal Natl Mtg Assn 1.750% Due 9/11/2020	75,631.13	3.7
3133xd4p3	Federal Home Loan Banks 4.625% Due 9/11/2020	61,351.00	3.0
3130ab3h7	Federal Home Loan Banks 2.375% Due 3/8/2024	53,979.22	2.7
3137eadb2	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	52,217.72	2.6
Top 10 Holdings Total		1,844,229.77	91.0

Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	1,112,179.41	54.9	54.9
Fixed Income	914,803.14	45.1	45.1
Equity Total	2,026,982.55	100.0	100.0

Performance by Asset Class

Net of Allocated Fees | US Dollar

12/31/2019 - 6/30/2020



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

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2019	269,868.23	0.00	1,724,981.24	0.00	1,994,849.47
Accrued Interest	0.00	0.00	8,954.01	0.00	8,954.01
Purchases/Contributions	1,294,540.72	0.00	449,281.30	0.00	0.00
Sales/Withdrawals	-449,281.30	0.00	-1,294,540.72	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	-2,012.97	0.00	-2,012.97
Unrealized Gains	0.00	0.00	11,178.41	0.00	11,178.41
Interest Income	74.20	0.00	21,125.52	0.00	21,199.72
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-4,163.64	0.00	-4,163.64
Management Fees	-923.11	0.00	-2,099.33	0.00	-3,022.44
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 6/30/2020	1,112,179.41	0.00	910,012.77	0.00	2,022,192.18
Accrued Interest	0.00	0.00	4,790.37	0.00	4,790.37
Average Capital Base	600,280.20	0.00	1,403,523.28	0.00	2,003,803.47
Total Fees	-923.11	0.00	-2,099.33	0.00	-3,022.44
Total Gain after Fees	-848.91	0.00	24,027.98	0.00	23,179.07
IRR for 0.50 Years	-0.14%	0.00%	1.71%	0.00%	1.16%



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

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Portfolio Appraisal

US Dollar
 6/30/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	100.60	60,361.87	100.85	60,510.79	3.0	0.3
75,000	Federal Natl Mtg Assn 1.750% Due 9/11/2020	99.80	74,851.13	100.31	75,233.73	3.7	0.2
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.09	100,092.11	100.54	100,538.14	5.0	0.2
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100.18	100,178.91	100.76	100,758.85	5.0	0.3
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	99.65	74,738.51	100.90	75,675.08	3.7	0.2
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	101.79	50,896.80	103.33	51,666.85	2.5	0.2
100,000	Federal Home Loan Banks 2.850% Due 5/8/2023	101.45	101,453.98	107.38	107,376.86	5.3	0.3
50,000	Federal Home Loan Banks 2.375% Due 3/8/2024	100.31	50,157.25	107.22	53,609.77	2.6	0.4
	Accrued Interest				2,940.76	0.1	
			612,730.55		628,310.83	31.0	0.2
GOVERNMENT BONDS(USD)							
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.89	99,891.27	102.54	102,535.20	5.1	0.2
	Accrued Interest				1,204.33	0.1	
			99,891.27		103,739.53	5.1	0.2
CMO's(USD)							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	7,655.51	101.56	7,361.15	0.4	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	9,265.28	105.67	9,065.31	0.4	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,601.99	115.56	1,712.47	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039	105.66	15,566.52	101.61	14,970.10	0.7	1.7
	Accrued Interest				87.33	0.0	
			34,089.30		33,196.36	1.6	1.7
FHLMC's(USD)							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	15,483.08	103.16	14,806.31	0.7	1.7



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

Portfolio Appraisal

US Dollar
 6/30/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	2,222.59	105.10	2,164.03	0.1	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	7,878.48	109.96	7,911.52	0.4	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	8,818.50	105.16	8,871.02	0.4	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	33,338.40	105.81	32,872.25	1.6	1.9
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	11,386.27	106.63	11,326.67	0.6	1.7
	Accrued Interest				266.16	0.0	
			79,127.32		78,218.01	3.9	1.7
FNMA's(USD)							
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	78.12	105.29	76.61	0.0	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	1,158.35	104.77	1,166.88	0.1	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	6,344.73	103.71	6,037.08	0.3	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	11,785.45	105.77	11,691.00	0.6	2.6
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	9,047.20	118.76	9,635.94	0.5	2.6
	Accrued Interest				109.67	0.0	
			28,413.86		28,717.18	1.4	2.2
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	3,528.93	102.87	3,271.15	0.2	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	7,741.80	106.84	7,658.86	0.4	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	11,688.88	108.30	11,309.37	0.6	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,450.08	109.85	3,477.46	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	3,158.47	116.65	3,380.73	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,680.24	109.94	2,703.31	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,787.08	112.91	1,848.82	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	5,276.64	116.75	5,822.63	0.3	2.1



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

Portfolio Appraisal

US Dollar
6/30/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,923.06	117.61	2,109.07	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	797.50	117.16	857.71	0.0	2.5
	Accrued Interest				182.12	0.0	
			42,032.67		42,621.24	2.1	2.5
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		1,112,179.41		1,112,179.41	54.9	0.0
			1,112,179.41		1,112,179.41	54.9	0.0
Total Portfolio			2,008,464.40		2,026,982.55	100.0	0.3



Disclaimer & Terms

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6/30/2020

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.

Chamber Report
July 2020

Darien:

I attended the July meeting board outside QBar, in the Darien Plaza location of Cruisin' on Cass car show. The car show has proven popular as one of the few activities available to people during the pandemic. Unfortunately, we did not get permission for a raffle. The board also discussed other options for the DarienDash, including a virtual one. The golf outing planned at Ruffled Feathers also may not take place.

April provided a membership update: the chamber has 160 members, which includes 23 non-profits and 7 courtesy. 28 members have not yet paid, for a total of about \$6200. The board welcomed new member Derek Hughes.

Nick Darien (VFW) updated us on the dedication of the POW-MIA memorial taking place September 20 in Community Park. He encouraged our presence and promotion.

Willowbrook/Burr Ridge:

Due to a technical problem, I could not attend the July Zoom meeting. The Women in Business group meeting was rescheduled.

Shirley Pride Jensen
8/3/20



E-News August 12, 2020

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[View this message in your browser.](#)**In this Issue:**[RAILS News](#) | [Continuing Education \(CE\)](#) | [Census 2020 & Libraries](#) | [Networking](#)[Opportunities](#) | [E-Resources](#) | [Deals, Discounts, Grants](#) | [Conferences](#) | [State Library News](#)[Other Library News](#) | [Member News](#) | [RAILS Jobs and More Links](#)

RAILS News

Check Out Our New EDI Pulse Page

RAILS launched a [new library pulse page](#) on equity, diversity, and inclusion (EDI) that is easily accessed near the top of the [RAILS home page](#). In addition to sharing the most current information about RAILS EDI Initiatives, we would like members to submit information on their EDI activities by [completing the form](#) in the Library Examples section. **We would also love to hear your suggestions for making the page even more helpful and informative for our members.**

The [pulse pages](#) help libraries of all types and sizes stay current on issues and challenges affecting them. For each issue, you'll find introductory information, links to key resources, details on what RAILS is doing to help with the Issue, and more. We continually update and add information.

My Library Is... Caring about the Count!

The Matteson Area Public Library

District rose to the challenge posed by the village of Matteson and created a video advertisement for Census 2020. The library staff clearly had fun working to get a complete count in their community! Check out the library's [Census 2020 outreach video](#) and other videos, on the [My Library Is... website](#).



All library staff and board members are invited to post their videos and other tools designed to show the value of their library in the [Sharing Showcase](#) on the My Library Is... website. Or share more information about your efforts via posting to the [My Library Is... blog](#). If you want to contribute to the site and would like some guidance, contact communications@railslibraries.info.

Find More Illinois Improves Interlibrary Loan Service

Find More Illinois can help libraries provide better interlibrary loan service with increased efficiency and improved processing costs. It provides a single discovery interface for holdings of participating libraries and is designed to incorporate a variety of ILS software. More than 30 public or high school libraries and one academic library now participate in Find More Illinois. Together, Find More Illinois participants contribute over 3 million items available for interlibrary loan.



Find More Illinois makes it easy for patrons to place requests. It simplifies request management by library staff as well. At a relatively low cost, a library can augment their catalog, whether a standalone library or a consortium member. RAILS staff provides implementation, support, and in-person staff training.

Learn more about [Find More Illinois](#) on the website or email RAILS staff at info@findmoreillinois.com.

Continuing Education (CE)

"COVID-19: Employer Q&A" – August 31 Webinar

Join HR Source attorneys Kelly Hayden and Sonal Shah as they discuss how employers can best handle the myriad of issues around COVID-19 while

Topics will include:

- Handling a library employee's positive test result for COVID-19
- Dealing with employees who exhibit COVID-19 symptoms at work
- Travel and quarantining employees

This webinar is a modified version of the May 2020 webinar presented by HR Source with updated information. Kelly and Sonal will also address many of the questions asked during the [RAILS July 2020 member update](#). The webinar will be held on August 31, from 1:00-2:15 p.m. [Register today on Zoom](#).

"Reducing Unconscious Bias in the Library" Interactive Virtual Program, September 3 and 10

This program is divided into two 90-minute Zoom sessions led by Catherine Popowits, a diversity and training consultant who has worked with organizations across the U.S. and Latin America. Participants will learn how to recognize unconscious biases and reduce their impact in the library. Attendees will also learn to consciously include others to build trust and community. Each session will be highly interactive, practical, and provide a safe space for dialogue.

Registration includes access to both sessions; participants need to participate in **both** sessions. This program will be presented through Zoom on Thursday, September 3, 1:30-3:00 p.m., and Thursday, September 10, 1:30-3:00 p.m.

Participation is limited to one staff member per library. [Register via Zoom](#).

Census 2020 and Libraries

Updates, Promo Items, CE, and More

Libraries Must Encourage Census Completion Now!

The census timeline has been moved up to September 30! That means one less month to reach those who haven't completed the census, and one less month to ensure a complete count in Illinois!



The census impacts every library and every community. We need to recommit to promoting the importance of the census, particularly among hard-to-count populations. **As of August 9, the Illinois response rate is only 68.2%. We have a lot of work to do!** In the 2010 Census, only 70.5% of Illinoisans completed the census. Think of all the money our state, local governments, and your library missed out on!

Libraries are trusted messengers, and even during a pandemic, we need to play our important role in making sure that everyone gets counted in the 2020 Census. We ask you to print out one of the flyers linked below, or one of your own, and include it in each curbside pickup that goes out. Most of these are 8 1/2" x 11" for your convenience. You can also share any of [these social media posts](#) available to you in the [Census Toolkit](#). The images on the right are also clickable links.



- [Census FAQ sheet](#)
- [Census 101: What you need to know](#)
- [The 2020 Census is accessible for everyone](#)
- [Fact sheet about responding to the 2020 Census online](#)
- [Half-sheet with list of resources funded by the census](#)
- [Your choice of flyers and more from the DCC Marketing Census Toolkit](#)
- [RAILS census rack card](#)
- [Hand cards in 13 languages](#)

You can find more material under the Census Toolkit on the [RAILS Census Pulse Page](#).

We all need to work together to increase the response rate in every part of our state. Subscribe to the [Census 2020 email list](#) for information and more.

Other Quick and Easy Ways Your Library Can Promote the Census

Promote your in-library computers (if you are open to the public) or parking lot Wi-Fi as a way for residents to complete the census on their phone or another device. Stress to patrons that it only takes a few minutes, the

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Here are some actions your library can take:

- Provide guest or "express" internet access without a library card number.
- Temporarily add or dedicate one or more devices for completing the census with up to 15-minute usage.
- Leave your Wi-Fi on when the library is closed.
- Ensure users can access my2020census.gov and 2020census.gov through the library's firewall.
- Make mobile devices available to complete the census at curbside, bookmobiles, and other outreach efforts.

Illinois Census 2020 Collection in the BiblioBoard Library

For more information on available electronic resources related to the census, check out the E-Resources section below.

Networking Opportunities

RAILS Online Roundtable: E-Content Options for Schools

You're invited to a discussion of how school libraries can maximize their e-content collections. On Thursday, August 27, 10–11 a.m., join us for the RAILS Online Roundtable: E-Content Options for Schools. This event will feature a presentation by RAILS E-Content Specialist Anna Behm who will discuss eRead Illinois Axis 360 and the BiblioBoard Library. More [information and registration](#).

RAILS Online Roundtable: Passport Services

You're invited to a discussion of passport services at your library and how libraries are adapting this service during the pandemic. On Wednesday, September 9, 10–11 a.m., join us for the RAILS Online Roundtable: Passport Services. This event will feature a brief presentation by Kim Murphy, Head of Adult Services, Prospect Heights Public Library. More [information and registration](#).

School Libraries: Request Your Back-To-School RAILS Refresher

Are you new to your school library? Or maybe you're just unfamiliar with how your school can access resources from RAILS? As the beginning of the school year approaches, RAILS invites school librarians to learn more about the programs and services offered by their library system including:

- Continuing education
- Deals & discounts
- Delivery services & interlibrary loan
- Grants
- Networking & connections
- Support for e-books and e-content

To learn more, school librarians can request a 30-minute one-on-one meeting with RAILS Member Engagement Manager Dan Bostrom. These meetings are tailored to the needs of school libraries. All meetings take place via Zoom. If you're interested in scheduling a RAILS school library meeting, please [check the calendar](#) for available times.

E-Resources

New! Recovering the Classics Images Available for Use

We've added over 20 more Recovering the Classics images for your use. As a RAILS member, you have access to a rich collection of classic book cover art images created by contemporary artists. These recovered classics take a fresh, approachable look at literary works in the public domain.

These images are freely available to use for library programs, promotions, activities, and more. [Download these images](#) today.



We Care About the Count and We Care About You!

We've got a special collection of e-books available in the BiblioBoard Library. We added a collection of e-books focused on self-care and wellness from leading publishers like [Callisto Media](#) and [Gibbs Smith](#) in collaboration with the Illinois Department of Human Services as part of their "Care About the Count" 2020 Census campaign.

self-care and wellness-focused e-books. And go to my2020census.gov to take the census. You matter, be counted!

Like everything in the BiblioBoard Library, the Illinois Census 2020 collection is available to everyone in Illinois, with no library card or login required, courtesy of RAILS. There is no need for libraries to join or sign up for BiblioBoard, simply add this link to your library's website: illinois.biblioboard.com. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

RAILS Online Roundtable: E-Content Options for Schools

Check out the [Networking Opportunities](#) section for information about the RAILS Online Roundtable: E-Content Options for Schools on August 27.

Deals, Discounts, Grants

Deals & Discounts

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

Career Online High School Deal Offers Smaller Scholarship Bundles

More than 1.1 million (11%) of Illinois adult residents do not have a high school diploma. Your library can offer a path to a brighter future with [Career Online High School](#), an 18-credit, vocation-based high school completion program. Unlike a GED, this program enables libraries to offer adult learners accredited high school diplomas along with career certificates in one of 10 high-demand employment fields.

RAILS subsidizes the cost of the platform, which includes extensive training for participating staff, implementation, and student recruitment support. Gale, the COHS vendor, has agreed to smaller bundles of scholarship purchases both for newly joining libraries and libraries replenishing their scholarships.

PressReader for Libraries Limited-Time Special

[PressReader for Libraries](#), available on iOS and Android, provides remote access to thousands of newspapers and magazines from 120 countries and 60 different languages servicing a diverse range of patron communities. RAILS public libraries are eligible for significant savings through August 31, for an annual subscription, and can also register now for a free 60-day trial.

Conferences

PUG Day Information and Webinars; RAILS Sessions

PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing education. This year, PUG Day is going virtual with programs from memory cafes to trend scanning during the pandemic to innovative mobile worklists! The webinar series will kick-off on August 18, and continue into September. Webinars are scheduled on Tuesdays and Thursdays, with bonus webinars on Friday, August 28.

Sessions with RAILS staff include:

- [The Marketing Funnel & the My Library Is... Campaign](#) on September 3, at 10 a.m., with Member Engagement Manager Dan Bostrom.
- [New Resources from RAILS](#) on September 1, at 10 a.m., with Library Resources and Program Manager Leila Health, E-Content Specialist Anna Behm, and Special Projects Librarian Jessica Barnes.

For schedules, program descriptions, to register, and more, please visit the [PUG Day web page](#). Use the links in the calendar to register via Zoom. Due to the L2 migration, webinars are not listed in L2.

LJ Day of Dialog

Library Journal's free virtual day-long event, Day of Dialog, is September 25. You'll hear from top authors in genre fiction, literary fiction, and nonfiction, and learn about more titles and trends from speakers. There will be author chats and a virtual exhibit hall. Learn more and register [here](#).

Submit Poster Session for ILA

ILA is accepting poster sessions submissions for the 2020 ILA Virtual Conference. All library types can submit on any topic relevant to librarianship. They may include a description of an innovative library program; an analysis

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ALA 2021 Midwinter Meeting Goes Virtual

The [2021 ALA Midwinter Meeting & Exhibits](#) scheduled for January 22-26, in Indianapolis, will now take place virtually. The preliminary roster of speakers, which is set to include some of today's most highly regarded keynoters and authors, will be announced early this fall along with ongoing announcements of programs, sessions, meetings, and exhibits. Registration will open in November.

ILA Conference Scholarship Opportunity

[Fast Forward Libraries](#) wants to make it easier for board and staff members at small, rural public libraries in Illinois to learn and grow through professional development and continuing education. They are offering 20 scholarships for board and staff members from small, rural public libraries to attend the 2020 ILA virtual conference. [Click here for more information](#). The deadline to apply is 11:59 p.m., on Monday, August 31.

**Submit Proposals for 2021 ALA Annual Conference in Chicago**

ALA Conference Services is now accepting program proposals for the 2021 ALA Annual Conference in Chicago, June 24-29, 2021. Submit proposals [via this site](#). The deadline is September 30.

ARSL Virtual Conference 2020

A virtual conference for the Association for Rural & Small Libraries (ARSL) will be held September 28-October 2. [Registration](#) is open now! [Virtual exhibitor](#) opportunities are also available.

Illinois State Library News

Three Grants Available from the State Library

The Illinois State Library announced three new grants available for Illinois libraries that are members of RAILS, IHLS, or CPL. The grants are open to varying library types. The deadline for each grant is September 30. Follow the links for eligibility and program guidelines, and to apply.

- [Back To Books Grant Offering](#) offers up to \$4,900 to develop collections that encourage formal and independent reading. Public libraries and school districts may apply.
- [Digital Network Access for Illinois Libraries](#) awards grants to assist libraries in addressing the unforeseen consequences of COVID-19. Public libraries, school libraries, and community colleges are invited to apply for up to \$10,000 to establish or expand the library's digital network access.
- [Personal Protective Equipment \(PPE\) for Illinois Public Libraries](#) supports the role of public libraries in their efforts to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic. Public libraries may apply for up to \$500 per public library building.

Other Library News

ILA Seeks Committee Volunteers

ILA needs volunteers to serve on the Awards Committee and Best Practices committee. If you are interested in serving on an ILA Committee you must maintain personal membership in the association. [Submit interest](#) by September 1.

Pandemic Resources for School Librarians

The American Association of School Librarians (AASL) recently released "[School Librarian Role in Pandemic Learning Conditions](#)." A chart pairs different back-to-school scenarios with the five roles of a school librarian. A variety of supplemental resources are also available.

Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

August 14, 2020

product architecture + design

Memorandum:

Indian Prairie Public Library: New Drive Up Window Recommendation to Award

Indian Prairie Public Library
Jamie Bukovac, Director Library
401 Plainfield Rd,
Darien, IL 60561

Jamie

On August 5, 2020 at 5:00 pm, the library received a total of 5 proposals for the new drive up window to be located in the circulation room at the library. The low proposal for the project was \$21,432 from Knudsen Construction Corporation. The average of the 5 proposals was \$27,265 which was great coverage and good news for the library. (See attached spreadsheet for a full list of all proposals submitted)

In addition to the base construction project, the team listed 1 add alternate to replace the entire awning structure in lieu of removing the existing awning material, adding additional structure adjacent to the existing, and providing a new continuous awning for both areas which was included in the base bid. After discussions at the Library, it was determined that the alternate was not necessary and would not be considered.

On August 14, 2020, our office contacted Laura Knudsen representing Knudsen Construction and reviewed the scope of work for the project that was included in the contract documents. At the conclusion of the phone conversation, we were satisfied that the all work required to complete the project was included in their proposal and it should be considered valid.

In addition, we have completed a number of projects of this size with Knudsen Construction Corporation over the last several years including small renovations at the Elmwood Park Public Library, Lincolnwood Public Library, and the Westchester Public Library with no issues to report. Therefore and in conclusion, we highly recommend that the library board of trustees approve the submitted proposal.

Upon approval by the board, product architecture + design will provide an AIA A105-2017 standard small project agreement between owner and contractor for review and signature. As part of the contract, Knudsen Construction will provide a project schedule for review and approval by the library.

Please do not hesitate to contract me with any questions.

Best-



Dan Pohrte
Partner, product architecture + design

July 28, 2020

Bid Proposal Form

Indian Prairie Public Library: New Drive up Window

Bid Proposal for: Indian Prairie Public Library District
Jamie Bukovac, Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561
630-887-0674

Proposal Due Date: August 5, 2020 | 5:00 p.m. at the Library

Included In Sealed Bid: Lump Sum Base Bid

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site, including the Drawings and Addenda numbered _____, the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

Twenty-One Thousand, Four Hundred, Thirty-Two DOLLARS(\$ 21,432.00)

Alternate #1: New Awning

One Thousand, Four Hundred, Ten DOLLARS(\$ 1,410.00)

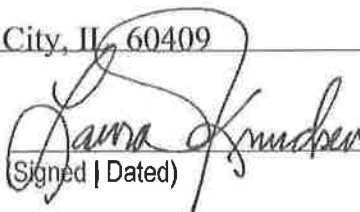
I have received all addendum and have included any and all applicable changes or revisions in our base bid.

Knudsen Construction, Inc.
(Name of Company)

: Laura Knudsen : Vice President
(Name of Bidder) (Title)

1440 Huntington Drive, Calumet City, IL, 60409
(Street Address, City, State, Zip)

708-730-0600
(Telephone Number)

 , 2018
(Signed | Dated)

Indian Prairie Public Library		08.05.20	
company	base bid	alternate #1	total bid
Knudsen Construction	\$21,432	\$1,410	\$22,842
Dkersey	\$37,186	\$500	\$37,686
Orbis	\$29,750	\$0	\$29,750
Hargrave	\$26,000	\$555	\$26,555
Horcher	\$21,953	\$350	\$22,303

Employee Expense Reimbursement

In January 2019, the Illinois Wage Payment and Collection Act was amended to include a new section (820 Illinois Compiled Statutes 115/9.5) ("Amendment") that now requires every Illinois employer to reimburse an employee for all "necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer."

"Necessary expenditures" include any reasonable expenses or losses that the employee incurs that primarily benefit the employer and are a result of the employee discharging the duties of his or her position (e.g., required travel to an off-premises work site or required usage of a personal data plan, but not an ordinary commuting expense). Importantly, the Amendment allows employers to establish written guidelines for "necessary expenditures," and an employer is not required to reimburse any expenses exceeding those guidelines. For example, employers that reimburse for an employee's data or Internet charges for a personal device may establish a certain limit on the amount that is reimbursable.

Illinois does not require 100 percent reimbursement for all employee expenses related to business purposes. Instead, the Amendment allows employers to designate in a written reimbursement policy the maximum amount or percentage of expenses that they will cover as long as the reimbursements are not de minimis. The Amendment does not define what constitutes a "de minimis reimbursement."

In January 2019 the library did not require staff to use their own Internet and phones to perform their work and we did not establish policy and procedures for expense reimbursement. With the onset of COVID, all staff worked from home starting mid-March until May 30. As of May 31, some staff have worked part of their hours from home and will continue to do so until the state moves to phase 5 of its reopening plan.

Each category has been assigned an average number of hours worked in a week:

FT – 37.5 hours

PT over 20 hours – 25 hours

PT under 20 hours – 16 hours

Based on these averages I determined the percentage of hours in a week (a week being 168 hours) that someone could work:

FT – 22%

PT over 20 hours – 15%

PT under 20 hours – 10%

I then applied average cell phone and data rates as of March 2020 to determine the monthly reimbursement rates:

FT - \$22

PT over 20 hours - \$15
PT under 20 hours - \$10

The monthly rate spreadsheet and the proposed policy are attached.

There will be a period of time established where staff may request reimbursement for use of their data during the time period of March 14 through July 31. Established procedures will be used for reimbursement of data use in August and going forward.

CUB Cell Phone Data Guide accessed 3/19/20

Tmobile	\$	70.00	Unlimited
Sprint	\$	55.00	3 GB
Verizon	\$	50.00	4 GB
ATT	\$	60.00	3 GB
AVERAGE	\$	58.75	

Internet	\$	60.43	60 mbps or more	https://www.numbeo.com/cost-of-living/in/Chicago
Internet	\$	39.00	8 mbps	https://www.expatisan.com/cost-of-living/chicago
Internet	\$	30.00		25 https://broadbandnow.com/Illinois/Chicago
Internet	\$	50.00		50 https://broadbandnow.com/Illinois/Chicago
Internet	\$	20.00		25 https://broadbandnow.com/Illinois/Chicago
Internet	\$	40.00		100 https://broadbandnow.com/Illinois/Chicago
Internet	\$	50.00		50 https://broadbandnow.com/Illinois/Chicago
AVERAGE	\$	41.35		

Total Average \$ 100.10

	FT	PT-16 hours	PT-25 hours
FT Total Hours budgeted per week	37.5	16	25
Total Hours in a week	168	168	168
% of time worked per week	22%	10%	15%

Costs	Both	Internet	Phone
Work Time-FT	22%	22%	22%
Payout	\$ 22	\$ 9	\$ 13

Costs	Both	Internet	Phone
Work Time-PT/16	10%	10%	10%
Payout	\$ 10	\$ 4	\$ 6

Costs	Both	Internet	Phone
Work Time-PT/25	15%	15%	15%
Payout	\$ 15	\$ 6	\$ 9

EXPENSE REIMBURSEMENT POLICY

The Illinois Wage Payment and Collection Act states, "An employer shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer. As used in this Section, "necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer." As such, Indian Prairie Public Library will reimburse employees for reasonable, pre-approved business expenses incurred while conducting library business away from their normal work location. Per the law, the library will not reimburse expenses that were not authorized and employees must follow library procedures in order to receive reimbursements.

Telecommute Expense Reimbursement

Employees who have been approved to work from home will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rates are as follows:

	Data	Phone	Both
FT staff	\$9	\$13	\$22
PT staff/more than 20 hours per week	6	\$9	\$15
PT staff/less than 20 hours per week	\$4	\$6	\$10

Reimbursements will be prorated if the employee does not work a full month at home. These amounts are based on available data of average monthly cell phone and internet costs. Average costs will be reviewed at the start of each calendar year.

In order to receive the reimbursement for working from home, staff must request it by the 30th of the month following the month in which the work was performed using the library's designated reimbursement form.

Student Card

I am proposing a special student card be made available to youth ages 13 to 17. I discussed this idea with the department heads and we would like to encourage use of the library by this age group by making it easy for them to get a card. In addition, as schools are not providing library services we see this as an important time to offer this type of card. We are recommending a limited card that would provide access to digital materials and resources, allow for checkouts of most materials (not equipment), and would have a limit of 10 physical items at a time on their card.

Student Card Policy

Residents ages 13 to 17 may acquire a student card that does not require the signature of a parent or legal guardian. This card may be used to check out books, audiobooks, periodicals, CDs, DVDs, and games with a limit of 10 items on their card at one time. The card may also be used to access all digital services including ematerials and databases, and to use the library's computers and laptops in house. All policies relative to issuance of cards and cardholder responsibilities apply to this card. Residents ages 13 to 17 may also receive a full privilege card with the signature of their parent or legal guardian.

Phased Services during the COVID-19 Pandemic

The library is basing its phased services on the phases instituted by the state as detailed in *Restore Illinois: A Public Health Approach to Safely Reopen Our State*.

IPPL Phase 1/Restore Illinois Phase 1

During the Illinois' phase 1 strict stay-at-home and social distancing guidelines are in place.

Services:

The building is not open. The only services are remote.

- Staff available through phone, chat, and email to answer patrons' questions.
- Online library card registration
- Digital materials and resources
- Online programs
- Due dates for materials are extended

IPPL Phase 2/Restore Illinois Phase 2

Restore Illinois Phase 2 states that non-essential businesses may be open for curbside pickup and delivery. It is a time of providing minimum basic services. Safety protocols that follow state guidelines are in place and staff practice social distancing and follow cleaning procedures.

Services available:

- The building closed is
- Return of library materials
- Materials are quarantined for three days before checkin
- Curbside pickup of materials
- Patrons can phone, chat, and email staff to place holds and get questions answered.
- Online programs for all ages
- Online library card registration
- Digital materials and resources

IPPL Phase 3/Restore Illinois Phase 3

Restore Illinois Phase 3 states that retail and offices can reopen to the public with capacity and other limits and precautions. The library will apply guidelines outlined in *Phase 3: Recovery* for service counters, retail, and office for how the library opens the building.

Below is a list of services to be offered in Phase 3. While we will be offering many of our usual services the concept guiding Phase 3 is to restrict the length of time patrons are in the building. This will be done by encouraging residents to use the library remotely as much as possible, to continue to pick up items through curbside pick-up rather than coming into the building, and, when coming into the building, to limit the amount of time in the building.

The goal is to patrons in the building while following safety recommendations for serving the public and for staff who are in the building. Per the state's orders, patrons will be told to wear masks unless they have a medical condition in which case we will work to find an accommodation for them. All desks have safety shields. There will be two staff maximum at any one time at the Adult Ask Us Desk and the Kids & Teens Ask Us Desk, and the Checkout Desk, with the recommendation being one person stationed at each desk and staff buzzed as needed to come out to assist a patron. One staff person would work the Technology Services Desk. We can also create one-on-one consulting stations using plastic shields which will aid in assisting patrons with their devices.

Areas will be marked on the floor to guide patrons in maintaining 6' social distancing. Computers will be spread apart to allow for appropriate social distancing and Technology Services staff can remotely assist patrons on the computers. Self-check stations set up so they are not clustered together.

Seating is removed. Meeting spaces won't be available.

Hand sanitizing dispensing stations are set up. Restrooms are available. Water fountains are not be available and patrons are encouraged to bring their own water.

In terms of following safety protocols, the library stacks are particularly problematic as their aisles are just 3' wide. Just like in stores, staff are in the stacks "stocking" the shelves plus locating items to fulfill holds. Maintaining 6' distances requires staff to navigate around patrons in a way that meets the 6' distance requirement or wait for a patron to leave an aisle before the employee can shelve which results in a slowing down of their normal pace of work. Reduced hours for the public allows staff to do some of their work without patrons in the building.

Staff have been trained and will continue to be reminded of safety protocols including maintaining 6' distance from others, cleaning areas of the library, and cleaning workstations. Workrooms are set up to provide for social distancing and full-time staff will work part of their days from home to reduce the number of people in workrooms.

Services in Phase 3

According to the state guidelines, 120 patrons may be in the building at one time.

Hours will be determined by the availability of staff to work but will include evening and weekend hours.

Children age 12 and under will need to be accompanied by an adult.

- Online library card registration
- Access to digital materials and resources
- Browsing of all physical collections
- Checkout of all materials
- Return of all materials
- Curbside pick-up
- Homebound delivery
- Reference and readers' advisory services in-person and by phone, chat, and email
- Online programs
- Outdoor programs with social distancing
- Wi-fi available inside and outside the building
- Limited access to computers in the building
- Printing services
- Copying services
- Faxing services
- Passport services
- Notary services
- Book club services

Services not available in this phase:

- Placing of holds in SWAN (dependent on when delivery is available in SWAN)
- Seating
- Conference rooms
- Board room
- Meeting room
- Wouldshop and related equipment and supplies
- LittleTown and related toys
- LittleShop and related crafts

Management of Services in Phase 3

Materials returned are quarantined for three days based on the REALM tests.

Pick-up of holds is managed through curbside pickup to encourage residents to not come into the building.

Shelving areas are open for browsing.

Checkout of materials is done at the self-check stations.

One staff person will be at the Checkout Desk to assist with library cards and problems with patron accounts.

Patrons will apply for library cards in an online method and simply need to provide a signature at the Checkout Desk when picking up their card.

A passport station is set up with an appropriate safety shield.

Notary services are provided with an appropriate safety shield.

For computer services, staff assist patrons with their questions through chat and screen sharing software.

A limit of an hour is set for use of computers for IPPL cardholders. Express computers are available for 20 minutes at time to anyone.

IPPL Phase 4:/ Restore Illinois Phase 4

Restore Illinois Phase 4: Gatherings of fewer than 50 people, restaurants and bars reopen, child care and schools reopen with guidelines from IDPH.

These services would be added:

- Seating at tables in a socially distancing manner.
- Conference room bookings
- Placing of holds in SWAN (dependent on SWAN decisions and when delivery is available.)

The WouldShop, LittleTown, and the LittleShop would not reopen. While the state allows gatherings of fewer than 50 people, given the need for social distancing we would offer only small group classes and continue to offer online and outdoor programming (as weather permits.)



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.