

Indian Prairie Public Library Board Agenda
August 18, 2021 – 6:30 p.m.

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

- A. Roll Call
Donald Damon, Marian Krupicka, Crystal Megaridis,
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

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

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Illinois Library Association Virtual Annual Conference Page 3

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, July 21, 2021 Page 8
 - 2. Action on Bills/Additional Bills Page 12
 - 3. Approval of 2021 Illinois Public Library Annual Report Page 16

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Information

- H. Department Reports Information
 - 1. Assistant Director Page 35
 - 2. Marketing Page 36
 - 3. Guest Services Page 38
 - 4. Programming & Outreach Page 40
 - 5. Resource Services Page 43
 - 6. Technology & Maker Services Page 46

- I. Staff Report Information
 - Introducing Marissa Fletcher, Resource Services Librarian/
Kids & Teens and Natalie Baddour, Resource Services
Librarian/Adults

Board Meeting – August 18, 2021 – page 2

- J. Reports
 - 1. Treasurer’s Report Page 52 Information
 - 2. RAILS Page 56 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
 - 1. Renovation Update Page 60 Information
 - 2. Library Fines Page 61 Action

- L. New Business
 - 1. COVID Policy and Practices backup distributed @ mtg. Action
 - 2. Library Hours Page 68 Action
 - 3, Replacement of Strobe & Horn Strobes to Sync with Fire Alarm System Page 69 Action
 - 4. Audit of Secretary’s Minutes & Review of Closed Session Minutes Action

- M. Scheduled Meetings
 - Building and Grounds Committee, Krupicka, Raftis, Rao – September 2, 6:30 p.m.

- N. Adjournment

The Illinois Library Association is holding its annual conference October 12 -14. The conference will be virtual. ILA used to designate one day of the conference for trustee programming but this year has spread it out over three days. The conference information states that the conference features live and recorded sessions that will be available for viewing later. As stated below, these are the programs they are recommending for trustees but trustees are free to attend any program. If you would like to register for the conference please contact Maria at mariaw@ippl.info

ILA Virtual Annual Conference Trustee Programming October 12-14, 2021

The programs listed below are suggested for Trustees, but you are able to attend any program of your choice. Recorded sessions will be available to view after the conference.

Here's the url for the full conference schedule:

<https://pheedloop.com/EVEPQQHCYOQYB/site/schedule/>

Tuesday, October 12

10:00 - 11:30 a.m.

Opening General Session featuring Clint Smith

ILA is excited to welcome Clint Smith to the present the keynote at the 2021 Annual Conference. Clint Smith is staff writer at *The Atlantic*. He is the author of *Counting Descent*, which won the 2017 Literary Award for Best Poetry Book from the Black Caucus of the American Library Association and was a finalist for an NAACP Image Award. Clint has received fellowships from New America, the Art For Justice Fund, Cave Canem, and the National Science Foundation. His writing has been published in *The New Yorker*, *The New York Times Magazine*, *Poetry Magazine*, *The Paris Review* and elsewhere. He currently teaches writing and literature at the DC Central Detention Facility. His debut nonfiction book *How the Word Is Passed*, which explores how different historical sites reckon with—or fail to reckon with—their relationship to the history of slavery, will be published by Little, Brown in June 2021. He received his B.A. in English from Davidson College and his Ph.D. in Education from Harvard University.

Clint Smith's appearance is supported by the Illinois State Library, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA). Please note that Clint Smith's presentation will not be recorded.

Noon – 1:00 p.m.

Our Transformational BREAKthrough: Approaches to Community Engagement and Innovative Library Service at the Highwood Public Library

Under a new strategic plan, the Highwood Public Library has dedicated its purpose to assessing and responding to the intersectional structural barriers impacting individuals and families. The result has been a complete transformation of the library to create a robust array of programs and services responding to the needs of the most vulnerable populations. Our programs have proven to be a doorway to progress and opportunity,

increasing adult and early childhood literacy, access to education, and combating the impact of the digital divide. Our secret to successful outcomes is through our community engagement strategy, BREAK (Bridging Resources for Educational Access and Knowledge). BREAK has proven to be an effective model for libraries to not only open access to literature and information, but to cultivate a community engagement strategy that identifies and then breaks barriers by developing engaging programs to bridge trust and build community. With a limited budget and small staff, the Highwood Public Library is still able to support the literacy needs of its community, even being named a finalist for the 2021 National Medal for Museum and Library Service. Join us to learn more about our efforts to build and transform our community through innovative library service.

Speakers: Carmen Patlan and Rachel McMullen, Highwood Public Library

1:30 – 2:30 p.m.

Meeting Stakeholders Where They Are: Crafting a Library Message to Build Buy-In

How often have you found yourself trying to explain to people in your community (or even your colleagues) what the library does or how funding works? Lack of understanding around this perennial issue impacts how well, and even if, our patrons and stakeholders will support libraries when called upon. We often think of advocacy as the job of library administration, but the most successful libraries know that everyone is a potential advocate if they can tell the right story in the right way at the right time. Join the Advocacy Committee for a moderated conversation among representatives of all library types to learn tips, techniques, and best practices you can bring to your library community.

Speakers: Magan Szwarek, Schaumburg Township District Library, and Qiana Johnson, Northwestern University

3:00 – 4:00 p.m.

DEI Programming During a Pandemic

Learn how Wheaton Public Library and community members came together to offer DEI (Diversity, Equity, & Inclusion) programming via Zoom to the Wheaton community, including panel discussions, educational and historical presentations, community conversations, and book discussions focusing on racial equality. Utilizing community partnerships and relationships, WPL and the community committee worked together with the common goal of having difficult but necessary conversations on race, social justice, and systemic racism.

Speakers: Caroline Kisiel, DePaul University, Courtney Tedrick, Wheaton Public Library, Mary Yeboah, Wheaton College, and Erica Bray-Parker

Wednesday, October 13

10:00 - 11:00 a.m.

Why Psychological Safety Matters More Now Than Ever

Psychological safety is the ability to reveal one's true self and opinions without fear that doing so will lead to negative repercussions in terms of reputation, career or status. While high levels of psychological safety in the workplace are linked to better outcomes, increased innovation, and deeper work satisfaction, many organizations are finding it

increasingly difficult to create a sense that it is safe to speak up or take risks. In this interactive session, we will address current forces working against psychological safety in the workplace to include tone policing, vocabulary shaming, political differences, and remote work.

Speakers: Paula Singer, Lauralee Adams, and Allison Vaillancourt, The Segal Group

11:30 a.m. - 1:00 p.m.

ILA Membership Meeting and President's Program

The Membership Meeting will be followed by a presentation by Tracie D. Hall, Executive Director of the American Library Association.

1:30 - 2:30 p.m.

Silver Linings: Innovations from the Pandemic

The pandemic has forced libraries to be nimble and pivot their services in the face of restrictions. Some of these pivots, like curbside pickup, book bundles, and virtual programming, have proved to be popular and responsive options for our patrons. As we are starting to emerge from our pandemic closures, it is time to consider how we will resume services. Should we return to the pre-pandemic models? Or, should we consider continuing to offer some of the pandemic prompted service innovations as we move into the future? We are always on the lookout for initiatives that make our programs, services, and collections more convenient and more accessible; let's not let these service innovations fall by the wayside in the post-pandemic world.

Speaker: Jeanne Holba Puacz, University of Illinois Graduate School of Library and Information Science

3:00 - 4:00 p.m.

Advocacy Tips & Tricks from Legislators

The Illinois Library Association's Advocacy Committee wants to provide some insights about how to communicate with local legislators -- and who better to provide those insights than lawmakers themselves. Join Advocacy Committee members as they host a panel discussion with a few of our legislators from the Springfield area. Hear what these lawmakers have to say about best practices and their recommendations for delivering your message. After the moderator-led discussion, there will be plenty of time for questions from the audience.

Thursday, October 14

10:00 - 11:00 a.m.

Ready, Set, Advocate! An ILA Advocacy Mini "Boot Camp"

Ready, Set, Advocate! Is ILA's new advocacy toolkit and training program designed to help you become a powerful advocate for your library at the local level, and a powerful advocate for libraries at the state, national -- and even international -- level. The most successful libraries understand that advocacy involves everyone. They also know that sometimes the best advocates can be found in unexpected places. Whether you're extroverted or introverted -- whatever your comfort zone -- you can make a critical contribution to advancing your library and community through some easy-to-use steps

that you can use back at home today. Whether you're a seasoned pro or newbie, a director, staff member, trustee or friend, involved with a public, academic, school, or special library, Ready, Set, Advocate! will help you hone your advocacy skills and increase community support for your library. The session will also provide an overview of the new ILA Ready Set Advocate! toolkit and in-depth online training modules, available through the ILA web site.

Speakers: Betsy Adamowski, Wheaton Public Library, and Keith Michael Fiels, Retired Executive Director, American Library Association

Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority

Being a Trustee is an important job. You are part of a team that represents the tax payers, oversees the Library Director, and advocates for libraries. However, where exactly do your duties end and the library staff's begin? This line, while very clear from a legal standpoint, can become a bit fuzzy in practice. Come learn from Becky Spratford and Joe Filapek, presenters with a combined 40+ years of library worker and Trustee experience, as they help you understand how to walk the fine line between being a leader and being in the way. They will discuss how you as a Trustee can best help the library thrive, noting when you should step in but also when you should back off, strengthening the Illinois library community in the process.

Speakers: Becky Spratford, RA for All and Trustee, La Grange Public Library, and Joe Filapek, Reaching Across Illinois Library System and Trustee, Aurora Public Library

11:30 a.m. - 12:30 p.m.

YOU'RE MUTED!!! A Mock (Potentially Remote) Board Meeting of the Kleintown Public Library

This program will teach attendees, including newly elected and seasoned library trustees, library directors and staff, proper procedures for complying with the ever-evolving Open Meetings Act, FOIA, Robert's Rules of Order. The program will be conducted as a mock library board of trustees meeting. The attendees will learn the requirements for posting meeting notices both on the library's website and at the location of the meeting, the level of detail required for regular and special meeting agendas, open and closed session procedures, and electronic attendance requirements. We will also review training requirements for elected officials and employees who may be Open Meetings Act designees under the Act. We will also cover the ways in which a Board can adapt to remote meeting participation, patron engagement when the doors may be closed, and other ways to manage the recent changes in library-related policies and laws affecting libraries due to COVID.

Moderator: Carmen Forte, Jr., Klein Thorpe & Jenkins

1:00 - 2:00

Master the Property Tax Levy!

The property tax levy seems daunting, but it can be readily tackled. We'll break it down into manageable and understandable parts. If you are interested in feeling in control of your Library's levy, this overview will help you to understand how much you can levy, how the levy fits with the rest of the budget and appropriation process, and various

requirements for preparing and filing your levy. We'll also include some special situations such as TIFs and property tax appeals, and differentiate between tax-capped and non-tax capped libraries as well as district versus municipal libraries. Being able to forecast your levy revenue will also leave you more in control of the rest of you budget, since property taxes generally represent 95% of a library's revenue. You'll leave this session with an organizational framework for establishing your levy and more confident that you have an accurate picture of your finances in the coming year.

Speaker: James Rachlin,

2:30 – 3:30 p.m.

New Employment Rules and Laws Learned and Applied by Libraries in a Post Pandemic World

While living through the COVID-19 disaster declaration in Illinois, Library Directors have implemented difficult employment decisions for staffing, COVID testing, quarantining and whether to mandate vaccine use. Even library patrons have shouldered less-than perfect COVID library services and rules to avoid infection. Approaching 2022, we are fortunately closer to normal, but let's learn what has worked for libraries and their boards during the 2020-2021 pandemic and what practices failed.

Speaker: Britt Isaly, Ancel Glink, PC

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 21, 2021

**Board of Trustees Regular Meeting
July 21, 2021 – 6:30 p.m.**

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

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

Telephone:

US: +1 312 626 6799

Webinar ID: 825 3228 5893

A. Roll Call

President Suriano called the meeting to order at 6:40 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: Marian Krupicka, Crystal Megaridis, Themis Raftis, Christina Rodriguez, Victoria Suriano

Absent: Donald Damon, Sri Rao

Staff Present: Laura Birmingham, Maria Wlosinski, Amy Merda, Sarah Zagotta

Others: none

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

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

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

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

C. Public Comment - none

D. Communications and Announcements

With respect to the Per Capita Grant, Birmingham said that we received almost \$10,000 more than we were expecting. Jessie White lobbied for libraries to get more money. It was suggested that we send an acknowledgment letter to Jesse White from the board.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 16, 2021

2. Action on Bills/Additional Bills

Raftis moved, Megaridis seconded to approve the Omnibus Consent Agenda. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

I. Staff Report -- Amy Merda, Mid-Kids Librarian and Sarah Zagotta, Teen and Young Adult Services Librarian introduced themselves to the board and gave a brief background. They are very happy to be here and looking forward to collaborating with other staff members.

J. Reports

1. Treasurer's Report – backup in packet.

2. RAILS – backup in packet.

3. Building and Grounds Committee – no report

4. Finance Committee – no report

5. Planning/Outreach Committee – no report

6. Policy Committee – no report

K. Unfinished Business

1. Renovation Update – We have a walk-through with the contractor on Monday.

L. New Business

1. Proposed Improvements to Landscaping – The landscaping proposal removes plants that are past their prime, cleans up areas, moves some plants, and add new plants, bushes, and trees. Rodriguez moved, Megaridis seconded to approve spending up to \$9,000.00 on landscape improvements. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.

2. COVID Policy and Practices – The Board had a lengthy discussion regarding masks at last month's meeting. Since then the CDC came out with new guidelines regarding masking in schools. This was followed by the Illinois Department of Health laying out Guidance for Schools based on the CDC recommendations, and yesterday the DuPage County Health Department issued a statement on prevention strategies in schools. In light of the new guidance, the Board revisited the masking topic. The consensus was that vaccinated people won't be required to wear masks anywhere in the building. Masks will be required throughout the building for unvaccinated people including children 12 and under. The

Board is strongly recommending that masks be worn to protect unvaccinated children. The Board asked if staff have had any negative interactions with patrons over masks.

Birmingham confirmed that there have been several and noted that it's difficult for staff to assist patrons in the youth department while also trying to police who is and isn't wearing a mask. The Board doesn't want staff policing masks. With respect to library signage, they suggested that we strongly encourage people to wear a mask to protect children and immunocompromised people. Megaridis moved, Krupicka seconded to require unvaccinated people, including children 12 and under, to wear a mask in the building. Vaccinated people will not be required to wear a mask in the building. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.

3. Library Hours – Megaridis moved, Rodriguez seconded to increase hours beginning August 23 to the following: Monday-Thursday 9-8, Friday-Saturday 9-5, Sunday 1-5. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.
4. Library Fines – At the February meeting the Board reviewed a letter from resident Nader Najjar requesting that the library consider discontinuing charging fines for overdue items. The consensus was to table the discussion until after the April election when newly elected trustees would be present. The packet contains Mr. Najjar's letter along with an overview of how a fine-free scenario would work for IPPL. Birmingham noted that if we go to a fine-free policy, then any fines currently owed would be waived. Currently 17,519 people owe a total of \$91,258.00 and of that amount 12,707 people owe \$69,535.00 on fines incurred prior to 2020. Right now a patron's card is stopped when it reaches \$20 in fines. The Board would like a breakdown of the specific items (i.e. books, equipment, Hot Picks, console games) in the overdue categories. They would also like clarification on how fines work for interlibrary loan items. The Board agreed it would be very helpful to have the Head of Guest Services attend the August or September meeting to answer these and other questions. They will table the discussion for now.
5. Adopt Tentative Budget and Appropriations – Rodriguez moved, Raftis seconded to approve the Tentative Budget and Appropriations for FY2021-2022. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.
6. Ordinance #2021-3 Determining to Levy an Additional Tax of .02% - Megaridis moved, Raftis seconded to approve Ordinance #2021-3 Determining to Levy and Additional Tax of .02%. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.
7. Whistleblower Reporting Amendment – There were no questions or comments regarding the amendment.
8. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Suriano suggested that one of the new trustees join one of the seasoned trustees to see how the process works. Themis or Rodriguez will do the audit with Krupicka or Suriano.

M. Scheduled Meetings

Building and Grounds Committee – meeting dates were discussed. Raftis can't make 8/31 so a meeting is currently planned for 9/2.

N. Adjournment

At 8:20 p.m. Raftis moved, Krupicka seconded to adjourn the meeting. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried.

Crystal Megaridis, Secretary

ACTION ON BILLS JULY, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5722 - 5750 & 1154-1192	\$ 160,578.72
Fifth Third-Salaries	1033 - 1049	\$ 9,044.00
Hinsdale Bank-Direct Deposits	& 32307 - 32432	\$ 106,714.68
MONTH'S TOTAL:		\$ 276,337.40

Indian Prairie Public Library District Account QuickReport - Vendors

13

As of July 31, 2021

Type	Date	Num	Name	Amount
10122 · Fifth Third Checking				
Liability Check	07/08/2021	5722	Nationwide Retirement	87.70
Liability Check	07/08/2021	5723	Vantagepoint	700.00
Liability Check	07/08/2021	5724	State Disbursement Unit	493.94
Liability Check	07/08/2021	5725	State Disbursement Unit	153.98
Liability Check	07/08/2021	5726	LIMRiCC	646.26
Bill Pmt Check	07/08/2021	5727	Dancing Cranes Yoga Inc.	240.00
Bill Pmt Check	07/08/2021	5728	Kamm Insurance Group	17,565.00
Bill Pmt Check	07/08/2021	5729	BookBrowse LLC	674.00
Bill Pmt Check	07/08/2021	5730	EBSCO Information Services	8,602.02
Bill Pmt Check	07/08/2021	5731	Grey House Publishing, Inc.	3,795.00
Bill Pmt Check	07/08/2021	5732	InfoUSA Marketing, Inc.	3,700.00
Bill Pmt Check	07/08/2021	5733	LibrariesFirst	4,860.00
Bill Pmt Check	07/08/2021	5734	LinkedIn	6,440.00
Bill Pmt Check	07/08/2021	5735	Morningstar	4,713.00
Bill Pmt Check	07/08/2021	5736	News Bank, Inc.	8,050.00
Bill Pmt Check	07/08/2021	5737	Niche Academy	1,530.00
Bill Pmt Check	07/08/2021	5738	Pronunciator LLC	1,800.00
Bill Pmt Check	07/08/2021	5739	ProQuest LLC	2,459.52
Bill Pmt Check	07/08/2021	5740	Record Information Services, Inc.	769.00
Bill Pmt Check	07/08/2021	5741	Value Line Publishing, Inc.	4,500.00
Bill Pmt Check	07/08/2021	5742	World Book School and Library	2,562.00
Bill Pmt Check	07/08/2021	5743	World Trade Press	693.60
Bill Pmt Check	07/08/2021	5744	U.S. Postal Service (PostageByPhone)	3,000.00
Bill Pmt Check	07/15/2021	5745	Alarm Financial	76.50
Bill Pmt Check	07/15/2021	5746	Art Excursions, Inc.	350.00
Bill Pmt Check	07/15/2021	5747	Bob Zeni & Associates	100.00
Bill Pmt Check	07/15/2021	5748	Colonial Life	82.53
Bill Pmt Check	07/15/2021	5749	LexisNexis Matthew Bender	191.10
Bill Pmt Check	07/15/2021	5750	Sheehan, Debbie	149.00
NUMBER SERIES CHANGES HERE DUE TO OLD CHECK SUPPLY BEING USED.				
Liability Check	07/22/2021	1154	Nationwide Retirement	88.19
Liability Check	07/22/2021	1155	Vantagepoint	2,700.00
Liability Check	07/22/2021	1156	State Disbursement Unit	493.94
Liability Check	07/22/2021	1157	State Disbursement Unit	158.47
Bill Pmt Check	07/23/2021	1158	AEP Energy, Inc.	4,908.71
Bill Pmt Check	07/23/2021	1159	AT&T	434.98
Bill Pmt Check	07/23/2021	1160	Baker & Taylor	4,018.14
Bill Pmt Check	07/23/2021	1161	Bank of America	7,231.52
Bill Pmt Check	07/23/2021	1162	BCBS	16,630.50
Bill Pmt Check	07/23/2021	1163	Blackstone Audio, Inc.	362.48
Bill Pmt Check	07/23/2021	1164	Call One	291.70
Bill Pmt Check	07/23/2021	1165	Canon Financial Services, Inc.	221.00
Bill Pmt Check	07/23/2021	1166	Canon Solutions America Inc.	588.09
Bill Pmt Check	07/23/2021	1167	Colley Elevator Co.	414.00

Indian Prairie Public Library District Account QuickReport - Vendors

14

As of July 31, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	07/23/2021	1168	Comcast	193.35
Bill Pmt Check	07/23/2021	1169	Consciousness Magazine	20.41
Bill Pmt Check	07/23/2021	1170	Darien Garden Club	162.50
Bill Pmt Check	07/23/2021	1171	Garvey's Office Products	43.96
Bill Pmt Check	07/23/2021	1172	Groot Industries, Inc.	400.53
Bill Pmt Check	07/23/2021	1173	Illinois Library Association	300.00
Bill Pmt Check	07/23/2021	1174	Ingram Library Services	54.23
Bill Pmt Check	07/23/2021	1175	Linda Gorham, Storyteller	400.00
Bill Pmt Check	07/23/2021	1176	LM Information Delivery, Inc.	4,911.86
Bill Pmt Check	07/23/2021	1177	Midwest Tape	435.53
Bill Pmt Check	07/23/2021	1178	National Geographic Little Kids	20.00
Bill Pmt Check	07/23/2021	1179	Neviol Inc.	4,905.00
Bill Pmt Check	07/23/2021	1180	OverDrive	3,184.61
Bill Pmt Check	07/23/2021	1181	Principal Life Insurance Company	1,494.97
Bill Pmt Check	07/23/2021	1182	SWAN	20,617.00
Bill Pmt Check	07/23/2021	1183	The Atlantic	34.95
Bill Pmt Check	07/23/2021	1184	Thomson Reuters West	88.47
Bill Pmt Check	07/23/2021	1185	Unique	35.80
Bill Pmt Check	07/23/2021	1186	VSP Vision	201.75
Bill Pmt Check	07/23/2021	1187	Walter, Dena	50.00
Bill Pmt Check	07/23/2021	1188	Wingren Landscape, Inc	899.51
Bill Pmt Check	07/27/2021	1189	Baker & Taylor	3,930.83
Bill Pmt Check	07/27/2021	1190	Case Lots	211.20
Bill Pmt Check	07/27/2021	1191	Cengage	24.79
Bill Pmt Check	07/27/2021	1192	Chicago Sun-Times	431.60

Total 10122 - Fifth Third Checking
TOTAL

160,578.72
160,578.72

Bills for approval – Electronic Payments & Automatic Withdrawals

July 2021

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	07/09/2021	3,716.84
EFTPS-Federal	Payroll taxes	07/09/2021	19,922.80
ILDOR-State	Payroll taxes	07/23/2021	3,343.11
EFTPS-Federal	Payroll taxes	07/23/2021	17,852.36
IMRF	Payroll Pension	07/23/2021	25,247.91
DAC	Deposit to HRA	07/07/2021	5.58
DAC	Deposit to HRA	07/13/2021	181.60
DAC	Deposit to HRA	07/13/2021	916.90
DAC	Deposit to HRA	07/20/2021	114.62
DAC	Deposit to HRA	07/27/2021	356.90
Nicor	Gas	07/13/2021	1,273.36
INB Bank/5/3	Credit Card Fee	07/14/2021	223.15
Hinsdale Bank	Fee-Direct Deposit	07/18/2021	59.25

Illinois Public Library Annual Report

The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law. In addition, all Illinois public libraries are required by statute to prepare an annual report to be submitted to the State Library as a condition of system membership and in order to receive the Per Capita Grant.

[PLAR]

[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.

L.1 ISL Control # [PLSC 151, PLSC 701]	30366
L.2 ISL Branch # [PLSC 151, PLSC 701]	0
L.3a FSCS ID [PLSC 150, PLSC 700]	IL0130
L.3b FSCS_SEQ [PLSC 700]	002
L.4a Legal Name of Library [PLSC 152]	Indian Prairie Public Library District
L.4b If the library's name has changed, then enter the updated answer here.	
L.4c Was this an official name change?	
L.5a Facility Street Address [PLSC 153]	401 Plainfield Road
L.5b If the facility's street address has changed, then enter the updated answer here.	
L.5c Was this a physical location change?	
L.6a Facility City [PLSC 154]	Darien
L.6b If the facility's city has changed, then enter the updated answer here.	
L.7a Facility Zip [PLSC 155]	60561
L.7b If the facility's zip code has changed, then enter the updated answer here.	
L.8a Mailing Address [PLSC 157]	401 Plainfield Road
L.8b If the facility's mailing address has changed, then enter the updated answer here.	
L.9a Mailing City [PLSC 158]	Darien
L.9b If the facility's mailing city has changed, then enter the updated answer here.	
L.10a Mailing Zip [PLSC 159]	60561
L.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
L.11a Library Telephone Number [PLSC 162]	6308878760
L.11b If the telephone number has changed, then enter the updated answer here.	
L.12a Library FAX Number	6308871018
L.12b If the fax number has changed, then enter the updated answer here.	
L.13 Website	http://www.ippl.info

[Library Director's Information]

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

L.14 Name	Jamie Bukovac
L.15 Title	Director
L.16 Library Director's E-mail	jamieb@ippl.info

[Library Information]

Please provide the requested information about the library type.

L.17a Type of library	District
L.17b If the library type has changed, then enter the updated answer here.	
L.18 Is the main library a combined public and school library?	No
L.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:

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.

L.21a County in which the administrative entity is located [PLSC 161]	DuPage
L.21b If the administrative entity's county has changed, then enter the updated answer here.	
L.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
L.22b IF YES, indicate the reason for the boundary change	
L.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42,529
L.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
L.23c Documentation of legal population change	
L.24 If the population has changed from the prior year's answer, then indicate the reason.	
L.25a This library is currently a member of what Illinois library system?	RAILS
L.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.

L.26 Does this library have an organized collection of printed or other library materials, or a combination hereof?	Yes
L.27 Does this library have paid staff?	Yes
L.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
L.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
L.30 Is this library supported in whole or in part with public funds?	Yes
L.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. 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.

L.21a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
L.21b Total number of branch libraries [PLSC 210]	0
L.22a Are any of the branch libraries a combined public and school library?	No
L.22b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
INDIAN PRAIRIE P.L.D.	INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
INDIAN PRAIRIE P.L.D.	30366	3036600

Street Address

NDIAN PRAIRIE P.L.D. 401 PLAINFIELD ROAD

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NDIAN PRAIRIE P.L.D.	DARIEN		60561	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NDIAN PRAIRIE P.L.D.	DuPage		6308878760	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NDIAN PRAIRIE P.L.D.	43,394		

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
NDIAN PRAIRIE P.L.D.	1,923	51	113,633	0	8

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]	07/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2021
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	630-887-8760
3.6 FAX Number	630-887-1018
3.7 E-Mail Address	jamieb@ippl.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					
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Referendum 3					
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 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

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

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.

l.8 District Conversion - Effective Date (mm/dd/year)	
l.9 Territory Annexation - Effective Date (mm/dd/year)	
l.10a Other Action by Backdoor Referendum (please specify)	
l.10b Other - Effective Date (mm/dd/year)	
l.11a Other Action by Backdoor Referendum (please specify)	
l.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	0
5.2b Please explain	
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	Themis Raftis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760

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

Third member

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) 04/2025
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

5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	christina4@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	Sri Rao
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	srir@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Eighth 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	

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	

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

5.1a Total square footage of the main library building [PLSC 711]	43,394
5.1b If the main library's square footage has changed, then enter the updated answer here.	
5.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
5.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
5.2b If so, please describe	
5.3a Total Number of Meeting Rooms	3
5.3b Total number of times meeting room(s) used by the public during the fiscal year	0
5.4a Total Number of Study Rooms	4
5.4b Total number of times study room(s) used by the public during the fiscal year	470

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$10,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$12,000	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$15,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$6,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

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.)? **\$13,000,000**

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 \$3,632,680; Building and Maintenance Fund \$42,391; Social Security Fund \$200**

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

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

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.

3.1 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)	\$3,747,591
3.1a 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
3.1b 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.)	\$3,862,097

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).

3.2 Per capita grant	\$53,161
3.3 Equalization aid grant	\$0
3.4 Personal property replacement tax	\$0
3.5 Other State Government funds received	\$0
3.6 If Other, please specify	-1 Not Applicable
3.7 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).

3.8 LSTA funds received	\$0
3.9 E-Rate funds received	\$0
3.10 Other federal funds received	\$0
3.11 If Other, please specify	-1 Not Applicable

This is an 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.

3.13 Monetary Gifts and Donations	\$0
3.14 Other receipts intended to be used for operating expenditures	\$131,023
3.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$131,023
3.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

3.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,931,775
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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."

3.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
3.18b Proof of Certificate of Insurance for Library Funds	
3.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,768,068
3.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
3.21 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]	\$2,049,501
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate	\$544,402

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]	\$158,574
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$202,666
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$74,177
10.3b Please provide an explanation of the other types of material expenditures.	audio, video, kits, console games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$435,417

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]	\$506,786
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,536,106

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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).

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	12	12	\$426.83	450.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$72.99	37.50
	Assistant Director	Assistant Library Director	\$55.25	37.50
	Head of Resource Services	Reference	\$34.83	37.50
	Head of Maker and Technology Services	Automation/Technology/Systems	\$46.16	37.50
	Librarian	Reference	\$35.43	37.50
	Librarian	Collection Development Acquisitions	\$24.23	37.50
	Librarian	Collection Development Acquisitions	\$24.35	37.50
	Librarian	Collection Development Acquisitions	\$30.45	37.50
	Librarian	Automation/Technology/Systems	\$29.90	37.50
	Librarian	Children's Services	\$25.08	37.50
	Librarian	Young Adult Services	\$23.99	37.50
	Librarian	Children's Services	\$24.17	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] ¹ 11.25

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					0.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40) 0.00

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]	1,923
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]	1,923
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	51
14.3 Total annual visits/attendance in the library [PLSC 501]	113,633
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

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	560	6,158	81	2,619
Young Adult	99	538	14	329
Other	251	3,935	2	50
Total	910	10,631	97	2,998
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

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.

L6.1 Total Number of Unexpired Resident Cards	22,850
L6.2a Total Number of Unexpired Non-resident Cards	786
L6.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
L6.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
L6.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$83,852.00
L6.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	23,636
L6.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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](#)

L7.1 Print Materials [PLSC 450]	109,392
L7.2 Current Print Serial Subscriptions [PLSC 460]	254
L7.3 Total Print Materials (17.1+17.2)	109,646
L7.4 E-books Held at end of the fiscal year [PLSC 451]	653,517
L7.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	14,277
L7.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	390,206
L7.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	25,023
L7.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	16,489

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.

JSE 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	213,274
18.2 Number of young adult materials loaned	15,539
18.3 Number of children's materials loaned [PLSC 551]	130,264
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	359,077

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	247,707
18.6 Videos/DVDs- Physical	73,861
18.7 Audios (include music)- Physical	19,749
18.8 Magazines/Periodicals- Physical	6,710
18.9 Other Items- Physical	10,967
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	358,994
18.11 Use of Electronic Materials [PLSC 552]	120,330
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	479,324
18.13 Successful Retrieval of Electronic Information [PLSC 554]	429,205
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	549,535
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	908,529
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	26,179
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	42,861

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]	39,945
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

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	1,314
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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]	36
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	14,405
21.6 Wireless Sessions Per Year [PLSC 652]	52,586
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]	429,508 --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 (23.1 - 23.5)

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.)	\$6,174
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	919.00
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?	COVID impacted use of the library
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?	Moved to online programming
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	Yes

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	Themis Raftis
25.5 Date the Secretary's Audit was completed	2021-07-29

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		
President		
Secretary		

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).

13.5 We did not rehire librarian positions when librarians retired (0-2021-08-13)

Assistant Director's Report: August 2021

Building:

Joe and Kyle built the staff desks, storage and shelving in the newly renovated shared Resources /Guest Services workroom.

Joe is currently on a mission with the National Guard in Turkey. He is expected to be back in early October.

I have been soliciting sealcoating and striping quotes. I reached out to J&R Asphalt (who had done our parking lot reconstruction three years ago) for a quote. In our discussion, the estimator advised me to wait until the spring. She said the asphalt prices are at a premium and should come down by next spring. She also told me that our lot is in very good shape and we would do no harm by waiting until spring. We would reach out to vendors for new quotes early next year and hopefully see a significant price decrease as asphalt prices drop.

Personnel:

I interviewed candidates for the Circulation Page position with Nancy and Cindy.

Jill and I interviewed candidates for the Communications and Brand Strategy Specialist position.

Lexy Twidell, our Early Literacy Specialist, submitted her resignation to me on August 2nd. She is moving to a position at another library. Her last day is August 13th.

Marketing Highlights:

- Dave compiled the monthly website statistics. Here is Indian Prairie's top five visited pages in July:
 1. Hours/Location - 658
 2. Databases All Topic - 437
 3. Job Openings - 433
 4. eBooks - 345
 5. Programs – 291
- Jill is working with our graphic designer on the September/October program guides which will be made available in the library and as a PDF on our website in early September.
- Jill's Marketing Report is attached.

Submitted by: Laura Birmingham



**Jill Yott, Communications Coordinator, Report for Board of Trustees
July 1-30**

Signage

We ordered new signage for the second floor to mark the collection. Looking forward to seeing how the updated font and colors will help identify the collection.

Website

The website was quiet this month in terms of major updates. We did a lot of minor updates and our monthly marketing plan update. The Maker Studio is taking the forefront of our website work right now.

Enews

Enews was sent out Thursdays during the month of July. The open rate continues to hover around 20 percent. Toward the end of summer, the open rate usually dips a little.

General Enews Subscribers

May 31	16,960
June 30	16,921
Loss/Gain in subscribers	-39

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	297	+1
Teen Enews subscribers	149	No change

Enews Open & Click Rate

Date	Open Rate	Click Rate
July 1	18	7
July 8	18	6
July 15	20	8
July 22	20	6
July 29	19	7

Social Media

This month, every one of our social accounts gained followers/likes. There was no single post or event that contributed to it; it was just steady growth.

Channel	Likes/Followers	+/- (Since June 30)
Facebook (Likes)	2,054	+9
Instagram	812	+12
Twitter	1,123	+1
LinkedIn	175	+3
YouTube	220	+6

Social Media Posts

Our community is excited the monthly gallery is back! That was the post that had the most engagement in the month of July. In addition, our followers enjoyed Prairie Patch updates, a photo of our staff learning to sew, a photo of our new librarians, and renovation updates.



Guest Services

July 2021

User Experience

We had 904 patrons use the drive up in July. Our busiest day was Thursday, July 29 with 45 patrons being served. Our busiest hour was Saturday 7/10 from 2-3, with 12 cars coming through.

Patrons are now able to choose to pick their items up at the drive up when placing holds! This started on July 9th and from that point to the end of the month we checked out 993 items at the window for pick up. We have been promoting this service and it's great to see patrons taking advantage of it!

Community

Passports: We accepted 25 passports in July with our busiest day being Saturday, July 10th with 9.

Library Cards: We issued 135 resident library cards. 20 were initiated remotely. There were no student cards issued.

Notary Public: We notarized 62 documents in June.

Outreach: Items were delivered to our homebound patrons on July 10th and 24th.

Staff

We have hired Patrick Walworth as a new Guest Services Page. We have also hired Beth Skolba and Sydney Yangas as Guest Services Associates. Jenn Hoffa resigned due to family matters.

Renovation

We have been getting settled into the new Guest Services desk. Other than our Pages, we are moved into the new workroom. The Pages will be moved once the rest of the data has been installed. I have moved into my new office at the other end of the workroom.

Continuing Education

July 27	SWAN Updates	Debbie
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I was on vacation for 2 weeks in July. Cindy, Marquitta and Nancy did a great job while I was gone!

Debbie Sheehan
Head of Circulation Services

Circulation Statistics										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
July	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269
Aug.	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	
Oct.	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	
Nov.	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	
Dec.	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	
Jan.	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	
Feb.	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	
Mar.	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	
Apr.	71,161	68,376	71,904	60,424	54,820	52,453	54,270	# 11,631	#, \$ 29,586	
May	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473	
June	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565	
Yearly										
Total	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	48,269
& Ill sent added										
*Parking lot construction										
#Covid 19										
\$-closed 2 weeks										

Programming and Outreach Department Report – August 2021

Summer has flown by! The 2021 Summer Challenge has finished and families are preparing for “back to school”.

As is normal for this time of year, we are seeing a drop in program attendance. The 2nd floor has been busy as we are seeing a lots of happy kids due to the return of the Lego wall and the re-opening of Little Town. Parents and kids alike are delighted with the changes within the Kids and Teens area, especially the larger Little Town space.

Community:

Sarah and Amy have been reaching out to the schools in our district to introduce themselves and offer library services.

P&O staff will be attending back to school events at CCSD 180, Gower 62 and Darien 61.

Lexy and Jack each visited the WBC Summer Camp in July to present a program for the campers. They also distributed some of the Summer Challenge prize books.

Lexy and Heather presented two story times at Barbara’s Bookstore in July.

The D180 Transition Students have returned and work with us on Mondays and Wednesdays in the Kids and Teens areas. They clean materials and equipment and also do some alphabetizing and shelving. Marquitta and I share oversight.

The Darien Jewel-Osco donated a large supply of hand sanitizers and kids-size masks for us to distribute. We have been handing them out at the Kids and Teens desk.

As things are harvested in the Prairie Patch, it is donated weekly to the West Suburban Food Pantry. In July, we gave away 42 pounds of fresh herbs and veggies.

Summer Challenges/Beanstack:

The “Level Up” Summer Challenge and the Mission Math Challenge ran from June 1st through July 31st. The Summer Challenge had 294 participants that logged 3,161 total books. Mission Math had 140 participants.

Seed Library:

Number of Checkouts: 3

Programs:

In June, Programming and Outreach staff presented/hosted a total of 37 programs serving 630 people.

Business:

We didn't have any business programs this month, due to the being not fully staffed. The job ad for the Programming and Outreach Librarian: Business, Careers and Community position has been posted and I am currently receiving applications.

Little Kids Program Attendance

2-Jul	<i>Barbara's Bookstore Storytime</i>	Lexy Heather	12
6-Jul	<i>Family Storytime Group 1</i>	Lexy/Heather	20
6-Jul	<i>Family Storytime Group 2</i>	Lexy/Heather	17
8-Jul	<i>Family Night: Happy Campers</i>	Lexy/Heather	53
9-Jul	<i>Favorite Characters Storytime</i>	Zoom - Heather	20
12-Jul	<i>Little Yogis</i>	Lexy	31
13-Jul	<i>Family Storytime Group 2</i>	Lexy/Heather	23
15-Jul	<i>Family Night: Frida Love</i>	Megan	46
16-Jul	<i>Favorite Characters Storytime</i>	Zoom – Heather	15
19-Jul	<i>Little Yogis</i>	Lexy	34
20-Jul	<i>Family Storytime Group 1</i>	Lexy/Heather	18
20-Jul	<i>Family Storytime Group 2</i>	Lexy/Heather	13
21-Jul	<i>Baby Storytime</i>	Lexy	18
22-Jul	<i>Family Night: Create-a-Car Show</i>	Lexy/Heather	44
23-Jul	<i>Favorite Characters Storytime</i>	Zoom- Heather	20
26-Jul	<i>Little Yogis</i>	Lexy	20
27-Jul	<i>Family Storytime Group 1</i>	Lexy/Heather	16
27-Jul	<i>Family Storytime Group 2</i>	Lexy/Heather	23
30-Jul	<i>Favorite Characters Storytime</i>	Zoom – Heather	16

Mid-Kid Program Attendance

6-Jul	<i>Science Lab in the Prairie Patch</i>	Amy	9
13-Jul	<i>Mini Mid-Kids Art-Doors: Gnome Homes</i>	Amy	9

23-Jul	<i>Science Lab in the Prairie Patch</i>	Amy /Jack	4
27-Jul	<i>Mighty Mid-Kids Art-Doors: Flip Flop Artwork</i>	Amy	3
29-Jul	<i>"Put on Your Owl Eyes"</i>	Amy/Jack	4
30-Jul	<i>Science Lab in the Prairie Patch</i>	Amy/Jack	6

Teens:

Megan and Sarah hosted a teen craft on July 8th and 6 teens attended.

Take and Makes:

Staff put together 5 "Take and Make Crafts" for a variety of ages:

<i>Happy Campers (Families)</i>	Lexy	30
<i>Sensory Bags: Play Dough (Babies 0-18 months)</i>	Heather	41
<i>Shapes in Nature Field Guide (Families)</i>	Heather, Lexy	100
<i>International Bead Bracelets (Teens)</i>	Heather (Michelle)	48
<i>Fourth of July Coloring Bundles</i>	Heather	16

Adults:

Cindy hosted the following adult programs in June:

6-Jul	<i>Online-Chair Yoga</i>	Zoom	23
12-Jul	<i>What's Wrong with My Tomatoes?</i>	Zoom	16
14-Jul	<i>Online-Chair Yoga</i>	Zoom	19
14-Jul	<i>Vincent van Gogh in the South of France</i>	Zoom	40
21-Jul	<i>Online-Chair Yoga</i>	Zoom	21
27-Jul	<i>Olympic Heroes</i>	Zoom	9
28-Jul	<i>Online Chair Yoga</i>	Zoom	22

Submitted by: Laura Birmingham



Resource Services Monthly Report

July 2021

At the end of the month, Resource Services Librarians were able to move to their new desks and I was finally able to move into my new office in the new workroom. Over the course of the next week, we moved the rest of Resource Services into the new workroom and began to establish how workflow would be handled around processing materials.

I arranged a meeting for Resource Services librarians to discuss with Jill and Jamie efforts around display opportunities in the new floorplan. We decided first steps would be to identify areas that displays could go and that we need to examine what kinds of furniture may be necessary to create attractive displays. We also discussed establishing a calendar of events focused on display topics for each month and how to coordinate library displays with programming and events.

I requested that Indian Prairie be part of the first cohort to bring the new Aspen catalog interface online. This interface will be replacing the Enterprise interface and is currently in beta testing at a handful of SWAN libraries, which are using it as their primary catalog. Downers Grove and Oak Park are two of these libraries. If all goes as planned, the new catalog will launch for us at the end of October.

I have been continuing to work on using Microsoft 365 tools for department communication. I established a Sharepoint page that is being used to communicate news that needs to be known by department staff. This is in lieu of having a department blog. One of the downsides to having a Wordpress blog was that you needed to be connected to the VPN in order to see the blog. During the pandemic, people working from home without a library issued laptop that had the VPN configured could not view the blogs where news was posted. Everyone has a Microsoft 365 account, so everyone can access Sharepoint without having to be connected to the VPN. We're also using Sharepoint to track in-depth reference questions and to track spending on materials.

Resource Services staff investigated acquiring new barcode labels (these are ones we print in-house) due to fading issues with the labels we are currently using. We found a label that is fade resistant and have ordered them. We hope this takes care of the issue where barcodes become hard to read due to fading from being exposed to light.

Collections

Test books – we are going to start putting some test books for the ACT and SAT in the teen collection. These are the all-encompassing test books that cover the test as a whole. A duplicate will also be in the Tests section. We've always ordered two or more copies of these kinds of test books and felt that we should have copies in the teen collection because teens are the ones who would be seeking these out. Having a copy in Tests assists parents, grandparents, and guardians as a location to find these materials when they come in seeking them out for their teens.

Shifting of the adult fiction collections has been finished and we have started on non-fiction. Great Courses was moved to the beginning of non-fiction, followed by biographies. In order to spread out the collections, an additional double-sided section of shelving was added to the last six ranges of the adult non-fiction collections.

Monthly Highlights

- Joe has been continuing to coordinate a book discussion with Literacy DuPage on a book with an immigrant/literacy subject. He reached out to other libraries with ESL discussion groups and so

far Addison, Itasca, Naperville, Westmont, and Wheaton are all interested in participating. He is arranging a demonstration of the HeritageQuest database in October, which is Genealogy Month.

- Marissa has been looking at signage in the Kids & Teen collections. She worked with Tori to update endcap signage and met with Jamie and me to talk about signs for the top of the shelving sections. She has been working with Programming & Outreach to secure an author visit for Write On, which takes place in November. She also added subject dividers to the children's non-fiction collection.
- Natalie is investigating expanding our Foreign Language fiction collection by adding a section of Hindi. We get a lot of requests for movies in this language so we felt this would make a good addition to the book collection. We brought back endcap displays and she worked on filling those in the collections she oversees.
- T.J. continues to wrap up his duties for Programming & Outreach. He created backyard Olympics make and take bags. He set up a class for businesses with Reference Solutions (formerly Reference USA) on identifying consumer lifestyles. He assisted at Happy Campers Night. He sent out Natalie's book club survey through enews and a Library Aware newsletter. We garnered 26 responses. He created a new tracking sheet for departments to track monthly patron assistance interactions.

Community

- Natalie work with various local area book clubs on selection of titles and other help.
 - Celeste Lambert (Wine, Women, & Mark Book Club) wanted a list of mystery/thrillers from popular authors for her book club. Natalie compiled a list of 61 titles.
 - Worked with Melissa Bonomo (Burr Ridge Senior Living Facility Book Club) to get her copies for their next book discussion.
 - Spoke with Marlene Kuypers from Burr Ridge Senior Living Facility on 8/9. She said she is taking over their book club and Natalie helped her select and place a request for her October book discussion.
- Tori worked on information requests for seven area book clubs, two on titles previously requested by other clubs and five on new titles never before requested.

Contributing to the Profession

- Tony helped a librarian through the AV listserv on how we organize our DVD collections.
- Marissa answered a survey for a College of DuPage LTA student regarding working in the profession.

Continuing Education

- Resource Services librarians watched a webinar on merchandising collections.
- Marissa watched Disney Publishing Preview; Reading Graphic: Part 1; Random House Children's Fall Preview; and Graphic Novel Panel: Part I through Booklist. She also viewed Increasing Library Usage through Strategic Merchandising and attended School Library Journal's Picture Book Palooza: We Are AAPI Creators; Nourishing and Nurturing; Civil Rights Is Not a History Lesson; #BlackJoy Is More Than a Hashtag; and Keeping them Curious.
- Natalie watched *Unlocking Themes to Improve your Reader's Advisory* by NoveList.

eNewsletters

Bestseller Preview

July 1, 2021 – Sent to 482 addresses, opened 195 times (40% open rate) with 95 click throughs.

July 15, 2021 – Sent to: 481 addresses, opened 203 times (42% open rate) with 82 click throughs.

New eBooks

July 1, 2021 – Sent to 180 addresses, opened 83 times (46% open rate) with 23 click throughs.

July 15, 2021 – Sent to 182 addresses, opened 85 times (47% open rate) with 17 click throughs.

Technology & Maker Services Board Report July 2021

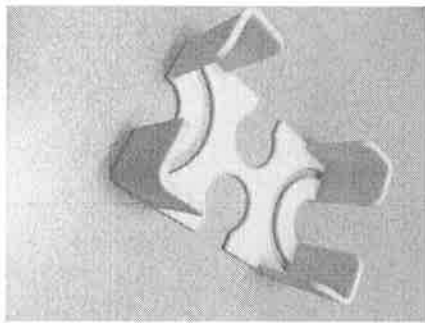
Maker Studio (MS)

- MS Website- Dave has been working on the style and photos and I have been working on the site content.
- Signage/Display- Dave finished the final signs for the equipment and sent to Jill. Jack and I put together a list of items that would be on display by each piece of equipment.
- Equipment Software- Brett installed all the equipment software needed to teach classes on the training laptops.

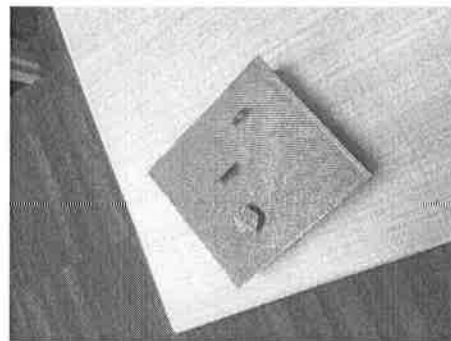
Statistics

- 3D Printer- 14 processed requests. Interesting Prints: playing card holder, figurine, and parts.
- Carvey – 0 requests.

3D Printed – Card holder



3D Printed – Part



- Tech Takeout Checkouts
 - Unique Users - 97
 - Total checkouts – 155
- Curbside Printing- 6

Programming

Programs offered: 9 - Total attendance 59

Community Program- On July 15 Jack went to Willowbrook Corners to do a STEM program. There were 50 people in attendance.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
July 1	Vinyl Decal Totes	Jack	4
July 9	STEM: Outdoor Lab Garden	Jack	11
July 16	STEM: Outdoor Lab Garden	Jack	13
July 20	IPad/iPhone Basics	Dave	5
July 24	3D Olympic Metals	Dave	3
Jly 24	T-shirt for your pet	Dave	6
July 27	STEM: Outdoor Lab Garden	Jack	11
July 31	IPad/iPhone Basics Dave	Dave	6

Projects

- Floor Plan-Dave is in the process of creating floor plans for locations of collections.
- Project Outcomes- T.J. went over various ways to collect project outcomes with Jamie, Laura and I. I submitted general outcome goals for Technology & Maker programming.
- Gaming Areas- Jack and I created procedures for staff to assist patron in using gaming areas on the 2nd floor. As soon as the additional millwork is done on the cabinets kids and teens will be able to play console games in the library.
- Software Upgrade- Brett performed upgrades on all staff computers as part of SWANs annual software upgrade to the library system.

Sharing

- Jenny Bean from Oak Lawn Library reached out to me as they are exploring ideas of going away from Dewey. I had a phone conversation with her and two of her staff and shared with her how we reclassified parts of our non-fiction Dewey collections into topic/subject collections and shared with her our classification guides.

STATISTICS FOR	Jul-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	20,271	16,731	20,271	16,731	21.16%
Teen	1,638	1,379	1,638	1,379	18.78%
Kids	14,554	8,878	14,554	8,878	63.93%
ILLS Sent	3,006		3,006		
TOTAL	39,469	26,988	39,469	26,988	
Electronic Circulation	8,800	11,186	8,800	11,186	-21.33%
GRAND TOTAL CIRC.	48,269	38,174	48,269	38,174	
% Reciprocal Borrowing	8%	8%	8%	8%	
Patron Visits	23,981	7,892	23,981	7,892	203.86%
Current Cards					
Resident	135	73	23,931	22,850	4.73%
Non-Resident	103	126	885	860	2.91%
TOTAL	238	199	24,816	23,710	4.66%
Patron Assistance					
Adult - Reference	1,453	1,220	1,453	1,220	19.10%
Kids - Reference	937	754	937	754	24.27%
Technology - Reference	1,410	1,007	1,410	1,007	40.02%
TOTAL REFERENCE	3,800	2,981	3,800	2,981	27.47%
Adult - Other	239	309	239	309	-22.65%
Kids - Other	99	19	99	19	421.05%
Technology - Other	32	12	32	12	166.67%
TOTAL OTHER	370	340	370	340	8.82%
GRAND TOTAL ASST.	4,170	3,321	4,170	3,321	25.56%
ILL/Reserves					
Holds	6,680	7,507	6,680	7,507	-11.02%
ILLS Sent	3,006		3,006		
ILLS Checked Out	2,768	310	2,768	310	792.90%
ILLS Received	3,409	310	3,409	310	999.68%
Programs - Adult					
# Programs	10	11	10	11	-9.09%
Attendance	150	188	150	188	-20.21%
Technology Classes					
# Programs	9	6	9	6	50.00%
Attendance	59	174	59	174	-66.09%
Individual Technology Training					
# of Patrons	231	74	231	74	212.16%
Groups					
# Programs	5	4	5	4	25.00%
Attendance	21	48	21	48	-56.25%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	1	12	1	12	-91.67%
Attendance	6	44	6	44	-86.36%
Programs - Kids					
# Programs	26	113	26	113	-76.99%
Attendance	480	498	480	498	-3.61%
GRAND TOTAL ATT.	947	1,026	947	1,026	-7.70%

STATISTICS FOR	Jul-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Computers -</u>					
<u>Patron Use</u>					
Adult Computers	1,348	918	1,348	918	46.84%
Kids Computers	95	84	95	84	13.10%
Teen Laptop	6		6		
Adult Laptop	16		16		
TOTAL PATRON USE	1,465	1,002	1,465	1,002	
<u>Hours Used</u>					
Adult Computers	1,078	595	1,078	595	81.18%
Kids Computers	58	21	58	21	176.19%
Teen Laptop	5		5		
Adult Laptop	23		23		
TOTAL HOURS USED	1,164	616	1,164	616	
Wireless Total Connections	4,892	3,608	4,892	3,608	35.59%
IPPL Total Web Site Access	15,961	57,291	15,961	57,291	-72.14%
IPPL Total Page Views	39,228	70,769	39,228	70,769	-44.57%
Subscription Database Logins	2,306	2,581	2,306	2,581	-10.65%
<u>Outreach-Homebound</u>					
Items Delivered	135	111	135	111	21.62%
<u>Volunteers</u>					
Number Active	21	13			
Hours Worked	45	66	45	66	-31.82%
Staff Training Hours	61	50	61	50	22.00%
Conference Room Usage	136		136		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	546	0	0	546	70	13	70	13
Non-Fiction	38338	251	425	38164	2701	4723	2952	5148
Fiction	31132	358	339	31151	4063	7829	4421	8168
ADULT TOTALS	70016	609	764	69861	6834	12565	7443	13329
KIDS								
Non-Fiction	11787	2	115	11674	847	449	849	564
Fiction	23272	88	73	23287	2538	2035	2626	2108
KIDS TOTALS	35059	90	188	34961	3385	2484	3475	2672
TEEN								
Non-Fiction	511	0	29	482	123	41	123	70
Fiction	3806	34	6	3834	516	513	550	519
TEEN TOTALS	4317	34	35	4316	639	554	673	589
BOOK TOTALS	109392	733	987	109138	10858	15603	11591	16590

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6760	21	9	6772	718	224	739	233
Music CDs	5958	7	0	5965	276	1806	283	1806
Playaway	369	0	0	369	4	5	4	5
DVDs (DVD & Blu-ray)	20800	37	92	20745	1399	1824	1436	1916
ADULT TOTALS	33887	65	101	33851	2397	3859	2462	3960
KIDS								
Audiobooks on CD	562	0	2	560	74	45	74	47
Music CDs	293	0	0	293	26	2	26	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4222	6	1	4227	199	268	205	269
KIDS TOTALS	5190	6	3	5193	305	315	311	318
TEEN								
Audiobooks on CD	201	1	1	201	28	33	29	34
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	1	0	6	-5	0	436	0	442
TEEN TOTALS	223	1	7	217	30	469	31	476
AUDIOVISUAL TOTALS	39300	72	111	39261	2732	4643	2804	4754

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	203	0	0	203	55	6	55	6
Tech Takeout (except digital content devices)	134	0	0	134	23	4	23	4
CD-ROMs	0	0	0	0	0	36	0	36
ADULT TOTALS	337	0	0	337	78	46	78	46
KIDS								
Kits (STEM, Book bundles, etc.)	163	0	0	163	14	19	14	19
Puzzles (New Aug. 2018)	16	0	0	16	1	1	1	1
Playaway Launch Pads	21	0	0	21	0	3	0	3
KIDS TOTALS	200	0	0	200	15	23	15	23
TEEN								
Equipment (CD Players, etc.)	6	0	0	6	0	0	0	0
Console Games	756	0	1	755	97	8	97	9
Board Games	113	0	1	112	19	3	19	4
TEEN TOTALS	875	0	2	873	116	11	116	13
OTHER TOTALS	1412	0	2	1410	209	80	209	82
COLLECTION TOTALS	150104	805	1100	149809			14604	21426

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

July 2021

51

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)	24,137	77	24,214	904	981
eMedia (Overdrive Advantage)	6,824	12	6,836	700	712
Preloaded eReaders	114	0	114	26	26
eBook Totals	354,753	99,677	454,430	1630	1719
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)	6,106	26	6,132	259	285
eMedia Advantage (Overdrive)	1,596	25	1,621	252	277
Preloaded Adult Audiobook iPods	137	0	137	64	64
Audiobook Total	77,111	23848	100,959	575	626
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,264	4	1,268	46	50
Preloaded Family Roku Titles	188	0	188	5	5
Video Totals	16,489	4	16,493	51	55
Total Audiovisual	335,304	23,852	359,156	2256	681
Collection Totals	690,057	123,529	813,586		2400

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2021

Balance on hand as of June 30, 2021.....	3,203,964.65
Cash Receipts for July.....	189,539.26
Cash Disbursements for July.....	349,551.78
Cash on hand as of July 31, 2021.....	3,043,952.13

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.020%	
General.....	1,392,519.67
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,884.06
Children's Endowment.....	3,064.72
Endowment.....	11,863.48
MPI Investment (Corporate Fund).....	1,522,792.05

Fifth Third - Checking	
General.....	(8,371.13)
Hinsdale Bank & Trust - Checking.....	60,663.08
Fifth Third - Savings - Rate 0.01%	
General.....	36,165.46
Petty Cash/Circulation.....	404.00
Balances as of July 31, 2021.....	3,043,952.13

FUND BALANCES AS OF 07/31/2021

Corporate Fund.....	4,644,427.44
Building & Maintenance Fund.....	5,466.08
I.M.R.F. Fund.....	719.94
Liability Fund.....	(6,830.73)
Social Security Fund.....	13,269.97
Special Reserve Fund.....	99,323.59
Current Liabilites.....	(1,712,424.16)
Grand Total All Funds.....	3,043,952.13

**Indian Prairie Public Library District
Consolidated Revenue Report for July 2021**

53

Percent of Year: 8.33

	RECEIVED July 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,086,517.66	2,086,517.66	54.03%	3,862,097.00	1,775,579.34
41150 · Non-current Property Taxes	1.32	1.32	0.00%	0.00	-1.32
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	2,086,518.98	2,086,518.98	54.03%	3,862,097.00	1,775,578.02
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	27.14	27.14	0.00%	0.00	-27.14
TOTAL INTEREST	27.14	27.14	0.00%	0.00	-27.14
DESK MONIES					
45100 · Copier	191.45	191.45	8.32%	2,300.00	2,108.55
45120 · Computer Copies	704.85	704.85	9.40%	7,500.00	6,795.15
45130 · Fax	458.41	458.41	22.92%	2,000.00	1,541.59
45200 · Fines/Fees	2,524.06	2,524.06	15.30%	16,500.00	13,975.94
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	433.49	433.49	10.84%	4,000.00	3,566.51
45350 · Non-Resident Fees	10,946.70	10,946.70	14.60%	75,000.00	64,053.30
45450 · Hot Picks	4.00	4.00	0.00%	0.00	-4.00
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	27.99	27.99	5.60%	500.00	472.01
45650 · Maker Studio	27.78	27.78	5.56%	500.00	472.22
45700 · Passport Fees	2,625.00	2,625.00	21.00%	12,500.00	9,875.00
45750 · Notary Fees	87.00	87.00	12.43%	700.00	613.00
TOTAL DESK MONIES	18,030.73	18,030.73	14.81%	121,750.00	103,719.27
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	20.00	20.00	4.00%	500.00	480.00
46800 · Collection Agency Fee	0.00	0.00	0.00%	50.00	50.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	20.00	20.00	3.64%	550.00	530.00
GRAND TOTAL	2,104,596.85	2,104,596.85	52.13%	4,037,558.00	1,932,961.15

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

54

Percent of Year: 8.33

	July 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	163,099.01	163,099.01	7.11%	2,294,105.00	2,131,005.99		
61310 · Benefits - Medical / Life Ins.	10,189.26	10,189.26	5.32%	191,452.00	181,262.74		
61330 · Benefits - IMRF	19,302.55	19,302.55	8.56%	225,440.00	206,137.45		
61340 · Benefits - FICA	12,191.08	12,101.08	6.95%	175,500.00	163,309.92		
61400 · Staff Development	149.00	149.00	0.67%	22,200.00	22,051.00		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	5,687.00	5,687.00	100.05%	5,684.00	-3.00		
61720 · Unemployment Insurance	136.21	136.21	4.54%	3,000.00	2,863.79		
TOTAL PERSONNEL	210,754.11	210,754.11	7.22%	2,918,381.00	2,707,626.89	3,250,000.00	6.48%
MATERIALS							
62100 · Books	7,953.65	7,953.65	5.00%	158,950.00	150,996.35		
62200 · Periodicals	6,771.40	6,771.40	25.72%	26,325.00	19,553.60		
62300 · Audio	439.11	439.11	1.36%	32,350.00	31,910.89		
62400 · Video	342.62	342.62	0.81%	42,450.00	42,107.38		
62500 · Multi-Media	-82.94	-82.94	-4.15%	2,000.00	2,082.94		
62600 · eMaterials	67,130.74	67,130.74	36.54%	183,700.00	116,569.26		
62700 · Console Games	34.81	34.81	0.50%	7,000.00	6,965.19		
62800 · Damaged Item Replacement	82.65	82.65	1.38%	6,000.00	5,917.35		
62900 · Materials Supplies	306.68	306.68	1.46%	21,000.00	20,693.32		
TOTAL MATERIALS	82,978.72	82,978.72	17.30%	479,775.00	396,796.28	525,000.00	15.81%
BUILDING							
63200 · Cleaning Service	4,905.00	4,905.00	6.39%	76,800.00	71,895.00		
63300 · Utilities (1-8-11 · Gas)	1,273.36	1,273.36	8.49%	15,000.00	13,726.64		
63300 · Utilities (1-8-12 · Electric)	4,908.71	4,908.71	8.46%	58,000.00	53,091.29		
63300 · Utilities (1-8-13 · Telephone)	291.70	291.70	4.86%	6,000.00	5,708.30		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	8,000.00	8,000.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	400.53	400.53	8.01%	5,000.00	4,599.47		
63350 · Building Supplies	0.00	0.00	0.00%	6,000.00	6,000.00		
63400 · Maintenance Supplies	394.63	394.63	3.59%	11,000.00	10,605.37		
63500 · Security System Monitoring	76.50	76.50	10.93%	700.00	623.50		
63600 · Property Maintenance	899.51	899.51	2.25%	40,000.00	39,100.49		
63800 · Building Maintenance/Repair	414.00	414.00	1.38%	30,000.00	29,586.00		
TOTAL BUILDING	13,563.94	13,563.94	5.29%	256,500.00	242,936.06	350,000.00	3.88%
OPERATIONS							
64200 · Supplies - Office	108.85	108.85	0.99%	11,000.00	10,891.15		
64300 · Photocopy Supplies	59.98	59.98	1.00%	6,000.00	5,940.02		
64400 · Guest Services Supplies	0.00	0.00	0.00%	3,500.00	3,500.00		
64500 · Postage	2,712.78	2,712.78	54.26%	5,000.00	2,287.22		
64550 · Passport Postage	287.22	287.22	11.49%	2,500.00	2,212.78		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,500.00	1,500.00		
64700 · Travel	0.00	0.00	0.00%	1,500.00	1,500.00		
64800 · Organizational Memberships	419.00	419.00	11.97%	3,500.00	3,081.00		
64900 · Bank Fees	282.40	282.40	11.30%	2,500.00	2,217.60		
TOTAL OPERATION	3,870.23	3,870.23	10.46%	37,000.00	33,129.77	42,000.00	9.21%
TECHNOLOGY							
65100 · Supplies-Public Toner	460.95	460.95	4.61%	10,000.00	9,539.05		
65150 · Supplies-Staff Toner	0.00	0.00	0.00%	7,000.00	7,000.00		
65160 · Supplies-Technology Services	0.00	0.00	0.00%	300.00	300.00		
65170 · Supplies-Maker Studio	0.00	0.00	0.00%	2,500.00	2,500.00		
65200 · Technology-Prof Services	0.00	0.00	0.00%	3,000.00	3,000.00		
65300 · Purchase of Equipment	0.00	0.00	0.00%	17,000.00	17,000.00		
65350 · Tech Takeout	0.00	0.00	0.00%	3,000.00	3,000.00		

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

55

Percent of Year: 8.33

	July 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65360 · Kits	0.00	0.00	0.00%	5,250.00	5,250.00		
65400 · Technology Equip Mnt/Repair	0.00	0.00	0.00%	18,436.00	18,436.00		
65500 · Software	0.00	0.00	0.00%	14,169.00	14,169.00		
65600 · SWAN	11,937.33	11,937.33	25.17%	47,422.00	35,484.67		
65700 · Telecommunications	1,128.33	1,128.33	7.55%	14,955.00	13,826.67		
TOTAL TECHNOLOGY	13,526.61	13,526.61	9.46%	143,032.00	129,505.39	200,000.00	6.76%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	0.00	0.00%	16,300.00	16,300.00		
66200 · Credit Bureau	35.80	35.80	2.98%	1,200.00	1,164.20		
66300 · Copier	221.00	221.00	7.37%	3,000.00	2,779.00		
66400 · Copier Maintenance Contract	588.09	588.09	19.60%	3,000.00	2,411.91		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00		
TOTAL CONTRACTUAL SERVICES	844.89	844.89	3.56%	23,720.00	22,875.11	35,000.00	2.41%
INSURANCE							
67100 · Multi Peril-Physical Assets	11,925.00	11,925.00	100.00%	11,925.00	0.00		
67200 · Bonding	1,356.00	1,356.00	116.90%	1,160.00	-196.00		
67300 · Officers & Directors Liability	2,009.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	2,275.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	17,565.00	17,565.00	101.13%	17,369.00	-196.00	25,000.00	70.26%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	0.00	0.00%	25,000.00	25,000.00		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	0.00	0.00	0.00%	800.00	800.00		
68310 · Marketing Supplies	0.00	0.00	0.00%	700.00	700.00		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	15,000.00	15,000.00		
68500 · Legal Notices	0.00	0.00	0.00%	1,500.00	1,500.00		
TOTAL COMMUNICATIONS	0.00	0.00	0.00%	45,000.00	45,000.00	50,000.00	0.00%
PROGRAMMING							
68600 · Programming	1,319.98	1,319.98	3.60%	36,700.00	35,380.02		
TOTAL PROGRAMMING	1,319.98	1,319.98	3.60%	36,700.00	35,380.02	45,000.00	2.93%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00		
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00		
69900 · Contingency	1,065.91	1,065.91	10.66%	10,000.00	8,934.09		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00		
GRAND TOTAL	345,489.39	345,489.39	8.71%	3,967,477.00	3,621,987.61	4,522,000.00	7.64%



E-News August 11, 2021

[View this message in your browser.](#)**In this Issue:**

[RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking](#) | [E-Resources](#) | [Deals, Discounts,](#)

[Grants](#) | [Conferences and More](#) | [Illinois State Library News](#) | [Other Library News](#)

| [Member News](#) | [RAILS Jobs and More Links](#)



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RAILS News

Museums and Libraries Join Forces to Boost Vaccine Confidence

IMLS, the Centers for Disease Control and Prevention, and other organizations [announced](#) the launch of Communities for Immunity, an unprecedented partnership to boost COVID-19 vaccine confidence in communities across the United States.



Communities for Immunity will provide funding awards to museums, libraries, science centers, and other cultural institutions to leverage their deep relationships with local communities to improve vaccine confidence.

Go to the [Communities for Immunity](#) web page to learn about the role of museums and libraries, access resources, and read about funding opportunities for organizations.

Administrative Rules for Nonresident Services Approved

The revised administrative rules for public library nonresident services were approved and took effect on July 19. Revisions include guidance on the Cards for Kids Act, e-resources for nonresidents, and the veterans disability exemption. The nonresident administrative rules can be found through the [Illinois General Assembly's website](#).

My Library Is... Increasing the Visibility of Local Government and Policy Expertise

In this week's [blog post](#), Jaime Schumacher, Senior Director of Digital Collections & Scholarship at Northern Illinois

University Libraries, shares how the [University Library](#) stepped up to play a key role in providing access to, curating, and preserving the knowledge generated by one of OERD's programs, the Center for Governmental Studies. [OERD](#) is Northern Illinois University's Division of Outreach, Engagement, and Regional Development.



Share something happening at your library. Log into My Library Is... using your L2 credentials, and [upload your own](#) story or blog post. We welcome contributions from all levels of staff at all types and sizes of libraries!

#FundLibraries Challenge Update!

Thank you to all of the libraries that have already participated in the #FundLibraries Challenge! We've seen some incredible creations from libraries that want everyone to know how they make a difference in their community. Who knew you could make such wonderful things out of books?!



Check out the [blog post](#) with images from libraries that have already accepted the #FundLibraries Challenge! If you're feeling the spirit, just jump in and post your book creation to social media using the hashtag #FundLibraries, then challenge another library in your post.

Sparks Podcast

In the latest [episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks with Carmen Patlan, Executive Director of [Highwood Public Library](#),

example of what a small library with limited resources can do to make a real difference in the community through grants, partnerships, and volunteers. Carmen also provides advice that other libraries can follow.



The podcast is available as an audio-only file, or as a video file. You can find them both on the [RAILS website](#).

Continuing Education (CE)

"System E-Content and E-Resources for Illinois Educators," September 23

AISLE is partnering with RAILS and IHLS to offer "[System E-Content and E-Resources for Illinois Educators](#)" on [September 23 at 4 p.m.](#) Join presenters from both RAILS and IHLS to learn more about our e-book/e-audiobook programs, vendor discounts, networking events, and much more! [Learn more](#) in the E-Resources section of this *E-News*.

Webinar Series on Collection Development to Support EDI

CCS (Cooperative Computer Services) will offer three webinars during fall 2021 that will focus on collection development in support of equity, diversity, and inclusion (EDI). Topics will include building accessible collections, collection development for LGBTQ+ patrons, and conducting diversity audits. These webinars are open to RAILS members and were made possible in part by a [RAILS EDI Training Grant](#).

- "[Building Accessible Library Collections for Individuals with Disabilities](#)" - Thursday, August 26, 1:00 - 2:30 p.m.
- "[Developing Responsive Collections for LGBTQ+ Patrons of All Ages](#)" - Wednesday, September 15, 3:00 - 4:30 p.m.
- "[Auditing Your Collection for Diversity and Inclusion](#)" - Monday, October 18, 2:00 - 3:15 p.m.

"The Dos and Don'ts of Library Fundraising" Webinar, August 19

Are you curious about how to make the case for community members to donate, where to promote fundraising opportunities, or how libraries can work with outside organizations on fundraising? Join [Lauren Chilvers](#), library fundraising consultant, as she guides you through the fundraising process. This webinar is on Thursday, August 19 from 1:00 to 2:30 p.m. [See more details and register on L2](#).

OTHER CE

LACONI TSS: "RDA after the 3R Project," September 17

Join LACONI for this webinar on Friday, September 17 from 9:30 a.m. to noon. Amanda Sprochi, from the University of Missouri, will discuss the changes made to the RDA Toolkit after the completion of the 3R Project and will address the new structural changes to RDA. Learn more and [register](#).

ARSL TRAIN Workshop: "Creating a Building Book for Your Library"

Join the Association for Rural and Small Libraries (ARSL) for this two-part workshop on August 19 and 26 from 1 to 3 p.m. You probably know exactly where everything is located, but what happens when you are unable to provide the answers? This two-part session will help you develop a tool that will be invaluable to staff and future employees. This workshop is free for ARSL members and \$25 for non-members. Learn more and [register](#).

Online with the Cataloging Maintenance Center (CMC)

View [titles](#), [short summaries](#), [names of the presenters](#), and [registration links](#) for FY 2022 Online with the CMC webinars. The majority of the webinars occur on the third Thursday of the month from 10 to 11 a.m. The November webinar, however, is on Thursday, November 11. All Online with the CMC webinars are recorded.

Networking

RAILS Online Roundtable: "Tips for Makerspaces," August 20

Where do you begin when starting a new makerspace? On Friday, August 20

[Group](#) will host this panel.

We invite staff from any Illinois library to attend, especially school and public library staff thinking of starting a new makerspace. This event will feature a Q&A and time for peer-to-peer discussion.

ILA Marketing Forum August Roundtable, August 20

Join the [ILA Marketing Forum](#) for its monthly roundtable discussion on August 20. This is the second roundtable in a two-part discussion about annual reports, and it will feature staff members from several libraries discussing their annual/year-end report design process from start to finish.



The recording of the July roundtable on data for annual reports is available [here](#). Visit the [ILA website](#) to learn more about this event and to register to attend.

E-Resources

"System E-Content and E-Resources for Illinois Educators," September 23

AISLE is partnering with RAILS and IHLS to offer an updated session of ["System E-Content and E-Resources for Illinois Educators" on September 23 at 4 p.m.](#) This is an opportunity to learn more about what your library system can offer. Join presenters from both RAILS and IHLS to learn more about our e-book/e-audiobook programs, vendor discounts, networking events, and much more!

This information is ever-changing, so even if you attended the last session you can benefit from updates. This session is appropriate for library assistants, library media specialists, classroom teachers, technology coordinators, and school administrators. We look forward to seeing you there! Speakers for this panel presentation include:

- From RAILS:
 - Leila Heath, Director of Library Resources and Programs, and Anna Behm, E-Content Specialist
- From SHARE:
 - Cassandra Thompson, Director, and Lesley Zavediuk, Circulation and Resource Sharing Specialist

This event qualifies for one PDH credit (professional development hour) through AISLE. [Register](#).

E-Content We Love: Popular July Picks

Check out some of July's most popular e-books available in eRead Illinois Axis 360:

- *Anxious People* by Fredrik Backman
- *Golden Girl* by Elin Hilderbrand
- *The Last Thing He Told Me* by Laura Dave
- *Malibu Rising* by Taylor Jenkins Reid
- *The People We Meet on Vacation* by Emily Henry



In an effort to get popular titles into the hands of library users faster, we keep a low holds ratio on items like these in the eRead Illinois Axis 360 collection.

For more information on joining eRead Illinois Axis 360 and gaining access to a shared collection of over 54,000 popular e-books and audiobooks, visit [eRead Illinois](#).

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.

audiobooks for ages K-12. RAILS members receive discounts for TumbleBookLibrary (K-6), TumbleMath (K-6), TeenBookCloud, and AudioBookCloud. The vendor offers further savings for district purchases, bundled purchases, and multi-year contracts. Free trials are available for RAILS members through September 1.

GRANTS

Grant Funding for Joining a Shared Catalog

Is your library considering joining a shared catalog consortium, also called an LLSAP? RAILS has grant funding available to offset the one-time expenses associated with joining an LLSAP. The first application deadline for FY 2022 is October 15, 2021. You can find the grant application and lots of other information on the [RAILS website](#).

RAILS LLSAPs are CCS, Pinnacle, PrairieCat, Rock River Library Consortium, RSA, and SWAN. Please reach out to the director of the LLSAP you wish to join (check their websites for contact information), or contact RAILS Director of Technology Services [Anne Slaughter](#) for more information about the grant and joining process.

Conferences

and other professional development opportunities

United for Libraries Virtual: Trustees – Friends – Foundations

Registration is open for [United for Libraries Virtual: Trustees – Friends – Foundations](#) on August 17-19. Now in its second year, this interactive three-day virtual event will feature expert speakers on current topics facing library trustees, friends, foundations, and staff who work with them. Those with Illinois libraries can [register](#) at the discounted rate of \$79 individual/\$219 group up to five. View the [full conference schedule and register](#) for United for Libraries Virtual on the ALA website.

State Library News

American Rescue Plan Act of 2021 (ARPA) Grant Offerings

The Illinois State Library announced three new grant opportunities. Grants will be awarded using funding from the U.S. Institute of Museum and Library Services, under the provisions of ARPA, to help libraries recover from and respond to the pandemic. Please refer to each offering for specific details. **Applications are due August 15.**

- [Bouncing Back from the Pandemic: Developing Resources for the Local Workforce](#) supports public and academic libraries in providing essential resources and services so job seekers can access employment services and training to build the necessary skills to become job ready.
- [Expanding Digital Inclusion: Transforming Library Services](#) focuses on devices and technologies that circulate to meet the needs of an identified target audience in response to and recovery from the pandemic.
- [On the Road to Recovery: Transforming Library Spaces](#) provides emergency relief and support to academic, public, school, and special libraries as library spaces are modified in response to and recovery from the pandemic.

Other Library News

LJ Day of Dialog, September 23

[Library Journal's next Day of Dialog](#) is virtual and free to attend. It's scheduled for September 23 from 9 a.m. to 5 p.m. You'll hear from top authors in genre fiction, literary fiction, and nonfiction and learn about the latest titles and trends. You still get to "dialog" by visiting virtual booths, talking with authors, and networking with colleagues.

High attendance is anticipated and live sessions may fill up. Recordings will be

Renovation Update

The good news is we're in the home stretch. The bad news is we've been in the home stretch for weeks. On August 4 the contractor promised the construction work would be completed by today. Alas, that has not happened and they are now saying the bulk of the work will be done by Tuesday. This is a list of what needs to be accomplished:

Electrical

- Power/Lighting
 - Need to relocate the 2nd floor AV box in the study room
 - Relocate HDMI/Data rough in, the location rough in is complete but incorrect
 - Replace driver at 2nd floor lighting at teen area
 - Provide new light switch for Room 107 lighting (change order submitted previously)
 - Complete IT desk trim
 - Complete F7 install – 11/01 – this is the specialty lighting in the cafe
- Data
 - Pull cable and terminate in room 107 under countertop
 - Complete termination under credenza
 - Complete HDMI and data cabling in maker space
 - Complete cabling in 2nd floor study rooms
 - Complete IT desk trim
- Millwork
 - Install grommets in countertop in room 107
 - Complete installation of IT desk access panels
 - Install correct handrail brackets
- Lo Destro
 - Provide new hardware at closet doors to avoid conflict at projection screen
 - Trim wires at children's area leaves
 - Install doors and hardware on the 6 study rooms and the doors leading to the 1st floor workroom
 - Install Tek Vue system – 9/15 – these are the glass walls for the Maker Studio and the new Programming Room in Youth

In addition I am waiting to hear from vendors when end panels will be installed on the new shelving in the Marketplace and on the teen shelving. Also, privacy panels are to be installed on computer and study desks and new tops installed on the study tables because the outlets were installed incorrectly on the table tops.

I received the shop drawings for signage and am in the process of reviewing that information.

Consideration of Removing Overdue Fines

A patron has requested the library consider not charging overdue fines. His letter, with his reasoning, is attached. In the past two years many libraries across the country have decided to stop charging overdue fines. The overarching reason is that overdue fines may hinder patrons' use of libraries depending on their economic situation, the overdue fines becoming a barrier to access for some people.

In SWAN, 47 libraries out of 100 do not charge overdue fines, this includes our neighboring libraries in SWAN. Outside of SWAN, other neighboring libraries who do not charge fines include Elmhurst, Naperville, Lisle, Fountaindale, and Orland Park.

Elmhurst provides a FAQ about their fine-free policy

<https://elmhurstpubliclibrary.org/about-us/library-cards/fine-free-faq/>

This is an article that provides an overview of the progression of removing fines across the country.

<https://www.theatlantic.com/notes/2020/12/why-some-libraries-are-ending-fines/617253/>

For IPPL, overdue fines were an important source of revenue but our budget is at the point that we can remove that revenue source. Historically, overdue fines were instituted in libraries to incentivize people to return materials. Libraries who have chosen fine-free now incentivize people to return items by placing a stop on a patron' library card if an item is not returned within a certain number of days.

The trustees started a discussion about this topic at the July Board meeting and had questions about current process and the process in a no-fines scenario. This memo provides some answers. Also, Debbie Sheehan, Head of Guest Services, will attend the meeting to answer questions.

I would want to continue to charge overdue fines for equipment, console games, and Hot Picks to ensure their timely return. (Hot Picks was established to provide immediate access to best sellers rather than patrons having to wait on the hold list but there is a large overdue fine attached to encourage timely return of the items.) Attached is a list of the various items we check out, the length of their checkout period, and the daily overdue fine amount. We charge larger overdue fines for items that are part of smaller collections because we want to encourage timely return of the items so the items are available to others.

When an item is overdue, the patron receives overdue notices at 7 days overdue and at 21 days overdue. This would continue in a no-fines scenario.

Currently a patron's card is stopped when their total overdue fines reach \$20. A patron can carry \$19.99 in overdue fines on their card and never pay the fines but still be able to use their

card. If the trustees implemented a no-fines policy, a patron's card would be stopped when one item is 14 days overdue.

If an item is not returned within 42 days, the patron receives a bill requesting the patron pay for the item. Currently they also pay the overdue fines that are owed. In a no-fine scenario the patron would still receive the bill at 42 days and be expected to pay for the item. If they return the item when they receive the bill they would not pay anything, but their card would have been stopped once the item was 14 days overdue.

Overdue fines do not follow the item, they follow the policies of the library that is checking out the item. Interlibrary loan items sent to us and checked out by us are charged overdue fines. Our interlibrary loan items sent to a library that does not charge fines will not incur fines.

Our patrons who go to a library that does not charge fines will not be charged for items they check out at that library. Of course, they are charged for any items they check out at IPPL.

Auto renew is not a factor in this decision except that if we had auto renew items would automatically renew and a patron's card would obviously not be stopped when an item is 14 days overdue

How do physical items compare with digital items? There are no fines attached to digital items. However, the software has an established loan period and the item is automatically "returned" at the end of that loan period.

Currently 17,519 people owe overdue fines totaling \$91,258.00. This means the people returned the items but returned them late. The amount a person owes may be for numerous items. For example, if they have 5 DVDs and return them 3 days late, they owe \$

Here's a breakdown of the fines currently owed:

15,000 people owe less than \$10.00

1343 people owe between \$10 and \$20

500 people owe between \$20 and \$30

216 people owe between \$30 and \$40

123 people owe between \$40 and \$50

Of all these, 839 peoples' cards are stopped because they owe \$20 or more.

12,707 people owe \$69,535.00 in overdue fines incurred prior to 2020. Most likely we will not be paid that money.

We generally waive 25 % of fines each year.

Loan Rules
Effective June 2021

FINES	3/7 days 0 Renewals	7 days 2 renewals	14 days 2 renewals	21 days 2 renewals	21 days- 0 Renewals	In House Checkout 3 hours
\$3.00		New Tech Take Out	Tech Take Out-Not New			
\$1.00	Hot Picks	Rokus New Adult Feature Films New Console Games	Leap Pad Tablets Launch Pads Kits Board Games Puzzles New Playaway Views Console Games	E-Readers I-Pods Playaway Views		Digital Equipment
.25		New YS DVD/BluRay Feature Films that are not new	New Fiction New Adult Non-Fiction DVD/BluRay New Playaways Magazines New CDs Award Books New Audiobooks Study Guides	New Non-Fiction Non-Fiction Fiction CDs Adult NF DVD/BluRay YS DVD/BluRay Playaways Audiobooks	Teen Trending	

**Please include in the board packet and read aloud during the meeting*

Greetings Honored Trustees and Directors,

My name is Nader Najjar (naderbnajjar@gmail.com) and I thank you for the opportunity to comment and include information in your packet for tonight. I reside in Willowbrook and work as a special educator at Downers Grove North High School. My family and I have enjoyed the fantastic service that the library has provided to us for years! Our gratitude also comes from the fact that many people do not have the same access to such great services. Among the many hats that I wear in my life, I helped to develop and continue to sustain the equity and inclusion initiatives at District 99. My work for social justice and amplifying the voices of minoritized started in my youth as I struggled to succeed while growing up on the South-Side of Chicago (side note - I did not access the CPL for years because I had an outstanding fine on a book that I borrowed which helped me win the speech contest in 6th grade. It took me over 20 years to return the book with enough confidence to face my shameful fine). Working deeply in equity and inclusion and reading about the Chicago Public Library's decision to remove fines got me thinking about the possibility of removing fines from our wonderful IPPL. I have gone back and forth with some lively email discussion with Jamie Bukovac for the past few years. I would like to share some of the reasoning why I strongly believe that removing fines aligns with IPPL's mission and provide references for you to read in your free time. Please do your research, since it is difficult for the library to statistically

understand why they should eliminate fines since the statistics will not include all the people that do not use the library due to a fear of fines.

The American Library Association's position on library fines "asserts that imposition of monetary library fines creates a barrier to the provision of library and information services" (2018-2019 ALA CD#38(Rev.1/27), passed by Council at the 2019 ALA Midwinter Meetings). Libraries across the country are removing fines and moving to make the library a more accessible place for all. You have the power to ensure that IPPL is a trailblazer in this regard. As the library is undergoing an outward facelift, let us also take this opportunity to reform the systems in our library.

Arguments in favor of eliminating library fines

1. **A Lack of Evidence:** The pervasive nature of library fines suggests that there is evidence to support their effectiveness. However, there is a lack of data to support whether or not they actually work. More often than not, the justification for library fines seems to have stemmed from assumptions or feelings rather than explicit facts supported by research and data collection.
2. **Fines Disproportionately Affect Lower-Income Patrons:** While there is a lack of evidence to support library fine effectiveness, there is evidence that suggests library fines disproportionately affect lower-income patrons. A fine might seem

like a small penalty for some. However, for many patrons, the consequences of returning books late are too cost-prohibitive, even if the initial checkout is free.

3. Fines are punitive and are not effective in teaching people how to be better:

There is a lack of evidence to support library fines as effective tools for getting patrons to return items on time. While some of the evidence does point in that direction, there haven't been many studies done to support this claim. If they are not being used as friendly nudges toward civic responsibility, it is difficult to view them as anything other than punitive, as if seeking retribution either for the library as an institution or on behalf of the "more responsible" patrons who do not accrue fines.

4. Fines may not make up a significant portion of the library's budget: *"Overdue*

fines are a regressive method of raising revenue, they hurt the most those who can afford them the least, create stress-filled interactions, and require significant

amounts of staff time to manage." - David Seleb from the Oak Park Public Library

"...fines have become a privilege and – not only do they not work – they actually encourage people to keep materials longer if they can afford it." - Annette Birdsall,

Director of the Tompkins County Public Library

"Not spending dollars to collect dimes." - Nancy Kreiser from the Contra Costa County Library, describing an advantage to fine elimination

5. Eliminating fines may improve circulation: The elimination of fines could benefit

not only patrons but the library as well. One of the ways in which the library could benefit is an increase in circulation. This result makes sense: if patrons are no

longer afraid to use the library's collections, they might be more willing to check out books. Similarly, patrons whose fines have been forgiven might return to the library and check out materials again.

6. **Improved Patron/Librarian relationships:** Fine-elimination could lead to improved patron interactions. When thinking about library fines, one might not initially imagine the potentially tense interactions that can be associated with the fine collection.

The above is an excerpt from:

Unrein, Sabrina. (2020). "Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries." Syracuse, NY: iSchool Public Libraries Initiative at Syracuse University.

Additional References:

How Eliminating Library Fees Advances Racial Equity

<https://www.urbanlibraries.org/blog/how-eliminating-library-fees-advances-racial-equity>

Five Unexpected Benefits of Eliminating Library Fines

<https://ischool.syr.edu/five-unexpected-benefits-to-eliminating-library-fines/>

Eliminating Library Fines as a form of Social Equity Working Group

<http://www.ala.org/tools/atoz/fines-and-overdues>

Transmission Level	Recommended Response
HIGH	Masks are required for all visitors, whether they are vaccinated or not.
SUBSTANTIAL	Masks are strongly recommended for all visitors, whether they are vaccinated or not.
MODERATE	Masks are recommended for non-vaccinated visitors.
LOW	Masks are recommended for non-vaccinated visitors.

- When the COVID-19 transmission rate went to high, we changed our wording from “strongly recommended” to “masks are required” and brought back the “Kids Zone = Mask Zone” signs.
- All staff regardless of vaccination status are wearing masks in shared areas.

Library Hours

Last month I had requested the library increase hours starting August 23. Unfortunately, after the July board meeting Early Literacy Librarian Lexy Twidell resigned to take a position at another library and Guest Services Associate Jenn Hoffa resigned due to a family emergency. Thus, we're still short five people in Guest Services, which equates to 80 hours a week of staff time, plus two librarians. Plus, Resource Services Librarian T.J. Szafranski will be taking parental leave the end of August. In addition, the drive-up window as created a new spot that needs to be staffed. With full staffing, that won't be a problem but it does impact us given the current staffing level.

I'm requesting we maintain our hours as they are until we've filled one librarian positions and have filled at least three of the Guest Services positions. My hope is that will occur by mid-October. The current hours are:

Monday – Thursday 10 – 7

Friday and Saturday 10 – 5

Sunday 1 – 5

Staff from the Programming and Outreach Department and librarians from Resource Services assist with providing coverage on the first and second floors plus they do the work of programming, outreach, and selection of materials. We could increase our hours and ask these staff members to work more hours "on the floor" but that would mean reducing the number of programs we offer as well as impacting the amount of time librarians have to select materials for our collections.

Replacement of Strobe and Horn Strobes to Sync with Fire Alarm System

As part of the renovation, the Tri-State Fire Marshall noted that our strobes don't flash in sync. The strobes were installed when the building was built in the mid-90's and since that time the fire code has changed in that it requires that all strobes flash in sync. The reason for the change in the code is that strobes that are randomly flashing can create seizures in people. The old strobes can't be programmed to flash in sync, so they need to be replaced. Also the annunciator panel in the vestibule needs to be replaced. I've received two bids for the work and a third bid is in process.

High Rise Security Systems \$9,317.00

Fox Valley Fire and Safety \$6,490.00

The Fox Valley bid is currently the low bid and also the company that does the annual inspection of our fire system. I'm asking the trustees to approve spending up to \$6,490.00 to replace the strobes and the annunciator panel.

The money for this project will come out of the operating fund as we have an extra \$70,000 in the budget that I've put into "Building Improvements".



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.