

Board Agenda
December 9, 2020 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our December 9, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. December 9, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:

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

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Webinar ID: 886 6728 1688

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

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

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

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

Vision Statement: Lives are enriched and dreams are realized.

- C. Public Comment

- D. Communications and Announcements

- E. Omnibus Consent Agenda
1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 18, 2020 Page 3
2. Action on Bill/Additional Bills Page 7

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 12 Information

H.	Department Reports		Information
	1. Assistant Director	Page 16	
	2. Marketing	Page 18	
	3. Adult	Page 21	
	4. Circulation	Page 24	
	5. Technology and Technical Services	Page 25	
	6. Youth	Page 26	
I.	Staff Report		
	none		
J.	Reports		
	1. Treasurer’s Report	Page 31	Information
	2. Chamber Reports (Jensen)	Page 35	Information
	3. RAILS	Page 36	Information
	4. Building and Grounds Committee (none)		
	5. Finance Committee (none)		
	6. Planning/Outreach Committee (none)		
	7. Policy Committee (none)		
K.	Unfinished Business		
L.	New Business	Page 41	
	1. Motion to Award the Base Bid and the Two Add Alternates to Lo Destro for a Contract Amount of \$649,250.00		Action
	2. Motion to Award Furniture Bid 1 to Thomas Interiors in the Amount of \$95,979.94	Page 46	Action
	3. Motion to Award Furniture Bid 2 to Forward Space in the Amount of \$12,842.18	Page 48	Action
	4. Motion to Award Furniture Bid 3 to Library Furniture International in the Amount of \$68,737.00	Page 49	Action
	5. Motion to Approve Quote of \$89,748.76 from Ki for Ki Furniture	Page 50	Action
	6. Motion to Approve Quote of \$5,677.60 from Forward Space for Steelcase Furniture	Page 53	Action
	7. Motion to Appoint Suriano and Bukovac to Manage and Approve Contracts for Bid Awards and Furniture Purchases		Action
M.	Meetings Scheduled		
	Schedule Policy Committee meeting the Week of January 11, 2021 via Zoom (Damon, Frawley, Megaridis)		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

Indian Prairie Public Library
Board of Trustees Minutes

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 November 18, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. November 18, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

iPhone one-tap :

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Webinar ID: 867 0367 9304

Passcode: 051294

International numbers available: <https://us02web.zoom.us/j/86703679304>

Truth in Taxation Hearing

November 18, 2020 – 6:30 p.m.

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 6:30 p.m. Present were Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano, Jamie Bukovac, Laura Birmingham, Maria Wlosinski. Absent: none. Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 5, 2020.
- B. Public Questions/Comments – No public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 6:35 p.m.

Board of Trustees Regular Meeting

November 18, 2020 – 6:35 p.m.

A. Roll Call

President Suriano called the meeting to order at 6:35 p.m. and stated the following:

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

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

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

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.

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

- D. Communications and Announcements

- E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, October 21, 2020

2. Action on Bills/Additional Bills

3. Ordinance #2020-8 Directing County Clerk as to PTELL Reduction

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

- F. Items Deleted from Omnibus Consent Agenda - none

- G. Library Director's Report

Megaridis asked about the status of the new pergola that the Board approved in June for the reading garden. Bukovac said our building services coordinator feels it's something he can build. Due to the pandemic he's worked an unusually large amount of time for the National Guard this year so we did fall behind. He's been focusing on completing projects related to the renovation. He also worked to complete the installation of the patio steps before the cold weather.

- H. Department Reports

- I. Staff Report – none

- J. Reports

1. Treasurer's Report – backup in packet.

2. Chamber Reports (Jensen)

3. RAILS – backup in packet.

4. Building and Grounds Committee – no report

5. Finance Committee – no report

6. Planning/Outreach Committee – no report

7. Policy Committee – no report

K. Unfinished Business

1. Ordinance #2020-9 Tax Levy Ordinance for FY 2020-21- Krupicka moved, Akhras seconded to approve Ordinance #2020-9 Tax Levy Ordinance for FY 2020-21. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

L. New Business

1. FY2019-20 Audit – The Board did not have any questions. They did not feel it was necessary for the auditor to attend a future meeting to review the report. Bukovac said our revenues decreased but our expenditures were down so \$200,000 went into our reserves for last fiscal year.
2. Proposal for Replacement of Elevator Hydraulic Valve – Birmingham reviewed the backup in the packet. She recommends that the library go with the lowest quote from American Hoist and Manlift in the sum of \$6,450. Akhras moved, Krupicka seconded to approve the quote from American Hoist and Manlift in the sum of \$6,450 for replacement of the elevator hydraulic valve. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Update on Renovation – The board viewed a PowerPoint presentation which included the floor plan, renderings, and an aerial view of the renovated spaces. Bukovac will send the presentation and pictures of the light fixtures to the trustees. Suriano would like to determine what aspects of the renovation the Foundation & Friends can target for fundraising. Bukovac suggested we take a look at that once the bids are in. Megaridis asked about signage. Bukovac said we will be working on that next – it doesn't require the same lead time as the other items. Bids are due on Monday by 1 p.m. The December board meeting will be on the 9th. The architects will present all the information. The board will award the bids. Krupicka noted all the work and planning that has gone into this project. It took a great deal of thought and collaboration on the part of Bukovac, the department heads, and the staff. Bukovac pointed out that in the last renovation we removed walls to open up the library but we didn't expand or create new space for the public. It's amazing how much we'll accomplish with this renovation in the same blueprint.
4. Response to State COVID Mitigation Plans – Starting Friday Illinois will move to Tier 3 which allows non-essential retail and service counters to stay open at 25% capacity. The mitigation states the provisions apply to industries/sectors with Restore Illinois Phase 4 guidance or other mitigations. Other functions (i.e. infrastructure, governments, logistics and warehousing, etc.) that previously have not been subject to specific guidance may continue regular operations but are encouraged to voluntarily take proactive steps to support new mitigation strategies wherever possible. In these areas, customer serving functions should be limited to 25% capacity, aligned with retail mitigations, and maximize work from home wherever possible. Bukovac said that working off of a formula from FEMA for determining square footage per person and then applying 25% to that means the library could have 50 patrons in the library. She is proposing that we adjust services by removing all seating and limiting access to the building to IPPL cardholders only using an appointment system. The board discussed the options of keeping the building open at the 25% capacity or closing the building. In both cases digital and online programming would continue as well as phone/chat/mail, and homebound delivery. It was noted that the library has done a great job keeping patrons and staff safe. Our circulation is three times what it was when we only did curbside in April/May so our patrons are using us for browsing. Also, the 25% capacity is still an opportunity to provide services for our patrons. The

consensus among the board was that if the library stays open at the 25% capacity, it would have to be limited to IPPL cardholders and an appointment system would have to be used. In addition, the board recognized that this is a fluid situation - it was suggested that whichever direction the board takes tonight, they would also empower Bukovac and Suriano to fine tune the plan if the situation changes. Damon moved, Krupicka seconded to keep the building open at 25% occupancy and to give Bukovac and Suriano the power to make changes to the plan as the situation evolves. Ayes: Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Abstain: Akhras. Absent: none. Motion carried. Bukovac will let the board know if any changes are made.

M. Scheduled Meetings

The December board meeting will be on December 9 at 6:30 p.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:25 p.m. Damon moved, Megaridis seconded to adjourn the meeting. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS NOVEMBER, 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4960 - 5061	\$ 134,736.36
Fifth Third-Salaries	921 - 935	\$ 5,672.29
Hinsdale Bank-Direct Deposits	& 31201 - 31332	\$ 112,025.83

MONTH'S TOTAL: \$ 252,434.48

Indian Prairie Public Library District Account QuickReport - Vendors

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As of November 30, 2020				
Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Bill Pmt Check	11/09/2020	4960	Accurate Employment Screening, LLC	15.00
Bill Pmt Check	11/09/2020	4961	Art Excursions, Inc.	350.00
Bill Pmt Check	11/09/2020	4962	Baker & Taylor	4,805.66
Bill Pmt Check	11/09/2020	4963	Baker & Taylor (video)	182.15
Bill Pmt Check	11/09/2020	4964	Blackstone Audio, Inc.	224.98
Bill Pmt Check	11/09/2020	4965	Carrera, Kristin	320.00
Bill Pmt Check	11/09/2020	4966	Case Lots Inc.	1,323.20
Bill Pmt Check	11/09/2020	4967	Cengage Learning, Inc.	239.10
Bill Pmt Check	11/09/2020	4968	Center Point Large Print	124.00
Bill Pmt Check	11/09/2020	4969	Closer	99.72
Bill Pmt Check	11/09/2020	4970	Colonial Life	82.53
Bill Pmt Check	11/09/2020	4971	Dames, Mary	22.41
Bill Pmt Check	11/09/2020	4972	Dancing Cranes Yoga Inc.	240.00
Bill Pmt Check	11/09/2020	4973	Dave's Specialty Foods, Inc.	100.00
Bill Pmt Check	11/09/2020	4974	Dynegy Energy Services	4,262.95
Bill Pmt Check	11/09/2020	4975	Eskew, Joe	64.38
Bill Pmt Check	11/09/2020	4976	Garvey's Office Products	157.20
Bill Pmt Check	11/09/2020	4977	Grasso Graphics	4,498.89
Bill Pmt Check	11/09/2020	4978	Groot Industries, Inc.	361.21
Bill Pmt Check	11/09/2020	4979	Hagan, Ellen	750.00
Bill Pmt Check	11/09/2020	4980	Henderson, Leah	525.00
Bill Pmt Check	11/09/2020	4981	Ingram Library Services	560.75
Bill Pmt Check	11/09/2020	4982	Lawrence, Megan	10.00
Bill Pmt Check	11/09/2020	4983	Marquee Movie Presentations LLC	200.00
Bill Pmt Check	11/09/2020	4984	Midwest Tape	1,267.50
Bill Pmt Check	11/09/2020	4985	National Geographic Little Kids	20.00
Bill Pmt Check	11/09/2020	4986	NCPERS Group Life	48.00
Bill Pmt Check	11/09/2020	4987	Neviol Inc.	4,725.00
Bill Pmt Check	11/09/2020	4988	NoLoad Fund Investor, The	169.00
Bill Pmt Check	11/09/2020	4989	OverDrive	3,215.68
Bill Pmt Check	11/09/2020	4990	Peregrine, Stime, Newman, Ritzman & Bruck	1,237.50
Bill Pmt Check	11/09/2020	4991	Product LLC	15,413.00
Bill Pmt Check	11/09/2020	4992	Runco	135.25
Bill Pmt Check	11/09/2020	4993	Scharping, Ronald A.	50.00
Bill Pmt Check	11/09/2020	4994	Schultz., Jack	15.50
Bill Pmt Check	11/09/2020	4995	Sebert Landscaping	805.00
Bill Pmt Check	11/09/2020	4996	Specialty Mat Service	108.86
Bill Pmt Check	11/09/2020	4997	Suburban Door Check & Lock Service	156.00
Bill Pmt Check	11/09/2020	4998	Thompson, Latricia	4.00
Bill Pmt Check	11/09/2020	4999	U.S. Postmaster	1,895.35
Bill Pmt Check	11/09/2020	5000	Watson, Renee	750.00
Bill Pmt Check	11/09/2020	5001	William, Natalie	22.00
Bill Pmt Check	11/10/2020	5002	AT&T	413.76
Bill Pmt Check	11/10/2020	5003	Dzierzbicki, Monica	17.66

Indian Prairie Public Library District
 Account QuickReport - Vendors

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As of November 30, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	11/10/2020	5004	EBSCO Information Services	522.36
Bill Pmt Check	11/10/2020	5005	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	11/10/2020	5006	Jensen, Heather Forster	15.00
Bill Pmt Check	11/10/2020	5007	Kline, Cindy	10.00
Bill Pmt Check	11/10/2020	5008	PitneyBowes	165.00
Bill Pmt Check	11/01/2020	5009	Twidell, Lexy	63.10
Liability Check	11/12/2020	5010	Nationwide Retirement	986.53
Liability Check	11/12/2020	5011	Vantagepoint	1,351.26
Liability Check	11/12/2020	5012	State Disbursement Unit	493.94
Liability Check	11/12/2020	5013	State Disbursement Unit	128.25
Bill Pmt Check	11/16/2020	5014	Blackstone Audio, Inc.	1,478.85
Bill Pmt Check	11/16/2020	5015	Canon Solutions America Inc.	1,002.90
Bill Pmt Check	11/16/2020	5016	Cengage Learning, Inc.	87.17
Bill Pmt Check	11/16/2020	5017	Center Point Large Print	98.68
Bill Pmt Check	11/16/2020	5018	Chicago Tribune	248.00
Bill Pmt Check	11/16/2020	5019	Children's Plus Inc.	903.05
Bill Pmt Check	11/16/2020	5020	DEMCO	214.30
Bill Pmt Check	11/16/2020	5021	Guest Enterprises, Inc.	1,500.00
Bill Pmt Check	11/16/2020	5022	Illinois Secretary of State	10.00
Bill Pmt Check	11/16/2020	5023	Mathisen, Martina	100.00
Bill Pmt Check	11/16/2020	5024	Neviol Inc.	4,725.00
Bill Pmt Check	11/16/2020	5025	On Time Label	214.00
Bill Pmt Check	11/16/2020	5026	Owl Hill Media, LLC	29.99
Bill Pmt Check	11/16/2020	5027	Thomson Reuters West	82.68
Bill Pmt Check	11/16/2020	5028	Unique	71.60
Bill Pmt Check	11/16/2020	5029	USA Today	340.15
Bill Pmt Check	11/17/2020	5030	American Hoist & Manlift Inc	3,225.00
Bill Pmt Check	11/17/2020	5031	Baker & Taylor	8,832.75
Bill Pmt Check	11/17/2020	5032	Baker & Taylor (video)	170.16
Bill Pmt Check	11/17/2020	5033	Ingram Library Services	636.97
Bill Pmt Check	11/17/2020	5034	Midwest Tape	1,384.34
Liability Check	11/25/2020	5035	Nationwide Retirement	986.53
Liability Check	11/25/2020	5036	Vantagepoint	1,351.26
Liability Check	11/25/2020	5037	State Disbursement Unit	493.94
Liability Check	11/25/2020	5038	State Disbursement Unit	150.75
Bill Pmt Check	11/27/2020	5039	Baker & Taylor	1,652.51
Bill Pmt Check	11/27/2020	5040	Baker & Taylor (video)	119.25
Bill Pmt Check	11/27/2020	5041	Bank of America	8,393.47
Bill Pmt Check	11/27/2020	5042	BCBS	13,574.48
Bill Pmt Check	11/27/2020	5043	Blackstone Audio, Inc.	1,070.23
Bill Pmt Check	11/27/2020	5044	Call One	260.96
Bill Pmt Check	11/27/2020	5045	Canon Financial Services, Inc.	246.00
Bill Pmt Check	11/27/2020	5046	Case Lots Inc.	555.65
Bill Pmt Check	11/27/2020	5047	Cengage Learning, Inc.	61.58
Bill Pmt Check	11/27/2020	5048	Center Point Large Print	25.97

Indian Prairie Public Library District Account QuickReport - Vendors

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As of November 30, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	11/27/2020	5049	Fox Valley Fire & Safety	775.00
Bill Pmt Check	11/27/2020	5050	Ingram Library Services	505.57
Bill Pmt Check	11/27/2020	5051	Jensen, Shirley P	79.92
Bill Pmt Check	11/27/2020	5052	Knudsen Construction, Inc.	15,676.00
Bill Pmt Check	11/27/2020	5053	Midwest Tape	747.96
Bill Pmt Check	11/27/2020	5054	OverDrive	4,237.18
Bill Pmt Check	11/27/2020	5055	Principal Life Insurance Company	1,194.84
Bill Pmt Check	11/27/2020	5056	Quill	2,198.08
Bill Pmt Check	11/27/2020	5057	Runco	376.17
Bill Pmt Check	11/27/2020	5058	Shaw Media	166.46
Bill Pmt Check	11/27/2020	5059	TMobile	37.44
Bill Pmt Check	11/27/2020	5060	VSP Vision	194.06
Bill Pmt Check	11/27/2020	5061	Wlosinski, Maria	25.88

Total 10122 - Fifth Third Checking

134,736.36

TOTAL

134,736.36

Bills for approval – Electronic Payments & Automatic Withdrawals

November 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	11/12/2020	3,566.53
EFTPS-Federal	Payroll taxes	11/13/2020	19,536.64
ILDOR-State	Payroll taxes	11/27/2020	3,591.42
EFTPS-Federal	Payroll taxes	11/27/2020	19,513.56
IMRF	Payroll Pension	11/27/2020	23,348.70
DAC	Deposit to HRA	11/03/2020	278.47
DAC	Deposit to HRA	11/09/2020	179.34
DAC	Deposit to HRA	11/10/2020	320.74
DAC	Deposit to HRA	11/17/2020	23.66
DAC	Deposit to HRA	11/24/2020	134.03
Nicor	Gas	11/17/2020	713.79
INB Bank/5/3	Credit Card Fee	11/15/2020	107.06
Hinsdale Bank	Fee-Direct Deposit	11/18/2020	56.00

Director's Report December 2020

Agenda

New Business:

As back-up, there is a letter from Product Architecture with their recommendation for the General Contractor as well as their recommendations for five vendors for furniture and shelving. They also include the revised budget in their letter. The bid information is included with the letter. On the agenda, there is one motion for the construction and five motions for the furniture and shelving. All of this is explained in the letter. In addition, there is back-up for each furniture/shelving motion showing the types and quantities of furniture and shelving that are part of each motion.

When we went to bid for the construction a number of alternate deducts were included in the event the bids came in too high.

The alternate deducts were:

- The makerspace
- Expanding the Youth Room (referred to as the storytime room in the documents)
- Painting of the staff offices and workrooms on the 2nd floor
- Specialty lighting in the café
- Specialty lighting in the teen area
- Closing the building for two months

If the trustees were to choose any of these, the bid amount would be deducted from the base bid. Those bid amounts are on the bid sheets that are with the architect's letter.

There were two alternates that were add-ons:

- New carpeting in the meeting room
- Painting the vaulted ceiling in the lobby

If the trustees choose to do these projects, the bid amounts would be added to the base bid. These amounts are also on the bid sheet.

There was also an add-on alternate with the first furniture package which is the hanging fabric leaf sculpture for the early literacy area. Again, this amount is on the bid sheet.

The total project cost came in at \$1,141,645 with construction costs at \$649,250. The estimated budget for construction was \$742,910. Furnishings came in at \$272,984 and the estimate was \$315,000.

Given the very good bids we received and the fact that any projects done later would be more expensive, I recommend the library do the entire project.

Finances

I've included an updated financial forecast that includes the audited numbers for FY19/20 and the revised renovation dollars based on the bid amounts. The projections show that if the entire renovation project is done, the library will have over \$400,000 in reserves in the new fiscal year.

In addition, you'll see in the Treasurer's Report that we are doing quite well with the budget. The end of November is 41.67% of the year and our revenue is at 98.15%. We've received 99.26% of expected property taxes and Desk Monies are running 58.75% due to non-residents continuing to purchase library cards.

Expenditures are currently at 31.87% which includes money spent on the renovation for work by the architects.

Services During COVID Mitigations

Services are going quite well. We've streamlined the check-in process at the entrance to get people into the building more quickly. Initially we were turning away quite a few non-residents but that number has gone down. We have had to turn away residents looking for seating. At no point in time have we had 50 people in the building. Pick-up at the window continues to go well and we see more people taking advantage of that. One service we did take away was the newspapers but, as Tony notes in his report, we are now offering newspapers online.

Possible Requests to the Foundation

Vicki had asked that I put together ideas for possible requests to the Foundation. Currently the Foundation has \$100,000. The Foundation Board will meet in January. Possible ideas:

- The Youth Room - \$15,500
- The Café - 50,000
- The two conference rooms on the 2nd floor - \$45,000
- Laser cutter for the maker space (very popular in other maker spaces) - \$17,000
- A new, top of the line 3D printer (ours is 5 years old) - \$10,700

Meetings

- Several with the architects
- Bid opening
- Two one-on-ones with Natalie
- One one-on-one with Tony
- One one-on-one with Ann
- One one-on- one with Laura
- SWAN quarterly directors meeting

FINANCIAL FORECAST

Renovation \$1,141,645

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

	<u>2018</u>	<u>2019</u>	<u>2020</u>	projected <u>2021</u>	<u>2022</u>
Revenues					
Taxes	3,475,052	3,385,027	3,593,998	3,740,844	3,815,661
Intergovernmental	33,240	53,161	53,930	53,161	30,000
Desk monies	207,492	210,389	160,218	105,800	170,000
Interest	38,000	91,472	78,546	0	6,569
Miscellaneous	2,709	3,154	1,983	2,400	3,300
Total Revenues	3,756,493	3,743,203	3,888,675	3,902,205	4,025,530
Expenditures					
Personnel	2,691,934	2,719,679	2,659,342	2,883,331	2,940,998
Materials	469,172	469,515	453,464	477,775	477,775
Building	247,875	267,006	234,855	247,100	249,571
Technology	100,726	107,693	116,478	124,177	124,177
Operations	30,937	38,472	33,588	33,500	33,500
Contractual Service	12,720	13,809	19,575	24,120	24,120
Insurance	16,633	17,247	17,308	17,385	17,472
Public Information/Programs	61,111	66,023	58,584	74,240	74,240
Contingency	5,018	13,280	16,343	20,577	
Debt Service					
Total Expenditures	3,636,126	3,712,724	3,609,537	3,902,205	3,941,853
Excess revenues over (under) expenditures	120,367	30,479	246,157	0	83,678
District Fund Balance July 1	1,423,774	1,512,078	1,257,039	1,431,963	328,463
District Fund Balance June 30*	1,512,078	1,257,039	1,431,963	328,463	412,141
Capital Projects					
	6,498	187,287	50,000	1,092,000	
HVAC motor		parking lot	renovation	renovation	
5,775	47,395	14,720	6,500		
HVAC repair		masonry	LED bulbs	elevator hydraulic	
4,863	6,100	6,513	5,000		
landscape projects		self checkout soft	brick patio	landscaping	
	4,965	2,447			
sconce and globe llgl		self check computers			
	2,110	42,289			
mid-kids lounge		servers/misc			
		bldg			
	2,210				
self-check computers					
	5,642				
HVAC - pumps					

Assistant Director's Report: December 2020

Since the last Board meeting on November 18th, Jill, Dave and I have all taken some vacation time, so I do not have a long report this month.

Building:

Joe and Kyle continue to install and move shelving in the Adult Services department as staff are able to shift materials.

Joe relocated his workshop to the two storage rooms in the basement (formerly the Friends area and a general storage area). The rooms look amazing! He painted the walls and put a sealant on the floors. Joe is very organized and everything is very neat and attractive.

After the workshop move, Joe installed shelving in the space off of the Receiving Room (where his workshop was) and it is now ready for collection storage.

IPPL Foundation and Friends:

The Book Nook made \$133.25 in November. With so few people in the building, sales are extremely low.

Now that there is no longer a storage room in the basement, Joe has made room for book sale materials in a large supply closet on the 1st floor. Volunteers will have a table to sort items and store extra stock. The new space is smaller, so we will not be saving large amounts of materials. We have not had a large book sale in years and I do not foresee doing one in the future. It was a lot of work for very little payoff. The ongoing book sale area will be the main focus for their revenue, which does quite well in normal times. The new storage and sorting area will be more convenient for the volunteers to access, which is a plus.

Programming:

Cindy organized and hosted the following online programs in November:

<u>Date:</u>	<u>Program:</u>	<u>Attendance:</u>
11/4	<i>Chair Yoga</i>	22
11/11	<i>Chair Yoga</i>	28
11/11	<i>A Soldier's Musical Salute</i>	24
11/17	<i>The Art of Norman Rockwell</i>	50
11/18	<i>Chair Yoga</i>	30
11/25	<i>Chair Yoga</i>	22
10/28	<i>From Emancipation to Inauguration: The Black Experience in Chicago</i>	12

There were two "on demand" programs in November:

Holiday Cooking with Chef Dave Esau - 28 views

An Architectural Tour of the World - 73 views

I moderated the online program *Beginner's Guide to Investing Using Weiss Financial Ratings* on November 9th and 8 people attended.

Marketing Highlights:

- Dave edited and produced 8 YouTube videos in November. The most popular new video in November was *Save Money Online Shopping* with 84 views. *Jack's Magic Tricks: 3 Rope Tricks* had 36 views and *Magic Tricks: 21 Card Trick* had 32 views.
- This month, Dave is working with the Kids and Teens Department to produce a winter variety show video that will debut on December 27th. The video will kick off the annual "Winter Read".
- *Miss Lexy's Favorite Baby Tickles* which was produced in April, continues to be the most popular video on our YouTube page gaining an additional 165 new views in November.
- Jill's Marketing Report is attached.

Submitted by: Laura Birmingham



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

Continuing Education

I am working my way through the Library Marketing Communications Conference, which was held virtually from November 4-6. I opted to participate on my own time, so I have about 17 hours to enjoy! It's a top-rated conference with marketing people like me from around the country. I was on vacation the last part of the month; so I've only watched one session so far. I have until the end of January to complete.

Website

The website gets updated weekly as part of the weekly marketing plan (that includes the web, enews, and social media.) We did a new page for the holidays at the library to compliment the newsletter and updated a special Black Friday page. We also added updated the Write-On page with the winning entries for teens. Because of the changes to Tier 3, we also updated the COVID-19 and created an additional page about visiting the library.

Video

Dave is working on producing a video—the Winter Variety Show—to debut on Dec. 27. We aren't working on additional videos right now while this video is being done.

Yelp

I received a certificate in the mail from Yelp for the library receiving and maintaining a 4-star review. I take this recognition with a grain of salt because usually, people go to Yelp or Google to complain. However, the fact people rate us positively is something that I think is a huge accomplishment. It speaks to the high level of customer service the library team gives on a daily basis. Kudos, team!

Enews

We continue to send enews on Thursdays and programming on Sundays. However, due to Thanksgiving, we sent the Thursday edition on Friday. I have noticed that the general open rate of enews is down from last year. In the grand scheme, we are only talking a couple of hundred fewer opens. Also, we send emails twice a week, which in turn reaches more people. That being said, when we have something urgent to communicate, people open enews—like for example, the service update on November 19.

General Enews Subscribers

October 31	16,798
November 30	16,753
Loss in subscribers	-45

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	296	+1
Teen Enews subscribers	154	0

Enews Open & Click Rate

Date	Open Rate	Click Rate
Nov. 1	16	5
Teen, Nov. 2	16	5
BizConnection, Nov. 4	16	22
Nov. 1	15	6
Nov. 8	15	4
Nov. 12	15	7
Nov. 15	15	7
Nov. 19 (new changes with service)	30	6
BizConnection, Nov. 19	19	5
Nov. 22	14	6
Nov. 25	15	8
Nov. 29	14	6
Foundation & Friends	40	16

Social Media

Social Media continues to grow organically, except Twitter, which was stagnant last month.

Channel	Likes/Followers	+/- (Since Oct. 31)
Facebook (Likes)	1,991	+12
Instagram	698	+6
Twitter	1,090	0
LinkedIn	161	+5
YouTube	175	+2

Social Media Posts

People love to hear about us! When we posted that we were to remain open, but there were some changes to our services, the response was favorable, and people shared the post. In fact, we shared the message numerous times, and the response is always favorable.

In addition, the Give Back movement of the food drive, cold weather gear drive, and the Darien Woman's Club Soap Drive also gets lots of likes and shares each time it gets posted. Again, we are a community partner, and I love that we are able to help in times of need—apparently, so does the community.

Adult Services Monthly Report

November 2020

I have been working with Shirley and Jack to coordinate the shelvees shifting the non-fiction collection into the new stack configuration. As previously reported, mysteries were moved into the middle of the floor. After that, we started at the end of non-fiction and are working backwards toward the beginning of the collection. Eventually, subject areas will be shifted into this tall shelving as well.

Now that Joe E. has converted his former workshop into a storage area, Jennifer has been directing Emily in moving duplicate copies of fiction titles into this storage area. I have evaluated what can go into storage from the non-fiction collection. It will work the same way as the duplicate DVDs we own. Patron's will see that the item location is "storage" and can ask at the desk to have the item retrieved for them.

I spoke with Ken Reger, the coordinator of the AARP Tax Aide program. We will not be hosting this year due to the need to use our meeting room for other purposes during the renovation. He does have four sites that have agreed to go forward, but this is down from the eight he normally oversees. The process will be different and people will not sit with the preparer while their taxes get done. They initially meet with an intake coordinator who will review their documents to make sure everything is there. Then the documents are scanned and sent to a preparer who will prepare the return from home. A second preparer will review as a quality control check, then the client will be called to arrange an appointment to go over the returns and file them.

Met with Department Heads to go over protocols in Tier 3 mitigation, it was decided that Adult Services would be the point department on staffing the front door to check that patrons entering the building had an Indian Prairie library card or lived in the area and could stop to apply to for one. I worked on that Sunday of the first weekend, staffing the door and handing out information to patrons and letting them know how the process would work moving forward.

It was decided to remove newspapers from the floor as part of the mitigation protocols. I searched for a digital product that had the content of most, if not all, the papers we have subscriptions at a reasonable cost as digital newspaper products are quite expensive. I chose Proquest's Global Newsstream, which was launched on December 1. The resource will provide at-home access to over 6,000 publications from around the world, including text from the *Chicago Tribune*, *New York Times*, *Wall Street Journal*, *Daily Herald*, *Financial Times*, *Barron's*, and *Crain's Chicago Business*. We also are promoting our resource Chicago Area Newspapers that has recent and back issues of the *Chicago Sun-Times* and also the *Daily Herald*, along with numerous local weeklies. We received an end of the year 20% discount on the cost for a 12 month subscription.

I helped Laura host an online program with Weiss Financial Ratings Series on Monday, November 9. Since the program had to do with one of our online resources, I sat in in case there were any questions about the resource or other resources the library has to offer.

One on ones

Two with Jamie

Two with Shirley

Two with Jennifer

Two with Joe

Two with Marissa

Monthly Highlights

- Shirley compiled a curated list of available classic business titles available in Hoopla. She produced a special Small Business Saturday edition of the BizConnection e-news. She worked on connecting Kids & Teens staff with business people for programs they were planning.
- Jennifer worked with Ann to finalize the new genre stickers for the fiction collection. She applied to have Indian Prairie take part in the SWAN Aspen beta project. Aspen is the new catalog interface that SWAN is investigating as a possible replacement for Enterprise. Unfortunately, we were not selected to participate. She prepared and added to the website new bibliographies Marissa had created. She continues to weed fiction and directs Emily in weeding Large Print and moving duplicates to storage.
- Joe’s ESL Conversation group continues to grow. The first session in November had two people, but as publicity got out the next session had seven and the third session had 10. They have been meeting weekly as there is a lot of interest from the participants to meet more often than they had in person pre-pandemic (this group met bi-weekly on the first and third Saturday mornings). He sat in on Elmhurst Library’s Foreign Policy Roundtable (the program that is their Great Decisions) to observe how it was moderated in advance of hosting Indian Prairie’s Great Decision series.
- Marissa completed weeding junior non-fiction. She has been working on finalizing new picture book categories as well as eliminating some that are no longer popular. She also created bibliographies for kids, mid-kids, and teens on celebrating indigenous people and their culture.

Community

- Shirley attended the WBBR Chamber pre-lunch meeting; WBBR Chamber Women in Business meeting; Darien Chamber Board meeting; and WBBR Restaurant Week committee meeting.
- Jennifer and the Associates fulfilled nine requests for book club support materials on six new titles and three titles requested previously by other book clubs. She has also been e-mailing patrons with holds on titles in Overdrive that are available immediately through Hoopla. At least two patrons have thanked her as they did not know that this was an option.

Contributing to the Profession

- Tony attended the SWAN DUX Meeting where he took part in an exercise to test the process of downloading ematerials through the Aspen catalog interface and provided feedback for areas of improvement.
- Shirley attended the Middle Managers Networking Group meeting. She also helped to coordinate this month’s meeting of the Southwest Suburban Business Librarians Networking Group meeting.
- Jennifer attended an ARRT Steering Committee meeting where they planned a jobs program for 2021 and brainstormed future program ideas.

Continuing Education

- Tony continued his leadership discussions with Jamie around the concept of leading with gratitude and he completed reading the book *Leading with Gratitude*.
- Jennifer attended the webinar *Promoting Your Digital Collection during the COVID-19 Pandemic and Beyond* and will be working with Jill to institute some of the ideas presented. She also viewed *Holy Post: Race in America* and *Uncomfortable Conversations with a Black Man*:

Conversations with the Police in advance of meeting with Tauya Forst to discuss the library's January EDI program.

- Joe began his four week ALA class on managing electronic resources in advance of taking over overseeing the library's online databases. He also viewed the two videos in advance of meeting with Tauya Forst.
- Marissa attended the Teen or Youth Selectors (T.O.Y.S.) Networking Group Meeting; she viewed Booklist webinars: *Winter Young Reader's Announcements*; *Graphic Jam*; *Bursting at the STEAMS: Upcoming Titles for Young Readers*; and *YA for All: Genre Bending Young Adult Titles That Can't Be Missed*. She also attended an Author & Educator Roundtable – Culturally Responsive Books in the Classroom that was sponsored by Booklist.

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
4-Nov	7:00 p.m.	Online ESL Conversation Group	Joe	2
11-Nov	7:00 p.m.	Online ESL Conversation Group	Joe	7
18-Nov	7:00 p.m.	Online ESL Conversation Group	Joe	10
24-Nov	1:00 p.m.	Online Genealogy Group	Joe/Catherine	24
			Total	43

Social Media & e-Newsletter Reach

****Note: LibraryAware had an issue in mid-November that led to our 11/15 lists going to about 15 fewer subscribers. The numbers bounced back in early December****

- Book Club (send quarterly) – sent 10/28: opened by 27/43 subscribers (63% open rate) and 18 clicks
- Bestseller Preview (send bimonthly, links both to SWAN and Overdrive)
 - 11/1: opened by 202/489 subscribers (41% open rate) and 189 clicks
 - 11/15: opened by 190/474 subscribers (40% open rate) and 240 clicks
- New eBooks (send bimonthly)
 - 11/1: opened by 84/183 (46% open rate) and 66 clicks
 - 11/15: opened by 74/170 (448% open rate) and 94 clicks

Proctoring

- Before we pulled seating due to the Tier 3 mitigations put in place, Shirley proctored two students through six exams.

Circulation Services
November 2020

User Experience

The drive up window continues to be busy. In November, we had 2289 pick-ups! Our busiest day was Saturday, November 28 with 138 pickups. Our busiest hour was 1-2 on Saturday Nov. 14. We had 30 pickups – that is 1 pick-up every 2 minutes!

Community

Passports: We accepted 19 passports in November with our busiest day being Wednesday, Nov. 25 with 4.

Library Cards: We issued 70 resident library cards. 38 were initiated remotely. We did not issue any student cards.

Notary Public: We notarized 92 documents in November. This is almost double what we did in September and October.

Food Drive: We are continuing the food drive to benefit Our Lady of Peace Food Pantry. Our patrons have been very generous.

Contributing to the profession

Itasca library contacted me about checking out laptops.

Staff

We hired Mary (Polly) White and Lynn VanKanegan as our new Circulation Associates.

Continuing Education & Meetings

- One on One with Jamie Nov. 12
- Swan Update Nov. 17
- Circulation Advisory Nov. 18

2 One on Ones with Marquitta

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report November 2020

Improvements for Public, User Experience & Strategic Goals

- Tech Takeout –
 - Streaming Services - Expanded our collection of Roku, two with Sling TV and two with CBS All Access to our collection of streaming services.
 - Virtual Reality (VR) Headsets – We had one Oculus Go VR headset and discovered that there was a demand for more as we had over 13 holds on this item. The Oculus Go was no longer available so we added two VR Oculus Quests headsets.
- Family Search- A desktop short shortcut was added to all adult internet computers to access Familysearch.org. IPPL is one of the only libraries in the area that is an affiliate of Family Search Worldwide genealogical records. This gives our patrons free access to images and documents using a library computer.
- Assistive Software- NVDA Screen reader software was installed on all public internet sit-down computers to support patrons with visual impairments. NVDA is comparable to the popular JAWS screen reader software but at no cost. It will audibly read the interface from any application and the text where the cursor is placed.
- Adult Fiction Materials – We created our own genre labels for adult fiction materials. These labels are about half the size as our current labels thus covering up less information on spine and costs less.



Statistics

- 3D Printer- 19 Processed requests. Interesting Prints: Tool-holder pieces, Villa desk pot, Dollhouse frames, Extrusion connectors, various custom design shapes by a patron.
- Carvey – Had no requests.

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

Community

Barbara's Bookstore Storytime

On November 8, Lexy Twidell and Heather Forster Jensen hosted another outdoor storytime at Barbara's bookstore with eight participants.

Willowbrook Corner (WBC) Day Camp

On November 5, Lexy Twidell visited 20 kids at Anne M. Jeans Elementary School who are enrolled in the WBC day camp. Her theme was "election." She presented stories and activities where the kids voted for different types of candy which they got to keep and enjoy.

Due to the changes in State Tier 3 Covid-19 guidelines, Monica Dzierzbicki was not able to visit the WBC on her scheduled day. Instead, she delivered several different grab bag activities, including a craft, a movement game, and STEM activities. In addition to the bags with supplies, she delivered puzzles for the camp coordinators and students to use.

This month, Lexy Twidell attended several local early literacy group meetings:

- November 19, Library Early Literacy Advocates (LELA) Meeting, 15 attendees
- November 23, local Preschool Outreach, 31 attendees

Contributing to the Profession

This month, Monica Dzierzbicki provided consultation to several other library organizations:

- Provided information on Picture Book browsing bins to St. Charles Public Library staff
- Provided information on Picture Book browsing bins to Liztsinger School Librarian in Ladau, MO
- Provided information to RAILS Youth Services about supporting virtual service to patrons

Supporting Students

The Kids & Teens department continued to support local schools.

- Monica Dzierzbicki met with the Darien School District 61 Librarian to review the library's textbook collection and remove textbooks as needed.
- Monica and Michelle Dukes corresponded with staff from various schools about the Write On! Competitions and author events.
- Lexy Twidell hosted a Zoom preschool outreach meeting with 31 attendees.

Beanstack

In November, 10 new readers joined Beanstack and 27 individuals enrolled in a new reading challenge. In total, patrons earned 62 badges and logged 584 books. Below is the active reader count per challenge:

- Read Woke: 15 readers
- Crafting Creative Stories: 1 reader
- Antiracist Reading Challenge: 1 reader
- 2021 Lincoln Challenge: 0 readers
- Pet Reading Challenge: 2 readers
- 2021 Caudill Challenge: 2 readers
- 2021 Bluestem Challenge: 1 reader
- 2021 Monarch Challenge: 0 readers

- Baby Book Bees: 1 reader
- 1,000 Books Before Kindergarten: 4 readers

Read Woke and the Antiracist Reading Challenge

In November, we started offering a new challenge called Read Woke. Read Woke was created by Cicely Lewis, a school librarian in Georgia. The challenge provides participants an opportunity to find and read books that address a variety of social issues, including racism, sexism, poverty, homelessness, and more. The challenge is gaining attention in libraries across the U.S. and is available to our patrons through Beanstack. Before discovering Read Woke, IPPL staff created another challenge, the Antiracist Reading Challenge, specifically for teens and to address the issue of racism. Both challenges are now live to our patrons and are part of our Ignite Change initiative.

Prairie Patch

Monica Dzierzbicki and Natalie Williams met with Darien Garden Club member, Cathy Streett, and Good Worx Inc. founder, Cynthia McMann on November 7. Monica, Natalie and Cathy winterized the garden – they pulled and composted plants, amended soil with fertilizer, cleaned and stored tools and hoses for winter.

Meetings & Planning

In November, Natalie Williams lead the Kids & Teens Dept. through a time study. Each staff member started tracking their activity to evaluate what staff are spending time on. Natalie also lead the librarians to recreate clear goals for the age group that they serve. Together they are determining the current needs of the community by age group and setting monthly goals for programs and services. This month, the department has streamlined processes for program planning and grab bag activities.

Programs

In November, Youth Services presented 41 programs serving 300 people.

Write On! and Write On Jr.

This year is the 15th anniversary of Write On! Event and partnership with The Gift of Carl. For this reason and because we knew that the event would have to be virtual due to the limitation of the pandemic, we wanted to make this year special.

- Michelle Dukes contracted two authors - Ellen Hagan and Renee Watson - for the teen Write On! event, instead of one
- Monica Dzierzbicki created Write On Jr., including an additional author visit with Leah Henderson and a writing competition for younger kids, grade 4-6
- Authors were chosen because their works display the ideas of “Be the Change” and “Ignite Change,” two civic initiatives that we have created at Indian Prairie in 2020
- Michelle and Monica worked with Marketing staff to update logos and webpage
- Michelle and Monica worked with schools to promote the contest and author events
- Anthony Hattan was the judge for short stories submissions
- Natalie Williams was the judge for poetry submissions
- We received a total of 49 submissions for Write-On! (37 poetry entries and 12 short stories).
- We received a total of 46 submissions for Write-On Jr.
- Both author events were sponsored by the Gift of Carl Foundation. The Gift of Carl also provided the cash awards for the 1st, 2nd and 3rd place winners and prize books for winners.

Early Literacy Programming Updates

Lexy Twidell, Heather Forster Jensen, and Megan Lawrence wrapped up another season of weekly Early Literacy programming, which featured an all ages storytime, a music and movement class, and an evening STEAM storytime.

During the final two weeks of class, a survey was sent out to gather feedback. Families shared comments such as:

- “My daughter told me ‘I wish to have [class] everyday’”
- “My little one loves to listen and dance along to the zoom meetings”
- “You all do such a wonderful job engaging the kids and teaching them new things”

The survey results helped to:

- Inform us of the various reasons patrons did not participate or
- Tell us what times best suit them for programming, the survey also
- Inform us that patrons appreciated the additional information and resources that were emailed out after classes so that caregivers could continue keeping their children busy with activities and to reinforce concepts that were introduced in class.

This feedback and the program attendance numbers are being used to adjust winter programming.

- We will be cancelling the scheduled Rollick & Roll music and movement class
- We will create more on-demand video options via YouTube to incorporate music, mindfulness, and movement
- In December we will introduce the first Family Sing-Along event as a Saturday morning program option, with a second sing-along scheduled for the end of January

PROGRAMS			
Date	Description	K&T Staff	Attendance
3-Nov	Little Learners Storytime	Lexy, Heather	20
3-Nov	Out-Loud Reading Club: Rip and Red Series	Tricia	2
4-Nov	Rollick & Roll	Heather, Lexy	6
4-Nov	Stories + STEAM	Lexy, Megan, Heather	21
5-Nov	Write-On! Mid-Kids	Tricia	5
5-Nov	Book Buddies	Monica	2
5-Nov	Girls Who Code (canceled)	Michelle	0
10-Nov	Out-Loud Reading Club: Rip and Red Series	Tricia	2
10-Nov	Little Learners Storytime	Lexy, Heather	14
10-Nov	READers Theater	Monica	2
11-Nov	D&D with Mr. Jack Gr. 3-6	Jack	2
11-Nov	Rollick & Roll	Heather, Lexy	12
11-Nov	Stories + STEAM	Lexy, Megan, Heather	32
12-Nov	Write-On! Mid-Kids	Tricia	6
12-Nov	Book Buddies	Monica	2
12-Nov	Homeschooling SMART: Folk Art from Middle Eastern & Mediterranean countries	Monica	0
12-Nov	An Evening with Renee Watson & Ellen Hagan	Michelle, Natalie	20
13-Nov	Winner's Writing Workshop	Michelle	10
13-Nov	Teen Mock Trials (Cancelled)	Michelle	0
14-Nov	Amnesty International's Write for Rights (Cancelled)	Michelle	0
14-Nov	Book Buddies	Monica	1
16-Nov	Cooking Science: Pumpkin Pie	Jack	11
17-Nov	Out-Loud Reading Club: Rip and Red Series	Tricia	2
17-Nov	Little Learners Storytime	Lexy, Heather	23
17-Nov	READers Theater	Monica	2
18-Nov	Rollick & Roll	Heather, Lexy	8

18-Nov	Stories + STEAM	Lexy, Heather, Megan	34
19-Nov	Write-On! Mid-Kids	Tricia	5
19-Nov	Book Buddies	Monica	2
19-Nov	Girls Who Code	Michelle	1
19-Nov	An Evening with Leah Henderson	Natalie	19
20-Nov	Mock Trials (canceled)	Michelle	0
21-Nov	TASC Meeting	Michelle	8
21-Nov	Girl Scouts Robotics	Jack	20
21-Nov	Book Buddies	Monica	1
21-Nov	Teen Movie Club (cancelled)	Jimmy	0
24-Nov	Out-Loud Reading Club: Rip and Red Series	Tricia	2
24-Nov	READers Theater (Cancelled)	Monica	0
25-Nov	Dungeons & Dragons grades 3-5	Jack	
27-Nov	Book Buddies	Monica	1
30-Nov	Parent Advisory Board Meeting	Lexy, Natalie	2
		TOTAL:	300

Grab Bag Events and Activities

New Words November

Lexy Twidell and Heather Forster Jensen worked together to create New Words November, a take-home activity for beginning readers to practice recognizing sight words. After getting positive feedback from the Sight Word Scavenger Hunt back in September, it was clear patrons wanted more activities that fostered early literacy practices. Over the course of the month, New Words November envelopes were requested regularly and a total of 55 envelopes were picked up.

LittleShop at Home

Heather Forster Jensen continued the LittleShop at Home series highlighting the 35th Anniversary of the "If You Give a Mouse a Cookie" series by Laura Numeroff. November marked the release of digital and printed activity packets 6 and 7 as part of the series. As with previous releases, Heather has emailed a digital copy as well as a link to view a storytime and message on YouTube to coordinate. Heather is exploring possibilities for new maker activities for this age group (7 years and under with caregiver assistance) by seeking out and viewing webinars and resources from Crayola and PBS Kids to provide fresh, interactive ideas for the new year.

GRAB BAG/POP UP EVENTS & ACTIVITIES			
Date	Description	K&T Staff	Participants
9-Nov	Magic Trick: 3 Rope Trick	Jack	40
16-Nov	Magic Trick: 21 Card Trick	Jack	48
16-Nov	Teen Coloring Sheets	Michelle	26
21-Nov	Barbara's Bookstore Storytime Winter Giveaways (leftover from program)	Lexy, Heather	9
21-Nov	Rock & Gem Mini Kits and Stickers donated by Barbara's Bookstore (leftover from program)	Lexy, Heather	11
23-Nov	Magic Trick: Disappearing Crayons	Jack	20
Nov	"Fit Matters" Mask Adjustment Kits	Heather	43
Nov	New Words November	Lexy, Heather	55
Nov	LittleShop at Home Activity Packet 1: If You Give a Mouse a Cookie	Heather	4

Nov	LittleShop at Home Activity Packet 2: If You Give a Moose a Muffin	Heather	7
Nov	LittleShop at Home Activity Packet 3: If You Give a Pig a Pancake	Heather	3
Nov	LittleShop at Home Activity Packet 4: If You Take a Mouse to School	Heather	6
Nov	LittleShop at Home Activity Packet 5: If You Give a Pig a Party	Heather	14
Nov	LittleShop at Home Activity Packet 6: If You Give a Cat a Cupcake	Heather	44
Nov	LittleShop at Home Activity Packet 7: If You Give a Dog a Donut	Heather	39
TOTAL:			367

Continuing Education

CONTINUING EDUCATION			
Date	Description	K&T Staff	Hours
4-Nov	Unlocking Us episode: Power of Women's Stories	Meghna	1
6-Nov	Library Con Live - (3 sessions)	Tricia	3
12-Nov	History through the P-ages	Tricia	1
12-Nov	Unlocking Us episode: Brené with Gabby Rivera on Superheroes, Storytelling and Joy as Resistance	Meghna	1
12-Nov	"My first yoga class" by Alyssa Satin Capucilli	Heather	0.25
13-Nov	Dare to Lead podcast with Abby Wambach - New Rules of Leadership	Natalie	1
13-Nov	Harper Collins Winter Book Review	Tricia	1
18-Nov	Making the Most of Learning at Home With PBS KIDS	Heather	1
19-Nov	Unlocking Us episode: Dolly Parton	Meghna	1
19-Nov	STEAM for Remote Instruction: Innovation Everywhere	Heather	1
28-Nov	Lead from the Outside by Stacey Abrams	Natalie	5
TOTAL:			16.25

Submitted by Natalie Williams, Head of Youth Services 12/2/2020

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2020

Balance on hand as of October 31, 2020.....	4,311,662.86
Cash Receipts for November.....	60,461.07
Cash Disbursements for November.....	316,576.52
Cash on hand as of November 30, 2020.....	4,055,547.41

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.093%	
General.....	1,804,320.24
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,882.01
Children's Endowment.....	3,063.63
Endowment.....	11,859.10
MPI Investment (Corporate Fund).....	2,022,792.05

Fifth Third - Checking

General.....	33,402.61
Hinsdale Bank & Trust - Checking.....	8,781.02
Fifth Third - Savings - Rate 0.15%	
General.....	146,076.01
Petty Cash/Circulation.....	404.00
Balances as of November 30, 2020.....	4,055,547.41

FUND BALANCES AS OF 11/30/2020

Corporate Fund.....	4,147,344.07
Building & Maintenance Fund.....	66,662.66
I.M.R.F. Fund.....	(1,260.69)
Liability Fund.....	(295.66)
Social Security Fund.....	(713.89)
Special Reserve Fund.....	5,881.55
Current Liabilites.....	(162,070.63)
Grand Total All Funds.....	4,055,547.41

Indian Prairie Public Library District
Consolidated Revenue Report for November 2020

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Percent of Year: 41.67

	RECEIVED Nov 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	50,457.77	3,713,325.17	99.26%	3,740,844.00	27,518.83
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.05	0.00%	0.00	-0.05
TOTAL PROPERTY TAX & LEVY INTEREST	50,457.77	3,713,325.22	99.26%	3,740,844.00	27,518.78
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	171.61	1,169.29	0.00%	0.00	-1,169.29
TOTAL INTEREST	171.61	1,169.29	0.00%	0.00	-1,169.29
DESK MONIES					
45100 · Copier	138.40	666.05	28.96%	2,300.00	1,633.95
45120 · Computer Copies	529.12	2,922.12	38.96%	7,500.00	4,577.88
45130 · Fax	146.39	635.54	127.11%	500.00	-135.54
45200 · Fines/Fees	1,164.05	7,713.28	30.85%	25,000.00	17,286.72
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	323.96	2,102.54	52.56%	4,000.00	1,897.46
45350 · Non-Resident Fees	6,420.38	45,870.60	97.60%	47,000.00	1,129.40
45450 · Top Picks	0.00	7.80	0.00%	0.00	-7.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	0.00	475.75	95.15%	500.00	24.25
45650 · 3D Printing	42.60	89.05	35.62%	250.00	160.95
45660 · Carvey	0.00	0.00	0.00%	50.00	50.00
45700 · Passport Fees	665.00	1,330.00	7.60%	17,500.00	16,170.00
45750 · Notary Fees	119.00	343.00	49.00%	700.00	357.00
TOTAL DESK MONIES	9,548.90	62,155.73	58.75%	105,800.00	43,644.27
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	250.00	250.00
46700 · Miscellaneous	0.00	160.00	8.00%	2,000.00	1,840.00
46800 · Collection Agency Fee	0.00	90.00	60.00%	150.00	60.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	0.00	250.00	10.42%	2,400.00	2,150.00
GRAND TOTAL	60,178.28	3,830,061.49	98.15%	3,902,205.00	72,143.51

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

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Percent of Year: 41.67

	November 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	165,809.76	881,833.58	38.44%	2,294,105.00	1,412,271.42		
61310 · Benefits - Medical / Life Ins.	13,232.82	59,518.54	34.06%	174,732.00	115,213.46		
61330 · Benefits - IMRF	17,425.97	92,008.05	42.00%	219,079.00	127,070.95		
61340 · Benefits - FICA	12,500.60	66,449.07	38.97%	170,513.00	104,063.93		
61400 · Staff Development	130.22	2,190.27	14.41%	15,200.00	13,009.73		
61600 · Board Development	0.00	450.00	60.00%	750.00	300.00		
61710 · Workers Compensation	0.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	93.59	579.76	19.33%	3,000.00	2,420.24		
61730 · Data Expense Reimbursement	116.16	1,906.16					
TOTAL PERSONNEL	209,309.12	1,110,581.43	38.52%	2,883,331.00	1,774,655.73	3,171,664.00	35.02%
MATERIALS							
62100 · Books	17,765.20	62,852.83	36.83%	170,650.00	107,797.17		
62200 · Periodicals	986.78	8,274.29	31.43%	26,325.00	18,050.71		
62300 · Audio	3,557.72	11,922.41	33.73%	35,350.00	23,427.59		
62400 · Video	2,564.14	8,208.90	18.68%	43,950.00	35,741.10		
62500 · Multi-Media	419.24	562.02	5.00%	11,250.00	10,687.98		
62600 · eMaterials	8,313.91	102,637.80	60.84%	168,700.00	66,062.20		
62700 · Console Games	478.87	3,265.67	46.65%	7,000.00	3,734.33		
62800 · ESL	15.00	15.00	1.50%	1,000.00	985.00		
62900 · Materials Supplies	2,273.90	6,751.15	32.15%	21,000.00	14,248.85		
TOTAL MATERIALS	36,374.76	204,490.07	42.14%	485,225.00	280,734.93	533,747.00	38.31%
BUILDING							
63200 · Cleaning Service	4,833.86	19,326.58	27.03%	71,500.00	52,173.42		
63300 · Utilities (1-8-11 · Gas)	713.79	2,911.17	29.11%	10,000.00	7,088.83		
63300 · Utilities (1-8-12 · Electric)	4,262.95	21,024.35	36.25%	58,000.00	36,975.65		
63300 · Utilities (1-8-13 · Telephone)	861.57	2,385.35	43.37%	5,500.00	3,114.65		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	10,000.00	10,000.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	361.21	1,446.26	32.87%	4,400.00	2,953.74		
63350 · Building Supplies	3,501.77	4,980.62	83.01%	6,000.00	1,019.38		
63400 · Maintenance Supplies	851.89	6,303.66	57.31%	11,000.00	4,696.34		
63500 · Security System Monitoring	0.00	378.00	54.00%	700.00	322.00		
63600 · Property Maintenance	859.00	4,895.99	12.24%	40,000.00	35,104.01		
63800 · Building Maintenance/Repair	1,189.00	15,942.90	53.14%	30,000.00	14,057.10		
TOTAL BUILDING	17,435.04	79,594.88	32.21%	247,100.00	167,505.12	370,650.00	21.47%
OPERATIONS							
64200 · Supplies - Office	967.15	4,231.24	35.26%	12,000.00	7,768.76		
64300 · Photocopy Supplies	12.45	801.04	16.02%	5,000.00	4,198.96		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	85.25	271.25	11.79%	2,300.00	2,028.75		
64500 · Postage	79.75	-102.65	-2.50%	4,100.00	4,202.65		
64600 · Non-Payment Reimbursement	0.00	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	144.01	338.08	22.54%	1,500.00	1,161.92		
64800 · Organizational Memberships	0.00	431.50	12.33%	3,500.00	3,068.50		
64900 · Bank Fees	163.06	638.97	21.30%	3,000.00	2,361.03		
TOTAL OPERATION	1,451.67	6,684.07	19.95%	33,500.00	26,815.93	40,200.00	16.63%
TECHNOLOGY							
65100 · Supplies-Public Toner	1,269.15	1,852.18	18.52%	10,000.00	8,147.82		
65150 · Supplies-Staff Toner	1,260.89	2,675.34	44.59%	6,000.00	3,324.66		
65160 · Supplies-Technology Services	0.00	412.44	34.37%	1,200.00	787.56		
65200 · Technology-Prof Services	0.00	100.00	2.50%	4,000.00	3,900.00		
65300 · Purchase of Equipment	464.32	1,097.49	10.21%	10,750.00	9,652.51		
65350 · Tech Takeout	649.87	868.27	86.83%	1,000.00	131.73		

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

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Percent of Year: 41.67

	November 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	0.00	4,140.65	31.90%	12,979.00	8,838.35		
65500 · Software	116.00	4,414.16	52.59%	8,393.00	3,978.84		
65600 · SWAN	0.00	23,994.00	50.00%	47,988.00	23,994.00		
65700 · Telecommunications	951.20	5,284.16	36.53%	14,465.00	9,180.84		
TOTAL TECHNOLOGY	4,711.43	44,838.69	38.40%	116,775.00	71,936.31	200,000.00	22.42%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,572.50	5,027.50	31.42%	16,000.00	10,972.50		
66200 · Credit Bureau	71.60	537.00	59.67%	900.00	363.00		
66300 · Copier	246.00	934.00	26.69%	3,500.00	2,566.00		
66400 · Copier Maintenance Contract	0.00	1,300.30	52.01%	2,500.00	1,199.70		
66900 · Fees - Bond Registrar	10.00	40.00	18.18%	220.00	180.00		
TOTAL CONTRACTUAL SERVICES	1,900.10	7,838.80	33.91%	23,120.00	15,281.20	35,000.00	22.40%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,941.00	100.00%	11,941.00	0.00		
67200 · Bonding	0.00	1,160.00	100.00%	1,160.00	0.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	17,385.00	100.00%	17,385.00	0.00	25,000.00	69.54%
COMMUNICATIONS							
68110 · Marketing Newsletter	6,394.24	12,785.61	35.52%	36,000.00	23,214.39		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	8.13	183.13	21.80%	840.00	656.87		
68310 · Marketing Supplies	49.99	157.99	31.60%	500.00	342.01		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	2,200.00	2,200.00		
68500 · Legal Notices	361.48	1,049.95	70.00%	1,500.00	450.05		
TOTAL COMMUNICATIONS	6,813.84	14,176.68	32.94%	43,040.00	28,863.32	50,000.00	28.35%
PROGRAMMING							
68600 · Programming	2,010.82	10,978.02	35.19%	31,200.00	20,221.98		
TOTAL PROGRAMMING	2,010.82	10,978.02	35.19%	31,200.00	20,221.98	40,000.00	27.45%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69200 · Special Reserve Fund	34,314.00	64,426.70	0.00%	1,000,000.00	935,573.30	1,300,000.00	4.96%
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	0.00	1,345.24	6.25%	21,529.00	20,183.76		
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	314,320.78	1,562,339.58	31.87%	4,902,205.00	3,339,865.42	5,866,261.00	26.63%

Chamber Report
November 2020

Darien:

At the November 23 meeting, I notified the board of my coming retirement. Other changes include: Kelly Jean from Snyder Insurance and Mike Field from Automated Central may serve as co-presidents next year; current president James Burke moves to a consultant position; another board member will no longer serve. The group also discussed possible additional funds from business licenses that could go to the chamber, as well as other grant and COVID relief funds. This will help the chamber fulfill the mission of working “proactively with all community leaders to enhance the vitality and prosperity of the businesses, citizens, schools, government, emergency services and organizations of Darien.”

Willowbrook/Burr Ridge:

I attended the full membership pre-lunch meeting on November 4 and as usual did my brief library promotion. That resulted in one sign-up for my newsletter. The library also got a pat-on-the-back from Glen Batson, co-chairperson of the membership committee, for some reference work we did for him. (Thanks go to Joe, who was on desk when the call came through and did another first-rate job.)

The Women in Business meeting took place on Nov. 10. Discussion centered on the Giving Tree program, which this year includes collection points for donations supporting three food pantries (HCS Family Services, Our Lady of Mount Carmel, and the Peoples’ Resource Center). We discussed how the chamber administrator can promote and describe our group on the Web site. I suggested text along the lines of: support, networking, and promotional opportunities and reported on a resource I am familiar with that does this. We also highlight individual women in business.

The Restaurant Week committee met by Zoom on Nov. 23 and began planning an event for late January. It will provide fixed price menus from area restaurants, heavily promoted by the chamber through all its channels, and probably also the villages. About 6 – 8 restaurants belong to the chamber. I sent the group a list I compiled using ReferenceSolutions of all the restaurants in the area, which will increase our reach.

Shirley Pride Jensen
December 1, 2020



E-News December 2, 2020

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RAILS News

Time Running Out to Register for December 8 RAILS Member Update

All staff from all RAILS libraries are invited to our next member update [via Zoom on Tuesday, December 8, from 1:30–3:30 p.m.](#) Greg McCormick from the Illinois State Library will join us to discuss public library per capita grants; changes to the administrative rules (see [Illinois Register](#)) on access to electronic resources for nonresidents, the Cards for Kids legislation, and reduced or free nonresident cards for disabled veterans; and the 2021 certification process. Please register via the above link to receive details on the Zoom meeting.

Other featured topics include:

- Current info on the [REALM Project](#) and RAILS' [three-day quarantine](#) period
- Latest findings from [RAILS' survey](#) on library reopening plans
- RAILS' Equity, Diversity, and Inclusion (EDI) initiatives
- Demo of the [new L2](#) (Library Directory & Learning Calendar) and benefits for all library staff
- Update on RAILS' [My Library Is... campaign](#) and how it can help all libraries promote their value

[View the complete agenda.](#) There will also be plenty of time for participants to ask questions and share their library news. Please join us!

ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey Underway

The ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing (RB) Statistical Survey for FY 2020 (July 1, 2019–June 30, 2020) is [now available](#). Libraries are required by administrative rule to complete the Illinois State Library's annual survey of interlibrary loan traffic by March 31, 2021. More detailed information about adherence to the ILL Code is available on the [Illinois State Library's website](#).

School districts should provide data based on interlibrary loan and reciprocal borrowing activity for all school buildings within the school district. Libraries can also view their ILL statistics online.

For questions regarding the ILLINET ILL & RB Statistical Survey, or for the username and password, contact the Illinois State Library at 1.800.665.5576, ext. 2. [Email Counting Opinions](#) for technical assistance, or call 1.866.850.8366.

Dan Bostrom Elected to SLA Illinois Board of Directors

Congratulations to Dan Bostrom, RAILS Member Engagement Manager, who was recently elected to the Special Libraries Association (SLA) Illinois Community Board of Directors. Dan was elected for a three-year term: 2021 President-Elect; 2022 President; 2023 Past President.



Valerie Moore, Prairie State College Outreach and User Services Librarian/Assistant Professor, was elected for a one-year term as Secretary-Treasurer.

We're Making My Library Is... Easier to Use

Recently, we combined library stories with blogs on the blog page of the [My Library Is... website](#).

With this change, we should probably call it "Blogs n' More," or better yet, "Bl'ores" - like s'mores!



you learn something new, get inspiration, replicate a program or technique that's worked for another library, find innovative ways to promote something you already do, and learn how to tout your own programs and services more effectively.

Here's an example of how you can easily find posts using these new functions:

- Type COVID in the [search bar on the blog page](#) and you'll find two pages of items about what libraries are doing to show the public and their audience how they are still working and ever-adapting during the pandemic;
- Add a hashtag, like "community engagement," to narrow the search a bit;
- Choose the post type you want to look for, i.e. "blog story" or "library story" to focus your search even more.

Give it a try and let us know what you think. If you would like to contribute a story or blog for the My Library Is... website about what you are doing to promote your value to different stakeholders or how your customers have benefitted from using your library, contact us at communications@railslibraries.info. We welcome contributions from all levels of staff at all types and sizes of libraries!

My Library Is... Connecting with Readers

If you are looking for a way to step up your readers' advisory game, Lisle Library District (LLD) offers a step-by-step guide to Book Boxes

in [a recent blog post](#). Adult and Teen Focus Librarian Noelle Spicher created a "book box" program for young adults. A few months after the launch, adults began asking for book boxes too.



Our guest blogger, Gail Graziani, Assistant Director of Adult Services at LLD, explains the steps they took to develop procedures, including choosing books, what extra complimentary items would go along with each box, ways to market the book boxes, feedback forms, and more. Read more about it on the [My Library Is... website](#).

If you have other suggestions for anything on the My Library Is... website, or would like to write your own story or blog article, contact us at communications@railslibraries.info.

Continuing Education (CE)

"Compliance with the Open Meetings Act" Webinar, December 8

In the ["Compliance with the Open Meetings Act \(OMA\)" Webinar, December 8, 10:00-11:30 a.m.](#), Ancei Glink lawyer Julie Tappendorf will cover the basics of complying with OMA, provide an update on any recent amendments to the statute, and summarize and discuss recent opinions issued by the Attorney General's Public Access Counselor office and court cases involving OMA. This webinar will be helpful to new and current library trustees, library directors, and FOIA officers.

"Director Essentials" Training Series – Recordings Available

If you missed any of the 2020 Director Essentials series of online training sessions, they are now available on the [RAILS CE Archives](#) page. Led by Kate Hall and Kathy Parker, authors of the *Public Library Director's Toolkit*, this training covers the ins and outs of library finances, working with library trustees, human resources issues, and managing a facility.

RAILS members can access these recordings by logging into the RAILS website with your L2 credentials:

- ["Director Essentials - Finances"](#)
- ["Director Essentials - Human Resources"](#)
- ["Director Essentials - Working with Trustees"](#)
- ["Director Essentials - Facilities"](#)

"Winning Library Grants," Recording Available

If you missed the November 17 webinar, "Winning Library Grants," the [recording is now available](#) on the RAILS CE Archives page. This webinar discusses easy-to-follow steps to successful grant work. Practical advice, grants for beginners, partnership ideas, and a valuable resource list are included. RAILS members must log in to view this recording using their L2 credentials.

online students pay in-district tuition no matter where in the state you live?

Registration for spring 2021 is now underway for new and returning students. The spring term is 16 weeks and runs from January 25–May 21. Registration is open through January 24. All nine required courses will be offered online this spring term. Post-pandemic, all courses will be offered both online and in person.

For more information, please contact Amanda Musacchio, Program Chairperson, College of DuPage Library & Information Technology. For additional information visit <http://cod.edu/ita> and <http://cod.edu/>.

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Networking Opportunities

RAILS Online Roundtable: "Easy ILL for Schools," December 9

You're invited to a conversation about making interlibrary loan (ILL) easier. Does your school library want to expand the access your kids have to great materials through ILL? On Wednesday, December 9, 4–5 p.m., we're offering RAILS Online Roundtable: "Easy ILL for School Libraries."

RAILS Technology Special Projects Coordinator Eric Bain will talk about Find More Illinois, the RAILS program that allows students to search multiple Illinois library catalogs at once. This event will feature a Q&A and time for peer-to-peer discussion.

E-Resources

Judges Needed!

The Soon to Be Famous Illinois Author Manuscript Project needs your help! We need judges for this year's manuscript contest. Judges will be required to read approximately nine manuscripts over a 12-week period beginning in mid-January, with the winner chosen in April 2021. Judges will read two-three books in each of the first two rounds, as well as the three finalists in the last round. All judges need to fill out brief evaluation forms for each title.

soon to be famous
Illinois Author Manuscript Project

Library staff members with an interest in being part of this fast-growing nationwide project are encouraged to sign up to judge. Anyone from any library type and level of staff is welcome to join. Your help is greatly appreciated!

Writers can enter their manuscripts in the contest now. The manuscript contest winner receives prizes including professional editing and cover design, as well as guaranteed semifinalist status in the 2022 contest for the Soon to Be Famous Illinois Author Project.

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.

Public Web Browser Available to All RAILS Libraries

As a benefit of your RAILS membership, all RAILS libraries have access to Team Software Solutions' Public Web Browser (PWB) free of charge for in-library use only. PWB allows you to lock down the web browser on computers and customize workstations for specific uses (e.g., a dedicated catalog computer).

The RAILS annual subscription has been renewed through June 5, 2022, including the five-month extension granted due to COVID-19 closures. **Your current registration key will expire this December 28.** For installation instructions, registration key, and further information, log into the RAILS Deals and Discounts web page.

Swank Discount and Group Purchase

The Swank annual license will allow unlimited showings of thousands of

In response to the impact of COVID-19 library closures, Swank has offered to extend licenses or make additional accommodations so that all currently licensed RAILS libraries can be moved onto the group purchase going forward. Also, some outdoor movie options are available to help with social distancing needs.

Grants

Announcing My Library Is... Grants for School Libraries!

As part of the [My Library Is... campaign](#), RAILS and AISLE are teaming up to offer up to ten \$1,000 grants to help school libraries promote their value. [My Library Is... Grants for School](#)



[Libraries](#) are designed to help libraries tell their stories in a more coordinated and impactful way.

We invite creative approaches that emphasize some aspects of marketing, promotion, storytelling, and/or advocacy. Examples could include (but are not limited to):

- Designing printed material to promote the value of the school library
- Planning a coordinated campaign using various types of media (print, email, social media, etc.)
- Creating a video, podcast, or other forms of multimedia promotion

In addition to a written application, school libraries may submit a video description of their project. The video must be hosted on a third-party video platform such as YouTube or Vimeo. To apply, simply paste a link to the video in the description section of the application. All libraries applying by video *must also submit* written budgets and potential impact statements.

This grant is intended only for RAILS school libraries. School libraries can verify that they are RAILS members by searching the [L2 Directory](#). Applications are due Friday, January 15, 2021.

RAILS Online Roundtable: "My Library Is... Grant for School Libraries," December 16

Want to know more about the RAILS My Library Is... Grant for School Libraries? On Wednesday, December 16, 4–5 p.m., school librarians are invited to the [RAILS Online Roundtable: "My Library Is... Grant for School Libraries"](#). This event will feature a short conversation about the grant and how to apply. This event will be recorded and available from the [RAILS YouTube page](#) the next day.

Conferences

ACRL/NY 2020 Annual Symposium, December 4

Register for the [ACRL/NY 2020 Virtual Symposium](#) on December 4. ACRL/NY is the Greater New York Metropolitan Chapter of the Association of College & Research Libraries. This year's symposium is about the intersection of libraries and research institutions with civics, governance, and democracy.

This year, ACRL/NY is happy to offer a steeply discounted rate for registration:

- Free for ACRL and ACRL/NY members
- \$10 for non-members
- \$5 for students, retirees, and job seekers

[Register for the event, and learn about the speakers.](#) Send general questions via email to the [ACRL symposium chair](#). New members can [join here](#).

Illinois State Library News

Public Library Per Capita Grant Applications Due March 15

The application for the FY 2021 Public Library Per Capita Grant is now available from the [state library's website](#). Please note that this year's application due date has been extended from the usual January due date to **March 15, 2021**. Applications will need to address providing library services which either meet or show progress toward meeting *Serving Our Public 4.0: Standards for Illinois Public Libraries* © Illinois Library Association, 2019.

Greg McCormick from the Illinois State Library will be at RAILS' December 8

NOTE: *Serving Our Public 4.0: Standards for Illinois Public Libraries* is currently on backorder from the printer. RAILS is waiting on a large order that we placed several weeks ago. Please know, that if you send a check now (or already sent one) you will be placed in a queue for your order to be fulfilled when the books come in. However, we have had no details as to when the printer may be able to deliver them. You may also wait to send a check until we say that the books are in hand. Either way, please be patient. Thanks!

Sign up for the Illinois State Library E-News

The *ISL E-News* is the best way to find out what's happening at the State Library, including grant offerings, continuing education opportunities, and other news. To subscribe, contact Kyle Peebles at 217.558.4029.

You may also be interested in viewing the State Library's [comprehensive online calendar](#) including events and deadlines.

Other Library News

Congratulations to Ellen Popit of Illinois Heartland Library System!

Ellen Popit, Associate Director of Illinois Heartland Library System (IHLS) was awarded the prestigious Crystal Honor Award by AISLE at the organization's recent annual conference.



The Crystal Honor Award recognizes distinguished support of/or contribution to the school library profession, school libraries in Illinois, or AISLE. This significant award is highly selective, initiated by a member of the AISLE Board, and awarded only at the discretion of the board. Read the [full press release](#) on the IHLS website.

Member News

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

RAILS Library Director News

Do you have library director changes to share? Let RAILS [Communications](#) know of library director changes (and the effective date of the changes) so we can officially welcome new directors to the RAILS community and say goodbye to retiring directors.

Juanita Harrell is the new director of Dupage County Law Library.

Jennifer Hovanec is the new director of Calumet City Public Library, effective December 7.

Library News

To post your library news, sign into the [RAILS website](#) with the email address and password used for [L2](#). Click on your name to view posting options.

- [From Food Pantries to Parking Lot Wi-Fi, Public Libraries Evolve during COVID-19 Pandemic](#)
- [Gail Borden Library's Virtual Holiday Hunt Kicks Off](#)

Fast Facts Surveys

To post a brief Fast Facts survey to poll other libraries about a narrow topic, sign into the [RAILS website](#) with the email address and password used for [L2](#), visit the [Fast Facts Surveys page](#), and click on Add New Survey (top right).

- [Flag Order](#)
- [Photoshop](#)
- [People Counter](#)
- [Notary Service during COVID-19](#)

More Links

Jobs at RAILS

- [Driver - East Peoria](#) ◦ Deadline: December 7, 2020

12.4.20

Memorandum: Recommendation to Award

Indian Prairie Public Library: Interior Renovation

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

Jamie:

On November 23, 2020 at 1:00 pm, the library accepted and opened a total of 18 public bids for the interior renovation project at the library. The low bidder was Master Design Build with a total base bid of \$602,780 and the second lowest bidder was Lo Destro Construction with a base bid of \$635,000. There were 18 total bidders ranging between \$602,780 and \$855,000 with an average bid of \$715,000.

The following Tuesday, November 24, 2020, at 1:00 pm, Dan Pohrte and Tiffany Nash from product architecture + design performed a scope review of the project with Master Design Build, and found that the bid submitted in the amount above was complete and included the entire scope of work as outlined in the bid documents and addenda. Product and the library then requested a list of similar projects and associated references completed by Master Design Build. Tiffany Nash spoke with two of the references provided by Master Design Build for recent interior renovation projects. One reference is a contracting officer for multiple projects that Master Design Build completed with the GSA, and the other is the facilities manager for a project that is near completion for the VA. When asked about Master Design Build's performance, one person stated that he had no comment and that this response should answer my question. The other stated that several recent projects had severe schedule delays and poor workmanship. On 12/2 Tiffany contacted references provided by Lo Destro. Two references were the Director of Operations and the architect for several projects at Morton College, and one reference was the project manager for several projects at University of Chicago. All three references gave good reviews of Lo Destro, stating that the firm is responsive, does good work, completed projects per schedule, and is easy to work with. All stated that they would work with Lo Destro again. Dan and Tiffany completed a scope review of the project with Nick Santarelli from Lo Destro on 12/3 found that the bid submitted in the amount above was complete and includes the entire scope of work as outlined in the bid documents and addenda. Product Architecture + Design recommends that the bid be awarded to Lo Destro Construction.

The bid documents included 6 deduct alternates that were created in the case that bids came in high. We also included two add alternates in the case that the project came in under budget. The add alternates included new flooring in the meeting room (Alternate 7) and painting of the large vaulted ceiling in the adult collection area (Alternate 8). Lo Destro bid the carpet at \$10,000 and the ceiling at \$4250. We recommend that the

Board award the base bid and the 2 add alternates to Lo Destro for a contract amount of \$649,250.00.

Furniture bids were opened on the same day. Bid package descriptions and bid amounts are listed below.

Bid Package 1: Open Lines

We received 8 bids for furniture that is considered to be "open lines", meaning that these manufacturers will allow any dealer to sell and install their products. This package included the patron chairs, lounge chairs, and side tables throughout the building. The alternate bid in this package included a new mobile for the children's collection area. The low bidder was Thomas Interiors with a base bid of \$92,065.05 and an alternate bid of \$3,914.89. We have reviewed their bid with them and find it to be complete. We would recommend that the bid be awarded to them in the amount of \$95,979.94.

Bid Package 2: Coalesse

We received 6 bids for the Coalesse furniture. This package included seating in the youth area. This manufacturer has a limited number of dealers who can sell their product, so we placed these items in a separate bid package. The low bidder was Forward Space with a bid of \$12,842.18. We have reviewed their bid with them and find it to be complete. We would recommend that the bid be awarded to them.

Bid Package 3: Estey shelving

This package was for new books shelving, and a limited quantity of shelving in the adult area. This manufacturer, as is typical with all library shelving manufacturers, allows a very limited number of dealers to sell their product, due to the expertise required for installation. We received one bid and no substitution requests for this shelving. Library Furniture International bid this package at \$68,737.00, and we recommend award to them.

Steelcase furniture: Forward Space is a preferred Steelcase Dealer (there are only a few dealers able to sell Steelcase products) and provided a quote of \$5,677.60 for the ottomans and benches in the lobby.

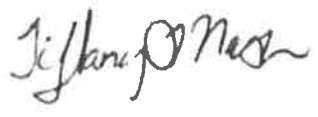
KI furniture: KI sells direct to owners and doesn't require a dealer. They provided a quote of \$89,748.76 for various tables and chairs throughout the space.

The total project budget is listed below, assuming that the Board approves the contractors and dealers recommended by Product.

Company Name		Bid Type
Lo Destro Base Bid	\$635,000.00	Construction Package
add alternate 7 (mtg rm)	\$10,000.00	
add alternate 8 (vault)	\$4,250.00	
Thomas Interiors	\$92,065.05	Furniture Bid Package 1
add alternate mobile	\$3,914.89	
Forward Space	\$12,842.18	Furniture Bid Package 2
LFI	\$68,737.00	Furniture Bid Package 3
KI	\$89,748.76	Direct quote for furniture
Forward Space (Steelcase)	\$5,677.60	Direct quote for Steelcase furniture
Subtotal	\$922,235.48	
Suggested contingency 8%	\$51,940.00	
Book Moving budget	\$23,000.00	
Signage Budget	\$15,000.00	
allowance for attic stock flooring	\$6,000.00	
previous drive up window project	\$24,000.00	
Architectural Fee	\$99,500.00	
TOTAL PROJECT COST	\$1,141,645.48	

Upon approval by the board of trustees, product architecture + design will provide an AIA A105-2017 standard small project agreement between owner and contractor for review and signature.

We look forward to completing this project. Please contact me with any questions-



Tiffany Nash
Partner, product architecture + design

Indian Prairie Public Library: Construction Bids 11/23/20 1:00 pm

		deduct	deduct	deduct	deduct	deduct	deduct	add	add	
Company Name	base bid	Maker	Storytime Room	Paint staff area	Café lighting	Teen lighting	close for 2 month	mtg rm carpet	paint lobby vault	total with adds
romaas	642,900.00	<u>-132,000.00</u>	-30,000.00	-12,000.00	-25,000.00	-5,000.00	-1,000.00	10,000.00	3,000.00	655,900.00
ccr	723,000.00	-104,000.00	-4,600.00	-4,000.00	-17,000.00	-4,000.00	-3,000.00	15,100.00	4,600.00	742,700.00
lo destro	635,000.00	<u>-80,000.00</u>	-6,600.00	-14,500.00	-21,000.00	-4,500.00	-2,000.00	10,000.00	4,250.00	649,250.00
tyler lane	785,000.00	-101,788.00	<u>-10,653.00</u>	-14,750.00	-35,816.00	-5,346.00	-27,000.00	11,851.00	5,000.00	801,851.00
vision	739,121.00	-200,000.00	-20,000.00	-12,000.00	-33,000.00	-6,000.00	0.00	10,000.00	6,000.00	755,121.00
fh paschen	737,000.00	-115,480.00	-14,800.00	-10,000.00	-29,200.00	-5,300.00	-5,000.00	11,500.00	4,250.00	752,750.00
fbg	698,000.00	<u>-92,330.00</u>	-35,000.00	-14,750.00	-27,800.00	-6,000.00	-2,400.00	11,000.00	0.00	709,000.00
rafalo	795,768.00	-120,000.00	<u>-13,000.00</u>	-15,000.00	-30,000.00	-5,500.00	-20,000.00	20,000.00	5,100.00	820,868.00
troop	699,800.00	-85,300.00	<u>-7,200.00</u>	-9,300.00	-19,000.00	-4,500.00	-17,400.00	16,000.00	6,500.00	722,300.00
knudsen	689,000.00	-95,000.00	-34,000.00	-15,000.00	-27,000.00	-5,000.00	-2,000.00	11,000.00	5,000.00	705,000.00
drive	799,000.00	-77,000.00	-16,700.00	-14,750.00	-25,200.00	-4,500.00	-23,700.00	15,400.00	4,800.00	819,200.00
frontier	647,000.00	-106,221.00	-21,881.00	-3,929.00	-26,422.00	-4,885.00	-6,720.00	9,967.00	3,178.00	660,145.00
master design build	602,780.00	<u>-58,820.00</u>	-35,334.00	-4,500.00	-21,480.00	-4,550.00	-2,000.00	8,547.00	3,730.00	615,057.00
joseph	660,200.00	<u>-131,030.00</u>	-16,751.00	-9,300.00	-26,243.00	-4,846.00	0.00	9,900.00	4,000.00	674,100.00
lomabrd company	855,000.00	<u>-130,000.00</u>	-22,000.00	-14,000.00	-27,000.00	-4,500.00	-10,000.00	22,500.00	6,000.00	883,500.00
all Contruction	699,000.00	<u>-112,000.00</u>	<u>-15,000.00</u>	-9,300.00	-21,480.00	-4,675.00	0.00	11,275.00	3,700.00	713,975.00
rl sohol	749,000.00	<u>83,000.00</u>	-13,000.00	-14,000.00	-29,000.00	-4,000.00	0.00	12,000.00	5,000.00	766,000.00
kandu	727,000.00	-63,000.00	-43,000.00	-11,000.00	-26,000.00	-5,000.00	-6,000.00	27,000.00	0.00	754,000.00
		maker	storytime	admin painting	café	teen	closed	meeting room flooring	vault paint	

INDIAN PRAIRIE PUBLIC LIBRARY FURNITURE SPECS				
BID PACKAGE 1: OPEN LINES			product architecture + design	
DELIVERY DATE: JUNE 2021				
Tag #	Alternate	Item	Description	Quantity
LOBBY/STAIRS:				
C3A		LOBBY SWIVEL LOUNGE CHAIR	BERNHARDT GLASGOW 6494 SELF RETURN SWIVEL CHAIR; COM: BERNHARDT ENDURE BARK 3834-020; GLIDES FOR CARPET	1
C3B		STAIR SWIVEL LOUNGE CHAIR	BERNHARDT GLASGOW 6494 SELF RETURN SWIVEL CHAIR; COM: BERNHARDT ENDURE BARK 3834-020; GLIDES FOR LVT	4
T6A		COFFEE TABLE AT STAIRS	STYLEX OBAIR ROUND 30" DIA X 15" H LAMINATE TOP TABLE WITH REVERSE BEVEL 2MM PVC EDGE; TOP: FENIX NTM NERO INGO LM 45; BASE: BLACK TWILIGHT; NO POWER	1
T7B		LOBBY SIDE TABLE	STYLEX OBAIR ROUND 21" DIA X 18" H LAMINATE TOP TABLE WITH REVERSE BEVEL 2MM PVC EDGE; TOP: FENIX NTM NERO INGO LM 45; BASE: BLACK TWILIGHT; NO POWER	1
C1		PASSPORT DESK GUEST CHAIRS	STYLEX BROOKS BR1 ARMLESS CHAIR W/ UPHOLSTERED SEAT AND BACK; GRADE C FABRIC: MOMENTUM CANTER EPU BALLAD; FRAME: DARK BRONZE; GLIDES FOR CARPET	2
CAFÉ				
C5		CAFÉ LOUNGE CHAIR	KEIHAEUER BRANDEN 2121 LOUNGE CHAIR W/ BACK CUSHION; COM: ULTRALEATHER BRISA FRESCO 544-3102 GROTTO; LEGS: ONYX PC01; GLIDES FOR CARPET	3
T6C		CAFÉ COFFEE TABLE	STYLEX OBAIR ROUND 30" DIA X 15" H LAMINATE TOP TABLE WITH REVERSE BEVEL 2MM PVC EDGE; TOP: FENIX NTM GRIGIO BROMO LM 44; BASE: BLACK TWILIGHT; NO POWER	3
C6		CAFÉ SWIVEL CHAIR	KEILHAUER PONDER 68794 MID BACK LOUNGE CHAIR W/ ARMS & 4-STAR BASE; COM: DESIGNTEX SILICONE ELEMENT 3919-403 ISLE; BASE: PC23 DARK GREY; GLIDES FOR LVT	6
T7C		CAFÉ SIDE TABLE	STYLEX OBAIR ROUND 21" DIA X 18" H LAMINATE TOP TABLE WITH REVERSE BEVEL 2MM PVC EDGE; TOP: FENIX NTM GRIGIO BROMO LM 44; BASE: BLACK TWILIGHT; NO POWER	3
BOARD ROOM:				
C20		CONFERENCE CHAIR	STYLEX INSIGHT UPHOLSTERED CONFERENCE - LIGHT TASK CHAIR; MEDIUM BACK; GRADE C: MOMENTUM CANTER EPU THATCH; FIXED HEIGHT C-ARM POLISHED ALUMINUM; POLISHED CAST ALUMINUM BASE; CASTERS FOR CARPET	10
ADULT STUDY ROOMS:				
C1		ADULT STUDY CHAIR	STYLEX BROOKS BR1 ARMLESS CHAIR W/ UPHOLSTERED SEAT AND BACK; GRADE C FABRIC: MOMENTUM CANTER EPU BALLAD; FRAME: DARK BRONZE; GLIDES FOR CARPET	8

A1	MAGNETIC WHITEBOARD	BRILLIANT BY PLATINUM IFRAME (36x60"); MAGNETIC MARKERBOARD BRIGHT WHITE W/ ALUM. EDGES AND MARKER TRAY https://www.brilliantbyplatinum.com/iframe-series	4
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ADULT COLLECTION:

C1	ADULT STUDY CHAIR	STYLEX BROOKS BR1 ARMLESS CHAIR W/ UPHOLSTERED SEAT AND BACK; GRADE C FABRIC: MOMENTUM CANTER EPU BALLAD; FRAME: DARK BRONZE; GLIDES FOR CARPET	46
C13	ADULT STOOL	STYLEX BROOKS BR9 ARMLESS COUNTER STOOL W/ UPHOLSTERED SEAT AND BACK; GRADE C FABRIC: MOMENTUM CANTER EPU BALLAD; FRAME: DARK BRONZE; GLIDES FOR CARPET	4
C2	ADULT LOUNGE CHAIR	KEIHAUER BRANDEN 2121 LOUNGE CHAIR W/ BACK CUSHION; COM: MOMENTUM CANTER EPU THATCH; LEGS: ONYX PC01; GLIDES FOR CARPET	6
C3C	ADULT SWIVEL LOUNGE CHAIR	BERNHARDT GLASGOW 6494 SELF RETURN SWIVEL CHAIR; COM: BERNHARDT ALLUDE II 3812-314 STONE BLUE; GLIDES FOR CARPET	7
T7A	ADULT SIDE TABLE	STYLEX OBAIR ROUND 21" DIA X 18" H LAMINATE TOP TABLE WITH REVERSE BEVEL 2MM PVC EDGE; TOP: FENIX NTM NERO INGO LM 45; BASE: BLACK TWILIGHT; POWER/USB UNIT CENTERED AT TOP	2
T7B	ADULT SIDE TABLE	STYLEX OBAIR ROUND 21" DIA X 18" H LAMINATE TOP TABLE WITH REVERSE BEVEL 2MM PVC EDGE; TOP: FENIX NTM NERO INGO LM 45; BASE: BLACK TWILIGHT; NO POWER	2

YOUTH COLLECTION:

MOBILE	ALT	YOUTH MOBILE	SNOWSOUND USA BOTANICA 10' PANEL KIT; OLIVE GREEN 40037060	1
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YOUTH STUDY ROOMS:

C1	YOUTH STUDY ROOM CHAIRS	STYLEX BROOKS BR1 ARMLESS CHAIR W/ UPHOLSTERED SEAT AND BACK; GRADE C FABRIC: MOMENTUM CANTER EPU BALLAD; FRAME: DARK BRONZE; GLIDES FOR CARPET	16
A2	MAGNETIC WHITEBOARD	BRILLIANT BY PLATINUM IFRAME (48x72"); MAGNETIC MARKERBOARD BRIGHT WHITE W/ ALUM. EDGES AND MARKER TRAY https://www.brilliantbyplatinum.com/iframe-series	3

MIDDLE SCHOOL:

C17	MIDDLE SCHOOL STOOL	KEILHAUER DOKO 67018 ROUND PERCH; PLASTIC BASE; STORM 74; TOP: ULTRALEATHER BRISA HAZY LILAC 533-9310; GLIDES FOR CARPET	4
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INDIAN PRAIRIE PUBLIC LIBRARY FURNITURE SPECS

BID PACKAGE 2: COALESSE
product architecture + design
DELIVERY DATE: JUNE 2021

Tag #	Alternate	Item	Description	Quantity
LOBBY/STAIRS:				
T8B		LAPTOP TABLE AT STAIRS	COALESSE LAGUNITAS PERSONAL TABLE COLAGTP; TOP: BLACK 2746; EDGE: BLACK; BASE: TEXTURED ANTHRACITE 7197; GLIDES FOR LVT	2
ADULT COLLECTION:				
T8A		ADULT LAPTOP TABLE	COALESSE LAGUNITAS PERSONAL TABLE COLAGTP; TOP: BLACK 2746; EDGE: BLACK; BASE: 7197 TEXTURED ANTHRACITE; GLIDES FOR CARPET	5
MIDDLE SCHOOL:				
C18A		MIDDLE SCHOOL SECTIONAL	COALESSE CIRCA STRAIGHT 2-SEAT LOUNGE 50" W X 28" D; COM: MOMENTUM SILICA ROAM COVE; LEGS: TAPERED SOLID MEDIUM MAPLE; GLIDES FOR CARPET	3
C18B		MIDDLE SCHOOL SECTIONAL	COALESSE CIRCA 28" X 28" 451-2500 SPECIAL CORNER PIECE; COM: MOMENTUM SILICA ROAM COVE; LEGS: TAPERED SOLID MEDIUM MAPLE; GLIDES FOR CARPET	1
C18C		MIDDLE SCHOOL SECTIONAL	COALESSE CIRCA GANGING KIT 451-GANGPKG	5
TEEN:				
C18D		TEEN SECTIONAL	COALESSE CIRCA STRAIGHT 2-SEAT LOUNGE 50" W X 28" D; COM: MOMENTUM SILICA BAUBLE FIG; LEGS: TAPERED SOLID MEDIUM MAPLE; GLIDES FOR CARPET	3
C18E		TEEN SECTIONAL	COALESSE CIRCA 28" X 28" 451-2500 SPECIAL CORNER PIECE; COM: MOMENTUM SILICA BAUBLE FIG; LEGS: TAPERED SOLID MEDIUM MAPLE; GLIDES FOR CARPET	1
C18C		TEEN SECTIONAL	COALESSE CIRCA GANGING KIT 451-GANGPKG	2

INDIAN PRAIRIE PUBLIC LIBRARY FURNITURE SPECS				
BID PACKAGE 3: ESTEY			product architecture + design	
DELIVERY DATE: JUNE 2021				
Tag #	Alternate	Item	Description	Quantity
SHELVING:				
S1		NEW BOOKS	74" SF ESTEY DESIGNER SERIES A-FRAME: BACK PANEL: PLAM TBD; 6H; 5 SLOPED BOTTOM SHELVES W/ 8" SHELF AT TOP; INCLUDE 4"H SIGNAGE	7
EP1		END PANELS FOR NEW BOOKS	74" SF A-FRAME; PLAM: WILSONART PREMIUM LAMINATE TBD; CLEARVIEW PVC EDGES	2
S2		MARKETPLACE DIAGONAL	54" H DF ESTEY DESIGNER SERIES 4H MOBILE W/ CASTERS FOR CARPET; 4 STARTERS & 4 ADDERS (GROUPS OF 2); 2 SLOPED BASE SHELVES W/ 2 FLAT SHELVES; INCLUDE 4" SIGNAGE	8
EP2		END PANELS FOR MARKETPLACE DIAGONAL	54" DF; PLAM: WILSONART PREMIUM LAMINATE TBD; CLEARVIEW PVC EDGES	8
S3		MARKETPLACE PINWHEELS DF 66" HIGH	66"H DF ESTEY DESIGNER SERIES 5H MOBILE W/ CASTERS FOR CARPET; 12 STARTERS & 12 ADDERS (SEE PLAN FOR LAYOUTS); 4 SLOPED SHELVES W/ FLAT SHELF AT TOP; INCLUDE 4" SIGNAGE PER LAYOUT	24
EP3		END PANELS FOR MARKETPLACE PINWHEELS	66" DF; PLAM: WILSONART PREMIUM LAMINATE TBD; CLEARVIEW PVC EDGES	24
CF4		MARKETPLACE COLUMN CORNER FILLERS	66"H SF; SOLID WOOD STAINED TO MATCH EXISTING	12
EP5		HOLDS END PANELS	66" SF; PLAM: WILSONART PREMIUM LAMINATE TBD; CLEARVIEW PVC EDGES	2
CT6		TEEN CANOPY TOP	WILSONART PREMIUM LAMINATE TBD IN L SHAPE; MATCHING PVC EDGES	1
CF6		TEEN CORNER FILLER	1 @ 48", 1 @ 66"; WILSONART PREMIUM LAMINATE TBD; RICHELIEU ALUMINUM EDGES	2
EP6		TEEN END PANEL	1 @ 48" H, 1 @ 66"H; WILSONART PREMIUM LAMINATE TBD; MATCHING PVC EDGES	2
CF7		EARLY READERS CORNER FILLERS	48" H; WILSONART STANDARD LAMINATE TBD; MATCHING PVC EDGES	2

INDIAN PRAIRIE PUBLIC LIBRARY FURNITURE SPECS

PACKAGE 4: KI			product architecture + design	
DELIVERY DATE: JUNE 2021				
Tag #	Alternate	Item	Description	Quantity
LOBBY/STAIRS:				
OP2			KI PILLAR 24"W X 24"D X 34" H TABLE W/ GROMMET AT BACK & WIRE MANAGEMENT AT LEG; TOP: WILSONART PARK ELM 7967-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; GLIDES FOR CARPET	1
CAFÉ				
C4		CAFÉ CHAIR	KI DONI W/ TAPERED WOOD LEG, UPHOLSTERED SEAT & BACK: COM: BERNHARDT ENDURE 3834-020 BARK; SHELL: WARM GREY; LEGS: FLORENCE WALNUT ON BEECH; GLIDES FOR LVT	12
T1E		CAFÉ SMALL TABLE	KI PILLAR 30" DIA X 30" H ROUND TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; NODE POWER UNIT W/ 1 POWER/1 USB; GLIDES FOR LVT	2
T1F		CAFÉ LARGE TABLE	KI PILLAR 42" DIA X 30" H ROUND TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; NODE POWER UNIT W/ 1 POWER/1 USB; GLIDES FOR LVT	2
C14		CAFÉ STOOL	KI DONI COUNTER STOOL, UPHOLSTERED SEAT & BACK: COM: BERNHARDT ENDURE 3834-020 BARK; SHELL: WARM GREY; LEGS: BRONZE METALLIC; GLIDES FOR LVT	4
T14		CAFÉ COUNTER TABLE	KI CONNECTION ZONE 144"W X 24" D X 36"H TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; (4) VILLA POWER MODULES W/ 1 POWER/1USB; GLIDES FOR LVT	1
IET		INTERNET EXPRESS TABLE	KI PILLAR 36"W X 24" D X 34" H TABLE W/ GROMMET AT BACK & WIRE MANAGEMENT AT LEG; TOP: WILSONART PARK ELM 7967-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; GLIDES FOR CARPET	2
BOARD ROOM:				
T17		CONFERENCE TABLE	KI PILLAR 36" W X 60" D X 30"H TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; POWER UNIT W/ 2 POWER/2 USB; GLIDES FOR LVT	4
MAKER SPACE:				
T14		MAKER STORAGE TABLE	KI RUCKUS STORAGE WORK TABLE TO MATCH EXISTING; TOP: CLOUD ZEPHYR; EDGE: WARM GREY; CABINET BASE/FRONT: COOL GREY; GLIDES FOR LVT	1
C19		MAKER CHAIRS	KI RUCKUS CHAIRS TO MATCH EXISTING; COOL GREY SHELL; LEG FINISH: CHROME; CASTERS FOR LVT	2
C23		MAKER STOOLS	KI 900 SERIES STEEL SEAT STOOL ADJUSTABLE HEIGHT 19"-27"H; GLIDES FOR LVT	6

PO1	ALT	MAKER PODIUM	KI RUCKUS MOBILE HEIGHT-ADJUSTABLE LECTERN	1
ADULT STUDY ROOMS:				
T1B		ADULT STUDY TABLE NO POWER	KI PILLAR 36"W X 36"D X 30" H SQUARE TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; GLIDES FOR CARPET	4
ADULT COLLECTION:				
T1A		ADULT STUDY TABLE W/ POWER	KI PILLAR 36"W X 36"D X 30"H SQUARE TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; NODE POWER UNIT W/ 1 POWER/1 USB; GLIDES FOR CARPET	4
T1C		ADULT COMPUTER TABLE	KI PILLAR 42"W X 24" D RECTANGLE TABLE W/ 20" H ARISTOTLE SCREEN AT BACK ONLY/NO DIVIDERS ON SIDES; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; GROMMET AT BACK W/ VELCRO WIRE MANAGEMENT & POWER STRIP BELOW; GLIDES FOR CARPET	12
T1D		ADULT READING CARREL	KI PILLAR 36"W X 48" D X 30" H RECTANGLE TABLE W/ 20" H ARISTOTLE SCREEN MOUNTED IN CENTER; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; 2 NODE POWER MODULES W/ 1 POWER/1 USB ON EACH SIDE OF SCREEN; VELCRO WIRE MANAGEMENT; LEG COVER BIG ENOUGH FOR 2 CORDS; GLIDES FOR CARPET	19
T13		ADULT COUNTER TABLE	KI CONNECTION ZONE 144"W X 24" D X 36"H TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; (4) VILLA POWER MODULES W/ 1 POWER/1 USB; GLIDES FOR CARPET	1
OP1		OPAC	KI PILLAR 24"W X 24"D X 34" H TABLE W/ GROMMET AT BACK & WIRE MANAGEMENT AT LEG; TOP: WILSONART PARK ELM 7967-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; GLIDES FOR CARPET	2
MEETING ROOM				
T16		MEETING ROOM TABLES	KI PIROUETTE TABLES 24"D X 66"W X 29"H NESTING RECTANGULAR COLLABORATIVE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; CASTERS FOR CARPET	18
YOUTH COLLECTION:				
T9		LITTLE SHOP/TOWN SMALL TABLES	KI RUCKUS 36" DIA ROUND TABLE W/ ADJUSTABLE HEIGHT 20"-33"; TOP: HIGH RISE; 74P EDGE: FROSTY WHITE; LEGS: CHROME; LOCKING CASTERS FOR CARPET	3
C15A		LITTLE SHOP/TOWN SMALL CHAIRS	KI INTELLECT WAVE CHAIR 10" SEAT HEIGHT; SHELL: SKY BLUE; LEGS: CHROME; GLIDES FOR CARPET	8
C15B		LITTLE SHOP/TOWN SMALL CHAIRS	KI INTELLECT WAVE CHAIR 10" SEAT HEIGHT; SHELL: NEMO; LEGS: CHROME; GLIDES FOR CARPET	4

C22	LITTLE SHOP/TOWN CURVED BENCH	KI MYPLACE BACKLESS 90 CURVE; COM: MOMENTUM SILICA BAUBLE CARIBE; CONCEALED GLIDES FOR CARPET	4
OP3	YOUTH OPAC	KI PILLAR 24" W X 24" D X 34" H PILLAR TABLE; TOP: CANYON ZEPHYR; 74P EDGE: WARM GREY; LEG FINISH: WARM GREY; GROMMET AT BACK W/ WIRE MANAGEMENT; GLIDES FOR CARPET	1

YOUTH STUDY ROOMS:

T1G	YOUTH STUDY ROOM MEDIUM TABLE	KI PILLAR 36" X 72" X 30"H RECTANGLE TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; VILLA POWER UNIT W/ 2 POWER/2USB & HDMI; GLIDES FOR CARPET	1
T1H	YOUTH STUDY ROOM LARGE TABLE	KI PILLAR 36" X 48" X 30" H RECTANGLE TABLE; TOP: WILSONART PARK ELM 7967K-12; EDGE: MATCHING EDGEBAND; LEGS: BRONZE METALLIC; 2 POWER/2USB & HDMI; GLIDES FOR CARPET	4

MIDDLE SCHOOL:

T10	MIDDLE SCHOOL LONG TABLE	KI PILLAR 144"W X 24" D X 30"H TABLE; TOP: CANYON ZEPHYR; 74P EDGE: WARM GREY; LEG FINISH: WARM GREY; 4 GROMMETS W/ WIRE MANAGEMENT; GLIDES FOR CARPET	1
T12	MIDDLE SCHOOL COFFEE TABLE	KI SOLSTICE ROUND CLUB TABLE 20" DIA X 16" H; TOP: CANYON ZEPHYR; EDGE: WARM GREY; BASE: WARM GREY; GLIDES FOR CARPET	1
T13	MIDDLE SCHOOL LAPTOP TABLE	KI C-TABLE; TOP: CANYON ZEPHYR ; EDGE: WARM GREY; BASE: WARM GREY; GLIDES FOR CARPET	3
T11B	MIDDLE SCHOOL GAMING CABINET	KI CONNECTION ZONE CONNECTION ZONE CREDENZA 72" W X 18" D X 24" H; STEEL SHELL: WARM GREY; OPEN W/ ADJUSTABLE SHELF LEFT, BOX/LATERAL FILE RIGHT; TOP/DRAWER: CANYON ZEPHYR; EDGE: WARM GREY; GLIDES FOR CARPET	1

TEEN:

T11A	TEEN GAMING CABINET	KI CONNECTION ZONE CONNECTION ZONE CREDENZA 60" W X 18" D X 24" H; STEEL SHELL: WARM GREY; OPEN W/ ADJUSTABLE SHELF LEFT, BOX/LATERAL FILE RIGHT; TOP/DRAWER: CANYON ZEPHYR; EDGE: WARM GREY; GLIDES FOR CARPET	1
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INDIAN PRAIRIE PUBLIC LIBRARY FURNITURE SPECS

PACKAGE 5: STEELCASE

product architecture + design

DELIVERY DATE: JUNE 2021

Tag #	Alternate	Item	Description	Quantity
LOBBY/STAIRS:				
C12A		LOBBY BENCH	STEELCASE TURNSTONE ALIGHT BENCH OTTOMAN TS34403 W/ MAPLE WOOD LEGS; COM: BERNHARDT ENDURE BARK 3834-020; GLIDES FOR CARPET	1
C12B		STAIR BENCH	STEELCASE TURNSTONE ALIGHT BENCH OTTOMAN TS34403 W/ MAPLE WOOD LEGS; COM: BERNHARDT ENDURE BARK 3834-020; GLIDES FOR LVT	2

MARKETPLACE

C12C		ADULT BENCH	STEELCASE TURNSTONE ALIGHT BENCH OTTOMAN TS34403 W/ MAPLE WOOD LEGS; COM: MOMENTUM CANTER EPU THATCH; GLIDES FOR CARPET	7
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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.