

Indian Prairie Public Library Board Agenda  
February 17, 2021 – 6:30 p.m.

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

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

Telephone:

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

US: +1 312 626 6799

Webinar ID: 892 3422 8081

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

A. Roll Call

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

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

Vision Statement: Lives are enriched and dreams are realized.

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

C. Public Comment

1. Najjar to Bukovac re: Removing Fines

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D. Communications and Announcements

1. Herbert to Bukovac re: Thank You for Soap Collection

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2. Walsh to Library re: Library Name

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E. Omnibus Consent Agenda

Action

1. Minutes of Regular Board Meeting, January 20, 2021

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2. Action on Bills/Additional Bills

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F. Items Deleted from Omnibus Consent Agenda

Action

G. Library Director's Report

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Information

H.	Department Reports		Information
	1. Assistant Director	Page 25	
	2. Marketing	Page 27	
	3. Adult	Page 29	
	4. Circulation	Page 32	
	5. Technology and Technical Services	Page 35	
	6. Youth	Page 37	
I.	Staff Report		
	Natalie Williams, Head of Youth Services, Grab Bag Services		Information
J.	Reports		
	1. Treasurer's Report	Page 45	Information
	2. Chamber Reports (Jensen)	Page 49	Information
	3. RAILS	Page 50	Information
	4. Building and Grounds Committee (none)		
	5. Finance Committee (none)		
	6. Planning/Outreach Committee (none)		
	7. Policy Committee (none)		
K.	Unfinished Business		
	1. Renovation Update		Information
	2. Update on New Service Model	Page 55	Information
L.	New Business		
	1. Library Rebranding	Page 63	Discussion
	2. Review of <i>Serving Our Public 4.0: Standards for Illinois Public Libraries</i>	Page 65	Discussion
M.	Meetings Scheduled		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

**From:** Nader Najjar <naderbnajjar@gmail.com>  
**Sent:** Wednesday, February 10, 2021 1:20 PM  
**To:** Jamie Bukovac <jamieb@ippl.info>; Directors <directors@ippl.info>  
**Subject:** Re: Removing Fines

Hello,

I am attaching a statement to be read during public comment at the next board meeting. Jamie, please include it in the board packet as well.

Please let me know if you have any questions and if it is possible to watch a live stream of the event or if plans change and it is held in person with a limited audience.

Kindly,  
Nader Najjar

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

Greetings Honored Trustees and Directors,

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

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

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

### **Arguments in favor of eliminating library fines**

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

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

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

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

**4. Fines may not make up a significant portion of the library's budget:** *"Overdue fines are a regressive method of raising revenue, they hurt the most those who can afford them the least, create stress-filled interactions, and require significant amounts of staff time to manage."* - David Seleb from the Oak Park Public Library  
*"...fines have become a privilege and – not only do they not work – they actually encourage people to keep materials longer if they can afford it."* - Annette Birdsall, Director of the Tompkins County Public Library

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

**5. Eliminating fines may improve circulation:** The elimination of fines could benefit not only patrons but the library as well. One of the ways in which the library could benefit is an increase in circulation. This result makes sense: if patrons are no

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

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

The above is an excerpt from:

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

**Additional References:**

How Eliminating Library Fees Advances Racial Equity

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

Five Unexpected Benefits of Eliminating Library Fines

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

Eliminating Library Fines as a form of Social Equity Working Group

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



January 27, 2021

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

Dear Mrs. Bukovac:

On behalf of the Darien Woman's Club I wish to thank you for the support you gave us regarding our Soap Collection in December, 2020. Due to COVID-19 we were unable to place bins in schools and banks so we relied on the library bin, a bin at the BRING! IT Fitness facility in Westmont, donations from DWC members, and business donations. We collected over nine hundred soap products that were distributed to one hundred eighty-five local families in mid-December. We are grateful for the generous spirit of the community and we are grateful for the support of the library. Thank you, again.

Sincerely,

Shawna Hebert, DWC Soap Collection Chair



**From:** IPPL Website <DONOTREPLY@ippl.info>  
**Date:** February 4, 2021 at 9:32:20 AM CST  
**To:** IPPL Main <ippl@ippl.info>  
**Subject: New Question Received - Contact Us**  
**Reply-To:** William Walsh <williamtecumsehwalsh@gmail.com>

**Name:** William Walsh  
**Email:** williamtecumsehwalsh@gmail.com

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**Question:** Hi I was wondering if IPPL would change its name or how the community could get its name changed.  
"Indian Prarie" strikes me as a Washington Redskins type of deal or UIUC's Chief. I.E. a relic of the past. Like Native Americans aren't called Indians anymore so whose prairie is it?  
Sorry if I sound ranty, I'm sure its not your fault. But I'd like my community to not use outdated racial terminology.

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of January 20, 2021

**Board of Trustees Regular Meeting  
January 20, 2021 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our January 20, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

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Telephone:

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

Webinar ID: 862 0540 7085

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. and stated the following:

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

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

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

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

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

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

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

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

D. Communications and Announcements

- 1. ILA to IDPH re: Vaccines for Library Workers
- 2. Letter from Bukovac to DuPage County Health Department re: Vaccines for Library Staff
- 3. Letter from Bukovac to DuPage County Board of Health re: Vaccines for Library Staff

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, December 9, 2020
- 2. Action on Bills/Additional Bills
- 3. Determination to Dispose of Property
- 4. Determination to Dispose of Equipment
- 5. Delete Two Executive Session Tapes from January 16, 2019
- 6. Policy Committee Meeting Minutes, January 13, 2021
- 7. Proposed Changes to Policies
  - 200 By-Laws
  - 440 Information Services
  - 450 Library Sponsored Programming
  - 500 Materials Selection
  - 800 Personnel
  - 420 Library Cards
  - 430 Circulation of Materials
  - 431 Fines and Charges
  - 432 Homebound Services
  - 433 Suspension/Limitation of Privileges
  - 455 Group Tours/Programs
  - 456 Proctoring
  - 471 Social Media
  - 474 Maker Equipment
  - 475 Miscellaneous Equipment
  - 490 Process for Patron Complaint
  - 650 Conference Rooms
  - 660 Meeting Rooms
  - 680 Video Surveillance
  - 700 Identity Protection
  - 1000 Emergency Closing
  - 1010 Emergency and Disaster Plans

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

The departments have been busy packing up their workrooms in preparation for the renovation. Kudos to the staff for showing great teamwork. Bukovac will review the new service model for the Board at the February meeting.

## H. Department Reports

### I. Staff Report – none

### J. Reports

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

### K. Unfinished Business

1. Renovation Update – The phasing of the project was covered in Bukovac's report. The department heads and Bukovac have been working on where to move staff so we're not in the way of the contractor. We have decided to rent a container from PODS for the parking lot because a lot of office furniture needs to be moved out of the way. It will arrive the end of January. We continue to work on ways to offer services during the construction.

### L. New Business

1. Continuation of FFCRA Paid Sick Leave - The Families First Coronavirus Response Act that was passed in 2020 required employers to provide employees with paid sick leave at a total of two weeks for the year for specified reasons related to COVID-19. This requirement expired December 31, 2020. The most recent COVID relief bill does not require this paid leave to be offered by employers but does state that an employer may choose to offer it. Library staff who work 20 or more hours earn sick leave but staff who work less than 20 hours do not earn sick leave. Bukovac is requesting that the Board authorize paid leave in 2021 to employees who work less than 20 hours and must take time off because they need to quarantine or they are exhibiting symptoms of COVID and seeking a medical diagnosis. This paid leave in 2021 would be a maximum of the average number of hours a staff person works over a two-week period. Damon moved, Megaridis seconded to authorize FFCRA paid sick leave in 2021 to employees who work less than 20 hours at a maximum of the average number of hours a staff person works over a two-week period. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Motion that Bukovac May Approve Change Orders Under \$10,000 – The Board passed this motion during the last renovation in 2010 to ensure that the project continued in a timely manner. Megaridis moved, Akhras seconded that Bukovac may approve change orders under \$10,000. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Proposal to Replace Two Service Desks at a Maximum Cost of \$20,000 - Our current service desk is not in good shape with the wood splintering and cracking. Bukovac is requesting that we replace it as well as the current Technology Services desk since they are a few feet away from each other. The current Technology Services Desk would be used in the new passport room. The funds would come from the reserve fund. Damon moved, Krupicka seconded to replace two service desks at a maximum cost of \$20,000. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

4. Proposal to Replace Carpeting in Middle School Lounge at a Maximum Cost of \$2,200 – Because part of the middle school lounge is currently in the kids and teens workroom there will be a lot of patching of carpet that needs to be done and the result will be two different carpets in this small lounge of 270 feet. The proposal is to put new carpet down in the entire space. Krupicka moved, Damon seconded to replace carpeting in the middle school lounge at a cost not to exceed \$2,200. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
5. Open Trustee Position – We have three candidates running for four open positions. Suriano would like to start the process of finding someone to appoint. Megaridis and Krupicka know people who may be interested. They will get the contact information to Bukovac. Bukovac will send them a questionnaire. The Board can interview at the February meeting and appoint in March or April.
6. Resolution 2021-A Honoring Taylor Frawley - Suriano read the resolution aloud. Akhras moved, Damon seconded to approve Resolution 2021-A Honoring Taylor Frawley. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

#### M. Scheduled Meetings

- N. At 7:15 p.m. Megaridis moved, Akhras seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: none. Motion carried unanimously.

#### O. Return to Open Session

At 7:18 p.m. Akhras moved, Damon seconded to go back into open session. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Closed Session Minutes, 2/26/20 - Krupicka moved, Akhras seconded to approve the closed session minutes dated 2/26/20. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Open or Close All Closed Session Minutes - Krupicka moved, Akhras seconded to keep all closed session minutes closed. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

- P. At 7:21 p.m. Megaridis moved, Akhras seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Library Director). Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

#### Q. Return to Open Session

At 8:04 p.m. Krupicka moved, Damon seconded to go back into open session. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Director's Salary Increase – Akhras moved, Damon seconded to award a 3% increase per

annum and to award a bonus of \$3,000. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: none. Motion carried unanimously

2. Any Other Actions – none

R. Community Events

S. Library Events

T. Adjournment

At 8:06 p.m. Akhras moved, Krupicka seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

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Crystal Megaridis, Secretary.

ACTION ON BILLS JANUARY, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5151 - 5248	\$ 179,451.72
Fifth Third-Salaries	952 - 963	\$ 2,714.12
Hinsdale Bank-Direct Deposits	& 31468 - 31601	\$ 107,429.66
MONTH'S TOTAL:		\$ 289,595.50

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of January 31, 2021

Type	Date	Num	Name	Amount
<b>10122 - Fifth Third Checking</b>				
Liability Check	01/05/2021	5151	LIMRICC	333.25
Liability Check	01/07/2021	5152	Nationwide Retirement	986.53
Liability Check	01/07/2021	5153	Vantagepoint	1,351.26
Liability Check	01/07/2021	5154	State Disbursement Unit	493.94
Liability Check	01/07/2021	5155	State Disbursement Unit	162.11
Bill Pmt Check	01/08/2021	5156	Accurate Employment Screening, LLC	160.00
Bill Pmt Check	01/08/2021	5157	Carrera, Kristin	375.00
Bill Pmt Check	01/08/2021	5158	Dames, Mary	16.10
Bill Pmt Check	01/08/2021	5159	NCBERS Group Life	48.00
Bill Pmt Check	01/08/2021	5160	The Library Store	28.91
Bill Pmt Check	01/08/2021	5161	Wlosinski, Maria	17.25
Bill Pmt Check	01/11/2021	5162	Alarm Financial	76.50
Bill Pmt Check	01/11/2021	5163	Baker & Taylor	7,669.28
Bill Pmt Check	01/11/2021	5164	Baker & Taylor (video)	93.93
Bill Pmt Check	01/11/2021	5165	Blackstone Audio, Inc.	1,942.96
Bill Pmt Check	01/11/2021	5166	Canon Financial Services, Inc.	221.00
Bill Pmt Check	01/11/2021	5167	Case Lots Inc.	324.85
Bill Pmt Check	01/11/2021	5168	Castro, Tori	7.48
Bill Pmt Check	01/11/2021	5169	Cengage Learning, Inc.	135.95
Bill Pmt Check	01/11/2021	5170	Chicago Tribune Media Group	226.90
Bill Pmt Check	01/11/2021	5171	Colonial Life	82.53
Bill Pmt Check	01/11/2021	5172	Comcast	193.35
Bill Pmt Check	01/11/2021	5173	DEMCO	164.02
Bill Pmt Check	01/11/2021	5174	Dynegy Energy Services	4,852.66
Bill Pmt Check	01/11/2021	5175	Eskew, Joe	75.98
Bill Pmt Check	01/11/2021	5176	Filis, April	18.00
Bill Pmt Check	01/11/2021	5177	Fox Valley Fire & Safety	984.70
Bill Pmt Check	01/11/2021	5178	Garvey's Office Products	41.56
Bill Pmt Check	01/11/2021	5179	Groot Industries, Inc.	388.16
Bill Pmt Check	01/11/2021	5180	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	01/11/2021	5181	Ingram Library Services	401.00
Bill Pmt Check	01/11/2021	5182	LM Information Delivery, Inc.	1,363.51
Bill Pmt Check	01/11/2021	5183	Midwest Tape	1,870.36
Bill Pmt Check	01/11/2021	5184	Neviol Inc.	4,725.00
Bill Pmt Check	01/11/2021	5185	OverDrive	1,056.26
Bill Pmt Check	01/11/2021	5186	Runco	318.89
Bill Pmt Check	01/11/2021	5187	Schueren, Mary	4.60
Bill Pmt Check	01/11/2021	5188	Sebert Landscaping	365.00
Bill Pmt Check	01/11/2021	5189	Specialty Mat Service	205.36
Bill Pmt Check	01/11/2021	5190	Twidell, Lexy	22.00
Bill Pmt Check	01/11/2021	5191	Uline	213.13
Bill Pmt Check	01/11/2021	5192	William, Natalie	22.00
Bill Pmt Check	01/15/2021	5193	American Library Association	79.49
Bill Pmt Check	01/15/2021	5194	Baker & Taylor	653.39



## Indian Prairie Public Library District Account QuickReport - Vendors

17

As of January 31, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	01/15/2021	5195	Baker & Taylor (video)	9.28
Bill Pmt Check	01/15/2021	5196	Blackstone Audio, Inc.	152.15
Bill Pmt Check	01/15/2021	5197	Call One	263.84
Bill Pmt Check	01/15/2021	5198	Case Lots Inc.	969.80
Bill Pmt Check	01/15/2021	5199	Cengage Learning, Inc.	433.45
Bill Pmt Check	01/15/2021	5200	Darien Chamber of Commerce	150.00
Bill Pmt Check	01/15/2021	5201	Dzierzbicki, Monica	16.50
Bill Pmt Check	01/15/2021	5202	Ingram Library Services	90.63
Bill Pmt Check	01/15/2021	5203	Jensen, Heather Forster	15.00
Bill Pmt Check	01/15/2021	5204	Kline, Cindy	10.00
Bill Pmt Check	01/15/2021	5205	Midwest Tape	273.37
Bill Pmt Check	01/15/2021	5206	OverDrive	2,816.28
Bill Pmt Check	01/15/2021	5207	Quill	24.64
Bill Pmt Check	01/15/2021	5208	Runco	10.25
Bill Pmt Check	01/15/2021	5209	Schultz., Jack	22.00
Bill Pmt Check	01/15/2021	5210	Sheehan, Debbie	39.00
Bill Pmt Check	01/15/2021	5211	SWAN	13,993.00
Bill Pmt Check	01/15/2021	5212	Thomson Reuters West	82.68
Bill Pmt Check	01/15/2021	5213	Unique	62.65
Bill Pmt Check	01/15/2021	5214	Wesolowski, Ken	50.00
Bill Pmt Check	01/15/2021	5215	William, Natalie	74.00
Liability Check	01/21/2021	5216	Nationwide Retirement	986.53
Liability Check	01/21/2021	5217	Vantagepoint	1,351.26
Liability Check	01/21/2021	5218	State Disbursement Unit	493.94
Liability Check	01/21/2021	5219	State Disbursement Unit	156.04
Bill Pmt Check	01/21/2021	5220	Asimakopoulos, Jennifer	22.00
Bill Pmt Check	01/21/2021	5221	AT&T	434.30
Bill Pmt Check	01/21/2021	5222	CDW Government	1,305.73
Bill Pmt Check	01/21/2021	5223	City of Darien	3,095.00
Bill Pmt Check	01/21/2021	5224	Jensen, Shirley P	123.76
Bill Pmt Check	01/21/2021	5225	Peregrine, Stime, Newman, Ritzman & Bruck	2,025.00
Bill Pmt Check	01/21/2021	5226	Principal Life Insurance Company.	1,428.34
Bill Pmt Check	01/21/2021	5227	Runco	87.95
Bill Pmt Check	01/21/2021	5228	TMobile	37.44
Bill Pmt Check	01/21/2021	5229	VSP Vision	203.30
Bill Pmt Check	01/27/2021	5230	Thomas Interiors Systems, Inc.	48,231.52
Bill Pmt Check	01/29/2021	5231	Baker & Taylor	4,749.16
Bill Pmt Check	01/29/2021	5232	Bank of America	5,101.22
Bill Pmt Check	01/29/2021	5233	BCBS	14,133.25
Bill Pmt Check	01/29/2021	5234	Blackstone Audio, Inc.	637.66
Bill Pmt Check	01/29/2021	5235	CDW Government	339.14
Bill Pmt Check	01/29/2021	5236	Cengage Learning, Inc.	145.55
Bill Pmt Check	01/29/2021	5237	Colley Elevator Co.	398.00
Bill Pmt Check	01/29/2021	5238	Comcast	193.35
Bill Pmt Check	01/29/2021	5239	Filis, April	13.32

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of January 31, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	01/29/2021	5240	Forward Space	9,834.48
Bill Pmt Check	01/29/2021	5241	Ingram Library Services	434.58
Bill Pmt Check	01/29/2021	5242	Kittredge, Julie	100.00
Bill Pmt Check	01/29/2021	5243	Library Furniture International, Inc.	23,175.00
Bill Pmt Check	01/29/2021	5244	Midwest Tape	1,694.64
Bill Pmt Check	01/29/2021	5245	NCPERS Group Life	48.00
Bill Pmt Check	01/29/2021	5246	OverDrive	1,424.59
Bill Pmt Check	01/29/2021	5247	Schultz., Jack	22.00
Bill Pmt Check	01/29/2021	5248	Sebert Landscaping	4,195.00
Total 10122 · Fifth Third Checking				179,451.72
<b>TOTAL</b>				<b>179,451.72</b>

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

## January 2021

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	01/08/2021	3,255.23
EFTPS-Federal	Payroll taxes	01/08/2021	17,828.26
ILDOR-State	Payroll taxes	01/22/2021	3,427.14
EFTPS-Federal	Payroll taxes	01/22/2021	18,520.64
IMRF	Payroll Pension	01/22/2021	24,177.00
DAC	Deposit to HRA	01/05/2021	40.36
DAC	Deposit to HRA	01/12/2021	322.72
DAC	Deposit to HRA	01/13/2021	184.79
DAC	Deposit to HRA	01/20/2021	248.08
DAC	Deposit to HRA	01/26/2021	43.44
Nicor	Gas	01/15/2021	2,597.72
Fifth Third	Check Order	01/20/2021	250.10
Fifth Third	Stop Payment Fees	01/13/2021	97.35
INB Bank/5/3	Credit Card Fee	01/15/2021	90.76
Hinsdale Bank	Fee-Direct Deposit	01/17/2021	57.25

## Director's Report February 2021

### Agenda

#### Public Comment and Communications:

We received a public comment regarding removing fines and a communication inquiring about the use of the word "Indian" in the library's name. These are not topics for this month's agenda, but the trustees may choose to direct me to put these topics on future agendas.

#### Old Business:

I'll include the renovation update in my report here. It's been a while since the new service model was discussed. There is a memo with background information and an update.

#### New Business:

In fall of 2019 I inquired if the trustees were interested in doing a visual rebranding for the library and it was suggested you wait to discuss until the renovation design was completed. I've prepared a memo with some options related to this.

The 2021 Per Capita grant has one question on it and that is for each library to review the entire publication of the Serving Our Public 4.0 Standards for Illinois Public Libraries. This is a big undertaking; however, our library is in good condition. I've included the checklist in the packet and highlighted items that need to be researched or expanded on and items that we do not do. We can discuss appropriate ways to approach these items. Some are simple and others most likely should be part of the strategic plan.

### The Renovation

Most of my time this month has been spent making sure everything is ready for construction to start Monday. This has included logistics relative to how staff can continue to do their work in the building as we're losing a lot of workroom space. All the staff have been wonderful in dealing with the stress of packing up and clearing workrooms. I organized a list of what needed to be moved and when and Joe Eskew has been fantastic in accomplishing all the projects that needed to be done and making sure we can properly store everything.

I've also continued to oversee the shifting of adult collections to match the shelving arrangement on the first floor. Initially it was determined that we would have to move the AV items before phase 1 of construction. This was creating a lot of stress for staff due to the massive amount of shifting that needed to be done prior to this move. I was able to work through the plan with the architect and delay that move until late March/early April allowing more time for the staff to finish shifting.

I've also been reviewing final submittals. These are forms the contractor submits to the architect that shows what they think the construction plans direct them to do and to confirm finishes. I do a final review of everything to ensure it's all as we want it to be.

We also had two meetings with the contractor to talk about process. They are very easy to work with.

I've attached the information I provided to the staff in the recent Catch the Wave.

**New Service Model**

Work has continued this month on moving to this model. The department heads and I are discussing training needs and how best to manage that. We also selected "push-to-call" walkie-talkies, such as you see in stores and restaurants, and will be ordering these for staff to start using in the next few months to communicate when patrons need assistance.

**Meetings**

- Two department heads meetings
- Two architect meetings
- Two contractor meetings
- One one-on-one with Debbie
- Two one-on-ones with Natalie
- One one-on-one with Tony
- Two one-on-ones with Laura
- Exit interview with Shirley

Jamie Bukovac, Director

## **It's Almost Here – Construction Starts Monday!!**

### **Thanks to Our Staff for Getting the Library Ready!!!**

Staff have been working so hard to prepare for the construction. This has been a tremendous effort requiring many hands to ensure the contractor has access to the areas they need. Thank you to all the staff who have worked so diligently to make sure that things are ready. In particular, the K&T staff, Adult Services staff, Circulation staff, and Adult Services shelvers have worked non-stop to help make this renovation happen. Thank you to Technology Services as TJ packed up the workroom, Ann managed many of the technology changes needed and got her new workroom set up, and Brett, who has been working hard to remove and relocate computers, self-checks, OPACs and many other types of equipment. Joe E. has been amazing in clearing out workrooms, moving and taking down shelving, and doing a bunch of other stuff to make sure we're not in the way of the contractor.

### **What's been Happening:**

Why do we have PODs? The PODs are storing a variety of things, including a lot of office furniture. You'll probably also have noticed that we've simply grouped furniture and other items out on the public floor where they won't be in the way during construction.

We've given away a lot of furniture on the first floor and some furniture on the second floor to schools and other libraries.

We've set up CR 201 for the K&T staff to use as a very tiny workroom and place to do online programs.

CR202 is being used for passports and one-on-one technology assistance. It is also a place that two or three staff members can hold a meeting. CR202 can be booked for a small staff meeting using the Staff Only Spaces under Quick Links on your department blog.

Two staff workstations are set up in the meeting room. Staff should book these stations using the same Staff Only Spaces link on their department blog.

Two page check-in stations are also being set up in the meeting room.

Returned items are being quarantined in the board room.

On the first floor, two self-checkout stations have been moved, as well as a catalog.

The vending machines are by the elevator.

We're figuring out if there is a place we can set up the Friends book sale.

The holds have been moved to the circ workroom to get them out of the way of construction.

Circulation staff are moving to the adult Ask Us Desk. Their area will be on the west side of the desk and adult services' area will be on the east side of the desk. We are making huge signs to help patrons understand which is which.

The technology desk and the K&T desk will continue to function as they are now.

While most things are settled for now, we continue to shift materials daily in the adult department to prepare for the new floor plan (we'll provide updates on department blogs as to when collections are

moved.) Do take time to walk around the building and familiarize yourself with where things have moved, what's not available, and changes to locations of adult collections. Patrons are wandering looking for things. I've helped patrons find things on the shelf plus explained that the hold shelves are in the back and gotten them their hold. Even with as much signage as we're putting up, I'm sure patrons will be looking for the checkout desk. So, be your wonderful, personable self and greet our patrons, inquiring if you can locate something for them.

### **What Will Be Happening?**

In this first phase, on the first floor, the contractor will be working on the new Public Services Workroom, the Maker Space, and demolishing the two conference rooms in order to build four 1-2 person study rooms. On the second floor they are building two additional Conference Rooms, expanding the Youth Room into the LittleTown space, and tearing down the K&T workroom to provide a larger space for LittleTown, LittleShop, and other early literacy services.

It sounds like the contractor will put up the barriers on Monday (possibly finish on Tuesday.) These barriers will completely separate the construction areas from the staff and public areas. I'm hoping the barriers will help contain most of the dust.

It will be noisy. The construction workers' schedule is 6:00 am – 2:30 pm, so after 2:30 it will be quiet. They are reserving Fridays for their noisiest work since patrons are not in the building then. They will not be working on the weekends.

The workers have been trained on COVID safety measures and are to wear masks. If you see a worker not wearing a mask, tell Jamie B, Laura, or Joe E. immediately.

The workers will be using the delivery entrance to enter and exit the building. They will be using the back hallway, the back stairs, and the elevator. They have right-of-way. If you're in the hallway, for example, and a worker enters the hallway, do your best to get out of their way. I have no idea of how much they'll be back and forth in these areas. While demolition is going on it could be a lot.

Below is a drawing showing that staff can continue to enter through the staff entrance. Staff can essentially get to the circ workroom as usual, use the hallway and elevator, and go up the back stairs.

There is no direct access to the first floor public area. Staff who want to get back and forth from the back area will need to "walk through" the elevator by pressing the button to go up, enter the elevator, then press the 1<sup>st</sup> floor button to open the elevator door to the lobby and walk out. Do the reverse to go to the back areas by pressing the 1R button (it will be turned on.) If you're on the second floor and want to get to the first floor public area, use the main staircase when you can.

### **Other News**

The trustees approved a new Public Services Desk and Technology Services Desk. These are currently being designed. We'll also be getting new tables for the self-checkout stations. A light grey laminate has been chosen for the end panels for the shelving that will be in the Marketplace (in the lobby area.) Soon, Jamie B will start working with the architect on new signage for the building.

Well, that's it for now. We'll continue to update you, but do feel free to ask questions or express any concerns. Construction is never fun, you all are resilient and can count on each other. And, of course, we have a new, beautiful new library to look forward to 😊!



## Assistant Director's Report: February 2021

Since the last board meeting, my time has been mainly spent preparing for the construction project start.

### Building:

Joe has been amazing in preparing for the project. Here is just a fraction of what he has been able to accomplish:

- He installed the door from the Technology area into what's going to be the new Technology workroom.
- He removed and stored all office furniture from the Technology and Kids & Teens workrooms.
- He built three temporary book return tops so that the bins will be covered in their temporary location in the lobby.
- He removed the Friends Book Sale shelving from the café.
- He relocated the holds shelves to the Circulation workroom.
- He removed and stored all the furniture from Little Town.
- He took down and stored the commemorative donor tree.
- And much, much more!

The process of disposing of furniture we no longer need is going well. Many area schools and libraries have picked up much of the furniture and equipment on last month's list.

The pickup window has been replaced and the correct sized window is now in place.

### IPPL Foundation and Friends:

The Book Nook made \$177.03 in January.

The Book Nook has been taken down in preparation for construction. We may find a temporary area to have a small selection of sale books, but we will have to see the spaces once construction is underway.

### Marketing Highlights:

- Dave continues to update the "Building the Future" page ([ippl.info/renovation](http://ippl.info/renovation)). This page will be brought up to date regularly with construction photos and progress updates.

- Dave edited and published 6 new videos to our YouTube channel. The most popular video this month was “Meet a Medical Helper” with 22 views.
- Dave compiled the monthly website statistics. Here is Indian Prairie’s top visited pages for January:
  1. Programs: 1,136
  2. Renovation Update: 850 (*Note: This metrobox on the homepage went live on 1/15 and leads to the Building the Future page*)
  3. Databases: 625
  4. Hours/Location: 555
  5. COVID-19 Updates: 486
- Dave added some eye-catching testimonial boxes to the “Library of Things” page ([ippl.info/browse-borrow/library-of-things](http://ippl.info/browse-borrow/library-of-things)). The comments were received from a recent patron survey.



“My daughter has benefited so much from the Maker Kits and Stem Kits available. They make learning fun, and we’ve found great gift ideas from watching her play.”

- Jill’s Marketing Report is attached.

Submitted by: Laura Birmingham

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

**Continuing Education**

I finished the online Library Marketing Conference. There was a lot of content about adapting to COVID and thinking outside the box. These days, it's hard to watch any conference or workshop without addressing COVID. I was grateful to watch the conference, as it sparked some ideas on the future of marketing for the library.

**Website**

The website gets updated weekly as part of the weekly marketing plan (that includes the web, enews, and social media.) This month, we created forms for the Teen Job Fair and the Caudill, Bluestem, and Monarch voting, updated the Tax Forms web page, the renovation page, and the COVID-19 page, as well as did minor updates on the Mid-Kids page.

**Enews**

Enews was sent out in Thursday. We sent a special enews for a closing after a major snow on Jan. 31. People are more engaged with enews compared to the fall after dropping back to once a week. The most clicked on item each week is the link to the adult programs page on the website.

**General Enews Subscribers**

December 31	16,816
January 31	16,774
Loss in subscribers	-42

**Specialty Enews Subscribers**

Newsletter	Subscribers	+/-
Biz Connect subscribers	295	-2
Teen Enews subscribers	152	-2

**Enews Open & Click Rate**

Date	Open Rate	Click Rate
Jan. 7	15	12
Jan. 14.	18	9
Jan. 28	21	18
Jan. 31—Snow Closure	16	1

Teen enews (sent Jan. 2)	17	8
BizConnect (set Jan. 2)	16	8

### Social Media

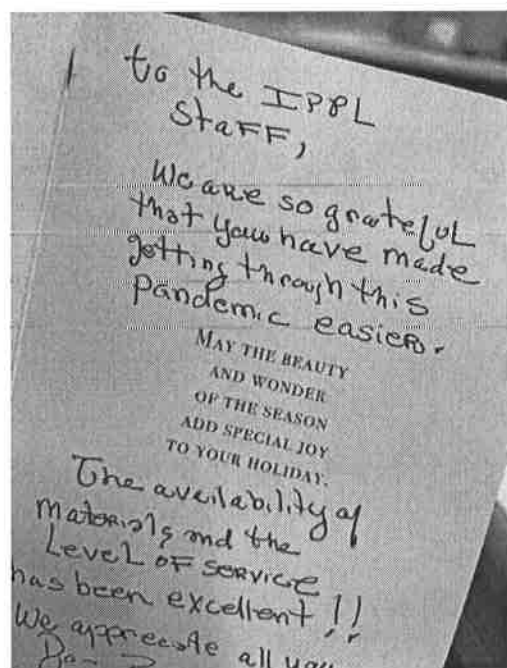
Social Media continues to grow organically; each channel increased this month. The biggest gains were on LinkedIn and YouTube.

Channel	Likes/Followers	+/- (Since Dec. 31)
Facebook (Likes)	2,010	+9
Instagram	725	+16
Twitter	1,105	+6
LinkedIn	168	+7
YouTube	185	+10

### Social Media Posts

This month, we shared Bridgerton Read A- Likes, which brought some new likes from people I normally don't see on our pages. Thanks to Jennifer for putting together these lists at the height of the show's popularity.

In addition, we shared some of the thank you notes that we got from patrons. This one, got a lot additional love on social media. I think people like seeing the positive, and truly, they appreciate all we do.



Adult Services Monthly Report

January 2021

I have been working with Ann to transition into the duties I will have for overseeing processing of items the library has ordered. She and I also swapped offices so that I am now up in what is the Technical Services workroom. I am getting to know my “new” staff by arranging one-on-ones as well as planning activities to help me get to know their personalities.

I worked with Adult department staff to figure out what we needed to put into storage during the renovation and what we needed access to. I also helped to arrange the cleanout of the Adult Services workroom storage closet.

I created a shifting and storage plan for the adult book collections. Working closely with Cindy in Circulation, Dewey has been shifted and Self-help, Jobs, ESL, and Citizenship have all been moved into the tall stacks. Shifting biographies is almost completed. Next up is moving certain collections to storage. Parts of Sports and Travel will be moved to storage along with all of Tests and Languages. Minor sports, determined by collection size and popularity, will be moved to storage. For travel, anything added to the collection over a year ago will be moved into storage. It was determined that Tests and Languages were not really browsing collections – people ask for specific tests or a specific language – so we can retrieve just those items when they are asked for. After those are moved we will begin the process of moving fiction.

I communicated with Jennifer the plan to move fiction duplicates into storage to further free up shelving space. We also moved Large Type duplicates into storage.

Monthly Highlights

- Shirley was working on going through 30+ years of her career to eliminate items no longer necessary and working on getting things ready to pass along to T.J. She has been working with him to transfer the business liaison portion of her duties to him. She also passed along proctoring procedures to Laura so that we can continue this service after her retirement.
- Jennifer has been weeding fiction and mysteries to prepare for the collections to move. She has continued to oversee Emily’s weeding of the Large Type collection. She reports that Hoopla circulation was up 10%, mainly due to the popularity of the Netflix series based on author Julia Quinn’s *Bridgerton* series novels. Eight of the top 50 trending titles in Hoopla were titles from this series of books.
- Joe has begun leading the Great Decisions discussion group. Due to books not arriving until late, the first meeting in January was a “getting to know you” and setting expectations meeting. He also has continued to work on coordination of three coming programs based around our EDI initiative. He spot weeded specific areas of the DVD collections.
- Marissa weeded J Biographies and Adult Graphic Novels. She completed a turnover analysis of J Fiction, Teen Fiction, Early Chapter, Wouldshop, J Graphic Novels, J Picture, Toddler, and Parents. She found that the collection with the highest turnover was Graphic Novels, so in the future she will make a concerted effort to make sure this collection is well supported. She is also developing a Kids & Teens weeding procedures document as the CREW method only speaks in generalities about weeding Kids & Teens items.

Community

- Shirley attended her last chamber meeting and passed along the contact information to T.J. She continued to assist with planning restaurant week with the WBBR chamber. She was recognized by the Darien Chamber for her work on the board and presented a certificate of recognition.
- After promotion in e-news, Jennifer received four requests for personalized reading recommendations. She and associates fulfilled eight book club information requests for three new titles and five titles previously requested by other book clubs. She has also been working with Cindy Kline on the Elizabeth Berg program that was presented on 2/10. We had 130 people registered and a full waiting list.
- As part of his promotional effort for the *coming Race & Restorative Justice: A Conversational Approach to A Challenging Topic* program, Joe sent invites to area school superintendents and principals. He also worked with Shirley to promote to the business community and Jill to send flyers to Darien, Willowbrook, and Burr Ridge municipal governments.

Contributing to the Profession

- Tony attended a SWAN DUX Committee where we worked on testing the Aspen user experience through various assigned tasks. He also watched a webinar about online productivity tools.
- Jennifer attended an ARRT Steering Committee meeting. She shared with Digital Library of Illinois (formerly the My Media Mall consortium) the emedia weeding procedures that eMedia Library developed.
- 

Continuing Education

- Adult services staff attended a presentation by RAILS of the Biblioboard ebook platform and the Inkie.org ebook creation service for authors.
- Jennifer trained three new circulation staff members on room booking and program registration as well as placing holds in Enterprise and SWAN.
- Joe attended a RAILS roundtable *DEI Programming During a Pandemic* (note: DEI is interchangeable with EDI – they both involve equity, diversity, and inclusion.)
- Marissa watched the webinars presented by Booklist: Winter and Spring YA Announcements; Reading Graphic; and Authors and ARCS parts 1 and 2.

Programs

Date	Time	Program	Staff	Attendance
6-Jan	7:00 pm	Online ESL Conversation Group	Joe	4
12-Jan	7:00 pm	How to Manage a Home Based Business*	Shirley	32
13-Jan	7:00 pm	Online ESL Conversation Group	Joe	5
19-Jan	7:00 pm	Great Decisions	Joe	5
20-Jan	7:00 pm	Online Book Club: <i>Convenience Store Woman</i>	Jennifer	8
21-Jan	7:00 pm	Online Book Buzz with Sourcebooks	Jennifer	7
26-Jan	7:00 pm	How to Understand PPP Loans for Business+	Shirley	6
27-Jan	7:00 pm	Online ESL Conversation Group	Joe	3
28-Jan	1:00 pm	Online Genealogy Group	Joe	14

			<b>Total</b>	<b>84</b>
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\*In partnership with Downers Grove Public Library

+In partnership with SCORE

Social Media & e-Newsletter Reach

- Bestseller Preview (send bimonthly, links to both SWAN and Overdrive): due to publishing schedules, we sent three in January. **Anecdote of the month: Many titles see a bump in holds after an appearance in the Bestseller Preview. After Our Italian Summer by Jennifer Probst was in the 1/9 issue, 10 patrons placed holds over 2 days. There had been 0 holds previously.**
  - 1/2: opened by 205/491 subscribers (42% open rate) and 89 clicks
  - 1/9: opened by 213/489 subscribers (44% open rate) and 116 clicks
  - 1/16: opened by 204/489 subscribers (42% open rate) and 63 clicks
- New eBooks (send bimonthly)
  - 1/2: opened by 94/185 (51% open rate) and 25 clicks
  - 1/15: included special promotion advertising Julia Quinn's Bridgerton series (Netflix tie in) and the readalike list we created; opened by 95/186 (51% open rate) and 16 clicks

## Circulation Services

January 2021

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### User Experience

Patrons love the drive up window! We helped 2,839 cars in January – our busiest month yet – even with being closed 2 days. Our busiest day was Saturday, January 9 with 161 cars and our busiest hour was Saturday, January 30 from 11-12 with 39 cars! That is almost a car every 1-1/2 minutes! KUDOS to Tracy Richter for managing that hour!

### Community

**Passports:** We accepted 41 passports in January with our busiest day being a tie between Saturday 1/9 and Saturday 1/23 with 5 both days. This is the most we have accepted in a month since prior to Covid!

**Library Cards:** We issued 81 resident library cards. 31 were initiated remotely. We did not issue any student cards.

**Notary Public:** We notarized 47 documents in January.

**Food Drive:** We are continuing the food drive to benefit Our Lady of Peace Food Pantry. Unfortunately, donations have slowed. But the food panty appreciates all that they receive.

**r Drive:** We have had a box in the foyer to take donations of bras, as well as hygiene and menstrual products for underserved communities. The community seems to have been very responsive. The box will remain in the foyer until February 15.

### Contributing to the profession

- Itasca Library contacted me about using “never” as an expiration date for library cards.
- Glen Ellyn Library contacted me about how we are set up to do passports during Covid. A staff member came out to see our space.
- Villa Park Library contacted me to discuss SenSource (our people counter).

### Renovation

The Circulation Department is just about ready for the renovation to start. The hold shelf and book club books have been moved to the workroom, check-in stations are being moved to the meeting room, self-checks have been moved, file cabinets have been emptied and this weekend (2/13) - Circulation staff will begin working at the Adult Ask Us Desk. We are excited for the renovation to begin!

### Staff

The transition of the Adult Services Pages to the Circulation Department went very smoothly. Cindy has been working with them on a major shifting project that needed to be done prior to the renovation starting (and it got me with several days to spare!). The pages seem comfortable in their new department and we are happy that they have joined us. The Kids and Teens Pages are scheduled to move to Circulation on February 14.

We have hired two new Circulation Associates – Jenn Hoffa will start February 16 and Becca Falasz will start March 1.



**Continuing Education**

- Jan. 8 Jennifer A. trained 3 staff members on using LibCal and placing holds
- Jan. 20 Circulation Advisory
- Jan. 26 SWAN Update
- Jan. 27 Circulation Roundtable

Debbie Sheehan  
Head of Circulation Services

Circulation Statistics											
Month	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
July	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174
Aug.	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438
Sept.	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419
Oct.	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228
Nov.	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386
Dec.	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447
Jan.	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870
Feb.	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	
Mar.	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	
Apr.	68,953	73,470	71,161	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	
May	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	
June	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	
Yearly											
Total	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	297,962
	& Ill sent added										
	^Missing data--used an average number to get a total										
	*Parking lot construction										
	#Covid 19										

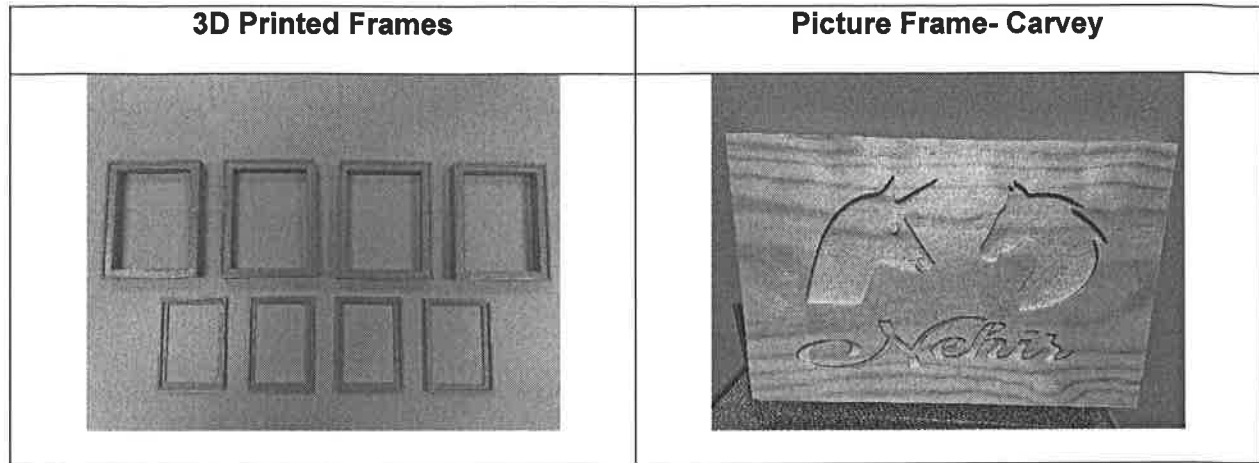
## Technology & Technical Services Board Report January 2021

### Improvements for Public, User Experience & Strategic Goals

- Tech Takeout- The HBO Rokus were updated to access new HBO Max content. HBO Max became very popular as patrons wanted to watch the New Wonder Woman movie only available on HBO Max.
- 1-on-1 Tech Help – Due to the state of the pandemic we were not offering any in-person hands on technology classes. We started to offer 1-on-1 tech help appointments were Dave, T.J., Jack and I were available for 1 hour per week. We had 6 people sign up in January
- Public Computers- Put three adult public Internet stations back as part of pandemic phase change. We now have nine sit down and two express stations for public use.
- Renovation – Brett and I removed or relocated staff workstations in the Kids & Teens and Adult Services. We also removed most of the digital TV displays and the network-switch cabinet located in the K&T Workroom.
- New Staffing Model- I have started to train Tony how to classify adult non-fiction books and cataloging basics. On January 29, Tony and I switched offices and he is now started to work with the Technical Services staff. I have passed on my responsibilities for selecting gardening, home, computer and 600-619 books to Tony. I have been learning aspects of Technology Services that T.J. is responsible for including scheduling staff, tech takeout management and technology programming. I have started to have meetings with Jack and on February 15 Jack and T.J. will switch departments. T.J. and Jack will continue to work their current public services desk shifts as they learn their new jobs.
- Music CDs- I weeded the adult music cd collection in preparation for renovation. I made enough room to move the classical and world music CDs out of storage and back in the regular collection.
- WEEDING – Technical Services was busy discarding items in January as the selectors continue to weed per the CREW method.

### Statistics

- 3D Printer- 36 processed requests. Interesting Prints: 30 frames which required 15 runs , Gravitrax pillars and platforms, and a Vapereon (Pokemon) character.
- Carvey – 1 requests. "Nehir" horse"



- Tech Takeout Checkouts – 94 Unique Users and 148 total checkouts.
- Curbside Printing- 7

#### Public Technology Programs & Classes

- 1 live class- total attendance/views: 14
- 6 - 1-on-1 Patron Assistance
- 3 on demand recorded YouTube Videos - Total views: 29

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Fri. Jan. 15, 7 ; 6 p.m.	Online Make-It! Wooden Fox	Jack	14

#### Sharing

- Shared information on our process of circulating devices with content with Amilcar from Forest Park Public Library.

Ann M. Stovall, Head of Technical & Computer Services, February 10, 2021

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

**Department Changes**

The Youth Services or Kids & Teens department has started to transition into the new Programming and Outreach department. Cindy Kline, an Adult Program Associate, joined the department on January 17. Natalie Williams is also working with T.J. Szafranski, who will be joining the department in February.

The Kids & Teens Department worked together to pack up all their belongings to prepare for Phase 1 of the renovation, in which their workspaces will be demolished. Heather Forster Jensen took on a leading role in this project, devoting many hours to consolidating, organizing, and packing supplies in the Youth Room. Heather and Lexy Twidell packed the large amount of materials used by the Early Literacy team for storytime programming. Natalie Williams packed up the workroom, cleaned and packed in the Youth Room, and coordinated staff through the transition.

Tricia Thompson's last day as a Youth Services Associate will be February 25.  
Pam Perron's last day as a Youth Page will be February 14.

**Community**

During the week of January 4, Monica Dzierzbicki prepared and delivered bags of gift books from the Write-On Jr author presentation and a letter of appreciation to the five school districts and parochial school serviced by IPPL. Each school received a set of Leah Henderson's books for the library's collection. The books were purchased as part of the 2020 Write-On Jr. program, sponsored by The Gift of Carl Foundation. Earlier delivery was postponed due to the state guideline changes in November. The appreciation notes recognized the extraordinary efforts, time, and dedication the teacher/school librarians provided to their students..

Monica also filled two additional requests for materials from school facility at District 180 and Kingswood Academy.

**Beanstack**

In January, patrons earned 554 badges and logged 514 books. Below is the active reader count per challenge:

- Winter Read: 69 readers
- Read Woke: 22 readers
- 2021 Lincoln Challenge: 1 reader
- 2021 Caudill Challenge: 6 readers
- 2021 Bluestem Challenge: 6 readers
- 2021 Monarch Challenge: 9 readers
- 1,000 Books Before Kindergarten: 6 readers
- Baby Book Bees: 1 reader

**Programs**

In January, Youth Services presented 24 programs serving 197 people.

*Parent Advisory Board*

On January 25, Lexy Twidell and Natalie Williams facilitated a meeting with the Parent Advisory Board. After introducing 2 new members of the board, there was a brief discussion about determining the best

times to offer parenting programs in a virtual setting before moving on to the bulk of the conversation which focused on the upcoming library renovation project. Natalie summarized the updates with the parents and opened it up for questions and feedback. We asked how we can improved their library visits during construction. Some comments shared focused on the idea to involve the community, especially kids, by sharing behind-the-scenes looks into the construction, and providing opportunities for patrons to vote on things to be included in the new building. They also shared that they would love to see more sensory accommodations and more 'life' in the library, specifically by adding more plants and a fish tank. The board also discussed the upcoming Summer Challenge, expressing interest in themes of community and connection. Parents offered ideas such as creating multi-generational collaborations and service opportunities, such as a clean-up day.

*Hot Chocolate Bomb*

On January 22, Jack Schultz hosted a virtual event to make Hot Chocolate Bombs. Several participants enjoyed the program so much that they sent photos of their completed projects with thank you letters to Jack.

Date	Description	K&T Staff	Attendance
5-Jan	People in Your Neighborhood Storytime	Lexy, Tricia, Heather	18
6-Jan	Fireside Storytime	Lexy, Heather	17
6-Jan	DnD Mid-Kid	Jack	3
12-Jan	People in Your Neighborhood Storytime	Lexy, Tricia, Heather	16
12-Jan	Teen Trivia Night	Michelle	3
13-Jan	Beginning with Baby - Private Family Storytime Session	Heather	3
13-Jan	Fireside Storytime	Lexy, Heather	18
14-Jan	Girls Who Code	Michelle	4
15-Jan	Make It! Wooden Fox	Jack	12
16-Jan	Teen Service Day	Michelle	1
16-Jan	TASC	Michelle	7
19-Jan	Cooking Science Peanut butter cups	Jack	7
19-Jan	Teen Trivia Night	Jimmy	1
19-Jan	People in Your Neighborhood Storytime	Lexy, Tricia, Heather	22
20-Jan	Dungeons & Dragons Mid-Kids	Jack	2
20-Jan	Fireside Storytime	Lexy, Heather	17
21-Jan	This Day in History	Tricia, Monica	3
22-Jan	Hot Chocolate Bomb (teen/ all ages)	Jack	18
23-Jan	Family Sing-Along	Heather, Jack	12
25-Jan	Parent Advisory Board Meeting	Lexy, Natalie	6
26-Jan	Teen Trivia Night	Jimmy	1
26-Jan	Scratch Animation	jack	1
28-Jan	Girls Who Code	Michelle	2
28-Jan	This Day in History	Tricia, Monica	3
TOTAL:			197

**Grab Bag Events and Activities**

*Calendar Math*

For the month of January, Lexy Twidell and Heather Forster Jensen created and gave away 64 sets of the Calendar Math activity. The included activity worksheets provided children ages 7 and under an

opportunity to get familiar with the calendar, track the weather, learn to read a thermometer, and strengthen their early math skills using numbers, puzzles, and patterns.

#### *Kindness Rock Project*

Monica Dzierzbicki created the Kindness Rock Project grab bags as a day-long community project to honor Martin Luther King Jr.'s birthday and the National Day of Service initiative. The grab bags, each containing 3-4 rocks, paints, a brush, and inspirational quotes from Dr. King, were handed out in the Library's entryway on January 18 between 10:00 a.m. and 12 noon. Families were also able to pick up grab bags at the drive-up window. This Mid-Kid activity was also highlighted as an Ignite Change event. The Kindness Rock Project is a nationwide activity asking individuals to paint rocks with inspiring, supportive messages before placing them randomly throughout the community. We gave out 68 grab bags.

#### *LittleShop at Home*

Heather Forster Jensen started a fresh new LittleShop at Home activity for the month of January. Families could pick up snowman decorating kits, each including a variety of materials to personalize snowy creations, as well as a snowman paper craft. These maker activities encouraged creativity and thoughtfulness, allowing children to discover items and use their imaginations to design their snowman. Because this was a tangible grab bag activity, Heather could not send the project to the 33 families on her email list. However, she did contact her email list and allowed them to "pre-reserve" kits for their children. In total, five families requested a total of nine kits, which Heather then personalized before taking down to the hold pickup shelves. All 76 decorating kits were distributed in less than three weeks.

Date	Description	K&T Staff	Participants
	Calendar Math	Lexy, Heather	64
	Snowman Decorating Kits	Heather	76
18-Jan	Martin Luther King Jr Day of Service project	Monica	68
	"Fit Matters" Mask Adjustment Kits	Heather	26
	Winter Family BINGO	Lexy, Heather	25
	LittleShop at Home Activity Packet 3: If You Give a Pig a Pancake	Heather	8
	LittleShop at Home Activity Packet 4: If You Take a Mouse to School	Heather	4
	LittleShop at Home Activity Packet 5: If You Give a Pig a Party	Heather	11
	LittleShop at Home Activity Packet 6: If You Give a Cat a Cupcake	Heather	9
	LittleShop at Home Activity Packet 7: If You Give a Dog a Donut	Heather	16
	LittleShop at Home Activity Packet 8: If You Give a Mouse a Brownie	Heather	23
	LittleShop at Home Activity Packet 9: If You Take a Mouse to the Movies	Heather	19
27-Jan	Outdoor-Ice Sun Catchers	Monica	3
		TOTAL:	352

### **Continuing Education**

Date	Description	K&T Staff	Hours
6-Jan	Zoom: Simple Ways to Enhance the Video Production for	Jack	1

Online Events			
6-Jan	Zoom: Innovative Solutions for Delivering World-Class Video Events	Jack	1
14-Jan	State of Illinois Sexual Harassment Prevention Training	Lexy	0.5
22-Jan	State of Illinois Sexual Harassment Prevention Training	Michelle	0.5
23-Jan	Container Gardening webinar	Natalie	1
TOTAL:			4

### Contributing to the Profession

Jack Schultz has had various opportunities to act as a consultant on board game collections. Jack shared information, advice, and best practices with Naperville Public Library and Westmont Public Library.

In November, Jack Schultz responded to a survey given to board game shops and game enthusiasts with information about how libraries use board games online. The lead designer for an upcoming digital version of the board game, Tapestry, responded to Jack this month, asking how online games and board games are used in the libraries. After the discussion, the designer said he would be offering free access to the online version of the game for libraries to use.

Date	Description	K&T Staff
14-Jan	LACONI: Virtual Programming Meetup for Youth Librarians - Moderator	Natalie
22-Jan	Regional Maker meetup	Jack
27-Jan	Discussion of games in libraries with Tapestry game designer	Jack

*Submitted by Natalie Williams, Head of Youth Services 2/3/2021*



STATISTICS FOR	Jan-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	17,759	29,570	128,857	203,376	-36.64%
Teen	1,343	1,831	9,103	13,768	-33.88%
Kids	10,123	15,433	73,650	110,749	-33.50%
ILLS Sent	3,075	3,730	14,516	22,454	-35.35%
TOTAL	32,300	50,564	226,126	350,347	-35.46%
Electronic Circulation	10,570	6,574	71,836	48,031	49.56%
GRAND TOTAL CIRC.	42,870	57,138	297,962	398,378	-25.21%
% Reciprocal Borrowing	2.5%	13%	6%	14%	
Patron Visits	9,070	24,625	66,540	174,011	-61.76%
<b><u>Current Cards</u></b>					
Resident	81	126	22,850	23,095	-1.06%
Non-Resident	58	75	756	1,033	-26.82%
TOTAL	139	201	23,606	24,128	-2.16%
<b><u>Patron Assistance</u></b>					
Adult - Reference	1,347	2,643	9,949	17,844	-44.24%
Kids - Reference	615	1,744	5,470	12,935	-57.71%
Technology - Reference	1,250	1,706	7,704	9,952	-22.59%
TOTAL REFERENCE	3,212	6,093	23,123	40,731	-43.23%
Adult - Other	78	628	1,050	3,562	-70.52%
Kids - Other	1	117	67	797	-91.59%
Technology - Other	28	67	139	383	-63.71%
TOTAL OTHER	107	812	1,256	4,742	-73.51%
GRAND TOTAL ASST.	3,319	6,905	24,379	45,473	-46.39%
<b><u>ILL/Reserves</u></b>					
Holds	8,976	8,566	57,017	53,687	6.20%
ILLS Sent	3,075	3,730	14,516	22,454	-35.35%
ILLS Checked Out	4,748	4,250	24,410	28,720	-15.01%
ILLS Received	4,748	4,711	24,410	31,982	-23.68%
<b><u>Programs - Adult</u></b>					
# Programs	12	14	81	92	-11.96%
Attendance	222	300	1,615	2,112	-23.53%
<b><u>Technology Classes</u></b>					
# Programs	4	5	53	50	6.00%
Attendance	43	74	683	515	32.62%
<b><u>Individual Technology Training</u></b>					
# of Patrons	66	153	458	1,898	-75.87%
<b><u>Groups</u></b>					
# Programs	4	16	16	97	-83.51%
Attendance	34	159	197	948	-79.22%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	7	8	70	46	52.17%
Attendance	47	62	367	1,185	-69.03%
<b><u>Programs - Kids</u></b>					
# Programs	13	59	438	461	-4.99%
Attendance	142	1,138	3,204	10,126	-68.36%
GRAND TOTAL ATT.	554	1,886	6,524	16,784	-61.13%

STATISTICS FOR	Jan-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Computers -</u></b>					
<b><u>Patron Use</u></b>					
Adult Computers	989	2,754	7,730	19,886	-61.13%
Kids Computers	53	588	559	4,823	-88.41%
Teen Laptop	7	66	49	469	-89.55%
Adult Laptop	1	101	30	631	-95.25%
<b>TOTAL PATRON USE</b>	<b>1,050</b>	<b>3,509</b>	<b>8,368</b>	<b>25,809</b>	<b>-67.58%</b>
<b><u>Hours Used</u></b>					
Adult Computers	725	2,377	5,208	17,990	-71.05%
Kids Computers	42	485	315	3,531	-91.08%
Teen Laptop	58	70	95	473	-79.92%
Adult Laptop	1	170	43	1,034	-95.84%
<b>TOTAL HOURS USED</b>	<b>826</b>	<b>3,102</b>	<b>5,661</b>	<b>23,028</b>	<b>-75.42%</b>
<b>Wireless Total Connections</b>	<b>3,731</b>	<b>9,865</b>	<b>29,873</b>	<b>68,148</b>	<b>-56.16%</b>
<b>IPPL Total Web Site Access</b>	<b>20,281</b>	<b>30,880</b>	<b>350,620</b>	<b>159,481</b>	<b>119.85%</b>
<b>IPPL Total Page Views</b>	<b>41,097</b>	<b>54,811</b>	<b>467,174</b>	<b>334,958</b>	<b>39.47%</b>
<b>Subscription Database Logins</b>	<b>3,957</b>	<b>2,648</b>	<b>20,314</b>	<b>17,636</b>	<b>15.18%</b>
<b><u>Outreach-Homebound</u></b>					
Items Delivered	135	173	817	1,037	-21.22%
<b><u>Volunteers</u></b>					
Number Active	13	62			
Hours Worked	48	392.50	361	2,796.50	-87.09%
<b>Staff Training Hours</b>	<b>29</b>	<b>69</b>	<b>500</b>	<b>718</b>	<b>-30.36%</b>
<b>Conference Room Usage</b>		<b>500</b>	<b>329</b>	<b>3,253</b>	<b>-89.89%</b>
<b>Study Table Usage</b>	<b>13</b>		<b>306</b>		

**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - January 2021**

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	493	2	7	488	9	5	11	12
Non-Fiction	38808	151	907	38052	1646	3198	1797	4105
Fiction	33988	276	1933	32331	2243	3153	2519	5086
<b>ADULT TOTALS</b>	<b>73289</b>	<b>429</b>	<b>2847</b>	<b>70871</b>	<b>3898</b>	<b>6356</b>	<b>4327</b>	<b>9203</b>
<b>KIDS</b>								
Non-Fiction	11687	53	106	11634	554	203	607	309
Fiction	23082	92	37	23137	1216	958	1308	995
<b>KIDS TOTALS</b>	<b>34769</b>	<b>145</b>	<b>143</b>	<b>34771</b>	<b>1770</b>	<b>1161</b>	<b>1915</b>	<b>1304</b>
<b>TEEN</b>								
Non-Fiction	491	12	1	502	52	1	64	2
Fiction	3925	25	19	3931	207	91	232	110
<b>TEEN TOTALS</b>	<b>4416</b>	<b>37</b>	<b>20</b>	<b>4433</b>	<b>259</b>	<b>92</b>	<b>296</b>	<b>112</b>
<b>BOOK TOTALS</b>	<b>112474</b>	<b>611</b>	<b>3010</b>	<b>110075</b>	<b>5927</b>	<b>7609</b>	<b>6538</b>	<b>10619</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6510	38	5	6543	412	201	450	206
Music CDs	5858	7	1671	4194	157	123	164	1794
Playaway	371	0	0	371	4	3	4	3
DVDs (DVD & Blu-ray)	20510	107	497	20120	697	1022	804	1519
<b>ADULT TOTALS</b>	<b>33249</b>	<b>152</b>	<b>2173</b>	<b>31228</b>	<b>1270</b>	<b>1349</b>	<b>1422</b>	<b>3522</b>
<b>KIDS</b>								
Audiobooks on CD	552	6	1	557	18	4	24	5
Music CDs	279	0	0	279	12	2	12	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4238	16	9	4245	77	137	93	146
<b>KIDS TOTALS</b>	<b>5182</b>	<b>22</b>	<b>10</b>	<b>5194</b>	<b>113</b>	<b>143</b>	<b>135</b>	<b>153</b>
<b>TEEN</b>								
Audiobooks on CD	220	2	0	222	14	0	16	0
Playaway	19	0	0	19	0	0	0	0
DVDs (DVD & Blu-ray)	1	0	0	1	0	436	0	436
<b>TEEN TOTALS</b>	<b>240</b>	<b>2</b>	<b>0</b>	<b>242</b>	<b>14</b>	<b>436</b>	<b>16</b>	<b>436</b>
<b>AUDIOVISUAL TOTALS</b>	<b>38671</b>	<b>176</b>	<b>2183</b>	<b>36664</b>	<b>1397</b>	<b>1928</b>	<b>1573</b>	<b>4111</b>

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Console Games	186	0	0	186	32	0	32	0
Tech Takeout (except digital content devices)	131	0	0	131	20	4	20	4
CD-ROMs	0	0	1	-1	0	35	0	36
<b>ADULT TOTALS</b>	<b>317</b>	<b>0</b>	<b>1</b>	<b>316</b>	<b>52</b>	<b>39</b>	<b>52</b>	<b>40</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	161	1	12	150	10	6	11	18
Puzzles (New Aug. 2018)	16	0	1	16	0	0	0	1
Playaway Launch Pads	21	0	2	19	0	1	0	3
<b>KIDS TOTALS</b>	<b>198</b>	<b>1</b>	<b>15</b>	<b>185</b>	<b>10</b>	<b>7</b>	<b>11</b>	<b>22</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6	0	0	0	0
Console Games	740	0	1	739	78	4	78	5
Board Games	110	0	0	110	16	3	16	3
<b>TEEN TOTALS</b>	<b>856</b>	<b>0</b>	<b>1</b>	<b>855</b>	<b>94</b>	<b>7</b>	<b>94</b>	<b>8</b>
<b>OTHER TOTALS</b>	<b>1371</b>	<b>1</b>	<b>17</b>	<b>1356</b>	<b>156</b>	<b>53</b>	<b>157</b>	<b>70</b>
<b>COLLECTION TOTALS</b>	<b>152516</b>	<b>788</b>	<b>5210</b>	<b>148094</b>			<b>8268</b>	<b>14800</b>

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Jan 2021

eBOOKS	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	23,663	137	23,800	602	739
eMedia (Overdrive Advantage)	6,690	125	6,815	578	703
Preloaded eReaders	100	0	100	12	12
<b>eBook Totals</b>	<b>354,131</b>	<b>99,850</b>	<b>453,981</b>	<b>1192</b>	<b>1454</b>
<b>AUDIOVISUAL</b>					
	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	5,969	32	6,001	161	193
eMedia Advantage (Overdrive)	1,518	27	1,545	181	208
Preloaded Adult Audiobook iPods	128	0	128	55	55
<b>Audiobook Total</b>	<b>76,887</b>	<b>23856</b>	<b>100,743</b>	<b>397</b>	<b>456</b>
<b>Music</b>					
Hoopla- Year	241,704	0	241,704	N/A	N/A
<b>Videos</b>					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,235	5	1,240	19	24
Preloaded Family Roku Titles	187	0	187	4	4
<b>Video Totals</b>	<b>16,459</b>	<b>5</b>	<b>16,464</b>	<b>23</b>	<b>28</b>
<b>Total Audiovisual</b>	<b>335,050</b>	<b>23,861</b>	<b>358,911</b>	<b>1612</b>	<b>484</b>
<b>Collection Totals</b>	<b>689,181</b>	<b>123,711</b>	<b>812,892</b>		<b>1938</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2021

Balance on hand as of December 31, 2020.....	3,816,142.69
Cash Receipts for January.....	22,078.94
Cash Disbursements for January.....	360,140.64
Cash on hand as of January 31, 2021.....	3,478,080.99

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.085%	
General.....	1,321,404.26
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,882.87
Children's Endowment.....	3,064.16
Endowment.....	11,860.92
MPI Investment (Corporate Fund).....	2,022,792.05

Fifth Third - Checking	
General.....	(12,429.13)
Hinsdale Bank & Trust - Checking.....	5,877.55
Fifth Third - Savings - Rate 0.15%	
General.....	100,257.57
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2021.....	3,478,080.99

FUND BALANCES AS OF 01/31/2021

Corporate Fund.....	3,483,593.00
Building & Maintenance Fund.....	46,448.61
I.M.R.F. Fund.....	(187.97)
Liability Fund.....	(17.55)
Social Security Fund.....	199.90
Special Reserve Fund.....	(145,119.41)
Current Liabilites.....	93,164.41
Grand Total All Funds.....	3,478,080.99

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

Percent of Year: 58.33

	RECEIVED Jan 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	12,986.59	3,747,502.28	100.18%	3,740,844.00	-6,658.28
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
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>12,986.59</b>	<b>3,747,502.33</b>	<b>100.18%</b>	<b>3,740,844.00</b>	<b>-6,658.33</b>
<b>INTERGOVERNMENTAL</b>					
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
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	121.64	1,447.19	0.00%	0.00	-1,447.19
<b>TOTAL INTEREST</b>	<b>121.64</b>	<b>1,447.19</b>	<b>0.00%</b>	<b>0.00</b>	<b>-1,447.19</b>
<b>DESK MONIES</b>					
45100 · Copier	85.30	894.55	38.89%	2,300.00	1,405.45
45120 · Computer Copies	436.84	3,788.89	50.52%	7,500.00	3,711.11
45130 · Fax	156.26	1,004.69	200.94%	500.00	-504.69
45200 · Fines/Fees	1,182.86	10,170.69	40.68%	25,000.00	14,829.31
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	221.66	2,713.55	67.84%	4,000.00	1,286.45
45350 · Non-Resident Fees	5,395.64	56,899.04	121.06%	47,000.00	-9,899.04
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	35.40	144.95	57.98%	250.00	105.05
45660 · Carvey	0.00	5.00	10.00%	50.00	45.00
45700 · Passport Fees	1,365.00	3,430.00	19.60%	17,500.00	14,070.00
45750 · Notary Fees	63.00	478.00	68.29%	700.00	222.00
<b>TOTAL DESK MONIES</b>	<b>8,941.96</b>	<b>80,012.91</b>	<b>75.63%</b>	<b>105,800.00</b>	<b>25,787.09</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	700.00	280.00%	250.00	-450.00
46700 · Miscellaneous	0.00	501.31	25.07%	2,000.00	1,498.69
46800 · Collection Agency Fee	10.00	110.00	73.33%	150.00	40.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>10.00</b>	<b>1,311.31</b>	<b>54.64%</b>	<b>2,400.00</b>	<b>1,088.69</b>
<b>GRAND TOTAL</b>	<b>22,060.19</b>	<b>3,883,434.99</b>	<b>99.52%</b>	<b>3,902,205.00</b>	<b>18,770.01</b>

# Indian Prairie Public Library District Consolidated Expenditures Report for January 2021

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Percent of Year: 58.33

	January 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	156,092.77	1,200,797.91	52.34%	2,294,105.00	1,093,307.09		
61310 · Benefits - Medical / Life Ins.	13,469.01	83,921.40	48.03%	174,732.00	90,810.60		
61330 · Benefits - IMRF	18,483.80	127,517.42	58.21%	219,079.00	91,561.58		
61340 · Benefits - FICA	11,724.45	90,344.85	52.98%	170,513.00	80,168.15		
61400 · Staff Development	113.00	2,303.27	15.15%	15,200.00	12,896.73		
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	483.90	1,151.72	38.39%	3,000.00	1,848.28		
61730 · Data Expense Reimbursement	169.50	2,235.16					
<b>TOTAL PERSONNEL</b>	<b>200,536.43</b>	<b>1,514,367.73</b>	<b>52.52%</b>	<b>2,883,331.00</b>	<b>1,371,198.43</b>	<b>3,171,664.00</b>	<b>47.75%</b>
<b>MATERIALS</b>							
62100 · Books	14,181.30	82,919.54	48.59%	170,650.00	87,730.46		
62200 · Periodicals	1,470.48	10,163.00	38.61%	26,325.00	16,162.00		
62300 · Audio	3,110.79	16,289.31	46.08%	35,350.00	19,060.69		
62400 · Video	2,975.74	14,003.12	31.86%	43,950.00	29,946.88		
62500 · Multi-Media	79.43	786.63	6.99%	11,250.00	10,463.37		
62600 · eMaterials	7,435.01	129,600.17	76.82%	168,700.00	39,099.83		
62700 · Console Games	3.33	4,858.90	69.41%	7,000.00	2,141.10		
62800 · ESL	45.11	60.11	6.01%	1,000.00	939.89		
62900 · Materials Supplies	2,344.36	10,732.55	51.11%	21,000.00	10,267.45		
<b>TOTAL MATERIALS</b>	<b>31,645.55</b>	<b>269,413.33</b>	<b>55.52%</b>	<b>485,225.00</b>	<b>215,811.67</b>	<b>533,747.00</b>	<b>50.48%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	4,930.36	29,187.30	40.82%	71,500.00	42,312.70		
63300 · Utilities (1-8-11 · Gas)	2,597.72	6,440.68	64.41%	10,000.00	3,559.32		
63300 · Utilities (1-8-12 · Electric)	4,852.66	31,783.76	54.80%	58,000.00	26,216.24		
63300 · Utilities (1-8-13 · Telephone)	464.23	3,310.93	60.20%	5,500.00	2,189.07		
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)	388.16	2,196.72	49.93%	4,400.00	2,203.28		
63350 · Building Supplies	0.00	5,163.82	86.06%	6,000.00	836.18		
63400 · Maintenance Supplies	499.25	7,057.31	64.16%	11,000.00	3,942.69		
63500 · Security System Monitoring	76.50	567.00	81.00%	700.00	133.00		
63600 · Property Maintenance	4,560.00	11,250.09	28.13%	40,000.00	28,749.91		
63800 · Building Maintenance/Repair	3,638.66	25,061.48	83.54%	30,000.00	4,938.52		
<b>TOTAL BUILDING</b>	<b>22,007.54</b>	<b>122,019.09</b>	<b>49.38%</b>	<b>247,100.00</b>	<b>125,080.91</b>	<b>370,650.00</b>	<b>32.92%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,635.56	7,011.15	58.43%	12,000.00	4,988.85		
64300 · Photocopy Supplies	70.83	1,186.11	23.72%	5,000.00	3,813.89		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	140.70	481.70	20.94%	2,300.00	1,818.30		
64500 · Postage	-138.90	-309.50	-7.55%	4,100.00	4,409.50		
64600 · Non-Payment Reimbursement	0.00	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	138.20	624.08	41.61%	1,500.00	875.92		
64800 · Organizational Memberships	175.00	923.50	26.39%	3,500.00	2,576.50		
64900 · Bank Fees	245.36	986.04	32.87%	3,000.00	2,013.96		
<b>TOTAL OPERATION</b>	<b>2,266.75</b>	<b>10,977.72</b>	<b>32.77%</b>	<b>33,500.00</b>	<b>22,522.28</b>	<b>40,200.00</b>	<b>27.31%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	0.00	1,852.18	18.52%	10,000.00	8,147.82		
65150 · Supplies-Staff Toner	67.93	2,796.75	46.61%	6,000.00	3,203.25		
65160 · Supplies-Technology Services	0.00	515.37	42.95%	1,200.00	684.63		
65200 · Technology-Prof Services	0.00	1,525.00	38.13%	4,000.00	2,475.00		
65300 · Purchase of Equipment	1,644.87	3,433.32	31.94%	10,750.00	7,316.68		
65350 · Tech Takeout	138.00	1,084.24	108.42%	1,000.00	-84.24		

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

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Percent of Year: 58.33

	January 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65400 · Technology Equip Mnt/Repair</b>	0.00	4,140.65	31.90%	12,979.00	8,838.35		
<b>65500 · Software</b>	89.10	4,530.18	53.98%	8,393.00	3,862.82		
<b>65600 · SWAN</b>	11,997.00	35,991.00	75.00%	47,988.00	11,997.00		
<b>65700 · Telecommunications</b>	1,358.44	7,807.69	53.98%	14,465.00	6,657.31		
<b>TOTAL TECHNOLOGY</b>	15,295.34	63,676.38	54.53%	116,775.00	53,098.62	200,000.00	31.84%
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	2,560.00	13,182.50	82.39%	16,000.00	2,817.50		
<b>66200 · Credit Bureau</b>	62.65	626.50	69.61%	900.00	273.50		
<b>66300 · Copier</b>	221.00	1,401.00	40.03%	3,500.00	2,099.00		
<b>66400 · Copier Maintenance Contract</b>	0.00	1,300.30	52.01%	2,500.00	1,199.70		
<b>66900 · Fees - Bond Registrar</b>	0.00	80.00	36.36%	220.00	140.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	2,843.65	16,590.30	71.76%	23,120.00	6,529.70	35,000.00	47.40%
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	11,941.00	100.00%	11,941.00	0.00		
<b>67200 · Bonding</b>	0.00	1,160.00	100.00%	1,160.00	0.00		
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,009.00	100.00%	2,009.00	0.00		
<b>67400 · Umbrella Liability</b>	0.00	2,275.00	100.00%	2,275.00	0.00		
<b>TOTAL INSURANCE</b>	0.00	17,385.00	100.00%	17,385.00	0.00	25,000.00	69.54%
<b>COMMUNICATIONS</b>							
<b>68110 · Marketing Newsletter</b>	0.00	12,785.61	35.52%	36,000.00	23,214.39		
<b>68111 · eNewsletter</b>	0.00	0.00	0.00%	2,000.00	2,000.00		
<b>68210 · Marketing Advertising</b>	0.00	183.13	21.80%	840.00	656.87		
<b>68310 · Marketing Supplies</b>	0.00	157.99	31.60%	500.00	342.01		
<b>68410 · Marketing-Information Printing</b>	0.00	0.00	0.00%	2,200.00	2,200.00		
<b>68500 · Legal Notices</b>	226.90	1,276.85	85.12%	1,500.00	223.15		
<b>TAL COMMUNICATIONS</b>	226.90	14,403.58	33.47%	43,040.00	28,636.42	50,000.00	28.81%
<b>PROGRAMMING</b>							
<b>68600 · Programming</b>	947.39	12,407.62	39.77%	31,200.00	18,792.38		
<b>TOTAL PROGRAMMING</b>	947.39	12,407.62	39.77%	31,200.00	18,792.38	40,000.00	31.02%
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69200 · Special Reserve Fund</b>	84,336.00	151,002.28	15.10%	1,000,000.00	848,997.72	1,300,000.00	11.62%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69800 · Operating Transfer Out</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69900 · Contingency</b>	0.00	2,029.01	9.43%	21,529.00	19,499.99		
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>70000 · Operating Transfer Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>GRAND TOTAL</b>	360,105.55	2,194,272.04	44.76%	4,902,205.00	2,707,932.96	5,866,261.00	37.40%



Chamber Report  
January 2021

Darien

The Board met January 19 at the Fred Astaire studio for a socially distanced meeting. Discussion centered on planning for the year, the financial report and efforts made toward sustainable funding, such as applying for a PPP loan. James Burke and April Padalik met with the city's Economic Development Committee regarding having a liaison on that team. The board also discussed holding events such as lunch and learns on a more regular basis. The library could slot into this opportunity and do programs.

The board recognized outgoing president James Burke for his leadership and me for my participation on the board. I truly appreciated the insight into the business community I gained from working with these talented and dedicated businesspeople.

Willowbrook/Burr Ridge

I attended the WBBR pre-lunch meeting on 1/6 that included an introduction of the board and committee responsibilities along with the usual individual promotion time. I did some committee work related to two restaurant week planning meetings. The team ended up with about 15 participants for this first ever event.

I have learned so much from participating on various committees and through the members' meetings, as well as discussions with individual members. The district has a vital, knowledgeable and hardworking business community that will recover from the current economic climate. May it continue to thrive!

I informed both chambers that T.J. Szafranski will become the library's business liaison.

Shirley Pride Jensen  
January 29, 2021



E-News February 10, 2021

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## RAILS News

**Libraries Are Still Relevant in the Age of the Internet: Media Kit**

February 14 is #LibraryLoversDay, and it is the first anniversary of the launch of our *Elders of the Internet* video, featuring Nick Offerman.

Just a few weeks after launch, the world got a bit sidetracked with the novel coronavirus, so we are relaunching *Elders* with a [new media kit](#) to assist you in answering the often-asked question, "Why do people need libraries in the age of Google?"



The [media kit](#) includes:

- A list of 25 ways you can promote *Elders of the Internet*
- Links to the *Elders of the Internet* video (three versions)
- Sample social media posts
- Sample copy for your print or e-newsletters
- [Talking points](#) about why libraries are needed in the internet age
- And more!



We'd love to hear how you are sharing/using the video and any patron comments you may hear. If you have more ideas for promoting the video, or for tackling the "why libraries/when Google?" question, contact us at [communications@railslibraries.info](mailto:communications@railslibraries.info).

**Cards for Kids Act and Nonresident Services Talking Points**

The [Cards for Kids legislation \(PA 101-632\)](#) specifies that K-12 students living in unincorporated areas who are eligible to receive free or reduced-price lunches under the National School Lunch Program, shall not be charged a nonresident fee to use the library. The student cardholder is entitled to the same services the library provides residents and the card "shall be issued compliant with any policy or guideline that the public library board has implemented for issuance of cards to minors."

Illinois library staff have asked for advice on what to say when asked by taxpayers and others why giving "free" library cards to kids/students is a good idea, and to justify providing additional library services to nonresidents in general. RAILS has compiled [talking points](#) to help meet these needs.

If you have any suggestions for additional talking points that have worked for you in speaking about the Cards for Kids legislation or nonresident services in general, please include them in the Comments section at the bottom of the [Universal Library Service: Serving the Unserved Pulse Page](#).

**More Resources for Cards for Kids Act**

There has been much discussion and many questions about the [Cards for Kids Act](#), so RAILS added helpful documents and other items under Cards for Kids Act on the [Universal Library Service: Serving the Unserved Pulse Page](#). Check them out!

- [RAILS Minute](#), February 4, 2021, Deirdre Brennan provides background information and clears up misconceptions about the Cards for Kids Act
- [RAILS Member Update \(January 28, 2021\)](#) - recording cued to the discussion about new nonresident Administrative Rules and the Cards for Kids Act
- [RAILS Member Update \(December 8, 2020\)](#) - recording cued to the discussion about unserved people and the Cards for Kids Act
- [Talking points](#) (detailed in the above article) to help library staff members answer patron and stakeholder questions about the Cards for

Practices prepared by Catherine Yanikoski, Joliet Public Library

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### **RAILS Minute Recording Available**

In the [latest RAILS Minute](#), RAILS Executive Director Deirdre Brennan and Member Engagement Manager Dan Bostrom discuss some details of the Cards for Kids Act and recommend Catherine Yanikowski's [FAQ/Best Practices](#) document that you can find on the [Universal Library Service: Serving the Unserved Pulse Page](#).

Deirdre highlights RAILS' project on gathering information about school libraries across Illinois. We are working with AISLE, the Illinois Heartland Library System, and the Illinois State Library to compile much-needed stats on school libraries.

We recently launched the [Data in Libraries Pulse Page](#) which includes reports related to IPLAR, circulation data, maps, articles on how to use and understand data, and more.

If you have questions or issues you would like them to address in the coming weeks, please send them to [communications@railslibraries.info](mailto:communications@railslibraries.info).

### **Certification Starts February 15**

All RAILS members must complete certification to continue to receive RAILS services and Illinois State Library (ISL) grants. The 2021 annual library online certification process runs from February 15 to May 15.

Certification will be done through L2, and libraries will no longer need a separate login to certify. You will need to complete the [FY 2020 ILLINET ILL Statistical Survey](#) before starting the certification form. Get more [information on completing certification](#) on the RAILS website.

### **My Library Is...**

#### **Making Ag Activity Kits for Kids**

By partnering with their local farm bureau, Paw Paw Library created agricultural activity kits.

Since students and families are already spending so much time online, this hands-on activity was a welcome change for parents and kids. Check out the [blog post](#) on the MLI website.



#### **... Proud of Pins & Needles**

Many libraries have knitting or crocheting groups and in [this story](#), from Poplar Creek Public Library District, we learn how their knitting group, Pins & Needles, coordinates projects for community populations in need.

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

#### **Can You Come Out to Play, Again?**

Over the last year, we have had a lot of fun asking 10 "this or that" questions featuring library workers on the [RAILS Facebook page](#). It was so successful that we are doing it again.

We've developed new questions and invite all staff from all RAILS libraries to participate. If you were featured in 2020, feel free to play again. We'll highlight one staff member each week, on Thursday mornings. Participate by filling out the [RAILS 10 Questions survey](#).

## Continuing Education (CE)

### **Apply to Attend Elevate 2021**

Applications are open for the [Elevate Illinois Libraries Leadership Program](#) on Saturday, April 24, 8:30 a.m.–12:30 p.m., via Zoom.

Elevate is a statewide library initiative to recruit and nurture future Illinois library leaders.



Elevate 2021 sessions will explore the concept of judging versus joining behaviors and the types of behaviors that lead to inclusion as well as those that exclude people.

Future leaders from all types of libraries (academic, public, school, and special) and all parts of Illinois are encouraged to apply. Applicants are not required to hold any specific positions in their library but should have an interest in developing as a leader.

school librarians who attend. The registration is \$50 per participant. The application deadline is March 5.

#### **"All About Database Searching" Webinar, March 2**

Do you need to brush-up on your researching skills? Do you want to learn how to search databases more efficiently? Join Molly Mansfield, Online Learning and Instructional Services Librarian at Dominican University, as she guides you through the process. She will share tips and tricks on finding resources and teaching database searches. This webinar is held on Tuesday, March 2, 10:00–11:30 a.m. [See more details and register on L2.](#)

#### **"System E-Content and E-Resources for Illinois Educators" Webinar, March 4**

Join panelists from RAILS and the Illinois Heartland Library System to learn more about e-content and resources available through your library system. Hear how the library systems can assist school personnel, especially during this time of online teaching.

This presentation is appropriate for librarians, classroom teachers, and administrators. The webinar is on Thursday, March 4, 4–5 p.m. and is a joint effort of the library systems and AISLE. [Learn more and register on L2.](#) This event qualifies for **one PDH credit** (professional development hour) through AISLE.

#### **"Grab & Go Programs" Webinar, February 15**

During the ongoing COVID-19 pandemic, libraries reimagined ways to engage their communities and provide valuable learning experiences through physical and virtual Grab & Go/Take & Make/DIY Kits. A panel of librarians will share their success stories to serve young people of all ages, offering resources and answering questions to level up your own kits. This webinar is on Monday, February 15, 2:30–3:45 p.m. [Register via L2.](#)

#### **"Libraries & Technology in the Post-Pandemic Landscape" Webinar, February 18**

Due to COVID-19, libraries have rapidly integrated a variety of technologies into their organization to better serve their communities. While some of these changes may be temporary, it is clear that the pandemic will have a lasting impact on our organizations. Glimpse into the future at the Intersection of libraries and technology in this webinar on Thursday, February 18, 10:00–11:30 a.m. [Register via L2.](#)

#### **"The COVID-19 Vaccine: Employer Options" Webinar, February 24**

Join HR Source attorneys Kelly Hayden and Blanca Dominguez as they discuss key issues related to employee vaccination. Topics will include vaccine distribution, relevant laws that may affect an employer's ability to require the vaccine, and how to handle requests for accommodation from employees. A short Q&A will follow the presentation.

This webinar is held via Zoom on Wednesday, February 24, 10:00–11:15 a.m. For those who can't attend the live webinar, this session will be recorded and archived for 14 days on the [RAILS CE Archives](#). [See more details and register on L2.](#)

#### **Designing for the Future: Article on the Post-Pandemic Library**

Architect Joe Huberty and Professor of Marketing David Vinjamuri recently authored the article "[Designing for the Future – The Post-Pandemic Library](#)" for the online publication [Medium](#). RAILS members interested in exploring this topic further can hear Joe and David talk about space planning during the pandemic in their **July 2020 RAILS webinar "Reopening Under COVID-19: A Space Planning Approach."**

#### **Other CE**

##### **Online with the CMC, Spring Webinars**

If unable to attend a live webinar from the [Cataloging Maintenance Center](#) (CMC), register anyway to be emailed a recording of the event.

- February 18 - The Good, the Bad, and the Just Plain Weird: A Short Guide to Cataloging Oddly Bound Books. [Register here.](#)
- March 18, 2021 - Braille: Decoding the Dots. [Register here.](#)
- April 15, 2021 - Mixing It Up: Mixed Materials. [Register here.](#)
- May 20, 2021 - Cheerios, Rice Krispies, or The Directory of Overseas Summer Jobs? [Register here.](#)

If you have topic suggestions for Online with the CMC, please email [cmc@illinoisheartland.org](mailto:cmc@illinoisheartland.org).

#### **Expand Your Knowledge on Budgeting / Self-Paced E-Learning Course**

Expand your professional development by learning a new skill set. Budgeting

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created a new self-paced course, "[Introduction to Law Library Budgets](#)," to give you the skills you need to become more confident when it comes to making and maintaining a budget within your organization. The cost for AALL Members is \$99; nonmembers, \$149.

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#### WebJunction CE Resources

Illinois libraries are welcome to take advantage of continuing education activities through WebJunction. The [WebJunction Course Catalog](#) offers a smorgasbord of library-related topics.

Here are the recordings of the five webinars offered last quarter:

- "[Strengthen Equity, Diversity, and Inclusion Practice through Self-Paced Learning](#)"
- "[Collections and Facilities: Caring for Your Resources during COVID-19](#)"
- "[One Step at a Time: How Libraries Can Promote Healthy, Thriving, and Livable Communities](#)"
- "[The Accidental Facilities Manager](#)"
- "[Who Are We Designing for and Why? Service Design Techniques for Responsive Libraries](#)"

## Networking Opportunities

#### "Promoting Titles Virtually for Schools" Recording Available

The RAILS Online Roundtable: "Promoting Titles Virtually for Schools" recording is available via the [RAILS YouTube page](#). The discussion included creative methods for inspiring checkouts, and Library Media Specialist Patti Fleser, from Deer Path Middle School, presented virtual methods for promoting physical books including using videos and Bitmojis.

## E-Resources

#### Check out the Latest PopUp Picks!

Our [rotating collection](#) of hand-curated e-books has been updated to include timely materials you can share with your patrons. This collection includes a celebration of [Black History Month](#), books and comics about [trailblazing women in history](#), and [unique poetry](#) to enjoy on the go. There are no holds or waiting for items in this community collection, and titles can be read by multiple users at the same time via the [BiblioBoard Library](#).

PopUp Picks titles are available to everyone in Illinois, with no library card or login required, courtesy of RAILS. There is no need for libraries to join or sign up for BiblioBoard, simply add this link ([Illinois.biblioboard.com](http://Illinois.biblioboard.com)) to your library's website. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

#### Make Suggestions for the eRead Illinois Axis 360 K-12 Collection

eRead Illinois members, we want your input! RAILS wants your suggestions of K-12 e-books and audiobooks to add to the eRead Illinois Axis 360 collection. Fill out [this form](#) to make suggestions.

RAILS received a grant of \$125,000 to purchase e-books and audiobooks for K-12 users of the eRead Illinois shared collection. The Illinois State Library, a Department of the Office of Secretary of State, funded this grant using funds provided by the [Institute of Museum and Library Services](#), under the provisions of the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#).

For more information on joining eRead Illinois, visit [eRead Illinois](#).

## Deals, Discounts, Grants

#### Deals & Discounts

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

#### Patron Point Discount

RAILS negotiated advantageous pricing for [Patron Point](#), a fully-featured marketing automation platform that connects seamlessly with integrated library systems and other data sources. Patron Point allows libraries to

subscribe to Patron Point.

Register for a Patron Point informational webinar:

- Tuesday, February 16, at 10 a.m., or
- Tuesday, March 2, at 1 p.m.

#### **Discounted Resources for Summer Reading: READsquared Discounted Pricing**

READsquared is an online tool for managing reading programs, including Summer Reading (through READsquared partners iREAD or CSLP), as well as Read Across America, 1000 Books Before Kindergarten, and more. Over 30 RAILS libraries subscribe to READsquared.

Register for a READsquared webinar on

- Tuesday, March 2, at 10:30 a.m. (Refresher training for current library subscribers)
- Thursday, March 11, at 3 p.m. (Training for new library subscribers)

#### **Swank Movie License and Outdoor Movie Showings**

An annual license from Swank Movie Licensing USA can help you make a big impact with indoor and outdoor movie events and engaging programming ideas for Summer Reading.

Swank approved select titles for outdoor showings to give libraries even more flexibility this year. Libraries wanting to show outdoor films must complete and submit this form, which details the license guidelines, to libraries@swankmp.com. Once the requested showings are approved, the library can host selections from the list of outdoor movies as part of the annual license coverage. This exception is valid until December 31, 2021.

Libraries who participated in the January 1, 2021 group purchase should receive their licenses and invoices from RAILS in the mail by mid-February. For further information, upcoming renewals, or for a new license, contact Copyright Licensing Manager Joe Swift, 888.267.2658.

#### **Grants**

##### **Grant Opportunity for Small and Rural Libraries**

Libraries Transforming Communities: Focus on Small and Rural Libraries is an initiative of ALA that seeks to provide community engagement resources and opportunities specific to the needs of library workers serving small and rural communities. ALA is accepting applications for the grant until March 4. The initiative is offered in partnership with the Association for Rural and Small Libraries and is supported by a private donor.

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## Illinois State Library News

#### **Secretary of State Adult Literacy Grant Applications Due March 15**

Applications are open for the Adult Literacy Grant Program. There are two grant areas available to libraries:

- Adult Volunteer Literacy  
Adult Volunteer Literacy programs utilize volunteer tutors to provide one-on-one instruction for adults who want to improve their reading, math, writing, and language skills.
- Penny Severns Family Literacy  
Family Literacy programs equip parents and their children, together and separately, to improve their basic reading, math, writing, or language skills.

#### **IPLAR Survey Available**

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

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

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## A New Service Model

As part of the visioning work and strategic planning the library did in 2019, we developed a new service model that would result in new departments and one service desk on the first floor with staff roaming the rest of the public areas. The department heads and I had developed the transition plan in fall 2019 and had started to work on moving to this new model in early 2020. All work stopped when the library shut down, but we started working on it again in fall 2020 and are continuing that work.

I've attached slides from power point I presented to the trustees that explains the reasoning behind the changed. Also attached is a list of the new departments and the services they will be providing plus an organizational chart.

During COVID we actually started moving in this direction as we had to cross-train staff on services such as placing holds and doing program registrations in order to cover the telephone and chat.

We recently moved the Adult Shelves to the Circulation Department (which will be renamed Public Services) and are now moving the Kids & Teens Shelves to that department.

We have started to transfer supervision of staff, whose primary responsibilities are programming and outreach, to Natalie Williams who will be the Head of Programming and Outreach.

The plan was for Tony Lucarelli to take over Technical Services, as well as manage Reference Services, and Ann Stovall would solely manage Technology Services. This change occurred recently. Jack Schultz, the Kids & Teens Technology Librarians, will be moving soon to the Technology Services Department to be supervised by Ann.

As we start construction, Circulation staff will be sharing the Adult Ask Us Desk with the Adult Services Associates with Adult Services Librarians on call when there is a reference question. Essentially, this is the model that we have been planning for. This will provide a great opportunity for the various associates to work together and learn each other's jobs, plus test out the librarian on call feature.




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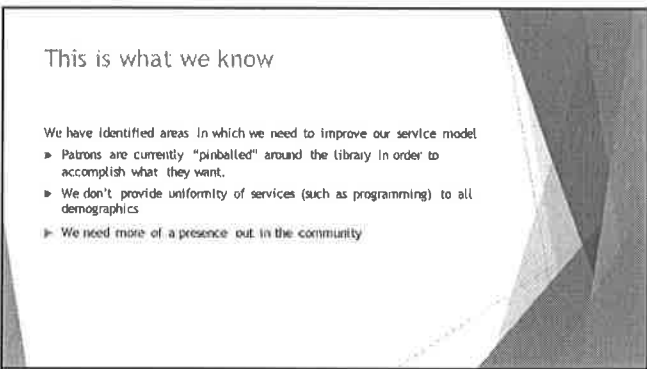
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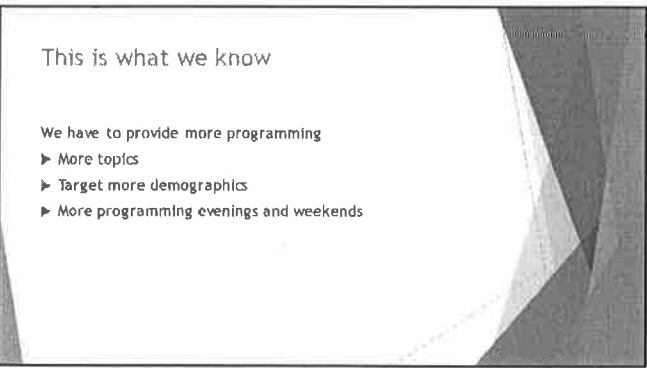
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This is what we know

We need to provide more technology services

- ▶ More classes both basic and advanced
- ▶ Help people use technology
- ▶ Add more of what we have in equipment
- ▶ Add new technology as it comes along
- ▶ Provide more staff training and increase levels of knowledge

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This is what we know

Librarians at the service desks spend the majority of their time answering questions and assisting patrons in ways that do not make the best use of their education and experience.

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What is happening at the K&T Ask Us Desk October 2018/March 2019

- ▶ Reference - Finding specific titles, placing holds 53%
- ▶ Technology 21%
- ▶ Directional 9%
- ▶ Program Registration/Information 7%
- ▶ Supplies 5%
- ▶ Other 4%
- ▶ Behavior 1%

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### What is happening at the Adult Ask Us Desk October 2018/March 2019?

- ▶ Do You Have an Item 51.05%
- ▶ Room Registration 9.323%
- ▶ Reference Request 8.62%
- ▶ Directional 7.54%
- ▶ Identify an Item 7.06%
- ▶ Program Registration 11%
- ▶ Readers' Advisory 2.71%
- ▶ Training 1.65%
- ▶ Computer Assistance 1.06%

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### This is what we know

We need to develop more relationships and get more feedback from our patrons

- ▶ Spending more time talking with residents both inside and outside the building
- ▶ Staff roaming the building and being proactive in talking with members and guests rather sitting at a desk and being reactive
- ▶ Do more surveying and using other methods for feedback

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### This is what we know

We have to be out in the community more than we are

- ▶ Outreach to businesses
- ▶ Liaison with organizations
- ▶ Senior living residences
- ▶ Community events
- ▶ Being at places like Panera
- ▶ Willowbrook Corner
- ▶ Schools
- ▶ Provide programs out in the community
- ▶ Be more visible in the community

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How do we do all this?  
(Without additional resources.)

- ▶ Develop a purpose-based staffing model
  - ▶ Organize staff by what they accomplish rather than by who they serve
  - ▶ Streamline services
  - ▶ Provide uniformity of services to all groups
  - ▶ Provide uniformity of customer service
- ▶ Provide a one-stop service desk and roaming staff
  - ▶ Associates are trained to provide One Point of Service assisting patrons in all ways except answer reference questions - no more "phiballing"
  - ▶ Librarians are freed up to innovate and grow services including community outreach

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Current staffing model

- ▶ Administration
- ▶ Circulation Services
- ▶ Technical Services
- ▶ Youth Services - Kids, Teens, and their technology
- ▶ Adult Services
- ▶ Technology Services - for adults

What's missing?  
 Uniformity of types of collections  
 Uniformity of technology and technology classes  
 Uniformity of programming  
 Little outreach as well as lack of oversight of outreach efforts with a hit-or-miss impact

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New staffing model

- ▶ Administration
- ▶ Public Services
- ▶ Resource Services
- ▶ Programming and Outreach
- ▶ Technology Services

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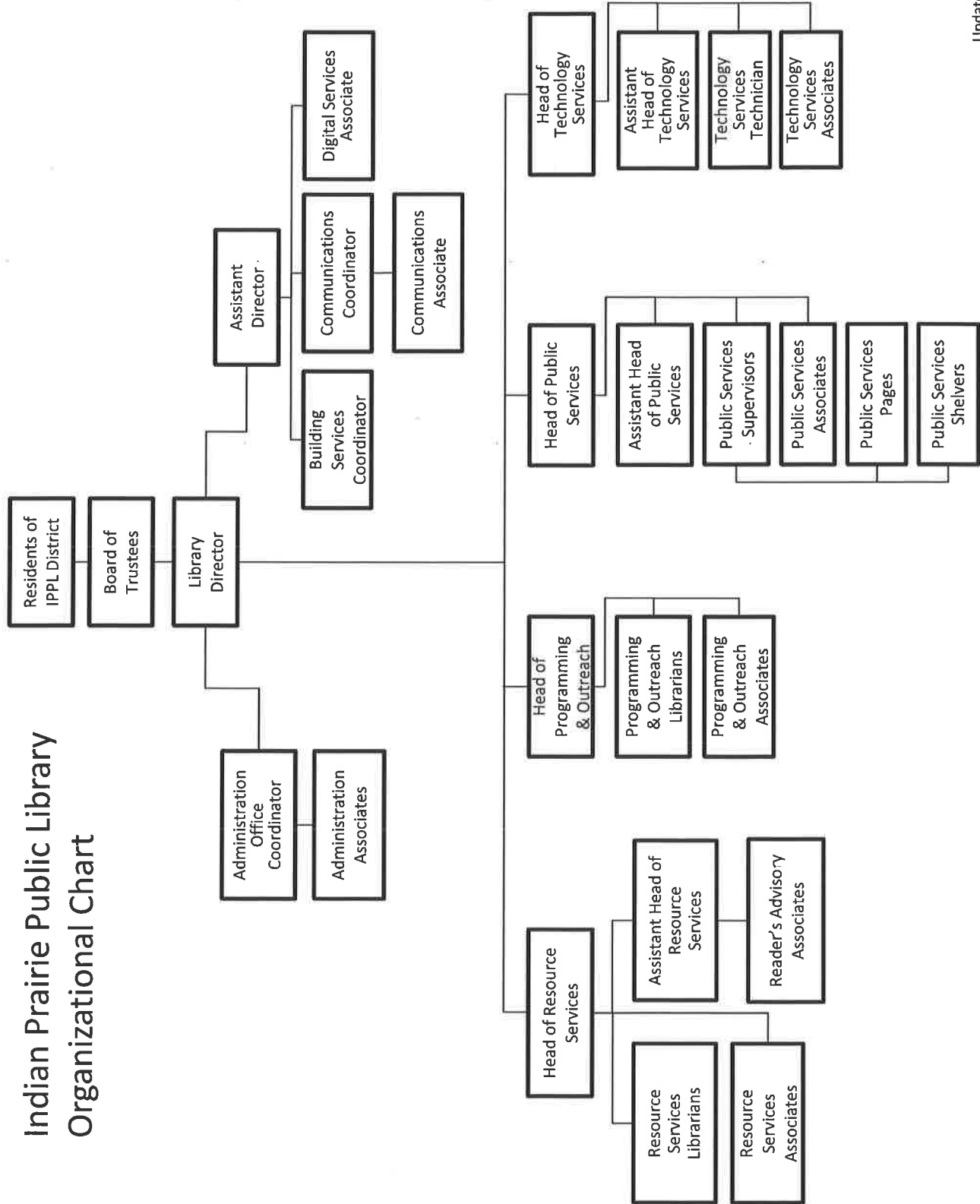
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<b>Administration</b>	<b>Public Services</b>	<b>Resource Services</b>
<p>Liaison with the Board            Finances            HR            The building            Management of policies            Marketing and promotion            Website            Sponsorships            Community events            Partnerships in promotion            Displays and merchandising oversight            Oversight of volunteers            Staff onboarding            Staff education            Hospitality            Innovation/project support            Design thinking integration            Data collection and evaluation</p> <p>Staff            Director            Assistant Director            Admin Coordinator            Admin Associates            Marketing Staff            Building Staff            New Person (on hold)</p>	<p>Responsible for public service desk            Responsible for roaming services            Responsible for telephone services            Greeting patrons            Assist patrons with checking out            Opening and closing procedures            Helping patrons find materials            Answering basic reference questions            Providing readers' advisory            Answer questions about the library            Direct patrons            Hand off patrons to librarians            Straighten furniture, materials, etc.            Stock displays            Passports            Library cards            Notary            Homebound services            Café            Program registration            Meeting space registration            Proctoring            Promotion of services            Assist patrons with holds, snags, claims returned, etc.            Management of volunteers            Management of relevant statistics and data            Checking in materials            Shelving materials</p> <p>Staff            Department Head            Assistant Department Head            Public Services Supervisors            Associates            Pages            Shelves</p>	<p>Reference (Information) services            Genealogy            Local history            Educating/training the public on resources            Physical reference materials            Digital reference materials            Promotion of reference services            Staff training on providing/enhancing reference services            Staff training on readers advisory            Managing passive readers advisory            Selection of all materials including "library of things" (that are not technology-based)            Promotion and merchandising of materials            Weeding of all materials            Serials            Acquisitions            Processing of all types of materials, kits, etc.            Copy cataloging            Holds management            Checking TechTakeout, etc.            New Shelf management            Hot Picks management            Management of volunteers            Management of relevant statistics and data            Interlibrary loan</p> <p>Staff            Department Head            Assistant Department Head            Selector/Reference Librarian - Adults            Selector/Reference Librarian - Youth            Readers Advisory Associate            Technical Services Staff</p>

<p><b>Outreach/Programming</b></p> <p>Programming/classes</p> <ul style="list-style-type: none"> <li>Early kids</li> <li>Mid-kids</li> <li>Teens</li> <li>Adults, general</li> <li>20's/30's</li> <li>40's/50's</li> <li>Seniors – retired and working</li> <li>Schools</li> <li>Homeschoolers</li> <li>Businesses</li> <li>Jobs &amp; careers</li> <li>Library-wide events</li> </ul> <p>Library sponsored groups</p> <p>Experiential/DIY programs/classes</p> <p>Community conversations</p> <p>Bringing people together to share skills/interests</p> <p>Programming out in the community</p> <p>Partnerships in programming</p> <p>Liaison to</p> <ul style="list-style-type: none"> <li>Businesses</li> <li>Organizations</li> <li>Schools</li> <li>Homeschoolers</li> <li>Senior facilities and groups</li> <li>Willowbrook Corner</li> <li>Ethnic groups</li> <li>People with disabilities</li> <li>Veterans</li> </ul> <p>Hanging out in the community</p> <p>Community events</p> <p>Relevant marketing and promotion</p> <p>Management of volunteers</p> <p>Management of relevant statistics and data</p> <p>Staff</p> <ul style="list-style-type: none"> <li>Department Head</li> <li>Assistant Department Head</li> <li>Librarians</li> <li>Associates</li> </ul>	<p><b>Technology Services</b></p> <p>Responsible for makerspace and its equipment</p> <p>Responsible for technology services desk</p> <p>Website</p> <p>DIY opportunities</p> <p>Technology and DIY classes and demonstrations for all ages</p> <p>TechTakout/Kits</p> <p>Selection/maintenance of equipment for patrons</p> <p>Selection/maintenance of assistive devices</p> <p>Selection of related materials and equipment</p> <p>Computers for patrons</p> <p>Promotion of technology services</p> <p>Merchandising of equipment, devices, etc.</p> <p>Showcasing technology out in the community</p> <p>Print center, fax, copiers, etc.</p> <p>Computers for staff</p> <p>Computer network and other building equipment such as phones</p> <p>Management of volunteers</p> <p>Management of relevant statistics and data</p> <p>Staff</p> <ul style="list-style-type: none"> <li>Department Head</li> <li>Assistant Department Head</li> <li>Associates</li> <li>Network Technician</li> </ul>
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# Indian Prairie Public Library Organizational Chart



## Library Rebranding

A year ago September, I inquired if the trustees were interested in thinking about rebranding the library. It was suggested we wait until the renovation design was set, in case there was a design element we wanted to stress. I am following up on that discussion. The library last went through a design rebranding in 2006 when a new logo and color palette for marketing was selected. While our exterior remains the same, the library's interior will be very different and our services have evolved quite a bit since then as well. As we refresh the library, should we refresh our visual brand?

There are a couple of ways to approach this:

- Send out an RFP requesting proposals, references and a portfolio from interested graphic designers. The product requested would be five ideas for a new logo and development of a new palette of colors. The trustees could see what such a project would cost and determine whether or not to proceed. In 2006 the library did this and paid \$3,400 for the rebranding work.
- Have our current graphic designer do a rebrand for us. She would charge \$500 to provide five logos to choose from and develop the color palette. Attached is a sample of the logo work she has done for others.
- Another option is to keep the logo and use our current graphic designer to rework the library name with different fonts and layouts, as well as develop a new color palette for the board to review. I didn't inquire the cost for this but it would be less than \$500.
- The last option is to keep everything as is.





**IMAGE**  
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Chicago



**ACADEMY OF CHOICE**  
*Empowering Clients for Success*



**OAK CENTER**  
for sleep disorders



**J. STONER**  
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*Ann*  
**THE DOG GURU**  
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**RHYTHM**  
*Shoes*



**A.E. Stoner and Associates**  
Pediatric Therapy Services

*Glam*  
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LEADERSHIP DEVELOPMENT,  
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Let us connect the dots.



Love the Earth. Play!



**Jensen**  
FUNERAL HOME

**MARTIN**  
Therapy Group  
*Individual and Couples Counseling*



**Danada**  
Real Estate Group, Inc.



## Serving Our Public 4.0: Standards for Illinois Public Libraries

I've listed all the items below. No highlight means we meet the standard. A blue highlight means we need to study this further or do more in this area. The yellow highlight means we do not meet the standard.

### Chapter 1: Illinois Public Library Core Standards

- Core 1: The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2: The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3: The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4: The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5: The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6: The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7: The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8: The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9: The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10: The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

- Core 11: The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12: The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13: The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)
- Core 14: The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15: The board of trustees annually reviews the performance of the library administrator.
- Core 16: The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17: The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18: The library utilizes a variety of methods to communicate with its community.
- Core 19: The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20: A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21: As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22: The library board and staff promote the collections and services available to its community.
- Core 23: At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

## Chapter 2: Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

### Chapter 3: Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

## Chapter 4: Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

## Chapter 5: Building Infrastructure and Maintenance

\*\*See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists)

## Chapter 6: Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, **NARCAN® kit**, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.**
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

## Chapter 7: Collection Management Checklist

- The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- Library budgets should put priority on purchasing materials that best serve their community.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

### Chapter 8: System Member Responsibilities and Resource Sharing Checklist

- Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- The library administrator, library staff, and **library board members** actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.



### Chapter 9: Public Services Checklist

- All basic services are available when the library is open.
- The library has a reference service policy.
- The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- The library provides easy access to accurate and up-to-date community information.
- The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- The library provides access to local and state maps.
- The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- The library provides voter information, including precinct boundaries and location of polling places.
- The library provides information about local history and events.
- The library has at least one current reference resource for each subject area.
- Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- Staff members are encouraged to attend at least one relevant continuing education event each year.
- The library evaluates its reference service on an annual basis.
- All reader's advisory services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and non-fiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant reader's advisory continuing education event each year.

- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

## Chapter 10: Programming

- Library programs are provided free of charge, or on a cost recovery basis.
- Library programs are located in a physically accessible location.
- Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- The library provides outreach programs to specific populations who cannot visit the library.**
- The library has programming that seeks to serve children and their caregivers.
- The library has programming that seeks to serve young adults.
- The library has programming that seeks to serve adults and senior citizens.
- The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- The library is encouraged to partner with other organizations to offer programs.

## Chapter 11: Youth/Young Adult Services

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

## Chapter 12: Technology

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
  - a telephone, with a listing in the phone book;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
  
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  
- The library has a board-adopted Internet acceptable use policy.
  
- The Internet acceptable use policy is reviewed annually.
  
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
  
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
  
- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
  
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
  
- The library protects the integrity, safety, and security of its technological environment.
  
- The library's automated catalog and its components comply with current state, national, and international standards.
  
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

## Chapter 13: Marketing, Promotion, and Collaboration

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - flyers
  - brochures
  - website
  - newsletter
  - posters
  - banners
  - displays
  - podcasting
  - presentations
  - speeches
  - billboards
  - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.
- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.



## Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

### Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

### Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
  - a. Method of election or appointment
  - b. Length of terms
  - c. Duties and responsibilities
  - d. Filling a vacancy
  - e. Conflict of interest/ethics provision
  - f. Removal
3. Officers
  - a. Definition
  - b. Duties
  - c. Nomination and election procedure and meeting
  - d. Filling a vacancy
  - e. Removal
4. Committees
  - a. Standing
  - b. Appointment of ad hoc
5. Meetings
  - a. Time and place of regular meetings
  - b. Method for calling special meeting
  - c. Quorum for making decisions
  - d. Compliance with the *Open Meetings Act*
  - e. Quorum for board action
  - f. Follow a current edition of a standard parliamentary procedure manual
6. Order of business
  - a. Roll call
  - b. Approval of previous meeting minutes
  - c. Correspondence and communications
  - d. Officers' reports
  - e. Committee reports
  - f. Financial report and approval of expenditures
  - g. Library administrator's report
  - h. Unfinished business
  - i. New business
  - j. Adjournment
7. Minutes
  - a. Reflect attendance and actions taken
8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

## Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

## Appendix E (Recommended Staffing Levels)

Recommended staffing is based on service population and a base factor. Libraries that are meeting a minimum need, growing, established, or advanced will include an additional factor.

**The service population at IPPL is 42,529. We have 47.9 FTE normally and are close to the Established category which would be 49.9 FTE**

## Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
  - Eligibility
  - Fees for nonresidents
  - Registration
  - Reciprocal borrowing
3. Circulation
  - Length of loans
  - Limits on number of items
  - Renewals
  - Reserves
  - Interlibrary loans
  - Lost or damaged materials
  - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
  - Computers

- Bathroom facilities
  - Furniture
  - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
  10. Behavior in the library

### **Appendix G (Recommended Hours of Service by Population)**

Recommended hours of service are based on population. Library hours vary based on if they are meeting a minimum need, growing, established, or advanced. Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

- **Minimum: 64**
- **Growing: 68**
- **Established: 72**
- **Advanced: 72**

**IPPL is normally open 72 hours per week**

### **Appendix H (Topics Recommended for Collection Management Policy)**

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

## Appendix K (Facility Management Checklists)

### Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.
- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).

- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

### **Building Periodic Repair Checklist**

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

### **Capital Project Checklist**

\*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

**Capital Asset Plan Item List**

\*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

**Environmentally Friendly Components**

\*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving



# Indian Prairie Public Library

## 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.