

Indian Prairie Public Library Board Agenda
February 16, 2022 – 6:30 p.m.

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

- A. Roll Call
Donald Damon, Marian Krupicka, Crystal Megaridis,
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
- B. Mission Statement: We enrich people’s lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together.
- C. Public Comment
- D. Communications and Announcements
- | | | |
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| 1. RAILS Strategic Plan (2022-2025) | Page 3 | Information |
| 2. Darien Citizen of the Year | Page 5 | Information |
- E. Omnibus Consent Agenda
- | | | |
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| 1. Minutes of Regular Board Meeting, January 19, 2022 | Page 6 | Action |
| 2. Action on Bills/Additional Bills | Page 9 | |
- F. Items Deleted from Omnibus Consent Agenda
- Action
- G. Library Director’s Report
- Page 13
- Information
- H. Department Reports
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| 1. Assistant Director | Page 16 | Information |
| 2. Marketing | Page 17 | |
| 3. Guest Services | Page 19 | |
| 4. Programming & Outreach | Page 21 | |
| 5. Resource Services | Page 26 | |
| 6. Technology & Maker Services | Page 33 | |
- I. Staff Report
- Information
- | | | |
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| 1. Laura Birmingham, Head of Programming & Outreach, Update on Programming & Outreach Activities | | |
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J.	Reports		
	1. Treasurer’s Report	Page 41	Information
	2. RAILS	Page 51	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee – Megaridis	Page 57	Information
	6. Planning/Outreach Meeting Minutes, January 24, 2022	Page 59	Action
	7. Policy Committee (no report)		
K.	Unfinished Business		
	1. Building Automation System	Page 60	Information
L.	New Business		
	1. Upgrade of HVAC VAV Boxes	Page 61	Action
	2. COVID Policy and Practices	Page 66	Action
M.	Meetings to be Scheduled		
	Building and Grounds Committee – Krupicka, Raftis, Rao		
	Week of 4/4 or 4/11		
N.	Adjournment		

RAILS Strategic Plan (2022-2025)

Approved by the RAILS Board on January 28, 2022

Vision Statement

Thriving libraries are essential to all who learn, live, or work in Illinois.

Mission Statement

We Connect Libraries.

Strategic Goal 1

RAILS provides leadership in ensuring sustainable, equitable resource sharing for all member libraries.

- *Objective 1:* Enhance the sharing of knowledge and best practices through member networking and communications between all types of libraries.
- *Objective 2:* Leverage economies of scale to provide greater purchasing power for member libraries so they can offer more resources to their users than libraries would be able to afford on their own.
- *Objective 3:* RAILS will continue to seek greater efficiencies, innovations, and enhancements to delivery services
- *Objective 4:* Work collaboratively with members, the Illinois Heartland Library System, and the Illinois State Library to identify and support appropriate and affordable shared catalog solutions and expand resource sharing to all libraries and residents.

Strategic Goal 2

RAILS models best practices in equity, diversity, accessibility, and inclusion.

- *Objective 1:* RAILS will provide leadership in developing and providing resources that will support member libraries' efforts to provide equitable, diverse, and inclusive services.
- *Objective 2:* Examine all aspects of RAILS policies, procedures, and core services through an equity lens and make needed improvements.
- *Objective 3:* Work with RAILS members of all types to identify and implement ways to diversify library governing bodies and staff to increase representation and better reflect the communities they serve.

Strategic Goal 3

RAILS assists member libraries in preparing for the future.

- *Objective 1:* Leveraging RAILS' power and influence in the Illinois library community, work collaboratively for additional funding for all types of libraries to ensure that libraries have the staffing, technology, and infrastructure needed to offer essential and cutting-edge services to their communities.
- *Objective 2:* Help member libraries of all types and sizes demonstrate their value to their different stakeholders.
- *Objective 3:* Professional development and member engagement efforts are future-focused, crossing library types and specific to individual library type needs.

Strategic Goal 4

RAILS leads alongside member libraries to develop and strengthen the Illinois library community and expand services to all.

- *Objective 1:* RAILS will continue to strengthen collaborative relationships with partner library organizations, including the Association of Illinois School Library Educators, the Chicago Public Library, the Consortium of Academic and Research Libraries in Illinois, the Illinois Association of College & Research Libraries, the Illinois Heartland Library System, the Illinois Library Association, the Illinois State Library, and the Special Libraries Association – Illinois chapter.
- *Objective 2:* RAILS will continually seek to understand member perceptions of inequities in system services to better support academic, school, and specialized libraries, as well as public libraries of all sizes.

the best possible future for all member libraries.

- *Objective 4:* Collaborate with the Illinois State Library, the Illinois Heartland Library System, and other partners to develop a plan and timeline for achieving universal service.



January 31, 2022

Indian Prairie Public Library board
Victoria Suriano, President
401 Plainfield Road
Darien, IL 60561

Dear Victoria Suriano, President,

Our city's motto is "**Darien is a Nice Place to Live**"
and it takes many people who believe in this adage to make it so.

This year, we are honoring **Lou Mallers** as our 2022 Citizen of the Year.

Lou gives freely of his time and talents to so many causes within and around the City of Darien. His willingness to be available to serve and help others at many times proves he is truly a role model for all to follow. We hope you can join us with your family, friends and colleagues in celebrating Lou's accomplishments at our annual recognition.

Our dinner/dance honoring **Lou** will take place on:

Friday, March 4th, 2022

Alpine Banquets

8230 S. Cass Avenue; Darien

Cocktails – 6 pm / Dinner – 7 pm

The \$49.00 per person cost includes a full 7-course dinner, 3-hours of open bar, music and dancing. For reservations, please contact Diane directly at Darien City Hall at 630-353-8102. Please specify the full names of those attending and if there are specific individuals you wish to be seated with at the event. The dinner will be family-style with the main portion comprised of Roast Pork Tenderloin, Alpine Chicken and pasta with marinara sauce. Checks should be made out to the City of Darien and mailed to: City of Darien, Attention: Citizen of the Year Committee, 1702 Plainfield Road; Darien, Illinois, 60561 or deliver it to the location. Cash is also accepted. City Hall is open Monday through Friday from 8:30 am to 5 pm.

There is a secure drop box inside the vestibule of City Hall Offices for off hour convenience.

RSVP and payment should be received no later than Wednesday, February 23rd, 2022.

To kick-off this recognition, please join us on Tuesday, February 22nd for a congratulatory reception for **Lou** at the Darien Police Station training room (directly across the parking lot from City Hall) following the City Council Meeting which begins at 7:30 pm.

City Hall location: 1702 Plainfield Road; Darien

We hope you will be able to join us honoring **Lou Mallers** and all he has done to make "Darien A Nice Place to Live."

Sincerely,

Joseph A. Marchese

Mayor, City of Darien

City of Darien 1702 Plainfield Road Darien, IL 60561

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 19, 2022

**Board of Trustees Regular Meeting
January 19, 2022 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll.

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Cindy Kline, Marquitta Harris, Jen Ripka, Joe Eskew

Others: none

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

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

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

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

- C. Public Comment - none

- D. Communications and Announcements - none

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, December 15, 2021

2. Action on Bills/Additional Bills

3. Delete Two Executive Session Tapes from February 26, 2020

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

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

U.S. Representative Marie Newman will be in the library on January 27 from 6-7:30 p.m. for a meet and greet. In partnership with the Illinois Department of Human Services, the library hosted two successful COVID clinics. We will be compensated approximately \$1300 for the most recent clinic. We will also be hosting two upcoming kids clinics for 5-11 year olds. Willowbrook held a public hearing about their TIF on December 20. They have since cancelled the January public hearing and will be revising their TIF plan.

H. Department Reports

I. Staff Report –

1. Cindy Kline, Programming Outreach Associate, Marquitta Harris, Programming & Outreach Strategist and Jen Ripka, Programming & Outreach Adult Librarian introduced themselves to the Board. They gave an overview of their background and library responsibilities.
2. Laura Birmingham, Head of Programming & Outreach - With the new staffing model, library programming involves staff coming together across departments to plan themes and initiatives. This results in cohesive programming. Tonight Birmingham gave an update on programming and outreach activities for kids and teens.

J. Reports

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

K. Unfinished Business - none

L. New Business

1. Request to Approve Purchase and Installation of Building Automation System for Heating, Ventilation, and Air Conditioning Systems – Our current BAS was installed a number of years ago by Kroeschell, our current maintenance company. It's a proprietary system that very few HVAC contractors use or are familiar with. The system is connected to only 15 of the library's 60 VAV boxes which means that the 45 VAV boxes not connected to the BAS cannot be monitored or managed. The recommendation is that the Board choose the system offered by Building Automation Solutions. The Board reviewed and discussed the backup. The issue of security was raised. The Board agreed that there needs to be discussion between the company installing the BAS and the library's Network Technician regarding the interconnection between the system and the library's network. Bukovac will have our Network Technician attend the February Board meeting. Rao moved, Rodriguez seconded to approve spending up to \$140,000 for the purchase and installation of the Honeywell Building Automation System for the library's HVAC system contingent on further discussion regarding the interconnection between the BAS system and our network. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: None. Motion carried unanimously.
2. Request to Approve Proposal for HVAC Annual Maintenance Service – The contract with our current maintenance company, Kroeschell, ends February 28. We received proposals from five companies. Our Building Services Coordinator spoke to references. All received positive feedback. The references for Hayes Mechanical all noted the company's responsiveness to emergency situations. Rao moved, Krupicka seconded to accept the proposal from Hayes Mechanical for the library's HVAC annual maintenance contract. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Darien Community Action Group – The group's purpose is to bring community organizations together in order to better understand the work of each organization and to

identify areas/projects where collaboration is possible. Suriano, Krupicka, and Bukovac attended a meeting in January. The next meeting is in February.

4. COVID Policy and Practices – There is nothing new to report.

M. At 8:10 p.m. Rodriguez moved, Damon 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: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: None. Absent: none. Motion carried unanimously.

N. Return to Open Session

At 8:13 p.m. Rao moved, Krupicka seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Closed Session Minutes, 1/20/21 - Krupicka moved, Damon seconded to approve the closed session minutes dated 1/20/21. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Open or Close All Closed Session Minutes - Rodriguez moved, Rao seconded to keep all closed session minutes closed. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

O. At 8:17 p.m. Raftis moved, Rao 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: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously

P. Return to Open Session

At 9:05 p.m. Damon moved, Rao seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Director's Salary Increase – Rao moved, Rodriguez seconded to award a 3% merit increase and to award a bonus of \$12,000. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Any Other Actions – none

Q. Meetings Scheduled

A Planning and Outreach Committee meeting was scheduled for January 24, 2022 at 5:30 p.m.

R. Adjournment

At 9:15 p.m. Rao moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS JANUARY, 2022

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1092 - 1161	\$ 114,063.38
Republic Paper Pay Checks	2008 - 2014	\$ 1,349.16
Republic Direct Deposits		\$ 114,050.62
	MONTH'S TOTAL:	\$ 229,463.16

Indian Prairie Public Library District
Bill Payment List
January 31, 2022

10127 Republic Bank
 Operating Account

Date	Num	Vendor	Amount
01/07/2022	1092	Laura Lein-Svencner	250.00
01/17/2022	1093	Ingram Library Services	2,295.35
01/17/2022	1094	Accurate Employment Screening, LLC	30.00
01/17/2022	1095	AEP Energy, Inc.	7,220.46
01/17/2022	1096	Alarm Financial SVC	76.50
01/17/2022	1097	Alphagraphics	146.40
01/17/2022	1098	Animal Quest Entertainment, Inc.	266.00
01/17/2022	1099	Art Excursions, Inc.	350.00
01/17/2022	1100	ASI Signage Innovations	2,085.00
01/17/2022	1101	AT&T	576.08
01/17/2022	1102	Baker & Taylor	6,913.59
01/17/2022	1103	Blackstone Publishing, Inc.	1,036.35
01/17/2022	1104	Bronze Memorial Co., Inc.	1,821.60
01/17/2022	1105	Canon Financial Services, Inc.	492.00
01/17/2022	1106	Canon Solutions America Inc.	211.30
01/17/2022	1107	Case Lots Inc.	401.20
01/17/2022	1108	Cengage Learning, Inc.	463.05
01/17/2022	1109	Center Point Large Print	123.76
01/17/2022	1110	Colley Elevator Co.	822.00
01/17/2022	1111	Colonial Life & Accident Insurance Co.	82.53
01/17/2022	1112	Comcast	193.35
01/17/2022	1113	Dancing Cranes Yoga Inc.	240.00
01/17/2022	1114	Darien Chamber of Commerce	150.00
01/17/2022	1115	DEMCO	381.69
01/17/2022	1116	Fox Valley Fire & Safety	994.70
01/17/2022	1117	Garvey's Office Products	33.31
01/17/2022	1118	Groot Industries, Inc.	451.92
01/17/2022	1119	Hagg Press, Inc.	6,863.00
01/17/2022	1120	HL Landscape	780.00
01/17/2022	1121	Illinois Dept of Innovation & Technology	500.00
01/17/2022	1122	Kanopy	241.30
01/17/2022	1123	Lauterbach & Amen, LLP	775.00
01/17/2022	1124	Law Bulletin Publishing Company	97.00
01/17/2022	1125	Merda, Amy E	16.39
01/17/2022	1126	Midwest Tape	5,292.68
01/17/2022	1127	NCPERS Group Life Insurance	32.00
01/17/2022	1128	Neviol Inc.	5,595.00
01/17/2022	1129	New Readers Press	60.23
01/17/2022	1130	Outside Interactive Inc.	66.90
01/17/2022	1131	OverDrive, Inc.	3,838.18

01/17/2022	1132	Peerless Network, Inc.	577.77
01/17/2022	1133	Quill LLC	158.19
01/17/2022	1134	Rivistas Subscription Services	652.27
01/17/2022	1135	Runco Office Supply	348.11
01/17/2022	1136	SWAN	11,863.00
01/17/2022	1137	Thomson Reuters West	88.47
01/17/2022	1138	Tumbleweed Press, Inc.	639.20
01/17/2022	1139	Unique	35.80
01/17/2022	1140	University of Chicago Press Chicago Distribution Center	53.49
01/17/2022	1141	Wheaton Park District	100.00
01/17/2022	1142	Wingren Landscape, Inc	2,668.00
01/17/2022	1143	Brian Zabel & Associates, PC	4,275.00
01/24/2022	1144	Reinventing Space	400.00
01/28/2022	1145	Baker & Taylor	6,616.77
01/28/2022	1146	AT&T	436.95
01/28/2022	1147	Bank of America	6,804.81
01/28/2022	1148	Basecamp Web Solutions	340.15
01/28/2022	1149	Blue Cross Blue Shield of Illinois	17,329.85
01/28/2022	1150	Chicago Tribune	884.00
01/28/2022	1151	DuPage County Public Works	586.16
01/28/2022	1152	Hagg Press, Inc.	2,025.76
01/28/2022	1153	Illinois Library Association	300.00
01/28/2022	1154	Laura LeinSvencner	400.00
01/28/2022	1155	Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.	1,012.50
01/28/2022	1156	Principal Life Insurance Company	1,513.30
01/28/2022	1157	Specialty Mat Service	229.02
01/28/2022	1158	Thomson Reuters West	88.47
01/28/2022	1159	VSP Vision Service Plan (IL)	246.01
01/28/2022	1160	Wenstrup, Gary	225.00
01/28/2022	1161	Wingren Landscape, Inc	899.51

**Total for 10127 Republic
Bank Operating Account**

\$ 114,063.38

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2022

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	01/06/2022	3,401.98
EFTPS-Federal	Payroll taxes	01/06/2022	17,967.11
ILDOR-State	Payroll taxes	01/20/2022	3,576.75
EFTPS-Federal	Payroll taxes	01/20/2022	18,712.20
IMRF	Payroll Pension - Dec	01/10/2022	25,564.54
IMRF	Payroll Pension - Jan	01/28/2022	21,134.72
ExpertPay	Garnishment Dec-Jan	1/28/2022	3,314.85
Mission Square	457 Plan Dec-Jan	1/20/2022	11,000.00
Nationwide	457 Plan Dec-Jan	1/20/2022	200.00
DAC	Deposit to HRA – 5/3	01/04/2022	16.84
DAC	Deposit to HRA – 5/3	01/12/2022	202.21
DAC	Deposit to HRA - R	01/12/2022	17.90
DAC	Deposit to HRA	01/19/2022	78.38
DAC	Deposit to HRA	01/25/2022	2,680.61
Nicor	Gas	01/11/2022	2,514.83
INB	Credit Card Fee	01/11/2022	141.26
Hinsdale Bank	Fee-Direct Deposit	01/19/2022	45.00
Republic Bank	Fee – Credit	01/07/2022	- 22.05

Director's Report February 2022

Legislative Meet-Up

I this virtual meet-up. ILA talked about some of the things libraries have been doing for their communities during COVID, the ILA lobbyist talked about what's going on in Springfield, and the legislators who attended introduced themselves and spoke a bit about the value of libraries. Of interest to me was information from the lobbyist regarding two bills they are working on:

Broadband Access Act:

The act provides grants, taken from federal money, to support the construction and deployment of broadband service into unserved areas in the State. While we have broadband, there is a great need for this in order to provide equitable access across the state.

Equitable Access to Electronic Literature Act:

For years, publishers have charged libraries two to four times the cost of a physical book for an electronic book. In addition they have put restrictions on how many times the electronic book can circulate. This act provides that any publisher who offers a contract or license for electronic literary product acquisition to the public shall offer to license the electronic literary product to libraries, if purchased with public funds, on reasonable terms and under reasonable technological protection measures that will permit libraries to provide their patrons with access to the electronic literary products. Provides that a contract or license shall not restrict a library's right or ability to loan or circulate electronic books and digital audiobooks in specified ways.

Mr. and Mrs. Sanghani

I met with the Sanghani's regarding their donations. They have donated \$10,000 towards the Prairie Patch so that we may start planning and ordering items for the garden. Their plan for the meeting room is to provide half the donation this summer and half the donation in September. They have asked that their son's name, Keshav, be placed above the meeting room entrance. They would also like to use the back wall for a small display with a photo of Keshav, information about him, and information with resources relative to depression. They have asked that library staff research and develop this information piece.

Checkout on the SWAN Mobile App

A new feature on the SWAN app is the ability to scan a barcode and check out an item on your phone. It's easy to use and works very well.

Customer Service Training for Staff

We have always had a history of continuous customer service training, but with the renovation and new service model we're working on a refresh of our messaging and training. I've put together a committee with the department heads and three frontline staff members – Rachel Hofstetter from Guest Services, Amy Merday from Programming and Outreach, and Dave Bunn from Technology and Maker Services. Our tentative title is "Guests First". We refer to patrons as our guests and emphasize that they always come first. Along with that will be training relative to building relationships, finding ways to say "yes", and providing an easy, comfortable experience for our guests whether it's through personal interactions or through library processes. We just began this work in January and have laid a good foundation to start developing handouts and training. I will share with the trustees as more is developed.

Payroll Service and Digital Timesheets

I had included monies in this year's budget to implement a payroll service and a digital timesheet system that interacts with the service. Our current process required Mary Dames and Jamie Allard to do all the data entry relative to inputting timesheet information first into Excel (as a checks and balances) and then into Quickbooks, as well as inputting PTO, processing the payroll, and paying into the various benefits. This takes about 4 days every two weeks. She implemented the outsourcing of the payroll processing in December and we are starting the new timesheet process on Monday. This will save a huge amount of staff time. The service will also do the quarterly tax filings and process the W2's. The digital timesheets provide easy access for the staff to clock in and out and to request time off.

I've been working on creating instruction and training to ensure staff are trained on how to clock in and out and request time off and that is easy for them to do. I've also worked on training supervisors on how to manage time cards and time off requests from the supervisor side of the software.

Census 2020

We received the census numbers. The state library very kindly and thoughtfully has created a digital map of library boundaries and has populated it with the census figures. This saved me a huge amount of time. In the last two census, because we are a district library I had to determine all the census tracts in our district, determine what percentage of shared tract was in our district, and input the census data from each tract into a spreadsheet.

Our population grew by 1,363 people to a total of 43,892. This means we'll get a bit of extra money in our per capita grant.

Race and Ethnicity Breakdown:

White	31,268
Black	2,986
American Indian	120

Asian	5,434
Pacific Islander	21
Hispanic/Latino	3,813
Other	1,163
Two or more races	2,901

Meetings

Three Guest First meetings

Three department heads meetings

One one-on-one with Laura

One-on-one with Ann

Meeting with Mr. and Mrs. Sanghani

Legislative Meet-up

Assistant Director's Report: February 2022

Community:

I attended the Darien City Council meeting on February 7th to hear a presentation by Hinsdale South students about starting a Farmer's Market in Darien.

IPPL Foundation and Friends:

The book sale made \$158 in January.

We send Better World Books our library withdrawals that we can't use in the Book Nook. We received a check from Better World Books in the amount of \$321.59 for items sent to them from June through December.

Marketing Highlights:

- Here are the five most visited web pages on our website:
 1. Catalog - 718
 2. Job openings - 593
 3. Hours/Location - 517
 4. Databases - 443
 5. eBooks – 338

- Jill's Marketing Report is attached.

Continuing Education:

I viewed the following webinars in January:

Summer Reading Fundamentals

Supercharge your Summer Reading Club

Submitted by: Laura Birmingham

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

Training

I attended a fantastic webinar about signage by OCLC. I plan to reevaluate some of our signage to make sure we are using best practices. Overall, I feel like we do a great job at IPPL. I just want to take the time to look at things critically.

School Outreach

We did a virtual backpack about the some of the upcoming events for mid-kids. We also did a teen-focused list for one of the middle schools at their request. Amy and Sarah are doing a great job in making connections, and I'm happy to be part of their school outreach efforts.

In the Gallery—January

Display cases: Price Family Dinosaurs
1st and 2nd floor gallery: Downers Grove Artists' Guild

Website

This month was full of minor updates to pages. I met with Amy about overhauling the Mid-Kids page. The teen page is getting the finishing touches from Dave. In addition, did training to Tori and Natalie for booklists and Paul and me for some more complex updates we didn't know how to do. I wrote content for a landing page for when people are using the quiet study area.

Newsletter

The March, April, May newsletter went to the printer at the end of January. Once again, it features a programming guide, as well as stories relating to the library. We were able to use some guest letters and listening posts—we also asked people to tell us their library stories, in a hopes of getting some more leads about how IPPL makes a different in our community's lives.

Enews

While I reported the open stats below, it isn't a true reflection because of privacy filter; however, the trend is upward in our open rate. I'm pleased that after a hiatus, Jen did her first Business Connect newsletter—she did a great job with content.

General Enews Subscribers

December 31	17,225
January 31	17,491
Loss/Gain in subscribers	+266

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Business Connect subscribers	296	-2
Teen Enews subscribers	149	+1

Enews Open & Click Rate

Date	Open Rate	Click Rate
January 6	33	1
January 13	32	1
January 15 (Business Connect)	30	4
January 20	29	1
January 27	34	1

Social Media

This month, Facebook, Instagram, and LinkedIn grew while Twitter and YouTube lost followers.

Social Media Channel	Likes/Followers	+/- (Since December 31)
Facebook (Likes)	2,086	+17
Instagram	880	+14
Twitter	1,139	-2
LinkedIn	188	+2
YouTube	215	-1

Social Media Posts

From sharing information about programs to showing off our guests at the library, this month the engagement increased from the previous month. It was 53.4 percent higher for Facebook, and 21.4 percent higher for Instagram. (Last month I reported that December was slower on average.) Pictured is a collage of photos for Shelfie Day, kids participating in storytime, and the polar bear that the programming department hid for a scavenger hunt. These photos all performed well on Instagram.



Guest Services
January 2022

Circulation

77% of our checkouts and renewals were done by self-service. 18% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

We had 1190 patrons use the drive up in January.

We checked out 2612 items. 1419 holds were placed in January for pickup at the drive up.

Our circulation in January is the highest we have seen since July 2021.

Community

Passports: We accepted 83 passports in January.

Library Cards: We issued 161 resident library cards. 55 were initiated remotely.

Notary Public: We notarized 89 documents in January.

AARP Tax Preparation Appointments: We started taking “in-person” appointments on January 31. We booked over 90 appointments just that day!

User Experience

Both Rachel Hofstetter and I are on the committee for our new initiative “Guest First”. We are meeting with other committee members on a weekly basis.

Staff

We have hired Cindy Dabrowski as a new Guest Services Associate and Suraya Osman as a Guest Services Page.

Continuing Education

January 25 SWAN updates Zoom

Debbie Sheehan
Head of Guest Services

Circulation Statistics											
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
July	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269	
Aug.	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949	
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926	
Oct.	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085	
Nov.	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654	
Dec.	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669	
Jan.	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860	
Feb.	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445		
Mar.	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377		
Apr.	71,161	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	#, \$ 29,586		
May	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473		
June	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565		
Yearly											
Total	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	310,412	
& Ill sent added											
^Missing data--used an average number to get a total											
*Parking lot construction											
#Covid 19											
\$-closed 2 weeks											

Programming and Outreach Department Report - January 2022

Community:

Jen Ripka ran a very successful Winter Photo Contest in January. She received 70 entries (which are currently on display in the 2nd floor gallery). There was open voting and two winners (one adult, one teen) were selected out of 278 votes. Jen was interviewed by *Naperville Magazine* for an upcoming article about the photo contest.

Marquitta has been working with the Willowbrook Corner Coalition to bring evening adult programs to Ann M. Jeans once a month. According to feedback from the WBC Parent Action Group, they would like leisure programs such as crafts. Marquitta is currently putting together a craft program and the first one will be held in March. The library is partnering with the YWCA to provide childcare during the program.

Amy and Jack facilitated a classroom visit using our Ozobot robot kit at Center Cass (District 66).

Sarah attended the Lakeview Junior High after school "Spartan Hour" on January 27th and worked with 15 kids on a special craft.

Amy presented an after-school program at WBC on January 20th for 18 kids. The group coded a LEGO maze. While she was there, an adult resident mentioned she needed help with creating a business plan. Jen Ripka followed up with the person and offered several resources.

Sarah is working with the Teen Assistance League to start a "Homework Help Corner" at the library using their trained teen volunteers. The teens would work with grade school students. The group had used one of our meeting rooms and reached out to Sarah about the partnership.

Amy, Erin and Jordan from P&O and Natalie and Marissa from Resources worked together to manage three large book requests for classrooms in Districts 62 and 66.

Amy reached out to Fair Games in Downers Grove about our new Pokémon Club. They generously donated Pokémon cards and posters. They also gave Amy a 30% discount on additional purchases for the club.

Amy delivered 180 paper fliers about homework support and upcoming programs to Kingswood Academy.

Sarah and Amy have been working with the Hinsdale Humane Society on several programs. Sarah used their therapy dogs in the January Teen De-Stress program. Amy is using therapy animals in the ongoing "Read to a Pet" program. Sarah is developing a "Cat Café" program where the Humane Society will bring adoptable cats to the library.

Programs:

The library-wide programmers met at the end of January to talk about summer programs and plans. The theme for Summer Reading is "Read Beyond the Beaten Path". In addition to a reading component, we have plans to incorporate math challenges, add STEAM programming and bring back the ever-popular Chess Club for kids.

Jen worked with TJ to survey businesses about the most important issues they are facing and how the library can help them. Jen will use the topics to help plan future workshops for businesses. The survey data will also help us better market and promote our resources and services.

In January staff presented/hosted a total of 134 events serving 599 people.

Little Kids Program Attendance (all programs in-person)

1/7	Family Storycraft	Erin	21
1/14	Snowy STEAM	Jordan	30
1/17	Junior Genius	Erin	17
1/18	Fantastic Families	Jordan	8
1/18	Talented Toddlers	Megan	19
1/19	Junior Genius	Erin	5
1/20	Talented Toddlers	Jordan	12
1/24	Junior Genius	Erin	3
1/25	Fantastic Families	Jordan	10
1/25	Talented Toddlers	Megan	28
1/26	Junior Genius	Erin	2
1/26	Festival of Lights: Lunar New Year	Megan	23
1/27	Talented Toddlers	Jordan	10
1/28	Musical Babies	Erin	8
1/28	Snowy STEAM	Jordan	27
1/28	Animal Quest	Erin/Amy	65
1/30	It's Your January Birthday Storytime	Megan	5
1/31	Junior Genius	Erin	7

Mid-Kid Program Attendance (all programs in-person)

1/3	Mid Kids Craft: Catapult Capers	Amy	4
1/6	Tween Craft: Sock Puppets	Sarah	7
1/6	Who Would Win?	Amy	7
1/10	Play It: Super Mario Party	Amy	1
1/11	Maker Studio Creative Time	Amy	5
1/11	Tween Board Game Club	Sarah	0
1/13	Ultimate Quests	Amy	0

1/13	Homeschooling SMART	Amy	11
1/17	Peace & Justice: Honoring MLK	Amy	9
1/19	Mini STEM Explorers	Amy	8
1/20	Middle School D&D	Sarah	5
1/25	Maker Studio Creative Time	Amy	16

Teens:

1/3	Teen Upcycle Crafts	Sarah	0
1/6	Craft Hour: Snowflakes	Sarah	11
1/8	Teen Crafternoon	Sarah	8
1/18	Teen De-Stress Lounge	Sarah	11
1/19	Pokémon GO Raid	Sarah	2
1/25	Big Bad Beginnings Writing Workshop	Sarah	4
1/26	Teen Tech Tutors Information Session	Sarah	3
1/26	Online: Grants, Scholarships and Loans	Sarah	57
1/28	Teen Service Party	Sarah	19

Sarah has started a "Teen Tech Tutors" program on Saturdays in February. Teens are trained to help patrons with basic technology in a one-on-one training session.

Adults:

1/5	Online Chair Yoga	Cindy	20
1/8	Vision Board Workshop	Laura	9
1/11	Upcycled Greeting Card Journal	Marquitta	4
1/12	Online Chair Yoga	Cindy	34
1/17	MLK/FBI Documentary	Sarah	9
1/18	Online Art Appreciation	Cindy	21
1/19	Online Chair Yoga	Cindy	22
1/25	Decorating Dilemmas Resolved	Cindy	11
1/25	Upcycled Greeting Card Journal	Marquitta	4
1/26	Online Chair Yoga	Cindy	27

Groups:

1/4	Rainbow Parents Club	Sarah	0
1/5	English Conversation Group	Joe	3
1/4	Rainbow Club	Sarah	2
1/12	English Conversation Group	Joe	8
1/15	Teen Advisory Service Committee	Sarah	3
1/18	Yarn Spinners	Sarah	2
1/19	English Conversation Group	Joe	5
1/16	Teen Advisory Service Committee	Sarah	4

1/22	Older Adult Connections	Marquitta	5
1/26	English Conversation Group	Joe	7
1/27	Genealogy Group	Joe	11

Marquitta started an Older Adult Connections Group for people 65 and over. The first meeting on January 22nd was very well received. In this session, she had an activity and a craft. She got lots of ideas for future activities with the group.

The adult Chess Group is starting up again. This library-sponsored group had ceased to meet during COVID. They will meet every Monday at 5pm in the Board Room.

In response to several requests, Amy is starting up a monthly Pokémon Club for kids. The first one is scheduled for February 12th.

Passive Programs:

Winter Bookmark Decorating	All Ages	Amy, Jordan	35
New Year's Gratitude	Adults	Marquitta	22
Teen Post	Teens	Sarah	17
Teen Sticker Challenge	Teen	Sarah	43
Scavenger Hunt	All Ages	Sarah	63
Mid Kids Interactive White Board	Mid-Kids	Marissa, Amy	25
NYE Hat	Little Kids	Erin, Jordan	30
Winter Maze	Little Kids	Erin, Jordan	75
Penguin Color by Number	Little Kids	Erin, Jordan	75
Winter House	Little Kids	Erin, Jordan	135
Finish the Pattern	Little Kids	Erin, Jordan	50
Trace and Count	Little Kids	Erin, Jordan	50
Ski Craft	All Ages	Erin	54

Megan Lawrence concluded the series "Festival of Lights" on January 26 with a program celebrating Lunar New Year. The program series started in October and covered Harvest/Hunter's Moon, Diwali, Dia de los Muertos, Hanukkah, Winter Solstice, Christmas and Kwanzaa and Lunar New Year. Megan created the series after realizing a link between each of the holidays was the observation of light or use of lights or candles. For each program, the participants learned about unique traditions associated with the specific holiday and made a craft that would help them celebrate at home. The program was aimed at Mid-Kids and their families. About 5 families were 'regulars' who came to at least 5 of the 8 programs.

Inclusive Financial Education Programming Grant:

Amy applied for and received ALA's Inclusive Financial Education Programming Kit. The kit includes programming ideas and materials to add to the collection and can be used with all ages.

Seed Library:

In January, Jen Ripka did a massive seed giveaway in preparation for spring and getting fresh seeds into the seed library.

Continuing Education:

Jen attended the 20-30 somethings Programmer's Group virtual meeting on January 26.

Jen viewed a webinar about community gardens.

Contributing to the Profession

Jen attended an ALA Committee Sustain RT Meeting on January 21.

Submitted by: Laura Birmingham

Resource Services Monthly Report

January 2022

Submitted by Tony Lucarelli, Head of Resource Services

I continued to work on coordinating the AARP Tax Aide program. I arranged our site coordinator to meet with Brett in Technology & Maker Services to make sure that the router they will be using can connect to the staff WiFi as well as other technical details. I finalized the Google Sheets sign up log – the tool used by staff to book appointments – including adding additional information that staff will need to review with guests when guests sign up. The tax aide season runs from Friday, February 11 through Monday, April 11 and we began taking appointments on January 30.

April has tendered her resignation in order to help her brother with his business and her last day at the library was Friday, January 28. She has graciously agreed to stay on part-time working from home to assist us in placing our orders while we work to fill her position. I've reviewed her processes to make sure everything is covered. She worked with Diane to go over how invoicing works and Diane will begin to submit invoices for billing.

Working with Jamie, I updated the job description for April's position and it was posted Tuesday, February 8. The position closes Sunday, February 27. I have already received six application packages for the position.

Collections

Joe and Anna worked on identifying inactive magazine titles in the collection and adding new titles, as well as space allotment. It was decided that 11 titles would be discontinued and 19 titles have been added.

Joe did his quarterly refresh of the Bookazine collection. These are special one-off magazine issues – usually centered around a theme, person, or subject – that are not included in our regular magazine subscriptions and are only available through bookstores or on newsstands.

All hardcover mysteries that are part of a series have had a series statement added to their call number labels. We have started doing this now for large type mysteries. Junior series are completed D-Z.

Marissa weeded the picture book collection, removing titles that had less than two circulations per year.

Library Material Displays For January

Lobby Guest Services Desk – Goals for the New Year

Café – National Soup Month (side facing into the Technology Center); National Train Your Dog Month (side facing into the café)

1st Floor Staircase – Social Justice & Systemic Racism

Stacks – National Hobby Month

Kids & Teens Entrance (counter top above the end of the board game collection) – National Hobby Month; special table at K&T Entrance – Newberry 100th Anniversary

Junior Fiction – Martin Luther Kind Jr. Birthday

Monthly Highlights

- T.J. worked on a turnover analysis of the adult collections. He also worked on creating a survey for the business community with Jen in Programming & Outreach. He met with Ann and Jack in Technology & Maker Services to discuss a library of things survey.
- Joe continued to coordinate the Literacy DuPage Book Discussion Series called Neighbors Together. This was a huge endeavor on his part that also involved working with six other libraries that are partners with Literacy DuPage. At the end of this report I am including the information about all the programming that has been planned.
- Marissa met with Jill to discuss promoting the mid-kid book club, updating the early literacy webpage, and 1,000 books before kindergarten marketing. She met with Sarah and Amy in Programming & Outreach to discuss collections based outreach with the local schools.
- Natalie has been working on creating book marks for a staff favorites display. She has been helping Tori, Joe, and Jen get ready for the launch of their respective book clubs. She worked with Tori on creating a "Blind Date with a Book" display for February. These are titles she selected that have been wrapped in brown paper and then plot keywords and author read-a-likes were added to entice patrons to "go on a blind date" with that book. Patrons take a book, unwrap it, and check it out to read. She has also been working on providing reader's advisory service for our homebound patrons.

Community

- Natalie and Tori prepared six information packets for local area book clubs, four on new title requests and two titles that had been previously requested by other book clubs.
- Marissa handled two requests from teachers for classroom materials. One request was from Gower West and the other was from Lakeview Middle School.
- Natalie assisted three local book clubs on selecting titles for their upcoming meetings.

Continuing Education

- Tony watched LinkedIn Learning videos on using Shifts for staff scheduling. He also watched videos on using the new time clock, both the employee side and the supervisor's side. He attended a meeting of the Portal Networking Group to discuss issues facing members. Portal is a group of librarians from small to mid-size public libraries to discuss the unique issues facing them.
- Marissa watched the following webinars: *YALSA Nonfiction Award Finalists in Conversation with SLJ*; *Series Kickoff with Albert Whitman*; *Newbery on Newbery: Celebrate 100 years of the Newbery with four award-winning authors!*; *Book Tasting in the Library: A recipe for reading*; and *Firing on All Cylinders: Making Reading Matter*.
- Natalie and Tori met with Dave in Technology & Maker Services to receive training on updating the website, particularly to book and movie list pages.
- Natalie watched the following webinars: *Librarian Tips & Tricks to Help With Your Research* and *Taking a Walk with the Library*. She watched the TedTalk *Reimagining the Public Library to Reconnect with the Community*.

eNewsletters

Bestseller Preview

January 1, 2022 – Sent to 474 addresses, opened 254 times (54% open rate) with 77 click throughs.

January 15, 2022 – Sent to: 473 addresses, opened 261 times (55% open rate) with 100 click throughs.

New eBooks

January 1, 2022 – Sent to 177 addresses, opened 101 times (57% open rate) with 15 click throughs.

January 15, 2022 – Sent to 177 addresses, opened 107 times (60% open rate) with 11 click throughs.

Neighbors Together Program Series

Six public libraries (Addison, Indian Prairie, Itasca, Naperville, Westmont, and Wheaton) are doing a "one community, two book" program series called Neighbors Together in which each library is going to do a book discussion on a fiction title, *The Book of Unknown Americans* by Cristina Henríquez and/or a nonfiction title, *Conditional Citizens* by Laila Lalami.

We are doing this program series to promote [Literacy DuPage](#), a local organization that teaches English, and to highlight the diversity of DuPage County. Learn more about volunteering by [watching this short video](#). We are scheduling additional immigration-themed events with the help of speakers from the College of DuPage. Members of all libraries are welcome to participate in any of the programs or book discussions. Please note the individual libraries' registration policies. Some events are held in person, and some are held online.

Programs

Literacy DuPage Lobby Drop-in: A Neighbors Together Program

Held at Indian Prairie Public Library

Tuesday, Feb. 1, 4:30–7:30 p.m.

Literacy DuPage recruits and trains volunteer tutors who teach adults English. Since 1972, they have been equipping a big-hearted army of tutors to sit side-by-side with adults in DuPage County who cannot understand, speak, read, or write English. Stop by the lobby to see how you can volunteer.

Nonfiction at Night Book Discussion: *Conditional Citizens*: A Neighbors Together Program

Held at Indian Prairie Public Library

Thursday, Feb. 3, 7–8:30 p.m.

For readers who like captivating true stories and thoughtful conversations. This month's book is *Conditional Citizens* (2020) by Laila Lalami. Pick up books at the Checkout Desk. Meets at 7 p.m. at the library. Registration required.

Online: Many Journeys, One New Home: Immigrants in DuPage County: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Sunday, Feb. 6, 2–3:30 p.m.

Curator Zachary Bishop of the DuPage County Historical Museum will explore the rich history of immigrants in DuPage County from the 1830s through the present day.

Online: Building A Welcoming Community presented by World Relief

Hosted by Itasca Community Library

Monday, Feb. 7, 7–8 p.m.

How can we as a community welcome refugees and other immigrants effectively? What are the benefits of helping refugees rebuild their lives in the communities we all share? Learn more about how World Relief supports newly arriving refugee families, our local response to the crisis in Afghanistan, and how we can all come together to build and grow a welcoming community.

Literacy DuPage Lobby Drop-in: A Neighbors Together Program

Hosted by Addison Public Library

Tuesday, Feb. 8, 11 a.m. –2 p.m.

Literacy DuPage recruits and trains volunteer tutors who teach adults English. Since 1972, they have been equipping a big-hearted army of tutors to sit side-by-side with adults in DuPage County who cannot understand, speak, read, or write English. Stop by the lobby to see how you can volunteer.

Online: Family Detention on the Ground: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Tuesday, Feb. 8, 7- 9 p.m.

Illinois Humanities Road Scholars Speakers Bureau program. In this 60 minute presentation, Megan Klein discusses her experience as a Proyecto Dilley volunteer at the largest detention facility for migrant women and children in the United States. The presentation centers around the stories of the women and children that she advocated for in an effort to situate the topic of immigration in the individual migrants themselves. Megan encourages questions and discussion at the end of the presentation.



Illinois Humanities is supported in part by the National Endowment for the Humanities (NEH) and the Illinois General Assembly [through the Illinois Arts Council Agency (IACA)], as well as by contributions from individuals, foundations and corporations. Any views, findings, conclusions, or recommendations expressed by speakers, program participants, or audiences do not necessarily reflect those of the NEH, Illinois Humanities, IACA, our partnering organizations, or our funders.

Literacy DuPage Lobby Drop-in: A Neighbors Together Program

Hosted by Itasca Community Library

Wednesday, Feb. 9, 1-4 p.m.

Literacy DuPage recruits and trains volunteer tutors who teach adults English. Since 1972, they have been equipping a big-hearted army of tutors to sit side-by-side with adults in DuPage County who cannot understand, speak, read, or write English. Stop by the lobby to see how you can volunteer.

Online Book Discussion: *Conditional Citizens: A Neighbors Together Program*

Hosted by Naperville Public Library

Wednesday, Feb. 9, 7-8 p.m.

In partnership with Literacy DuPage and several area libraries, join this book discussion of Laila Lalami's *Conditional Citizens: On Belonging in America*.

Online: History of U.S. Immigration: A Neighbors Together Program

Thursday, Feb. 10, 7 p.m.

Hosted by Addison Public Library

Learn about the history of immigration to the United States and recent legal updates in this presentation by Fred Tsao, senior policy counsel of the Illinois Coalition for Immigrant and Refugee Rights (ICIRR).

Writing Your Story: A Memoir and Creative Nonfiction Workshop: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Saturday, Feb. 12, 2-3:30 p.m.

Have a story or experience from your life that you would like to write but don't know where to begin?

Are you looking to document your family's migration to the U.S., whether it was in the distant or more recent past? Join College of DuPage Associate Professor Trina Sotirakopulos to discuss storytelling methods and ways to make your experience come alive on the page. A writing workshop is included in this event.

Online: College of DuPage Panel Discussion on Immigration Using Laila Lalami's *Conditional Citizens* as a Starting Point: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Monday, Feb. 14, 7 p.m.

A panel of faculty and staff from the College of DuPage will use Laila Lalami's book *Conditional Citizens* as a framework for leading a discussion and answering questions about immigration in America.

Literacy DuPage Lobby Drop-in: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Tuesday, Feb. 15, 4:30 – 7:30 p.m.

Literacy DuPage recruits and trains volunteer tutors who teach adults English. Since 1972, they have been equipping a big-hearted army of tutors to sit side-by-side with adults in DuPage County who cannot understand, speak, read, or write English. Stop by the lobby to see how you can volunteer.

Online Book Discussion: *The Book of Unknown Americans*: A Neighbors Together Program

Hosted by Itasca Community Library

Tuesday, Feb. 15, 7 p.m.

This month's book is *The Book of Unknown Americans* (2014) by Cristina Henríquez.

Literacy DuPage Lobby Drop-in: A Neighbors Together Program

Hosted by Westmont Public Library

Wednesday, Feb. 16, 1:30 – 3:30 p.m.

Literacy DuPage recruits and trains volunteer tutors who teach adults English. Since 1972, they have been equipping a big-hearted army of tutors to sit side-by-side with adults in DuPage County who cannot understand, speak, read, or write English. Stop by the lobby to see how you can volunteer.

Book Discussion: *The Book of Unknown Americans*: A Neighbors Together Program

Hosted by Addison Public Library

Wednesday, Feb. 16, 7-8 p.m.

The Book of Unknown Americans (2014) by Cristina Henríquez.

Novel Idea Book Discussion: *The Book of Unknown Americans*: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Thursday, Feb. 17, 7-8 p.m.

For readers who like to delve into a novel's characters, plot, setting, and themes. This month's book is *The Book of Unknown Americans* (2014) by Cristina Henríquez. Pick up books at the Guest Services Desk.

Literacy DuPage Lobby Drop-in: A Neighbors Together Program

Hosted by Wheaton Public Library

Tuesday, Feb. 22, 5-7 p.m.

Literacy DuPage recruits and trains volunteer tutors who teach adults English. Since 1972, they have been equipping a big-hearted army of tutors to sit side-by-side with adults in DuPage County who cannot understand, speak, read, or write English. Stop by the lobby to see how you can volunteer.

Book Discussion: *The Book of Unknown Americans: A Neighbors Together Program*

Hosted by Westmont Public Library

Wednesday, Feb. 23, 1:30 p.m.

This month's book is *The Book of Unknown Americans* (2014) by Cristina Henríquez.

Online: Literacy DuPage Immigrant Experiences: A Neighbors Together Program

Hosted by Indian Prairie Public Library

Thursday, Feb. 24, 7 p.m.

America's rich history is full of stories of people leaving their homelands in search of a better future. Join us as we listen to immigrant experiences shared by our neighbors who have migrated to this country.

Online: Book Discussion: *Conditional Citizens: A Neighbors Together Program*

Hosted by Wheaton Public Library

Monday, Feb. 28, 7 p.m.

This month's book is *Conditional Citizens* (2020) by Laila Lalami.

What does it mean to be American? In *Conditional Citizens: On Belonging in America*, Pulitzer Prize–finalist Laila Lalami recounts her unlikely journey from Moroccan immigrant to U.S. citizen, using it as a starting point for her exploration of American rights, liberties, and protections.

**Technology & Maker Services Board Report
January 2022**

Technology Services

Classes/Programs

8 classes & programs - Total attendance: 41

<u>Date</u>	<u>Class/Program</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 1/11, 6:30 p.m.	Android Basics Part 1	Adult	Ann	2
Mon. 1/16, 6:30 p.m.	Excel 1, Week 1 of 6	Adult	PRC	7
Tues. 1/18, 6:30 p.m.	Android Basics Part 2	Adult	Ann	1
Mon. 1/24, 6:30 p.m.	Excel 1, Week 2 of 6	Adult	PRC	5
Mon. 1/24, 2 p.m.	iPhone/iPad Basics Part 1	Adult	Dave	8
Sat. 1/29, 10:30	Trendy Apps	Adult	Dave	4
Mon. 1/31, 2 p.m.	iPhone/iPad Basics Part 2	Adult	Dave	8
Mon. 1/31, 6:30 p.m.	Excel 1, Week 3 of 6	Adult	PRC	6

Statistics

- Computer Usage
 - Adult Users: 1306 Hours: 943
 - Adult laptop: 20 Hours: 28
 - K&T Users: 196 Hours: 84
 - K&T Laptops: 5 Hours: 5
- Drive-thru Printing- 6
- Technology Desk Assistance- 436
- 1-on-1 Training: 123
- Wireless Usage- Total Unique Access: 6,342

Maker Services/Maker Studio

- Dave create a poster printer display so patrons can visually see the actual sizes for Posters.

Classes/Programs/1-on-1

- 22 classes-Total attendance: 132
- 1 passive program- Resolution Magnets - Total attendance: 53
- 1-on-1 training: 30
- Assistance: 210

<u>Date</u>	<u>Class</u>	<u>Age</u>	<u>Instructor</u>	<u>Attendance</u>
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Tues. 1/4, 3:30	Creative Time Mid-Kids	8-12	Jack	3
Tues. 1/4, 6:30	Scented Candle Making	8+	Ann	8
Wed. 1/5, 3:30	Button Maker Madness	8-12	Jack	7
Thurs. 1/6, 3:30	Creative Time Teens	13-18	Jack	0
Thurs. 1/6, 6:30	Valentine's Day Inspired Embroidery	Adult	Jack	5
Sat. 1/8, 10 a.m.	Easy Pillow Sewing	8+	Jack	6
Mon. 1/10, 3:30 p.m.	Vinyl Transfer T-Shirts		Jack	9
Tues. 1/11, 3:30	Creative Time Mid-Kids	8-12	Jack/Amy	6
Wed. 1/12, 10 a.m.	Make a Candle Holder: Creative Bug	Adult	Ann	1
Thurs. 1/13, 3:30	Creative Time Teens	13-18	Jack	0
Thurs. 1/13, 6:30	Laser Engraved Glassware	8+	Jack	8
Sun. 1/16, 1:30	Valentine's Day Inspired Embroidery	8+	Jack	10
Tues. 1/18, 3:30	Creative Time Mid-Kids	Grades 2-6	Jack/Amy	15
Wed. 1/19, 6:30	3D Miniatures Painting	8+	Dave	9
Thurs. 1/20, 3:30	Creative Time Teens	Teens	Sarah	0
Thurs. 1/20, 6:30	Hemmin' & Hawin'	8+	Jack	6
Sat. 1/22, 10 a.m.	Laser Engraved Glassware	8+	Ann	3
Tues. 1/25, 3:30	Creative Time Mid-Kids	Grades 2-6	Jack/Amy	13
Thurs. 1/27, 3:30	Creative Time Teens	Teens	Sarah/Jack	5
Thurs. 1/27, 6:30 p.m.	Design with CorelDraw	8+	Jack	1
Mon. 1/31, 3:30 p.m.	Laser Engraved Glassware	8+	Jack	8

Made in a class

Laser Engraved Glassware Laser Cutter	3D Miniatures 3D Printer	Scented Candle Making Laser Cutter & Candle Maker
--	-----------------------------	--



Made using Equipment

<p>Phone Decal Silhouette Vinyl Cutter</p> 	<p>Decorative Shoes Silhouette Vinyl Cutter</p> 	<p>Hot Pads Embroidery Machine</p> 
<p>Heat Transfer Vinyl Hoodie Silhouette Vinyl Cutter</p> 	<p>Drawings Made into Buttons Button Makerer</p> 	<p>Making Cards Cutting Machine</p> 

Equipment Usage

- 3D Printers- 43
- Button Maker – 33
- Candle Maker- 19
- Carving Machine- 0
- Cricut (Vinyl)- 0
- Embroidery Machine- 33
- Knitting- 1
- Laser Cutter- 41
- Poster Printer – 7
- Sewing Machine- 15
- Silhouette (Vinyl)- 14
- Sizzix (die cut/embossing) - 20

Websites

- Statistics
 - Maker Studio Website Users- 419 Page Views- 1,741
 - IPPL Website Users – 15,848 – Page Views- 47,622

Library of Things (LOT)**Statistics**

- LOT Checkouts (Includes eLibrary Devices)
 - Unique Users – 141 ; Total checkouts – 245

Community

- Jack taught a class on 3D printed design for 15 5th grade girl scouts.
- Jack worked with Marquitta to offer a Hinsdale South Bee Fly group school visit.

Sharing

- I shared our procedures and process for Rokus and console game collections with Tracy from Northbrook Library.

Ann M. Stovall, Head of Technology & Maker Services, February 10, 2022

STATISTICS FOR	Jan-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	20,276	17,759	134,572	128,857	4.44%
Teen	1,317	1,343	9,350	9,103	2.71%
Kids	13,396	10,123	87,716	73,650	19.10%
ILLS Sent	3,687	3,075	18,746	14,516	29.14%
TOTAL	38,676	32,300	250,384	226,126	10.73%
Electronic Circulation	9,184	10,570	60,028	71,836	-16.44%
GRAND TOTAL CIRC.	47,860	42,870	310,412	297,962	4.18%
% Reciprocal Borrowing	8%	2.5%	8%	6%	
Patron Visits	22,635	9,070	159,766	66,540	140.11%
<u>Current Cards</u>					
Resident	161	81	23,931	22,850	4.73%
Non-Resident	74	58	786	756	3.97%
TOTAL	235	139	24,717	23,606	4.71%
<u>Patron Assistance</u>					
Adult - Reference	1,899	1,347	10,480	9,949	5.34%
Kids - Reference	620	615	4,547	5,470	-16.87%
Technology - Reference	772	1,250	7,122	7,704	-7.55%
TOTAL REFERENCE	3,291	3,212	22,149	23,123	-4.21%
Adult - Other	161	78	1,414	1,050	34.67%
Kids - Other	168	1	1,033	67	1441.79%
Technology - Other	49	28	452	139	225.18%
TOTAL OTHER	378	107	2,899	1,256	130.81%
GRAND TOTAL ASST.	3,669	3,319	25,048	24,379	2.74%
<u>ILL/Reserves</u>					
Holds	9,488	8,976	50,876	57,017	-10.77%
ILLS Sent	3,687	3,075	18,746	14,516	29.14%
ILLS Checked Out	4,496	4,748	23,980	24,410	-1.76%
ILLS Received	4,913	4,748	26,857	24,410	10.02%
<u>Programs - Adult</u>					
# Programs	20	12	75	81	-7.41%
Attendance	199	222	1,166	1,615	-27.80%
<u>Technology Classes</u>					
# Programs	30	4	89	53	67.92%
Attendance	173	43	523	683	-23.43%
<u>Individual Technology Training</u>					
# of Patrons	241	66	2,099	458	358.30%
<u>Groups</u>					
# Programs	7	4	53	16	231.25%
Attendance	50	34	345	197	75.13%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	13	7	42	70	-40.00%
Attendance	53	47	199	367	-45.78%
<u>Programs - Kids</u>					
# Programs	94	13	195	438	-55.48%
Attendance	297	142	1,803	3,204	-43.73%
GRAND TOTAL ATT.	1,013	554	6,135	6,524	-5.96%

STATISTICS FOR	Jan-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	4		12		
Attendance	333		475		
Passive Programs - Teen					
# Programs	6		18		
Attendance	118		315		
Passive Programs - Kids					
# Programs	11		39		
Attendance	589		2,020		
Computers - Patron Use					
Adult Computers	1,306	989	9,807	7,730	26.87%
Kids Computers	196	53	1,046	559	87.12%
Teen Laptop	5	7	44	49	-10.20%
Adult Laptop	20	1	117	30	290.00%
TOTAL PATRON USE	1,527	1,050	11,014	8,368	31.62%
Hours Used					
Adult Computers	943	725	7,639	5,208	46.68%
Kids Computers	84	42	555	315	76.19%
Teen Laptop	5	58	42	95	-55.79%
Adult Laptop	28	1	150	43	248.84%
TOTAL HOURS USED	1,060	826	8,386	5,661	48.14%
Wireless Total Connections	6,342	3,731	40,522	29,873	35.65%
IPPL Total Web Site Access	16,267	20,281	100,946	350,620	-71.21%
IPPL Total Page Views	49,363	41,097	280,168	467,174	-40.03%
Subscription Database Logins	3,688	3,957	20,988	20,314	3.32%
Outreach-Homebound					
Items Delivered	122	135	864	817	5.75%
Volunteers					
Number Active	26	13			
Hours Worked	52	48	301	361	-16.62%
Staff Training Hours	47	29	572	500	14.40%
Room Use					
Conference Rooms	360		1,978	329	501.22%
Meeting Rooms					
Library	61		182		
Non-Library	20		34		
Board Room					
Library	2		77		
Non-Library	8		53		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	553	4	0	557	78	14	82	14
Non-Fiction	38528	255	161	38622	3966	5798	4221	5959
Fiction	30868	216	74	31010	5971	10001	6187	10075
ADULT TOTALS	69949	475	235	70189	10015	15813	10490	16048
KIDS								
Non-Fiction	11564	152	89	11627	1033	805	1185	894
Fiction	23486	347	479	23354	3219	2557	3566	3036
KIDS TOTALS	35050	499	568	34981	4252	3362	4751	3930
TEEN								
Non-Fiction	513	17	4	526	147	74	164	78
Fiction	3844	76	21	3899	682	647	758	668
TEEN TOTALS	4357	93	25	4425	829	721	922	746
BOOK TOTALS	109356	1067	828	109595	15096	19896	16163	20724

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6929	33	23	6939	899	269	932	292
Music CDs	4369	19	6	4382	365	1820	384	1826
Playaway	370	0	1	369	6	6	6	7
DVDs (DVD & Blu-ray)	20123	86	105	20104	1722	2434	1808	2539
ADULT TOTALS	31791	138	135	31794	2992	4529	3130	4664
KIDS								
Audiobooks on CD	571	0	0	571	87	54	87	54
Music CDs	293	0	0	293	26	2	26	2
Playaway	114	0	0	114	7	0	7	0
DVDs (DVD & Blu-ray)	4045	15	3	4057	251	504	266	507
KIDS TOTALS	5023	15	3	5035	371	560	386	563
TEEN								
Audiobooks on CD	172	0	0	172	40	74	40	74
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	188	0	0	188	42	516	42	516
AUDIOVISUAL TOTALS	37002	153	138	37017	3405	5605	3558	5743

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	202	0	0	202	57	9	57	9
Tech Takeout (except digital content devices)	134	3	0	137	23	4	26	4
CD-ROMs	-1	0	0	-1	0	36	0	36
ADULT TOTALS	335	3	0	338	80	49	83	49
KIDS								
Kits (STEM, Book bundles, etc.)	152	2	0	154	14	19	16	19
Puzzles (New Aug. 2018)	18	1	0	19	3	1	4	1
Playaway Launch Pads	19	0	0	19	0	3	0	3
KIDS TOTALS	189	3	0	192	17	23	20	23
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	774	2	0	776	119	11	121	11
Board Games	117	5	0	122	24	4	29	4
TEEN TOTALS	896	7	0	903	143	16	150	16
OTHER TOTALS	1420	13	0	1433	240	88	253	88
COLLECTION TOTALS	147778	1233	966	148045			19974	26555

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - January 2022

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,183	42	24,225	790	832
eMedia (Overdrive Advantage)	6,810	9	6,819	712	721
Preloaded eReaders	116	0	116	27	27
eBook Totals	354,787	99,639	454,426	1529	1580
AUDIOVISUAL					
	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,216	26	6,242	303	329
eMedia Advantage (Overdrive)	1,719	4	1,723	331	335
Preloaded Adult Audiobook iPods	147	0	147	73	73
Audiobook Total	77,354	23827	101,181	707	737
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,284	7	1,291	58	65
Preloaded Family Roku Titles	191	0	191	5	5
Video Totals	16,512	7	16,519	63	70
Total Audiovisual	335,570	23,834	359,404	770	807
Collection Totals	690,357	123,473	813,830		2,387

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2022

Balance on hand as of December 31, 2021.....	3,340,360.14
Cash Receipts for January.....	22,064.52
Cash Disbursements for January.....	340,049.29
Cash on hand as of January 31, 2022.....	3,022,375.37

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.076%	
General.....	588,255.65
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking	(1,417.45)
Hinsdale Bank & Trust - Checking.....	-
Fifth Third - Savings - Rate 0.01%.....	-
Republic Bank - Savings - Rate 0.08%.....	904,272.34
Republic Bank - Checking General.....	19,911.22
Republic Bank - Payroll Account.....	88,157.56
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2022.....	3,022,375.37

FUND BALANCES AS OF 1/31/2022

Corporate Fund.....	3,154,748.21
Building & Maintenance Fund.....	6,845.70
I.M.R.F. Fund.....	(13,486.45)
Liability Fund.....	(35.94)
Social Security Fund.....	28,074.41
Special Reserve Fund.....	(105,902.24)
Current Liabilites.....	(47,868.32)
Grand Total All Funds.....	3,022,375.37

**Indian Prairie Public Library District
Consolidated Revenue Report for January 2022**

42

Percent of Year: 58.33

	RECEIVED Jan 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	6,485.91	3,890,058.68	100.72%	3,862,097.00	-27,961.68
41150 · Non-current Property Taxes	41.63	1,621.47	0.00%	0.00	-1,621.47
43100 · Interest-Tax Levy	0.19	1.03	0.00%	0.00	-1.03
TOTAL PROPERTY TAX & LEVY INTEREST	6,527.73	3,891,681.18	100.77%	3,862,097.00	-29,584.18
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	62,730.28	118.00%	53,161.00	-9,569.28
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	62,730.28	118.00%	53,161.00	-9,569.28
INTEREST					
43500 · Interest - Investment	112.90	474.74	0.00%	0.00	-474.74
TOTAL INTEREST	112.90	474.74	0.00%	0.00	-474.74
DESK MONIES					
45100 · Copier	197.25	895.50	38.94%	2,300.00	1,404.50
45120 · Computer Copies	952.82	6,568.62	87.58%	7,500.00	931.38
45130 · Fax	161.86	2,011.25	100.56%	2,000.00	-11.25
45200 · Fines/Fees	575.52	14,307.51	86.71%	16,500.00	2,192.49
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	302.16	2,960.59	74.02%	4,000.00	1,039.41
45350 · Non-Resident Fees	8,947.30	64,218.82	85.63%	75,000.00	10,781.18
45450 · Hot Picks	8.00	12.00	0.00%	0.00	-12.00
45550 · Meeting Room Rental	87.50	275.00	0.00%	0.00	-275.00
45600 · ILL Fees	10.00	50.99	10.20%	500.00	449.01
45650 · Maker Studio	227.92	824.13	164.83%	500.00	-324.13
45700 · Passport Fees	2,905.00	15,610.60	124.89%	12,500.00	-3,110.60
45750 · Notary Fees	93.00	766.00	109.43%	700.00	-66.00
TOTAL DESK MONIES	14,468.33	108,501.01	89.12%	121,750.00	13,248.99
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	120.00	520.80	104.16%	500.00	-20.80
46800 · Collection Agency Fee	0.00	20.00	40.00%	50.00	30.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	120.00	540.80	98.33%	550.00	9.20
GRAND TOTAL	21,228.96	4,063,928.01	100.65%	4,037,558.00	-26,370.01

**Indian Prairie Public Library District
Consolidated Expenditures Report for January 2022**

43

Percent of Year: 58.33

	January 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	162,351.00	1,205,513.30	52.55%	2,294,105.00	1,088,591.70		
61310 · Benefits - Medical / Life Ins.	19,704.91	93,196.71	48.68%	191,452.00	98,255.29		
61330 · Benefits - IMRF	17,255.25	139,183.37	61.74%	225,440.00	86,256.63		
61340 · Benefits - FICA	12,154.92	90,095.18	51.34%	175,500.00	85,404.82		
61400 · Staff Development	987.72	2,878.91	12.97%	22,200.00	19,321.09		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	5,933.00	104.38%	5,684.00	-249.00		
61720 · Unemployment Insurance	559.39	1,400.22	46.67%	3,000.00	1,599.78		
TOTAL PERSONNEL	213,013.19	1,538,200.69	52.71%	2,918,381.00	1,380,180.31	3,250,000.00	47.33%
MATERIALS							
62100 · Books	13,525.37	78,374.78	49.31%	158,950.00	80,575.22		
62200 · Periodicals	1,686.19	10,405.76	39.53%	26,325.00	15,919.24		
62300 · Audio	1,265.29	10,949.60	33.85%	32,350.00	21,400.40		
62400 · Video	1,317.55	9,866.18	23.24%	42,450.00	32,583.82		
62500 · Multi-Media	295.37	453.35	22.67%	2,000.00	1,546.65		
62600 · eMaterials	8,389.45	120,760.09	65.74%	183,700.00	62,939.91		
62700 · Console Games	304.50	2,475.91	35.37%	7,000.00	4,524.09		
62800 · Damaged Item Replacement	2,141.00	5,968.04	99.47%	6,000.00	31.96		
62900 · Materials Supplies	1,317.91	8,872.23	42.25%	21,000.00	12,127.77		
TOTAL MATERIALS	30,242.63	248,125.94	51.72%	479,775.00	231,649.06	525,000.00	47.26%
BUILDING							
63200 · Cleaning Service	5,824.02	44,337.55	57.73%	76,800.00	32,462.45		
63300 · Utilities (1-8-11 · Gas)	2,514.83	5,543.02	36.95%	15,000.00	9,456.98		
63300 · Utilities (1-8-12 · Electric)	7,220.46	31,035.54	53.51%	58,000.00	26,964.46		
63300 · Utilities (1-8-13 · Telephone)	788.96	3,303.88	55.07%	6,000.00	2,696.12		
63300 · Utilities (1-8-14 · Water/Sewer)	586.16	1,600.67	20.01%	8,000.00	6,399.33		
63300 · Utilities (1-8-15 · Garbage Disposal)	451.92	2,870.13	57.40%	5,000.00	2,129.87		
63350 · Building Supplies	674.80	3,390.30	56.51%	6,000.00	2,609.70		
63400 · Maintenance Supplies	439.69	4,028.70	36.63%	11,000.00	6,971.30		
63500 · Security System Monitoring	76.50	378.00	54.00%	700.00	322.00		
63600 · Property Maintenance	4,490.93	20,553.10	51.38%	40,000.00	19,446.90		
63800 · Building Maintenance/Repair	1,816.70	27,543.74	91.81%	30,000.00	2,456.26		
TOTAL BUILDING	24,884.97	144,584.63	56.37%	256,500.00	111,915.37	350,000.00	41.31%
OPERATIONS							
64200 · Supplies - Office	855.77	3,493.11	31.76%	11,000.00	7,506.89		
64300 · Photocopy Supplies	293.31	990.75	16.51%	6,000.00	5,009.25		
64400 · Guest Services Supplies	0.00	933.00	26.66%	3,500.00	2,567.00		
64500 · Postage	1.96	1,445.71	28.91%	5,000.00	3,554.29		
64550 · Passport Postage	175.00	1,684.40	67.38%	2,500.00	815.60		
64600 · Non-Payment Reimbursement	-482.06	-960.42	-64.03%	1,500.00	2,460.42		
64700 · Travel	9.52	266.17	17.75%	1,500.00	1,233.83		
64800 · Organizational Memberships	621.00	1,947.00	55.63%	3,500.00	1,553.00		
64900 · Bank Fees	164.21	1,769.22	70.77%	2,500.00	730.78		
TOTAL OPERATION	1,638.71	11,568.94	31.27%	37,000.00	25,431.06	42,000.00	27.55%
TECHNOLOGY							
65100 · Supplies-Public Toner	171.97	3,026.35	30.26%	10,000.00	6,973.65		
65150 · Supplies-Staff Toner	0.00	1,753.03	25.04%	7,000.00	5,246.97		
65160 · Supplies-Technology Services	125.68	297.54	99.18%	300.00	2.46		
65170 · Supplies-Maker Studio	196.98	947.98	37.92%	2,500.00	1,552.02		
65200 · Technology-Prof Services	0.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	1,151.52	8,404.42	49.44%	17,000.00	8,595.58		
65350 · Tech Takeout	166.89	272.86	9.10%	3,000.00	2,727.14		

**Indian Prairie Public Library District
Consolidated Expenditures Report for January 2022**

44

Percent of Year: 58.33

	January 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65360 · Kits	14.17	247.95	4.72%	5,250.00	5,002.05		
65400 · Technology Equip Mnt/Repair	76.88	1,192.80	6.47%	18,436.00	17,243.20		
65500 · Software	462.95	8,741.41	61.69%	14,169.00	5,427.59		
65600 · SWAN	11,863.00	35,663.33	75.20%	47,422.00	11,758.67		
65700 · Telecommunications	1,706.38	8,112.47	54.25%	14,955.00	6,842.53		
TOTAL TECHNOLOGY	15,936.42	68,735.14	48.06%	143,032.00	74,296.86	200,000.00	34.37%
CONTRACTUAL SERVICES							
66100 · General Professional Services	5,317.50	10,869.50	66.68%	16,300.00	5,430.50		
66200 · Credit Bureau	35.80	286.40	23.87%	1,200.00	913.60		
66300 · Copier	492.00	1,622.00	54.07%	3,000.00	1,378.00		
66400 · Copier Maintenance Contract	211.30	620.08	20.67%	3,000.00	2,379.92		
66900 · Fees - Bond Registrar	0.00	50.00	22.73%	220.00	170.00		
TOTAL CONTRACTUAL SERVICES	6,056.60	13,447.98	56.70%	23,720.00	10,272.02	35,000.00	38.42%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,925.00	100.00%	11,925.00	0.00		
67200 · Bonding	0.00	1,356.00	116.90%	1,160.00	-196.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	17,565.00	101.13%	17,369.00	-196.00	25,000.00	70.26%
COMMUNICATIONS							
68110 · Marketing Newsletter	8,888.76	18,634.33	74.54%	25,000.00	6,365.67		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	0.00	95.00	11.88%	800.00	705.00		
68310 · Marketing Supplies	0.00	966.57	138.08%	700.00	-266.57		
68410 · Marketing-Information Printing	146.40	1,559.98	10.40%	15,000.00	13,440.02		
68500 · Legal Notices	0.00	873.24	58.22%	1,500.00	626.76		
TOTAL COMMUNICATIONS	9,035.16	22,129.12	49.18%	45,000.00	22,870.88	50,000.00	44.26%
PROGRAMMING							
68600 · Programming	2,476.13	13,587.46	37.02%	36,700.00	23,112.54		
TOTAL PROGRAMMING	2,476.13	13,587.46	37.02%	36,700.00	23,112.54	45,000.00	30.19%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	2,628.74	39,640.01	56.63%	70,000.00	30,359.99		
69200 · Special Reserve Fund	2,005.00	205,225.87	0.00%	0.00	-205,225.87		
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00		
69900 · Contingency	0.00	4,210.87	42.11%	10,000.00	5,789.13		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00		
GRAND TOTAL	307,997.55	2,327,021.65	57.64%	4,037,477.00	1,710,455.35	4,522,000.00	51.46%



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

Client Update Report

Account

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

12/31/2021



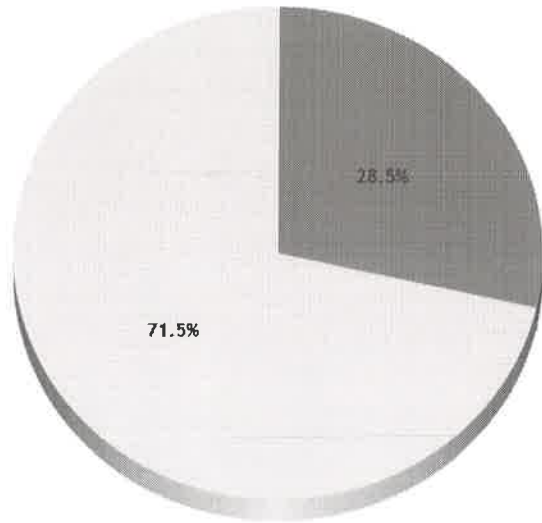
Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

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Holdings Overview

US Dollar
 12/31/2021

Portfolio Allocation as of 12/31/2021

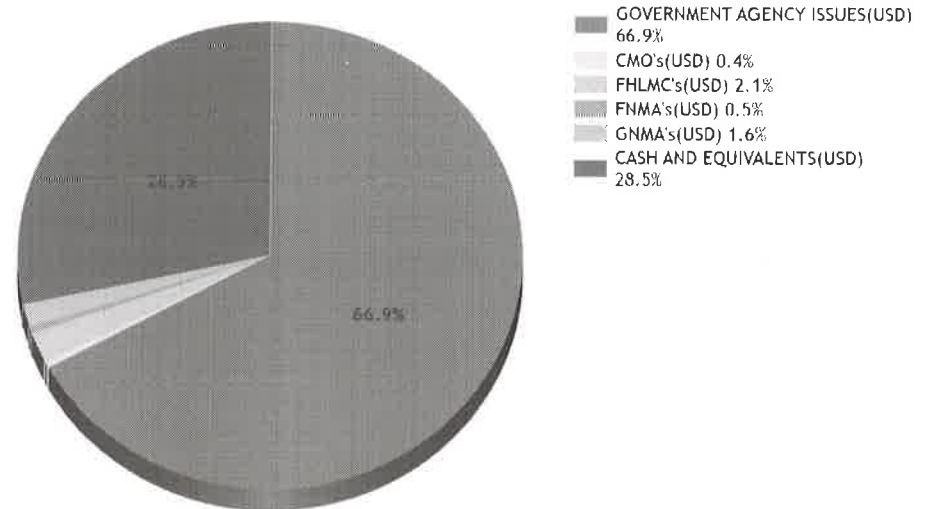


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	396,327.86	28.5	28.5
Fixed Income	995,549.76	71.5	71.5
Equity Total	1,391,877.62	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	396,327.86	28.5
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	157,499.73	11.3
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	146,299.74	10.5
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	145,675.74	10.5
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	145,365.20	10.4
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	145,172.14	10.4
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	140,968.59	10.1
3137eadb2	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	50,586.61	3.6
3128puda7	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	15,457.31	1.1
36213uh45	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	6,008.19	0.4
Top 10 Holdings Total		1,349,361.12	96.9

Equity Allocation by Security Type





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

Performance by Asset Class

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

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Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2020	281,178.25	0.00	1,735,557.57	0.00	2,016,735.82
Accrued Interest	0.00	0.00	6,000.40	0.00	6,000.40
Purchases/Contributions	969,002.77	0.00	248,882.44	0.00	0.00
Sales/Withdrawals	-848,882.44	0.00	-969,002.77	0.00	-600,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-15,176.88	0.00	-15,176.88
Unrealized Gains	0.00	0.00	-30,762.52	0.00	-30,762.52
Interest Income	369.35	0.00	22,715.41	0.00	23,084.76
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-2,663.88	0.00	-2,663.88
Management Fees	-5,340.07	0.00	0.00	0.00	-5,340.07
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 12/31/2021	396,327.86	0.00	992,213.24	0.00	1,388,541.10
Accrued Interest	0.00	0.00	3,336.52	0.00	3,336.52
Average Capital Base	295,487.06	0.00	1,415,194.36	0.00	1,710,681.42
Total Fees	-5,340.07	0.00	0.00	0.00	-5,340.07
Total Gain after Fees	-4,970.72	0.00	-25,887.87	0.00	-30,858.59
IRR for 1.00 Years	-1.68%	0.00%	-1.83%	0.00%	-1.80%



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

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Portfolio Appraisal

US Dollar
 12/31/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	100.04	50,020.93	100.06	50,032.45	3.6	0.4
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.98	149,963.85	96.94	145,413.24	10.4	1.3
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	107.71	161,563.26	104.60	156,899.73	11.3	1.4
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.95	149,931.99	96.71	145,064.08	10.4	1.3
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.60	149,401.47	97.20	145,800.99	10.5	1.4
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	96.48	144,726.31	10.4	1.6
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.95	149,928.48	93.69	140,534.59	10.1	2.0
	Accrued Interest				3,096.38	0.2	
			960,809.99		931,567.76	66.9	1.4
CMO's(USD)							
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	5,030.25	103.77	4,833.31	0.3	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,101.07	113.27	1,153.64	0.1	3.0
	Accrued Interest				20.19	0.0	
			6,131.32		6,007.15	0.4	2.3
FHLMC's(USD)							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	674.54	100.31	627.22	0.0	1.5
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	620.72	103.13	593.04	0.0	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	3,805.48	109.44	3,803.27	0.3	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	4,240.95	105.31	4,272.52	0.3	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	15,721.30	105.18	15,408.47	1.1	1.4
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	4,804.45	104.19	4,670.26	0.3	1.7
	Accrued Interest				98.67	0.0	
			29,867.45		29,473.45	2.1	1.4



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

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Portfolio Appraisal

US Dollar
 12/31/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
FNMA's(USD)							
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	23.75	100.05	22.85	0.0	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	1,358.38	101.34	1,262.88	0.1	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	5,411.34	104.96	5,327.06	0.4	2.5
	Accrued Interest				22.68	0.0	
			6,793.47		6,635.47	0.5	2.2
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	1,265.55	100.76	1,149.03	0.1	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	3,758.59	105.49	3,671.13	0.3	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,392.13	104.62	5,974.87	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,147.67	109.94	3,175.33	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	2,183.64	114.30	2,290.05	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,474.61	109.97	2,496.53	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,272.78	111.10	1,295.59	0.1	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,063.02	115.36	1,143.57	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	536.80	115.92	571.22	0.0	2.5
	Accrued Interest				98.61	0.0	
			22,094.79		21,865.93	1.6	2.5
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		396,327.86		396,327.86	28.5	0.0
			396,327.86		396,327.86	28.5	0.0
Total Portfolio			1,422,024.88		1,391,877.62	100.0	1.0



Indian Prairie Public Library District
Attn: Jamie Bukovac
401 Plainfield Rd.
Darien, IL 60561

Statement of Management Fees

Portfolio Valuation with Accrued Interest as of 12/31/2021	1,391,880.54
1,391,881 @ 0.3000% per annum	1,043.91
Quarterly Management Fee	1,043.91
TOTAL DUE AND PAYABLE	1,043.91

Meet the New RAILS Strategic Plan!

The RAILS Board approved our [new strategic plan](#) on January 28, including new vision and mission statements. Thanks to all who provided input for the plan. We heard from over 1,000 members from all types of libraries via town halls, focus groups, member updates, and other encounters. The plan is based in large part on this feedback and reflects the major needs and challenges of all RAILS libraries. RAILS will use this document to guide our work for the next three years.

You'll be hearing much more about the plan in the coming months as RAILS begins implementing the goals and objectives. In the meantime, if you have any questions or comments, please [contact Monica Harris](#), Associate Executive Director.

Opportunity to Join the RAILS Board

Due to a resignation from the RAILS Board, we have an opening for an at-large seat for a term ending on June 30, 2024. Any individual representing a RAILS academic, public, school, or specialized library is eligible to self-nominate for this seat by February 23 at 5 p.m.

RAILS is committed to modeling best practices in equity, diversity, and inclusion, as reflected in [our new strategic plan](#). For this reason, we are especially looking for candidates that reflect the diversity of the RAILS membership in terms of race, ethnicity, age, geographic location, staff position, and other factors. An MLIS/MLS is not required.

The successful candidate will be asked to actively participate in 11 board meetings per year, either in person at a RAILS location or via Zoom (depending on current pandemic restrictions). See the [RAILS Board Member Job Description](#) for more information on duties/requirements.

If you would like to work with a committed team of colleagues to help shape the future of a member-driven, vibrant library system, [please complete this form by February 23](#). The RAILS Board will choose candidates to interview and make a selection. Questions? [Contact Mary Witt](#), RAILS Marketing & Communications Director.

Help Support Increase in Library System Funding

The Secretary of State's budget request for FY 2023 includes over \$2.8 million in additional funding for the System Area and Per Capita Grant program. This represents the first increase in this program in over 25 years and will benefit all three Illinois library systems: RAILS, IHLS, and the Chicago Public Library System.

The increase will help RAILS continue to offer a variety of programs and services to help all types of libraries to collaborate and share resources. It will also help us to implement the goals in [our new strategic plan](#). This plan is based largely on feedback from our members and addresses the challenges and needs you told us are the most important to you.

Please encourage your legislators in the [Illinois General Assembly](#) to support this increase in the Secretary of

State's budget to ensure that Illinois library systems can continue to help member libraries provide the services that have become so vital to the communities they serve.

Thanks for Taking the E-News Survey

If you took the opportunity to take the *RAILS E-News* survey, we really appreciate it. We got a lot of good feedback and will be looking at the results to see what changes may be implemented.

My Library Is... Coloring Our Collections

This [recent blog post](#) shows unique aspects of our academic libraries! Sata Prescott, Street & Smith Project Director at Northern Illinois University Libraries, shares information about NIU's 2022 entry for #ColorOurCollections featuring items from dime novels. She writes about a collaboration between academic libraries to digitize over 4,400 volumes of story papers, dime novels, and nickel weeklies, freely and widely available for the first time anywhere in more than a century! Read this interesting post to learn more about the history and now digitized collection of these publications.

[Upload your own story or blog post.](#) Hesitant about writing a post? Contact [Communications](#) and we will set up an interview with you and then write the post.

Continuing Education (CE)

"Designing the Post-Pandemic Library" Three-Part Webinar, Begins February 24

Are you interested in the new understanding of health and indoor space and the library's role as social infrastructure? This three-part webinar, presented by David Vinjamuri and Joe Huberty, will guide attendees through the social and behavioral changes of the COVID-19 pandemic and their impact on the design of libraries. Participants will learn a system to analyze the performance of the library and identify areas to improve space utilization. See L2 for [more information/registration](#).

"Understanding the Competitive Bidding Process" Webinar, February 17

RAILS invites you to join attorney Derke J. Price, partner at [Ancel Glink Law Firm](#), as he discusses the requirements for competitive bidding and shares pertinent limitations and opportunities. This webinar will be held on Thursday, February 17 from 10 to 11 a.m. [Learn more and register on L2.](#)

"Becoming An Upstander: Introduction" Webinar, February 23

This training will help build a foundation for understanding equity and inclusion work by covering key vocabulary and topics. Topics include inclusion and its importance, accountability, bias and how it develops, racism and intersectionality, and the constructs of power. You'll also learn the difference between an upstander and an ally.

A total of two people per library may attend. Space is limited. This webinar will be held on Wednesday, February 23 from 1:30 to 2:30 p.m. [Register via L2.](#)

NOTE: This introductory webinar may be viewed by itself, or serve as the prerequisite to the "Upstander Intervention in Action," an interactive training to be held this March. Date and time to be determined; watch the *RAILS E-News* for details.

"Managing Finances in Times of Inflation" Webinar, February 15

This webinar will be held on February 15 from 1:30 to 2:30 p.m. [Learn more and register on L2.](#)

OTHER CE

"Why Ban Books? Foundations of Intellectual Freedom" Webinar, February 24

Please join the University of Illinois Alumni Association's Alumni College on February 24 to hear "Why Ban Books? Foundations of Intellectual Freedom" presented by Emily Knox, Associate Professor in the School of Information Sciences.

Many attempts to ban books in schools and libraries have made headlines over the past few months. Almost all of these attempts have failed and yet the attempts continue. Why do people ban books? What are they trying to accomplish? [Register for the event.](#)

E-Resources

The Inkie.org Library Showcases Illinois Creators

The BiblioBoard platform was recently rebranded and is now home to the [Inkie.org](#) Library. The revised platform exclusively features content by Illinois authors, creators, and communities. Available collections include the [Indie Illinois](#) e-book collection and the [RAILS Community Collections](#) multimedia anthologies. Visit the RAILS website for [details about this update.](#)

If you use a link or graphic to promote BiblioBoard on your library's website, the link is the same (<https://illinois.biblioboard.com/home>). You can change your graphic to one of the [Inkie.org Library logos](#) available for download.

The Inkie.org Library is available to everyone in Illinois, courtesy of RAILS, regardless of whether they have a library card. Items on this platform have no holds, no waits, and can be accessed simultaneously.

Explore More Illinois Announces Top Attractions, Libraries for 2021

RAILS' statewide online cultural and recreation pass program, [Explore More Illinois](#), congratulates our top attractions and libraries with the most reservations made last year.

Attractions

1. Peoria Riverfront Museum

2. Chicago Children's Museum
3. Abraham Lincoln Presidential Library and Museum

Libraries

1. Morton Public Library District
2. Alpha Park Public Library District
3. Washington District Library

We are excited about new attractions and promotions on the horizon. If your library is interested in joining Explore More Illinois, please [email our team](#) or call Jessica Barnes, RAILS Special Projects Librarian, at 630.734.5181.

Deals, Discounts, Grants

Dates Added: EBSCO Resource Overview and New User Experience Demo

Register for an informational webinar to learn more about the features of the EBSCO resources available through RAILS. Attendees will also learn about the new user experience EBSCO plans to phase in for their research services. Visit the [Deals & Discounts page](#) for pricing, trial links, and more information about advantageously priced resources with EBSCO.

Demo for Public Libraries

- [Thursday, February 10 at 1 p.m.](#) or
- [Thursday, March 3 at 1 p.m.](#)

Demo for K-12 Libraries

- [Thursday, February 10 at 4 p.m.](#) or
- [Thursday, March 3 at 4 p.m.](#)

Legal GPS Discount and Webinar

RAILS has negotiated advantageous pricing for [Legal GPS](#), an online, interactive resource that helps new and existing businesses "do legal" without having to hire a lawyer. Rural libraries seeking to help entrepreneurs have especially enjoyed Legal GPS, describing it as a convenient way for entrepreneurs not living in large metropolitan areas to get access to legal help for their business.

Register for this [Legal GPS informational webinar](#), "Demystifying Legal Issues for Entrepreneurs" on Wednesday, February 23 at 2 p.m.

Career Online High School Discussion Panel from ILA Conference Now Online

Your library can offer a path to a brighter future with Career Online High School, an 18-credit vocation-based high school completion program. Unlike a GED, this program enables libraries to offer adult learners accredited high school diplomas along with career certificates in one of 10 high-demand employment fields.

If you missed our panel discussion about COHS at the 2021 ILA Annual Conference, you can now [watch it online](#) on our [COHS Deals and Discounts](#) page. This will answer questions about how the program works and how RAILS member libraries are using COHS to help their patrons achieve their academic goals.

Contact [Jessica Barnes](#), RAILS Special Projects Librarian, or call 630.734.5181, if you have any questions about the program.

GRANTS

Funding Opportunity for Older Adult Tech Literacy

The Technology Education-Digital Navigation program covers the counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will. Apply for these funds to either start or enhance technology education offerings to adults aged 60 and over.

The program is to assist older adults in using an existing or new internet connection and to increase their digital literacy and skills through classes or tutorials.

Send a letter of interest by February 16, and a proposal by March 23. The grant period is June 1, 2022, through December 31, 2023. Contact [Alaine Kvedaras](#) with questions, call 630.785.2375, or [visit the AgeGuide Northeastern Illinois website](#).

RAILS Continuing Education Event Grant

[Application Open](#)

Other Library News

Nominate Someone for an ILA Award

The ILA Awards Committee is accepting nominations for the 2022 ILA Awards! The awards honor and recognize excellence in librarianship in Illinois. Now is the time to nominate a colleague, manager, mentor, or yourself for an award. The [complete list of ILA Awards](#), including criteria and eligibility for each award, is available on the ILA website. The deadline for all award nominations is May 15.

If you submitted a nomination in 2020 or 2021, please contact [Tamara Jenkins](#) to learn how to resubmit the nomination. If you have any questions regarding the ILA Awards, please contact Tamara Jenkins.

Conference News

See You Next Week!

Visit RAILS at [IDEAcon](#). The conference runs from February 14 to 17, in Schaumburg. Our booth is #842, right across from the big IDEA Exchange!

Exhibit hall hours:

- Tuesday, February 15, 10 a.m. - 6 p.m.
- Wednesday, February 16, 9 a.m. - 3 p.m.

Registration Open for 2022 Reaching Forward Conferences

Registration is now open for [Reaching Forward South](#) and [Reaching Forward!](#) These conferences will be held in person on April 8, at the iHotel and Conference Center in Champaign, and on May 6, at the Donald E. Stephens Convention Center in Rosemont, respectively.

The conferences will include a full day of programming as well as morning coffee, lunch, and snacks. Early bird registration is now available. For additional information, visit the [events page of the ILA website](#).

Call for Proposals for JCLC 2022 Is Now Open!

The [Joint Conference of Librarians of Color \(JCLC\) 2022 seeks session presentations](#) in all areas of diversity, focusing on the theme Gathering for Action: EDI—Where Do We Go From Here? Share your successes, opportunities, and challenges on pressing issues affecting both libraries and communities of color.

JCLC 2022 is open to all library staff, students, influencers, and decision-makers interested in exploring inclusive policies and practices in libraries and how they affect the communities of color who use library services. All proposals are due by 11 p.m. on March 15.

Present at AISLE 2022

Join the 2022 AISLE Conference Program Committee on February 10, 7 - 8 p.m., to learn how to navigate the Proposal to Present form. Ask questions about the application process, and get some tips on what makes a successful proposal. [Register to attend](#).

The AISLE conference will be November 3-5 in Tinley Park. If you have an idea that you would like to present to your fellow Illinois school librarians at the AISLE conference, fill out the [Proposal to Present](#).

Call for Proposals for 2022 ILA Annual Conference

[Get more information and submit a proposal](#).

PLA 2022 Virtual Conference Registration is Now Open!

[Join the PLA 2022 Virtual Conference](#)

South Suburban Legislative Meetup 2022

February 4, 2022

Crystal Megaridis

While several of our regional legislators attended, none representing our library were there. Some interesting information was shared.

The ILA Exec Director, **Diane Foote**, brought everyone up to speed on the many ways that Illinois libraries in our Region have innovated on-the-fly during the Covid pandemic, and how many of the new services are being integrated and will remain since the communities appreciate them (curbside pickup / virtual programs / outdoor programs / etc.). She shared several interesting examples of how libraries have served their communities in new and different ways. A few I thought were impressive:

- Joliet PL shared a clever 3-4 minute video of a community member interview discussing how & why they use their Technology center. Joliet PL makes one of this Community member videos each month.
- White Oak PL held a Virtual Escape Room for teens and had nearly 10,000 participants!

Diane also mentioned about recent book challenges across the country, many of which are books about people of color or the LGTBQ community. Close to home, this was a problem recently in Downers Grove at one of the school libraries.

<https://wgntv.com/news/downers-grove-parents-students-clash-over-removal-of-lgbtq-graphic-novels-from-school-libraries/>

Derek Blaida, ILA Legislative Consultant, discussed two important current issues for Illinois libraries:

1. Internet connectivity in Illinois. Every library in the state needs adequate broadband. The IL Century Network provides this for all K-12 schools, but we want all libraries to be included as well.
2. Issue of publishers charging 500-800% more for online ebooks, and how it's too expensive for libraries. New bill in the IL House and Senate:

<https://legiscan.com/IL/bill/SB3167/2021>

<https://legiscan.com/IL/bill/HB4470/2021>

Next, each of the 14 attending legislators had a chance to speak.

- Several of them promised to become co-sponsors for the HB4470 / SB3167.
- One mentioned that she hosts community forums at her library, so hopefully others on the call now have that idea and will follow suit
- Most legislators in attendance have a soft spot for libraries; some it seemed are not familiar with libraries of this century(!), but hopefully learned a bit at the meeting
- Rep Davis mentioned that he introduced HB 4092 last year, regarding the IL State Library to provide direct library services to Illinois residents, to especially include access residents who have no access to library services or have underfunded libraries.

<https://legiscan.com/IL/text/HB4092/id/2404281>

Indian Prairie Public Library District
Planning and Outreach Committee Minutes
January 24, 2022 – 5:30 p.m.

Call the meeting to order 5:43

Present: Megaridis, Rao, Rodriguez, Krupicka, Birmingham

The group reviewed ILA's Advocacy Toolkit.

Megaridis said she would like the committee to develop some long term goals for trustees.

The group discussed the role of the trustees in advocacy. It was suggested that a calendar of community meetings be developed and trustees take turns attending meetings at least once a year. Megaridis suggested that trustees start attending the local Chamber of Commerce meetings.

The group reviewed the library's 2019-2022 Strategic Plan Initiatives. There were several ideas on many of the initiatives:

- The group discussed ways to support people that speak languages other than English.
- The group said that a representative from our board should make a personal visit to new legislators.
- The Board should always recognize any community accomplishments and trustees should represent the library at special events.
- When we have a large concert or program – introduce trustees that are in attendance and give them a chance to say a few words.

The group discussed next steps:

- Training the other trustees – do a short brainstorming with the whole board (March).
- Develop a meeting calendar. Government meetings is priority to start.
- The library should provide "talking points" for trustees when they start attending meetings.
- The library should create a "Fact Sheet" (annual budget, how many people on staff, sq. footage, other "trivia" about the library).

The committee adjourned at 6:45

Building Automation System Update

Joe received three additional quotes for installation of the Honeywell/Niagara system. The three quotes were in the range of \$125,000 - \$130,000. The original bid was \$140,000. I've decided to select Hayes Mechanical to do the installation for a cost of \$124,914. Hayes is the company we selected to do the annual maintenance work on our HVAC system.

Brett, Joe and I met with the person in charge of IT at Hayes. He explained a few ways that we can approach security when the software is installed. Brett reviewed the information and has determined the following approach:

- Tosibox unit to provide restricted VPN access for the HVAC support company so they can remote in if necessary for maintenance. This provides dual factor authentication.
- HVAC controller connected to the library internal staff network and isolated from internal public networks
 - Staff would access the HVAC controller directly by web login on a staff network computer or from staff laptop with VPN connection
- Users and permission levels registered on the HVAC controller for staff based on needs only

The above listed installation and configuration would be behind the library firewall and so it should not be exposed to the internet without VPN access. We do not see a need for remote login from outside the library but if we do have that need in the future we can use a cellular remote access gateway.

Upgrade of HVAC VAV Boxes

In the proposal for the building automation system, I talked about how the software will manage the many VAV boxes in the building which aid in heating and cooling the building. They are the original VAV boxes installed in 1998. They have the original parts which includes a piston style damper and worm gear actuator. Trane no longer makes the worm gear actuator and the piston style damper is old technology for opening and closing dampers. Prior to developing the current budget, Joe had gotten a quote for replacing the dampers on the VAV boxes and I put that into the capital reserve budget. Replacing these dampers means we are upgrading the VAV boxes and can get parts if needed.

The original budget for this project in the capital reserves was \$53,000. The cost for the project will be \$44,450. We are saving \$15,000 on the Building Automation System that was approved last month. The money for the Building Automation System is coming out of the operating budget. I'll apply that \$15,000 to this project and use only \$30,000 from the capital reserves.

I've attached the original capital projects and a revised capital projects budget. On the revised budget I've adjusted the cost for the VAV boxes from \$53,000 to \$30,000. I've also removed \$20,000 for furniture, \$5,900 for a t-valve line and actuator, and \$4,500 for pumps as these are not needed.

FINANCIAL FORECAST ORIGINAL

FISCAL YEAR ENDING JUNE 30 AS INDICATED

	<u>2020</u>
Revenues	
Taxes	3,593,998
Per Capita Grant	53,930
Desk monies	160,218
Interest	78,546
Miscellaneous	1,983
Total Revenues	3,888,675
Expenditures	
Personnel	2,659,342
Materials	453,464
Building	234,855
Technology	116,478
Operations	33,588
Contractual Service	19,575
Insurance	17,308
Communication/Programs	58,584
Contingency	16,343
Total Expenditures	3,609,537
Excess revenues over (under) expenditures	279,138
District Fund Balance July 1	1,457,782
District Fund Balance June 30*	1,695,754
Capital Projects	
	15,555
renovation	16,394
LED bulbs	3,409
brick patio	5,808
parking lot finish	

FINANCIAL FORECAST REVISED

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

	<u>2020</u>
Revenues	
Taxes	3,593,998
Per Capita Grant	53,930
Desk monies	160,218
Interest	78,546
Miscellaneous	1,983
Total Revenues	3,888,675
Expenditures	
Personnel	2,659,342
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LED bulbs	3,409
brick patio	5,808
parking lot finish	

Projected <u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,747,591	3,862,097	3,939,339	4,018,126	4,098,488	4,180,458	4,264,067	4,349,349	4,436,335	4,525,062
53,161	53,161	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
127,996	121,750	124,185	126,669	129,202	131,786	134,422	137,110	139,852	142,650
1,646	0	17,625	15,941	17,315	19,251	20,943	23,228	25,702	27,970
1,381	550	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,931,775	4,037,558	4,114,449	4,194,035	4,278,305	4,364,795	4,452,732	4,542,987	4,635,190	4,728,981
2,595,028	2,918,381	2,976,749	3,036,284	3,097,009	3,158,949	3,222,128	3,286,571	3,352,302	3,419,348
456,850	479,775	484,573	489,418	494,313	499,256	504,248	509,291	514,384	519,528
235,156	256,500	264,195	272,121	280,284	288,693	297,354	306,274	315,463	324,927
111,926	143,032	144,462	145,907	147,366	148,840	150,328	151,831	153,350	154,883
18,287	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000
24,021	23,720	23,720	23,720	23,720	23,720	23,720	23,720	23,720	23,720
18,016	17,369	17,456	17,543	17,631	17,719	17,808	17,897	17,986	18,076
49,093	81,700	82,517	83,342	84,176	85,017	85,868	86,726	87,593	88,469
27,735	10,000								
3,536,112	3,967,477	4,030,672	4,105,335	4,181,499	4,259,194	4,338,454	4,419,310	4,501,798	4,585,951
395,663	70,081	83,777	88,700	96,806	105,601	114,278	123,677	133,392	143,030
1,695,754	1,193,423	881,251	797,028	865,728	962,534	1,047,135	1,161,413	1,285,089	1,398,481
1,193,423	881,251	797,028	865,728	962,534	1,047,135	1,161,413	1,285,089	1,398,481	129,511
886,494	294,253	40,000	20,000		15,000			20,000	12,000
renovation	renovation	generator	servers		HVAC bearings			servers	humidifier
6,500	12,000	128000			6,000				1,300,000
elevator hydraulic	strobes, sprinklers	boiler			pumps				renovation
5,000	16,000								100,000
landscaping	security cameras								roof
	10,000								
	parking lot/paving								
	20,000								
	landscaping								
	30,000								
	VAV boxes								

COVID Policies and Practices

The trustees should consider whether or not to continue to require masks in the library if the governor does lift the mask mandate February 28. While the trustees have not required staff to police this mandate, we have made sure that patrons using computers are wearing masks because of the lack of social distancing in that area. Throughout the rest of the building we have had very few people not wearing masks. Of course that will change February 28 if the mask mandate is lifted.

The situation will be similar to what Illinois experienced last summer. I've attached the original policy from 2020 and the two amendments from June and July 2021 as well as the minutes from June and July 2021 for your review.

USE OF LIBRARY FACILITIES

613 Restore Illinois Safety Policy

The Indian Prairie Public Library District is dedicated to providing a safe and comfortable environment for all patrons and staff. In accordance with the Restore Illinois – A Public Health Approach to Safely Reopen Our State plan, all persons over the age of two in public spaces in the library building must wear a facial covering that covers the nose and mouth and must maintain a six foot distance from all other persons when practicable. Reasonable accommodations such as curb-side service, staff assistance via phone, chat, and email, staff services for pulling materials of interest and preparing them for pickup, and online resources are available to those who are medically prevented from or decline to wear a facial covering. Those refusing to wear a facial covering and/or to maintain a six foot distance when practicable shall be required to leave the library.

In accordance with the Illinois Local Library Act (75ILCS 5) and the Indian Prairie Public Library District's Use of Library Facilities Policy (600), the Board of Trustees of the Indian Prairie Public Library has the power to "exclude from the use of the Library any person who willfully violates the rules prescribed by the board."

This policy shall be lifted automatically when the Illinois Department of Public Health declares that the state has reached Phase 5 of the Restore Illinois plan. The policy shall be reinstated automatically should the Illinois Department of Public Health determine that the state must return to any phase lower than Phase 5 of the Restore Illinois plan.

Approved 7/15/2020

Amended by the Board of Trustees on June 16, 2021:

On the first floor we will continue to follow CDC guidelines and require unvaccinated people to wear a mask. Masks are not required for vaccinated people on the first floor. On the second floor everyone is required to wear a mask in public spaces in order to keep children safe. The exception on the second floor is that vaccinated adults and teens using conference and meeting rooms may choose to not wear a mask if children are not in the room.

Amended by the Board of Trustees on July 21, 2021:

Masks are not required for vaccinated people throughout the building. Masks are required for unvaccinated people throughout the building. The library is encouraging everyone to wear masks in the youth department to keep children safe.

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 16, 2021

**Board of Trustees Regular Meeting
June 16, 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 June 16, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. June 16, 2021. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:

US: +1 312 626 6799

Webinar ID: 815 0930 6240

A. Roll Call

President Suriano called the meeting to order at 6:32 p.m. and stated the following:

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

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis (arrived at 6:35), Sri Rao, Christina Rodriguez, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Ann Stovall

Others: none

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

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

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

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

- C. Public Comment - none**

At this point Stovall gave her staff report. She left at 6:55 and the Board continued with the rest of the agenda.

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 19, 2021
2. Action on Bills/Additional Bills
3. Ordinance #2021-2 Establishing Regular Meeting Date
4. Finance Committee Meeting Minutes, June 9, 2021
5. Financial Policy

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Two librarians have been hired and one Guest Services Associate. We still need one more librarian and four Guest Services Associates. Starting July 2 we will be open on Fridays from 10-5 and we hope to be open our full hours in mid-August to coincide with school openings. Cross-training among staff is going very well.

H. Department Reports

- I. Staff Report – Ann Stovall, Head of Technology & Maker Services gave an introduction into our new maker studio. The maker studio is a DIY social space that empowers our community to see themselves as inventors, builders, and creators. People will be able to print, carve, engrave, sew, embroider, etc. IPPL is not new to the maker services movement. We were the first library in the area to offer a 3D printer and maker services. In 2016 we added a carving machine, and in 2018 with the support of the Sadowski family we opened the Wouldshop. Stovall highlighted the equipment available in the new maker studio which will include 3D printers, laser cutter, carving machine, dye cut machine, sewing machines, embroidery and knitting machines. Some of the equipment will require certification for patrons to use on their own and other equipment will need staff assistance. Stovall thanked the Foundation and Friends for funding the laser cutter and the new 3D printer for the studio. The Board will get a tour of the studio at a future Board meeting.

J. Reports

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

K. Unfinished Business

- 1. Renovation Update – Bukovac provided an update. We’re hoping that the lobby service desk will be installed next week. The laser cutter in the maker space needs an exhaust fan. Movers will be here next Friday moving shelving. We’re waiting to hear when the marketplace shelving will arrive. Lighting for the café will arrive sometime in September. Glass for the maker space will be installed in August. Patrons in the youth area have been asking when toys will be available in the department. The CDC says this is okay. We’re looking at putting a few out while maintaining social distance.

L. New Business

- 1. COVID Policy and Practices – The library currently has a policy that states masks must be worn and that the policy will be lifted when the State reaches phase 5. At last month’s meeting the Board decided to leave the current policy in place until Phase 5 is announced. Since then the state has officially moved to phase 5 with no mask mandate. Each business can make its own choice as to whether or not masks are required. The Trustees reiterated their concern from last month that children under 12 are not vaccinated. After further discussion, the consensus was that masks would not be required for vaccinated people on the first floor but everyone would be required to wear masks on the second floor in the public areas in order to keep children safe. The exception is vaccinated adults and teens using conference rooms. We will post signage and will have masks available. The Board will be watching directives to the schools from the Illinois Department of Health and the Department of Education regarding safety measures in schools. Rao moved, Megaridis seconded to require masks for everyone on the second floor in public areas until further discussion. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Raftis not present for the vote. Nays: none. Absent: none. Motion carried.
- 2. Capital Projects and Financial Forecast – The packet contains an informational list of capital projects and a financial forecast to the year 2030. The information gives an overview of the library’s financial landscape. Bukovac noted that we end up with good solid reserves.
- 3. Operating Budget 2021/2022 – The operating budget includes a summary of expenditures and revenue and specific income information. Bukovac noted that she reduced desk monies because we’ll probably continue to be slower than normal. With respect to the tax cap, CPIs have been running at 1.7-1.8% which has given us a healthy budget. Krupicka moved, Damon seconded to approve the Operating Budget 2021/2022. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 4. FY21/22 Salary Schedule – Each year Bukovac includes information in the packet comparing IPPL starting salaries for benchmark positions with other area libraries. Bukovac noted that we try to keep the salaries in the middle range compared to other libraries so we remain competitive. The proposed salary schedule contains a 1.5% increase. Rao moved, Damon seconded to approve FY21/22 Salary Schedule. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Raftis not present for the vote. Nays: none. Absent: none. Motion carried.
- 5. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit – this will be done next month.

M. Scheduled Meetings

- 1. Dates for a Building and Grounds Committee meeting were discussed but not finalized.

N. Community Events

O. Library Events

P. Adjournment

At 8:05 p.m. Krupicka moved, Rao seconded to adjourn the meeting. Ayes: Damon, Krupicka, Mégaridis, Rao, Rodriguez, Suriano. Raftis not present for the vote. Nays: none. Absent: none. Motion carried.

Crystal Megaridis, Secretary

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

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

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

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

Telephone:

US: +1 312 626 6799

Webinar ID: 825 3228 5893

A. Roll Call

President Suriano called the meeting to order at 6:40 p.m. and stated the following:

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

Present: Marian Krupicka, Crystal Megaridis, Themis Raftis, Christina Rodriguez, Victoria Suriano

Absent: Donald Damon, Sri Rao

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

Others: none

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

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

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

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

C. Public Comment - none

D. Communications and Announcements

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

E. Omnibus Consent Agenda

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

2. Action on Bills/Additional Bills

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

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

J. Reports

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

K. Unfinished Business

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

L. New Business

- 1. Proposed Improvements to Landscaping – The landscaping proposal removes plants that are past their prime, cleans up areas, moves some plants, and add new plants, bushes, and trees. Rodriguez moved, Megaridis seconded to approve spending up to \$9,000.00 on landscape improvements. Ayes: Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon, Rao. Motion carried unanimously.
- 2. COVID Policy and Practices – The Board had a lengthy discussion regarding masks at last month's meeting. Since then the CDC came out with new guidelines regarding masking in schools. This was followed by the Illinois Department of Health laying out Guidance for Schools based on the CDC recommendations, and yesterday the DuPage County Health Department issued a statement on prevention strategies in schools. In light of the new guidance, the Board revisited the masking topic. The consensus was that vaccinated people won't be required to wear masks anywhere in the building. Masks will be required throughout the building for unvaccinated people including children 12 and under. The

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

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

M. Scheduled Meetings

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

N. Adjournment

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

Crystal Megaridis, Secretary



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.