

Indian Prairie Public Library Board Agenda
January 19, 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 - none

- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, December 15, 2021 Page 3
2. Action on Bills/Additional Bills Page 5
3. Delete Two Executive Session Tapes from February 26, 2020

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 9 Information

- H. Department Reports Information
1. Assistant Director Page 14
2. Marketing Page 15
3. Guest Services Page 18
4. Programming & Outreach Page 20
5. Resource Services Page 23
6. Technology & Maker Services Page 26

- I. Staff Report Information
1. Introducing Cindy Kline, Programming & Outreach Associate,
Marquitta Harris, Programming & Outreach Strategist and
Jen Ripka, Programming & Outreach Adult Librarian
2. Laura Birmingham, Head of Programming & Outreach, Update
on Programming & Outreach Activities

Board Meeting – January 19, 2022 – page 2

- J. Reports
 - 1. Treasurer’s Report Page 34 Information
 - 2. RAILS Page 38 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business - none

- L. New Business
 - 1. Request to Approve Purchase and Installation of Building Automation System for Heating, Ventilation, and Air Conditioning Systems Page 42 Action
 - 2. Request to Approve Proposal for HVAC Annual Maintenance Service Page 47 Action
 - 3. Darien Community Action Group Page 48 Information
 - 4. COVID Policy and Practices Action

- M. 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.

- N. Return to Open Session and Report of Any Action Taken
 - 1. Approve Minutes of Closed Session Meeting, January 20, 2021
 - 2. Open or Close Any Closed Session Minutes

- O. 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)

- P. Return to Open Session and Report of Any Action Taken
 - 1. Director’s Salary Increase
 - 2. Any Other Actions

- Q. Schedule Meeting for Planning and Outreach Committee (Megaridis, Rao, Rodriguez) Please look at the weeks of 1/24, 1/31, and 2/7, preferably a Monday evening.

- R. Adjournment

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of December 15, 2021

**Board of Trustees Regular Meeting
December 15, 2021 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:33 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, Maria Wlosinski
Others: none

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

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

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

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, November 17, 2021
2. Action on Bills/Additional Bills
Krupicka moved, Damon 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

Bukovac will prepare her end of year report and send it to the Trustees the last week in December. Suriano would like the survey completed by January 9. Suriano will print out the collated results which will be discussed during the January closed session.

H. Department Reports

I. Staff Report – none (Birmingham was not in attendance)

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. COVID Policy and Practices – There is nothing new to report.
2. Proposal to Purchase Security Camera System – Bukovac reviewed the proposal to upgrade and expand the library's security camera system. The new system will provide better clarity, allow staff live viewing, and will add more interior and exterior cameras. Rao moved, Raftis seconded to approve the purchase of the Digital Watchdog system from Current Technologies at a cost of \$17,286.00. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Proposal to Purchase Plaques Commemorating the Building Renovations – This is a recommendation from the Building and Grounds Committee. The plaques would be installed in the vestibule on either side of the plaque that commemorates the original building project. Damon moved, Raftis seconded to approve the purchase of plaques commemorating the building renovations from Bronze Memorial Company at a cost of \$4,554.00. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
4. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* – The State requires libraries to review these standards every year. The library meets all of the core standards. Bukovac reviewed the document with the Board and pointed out a few areas the library needs to study further or where we could do more. Bukovac said in the coming year the Planning Committee and the Board will begin looking at the Strategic Plan and this document could play a role.

M. Adjournment

At 7:45 p.m. Megaridis moved, Rodriguez seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried.

Crystal Megaridis, Secretary

ACTION ON BILLS DECEMBER, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1009 - 1091	\$ 121,210.61
Republic Paper Pay Checks	2002 - 2007	\$ 1,706.33
Republic Direct Deposits		\$ 116,379.60
MONTH'S TOTAL:		\$ 239,296.54

Indian Prairie Public Library District Bill Payment List December 2021

10127 Republic Bank Operating Account	Date	Num	Vendor	Amount
	12/06/2021	1009	Allard, Jamie	14.56
	12/06/2021	1010	Alphagraphics	718.36
	12/06/2021	1011	Bakran, Susan	120.00
	12/06/2021	1012	Birmingham, Laura	26.45
	12/06/2021	1013	Dancing Cranes Yoga Inc.	360.00
	12/06/2021	1014	DuPage County Clerk	10.00
	12/06/2021	1015	French Battlefields	175.00
	12/06/2021	1016	Merda, Amy E	135.89
	12/06/2021	1017	Ripka, Jennifer	50.00
	12/06/2021	1018	Under the Sea	100.00
	12/06/2021	1019	Wlosinski, Maria	11.20
	12/06/2021	1020	Zagotta, Sarah	24.39
	12/09/2021	1021	Baker & Taylor	7,359.19
	12/09/2021	1022	Ingram Library Services	1,491.12
	12/09/2021	1023	Midwest Tape	9,766.64
	12/09/2021	1024	AEP Energy, Inc.	3,962.83
	12/09/2021	1025	ASI Signage Innovations	1,198.51
	12/09/2021	1026	Blackstone Audio, Inc.	2,318.36
	12/09/2021	1027	Brodart Co.	15.37
	12/09/2021	1028	Canon Financial Services, Inc.	246.00
	12/09/2021	1029	Case Lots Inc.	153.20
	12/09/2021	1030	Cengage Learning, Inc.	1,081.29
	12/09/2021	1031	Center Point Large Print	372.23
	12/09/2021	1032	Chicago Tribune	136.00
	12/09/2021	1033	Children's Plus Inc.	462.90
	12/09/2021	1034	Colonial Life	82.53
	12/09/2021	1035	Comcast	193.35
	12/09/2021	1036	Dell Marketing L.P.	41.66
	12/09/2021	1037	DEMCO	507.94
	12/09/2021	1038	Displays2go	190.02
	12/09/2021	1039	DuPage County Public Works	582.67
	12/09/2021	1040	Findaway World, LLC	3.98
	12/09/2021	1041	FSS Technologies	112.50
	12/09/2021	1042	Harris, Marquitta	19.53
	12/09/2021	1043	Highland Park Public Library	400.00
	12/09/2021	1044	Technology	500.00
	12/09/2021	1045	Kanopy	146.30
	12/09/2021	1046	LibrariesFirst	275.00
	12/09/2021	1047	Library Ideas LLC	511.40
	12/09/2021	1048	Midwest Laser Specialists, Inc.	463.96

12/09/2021	1049	NCPERS Group Life	32.00
12/09/2021	1050	Neviol Inc.	8,315.00
12/09/2021	1051	NoLoad Fund Investor, The	169.00
12/09/2021	1052	OverDrive	4,400.66
12/09/2021	1053	Rivistas Subscription Services	25.50
12/09/2021	1054	Runco	46.19
12/09/2021	1055	Specialty Mat Service	128.78
12/09/2021	1056	The Davey Tree Expert Company	540.00
12/09/2021	1057	Thomson Reuters West	88.47
12/09/2021	1058	Uline	41.46
12/09/2021	1059	Distribution Center	48.10
12/21/2021	1060	Baker & Taylor	3,579.38
12/21/2021	1061	BCBS	18,623.60
12/21/2021	1062	Blackstone Audio, Inc.	143.48
12/21/2021	1063	Case Lots Inc.	336.60
12/21/2021	1064	Cengage Learning, Inc.	272.72
12/21/2021	1065	Chicago Tribune Media Group	150.31
12/21/2021	1066	Current Technologies	8,643.00
12/21/2021	1067	DEMCO	235.86
12/21/2021	1068	Filis, April	7.64
12/21/2021	1069	Fox Valley Fire & Safety	7,938.69
12/21/2021	1070	Groot Industries, Inc.	412.58
12/21/2021	1071	Hagg Press, Inc.	2,025.76
12/21/2021	1072	Heritage House Florist	60.00
12/21/2021	1073	Ingram Library Services	1,021.11
12/21/2021	1074	kristinZkreations	1,525.00
12/21/2021	1075	Kroeschell Service	6,367.00
12/21/2021	1076	LibrariesFirst	275.00
12/21/2021	1077	Midwest Tape	1,062.79
12/21/2021	1078	mk Solutions, Inc.	2,900.00
12/21/2021	1079	Old Town School of Folk Music	200.00
12/21/2021	1080	OverDrive	1,396.31
12/21/2021	1081	Peerless Network, Inc.	290.14
12/21/2021	1082	Principal Life Insurance Company	1,434.50
12/21/2021	1083	ProQuest LLC	3,487.00
12/21/2021	1084	Specialty Mat Service	229.02
12/21/2021	1085	Streett, Cathy	179.21
12/21/2021	1086	Swank Movie Licensing USA	118.00
12/21/2021	1087	Unique	71.60
12/21/2021	1088	Distribution Center	112.39
12/21/2021	1089	VSP Vision	204.03
12/21/2021	1090	Wingren Landscape, Inc	2,668.00
12/30/2021	1091	Bank of America	7,064.40
			<hr/>
			\$ 121,210.61

Bills for approval – Electronic Payments & Automatic Withdrawals

December 2021

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	12/09/2021	3,519.00
EFTPS-Federal	Payroll taxes	12/09/2021	18,636.21
ILDOR-State	Payroll taxes	12/23/2021	3,669.37
EFTPS-Federal	Payroll taxes	12/23/2021	18,660.09
DAC	Deposit to HRA – 5/3	12/07/2021	16.84
DAC	Deposit to HRA – 5/3	12/09/2021	212.63
DAC	Deposit to HRA - R	12/21/2021	232.65
DAC	Deposit to HRA	12/28/2021	28.89
INB, 5/3, Rep	Credit Card Fee	12/11/2021	189.24
Hinsdale Bank	Fee-Direct Deposit	12/31/2021	84.25

Director's Report

January 2022

Agenda

Omnibus:

By law we are allowed to delete audio tapes of executive sessions after 18 months. We have two tapes from February 2020.

There are two closed sessions. The first is to approve minutes from the closed session in 2021 and to review closed minutes in order to determine if any should be made public.

The second closed session is for discussion of the director's performance. The Board President will provide a summary of the evaluations filled out by the trustees at the closed session. The trustees will set goals for the director for the coming year and any salary increase for the director.

COVID Clinic

As I mentioned last month, I had connected with the state to set up a vaccine clinic at the library. Once we had agreement, I handed management of the clinic to Administrative Associate Jamie Allard. Jamie has since scheduled a second clinic, which is occurring today, and two kids clinics. Her report is attached to this report.

Community

On Wednesday, January 5 I did a Zoom presentation for the Darien Woman's Club giving them a "tour" of the renovated building. Saturday, January 8 I attended a meeting of the Darien Community Action Group along with Vicki and Marian. This meeting was put together by the Darien Rotary and included some municipal groups and most of the Darien organizations. It was a great way to connect with each other and share the projects and services each organization provides. We also brainstormed ideas for how best to stay connected and possible partnerships. The invitation and notes submitted by various attendees are attached to my report. We're meeting again February 12 at the library.

Renovation

The final signs were installed including the vinyl signs. The vinyl signs for the Maker Studio and LittleTown look terrific! The guest chairs are due to be delivered next week. The light fixture in the café is scheduled for a 1/24 ship date from China. There are a handful of small projects still waiting to be completed.

COVID

So far this season, we've had just two staff members get COVID. Some staff members have had family members get COVID, but the staff members did not get it. We've also had staff ill with typical seasonal illnesses which creates some level of anxiety until they test negative. We're

following the new CDC guidelines regarding quarantining, which the Illinois Department of Public Health have adopted.

Checkout on SWAN App

As Tony, noted in his report, people are able to check out on their phones using the SWAN app. We're turning it on Monday so staff can start learning how to use it and will promote it to the public starting with Thursday's enews. Our neighboring libraries are not turning on this feature, so it will only be available inside our library.

Meetings

Presentation to Darien Woman's Club

Darien Community Action Group meeting

One department heads meeting

One one-on-one with Ann

One one-on-one with Laura

One one-on-one with Debbie

Two staff interviews

Jamie Bukovac

Director

COVID Clinics

On December 3, 170 people received booster vaccines of all types.

Since the December 3 clinic did so well, I reached out about doing another one for adults on Friday, Jan. 14. While talking about promotion with Jill Yott, our Marketing Coordinator, I became aware that there has been a lack of kid clinics available in the area. I talked to my site coordinator about providing a separate event for 5-11 year olds. We agreed upon and filled out the paperwork to provide these on Friday, Jan. 21 & Friday, Feb. 11.

After locking down the event dates, I became aware of two new grant opportunities through the state that would provide the library with funding for every vaccination administered. While we weren't eligible for the one, I applied and was approved for the other. With this grant, the library will receive \$25 per dose of Pfizer or Moderna & \$40 per dose of J&J. More information on the grant is attached.

On Friday, Jan. 7, a representative from Senator Curran's office reached out to ask about partnering with us to get the word out about the three upcoming clinics. They've provided information to constituents through email blasts, social media, answering questions, and passing out the flyers. They also sent representatives from Senator Curran's office to be at the clinic.

The adult clinic on Jan. 14 started off without a hitch. We had twice the amount of staff sent in December and they even opened the clinic about 10 minutes early. The total amount of people vaccinated was 53.

Jamie Allard

Illinois Department of Human Services
Community-Based Organizations Vaccination Program
(Updated October 2021)

The Illinois Department of Human Services (IDHS) is operating a program for community-based organizations (CBO) across the State of Illinois to recruit individuals to COVID-19 vaccination sites operated by the State of Illinois Department of Public Health (IDPH) and IDHS. Clinics may occur at a location selected by the CBO or at a State facility and will be staffed by IDPH or IDHS staff who will provide the vaccine and all related vaccine logistics. Program deliverables include CBO marketing and recruitment, registration by phone and/or door-to-door, location costs, light refreshments, transportation, and staffing the event day of with translation services or other. Participant incentives, including cash, gift cards, or other forms of compensation for participation are not allowable.

IDPH and IDHS are seeking CBOs across the state to promote, recruit individuals, and host COVID-19 vaccination clinic events (Clinics) operated by IDPH and/or IDHS.

Eligible Entities: CBOs with the staffing and capabilities sufficient to meet the CBO responsibilities, below.

In order to qualify for and to be compensated for the Program, an interested CBO must contact and receive written permission from IDHS to proceed before performing any of the CBO responsibilities, below, including hosting its first Clinic. IDHS will not compensate CBOs for Clinics that have already taken place.

CBO Responsibilities: Participating CBOs will be compensated for their services, (as set out on a per vaccine dose basis, below), which include:

- Selecting a date and time for the Clinic, in cooperation with IDPH/IDHS;
- Securing a location for the Clinic*, in cooperation with IDPH/IDHS;
- Marketing the need for vaccination and the Clinic to their community;
- Recruiting and scheduling staff to serve as hosts and facilitators on the day of the Clinic **;
- Directly recruiting individuals to be vaccinated, by phone or door-to-door;
- Scheduling vaccine appointments/registration for the Clinic;
- Providing and serving light refreshments during the Clinic;
- Transporting individuals to and from the Clinic; and
- Provide translation services or other support on the day of the Clinic.

** Clinics will be held either at a location selected by the CBO or at a State facility. In cooperation with IDPH and IDHS, the CBO will select Clinic event date(s).*

*** The CBO will be the "Host" of the Clinic and provide the services above, including day of event staffing with translation services or other support. IDPH*

and/or IDHS vaccination staff will supply, administer, and handle all vaccine-related logistics at the Clinic.

Documentation Required from CBO:

- (1) Submitted invoice(s)
- (2) For each Clinic:
 - a. Location of Clinic
 - b. Date of Clinic
 - c. Brand of Vaccine Given
 - d. Total Number of Vaccinations (to be validated by IDPH/IDHS through the State vaccine tracking systems; to the extent there is any discrepancy, the State vaccine tracking systems' numbers will govern)

IDHS/IDPH Role: The vaccination portion of the Clinics will be staffed by IDPH or IDHS staff who will provide the vaccine and all related vaccine logistics.

IDHS will compensate the CBO based on number of vaccinations recorded by IDPH/IDHS in the State vaccine tracking systems.

Compensation, capped at \$15,000 per CBO for the life of the program, is based solely on the number of doses administered by the State at the Clinic, as follows:

\$25 per dose Pfizer Vaccine (2 doses required, administered at least 3 weeks apart, plus \$25 for 3rd dose, for eligible populations)

\$25 per dose Moderna Vaccine (2 doses required, administered at least 4 weeks apart plus \$25 for 3rd dose, for eligible populations)

\$40 per dose Johnson & Johnson (1 dose required, plus \$25 for 2nd dose, for eligible populations.)

Note: IDPH/IDHS will select the brand of vaccine to be provided at the Clinic. The Pfizer and Moderna vaccines will require 2 doses at least 3-4 weeks apart for full efficacy and therefore will require two Clinics. Provision of booster shots are subject to the approval of IDPH.

Contact: Kari Branham, Special Projects Administrator, at Kari.Branham2@illinois.gov or at 217-720-8662.

Assistant Director's Report: December 2021

Building:

Wingren has been doing a good job of keeping up with any snow or ice in the parking lot and sidewalks as necessary.

Joe and Kyle removed the old pergola from the Reading Garden.

Joe and Kyle installed the most recent shipment of donor bricks into the Reading Garden.

Joe installed the manipulative toys on a wall in Little Town.

Jordan and I rearranged furniture in Little Town to spread activities and seating areas out a bit more. The change has been popular.

Brett relocated one of the 2nd floor self-checks near the picture book area and the location proves to be convenient for our guests.

IPPL Foundation and Friends:

The book sale made \$236 in December.

I am currently working on procedures to accept donations with our Book Nook volunteers and will start taking them sometime in February.

Marketing Highlights:

- Here are the five most visited web pages on our website:
 1. Catalog - 467
 2. Hours/Location - 430
 3. Databases - 425
 4. Book Lists 287
 5. eBooks – 275

- Jill's Marketing Report is attached.

Continuing Education:

I viewed the following webinars in November:

CLSP National Summer Programming Symposium

Achieving Effective Performance Evaluations

Submitted by: Laura Birmingham

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

I was on vacation two weeks this month, but Marketing was still busy.

Foundation & Friends

This year Giving Tuesday fell on November 30. I'm pleased that we received \$1,745 in donations—the highest ever for this day. Efforts included an email via the regular enews mailing and Foundation & Friends mailing lists and social media posts.

In late December, we also did a reminder for end-of-year giving ask. That mailing was sent to previous donors. In addition, we also did a special enews, a mention of donations in regular enews, and social media posts.

School Outreach

I worked with Amy, Marissa, and Joe on a flier for teacher outreach. A form was created by Dave on the website to compliment the flier. The flier should be wrapped up in early January and distributed to teachers sometime later in the month.

We did a virtual backpack about the Maker Studio drop-ins for the schools.

In the Gallery—December

Display cases: Norman Rockwell Plates (Jamie A. grabbed her grandparent's collection after the scheduled display fell through. Thanks, Jamie!)

1st and 2nd floor gallery: Oak Brook Art League

Website

Dave also had a vacation this month. He worked on the teen page (nearing completion!) and some other minor updates. He also reformatted the home page based on how people are using the page. I had a conversation with Jamie about a better way to reimagine the page; these edits were the first step. We are going to study this more so we are featuring the right things on the homepage to maximize engagement.

Newsletter

After careful review and discussions with Jamie and Laura, we made the decision to include programming in the mailing to households. We haven't done this since March 2020 (prepandemic.) This will make it easier for patrons to find our programs in one document, and it will also reach the people who may not take the extra steps to go to the website for our programming. But, more importantly, we were able to include some stories in the newsletter. Telling stories is an important part of our marketing. Between Paul and I, we were able to conduct interview and share stories of our library and community. Looking forward to incorporating this for the next issue.

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.

General Enews Subscribers

November 30	17,272
December 31	17,225
Loss/Gain in subscribers	-47

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	298	+1
Teen Enews subscribers	148	-1

Enews Open & Click Rate

Date	Open Rate	Click Rate
December 2	27	2
December 9	29	1
Special Enews—Fewer Fines	31	1
December 16	30	2
December 23	30	1
December 30	35	2
Foundation & Friends (end of year giving appeal)	53	3

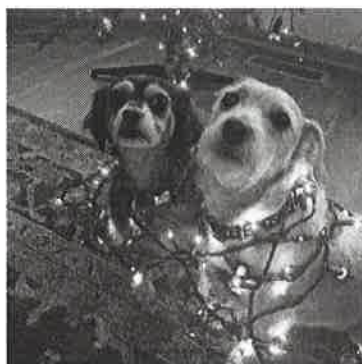
Social Media

This month, our social media channels held steady in its followers. Typically, December has shown us slower growth.

Social Media Channel	Likes/Followers	+/- (Since November 30)
Facebook (Likes)	2,069	No change
Instagram	866	+6
Twitter	1,141	+4
LinkedIn	186	+2
YouTube	216	-1

Social Media Posts

From sharing information about programs to showing off our guests at the library, this month the engagement was steady on what we shared with our followers. I think we have a lot of animal lovers following us because when Paul shared this adorable picture of his dogs to promote the photo contest that we are holding, it got a lot of engagement. Other popular photos include photos of our guests using the library. I shared a few examples below.



Guest Services
December 2021

Circulation

76% of our checkouts and renewals were done by self-service. 19% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

We had 844 patrons use the drive up in December.

We checked out 1726 items. 723 holds were placed in December for pickup at the drive up.

Community

Passports: We accepted 73 passports in December.

Library Cards: We issued 98 resident library cards. 16 were initiated remotely.

Notary Public: We notarized 96 documents in December.

User Experience

On December 15, new loan rule blocks of \$5 due or 14 days late. Not surprising, the patron (and staff) response to removing fines has been very positive.

Staff

Sydney Yangas has resigned effective January 23 to take a full time position. Ellen Yang is retiring January 29, after 21 years as both a shelver and a page. All positions are currently posted.

We have been training Jordan Calabrese to help work the Guest Services Desk starting in January.

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			
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	262,552		
& 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 - December 2021

Community:

Sarah coordinated a class visit from Hinsdale South's ESL3 class. She did an activity and gave a tour to 9 students.

Amy hosted a 5th Boy Scout troop to learn about coding on December 14. 14 scouts attended.

Jen attended the Darien Chamber of Commerce Holiday Gathering on December 15.

Amy visited Lakeview Jr High's after school "Spartan Hour" on December 16 and did a button-making activity with 18 students in 6th/7th/8th grades.

Sarah visited the Willowbrook Corner After-School program and did an activity with 14 students.

Programs:

In December, staff presented/hosted a total of 43 events serving 351 people.

Programs for Everyone:

12/29	Mid-Day Movie: Luca	Amy	17
12/20	Nutcracker Night	Sarah	25

Little Kids Program Attendance (all programs in-person)

12/5	Birthday Storytime	Erin	4
12/7	Pop – Up Storytime	Erin	5

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

12/2	Get Crafty: Metal Embossing	Amy	6
12/9	Homeschooling Smart: Ocean	Amy	16
12/9	Are YOU a Dragon Master?	Amy	3
12/13	Play-It! Yoshi's Crafted World	Amy	9
12/16	Wings of Fire Celebration	Amy	6
12/18	Pokemon Party	Amy	20
12/30	Mid-Kid Craft: New Year's Fun	Amy	20
12/30	Middle School Dungeons & Dragons	Sarah	9

Since the Pokemon party was so successful, parents requested a regular Pokemon Club. Amy is exploring the idea and it will likely start in the next couple of months.

Teens:

12/2	Ucycle Crafts: Hats & Mittens	Sarah	3
12/11	Teen Crafternoon	Sarah	0
12/13	Let's Play Cake Bash	Sarah	0
12/14	Teen Board Game Club	Sarah	1
12/27	Crafts for a Cause: Cards	Sarah	6
12/27	Teen Bad Movie Club	Sarah	2
12/29	Pokemon Go for Teens	Sarah	0

The "Crafts for a Cause" program, which 6 teens attended, made 49 New Year's cards. Marquitta then distributed the cards to our homebound seniors and senior living facilities.

Sarah is currently collecting tissue boxes for a craft for the Rainbow Club. Feel free to drop any off in Admin or the Kids & Teens desk at any time.

Adults:

12/1	Online – Chair Yoga	Cindy	15
12/4	Doc O'clock: Bitcoin	Sarah	6
12/6	Remembering Pearl Harbor	Cindy	17
12/8	Online – Chair Yoga	Cindy	16
12/11	Adult Pokemon Go	Sarah	0
12/15	Online – Chair Yoga	Cindy	15

Groups:

12/7	Rainbow Club	Sarah	4
12/7	Rainbow Parents Club	Sarah	4
12/7	Hand Sewing Circle	Sarah	3
12/11	Yarn Spinners	Sarah	1
12/11	TASC Meeting	Sarah	9

The previous leader of the Adult Chess Club reached out to me with interest in starting it back up. I am working with them to get it started again this Spring.

Passive Programs:

12/1	Tracing Page	Erin & Jordan	30
12/3	Gingerbread coloring page	Erin & Jordan	115
12/1	Teen Post- Music	Sarah	10
12/10	Winter Trace and Count- mittens	Erin & Jordan	65
12/10	Teen Post - Places	Sarah	32
12/11	Pop-Up Flying Dragon Craft	Amy	94
12/15	Winter Find and Color	Erin & Jordan	105

12/26	New Year's Eve hat	Erin & Jordan	140
12/15	Teen Post - New Year's Resolutions	Sarah	13

Continuing Education:

Amy and Erin visited the Downers Grove Public Library to learn about the types of outreach they do for birth through 6th grade.

Amy, Sarah and Cindy all attended the Southwest Suburban Programmer's Meeting on December 16th to learn about programs and performers.

Amy and Sarah had a thorough training on Maker Studio equipment with Jack in preparation for the Mid-Kid and Teen Maker Studio hours starting this month.

Marquitta attended the RAILS Serving Patrons with Dementia Group meeting. They had a representative from the Alzheimer's Association and they gave a comprehensive overview about Alzheimer's.

Laura, Amy, Jordan and Erin attended the CSLP National Summer Programming Symposium on December 2nd. It was an all-day online event with several great speakers. It gave us some great ideas for summer programming.

Erin, Jordan, Sarah and Amy all watched the webinar, *Foundations of Outreach*.

Jen took the food handling and BASSET alcohol serving training.

Grant:

Amy submitted an application for an inclusive Financial Literacy Programming Kit from the ALA/FINRA Educator Foundation. The kit is for K-8th graders and contains helpful programming ideas, book lists and books to add to the collection. Kits will be awarded to 100 libraries who receive the grant. We will find out in February or March.

Submitted by: Laura Birmingham

Resource Services Monthly Report

December 2021

Submitted by Tony Lucarelli, Head of Resource Services

I participated in the all librarians meeting where we discussed the new service model and what roaming schedules would look like going forward starting in January.

I met with our AARP site coordinator to go over how the service will work this year. People wanting assistance will need to come into the library in-person to make an appointment and pick up an intake packet. On the day and time of their appointment, they will meet with a preparer and hand over their documents and will then have to leave the room but remain in the library. At an appointed time, they will return to the Meeting Room to go over their return and have it filed. Starting January 31, we will take appointments for Mondays and Fridays from February 11 through April 11. There will be five times slots each day with five appointments in each time slot.

I met with Jamie and Debbie to discuss next steps in the training of the Guest Services Associates. We determined that Resource Services Librarians will create short quizzes to gauge where Guest Services Associates stood in providing reference and reader's advisory assistance. Based on these quizzes we will then determine where reinforcement of knowledge is necessary.

I discovered that I have backend access to the library's mobile app and we have the ability to make changes without involving SWAN. The first thing I did was add the library's holiday hours. I then trained Paul in how to do this so that Marketing can take this on when they update holiday hours on the website and social media. We are also examining the mobile checkout function. Turning this on will allow guests to use their mobile device to check out items as they find them. This function is geofenced and will only work when someone is in the library building.

Collections

To support the fewer fines initiative, we had to update tags and information on a number of smaller collections to eliminate the fines statements: baby bundles; nature packs; parenting packs; puzzles; flash cards; Leap Pads; bookazines; binge boxes; board games; and book bags (642 items in total).

Adding series statements to hardcover mysteries has completed its first pass. We are doing a second pass to add statements to items that were checked out when we did the first pass. Paperback mysteries are completed. Audiobooks have been started.

Junior series have series statements completed for Go-Z.

For our sheet music books, we added song titles into the record for each book. We accomplished this quickly by overlaying OCLC records that already had the song titles entered. Only one of our sheet music books did not have song titles entered in the OCLC record, so we will manually enter these.

The front barcode project has been completed. Guest Services is setting aside items that still need a front barcode when they are returned.

Library Material Displays For December

Lobby Guest Services Desk – Holidays (Hanukkah, Christmas, Kwanzaa)

Café – Staff Favorites from 2021

1st Floor Staircase – Cooking for the Holidays

Stacks – Learn a Foreign Language Month

Kids & Teens Entrance (counter top above the end of the board game collection) – December 1-15 – Do You Want to Build a Snowman? (items about snow and winter); December 16-31 – Animals in the Snow Junior Fiction – Holidays (Hanukkah, Christmas, Kwanzaa)

Monthly Highlights

- T.J. worked on assisting in relabeling the board games with new graphics to eliminate fine statements. He sent out an e-mail to staff to introduce himself in his new role of assisting staff in creating surveys and analyzing results. He worked with Natalie on a staff favorite's survey. He added another Roku with Apple TV+, giving us three total for this streaming service.
- Joe has been working on a frequently asked questions document for Guest Services Associates to reference when asked common questions that come into the desk. He received the new database business cards and distributed them in pertinent areas of the collections as well as stored them at the Guest Services Desk for easy access when working with guests. He continues to coordinate the DuPage Literacy "Neighbors Together" initiative and worked with Jill to set up a webpage for it.
- Marissa ran grubby reports for the teen and beginning readers collections to identify popular items that may need replacement. She pulled items that were in bad shape or had significant damage and ordered replacements. She set up a passive activity in the Mid Kid Lounge that was a community crossword puzzle. She created book lists for the 2022 award books – Caudill, Lincoln, Monarch, and Bluestem.
- Natalie created a hot picks section in the new large type area in the Marketplace. She had analytics run on existing book lists on the website to determine what to weed due to lack of popularity. She pulled items for January displays and changed out the December displays. She has been working on bringing back an ongoing display of staff favorites including creating bookmarks for each staff member.

Community

- Natalie assisted six area book clubs in selecting book discussion titles or assisting them in placing requests for titles.
- We sent discussion packets to 11 area book groups, eight on never before requested titles and three on titles previously requested by other groups.

Continuing Education

- Marissa attended the Collaborative Library Summer Program Summer Symposium and watched the Random House Children's Books Spring 2022 preview.
- Natalie watched the webinars *Diversity, Equity, & Inclusion Lessons for Libraries* via ProQuest and RAILS webinars *Selling Happy Every Afters* and *Murder They Wrote*.

eNewsletters

Bestseller Preview

December 1, 2021 – Sent to 474 addresses, opened 216 times (46% open rate) with 55 click throughs.

December 15, 2021 – Sent to: 474 addresses, opened 219 times (46% open rate) with 48 click throughs.

New eBooks

December 1, 2021 – Sent to 177 addresses, opened 96 times (54% open rate) with 54 click throughs.

December 15, 2021 – Sent to 177 addresses, opened 90 times (51% open rate) with 3 click throughs.

Technology & Maker Services Board Report December 2021

Technology Services

Improvements

- Meeting Rooms- A new 7.1 surround sound audio system was installed in Meeting Room 2. Replaced the A/V receiver in Meeting Room 1 with the same model in Meeting Room 2. Having both receivers the same makes it easier for public and staff to use.
- Study & Conference Rooms – Improved use of televisions in study and conference rooms by making available a remote control and HDMI cable in each room.

Classes/Programs

2 classes & programs - Total attendance: 26

<u>Date</u>	<u>Class/Program</u>	<u>Age</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. Dec. 14	Girl Scouts Coding badge	Kids	Jack	14
Tues. Dec. 14	Girl Scouts Coding badge	Kids	Jack	12

Statistics

- Computer Usage
 - Adult Users: 1268 Hours: 1006
 - Adult laptop: 16 Hours: 16
 - K&T Users: 208 Hours: 97
 - K&T Laptops: 13 Hours: 12
- Drive-thru Printing- 1
- Technology Desk Assistance- 561
- 1-on-1 Training: 204
- Wireless Usage- Total Unique Access: 5,900

Maker Services/Maker Studio

It was very busy as guests were using the space and equipment to create holiday gifts. The laser cutter and embroidery machines were the most popular.

I helped a guest duplicate a part for a drill press using the 3D software TinkerCAD. Email from patron:

Reply Reply All Forward IM



Rod Polacek <rodneypolacek@gmail.com>

Ann Stovall

Fwd:

Ann,

The 3d print project you helped me with, the drill press stop worked out great. Just had to drill the hole. Everything went together perfectly. Thanks again.

Rod Polacek

Jack taught two training session on the Maker Studio equipment with Amy, Sarah, Erin and Marquitta in Programming & Outreach Services.

Classes/Programs/1-on-1

- 7 classes-Total attendance: 44
- 1 passive program- Green Screen Holiday Background Photos - Total attendance: 11
- 1-on-1 training: 114
- Assistance: 552

<u>Date</u>	<u>Class/Program</u>	<u>Age</u>	<u>Instructor</u>	<u>Attendance</u>
Thurs. Dec. 2, 4 p.m.	Candle Making	Kids	Jack	16
Mon. Dec. 6, 9:30 a.m.	Design with Coral Draw and using laser cutter	Adult	Ann	1
Tues. Dec. 7, 5:30 p.m.	Wooden Toys with laser- puzzle	Adult	Ann	1
Wed. Dec, 8, 4 p.m.	Easy Pillow Sewing	Kids	Jack	3
Fri. Dec., 10, 6:30 p.m.	Create & Sip	Adult	Jack/Ann/Dave	22
Thur., Dec. 16, 4 p.m.	East Pillow sewing	Teen/Adult	Jack	3
Sat., Dec. 18, 10:30 a.m.	Scented Candles	Adults	Jack	6

Made in a class

<p>5th Anniversary "Tin" Puzzle Laser Cutter</p> 	<p>Create & Sip Sizzex Die Cutter</p> 	<p>Wooden Ornaments Laser Cutter Printer</p> 
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Made using Equipment

<p>Part for Drill Press 3D Printer</p> 	<p>Part for Drill Press 3D Printer</p> 	<p>Drawing Wood Transfer Wood Burner</p> 
<p>Hand Towels Embroidery Machine</p> 	<p>Etched Carafe & Pint Glass Laser Cutter</p> 	<p>Italy Sign Laser Cutter</p> 
<p>Personalized Door Mat Laser Cutter</p> 	<p>Personalized Christmas Bags Silhouette Cameo Vinyl Cutter</p> 	<p>Paper Place Mats for Wedding Shower Silhouette Cameo Vinyl Cutter</p> 

Equipment Usage

- 3D Printers- 5
- Button Maker – 5
- Candle Maker-12
- Carving Machine- 2
- Cricut (Vinyl)-3
- Embroidery Machine- 58
- Knitting-1
- Laser Cutter- 73
- Poster Printer – 7
- Sewing Machine- 14
- Silhouette (Vinyl)- 21
- Sizzix (die cut/embossing) - 30

Websites

- Statistics
 - Maker Studio Website Users- 315 Page Views- 1434
 - IPPL Website Users – 9,031– Page Views- 31,392

Library of Things (LOT)

Statistics

- LOT Checkouts (Includes eLibrary Devices)
 - Unique Users – 141 ; Total checkouts – 290

Sharing

- Shared information on our streaming Roku services with a librarian from Upper Arlington Public Library in Ohio.

Ann M. Stovall, Head of Technology & Maker Services, January 13, 2022

STATISTICS FOR	Dec-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	18,460	16,476	114,296	111,098	2.88%
Teen	1,395	1,169	8,033	7,760	3.52%
Kids	11,820	8,789	74,320	63,527	16.99%
ILLS Sent	2,907	2,787	15,059	11,441	31.62%
TOTAL	34,582	29,221	211,708	193,826	9.23%
Electronic Circulation	8,087	10,226	50,844	61,266	-17.01%
GRAND TOTAL CIRC.	42,669	39,447	262,552	255,092	2.92%
% Reciprocal Borrowing	8%	2%	8%	7%	
Patron Visits	21,345	8,225	137,131	57,470	138.61%
<u>Current Cards</u>					
Resident	98	77	23,931	22,850	4.73%
Non-Resident	63	38	769	774	-0.65%
TOTAL	161	115	24,700	23,624	4.55%
<u>Patron Assistance</u>					
Adult - Reference	1,796	1,264	8,581	8,602	-0.24%
Kids - Reference	789	509	3,927	4,855	-19.11%
Technology - Reference	1,201	1,250	6,689	6,454	3.64%
TOTAL REFERENCE	3,786	3,023	19,197	19,911	-3.59%
Adult - Other	179	89	1,253	972	28.91%
Kids - Other	251	2	865	66	1210.61%
Technology - Other	20	28	403	111	263.06%
TOTAL OTHER	450	119	2,521	1,149	119.41%
GRAND TOTAL ASST.	4,236	3,142	21,718	21,060	3.12%
<u>ILL/Reserves</u>					
Holds	6,504	8,213	41,388	48,041	-13.85%
ILLS Sent	2,907	2,787	15,059	11,441	31.62%
ILLS Checked Out	3,150	4,507	19,484	19,662	-0.91%
ILLS Received	3,557	4,507	21,944	19,662	11.61%
<u>Programs - Adult</u>					
# Programs	8	7	55	69	-20.29%
Attendance	75	201	967	1,393	-30.58%
<u>Technology Classes</u>					
# Programs	9	14	59	49	20.41%
Attendance	70	179	350	640	-45.31%
<u>Individual Technology Training</u>					
# of Patrons	420	71	1,942	392	395.41%
<u>Groups</u>					
# Programs	11	1	46	12	283.33%
Attendance	49	6	295	163	80.98%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	9	7	29	63	-53.97%
Attendance	33	64	146	320	-54.38%
<u>Programs - Kids</u>					
# Programs	15	38	101	425	-76.24%
Attendance	145	552	1,506	3,062	-50.82%
GRAND TOTAL ATT.	792	1,073	5,206	5,970	-12.80%

STATISTICS FOR	Dec-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	2		8		
Attendance	32		142		
Passive Programs - Teen					
# Programs	5		12		
Attendance	65		197		
Passive Programs - Kids					
# Programs	10		28		
Attendance	553		1,431		
Computers - Patron Use					
Adult Computers	1,268	888	8,501	6,741	26.11%
Kids Computers	208	62	850	506	67.98%
Teen Laptop	13	7	39	42	-7.14%
Adult Laptop	16	0	97	29	234.48%
TOTAL PATRON USE	1,505	957	9,487	7,318	29.64%
Hours Used					
Adult Computers	1,006	606	6,696	4,483	49.36%
Kids Computers	97	42	471	273	72.53%
Teen Laptop	12	4	37	37	0.00%
Adult Laptop	16	0	122	42	190.48%
TOTAL HOURS USED	1,131	652	7,326	4,835	51.52%
Wireless Total Connections	5,900	3,743	34,180	26,142	30.75%
IPPL Total Web Site Access	9,031	18,091	84,679	330,339	-74.37%
IPPL Total Page Views	31,392	46,196	230,805	426,077	-45.83%
Subscription Database Logins	3,339	2,556	17,300	16,357	5.77%
Outreach-Homebound					
Items Delivered	114	127	742	682	8.80%
Volunteers					
Number Active	24	15			
Hours Worked	54	36	249	313	-20.45%
Staff Training Hours	37	70	525	471	11.46%
Room Use					
Conference Rooms	272	0	1,618	329	391.79%
Meeting Room					
Library	18		121		
Non-Library	4		14		
Board Room					
Library	5		75		
Non-Library	7		45		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	553			553	78	14	78	14
Non-Fiction	38528			38528	3966	5798	3966	5798
Fiction	30868			30868	5971	10001	5971	10001
ADULT TOTALS	69949	0	0	69949	10015	15813	10015	15813
KIDS								
Non-Fiction	11564			11564	1033	805	1033	805
Fiction	23486			23486	3219	2557	3219	2557
KIDS TOTALS	35050	0	0	35050	4252	3362	4252	3362
TEEN								
Non-Fiction	513			513	147	74	147	74
Fiction	3844			3844	682	647	682	647
TEEN TOTALS	4357	0	0	4357	829	721	829	721
BOOK TOTALS	109356	0	0	109356	15096	19896	15096	19896

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			6929	899	269	899	269
Music CDs	4369			4369	365	1820	365	1820
Playaway	370			370	6	6	6	6
DVDs (DVD & Blu-ray)	20123			20123	1722	2434	1722	2434
ADULT TOTALS	31791	0	0	31791	2992	4529	2992	4529
KIDS								
Audiobooks on CD	571			571	87	54	87	54
Music CDs	293			293	26	2	26	2
Playaway	114			114	7	0	7	0
DVDs (DVD & Blu-ray)	4045			4045	251	504	251	504
KIDS TOTALS	5023	0	0	5023	371	560	371	560
TEEN								
Audiobooks on CD	172			172	40	74	40	74
Playaway	21			21	2	0	2	0
DVDs (DVD & Blu-ray)	-5			-5	0	442	0	442
TEEN TOTALS	188	0	0	188	42	516	42	516
AUDIOVISUAL TOTALS	37002	0	0	37002	3405	5605	3405	5605

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	202			202	57	9	57	9
Tech Takeout (except digital content devices)	134			134	23	4	23	4
CD-ROMs	-1			-1	0	36	0	36
ADULT TOTALS	335	0	0	335	80	49	80	49
KIDS								
Kits (STEM, Book bundles, etc.)	152			152	14	19	14	19
Puzzles (New Aug. 2018)	18			18	3	1	3	1
Playaway Launch Pads	19			19	0	3	0	3
KIDS TOTALS	189	0	0	189	17	23	17	23
TEEN								
Equipment (CD Players, etc.)	5			5	0	1	0	1
Console Games	774			774	119	11	119	11
Board Games	117			117	24	4	24	4
TEEN TOTALS	896	0	0	896	143	16	143	16
OTHER TOTALS	1420	0	0	1420	240	88	240	88
COLLECTION TOTALS	147778	0	0	147778			18741	25589

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - December 2021

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 12/31/2021

Balance on hand as of November 30, 2021.....	3,584,056.81
Cash Receipts for December.....	40,886.54
Cash Disbursements for December.....	284,583.21
Cash on hand as of December 31, 2021.....	3,340,360.14

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.056%	
General.....	572,432.90
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking	30.37
Hinsdale Bank & Trust - Checking.....	103.93
Fifth Third - Savings - Rate 0.01%.....	12,585.01
Republic Bank - Savings - Rate 0.08%.....	1,284,155.14
Republic Bank - Checking General.....	9,449.30
Republic Bank - Payroll Account.....	38,407.44
Petty Cash/Circulation.....	404.00
Balances as of December 31, 2021.....	3,340,360.14

FUND BALANCES AS OF 12/31/2021

Corporate Fund.....	3,424,746.72
Building & Maintenance Fund.....	19,629.46
I.M.R.F. Fund.....	(11,694.77)
Liability Fund.....	(99.65)
Social Security Fund.....	27,864.20
Special Reserve Fund.....	(103,817.24)
Current Liabilites.....	(16,268.58)
Grand Total All Funds.....	3,340,360.14

Indian Prairie Public Library District
Consolidated Revenue Report for December 2021

35

Percent of Year: 50.00

	RECEIVED Dec 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	21,024.74	3,883,572.77	100.56%	3,862,097.00	-21,475.77
41150 · Non-current Property Taxes	238.39	1,579.84	0.00%	0.00	-1,579.84
43100 · Interest-Tax Levy	0.00	0.84	0.00%	0.00	-0.84
TOTAL PROPERTY TAX & LEVY INTEREST	21,263.13	3,885,153.45	100.60%	3,862,097.00	-23,056.45
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	122.54	361.84	0.00%	0.00	-361.84
TOTAL INTEREST	122.54	361.84	0.00%	0.00	-361.84
DESK MONIES					
45100 · Copier	189.10	698.25	30.36%	2,300.00	1,601.75
45120 · Computer Copies	1,177.99	5,615.80	74.88%	7,500.00	1,884.20
45130 · Fax	328.18	1,849.39	92.47%	2,000.00	150.61
45200 · Fines/Fees	740.24	13,731.99	83.22%	16,500.00	2,768.01
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	373.18	2,658.43	66.46%	4,000.00	1,341.57
45350 · Non-Resident Fees	6,633.70	55,271.52	73.70%	75,000.00	19,728.48
45450 · Hot Picks	0.00	4.00	0.00%	0.00	-4.00
45550 · Meeting Room Rental	112.50	187.50	0.00%	0.00	-187.50
45600 · ILL Fees	0.00	40.99	8.20%	500.00	459.01
45650 · Maker Studio	311.31	596.21	119.24%	500.00	-96.21
45700 · Passport Fees	2,205.00	12,705.60	101.65%	12,500.00	-205.60
45750 · Notary Fees	116.00	673.00	96.14%	700.00	27.00
TOTAL DESK MONIES	12,187.20	94,032.68	77.23%	121,750.00	27,717.32
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	0.00	400.80	80.16%	500.00	99.20
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	0.00	420.80	76.51%	550.00	129.20
GRAND TOTAL	33,572.87	4,042,699.05	100.13%	4,037,558.00	-5,141.05

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

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Percent of Year: 50.00

	December 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	166,170.79	1,043,162.30	45.47%	2,294,105.00	1,250,942.70		
61310 · Benefits - Medical / Life Ins.	11,663.23	73,491.80	38.39%	191,452.00	117,960.20		
61330 · Benefits - IMRF	19,544.61	121,928.12	54.09%	225,440.00	103,511.88		
61340 · Benefits - FICA	12,330.89	77,940.26	44.41%	175,500.00	97,559.74		
61400 · Staff Development	99.76	1,891.19	8.52%	22,200.00	20,308.81		
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	133.08	840.83	28.03%	3,000.00	2,159.17		
TOTAL PERSONNEL	209,942.36	1,325,187.50	45.41%	2,918,381.00	1,593,193.50	3,250,000.00	40.78%
MATERIALS							
62100 · Books	11,802.19	64,849.41	40.80%	158,950.00	94,100.59		
62200 · Periodicals	76.84	8,719.57	33.12%	26,325.00	17,605.43		
62300 · Audio	2,123.01	9,684.31	29.94%	32,350.00	22,665.69		
62400 · Video	2,415.34	8,548.63	20.14%	42,450.00	33,901.37		
62500 · Multi-Media	75.21	157.98	7.90%	2,000.00	1,842.02		
62600 · eMaterials	11,369.91	112,370.64	61.17%	183,700.00	71,329.36		
62700 · Console Games	588.89	2,171.41	31.02%	7,000.00	4,828.59		
62800 · Damaged Item Replacement	1,014.63	3,827.04	63.78%	6,000.00	2,172.96		
62900 · Materials Supplies	1,243.52	7,554.32	35.97%	21,000.00	13,445.68		
TOTAL MATERIALS	30,709.54	217,883.31	45.41%	479,775.00	261,891.69	525,000.00	41.50%
BUILDING							
63200 · Cleaning Service	8,544.02	38,513.53	50.15%	76,800.00	38,286.47		
63300 · Utilities (1-8-11 · Gas)	0.00	3,028.19	20.19%	15,000.00	11,971.81		
63300 · Utilities (1-8-12 · Electric)	0.00	23,815.08	41.06%	58,000.00	34,184.92		
63300 · Utilities (1-8-13 · Telephone)	501.33	2,514.92	41.92%	6,000.00	3,485.08		
63300 · Utilities (1-8-14 · Water/Sewer)	582.67	1,014.51	12.68%	8,000.00	6,985.49		
63300 · Utilities (1-8-15 · Garbage Disposal)	412.58	2,418.21	48.36%	5,000.00	2,581.79		
63350 · Building Supplies	133.64	2,715.50	45.26%	6,000.00	3,284.50		
63400 · Maintenance Supplies	336.60	3,589.01	32.63%	11,000.00	7,410.99		
63500 · Security System Monitoring	112.50	301.50	43.07%	700.00	398.50		
63600 · Property Maintenance	3,387.21	16,062.17	40.16%	40,000.00	23,937.83		
63800 · Building Maintenance/Repair	5,870.65	25,727.04	85.76%	30,000.00	4,272.96		
TOTAL BUILDING	19,881.20	119,699.66	46.67%	256,500.00	136,800.34	350,000.00	34.20%
OPERATIONS							
64200 · Supplies - Office	1,053.30	2,637.34	23.98%	11,000.00	8,362.66		
64300 · Photocopy Supplies	77.91	697.44	11.62%	6,000.00	5,302.56		
64400 · Guest Services Supplies	0.00	933.00	26.66%	3,500.00	2,567.00		
64500 · Postage	-321.85	1,443.75	28.88%	5,000.00	3,556.25		
64550 · Passport Postage	323.85	1,509.40	60.38%	2,500.00	990.60		
64600 · Non-Payment Reimbursement	0.00	-478.36	-31.89%	1,500.00	1,978.36		
64700 · Travel	30.30	256.65	17.11%	1,500.00	1,243.35		
64800 · Organizational Memberships	550.00	1,326.00	37.89%	3,500.00	2,174.00		
64900 · Bank Fees	273.49	1,605.01	64.20%	2,500.00	894.99		
TOTAL OPERATION	1,987.00	9,930.23	26.84%	37,000.00	27,069.77	42,000.00	23.64%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	2,854.38	28.54%	10,000.00	7,145.62		
65150 · Supplies-Staff Toner	0.00	1,753.03	25.04%	7,000.00	5,246.97		
65160 · Supplies-Technology Services	13.98	171.86	57.29%	300.00	128.14		
65170 · Supplies-Maker Studio	96.94	751.00	30.04%	2,500.00	1,749.00		
65200 · Technology-Prof Services	0.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	104.96	7,252.90	42.66%	17,000.00	9,747.10		
65350 · Tech Takeout	0.00	105.97	3.53%	3,000.00	2,894.03		

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

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Percent of Year: 50.00

	December 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65360 · Kits	128.37	233.78	4.45%	5,250.00	5,016.22		
65400 · Technology Equip Mnt/Repair	626.93	1,115.92	6.05%	18,436.00	17,320.08		
65500 · Software	2,905.30	8,278.46	58.43%	14,169.00	5,890.54		
65600 · SWAN	0.00	23,800.33	50.19%	47,422.00	23,621.67		
65700 · Telecommunications	693.35	6,406.09	42.84%	14,955.00	8,548.91		
TOTAL TECHNOLOGY	4,569.83	52,798.72	36.91%	143,032.00	90,233.28	200,000.00	26.40%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,525.00	5,552.00	34.06%	16,300.00	10,748.00		
66200 · Credit Bureau	71.60	250.60	20.88%	1,200.00	949.40		
66300 · Copier	0.00	1,130.00	37.67%	3,000.00	1,870.00		
66400 · Copier Maintenance Contract	-981.53	408.78	13.63%	3,000.00	2,591.22		
66900 · Fees - Bond Registrar	10.00	50.00	22.73%	220.00	170.00		
TOTAL CONTRACTUAL SERVICES	625.07	7,391.38	31.16%	23,720.00	16,328.62	35,000.00	21.12%
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	2,025.76	9,745.57	38.98%	25,000.00	15,254.43		
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	146.70	1,413.58	9.42%	15,000.00	13,586.42		
68500 · Legal Notices	150.31	873.24	58.22%	1,500.00	626.76		
TOTAL COMMUNICATIONS	2,322.77	13,093.96	29.10%	45,000.00	31,906.04	50,000.00	26.19%
PROGRAMMING							
68600 · Programming	1,853.20	11,111.33	30.28%	36,700.00	25,588.67		
TOTAL PROGRAMMING	1,853.20	11,111.33	30.28%	36,700.00	25,588.67	45,000.00	24.69%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	18,745.27	37,011.27	52.87%	70,000.00	32,988.73		
69200 · Special Reserve Fund	1,198.51	203,140.87	0.00%	0.00	-203,140.87		
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	291,834.75	2,019,024.10	50.01%	4,037,477.00	2,018,452.90	4,522,000.00	44.65%

View this message in your browser.

*E-News January 12, 2022***In this Issue:**

RAILS News | Continuing Education (CE) | E-Resources | Deals, Discounts, Grants | Illinois State Library News | Other Library News | Conferences | Member News | RAILS Jobs and More Links



RAILS News

NEW Please Fill out RAILS E-News Survey

If you read the *RAILS E-News*, you know that it's packed with information for all types and sizes of libraries. We publish it weekly with news from RAILS, our member libraries, other library institutions, and the greater library world. We want to ensure that it remains a useful and valuable source of information for all our readers. Please help by completing this survey!

NEW Two Sources of Help for Cataloging Materials in World Languages

Looking for help cataloging materials in world languages? There are two statewide programs that can help. Both programs are supported by a grant from the Illinois State Library and are free to Illinois library system members.

The Cataloging Maintenance Center (CMC) is operated by IHLS (Illinois Heartland Library System) and provides a number of cataloging services: cataloging training, database cleanup, oral transcriptions, special collections consulting, and bibliographic services. Bib services include original and copy cataloging for print and electronic materials by Illinois authors and illustrators, local histories, genealogies, realia, one-of-a-kind items, and sub-collections pertaining to specific fields or areas of study (special collections) as defined by the library—such as materials in world languages.

The World Language Cataloging Services Program is operated by RAILS (Reaching Across Illinois Library System) and provides original and copy cataloging for materials in world languages that are considered part of the library's regular collection, as opposed to being a special collection. Each library makes that determination.

Both programs are available to all system members at no cost to help with cataloging materials in world languages and other needs. To learn more about how either program can help your library, contact the CMC at 618.467.8649 or pthomas@illinoisheartland.org or the World Language Cataloging Services Program at 630.734.5128 or nincy.george@railslibraries.info.

NEW Pandemic Services, Hours, and More at Your Library

We've been hearing from member libraries that you are interested in what services/hours other libraries are offering right now. Please add your library's details about services, hours, etc., to this short survey. Then you can view the results dashboard to see what others are doing during this phase of the pandemic. This "reopening survey" and other related information can be found on the COVID-19 Pulse Page.

Filling out and **re-filling out the survey as things change** for your library will keep the results updated with your most current service offerings and hours, and will help members remain apprised of other libraries' pandemic plans. Only the most up-to-date information will display in the results.

NEW Specialized Library Spotlight

If you haven't checked out the Specialized Library Spotlight, you are really missing out! - especially if you DON'T work at a specialized library. Today's spotlight on Kane County Law Library and Self Help Legal



videos is a great opportunity for library staff to learn about the services these libraries offer, including services available to the general public.

In our most recent spotlight, Halle Cox, Director at the Kane County Law Library and Self Help Legal Center, shares how the library serves the lawyers and judges, as well as the general public. She says approximately 85 percent of their users are the general public. They seek to create empowered and informed legal consumers.

Each spotlight focuses on a specialized library and how they make a difference in their organization. Through a series of video interviews, RAILS discusses how each library serves its audience and tells its story. If you'd like your specialized library featured in the Spotlight, please contact Communications.

Complete Annual Online Certification!

The Annual Online Certification process is underway. Certification is required of all library system members to qualify for continuing system services and grant programs from the State Library. The window for certification closes on March 31.

People who have the Certification Contact box checked in their affiliation with their agency's primary building on L2 will see a link on their user dashboard page and the L2 homepage when they're logged in. If we haven't imported your library's latest ILL Statistical Survey completion date yet, there's also a link to the Illinois State Library's web page to complete that first.

After you've completed the annual certification process, a message that the library's certification has been completed will be displayed instead of the link on your L2 dashboard.

Learn more about certification on the L2 homepage. View a **video demonstration of how to complete certification** on the RAILS YouTube account.

January 19 RAILS Member Update Agenda

Hear the latest RAILS and library-related news at the January 19 RAILS Member Update from 10 a.m. to noon, via Zoom. See agenda. Topics include:

- Latest developments with RAILS' new strategic plan
- Update on RAILS' Statewide Database Proposal
- Efforts to expand the Cards for Kids Act
- 2020 Census for Municipalities and the Library Services Map
- CARLI Open Textbook Grant, including RAILS' role in the grant
- Advice on handling library materials challenges

All are welcome! Register for the Zoom session.

NEW RAILS Board Meeting, Friday, January 28

The RAILS Board meets on Friday, January 28 at 1 p.m., via Zoom. See agenda/supporting documents when available. Please submit public comments in advance to Emily Fister to be read aloud at the meeting.

Per the Open Meetings Act, anyone is able to attend the meeting via Zoom. However, we ask that non-participants watch the meeting via RAILS live stream. The meeting will also be recorded for future viewing on the RAILS YouTube page.

NEW RAILS Delivery: Misdirected Items and Delivery Bins

RAILS asks all libraries to report items received in incoming delivery bins that are meant for another library **by sending an email to our** delivery help desk. Please include a brief description of the item(s) and how it was labeled. You can also attach a picture (optional) if you think it might help us rectify the issue. It is very important to return the item(s) immediately via your outgoing delivery bins so we can send it to the correct destination in a timely matter.

We also ask libraries to return extra delivery bins so RAILS always has an adequate supply on hand. Please **send an email to our** delivery help desk to report the surplus bins so your driver can retrieve them on your next delivery stop.

Thanks in advance for helping RAILS Delivery to continue to run smoothly and efficiently!

NEW "Being an Effective Remote Worker" Webinar, February 2

Employees who are not used to working from home can be challenged when needing to work remotely. Join presenters from HR Source as they discuss topics for the remote employee, including tips on the effective home office set-up, being in the right mindset for remote work, and self-accountability. This webinar will be held on February 2 from 10 to 11 a.m. Learn more and register on L2.

OTHER CE

NEW Dublin' Down on Dublin Core, January 20

Dr. Pamela Thomas will discuss Dublin Core (vocabulary terms usually used to describe digital resources) in this webinar on January 20 from 10 to 11 a.m. She will also cover the history and background of Dublin Core, variations, elements, and how to crosswalk the data. She will show examples of Dublin Core records, as well as how to create a Dublin Core record. Register.

NEW Working with Fire Professionals

The CARLI (Consortium of Academic and Research Libraries in Illinois) Preservation Committee is pleased to invite Illinois libraries to join a webinar Working with Fire Professionals on January 25 from 2 to 3 p.m. This program, presented by Chief John High of the Illinois Fire Service Institute, will look at identifying fire hazards, how to prevent them, and how the fire department will respond to the call. Register for this event.

E-Resources

NEW E-Content We Love: Simultaneous Use Titles in eRead Illinois Axis 360

We have added over 4,000 simultaneous use titles to the eRead Illinois Axis 360 collection. Titles added include education e-books for children from ABDO, Capstone, and Time for Kids, as well as adult titles from Chicago Review Press, Callisto Media, Recovering the Classics, and more.

For more information on joining eRead Illinois Axis 360 and gaining access to these items as well as a shared collection of over 56,000 popular e-books and audiobooks, visit eRead Illinois.

Deals, Discounts, Grants

Deals & Discounts

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

LOTE Online for Kids Discount

RAILS negotiated advantageous pricing for LOTE Online for Kids, an online database of digital picture books in world languages. This resource helps libraries engage multilingual families in their communities while allowing kids to enjoy books and learn language through the magic of storytelling. Register for a LOTE Online for Kids informational webinar on **Tuesday, January 18, at 2 p.m.**

GRANTS

NEW Applications Open for Peggy Barber Tribute Grant

ALA invites library workers to apply for the Peggy Barber Tribute Grant. This grant aims to help ease budget challenges by annually awarding three libraries \$2,500 to support a proposed program, program series, or programming effort.

Each year, the grant will focus on supporting a specific type of library programming. This year, libraries are invited to submit applications for a grant to support **humanities-based** programming. The deadline to apply is February 1. Read the grant guidelines and apply online.

are eligible. Applicants must have a personal or institutional membership with either ALA or the Association of Rural and Small Libraries.

NEW **New ILA Inclusive Travel Grants for National Conferences, Deadline February 1**

ILA announced that applications are open for their new Inclusive Travel Grants for National Conferences. Each year, five \$1,000 stipends will be awarded to librarians and library staff who have faced structural barriers to national participation, including those eligible for ALA's Spectrum Scholarships, people with disabilities, people who identify as LGBTQIA+, and rural librarians or library staff.

The grants can be used to attend a variety of conferences, including the ALA, PLA, Association of Rural and Small Libraries, and REFORMA conferences, among others.

The deadline for the first round of applications for this year is Tuesday, February 1, and recipients will be announced by Tuesday, February 15. Additional information is available on the ILA website. If you have any questions, please contact ILA.

Illinois State Library News

NEW **Per Capita and Construction Grant Deadlines Extended**

The Illinois State Library extended the due date for the Public Library Per Capita and Equalization Grants and the Live and Learn Construction Grant Program from January 15 to **February 15**.

If you have questions about the Public Library Per Capita and Equalization Aid Grants, email the Illinois State Library at percap-grant@ilsos.gov.

If you have questions about the Live and Learn Construction Grant, email the Illinois State Library at construct-grant@ilsos.gov.

2022 Illinois Public Library Annual Report is Now Open

The 2022 IPLAR survey is open. Each public library is required to submit the IPLAR 60 days after the library's fiscal year-end. Public libraries will receive an email that explains this year's new questions. The new questions, added by the Institute for Museum and Library Services (IMLS) and the Public Libraries Survey (PLS), provide more detailed reporting for the programming section, including live virtual programming and age-specific group programming of all types.

As always, the instructions and survey are available on the Counting Opinions website. Library directors will receive a reminder email 60 days before the report is due for each library.

Other Library News

Register for an ILA Library Legislative Meet-Up

Registration is open for ILA's 2022 Library Legislative Meet-Ups, via Zoom. This annual series of legislative events provides an opportunity to meet with your state and federal legislators and hear their thoughts firsthand about issues affecting libraries in your area. All elected officials on the state and federal levels are invited.



Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Advance registration is required, so don't wait!

This year's virtual meet-ups are **free for ILA members**, including staff and trustees from ILA institutional member libraries. For non-members who wish to attend, registration is \$15.

If you have questions regarding registration or you're not sure which meet-up covers your library and legislative district, contact the ILA office.

**Request to Approve Purchase and Installation of
Building Automation System for
Heating, Ventilation, and Air Conditioning Systems**

Building Automation Systems (BAS) are software programs used to manage the heating, ventilation, and air conditioning systems (HVAC) in a building. Ideally, the software is connected to all pieces of equipment, including controls for each space in the building. Building maintenance staff are able to use the software to control air flow and temperatures in areas of the building and to identify any problem areas. The BAS also provides other advantages listed in the attached memo.

The library currently has a BAS that was installed many years ago by Kroeschell, who has had the library's HVAC maintenance contract for a number of years. There are a couple of problems with the current BAS:

- It's a proprietary software that very few HVAC contractors use or are familiar with.
- The software does not allow the library personnel to manage the HVAC system. It can only be managed by Kroeschell. This means that library staff cannot easily monitor our HVAC system or use it to make adjustments. Each time a diagnosis of a problem is required, an adjustment to the system is needed, or there is repair or installation of equipment, Kroeschell staff are the only ones who can manage the software and the library is charged for this work.
- The current BAS is connected to only 15 of the library's 60 VAV boxes, which are the boxes that control the air flow and temperature throughout the building. This means that the 45 VAV boxes not connected to the BAS cannot be monitored or managed.

Joe Eskew, Building Services Coordinator, has worked closely with our HVAC system for three years, studying our set-up and other BAS options. I've attached a memo from Joe detailing current problems and why it is beneficial to purchase and install a new BAS. (In addition, in a separate agenda item, I am also requesting the library change HVAC maintenance companies.)

Pricing and Recommendation:

Kroeschell: Connect their current software to the remaining 45 VAV boxes
\$120,379.00

Carrier: Install Carrier's I-Vu 8.0 control system, connect to 60 VAV boxes. Their software service agreement is \$6,500 per year.
\$112,385.00 Total five-year costs = \$138,385.00

Building Automation Solutions: Install N4 Tridium Niagara and Jace 8000 system, connect to 60 VAV boxes. Includes 3 years Tridium software license and maintenance agreement for upgrades. That agreement can be extended to 5 years for \$500.00
\$140,000.00 Total five-year costs = \$140,500.00

Installation by Carrier and by Building Automation Solutions includes connecting air handler, chiller, and boilers to the system plus 60 new supply air temperature sensors for the VAV boxes and 60 thermostats (from Carrier) and 60 space temperature sensors (from Building Automation). The costs also include building the graphics and floor plans, setting up the alarms, and programming controls.

Though the quote to purchase is higher, we're recommending the trustees choose the system offered by Building Automation Systems. If the trustees agree, we could get two more quotes for this system to see if we can lower the cost. However, we do have money for this in the operating budget as we will be underspent in the salary budget line by at least \$170,000.00. (Because these quotes are for a service, the library does not have to take the lowest quote.)

The Carrier system is a proprietary system, but it is used more often than the Andover system Kroeschell provided us, thus it is easier to find companies who can do our HVAC maintenance work. However, there is always the possibility that Carrier can choose to limit access to their software in the future. The system provided by Building Automation Solutions is a controller network provided by Honeywell using the Niagara N4 software which has an open framework. So, this system is completely open and is known by many HVAC maintenance companies.

This is a description of both types of systems from a company that installs these types of systems, Control CX:

"CARRIER CONTROLS EXPERTS

Our team of Carrier certified control experts can provide guidance on your existing control system or show you an upgrade path to keep up with the current generations of control systems. New Carrier control installations are based on the powerful and flexible i-Vu system.

TRIDIUM NIAGARA FRAMEWORK

Niagara Ax and N4 are an industry proven framework that allows integration, configuration, and programming of almost all building automation systems. If you are being told that you need to replace your entire building automation system, Niagara may provide alternate, and more effective, options.”

Please note the last sentence here. What’s interesting about the Niagara N4 system is that it is an Internet of Things platform, connecting and translating data from nearly any device or system – lighting, water, solar, fire panels, etc. For example, our fire panel is currently set up in a very basic way with no means of online oversight. With the Niagara system we could connect the fire panel to this building management system and have the same oversight and management of that as we do with our HVAC system. The same is true of our lighting and water systems. Doing this requires research on our part and there would be a cost. But, the software provides a lot of options in managing building systems that is not provided by the Carrier software.

January 14, 2022

To: The Board of Trustees

From: Joe Eskew, Building Services Coordinator

Re: Building Automation System

The benefits of having a BAS system are only benefits when the system is installed and operating correctly. Our current BAS is Andover Continuum. This is a proprietary system and there are very few HVAC companies in the area that are able to manage this BAS. Kroeschell is the company the library has used for HVAC maintenance for years and they installed this particular BAS. Over the three years I have been with the library, I have come to understand that since the install of our current BAS nothing has been done correctly. All repairs and adjustments have been treated as temporary solutions, and not treated with a long-term mindset as they should be. For this reason, I feel the library needs a new HVAC contractor. However, due to the proprietary nature of the Andover system, it is difficult to find a new HVAC contractor.

More importantly, with a new BAS, we will be able to assure that the system is installed correctly from the start. We would have all 60 VAV boxes online and addressable as well, instead of just 15. Both of the new BAS systems that are proposed are not proprietary systems and include training for us to learn how to manage the system, do our own adjustments, and our own commissioning of any new equipment or replacement parts as needed.

Benefits of a Building Automation System (BAS)

A BAS reduces the energy consumption, making equipment and systems more efficient, dramatically reducing energy costs. Proper installation of a building automation system on average can save more than 15% of energy costs. Controllers, based on sensor input, provide optimal zone ventilating, heating and air conditioning.

- Controllers monitor and control natural ventilation dampers.
- Humidity sensors are used to control summer dehumidification and winter humidification of air.
- Controllers optimize HVAC efficiency by methods such as resetting set points of boilers according to outside temperature, optimizing start/stop times for occupied periods, using economizers for free cooling, and maintaining ventilation at the most efficient flow rates.

A BAS allows the building staff to be proactive in maintaining proper temperature, humidity control, and ventilation. Plus, this aids in preventing equipment breakdown.

- Trends and logs provide information for further optimization of the system as well as for documentation requirements for building certification.
- Through the BAS, the HVAC system can be remotely monitored by building staff. Based on sensor data, software alarms and notifications alert staff to issues before they cause discomfort to building occupants and escalate into bigger, more costly problems.
- A properly installed BAS would allow other staff trained on the system (such as administration staff and staff-in-charge) to easily make adjustments to the system, as needed, when building staff are not working.

Updated
Request to Accept Proposal for Heating, Ventilation, and Air Conditioning
Annual Maintenance Contract

The library's contract with our current maintenance company, Kroeschell, ends February 28. As Joe Eskew shared in his memo relative to a new building automation system, Kroeschell has provided short-term solutions and installed building automation system software that is not in the best interests of the library.

The current preventative maintenance and services contract with Kroeschell is \$7,416.00 annually.

Quotes:

Kroeschell	\$7,640	labor cost \$164/hour; OT \$237/hour
Mercury Mechanical Corporation	\$7,500	labor cost \$157/hour; OT \$235.5/hour
Hayes Mechanical	\$8,472	labor cost \$140/hour; OT \$182/hour
First Point	\$9,000	labor cost \$154/hour; OT ?
Carrier	\$9,400	labor cost \$208/hour; OT ?

Rotary Club of Darien IL

1702 Plainfield Road
Darien, Illinois 60561
www.darienrotaryclub.org



TO: Darien Civic, Social and Service Organizations

The Rotary Club of Darien would like to invite two representatives from each of Darien's Civic, Social and Service Organizations to a meeting at the **Darien Police Training Room**, on **Saturday, January 8, 2022**, from **10:00 am – 12:00 noon** at **1710 Plainfield Rd.** The purpose of holding such a meeting is as follows:

- Develop a better understanding of the work of each of the organizations
- Discuss areas of overlapping activities
- Discuss/assess Darien's real and current concerns
- Discuss the possibility of joint service project(s) to meet the needs of the community

Our organization is seeking ways of collaborating with other organizations for the betterment of our community; we feel that together, we can achieve more for our city as a group than as individual organizations. Our request for a community partnership is not meant to be a repudiation of the efforts put forth by each organization; it is simply a request to come to together on a major project that would have a truly significant impact on our city.

We ask that you consider joining us on January 8 and at minimum share information regarding your group and your primary responsibility as a Darien Civic, Social and Service group. We ask you to send at least two members of your group, with one of your attendees currently in a leadership role. We will be supplying coffee and light food offerings for your enjoyment.

Please join us for a morning of sharing; hopefully we can all work together to make Darien a "nicer" place to live. For questions and to RSVP, please email info@darienrotaryclub.org or call 630-327-8202.

Yours truly,

Barbara J. Vondra

Barbara J. Vondra
Community Service Chair
Darien Rotary

CC: Darien Arts Council
 Darien Chamber of Commerce
 Darien Garden Club
 Darien Historical Society
 Darien Youth Club
 Indian Prairie Library

Darien Kiwanis Club
 Darien Lions Club
 Darien Woman's Club
 Darien VFW Post 2838
 Darien Filipino American Assoc.
 Darien Elected Officials

Maria Wlosinski

From: Andrew Blumenfeld <andrew@dupagestar.com>
Sent: Saturday, January 08, 2022 3:39 PM
To: Joe Marchese
Subject: Meeting of Civic Organizations

Mayor Marchese,

Thank you for creating the group of Darien civic organizations and hosting the meeting this morning. As I mentioned to you at the meeting, I believe the foundations for schools/districts in Darien would benefit by being involved in future meetings. I am the vice-chairperson of the Darien District 61 Educational Foundation. I know we would like to be involved.

I don't know anyone on the foundation boards for Districts 63 and 66, but you mentioned that you know the superintendents for those districts. They'll know the contact people for their respective foundations.

Foundation board members can benefit your group of civic organizations because they generally consist of people who like to get involved with civic projects. Most of the members of the District 61 Foundation don't even have kids in District 61. We all recognize the benefit of having a good education system in our local community.

Regards,
Andy

Andrew Blumenfeld
DuPage Star Technology
DuPage Star, Inc.
(630) 730-0892

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Maria Wlosinski

From: Christine Bosacki <cbosacki@comcast.net>
Sent: Sunday, January 09, 2022 2:53 PM
To: Joe Marchese
Subject: Saturday Rotary Meeting

Thank you Mayor Marchese for organizing the community meeting on Saturday Jan. 8. Darien Garden club was happy to be a part of that effort.

Before the next meeting, could we maybe ask each organization to create a one-page document describing their group, their mission, their annual events and their contact info?

To be copied and shared with each other organization? Thanks.

Here are just of few items from my notes to contribute to the record.

A welcome package for new residents could include contact info for all of the Darien organizations.

A handbook of organizations and their info could be available at the library.

The Darien website needs to be updated more often.

A Pumpkin Smash in November would be a great community event. Sponsored by SCARCE.

Volunteers from the Library Corp of Volunteers could distribute packets of into to new AND current residents.

Community needs:

Outreach to immigrants

More communication between organizations-possibly a quarterly meeting?

More community events for all ages for example;

Holiday events

Farmer's Market

Arbor Day

More senior outreach.

Online central calendar.

Promote Information sharing with neighboring towns, invitations to events.

Chris Bosacki

Darien Garden Club

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Maria Wlosinski

From: GofC Info <info@giftofcarl.org>
Sent: Monday, January 10, 2022 6:57 PM
To: Joe Marchese
Cc: Mary Sullivan; Renee Vuillaume
Subject: The Gift of Carl Foundation recap

Dear Mayor Marchese,
 Thank you for getting the ball rolling with Saturday's meeting. It was insightful and I feel like we are on the road to do great things for Darien.

As requested below is a brief summary of the things The Gift of Carl is involved within our city:

As per our mission statement: In memory of Carl Alan Vuillaume, the mission of the Gift of Carl Foundation is to provide awareness and educational opportunities in the fields of theater arts, literacy, music and environmental education.

We are a small foundation, with 4 board members who meet yearly and vote on items throughout the year as they come up.

Theater Arts: We provide a yearly scholarship to one graduating thespian senior from Hinsdale South. The award amount is \$5,000. Every other year (before Covid) we also issued a \$1,000 grant award to Actors with Special Needs group out of LaGrange Township HS. Since covid, they have not been allowed to meet in person, therefore no performances. This past December we issued a \$3,000 grant to The Darien Arts Council to help them in their efforts to bring Joseph and the Amazing Technicolor Dreamcoat to stage.

Literacy: Each year we fund the Write On program for tweens and teens out of the IPPL. We work with the library on this program, as they know best what the teens are reading and who they would like to meet in person. We bring in a popular author and offer cash prizes to the winners of the Write On contest. This event happens in late October/November. This coming event will be our 17th year sponsoring the Write On event. We recently issued a grant to Evergreen Park Library for them to purchase 50 copies of "Stamped: Racism, Anti Racism, and You" by Jason Reynolds and Ibram X. Kendi. They also held a virtual event hosted by a professor from the junior college about racism. It was very well attended and the books have been in use ever since we purchased them.

Music: We currently accept used instruments that are no longer in use and have them refurbished. We then send our inventory list out to the local schools and see if they have any students that perhaps can't afford to rent an instrument that we can help. We donate the instruments to the schools, and it is up to them to get them to the appropriate students. We also have sponsored "The Sound" for about 6 years with IPPL (before Covid). This was an event where the teen advisory board (TAB) selected 6 or so acts from the applications and those groups/soloists performed for cash prizes. It was always a fun night with some amazing talent. With the personnel changes at IPPL this past June, the event was not help. Jamie and Laura from IPPL want to pick it back up come June 2022.

Environment: We have sponsored Darien Arbor Day for the last 15 or so years. I worked with Kathy Minardi for many years helping with this event. When she was no longer able to continue, she asked me if I'd continue the program. We work with Darien Park District and the local schools to help with the program. We purchase butterfly kits for whichever science classes want to raise them with the intention of releasing them on Arbor

Day. The DPD picks the park that they need the trees planted. We reimburse the DPD for the expense of the trees and the markers that are also installed. We supplied all the classes that helped raise butterflies with goody bags with educational information and some milkweed or sunflower seeds. We accept donations for the seeds from Davy Tree company. Before Covid the schools would send their students to attend this morning event, the last Friday in April. We'd have a representative from The Morton Arboretum to talk to them about the importance of trees, the Police and Fire departments would attend and educate the students about stranger danger and fire safety. Some years we'd have HSHS choral groups sing a song. We always tried to get as many groups to attend as possible.

We also provide the Mighty Acorns program at Lace School. We are in our 5th year with Lace School (minus part of 2020 and all of last year). We sponsor this program through The Conservation Foundation. The Conservation Foundation has educators who come to Lace once a month for about 35 4th and 5th graders. It is an amazing program that introduces the students to so many amazing environmental things. We are currently working on restoring the retention area on the south side of Lace into native plantings. The Gift of Carl erected a permanent educational sign there last summer telling all about this rain garden spot. Mr. Bob Johnson is the teacher sponsor from Lace who we work with for this program. Before Covid, we also were able to take field trips with the kids to the local forest preserves to explore many different subjects. I can't say enough about this amazing program that my late husband Rob worked tirelessly to get started at Lace.

I know I have written a long letter, but I'm extremely proud of the work our small foundation has accomplished in Darien. I hope we can do many more things in the years to come.

Sincerely,
Charleen Vuillaume
President/The Gift of Carl Foundation, Inc.

--
-- The Gift of Carl Foundation, Inc.

info@giftofcarl.org

www.giftofcarl.org

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Darien Community Action Group meeting, January 8, 2022

Notes from our group:

Create welcome packets that include information about the organizations, the work they do, and any needs for volunteers/members. Library could organize volunteers to put packets together and distribute them to new residents. (Would need addresses.) Later someone in the group said it would be good to give every household the packet initially.

Promote Darien Connect to get households to sign up for it and include a section for announcements from organizations.

Share information among organizations re projects and events to see how partnerships could be generated.

Provide a method for letting community members know where and when volunteers are needed.

Outreach to senior residences to keep seniors informed.

Determine how we can reach new immigrants (perhaps through schools?) to share resources with them.

Jamie Bukovac

Maria Wlosinski

From: cgerrib@comcast.net
Sent: Saturday, January 08, 2022 2:35 PM
To: Joe Marchese
Subject: notes from 1-8-22 community roundtable

Here's my notes:

- The library gets asked for by people where they can volunteer at. They need a clearinghouse of information.
- The library can help with Rotary's project at Pembroke.
- How do we get 20-somethings involved in volunteering?
- Need non-sports activities for kids
- Need to create a resident information packet
- This group needs to hold regular meetings and maybe create a community newsletter
- We need a community calendar
 - List which activities offer volunteer hours
- We need to do more for Arbor Day
- Darien needs a fine arts center

Chris Gerrib

Read my books! www.privatemarsrocket.net

Visit my blog: <http://Chris-gerrib.dreamwidth.org>

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Meeting Ground Rules

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.
- Respond to people in a non-dismissive, respectful manner.
- Insure everyone has an equal voice.
- These are everybody's rules and everyone is responsible for seeing that they are followed.