

1

Board Agenda
July 15, 2020 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our July 15, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

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

iPhone one-tap :

US: +13126266799,,87168876468#,,,,0#,,372275# or +13017158592,,87168876468#,,,,0#,,372275#

Telephone:

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

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

Webinar ID: 871 6887 6468

Password: 372275

International numbers available: <https://us02web.zoom.us/j/87168876468>

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

A. Roll Call

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

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

Vision Statement: Lives are enriched and dreams are realized.

C. Public Comment

D. Communications and Announcements

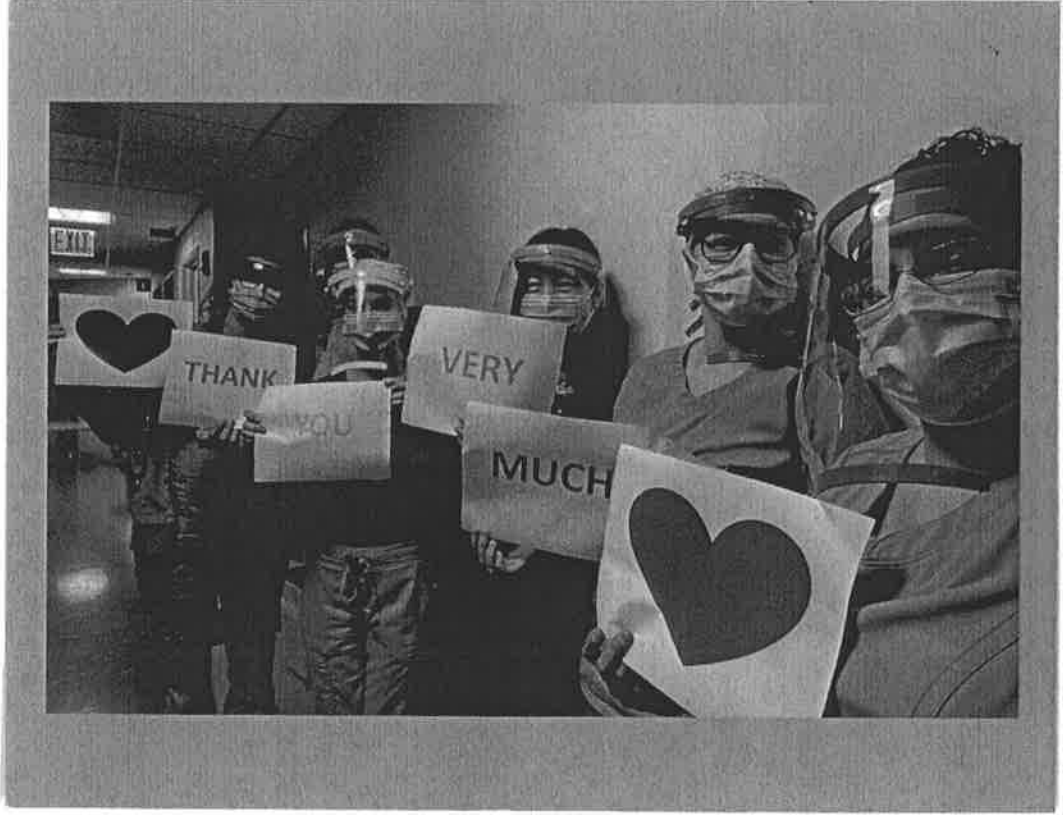
- | | |
|--|---------|
| 1. Amita Informatics Team to Library re: Thank You | Page 3 |
| 2. Wang to Birmingham re: Thank You | Page 5 |
| 3. LADSE to Library re: Thank You | Page 7 |
| 4. Darien Woman's Club to Bukovac re: Soap Collection | Page 8 |
| 5. Beardsley to Bukovac re: Darien Woman's Club Donation | Page 9 |
| 6. Bukovac to Beardsley re: Thank You | Page 10 |
| 7. Monarch Waystation Certificate and Designation | Page 11 |

E. Omnibus Consent Agenda

- | | | |
|--|---------|--------|
| 1. Minutes of Regular Board Meeting, June 17, 2020 | Page 13 | Action |
| 2. Minutes of Special Board Meeting, June 23, 2020 | Page 17 | |
| 3. Action on Bill/Additional Bills | Page 20 | |
| 4. Ordinance #2020-6 Amending Budget & Appropriations Ordinance for FY 2019-2020 | Page 25 | |
| 5. Proposed Policy 613 Restore Illinois Safely Policy | Page 26 | |
| 6. Resolution #2020-A Amendment to Special Reserve Fund Plan | Page 27 | |

Board Agenda
July 15, 2020 – 6:30 p.m.

| | | | |
|----|--|---------|-------------|
| F. | Items Deleted from Omnibus Consent Agenda | | Action |
| G. | Library Director’s Report | Page 28 | Information |
| H. | Department Reports | | Information |
| | 1. Assistant Director | Page 30 | |
| | 2. Marketing | Page 32 | |
| | 3. Adult | Page 34 | |
| | 4. Circulation | Page 38 | |
| | 5. Technology and Technical Services | Page 39 | |
| | 6. Youth | Page 41 | |
| I. | Staff Report None | | |
| J. | Reports | | |
| | 1. Treasurer’s Report | Page 51 | Information |
| | 2. Chamber Reports (Jensen) | Page 55 | Information |
| | 3. RAILS | Page 56 | Information |
| | 4. Building and Grounds Committee (no report) | | |
| | 5. Finance Committee (no report) | | |
| | 6. Planning/Outreach Committee (no report) | | |
| | 7. Policy Committee (no report) | | |
| K. | Unfinished Business None | | |
| L. | New Business | | |
| | 1. Renovation – Furniture Styles | Page 62 | Discussion |
| | 2. Renovation – Alternates | | Discussion |
| | 3. Adopt Tentative Budget & Appropriations | Page 73 | Action |
| | 4. Ordinance #2020-5 Determining to Levy an Additional Tax of .02% | Page 75 | Action |
| | 5. Audit of Secretary’s Minutes & Review of Closed Session Minutes | | Action |
| M. | Meetings Scheduled | | |
| N. | Community Events | | |
| O. | Library Events | | |
| P. | Adjournment | | |





"Be a rainbow in somebody else's cloud"
- Maya Angelou -

Your kindness and generosity were truly lifesaving!
Thank you for being a rainbow in the storm.



With gratitude,
The AMITA Informatics Team





June 29, 2020

Laura Birmingham
Assistant Director
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60521

Dear Mrs. Birmingham,

Thank you for you and the staff in making the Indian Prairie Library a collection point for my Eagle Scout Project - a Video Game Drive for underprivileged children and teens in foster homes, orphanages, and camps.

Special thanks also to the local residents and library patrons for making the Video Game Drive a huge success!

The community response was overwhelming. I was able to collect over one thousand video games, 38 consoles and handheld devices, over 400 accessories, and more to help these underprivileged children.

The donations came at a time when they were needed most by children staying home during COVID-19 pandemic. The bulk of the donated video games were distributed through my project beneficiary Toy Box Connection to children in

Englewood, Chicago. Life is not easy for children and teens who live in Englewood, known for its crime and poverty.

Video games are fun, entertaining and energizing. This is why many children and teens, across the country, love playing video games.

Now, these children and teens in Englewood and other parare now able to safely have fun and be entertained inside with these desirable video games, during the global pandemic.

Again, thank you very much for supporting my Eagle Scout Project.

Sincerely,

Brandon Wang
Brandon Wang
Eagle Scout Candidate
Boy Scouts Troop 51
Clarendon Hills, IL

7

LADSE

VOCATIONAL ALLIANCE



On behalf of the LADSE Vocational Alliance we want to thank you for providing exceptional vocational training to the students of Riverside Brookfield Highschool, Lyons Township High School, and the Deaf and Hard of Hearing Program at Hinsdale South High School.

Our students greatly benefit from your support. Your partnership has allowed our student learners to gain a variety of work and social skills that helps them develop the confidence to become independent and self sufficient. We are grateful for your continued participation!

Please accept this token of our appreciation that can be easily displayed in your window.

Thank you and have a wonderful summer!



March 15, 2020

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

Dear Mrs. Bukovac:

On behalf of the Darien Woman's Club I wish to thank you for the support you gave us regarding our Soap Collection in December, 2019. In addition to the bin at the Indian Prairie Public Library, we also had bins at the Republic Bank of Chicago on 75th Street, First Merchants Bank on Cass Avenue, the Darien Park District, and the Darien Public Schools in Districts 61, 63, and 66. We collected nine hundred seventy-four soap products that were distributed to three hundred ten local families, including some seniors, in mid-December. We are grateful for the generous spirit of the community. Your support has been tremendous over the last five years.

Sincerely,

Mary Beardsley
Darien Woman's Club
Home Life Committee



May 14, 2020

Indian Prairie Library Foundation
401 Plainfield Road
Darien, IL 60561

Indian Prairie Library Foundation

On behalf of our members, please accept this contribution of \$1500.00 to be used as you wish. We are pleased to support your organization and congratulate you on the contribution you make to our community.

Sincerely,

A handwritten signature in cursive script that reads 'Colleen Delph'.

Colleen Delph
Philanthropy Chairperson

Enclosure

401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info



June 29, 2020

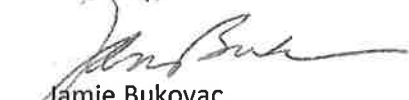
Jennifer Staehely
President Darien Woman's Club
3265 Ailsworth Court
Darien, IL 60561

Dear Jennifer:

On behalf of the library trustees and staff I want to thank the Darien Woman's Club for their generous donation of \$1,500.00 to the library. The library is currently working on a renovation of the building so we're holding off on making a decision on how best to use your donation in the Kids & Teens department.

We are very grateful for the opportunities that the Woman's Club donations have provided over the years. Thank you so much for your continued support.

Sincerely,


Jamie Bukovac
Library Director

Certificate of Appreciation

Monarch Waystations provide milkweeds, nectar plants, and shelter for monarchs throughout their annual cycle of reproduction and migration.

In appreciation for efforts on behalf of monarchs,
Monarch Watch awards this certificate to

Indian Prairie Public Library

for the creation and maintenance of Monarch Waystation number

27441

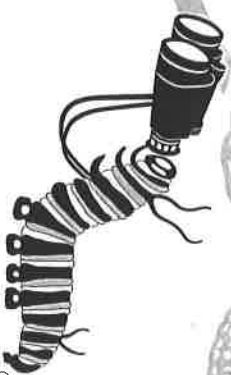
Creating and maintaining a Monarch Waystation contributes to monarch conservation and helps to assure the continuation of the monarch migration in North America.

CREATE, CONSERVE, & PROTECT MONARCH HABITATS



Chip Taylor, Director

Monarch Watch



www.MonarchWatch.org

MONARCH WAYSTATION



This site provides milkweeds, nectar sources, and shelter needed to sustain monarch butterflies as they migrate through North America.

Certified and registered by Monarch Watch as an official Monarch Waystation.

CREATE, CONSERVE, & PROTECT MONARCH HABITATS

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 17, 2020

**Board of Trustees Regular Meeting
June 17, 2020 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our June 17, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below. We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. June 17, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

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Webinar ID: 843 2590 6451

Password: 636302

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

A. Roll Call

President Suriano called the meeting to order at 6:36 p.m. and stated the following:

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

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

Absent: Taylor Frawley

Staff Present: Jamie Bukovac, Maria Wlosinski, Ann Stovall

Others: none

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

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

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

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

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 12, 2020
2. Action on Bills/Additional Bills
3. Ordinance #2020-3 Establishing Regular Meeting Date
4. Ordinance #2020-4 Amending Budget and Appropriations Ordinance for FY 2019-20
Megaridis moved, Damon seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that the library received \$1,500 from the Darien Woman's Club. We will discuss how to spend it at a later time. The special board meeting with the architects is June 23. A question was raised about the potential need for changing the plan in terms of social distancing. Bukovac said the architects have broken out costs of individual pieces of the project for phasing. She noted that phasing is not unusual for libraries and there isn't an additional cost with phasing. The Board can decide what pieces of the plan can wait. A question was raised as to whether we are locked in to the renovation budget the Board approved. Bukovac said the budget can be changed.

H. Staff Reports – none

I. Reports

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

J. Unfinished Business - none

K. New Business

1. Phased Reopening of the Building – The library is basing its phased services on the phases instituted by the State of Illinois as detailed in *Restore Illinois*. Bukovac gave an overview of where we've been and where we're going (phase 1-4). We are continually studying state guidelines, what others are doing, and discussing how we can safely serve our patrons. *Restore Illinois Phase 3* states that retail and offices can reopen to the public with capacity and other limits and precautions. The concept guiding us in phase 3 will be to restrict the length of time patrons are in the building. We will encourage patrons to use the library remotely, pick up items through curbside pickup, and limit their time when they are inside the building. When inside the building they will be expected to accomplish a task and leave the building. Seating will be removed and meeting spaces won't be available. Using retail guidelines from the state, we can accommodate 125 people in the building. We will be using our door counter (accessible from desktop) and "eye-balling" areas of the library to accomplish this. We've installed shields around the service desks. We'll lay out social distancing lines, help patrons on the computer remotely from the service desk, and post

signs about wearing masks. The Board was concerned about ensuring the 125 capacity. They suggested having a staff person responsible for watching the door counter numbers on the desktop and having a plan in place if the number exceeds 125. They also suggested having touchless hand sanitizers as people enter the building. The Board is proud of the job staff has done during this challenging time.

- 2. Proposed Changes to Policy 612 – Bukovac is asking for a revision to policy 612. Due to safety protocols to prevent the spread of COVID-19, children age 12 and under would have to be accompanied by an adult while using the library. Megaridis moved, Damon seconded to approve the proposed changes to Policy 612. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.
- 3. Financial Forecast - Bukovac reviewed the financial forecast information contained in the Board packet. It includes projected revenues and expenditures and assumes a \$1.3 million renovation. It also lists capital projects going out to 2030.
- 4. Operating Budget 2020/2021 – With respect to revenue, Bukovac noted that this year provides for a higher CPI index for calculating the amount of property taxes we’ll receive and the per capita grant will be fully funded. She included cuts to our desk monies given the uncertainty of how patrons will be using the library. Even with the reduction in desk monies we are able to maintain a healthy expenditure budget. A question was raised as to whether there was a significant decrease in our property tax revenue back in 2008/09. Bukovac said there was not. Currently we have received close to our normal amount of property tax revenue from DuPage County and are awaiting payment from Cook County. Damon moved, Krupicka seconded to approve the Operating Budget for 2020/2021. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.
- 5. FY20/21 Salary Minimums – Bukovac is requesting an increase to the minimum salaries on the salary schedule for FY20/21. The packet contains information comparing IPPL starting salaries with other libraries. Bukovac noted that we try to keep the salaries in the middle range compared to other libraries particularly with the professional positions so we remain competitive. While we are competitive with other libraries, Bukovac suggested that next fiscal year we take a look at where we are competitively with other businesses in order to get good talent. The Board agreed that it’s important to look at what the market is paying. The Board would like the Finance Committee to meet this fall to begin looking at salaries for 2021/22. Damon moved, Megaridis seconded to approve the Salary Minimums for FY20/21. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.
- 6. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit – Megaridis and Krupicka will be on the committee.

L. Meetings Scheduled

A special board meeting is scheduled for June 23 at 6:30 p.m.

M. Community Events - none

N. Library Events – none

O. Adjournment

At 7:55 p.m. Krupicka moved, Damon seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

Crystal Megaridis, Secretary

Indian Prairie Public Library
Board of Trustees Minutes
Special Meeting of June 23, 2020

**Board of Trustees Special Meeting
June 23, 2020 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our June 23, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below. We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. June 23, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

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US: +13126266799,,83058076129#,,1#,963189# or +19292056099,,83058076129#,,1#,963189#

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Webinar ID: 830 5807 6129

Password: 963189

International numbers available: <https://us02web.zoom.us/j/83058076129>

A. Roll Call

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

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

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

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Tiffany Nash and Dan Pohrte of Product Architecture and Design (left at 7:40 p.m.)

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

Suriano asked Krupicka (chairperson of the Building and Grounds Committee) to lead tonight's meeting.

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

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

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

D. Review of Phased Projects for the Renovation

Tiffany reviewed Projects 1-6 with the Board. Project 1B accomplishes almost all of our goals on the first floor except for the maker space and study rooms. Project 4 accomplishes everything we want on the second floor except for the story room enlargement and the study rooms. The Board agreed that they want to move ahead with the book drop window (Project 1A) immediately – it does not have to go out to bid. The Board discussed the factors involved with doing the first floor renovation now and doing the second floor at a later time. It was noted that we'd have to go out to bid again. The architects confirmed that bigger projects generate more interest and pricing. Disruption was another consideration with doing one floor at a time. Social distancing with respect to the renovation was discussed. We want to make sure any changes we make are good for the long haul so anything we move forward with doesn't have to be readdressed later. If we move forward with the second floor we have to find another space for the Wouldshop. It could be moved to the public space on the first floor where it would have more exposure as it would be more visible to adults. We could use the current cabinets as a separator or two glass walls could be built to separate the space at a cost of \$50,000. The Board will hold off on the glass walls. They can be included at a later time. The architects were asked about the timeline. It will be 2 ½-3 months before we go out to bid (end of September), 2 months for the bid process, and 3-4 months for the project.

Furniture – Original plans for a visit to the Merchandise Mart are no longer possible due to COVID-19. Tiffany suggested they put together a collection of images. They then can send us samples to try. Once we decide on appearance and comfort they would come back to us with finishes. Then we would go out to bid. There are lead times issues on some items. Discussion included whether to bid all the furniture at once since we may not use it all immediately due to social distancing. The consensus was to order it all at once and store it so we don't end up with a mismatched look if items are discontinued.

E. Next Steps of the Renovation

Damon moved, Suriano seconded to proceed immediately with Project 1A (book drop window) as a separate project. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Damon moved, Suriano seconded to move forward with Project 1B at a cost of \$540,000, Project 2 at a cost of \$113,000, Project 3 at a cost of \$87,000, and Project 4 at a cost of \$172,000. Ayes: Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Abstain: Akhras. Absent: none. Motion carried.

Tiffany and Dan will make up a new schedule based on our board meetings. They will gather photos and samples of furniture.

F. Expend up to \$4,500 for Pergolas for the Reading Garden

Krupicka asked that the Board consider replacing the current pergola because of its appearance and put in one larger pergola or two pergolas to include the new patio space. At the August 2019 Board meeting the Board approved benches for the new patio space. A larger pergola would give us a way to spread out the furniture. Megaridis moved, Damon seconded to expend up to \$4,500 for pergolas for the reading garden. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Motion carried unanimously.

G. Adjournment

At 7:55 p.m. Suriano moved, Damon seconded to adjourn the meeting. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS June, 2020

| <u>Account</u> | <u>Check #'s</u> | <u>Total</u> |
|--------------------------------|--------------------|---------------|
| Fifth Third-Bills for Approval | 4466 - 4580 | \$ 136,274.30 |
| Fifth Third-Salaries | 819 - 834 | \$ 4,049.92 |
| Hinsdale Bank-Direct Deposits | & 30339 - 30471 | \$ 106,177.77 |
| MONTH'S TOTAL: | | \$ 246,501.99 |

Indian Prairie Public Library District
 Account QuickReport - Vendors

21

As of June 30, 2020

| Type | Date | Num | Name | Amount |
|-------------------------------------|------------|------|--------------------------------|-----------|
| 10122 · Fifth Third Checking | | | | |
| Bill Pmt Check | 06/04/2020 | 4466 | Canon Financial Services, Inc. | 246.00 |
| Bill Pmt Check | 06/04/2020 | 4467 | Case Lots Inc. | 466.00 |
| Bill Pmt Check | 06/04/2020 | 4468 | Colonial Life | 82.53 |
| Bill Pmt Check | 06/04/2020 | 4469 | Dames, Mary | 19.55 |
| Bill Pmt Check | 06/04/2020 | 4470 | DEMCO | 145.08 |
| Bill Pmt Check | 06/04/2020 | 4471 | Lazaretto, Brennan | 100.00 |
| Bill Pmt Check | 06/04/2020 | 4472 | NCPERS Group Life | 48.00 |
| Bill Pmt Check | 06/04/2020 | 4473 | Recorded Books, Inc | 36.00 |
| Bill Pmt Check | 06/04/2020 | 4474 | Richter, Tracy | 21.84 |
| Bill Pmt Check | 06/04/2020 | 4475 | Thomson Reuters West | 82.68 |
| Bill Pmt Check | 06/04/2020 | 4476 | Uline | 131.15 |
| Bill Pmt Check | 06/04/2020 | 4477 | VSP Vision | 194.06 |
| Liability Check | 06/11/2020 | 4478 | Nationwide Retirement | 934.94 |
| Liability Check | 06/11/2020 | 4479 | Vantagepoint | 1,392.94 |
| Liability Check | 06/11/2020 | 4480 | State Disbursement Unit | 493.94 |
| Liability Check | 06/11/2020 | 4481 | State Disbursement Unit | 102.65 |
| Bill Pmt Check | 06/11/2020 | 4482 | Baker & Taylor | 6,949.10 |
| Bill Pmt Check | 06/11/2020 | 4483 | Baker & Taylor (video) | 193.17 |
| Bill Pmt Check | 06/11/2020 | 4484 | Birmingham, Laura | 26.55 |
| Bill Pmt Check | 06/11/2020 | 4485 | Carrera, Kristin | 1,300.00 |
| Bill Pmt Check | 06/11/2020 | 4486 | DuPage County Public Works | 1,169.88 |
| Bill Pmt Check | 06/11/2020 | 4487 | Dynegy Energy Services | 2,661.74 |
| Bill Pmt Check | 06/11/2020 | 4488 | Eskew, Joe | 69.95 |
| Bill Pmt Check | 06/11/2020 | 4489 | Groot Industries, Inc. | 362.14 |
| Bill Pmt Check | 06/11/2020 | 4490 | HR Source | 1,040.00 |
| Bill Pmt Check | 06/11/2020 | 4491 | Ingram Library Services | 625.32 |
| Bill Pmt Check | 06/11/2020 | 4492 | LM Information Delivery, Inc. | 14.72 |
| Bill Pmt Check | 06/11/2020 | 4493 | Midwest Tape | 13,464.50 |
| Bill Pmt Check | 06/11/2020 | 4494 | Neviol Inc. | 4,725.00 |
| Bill Pmt Check | 06/11/2020 | 4495 | OverDrive | 2,301.30 |
| Bill Pmt Check | 06/11/2020 | 4496 | Recorded Books, Inc | 998.28 |
| Bill Pmt Check | 06/11/2020 | 4497 | Uline | 196.08 |
| Bill Pmt Check | 06/16/2020 | 4498 | American Library Association | 52.39 |
| Bill Pmt Check | 06/16/2020 | 4499 | Baker & Taylor | 2,493.10 |
| Bill Pmt Check | 06/16/2020 | 4500 | Blackstone Audio, Inc. | 2,105.88 |
| Bill Pmt Check | 06/16/2020 | 4501 | Brown, Cheryl | 250.00 |
| Bill Pmt Check | 06/16/2020 | 4502 | Chicago Tribune | 248.00 |
| Bill Pmt Check | 06/16/2020 | 4503 | Children's Plus Inc. | 54.95 |
| Bill Pmt Check | 06/16/2020 | 4504 | Dell Marketing L.P. | 4,927.44 |
| Bill Pmt Check | 06/16/2020 | 4505 | DEMCO | 788.43 |
| Bill Pmt Check | 06/16/2020 | 4506 | Goddard, Leslie Elizabeth | 250.00 |
| Bill Pmt Check | 06/16/2020 | 4507 | ID Label | 334.63 |
| Bill Pmt Check | 06/16/2020 | 4508 | Ingram Library Services | 112.90 |
| Bill Pmt Check | 06/16/2020 | 4509 | Kroeschell Service | 1,800.00 |

Indian Prairie Public Library District Account QuickReport - Vendors

22

As of June 30, 2020

| Type | Date | Num | Name | Amount |
|-----------------|------------|------|-----------------------------------|-----------|
| Bill Pmt Check | 06/16/2020 | 4510 | Midwest Tape | 612.16 |
| Bill Pmt Check | 06/16/2020 | 4511 | Recorded Books, Inc | 379.66 |
| Bill Pmt Check | 06/16/2020 | 4512 | Sebert Landscaping | 805.00 |
| Bill Pmt Check | 06/16/2020 | 4513 | TMobile | 37.44 |
| Bill Pmt Check | 06/16/2020 | 4514 | Uline | 131.12 |
| Bill Pmt Check | 06/16/2020 | 4515 | Schottenhamel, Sabrina | 200.00 |
| Liability Check | 06/25/2020 | 4516 | Nationwide Retirement | 939.44 |
| Liability Check | 06/25/2020 | 4517 | Vantagepoint | 1,392.94 |
| Liability Check | 06/25/2020 | 4518 | State Disbursement Unit | 493.94 |
| Liability Check | 06/25/2020 | 4519 | State Disbursement Unit | 109.06 |
| Bill Pmt Check | 06/29/2020 | 4520 | Baker & Taylor | 6,842.23 |
| Bill Pmt Check | 06/29/2020 | 4521 | Baker & Taylor (video) | 112.04 |
| Bill Pmt Check | 06/29/2020 | 4522 | Bal Industries | 390.00 |
| Bill Pmt Check | 06/29/2020 | 4523 | Bank of America - VOIDED | 0.00 |
| Bill Pmt Check | 06/29/2020 | 4524 | BCBS | 13,574.48 |
| Bill Pmt Check | 06/29/2020 | 4525 | Bengal Electric Inc. | 160.75 |
| Bill Pmt Check | 06/29/2020 | 4526 | Blackstone Audio, Inc. | 131.25 |
| Bill Pmt Check | 06/29/2020 | 4527 | Brodart Co. | 13.59 |
| Bill Pmt Check | 06/29/2020 | 4528 | Cengage Learning, Inc. | 1,131.39 |
| Bill Pmt Check | 06/29/2020 | 4529 | Chicago Movie Tours and Talks LLC | 150.00 |
| Bill Pmt Check | 06/29/2020 | 4530 | Children's Plus Inc. | 5,891.33 |
| Bill Pmt Check | 06/29/2020 | 4531 | Comcast | 386.70 |
| Bill Pmt Check | 06/29/2020 | 4532 | Dames, Mary | 8.05 |
| Bill Pmt Check | 06/29/2020 | 4533 | DuSatko, Richard | 206.00 |
| Bill Pmt Check | 06/29/2020 | 4534 | Dynegy Energy Services | 3,050.83 |
| Bill Pmt Check | 06/29/2020 | 4535 | Garvey's Office Products | 49.60 |
| Bill Pmt Check | 06/29/2020 | 4536 | Grasso Graphics | 251.97 |
| Bill Pmt Check | 06/29/2020 | 4537 | Ingram Library Services | 319.61 |
| Bill Pmt Check | 06/29/2020 | 4538 | Jensen, Shirley P | 65.80 |
| Bill Pmt Check | 06/29/2020 | 4539 | Leen, Lois | 50.00 |
| Bill Pmt Check | 06/29/2020 | 4540 | Marquee Movie Presentations LLC | 100.00 |
| Bill Pmt Check | 06/29/2020 | 4541 | Midwest Tape | 2,545.35 |
| Bill Pmt Check | 06/29/2020 | 4542 | NCPERS Group Life | 48.00 |
| Bill Pmt Check | 06/29/2020 | 4543 | OverDrive | 9,584.10 |
| Bill Pmt Check | 06/29/2020 | 4544 | Principal Life Insurance Company | 1,086.06 |
| Bill Pmt Check | 06/29/2020 | 4545 | Quill | 1,458.52 |
| Bill Pmt Check | 06/29/2020 | 4546 | Recorded Books, Inc | 1,699.21 |
| Bill Pmt Check | 06/29/2020 | 4547 | Runco | 61.94 |
| Bill Pmt Check | 06/29/2020 | 4548 | The Library Store | 33.65 |
| Bill Pmt Check | 06/29/2020 | 4549 | Thomson Reuters West | 82.68 |
| Bill Pmt Check | 06/29/2020 | 4550 | Today's Business | 143.52 |
| Bill Pmt Check | 06/29/2020 | 4551 | United States Treasury | 55.88 |
| Bill Pmt Check | 06/29/2020 | 4552 | Very Smart People LLC | 200.00 |
| Bill Pmt Check | 06/29/2020 | 4553 | Wlosinski, Maria | 8.05 |
| Bill Pmt Check | 06/29/2020 | 4554 | Wood, Michelle | 200.00 |

Indian Prairie Public Library District Account QuickReport - Vendors

23

As of June 30, 2020

| Type | Date | Num | Name | Amount |
|------------------------------------|------------|------|--|-------------------|
| Bill Pmt Check | 06/30/2020 | 4555 | Bank of America | 4,750.72 |
| Bill Pmt Check | 06/30/2020 | 4556 | Baker & Taylor | 368.96 |
| Bill Pmt Check | 06/30/2020 | 4557 | Blackstone Audio, Inc. | 262.48 |
| Bill Pmt Check | 06/30/2020 | 4558 | Canon Financial Services, Inc. | 221.00 |
| Bill Pmt Check | 06/30/2020 | 4559 | Carrera, Kristin | 665.00 |
| Bill Pmt Check | 06/30/2020 | 4560 | Case Lots Inc. | 386.25 |
| Bill Pmt Check | 06/30/2020 | 4561 | Cengage Learning, Inc. | 61.58 |
| Bill Pmt Check | 06/30/2020 | 4562 | Center Point Large Print | 99.98 |
| Bill Pmt Check | 06/30/2020 | 4563 | Garvey's Office Products | 233.60 |
| Bill Pmt Check | 06/30/2020 | 4564 | Groot Industries, Inc. | 361.06 |
| Bill Pmt Check | 06/30/2020 | 4565 | Ingram Library Services | 140.83 |
| Bill Pmt Check | 06/30/2020 | 4566 | Kroeschell Service | 3,450.00 |
| Bill Pmt Check | 06/30/2020 | 4567 | Midwest Tape | 6,484.47 |
| Bill Pmt Check | 06/30/2020 | 4568 | Neviol Inc. | 4,725.00 |
| Bill Pmt Check | 06/30/2020 | 4569 | OverDrive | 2,557.37 |
| Bill Pmt Check | 06/30/2020 | 4570 | Recorded Books, Inc | 111.43 |
| Bill Pmt Check | 06/30/2020 | 4571 | Runco | 57.98 |
| Bill Pmt Check | 06/30/2020 | 4572 | Baker & Taylor | 336.98 |
| Bill Pmt Check | 06/30/2020 | 4573 | Blackstone Audio, Inc | 45.00 |
| Bill Pmt Check | 06/30/2020 | 4574 | Ingram Library Services | 44.20 |
| Bill Pmt Check | 06/30/2020 | 4575 | Jensen, Heather Forster | 16.15 |
| Bill Pmt Check | 06/30/2020 | 4576 | Recorded Books, Inc | 370.98 |
| Bill Pmt Check | 07/01/2020 | 4577 | AT&T | 441.20 |
| Bill Pmt Check | 07/02/2020 | 4578 | Grasso Graphics | 251.97 |
| Bill Pmt Check | 07/03/2020 | 4579 | Illinois Dept of Innovation & Technology | 500.00 |
| Bill Pmt Check | 07/04/2020 | 4580 | Runco | 123.96 |
| Total 10122 · Fifth Third Checking | | | | 136,274.30 |
| TOTAL | | | | 136,274.30 |

Bills for approval – Electronic Payments & Automatic Withdrawals

June 2020

| Vendor | Purpose | Date Paid | Amount Paid |
|---------------|--------------------|------------------|--------------------|
| ILDOR-State | Payroll taxes | 06/12/2020 | 3,382.17 |
| EFTPS-Federal | Payroll taxes | 06/12/2020 | 18,843.84 |
| ILDOR-State | Payroll taxes | 06/26/2020 | 3,242.95 |
| EFTPS-Federal | Payroll taxes | 06/26/2020 | 17,810.68 |
| IMRF | Payroll Pension | 06/26/2020 | 21,629.23 |
| DAC | Deposit to HRA | 06/02/2020 | 194.24 |
| DAC | Deposit to HRA | 06/09/2020 | 97.73 |
| DAC | Deposit to HRA | 06/09/2020 | 179.34 |
| DAC | Deposit to HRA | 06/16/2020 | 255.54 |
| DAC | Deposit to HRA | 06/23/2020 | 579.42 |
| DAC | Deposit to HRA | 06/30/2020 | 221.15 |
| Nicor | Gas | 06/15/2020 | 892.45 |
| INB Bank/5/3 | Credit Card Fee | 06/14/2020 | 19.53 |
| Hinsdale Bank | Fee-Direct Deposit | 06/17/2020 | -85.00 |

ORDINANCE AMENDING BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR 2019-2020

WHEREAS, The Board of Library Trustees of the Indian Prairie Public Library District, by Ordinance 2019-5, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

WHEREAS, the Trustees have reconsidered the amount appropriated for certain line items in the Budget and Appropriation Ordinance; and

WHEREAS, applicable laws permit amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Trustees have determined that the Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Ordinance 2019-5, the Budget and Appropriation Ordinance for the fiscal year 2019-2020, be and is amended in the following respects:

- A. The appropriation for "Photocopy Supplies" is decreased to \$4,000.00 from \$6,000.00.
- B. The appropriation for "Postage" is increased to \$7,000.00 from \$5,000.00.
- C. The appropriation for "Organizational Memberships" is decreased to \$3,000.00 from \$4,000.00.
- D. The appropriation for "Travel" is increased to \$2,100.00 from \$1,100.00.

SECTION 2: The foregoing adjustments to appropriations do not affect the total amount appropriated.

SECTION 3: All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED this 16th day of July 15, 2020 pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President, Board of Library Trustees

ATTEST:

Crystal Megaridis, Secretary, Board of Library Trustees

The Indian Prairie Public Library District is dedicated to providing a safe and comfortable environment for all patrons and staff. In accordance with the Restore Illinois - A Public Health Approach to Safely Reopen Our State plan, all persons over the age of two entering the library must wear a facial covering that covers the nose and mouth and must maintain a six foot distance from all other persons when practicable.

Reasonable accommodations such as curb-side service, staff assistance via phone, chat, and email, staff services for pulling materials of interest and preparing them for pickup, and online resources are available to those who are medically prevented from or decline to wear a facial covering. Those refusing to wear a facial covering and/or to maintain six foot distance when practicable shall be required to leave the library.

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

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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION 2020-A AMENDMENT TO SPECIAL RESERVE FUND PLAN

As authorized in ILLINOIS LIBRARY LAWS, 75 ILCS 16/40 regarding the accumulation of funds for the purchase of sites and construction and equipment of buildings for library purposes, the Indian Prairie Public Library District Board of Trustees hereby adopts the following resolution:

Whereby the Indian Prairie Public Library District established a Special Reserve Fund (Resolution 88-B) and approved Ordinance #88-2 ORDINANCE ESTABLISHING A SPECIAL RESERVE FUND FOR THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT on July 1, 1988. And, whereby the Indian Prairie Public Library District established a Special Reserve Fund Plan on January 17, 1990, the Board of Trustees hereby amends the Special Reserve Fund Plan as follows:

The Library Board of Trustees hereby determines that monies placed in the fund are to be expended for any or all of the following purposes:

1. Hiring consultants, architects and attorneys regarding renovations to the library facility including preparation of reports, drawings, specifications and blueprints and oversight of construction project, renovation of building, moving costs, and purchasing or repairing furnishings and equipment: \$1,000,000.

Approved this 15th day of July, 2020.

AYES: _____
 NAYS: _____
 ABSENT: _____

 Victoria Suriano, President

Attest:

 Crystal Megaridis, Secretary

Director's Report July 2020

Agenda

Omnibus Consent Agenda:

In the omnibus is an ordinance to adjust appropriation figures. To accommodate the few lines that went over the appropriate we're reducing the appropriation for other budget lines, keeping the total appropriation dollars the same as was originally approved by the board.

I'm asking for a policy requiring the wearing of masks in the building. A policy provides more backing for reinforcement of this. There is also a resolution to transfer corporate reserve funds into a special reserve for purposes of the renovation. The library did this during the last renovation.

New Business:

Tiffany and Dan will join us to review different styles of study chairs, lounge chairs, study tables, and computer tables. They've provided for the packet a power point with a variety of styles of furniture. There are many more options under each style. This is to get the trustees thinking and talking about a style direction. The key here is to just think about style and the maintenance of the furniture. At this point we are not talking about color palette. Once the board has provided feedback on styles, samples of the furniture will be sent for us to see in person.

As part of the bid process we can add alternates which would only be chosen once the bids are in and the trustees can see the costs. We had talked about this at the special meeting when we chose to not include the maker space and expanding the youth room in the base bid and instead include them as alternates. Marian and Vicki have expressed an interest in seeing specialty lighting in some areas of the building such as the café. The lighting is not only functional but also decorative and calls out special places in the building. This is another feature that could be added as an alternate. In addition, we need new chairs for the board room and new tables in the meeting room. I've asked Tiffany to include these as part of the furniture package. In the furniture bid package items are listed separately and it's easy to determine the library will purchase.

Library Services

The department heads have written comprehensive reports about the services offered and started in June. We opened up the building July 6 and patrons have been very grateful to be able to come in and pick out their materials. But we also continue to see residents use our pickup service. We have not been overwhelmed by visitors. It's actually been slow. Through our door counter we're able to monitor the number of people in the building. In the first hour we were open 98 people came in. We can monitor the number of people in 15 minute increments. In the first 15 minutes on July 6, 43 people entered and 16 people left. In the seconds 15 minutes 33 people came in and 27 people left. The number of people who entered the library in the first hour on July 6 was 98. Since then the highest number of people in the building in one hour is 68 and the numbers tend to range in the 40's and 50's per hour so we're well below the limit set by state guidelines.

All the safety protocols and processes have been working well. The one area that is creating problems is staffing. We have a few staff who have not come back and we're finding that due to potential exposure to COVID or illness (none of the staff have tested positively for COVID but they

have similar symptoms) we're quite short staffed. Plus the number of items we pull for holds has tripled from "normal times" and the curbside process has created new responsibilities and work. So, after trying for one week to be open seven days, I talked with Vicki and we decided that the library should close completely on Fridays. This will allow us to shift staff to the other days plus get some work done without patrons in the building.

Assistant Director's Report

July 2020

Reopening:

Joe was relieved from National Guard duties on July 1st and was able to tackle the huge undertaking of getting the building ready for reopening to the public. Joe singlehandedly moved all chairs, tables, and other furniture to storage areas.

Jill and Jamie Allard were also invaluable in getting the many signs that we needed for reopening printed, laminated and posted.

I assisted in any way I could. I moved the curbside bags ready for pickup to their new location. I assisted in moving collections as needed. I helped to put up signs, fill hand sanitizer stations, and have worked many shifts on curbside bringing bags to cars. Preparing the library to reopen has been a true team effort!

IPPL Foundation and Friends:

At this time, the library is not accepting donations of used materials. Like library materials, donations would have to be quarantined and we do not have the volunteers or space to do this at this time.

The Book Nook is currently available for people to browse and purchase items. I have been restocking items with books from our current inventory, and we have plenty.

Programming:

Developing programs in an online environment has been a learning curve. I was able to turn most of the programs I had planned for June into virtual programs. Attendance has been hit or miss.

6/14 At Home Yoga and Self Care - 0

6/17 Keys to Unlock Your Speaking Abilities - 2

6/30 How to Push Your Resume Through Automated Screening Systems - 10

Cindy's attendance for programs for May and June were:

5/15 Online Date Night Concert with Petra and Andy - 24

5/28 Organizing Your Home and Office - 40

6/1-7/4 Chicago's Bygone Department Stores (On Demand) - 239 views

6/22 Claude Monet - 22

July programs include:

7/1 Baseball in the Movies - 10 attendees

7/15 Kiddieland Remembered (there are already 76 registered for this one!)

7/20 Beyond the Blue Brothers – a virtual concert commemorating the 40th anniversary of the Blues Brothers movie (31 registered so far)

7/21 Genealogy Essentials – learn the basics of using free and paid databases to work on your family tree (12 registered so far)

7/28 - Highlights of the Art Institute with Jeff Mishur (31 registered so far)

Marketing:

Jill's Marketing Report is attached.

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees
March 1- June 30, 2020**

Continuing Education

- Lunch & Learn on March 4, "Social Media Statistics from Nonprofit Communicator of the Year"
- Webinar, "Resources for Librarians COVID-19"
- Webinar, "How NGO Worldwide Can Use Storytelling to Attract Donors"
- Webinar, "The Marketing Value Proposition"
- Webinar, "LinkedIn Live and Social Media Live"

Website

In fall and late winter, the Marketing Team collaborated with Ann and Jamie on redoing our current Web site. The new site launched on March 30. We continue to update the pages, and change things to reflect the needs of the library. The home page presence gets updated weekly to keep messaging fresh.

Enews

When the COVID-19 pandemic began in mid-March, so did the frequency of our enews as it became one of primary vehicles in communicating with our patrons. At first, sent out a daily enews. After the open rate fell off, we went to every other day. Then, in mid-April, we went to twice a week because again, the open rate fell. We made the Thursday edition about the library news and the Sunday edition about programming.

I've played with the subject lines for each enews to increase open rates. It appears that the most direct subject lines (like, programs for kids, teens, and adults or news from the library- and share one teaser) get the best open rate.

Note: We have lost subscribers through the pandemic. It seems more extreme than it is because we haven't had as many new cards processed, which are then added to the mailing list. Typically, we hold steady rather than losing people.

In addition to doing the library-wide enews, I began formatting Shirley's BizConnect in April, which we send out bi-weekly to the business community. At the end of June, we sent out a Teen enews. Michelle and I talked about sending out a quarterly one (when we met in early March) so coincide with Write-On, the Sound, the Job Fair, and Winter Read. I did one previously for Write-On and Winter Read, and we had one drafted for the Job Fair. Our goal is send one out to Teens every few weeks.

General Enews Subscribers

| | |
|---------------------|--------|
| March 1 | 17,020 |
| June 28 | 16,759 |
| Loss in subscribers | -261 |

Specialty Enews Subscribers

| | |
|-------------------------|-----|
| Teen Enews subscribers | 53 |
| Biz Connect subscribers | 332 |

Social Media

Social media continues to grow organically. In fact, it's really grown during the last several months! We pushed the posting to the limits of what the algorithms would allow. We tried to post more, but the "overposting" really limited the posts people would see. We went back to basics- sharing library news or really important community information- and our account engagement and impression rate went back to normal.

In addition on Facebook, Jamie A. schedules each program as an event, as another way to get the word out about our programs.

In mid-March, the Marketing Team took over posting on Twitter; I did the posts at first. Jamie A. took on Twitter on at the beginning of April- she's done a wonderful job. Overall, since mid-March, we have pushed the posting to the limits of what the algorithms would allow.

| Channel | Likes/Followers | +/- (Since Feb. 28) |
|------------------|-----------------|---------------------|
| Facebook (Likes) | 1,953 | +72 |
| Instagram | 630 | +90 |
| Twitter | 1,085 | +7 * |
| LinkedIn | 152 | +11 |
| YouTube | 151 | +50 |

* Note: Twitter lost nine followers in March when we started posting more library news rather than just fluff, but the account started to grow for the first time in over a year rather than staying stagnant.

Next Door Update

We've had presence on the NextDoor for the last year. I joined as Jill Library, and responded to posts, or I posted information when appropriate, especially recently, about the library's closings/service updates due to COVID-19. In April and May, Joe P. helped me monitor the account, responding as Jill Library (thanks again, Joe!) Unfortunately, in May, someone reported the Jill Library account as spam. I spoke to an account representative at Next Door. She agreed I didn't post spam-like information, but under Next Door's rules, I never should have been allowed an account since the idea is that the community posts, not businesses (or community groups). It's not the purpose of the platform. I applied for the library's business account. It will take about 60 days to get a letter from them in order to claim the account. However, it is very limited on what we can do. No more responding to posts. No more posting about new services or sharing events.

MeetUp

Jamie A. cleaned up our MeetUp account this spring, removing people who didn't live in the country or the state. In order to give online adult programs more exposure, we posted them on MeetUp. The library was only posting Library Group Events- like the Knitting or Board Game Group. We decided to include our online programs. We can't post programs for children on MeetUp per their policy.

Patch

We've been sending regular updates to the Patch for inclusion.

Adult Services Monthly Report

June 2020

We were able to resume delivery of materials to homebound patrons this month. Many of our homebound individuals have chosen not to receive items, but a handful indicated that they wanted to receive items. Others have taken advantage of our curbside services, sending other family members to retrieve materials for them.

Shirley and Joe took point on launching an adult library advisory board. Two people attended the virtual meeting and we are looking at how we can expand our reach.

Shirley reached out to the Darien, Willowbrook, and Burr Ridge offices of economic development as a supplement to working with the chambers of commerce. She has received an enthusiastic response and will pursue further opportunities.

Jennifer, in conjunction with the Associates, and Marissa developed curated lists in Overdrive and Hoopla around the topics of black lives matter, anti-racism, social justice, and black voices. Jennifer also reconfigured our eMediaLibrary profile to create separate reading rooms for kids and teens.

I developed procedures around how to handle questions coming in via phone and chat, including how to handle requests for tax forms via curbside delivery. I also developed procedures around handling patrons in the department for when we reopened the building to the public. I worked with Ann on setting up a chat service for the Technology area so that Technology Associates could communicate with patrons using our computers remotely.

I also communicated with Jill and Dave about coming changes to our online databases. I compiled descriptions of the new Ebsco databases and collected graphics to be used. We have dropped all of our Gale databases as the package SWAN negotiated with Ebsco saw significant savings for the library as well as added some new resources. Here is what was added and dropped:

| Ebsco (Existing & New) | Gale Equivalent (Dropped) | Ebsco Notes |
|------------------------------------|------------------------------------|--|
| Academic Search Premier | Academic OneFile | |
| Auto Repair Source | | Not new for us |
| Biography Reference Center | Biography in Context | |
| Business Source Premier | Business Insights: Essentials | |
| Consumer Health Complete | Health & Wellness Reference Center | |
| Consumer Reports | | Not new for us |
| Ebsco Reference Centers | Gale Virtual Reference Library | Ebsco reference centers all include reference works. |
| History Reference Center | World History in Context | |
| Hobbies & Crafts Reference Center | | |
| Legal Information Reference Center | Gale Legal Forms | Ebsco product contains more than just legal forms |
| Literary Reference Center | Literature Resource Center | |
| MasterFile Premier | General OneFile | |
| MiddleSearch Plus | | A search interface for middle school aged children |
| Novelist K-8 Plus | | |

| | | |
|---------------------------------|--------------------------------|--|
| Novelist Plus | | Not new for us |
| Points of View Reference Center | Opposing Viewpoints in Context | |
| Primary Search | | A search interface for elementary school aged children |
| Science Reference Center | | |
| Small Business Reference Center | | |

Monthly Highlights

- Shirley directed the Shelters in shifting music CDs to make additional space for our DVD collection. She continues to do virtual co-working on Wednesday mornings. The program is being spread via word-of-mouth as one new participant remarked "I heard a few times you were doing this."
- Jennifer hosted an online book discussion on the title *Welcome to Lagos*. She also directed Mary P. and Catherine in doing a live Facebook Book Blitz where people could get recommendations for reading materials. Metrics indicated 225 people were reached with 19 engagements and it was performing better than 85% of posts on the library's Facebook page. She also turned on the Overdrive cost-per-circ function for select items with large holds lists. This allows patrons to check out select material anytime they want without having to place an item on hold. Testing it out on the title *White Fragility* worked to reduce the holds list from 40 holds on 9 copies on June 16th to 16 holds on those copies by the end of the month as 27 patrons took advantage of the simultaneous access.
- Joe has been working with World Relief DuPage/Aurora on providing legal consultations for immigrants via a virtual environment. He really pitched in with curbside delivery working many shifts this month to help with coverage.
- Marissa is working on turnover analysis for kids & teens collections. She has also been working on the picture book collections as well as exploring how to better organize the early chapter books collection through better call number labels.

Community

- Shirley attended an in-person Darien Chamber of Commerce Board meeting.

Contributing to the Profession

- Shirley hosted a virtual Southwest Business Librarians Networking Group meeting.
- Jennifer co-hosted an Adult Reading Round Table genre study and eMediaLibrary collection team and consortium meetings. She shared information with another library about how to create curated lists in Hoopla and provided New York Times bestseller procedures to another library.

Continuing Education

- Tony watched a webinar called *Serving Seniors in the Time of Covid-19*.
- Shirley watch T.J.'s class on cloud basics and was trained by him on co-hosting a Zoom meeting. She also watched a webinar on the new Ebsco Small Business Reference Center product.

- Jennifer watched *Equity in Collections: Audits, Weeding, Purchasing, and More*. After, she shared Project READY (Reimagining Equity & Access for Diverse Youth) training information (racism, implicit bias, equity, etc.) with Laura.
- Joe viewed the Novelist webinars *Crash Course in Historical Fiction* and *Crash Course in Crime, Mysteries, and Thrillers*; viewed the WebJunction webinars *Doing the Work Externally and Internally: Race, Equity, Diversity, Inclusion* and *Online Reference and the Open Web: Boosting Strategies and Sources*; and viewed a Brene Brown webinar called *The Power of Vulnerability*.
- Marissa view the following webinars from Everywhere Book Fest: *Out of the Box: Exploring the Boundlessness of Black Girlhood*; *Black Voices Matter*; and *Out of the Box: Exploring the Boundlessness of Black Girlhood*. From ALA: *Take the Lead: Developing Library Leaders at all Levels*; *Suggesting Own Voices to All Readers: EDI and RA Service*; and *Are the Kids Okay? How Librarians Can Use Literature to Help Kids Navigate Socioemotional Stress*. She also watched *YA Hits with Jennifer Lynn Barnes, Kelly McWilliams, & Elizabeth Wein* presented by Little, Brown & Co.

Programs

| Date | Time | Program | Organizer/ Presenter | Attendance |
|--------|------------|--|-----------------------------------|-------------|
| 3-Jun | 10:00 a.m. | Virtual Co-Working Wednesday | Shirley | 3 |
| 3-Jun | 7:00 p.m. | Online Book Club: <i>Welcome to Lagos</i> | Jennifer | 11 |
| 10-Jun | 10:00 a.m. | Virtual Co-Working Wednesday | Shirley | 4 |
| 17-Jun | 10:00 a.m. | Virtual Co-Working Wednesday | Shirley | 2 |
| 24-Jun | 10:00 a.m. | Virtual Co-Working Wednesday | Shirley | 4 |
| 24-Jun | 4:00 p.m. | Online: Facebook Book Blitz | Jennifer, Mary P., & Catherine | 19 |
| 25-Jun | 1:00 p.m. | Online - Genealogy Group | Catherine | 22 |
| 25-Jun | 7:00 p.m. | Online: Killer Social Media Marketing Strategy | Shirley | Rescheduled |
| 29-Jun | 7:00 p.m. | Online: Adult Advisory Board Introductory Meeting | Shirley & Joe | 2 |
| 30-Jun | 7:00 p.m. | Online: How to Push Your Resume Through Online Screening Systems | Marissa | 10 |
| | | | Total | 77 |

Social Media & e-Newsletter Reach

- New eBooks eNewsletter – sent to 182 addresses. Had 73 opens (40% open rate) and 13 clicks.
- Bestseller Preview eNewsletter 6/1 – sent to 492 addresses. Had 208 opens (42% open rate) and 106 clicks.
- Bestseller Preview eNewsletter 6/15 – sent to 493 addresses. Had 206 opens (42% open rate) and 127 clicks.
- New eBooks eNewsletter 6/1 – sent to 189 addresses. Had 89 opens (47% open rate) and 31 clicks.

- New eBooks eNewsletter 6/15 – sent to 188 addresses. Had 98 opens (52% open rate) and 62 clicks.
- Book Club eNewsletter – sent to 34 addresses. Had 22 opens (65% open rate) and 10 clicks.

Circulation Services
June 2020

Total Circulation – 28,631

The building was not open to patrons during the month of June, but we were still able to provide some important services through the Circulation Department. Although we opened our outside book returns in May, SWAN had extended due dates of all materials to June 3, so not much really came back at first. (Patrons had over 28,000 of our items checked out!) Notices went out on June 1st reminding patrons that their items would be due soon. That day there were cars lined up in the parking lot to return items! At that point we were quarantining items for 7 days.

On June 22, we were informed that the REALM Project ([OCLC](#), the [Institute of Museum and Library Services](#), and [Battelle](#) are conducting research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums), had concluded that books, plastic book covers and DVDs showed no virus after 3 days. At this point, we began quarantining items for 3 days.

We started curbside pick-up on May 18. Patrons really appreciated being able to pick up physical materials. In June, patrons placed hundreds of holds every day that staff (from all departments) pulled from the shelves, checked out, bagged and filed in alphabetical order. We started by calling patrons that their items were ready for pickup, but that proved to be a monumental task – one that we could not keep up with. We then found that we could email patrons their receipt that also included instructions on how to pick up their items. Those without an email address, we call. Patrons pulled up to the front of the building and staff would take their items out to them.

We have since moved to using an App that patrons can use to text us that they are at the library. We then bring their items out to them on the west side of the building. For patrons without a smart phone, we have instructions for them to call the main number to let us know that they are here.

In the month of June, Circulation and Technology staff also took over answering the phones. Staff answered questions and placed holds for patron.

Staff from all departments were and continue to be incredible helpful. I appreciate not only their willingness to help out, but also their continued upbeat and positive attitudes.

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report June 2020

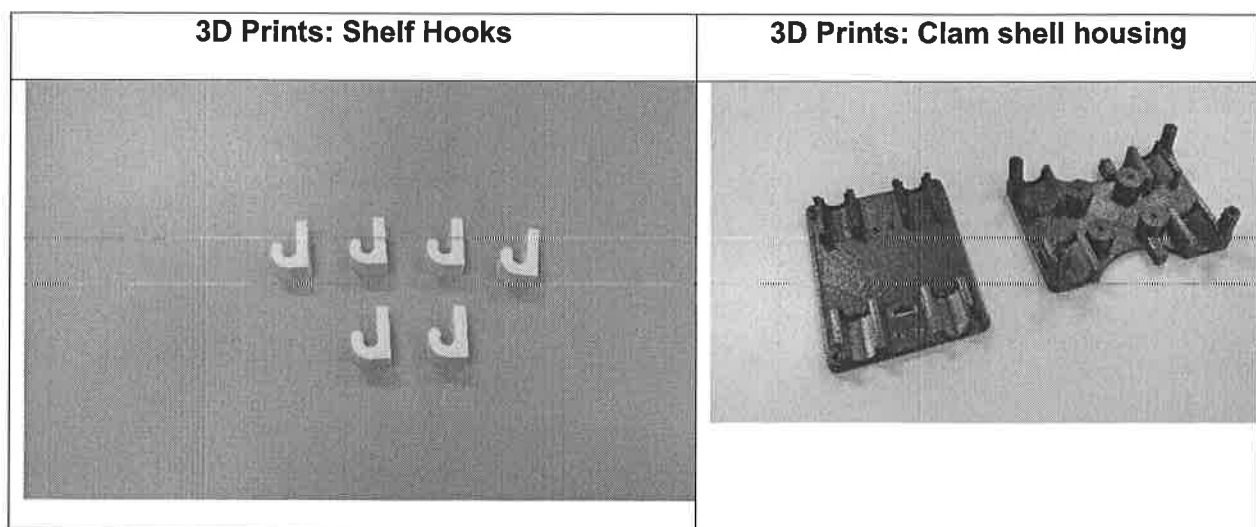
Improvements for Public, User Experience & Strategic Goals

- Wi-Fi Improvement – To improve the Wi-Fi signal strength for patrons accessing the Internet in the parking lot and nearby by outdoor seating a new outdoor rated Wi-Fi access point was installed on the exterior of the building.
- Public Assistance- To be able to assist patrons using public computers while maintaining social distancing a Chat service and Windows Remote Assistance feature has been configured on all public computers. The chat services allows patrons to request help without leaving the computer and the remote computer assistance allows staff to assist them by requesting access to look at their screen and if needed to take control of the computer.
- Curbside Printing- We started offering curbside printing. Patrons email their print job to print@ippl.info and staff print it, charge their library account and prepare it for curbside pick-up. We processed 51 print request in June.
- Network Improvements- Replaced three network switches and all cabling between the switches and data connection in the data room improve network and prevent bottlenecks within the infrastructure. Finalized moving all data and other services to the new servers and turned off the old servers.

Technology Maker Statistics

In June, we started to accept 3D & Carvey requests for curbside pick-up.

- 3D Printer- 15 print requests were processed. Interesting prints:



Public Technology Programs & Classes

- 5 Live and 2 on-demand classes/programs offered with total attendance/views: 280

| <u>Day/Time</u> | <u>Class/Program</u> | <u>Instructor</u> | <u>Attendance</u> |
|-----------------|---------------------------------------|-------------------|-------------------|
| Thurs., June 4 | Online: Practice Zoom | T.J. | 2 |
| Tuesday, June 9 | Online: Practice Zoom | T.J. | 3 |
| Sat., June 13 | Online: Practice Zoom | T.J. | 4 |
| Tue. June 23 | Online: Google Drive Basics | T.J. | 9 |
| Wed. June 24 | Online: Cutting the Cable Cord | Mike | 13 |
| Month of June | On Demand :Internet Safety & Security | Mike | 73 Views |
| Month of June | On Demand :Cloud Storage Basics | T.J. | 176 Views |

Ann M. Stovall, Head of Technical & Computer Services, July 9, 2020

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

Programs

In June, Youth Services presented 76 programs with 629 people in attendance.

| Date | Description | K&T Staff | Attendance |
|--------|--|---------------------------------|------------|
| 1-Jun | Storytime 1 on 1 | Jack | 2 |
| 1-Jun | Cooking Science: Ice Cream | Jack | 6 |
| 2-Jun | Family Storytime | Lexy, Heather | 19 |
| 2-Jun | Chicken Q&A with 4H | Natalie | 8 |
| 2-Jun | Book Buddies p.m. | Monica | 2 |
| 2-Jun | Fractured Fairy Tales - 3 Little Pigs | Tricia | 5 |
| 3-Jun | Rollick & Roll | Heather, Lexy, Monica | 18 |
| 3-Jun | Book Buddies | Natalie | 1 |
| 3-Jun | Storytime 1 on 1 | Jack | 2 |
| 3-Jun | D&D grades 3-5 | jack | 8 |
| 3-Jun | Stories + STEAM: Challenge Video | Megan | 6 |
| 3-Jun | Stories + STEAM | Lexy, Heather | 13 |
| 4-Jun | Baby Book Bees Storytime | Heather, Lexy | 10 |
| 4-Jun | Book Buddies | Meghna | 2 |
| 4-Jun | Book Buddies | Meghna | 2 |
| 5-Jun | Storytime 1 on 1 | Lexy | 2 |
| 5-Jun | Online-Make a difference craft series | Michelle | 2 |
| 8-Jun | Book Buddy a.m. | Monica | 2 |
| 8-Jun | Pride Storytime | Megan | 13 |
| 9-Jun | Family Storytime | Lexy, Heather | 29 |
| 8-Jun | Book Buddy p.m. | Monica | 2 |
| 9-Jun | Libraries are for Everyone Storytime | Megan | 8 |
| 9-Jun | Fractured Fairy Tales - 3 Billy Goats Gruff | Tricia | 12 |
| 10-Jun | Rollick & Roll | Heather, Lexy | 27 |
| 10-Jun | Stories + STEAM | Lexy, Meghna, Heather, Megan | 24 |
| 10-Jun | Storytime 1 on1 | Jack | 2 |
| 11-Jun | Book Buddy | Meghna | 2 |
| 11-Jun | Book Buddy | Meghna | 2 |
| 11-Jun | Baby Book Bees Storytime | Heather, Lexy | 3 |
| 11-Jun | Online- Circuits with Tinkercad and Arduino for Mid-Kids | Jack, Monica | 11 |
| 12-Jun | Storytime 1 on1 | Lexy | 2 |
| 12-Jun | Storytime 1 on1 | Lexy | 4 |
| 15-Jun | Book Buddies | Monica | 1 |
| 15-Jun | Cooking Science: Sunny Day S'mores | Jack, Monica | 13 |
| 15-Jun | Online LGBTea | Michelle | 2 |
| 15-Jun | Fractured Fairy Tales | Tricia, Jack | 24 |

| | | | |
|--------|---|-------------------------|-----|
| 16-Jun | Family Storytime | Lexy, Heather | 21 |
| 16-Jun | Book Buddies a.m. | Monica | 3 |
| 16-Jun | Teen Town Hall | Michelle | 4 |
| 16-Jun | Mid-Kids Music 101 | Heather, Monica | 7 |
| 17-Jun | Storytime One-on-One | Lexy | 2 |
| 17-Jun | Storytime One-on-One | Jack | 2 |
| 17-Jun | Grades 3-5 Dungeons & Dragons | Jack | 6 |
| 17-Jun | Rollick & Roll | Heather, Lexy | 27 |
| 17-Jun | Stories + STEAM | Lexy, Meghna | 31 |
| 17-Jun | TASC Karaoke night | Michelle | 5 |
| 18-Jun | Book Buddies | Meghna | 1 |
| 18-Jun | Book Buddies | Meghna | 1 |
| 18-Jun | Baby Book Bees Storytime | Heather, Lexy | 10 |
| 18-Jun | Book Buddies a.m. | Monica | 2 |
| 19-Jun | Storytime One-on-One | Lexy | 2 |
| 19-Jun | Storytime One-on-One / Book Buddies mash up | Lexy | 4 |
| 21-Jun | Teen Listening Party | Jimmy | 0 |
| 22-Jun | Book Buddy | Monica | 1 |
| 23-Jun | Family Storytime | Lexy, Heather | 22 |
| 23-Jun | Book Buddy | Monica | 3 |
| 23-Jun | Flip for Frogs | Megan, Monica | 22 |
| 23-Jun | Book Buddies | Meghna | 1 |
| 23-Jun | Fractured fairy Tales | Tricia, Jack | 18 |
| 24-Jun | Storytime One-on-One | Lexy | 1 |
| 24-Jun | Rollick & Roll | Heather, Lexy | 20 |
| 24-Jun | Escape Room Race | Jimmy | 1 |
| 24-Jun | Book Buddies | Natalie | 1 |
| 24-Jun | Book Buddies | Meghna | 1 |
| 24-Jun | Stories + STEAM | Lexy, Meghna, Megan | 20 |
| 25-Jun | Baby Book Bees Storytime | Heather, Lexy | 2 |
| 25-Jun | Book Buddies | Monica | 2 |
| 25-Jun | 3D Design: Shoelace Charm | Jack, Monica | 12 |
| 25-Jun | Book Buddies | Meghna | 1 |
| 25-Jun | Book Buddies | Meghna | 1 |
| 26-Jun | Storytime One-on-One | Jack | 2 |
| 26-Jun | Storytime One-on-One | Lexy | 2 |
| 26-Jun | Storytime One-on-One / Book Buddies mash up | Lexy | 4 |
| 27-Jun | The Sound | Michelle, Natalie, Jack | 32 |
| 29-Jun | Cooking Science: Mug Cakes | Jack | 19 |
| 30-Jun | Fractured fairy Tales | Tricia, Jack | 22 |
| TOTAL: | | | 629 |

Rollick & Roll

Heather Forster Jensen completed the Rollick & Roll music and movement class series for families with children 7 years old and younger, Rollick & Roll continued virtually in June, as it was in May. Each week focused on a different theme, thereby exposing children to a wider variety of music and motion.

Fractured Fairy Tales

Tricia Thompson has been presenting Fractured Fairy Tales for grades 1-4. Each program focuses on a well-known fairy tale such as Jack and the Beanstalk or Little Red Riding Hood. After presenting the original fairy tale, a "fractured" version is presented, such as The Princess and the Beanstalk or Little Red Rhyming Hood. In fractured stories, characters change, settings are altered leading to very different endings. These fairy tales are great for teaching cause and effect as children can compare and contrast the two stories and have fun while learning. Tricia follows up each class by emailing participants S.T.E.A.M activities and food projects related to that week's fairy tale.

Baby Book Bees Storytimes

Heather Forster Jensen presented the Baby Book Bees storytime series, for caregivers with babies 17 months and younger, teaching the caregivers to sing, play, and rhyme with their babies and learn about age-appropriate developmental activities. The storytime, Baby Book Bees, was intended to connect to the new reading initiative by the same name; because the class needed to be held virtually instead of in-person, Heather modified the program to focus on interpersonal connections through music, rhymes, and play. Following each class, Heather provided an interactive, digital handout with the week's songs and rhymes, sign language word or phrase, an early literacy activity (talking, playing, writing, singing) to practice at home, and a book list of materials that would be available at IPPL for curbside pickup. While registration numbers were high, attendance two of the four weeks consisted only of one caregiver and their baby. Heather will monitor registration for the July session and adapt Baby Book Bees accordingly.

Book Buddies and Storytime 1-on-1s

The Kids & Teens staff have been working together to provide Book Buddies and Storytime 1-on-1s for families. Both are personal, virtual meetings via Zoom that support young readers. For Book Buddies, kids in grades 1-9 can read to a staff member for 20 minutes. For Storytime 1-on-1s, staff members read to kids, sometimes one at a time, but occasionally we see siblings too. In June, we participated in 21 Book Buddies meetings and 14 Storytime 1-on-1s. In comparison to a single event or storytime that might bring in a larger crowd, these meetings skew our usual attendance numbers because we are presenting more events for fewer people, but we see and hear how meaningful these interactions are for kids and families. It is a simple way that we can directly support and encourage reading.

The Sound

On June 27, The Sound, our annual Teen battle-of-the-bands, was presented live on Zoom. Michelle worked for months with the Teen Advisory and Service Committee (TASC) and The Gift of Carl to host the event. We received 11 submissions. Michelle and TASC selected 8 acts to perform. Michelle organized the acts, worked with Ollie, our Teen MC, coordinated 3 judges, and prepared for a short presentation by Renee Vuillaume from the Gift of Carl. Jack Schultz and Natalie Williams helped with the event. Jack provided tech support. Natalie was a judge. The event went smoothly, the teens all performed well, and three cash prizes were awarded.

Summer Challenges on Beanstack

This summer we purchased a new software called Beanstack, which allows us to create and offer virtual, gamified reading challenges. Natalie Williams researched, purchased, and set up the new software in April. In May, we completed testing of the product and Natalie and Jack Schultz trained staff. The Summer Challenges went live on June 6. We are currently offering five different challenges:

| | |
|------------------------------|------------------|
| Adult Summer Challenge | 111 participants |
| Teen Summer Challenge | 37 participants |
| Mid-Kid Summer Challenge | 125 participants |
| Little Kids Summer Challenge | 70 participants |
| Mission Math | 165 participants |

So far, 508 participants have logged 2,173 books and completed 1,746 activities. We are already building new, future reading challenges on Beanstack.

Baby Book Bees Reading Challenge

Lexy Twidell finalized creation of a new reading initiative for children under one called Baby Book Bees. Lexy created the challenge on Beanstack so that parents can log books and earn badges as they read 100 books with their baby before his or her first birthday. This program, sponsored by the Lawrence Family in memory of their daughter Beatrix, is meant to encourage parents to help develop early literacy right from the start by exposing their babies to words and positive associations with reading before they are able to read for themselves. It is also intended to kick-start a child's progress through our previously created 1,000 Books Before Kindergarten reading initiative.

Special Marketing Projects

Michelle Dukes coordinated five teen volunteers to meet at the library to paint a sidewalk obstacle course for young kids to enjoy when they visit the library. The obstacle course was created as a "race to summer" to promote the Summer Challenges. One of our adult Prairie Patch volunteers sent us an email saying, "While I was there a little girl was jumping along the path to summer, giggling and encouraged by her mom. Great idea for the kids."

Jack Schultz created a stencil to promote the Summer Challenges and then drove around the community using the stencil and spray chalk to encourage people to sign up.

Michelle Dukes worked with marketing to collaborate on e-news for teens. Michelle pulled emails and put together a list of teen contacts for Jill. She also curated and pulled content for the first Teen e-news.

Supporting Schools & Students

Schools may be closed, but the Kids & Teens Department still meeting with school staff and supporting students. Each week, Monica Dzierzbicki hosts a School Librarian Discussion Group over Zoom, along with occasional co-host Natalie Williams. Alongside Darien District 61 librarian Diane Nelson, Monica also delivered a virtual RAILS/AISLE panel presentation on summer reading collaboration to 64 attendees.

Incubation Project with 4H

In June, we concluded our Incubation Project with 4H Darien Dragons. To complete this project, we had to get over several major hurdles. One was that we needed someone to monitor the incubator even though the library was closed. Natalie Williams worked with 4H leader, Tricia Giron, who was willing to care for the eggs and keep a live-cam running from her house. The second hurdle was getting eggs. We normally get chicken eggs from the University of Illinois Extension, but they cancelled all of their projects this spring, so schools and libraries were unable to get eggs. Tricia found a small, local farm that raises chickens and picked up eggs. We incubated a first set of eggs, but we learned that the eggs were not fertilized. There is a greater chance that eggs have not been fertilized when working with a free-range farm, as opposed to a controlled university environment. Tricia worked with the farm-owners to monitor the chickens and picked up a second set of eggs that we thought would be fertilized. One adorable little chick hatched. We asked the community to recommend names. We named the chick 'Peaches.' Natalie and 4H also provided programming, Zoom Q&A, and a virtual farm tour. Heather Forster Jensen created a series of chicken-themed storytimes, which were recorded and posted on YouTube. This project was made possible because technical support from Jack Schultz and Dave Bunn, lots of time and effort from Jill Yott and the marketing team, and of course our 4H partners and the Giron family.

Prairie Patch

On June 6, we planted the Prairie Patch with volunteers from Good Worx and the Darien Garden Club. Staff and volunteers created a schedule to keep the garden watered and cared for. Natalie has trained two new adult volunteers to help us maintain the space. We will begin outdoor programming in the

Prairie Patch in July. Soon we will also begin to harvest herbs and food to give away following safety guidelines determined by the CDC and the Illinois Farmers Market Association.

LittleShop at Home

Heather Forster Jensen launched the summer's LittleShop at Home series with the theme, craft the zoo, mid-June. Instructions for each of the eight zoo animal crafts will be emailed weekly. The 14 families who asked to be included in the May LittleShop at Home project emails remained in the distribution list, and four new families were added the first week of craft the zoo this month. Materials and instructions were designed to make this series as accessible as possible utilizing simple materials, including paper, scissors, glue or tape, and coloring materials.

Lexy Twidell and Megan Lawrence expanded their Stories + STEAM class to include a 'Grab and Go' component. Patrons can come to the library to pick up a paper bag filled with 4 weeks of mini-activities that correspond with the stories and lessons taught in the Stories + STEAM Zoom class held on Wednesday evenings. These bags contain supplies to use in conducting at-home experiments such as testing whether something sinks or floats, and unique activities like constellation connect-the-dot yarn weaving. These activities are available for pick-up in LittleShop.

Continuing Education

| Date | Description | K&T Staff |
|-------|--|---------------------------------|
| 1-Jun | What I Wish I'd Known about building Teen Services from Scratch Webinar | Michelle |
| 1-Jun | Teens Need Libraries Webinar | Michelle |
| 2-Jun | What Parents Should Know About Coronavirus As Kids Return To Babysitters, Day Cares And Camps | Lexy |
| 2-Jun | CDC School Reopening Guidelines | Lexy |
| 4-Jun | Trippin' Over the Color Line: The Invisibility of Race in Library and Information Studies | Monica |
| 4-Jun | Unlocking Us: Brené with Ibram X. Kendi on How to Be an Antiracist | Meghna |
| 4-Jun | Trippin' Over the Color Line: The Invisibility of Race in Library and Information Studies | Meghna |
| 5-Jun | FAQ for Businesses Concerning Use of Face-Coverings During Covid-19 | Lexy |
| 5-Jun | Restore Illinois: Business Guidelines | Lexy |
| 5-Jun | Race & Healing Circle for Teens | Michelle |
| 5-Jun | State of Illinois Sexual Harassment Training | Megan |
| 6-Jun | CNN/Sesame Street Town Hall on Racism | Megan, Heather |
| 6-Jun | Out of the Box: Exploring the Boundlessness of Black Girlhood | Meghna |
| 7-Jun | Crlp Camp The Virtual Experience | Megan |
| 9-Jun | It's Never too Soon: Creating Measurable Leadership Development Programs for Your Emerging Leaders | Michelle |
| 9-Jun | CNN/Sesame Street Town Hall on Racism | Meghna |
| 9-Jun | What Will Open in Illinois as Part of Phase Four of 'Restore Illinois' Plan? | Michelle, Lexy, Heather, Meghna |
| 9-Jun | Trend Scanning during the Pandemic | Michelle, Natalie |
| 9-Jun | Leading Tough Conversations | Michelle |
| 9-Jun | What Kindergarten Academic Skills Typically Look Like in Action | Lexy |
| 9-Jun | Talking to Children Authentically about Race and Racism, Sponsored by PBS Kids | Heather, Tricia |

| | | |
|--------|---|----------|
| 11-Jun | Parenting While Working from Home: Finding the New Normal | Heather |
| 11-Jun | A Novel Afternoon: Middle Grade and YA Authors Share Their Stories | Michelle |
| 11-Jun | Mandatory Sexual Harassment Training | Lexy |
| 11-Jun | RAILS: Trend Scanning During the Pandemic | Lexy |
| 11-Jun | Unlocking Us: Brené with Austin Channing Brown on I'm Still Here: Black Dignity in a World Made for Whiteness | Meghna |
| 12-Jun | Out of the Box: Exploring the Boundlessness of Black Girlhood (Everywhere Book Fest) | Lexy |
| 14-Jun | Crip Camp The Virtual Experience | Megan |
| 14-Jun | Crip Camp Virtual Experience | Megan |
| 16-Jun | State of Illinois Mandatory Sexual Harassment Training | Meghna |
| 15-Jun | Getting Started with Social Media for Your Library | Tricia |
| 16-Jun | Getting Started with Virtual Storytime | Tricia |
| 17-Jun | Picture Book Parade | Tricia |
| 18-Jun | Serving People Experiencing Homelessness at Your Library | Tricia |
| 18-Jun | Reopening and Recovery Using Safety Science and Program Management | Heather |
| 21-Jun | Crip Camp Virtual Experience | Megan |
| 20-Jun | Get Drawn In | Tricia |
| 23-Jun | How to Navigate Nature with Children | Monica |
| 23-Jun | Dismantling Institutional Racism in your Library: From Theory to Practice | Monica |
| 24-Jun | Pretty Sweet Tech - How to leverage Online Learning to Build New Skills | Tricia |
| 24-Jun | Dismantling Institutional Racism in your Library: From Theory to Practice | Meghna |
| 25-Jun | After the Rally: What Next? Barrington Public Library TV | Monica |
| 25-Jun | How to host Zoom Webinar tutorial | Michelle |
| 26-Jun | Python Coding | Jack |

Submitted by Natalie Williams, Head of Youth Services 7/7/2020

| STATISTICS FOR | Jun-20 | SAME MONTH PREV. YEAR | FYTD | LAST FYTD | FYTD % CHANGE |
|-------------------------------------|--------|--------------------------|---------|-----------|------------------|
| <u>Circulation</u> | | | | | |
| Adult | 10,588 | 28,891 | 242,790 | 347,636 | -30.16% |
| Teen | 798 | 2,834 | 16,091 | 26,503 | -39.29% |
| Kids | 6,206 | 17,803 | 132,252 | 185,073 | -28.54% |
| ILLs Sent | 0 | 3,186 | 25,534 | 39,959 | -36.10% |
| TOTAL | 17,592 | 52,714 | 416,667 | 599,171 | -30.46% |
| Electronic Circulation | 11,039 | 6,729 | 65,143 | 72,109 | -9.66% |
| GRAND TOTAL CIRC. | 28,631 | 59,443 | 481,810 | 671,280 | -28.23% |
| <u>Current Cards</u> | | | | | |
| Resident | 21 | 206 | | 22,954 | -100.00% |
| Non-Resident | | 105 | 1,094 | 1,137 | -3.78% |
| TOTAL | 21 | 311 | 1,094 | 24,091 | -95.46% |
| Patron Assistance | 3,602 | 6,964 | 56,164 | 80,697 | -30.40% |
| <u>Programs - Adult</u> | | | | | |
| # Programs | 11 | 16 | 117 | 144 | -18.75% |
| Attendance | 317 | 357 | 2,704 | 3,360 | -19.52% |
| <u>Technology Classes</u> | | | | | |
| # Programs | 7 | 7 | 65 | 83 | -21.69% |
| Attendance | 280 | 48 | 880 | 837 | 5.14% |
| <u>Groups</u> | | | | | |
| # Programs | 2 | 11 | 117 | 161 | -27.33% |
| Attendance | 33 | 116 | 1,159 | 1,770 | -34.52% |
| <u>Others</u> | | | | | |
| #Programs | 0 | 0 | 4 | 15 | -73.33% |
| Attendance | 0 | 0 | 86 | 393 | -78.12% |
| <u>Programs - Teen</u> | | | | | |
| # Programs | 6 | 14 | 58 | 123 | -52.85% |
| Attendance | 48 | 269 | 1,331 | 2,490 | -46.55% |
| <u>Programs - Kids</u> | | | | | |
| # Programs | 69 | 94 | 580 | 529 | 9.64% |
| Attendance | 581 | 4,050 | 13,615 | 18,498 | -26.40% |
| GRAND TOTAL ATT. | 1,259 | 4,840 | 19,775 | 27,348 | -27.69% |
| Wireless Total Connections | 1,919 | 9,444 | 79,400 | 107,217 | -25.94% |
| IPPL Total Web Site Access | 35,535 | 17,670 | 512,501 | 206,122 | 148.64% |
| IPPL Total Page Views | 60,337 | 41,965 | 603,092 | 521,459 | 15.65% |
| Subscription Database Logins | 2,744 | 3,227 | 23,003 | 41,007 | -43.90% |
| Staff Training Hours | 16 | 552 | 825 | 1,293 | -36.19% |

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - Mar-June 2020

48

| BOOKS | Previous Month Totals | Added Items | Discarded Items | Current Totals | Prev. Mo. YTD | | YEAR TO DATE | |
|---------------------|--------------------------|----------------|--------------------|-------------------|---------------|--------------|--------------|--------------|
| | | | | | A | W | Added | Discarded |
| ADULT | | | | | | | | |
| Reference | 488 | 1 | 0 | 489 | 16 | 14 | 17 | 14 |
| Non-Fiction | 40167 | 808 | 615 | 40360 | 2268 | 3914 | 3076 | 4529 |
| Fiction | 34143 | 1035 | 281 | 34897 | 5460 | 5592 | 5460 | 5873 |
| ADULT TOTALS | 74798 | 1844 | 896 | 75746 | 7744 | 9520 | 8553 | 10416 |
| KIDS | | | | | | | | |
| Non-Fiction | 11161 | 345 | 170 | 11336 | 506 | 369 | 851 | 539 |
| Fiction | 22095 | 966 | 237 | 22824 | 1319 | 1136 | 2285 | 1373 |
| KIDS TOTALS | 33256 | 1311 | 407 | 34160 | 1825 | 1505 | 3136 | 1912 |
| TEEN | | | | | | | | |
| Non-Fiction | 398 | 45 | 3 | 440 | 26 | 175 | 71 | 178 |
| Fiction | 3664 | 170 | 25 | 3809 | 269 | 394 | 439 | 419 |
| TEEN TOTALS | 4062 | 215 | 28 | 4249 | 295 | 569 | 510 | 597 |
| BOOK TOTALS | 112116 | 3370 | 1331 | 114155 | 9864 | 11594 | 12199 | 12925 |

| AUDIOVISUAL | Previous Month Totals | Added Items | Discarded Items | Current Totals | Prev. Mo. YTD | | YEAR TO DATE | |
|---------------------------|--------------------------|----------------|--------------------|-------------------|---------------|-------------|--------------|-------------|
| | | | | | A | W | Added | Discarded |
| ADULT | | | | | | | | |
| Audiobooks on CD | 6078 | 227 | 6 | 6299 | 333 | 777 | 560 | 783 |
| Music CDs | 5833 | 61 | 70 | 5824 | 202 | 2365 | 263 | 2435 |
| Playaway | 370 | 1 | 1 | 370 | 4 | 8 | 5 | 9 |
| DVDs (DVD & Blu-ray) | 20518 | 454 | 137 | 20835 | 1072 | 1026 | 1526 | 1163 |
| ADULT TOTALS | 32799 | 743 | 214 | 33328 | 1611 | 4176 | 2354 | 4390 |
| KIDS | | | | | | | | |
| Audiobooks on CD | 518 | 24 | 4 | 538 | 16 | 115 | 40 | 119 |
| Music CDs | 263 | 6 | 0 | 269 | 35 | 580 | 41 | 580 |
| Playaway | 93 | 14 | 0 | 107 | 4 | 11 | 18 | 11 |
| DVDs (DVD & Blu-ray) | 4354 | 31 | 87 | 4298 | 229 | 145 | 260 | 232 |
| KIDS TOTALS | 5228 | 75 | 91 | 5212 | 284 | 851 | 359 | 942 |
| TEEN | | | | | | | | |
| Audiobooks on CD | 188 | 18 | 0 | 206 | 21 | 40 | 39 | 40 |
| Playaway | 17 | 2 | 0 | 19 | 1 | 14 | 3 | 14 |
| DVDs (DVD & Blu-ray) | 439 | 0 | 2 | 437 | 21 | 134 | 21 | 136 |
| TEEN TOTALS | 644 | 20 | 2 | 662 | 43 | 188 | 63 | 190 |
| AUDIOVISUAL TOTALS | 38671 | 838 | 307 | 39202 | 1938 | 5215 | 2776 | 5522 |

| Other | Previous Month Totals | Added Items | Discarded Items | Current Totals | Prev. Mo. YTD | | YEAR TO DATE | |
|---|--------------------------|----------------|--------------------|-------------------|---------------|------------|--------------|--------------|
| | | | | | A | W | Added | Discarded |
| ADULT | | | | | | | | |
| Console Games | 155 | 1 | 2 | 154 | 37 | 10 | 38 | 12 |
| Tech Takeout (except digital content devices) | 114 | 1 | 0 | 115 | 17 | 1 | 18 | 1 |
| CD-ROMs | 35 | 0 | 0 | 35 | 0 | 9 | 0 | 9 |
| ADULT TOTALS | 304 | 2 | 2 | 304 | 54 | 20 | 56 | 22 |
| KIDS | | | | | | | | |
| Kits (STEM, Book bundles, etc.) | 156 | 1 | 0 | 157 | 31 | 19 | 32 | 19 |
| Puzzles (New Aug. 2018) | 16 | 0 | 0 | 16 | 6 | 0 | 6 | |
| Playaway Launch Pads | 22 | 0 | 0 | 22 | 0 | 2 | 0 | 2 |
| KIDS TOTALS | 194 | 1 | 0 | 195 | 37 | 21 | 38 | 21 |
| TEEN | | | | | | | | |
| Equipment (CD Players, etc.) | 6 | 0 | 0 | 6 | | | 0 | 0 |
| Console Games | 661 | 15 | 10 | 666 | 43 | 71 | 58 | 81 |
| Board Games | 99 | 0 | 2 | 97 | 14 | 1 | 14 | 3 |
| TEEN TOTALS | 766 | 15 | 12 | 769 | 57 | 72 | 72 | 84 |
| OTHER TOTALS | 1264 | 18 | 14 | 1268 | 148 | 113 | 166 | 127 |
| COLLECTION TOTALS | 152051 | 18 | 14 | 152055 | | | 15141 | 18574 |

| AUDIOVISUAL | Previous Month Totals | Added Items | Discard Items | Current Totals | Prev. Mo. YTD | | YTD | |
|----------------------------------|--------------------------|----------------|------------------|-------------------|---------------|----------|--------------|----------|
| | | | | | A | W | Add | Discard |
| Hoopla (Yearly for all ages) | | | | | | | | |
| Audio Books | 58,306 | 10966 | | 69,272 | | | | |
| Music | 265,515 | | 23811 | 241,704 | | | | |
| Movies/TV Episodes | 13,476 | 1561 | 0 | 15,037 | | | | |
| Yearly Total for All Ages | 337,297 | 12527 | 23811 | 326,013 | 0 | 0 | 0 | 0 |
| ADULT | | | | | | | | |
| Audiobooks | | | | | | | | |
| eMedia (Overdrive Consortium) | 5,351 | 93 | 0 | 5,444 | 171 | | 264 | 0 |
| eMedia Advantage (Overdrive) | 1,074 | 146 | | 1,220 | 119 | | 265 | 0 |
| Preloaded Audiobook iPods | 55 | 18 | 0 | 73 | 10 | 0 | 28 | 0 |
| Movies | | | | | | | | |
| Preloaded Roku Titles | 1,174 | 42 | | 1,216 | 76 | | 118 | |
| ADULT TOTALS | 7,654 | 299 | | 7,953 | 376 | 0 | 675 | 0 |
| KIDS | | | | | | | | |
| Audiobooks | | | | | | | | |
| eMedia Library (Overdrive) | 373 | 4 | | 377 | 22 | | 26 | |
| eMedia Advantage (Overdrive) | 42 | 5 | 0 | 47 | 13 | | 18 | |
| Movies | | | | | | | | |
| Preloaded Roku Titles | 181 | 2 | | 183 | 19 | | 21 | |
| KIDS TOTALS | 596 | 11 | | 607 | 54 | 0 | 65 | 0 |
| TEEN | | | | | | | | |
| Audiobooks | | | | | | | | |
| eMedia Library (Overdrive) | 641 | 5 | | 646 | 16 | | 21 | 0 |
| eMedia Advantage (Overdrive) | 66 | 6 | | 72 | 9 | | 15 | 0 |
| TEEN TOTALS | 707 | 11 | | 718 | 25 | 0 | 36 | 0 |
| AUDIOVISUAL TOTAL | 346,254 | 321 | | 335,291 | 455 | 0 | 776 | 0 |
| COLLECTION TOTALS | 647,314 | 56,190 | | 692,220 | 2073 | 0 | 3,714 | 0 |

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Mar.-Jun. 2020 : 50

| BOOKS | Previous Month Totals | Added Items | Discard Items | Current Totals | Prev. Mo. YTD | | YTD | |
|--------------------------------|-----------------------|-------------|---------------|----------------|---------------|---|-------|---------|
| | | | | | A | W | Add | Discard |
| Hoopla- Year (ebooks & comics) | 269,125 | 54,553 | | 323,678 | | | | |
| Reference- Year | 542 | 7 | 0 | 549 | | | | |
| TOTALS FOR ALL AGES | 269,667 | 54,560 | 0 | 324,227 | 0 | 0 | 0 | 0 |
| ADULT | | | | | | | | |
| Non-Fiction | | | | | | | | |
| eMedia (Overdrive Consortium) | 3,475 | 114 | 0 | 3,589 | 210 | 0 | 324 | 0 |
| eMedia (Overdrive Advantage) | 1,074 | 146 | 0 | 1,220 | 79 | 0 | 225 | 0 |
| Fiction | | | | | | | | |
| eMedia (Overdrive Consortium) | 14,358 | 334 | 0 | 14,692 | 607 | 0 | 941 | 0 |
| eMedia (Overdrive Advantage) | 5,032 | 505 | 0 | 5,537 | 443 | 0 | 948 | 0 |
| Preloaded eReaders | 88 | 0 | 0 | 88 | 7 | | 7 | |
| ADULT TOTALS | 23,939 | 1,099 | 0 | 25,038 | 1339 | 0 | 2438 | 0 |
| KIDS | | | | | | | | |
| Non-Fiction | | | | | | | | |
| eMedia (Overdrive Consortium) | 130 | 25 | 0 | 155 | 5 | 0 | 30 | |
| eMedia (Overdrive Advantage) | 37 | 5 | 0 | 42 | 6 | | 11 | |
| Fiction | | | | | | | | |
| eMedia (Overdrive Consortium) | 2,802 | 63 | 0 | 2,865 | 104 | 0 | 167 | 0 |
| eMedia (Overdrive Advantage) | 381 | 24 | 0 | 405 | 53 | 0 | 77 | |
| KIDS TOTALS | 3,350 | 117 | | 3,467 | 157 | 0 | 285 | 0 |
| TEEN | | | | | | | | |
| Non-Fiction | | | | | | | | |
| eMedia (Overdrive Consortium) | 100 | 6 | 0 | 106 | 5 | | 11 | |
| eMedia (Overdrive Advantage) | 19 | 5 | 0 | 24 | 2 | | 7 | |
| Fiction | | | | | | | | |
| eMedia (Overdrive Consortium) | 3,443 | 45 | 0 | 3,488 | 94 | 0 | 139 | 0 |
| eMedia (Overdrive Advantage) | 542 | 37 | 0 | 579 | 21 | 0 | 58 | |
| TEEN TOTALS | 4,104 | 93 | | 4,197 | 122 | 0 | 215 | 0 |
| BOOK TOTALS | 301,060 | 55,869 | | 356,929 | 1618 | 0 | 2,938 | 0 |

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 6/30/2020

| | |
|---|--------------|
| Balance on hand as of May 31, 2020..... | 2,152,361.08 |
| Cash Receipts for June..... | 1,776,468.87 |
| Cash Disbursements for June..... | 313,765.26 |
| Cash on hand as of June 30, 2020..... | 3,615,064.69 |

Investments

| | |
|---|--------------|
| Illinois Funds (Money Market) - Average Monthly Rate 0.451% | |
| General..... | 1,546,574.49 |
| Marion E Weston Endowment..... | 18,966.74 |
| Special Reserve..... | 5,878.41 |
| Children's Endowment..... | 3,061.75 |
| Endowment..... | 11,851.86 |
| MPI Investment (Corporate Fund)..... | 1,911,386.93 |

| | |
|---------------------------------------|--------------|
| Fifth Third - Checking | |
| General..... | (17,522.70) |
| Hinsdale Bank & Trust - Checking..... | 8,737.10 |
| Fifth Third - Savings - Rate 0.28% | |
| General..... | 125,726.11 |
| Petty Cash/Circulation..... | 404.00 |
| Balances as of June 30, 2020..... | 3,615,064.69 |

FUND BALANCES AS OF 6/30/2020

| | |
|----------------------------------|--------------|
| Corporate Fund..... | 1,604,396.21 |
| Building & Maintenance Fund..... | 1,672.98 |
| I.M.R.F. Fund..... | (9,330.20) |
| Liability Fund..... | (483.41) |
| Social Security Fund..... | 3,448.74 |
| Special Reserve Fund..... | 5,878.41 |
| Deferred Property Taxes..... | 1,929,014.71 |
| Current Liabilites..... | 80,467.25 |
| Grand Total All Funds..... | 3,615,064.69 |

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**Indian Prairie Public Library District
Consolidated Revenue Report for June 2020**

Percent of Year: 100.00

| | RECEIVED JUNE 2020 | RECEIVED THIS YEAR | PRCT COLL | BUDGET RECEIPTS | UNCOLLECTED RECEIPTS |
|---|-----------------------|-----------------------|-----------------|---------------------|-------------------------|
| PROPERTY TAX & LEVY INTEREST | | | | | |
| 41100 · Property Taxes | 0.00 | 3,594,099.18 | 98.21% | 3,659,490.00 | 65,390.82 |
| 41150 · Non-current Property Taxes | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 43100 · Interest-Tax Levy | 0.00 | 11.40 | 0.00% | 0.00 | -11.40 |
| TOTAL PROPERTY TAX & LEVY INTEREST | 0.00 | 3,594,110.58 | 98.21% | 3,659,490.00 | 65,379.42 |
| INTERGOVERNMENTAL | | | | | |
| 42200 · Per Capita Grant | 0.00 | 53,161.25 | 100.00% | 53,161.00 | -0.25 |
| 42300 · LIMRiCC | 0.00 | 769.27 | 0.00% | 0.00 | -769.27 |
| TOTAL INTERGOVERNMENTAL | 0.00 | 53,930.52 | 101.45% | 53,161.00 | -769.52 |
| INTEREST | | | | | |
| 43500 · Interest - Investment | 390.28 | 21,634.14 | 144.23% | 15,000.00 | -6,634.14 |
| TOTAL INTEREST | 390.28 | 21,634.14 | 144.23% | 15,000.00 | -6,634.14 |
| DESK MONIES | | | | | |
| 45100 · Copier | 0.00 | 2,716.66 | 59.06% | 4,600.00 | 1,883.34 |
| 45120 · Computer Copies | 0.00 | 10,727.30 | 71.52% | 15,000.00 | 4,272.70 |
| 45130 · Fax | 0.00 | 1,601.73 | 160.17% | 1,000.00 | -601.73 |
| 45200 · Fines/Fees | 295.11 | 32,358.32 | 64.72% | 50,000.00 | 17,641.68 |
| 45250 · Gifts/Donations | 0.00 | 1,104.79 | 220.96% | 500.00 | -604.79 |
| 45300 · Lost Materials | 63.93 | 7,892.93 | 98.66% | 8,000.00 | 107.07 |
| 45350 · Non-Resident Fees | 5,891.90 | 76,731.47 | 83.40% | 92,000.00 | 15,268.53 |
| 45400 · DVD Fines | 0.00 | 715.00 | 59.58% | 1,200.00 | 485.00 |
| 45450 · Top Picks | 0.00 | 150.00 | 37.50% | 400.00 | 250.00 |
| 45550 · Meeting Room Rental | 0.00 | 287.50 | 71.88% | 400.00 | 112.50 |
| 45600 · ILL Fees | 0.00 | 391.89 | 39.19% | 1,000.00 | 608.11 |
| 45650 · 3D Printing | 0.00 | 425.00 | 170.00% | 250.00 | -175.00 |
| 45660 · Carvey | 0.00 | 46.00 | 92.00% | 50.00 | 4.00 |
| 45700 · Passport Fees | 0.00 | 24,006.20 | 96.03% | 25,000.00 | 993.80 |
| 45750 · Notary Fees | 0.00 | 1,063.30 | 75.95% | 1,400.00 | 336.70 |
| TOTAL DESK MONIES | 6,250.94 | 160,218.09 | 79.79% | 200,800.00 | 40,581.91 |
| OTHER INCOME | | | | | |
| 46500 · OCLC Refund | 0.00 | 1,224.75 | 174.96% | 700.00 | -524.75 |
| 46700 · Miscellaneous | 0.00 | 618.04 | 30.90% | 2,000.00 | 1,381.96 |
| 46800 · Collection Agency Fee | 0.00 | 140.00 | 70.00% | 200.00 | 60.00 |
| 49000 · Operating Transfer In | 0.00 | 40,079.40 | 0.00% | 0.00 | -40,079.40 |
| TOTAL OTHER INCOME | 0.00 | 42,062.19 | 1450.42% | 2,900.00 | -39,162.19 |
| GRAND TOTAL | 6,641.22 | 3,871,955.52 | 98.49% | 3,931,351.00 | 59,395.48 |

Operating Transfer In reflects \$40,079.40 from Corporate Reserves

69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$15,555.09

BP Contractors Parking Lot Corn Cobbs \$4,620.00

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Indian Prairie Public Library District Consolidated Expenditures Report for June 2020

Percent of Year: 100.00

| | JUNE 20 | YTD ACTIVITY | PRCT USED | WORKING BUDGET | REMAINING BUDGET | APPROPRIATION | PRCT APPROPRIATION |
|---|-------------------|---------------------|---------------|---------------------|-------------------|---------------------|--------------------|
| PERSONNEL | | | | | | | |
| 61100 · Salaries | 155,667.87 | 2,093,845.01 | 92.26% | 2,269,405.00 | 175,559.99 | 2,317,046.00 | 90.37% |
| 61310 · Benefits - Medical / Life Ins. | 12,070.64 | 145,081.07 | 83.03% | 174,732.00 | 29,650.93 | 184,000.00 | 78.85% |
| 61330 · Benefits - IMRF | 16,142.68 | 187,900.88 | 93.34% | 201,318.00 | 13,417.12 | 212,000.00 | 88.63% |
| 61340 · Benefits - FICA | 11,724.76 | 158,435.79 | 92.92% | 170,513.00 | 12,077.21 | 183,000.00 | 86.58% |
| 61400 · Staff Development | 140.45 | 14,080.48 | 70.40% | 20,000.00 | 5,919.52 | 24,000.00 | 58.67% |
| 61600 · Board Development | 0.00 | 381.72 | 38.17% | 1,000.00 | 618.28 | 2,000.00 | 19.09% |
| 61710 · Workers Compensation | 0.00 | 5,846.00 | 93.34% | 6,263.00 | 417.00 | 10,000.00 | 58.46% |
| 61720 · Unemployment Insurance | 119.79 | 2,793.54 | 98.12% | 2,847.00 | 53.46 | 3,800.00 | 73.51% |
| TOTAL PERSONNEL | 195,866.19 | 2,608,364.49 | 91.65% | 2,846,078.00 | 237,713.51 | 2,935,846.00 | 88.85% |
| MATERIALS | | | | | | | |
| 62100 · Books | 25,136.82 | 154,044.72 | 86.84% | 177,400.00 | 23,355.28 | 180,500.00 | 85.34% |
| 62200 · Periodicals | 262.72 | 17,943.09 | 67.65% | 26,525.00 | 8,581.91 | 28,000.00 | 64.08% |
| 62300 · Audio | 8,910.89 | 30,940.30 | 82.84% | 37,350.00 | 6,409.70 | 40,000.00 | 77.35% |
| 62400 · Video | 7,789.97 | 37,754.81 | 83.99% | 44,950.00 | 7,195.19 | 48,000.00 | 78.66% |
| 62500 · Multi-Media | 0.00 | 5,460.38 | 48.54% | 11,250.00 | 5,789.62 | 12,000.00 | 45.50% |
| 62600 · eMaterials | 26,407.05 | 182,129.16 | 108.97% | 167,140.00 | -14,989.16 | 180,000.00 | 101.18% |
| 62700 · Console Games | 46.84 | 4,351.22 | 62.16% | 7,000.00 | 2,648.78 | 7,500.00 | 58.02% |
| 62800 · ESL | 0.00 | 687.98 | 68.80% | 1,000.00 | 312.02 | 1,300.00 | 52.92% |
| 62900 · Materials Supplies | 3,808.51 | 19,710.00 | 93.86% | 21,000.00 | 1,290.00 | 27,000.00 | 73.00% |
| TOTAL MATERIALS | 72,362.80 | 453,021.66 | 91.78% | 493,615.00 | 40,593.34 | 524,300.00 | 86.41% |
| BUILDING | | | | | | | |
| 63200 · Cleaning Service | 9,840.00 | 70,670.39 | 98.84% | 71,500.00 | 829.61 | 88,000.00 | 80.31% |
| 63300 · Utilities (1-8-11 · Gas) | 892.45 | 8,930.22 | 74.42% | 12,000.00 | 3,069.78 | 26,000.00 | 34.35% |
| 63300 · Utilities (1-8-12 · Electric) | 5,712.57 | 51,587.79 | 81.89% | 63,000.00 | 11,412.21 | 78,000.00 | 66.14% |
| 63300 · Utilities (1-8-13 · Telephone) | 197.12 | 4,801.37 | 109.12% | 4,400.00 | -401.37 | 15,000.00 | 32.01% |
| 63300 · Utilities (1-8-14 · Water/Sewer) | 1,169.88 | 10,958.66 | 146.12% | 7,500.00 | -3,458.66 | 20,000.00 | 54.79% |
| 63300 · Utilities (1-8-15 · Garbage Disposal) | 723.20 | 4,969.52 | 124.24% | 4,000.00 | -969.52 | 17,000.00 | 29.23% |
| 63350 · Building Supplies | 0.00 | 6,811.08 | 113.52% | 6,000.00 | -811.08 | 10,000.00 | 0.00% |
| 63400 · Maintenance Supplies | 3,564.49 | 17,000.07 | 154.55% | 11,000.00 | -6,000.07 | 32,000.00 | 53.13% |
| 63500 · Security System Monitoring | 0.00 | 490.50 | 61.31% | 800.00 | 309.50 | 11,000.00 | 4.46% |
| 63600 · Property Maintenance | 805.00 | 24,717.76 | 61.79% | 40,000.00 | 15,282.24 | 55,000.00 | 44.94% |
| 63800 · Building Maintenance/Repair | 5,437.30 | 31,153.37 | 103.85% | 30,000.00 | -1,153.37 | 50,000.00 | 62.31% |
| TOTAL BUILDING | 28,342.01 | 232,090.73 | 92.76% | 250,200.00 | 18,109.27 | 402,000.00 | 57.73% |
| OPERATIONS | | | | | | | |
| 64200 · Supplies - Office | 901.75 | 9,865.28 | 75.89% | 13,000.00 | 3,134.72 | 16,000.00 | 5.64% |
| 64300 · Photocopy Supplies | 96.22 | 2,466.85 | 49.34% | 5,000.00 | 2,533.15 | 6,000.00 | 41.11% |
| 64400 · Patron Card Supplies | 0.00 | 635.22 | 105.87% | 600.00 | -35.22 | 1,000.00 | 63.52% |
| 64450 · Passport Postage | 0.00 | 1,611.05 | 70.05% | 2,300.00 | 688.95 | 4,000.00 | 0.00% |
| 64500 · Postage | 0.00 | 6,158.16 | 139.96% | 4,400.00 | -1,758.16 | 5,000.00 | 123.16% |
| 64600 · Non-Payment Reimbursement | 0.00 | 689.87 | 34.49% | 2,000.00 | 1,310.13 | 3,000.00 | 23.00% |
| 64700 · Travel | 105.60 | 1,447.50 | 193.00% | 750.00 | -697.50 | 1,100.00 | 131.59% |
| 64800 · Organizational Memberships | 1,040.00 | 2,665.50 | 76.16% | 3,500.00 | 834.50 | 4,000.00 | 66.64% |
| 64900 · Bank Fees | -65.47 | 2,232.72 | 74.42% | 3,000.00 | 767.28 | 4,000.00 | 55.82% |
| TOTAL OPERATIONS | 2,078.10 | 27,772.15 | 80.38% | 34,550.00 | 6,777.85 | 44,100.00 | 62.98% |
| TECHNOLOGY | | | | | | | |
| 65100 · Supplies-Public Toner | 0.00 | 8,176.05 | 90.85% | 9,000.00 | 823.95 | 10,000.00 | 81.76% |
| 65150 · Supplies-Staff Toner | 1,458.52 | 5,809.86 | 83.00% | 7,000.00 | 1,190.14 | 8,500.00 | 68.35% |
| 65160 · Supplies-Maker | 0.00 | 500.77 | 71.54% | 700.00 | 199.23 | 1,200.00 | 41.73% |
| 65200 · Technology-Prof Services | 0.00 | 4,425.00 | 88.50% | 5,000.00 | 575.00 | 8,000.00 | 55.31% |
| 65300 · Purchase of Equipment | 5,641.19 | 17,518.87 | 102.32% | 17,122.00 | -396.87 | 25,000.00 | 70.08% |
| 65400 · Technology Equip Mnt/Repair | 29.71 | 9,498.07 | 96.25% | 9,868.00 | 369.93 | 11,000.00 | 86.35% |
| 65500 · Software | 523.32 | 11,190.78 | 120.33% | 9,300.00 | -1,890.78 | 20,000.00 | 55.95% |

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

Percent of Year: 100.00

| | JUNE 20 | YTD ACTIVITY | PRCT USED | WORKING BUDGET | REMAINING BUDGET | APPROPRIATION | PRCT APPROPRIATION |
|---|-------------------|---------------------|---------------|---------------------|-------------------|---------------------|--------------------|
| 65600 · SWAN | 0.00 | 47,166.00 | 100.00% | 47,166.00 | 0.00 | 48,000.00 | 98.26% |
| 65700 · Telecommunications | 1,365.34 | 10,457.27 | 77.32% | 13,524.00 | 3,066.73 | 15,000.00 | 69.72% |
| TOTAL TECHNOLOGY | 9,018.08 | 114,742.67 | 96.68% | 118,680.00 | 3,937.33 | 146,700.00 | 78.22% |
| CONTRACTUAL SERVICES | | | | | | | |
| 66100 · General Professional Services | 1965.00 | 14,568.00 | 46.99% | 31,000.00 | 16,432.00 | 26,000.00 | 56.03% |
| 66200 · Credit Bureau | 0.00 | 420.65 | 46.74% | 900.00 | 479.35 | 1,200.00 | 35.05% |
| 66300 · Copier | 467.00 | 2,715.04 | 90.50% | 3,000.00 | 284.96 | 3,000.00 | 90.50% |
| 66400 · Copier Maintenance Contract | 0.00 | 1,761.04 | 70.44% | 2,500.00 | 738.96 | 3,000.00 | 58.70% |
| 66900 · Fees - Bond Registrar | 0.00 | 110.00 | 50.00% | 220.00 | 110.00 | 0.00 | 0.00% |
| TOTAL CONTRACTUAL SERVICES | 2,432.00 | 19,574.73 | 52.03% | 37,620.00 | 18,045.27 | 33,200.00 | 58.96% |
| INSURANCE | | | | | | | |
| 67100 · Multi Peril-Physical Assets | 0.00 | 11,487.00 | 100.00% | 11,487.00 | 0.00 | 14,000.00 | 82.05% |
| 67200 · Bonding | 0.00 | 1,160.00 | 84.67% | 1,370.00 | 210.00 | 1,700.00 | 68.24% |
| 67300 · Officers & Directors Liability | 0.00 | 2,511.00 | 100.00% | 2,511.00 | 0.00 | 3,000.00 | 83.70% |
| 67400 · Umbrella Liability | 0.00 | 2,150.00 | 100.00% | 2,150.00 | 0.00 | 3,000.00 | 71.67% |
| TOTAL INSURANCE | 0.00 | 17,308.00 | 98.80% | 17,518.00 | 210.00 | 21,700.00 | 79.76% |
| MARKETING | | | | | | | |
| 68110 · Marketing Newsletter | 0.00 | 32,583.40 | 90.51% | 36,000.00 | 3,416.60 | 40,000.00 | 81.46% |
| 68111 · eNewsletter | 0.00 | 1,732.50 | 86.63% | 2,000.00 | 267.50 | 2,400.00 | 72.19% |
| 68210 · Marketing Advertising | 0.00 | 144.46 | 17.20% | 840.00 | 695.54 | 1,800.00 | 8.03% |
| 68310 · Marketing Supplies | 0.00 | 228.27 | 45.65% | 500.00 | 271.73 | 1,000.00 | 22.83% |
| 68410 · Marketing-Information Printing | 57.98 | 335.28 | 15.24% | 2,200.00 | 1,864.72 | 5,000.00 | 6.71% |
| 68500 · Legal Notices | 0.00 | 894.13 | 59.61% | 1,500.00 | 605.87 | 2,000.00 | 44.71% |
| 68600 · Programming | 1,450.00 | 20,414.76 | 69.91% | 29,200.00 | 8,785.24 | 35,000.00 | 58.33% |
| TOTAL PUBLIC INFORMATION | 1,507.98 | 56,332.80 | 77.98% | 72,240.00 | 15,907.20 | 87,200.00 | 64.60% |
| CAPITAL OUTLAY & CONTINGENCY | | | | | | | |
| 69100 · Building Improvements | 0.00 | 1,086.24 | 0.00% | 47,750.00 | 46,663.76 | 100,000.00 | 1.09% |
| 69125 · Masonry Project | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 69150 · Parking Lot Rehab | 0.00 | 1,187.76 | 0.00% | 0.00 | -1,187.76 | 0.00 | 0.00% |
| 69200 · Special Reserve Fund | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 100,000.00 | 0.00% |
| 69250 · Equipment/Furnishings | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 800,000.00 | 0.00% |
| 69800 · Operating Transfer Out | 0.00 | 40,079.40 | 0.00% | 0.00 | -40,079.40 | 0.00 | 0.00% |
| 69900 · Contingency | 0.00 | 13,067.18 | 108.89% | 12,000.00 | -1,067.18 | 15,000.00 | 87.11% |
| 69920 · Gift/Donation Purchases | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 70000 · Operating Transfer Purchases | 0.00 | 38,891.64 | 0.00% | 0.00 | -38,891.64 | 0.00 | 0.00% |
| GRAND TOTAL | 311,607.16 | 3,623,519.45 | 92.20% | 3,930,251.00 | 306,731.55 | 5,210,046.00 | 69.55% |

Operating Transfer Out reflects \$40,079.40 from Corporate Reserves

69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,300.00, Patio Project \$3,400.55, Product LLC \$15,555.09

BP Contractors Parking Lot Corn Cobbs \$4,620.00

Chamber Report
June 2020

Darien

The Chamber board met in person on June 22 on a board member's patio and discussed financials as well as possibly focusing on smaller networking opportunities rather than the high labor and cost events such as DarienFest.

April included the Biz Connection enews in toto in her Chamber update.

Willowbrook/Burr Ridge

The Women in Business group met virtually for networking but I could not attend this month due to schedule conflicts.

Shirley Pride Jensen
7/10/20



E-News July 1, 2020

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RAILS Website



Facebook



Twitter



Instagram



LinkedIn

RAILS News

RAILS Closed July 3

RAILS will be closed Friday, July 3, in observance of Independence Day. Delivery services will not be provided. A [list of RAILS observed holidays](#) is available on the RAILS website by clicking on the About tab, then on Holidays/Closings. RAILS wishes all of our members and other colleagues a safe and happy holiday!

No RAILS E-News July 8

There will be no RAILS E-News on July 8. We'll resume again on July 15.

To view recent past issues of the E-News, visit [this page](#) of the RAILS website. Any staff member can sign up to receive the E-News, just sign into the RAILS website and visit the [e-newsletters page](#).

RAILS Reopening Survey Results

Initial results are in from the RAILS reopening survey. You can find links for the [survey](#) and [results](#) on the [COVID-19 Pulse Page](#) under Latest News.

The survey results will help members keep up to date on other libraries' reopening plans. The results are available to all RAILS libraries for you to review and compare peer libraries.

Please [update your information](#) if/when your service offerings change. Only the most up-to-date information will display in the results.

REALM Project Update: Second Round of Testing Begins

Five items have been selected for round two of Battelle lab testing to determine the length of time the COVID-19 virus may live on the surface of these porous materials. Testing began June 23, using materials provided by Columbus Metropolitan Library, the National Archives and Records Administration, and the National Library Service for the Blind and Print Disabled, Library of Congress. The results from test set two are expected to be released in late July 2020.

Also new to the [REALM website](#) is a compilation of select reopening plans from public libraries that can be helpful reference examples. This section will be updated and expanded to include other institutional types as the project progresses.

For more information on these and other project activities, visit the "Happening Now" project update page. For more on the scope, timeline, and committees involved with #REALMproject, visit [oc.lc/realm-project](#).

If you are interested in further updates to the REALM project, you can sign up to [receive email updates](#) from OCLC. The REALM project conducts research on how long the COVID-19 virus survives on materials that are common in libraries, archives, and museums.

Six Libraries Receive LLSAP Grants

Congratulations to the six RAILS member libraries awarded with [membership grants](#) to join one of RAILS' consortia (or LLSAPs). They are:

- Lostant Community Library, PrairieCat, \$8,846.00
- Palatine Public Library District, CCS, \$45,965.00
- Roselle Public Library District, SWAN, \$32,755.93
- Warrenville Public Library District, SWAN, \$23,668.28

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New RAILS Minute Available Now

In [this week's RAILS Minute](#), RAILS Executive Director Deirdre Brennan and Member Engagement Manager Dan Bostrom discuss the results of our [reopening survey](#) and what it tells us about our member libraries. At this point, we have almost 200 responses and results will update as more libraries add their information.

RAILS is embarking on our internal equity, diversity, and inclusion (EDI) initiative, and is planning some EDI services for libraries as well.

As many libraries reopen this week, Deirdre reminds us of how we are in this together; we depend on each other, and share and learn from each other.

If you have questions or issues you would like Deirdre to address in upcoming weeks, please send them to communications@railslibraries.info.

My Library Is... How One Library is Providing Services during the Pandemic

The Kane County Law and Self Help Legal Center shared how they have been serving their patrons during this pandemic. [Their successful walk-in program](#), Divorce and Family Law Help, transitioned to a call-in service that has continued after the library has reopened.



Read about this successful program on the [My Library Is... website](#), and share your library's story or your personal library connection. Contribute to the My Library Is... blog and/or share your experiences via the My Library Is... website, by contacting communications@railslibraries.info. Don't be shy, everyone has a story to share!

Update L2 before New Version Launches

Individuals and libraries should update their [L2](#) profiles before the [new L2](#) (Library Directory and Learning Calendar) is launched. A data freeze goes into effect on July 31, so make your changes now to ensure that other members will be able to find the most up-to-date information about your library.



Library directors and other library employees with elevated edit permissions in L2 can update most of the information (address, phone number, etc.) for the library.

Individuals are also encouraged to **create or update** their own accounts to be able to register for continuing education events and so other members will be able to contact you for networking purposes. To create an account, go to [librarylearning.info](#). Click the "Sign In" link at the top, then follow the prompts on the screen. Or if you already have an account, but need to **update** it, log into [L2](#) with your email and password. Click on your name in the upper right corner.

For help making any of these changes, contact L2help@railslibraries.info.

Only One More Month to Save Learning Reports in L2

If you want to save current learning reports in L2, you need to do it before the data freeze on July 31. While the new site will have a similar feature to allow library staff to track and download the continuing education events they've attended, the old learning reports will not migrate.



To request a spreadsheet with library-level data which will include the complete learning report history for all staff (past and present) for your library, send an email to l2help@railslibraries.info to request your library's download.

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"Reopening Under COVID-19 – A Space Planning Approach" Webinar, July 8

NYU Professor David Vinjamuri and Architect Joe Huberty of Engberg Anderson Architects cover different phases of reopening and methodically discuss key considerations. They will explain how good space planning techniques can help you reinvent your library to allow physical distance between patrons and streamline checkout and other interactions with staff. Safety considerations, including a discussion of HVAC system performance, are also covered. Register for this webinar on [Wednesday, July 8, from 2:00-3:30 p.m.](#) This webinar will be recorded and archived.

"How to Tackle Social Media in the Time of Coronavirus & Times of Unrest" Webinar, July 16

Human behavior is shifting toward online and digital as we social distance and carefully open our economies to slow the spread of COVID-19. The in-person events, gatherings, and other celebrations that so many of us have counted on to build our communities are changing. Julia Campbell will help you create a crisis-proof social media strategy to guide your organization in the years to come. Register for this webinar on [Thursday, July 16, 11:00 a.m.-12:30 p.m.](#)

"Copy Cataloging of Print Monographs using RDA" Virtual Course, July 16, 23, and 30

This hands-on virtual three-day course teaches participants how to copy catalog print monographs using RDA. This course will explore the core elements of a catalog record and the RDA (Resource Description and Access) guidelines as applied to the cataloging of print monographs. **Pre-requisite:** General knowledge of MARC fields is required.

Participants should **plan to attend all three sessions** as each class will build upon the previous class. These sessions are NOT designed to focus on any specific ILS or the local cataloging practices of any library or consortium. [View the full course description and access the Zoom registration link via L2.](#)

OTHER CE**Cataloging Maintenance Center (CMC) Offers Continuing Education Courses**

The Cataloging Maintenance Center (CMC) is offering several Moodle courses this year. They are all six-week asynchronous courses. Registration links and class details are listed in [this PDF](#). If you have any topics that you would like covered at a future time, please [email the CMC](#) with your suggestions.

In addition, CMC offers a variety of webinars for FY 2021. Each webinar explores a topic related to cataloging for 10-15 minutes, followed by a Q&A. The sessions run from 10–11 a.m., typically the third Thursday of the month. You can view the topic list, dates, and registration links [here](#).

Census 2020 and Libraries

Updates, Promo Items, CE, and More

DATE CORRECTION: RAILS Online Roundtable: Census Update, July 7

On Tuesday, July 7, 2–3 p.m., RAILS hosts an online roundtable to discuss current issues with Census 2020. Learn about what libraries are doing and how their plans have changed during the COVID-19 pandemic. This event features speakers from several different libraries and a live Q&A. All library staff are invited to attend. [Register via L2.](#)

2020 Census: Last Chance for a Complete Count Webinar, July 8

Join ALA on July 8, 1–2 p.m., to learn how the Census Bureau, libraries, and community partners adapted operations and outreach in response to COVID-19, and how libraries can support a complete count before the census ends in October. Learning outcomes include:

- Identify populations at higher risk of being undercounted in the 2020 Census.
- Understand major census operations that will take place in the summer and fall.
- Recognize multiple methods for libraries to promote a complete count in the 2020 Census.
- Develop strategies for library outreach adapted to COVID-19 limitations.

Networking Opportunities

IACRL/RAILS Town Hall Event, July 29

The Illinois Association of College & Research Libraries (IACRL) is partnering with RAILS and IHLS to plan a fall semester town hall on Wednesday, July 29, from 10 a.m.–noon. If you are interested in sharing what your library is doing to reopen your physical spaces or what your librarians are doing to navigate instruction under new circumstances, we invite you to be a panelist!

We are planning two panels:

1. Reopening plans and considerations, 10–11 a.m.
2. Library instruction plans and considerations, 11 a.m.–noon

Each section will last one hour with 30 minutes dedicated to panelist presentations and 30 minutes for audience questions and discussion. We hope to have three to five panelists for each section with a five to 10 minute presentation depending on the number of panelists.

If you would like to be a panelist, please fill out this [brief questionnaire](#) letting us know your interests by Monday, July 13. Contact [Dan Matthews](#) with any questions or concerns.

RAILS Online Water Cooler

RAILS Online Water Coolers offer drop-in networking for library staff and are held on specific Thursdays, from 3–4 p.m. Registration is open for [Thursday, July 9](#).

E-Resources

New Book Club Opportunity for eRead Illinois Axis 360 Member Libraries

eRead Illinois Axis 360 member libraries, you have a new opportunity to join a digital book club program this summer. For the month of July, libraries can purchase simultaneous use access to *The Last Flight* by Julie Clark. eRead member libraries can opt in on an individual basis. [More information and sign up.](#)



For more information on joining eRead Illinois Axis 360 and gaining access to a shared collection of over 46,000 popular e-books and audiobooks, visit [ereadillinois.com](#).

Recovering the Classics Images Available for Use

As a RAILS member, you have access to a rich collection of classic book cover art images created by contemporary artists. These recovered classics take a fresh, approachable look at literary works in the public domain.



These images are freely available to use for library programs, promotions, activities, and more. Go to [Using Recovering the Classics Images](#) on the RAILS website to download these images today.

Add inkie.org to Your Library's Website

Support your local writers by encouraging them to check out [inkie.org](#). This resource provides tools for authors to publish e-books. Using the [Pressbooks suite](#) of publishing tools, authors can design, export, and self-publish their work in a variety of e-book formats from the comfort of their own homes. You can watch a tutorial on how to use Pressbooks [here](#).



[Inkie.org](#) is a great way to support local authors in your community. Better yet, it's available to everyone in Illinois from RAILS, no library card required. We encourage you to add a link to [inkie.org](#) to your library's website today.

Deals & Discounts

RAILS partners with vendors to offer special, deeply discounted rates for RAILS member libraries. For pricing and more information on all the offerings below, visit the [Deals & Discounts page](#) and log in using your L2 email and password.

EBSCO Package Deals through June 30

[Learning Express](#) is a highly-acclaimed e-learning solution that provides support to students and professionals for academic skill-building, standardized test prep, career certification test prep, and more.

[LibraryAware/NextReads](#) helps libraries connect with readers and keeps them engaged. It includes templates and tools to create newsletters, bookmarks, shelf-talkers, flyers, and more for promoting books and resources throughout the library and beyond.

PressReader for Libraries Limited-Time Special

[PressReader for Libraries](#), available on iOS and Android, provides remote access to thousands of newspapers and magazines from 120 countries and 60 different languages servicing a diverse range of patron communities. RAILS public libraries are eligible for significant savings through August 31, for an annual subscription, and can also register now for a free 60-day trial.

Other Library News

Enter to Win 2020 Jerry Kline Community Impact Prize

Does your library make a difference? One U.S. library transforming its community in groundbreaking ways will win a cover story in *Library Journal*, a gala celebration, and \$250,000. Learn more about the [2020 guidelines](#) for the Jerry Kline prize. Deadline, July 15.

All U.S. public libraries are eligible to apply. For more information, complete application details, and submission guidelines, [click here](#). The winning library will be announced in November 2020.

The Jerry Kline Community Impact Prize recognizes the public library as a vital community asset. Its goal is to promote community advancement and civic engagement through public libraries.

Internet Librarian Conference Moves Virtual

Due to the current health crisis, the Internet Librarian conference, planned for October 20–22, is no longer scheduled as an in-person event. A new event, the Internet Librarian Connect 2020, a week-long virtual event will run from September 21–25. Program and registration information will be available in late July.

Member News

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

New Member: RAILS Welcomes The Institute for Clinical Social Work

Please join RAILS in welcoming our newest member, [The Institute for Clinical Social Work \(ICSW\)](#), located in Chicago. ICSW offers graduate work in the fields of clinical social work and counseling. The library is returning as a member of the system after withdrawing in 2013. Until recently, the institute was co-located with Robert Morris University, which recently merged with Roosevelt University.

This fall, ICSW will open in a new space, located on the campus of Saint Augustine College, in Chicago. The library offers a unique collection of works associated with psychoanalysis and psychotherapy. We are proud to welcome ICSW back to the system membership!

know of library director changes (and the effective date of the changes) so we can officially welcome new directors to the RAILS community and say goodbye to retiring directors.

Chad Clark is the new library director at Highland Park Public Library, effective July 1. Jane Conway is retiring.

Member Question

RAILS periodically features the answer to a member question. If you have a question you would like us to feature, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

What are the steps I should take with new employees to get the most out of RAILS?

Here are four steps a manager should make sure any new employee takes at a RAILS member library:

1. The new employee should [create a login for L2](#) (Library Directory and Learning Calendar). Each library or district has a profile page and each library staff member can have their own individual account. We highly recommend that all staff members have an L2 profile so they can access RAILS resources like continuing education.
2. Sign up for [RAILS E-News](#). This is our weekly e-newsletter that is chock-full of CE events, deals & discounts, grant opportunities, updates on new projects, and so much more. It is the primary way that RAILS communicates with our members. All staff and board members who are interested in what RAILS offers can receive the *E-News*.
3. Participate in [RAILS email lists](#). We have a wide variety of email lists serving libraries across Illinois. These lists include job-specific groups like technical services, youth services, programming, and many more! You can also sign up for region-specific email lists to communicate with people in your region.
4. Start using [RAILS continuing education](#). With an [L2 account](#), any employee can sign up for RAILS live or archived webinars. These are free resources and the archived versions can be accessed at any time.

If you need help setting up an L2 account, please email L2help@railslibraries.info.

Library News

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

- [Joliet Public Library Selected for State Capital Appropriation Bill, Funding for Project Burnham](#)
- [Bartlett Library to Resume Regular Operating Hours](#)

Fast Facts Surveys

- [Director's Salary](#)
- [Unattended Children in the Library During COVID](#)
- [Paperless Card Registration](#)
- [Managing Pandemic Closure-Related Returns](#)

More Links

[Library Jobs](#) | [Free/For Sale/Wanted](#) | [Contact RAILS](#)

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You are receiving *RAILS E-News* because you are a member of a RAILS library and we would like to inform you of RAILS services.

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[unsubscribe from this list](#) | [update subscription preferences](#)

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Indian Prairie Public Library

product architecture + design



Plastic shell, metal leg \$
(all of these also have an option for an upholstered seat, which would be in vinyl)

Plastic shell, wood leg \$\$
(these can have an option for an upholstered seat, or an upholstered seat and back \$\$\$)

Metal leg, wood back, upholstered seat or upholstered seat and back \$\$

wood leg, wood back, upholstered seat or upholstered seat and back \$\$

CHAIR OPTIONS

(note that café would probably want the all plastic, and the rest of the seating could be the same line of chairs. There are some chairs that come in several variations, so you could have a family of chairs throughout the library. See next slide as an example.)



These are examples of chairs that have a variety of options. We could **ONLY** send you samples of options like this if you like.



Pedestal base



4 metal legs



4 wood legs

(note the power cord will be concealed by a wire manager applied to the wood leg. metal legs have an integral wire manager)

TABLE OPTIONS, all can have power at the tabletop. All can have any top color (wood grain or other). Look at leg style in these images.



club chair

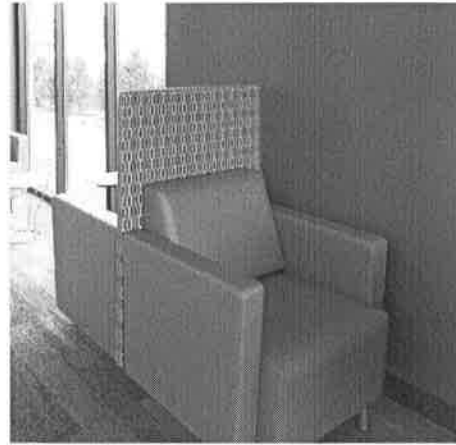
Rounded back

Modern/light scale

LOUNGE CHAIR OPTIONS (all options come in faux leather. We do not recommend fabric)

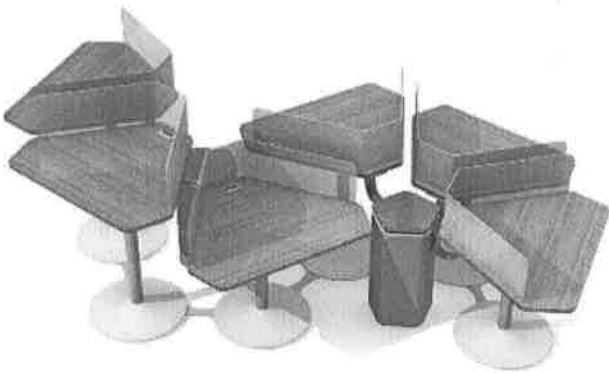


Privacy/high back



Chair with screen option

LOUNGE CHAIR OPTIONS

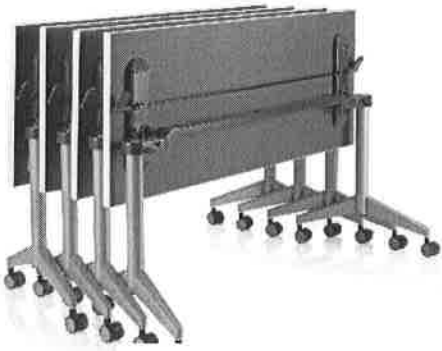


Individual modules (can be custom sizes, so we can fit within space, can also do pinwheel OR straight options)



Round 4 person with screens

COMPUTER TABLE OPTIONS

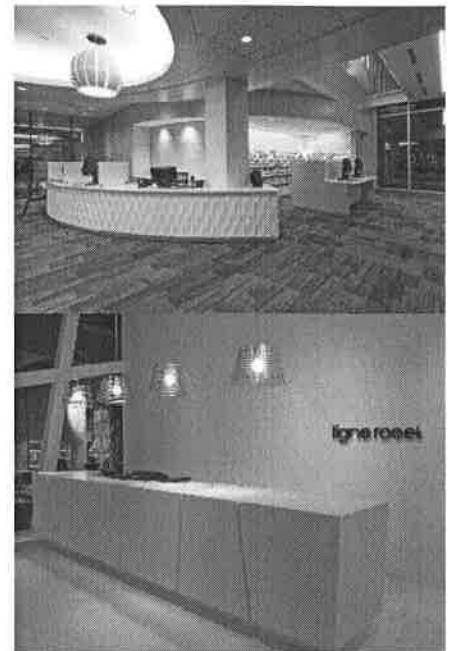


Fliptop tables



Conference chairs

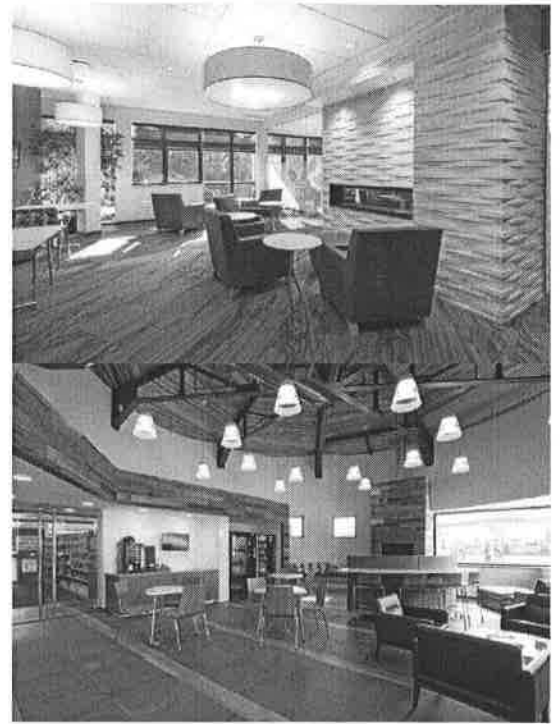
MISCELLANEOUS



LIGHTING UPGRADES: service desk pendants
(photos shown for concept only, not specific light fixtures)



LIGHTING UPGRADES: teen
(photos shown for concept only, not specific light fixtures)



LIGHTING UPGRADES: cafe

(photos shown for concept only, not specific light fixtures)

**TENTATIVE ORDINANCE NO. 2020-7
BUDGET AND APPROPRIATION ORDINANCE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DU PAGE & COOK COUNTIES, ILLINOIS
FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021**

This Ordinance constitutes the Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Estimate of Expenditures from Corporate Fund

| | <u>Appropriation</u> |
|-----------------------------|----------------------|
| Personnel | 3,171,664 |
| Materials | 533,747 |
| Building Operations | 370,650 |
| Office Operations | 40,200 |
| Technology | 200,000 |
| Contractual Services | 35,000 |
| Insurance | 25,000 |
| Communications/Publicity | 50,000 |
| Programs | 40,000 |
| Total Corporate Fund | 4,466,261 |

Estimate of Expenditures from Special Tax Funds

| | |
|---|---------|
| Audit | 0 |
| IMRF | 62,000 |
| Social Security | 53,000 |
| Liability Insurance | 18,000 |
| Building and Equipment (.02% Special Tax) | 100,000 |

| | |
|--|-----------|
| Transfer of Funds from Corporate Fund to Special Reserve Fund for renovation and related costs | 1,300,000 |
|--|-----------|

Summary

| | |
|-------------------------------|------------------|
| Corporate | 4,466,261 |
| Audit | 0 |
| IMRF | 62,000 |
| Social Security | 53,000 |
| Liability Insurance | 18,000 |
| Building and Equipment (.02%) | 100,000 |
| Special Reserve | 1,300,000 |
| Total Appropriation | 5,999,261 |

SECTION 2. As part of the Annual Budget, it is stated

- a. The cash on hand at the beginning of the fiscal year is \$1,605,583
- b. The estimated cash expected to be received during the fiscal year from all sources is \$3,902,205
- c. The estimated expenditures for the fiscal year are \$5,202,205
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$305,583
- e. The estimated amount of taxes to be received during the fiscal year is \$3,740,844
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$161,361

SECTION 3. Funds in the total amount of \$5,989,261 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Corporate Reserve Fund.

AYES:
NAYS:
ABSENT:

PASSED by the Board of Library Trustees on July 15, 2020.

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2020-2021 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2020-2021 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2020-2021:

FURTHER, a copy of this Ordinance shall be published in The Doings newspaper within 15 days after the date of adoption.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 15th day of July, 2020, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

PUBLIC NOTICE

Public Notice is hereby given that, by Ordinance adopted on the 15th day of July, 2020, the Board of Trustees of the Indian Prairie Public Library District ordained to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2020 and ending June 30, 2021. The text of said Ordinance is set forth below.

The question of the adoption of said Ordinance shall be submitted to the electors of the District if a petition is filed with the District signed by 3253 voters asking that the question of levying such .02% tax be submitted to the electors of the District. Said petition must be filed within 30 days after publication of this notice. The date of the prospective referendum is April 6, 2021.

Crystal Megaridis, Secretary
Indian Prairie Public Library District



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.