

Indian Prairie Public Library Board Agenda  
July 21, 2021 – 6:30 p.m.

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

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

Telephone:

US: +1 312 626 6799

Webinar ID: 825 3228 5893

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

A. Roll Call

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

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

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.

We empower and guide each visitor.

We aspire to bring people together.

C. Public Comment

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant

Page 3

E. Omnibus Consent Agenda

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

Page 4

2. Action on Bills/Additional Bills

Page 8

Action

F. Items Deleted from Omnibus Consent Agenda

Action

G. Library Director's Report

Information

Board Meeting – July 21, 2021 – page 2

H.	Department Reports		Information
	1. Assistant Director	Page 13	
	2. Marketing	Page 14	
	3. Guest Services	Page 16	
	4. Programming & Outreach	Page 18	
	5. Resource Services	Page 22	
	6. Technology & Maker Services	Page 25	
I.	Staff Report		
	Introducing Amy Merda, Mid-Kids Librarian and Sarah Zagotta, Teen and Young Adult Services Librarian		Information
J.	Reports		
	1. Treasurer’s Report	Page 31	Information
	2. RAILS	Page 42	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (no report)		
K.	Unfinished Business		
	1. Renovation Update	Page 44	Information
L.	New Business		
	1. Proposed Improvements to Landscaping	Page 46	Action
	2. COVID Policy and Practices	Page 47	Action
	3. Library Hours	Page 51	Action
	4. Library Fines	Page 52	Action
	5. Adopt Tentative Budget and Appropriations	Page 57	Action
	6. Ordinance #2021-3 Determining to Levy an Additional Tax of .02%	Page 59	Action
	7. Whistleblower Reporting Amendment	Page 61	Information
	8. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit		Information
M.	Scheduled Meetings		
	Building and Grounds Committee – please hold 8/31 and 9/2		
N.	Adjournment		



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

---

June 24, 2021

Ms. Jamie Bukovac, Director  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, Illinois 60561-4207

Dear Ms. Bukovac:

I am pleased to award the Indian Prairie Public Library District a FY2021 Illinois Public Library Per Capita Grant in the amount of \$62,730.28. Over \$7.9 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses such as purchasing materials, supporting programming and improving technology.

Libraries have until December 31, 2022 to expend these grant funds. The FY2021 expenditures report must be submitted with the FY2023 application, due January 15, 2023.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White  
Secretary of State and State Librarian

cc: Victoria Suriano  
Indian Prairie Public Library District Per Capita File

JW:isl

4

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

**Board of Trustees Regular Meeting  
June 16, 2021 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our June 16, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

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

Telephone:

US: +1 312 626 6799

Webinar ID: 815 0930 6240

A. Roll Call

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

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

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

Absent: none

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

Others: none

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

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

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

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

C. Public Comment - none

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

D. Communications and Announcements

E. Omnibus Consent Agenda

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

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

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

H. Department Reports

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

J. Reports

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

#### K. Unfinished Business

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

#### L. New Business

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

#### M. Scheduled Meetings

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

#### N. Community Events

O. Library Events

P. Adjournment

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

---

Crystal Megaridis, Secretary

## ACTION ON BILLS JUNE, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5601 - 5721 & 1150-1153 & 1200	\$ 550,233.17
Fifth Third-Salaries	1021 - 1032	\$ 2,992.16
Hinsdale Bank-Direct Deposits	& 32180 - 32306	\$ 106,651.39
		<hr/>
	MONTH'S TOTAL:	\$ 659,876.72



# Indian Prairie Public Library District Account QuickReport - Vendors

9

As of June 30, 2021

Type	Date	Num	Name	Amount
<b>10122 - Fifth Third Checking</b>				
Bill Pmt Check	06/07/2021	5601	Dames, Mary	23.52
Bill Pmt Check	06/07/2021	5602	Dzierzbicki, Monica	20.34
Bill Pmt Check	06/07/2021	5603	Hud, Shasta	125.00
Bill Pmt Check	06/07/2021	5604	Johnson, Tonika	150.00
Bill Pmt Check	06/07/2021	5605	Kline, Cindy	10.00
Bill Pmt Check	06/07/2021	5606	Midwest Tape	5,286.53
Bill Pmt Check	06/07/2021	5607	Neviol Inc.	4,905.00
Bill Pmt Check	06/07/2021	5608	United States Treasury	55.86
Liability Check	06/10/2021	5609	Nationwide Retirement	87.62
Liability Check	06/10/2021	5610	Vantagepoint	1,139.09
Liability Check	06/10/2021	5611	State Disbursement Unit	493.94
Liability Check	06/10/2021	5612	State Disbursement Unit	121.24
Bill Pmt Check	06/10/2021	5613	Baker & Taylor	7,195.79
Bill Pmt Check	06/10/2021	5614	Beard, Tina	150.00
Bill Pmt Check	06/10/2021	5615	Blackstone Audio, Inc.	278.24
Bill Pmt Check	06/10/2021	5616	BMTTEK Inc.	577.50
Bill Pmt Check	06/10/2021	5617	Case Lots Inc.	391.24
Bill Pmt Check	06/10/2021	5618	Children's Plus Inc.	0.00
Bill Pmt Check	06/10/2021	5619	Colonial Life	82.53
Bill Pmt Check	06/10/2021	5620	Dynegy Energy Services	4,500.77
Bill Pmt Check	06/10/2021	5621	Filis, April	6.75
Bill Pmt Check	06/10/2021	5622	Groot Industries, Inc.	400.04
Bill Pmt Check	06/10/2021	5623	Heritage House Florist	55.95
Bill Pmt Check	06/10/2021	5624	HR Source	1,070.00
Bill Pmt Check	06/10/2021	5625	Ingram Library Services	787.57
Bill Pmt Check	06/10/2021	5626	Library Ideas LLC	966.80
Bill Pmt Check	06/10/2021	5627	Midwest Tape	792.26
Bill Pmt Check	06/10/2021	5628	OverDrive	1,007.95
Bill Pmt Check	06/10/2021	5629	PitneyBowes	175.98
Bill Pmt Check	06/10/2021	5630	Product Architecture & Design	3,351.52
Bill Pmt Check	06/10/2021	5631	Quill LLC	638.48
Bill Pmt Check	06/10/2021	5632	Rivistas Subscription Services	120.92
Bill Pmt Check	06/10/2021	5633	Runco	1,905.12
Bill Pmt Check	06/10/2021	5634	Schueren, Mary	10.64
Bill Pmt Check	06/10/2021	5635	Thomson Reuters West	88.47
Bill Pmt Check	06/10/2021	5636	Uline	232.83
Bill Pmt Check	06/10/2021	5637	Unique	8.95
Bill Pmt Check	06/10/2021	5638	Wingren Landscape, Inc	899.51
Liability Check	06/24/2021	5639	Nationwide Retirement	87.62
Liability Check	06/24/2021	5640	Vantagepoint	700.00
Liability Check	06/24/2021	5641	State Disbursement Unit	493.94
Liability Check	06/24/2021	5642	State Disbursement Unit	136.86
Bill Pmt Check	06/24/2021	5643	AT&T	434.30
Bill Pmt Check	06/24/2021	5644	Baker & Taylor	7,091.64

# Indian Prairie Public Library District Account QuickReport - Vendors

10

As of June 30, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	06/24/2021	5645	Blackstone Audio, Inc.	786.21
Bill Pmt Check	06/24/2021	5646	Case Lots Inc.	229.60
Bill Pmt Check	06/24/2021	5647	CCI Solutions	59.90
Bill Pmt Check	06/24/2021	5648	Cengage Learning, Inc.	38.34
Bill Pmt Check	06/24/2021	5649	Chicago Tribune	139.50
Bill Pmt Check	06/24/2021	5650	Findaway World, LLC	69.99
Bill Pmt Check	06/24/2021	5651	Fox Valley Fire & Safety	185.99
Bill Pmt Check	06/24/2021	5652	FSS Technologies	112.50
Bill Pmt Check	06/24/2021	5653	Ingram Library Services	682.21
Bill Pmt Check	06/24/2021	5654	Kroeschell Service	4,956.28
Bill Pmt Check	06/24/2021	5655	Midwest Tape	1,324.91
Bill Pmt Check	06/24/2021	5656	OverDrive	2,770.58
Bill Pmt Check	06/24/2021	5657	Runco	15.98
Bill Pmt Check	06/24/2021	5658	Specialty Mat Service	128.78
Bill Pmt Check	06/24/2021	5659	The Davey Tree Expert Company	360.00
Bill Pmt Check	06/24/2021	5660	The Library Store	50.83
Bill Pmt Check	06/24/2021	5661	Thomson Reuters West	88.47
Bill Pmt Check	06/24/2021	5662	Uline	197.01
Bill Pmt Check	06/25/2021	5663	BCBS	15,490.80
Bill Pmt Check	06/25/2021	5664	NCPERS Group Life	48.00
Bill Pmt Check	06/25/2021	5665	Principal Life Insurance Company	1,281.59
Bill Pmt Check	06/25/2021	5666	VSP Vision	178.68
Bill Pmt Check	06/29/2021	5667	AEP Energy, Inc.	4,092.16
Bill Pmt Check	06/29/2021	5668	Baker & Taylor	1,585.97
Bill Pmt Check	06/29/2021	5669	Baker & Taylor (video)	23.06
Bill Pmt Check	06/29/2021	5670	Bank of America	10,461.90
Bill Pmt Check	06/29/2021	5671	Blackstone Audio, Inc.	743.38
Bill Pmt Check	06/29/2021	5672	Business Management Daily	137.16
Bill Pmt Check	06/29/2021	5673	Canon Financial Services, Inc.	221.00
Bill Pmt Check	06/29/2021	5674	Carrera, Kristin	500.00
Bill Pmt Check	06/29/2021	5675	CCI Solutions	56.82
Bill Pmt Check	06/29/2021	5676	CDW Government	1,575.00
Bill Pmt Check	06/29/2021	5677	Comcast	193.35
Bill Pmt Check	06/29/2021	5678	Dames, Mary	19.84
Bill Pmt Check	06/29/2021	5679	Darien Garden Club	162.50
Bill Pmt Check	06/29/2021	5680	DEMCO	166.60
Bill Pmt Check	06/29/2021	5681	Dzierzbicki, Monica	18.00
Bill Pmt Check	06/29/2021	5682	Garvey's Office Products	70.92
Bill Pmt Check	06/29/2021	5683	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	06/29/2021	5684	Ingram Library Services	242.75
Bill Pmt Check	06/29/2021	5685	Jensen, Heather Forster	15.00
Bill Pmt Check	06/29/2021	5686	Library Supply Solutions	87.00
Bill Pmt Check	06/29/2021	5687	Lo Destro Construction Company	176,121.33
Bill Pmt Check	06/29/2021	5688	Midwest Tape	2,032.89
Bill Pmt Check	06/29/2021	5689	OverDrive	371.65

# Indian Prairie Public Library District Account QuickReport - Vendors

11

As of June 30, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	06/29/2021	5690	Runco	399.99
Bill Pmt Check	06/29/2021	5691	Streett, Cathy	218.42
Bill Pmt Check	06/29/2021	5692	SWAN	346.63
Bill Pmt Check	06/29/2021	5693	TMobile	32.52
Bill Pmt Check	06/29/2021	5694	The Davey Tree Expert Company	250.00
Bill Pmt Check	06/30/2021	5695	Baker & Taylor (video)	31.44
Bill Pmt Check	06/30/2021	5696	Bank of America	10,862.29
Bill Pmt Check	06/30/2021	5697	Basecamp Web Solutions	1,425.00
Bill Pmt Check	06/30/2021	5698	Blackstone Audio, Inc.	92.50
Bill Pmt Check	06/30/2021	5699	Carrier Corporation	8,825.00
Bill Pmt Check	06/30/2021	5700	Case Lots Inc.	72.60
Bill Pmt Check	06/30/2021	5701	CDW Government	2,044.70
Bill Pmt Check	06/30/2021	5702	Cengage Learning, Inc.	54.39
Bill Pmt Check	06/30/2021	5703	DEMCO	777.96
Bill Pmt Check	06/30/2021	5704	Ingram Library Services	10.17
Bill Pmt Check	06/30/2021	5705	Jensen, Heather Forster	15.00
Bill Pmt Check	06/30/2021	5706	Kline, Cindy	10.00
Bill Pmt Check	06/30/2021	5707	Lawrence, Megan	10.00
Bill Pmt Check	06/30/2021	5708	Midwest Tape	5,497.47
Bill Pmt Check	06/30/2021	5709	OverDrive	653.76
Bill Pmt Check	06/30/2021	5710	Runco	49.80
Bill Pmt Check	06/30/2021	5711	Twidell, Lexy	22.00
Bill Pmt Check	06/30/2021	5712	United Radio Communications	1,159.95
Bill Pmt Check	06/30/2021	5713	Wlosinski, Maria	23.52
Bill Pmt Check	06/30/2021	5714	Forward Space	9,834.47
Bill Pmt Check	06/30/2021	5715	Krueger International, Inc.	93,981.26
Bill Pmt Check	06/30/2021	5716	Thomas Interiors Systems, Inc.	24,604.31
Bill Pmt Check	06/30/2021	5717	Midwest Tape	460.74
Bill Pmt Check	06/30/2021	5718	Quill LLC	946.18
Bill Pmt Check	06/30/2021	5719	Specialty Mat Service	128.78
Bill Pmt Check	06/30/2021	5720	OverDrive	4,252.64
Bill Pmt Check	06/30/2021	5721	ASI Signage Innovations	3,947.49
Bill Pmt Check	06/30/2021	1150	Hallett & Sons Expert Movers, Inc.	7,750.00
Bill Pmt Check	06/30/2021	1151	Call One	292.80
Bill Pmt Check	06/30/2021	1152	Zoobean Inc	1,595.00
Bill Pmt Check	06/30/2021	1153	Library Furniture International	24,050.00
Bill Pmt Check	06/30/2021	1200	Lo Destro Construction Company	69,851.65
Total 10122 - Fifth Third Checking				550,233.17
<b>TOTAL</b>				<b>550,233.17</b>

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

**June 2021**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	06/11/2021	3,355.14
EFTPS-Federal	Payroll taxes	06/11/2021	18,077.92
ILDOR-State	Payroll taxes	06/25/2021	3,315.92
EFTPS-Federal	Payroll taxes	06/25/2021	17,665.18
IMRF	Payroll Pension	06/25/2021	23,449.44
DAC	Deposit to HRA	06/02/2021	1,158.32
DAC	Deposit to HRA	06/10/2021	181.02
DAC	Deposit to HRA	06/15/2021	472.59
DAC	Deposit to HRA	06/22/2021	180.75
DAC	Deposit to HRA	06/29/2021	59.06
Nicor	Gas	06/15/2021	1,478.57
INB Bank/5/3	Credit Card Fee	06/14/2021	100.80
Hinsdale Bank	Fee-Direct Deposit	06/18/2021	73.25

## Assistant Director's Report: July 2021

### Building:

Patrons have been asking for the Little Town play area so Lexy and Heather have put some of the play structures back onto the floor. This area will be examined to determine the best layout and management of the area.

Joe is working on recycling large amounts of metal shelving which will free up space in the basement. We have contacted local metal recycling company who will drop off a container, pick up the filled container and give us cash for the metal based on the weight.

Joe replaced our leaky water heater.

Carrier replaced the condenser coil in the chiller unit and the building has been nice and cool.

### Hiring:

I have been interviewing for the Guest Services Associate positions with Debbie. We are filling several positions so the process is ongoing.

Jill and I are interviewing candidates for the full-time Communications and Brand Strategy Specialist position later this week.

### Welcome New P&O Staff:

Both Amy Merda, our new Mid-Kid Librarian, and Sarah Zagotta, new Teen and Young Adult Services Librarian, started on June 30<sup>th</sup>. After their training and orientation, they have both jumped right into working in the Kids and Teens department and hosting programs that the previous staff had planned. Both Amy and Sarah will be joining us at the July Board Meeting to meet the Trustees.

### Marketing Highlights:

- Dave compiled the monthly website statistics. Here is Indian Prairie's top five visited pages in June:
  1. Summer at IPPL – 802
  2. Hours & Location – 622
  3. Job openings – 514
  4. Databases – 497
  5. Programs – 479
- Jill is working on compiling a bi-monthly program guide. As we no longer list programs in the quarterly newsletter, the guide will be an easy way for patrons to see a list of available programs. Printed copies will be available in the library and a downloadable PDF will be available on our website. The first guide will cover September and October and will be out at the end of August.
- Jill's Marketing Report is attached.

Submitted by: Laura Birmingham



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

**Website**

The website was quiet this month in terms of major updates. We did a lot of minor updates and our monthly marketing plan update. We are starting to plan for the Maker Studio web site, which will get special treatment for design. It's a special space; it needs special treatment to show off the capabilities of the studio.

**Enews**

Enews was sent out Thursdays during the month of June. We did a special enews after we updated a movie offering; which filled only hours after sending out! That was super exciting to see. The open rate hovers around 20 percent.

**General Enews Subscribers**

May 31	16,966
June 30	16,960
Loss/Gain in subscribers	-6

**Specialty Enews Subscribers**

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

**Enews Open & Click Rate**

Date	Open Rate	Click Rate
June 3	16	12
June 10	17	9
Biz Connection, June 10	23	2
June 15—Special edition, movie	18	7
June 17	21	7
June 24	19	7

**Social Media**

This month, every one of our social accounts gained followers/likes. There was no single post or event that contributed to it; it was just steady growth.

Channel	Likes/Followers	+/- (Since May 31)
Facebook (Likes)	2,045	+10
Instagram	800	+28
Twitter	1,122	+7
LinkedIn	172	+4
YouTube	214	+6

### Social Media Posts

The biggest engagement came from the posts we did after the tornadoes hit the Darien area. We reminded the community that we were there for them, and they responded. We also shared essential information from the villages of Darien, Burr Ridge, and Willowbrook.

Here are a few of the comments from Facebook after we did the initial post wishing everyone well and reminding residents they could work here with our free wi-fi:

*"I was there today to work since I had no power at home. The library team is wonderful! They kept bringing out more tables and chairs to accommodate everyone. Thank you!"*

*"You guys are amazing! Glad the library is safe"*

## Guest Services

June 2021

16

### User Experience

The drive up continues to be popular, although with more people are coming into the building, the numbers there are lower for now. We had 1,008 patrons use the drive up in June. Our busiest day was Thursday, June 17 with 55 patrons being served. Our busiest hour was Monday, June 7 from 2-3 with 12 cars coming through. Associates continue to become more comfortable working the desk and being able to answer patron questions.

The new Guest Services Desk is in! Staff and patrons are getting used to it, but the comments have all been positive!

We are working with SWAN to give our patrons the option of choosing the drive up as a pick up point. This will allow us to have these holds on shelves at the drive up instead of the hold shelves in the lobby. It will make the transaction much faster for the patron. This should go live in early July.

### Community

**Passports:** We accepted 47 passports in June with our busiest day being Tuesday, June 29<sup>th</sup> with 5.

**Library Cards:** We issued 145 resident library cards. 23 were initiated remotely. There were no student cards issued.

**Notary Public:** We notarized 42 documents in June.

**Outreach:** We, along with our new partners, Interfaith Community Partners, delivered items to our homebound patrons on June 5 and June 19. This new delivery service is working very well and our patrons are pleased.

### Staff

We hired Ingrid Niinema as a Guest Services Associate. Anthony Hattan, a Guest Services Page, resigned to take a full time position in a school.

### Renovation

The shelvers have shifted a massive amount of items (nearly 1000 shelves) as we make room for the new shelving.

### Continuing Education

June 16	SWAN Circulation User Group	Debbie Sheehan
June 29	SWAN Updates	Debbie Sheehan

Debbie Sheehan  
Head of Circulation Services



Circulation Statistics													
Month	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021		
July	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174		
Aug.	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438		
Sept.	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419		
Oct.	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228		
Nov.	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386		
Dec.	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447		
Jan.	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870		
Feb.	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445		
Mar.	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377		
Apr.	68,953	73,470	71,161	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	# 29,586	closed 2 weeks	
May	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473		
June	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565		
Yearly													
Total	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408		0
& Ill sent added ^Missing data--used an average number to get a total *Parking lot construction #Covid 19													

## Programming and Outreach Department Report

### Community:

I reached out to the food pantry coordinator at the West Suburban Community Food Pantry and they are thrilled to partner with us to distribute our fresh herbs and vegetables throughout the season. As our harvest grows and we begin to harvest more veggies, we will also be sharing fresh food with the Anne M. Jeans food pantry.

I have been managing weekly teen volunteers from the Community House. They join us for two-hours every Wednesday and help with tasks in the Prairie Patch, shelfreading and cleaning. It is usually a group of 12-14 kids and they have been fun to work with.

The D186 transition students will be returning later this month. We will have bi-weekly visits from up to three students. Marquitta will be managing their activities.

Monica worked with the Darien Garden Club on a collaborative program to celebrate National Pollinators Week on Saturday, June 26. Activities were originally planned for outside in the Reading Garden and Prairie Patch. However, due to the heavy rain that day, the program was moved inside. There were presentations on bees (presented by Lori Harris), butterflies (presented by Naturalist Kim White) and hummingbirds (presented by birding expert Bob Fisher), as well as gardening resources from the Darien Garden Club and crafts and stories for kids. The event was a great success for an extremely rainy day. Eighty-seven adults and kids visited the activities. Activities were spaced out throughout the area.

The library partners with the Gift of Carl Foundation on two annual events, The Sound and Write-On. The Sound is a "battle of the bands" type of program for teens which is usually held in June. We decided to cancel the Sound this year due to Michelle's departure in June and not having a solid way to reach students over the summer.

Sarah, Amy and Marissa have begun planning this year's on Write-On and Write-On Jr. Write-On takes place in November, which is "NaNoWriMo" (National Novel Writing month). Staff will invite a popular young adult author to come and speak and plan programs and workshops around writing for both teens and mid-kids.

### Summer Challenges/Beanstack:

The "Level Up" Summer Challenge began on June 1<sup>st</sup>. So far, 142 people have logged a total of 2,668 books.

Mission Math had 153 participants in June.

### Seed Library:

Number of Checkouts: 6

Number of Seed Packets Checked Out: 18

### Programs:

In June, Programming and Outreach staff presented 22 programs serving 1,060 people.

**Business:**

T.J hosted a virtual program aimed at businesses on June 8<sup>th</sup>, "Identifying New Homeowners – Reference Solutions" and one person attended.

**Young Kids:**

Megan and Lexy hosted the Mud Kitchen program in the Prairie Patch for four Mondays in June for kids ages 2-4 and their siblings. Each day had two sessions. The program featured play kitchens with utensils and pots and pans, water play stations, an art table with a different activity each week, a tour through the Prairie Patch to follow the Sensory Garden walk and a Treasure Box filled with different natural elements such as an old wasp nest, sea shells, different rocks and magnifying glasses to examine them. Participants and their caregivers mentioned multiple times how much they enjoyed the program as it is a unique way for kids to explore with sensory play, math, science and creativity. The final Mud Kitchen session was moved indoors due to the threat of rain and featured a variety of garden themed art projects.

Lexy and Heather responded to the large amount of interest for the Outdoor Family Storytime in the Community Park by adding additional slots to the registration list and adding a second session. They were able to accommodate 25 additional families with this change, and continue to be open about inviting those on the waiting lists to join as well.

Megan created a Sensory Garden walk, a self-directed tour through the Prairie Patch using the 5 senses: taste, touch, smell, seeing and hearing. Patrons can explore each of these senses and associated plants while following bright blue markers made from the library's Cricut and Carvey machines.

**June Program Statistics:**

7-Jun	Mud Kitchen Group 1	Megan, Lexy	26
7-Jun	Mud Kitchen Group 2	Megan, Lexy	29
8-Jun	Family Storytime Group 1	Lexy, Heather	36
8-Jun	Family Storytime Group 2	Lexy, Heather	14
9-Jun	Baby Storytime	Lexy, Heather	21
11-Jun	Favorite Characters Storytime	Heather, Lexy	16
14-Jun	Mud Kitchen Group 1	Megan, Lexy	25
14-Jun	Mud Kitchen Group 2	Megan, Lexy	33
15-Jun	Family Storytime Group 1	Lexy, Heather	43
15-Jun	Family Storytime Group 2	Lexy, Heather	14
16-Jun	Baby Storytime	Lexy, Heather	25
18-Jun	Favorite Characters Storytime	Heather, Lexy	20
21-Jun	Mud Kitchen Group 1	Megan, Lexy	18
21-Jun	Mud Kitchen Group 2	Megan, Lexy	21
22-Jun	Family Storytime Group 1	Lexy, Heather	28
22-Jun	Family Storytime Group 2	Lexy, Heather	24
23-Jun	Baby Storytime	Lexy, Heather	10
25-Jun	Favorite Characters Storytime	Heather, T.J.	18
28-Jun	Mud Kitchen (both groups together, moved indoor due to rain)	Megan, Lexy	40

30-Jun	Baby Storytime	Lexy, Heather	35
30-Jun	Parent Meet Up	Lexy, Heather	3

### Teens:

Megan hosted two teen craft sessions in June. There were 5 attendees at each craft.

### Kids & Teens:

Marquitta and I have been sharing the duties for "Book Buddies" program. Book Buddies pairs a teen with a younger child to read together. Marquitta manages the VolunTeens and participants on Mondays and I manage the program on Thursdays.

Lexy made a last minute decision to change the June 19 Outdoor Movie from *Labryinth*, which was not garnering much interest, to Disney's *Raya and the Last Dragon*. The change was promoted in eNews and social media. Within just a day, the registration for the event filled up, making for a successful movie night.

Staff put together eight "Take and Make Crafts" for a variety of ages.

### June Program Statistics:

8-Jun	Mighty Mid-Kids Art-Doors -Sun Imaging grades 4-6	Monica	8
9-Jun	National Garden Week, Backyard Habitats presentation with Kim Whit	Monica	35
10-Jun	Ohana Family Night	Megan, Jimmy, Monica	81
12-Jun	Outdoor Movie Night - Moana	Jack, Megan	73
15-Jun	Mini-MidKids Art-doors Chalk Shadows	Monica	13
24-Jun	Outdoor Family Night: Let's LEGO®!	Heather, T.J.	54
17-Jun	Outdoor Family Night: Puppet-palooza	Monica, Jack	16
19-Jun	Outdoor Movie Night - Raya and the Last Dragon	Lexy, Monica	50
25-Jun	Finding the Goldie Locks Planet	Jack, Monica	9
26-Jun	Pollinators Celebration with the Darien Garden Club	Monica	87

### Take and Makes:

1-Jun	Paint Your Own Squishy	Michelle, Heather	60
1-Jun	Baby Sensory: Felt Shapes	Lexy, Heather	42
1-Jun	Summer Family BINGO	Heather, Lexy	175
12-Jun	Ohana Luau	Monica, Megan	32
19-Jun	Puppet-Palooza	Monica, Jack	52
25-Jun	Let's LEGO®!	Heather, T.J.	18
27-Jun	Pollinators Celebration	Monica	100

Adults:

Cindy hosted the following programs in June:

2-Jun	History of the Beach Boys (Zoom)	14
9-Jun	Online Chair Yoga	20
16-Jun	Online Chair Yoga	15
23-Jun	Online Chair Yoga	20
24-Jun	160 Minutes: Race to Save the HMS Titanic	26
30-Jun	Online Chair Yoga	18

Lexy and Heather hosted two "Parent Meet Up" programs on Zoom. One had zero attendees and the other had three. Staff uses the sessions to share information about library services and programs relevant to parents.

Take and Make:

15-Jun	Pen and Paper Date Night	30
--------	--------------------------	----

Submitted by: Laura Birmingham



## Resource Services Monthly Report

June 2021

We have successfully moved the large print collection onto short (five shelf high) shelving. In order to do this, I analyzed the collections and determined we could move GenLit, Foreign Language fiction, all fiction paperback collections, and graphic novels into the area where we had moved large print. We will also be able to put these collections on short shelving as well, opening up the sight lines to the south side of the 1<sup>st</sup> floor.

I met with Debbie and Laura and demonstrated how to use an app called Shifts for employee scheduling. Shifts is available through Microsoft Teams and I have been using it for a few months to schedule Resource Services staff. We are exploring using this product library wide to standardize how employees are scheduled.

I, along with the other Resource Services librarians, were trained in issuing library cards and taking cash payments for fines/fees. Librarians are being called on to work the desk when there are staffing crunches in Guest Services and it was decided that they needed to know these basic functions of working the desk.

We added the streaming video service Kanopy to our online streaming options. It can be found under the Stream & Download menu on our website and then clicking "Movies & TV". Highlights of Kanopy:

Enjoy movies, documentaries, critically-acclaimed films, and TV series from around the globe with Kanopy.

- Log in with your IPPL card and enjoy Kanopy's diverse offerings with new titles added monthly.
- Content includes the Great Courses, the Criterion Collection, and movies from A24, PBS, and A&E.
- Watch up to five films or three Great Courses per month.
- Enjoy films for up to three days.
- Credits restart on the first of the month.

I weeded collections in storage prior to having them moved out of storage. I also ran prospective weeding lists for GenLit, Graphic Novels, and paperback Sci-Fi so that we could be assured these collections would fit in their new areas.

I had mentioned in a library list serv using the Shifts product for employee scheduling and I was contacted by the Assistant Director of the Villa Park Public Library about my experience using it. I arranged a Zoom call with her and demonstrated the product.

I reached out Shannon Halikias of the Sugar Grove Public Library after seeing her post on RAILS Fast Facts about conducting a referendum campaign. I know her personally as she lived in Bolingbrook during the time I ran the Fountaindale referendum and wanted to share with her my experience. We had a good discussion about crafting a campaign and getting the word out.

### Collections

BIOGRAPHY - All items on shelf have been converted to full name without the yellow BIO sticker. Circulation will watch for items being returned.

SERIES CALL NUMBERS - We have a long-range plan to add a series line to fiction books to shelve items in reading order. This is a major project. We reached these milestones in June:

- Sci-Fi - done
- Mystery - started with major authors: Evanovich, Fluke, Grafton, Box, Beaton.
  - Natalya will also replace non-series labels that turned brown under sunlight. Early Chapter - started with Magic Treehouse & Weird School.
  - Diane is now working A-C. Staff tell us the books are easier to file & find.
- Junior Fiction - started with Geronimo, Hunter, Riordan, Patterson.
  - I am working through major authors. For consistency, any books with a series cutter will switch to author, then series. Exceptions: multiple authors or recently changed series

DISNEY DVDs - Marissa split up the Disney collection due to excessive size. Movies will now be shelved by title, not CHILD DVD DISNEY. Much of the collection has been changed, however, Disney television shows (series) remain under CHILD DVD DISNEY.

NEW MAGAZINES – We decided that we would continue the practice of letting the newest edition of a magazine be checked out and we feel this makes a good user experience. We will monitor and add additional issues of popular titles as warranted. We are testing settings that would only allow IPPL patrons to place a hold on the newest issue.

### Monthly Highlights

- Joe worked on getting the Kanopy service up and running. He has also been working with Literacy DuPage on doing a book discussion. He is working on getting other libraries with ESL Discussion groups to join in and making this a multi-library initiative. He also worked on getting our Flipster subscriptions in line with what we budgeted for e-magazines and worked with Anna on selection and ordering of print magazines.
- T.J. worked with me, Joe, Marissa, April, Anna, and Jack to go over how to order items for his new areas of responsibility. He wrapped up his responsibilities in Programming & Outreach by creating an adult Make & Take craft and assisting with hosting some programs. He also sent out a BizConnection newsletter.
- Marissa worked on moving Kids & Teens collections around in their new locations on the 2<sup>nd</sup> Floor. She weeded J Fiction and Audiobooks and worked out a plan to shift J Nonfiction and J Fiction in its new area to even out spacing of the books and make use of empty shelves for windowing opportunities. She spread out the award winning books so each award (Bluestem; Monarch; Caudill) now have their own display areas instead of all living in the same display area.
- Natalie worked with T.J. to put out a book club survey to gauge the interest of the general community in book clubs the library could offer. She is working on relaunching one of the library book clubs in August. To train our newest Guest Services employees in Reader's Advisory for adults, she quickly pulled together a well-received presentation when an outside presenter fell through.

### Community

- Natalie reached out to the book club leaders of the various book clubs the library supports to introduce herself and offer support. Three clubs immediately took her up on the offer and asked for lists of books she would recommend for their clubs to read.

- Tori created four book club discussion packets for area book clubs. Three were on titles not previously requested and one was for a title previously requested by another club. The low number of requests accounts for the fact that most of the book clubs take the summer off and will resume in August/September.

#### Contributing to the Profession

- Joe coordinated and ran the quarterly LEARN meeting online.

#### Continuing Education

- T.J. attended a four week InfoPeople course on capturing outcomes.
- Marissa attended the following webinars: Amazing Audiobooks; Queer Peers: Representation in Comics; HarperCollins Children's Books Fall 2021 Librarian Preview; Picture-Book Parade; Youth Authors & ARCs through Booklist; Shake Up Your Shelves: Diversify Your Book Collection! (School Library Journal); and Ingram Link & Learn: Coming Soon 2021: Youth Book Buzz & (Y)Our Librarians and Inspiring & Timely Children's Books from Indie Publishers.
- Marissa and Natalie read the book *Useful, Useable, Desirable* to get insight into user experience principles and design thinking.
- Natalie attended the following webinars: Socially Distanced Reader's Advisory and Programs and Bookfluencers: Using Social Media to Recommend Books (RAILS) and Ways to Fill Your Shelves Without Draining Your Budget by Indiana State Library

#### eNewsletters

##### **Bestseller Preview**

June 1, 2021 – Sent to 485 addresses, opened 208 times (42% open rate) with 102 click throughs.

June 15, 2021 – Sent to: 483 addresses, opened 195 times (40% open rate) with 105 click throughs.

##### **New eBooks**

June 1, 2021 – Sent to 180 addresses, opened 77 times (43% open rate) with 31 click throughs.

June 15, 2021 – Sent to 180 addresses, opened 82 times (46% open rate) with 45 click throughs.



## Technology & Maker Services Board Report June 2021

### Public Improvements

- [Wi-Fi Hotspots](#) (Jack) - Some of the older public Wi-Fi hotspots were replaced free from Mobile Beacon as they switched from Sprint to T-Mobile network.
- [Lobby Displays](#) (Dave/Ann/Consultant) - Library events are now being displayed on our new entrance digital display. In August we will start displaying community meetings held in the library.
- [Website](#) (Dave) – Added an LBGTQIA+ new book list, refreshed the metro boxes on homepage and updated the 1,000 books hall of fame and subscription services pages.
- [Meeting Spaces](#) (Dave/Ann/Consultant) – Patrons were able to start booking meeting spaces again. Two conference rooms became available in June and the Board and Meeting Rooms became available to book starting July 1, for August bookings.
- [Public Catalogs](#) (Dave/Consultant/Brett) - The default catalog page was switch out with a new enhanced catalog page to improve user experience and discovery. The search box is larger and there now there are links to access databases, reserve a room, register for upcoming programs and library cards. All catalogs stations have been converted to the new library furniture.

### Find books, movies, music, and more.

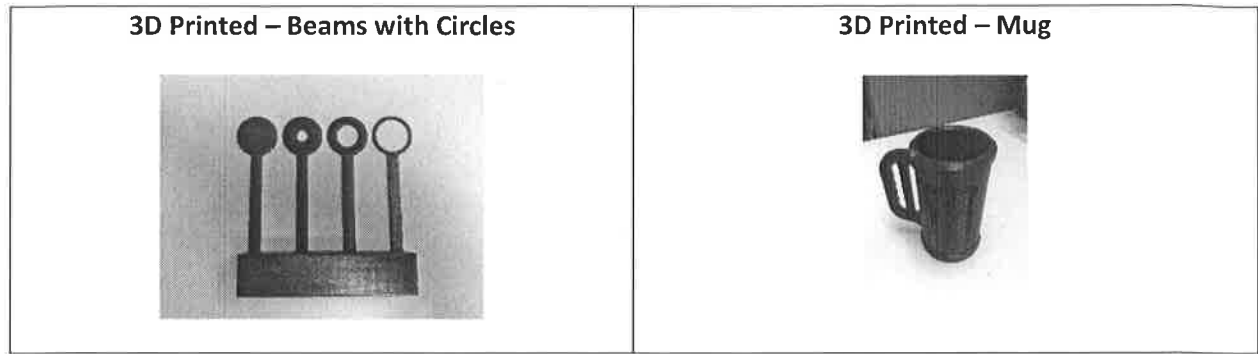


### Maker Studio (MS)

- [Staff Training & Awareness](#) - I wrote two more articles to introduce all staff to the Maker Studio equipment for the staff newsletter. Technology Center staff continue to have basic training on MS equipment and they just recently learned the button maker, sewing machine, embroidery machine and 3D printing.
- [Equipment Update](#)- We received the laser cutter and it is ready to go when the glass is installed in the MS.
- [Programming](#) (Jack/Ann) - Finalized the MS programming for September & October.
- [Organization](#) (Jack/Dave) – Started to put supplies in the MS locked cabinets and consolidating technology, maker supplies, and equipment in the office in preparation for the MS.

### Statistics

- 3D Printer- 8 processed requests. Interesting Prints: "Beams with circles", Mug, League of Legends character, Shield, remote candle holder, and Pokémon Bulbasaur.
- Carvey – 0 requests.



- Tech Takeout Checkouts
  - Unique Users - 112
  - Total checkouts – 158
  
- Curbside Printing- 8

### Programming

Jack assisted with the following Mid-Kid Programs:

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
June 10	Outdoor Movie Night: Moana	Jack/Meghan	67
June 17	Puppet Palooza	Jack/Monica	15
June 25	Goldilocks Planets	Jack/Monica	11

### Projects

- STEM & Maker Kits- Jack worked with technology desk associates to finish the STEM and Maker Kit photo project. Staff who are checking in these items can know easily verify all pieces are returned by comparing it to a photo.
- Summer & Math Challenge- Jack assisted with updating the Beanstack Summer and Math Challenge website for the 2021 summer season by adding new description, prizes, and photos.
- Videos- David Bunn filmed and edited our new librarian Natalie for a Reference Readers Advisory video. This new video is now live on the new Guest Services blog.
- Guest Services Blog- (Dave)- The blog is now live for staff to keep abreast of library happenings.

### Sharing

- Jack worked with a local School teacher at Elizabeth Ide School to borrow our Coding mice and Cubetto coding robot. These learning tools will be used during a school summer program to help kids learn to code.

Ann M. Stovall, Head of Technology & Maker Services, July 15, 2021

STATISTICS FOR	Jun-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	18,050	10,588	213,274	261,063	-18.31%
Teen	1,777	798	15,539	17,177	-9.54%
Kids	14,132	6,206	130,264	141,343	-7.84%
ILLS Sent	3,132		27,001	27,010	-0.03%
TOTAL	37,091	17,592	386,078	446,593	-13.55%
Electronic Circulation	9,474	11,039	120,330	97,368	23.58%
GRAND TOTAL CIRC.	46,565	28,631	506,408	543,961	-6.90%
% Reciprocal Borrowing	8%		6%	11%	
Patron Visits	21,115		131,035	208,543	-37.17%
<b><u>Current Cards</u></b>					
Resident	145	21	22,850	23,095	-1.06%
Non-Resident	128		786	1,094	-28.15%
TOTAL	273	21	23,636	24,189	-2.29%
<b><u>Patron Assistance</u></b>					
Adult - Reference	1,416		16,236		
Kids - Reference	1,483		9,901		
Technology - Reference	1,564		13,808		
TOTAL REFERENCE	4,463		39,945		
Adult - Other	279		2,006		
Kids - Other	78		175		
Technology - Other	29		246		
TOTAL OTHER	386		2,427		
GRAND TOTAL ASST.	4,849	3,602	42,372	60,528	-30.00%
<b><u>ILL/Reserves</u></b>					
Holds	6,395		90,910	72,071	26.14%
ILLS Sent	2,310		26,179	27,010	-3.08%
ILLS Checked Out	3,132		42,018	34,605	21.42%
ILLS Received	3,532		42,861	38,511	11.30%
<b><u>Programs - Adult</u></b>					
# Programs	11	11	134	139	-3.60%
Attendance	191	317	2,722	2,932	-7.16%
<b><u>Technology Classes</u></b>					
# Programs	0	7	77	72	6.94%
Attendance	0	280	823	1,035	-20.48%
<b><u>Individual Technology Training</u></b>					
# of Patrons	249		1,314	2,028	-35.21%
<b><u>Groups</u></b>					
# Programs	4	2	40	132	-69.70%
Attendance	40	33	390	1,309	-70.21%
<b><u>Others</u></b>					
#Programs	0	0	0	8	
Attendance	0	0	0	197	
<b><u>Programs - Teen</u></b>					
# Programs	2	6	99	68	45.59%
Attendance	11	48	538	1,491	-63.92%
<b><u>Programs - Kids</u></b>					
# Programs	46	69	560	781	-28.30%
Attendance	1,087	581	6,158	18,078	-65.94%
GRAND TOTAL ATT.	1,578	1,259	11,945	27,070	-55.87%

STATISTICS FOR	Jun-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Computers -</u></b>					
<b><u>Patron Use</u></b>					
Adult Computers	1,259		13,357	22,635	-40.99%
Kids Computers	80		892	5,440	-83.60%
Teen Laptop	3		55	509	-89.19%
Adult Laptop	19		101	744	-86.42%
<b>TOTAL PATRON USE</b>	<b>1,361</b>		<b>14,405</b>	<b>29,328</b>	<b>-50.88%</b>
<b><u>Hours Used</u></b>					
Adult Computers	933		9,265	20,343	-54.46%
Kids Computers	25		487	3,984	-87.78%
Teen Laptop	17		120	524	-77.10%
Adult Laptop	23		139	1,187	-88.29%
<b>TOTAL HOURS USED</b>	<b>998</b>		<b>10,011</b>	<b>26,038</b>	<b>-61.55%</b>
<b>Wireless Total Connections</b>	<b>4,456</b>	<b>1,919</b>	<b>52,586</b>	<b>86,940</b>	<b>-39.51%</b>
<b>IPPL Total Web Site Access</b>	<b>15,652</b>	<b>35,535</b>	<b>429,508</b>	<b>512,501</b>	<b>-16.19%</b>
<b>IPPL Total Page Views</b>	<b>41,470</b>	<b>60,337</b>	<b>661,210</b>	<b>603,092</b>	<b>9.64%</b>
<b>Subscription Database Logins</b>	<b>2,756</b>	<b>2,744</b>	<b>34,654</b>	<b>32,957</b>	<b>5.15%</b>
<b><u>Outreach-Homebound</u></b>					
Items Delivered	149		1,511	1,251	20.78%
<b><u>Volunteers</u></b>					
Number Active	38		41	97	-57.73%
Hours Worked	162		614	3,287.00	-81.32%
<b>Staff Training Hours</b>	<b>69</b>	<b>48</b>	<b>919</b>	<b>857</b>	<b>7.23%</b>
<b>Conference Room Usage</b>	<b>94</b>		<b>470</b>	<b>3,851</b>	<b>-87.80%</b>
<b>Study Table Usage</b>			<b>580</b>		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	534	12	0	546	58	13	70	13
Non-Fiction	38385	220	267	38338	2481	4456	2701	4723
Fiction	31289	295	452	31132	3768	7377	4063	7829
<b>ADULT TOTALS</b>	70208	527	719	70016	6307	11846	6834	12565
<b>KIDS</b>								
Non-Fiction	11850	44	107	11787	803	342	847	449
Fiction	23723	255	706	23272	2283	1329	2538	2035
<b>KIDS TOTALS</b>	35573	299	813	35059	3086	1671	3385	2484
<b>TEEN</b>								
Non-Fiction	503	8	0	511	115	41	123	41
Fiction	3817	79	90	3806	437	423	516	513
<b>TEEN TOTALS</b>	4320	87	90	4317	552	464	639	554
<b>BOOK TOTALS</b>	110101	913	1622	109392	9945	13981	10858	15603

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6724	37	1	6760	681	223	718	224
Music CDs	5932	30	4	5958	246	1802	276	1806
Playaway	371	0	2	369	4	3	4	5
DVDs (DVD & Blu-ray)	20866	144	210	20800	1255	1614	1399	1824
<b>ADULT TOTALS</b>	33893	211	217	33887	2186	3642	2397	3859
<b>KIDS</b>								
Audiobooks on CD	580	17	35	562	57	10	74	45
Music CDs	293	0	0	293	26	2	26	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4272	15	65	4222	184	203	199	268
<b>KIDS TOTALS</b>	5258	32	100	5190	273	215	305	315
<b>TEEN</b>								
Audiobooks on CD	229	4	32	201	24	1	28	33
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	1	0	0	1	0	436	0	436
<b>TEEN TOTALS</b>	251	4	32	223	26	437	30	469
<b>AUDIOVISUAL TOTALS</b>	39402	247	349	39300	2485	4294	2732	4643

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Console Games	205	4	6	203	51	0	55	6
Tech Takeout (except digital content devices)	133	1	0	134	22	4	23	4
CD-ROMs	0	0	0	0	0	36	0	36
<b>ADULT TOTALS</b>	338	5	6	337	73	40	78	46
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	160	3	0	163	11	19	14	19
Puzzles (New Aug. 2018)	16	0	0	16	1	1	1	1
Playaway Launch Pads	21	0	0	21	0	3	0	3
<b>KIDS TOTALS</b>	197	3	0	200	12	23	15	23
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6	0	0	0	0
Console Games	756	3	3	756	94	5	97	8
Board Games	112	1	0	113	18	3	19	3
<b>TEEN TOTALS</b>	874	4	3	875	112	8	116	11
<b>OTHER TOTALS</b>	1409	12	9	1412	197	71	209	80
<b>COLLECTION TOTALS</b>	150912	1172	1980	150104			13799	20326

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

June 2021

30

eBOOKS	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,130	7	24,137	897	904
eMedia (Overdrive Advantage)	6,831	-7	6,824	707	700
Preloaded eReaders	114	0	114	26	26
<b>eBook Totals</b>	<b>354,753</b>	<b>99,588</b>	<b>454,341</b>	<b>1630</b>	<b>1630</b>
AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,090	16	6,106	243	259
eMedia Advantage (Overdrive)	1,576	20	1,596	232	252
Preloaded Adult Audiobook iPods	137	0	137	64	64
<b>Audiobook Total</b>	<b>77,075</b>	<b>23833</b>	<b>100,908</b>	<b>539</b>	<b>575</b>
<b>Music</b>					
Hoopla- Year	241,704	0	241,704	N/A	N/A
<b>Videos</b>					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,252	12	1,264	34	46
Preloaded Family Roku Titles	187	1	188	4	5
<b>Video Totals</b>	<b>16,476</b>	<b>13</b>	<b>16,489</b>	<b>38</b>	<b>51</b>
<b>Total Audiovisual</b>	<b>335,255</b>	<b>23,846</b>	<b>359,101</b>	<b>2207</b>	<b>626</b>
<b>Collection Totals</b>	<b>690,008</b>	<b>123,434</b>	<b>813,442</b>		<b>2256</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

6/30/2021

Balance on hand as of May 31, 2021.....	2,390,890.48
Cash Receipts for June.....	1,542,518.85
Cash Disbursements for June.....	729,444.68
Cash on hand as of June 30, 2021.....	3,203,964.65

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.023%	
General.....	1,688,121.84
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,884.01
Children's Endowment.....	3,064.68
Endowment.....	11,863.22
MPI Investment (Corporate Fund).....	1,622,792.05

Fifth Third - Checking	
General.....	(209,690.84)
Hinsdale Bank & Trust - Checking.....	32,437.01
Fifth Third - Savings - Rate 0.03%	
General.....	30,121.94
Petty Cash/Circulation.....	404.00
Balances as of June 30, 2021.....	3,203,964.65

FUND BALANCES AS OF 06/30/2021

Corporate Fund.....	3,631,753.06
Building & Maintenance Fund.....	42,390.88
I.M.R.F. Fund.....	-
Liability Fund.....	-
Social Security Fund.....	199.92
Special Reserve Fund.....	(894,959.51)
Deferred Property Taxes.....	1,524,005.41
Current Liabilites.....	424,580.30
Grand Total All Funds.....	3,203,964.65

32

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

Percent of Year: 100.00

	RECEIVED June 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,747,502.28	100.18%	3,740,844.00	-6,658.28
41150 · Non-current Property Taxes	1.67	86.44	0.00%	0.00	-86.44
43100 · Interest-Tax Levy	0.00	1.91	0.00%	0.00	-1.91
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1.67</b>	<b>3,747,590.63</b>	<b>100.18%</b>	<b>3,740,844.00</b>	<b>-6,746.63</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	30.80	1,645.60	0.00%	0.00	-1,645.60
<b>TOTAL INTEREST</b>	<b>30.80</b>	<b>1,645.60</b>	<b>0.00%</b>	<b>0.00</b>	<b>-1,645.60</b>
<b>DESK MONIES</b>					
45100 · Copier	147.40	1,635.85	71.12%	2,300.00	664.15
45120 · Computer Copies	615.99	6,890.41	91.87%	7,500.00	609.59
45130 · Fax	144.72	1,817.78	363.56%	500.00	-1,317.78
45200 · Fines/Fees	2,435.40	17,197.11	68.79%	25,000.00	7,802.89
45250 · Gifts/Donations	0.00	3.25	0.65%	500.00	496.75
45300 · Lost Materials	324.91	4,009.79	100.25%	4,000.00	-9.79
45350 · Non-Resident Fees	10,168.38	83,851.60	178.41%	47,000.00	-36,851.60
45450 · Top Picks	0.00	7.80	0.00%	0.00	-7.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	0.00	515.75	103.15%	500.00	-15.75
45650 · 3D Printing	15.40	300.30	120.12%	250.00	-50.30
45660 · Carvey	0.00	16.00	32.00%	50.00	34.00
45700 · Passport Fees	1,715.00	10,955.00	62.60%	17,500.00	6,545.00
45750 · Notary Fees	42.00	795.00	113.57%	700.00	-95.00
<b>TOTAL DESK MONIES</b>	<b>15,609.20</b>	<b>127,995.64</b>	<b>120.98%</b>	<b>105,800.00</b>	<b>-22,195.64</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	700.00	280.00%	250.00	-450.00
46700 · Miscellaneous	0.00	511.31	25.57%	2,000.00	1,488.69
46800 · Collection Agency Fee	20.00	170.00	113.33%	150.00	-20.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>20.00</b>	<b>1,381.31</b>	<b>57.56%</b>	<b>2,400.00</b>	<b>1,018.69</b>
<b>GRAND TOTAL</b>	<b>15,661.67</b>	<b>3,931,774.43</b>	<b>100.76%</b>	<b>3,902,205.00</b>	<b>-29,569.43</b>



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

33

Percent of Year: 100.00

	June 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	152,928.62	2,049,500.62	89.34%	2,294,105.00	244,604.38		
61310 · Benefits - Medical / Life Ins.	13,282.68	145,895.58	83.50%	174,732.00	28,836.42		
61330 · Benefits - IMRF	17,927.56	227,366.68	103.78%	219,079.00	-8,287.68		
61340 · Benefits - FICA	11,439.55	153,943.34	90.28%	170,513.00	16,569.66		
61400 · Staff Development	729.11	6,174.44	40.62%	15,200.00	9,025.56		
61600 · Board Development	0.00	1,124.97	150.00%	750.00	-374.97		
61710 · Workers Compensation	0.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	138.26	2,484.00	82.80%	3,000.00	516.00		
61730 · Data Expense Reimbursement	127.09	2,892.50					
<b>TOTAL PERSONNEL</b>	<b>196,572.87</b>	<b>2,595,028.13</b>	<b>90.00%</b>	<b>2,883,331.00</b>	<b>291,195.37</b>	<b>3,171,664.00</b>	<b>81.82%</b>
<b>MATERIALS</b>							
62100 · Books	17,875.52	141,731.58	83.05%	170,650.00	28,918.42		
62200 · Periodicals	397.58	15,905.95	60.42%	26,325.00	10,419.05		
62300 · Audio	2,704.40	31,628.43	89.47%	35,350.00	3,721.57		
62400 · Video	3,129.54	30,536.82	69.48%	43,950.00	13,413.18		
62500 · Multi-Media	1,219.62	5,304.79	47.15%	11,250.00	5,945.21		
62600 · eMaterials	20,095.09	202,666.22	120.13%	168,700.00	-33,966.22		
62700 · Console Games	342.33	6,709.41	95.85%	7,000.00	290.59		
62800 · ESL	173.73	936.16	93.62%	1,000.00	63.84		
62900 · Materials Supplies	3,734.84	21,430.73	102.05%	21,000.00	-430.73		
<b>TOTAL MATERIALS</b>	<b>49,672.65</b>	<b>456,850.09</b>	<b>94.15%</b>	<b>485,225.00</b>	<b>28,374.91</b>	<b>533,747.00</b>	<b>85.59%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,162.56	56,716.94	79.32%	71,500.00	14,783.06		
63300 · Utilities (1-8-11 · Gas)	1,681.89	14,528.40	145.28%	10,000.00	-4,528.40		
63300 · Utilities (1-8-12 · Electric)	8,592.93	56,643.38	97.66%	58,000.00	1,356.62		
63300 · Utilities (1-8-13 · Telephone)	505.98	5,685.81	103.38%	5,500.00	-185.81		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	10,000.00	10,000.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	400.04	4,789.44	108.85%	4,400.00	-389.44		
63350 · Building Supplies	332.03	6,596.56	109.94%	6,000.00	-596.56		
63400 · Maintenance Supplies	448.09	9,098.71	82.72%	11,000.00	1,901.29		
63500 · Security System Monitoring	112.50	868.50	124.07%	700.00	-168.50		
63600 · Property Maintenance	1,727.93	25,076.98	62.69%	40,000.00	14,923.02		
63800 · Building Maintenance/Repair	17,659.46	55,151.26	183.84%	30,000.00	-25,151.26		
<b>TOTAL BUILDING</b>	<b>36,623.41</b>	<b>235,155.98</b>	<b>95.17%</b>	<b>247,100.00</b>	<b>11,944.02</b>	<b>370,650.00</b>	<b>63.44%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	901.66	10,540.18	87.84%	12,000.00	1,459.82		
64300 · Photocopy Supplies	323.03	2,081.28	41.63%	5,000.00	2,918.72		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	254.40	1,388.51	60.37%	2,300.00	911.49		
64500 · Postage	-104.77	-770.77	-18.80%	4,100.00	4,870.77		
64600 · Non-Payment Reimbursement	16.63	91.27	6.09%	1,500.00	1,408.73		
64700 · Travel	75.04	1,023.31	68.22%	1,500.00	476.69		
64800 · Organizational Memberships	1,070.00	2,112.50	80.36%	3,500.00	1,387.50		
64900 · Bank Fees	174.05	1,820.42	60.68%	3,000.00	1,179.58		
<b>TOTAL OPERATION</b>	<b>2,710.04</b>	<b>18,286.70</b>	<b>54.59%</b>	<b>33,500.00</b>	<b>15,213.30</b>	<b>40,200.00</b>	<b>45.49%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	955.67	6,815.85	68.16%	10,000.00	3,184.15		
65150 · Supplies-Staff Toner	117.94	3,289.87	54.83%	6,000.00	2,710.13		
65160 · Supplies-Technology Services	114.16	753.92	62.83%	1,200.00	446.08		
65200 · Technology-Prof Services	1,425.00	2,950.00	73.75%	4,000.00	1,050.00		
65300 · Purchase of Equipment	0.00	5,019.66	46.70%	10,750.00	5,730.34		
65350 · Tech Takeout	72.00	1,427.18	142.72%	1,000.00	-427.18		

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

34

Percent of Year: 100.00

	June 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65400 · Technology Equip Mnt/Repair</b>	2,493.36	13,701.26	105.57%	12,979.00	-722.26		
<b>65500 · Software</b>	1,514.29	14,970.32	178.37%	8,393.00	-6,577.32		
<b>65600 · SWAN</b>	0.00	48,331.41	100.72%	47,988.00	-343.41		
<b>65700 · Telecommunications</b>	1,160.17	14,666.91	101.40%	14,465.00	-201.91		
<b>TOTAL TECHNOLOGY</b>	<b>7,852.59</b>	<b>111,926.38</b>	<b>95.85%</b>	<b>116,775.00</b>	<b>4,848.62</b>	<b>200,000.00</b>	<b>55.96%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	500.00	16,142.50	100.89%	16,000.00	-142.50		
<b>66200 · Credit Bureau</b>	8.95	751.80	83.53%	900.00	148.20		
<b>66300 · Copier</b>	221.00	2,727.00	77.91%	3,500.00	773.00		
<b>66400 · Copier Maintenance Contract</b>	0.00	4,249.66	169.99%	2,500.00	-1,749.66		
<b>66900 · Fees - Bond Registrar</b>	0.00	150.00	68.18%	220.00	70.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>729.95</b>	<b>24,020.96</b>	<b>103.90%</b>	<b>23,120.00</b>	<b>-900.96</b>	<b>35,000.00</b>	<b>68.63%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	12,572.00	105.28%	11,941.00	-631.00		
<b>67200 · Bonding</b>	0.00	1,160.00	100.00%	1,160.00	0.00		
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,009.00	100.00%	2,009.00	0.00		
<b>67400 · Umbrella Liability</b>	0.00	2,275.00	100.00%	2,275.00	0.00		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>18,016.00</b>	<b>103.63%</b>	<b>17,385.00</b>	<b>-631.00</b>	<b>25,000.00</b>	<b>72.06%</b>
<b>COMMUNICATIONS</b>							
<b>68110 · Marketing Newsletter</b>	1,732.50	27,196.71	75.55%	36,000.00	8,803.29		
<b>68111 · eNewsletter</b>	0.00	0.00	0.00%	2,000.00	2,000.00		
<b>68210 · Marketing Advertising</b>	0.00	211.61	25.19%	840.00	628.39		
<b>68310 · Marketing Supplies</b>	60.49	278.47	55.69%	500.00	221.53		
<b>68410 · Marketing-Information Printing</b>	0.00	0.00	0.00%	2,200.00	2,200.00		
<b>68500 · Legal Notices</b>	0.00	1,276.85	85.12%	1,500.00	223.15		
<b>TOTAL COMMUNICATIONS</b>	<b>1,792.99</b>	<b>28,963.64</b>	<b>67.30%</b>	<b>43,040.00</b>	<b>14,076.36</b>	<b>50,000.00</b>	<b>57.93%</b>
<b>PROGRAMMING</b>							
<b>68600 · Programming</b>	2,643.48	20,126.52	64.51%	31,200.00	11,073.48		
<b>TOTAL PROGRAMMING</b>	<b>2,643.48</b>	<b>20,126.52</b>	<b>64.51%</b>	<b>31,200.00</b>	<b>11,073.48</b>	<b>40,000.00</b>	<b>50.32%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69200 · Special Reserve Fund</b>	319,590.38	806,941.87	80.69%	1,000,000.00	193,058.13	1,300,000.00	62.07%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69800 · Operating Transfer Out</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69900 · Contingency</b>	14,565.19	27,735.14	128.83%	21,529.00	-6,206.14		
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>70000 · Operating Transfer Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>GRAND TOTAL</b>	<b>632,753.55</b>	<b>4,343,051.41</b>	<b>88.59%</b>	<b>4,902,205.00</b>	<b>559,153.59</b>	<b>5,866,261.00</b>	<b>74.03%</b>



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

## Client Update Report

---

### Account

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

6/30/2021

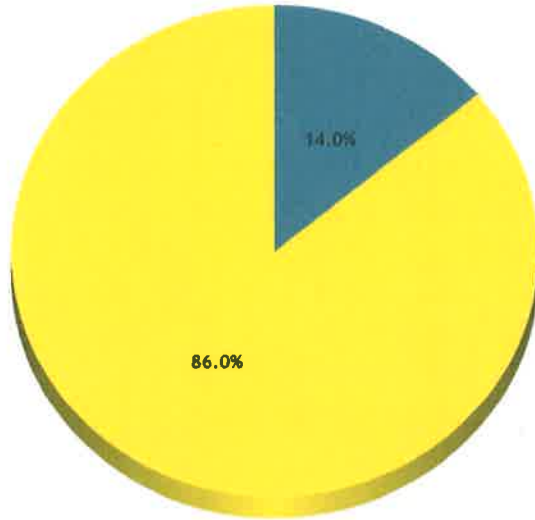


Indian Prairie Public Library District  
 Corporate Account  
 Schwab Account #6415-7790

# Holdings Overview

US Dollar  
 6/30/2021

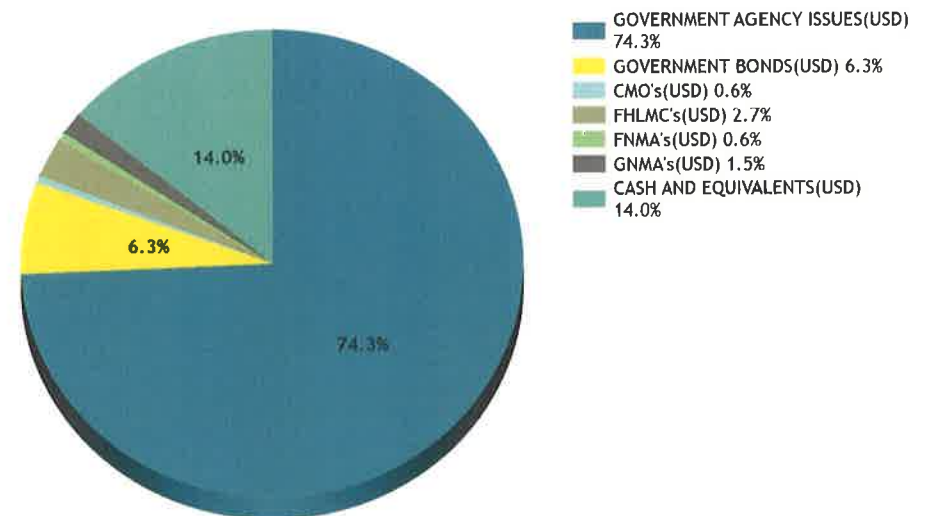
## Portfolio Allocation as of 6/30/2021



## Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	224,262.95	14.0
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	161,335.31	10.1
3134gwvs2	Federal Home Loan Mtg Corp 0.450% Due 3/28/2025	147,507.01	9.2
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	147,393.28	9.2
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	147,082.29	9.2
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	146,448.12	9.1
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	145,881.89	9.1
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	145,527.34	9.1
912828y20	United States Treas Nts 2.625% Due 7/15/2021	101,302.93	6.3
3130akxa9	Federal Home Loan Banks 0.520% Due 2/17/2026	98,576.43	6.2
<b>Top 10 Holdings Total</b>		<b>1,465,317.55</b>	<b>91.4</b>

## Equity Allocation by Security Type





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

# Performance by Asset Class

37

Net of Fees | US Dollar  
 12/31/2020 - 6/30/2021

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2020	281,178.25	0.00	1,735,557.57	0.00	2,016,735.82
Accrued Interest	0.00	0.00	6,000.40	0.00	6,000.40
Purchases/Contributions	594,961.56	0.00	248,882.44	0.00	0.00
Sales/Withdrawals	-648,882.44	0.00	-594,961.56	0.00	-400,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-8,298.90	0.00	-8,298.90
Unrealized Gains	0.00	0.00	-21,148.07	0.00	-21,148.07
Interest Income	13.68	0.00	13,351.15	0.00	13,364.83
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-1,059.73	0.00	-1,059.73
Management Fees	-3,008.10	0.00	0.00	0.00	-3,008.10
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 6/30/2021</b>	<b>224,262.95</b>	<b>0.00</b>	<b>1,373,382.62</b>	<b>0.00</b>	<b>1,597,645.57</b>
Accrued Interest	0.00	0.00	4,940.66	0.00	4,940.66
Average Capital Base	271,323.51	0.00	1,651,965.19	0.00	1,923,288.70
Total Fees	-3,008.10	0.00	0.00	0.00	-3,008.10
Total Gain after Fees	-2,994.42	0.00	-17,155.55	0.00	-20,149.97
IRR for 0.50 Years	-1.10%	0.00%	-1.04%	0.00%	-1.05%



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

# Portfolio Appraisal

US Dollar  
 6/30/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	100.63	50,316.23	101.23	50,614.82	3.2	0.1
150,000	Federal Home Loan Mtg Corp 0.450% Due 3/28/2025	99.91	149,866.14	98.22	147,334.51	9.2	0.9
100,000	Federal Home Loan Banks 0.520% Due 2/17/2026	99.59	99,592.53	98.38	98,384.32	6.1	0.9
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.97	149,960.28	97.88	146,819.79	9.2	1.1
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	108.42	162,633.99	107.16	160,744.68	10.0	1.0
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.95	149,926.14	96.82	145,229.26	9.1	1.3
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.57	149,354.09	97.93	146,898.49	9.2	1.3
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	97.34	146,006.46	9.1	1.4
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.95	149,924.04	96.97	145,452.56	9.1	1.5
	Accrued Interest				3,432.48	0.2	
			<b>1,211,573.45</b>		<b>1,190,917.35</b>	<b>74.3</b>	<b>1.1</b>
<b>GOVERNMENT BONDS(USD)</b>							
100,000	United States Treas Nts 2.625% Due 7/15/2021	100.00	99,995.65	100.10	100,099.80	6.2	0.2
	Accrued Interest				1,203.13	0.1	
			<b>99,995.65</b>		<b>101,302.93</b>	<b>6.3</b>	<b>0.2</b>
<b>CMO's(USD)</b>							
140,000	FNMA REMIC Trust2010-117 3.000% Due 5/25/2025	105.63	1,786.39	100.56	1,700.66	0.1	0.8
1,415,000	FNMA REMIC Trust2003-27 4.000% Due 4/25/2033	108.00	6,061.34	104.92	5,888.43	0.4	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,253.77	115.49	1,339.41	0.1	3.0
	Accrued Interest				27.31	0.0	
			<b>9,101.50</b>		<b>8,955.81</b>	<b>0.6</b>	<b>2.1</b>
<b>FHLMC's(USD)</b>							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	4,122.24	101.17	3,865.94	0.2	1.8



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

39  
**Portfolio Appraisal**

US Dollar  
 6/30/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	1,209.07	104.19	1,167.10	0.1	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	4,978.79	111.39	5,064.61	0.3	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	5,522.79	106.88	5,646.61	0.4	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	21,052.70	106.34	20,861.56	1.3	1.3
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	6,691.56	105.00	6,554.98	0.4	1.7
	Accrued Interest				142.33	0.0	
			<b>43,577.14</b>		<b>43,303.13</b>	<b>2.7</b>	<b>1.4</b>
<b>FNMA's(USD)</b>							
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	279.51	104.28	280.24	0.0	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	2,425.38	102.10	2,271.90	0.1	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	6,952.83	106.27	6,929.48	0.4	2.2
	Accrued Interest				31.41	0.0	
			<b>9,657.73</b>		<b>9,513.03</b>	<b>0.6</b>	<b>1.9</b>
<b>GNMA's(USD)</b>							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	1,477.10	100.58	1,338.81	0.1	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	4,748.93	106.46	4,681.04	0.3	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,624.48	105.30	6,231.90	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,251.51	111.73	3,333.55	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	2,445.90	116.55	2,615.71	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,545.21	111.75	2,609.38	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,324.80	113.34	1,375.79	0.1	1.8
658	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.88	0.01	117.62	0.01	0.0	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,284.25	118.89	1,423.86	0.1	2.3



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

40  
**Portfolio Appraisal**

US Dollar  
6/30/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038 Accrued Interest	108.93	568.16	118.29	616.96	0.0	2.5
					104.01	0.0	
			<b>24,270.36</b>		<b>24,331.04</b>	<b>1.5</b>	<b>2.5</b>
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		224,262.95		224,262.95	14.0	0.0
			<b>224,262.95</b>		<b>224,262.95</b>	<b>14.0</b>	<b>0.0</b>
<b>Total Portfolio</b>			<b>1,622,438.77</b>		<b>1,602,586.24</b>	<b>100.0</b>	<b>1.0</b>





### A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

### Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

### Keeping MPI Wealth Management, LLC. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at 800-237-0930. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

### ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Wealth Management, LLC., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.



E-News July 14, 2021

[View this message in your browser.](#)**In this Issue:**

[RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking](#) | [E-Resources](#) | [Deals, Discounts, Grants](#) | [Conferences and More](#) | [Member News](#) | [RAILS Jobs and More Links](#)



RAILS Website



Facebook



Twitter



Instagram



LinkedIn

## RAILS News

**RAILS Wins Hugh C. Atkinson Memorial Award**

The ILA Awards Committee announced the recipients for this year's ILA Awards and RAILS is honored to receive the Hugh C. Atkinson Memorial Award! This award is presented annually for sustained activity and contributions having a lasting impact on librarianship. Read the [press release](#) from ILA.

Read more about [this award](#) and the other ILA [awards and recipients](#) for 2021. (Also, see the award-winning [RAILS members](#) below.)

**New Opportunity to Collaborate on Emergency Broadband Benefit (EBB), July 22**

Illinois librarians and library staff can participate in a free live one-hour webinar and training session with the Federal Communications Commission on the [federal EBB](#) at **10 a.m. on Thursday, July 22**. [Heartland Forward](#) is working with ALA to host the session for libraries to make sure eligible households know how to take advantage of the temporary EBB, which provides discounts of up to \$50 per month on internet service and an additional \$100 credit for a tablet, laptop, or desktop computer.

As a trusted community hub for information and connectivity, libraries can play a crucial role in helping eligible residents learn about and sign up for the program. The webinar will walk attendees through program eligibility and the enrollment process. Attendees will have the opportunity to submit questions to federal agency staff in advance or during the training. [Register](#).

Heartland Forward also created a [toolkit](#) for your use of printable and shareable materials about the federal EBB.

**Advocacy Alert: Build America's Libraries Act**

Now is a critical time for us to come together to secure historical federal funding for libraries. ALA asks for [your help](#) in making this push!

Congress will soon prepare legislation to make massive investments in our nation's infrastructure and communities, and we must ensure that libraries are included in the package. The [Build America's Libraries Act](#) (S. 127 / H.R. 1581) includes \$5 billion in funding for library construction and renovation.

Even if you already contacted Congress in support of this bill a few months ago, you are urged to send another message now! **[Tell Congress to include funding for library infrastructure!](#)**

**Delivery Count Begins Soon**

The delivery counts begin on Monday, August 9. Please physically hand count all of the items in each of your delivery containers and complete the online count form (available soon) each day from **Monday, August 9 through Friday, August 13**.


All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries. Watch for more details in upcoming *RAILS E-News* editions.

**Join Our #FundLibraries Challenge!**

Rusk, Business Manager at Vespasian Warner Public Library District.

We encourage participants to sign up for a [free Canva account](#) prior to the roundtable. During the event, there will be time to create and showcase your own Canva creations! This event will take place via Zoom and is open to any staff from any library in Illinois. This event will be recorded.

**My Library Is... Online Roundtable: "Adobe Suite for Libraries," August 3**

Level up the graphic design at your library using  Adobe Creative Cloud products! On Tuesday, August 3 from 2 to 3 p.m., join your colleagues for the [My Library Is... Roundtable: "Adobe Suite for Libraries."](#) This peer-to-peer learning event will include a presentation by Jennifer Amling, Department Head for Communications and Creative Services at Mount Prospect Public Library

Learn how to maximize your marketing abilities with this paid design tool. This event will include a live tutorial on how to utilize Adobe products like InDesign and Photoshop to create quick, easy graphics. This event will take place via Zoom and will be recorded. It's open to any staff from any library in Illinois.

**RAILS Online Roundtable: "Tips for Makerspaces," August 20**

Where do you begin when starting a new makerspace? On Friday, August 20 from 10 to 11 a.m., join your colleagues for the [RAILS Online Roundtable: "Tips for New Makerspaces"](#). Members of the [RAILS Makerspace Networking Group](#) will host this panel.

We invite staff from any Illinois library to attend, especially school and public library staff thinking of starting a new makerspace. This event will feature a Q&A and time for peer-to-peer discussion.

## E-Resources

**E-Content We Love**

Check out some of this week's most in-demand e-books available in eRead Illinois Axis 360:

- *The Personal Librarian* by Marie Benedict
- *Survive the Night* by Riley Sager
- *The Third Grave* by Lisa Jackson
- *To Sir with Love* by Lauren Layne
- *When Stars Collide* by Susan Elizabeth Phillips



In an effort to get popular titles into the hands of library users faster, we keep a low holds ratio on items like these in the eRead Illinois Axis 360 collection.

For more information on joining eRead Illinois Axis 360 and gaining access to a shared collection of over 54,000 popular e-books and audiobooks, visit [eRead Illinois](#).

**Add inkie.org to Your Library's E-Resources**

Support the local writers, authors, and creators in your community. [Add a link to inkie.org](#) to your website today! Inkie.org is a suite of resources that supports writers and local authors with online e-book creation and publishing. Inkie.org also provides access to locally produced content.

[Inkie.org](#) is available at no cost to everyone in Illinois - no library card required.

**Inventory for IPLAR: eRead Illinois Axis 360**

Public libraries can find eRead Illinois Axis 360 e-content collection inventory information for their Illinois Public Library Annual Report (IPLAR) on the RAILS website. Member libraries can visit the [eRead Inventory for IPLAR](#) page and search for their library. RAILS collects inventory information at the end of each library's fiscal year and makes that information available on the IPLAR dashboard.

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

## Renovation Update

Both the Maker Studio and the Expanded Program Room on the 2<sup>nd</sup> floor have glass walls. We have a ship date of 9/1 – 9/11 and working towards an install date of 9/13. This impacts the use of the Maker Studio as using the space without the glass walls could create too much noise on the first floor. This is something we'll experiment with to see if there are ways we can quietly use the space prior to the walls being installed. In addition, there has been a delay with electrical and data work due to clarification of scope and pricing. We hope the work will start up again next week and be completed.

The first floor workroom has been delayed because we're waiting for more flooring which should be in next week. This room has also been impacted by the delay in electrical data work. Once the electrical/data and floor are done, final painting and touchups will be completed and we can move into the space. My new target date for Joe being able to start setting up desks, etc. is Monday the 26<sup>th</sup>.

Six Doors and hardware for the new study/conference rooms and the new workroom are being shipped the end of July.

The Technology Desk was built as a counter rather than at desk height. This was an error on the part of the architect and they will be paying for reworking the desk. I have not yet heard when that work will start.

The majority of the furniture is here. We're still waiting on some counter-height seats. Also, the grommets on the study tables were installed wrong and the company is manufacturing new tops for us. There was also a delay on the screens that will divide study tables in two as well as provide some privacy at the computer tables. Those will arrive sometime in August.

The new marketplace shelving looks great and is a hit with our patrons. The end panels for those shelves, as well as the teen shelving, will be installed in a few weeks.

Signs are being worked on and should be installed mid-August.

We're looking at installation of the café light fixture being done the end of October.

Normally, when renovations are done some type of plaque is installed to recognize those responsible for the renovation. The library does not have a plaque recognizing the renovation that was done in 2010. Vicki is suggesting we put a plaque recognizing this renovation as well as the 2010 renovation. This will be discussed by the Building and Grounds Committee.

Collections are mostly in their final spots. We continue to do some shifting and tweaking to balance the amount of materials on shelves and provide attractive areas to browse. We have put up temporary shelving signage and are working on permanent signs.

## Landscape Project

I am requesting to spend up to \$9,000.00 on landscape improvements.

In May, Vicki, Marian, and Crystal toured the library's grounds and identified areas that needed new plantings. A proposal with ideas for new plantings was submitted by Wingren Landscape, the company that has the library's landscaping contract. Vicki, Marian, and Crystal reviewed the proposal and made some changes. The cost of the final proposal is \$7,721.71.

The proposal removes plants that are past their prime, cleans up areas, moves some plants, and adds new plants, bushes, and trees. It includes:

Southwest corner by the bike rack – removing old bushes, adding grasses, moving rosebushes and sodding the area.

Front of the library – roses from the southwest corner will be replanted in the garden directly east of the entrance.

The Reading Garden – the Ginko will be removed, adding 4 boxwoods and 2 short quick fire hydrangeas.

Southeast corner – the existing crabapple trees will be removed and 3 large quick fire hydrangeas added.

East side turf will be repaired with topsoil seed and an erosion blanket.

The two birch trees in the Prairie Patch will be removed and two 10-foot clump river birches added.

East side in front of large window – existing perennials will be removed and seven Annabelle Hydrangeas added.

North side - three upright yews will be added to help cover the electrical panel.

Northwest side – existing shrubs will be removed and five quick fire hydrangeas added.

This request also seeks approval to spend \$800.00 on two trees through Darien's resident tree program. One tree would be a 2.5" Chanticleer Pear which would be placed at the SE corner of the building. The other would be a Maple (type still to be determined) which would be placed in the grassy area on the south side of the newest part of the patio in order to provide shade.

## COVIC Policy and Practices

Last month I had said that I didn't expect that we would discuss masks in July. However, the CDC came out with new guidelines relative to masking in schools. Then the Illinois Department of Health laid out Guidance for Schools based on the CDC recommendations. This was effective immediately.

<https://www.dph.illinois.gov/covid19/community-guidance/school-guidance>

The Illinois State Board of Education is working with the Dept. of Health recommendations.

<https://www.isbe.net/coronavirus>

Given the new guidance I felt the trustees should revisit this topic. We've had a handful of caregivers complain about the requirement to wear masks on the second floor. The message from them is that we're not following the science. We have given out 689 masks on the second floor in 3 1/2 weeks.

Attached is the statement from the Illinois Department of Health as well as the current policy.



48

Published on IDPH (<http://www.dph.illinois.gov>)

---

## **Illinois Department of Public Health Adopts CDC COVID-19 Prevention**

### **School Guidance [1]**

9th Jul, 2021

#### **Guidance emphasizes the COVID-19 prevention strategies most important for in-person learning**

**SPRINGFIELD** – The Illinois Department of Public Health (IDPH) is fully adopting the Centers for Disease Control and Prevention (CDC) updated guidance for [COVID-19 Prevention in Kindergarten \(K\)-12 Schools \[2\]](#) released today.

“Our goal is to protect the health of students, teachers, and staff so that in-person learning can resume as safely as possible,” said IDPH Director Dr. Ngozi Ezike. “The CDC is right: vaccination is the best preventive strategy. As school board members, parents, teachers and superintendents plan for a return to in-person learning in the fall, we strongly encourage those who are not vaccinated to continue to mask. IDPH is proud to fully adopt school guidance issued by CDC, which is based on the latest scientific information about COVID-19.”

The updated school guidance now aligns with guidance for [fully vaccinated people \[3\]](#), which allows activities to resume for fully vaccinated people without wearing a mask except where required by federal, state, and local rules and regulations.

Major elements of the updated guidance include:

- Masks should be worn indoors by all individuals (age 2 and older) who are not fully vaccinated.
- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (masking, distancing, testing) to protect people who are not fully vaccinated.

Schools and communities should monitor community transmission of COVID-19, vaccination coverage, screening testing, and outbreaks to guide decisions about on the level of layered prevention strategies being implemented.

State Superintendent of Education Dr. Carmen I. Ayala issued the following declaration mandating in-person learning with limited exceptions:

Beginning with the 2021-22 school year, all schools must resume fully in-person learning for all student attendance days, provided that, pursuant to [105 ILCS 5/10-30 \[4\]](#) and [105 ILCS 5/34-18.66 \[5\]](#), remote instruction be made available for students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, only while they are under quarantine consistent



with guidance or requirements from a local public health department or the Illinois Department of Public Health.

49

"All our students deserve to return safely in-person to schools this fall," said Dr. Ayala. "With vaccination rates continually rising and unprecedented federal funding to support safe in-person learning, and mitigations such as contact tracing and increased ventilation in place in schools, we are fully confident in the safety of in-person learning this fall. We look forward to a great school year and to the energy of Illinois' young minds once again filling our school buildings."

The updated school guidance can be found at <http://www.dph.illinois.gov/covid19/community-guidance/school-guidance> [6]. This guidance is subject to change pursuant to changing public health conditions and updates from CDC.

---

**Source URL:** <http://www.dph.illinois.gov/news/illinois-department-public-health-adopts-cdc-covid-19-prevention-school-guidance>

#### Links

[1] <http://www.dph.illinois.gov/news/illinois-department-public-health-adopts-cdc-covid-19-prevention-school-guidance>

[2] <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

[3] <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

[4] <https://www.ilga.gov/legislation>

[/ilcs/fulltext.asp?DocName=010500050K10-30#:~:text=10%2D30, Illinois%20Emergency%20Management%20Agency%20Act.& text=During%20remote%20learning%20days%2C%20schools%20shall%20conduct%20instruction%20remotely.](#)

[5] <https://ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K34-18.66>

[6] <http://www.dph.illinois.gov/covid19/community-guidance/school-guidance>



111 N. County Farm Rd., Wheaton, IL 60187

## DCHD Statement on COVID-19 Prevention Strategies in Schools July 20, 2021

The DuPage County Health Department (DCHD) strongly recommends school districts begin the 2021-2022 school year with layered COVID-19 prevention strategies in place that are outlined in the updated Centers for Disease Control and Prevention (CDC) guidance for K-12 schools, which were fully adopted by the Illinois Department of Public Health. These prevention strategies include:

- Promoting vaccination,
- Consistent and correct mask use,
- Physical distancing,
- Screening testing to promptly identify cases, clusters, and outbreaks,
- Enhanced ventilation,
- Support for handwashing and respiratory etiquette,
- Staying home when sick and getting tested,
- Contact tracing, in combination with isolation, quarantine, and post-exposure viral testing, and
- Proper cleaning and disinfection.

While acknowledging that school leaders and local school districts hold the ultimate authority and discretion to develop plans to return to school, DCHD promotes strategies to **reduce the risk and likelihood of COVID-19 spread in school settings** in order to maximize the benefits in-person learning provides.

**DCHD strongly recommends school districts begin the school year requiring that masks be worn indoors by all individuals (age 2 years and older) who are not fully vaccinated against COVID-19.** CDC continues to recommend masking and physical distancing in schools as key prevention strategies, particularly as COVID-19 cases and hospitalizations rise. **Prevention strategies in schools will continue to evolve as COVID-19 community transmission declines to lower levels for sustained periods and when individuals under the age of 12 years are eligible to be vaccinated.**

At this time, individuals under the age of 12 years are not eligible to receive COVID-19 vaccine and therefore, this group of our students will not be fully vaccinated when they return to in-person school this fall. **The use of masks in schools by individuals who are unvaccinated will reduce school-based and community transmission of COVID-19, reduce the need for quarantine of students who are close contacts in school, and therefore keep more students learning in-person.**

\*CONTINUED ON PAGE 2\*

**STAY SAFE  
DUPAGE**



\*CONTINUED FROM PAGE 1\*

CDC recently updated the definition of close contacts in school settings to exclude situations when students are wearing masks in the classroom at the time of their exposure within 3 to 6 feet to a COVID-19 case. As a result, **requirements for students to wear masks in school if they are not fully vaccinated will decrease the number of students who must stay home and quarantine as a result of their close contact to a COVID-19 case. This will result in more students staying in school – the goal we all share.**

Schools should be supportive of people who are fully vaccinated, but choose to continue to wear a mask, as a personal choice or because they have a medical condition that may weaken their immune system. If schools are not reliably or consistently able to assess and track COVID-19 vaccination status, then schools may consider expanding the masking requirement to all students and staff (irrespective of COVID-19 vaccination status), toward promoting a safe environment for in-person learning.

As we all work together to reduce the impact of COVID-19 on our students, staff, and community, we must continue to protect ourselves and one another from the serious effects of COVID-19 disease. Our collective goal is to bring an end to this pandemic!

#### References

- Centers for Disease Control and Prevention: Guidance for COVID-19 Prevention in K-12 Schools
- Centers for Disease Control and Prevention Science Brief: Community Use of Cloth Masks to Control the Spread of SARS-CoV-2
- Centers for Disease Control and Prevention Science Brief: Transmission of SARS-CoV-2 in K-12 Schools and Early Care and Education Programs – Updated

###

## USE OF LIBRARY FACILITIES

## 613 Restore Illinois Safety Policy

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

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

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

Approved 7/15/2020

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

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

## Library Hours

I would like to increase hours August 23 to coincide with the start of our schools, but not the full 72 we were open in “normal” times. I’m asking the Board to approve the following hours for the foreseeable future:

- Monday – Thursday 9 – 8
- Friday - Saturday 9 – 5
- Sunday 1 – 5

Pre-COVID, we were open until 9:00 p.m. Monday - Friday.

My plan had been to open our full hours as schools started opening. Unfortunately, we are still not fully staffed. We currently have openings for one librarian, five Guest Services Associates, and one Guest Services Shift Supervisor. We still find that we receive few applications from qualified candidates. We recently had one Guest Services Associate leave after a few months because her husband is immune-compromised.

There are two other factors that impact staffing. Adding the pick-up window has created an additional station that has to be staffed. When we planned for the window, we thought that anyone working in the workroom could manage the occasional pick-up. However, the window is so popular that we feel we have to keep a staff person there at all times.

Another factor is that I would like to have someone on the phones all hours we’re open. Prior to COVID, we did not cover the phones on slow shifts and people would get the voicemail. As we developed the new service model we determined that people calling on the phone deserve the same level of service as people walking into the building and committed to staffing the phone all hours we’re open.

Thus, providing service at the window and on the phone creates two additional stations to be staffed all hours we’re open.

This is an “all hands on deck” situation and I’m asking everyone to give up some off-desk time to ensure we have the coverage we need throughout the building.

Our current hours are:

Monday – Thursday 10 – 7

Friday and Saturday 10 – 5

Sunday 1 – 5

## Library Fines

Resident Nader Najjar requested the library consider discontinuing charging fines for overdue materials. He provided a letter in support of his request and the trustees reviewed this in February. The consensus was to table the discussion until new board members were present.

I've attached the letter from Mr. Najjar.

If the Board chose to discontinue charging fines, this is how it would work:

- The library can choose to continue to charge fines for certain collections. In our case, at a minimum, we would want to continue to charge fines for the "Hot Picks" collection, equipment and technology, and possibly console games.
- For items that would not have overdue fines, once items are 14 days overdue the patron's library card would be stopped until they either returned the items or paid for them. We can choose how many overdue items would block a patron's card.
- As happens now, at 42 days overdue the patron would receive a bill for payment of the item.
- Patrons would continue to receive overdue notices as usual.
- The policy would apply to anyone using our library.

Out of 100 libraries in SWAN, 46 are fine-free. In our area, that includes Woodridge, Westmont, Downers Grove, Hinsdale, Oak Brook, and LaGrange. This has created tension for our staff in explaining to both our patrons and patrons from other libraries that we are not fine-free.

In the past I have felt that we could not give up the \$50,000 in revenue that came from fines, but with the property tax increases we received last year and this year, we are able to remove that revenue line from the budget and be fine. Case in point - I had budgeted just \$16,500 from fines in this fiscal year, but we also have a surplus of \$70,000 so removing \$16,500 from the budget would not be impactful.

The American Library Association encourages libraries to forego fines for the same reasons cited in Mr. Najjar's letter.

Currently the library charges \$1.00 - \$3.00 per day for equipment, Hot Picks, and console games. We charge 25 cents on other items.

I've made this item an action item on the agenda in case the Board wanted to take action at the July meeting. However, the trustees may choose to discuss it at the July meeting and table any potential action until August.

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

Greetings Honored Trustees and Directors,

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

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

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

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

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



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

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

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

**4. Fines may not make up a significant portion of the library's budget:** *"Overdue*

*fines are a regressive method of raising revenue, they hurt the most those who can afford them the least, create stress-filled interactions, and require significant*

*amounts of staff time to manage."* - David Seleb from the Oak Park Public Library

*"...fines have become a privilege and – not only do they not work – they actually*

*encourage people to keep materials longer if they can afford it."* - Annette Birdsall,

Director of the Tompkins County Public Library

*"Not spending dollars to collect dimes."* - Nancy Kreiser from the Contra Costa

County Library, describing an advantage to fine elimination

**5. Eliminating fines may improve circulation:** The elimination of fines could benefit

not only patrons but the library as well. One of the ways in which the library could

benefit is an increase in circulation. This result makes sense: if patrons are no

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

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

The above is an excerpt from:

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

#### **Additional References:**

How Eliminating Library Fees Advances Racial Equity

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

Five Unexpected Benefits of Eliminating Library Fines

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

Eliminating Library Fines as a form of Social Equity Working Group

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

**TENTATIVE ORDINANCE NO. 2021-4  
BUDGET AND APPROPRIATION ORDINANCE  
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
DU PAGE & COOK COUNTIES, ILLINOIS  
FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022**

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, 2021 and ending June 30, 2022.

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, 2021 and ending June 30, 2022.

**Estimate of Expenditures from Corporate Fund**

	<u>Appropriation</u>
Personnel	3,250,000
Materials	525,000
Building Operations	350,000
Office Operations	42,000
Technology & Maker	200,000
Contractual Services	35,000
Insurance	25,000
Communications/Publicity	50,000
Programs	45,000
<b>Total Corporate Fund</b>	<b>4,522,000</b>

**Estimate of Expenditures from Special Tax Funds**

Audit	0
IMRF	63,000
Social Security	55,000
Liability Insurance	19,000
Building and Equipment (.02% Special Tax)	100,000

**Summary**

Corporate	4,522,000
Audit	0
IMRF	63,000
Social Security	55,000
Liability Insurance	19,000
Building and Equipment (.02%)	100,000
Special Reserve	0
<b>Total Appropriation</b>	<b>4,759,000</b>

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

- a. The cash on hand at the beginning of the fiscal year is \$1,773,861
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,037,558
- c. The estimated expenditures for the fiscal year are \$4,800,000
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$1,011,419
- e. The estimated amount of taxes to be received during the fiscal year is \$3,862,097
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$175,461

SECTION 3. Funds in the total amount of \$4,759,000 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 21, 2021.

---

Victoria Suriano, President

ATTEST:

---

Crystal Megaridis, Secretary

ORDINANCE #2021-3

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL  
TAX OF .02% FOR THE 2021-2022 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 2021-2022 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 2021-2022:

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 21st day of July, 2021, 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 21st day of July, 2021, 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, 2021 and ending June 30, 2022. 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 3128 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 March 15, 2022.

---

Crystal Megaridis, Secretary  
Indian Prairie Public Library District

## Whistleblower Reporting Amendment

You have a memo from our attorney explaining this new law. We will follow the model of using the County State's Attorney's as the "auditing official". We are putting in place a process to provide a copy of this Section, plus instructions on how to report improper governmental actions, to new employees and to each employee each year.

62

*Law Offices of  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET  
P.O. BOX 564  
WHEATON, ILLINOIS 60187-0564  
PHONE (630) 665-1900  
FAX (630) 665-0407  
E-MAIL: [rritzman@psnrb.com](mailto:rritzman@psnrb.com)

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**MEMO RE: WHISTLEBLOWER REPORTING**

**Part of SAFE-T Act (P. A. 101-0652)**

TO: Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: July 9, 2021

---

This Memo addresses a recent amendment to the Public Officer Prohibited Activities Act (50 ILCS 105/4.1) relative to whistleblowers (Amendment).

The bottom line first, i.e., no immediate action is required. Action, if any, is optional.\*

The Amendment became effective July 1, 2021.

The Amendment was included in P.A. 101-0652, a lengthy piece of legislation (764 pages) dealing in large part with police conduct (SAFE-T Act).

A copy of the Amendment is attached.

Note: A whistleblower law has been in place for many years (see the Whistleblower Act, 740 ILCS 174/1 et.seq.).

\*See NOTE on page 2 requiring information to employees.



The Amendment:

- a. Prohibits retaliation against an employee whistleblower;
- b. Directs a whistleblower to describe in writing any retaliation for reporting improper governmental action;
- c. Directs a whistleblower to report improper governmental action to an "auditing official" for investigation and possible restitution.

Please note:

- a. The Amendment does not require a Library to appoint an auditing official;
- b. If a Library does not appoint an auditing official, the auditing official shall be the County State's Attorney.

We suspect most Libraries, in lieu of appointing an auditing official, will opt to let the County State's Attorney serve as auditing official.

If a Library chooses to appoint an auditing official, additional action by the Library is required, including establishing policies and procedures for managing whistleblower complaints.

NOTE

Even if a Library opts to let the County State's Attorney to serve as auditing official, the Amendment requires Libraries to take the following affirmative action regarding Library employees, i.e.:

"Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official".

If the auditing official is the County State's Attorney (in essence by default), the Library should ask the County State's Attorney for a copy of the County State's Attorney's "written processes and procedures".

Given that the Amendment just became effective (July 1, 2021), it may take some time for the County State's Attorney to establish "written processes and procedures".

Roger A. Ritzman/ Mark A. Ritzman  
PEREGRINE, STIME, NEWMAN,  
RITZMAN & BRUCKNER, LTD.  
221 E. Illinois Street, P.O. Box 564  
Wheaton, Illinois 60187-0564  
Phone (630) 665-1900

64

(50 ILCS 105/4.1)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

(1) reports an improper governmental action under this Section;

(2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or

(3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

65

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

(Source: P.A. 101-652, eff. 7-1-21.)



### 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.