

Indian Prairie Public Library Board Agenda
June 16, 2021 – 6:30 p.m.

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

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

Telephone:

US: +1 312 626 6799

Webinar ID: 815 0930 6240

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

E. Omnibus Consent Agenda

- | | | |
|--|---------|--------|
| 1. Minutes of Regular Board Meeting, May 19, 2021 | Page 3 | Action |
| 2. Action on Bills/Additional Bills | Page 7 | |
| 3. Ordinance #2021-2 Establishing Regular Meeting Date | Page 12 | |
| 4. Finance Committee Meeting Minutes, June 9, 2021 | Page 13 | |
| 5. Financial Policy | Page 14 | |

F. Items Deleted from Omnibus Consent Agenda

Action

G. Library Director's Report

Information

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H.	Department Reports		Information
	1. Assistant Director	Page 25	
	2. Marketing	Page 27	
	3. Guest Services	Page 29	
	4. Programming & Outreach	Page 31	
	5. Resource Services	Page 34	
	6. Technology & Maker Services	Page 37	
I.	Staff Report		
	Ann Stovall, Head of Technology & Maker Services,		Information
	Introduction to the Maker Studio		
J.	Reports		
	1. Treasurer’s Report	Page 44	Information
	2. RAILS	Page 48	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 53	Information
L.	New Business		
	1. COVID Policy and Practices	Page 55	Action
	2. Capital Projects and Financial Forecast	Page 58	Information
	3. Operating Budget 2021/2022	Page 63	Action
	4. FY21/22 Salary Schedule	Page 69	Action
	5. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit		
M.	Schedule Meetings		
	Set date for Building and Grounds Committee week of 7/19 or 7/26, Krupicka, Raftis and Rao		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 19, 2021

**Board of Trustees Regular Meeting
May 19, 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 May 19, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. May 19, 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: 813 5205 5531

A. Trustee Oaths of Office

Wlosinski administered the oath of office to Crystal Megaridis, Themis Raftis, Sri Rao, and Christina Rodriguez.

B. Roll Call

President Suriano called the meeting to order at 6:35 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, Sri Rao, Christina Rodriguez, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: none

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

C. Election of Officers - The Nominating Committee presented the following slate for officers.

President, Victoria Suriano; Vice-President, Donald Damon; Treasurer, Marian Krupicka; Secretary, Crystal Megaridis. Rao moved, Megaridis seconded to approve the slate as presented. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

- D. 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.

- E. Public Comment - none

- F. Communications and Announcements

- G. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 21, 2021
2. Action on Bills/Additional Bills
3. Building & Grounds Committee Minutes, April 30, 2021
4. Nominating Committee Minutes, May 4, 2021

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

- H. Items Deleted from Omnibus Consent Agenda - none

- I. Library Director's Report

As reported last month, Tri-State's review indicated that our strobes and sprinklers are not up to code in some areas. Bukovac is working with the Fire Marshall on this. We are still working through staffing issues. Youth librarian, Monica Dzierzbicki, is retiring as of June 26. Two people from Guest Services are leaving to take full-time positions. Next month, the head of our new maker studio will attend the board meeting to share about new services. On Monday we will open two conference rooms to the public that were available prior to the renovation. We're planning to have the July Board meeting at the library; we'll have to wait and see about the June meeting.

- J. Department Reports

- K. Staff Report – Laura Birmingham, Assistant Director/Head of Programming and Outreach – Birmingham took over her expanded role as Head of Programming and Outreach a few weeks ago. She has been involved in aspects of programming her entire library career and is looking forward to learning more. She has spent time over the last few weeks meeting with her new staff. She will go from managing three to nine people. Birmingham highlighted our all-ages Summer Challenge as well as our online and outdoor programs.

- L. 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

M. Unfinished Business

1. Renovation Update – Bukovac provided an update. Shelving and furniture will be delivered throughout the weeks of June 14, June 21, and June 28. The architect feels we can stay open during that time.

N. New Business

1. Committee Appointments – Suriano reviewed the committee appointments:
 Building & Grounds – Krupicka (CP), Raftis, Rao
 Finance – Krupicka (CP), Damon, Rodriguez
 Plan/Annexation – Megaridis (CR), Rao, Rodriguez
 Policy – Damon (CP), Megaridis, Raftis
2. COVID Policy and Safety 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. The Board discussed whether we should follow the current policy or if we should adjust according to the orders issued by the governor relative to the new CDC guidelines. Discussion included the fact that children under 12 are not vaccinated. Bukovac reported that we had no issues over the weekend with respect to the library continuing to require masks. The Board agreed to continue with the library's current policy until phase 5 is announced. At that time they will consider what the governor says. They will also consider requiring masks in the kids area and having protected hours (i.e. 9-11 a.m.) during which a mask would need to be worn throughout the library.
3. Library Hours – Bukovac gave an overview. The library is normally open 72 hours a week. When we reopened in July after the initial COVID shutdown, we reduced hours to 54 a week. But we found that we couldn't staff that schedule so we decided to close on the slowest day which is Friday. We now want to add Friday hours back and return to opening at 9 a.m. every day, but we're missing three librarians and several associates. So we're looking at opening on Fridays from 1-5 beginning July 1. The ultimate goal is to be open our full hours when school starts in mid-August. The board agreed to reopen from 1-5 on Fridays starting in July. With respect to our current hiring situation, Bukovac explained that we're not getting our typical demographic of people looking for part-time work. Megaridis asked about hiring a full-time person for a position instead of a few part-time people. Bukovac will be looking at that from a budget perspective because it adds the cost of pension and health insurance.
4. Request to Replace Chiller Condenser Coil – We received three quotes for replacement of the coil. The price difference between the lowest and second lowest quote is \$150. Rodriguez suggested that we go with the lowest quote but if there is a scheduling issue, then we go with the second lowest. Rao moved, Megaridis seconded to approve replacing the chiller condenser coil at a cost of \$8,972.00 or less. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

O. Scheduled Meetings

1. A Finance Committee meeting is scheduled for June 9, 2021 at 1 p.m.

P. Community Events

Q. Library Events

R. Adjournment

At 7:41 p.m. Rao moved, Rodriguez seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS MAY, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5506 - 5600	\$ 347,200.90
Fifth Third-Salaries	1009 - 1020	\$ 3,137.15
Hinsdale Bank-Direct Deposits	& 32051 - 32179	\$ 104,761.47
		<hr/>
	MONTH'S TOTAL:	\$ 455,099.52

Indian Prairie Public Library District Account QuickReport - Vendors

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As of May 31, 2021

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Bill Pmt Check	05/09/2021	5506	Accurate Employment Screening, LLC	185.00
Bill Pmt Check	05/09/2021	5507	Comcast	193.35
Bill Pmt Check	05/09/2021	5508	Dzierzbicki, Monica	22.00
Bill Pmt Check	05/09/2021	5509	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	05/09/2021	5510	Jensen, Heather Forster	30.00
Bill Pmt Check	05/09/2021	5511	Midwest Tape	9,128.17
Bill Pmt Check	05/09/2021	5512	Schueren, Mary	18.48
Bill Pmt Check	05/09/2021	5513	Today's Business	85.12
Liability Check	05/13/2021	5514	Nationwide Retirement	87.62
Liability Check	05/13/2021	5515	Vantagepoint	1,139.09
Liability Check	05/13/2021	5516	State Disbursement Unit	493.94
Liability Check	05/13/2021	5517	State Disbursement Unit	136.86
Bill Pmt Check	05/13/2021	5518	3D Universe, LLC	489.86
Bill Pmt Check	05/13/2021	5519	AT&T	434.30
Bill Pmt Check	05/13/2021	5520	Blackstone Audio, Inc.	2,375.28
Bill Pmt Check	05/13/2021	5521	Center Point Large Print	50.64
Bill Pmt Check	05/13/2021	5522	Chicago Tribune	139.50
Bill Pmt Check	05/13/2021	5523	DEMCO	304.60
Bill Pmt Check	05/13/2021	5524	DuPage County Clerk	10.00
Bill Pmt Check	05/13/2021	5525	Dynegy Energy Services	4,057.71
Bill Pmt Check	05/13/2021	5526	ELM USA, Inc.	167.95
Bill Pmt Check	05/13/2021	5527	Hagg Press, Inc.	2,200.00
Bill Pmt Check	05/13/2021	5528	ID Label	334.63
Bill Pmt Check	05/13/2021	5529	Ingram Library Services	288.19
Bill Pmt Check	05/13/2021	5530	Midwest Tape	5,705.66
Bill Pmt Check	05/13/2021	5531	mk Solutions, Inc.	2,850.00
Bill Pmt Check	05/13/2021	5532	New Readers Press	307.15
Bill Pmt Check	05/13/2021	5533	OverDrive	6,203.90
Bill Pmt Check	05/13/2021	5534	PitneyBowes	594.18
Bill Pmt Check	05/13/2021	5535	Rivistas Subscription Services	1,083.14
Bill Pmt Check	05/13/2021	5536	Runco	17.98
Bill Pmt Check	05/13/2021	5537	Schultz., Jack	22.00
Bill Pmt Check	05/13/2021	5538	Showcases	249.37
Bill Pmt Check	05/13/2021	5539	The Language Labs	110.00
Bill Pmt Check	05/13/2021	5540	United Radio Communications	896.95
Bill Pmt Check	05/13/2021	5541	Wlosinski, Maria	17.92
Bill Pmt Check	05/14/2021	5542	Allard, Jamie	30.00
Bill Pmt Check	05/14/2021	5543	Baker & Taylor	9,370.67
Bill Pmt Check	05/14/2021	5544	Blackstone Audio, Inc.	184.98
Bill Pmt Check	05/14/2021	5545	Call One	265.16
Bill Pmt Check	05/14/2021	5546	Canon Financial Services, Inc.	221.00
Bill Pmt Check	05/14/2021	5547	Carrera, Kristin	950.00
Bill Pmt Check	05/14/2021	5548	Cengage Learning, Inc.	979.53
Bill Pmt Check	05/14/2021	5549	City of Darien	50.00

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Indian Prairie Public Library District
Account QuickReport - Vendors
As of May 31, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	05/14/2021	5550	Filis, April	9.00
Bill Pmt Check	05/14/2021	5551	Groot Industries, Inc.	397.56
Bill Pmt Check	05/14/2021	5552	Hallett & Sons Expert Movers, Inc.	2,050.00
Bill Pmt Check	05/14/2021	5553	Illinois Library Association	225.00
Bill Pmt Check	05/14/2021	5554	Ingram Library Services	716.76
Bill Pmt Check	05/14/2021	5555	JanWay Company USA, Inc.	351.89
Bill Pmt Check	05/14/2021	5556	Kline, Cindy	10.00
Bill Pmt Check	05/14/2021	5557	Midwest Tape	1,731.90
Bill Pmt Check	05/14/2021	5558	Neviol Inc.	4,905.00
Bill Pmt Check	05/14/2021	5559	Specialty Mat Service	220.24
Bill Pmt Check	05/14/2021	5560	Twidell, Lexy	22.00
Bill Pmt Check	05/14/2021	5561	Unique	17.90
Bill Pmt Check	05/14/2021	5562	Wingren Landscape, Inc	899.51
Bill Pmt Check	05/21/2021	5563	BCBS	14,832.79
Bill Pmt Check	05/21/2021	5564	Hagg Press, Inc.	3,973.00
Bill Pmt Check	05/21/2021	5565	Hud, Shasta	25.00
Bill Pmt Check	05/21/2021	5566	Lo Destro Construction Company	238,994.69
Bill Pmt Check	05/21/2021	5567	NCPERS Group Life	48.00
Bill Pmt Check	05/21/2021	5568	OverDrive	1,037.84
Bill Pmt Check	05/21/2021	5569	Principal Life Insurance Company	1,183.19
Bill Pmt Check	05/21/2021	5570	Product Architecture & Design	3,377.28
Bill Pmt Check	05/21/2021	5571	Thornton, Christine	250.00
Bill Pmt Check	05/21/2021	5572	VSP Vision	170.99
Liability Check	05/27/2021	5573	Nationwide Retirement	87.62
Liability Check	05/27/2021	5574	Vantagepoint	1,139.09
Liability Check	05/27/2021	5575	State Disbursement Unit	493.94
Liability Check	05/27/2021	5576	State Disbursement Unit	154.89
Bill Pmt Check	05/28/2021	5577	Baker & Taylor	1,076.24
Bill Pmt Check	05/28/2021	5578	Baker & Taylor (video)	50.34
Bill Pmt Check	05/28/2021	5579	Bank of America	8,912.38
Bill Pmt Check	05/28/2021	5580	Blackstone Audio, Inc.	393.72
Bill Pmt Check	05/28/2021	5581	Case Lots Inc.	484.10
Bill Pmt Check	05/28/2021	5582	CDW Government	787.50
Bill Pmt Check	05/28/2021	5583	Comcast	193.35
Bill Pmt Check	05/28/2021	5584	Current Technologies	977.07
Bill Pmt Check	05/28/2021	5585	DEMCO	193.16
Bill Pmt Check	05/28/2021	5586	Garvey's Office Products	17.94
Bill Pmt Check	05/28/2021	5587	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	05/28/2021	5588	Illinois Office of the State Fire Marshal	100.00
Bill Pmt Check	05/28/2021	5589	Ingram Library Services	82.71
Bill Pmt Check	05/28/2021	5590	Lazzara, Angelo	211.00
Bill Pmt Check	05/28/2021	5591	Midwest Tape	330.31
Bill Pmt Check	05/28/2021	5592	OverDrive	1,598.24
Bill Pmt Check	05/28/2021	5593	RAILS	76.80
Bill Pmt Check	05/28/2021	5594	Runco	66.46

Indian Prairie Public Library District
Account QuickReport - Vendors
As of May 31, 2021

10

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	05/28/2021	5595	Suburban Life Media	52.00
Bill Pmt Check	05/28/2021	5596	TMobile	16.40
Bill Pmt Check	05/28/2021	5597	The Davey Tree Expert Company	250.00
Bill Pmt Check	05/28/2021	5598	The Library Store	30.91
Bill Pmt Check	05/28/2021	5599	Thomas Interiors Systems, Inc.	479.59
Bill Pmt Check	05/28/2021	5600	Wlosinski, Maria	13.72
Total 10122 - Fifth Third Checking				<u>347,200.90</u>
TOTAL				<u><u>347,200.90</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2021

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	05/14/2021	3,280.62
EFTPS-Federal	Payroll taxes	05/14/2021	17,681.84
ILDOR-State	Payroll taxes	05/28/2021	3,273.53
EFTPS-Federal	Payroll taxes	05/28/2021	17,567.26
IMRF	Payroll Pension	05/28/2021	22,610.01
DAC	Deposit to HRA	05/04/2021	188.93
DAC	Deposit to HRA	05/10/2021	178.70
DAC	Deposit to HRA	05/11/2021	318.07
DAC	Deposit to HRA	05/18/2021	130.67
DAC	Deposit to HRA	05/25/2021	679.18
Nicor	Gas	05/15/2021	0.00
INB Bank/5/3	Credit Card Fee	05/15/2021	99.38
Hinsdale Bank	Fee-Direct Deposit	05/17/2021	70.50

ORDINANCE #2021-2

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2021 through June, 2022 shall be held on the third Wednesday of each month at 6:30 p.m. at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- July 21, 2021
- August 18, 2021
- September 15, 2021
- October 20, 2021
- November 17, 2021
- December 15, 2021
- January 19, 2022
- February 16, 2022
- March 16, 2022
- April 20, 2022
- May 18, 2022
- June 15, 2022

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 16th day of June, 2021.

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

Indian Prairie Public Library District
Finance Committee Minutes
June 9, 2021 – 1 p.m.

Present: Krupicka, Damon, Rodriguez, Suriano, Bukovac

Reviewed financial policy – no changes.

Reviewed capital projects lists.

Reviewed financial forecast.

Reviewed FY21-22 budget and will recommend it to the board.

Reviewed salary schedule information and will recommend it to the board.

Adjournment 2:25 p.m.

Financial Policy

The Finance Committee reviewed the policy and have no recommended changes.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FINANCIAL POLICY

TABLE OF CONTENTS

900	Policy Statement
910	Sources of Revenue
920	Investment of Funds
930	Budgeting of Funds
940	Accounting
950	Expenditures
960	Conflict of Interest

FINANCIAL POLICY

900 - It is the policy of the library to be soundly financed at all times; to insure adequately against all risks anticipated, to the extent possible; to protect the residents' investment through adequate controls; to undertake financing at least cost to the district; and to explain the costs and benefits of the library in the simplest financial terms possible.

The library's financial affairs encompass six principal areas: sources of revenue, investment of funds, budgeting, accounting, and expenditures. The responsibility of the Finance Committee is to present recommendations to the board for its approval regarding the development, installation, and operation of plans, practices, and policies in these five principal areas.

910 Sources of Revenue

910.1 Tax Levy

The board shall levy taxes sufficient to establish, maintain and support high quality library services and facilities. Special assessments shall be considered from time to time as deemed necessary. (75/ILCS 16/35-5, 16/35-25)

910.2 Borrowing Funds

910.2-1 Buildings and Equipment

As authorized by statute, the trustees may borrow money and execute a mortgage to purchase a site or building; to construct, remodel, or repair or improve a new or existing building or for the purchase of any equipment or materials as is provided in the library's building plan. (75 ILCS 16/40-5, 16/40-25)

910.2-2 Tax Anticipation Warrants

When there is insufficient money in the general fund to defray the necessary expenses of the district the Board may issue tax anticipation warrants. (75 ILCS 16/30-105)

910.2-3 Issuance of Bonds

With the approval of the majority of voters at a regular election, the Board may issue bonds to purchase a site or building, or to construct, remodel, repair, or improve a new or existing building. (75 ILCS 16/40-10, 16/40-15)

910.3 Donations of Money or Property

The Indian Prairie Public Library is grateful for gifts of money, personal property, stocks, bonds and real estate. (See also #1100 Gifts).

FINANCIAL POLICY

910.3-1 All restricted donations, except commemorative book donations, are subject to the recommendation of the Library Director and the approval of the Library Board of Trustees.

Any person or persons desiring to make donations of money, personal property, or real estate for the benefit of a library may vest title to the donation in the board of library trustees of the district receiving the donation. The money or property shall be held and controlled by the trustees when accepted according to the terms of the deed, gift, legacy, or bequest of the donation. The board shall be held and considered to be a special trustee of the donated property (75 ILCS 16/30-75).

910.3-2 Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution.

910.3-3 Disbursements of donated funds shall be processed in the same manner as other library disbursements consistent with Governmental Accounting & Financial Reporting Principles.

910.4 Sale or Disposition of Property

The Board may sell or dispose of real or personal property no longer useful for library purposes. (75 ILCS 16/30-55.32)

910.5 General Operating Receipts

The library receives money through miscellaneous operating sources including fines, fees, gifts, non-resident card fees, lost library materials, etc. The Board shall provide a schedule of fines and fees for library materials and special services. (75 ILCS 16/30-55.60, 16/30-55.65)

910.6 Grants

Grant funding shall be sought for services, programs, and library facilities providing that grant objectives are compatible with the library's mission strategic plan. Other organizations may seek grant funding on behalf of the Indian Prairie Public Library upon formal approval of the Library Board of Trustees.

920 Investment of Funds

920.1 General Policy: It is the policy of the Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library while conforming to all federal, state and local statutes governing the investment of public funds.

920.2 Scope: This policy applies to all funds governed by the Board of Library Trustees.

920.3 Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

FINANCIAL POLICY

- 920.4 Delegation of Authority: Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees. The responsibility for investment transactions and for the establishment of internal controls and written procedures may be delegated to the Library Director.
- 920.5 Objectives: In selecting financial institutions and investment instruments to be used, the following objectives should be considered in the priority listed:
- 920.5-1 Legality-conformance with federal, state and other legal requirements
- 920.5-1-1 Investments will be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions including SAIF or the FDIC. Deposit accounts in banks or savings and loan institutions must be collateralized at not less than 100%. Pledged collateral will be witnessed by a written agreement and held by the district or in safekeeping by an independent third party institution in the name of the Library. Acceptable securities for collateral in order of preference: Obligations of the U.S. Government, Treasury Bills, Certificates of Indebtedness, Notes, and Bonds; Obligations of U.S. Government Agencies; Obligations of various states.
- 920.5-1-2 Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the Illinois Funds Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.
- 920.5-2 Safety-Protection of Investment Principal. (See also 920.5-1-1 and 920.5-1-2.)
- 920.5-2-1 All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety.
- 920.5-2-2 The Library is required to keep receipts and a written record of all transactions.
- 920.5-3 Liquidity-Maintenance of sufficient liquidity to meet operating requirements. The library's investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements that may be reasonably anticipated in any fund.
- 920.5-4 Yield-Return on Investment: Attainment of market rates of return.
- 920.5-5 Diversity of Investments: The library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

FINANCIAL POLICY

- 920.5-6 Maximum Maturities: To the extent possible the district shall attempt to match its investments with anticipated cash flow requirements.
- 920.5-7 Simplicity of Management: The time required by library administrative staff to manage investments shall be kept to a minimum.
- 920.5-8 Local Considerations
- 920.5-8-1 Whenever possible, the district will maintain operating and investment accounts in local financial institutions.
 - 920.5-8-2 Current statements of condition for each financial institution named as depository will be maintained for review. The refusal of any institution to provide such data may serve as sufficient cause for the withdrawal of district funds.
- 920.6 Ethics and Conflicts of Interest: Trustees and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.
- 920.7 Operational Procedures/Internal Control:
- 920.7-1 Investments are perused each month noting when the investments are maturing and what the cash needs are within each fund.
 - 920.7-2 The Director and the Administrative Office Coordinator shall discuss the cash needs within the respective funds and determine investment or reinvestment in accordance to the highest rates and terms available at that time.
 - 920.7-2-1 As permitted by law, the district may pool the cash of various funds to maximize earnings. Investment income will be allocated to the various funds based upon their respective participation.
 - 920.7-3 Investments that comply with this policy will be executed by the signatories between regularly scheduled Board meetings. Action so taken will be presented to the Board for approval at the next regularly scheduled Board meeting.
 - 920.7-4 The Director executes the trades as approved by the Board of Trustees.
 - 920.7-5 No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library.
 - 920.7-6 Bank confirmations are to be received on all investment transactions and all transfers between funds.

FINANCIAL POLICY

920.7-7 Receipts shall be deposited in an approved financial institution within two working days (Monday-Friday) of receipt. When deposits are not needed for immediate disbursement, they shall be invested within two working days at prevailing rates or better. (30 ILCS 225/1)

920.8 Authorized Financial Dealers and Institutions

920.8-1 Investments will be made with financial institutions who meet the requirements set in this policy.

920.8-2 Should it become necessary to use an investment advisor the Finance Committee shall be responsible for determining the appropriate parameters and making a recommendation to the board as to selection of an investment advisor.

920.9 Reporting

920.9-1 The Treasurer shall provide a monthly investment report for the Board of Trustees. The report should be in a format suitable for review by the general public.

920.9-2 Information about investment vehicles will be presented as it is provided by financial institutions.

930 Budgeting of Funds

930.1 The Director shall prepare an annual projection of revenue, and a working budget for review by the Finance Committee to be presented to the Board. A budget and appropriations ordinance and a tax levy ordinance will be developed by the Library Director for presentation to the Board as set by law.

930.2 The Director and Treasurer shall establish procedures to fulfill all legal requirements of the budget process.

930.3 The Director and Finance Committee shall monitor the budgets and recommend necessary revisions for board approval.

930.4 The Building and Grounds Committee and/or the Library Director shall recommend a Replacement Schedule for fixed assets and facility maintenance costing \$3,000 or more. Anticipated expenditures will be included in the annual capital budgets.

FINANCIAL POLICY

940 Accounting

940.1 The fiscal year shall be July 1st through June 30th. (75 ILCS 15/3-7)

940.2 The library maintains fund accounting. Each fund is considered a separate entity. (75 ILCS 15/3-6)

940.3 Transactions are recorded in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.

940.4 The Director is responsible for internal controls which shall be reviewed by the Finance Committee on an annual basis.

940.5 An annual audit shall be conducted by a C.P.A. (75 ILCS 15/4-10)

950 Expenditures

950.1 Purchases

950.1-1 The procurement of library materials, services, and equipment is the responsibility of the Director who is authorized to enter into contracts for such purchases on behalf of the district subject to the other provisions within this section.

950.1-2 No prior board approval is required for purchases of goods or services of \$3,000 or less, for which there is authority in the approved budget.

950.1-3 For purchases of at least \$1,000 three quotes shall be secured whenever possible. In some cases this may not be possible depending on the product.

950.1-4 Where purchase is required by law to be on the basis of competitive bids the purchase will be made on the basis of the lowest bid or quotation received from a responsible supplier whose product or service meets the bid or quotation specifications and whose record of service indicates a satisfactory contract or order performance. Further, the Board reserves the right to reject any or all bids. (75 ILCS 15/5-9)

950.1-5 In the event purchases are made through joint purchasing programs of the Department of General Services, State of Illinois, or other inter-governmental cooperatives the above requirements are waived.

950.1-6 Bids or quotations are not required for the following purchases:

- Salaries and wages of employees
- Library materials
- Goods or services which are economically procurable from only one source
- Professional, technical, or artistic skill services
- Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or his authorized agent

FINANCIAL POLICY

- 950.1-7 In the event that a purchase is deemed to be required by an emergency, as determined by the available officers of the board, a purchase may be made on the basis of a single quotation on such basis as is deemed prudent by available officers of the board in response to the emergency.
- 950.1-8 All advertisements for bids shall be published in a newspaper of general circulation in the Indian Prairie district. Bid notices shall be published at least once at least fourteen days prior to the time set for bid opening.
- 950.1-9 The purchase of any single item of furniture, equipment or materials costing \$5,000 or more will be treated as a capital item purchase. The Library Director is responsible for maintaining an inventory of such items which shall be recorded as fixed assets for GASB 34.
- 950.1-10 Whenever practical, the library will purchase supplies and paper products made of recycled materials as well as items which may be recycled as long as the additional expense does not exceed 10% of the cost of a comparable non-recycled item.
- 950.1-11 Credit card purchases using the Library's credit card
- 950.1-11-1 The following staff are authorized to make credit card purchases using an Indian Prairie Public Library credit card issued in the employee's name: Director, Assistant Director, Administrative Specialist, Resource Services Department Head, Technology Services Department Head, Programming and Outreach Department Head. The Library Director may give permission for a card to be used by another employee. The Board of Trustees and/or the Library Director may revoke a library credit card at any time.
- 950.1-11-2 The Library credit card may be used to purchase items such as supplies, materials, food for library events and programs, equipment and travel expenses, or to pay invoices, provided that the purchases have been authorized in advance by the Library Director.
- 950.1-11-3 Purchases may be made in person, online or by telephone.
- 950.1-11-4 Employees may not charge personal expenses to the Library's account.
- 950.1-11-5 Employees must notify the credit card company and the Administrative Office Coordinator immediately upon loss of a credit card.

FINANCIAL POLICY

950.2 Disbursements

950.2-1 Disbursements are contingent upon available budget appropriations or amendments. (75 ILCS 15/4-15, 4-16)

950.2-2 Disbursements are subject to the following limitations:

950.2-2-1 Disbursements other than payroll must be authorized by the Director and require two of the following check signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-2 Payroll checks require two of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-3 Donations From the Library to Organizations or Individuals

Because Indian Prairie Public Library is tax-supported, library funds and/or services may not be donated to support or fund other organizations or individuals. The library may, however, participate in community organizations or activities to promote library services.

950.2-2-4 No payments, including those for credit card charges, may be made by telephone.

950.2-3 Suitable documentation and controls shall be provided for all expenditures, and in their absence, the Board shall be apprised of the reason for an expenditure and formal board approval obtained. All expenditures, including wire transfer payments, must be documented in monthly reports to the Board of Trustees.

950.2-4 The Director shall present a monthly financial report and list of bills for approval to the board. One Trustee, as assigned on a rotating schedule, will review the bills, checks, and documentation before each board meeting.

950.2-5 Bills will be paid promptly to avoid interest and late fee charges and to comply with the Local Government Prompt Payment Act. (75 ILCS 16/30-55.12)

950.2-6 The district shall publish an annual statement of receipts and disbursements. (30 ILCS 15/1, 15/2, 15/2.1, 15/3, 15/3a, 15/4, 15/4a, 15/5, 15/6)

FINANCIAL POLICY

960 Conflict of Interest

No Board member shall be interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract, work or business of the library, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No Board member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the library, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the library.

Adopted 12/21/88, Rev. 4/19/89, 5/17/89, 2/20/91, 3/11/92, 8/16/00, 1/21/04, 12/21/05 (eff. 12/27/05), complete review & revision approved 6/20/07, Rev. 6/17/09, 5/18/11, complete review & revision approved 6/18/14, 6/17/15, complete review & revisions 6/21/17, complete review & revisions approved 6/19/19

Assistant Director's Report: June 2021

Building:

Joe continues to be amazing in helping with the building project. With Kyle's help, he has put up, taken down and moved countless shelves on both floors. He dismantled the 2nd floor Ask Us Desk and moved the Technology Desk to the new Passport Office.

Joe turned the water fountains back on, flushed the lines and changed the filters since they have been turned off for so long. He installed all of the furniture and cabinetry in the Programming and Outreach workroom and installed a new outlet with data and power for a workstation.

Joe is getting married on June 15th and will be enjoying a honeymoon this month. 😊 He will return to the library on June 28th.

Marketing Highlights:

- Dave compiled the monthly website statistics. Here is Indian Prairie's top five visited pages in May:
 1. Hours & Location – 653
 2. Job openings – 601
 3. Databases – 546
 4. Summer at IPPL – 477
 5. eBooks – 399
- Dave is working on a new internal blog that staff will use as we move in to the new service model. It will be a place for staff to share important information, such as if a program is cancelled, and locate information, such as a fee to print a color copy.
- Dave has been working with Ann and Jill on the new digital display for the lobby. It will be a brand new look.
- Dave is working on mock-ups for the Maker Studio webpage, which will debut when it opens in mid to late July.
- Jill's Marketing Report is attached.

Programming and Outreach:

As I highlighted last month, the "Level Up" Summer Challenge began on June 1st. Summer programs for kids and families have been very popular and the registrations are going well. All of our programming is designed to be outside, on both the library grounds and using the nearby park. So far, 157 people have participated in the challenge via Beanstack and read a total of 585 books. Ninety-three participants have logged in to participate in "Mission Math".

With Michelle's departure on June 2nd, I have taken over her desk shifts and have first-hand knowledge that families are returning to the library! We have seen a lot of families using the tables and conference rooms, as well as browsing and borrowing items.

Jamie and I have been interviewing applicants for both the Mid-Kid and Teen Librarian positions. We have second interviews with candidates later this week. I am hoping the positions will be filled by mid-July.

TJ has moved to Resource Services and working under Tony. He will be selecting all A/V (kids and adults) for the library as well as have a larger focus on data and UX for the whole library. Although he is sad to leave the Programming and Outreach Department, he is excited about the change. TJ will help with summer programs as needed.

Because of TJ's transfer, I will be hiring another librarian in P&O who will oversee Business Services. I will be posting the job opening this month.

Marquitta has been studying up on programming in preparation for her transfer to Programming and Outreach. She has been reading some articles and viewing webinars on programming for seniors.

T.J. compiled the Programming & Outreach department statistics and overview report, which is included in this packet.

Continuing Education:

I attended a 4-week series in April on *Delivering Excellent Customer Service* with Steve Beck. I got some great ideas to include in hospitality training for staff.

I viewed the following webinars in May:

Transforming Senior Services and Outreach (ALA)

The Power of Habit (Global Leadership Summit)

Submitted by: Laura Birmingham



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

Website

The big project we finished with the website for summer. Dave did an excellent job on the page! We are keeping an eye on how it performs. I like having everything on one page for summer; but, I want to be sure it works for our guests.

In addition, we updated the home page and program pages as part of our overall marketing plan.

We did minor updates to the Sound page (finished in at the end of April), the Prairie Patch page, Ignite Change page, and Supporting Students page.

Print Newsletter

The print newsletter arrived in households around May 15. This quarter, we produced an 8-page newsletter, the longest since pre-pandemic. Thanks to Joe Popowitch for being an extra set of eyes!

Enews

Enews was sent out Thursdays during the month of May. We sent out a special enews about masks, which caught people's attention. Overall, the open and click rate is average. The top clicked on item continues to be the link to the adult programs we offer.

General Enews Subscribers

April 30	17,012
May 31	16,966
Loss/Gain in subscribers	-46

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	294	No change
Teen Enews subscribers	150	No change

Enews Open & Click Rate

Date	Open Rate	Click Rate
Teen Enews (May 5)	14	33
Biz Connect (May 6)	15	6
May 6	16	12
May 13	18	8
May 14—special mask edition	37	2
May 20	20	9
May 27	15	7

Social Media

This month, Facebook, Instagram, and YouTube grew, while Twitter and LinkedIn lost a couple of followers. Engagement overall appears to be steady.

Channel	Likes/Followers	+/- (Since April 30)
Facebook (Likes)	2,035	+4
Instagram	772	+6
Twitter	1,115	-2
LinkedIn	168	-1
YouTube	208	+5

Social Media Posts

This month, our COVID-19 posts got the most engagement; when we posted about masks, twice. Our followers reacted favorably; we did have a couple of comments from an account with one friend, no profile picture, and didn't like our page that looked to "troll" us.

In addition, our followers also shared when we posted about the People's Resource Center Food Pantry; they engaged with photos from the renovation and news about the chickens hatching.

Guest Services

May 2021

User Experience

More patrons are coming into the building. On June 1, we had over 1000 people come in for the first time since Covid. 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 1,210 patrons use the drive up in May. Our busiest day was Saturday, May 1 with 94 patrons being served. Our busiest hour was that same day from 11am – 12am with 18 cars coming through. Associates are becoming more comfortable working the desk and being able to answer patron questions. I am now scheduling both stations with Guest Services Associates.

Community

Passports: We accepted 52 passports in May with our busiest day being a tie between Saturday 5/22 and Saturday 5/29 with 7 each day.

Library Cards: We issued 102 resident library cards. 19 were initiated remotely.

Notary Public: We notarized 48 documents in May.

Outreach

We had our first delivery to our Homebound patrons using Inter Faith Community Partners and it went extremely well! They delivered to 10 individuals and 4 facilities. Marquitta Harris is doing an excellent job of coordinating this. She is also working with a SWAN User Group to learn the SWAN module that will help to automate this process of choosing items for the patrons.

Staff

Monica Guidi resigned to take a full time position. Lynn Van Kanegan resigned to take a health care position that offered benefits. We are currently interviewing for the Associate position.

In early May pages and shelvers were very busy managing all of many items that were returned after being closed for 2 weeks. Items were not due until May 3 in hopes that the returns would stagger in, but that was not the case.

Renovation

Shelvers continued to shift both adult all collections as we move toward the conclusion of the renovation.

Sharing

Calumet City Library contacted me because they had heard our procedure manual was one of the best!

Continuing Education

The new associates along with some other staff received training at the end of May and the beginning of June. This is training that other staff had received in April. The training included Adult Readers Advisory, K & T Readers Advisory, Data Bases, Reference Interview and placing holds.

May 13	SWAN - Notice Dialer webinar	Debbie Sheehan
May 25	SWAN Update	Debbie Sheehan
May 25	Transforming Senior Services & Outreach	Marquitta Harris

Debbie Sheehan
Head of Circulation Services

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

Community

Monica Dzierzbicki, Megan Lawrence and Darien Garden Club volunteer Cathy Streett worked with scouts & parents from the Mark DeLay Elementary Daisy troop and two additional families at the Gearing up the Garden program. The scouts and families cleaned, prepared and added soil to most of the raised garden containers for planting day on June 5. We also seeded a few containers with carrot and beet seeds and watered.

Programming around the Egg Incubation Partnership continued and 13 chicks were hatched. The chicks will be raised by local 4H members and a chicken farm in Warrenville.

Vitalant Illinois hosted a blood drive in the parking lot using their Bloodmobile. 13 donors gave blood.

Monica Dzierzbicki delivered the summer reading logs for our Level Up program to schools.

Business Services

Biz Connection email newsletter sent out May 3. 293 Sent, 15.3% open rate

T.J. Szafranski attended the May 5 Willowbrook/Burr Ridge Chamber luncheon. The luncheon featured a talk by Greg Hart about how DuPage County was addressing the CARES Act and American Rescue Plan.

Beanstack

In May, 52 new readers joined Beanstack. In total, patrons earned 55 badges and logged 459 books. Below is the active reader count per challenge:

Seed Library

Number of Checkouts: 16

Number of Seed Packets Checked Out: 42

Number of Donations: 5 (spaghetti squash, beans, large sunflower seeds, sweet corn, butternut squash)

Programs

In May, Programming & Outreach staff presented 35 programs serving 784 people.

Parent comment: *"It's great that my kids have been able to share all these experiences together...It really has helped to normalize things for them."*

Kids

Ignite Change

Lexy Twidell put together Ignite Change programs designed to educate and celebrate aspects of other cultures.

- Alyssa Harling presented Irish Dance classes in the library parking. A total of 60 people attended her classes.
- Lexy partnered with The Language Labs to have Juno Dong present 2 virtual Chinese Storytimes which a total of 14 people attended.
- Lexy also arranged for Dennis Swiftdeer Paige to present his program of Native American Songs and Stories, Journey From the Heart, in the Prairie Patch. Despite being outdoors in the rain, 33 people still attended this program

Parent comment: *"We really enjoyed it! Would love to see him again next year, rain or shine!"*

Date – Specific

1-May	Irish Dance for Littles	Outdoor	Lexy	35
1-May	Irish Dance for Mid Kids	Outdoor	Lexy	25
4-May	Star Wars Storytime (AM)	Zoom	Heather, Lexy	15
4-May	Star Wars Storytime (PM)	Zoom	Heather, Lexy	21
5-May	All About Eggs with the Darien Dragon 4H Club-canceled	Zoom	Monica	0
6-May	First Chapter Chats- 2022 Monarch Nominees	Zoom	Monica	3
7-May	Barbara's Bookstore Storytime	Outdoor	Lexy, Heather	20
8-May	Chinese Storytime	Zoom	Lexy	8
13-May	First Chapter Chats- 2022 Bluestem Nominees	Zoom	Monica, Marissa	2
15-May	Journey From the Heart: Native American Songs and Stories	In Person	Lexy	33
18-May	Chinese Storytime	Zoom	Lexy	6
22-May	Gearing up the Garden	in Person	Monica	21

Passive

Baby Sensory Grab Bags: Scarves	Lexy, Heather	72
Take and Make: Flower Power (7 years and younger)	Heather, Lexy	96
Take and Make: Food Fuel (7 years and younger)	Heather, Lexy	64
Animals in Egg/Chick incubation	Monica	70
"Fit Matters" Mask Adjustment Kits	Heather	10

Teens*VolunTeens*

Michelle Dukes coordinated the summer VolunTeen program. Teens could submit an application for one of eight different volunteer positions. We received 42 applications.

Watercolor Succulents

This program was presented by art teacher Christine Thornton. Before viewing the program via a YouTube link, teens were able to pick up a bag of supplies at the library that contained the watercolors and canvas they would need for the project.

Date – Specific

15-May	TASC	Zoom	Michelle	7
15-May	Teen Origami	Zoom	Michelle	3
21-May	Online-Star Wars Discussion Group	zoom	Michelle	0
25-May	Online-Watercolor Succulents	YouTube link	Michelle	13

Passive

Mom Charm Bracelets	Michelle	24
Mason Jar Garden Terrariums	Michelle	30

Kids&Teens

Book Buddies

Book Buddies pairs a child with a teen volunteer who read to each other. Summer Book Buddies will be offered twice a week on Monday afternoons and Thursday mornings. Fifteen teens submitted applications to provide one to one read aloud time with a 1st to 6th grade reader.

Adults

Ditch the Diapers

Heather Forster Jensen developed an online potty training program, "Ditch the Diapers," that was offered twice in May. While a low percentage of registrants logged on for the zoom, registration numbers (24 and 13) show interest in developmental/milestone-focused programming for caregivers. Heather walked participants through a proven potty training method, and share additional library resources to get through the transition.

Date – Specific

5-May	Chair Yoga	Zoom	Cindy	16
5-May	Frida Kahlo	Zoom	Cindy	25
6-May	A Fireside Chat with Alex Kotlowitz	Zoom	Cindy	5
11-May	Ditch the Diapers	Zoom	Heather	7
12-May	Chair Yoga	Zoom	Cindy	21
12-May	His Way: Sinatra on Film	Zoom	Cindy	24
16-May	Ditch the Diapers	Zoom	Heather	5
17-May	Motown: Music That Moved the World	Zoom	Cindy	22
19-May	Chair Yoga	Zoom	Cindy	21
26-May	Chair Yoga	Zoom	Cindy	26
27-May	How To Reduce College Costs: Strategies You Need to Know	Zoom	T.J.	4

Passive

Pen and Paper Puzzles			T.J.	30
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Continuing Education

20-May	Capturing Outcomes of Virtual & In-person Library Programs & Service	InfoPeople Course	T.J.	3
27-May	Delivering effective Teen Services During the Pandemic	Webinar	Michelle	1.5

Contributing to the Profession

6-May	WSAP's Meeting	Zoom	Cindy	
26-May	BIG Listserv – shared info about Buisness eNewsletter	Email	T.J.	

Submitted by T.J. Szafranski, Senior Librarian, Programming and Outreach

Resource Services Monthly Report

May 2021

I continue to learn the ins-and-outs of the aspects of what were technical services. Librarians are being trained to do classification of materials as they are processed by acquisitions. I hope this alleviates any backlogs between acquisitions and the start of the processing of materials.

After many patron comments about the entire large print collection being on tall shelving, I started looking at ways to get the collection into short (five shelf) ranges. Through moving various fiction collections around, we have determined that we can move large print onto all short shelving back to where it had been originally. This has also been made possible through the extensive weeding of our collections over the last several years.

Natalie Baddour started as our Adult Fiction & Reader’s Advisory Librarian on May 24. I have trained her and she has worked into our on-call reference librarian shifts as well as Librarian-in-Charge. She has really hit the ground running and cleaned up our Hot Picks collection as well as started ordering high-demand fiction and large type. It has been a very easy transition and I look forward to her growth on our team.

We are starting to deploy new technology as a test for doing roaming work. We have a Microsoft Surface tablet and an iPad Mini for librarians to use as they are called out to assist patrons. I am soliciting feedback from the librarians to see if this will work as a solution to assisting patrons away from a service desk.

We decided to halt our search for a librarian to handle all audio/visual collections as we realized we already had someone on staff who could do this – T.J. Szafranski. He has graciously accepted the new position and began June 6. As part of the position, T.J. will also do data analytics for the library to analyze the many statistics we collect and work them to help us determine where we are making the most impact.

To get Natalie and T.J. up to speed on ordering, I arranged meetings with Baker & Taylor and Midwest Tapes representatives. T.J. has also been working with Joe, Marissa, and Jack to hand off all A/V collection development responsibilities. T.J. will also be handling our streaming services. Joe and I met to split up the adult non-fiction collections and he will also be handling serials, including e-magazines.

I finished and submitted the proposed department budget to Jamie.

Collections

SCI-FI SERIES - The Sci-Fi series project is done, with the exception of items in circulation. Spine labels contain the series & reading order to improve UX.

EARLY CHAPTER SERIES - In May, we started the series for Early Chapter books starting with The Magic Treehouse books to solve a challenge for Pick Lists & Shelves. The public catalog lists books in alphabetical order, but K&T staff file them in series order. In addition, the series number were covered up when we added the front barcodes. By adding the series to the call number, both issues are resolved. To address the bigger dilemma of shelf order in K&T, Early Chapter will be the next collection for adding a series, as well as Junior fiction. Adult Mystery will follow K&T.

NEW DVDs - The wooden display case is now used for New DVDs and TV shows. This eliminates the overflow cart & provides a nicer display.

BIOGRAPHY - Natalya continues to remove the yellow BIO sticker & add full names & barcodes to biography books. Status: A-Ri is done for the first pass of books.

WEEDING - Marissa is weeding TEEN, Joe is weeding DVDs, with the focus on reducing space to fit the new floorplan.

Monthly Highlights

- Joe and I did training for new Guest Services Associates on databases and basic reference on May 28. Marissa and Natalie did training on reader's advisory for kids & teens and adults on June 4. We all prerecorded our presentations and then were on hand to answer questions and assist on "homework" that was given out.
- Joe finalized the database budget. He attended the Literacy DuPage ESL Conversation Group Facilitator meeting to help improve his facilitation skills with our ESL Conversation Group. He continues to facilitate the Great Decisions group and had nine attendees for *The Future of Persian Gulf Security*. He also coordinated the monthly Genealogy group meeting and arranged a demonstration of Ancestry.com.
- Marissa has begun classifying picture books by entering call numbers into the catalog and then generating call number labels. Eventually she will learn the intricacies of classifying and assigning call numbers to all areas of the youth & teen book collections. She also prepared and presented Bluestem book talks for a program that Monica was doing in May.
- Natalie ordered twenty titles (five of each) all in mass market paperback to use as prizes in the Adult Summer Reading Challenge. She went through the adult fiction collection and found duplicate copies of titles to move to storage as well as did some weeding. She is actively working with Tori to generate bibliographies and curated lists in Overdrive and Hoopla.

Community

- Marissa has been checking with the schools on their summer reading lists so that we are aware of what is on the list and make sure we have copies of titles in the collections.

Contributing to the Profession

- Tony and Joe attended an ELSUM meeting to hear about databases use at other libraries and discuss and contribute to best practices around these products. Now that Tony is no longer overseeing databases, it was also an opportunity to introduce the group to Joe.
- Marissa attended the Teen or Youth Selectors Networking Group meeting to share how we do things and hear how other libraries handle collection development in these areas.

Continuing Education

- Marissa attended Magnificent Middle Grade (Booklist) and School Library Journal Day of Dialog where she attended the following sessions:
 - Dazzling Debuts
 - Worlds of Mystery and Adventure
 - Life's Lessons, Gently Learned
 - Navigating the Road to Adulthood
 - Journeys: Finding Home
 - All Heart
 - Boyhood Unbound

- Crunk Feminist Collective
- Natalie watched a Novelist webinar called *Building Your Readers' Advisory Culture*.

Programs

Date	Time	Program	Staff	Attendance
5-May	7:00 p.m.	Online - ESL Discussion Group	Joe	5
10-May	7:00 p.m.	Online: Ancestry.com Demonstration	Joe	25
12-May	7:00 p.m.	Online - ESL Discussion Group	Joe	5
18-May	7:00 p.m.	Online - Great Decisions Discussion Group	Joe	9
19-May	7:00 p.m.	Online - ESL Discussion Group	Joe	5
27-May	1:00 p.m.	Online: Genealogy Group	Joe	31
			Total	80

eNewsletters

Bestseller Preview

May 1, 2021 – Sent to 488 addresses, opened 177 times (36% open rate) with 155 click throughs.

May 15, 2021 – Sent to: 488 addresses, opened 202 times (41% open rate) with 98 click throughs.

New eBooks

May 1, 2021 – Sent to 183 addresses, opened 86 times (47% open rate) with 38 click throughs.

May 15, 2021 – Sent to 182 addresses, opened 81 times (45% open rate) with 39 click throughs.

New DVD Preview

May 15, 2021 – Sent to 172 addresses, opened 77 times (45% open rate) with 143 click throughs.

Technology & Maker Services Board Report May 2021

Maker Studio

- Staff Training & Awareness- I wrote an introductory article about the Maker Studio for the staff newsletter. This is the first in a series of articles to introduce staff to the equipment, machinery and tools that will be in the Maker Studio. Before it is open to the public we will have all staff tours and give opportunities for staff to use the equipment. Technology Center staff started their training by created a poster and printing it out on the large format printer.
- Equipment Update- Jack is in the processes of learning the Hatch embroidery software. The software will help patrons create their designs with our new Brother NQ1600 embroidery machine. We should be receiving the new laser cutter on June 9.
- Programming- Jack and I finalized the Maker Studio programming for July & August.
- Networking & Sharing - Jack, Dave and I attended the Makerspace Networking Group Meeting via Zoom.
- Website- Jamie, Jill, Dave and I met to discuss how to represent the new Maker Studio on our website. We decided that it's going to have its own unique look and feel different from the website. We are in the process of creating a mock-up.

Statistics

- 3D Printer- 19 processed requests. Interesting Prints: wedding cake topper, cup holder, chess pieces, Girl Scouts logo, and frames
- Carvey – 1 request. Various size dog holes.

3D Printed – Cake Topper



3D Printed – Cup Holder



- Tech Takeout Checkouts
 - Unique Users - 77
 - Total checkouts – 120
- Curbside Printing- 10
- Website Top Five Pages not including homepage.
 - Hours/Location-653
 - Job Openings- 601
 - Databases A-Z -477
 - Summer at IPPL- 477
 - eBooks- 399
- YouTube Videos- We published 0 new YouTube videos for May but we did stream our highly popular egg cam. That pulled in 511 views. We have gained 7 new subscribers; our total subscribers are now at 209. Our total view count for May is 4,113.

Public Technology & Maker Programs & Classes

- 1 - 1-on-1 Patron Assistance- 5
- 1 on demand recorded YouTube Videos - Total views: 9

Projects

- Lobby Display- We are working on a new digital display of events for the wall of the newly renovated library entrance.
- Staff Roaming Equipment- We are in the process of setting-up and testing equipment for staff to use while roaming and assisting patrons including a Microsoft Surface go, iPad, and new Walkie Talkies.
- Staff Training Videos – Dave completed the filming and editing of the three Resource Services training videos. These new videos will be used to train new staff members for reference and readers advisory
- Guest Services Blog – Dave is working with staff to make final changes to the new Guest Services blog. This new blog replaces all other staff blogs except for the technology blog. It is a resource for staff to stay up to date and give the quick access to what they will need to assist patrons. The blog will go live sometime in June.
- Library of Things- We have been working on rebranding the Library of Things collection to better promote them in our newly renovated building. A new logo has been created and display cases are be created to go in the Market Place. (see below)

WI-FI HOTSPOTS

What you can do with it

- Provides internet access at home or while traveling.
- Connects up to 10 devices at a time.
- Uses Sprint network; connection speeds will vary.

Take this case to Guest Services for checkout.
IPPL Cardholder Exclusive • Two-week Loan • Fine: \$3 per day



LIBRARY OF THINGS
TOOLS, TECHNOLOGY, & TREASURES TO TRY

Continuing Education

- I attended a leadership webinar on the Power of Habit.

Ann M. Stovall, Head of Technology & Maker Services, June 8, 2021

STATISTICS FOR	May-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	19,190		195,224		
Teen	1,399		13,762		
Kids	13,029		116,132		
ILLS Sent	2,354		23,869		
TOTAL	35,972		348,987		
Electronic Circulation	9,501		110,856		
GRAND TOTAL CIRC.	45,473		459,843		
% Reciprocal Borrowing	7%		6%		
Patron Visits	15,894		109,920		
<u>Current Cards</u>					
Resident	102		22,850		
Non-Resident	48		770		
TOTAL	150		23,620		
<u>Patron Assistance</u>					
Adult - Reference	1,264		14,820		
Kids - Reference	946		8,418		
Technology - Reference	1,371		12,244		
TOTAL REFERENCE	3,581		35,482		
Adult - Other	248		1,727		
Kids - Other	18		97		
Technology - Other	24		217		
TOTAL OTHER	290		2,041		
GRAND TOTAL ASST.	3,871		37,523		
<u>ILL/Reserves</u>					
Holds	6,201		84,515		
ILLS Sent	2,354		23,869		
ILLS Checked Out	3,807		38,886		
ILLS Received	4,250		39,329		
<u>Programs - Adult</u>					
# Programs	13		123		
Attendance	231		2,531		
<u>Technology Classes</u>					
# Programs	1		77		
Attendance	9		823		
<u>Individual Technology Training</u>					
# of Patrons	198		1,065		
<u>Groups</u>					
# Programs	5		36		
Attendance	55		350		
<u>Others</u>					
#Programs	0		0		
Attendance	0		0		
<u>Programs - Teen</u>					
# Programs	6		97		
Attendance	77		527		
<u>Programs - Kids</u>					
# Programs	17		514		
Attendance	501		5,071		
GRAND TOTAL ATT.	1,071		10,367		

STATISTICS FOR	May-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	1,180		12,098		
Kids Computers	63		812		
Teen Laptop	2		52		
Adult Laptop	11		82		
TOTAL PATRON USE	1,256		13,044		
Hours Used					
Adult Computers	885		8,332		
Kids Computers	38		462		
Teen Laptop	3		103		
Adult Laptop	12		116		
TOTAL HOURS USED	938		9,013		
Wireless Total Connections	5,129		48,130		
IPPL Total Web Site Access	15,065		413,856		
IPPL Total Page Views	38,469		619,740		
Subscription Database Logins	2,217		31,898		
Outreach-Homebound					
Items Delivered	147		1,362		
Volunteers					
Number Active	4				
Hours Worked	6		452		
Staff Training Hours	123		850		
Conference Room Usage	47		376		
Study Table Usage			580		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -

May 2021

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	511			511	35	13	35	13
Non-Fiction	38303			38303	2353	4410	2353	4410
Fiction	31129			31129	3536	7305	3536	7305
ADULT TOTALS	69943	0	0	69943	5924	11728	5924	11728
KIDS								
Non-Fiction	11823			11823	766	332	766	332
Fiction	23727			23727	2177	1219	2177	1219
KIDS TOTALS	35550	0	0	35550	2943	1551	2943	1551
TEEN								
Non-Fiction	530			530	106	5	106	5
Fiction	4083			4083	402	122	402	122
TEEN TOTALS	4613	0	0	4613	508	127	508	127
BOOK TOTALS	110106	0	0	110106	9375	13406	9375	13406

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6658			6658	613	221	613	221
Music CDs	5910			5910	223	1801	223	1801
Playaway	371			371	4	3	4	3
DVDs (DVD & Blu-ray)	20766			20766	1095	1554	1095	1554
ADULT TOTALS	33705	0	0	33705	1935	3579	1935	3579
KIDS								
Audiobooks on CD	577			577	54	10	54	10
Music CDs	293			293	26	2	26	2
Playaway	113			113	6	0	6	0
DVDs (DVD & Blu-ray)	4265			4265	177	203	177	203
KIDS TOTALS	5248	0	0	5248	263	215	263	215
TEEN								
Audiobooks on CD	228			228	22	0	22	0
Playaway	20			20	1	0	1	0
DVDs (DVD & Blu-ray)	1			1	0	436	0	436
TEEN TOTALS	249	0	0	249	23	436	23	436
AUDIOVISUAL TOTALS	39202	0	0	39202	2221	4230	2221	4230

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	189			189	35	0	35	0
Tech Takeout (except digital content devices)	133			133	22	4	22	4
CD-ROMs	0			0	0	36	0	36
ADULT TOTALS	322	0	0	322	57	40	57	40
KIDS								
Kits (STEM, Book bundles, etc.)	160			160	11	19	11	19
Puzzles (New Aug. 2018)	16			16	1	1	1	1
Playaway Launch Pads	21			21	0	3	0	3
KIDS TOTALS	197	0	0	197	12	23	12	23
TEEN								
Equipment (CD Players, etc.)	6			6	0	0	0	0
Console Games	756			756	94	5	94	5
Board Games	112			112	18	3	18	3
TEEN TOTALS	874	0	0	874	112	8	112	8
OTHER TOTALS	1393	0	0	1393	181	71	181	71
COLLECTION TOTALS	150701	0	0	150701			11777	17707

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

May 2021

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eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,107	23	24,130	874	897
eMedia (Overdrive Advantage)	6,816	15	6,831	692	707
Preloaded eReaders	114	0	114	26	26
eBook Totals	354,715	99,626	454,341	1592	1630
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,061	29	6,090	214	243
eMedia Advantage (Overdrive)	1,566	10	1,576	222	232
Preloaded Adult Audiobook iPods	137	0	137	64	64
Audiobook Total	77,036	23836	100,872	500	539
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,245	7	1,252	27	34
Preloaded Family Roku Titles	187	0	187	4	4
Video Totals	16,469	7	16,476	31	38
Total Audiovisual	335,209	23,843	359,052	2123	577
Collection Totals	689,924	123,469	813,393		2207

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2021

Balance on hand as of April 30, 2021.....	2,613,580.53
Cash Receipts for May.....	298,533.25
Cash Disbursements for May.....	521,223.30
Cash on hand as of May 31, 2021.....	2,390,890.48

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.035%	
General.....	429,035.88
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,883.97
Children's Endowment.....	3,064.64
Endowment.....	11,862.95
MPI Investment (Corporate Fund).....	1,622,792.05

Fifth Third - Checking	
General.....	121,598.83
Hinsdale Bank & Trust - Checking.....	64,161.65
Fifth Third - Savings - Rate 0.03%	
General.....	113,119.77
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2021.....	2,390,890.48

FUND BALANCES AS OF 05/31/2021

Corporate Fund.....	3,919,275.38
Building & Maintenance Fund.....	53,171.64
I.M.R.F. Fund.....	(187.97)
Liability Fund.....	(648.55)
Social Security Fund.....	199.90
Special Reserve Fund.....	(481,467.52)
Deferred Property Taxes.....	396,376.06
Current Liabilites.....	(1,099,452.40)
Grand Total All Funds.....	2,390,890.48

Indian Prairie Public Library District
 Consolidated Revenue Report
 May 2021

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	RECEIVED May 21	RECEIVED THIS YEAR	Budget	\$ Over Budget	% of Budget
Percent of Year: 91.67					
Income					
41000 · Property Tax & Levy Interest					
41100 · Property Taxes	0.00	3,747,502.28	3,740,844.00	6,658.28	100.18%
41150 · Non-current Property Taxes	4.86	84.77	0.00	84.77	100.00%
43100 · Interest-Tax Levy	0.01	1.91	0.00	1.91	100.00%
Total 41000 · Property Tax & Levy Interest	4.87	3,747,588.96	3,740,844.00	6,744.96	100.18%
42000 · Intergovernmental					
42200 · Per Capita Grant	0.00	53,161.25	53,161.00	0.25	100.00%
42300 · LIMRICC	0.00	0.00	0.00	0.00	0.00%
Total 42000 · Intergovernmental	0.00	53,161.25	53,161.00	0.25	100.00%
43000 · Interest					
43500 · Interest - Investment	16.50	1,614.80	0.00	1,614.80	100.00%
Total 43000 · Interest	16.50	1,614.80	0.00	1,614.80	100.00%
45000 · Desk Monies					
45100 · Copier	183.95	1,488.45	2,300.00	-811.55	64.72%
45120 · Computer Copies	635.57	6,274.42	7,500.00	-1,225.58	83.66%
45130 · Fax	65.84	1,673.06	500.00	1,173.06	334.61%
45200 · Fines/Fees	1,279.51	14,761.71	25,000.00	-10,238.29	59.05%
45250 · Gifts/Donations	0.00	3.25	500.00	-496.75	0.65%
45300 · Lost Materials	342.80	3,684.88	4,000.00	-315.12	92.12%
45350 · Non-Resident Fees	2,160.00	73,683.22	47,000.00	26,683.22	156.77%
45450 · Top Picks	0.00	7.80	0.00	7.80	100.00%
45550 · Meeting Room Rental	0.00	0.00	0.00	0.00	0.00%
45600 · ILL Fees	0.00	515.75	500.00	15.75	103.15%
45650 · 3D Printing	62.35	284.90	250.00	34.90	113.96%
45660 · Carvey	0.00	16.00	50.00	-34.00	32.00%
45700 · Passport Fees	1,670.00	9,240.00	17,500.00	-8,260.00	52.80%
45750 · Notary Fees	61.00	753.00	700.00	53.00	107.57%
Total 45000 · Desk Monies	6,461.02	112,386.44	105,800.00	6,586.44	106.23%
46000 · Other Income					
46500 · OCLC Refund	0.00	700.00	250.00	450.00	280.00%
46700 · Miscellaneous	0.00	511.31	2,000.00	-1,488.69	25.57%
46800 · Collection Agency Fee	10.00	150.00	150.00	0.00	100.00%
49000 · Operating Transfer In	0.00	0.00	2,400.00	-2,400.00	0.00%
Total 46000 · Other Income	10.00	1,361.31	4,800.00	-3,438.69	28.36%
Total Income	6,492.39	3,916,112.76	3,904,605.00	11,507.76	100.30%

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Indian Prairie Public Library District Consolidated Expenditures Report for May 2021

Percent of Year: 91.67

	May 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	150,814.32	1,896,572.00	82.67%	2,294,105.00	397,533.00		
61310 · Benefits - Medical / Life Ins.	14,113.21	132,612.90	75.90%	174,732.00	42,119.10		
61330 · Benefits - IMRF	17,285.80	209,439.12	95.60%	219,079.00	9,639.88		
61340 · Benefits - FICA	11,291.55	142,503.79	83.57%	170,513.00	28,009.21		
61400 · Staff Development	974.96	5,412.63	35.61%	15,200.00	9,787.37		
61600 · Board Development	225.00	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	153.32	2,345.74	78.19%	3,000.00	654.26		
61730 · Data Expense Reimbursement	145.00	2,765.41					
TOTAL PERSONNEL	195,003.16	2,398,422.56	83.18%	2,883,331.00	487,673.85	3,171,664.00	75.62%
MATERIALS							
62100 · Books	12,005.47	123,856.06	72.58%	170,650.00	46,793.94		
62200 · Periodicals	1,274.64	15,508.37	58.91%	26,325.00	10,816.63		
62300 · Audio	4,105.23	28,924.03	81.82%	35,350.00	6,425.97		
62400 · Video	4,624.91	27,407.28	62.36%	43,950.00	16,542.72		
62500 · Multi-Media	755.12	2,586.17	22.99%	11,250.00	8,663.83		
62600 · eMaterials	19,773.10	182,571.13	108.22%	168,700.00	-13,871.13		
62700 · Console Games	769.70	6,367.08	90.96%	7,000.00	632.92		
62800 · ESL	526.17	762.43	76.24%	1,000.00	237.57		
62900 · Materials Supplies	2,752.83	17,695.89	84.27%	21,000.00	3,304.11		
TOTAL MATERIALS	46,587.17	405,678.44	83.61%	485,225.00	79,546.56	533,747.00	76.01%
BUILDING							
63200 · Cleaning Service	5,125.24	51,554.38	72.10%	71,500.00	19,945.62		
63300 · Utilities (1-8-11 · Gas)	0.00	12,846.51	128.47%	10,000.00	-2,846.51		
63300 · Utilities (1-8-12 · Electric)	4,057.71	48,050.45	82.85%	58,000.00	9,949.55		
63300 · Utilities (1-8-13 · Telephone)	468.48	5,179.83	94.18%	5,500.00	320.17		
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)	397.56	4,389.40	99.76%	4,400.00	10.60		
63350 · Building Supplies	0.00	6,264.53	104.41%	6,000.00	-264.53		
63400 · Maintenance Supplies	609.88	8,683.32	78.94%	11,000.00	2,316.68		
63500 · Security System Monitoring	0.00	756.00	108.00%	700.00	-56.00		
63600 · Property Maintenance	1,149.51	23,349.05	58.37%	40,000.00	16,650.95		
63800 · Building Maintenance/Repair	150.00	37,491.80	124.97%	30,000.00	-7,491.80		
TOTAL BUILDING	11,958.38	198,565.27	80.36%	247,100.00	48,534.73	370,650.00	53.57%
OPERATIONS							
64200 · Supplies - Office	437.36	9,638.52	80.32%	12,000.00	2,361.48		
64300 · Photocopy Supplies	0.00	1,758.25	35.17%	5,000.00	3,241.75		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	183.71	1,134.46	49.32%	2,300.00	1,165.54		
64500 · Postage	143.75	-666.35	-16.25%	4,100.00	4,766.35		
64600 · Non-Payment Reimbursement	0.00	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	50.12	948.27	63.22%	1,500.00	551.73		
64800 · Organizational Memberships	0.00	1,042.50	29.79%	3,500.00	2,457.50		
64900 · Bank Fees	169.88	1,646.37	54.88%	3,000.00	1,353.63		
TOTAL OPERATION	984.82	15,576.66	46.50%	33,500.00	17,923.34	40,200.00	38.75%
TECHNOLOGY							
65100 · Supplies-Public Toner	273.21	5,860.18	58.60%	10,000.00	4,139.82		
65150 · Supplies-Staff Toner	0.00	3,171.93	52.87%	6,000.00	2,828.07		
65160 · Supplies-Technology Services	124.39	639.76	53.31%	1,200.00	560.24		
65200 · Technology-Prof Services	0.00	1,525.00	38.13%	4,000.00	2,475.00		
65300 · Purchase of Equipment	0.00	6,518.66	60.64%	10,750.00	4,231.34		

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

Percent of Year: 91.67

	May 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65350 · Tech Takeout	33.99	1,355.18	135.52%	1,000.00	-355.18		
65400 · Technology Equip Mnt/Repair	977.07	11,207.90	86.35%	12,979.00	1,771.10		
65500 · Software	3,500.00	13,456.03	160.32%	8,393.00	-5,063.03		
65600 · SWAN	0.00	48,331.41	100.72%	47,988.00	-343.41		
65700 · Telecommunications	1,837.40	13,506.74	93.38%	14,465.00	958.26		
TOTAL TECHNOLOGY	6,746.06	105,572.79	90.41%	116,775.00	11,202.21	200,000.00	52.79%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,135.00	15,642.50	97.77%	16,000.00	357.50		
66200 · Credit Bureau	17.90	742.85	82.54%	900.00	157.15		
66300 · Copier	221.00	2,506.00	71.60%	3,500.00	994.00		
66400 · Copier Maintenance Contract	0.00	4,249.66	169.99%	2,500.00	-1,749.66		
66900 · Fees - Bond Registrar	10.00	150.00	68.18%	220.00	70.00		
TOTAL CONTRACTUAL SERVICES	1,383.90	23,291.01	100.74%	23,120.00	-171.01	35,000.00	66.55%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	12,572.00	105.28%	11,941.00	-631.00		
67200 · Bonding	0.00	1,160.00	100.00%	1,160.00	0.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	18,016.00	103.63%	17,385.00	-631.00	25,000.00	72.06%
COMMUNICATIONS							
68110 · Marketing Newsletter	6,173.00	25,464.21	70.73%	36,000.00	10,535.79		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	0.00	211.61	25.19%	840.00	628.39		
68310 · Marketing Supplies	0.00	217.98	43.60%	500.00	282.02		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	2,200.00	2,200.00		
68500 · Legal Notices	0.00	1,276.85	85.12%	1,500.00	223.15		
TOTAL COMMUNICATIONS	6,173.00	27,170.65	63.13%	43,040.00	15,869.35	50,000.00	54.34%
PROGRAMMING							
68600 · Programming	1,577.23	17,483.04	56.04%	31,200.00	13,716.96		
TOTAL PROGRAMMING	1,577.23	17,483.04	56.04%	31,200.00	13,716.96	40,000.00	43.71%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69200 · Special Reserve Fund	244,901.56	487,351.49	48.74%	1,000,000.00	512,648.51	1,300,000.00	37.49%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00		
69900 · Contingency	5,147.21	13,169.95	61.17%	21,529.00	8,359.05		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00		
GRAND TOTAL	520,462.49	3,710,297.86	75.69%	4,902,205.00	1,191,907.14	5,866,261.00	63.25%



E-News June 9, 2021

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

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[Grants](#) | [Conferences and More](#) | [IL State Library News](#) | [Other Library News](#)

| [Member News](#) | [RAILS Jobs and More Links](#)



RAILS News

FAQ: Masks and Vaccines in the Bridge Phase

In response to member questions about mask requirements and more during the bridge phase, RAILS created an [FAQ](#) with help from Julie Tappendorf at Ancel Glink. The FAQ is available on the [COVID-19 Pulse Page](#) of the RAILS website.

ALA Advocacy Alert: Take Action to #FundLibraries

If you've been reading the *RAILS E-News* lately, you'll have noticed several posts over the last few weeks about the [President's budget proposal](#), which includes federal funding for libraries. ALA is asking for an increase for FY 2022. At least one of your legislators serves on the appropriations committee in charge of finalizing the budget, and your help is needed. [Contact your legislator now](#) and ask them to support increased funding for libraries in the final FY 2022 budget.

Newest Sparks Podcast

In the [latest episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks with Durand CUSD #322 school librarian Audra Hill and Kelly Giovanine, Executive Director of Durand Charm, a local nonprofit, about [their My Library Is... grant project](#) to promote the combined school and public library. Many in the community are not even aware that they have a library.



The podcast is available as an audio-only file, or as a video file. You can find them both on the [RAILS website](#).

Subscribe to the My Library Is... Marketing Newsletter

RAILS has a new tool for libraries to stay connected to the My Library Is... campaign. As part of the campaign, [you can subscribe](#) to receive a [regular newsletter](#) with links to blog posts, templates, and resources. Anyone who is interested in telling the story of the library and proving the library's value to stakeholders is encouraged to subscribe. This email arrives on the first Monday of every month.

**My Library Is... Sharing Boxed Meals and Building Community**

In this [week's blog post](#), Public Relations & Outreach Manager Kirstin Finneran from Fox River Valley Public Library District shares how being a summer meal location has benefited the library by growing goodwill in the community. Through community partnerships, outreach, and more, they've seen positive publicity for the library and support from local businesses.



Share something happening at your library. Log into My Library Is... using your L2 credentials, and [upload your own](#) story or blog post. We welcome contributions from all levels of staff at all types and sizes of libraries!

Judge the Latest Indie Books from Illinois Authors!

The [Soon to Be Famous Illinois Author Project](#) needs your help! The Project needs judges for adult and young adult fiction by self-published authors.



STBF requires judges to read six or seven books over a

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member with an interest in being part of this nationwide project to [sign up to judge](#).

Big News for the *De la Página a la Fama* Contest

We are excited to announce that there are more categories for the [De la Página a la Fama](#) contest! Each book submitted to the contest can be:



- For adults or young adults
 - a novel or short story in a fiction or memoir genre
- For children
 - a short story or a children's book

Never before has the Illinois Author Project accepted books outside the novel category. This is great news for Spanish-language authors! Due to this change and to allow time for more entries this first year, the deadline for entries into the *De la Página a la Fama* contest is extended to June 14.

Continuing Education (CE)

Webinar Recording Available: "Disaster Planning: Getting Started"

A recording of the May 26 webinar "Disaster Planning: Getting Started" [is now available](#) in the [RAILS CE Archives](#). Annie Peterson, Program Leader at LYRASIS, provides an overview of different steps that libraries can take to be better prepared for a disaster of any size. This webinar also covers risk assessment and mitigation, creating a disaster plan, collections salvage procedures, techniques for training staff, and will touch on creating emergency response networks. Log in with your [L2](#) credentials to access this content.

IT Purchasing in Libraries Discussion, June 16

Join us for a discussion of pain points and successes in your IT (information technology) purchasing. Sometimes purchasing hardware and software for a library can be difficult. Vendors may not understand your organization or may try to take advantage of your need for a niche product.

RAILS is interested in learning more about the IT hardware and software purchasing needs and experiences at our member libraries. Please come and share your experiences. This event is on Wednesday, June 16 at 10 a.m. via Zoom. Visit [L2](#) to [register and for more details](#).

"Advanced Uses of Zoom and Technology for Virtual Library Programming" Webinar, June 17

Arielle Raybuck, Fiction & Media Auditorium Coordinator for Northbrook Public Library, will present pre-production communication practices to ensure smooth programs, Zoom settings that will expand your program options, and the application of live streaming using Zoom and YouTube. This webinar takes place via Zoom on Thursday, June 17 from 1:30 to 3:00 p.m. [Register via L2](#).

"Classifying Fiction Works Using LCC" Webinar, June 18

This webinar will focus on how to create a Library of Congress Classification (LCC) call number for fiction works and other works associated with a literary author, such as literary criticisms and autobiographies. This is the last of a three-webinar series that was designed for LCC novices, as well as those looking to refresh their knowledge of this complex standard. This webinar is on Friday, June 18 from 10 to 11 a.m. [View more and register on L2](#).

Networking

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

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E-Content We Love

June is Pride Month! Check out [this collection](#) of e-books that celebrate LGBTQ+ Pride Month. These titles are part of the rotating selection of [PopUp Picks](#) featured in the BiblioBoard Library of Illinois.

The BiblioBoard Library is available to everyone in Illinois, courtesy of RAILS, regardless of whether they have a library card. Items on this platform have no holds, no waits, and can be accessed simultaneously. Furthermore, libraries do not have to sign up to join the BiblioBoard Library; simply adding this link (<https://illinois.biblioboard.com/>) to your website provides patrons with access to the collection. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

**Renew eRead Illinois Axis 360!**

eRead Illinois Axis 360 libraries, it's time to renew your eRead Illinois membership. Go to [eRead Illinois](#), log in with your [L2](#) account, and fill out the form to complete your renewal.



RSA libraries do not need to fill out the form. Your consortium manager will complete the renewal for you.

[More information about eRead Illinois.](#)

Deals, Discounts, Grants

Deals & Discounts

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

Gale Database Package Deal

RAILS member libraries are eligible to purchase a [Gale database package](#) at discounted rates. The package includes In Context Elementary, In Context Global Issues, Gale Health and Wellness, and more.

Register for a webinar on [Tuesday, June 15 at 10 a.m.](#) to learn more about the resources included in the package, pricing information, and next steps.

EBSCO Deals: Renewals/Sign-Ups for Packages Due by June 15

[EBSCO packages for public libraries](#) and [EBSCO packages for K-12 libraries](#) offer discounted pricing on a variety of core databases and additional choices from a list of options. New sign-ups and renewals for RAILS packages are due by June 15.

Libraries can also find links to recordings of recent webinar demos for Library Aware, Learning Express, and Prenda Code Club on the [Deals & Discounts page](#).

IT Product Discounts and Purchasing

- [Minitex Products Store discount](#) offers discounted pricing for Bibliotheca products, as well as other big-ticket items.
- [Barcodes, Inc. discounted hardware for libraries](#) includes a curated custom collection of hardware designed specifically for your library's needs.

RAILS Information Technology Manager Wesley Smith will also host an [IT Purchasing in Libraries Discussion](#) on June 16 to explore pain points and successes related to IT purchasing. [View details in the CE section above and register.](#)

Conferences

and other professional development opportunities

have announced that President Barack Obama is the featured speaker for the closing session. View [all speakers](#), including Amanda Gorman and Billie Jean King, and [register](#) for what is sure to be an amazing conference.

ARSL Conference Registration

Early Bird registration for the Association of Rural and Small Libraries ([ARSL](#)) [conference](#) opens on Wednesday, July 7 for all conference attendees. The conference is October 20-23 in Sparks, NV.

Visit the [conference website](#) for registration fees, conference hotel information, and virtual access cost.

Free Mental Health Conference, June 13

The Naomi Cohen Institute 19th Annual Community Conference is on Sunday, June 13. The theme of this free mental health conference is Grief and Stress During a Global Pandemic and it is open to community members, libraries, health professionals, and anyone wishing to hear from noted speakers on mental health. Learn more about the [conference agenda and speakers, or register to attend](#).

Program Proposals Open for PLA 2022

[PLA 2022](#) is in Portland, Oregon on March 23-25. They seek proposals for educational sessions that reflect the innovation, creativity, adaptability, and diversity that emerged in the public library field during the past year.

[Submit a proposal](#) and share your idea for a preconference or program. The deadline for submitting proposals is June 21.

Before diving in, PLA encourages you to [preview the proposal form](#) and check out the [recommendations for developing a great proposal](#).

Illinois State Library News

Annual Illinois Emerging Writers Competition Entry Forms Available

Secretary of State and State Librarian Jesse White announced that entry forms are available for the 15th annual Illinois [Emerging Writers Competition Gwendolyn Brooks Poetry Award](#). The competition is open to Illinois residents age 18 and over. Entries must be postmarked by June 30. Cash prizes will be awarded for first (\$500), second (\$300), and third place (\$100). Winning poems will be submitted for possible publication in the "Ninth Letter," "Quiddity International Literary Journal and Public Radio Program," and "RHINO Poetry" journals.

[Entry forms](#). For more information, contact Illinois Center for the Book Coordinator [Bonnie Matheis](#) at 217.558.2065.

IPLAR Survey Available

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

For questions about counting Wi-Fi sessions and website visits, check out this link: [Counting Wi-Fi Sessions and Website Visits](#). If you would like more information, including a detailed list of changes and helpful tips, contact [Pat Burg](#). For more information about the IPLAR survey, please visit the State Library's [IPLAR web page](#).

State Library's Comprehensive Online Calendar

View the State Library's calendar of events and deadlines on their [website](#).

To stay abreast of other news from the Illinois State Library, subscribe to their e-news by emailing kpeebles@ilsos.gov or calling 217.558.4029.

Other Library News

WTTW Documentary Screening Opportunity

WTTW, Chicago's PBS station, is offering public libraries the opportunity to

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and informative one-hour special about the Chicago civil rights icon and her quest for justice.

The documentary and companion website tell the story of Ida B. Wells like never before, painting a deeply humanizing portrait of a civil rights icon, investigative journalist, and suffragist who was uncompromising in her quest for justice.

Contact [Julia Malish](#) with questions or to request the download link. Also, please join the social media discussion using #IdaBWellsWTTW.

IT and Library System Workers Needed for Focus Group

The National Forum for Privacy Protections in Public Libraries project currently seeks public library systems and IT (Information technology) workers to participate in a virtual focus group exploring the technological tools public libraries use to ensure patron privacy and the challenges IT professionals face in achieving these goals. View the [invitation letter and get a link to sign up](#).

This study is funded by the Institute of Museum and Library Services under the National Leadership Grant Forum. If you have any questions about the project or wish to learn more about it, please visit the [National Forum for Privacy Protections in Public Libraries](#).

ABOS Membership Week

Please join the Association of Bookmobile and Outreach Services (ABOS) for "All Aboard!" membership week, June 14-18, 2021. Celebrate ABOS with prizes and drawings, member spotlights, and discounts for new members. [Learn more](#) on the website.

Member News

[Library News](#), [Director Updates](#), [Member Question](#), [Fast Facts Surveys](#)

Congratulations to LJ's Movers and Shakers

Library Journal's Movers & Shakers Award announced [46 recipients for 2021](#). We are proud of and congratulate RAILS member David Kelsey from St. Charles Public Library District who won in the category of Community Builders for his work with elder outreach.

This marks the 19th year that *LJ* spotlighted a group of individuals who are moving the library field forward as a profession.

RAILS Library Director News

Do you have library director changes to share? Let RAILS [Communications](#) know of library director changes (and the effective date of the changes) so we can officially welcome new directors to the RAILS community and say goodbye to retiring directors.

Library News

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

- [Oak Park Celebrates Juneteenth with Library Exhibit, Storytime, and More](#)
- [Seeking Participants for a Mini-Course on Careers in Librarianship for Immigrants](#)
- [Yoga in the Park at Robert Rowe Library](#)
- [Reading Colors Your World, Summer Reading at Robert Rowe Library](#)
- [Brookfield Library Begins Move to New Building](#)
- [Naperville Public Library Eliminates Overdue Fines](#)

Fast Facts Surveys

To post a brief Fast Facts survey to poll other libraries about a narrow topic, sign into the [RAILS website](#) with the email address and password used for [L2](#), visit the [Fast Facts Surveys page](#), and click on Add New Survey (top right).

- [Renting or Lending Equipment](#)
- [Study Rooms](#)
- [Remote Work Policy](#)
- [No Unique](#)

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Renovation Update

I'm working with the architect and the contractor on change orders and final details that need to be completed. I've been directing Joe and Kyle in moving and removing shelving and other items, such as old signs, that we don't need or that go in new locations, plus starting to bring back furniture to the various areas. Joe has been immeasurably valuable in helping to ensure that the construction work can continue to move forward and saving the library money by doing so much himself. I've also been plotting out which materials should be shifted and where they should go, providing direction to Cindy, the shelver supervisor.

Staff in the Programming and Outreach Department have moved into their new workroom, which is located on the second floor next to the staff lounge.

The Ask Us Desk on the second floor has been removed. Staff are currently working at a table. Eventually that will go away as we move into our new service model over the summer with staff roaming the area to provide services.

The teen collections have been moved to their new locations and most of their furniture has been taken out of the Pod and put into that space. We've also taken some of the mid-kid furniture out of the Pod and put on the 2nd floor.

The board books, beginning readers, and first chapter collections have been moved to the new area for young children. On 6/25 movers will be here to move J novels and J subject collections, plus the picture books to their new locations.

Electrical and data is still being done throughout the building including trenching in the first floor workroom.

Right now we've been told we'll be able to set up that first floor workroom the week of 6/28. Once Joe installs the desks, shelving, and cabinetry we'll move Resource Services staff and Guest Services staff out of the meeting room and the space formally used for LittleTown.

The cabinetry in the Maker Studio is currently being installed. The same company made the new service desk and the technology desk. Those will be installed when they are done installing the cabinetry. Then the electricians will run electrical and data through the desks. Right now we are anticipating we'll move to those desks 6/25. That same day the Adult Ask Us Desk will be removed.

We start to receive some of the first floor furniture the week of 6/14. Most of the furniture will be delivered and set up starting 6/22. We won't receive most of the new study chairs for the first floor until the end of August due to delays in manufacturing.

The specialty café lighting will not be installed until the end of September due to delays in manufacturing. We also will be missing six new doors until mid-August.

The vending and coffee machines are in their new location. We've also placed hold-pickup items in their new location in the lobby.

Staff have started shifting adult book collections around again in preparation for the new marketplace shelving and the final shifting of the collections. I've been working with the architect on signage. I don't have a date on when that will be installed.

COVID Policy and Practices

The state has officially moved into phase 5. Our current policy states that masks will be worn until phase 5. It states that the policy will be automatically lifted once the state reaches phase 5 but, based on last month's discussion, I felt it was prudent to wait to make changes until after the board had another discussion.

Attached is the current policy as well as a FAQ put together by the attorney at RAILS.

Here is information from the state:

<https://www2.illinois.gov/Pages/news-item.aspx?ReleaseID=23399>

CDC guidelines put into place in May:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

In our area:

Hinsdale is requiring masks for everyone for 2 hours each morning.

Downers Grove and Lisle are requiring masks in their Kids Rooms.

Westmont, Woodridge, Oak Brook, Thomas Ford (Western Springs), Fountaindale (Bolingbrook), and LaGrange are following the CDC guidelines. Naperville is also following the CDC guidelines and reserving the first hour for vulnerable populations (they don't explain quite what that means.)

I recommend that we allow staff who are vaccinated to not wear masks and unvaccinated staff must wear masks at work. I recommend that we allow vaccinated patrons to not wear masks but discuss whether or not patrons spending time in the youth department should wear masks.

USE OF LIBRARY FACILITIES

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613 Restore Illinois Safety Policy

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

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

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

Approved 7/15/2020

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FAQ Masks and Vaccines in the Bridge Phase:

Can I continue to require masks of the public regardless of vaccination status?

Yes, a library can continue to require masks regardless of vaccination status. If the library wants to do adopt a policy stricter than the CDC and State have adopted, it should consider adopting a formal policy so library staff can refer to that policy when enforcing the stricter requirement.

Can I require staff to wear masks if I choose to allow the public to enter without a mask?

While there is no prohibition on treating patrons and employees differently, the library may want to be prepared to explain to employees why it is taking a different position with employees than with patrons. For example, are there health and safety reasons why employees should wear masks regardless of status (i.e., they work closely together, etc.?)

Can I require vaccinated staff to NOT wear masks while working?

I'm not sure what basis an employer would have to prohibit mask wearing by employees. Is there an employment-related reason for imposing this requirement that would outweigh an employee's right to protect him or herself in the workplace?

Can I require the confirmation/proof of vaccination status of staff to allow them to go maskless?

Yes. The EEOC has made it clear that employers can ask employees about their vaccination status and make disclosure a condition to working without a mask. Employers should be cautious not to inquire into the reasons why an employee has not been vaccinated, however, but can require that individual to wear a mask. The employer can also require an employee who refuses to disclose their vaccination status to wear a mask.

Can I require the public to prove their vaccination status to come in without a mask?

Yes.

Can I choose not to confirm vaccination status if I make it clear (through signage, etc.) that only the vaccinated should be maskless?

Yes.

Do I need to consider the issue of masks differently than a business, based on the governor's order? Are local units able to require masks for all? Can local units of government decide on the issue of mask wearing by themselves?

Libraries, like other units of government as well as private businesses, can adopt and enforce policies that are stricter than the CDC and State of Illinois policies. That includes requiring masks of all employees and/or of all patrons, regardless of vaccination status.

Can we turn public water fountains back on?

Yes, the DCEO has confirmed that libraries can turn water fountains back on.

Capital Projects and Financial Forecast

Attached is a list of capital projects identified for the coming fiscal year. In addition I've updated the financial forecast with revenue and expenditure projections for the current fiscal year, numbers for the proposed operating budget for FY 21/22, and the capital projects listed for this fiscal year.

A note about interest – I don't include interest in the revenue for the current fiscal year and the upcoming year because we reinvest all interest earned through our investments in order to grow the library's reserves. I update this information on the financial forecast each year when we receive our audit which will show the interest earned on our investments.

The capital projects list is simply informational right now. Some are building maintenance items for which we'll go out to bid and bring the projects to the board for approval. Other items will be discussed by the Building and Grounds Committee.

The financial forecast is also informational, providing a long-term look to 2030, as the trustees discuss the proposed operating budget for FY21/22, of projected operating budgets and capital projects.

Capital Projects

Guest chairs for board room and offices to match new study chairs	15 @ \$400	6,000
Kid-sized tables and chairs for expanded Youth Program Room 20 chairs, 10 tables		7,000
Displayers for materials		2,000
Chiller coil (approved) being installed this month and will come out of current operating budget		8,825
T valve and actuator replacement for HVAC		5,900
Strobes and sprinkler replacements		10,000
Three hot water circulation pumps		4,500
Parking lot repaving and striping		10,000
New wireless clock system		5,000
New security camera system		14,000
Supplies for Joe to build the wellness room and conference room in administration space		4,000
Landscaping		20,000
Replace building automation system and connect system to all VAV boxes		52,500

FINANCIAL FORECAST

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Revenues			
Taxes	3,475,052	3,385,027	3,593,998
Per Capita Grant	33,240	53,161	53,930
Desk monies	207,492	210,389	160,218
Interest	38,000	91,472	78,546
Miscellaneous	2,709	3,154	1,983
Total Revenues	3,756,493	3,743,203	3,888,675
Expenditures			
Personnel	2,691,934	2,719,679	2,659,342
Materials	469,172	469,515	453,464
Building	247,875	267,006	234,855
Technology	100,726	107,693	116,478
Operations	30,937	38,472	33,588
Contractual Service	12,720	13,809	19,575
Insurance	16,633	17,247	17,308
Communication/Programs	61,111	66,023	58,584
Contingency	5,018	13,280	16,343
Total Expenditures	3,636,126	3,712,724	3,609,537
Excess revenues over (under) expenditures	120,367	30,479	246,157
District Fund Balance July 1	2,842,079	2,930,383	2,675,344
District Fund Balance June 30*	2,930,383	2,675,344	2,850,268
Capital Projects			
	6,498	187,287	50,000
HVAC motor		parking lot	renovation
	5,775	47,395	14,720
HVAC repair		masonry	LED bulbs
	4,863	6,100	6,513
landscape projects		self checkout softv	brick patio
	4,965	2,447	
sconce and globe light		self check computers	
	2,110	42,289	
mid-kids lounge		servers/misc	
	2,210	bldg	
self-check computers			
	5,642		
HVAC - pumps			

Projected <u>2021</u>	Proposed <u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
3,747,589	3,862,097	3,939,339	4,018,126	4,098,488	4,180,458	4,264,067	4,349,349	4,436,335
53,161	53,161	30,000	30,000	30,000	30,000	30,000	30,000	30,000
118,000	121,750	124,185	126,669	129,202	131,786	134,422	137,110	139,852
0	0	37,942	36,879	39,107	42,139	45,301	49,202	53,565
1,400	550	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,920,150	4,037,558	4,134,766	4,214,974	4,300,097	4,387,683	4,477,090	4,568,960	4,663,053
2,599,480	2,918,381	2,976,749	3,036,284	3,097,009	3,158,949	3,222,128	3,286,571	3,352,302
468,225	479,775	479,775	479,775	479,775	479,775	479,775	479,775	479,775
247,100	256,500	259,065	261,656	264,272	266,915	269,584	272,280	275,003
124,177	143,032	144,462	145,907	147,366	148,840	150,328	151,831	153,350
33,500	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000
24,120	23,720	23,720	23,720	23,720	23,720	23,720	23,720	23,720
17,385	17,369	17,456	17,543	17,631	17,719	17,808	17,897	17,986
56,420	81,700	81,700	81,700	81,700	81,700	81,700	81,700	81,700
20,577	10,000							
3,590,984	3,967,477	4,019,927	4,083,584	4,148,473	4,214,618	4,282,043	4,350,774	4,420,836
329,166	70,081	114,839	131,389	151,624	173,065	195,046	218,186	242,217
2,850,268	1,967,934	1,897,115	1,843,954	1,955,344	2,106,968	2,265,033	2,460,079	2,678,266
1,967,934	1,897,115	1,843,954	1,955,344	2,106,968	2,265,033	2,460,079	2,678,266	2,920,483
1,200,000	15,000	40,000	20,000		15,000			
renovation	furniture	generator	servers		HVAC bearings			
6,500	10,000	128000						
elevator hydraulic	strobes, sprinklers	boiler						
5,000	5,900							
landscaping	t-valve, actuator							
	4,500							
	three pumps							
	5,000							
	clock system							
	14,000							
	security cameras							
	10,000							
	parking lot/paving							
	4,000							
	wellness, conference room							
	20,000							
	landscaping							
	52,500							
	HVAC automation system							

2030

4,525,062
30,000
142,650
58,410
3,300
4,759,421

3,419,348
479,775
277,753
154,883
37,000
23,720
18,076
81,700

4,492,255

267,166

2,920,483
2,075,649

12,000
humidifier
1,000,000
renovation
100,000
roof

Proposed Operating Budget FY21/22

Attached you'll find:

- A summary of the expenditures and revenue for the new fiscal year.
- Details relative to income
- Details relative to expenditures with a comparison to last fiscal year and the previous year.

The Finance Committee has reviewed this information and is recommending adoption of the budget.

Regarding interest as revenue – What is shown here represents interest earned through bank accounts. The interest we earn on our investments is put back into the investments to build our reserves, rather than being used to help fund operating expenses. Interest earned on the investments is reported in our audit report each fall.

Operating Budget 2021/2022 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$2,918,381.00	73.56%	Property Taxes	\$3,862,097.00	95.65%
Materials	\$479,775.00	12.09%	State Grant	\$53,161.00	1.32%
Building	\$256,500.00	6.47%	Interest	\$0.00	0.00%
Operations	\$37,000.00	0.93%	Desk Monies	\$121,750.00	3.02%
Technology	\$143,032.00	3.61%	Other Income	\$550.00	0.01%
Contractual	\$23,720.00	0.60%			
Insurance	\$17,369.00	0.44%			
Communications/Programs	\$81,700.00	2.06%	Total	4,037,558.00	
Contingency	\$10,000.00	0.25%			
Total operating budget	\$3,967,477.00				
Capital Reserves	\$70,081.00				

Income

Property Tax & Levy Interest

Property Taxes	3,862,097.00
Non-current Property Taxes	0.00
Interest-Tax Levy	0.00

Total Property Tax & Levy Interest 3,862,097.00

Grants

Per Capita Grant 53,161.00

Total Grants 53,161.00

Interest

Interest - Investment 0.00

Total Interest 0.00

Desk Monies

Copier	2,300.00	50%
Computer Copies	7,500.00	50%
Fax	2,000.00	200%
Fines/Fees	16,500.00	33%
Gifts/Donations	250.00	50%
Lost Materials	4,000.00	50%
Non-Resident Fees	75,000.00	
Hot Picks	0.00	
Meeting Room Rental	0.00	
ILL Fees	500.00	
Maker Studio	500.00	
Passport Fees	12,500.00	50%

	Notary Fees	700.00	50%
Total Desk Monies		121,750.00	
Other Income			
	OCLC Refund	0.00	
	Miscellaneous	500.00	
	Collection Agency Fee	50.00	
Total Other Income		550.00	
Total Income		4,037,558.00	

2021/2022 Operating Budget - Expenditures

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	2019/20	2020/21	2021/2022	
<u>Personnel</u>				
Salaries	2,294,105	2,294,105	2,294,105	stays flat
Benefits - Med/Life Ins	174,732	174,732	191,452	added full-time Guest Services Asst Dept Head; includes 5% rate increase
Benefits - IMRF	201,318	219,079	225,440	added full-time Guest Services Asst Dept Head
Benefits - FICA	170,513	170,513	175,500	bit underbudgeted last year
Staff development	20,000	15,200	22,200	provides additional CE for new librarians
Board development	1,000	750	1,000	
Worker's compensation	6,263	5,952	5,684	
Unemployment insurance	2,847	3,000	3,000	
Total Personnel	2,870,778	2,883,331	2,918,381	1.23% increase in personnel expenditures.
<u>Materials</u>				
Books	178,400	171,650	164,950	transferred money into eMaterials/streaming
Periodicals	26,525	26,325	26,325	
Audio	37,350	35,350	32,350	
Video	44,950	43,950	42,450	
eMaterials/streaming	102,500	113,700	125,700	
Kits	11,250	11,250	2,000	\$9,250 moved to and split between technology and programming for maker and STEM kits
Online databases	64,640	55,000	58,000	
Console games	7,000	7,000	7,000	
Processing supplies	21,000	21,000	21,000	
Total Materials	493,615	485,225	479,775	
<u>Building</u>				
Cleaning service	71,500	71,500	76,800	rate increase and additional carpet cleaning added
Water/Sewer	7,500	10,000	8,000	
Gas	12,000	10,000	15,000	
Electric	63,000	58,000	58,000	
Telephone	4,400	5,500	6,000	
Maintenance supplies	17,000	17,000	17,000	
Bldg maintenance/repairs	30,000	30,000	30,000	
Security system	800	700	700	
Property maintenance	40,000	40,000	40,000	
Garbage disposal	4,000	4,400	5,000	
Total Building	250,200	247,100	256,500	
<u>Operations</u>				
Supplies - office	13,000	12,000	14,500	
Photocopy supplies	5,000	5,000	6,000	
Patron card supplies	600	600	0	
Postage	4,400	4,100	5,000	
Postage - Passports	2,300	2,300	2,500	
Non-payment reimburse	2,000	1,500	1,500	
Admin staff travel	750	1,500	1,500	
Organizational membership	3,500	3,500	3,500	
Bank fees	3,000	3,000	2,500	
Total Operations	34,550	33,500	37,000	

Technology and Maker Studio

Public toner	9,000	10,000	10,000	
Staff toner	7,000	6,000	7,000	
Supplies - Technology	700	1,200	300	
Supplies - Maker Studio			2,500	
Professional services	5,000	4,000	3,000	
Purchase of equipment	17,122	10,750	17,000	
Equipment maintenance/repair	9,868	12,979	18,436	includes new maker equipment
Tech Takeout		1,000	3,000	
Kits/Library of Things			5,250	transferred from the Materials/Kits budget line
Software	9,300	8,393	14,169	includes new maker equipment
SWAN maintenance	47,166	47,988	47,422	
Telecommunications	13,524	14,465	14,955	
Total Tech and Maker	118,680	116,775	143,032	

Contractual Services

Graphic artist	0	8,000	8,000	
Legal	4,000	4,000	4,000	
Audit	4,000	4,000	4,300	
Credit bureau	900	900	1,200	
Equipment - photocopier	5,500	6,000	6,000	
Bond Registrar	220	220	220	
Total Contractual Services	14,620	23,120	23,720	

Insurance

Physical & liability	11,323	11,941	11,925	
Bonding	1,370	1,160	1,160	
Officers/directors	2,511	2,009	2,009	
Umbrella liability	2,150	2,275	2,275	
Total Insurance	17,354	17,385	17,369	

Communications

Supplies	500	500	700	
Advertising	840	840	800	
Newsletter	36,000	36,000	25,000	8-page quarterly newsletter instead of 16 pages filled with programming
eNewsletter	2,000	2,000	2,000	
Informational printing	2,200	2,200	15,000	includes printing targeted bi-monthly programming handouts
Legal notices	1,500	1,500	1,500	
Total Communications	43,040	43,040	45,000	

Programs

Programs	29,200	31,200	36,700	
Total Programs	29,200	31,200	36,700	\$4,000 transferred from Materials/kits for increase in technology/maker programming, plus increased programs for adults

Contingency

Contingency	10,000	21,529	10,000	
Total Expenditures	3,882,037	3,902,205	3,967,477	
Total Operating Revenue	3,929,591	3,902,205	4,037,558	
Capital Reserves	47,554	0	70,081	

Salary Schedule

Each year as the library prepares the budget for the next fiscal year, we examine our salary schedule relative to other libraries. Attached is a comparison of benchmark positions among area libraries with a proposed increase for the minimum salaries. The last column shows where the proposed minimum would place IPPL among this group of libraries. The library with the lowest salary for a position would be ranked as 1 and the library with highest salary for the same position ranked highest. So, for salaries for assistant directors, IPPL's proposed minimum salary comes in at 4th out of the 7 salaries listed for that position.

The trustees' philosophy has been to keep IPPL in the middle of the group, to not be the library paying the highest salaries but still be competitive.

Also included here is the current salary schedule and the proposed salary schedule for the new fiscal year with the new minimums and maximums for each range. There is a 1.5% increase in the proposed salary schedule.

Salary Schedule Library Comparisons - minimum salaries
FY2021/2022

	IPPL current minimums	proposed minimums	Downers	Woodridge	Elmhurst	Lisle	Orland Park	LaGrange	Westmont	Western Springs	Hinsdale	IPPL ranked within each position (low salary ranked 1)
asst director	71,802	72,879	77,951		72,565	74,529	85,706		70,185		62,400	4 out of 7
dept head	59,991	60,891	59,531	60,827	66,905	65,501	60,921	55,793	58,487	58,500	54,600	7 out of 10
librarian	46,090	46,781	45,463	44,972	56,077	44,441	43,302	41,458	46,790	48,750	43,875	7 out of 10
communications coord	46,090	46,781	45,463	60,827	66,904	39,039	57,645	48,013	45,630		48,750	4 out of 9
office coord	46,090	46,781	45,463	52,301	66,904	39,039	48,521	48,103	45,630		48,750	4 out of 9
admln specialist	18.02	18.29	17.81	20.90	16.10	17.60	17.69				18.50	5 out of 7
asst head guest services	20.83	21.14	20.37	23.05	25.37		19.82				18.50	4 out of 6
guest services associates	15.87	16.11	15.56	14.04	16.10	17.60	17.69	15.81	14.40	17.00	15.00	7 out of 10
shelver***	11.00	11.17	11.00	11.30	11.00	11.00	11.22	11.00	12.00	13.00	11.00	

***libraries will move this salary to \$12.00 by 1/1/22 to comply with minimum wage law

Salary Schedule FY2020-2021
Revised March 2021

Grade Level and Position	Minimum	Maximum
Grade I Page	11.00	15.01
Grade II Material Services Associate I Programming & Outreach Clerk	12.34	18.41
Grade III Administrative Associate Public Services Shift Supervisor Communications Associate Public Services Associate Materials Services Associate II Technology Services Associate Substitute Associate	15.87	23.81
Grade IV Senior Circulation Supervisor Substitute Librarian	18.02	27.00
Grade V Assistant Head of Circulation Services	20.83 40,614	31.24 60,921
Grade VI Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Communications Coordinator Building Services Coordinator	23.64 46,090	35.43 69,105
Grade VII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	26.70 52,066	40.06 78,129
Grade VIII Department Head	30.77 59,991	46.16 89,997
Grade IX Assistant Director	36.82 71,802	55.25 107,755
Grade X Library Director	To be set by Board	

Proposed Salary Schedule FY2021/22

Grade Level and Position	Minimum	Maximum
Grade I Page	11.00 12.00 as of 1/1/22	15.01
Grade II Resources Services Associate I	12.52	18.69
Grade III Guest Services Associate Programming & Outreach Associate Resource Services Associate II Technology Services Associate Substitute Associate	16.11	24.17
Grade IV Guest Services Shift Supervisor	17.20	25.82
Grade V Administrative Specialist Programming and Outreach Specialist Resource Services Specialist Senior Guest Services Supervisor Substitute Librarian Technology Services Specialist	18.29	27.40
Grade VI Assistant Head of Guest Services	21.14 41,223	31.71 61,835
Grade VII Librarian Administrative Office Coordinator Communications Coordinator Building Services Coordinator	23.99 46,781	35.97 70,142
Grade VIII Senior Librarian	27.10 52,847	40.66 79,295
Grade IX Department Head	31.23 60,891	46.84 91,347
Grade X Assistant Director	37.37 72,879	56.09 109,371
Grade XI Library Director	To be set by Board	



Indian Prairie Public Library

Meeting Ground Rules

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